

RULES FOR THE ACCREDITATION OF STUDY PROGRAMMES

Art. I.

Preamble

1. The process of establishing, approving and modifying draft study programs prior to submitting an application for accreditation to the National Accreditation Office (hereinafter referred to as the "NAO") and the role of programme guarantor is governed by the Statute and other internal regulations of ARCHIP. These Rules elaborate the above in more details.

Art. II.

Programme guarantor

1. A programme guarantor may only be a faculty member of ARCHIP who meets the conditions set by the standards for the accreditation of the study programme. In accordance with Article 16.7 of the Statute, the guarantor is appointed by the Rector.
2. A programme guarantor is responsible for the quality of the study programme and for the proper implementation and development of the study programme guaranteed by his/her expertise and name. The programme guarantor coordinates, in particular, the content preparation of the study programme, supervises the quality of its implementation, evaluates the study programme and develops it further.
3. A programme guarantor is responsible for the content of the study programme and its design and ensures that the programme reflects the current level of scientific knowledge and valid industry standards, as well as the current developments in the given field.
4. A programme guarantor is intrinsically involved in the internal quality assessment of the study programme. This role is further regulated by the quality assurance system for the educational, creative and related activities and the internal quality assessment of the educational, creative and related activities at ARCHIP.
5. A programme guarantor reflects the students' views of the course and acts on students' complaints or queries about the study programme.
6. A programme guarantor proposes to the Vice-Rector the staffing of the courses in the study plan.
7. A programme guarantor consults and co-ordinates its activities with the Archip authorities and the guarantors of the subjects in the interest of quality development of the study programme.
8. A programme guarantor consults the Rector and other stakeholders about the need to make changes to the study programme.

Art. III.**Preparation of a study programme accreditation**

1. When a new study programme is implemented, the Rector appoints a programme guarantor well in advance of the intended application for accreditation.
2. The Rector, Vice-Rector and the relevant programme guarantor cooperate with other stakeholders on the development of the study programme. The guarantor is responsible for the content and methodological preparation of the study programme. The guarantor proposes and consults the structure of the study plan, staffing and guarantors of the study courses. Guarantors and faculty members for specific courses are appointed by the Vice-Rector after consultation with the guarantor of the study programme.
3. The course guarantors draw up a part of the study plan related to their course and submit it to the programme guarantor who will approve it or return it for reworking.
4. The Rector prepares the study programme for presentation to the Academic Board. The Academic Board will discuss and approve the draft study programme without comments, with comments or binding comments that the Rector is required to incorporate and re-submit the programme for approval to the Academic Board.
5. The Rector requests the accreditation of the degree programme in accordance with the legal requirements and published NAO requirements.
6. In the event of a change, extension or prolongation of accreditation of a study programme, the same applies *mutatis mutandis*.

Approved by the Academic Board on 28. 11. 2018

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