

RULES OF PROGRAMMES IMPLEMENTED AT BRNO UNIVERSITY OF TECHNOLOGY

Heading

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Mgr. Karolína Gondková
Head of the Department of Higher Education Institutions

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PART ONE GENERAL PROVISIONS

Article 1

Subject

1. Pursuant to Section 17 (1)(k) of Act No. 111/1998 Coll., on higher education institutions and amending and supplementing other laws (Act on Higher Education Institutions), as amended (hereinafter the "Act") and pursuant to Art. 51 (1)(n) of the BUT Statute, the Rules of Programmes Implemented at Brno University of Technology (hereinafter "BUT") are an internal regulation of BUT, which:
 - a) stipulates the details of institutional accreditation;
 - b) defines the processes of creation, approval and change of programmes within institutional accreditation;
 - c) defines the processes of creation, approval and modification of proposed programmes prior to their submission for accreditation to the National Accreditation Bureau for Higher Education (hereinafter the "Accreditation Bureau");
 - d) stipulates formal requisites of programmes and courses;
 - e) defines the obligations of guarantors of programmes and courses;
 - f) defines the standards of programmes implemented at BUT;
 - g) defines the principles of quality assurance with respect to programmes.

PART TWO PROGRAMMES

Article 2

Programmes implemented at BUT

1. Programmes are generally implemented at faculties.
2. University institutes may participate in implementing programmes accredited at BUT.
3. Authorisation of BUT to implement programmes under the conditions stipulated by the Act follows from:
 - a) the approval of a programme by the Internal Evaluation Board of BUT (hereinafter the "IEB") on the basis of institutional accreditation for the relevant area of education or
 - b) the accreditation of a programme granted by the Accreditation Bureau.
4. The list of programmes implemented by BUT is published in the public part of the BUT website.

Article 3

Programme documentation

1. Programme documentation shall be drawn up in the Czech and English languages and contain the following:
 - a) name and code of the programme;
 - b) type of programme (Bachelor's, Master's or doctoral);
 - c) profile of the programme pursuant to paragraph 2 (only in case of a Bachelor's or Master's programme),
 - d) language of instruction;

- e) form of study (full time, combined or distance study);
 - f) person authorised to implement the programme pursuant to Art. 2 (1) and (2);
 - g) period for which the authorisation to implement the programme is granted or for which the accreditation of the programme is granted pursuant to Art. 2 (3),
 - h) name of the guarantor of the programme and composition of the Programme Board pursuant to Article 10, or the Doctoral Board in case of a doctoral programme;
 - i) area(s) of education within which the programme is implemented; in case of a combined programme, also the percentage of basic subject areas belonging to the individual areas of education in the instruction (paragraph 3);
 - j) aims of the study, i.e. basic information about the programme;
 - k) academic degree awarded;
 - l) profile of a graduate including professional knowledge and skills and general qualification which a graduate should acquire during studies of the programme;
 - m) characteristics of professions for the performance of which the graduate should be prepared and/or the characteristics of areas or employers where the graduate will be able to apply his/her education;
 - n) conditions which the students must fulfil during their studies and in their due completion, including the contents of State examinations;
 - o) standard duration of studies at an average workload, expressed in academic years;
 - p) study plan pursuant to the Study and Examination Rules of BUT, or study plans corresponding to the individual specialisations of the programme, as applicable, pursuant to paragraph 4;
 - q) rules and conditions for creation of study plans or, in the case of doctoral studies, individual study plans;
 - r) length of internships, if any;
 - s) documentation of courses included in the study plan;
 - t) information about accessibility of studies to people with disabilities;
 - u) complementarity with other types of programmes in the same or related area(s) of education.
2. In terms of its profile, a programme may be:
 - a) professionally oriented, focused on mastering practical skills required for performance of a profession supported by the necessary theoretical knowledge; or
 - b) academically oriented, focused on acquisition of theoretical knowledge required for performance of a profession, including a career in a creative field, and providing space for acquiring the necessary practical skills.
 3. A programme only belongs to one area of education if the relevant state examinations or doctoral thesis defence verify the relevant knowledge or skills in the basic subjects belonging to a single area of education. A programme is a combined programme if the relevant state examinations or doctoral thesis defence verify the relevant knowledge or skills in the basic subjects belonging to multiple areas of education.
 4. "Specialisation" means a form of studies in a programme which enables the student to focus on a specific study of the programme associated with acquisition of comprehensive knowledge and skills, in addition to the common basis of the programme. Each specialisation has a separate study plan including both the common part, identical for all specialisations within the given programme, and a specific part characterising the given specialisation.
 5. Documentation of programmes is recorded in the BUT IS and published via the public part of the BUT website.

Article 4
Course and its documentation

1. The basic teaching module of the study plan is a course (hereinafter the “course”).
2. Every course has its documentation; requisites for the course documentation are stipulated in the Study and Examination Rules of BUT.
3. Course documentation is recorded in the BUT IS and published via the public part of the BUT website.
4. Required courses are courses that are mandatory in the given programme. Selective courses are courses that form part of a required block. Required blocks are groups of courses where a student must complete at least a certain number of courses or gain at least a certain number of credits. Other courses are elective.
5. A “basic profile course” is a required or selective course in which the student gains knowledge or skills that are necessary for achieving the expertise or skills listed in the profile of a graduate which constitute, relate to or underlie the knowledge or skills in the basic subjects verified in the State examination.
6. A “basic theoretical profile course” is basic profile course which also relates to methodological foundations of the relevant area of education.

Article 5
Programme guarantor

1. A programme guarantor shall be appointed for every programme. The programme guarantor shall be a member of the academic staff whose expertise and name shall stand guarantee for the quality and proper implementation of the programme guaranteed by him/her.
2. An Associate Professor or a Professor who is a member of the academic staff of BUT and who meets conditions stipulated by the Act and Government Regulation No. 274/2016 Coll., on standards for accreditation in higher education (hereinafter the “Government Regulation”), may become the guarantor of a doctoral, Master’s or academically oriented Bachelor’s programme implemented at BUT.
3. A Professor, an Associate Professor or an employee with an academic degree, who is a member of the academic staff of BUT and meets conditions stipulated by the Act and the Government Regulation may become the guarantor of a practice-oriented Bachelor’s programme implemented at BUT.

Article 6
Appointment of a programme guarantor

1. Guarantors of programmes implemented at the faculties shall be appointed and removed by the Dean after discussing the issue in the Faculty’s Scientific Board; in other cases, the guarantors shall be appointed and removed by the Rector after discussing the issue in the BUT Scientific Board (hereinafter the “BUT SB”).
2. The programme guarantor shall be appointed within one month of the date of authorisation to implement the programme.

Article 7
Duties of the programme guarantor

1. The programme guarantor, or in cases under sub-paragraphs a) and b) the proposed programme guarantor, shall chiefly:
 - a) co-ordinate the preparation of contents of the programme;
 - b) take responsibility for the preparation of the study part of the supporting documents for obtaining an authorisation to implement the programme;
 - c) co-ordinate the preparation of study plans specifying the programme;
 - d) take responsibility for the preparation of the supporting documents for extension or prolongation of an authorisation to implement the programme,
 - e) supervise the quality of implementation of the programme in accordance with the valid authorisation to implement the programme;
 - f) evaluate and develop the programme;
 - g) define the programme documentation, take responsibility for its up-to-date status and ensure its publication in the information system (hereinafter the "BUT IS"),
 - h) guarantee fulfilment of requirements following from the Standards of BUT Programmes,
 - i) propose changes to study plans and teaching staff;
 - j) propose potential changes in implementation of the programme;
 - k) initiate extension of the authorisation to implement the programme;
 - l) take responsibility for specification of the contents of the State examination and its parts in such a way that the examination corresponds to the profile of a graduate;
 - m) take part in evaluation of the quality of the programme, comment on the evaluation of studies in the given programme as a whole, on the results of surveys among graduates and employers and on anonymous student surveys;
 - n) upon request, submit a report on implementation of the programme to the Rector or to the Dean,
 - o) ensure the quality of topics of theses within the given programme;
 - p) in case of Bachelor's and Master's study programmes, submit proposals on members of examination committees for final State examinations to the Dean;
 - q) inform the Dean (the Rector in case of programmes pursuant to Art. 2 (2)) without delay about any shortcomings in implementation of the programme which may lead to failure to meet the programme standards;
 - r) propose requirements on applicants for the study programme;
 - s) propose any changes to study plans of the programme to the Dean (the Rector in case of programmes pursuant to Art. 2 (2)) prior to discussing them in the Scientific Board;
 - t) co-ordinate the contents of courses in co-operation with the courses' guarantors so that the aims of studies are achieved in accordance with profile of the graduate;
 - u) monitor current development in his/her field and in the given area of education and ensure strategic development of the programme.
2. In his/her activities, the programme guarantor shall co-operate with the Dean, heads of relevant teaching units and course guarantors of the programme.
3. In his/her activities, the programme guarantor shall answer to the Dean, or, in case of programmes pursuant to Art. 2 (2) to the Rector.

Article 8
Course guarantor

1. All courses shall have guarantors who shall generally participate in teaching. Guarantors of basic theoretical profile courses of the programme shall participate in the teaching to a significant degree, especially by lecturing.

2. Qualification requirements on course guarantors must meet the conditions stipulated by the Government Regulation.
3. Course guarantors shall be appointed and removed by the head of the teaching unit that ensures teaching of the given course. A senior employee of the institution shall discuss the appointment and removal of the course guarantor with the guarantors of all study programmes which include said course.
4. Course guarantor shall especially:
 - a) supervise the quality of teaching in the given course;
 - b) be responsible for up-to-date status of the information stated in course documentation pursuant to the Study and Examination Rules of BUT;
 - c) monitor results of evaluations of teaching of the course and propose relevant measures to the Dean or a senior employee of the teaching unit;
 - d) monitor the current development in his/her field and innovate teaching in terms of contents and didactics in response to new trends;
 - e) propose changes in teaching staff to the head of the teaching unit;
 - f) co-ordinate the activities of teachers, if the course is taught by more than one teacher;
 - g) co-operate in his/her activities with the bodies of faculty or relevant component part of BUT implementing the course, heads of teaching units and guarantors of programmes within which is the course taught.

Article 9 Teaching staff

1. Teaching shall usually be provided by members of the academic staff of BUT.
2. Doctoral programme students may also participate in teaching, where the scope of their participation in teaching is governed by the Study and Examination Rules of BUT.
3. Teachers and supervisors of Bachelor's and Master's theses must have at least higher education acquired through studies in Master's programmes. Teachers of programmes in artistic fields who prove sufficient professional qualification may be exempt on the basis of the Dean's authorisation.
4. Lectures shall be delivered by Professors and Associate Professors; in justified cases, the Dean, or the Rector in case of programmes not accredited at a faculty, may authorise some other academic staff member to deliver a lecture.

Article 10 Programme Board

1. The Dean, or, in case of programmes pursuant to Art. 2 (2), the Rector, shall appoint a Programme Board for every Bachelor's or Master's programme.
2. A Programme Board shall have at least 5 members and consist of the programme guarantor and at least two other members of academic staff implementing the given programme. A representative of students or a representative of employers who is not a member of the BUT academic community may also become a member. An employer means a legal or natural person who employs at least one employee and an organisational unit of the State which includes employees in an employment relationship or performing work on the basis of an agreement to perform work. The programme guarantor shall chair the Programme Board. A representative of students in the Board shall be appointed on proposal of the Student Chamber of the Academic Senate of the relevant faculty. In case of programmes pursuant to Art. 2 (2), the length of the term

of office shall be determined by the Rector, who shall appoint representatives of students on proposal of the Academic Senate of BUT.

3. The length of the term of office of members of the Programme Board shall be determined by the Dean or the Rector, as applicable.
4. A Programme Board shall be an advisory body of the programme guarantor; its main task shall be to:
 - a) discuss any changes, prolongations and extensions of the authorisation to implement the programme (Article 29);
 - b) continuously monitor and evaluate the quality of teaching in the programme;
 - c) discuss the Self-evaluation Report on fulfilment of requirements following from Standards of BUT Programmes (Article 44),
 - d) discuss the development plan of the programme (Article 44);
 - e) perform annual assessment of the programme development.
5. In case of follow-up programmes or otherwise related programmes, a joint Programme Board may be appointed. In that case, the members shall consist of the guarantors of all relevant programmes, at least two other members of academic staff implementing the relevant study programmes, one representative of students and at least one representative of employers who are not a member of the BUT academic community. The chairperson of a joint Programme Board implemented within one faculty shall be appointed by the Dean from among the guarantors of the relevant programmes, in other cases, the chairperson shall be appointed by the Rector.
6. Members of the Programme Board or the Programmes Board, if applicable, shall be appointed not later than within two months from the date of authorisation to implement the programme or from the date of termination of the term of office of the previous Board members.
7. The Board shall meet at least once annually.

Article 11

Doctoral Board of a doctoral programme

1. The Doctoral Board of a doctoral programme is defined by the Study and Examination Rules of BUT.
2. The Doctoral Board of a doctoral programme shall be chaired by guarantor of the given doctoral programme.
3. Apart from activities determined by the Study and Examination Rules of BUT, the Doctoral Board of doctoral programme shall also performs task specified in Art. 10 (4).

PART THREE

INSTITUTIONAL ACCREDITATION

Article 12

Recitals

1. Institutional accreditation in the area(s) of education is granted by the Accreditation Bureau on the basis of a written request of BUT.
2. An institutional accreditation gives BUT the authorisation to independently create and implement a given type or types of programmes in the specified area(s) of education.

Article 13
Standards of programmes

1. Programmes implemented at BUT must meet the requirements set out by the Act and the Government Regulation.
2. The internal requirements binding for the authorisation to implement programmes within the institutional accreditation are delimited by the “Standards of BUT Programmes”, i.e. internal standards of BUT which are subject to discussion at the IEB.

Article 14
Requisites of an application for institutional accreditation

1. An application for institutional accreditation shall include:
 - a) designation of area(s) of education in which BUT intends operate on the basis of accreditation and the type or types of programmes;
 - b) a report on internal evaluation of the quality of education, scientific and research, developmental, innovational, artistic and other activities (hereinafter the “creative activities”) as well as related activities and any amendments to this report;
 - c) a self-evaluation report describing and evaluating the fulfilment of individual requirements following from relevant accreditation standards including requirements related to financial, material and other conditions for BUT’s activities and development;
 - d) other requisites stipulated in Section 81a of the Act and in the Government Regulation.

Article 15
Submission of a proposal for areas of education

1. The Rector shall request the Deans or the heads of university institutes to submit proposals for area(s) of education in which the university intends to implement programmes, in order to designate area(s) of education pursuant to Art. 14 (1)(a).
2. The proposal for areas of education pursuant to paragraph 1 shall be submitted by the Dean if the programmes are to be implemented at a single faculty, or by the Deans, or the heads of university institutes if the programmes are to be implemented at several faculties or with participation of university institutes. In the latter case, if the proposal fails to specify as to which component part will be obliged to co-ordinate the preparation, the Rector may appoint a coordinator for the preparation of the proposal through his/her decision. The thus-appointed person shall fulfil the tasks of the submitter as set out by the Rules.
3. Proposals for areas of education pursuant to paragraph 1 are subject to approval by the Scientific Board of a faculty, the Scientific Boards of faculties or the Scientific Board of a university institute.
4. Prior to its approval by the Scientific Board of a faculty or Scientific Boards of faculties, the proposal shall be discussed by the Academic Senate of the relevant faculty or by Academic Senates of the relevant faculties; in case of programmes pursuant to Art. 2 (2), the proposal shall be discussed by the BUT Academic Senate.

Article 16

Approval of a proposal for areas of education

1. At a meeting of the Rector's Council, the Rector shall advise the other Deans of the proposal and submits the proposal, together with the Deans' opinions, if any, to the BUT SB.
2. In case of substantive objections against the proposed areas of education, the BUT SB shall return the proposal through the Rector to the submitter for review.

Article 17

Preparation of a self-evaluation report

1. Following the approval of proposed areas of education by the BUT SB, the Rector shall request that the submitters provide supporting documents in order to prepare a self-evaluation report.
2. In case of inadequacy of said supporting documents, the Rector shall request that the submitters remedy the defects within a set deadline.

Article 18

Approval of a plan to submit an application for institutional accreditation

1. The plan to submit an application for institutional accreditation for an area or areas of education shall be subject to approval by the BUT SB, based on the Rector's proposal.
2. In justified cases, the BUT SB may interrupt discussion of the plan and ask the Rector to supplement or re-draft the supporting documents.

Article 19

Submission of an application for institutional accreditation

1. After approval of the plan to submit an application for institutional accreditation by the BUT SB, the Rector shall submit the application for institutional accreditation to the Accreditation Bureau.

Article 20

Extension of the institutional accreditation

1. During the term of institutional accreditation, BUT may request its extension for other area(s) of education or other type(s) of programmes within an area of education for which it already possesses institutional accreditation.
2. The term of institutional accreditation is not extended by extension of the accreditation.
3. The provision of Articles 14 to 19 shall apply by analogy to preparation of applications for extension of institutional accreditation.

Article 21

Expiry of institutional accreditation

1. An institutional accreditation expires upon expiry of the term for which it was granted, by revoking the accreditation or by informing the Accreditation Bureau that BUT waives its institutional accreditation for certain area(s) of education.
2. A plan to waive institutional accreditation is subject to approval by the BUT SB, based on the Rector's proposal.

3. Prior to submitting the plan to waive institutional accreditation to the BUT SB, the plan shall be discussed by the Scientific Boards of faculties and the Academic Senates of faculties which participated or participate in implementation of programmes in the relevant area(s) of education, or by the Scientific Boards of university institutes and the Academic Senate of BUT if applicable.

PART FOUR

GRANTING OF AUTHORISATION TO IMPLEMENT PROGRAMMES WITHIN INSTITUTIONAL ACCREDITATION

Article 22

Recitals

1. The IEB shall grant a faculty or faculties authorisation to implement programmes within the institutional accreditation for certain area(s) of education.

Article 23

Requisites of a proposed programme which has not yet been implemented at BUT

1. Requisites of the proposal shall include:
 - a) application for approval of a programme including programme documentation in the prescribed structure pursuant to Article 3, where all facts known at the stage of a plan to establish the programme shall be specified in this documentation;
 - b) proposal for the programme guarantor with a reasoning explaining the professional and organisational prerequisites for the position of a guarantor and information on fulfilment of requirements following from the Act, the Government Regulation and the accreditation standards;
 - c) a self-evaluation report with the prescribed structure regarding fulfilment of requirements following from the Standards determined by the internal standards pursuant to Article 13;
 - d) in case of a proposed programme whose completion means immediate fulfilment of professional prerequisites for performance of a regulated profession, also the opinion of the recognising authority regarding the performance of regulated profession.

Article 24

Submission of a proposed programme

1. A proposed programme which has not yet been implemented at BUT may be submitted by the following:
 - a) the Dean if the programme is to be implemented at a single faculty;
 - b) Deans, or directors of university institutes, if the programme is to be implemented at several faculties or with participation of the university institutes. In the latter case, if the proposal fails to specify as to which component part will be obliged to co-ordinate the preparation, the Rector may appoint a coordinator for the preparation of the proposal through his/her decision. The thus-appointed person shall fulfil the tasks of the submitter as set out by the Rules.
2. The proposal shall be discussed by the Academic Senate of a relevant faculty or the Academic Senates of the relevant faculties; in case of a study programme pursuant to Art. 2 (2), the proposal shall be discussed by the Academic Senate of BUT.

3. A proposed programme shall be subject to approval by the Scientific Board of the faculty or Scientific Boards of the faculties and university institutes. The Scientific Board shall discuss the proposal in the presence of the proposed guarantor of the programme.
4. After a proposal is approved in the Scientific Board or Scientific Boards, the submitter shall send the proposal to the Rector.
5. If the proposal is incomplete, the Rector shall invite the submitter to supplement the proposal and remedy its defects within a set deadline.
6. At a meeting of the Rector's Council, the Rector shall advise the other Deans of the proposal and submit the proposal, together with the Deans' opinions, if any, to IEB for approval.

Article 25

Co-operation with units of the Academy of Sciences of the Czech Republic

1. Studies in a study programme may take place in co-operation with units of the Academy of Sciences of the Czech Republic should it so follow from the institutional accreditation.
2. In that case, the proposed programme shall include an agreement on mutual co-operation in implementing the programme entered into by and between a faculty or BUT, as applicable, and a unit of the Academy of Sciences of the Czech Republic.
3. An agreement with a unit of the Academy of Sciences of the Czech Republic shall be signed by the Dean after it has been discussed in the Academic Senate and by the Scientific Board of the faculty; in case of a study programme pursuant to Art. 2 (2), it shall be signed by the Rector after it has been discussed in the Academic Senate of BUT and the BUT SB.

Article 26

Discussion of the proposal by the Internal Evaluation Board

1. The IEB shall assess whether the proposal in question meets the requirements following from the Act and internal standards pursuant to Article 13, and whether the proposal is in accordance with the strategic plan of educational and creative activities at BUT.
2. In justified cases the IEB may suspend the consultation process and request that the submitter supplement or modify the proposal, specifying a deadline for this.
3. After the consultation process, the IEB shall adopt a resolution granting authorisation to implement the relevant programme or dismissing the proposal.
4. The IEB shall issue a resolution within 90 days from receipt of the proposal. This deadline shall not include the period during which defects were removed pursuant to Art. 24 (5) and the period of suspension of discussion pursuant to paragraph 2.

Article 27

Granting an authorisation to implement a programme

1. The body competent to grant an authorisation to implement a study programme shall be the IEB, where these authorisation shall be granted for periods not exceeding 10 years. The authorisation to implement a study programme may be granted for a period shorter than 10 years if:
 - a) the authorisation is granted to the applicant for the first time; or
 - b) the authorisation to implement a study programme is granted in view of the need to provide students with a chance to complete their studies; or

- c) if the applicant does not provide sufficient guarantees of proper security and development of the programme in terms of staffing and meeting standards of BUT programmes for a period of 10 years.
2. In a resolution on granting an authorisation to implement a programme, the following must be specified:
 - a) name of the programme;
 - b) type of the programme;
 - c) standard length of study;
 - d) form of study;
 - e) profile of the programme, in case of a Bachelor's or Master's programme;
 - f) area(s) of education of the programme; in case of a combined programme also the share of the individual areas of education in the teaching;
 - g) period for which the programme can be implemented;
 - h) name of the faculty or faculties or the names of university institutes or co-operating institutes of the Academy of Sciences of the Czech Republic (Article 25);
 - i) language of instruction.
 3. In cases where an authorisation pursuant to Art. 1 (c) is granted, the resolution of the IEB shall contain an imposition of any remedies or a requirement for submission of an inspection report.
 4. The IEC resolution on granting an authorisation to implement a programme shall be signed by the Rector.

Article 28

Not granting an authorisation to implement a programme

1. The IEC shall not grant an authorisation to implement a programme if the application:
 - a) is not in accordance with legal regulations and internal standards of BUT; or
 - b) does not meet the standards of BUT programmes pursuant to Article 13; or
 - c) is not in accordance with the BUT Strategic Plan; or
 - d) does not contain all requisites and said defects have not been remedied within a deadline pursuant to Art. 26 (2).
2. The submitter shall be informed on the IEC resolution on non-granting an authorisation to implement a programme by the Rector. This resolution may be contested by an appeal pursuant to Article 32.
3. If the IEB does not grant the authorisation to implement a programme, a new proposal for the same or similar programme can be submitted to the IEB for approval only after 2 years after the IEB issued its decision. A programme shall be considered similar if the profile of its graduate is mostly the same.

Article 29

Extension of the authorisation to implement a study programme and modification of a study programme

1. During implementation of a study programme, the entity authorised to implement the programme may request:
 - a) extension for another form of studies;
 - b) extension for another study plan of the programme;

- c) extension for a co-operation with a unit of the Academy of Sciences of the Czech Republic (Article 25);
 - d) granting of authorisation to implement said programme also in another language;
 - e) substantial changes in the programme during its implementation;
 - f) extension of the authorisation to implement the programme.
2. In cases specified in paragraph 1, the proposal shall also include documents from the internal evaluation of the programme for the past 5 years pursuant to Article 44.
 3. First, the proposal shall be discussed by the Programme Board or Programme Boards, as applicable, and then the procedure pursuant to Article 23 and following shall apply by analogy.
 4. Based on the IEB's decision, the guarantor of the programme shall make the necessary changes to the documentation of the programme in the BUT IS.

Article 30

Limitation or revocation of an authorisation to implement a programme

1. If the IEB finds substantial shortcomings in implementation of a programme, it shall request the entity authorised to implement the programme to provide for a remedy, for which it shall set an appropriate deadline. A substantial shortcoming shall be deemed to have occurred if:
 - a) the programme is implemented at variance with the granted authorisation to implement the programme;
 - b) the programme is implemented at variance with standards of programmes pursuant to Article 13; or
 - c) the entity authorised to implement the programme does not perform internal evaluation of the programme pursuant to Article 44.
2. Members of the academic community of BUT may lodge a complaint with the IEB against substantial shortcomings in implementation of the programme.
3. The IEB may discuss any shortcomings found in the presence of the entity authorised to implement the programme and the guarantor of the programme.
4. If the shortcomings are not remedied within a set deadline, then, according to the nature of shortcoming, the IEB shall resolve on:
 - a) imposing a limitation of the authorisation to implement the programme consisting in a prohibition to accept new applicants; or
 - b) revocation of the authorisation to implement the programme.
5. The IEB shall inform the entity authorised to implement the study programme of its resolution pursuant to paragraph 4, through the Rector, along with the specification of reasons.

Article 31

Termination of the authorisation to implement the programme

1. The authorisation to implement the programme terminates:
 - a) by revocation of the authorisation to implement the programme pursuant to Art. 30;
 - b) termination of the programme on the basis of a proposal of the entity authorised to implement the programme pursuant to paragraph 2;
 - c) expiry of the term for which the authorisation to implement the programme was granted; or

- d) revocation of institutional accreditation for the area(s) of education pursuant to the Act; programmes implemented on its basis shall be considered programmes accredited for a period of 3 years as of the day of termination of the institutional accreditation.
2. A proposal for cancellation of a programme shall be submitted to the Rector by the entity authorised to implement the programme. The proposal shall be discussed by the Programme Board, the Scientific Board of the faculty and the Academic Senate of the faculty, or if applicable, by the Scientific Board of the university institute and by the Academic Senate of BUT.
3. A programme shall be cancelled by an announcement of the Rector published in the public part of the BUT website following approval of the cancellation by the BUT SB.

Article 32

Review of resolution of the Internal Evaluation Board

1. The submitter may request that the Rector review the resolution within 30 days of notification of the resolution on not granting, revoking or limiting the authorisation to implement a programme.
2. The Rector shall review compliance of the resolution of the IEB and its reasoning with legal regulations and internal standards and may also request an opinion of the BUT SB.
3. The Rector shall either confirm or annul the resolution on not granting the authorisation to implement a programme or return it to the IEB for further discussion pursuant to Article 26; the decision of the IEB is then final.

PART FIVE

ACCREDITATIONS OF PROGRAMMES

Article 33

Recitals

1. If an authorisation to implement a study programme is not based on an institutional accreditation of BUT, BUT may gain this authorisation through accreditation of the relevant programme by the Accreditation Bureau.

Article 34

Requisites of a proposed programme which has not yet been implemented at BUT

1. The application for accreditation of a programme shall include in particular:
 - a) the programme documentation in the prescribed structure pursuant to Article 3; all facts known at the stage of a plan to establish the programme shall be specified in this documentation;
 - b) proposal for the programme guarantor with a reasoning explaining the professional and organisational prerequisites for the position of a guarantor and information on fulfilment of requirements following from the Act, the Government Regulation and the accreditation standards;
 - c) a self-evaluation report pursuant to Section 79 (2)(e) with an addendum regarding fulfilment of requirements following from the Standards determined by the internal standards pursuant to Article 13;
 - d) other requisites specified in Section 79 of the Act.

Article 35

Co-operation with a higher education institution

1. Studies in a programme may also take place in co-operation with another higher education institution and/or foreign higher education institution implementing a content-related programme.
2. Terms of the co-operation shall be governed by an agreement between the participating higher education institutions in accordance with the Act and the laws of the country where the co-operating foreign higher education institution is founded, if applicable.
3. The draft agreement shall be discussed by the Scientific Board and the Academic Senate of the relevant faculty or the Scientific Boards of faculties and university institutes and the Academic Senate of BUT, if the programme is implemented at several faculties or with contribution of university institutes. The Dean or the coordinator of the preparation of the draft agreement shall then submit it to the Rector for signature.
4. Requisites of the agreement on co-operation with a higher education institution shall be governed by internal standards of BUT.

Article 36

Submission of a plan to submit an application for accreditation of a programme

1. A proposed programme which has not yet been implemented at BUT may be submitted by the following:
 - a) the Dean if the programme is to be implemented at a single faculty;
 - b) Deans, or directors of university institutes, if the programme is to be implemented at several faculties or with participation of the university institutes. In the latter case, if the proposal fails to specify as to which component part will be obliged to co-ordinate the preparation, the Rector may appoint a coordinator for the preparation of the proposal through his/her decision. The thus-appointed person shall fulfil the tasks of the submitter as set out by the Rules.
2. The proposal shall be discussed by the Academic Senate of a relevant faculty or the Academic Senates of the relevant faculties; in case of a study programmes pursuant to Art. 2 (2), the proposal shall be discussed by the Academic Senate of BUT.
3. A proposed programme shall be subject to approval by the Scientific Board of the faculty or Scientific Boards of the faculties and university institutes. The Scientific Board shall discuss the proposal in the presence of the proposed guarantor of the programme.
4. After a proposal is approved in the Scientific Board of the faculty or Scientific Boards of faculties, the submitter shall send the proposal to the Rector.
5. Article 25 shall apply by analogy.
6. If the proposal is incomplete, the Rector shall invite the submitter to supplement the proposal and remedy its defects within a set deadline.
7. At a meeting of the Rector's Council, the Rector shall advise the other Deans of the proposal and submit the proposal, together with the Deans' opinions, if any, to IEB for approval.

Article 37

Discussion of a plan to submit an application for accreditation of a programme by the Internal Evaluation Board

1. The IEB shall assess whether the plan in question meets the requirements following from the Act and from the standards determined by the internal standards pursuant to Article 13, and whether the proposal is in accordance with the strategic plan of BUT.
2. In justified cases the IEB may suspend the consultation process and request that the submitter supplement or modify the plan, specifying a deadline for this.
3. After discussing the proposal, the IEB shall decide whether or not the plan to submit an application for accreditation of the programme is to be presented to the Rector in order to file the application for accreditation to the Accreditation Bureau.
4. This resolution shall be issued by the IEB within 90 days from receipt of the plan. This deadline shall not include the period during which defects were removed pursuant to Art. 36 (6) and the period of suspension of discussion pursuant to paragraph 2.
5. If the IEB does not approve the plan to submit the application for accreditation of the programme, it shall return the document to the submitter for review, substantiating the return. The submitter shall accept the returned plan or supplement/change the plan in accordance with the Board's substantiation.

Article 38

Submission of an application for accreditation of a programme

1. After the plan to submit an application for accreditation of a programme by the IEB, the Rector shall submit the application for accreditation of a programme to the Accreditation Bureau.

Article 39

Extension and prolongation of an accreditation of a programme and modifications of the programme during its implementation

1. During implementation of a study programme, the entity authorised to implement the programme may request:
 - a) extension of the accreditation for another form of studies;
 - b) extension for another study plan of the programme;
 - c) extension for a co-operation with a unit of the Academy of Sciences of the Czech Republic (Article 25);
 - d) extension for a co-operation with a foreign higher education institution (Article 35);
 - e) granting of authorisation to implement said programme also in another language;
 - f) substantial changes in the programme during its implementation;
 - g) extension of validity of the accreditation of a programme.
2. In cases specified in paragraph 1, the proposal shall also include documents from the internal evaluation of the programme for the past 5 years pursuant to Article 44.
3. The proposal shall be discussed by the Programme Board or Programme Boards, as applicable, and then the procedure pursuant to Article 36 and following shall apply as appropriate.
4. Based on the decision of the Accreditation Bureau, the guarantor of the programme shall make the necessary changes to the documentation of the programme in the BUT IS.

Article 40
Remedies in case of shortcomings

1. If the IEB finds substantial shortcomings in implementation of a programme, it shall request the entity authorised to implement the programme to provide for a remedy, for which it shall set an appropriate deadline. A substantial shortcoming shall be deemed to have occurred if:
 - a) the programme is implemented at variance with the accreditation granted; or
 - b) the programme is implemented at variance with standards of programmes pursuant to Article 13; or
 - c) the entity authorised to implement the programme does not perform internal evaluation of the programme pursuant to Article 44.
2. Members of the academic community of BUT may lodge a complaint with the IEB against substantial shortcomings in implementation of the programme.
3. The IEB may discuss any shortcomings found in the presence of the entity authorised to implement the programme and the guarantor of the programme.
4. If the shortcomings are not remedied within a set deadline, then, according to the nature of shortcoming, the IEB shall resolve on a proposal for the Rector for cancellation of the programme.
5. The IEB shall inform the entity authorised to implement the study programme of its resolution pursuant to paragraph 4, through the Rector, along with the specification of reasons.

Article 41
Cancellation of a programme

1. A proposal for cancellation of a programme shall be submitted to the Rector by the Internal Evaluation Board pursuant to Art. 40 or by the entity authorised to implement the programme. If the proposal is submitted by the entity authorised to implement the programme, the proposal must be discussed by the Programme Board, the Scientific Board of the faculty, or the Scientific Boards of faculties or the Scientific Board of the university institute, as applicable, and, furthermore it must be discussed by the Academic Senate of the faculty or the Academic Senates of faculties, as applicable.
2. Once the proposal is accepted by the BUT SB, the programme shall be cancelled upon delivery of the Rector's notice on cancellation of the programme to the Accreditation Bureau. The notice shall be simultaneously published in the public part of the BUT website.

PART SIX
QUALITY ASSURANCE PRINCIPLES WITH RESPECT TO PROGRAMMES

Article 42
General provisions

1. Assurance of quality of programmes at BUT is a continuous process aiming at fulfilling standards, exceeding usual parameters and achieving sustainable results and continuous quality improvement.

2. Quality of programmes shall be evaluated based on internal standards of BUT and methodical materials approved by the IEB, and shall rely especially on feedback from students, academic staff, graduates and employers.
3. Every quality evaluation of the programmes includes as its integral part also measures for a remedy of ascertained shortcomings.
4. The fundamental parties involved in assuring the quality of programmes shall include guarantors of the programmes, heads of teaching units and guarantors of courses (Article 44).
5. Detailed rules for quality assurance of programmes are laid down in BUT's internal regulation "Rules of the Quality Assurance System for Education and Creative and Related Activities and Internal Evaluation of the Quality of Educational, Creative and Related Activities of BUT".

Article 43

Quality assurance processes with respect to programmes

1. The goal of quality assurance processes with respect to programmes shall be to ensure that newly prepared and existing programmes fulfil the requirements stipulated by the Act, the Government Regulation and the Standards of BUT Programmes pursuant to Article 13.
2. Quality assurance processes with respect to programmes shall be an integral part of the internal quality assurance system of BUT.
3. Quality assurance processes with respect to programmes include, in particular:
 - a) the processes of creation, modification, extension, prolongation and revocation of the authorisation to implement the programme (Articles 23 to 41);
 - b) verification and continuous monitoring of fulfilment of Standards of BUT Programmes pursuant to Article 13;
 - c) remedial processes in case of shortcomings in implementation of a programme (Articles 30 and 40);
 - d) processes of internal evaluation of programmes pursuant to Article 44.

Article 44

Internal evaluation of programmes

1. The Bachelor's, Master's and doctoral programmes shall be subject to regular internal evaluation. This internal evaluation shall be performed at least once every five years, unless the entity authorised to implement the programme or the IEB decide that the evaluation shall be performed sooner.
2. The basic document for internal evaluation of a programme is the self-evaluation report on fulfilment of requirements following from Standards of BUT Programme. This report shall be composed by the programme guarantor in co-operation with the heads of teaching units and the guarantors of subjects within the programme. The documents underlying the self-evaluation report shall include especially:
 - a) Standards of BUT Programmes pursuant to Article 13;
 - b) Programme documentation;
 - c) results of the last internal evaluation of the programme;
 - d) data in the BUT IS including information on the programme for the past 5 years;
 - e) results of anonymous student surveys and questionnaire surveys among employers and graduates.

3. The self-evaluation report shall be discussed in a meeting of the Programme Board, in the case of a doctoral study programme in a meeting of the Doctoral Board with possible participation of heads of teaching units implementing the study programme.
4. The self-evaluation report shall be discussed by the IEB which, subsequently, proposes a recommendation for improving the programme quality to the guarantor of programme.
5. The guarantor of the study programme shall draw up a draft plan of future development of the programme for the following period on the basis of the recommendations of the IEB. If the programme is carried out at a faculty, the plan shall submitted for approval to the Dean, otherwise it shall submitted to the Rector.
6. The self-evaluation report pursuant to paragraph 2, recommendations of the IEB pursuant to paragraph 4 and plans of development of the programme pursuant to paragraph 5 shall form complete documentation of the process of evaluation of the quality of a programme and shall be archived in the BUT IS and accessible to members of the Programme Board, members of the IEB, heads of teaching units providing teaching in the programme, the academic bodies of BUT and the academic bodies of participating component parts.

PART SEVEN TRANSITIONAL AND FINAL PROVISIONS

Article 45 Transitional provisions

1. Accredited programmes implemented at BUT as of 31 August 2016 are accredited for the periods specified in the respective accreditations granted, but at least until 31 August 2019. Until then, the existing classification of these programmes into fields of study shall remain. Article 3 shall apply as appropriate to these programmes.
2. A Programme Board is appointed for every Bachelor's or Master's programme implemented within the accreditation pursuant to Article 1; the members of the Boards shall remain in office at least until 1 September 2018. Their terms of office shall terminate on the date of expiry of the accreditation of the programme.
3. Fields of study implemented on the basis of a valid accreditation as of 31 August 2016 may be transformed into study programmes through the complete process pursuant to Part Four or Part Five.

Article 46 Final provisions

1. The Rules of Programmes were passed by the Academic Senate of BUT on 30 May 2017 pursuant to Section 9 (1)(b)(3) of the Act on Higher Education Institutions.

2. Rules of BUT Programmes shall come into force as of the date of registration by the Ministry of Education, Youth and Sports pursuant to Section 36 (4) of the Act on Higher Education Institutions.
3. Rules of BUT Programmes shall enter into effect as of the date of coming into force.

Doc. Dr. Ing. Petr Hanáček, signed
President of the Academic Senate of BUT

Prof. RNDr. Ing. Petr Štěpánek, CSc., signed
Rector