

Pilsen, 11 October 2018
ZCU 026387/2018

Rector's Directive 26R/2018

PRINCIPLES OF THE CREDIT SYSTEM AND ORGANIZATION OF EDUCATIONAL ACTIVITY

Pursuant to Act No. 111/1998 Coll., On Higher Education Institutions and on Amendments to Other Acts, as amended (hereinafter referred to as the "Act") and in accordance with Article 33 (3) of the Statutes of the University of West Bohemia (hereinafter referred to as the "Statutes"), the Rules of the Quality Assurance System for Educational, Creative and Related Activities, and the Internal Quality Assessment of Educational, Creative and Related Activities of the University of West Bohemia (hereinafter referred to as "PQA") and the Study and Examination Regulations of the University of West Bohemia (hereinafter referred to as "SER"), this Directive stipulates the learning environment at the University of West Bohemia (hereinafter referred to as "UWB") for Bachelor, Master and Doctoral study programmes.

Article 1

Learning Environment

- (1) Study on Bachelor and Master study programmes are organised according to the principles of the European Credit Transfer and Accumulation System (hereinafter referred to as "ECTS"). The standard number of credits necessary for completion of study under ECTS is sixty times the standard length of study expressed in academic years.
- (2) Study on Doctoral study programmes which use the credit system for evaluation is governed by the principles of the European Credit Transfer and Accumulation System (hereinafter referred to as "ECTS").
- (3) Study on Bachelor, Master and Doctoral study programmes is organized at the University of West Bohemia in a uniform university-wide system characterized by the following main features:
 - a) study programmes are usually created and implemented by Faculties,
 - b) departments have a university-wide scope, i.e. they guarantee teaching in the given area (science discipline) for all UWB Faculties,
 - c) study activities in all UWB Faculties are governed by the common SER,
 - d) the timetable of lessons is organized on a university-wide basis using the communal rooms and rooms of UWB workplaces,

- e) registration takes place for the whole academic year before the winter semester begins on the dates set in the schedule for the academic year,
- f) prior to the end of the previous academic year, pre-registration is made in which students choose, within the limits set by the Vice-Rector for Learning and Teaching Activities (hereinafter referred to as “PR-P”) and in accordance with the Academic Year Schedule, their personal study plan for the next academic year. Preliminary registration is one of the functions of the University Information System of UWB (hereinafter referred to as “IS/STAG”). Preliminary registration is carried out when the timetable has been completed so that students can create their personal timetable at the same time as choosing courses.
- g) students may choose, as a free elective course, any of the courses accredited at UWB and included in the offer for the relevant academic year, unless the student is prohibited from enrolling on such a course or the capacity of the course has been filled,
- h) the creation of the timetable at UWB is coordinated by the PR-P and the University-wide Timetable Committee. The Timetable Committee is composed of persons who are proposed to the PR-P by Managers of University Parts,
- i) all faculties have a uniform distribution of teaching time under the following basic rules:
 - a) the length of a lesson is 45 minutes,
 - b) the duration of a break is 10 minutes,
 - c) the beginning of the first lesson is at 7:30 am,
 - d) the duration of teaching in a semester is 13 weeks; details are regulated by the PR-P's instruction "Academic Year Schedule",
- j) data related to study activities are managed in IS/STAG for all relevant UWB Parts,
- k) the inclusion of a specific course taught at UWB in the database of courses (with the exception of Lifelong Learning courses) is subject to discussion and approval by the UWB Accreditation Commission (hereinafter referred to as “UWB AC”),
- l) teaching provided by a department for students of other UWB Faculties is considered to be the department's own activity and the number of lessons taught is taken into account financially when determining the workplace budget based on quantified interfaculty activities of departments with comparable financial demands (according to the UWB Statutes),
- m) a Faculty which, with the prior approval of the guaranteeing Faculty or Institute, includes, in the curriculum of its study programme, courses guaranteed by departments of other Faculties or Institutes, has the right to include and report the adequate part of experts who are guarantors and teachers of these courses for the purposes of the accreditation of this programme by the Accreditation Office or the Council for Internal Evaluation (hereinafter referred to as "CIE"), if UWB implements such a study programme within the area or areas of education for which UWB has the institutional accreditation.

Article 2
Study Programmes

- (1) The procedure leading to the approval of a study programme and the granting of accreditation is described in the Quality Assurance Rules (PZK) and in the PR-P's instruction.
- (2) Monitoring the quality of a study programme is carried out according to PZK and the PR-P's instructions.

Article 3
Study Plans (Curricula)

- (1) The basic document defining the structure of study within a study programme, specialization, is the study plan. The study plan determines the time and content sequence of courses, the form of study and the method of verifying the results of study.
- (2) Courses included in the curriculum have the status of compulsory courses, compulsory-elective courses type A (included in the profiling base courses), compulsory-elective courses type B (not included in the profiling base courses), and free-elective courses.
- (3) A curriculum can be designed as study without specialization, study with specialization or as combined study.
- (4) Specialization in a study programme enables students to focus on a specific part of the study programme resulting in the acquisition of comprehensive knowledge and skills in addition to those connected with the common core of the programme. Each specialization has a separate curriculum which includes both a common part – identical for all specializations in a given study programme, and a specific part connected with the given specialization. The content focus of the specialization must also be reflected in the content of the final state examination.
- (5) The total number of credits for compulsory courses common to all curricula and the minimum number of credits for compulsory elective courses of type A common to all curricula, is greater than 50% of the overall number of credits; a lower percentage must be justified.
- (6) The sum of credits for compulsory courses that are part of specialization courses and the minimum number of credits for compulsory elective courses that are part of the specialization courses must be more than 25% of the total number of credits.
- (7) In the case of study programmes with specializations, applicants for study choose their specialization already in their application for study, if required by the admission procedure of the Faculty for the selected study programme.
- (8) If an applicant chooses a specialization after admission to study, the rules for the selection or change of specialization are governed by the internal regulation of the Faculty.
- (9) Part of the conditions for admission to study approved by the Academic Senate of the Faculty are also the specializations within study programmes.

- (10) Information on which specializations are implemented at UWB and the rules for selecting or changing a specialization are available in the public section of the UWB website.
- (11) If the study is conceived as **combined**, students enrol on one study programme where they study, according to the main study plan ("*maior*" curriculum), the majority the courses; this main study plan is supplemented by a minor part belonging to the second - associated study programme ("*minor*" curriculum).
- (12) In the "*maior*" curriculum, the sum of the number of credits for compulsory courses and the minimum number of credits for compulsory elective courses is at least 50% and is less than 67% of the difference between the minimum number of credits required to complete a degree programme and the number of credits that, according to the curriculum, students should acquire by completing free elective courses.
- (13) In the "*minor*" curriculum, the sum of the number of credits for compulsory courses and the minimum number of credits for compulsory elective courses is not more than 50% and is greater than 33% of the difference between the minimum number of credits required to complete a study programme and the number of credits that, according to the curriculum, students should acquire by completing free elective courses.
- (14) Information on which variants of a combined study are implemented by the given Faculty must result from the decision (resolution) made by the relevant Faculty body and must be available in the public part of the Faculty website.
- (15) The Faculty may take into account the selection of an associated study programme with a "*minor*" curriculum as part of the admission procedure by including an additional section in the admission examination which normally verifies other admission requirements; in the additional section of the admission examination, the Faculty verifies the knowledge, skills or aptitude of the applicant for the associated study programme – according to the applicant's choice and other conditions required for admission. However, the additional conditions for admission thus established must correspond to the fact that it is an admission procedure to study on a study programme with a "*maior*" curriculum.
- (16) In the case of combined study programmes, applicants choose the associated study programme with the "*minor*" curriculum already in the initial application for study.
- (17) The curriculum includes, in particular:
- a) the name of the study programme in Czech and English,
 - b) the name of the specialization in Czech and English,
 - c) type of study programme (Bachelor, Master, Doctoral),
 - d) form of study,
 - e) language of study,
 - f) study programme profile,
 - g) academic year of study,
 - h) version of the curriculum,

- i) the standard length of study expressed in academic years,
 - j) the minimum number of credits required for completion of the study programme, specialization,
 - k) whether it is a credit form of study in the case of Doctoral study programmes,
 - l) the status of the course (compulsory, compulsory elective, free elective), Article 10 of SER
 - m) relation of the course to the profiling basis (ZT – the basic theoretical course of the profiling basis, PZ – the course of the profiling basis, without designation),
 - g) recommended inclusion of courses in specific years and semesters of study in the standard course of study, comprehensive examinations, end-of-semester project defence and final state examination may include compulsory prerequisite courses.
- (18) In the curricula of study programmes at UWB, students have a workload of 1,560 working hours per academic year, which corresponds to a total of 60 credits per academic year. This number includes credits for compulsory, compulsory elective and free elective courses.
- (19) The syllabi of all courses included in the curriculum are attached.
- (20) The structure of the curriculum is governed by the following principles:
- a) the learning outcomes of the compulsory and compulsory elective courses are consistent with the learning outcomes of the study programme and the graduate profile,
 - b) the minimum number of credits required for graduation is sixty times the standard length of study expressed in academic years,
 - c) the status of the course (i.e. compulsory, compulsory elective, free elective) is decided by the importance of the course in a given study programme/specialization,
 - d) the aggregate credit value of compulsory courses and the extent of the compulsory choice from compulsory elective courses is not greater than 95% of the minimum number of credits required to complete a study programme,
 - e) the aggregate credit value of courses that include an independent supervised student project related to preparation of a bachelor or master thesis (thesis seminars, pre-thesis projects or work experience, etc.) is:
 - a. for Bachelor study programmes (including a bachelor thesis), a maximum of twelve (12) credits,
 - b. for Master study programmes, a maximum of eighteen (18) credits,
 - f) the appropriateness of the inclusion of a course in the study plan is the responsibility of the Faculty implementing the relevant study programme. In the case of a joint study programme, the Faculty that has the greatest share in its implementation is responsible for the inclusion of a course.

Article 4 Courses

- (1) Departments, according to their professional and capacity possibilities, in accordance with the requirements of the Deans of the Faculties and in accordance with their professional mission, must list the courses for possible inclusion in the study plans of individual study programmes or specializations. All courses taught at UWB have university-wide validity; when compiling their curricula, the Faculties use the courses listed by all departments following prior discussion with the guaranteeing department.
- (2) Courses are created in accordance with the University rules and regulations set by the Faculty which contains the guaranteeing department. The guaranteeing department is responsible for the accuracy of the course data.
- (3) Data about the course in IS/STAG must include:
 - a) course code (abbreviation of the guaranteeing department/abbreviation of the course),
 - b) abbreviated name of the course (for printing test reports, study plans, etc.) in Czech and English, possibly also in another language,
 - c) the full name of the course (to be printed on the certificate) in Czech and English, or in another language,
 - d) year of the course variant,
 - e) credit evaluation of the course,
 - f) guarantor of the course, including the guarantor's involvement in teaching (percentage share of the teaching¹),
 - g) lecturing teacher including his/her participation in teaching (percentage share of the teaching),
 - h) other teachers involved, including the percentage share of the teaching,
 - i) semester in which the course is offered (winter, summer);
 - j) extent of teaching (number of weekly hours, or total time),
 - k) departments participating in teaching the course,
 - l) form of teaching (lecture, exercise, seminar, excursion, practice, individual supervised student project, etc.),
 - m) type of room required (classroom, laboratory, drawing room, etc.),
 - n) requirements for non-standard size of study group,
 - o) information regarding the infrastructure requirements of the course (need for laboratory equipment, etc.),
 - p) prerequisite courses (prerequisites) for courses that are part of the final state examination or professional practice (SER, Art. 13 (2)),

¹ The percentage of teaching share is calculated separately for lectures, exercises and seminars. The total is always the total number of hours of all lectures in a given semester, the total number of hours of all exercises in a given semester and the total number of hours of all seminars in a given semester.

- q) courses recommended for information,
- r) excluding courses (contraindications),
- s) the preceding equivalent course,
- t) objectives of the course in Czech and English, possibly also in another language,
- u) content of the course (in Czech and English),
- v) prerequisites for professional knowledge, professional skills and general competence related to the course (in Czech and English),
- w) learning outcomes for the course in terms of professional knowledge, professional skills and general competence (in Czech and English),
- x) time required for study,
- y) evaluation methods for professional knowledge, professional skills and general competence related to the course (in Czech and English),
- z) teaching methods for professional knowledge, professional skills and general competence within the course (in Czech and English),
- aa) student requirements (in Czech and English),
- bb) recommended literature,
- cc) permission that students can enrol on the course multiple times without restriction,
- dd) information about the course schedule,
- ee) language used during teaching,
- ff) information about the accreditation of the course,
- gg) method of evaluation,
- hh) the form of course completion:
 - a. method (confirmation of course requirements completed, examination, etc.),
 - b. form (written, oral, written + oral, practical, combined),
 - c. requirement for confirmation that course requirements were completed before the examination,
- ii) information on the inclusion of the course in the weighted study average;
- jj) information on the frequency with which the course is offered;
- kk) indication of the level of the course (for which type of study the course is intended),
- ll) inclusion in the offer of ECTS courses,
- mm) determining whether the course is intended for short-term study stays, defining the conditions for registration,
- nn) print on the Diploma Supplement,
- oo) minimum number of students taught per course,

pp) reserved course².

- (4) The basic document characterizing the course is the **course syllabus**.
- (5) The course guarantor is responsible for providing up-to-date information in the course syllabus.
- (6) The course syllabus must contain:
 - a) course code (abbreviation of the guaranteeing department/abbreviation of the course),
 - b) abbreviated name of the course (for printing test reports, study plans, etc.) in Czech and English, possibly also in another language,
 - c) the full name of the course (to be printed on the certificate) in Czech and English, possibly also in another language,
 - d) credit evaluation of the course,
 - e) guarantor of the course, including the guarantor's involvement in teaching (percentage share of the teaching),
 - f) lecturing teacher including his/her participation in teaching (percentage share of the teaching),
 - g) other teachers involved in teaching, including their percentage share,
 - h) semester in which the course is offered (winter, summer),
 - i) extent of teaching (number of weekly hours, or total time),
 - j) departments participating in teaching the course,
 - k) form of teaching (lecture, exercise, seminar, excursion, practice, individual supervised student project, etc.),
 - l) prerequisite courses (prerequisites) for courses that are part of the final state examination or professional practice (SER, Art. 13 (2)),
 - m) courses recommended for information,
 - n) excluding courses (contraindications),
 - o) the preceding equivalent course,
 - p) objectives of the course in Czech and English, possibly also in another language,
 - q) course content (in Czech and English),
 - r) prerequisites for professional knowledge, professional skills and general competence related to the course (in Czech and English),
 - s) learning outcomes for the course, in terms of professional knowledge, professional skills and general competence (in Czech and English),
 - t) time requirement for study,
 - u) evaluation methods for professional knowledge, professional skills and general competence related to the course (in Czech and English),

² Article 13 (1) (d) of SER

- v) teaching methods for professional knowledge, professional skills and general competence within the course (in Czech and English),
 - w) student requirements (in Czech and English),
 - x) recommended literature,
 - y) language use during teaching,
 - z) method of evaluation of the course in accordance with the Study and Examination Regulations of UWB,
 - aa) the type of course completion:
 - a. method (confirmation of fulfilment of course requirements, examination, etc.),
 - b. form (written, oral, written + oral, practical, combined),
 - c. requirement for confirmation of fulfilment of course requirements prior examination.
- (7) Professional knowledge, professional skills and general competencies specified in the courses of the profiling basis of the programme curriculum/programme specialization must be consistent with the professional knowledge, professional skills and other competences listed in the graduate framework profile as part of the education area/s, to which the given study programme belongs .
- (8) The specific credit value is proposed by the department so that:
- a) the credit value expresses the workload for the student during the course, including the amount of preparation for classes, tests, examination, elaboration of the end-of-semester work, self-study, etc., but not the importance of the course for the study programme as this is expressed by the status of the course,
 - b) similar courses in different programmes (and even Faculties) have a similar credit evaluation.
- (9) Data on recently proposed courses and course syllabi are submitted by Faculties/Institutes for accreditation to the Accreditation Committee of the University of West Bohemia. If an already accredited course changes the course code, number of credits, extent of instruction, course objective, guarantor, financial demands of the course (division of exercises, infrastructure, course coefficient) and type of examination, the changed syllabus must be submitted for new accreditation to the Accreditation Committee of the University of West Bohemia. After accreditation by the Accreditation Committee of the University of West Bohemia, courses can be included in the study plans of study programmes/ specializations and the university-wide list of available courses.

Article 5

Accreditation Committee of UWB (UWB AC)

- (1) The main task of the UWB AC is to continuously evaluate the quality of courses that make up the curricula, especially in terms of:
- a) guarantor of the subject and the guaranteeing workplace,
 - b) the adequacy of the credit evaluation of the course in terms of the student's overall workload,

- c) mutual links between individual courses (links, minimization of duplicities),
 - d) conditions limiting registration on a course (requisites and excluding courses),
 - e) completeness and the level of documentation processing (complete information about the course entered in the university information system, syllabus of the course).
- (2) UWB AC has the right to comment on other inter-faculty issues concerning the content and organization of the teaching process.
 - (3) UWB AC, if necessary, may create subcommittees for individual groups of related courses.
 - (4) UWB AC, at its meeting, assesses proposals made by the Faculties or other UWB Parts implementing teaching courses at UWB. The courses to be assessed are marked in the information system of UWB at the request of the UWB AC, with the sign “P” indicating “Submitted for accreditation”.
 - (5) The Rules of Procedure of the Internal Evaluation Board (IEB) shall apply *mutatis mutandis* to all meetings of the UWB AC.
 - (6) Faculties are obliged to provide the UWB AC with all necessary documents for the meeting.
 - (7) Credit evaluation is awarded to a course following its accreditation (i.e. non-accredited courses have a credit evaluation of 0 credits and must not be included in the study offer of UWB).
 - (8) In the case of a positive outcome of a meeting, the UWB AC will decide on the accreditation of the course for teaching at UWB.
 - (9) If the UWB AC finds shortcomings, it will not grant accreditation to the course. It informs the PR-P of its negative statement; the PR-P will open negotiations with the Faculties concerned and the UWB AC to discuss and eliminate deficiencies. The PR-P informs the Chairman of the UWB AC about the outcome of the negotiations; the UWB AC Chair possibly initiates a reconsideration of the course by the UWB AC.
 - (10) In the case of detected deficiencies, the UWB AC establishes remedial measures, monitors their progress and informs the IEB of its findings.
 - (11) If serious shortcomings have been found in any previously accredited and taught course, the UWB AC, on the proposal of the Education Area Board, the IEB, the study programme guarantor or the PR-P, will reassess the justification for the accreditation of this course.
 - (12) The administrative issues connected with the UWB AC activities are ensured by the PR-P organizational unit.

Article 6
Transitional and Final Provisions

- (1) During the period of valid accreditation for study fields accredited before 31 August 2016, all provisions relating to study programmes/specializations shall also apply to study fields.
- (2) Rector's Directive 3R/2002 The Principles of the Credit System, including the amendment, are abrogated.
- (3) This Directive enters into force on 12 October 2018.

Doc. Dr. RNDr. Miroslav Holeček

Distribution list

- Rector's Board
- Bursar's Board

Responsible: PR-P, telephone: 377 631 021