
Rector's Directive No. 12/2018

Competence of guarantors of programmes of study

To implement: Article 22 of the Constitution of Charles University

Date of effect: 10 April 2018

Article 1 - Introductory provision

The objective of this Rector's Directive, in relation to the respective provisions of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws, as amended ("the Higher Education Act")¹, Government Decree No. 274/2016 Sb., providing for accreditation standards in higher education ("Government Decree")², and other regulations³, is to define more precisely the competence, responsibility, rights and duties of guarantors of programmes of study, to strengthen their role as key actors in ensuring the quality of programmes of study, and to foster their responsibility for the quality of education offered at Charles University.

Article 2 - Basic provisions

1. The guarantor of a programme of study is an academic who, through their scholarship and name, is to substantially guarantee the quality and due implementation of a programme of study of which they stand as the guarantor. The guarantor is charged with a duty to regard, in cooperation with the respective faculty or faculties and their bodies, the contents and methodological quality of the programme of study at issue, the quality of the implementation of the programme and its developments and regular evaluation.
2. The basic requirements and criteria to be met by the guarantor of a programme of study are stipulated in section 44 (6) of the Higher Education Act, the Government Decree and Rector's Directive No. 32/2017 - Standards of Programmes of Study of Charles University⁴.
3. The dean of a faculty may, upon proposal of the guarantor and in programmes of study with specialisations⁵, charge other academics with the responsibility for a specialised part of the curriculum. This is without prejudice to the competence and responsibility of the guarantor for the programme of study as a whole.
4. The implementation of a programme of study allowing for the acquisition of compact knowledge and skills from another programme of study (double curriculum study)⁶ renders the guarantor responsible for the whole programme of study including the curriculum of the other programme of study. As to the issues of the other curriculum, the guarantor is to cooperate with the guarantor of that programme of study.

Article 3 - Competence, responsibility, rights and duties of guarantors of programmes of study

1. The guarantor, within the preparation of a programme of study, is responsible for
 - a. the content of the programme of study and its creation in compliance with updated level of scientific knowledge and applicable subject-area standards;
 - b. the preparation of an application for accreditation of the programme of study, or the preparation of a draft programme of study within institutional accreditation;
 - c. the creation of curricula within the programme of study in compliance with the Rules and Recommended Procedures for Creating Programmes of Study at Charles University;⁷
 - d. setting the goals and objectives of the programme of study, its characteristics, the profile of a graduate with respect to their knowledge and skills to acquire in accordance with the goals of the programme; defining the scope and

¹ Particularly section 44 (6) and (7) of the Higher Education Act.

² Part Two Title I Division D Chapter III (1) and (2); Part Two Title II Division A (1) – (3), Division B Chapter II (1), Division C (1), Division D (1), Division E Chapter II (1), Division H Chapter II(1) of the Government Decree

³ Article 22 (8) – (12) of the Constitution of CU, Article 5 (3), (6) and (7) of the Rules for the System of Internal Evaluation and Quality Assurance of CU, Article 10 (3) of the Code of Procedure for the Internal Evaluation Board of CU, Article 4 (5), (7) and 13 of the Code of Rules for Educational Activities Evaluation by Students and Graduates of CU.

⁴ Article 5 (2), (8)-(10), Article 10 (1), Article 11 (1), Article 12 (1), Article 14 (1), Article 20 (1) of Rector's Directive No. 32/2017

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⁶ Article 2 (6) c) of the Code of Study and Examination of CU.

⁷ Appendix to Rector's Directive No. 58/2017 - the Draft of a Programme of Study within Institutional Accreditation.

- content of the final state examination and the state doctoral examination and their parts in a way corresponding with the programme of study and the profile of a graduate;
- e. the balance between the scope of instruction in individual subjects and the overall structure of the programme of study; the number of credits assigned to individual subjects to reflect the study load imposed on a student.
2. The guarantor of a programme of study, in cooperation with the dean and other bodies of the respective faculty or respective faculties, is to make sure that the programme of study is implemented in compliance with the valid accreditation and/or valid licence to carry out the programme of study within the respective institutional accreditation.
 3. The guarantor of a programme of study has the following responsibilities within the evaluation of the programme:
 - a. To prepare their own evaluation report regarding the programme of study and to present it to the respective working group established by the Internal Evaluation Board, as a basis for evaluation of the programme of study within the system of internal evaluation and quality assurance of Charles University; to take part, as a member of the working group, in the process of consideration of their own evaluation report and to comment on a draft report of the evaluation of the programme of study to be submitted by the working group to the Internal Evaluation Board.
 - b. To take part in the preparation of the content of evaluation of teaching by students, in the interpretation of its results and in ensuring that relevant feedback be provided at the faculty.
 4. As to the development of a programme of study the guarantor is to
 - a. monitor current developments in the respective subject-field and to make sure that the latest knowledge would be used in order to enhance the quality of the content and methods of teaching to follow trends in the respective subject-area and methodology of instruction;
 - b. propose to the dean modifications of curricula, changes or modifications of the programme of study, and/or changes in staffing;
 - c. consult and coordinate their work, for the sake of quality implementation and prospective formation of the programme of study, with the dean, respective vice-deans, heads of relevant units and/or academics and guarantors of similar programmes of study (i.e. similar in their substance);
 - d. submit to the Rector, dean and other bodies of the University or faculty a report of the situation, evaluation and prospects of study in the respective programme of study.
 5. As to the organisation of study the guarantor of a programme of study
 - a. is to ensure every academic year that students are offered for registration obligatory and elective subjects of a relevant quality and a reasonable number of optional subjects;
 - b. is to ensure that the presentation and filing of curricula in the Study Information System, particularly the full description of subjects offered, definitions of respective forms of assessment of study, the relevant interlinking of the system of co-requisites, pre-requisites and incompatibilities of individual subjects, etc., correspond with the valid format and content of the respective curricula;
 - c. is to ensure that topics and directions of diploma theses be in compliance with the subject-area direction of the programme of study;
 - d. may submit to the dean nominations of members of examinations boards for the final state examination and doctoral state examination, nominations for the commission for the defence of a doctoral dissertation as well as nominations of external specialists who may be appointed to such commissions and boards.
 - e. expresses their position regarding applications, complaints and questions of students regarding the respective programme of study within the scope of competence determined by this Directive;
 - f. proposes the forms of modification of admissions procedure and study conditions for students with special needs.⁸

Article 4 - Remuneration of guarantors of programmes of study

The work of the guarantor of a programme of study is remunerated in the form of an extra pay. Such extra pay is to express appreciation of the positive benefit brought in by the guarantor for the regular and quality implementation of the programme of study.

Article 5 - Transitional provision

Provisions for guarantors of programmes of study are to be applied with necessary modifications, reflecting the situation at individual faculties, to subject-area guarantors as long as a programme of study has been subdivided into subject areas. Subject-area guarantors act in cooperation with the guarantor of the respective programme of study and may form a Board of the Guarantor of the study programme.

Article 6 - Common and final provisions

1. Competence of the guarantor of a programme of study, particularly the description of their activities and responsibility in relation to the dean, relevant vice-dean and heads of units where teaching is carried out, may be provided in detail in an internal regulation of the faculty or a dean's directive. Either document may specify the scope of responsibility for individual specialisations where a programme of study with specialisation is at issue, or for the implementation of a programme of study allowing for acquisition of compact knowledge and skills from another programme of study (double curriculum study).
2. Rector's Directive No. 10/2013 is hereby repealed.

⁸ Article 2 (2) f) of Rector's Measure No. 23/2017 "Standards of Support to be provided at Charles University to students and applicants for study with special needs".

3. This Directive becomes effective on 10 April 2018.

Prague, 4 April 2018

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