**Description of the study programme – outline[[1]](#footnote-1)**

**Name of the higher education institution**

**Address of the higher education institution**

**Identification number of the higher education institution**

**Name of the faculty**

**Address of the faculty**

Institution body for approving the study programme:

Date of the study programme approval or the study programme modification:

Date of the latest change[[2]](#footnote-2) in the study programme description:

Reference to the results of the latest periodic review of the study programme by the institution:

Reference to the assessment report of the application for accreditation of the study programme under § 30 of Act no. 269/2018 Coll.[[3]](#footnote-3):

1. **Basic information about the study programme**
2. Name of the study program and its number according to the register of study programmes.
3. Degree of higher education and ISCED-F education degree code.
4. Place(s) of delivery of the study programme.
5. Name and number of the field of study in which higher education is obtained by completing the study programme, or a combination of two fields of study in which higher education is obtained by completing the study programme, ISCED-F codes of the field/fields[[4]](#footnote-4).
6. Type of the study programme: academically oriented, professionally oriented; translation, translation combination study programme (listing the specializations); teaching, teaching combination study programme (listing the specializations); artistic, engineering, doctoral, preparation for regulated profession, joint study programme, interdisciplinary studies.
7. Awarded academic degree.
8. Form of study[[5]](#footnote-5).
9. In the case of joint study programmes, cooperating institutions and the range of study obligations the student fulfills at each of the given institutions (§ 54a of the Act on Higher Education Institutions).
10. Language or languages in which the study programme is delivered[[6]](#footnote-6).
11. Standard length of the study expressed in academic years.
12. Capacity of the study programme (planned number of students), the actual number of applicants and students.

1. **Graduate profile and learning objectives**
2. The institution defines the learning objectives of the study programme such as student's abilities at the time of completion of the programme and the main learning outcomes[[7]](#footnote-7).
3. The institution indicates the professions for which the graduate is prepared at the time of completion and the potential of the study programme from the point of view of graduate's employability.
4. Relevant external stakeholders who have provided the statement or a favorable opinion on the compliance of the acquired qualification with the sector-specific requirements for the profession**[[8]](#footnote-8)**.
5. **Employability**
6. Evaluation of the study programme graduates employability.
7. If applicable, indicate the successful graduates of the study programme.
8. Evaluation of the study programme quality by employers (feedback).
9. **Structure and content of the study programme[[9]](#footnote-9)**
10. *The institution describes the rules for the design of study plans within the study programme.*
11. *The institution compiles the recommended study plans for individual study paths**[[10]](#footnote-10).*
12. *The study plan generally states:*

* *individual parts of the study programme (modules, courses, and other relevant school and extracurricular activities, if they contribute to the achievement of the required learning outcomes and allow to obtain credits) in the structure of compulsory, compulsory optional and optional courses,*
* ***profile courses*** *of the relevant study path (specialization) within the study programme,*
* *for each learning part/course the learning outcomes, related criteria and rules of their assessment so that the learning objectives of the study programme are met (they can be stated only in the Course information sheets, in the Learning outcomes section and in the Course completion requirements),*
* *prerequisites, co-requisites and recommendations for the design of the study plan,*
* *for each learning part of the study plan/course the applied educational activities (lecture, seminar, exercise, final work, project work, laboratory work, internship, excursion, field practice, professional practice, state exam, etc. or their combinations) suitable for achieving learning outcomes,*
* *methods by which the educational activity is delivered – present, distant, combined (in accordance with the Course information sheets),*
* *outline/syllabus of the course[[11]](#footnote-11),*
* *student workload ("extent" of individual courses and educational activities separately)[[12]](#footnote-12),*
* *credits allocated to each part based on the learning outcomes achieved and the workload involved,*
* *the person responsible for the course (or a partner organization/person[[13]](#footnote-13)) with an indication of the contact details,*
* *course teachers (or participating partner organizations/persons) (may also be mentioned in Course information sheets),*
* *places where the courses are taught (if the study programme is delivered at several workplaces).*

1. *The institution states the number of credits, the achievement of which is a condition for proper completion of studies and other requirements that the student must meet within the study programme and for its proper completion, including the requirements for state examinations, rules for re-study and rules for the extension, interruption of study.*
2. *For individual study plans, the institution states the requirements for completing the individual parts of the study programme and the student's progress within the study programme in the given structure:*

* *number of credits for compulsory courses required for proper completion of studies/completion of a part of studies,*
* *number of credits for compulsory optional courses required for the proper completion of studies/completion of a part of studies,*
* *number of credits for optional courses required for the proper completion of studies/completion of a part of studies,*
* *number of credits required for the completion of studies/completion of a part of the studies for the common foundations and for the relevant specialization, in the case of a teaching combination study programme or a translation combination study programme,*
* *number of credits for the final thesis and the defense of the final thesis required for the proper completion of studies,*
* *number of credits for professional practice required for the proper completion of studies/completion of a part of studies,*
* *number of credits required for the proper completion of studies/completion of a part of the studies for project work with the indication of relevant courses in engineering study programmes,*
* *number of credits required for the proper completion of studies/completion of a part of the studies for artistic performances in addition to the final thesis in art study programmes.*

1. *The institution describes the rules for verification of learning outcomes, students assessment and the possibilities of appealing against the assessment.*
2. *Conditions for recognition of studies or a part of studies.*
3. *The institution states the topics of final theses of the study programme (or a link to the list).*
4. *The institution describes or refers to:*

* *rules for the assignment, processing, opposition, defense and evaluation of final theses in the study programme,*
* *opportunities and procedures for participation in student mobility,*
* *rules for adherence to academic ethics and rules for drawing consequences,*
* *procedures applicable to students with special needs,*
* *procedures for filing complaints and appeals by students.*

1. **Course information sheets of the study programme**

*In the structure according to Decree no. 614/2002 Coll.*

1. **Current academic year plan and current schedule** (or hyperlink).

1. **Persons responsible for the study programme**
2. A person responsible for the delivery, development, and quality of the study programme (indicating the position and contact details).
3. List of persons responsible for the profile courses of the study programme with the assignment to the course and provided with a link to the central Register of university staff and with contact details (they may also be listed in the study plan).
4. Reference to the research/art/teacher profiles of persons responsible for the profile courses of the study programme.
5. List of teachers of the study programme with the assignment to the course and provided with a link to the central Register of university staff and with contact details (may be a part of the study plan).
6. List of the supervisors of final theses with the assignment to topics (indicating the contact details).
7. Reference to the research/art/teacher profiles of the supervisors of final theses.
8. Student representatives representing the interests of students of the study programme (name and contact details).
9. Study advisor of the study programme (indicating contact details and information on the access to counseling and on the schedule of consultations).
10. Other supporting staff of the study programme – assigned study officer, career counselor, administration, accommodation department, etc. (with contact details).
11. **Spatial, material, and technical provision of the study programme and support**
12. List and characteristics of the study programme classrooms and their technical equipment with the assignment to learning outcomes and courses (laboratories, design and art studios, studios, workshops, interpreting booths, clinics, priest seminaries, science and technology parks, technology incubators, school enterprises, practice centers, training schools, classroom-training facilities, sports halls, swimming pools, sports grounds).
13. Characteristics of the study programme information management (access to study literature according to Course information sheets, access to information databases and other information sources, information technologies, etc.).
14. Characteristics and extent of distance education applied in the study programme with the assignment to courses. Access, manuals of e-learning portals. Procedures for the transition from contact teaching to distance learning.
15. Institution partners in providing educational activities for the study programme and the characteristics of their participation.
16. Characteristics of the possibilities for social, sports, cultural, spiritual and social activities.
17. Possibilities and conditions for participation of the study programme students in mobilities and internships (indicating contact details), application instructions, rules for recognition of this education.
18. **Required abilities and admission requirements for the study programme applicants**
19. Required abilities and necessary admission requirements.
20. Admission procedures.
21. Results of the admission process over the last period.
22. **Feedback on the quality of provided education**
23. Procedures for monitoring and evaluating students' opinions on the study programme quality.
24. Results of student feedback and related measures to improve the study programme quality.
25. Results of graduate feedback and related measures to improve the study programme quality.
26. **References to other relevant internal regulations and information concerning the study or the study programme student** (e.gstudy guide, accommodation regulations, fee directive, guidelines for student loans, etc.).

1. The institution compiles a description of the study programme as an annex to the application for accreditation of the study programme.

   When submitting an application pursuant to § 30 (1) of Act no. 269/2018 Coll. the higher education institution states in the description only the data available at the time of application.

   Once the accreditation (or the internal approval of the study programme by the institution programme approval authority with the right to design programmes within the given field and degree) has been granted, the institution permanently makes the description available to the stakeholders of the study programme.

   The institution may choose the form of processing, visualization, and publication of the description, suitable for students, teachers and another users.

   In individual parts of the description, the institution may refer to another internal document that sufficiently describes the relevant area and is publicly available.

   In individual parts of the description, the institution may refer to a place in the information system which contains the relevant up-to-date information.

   The institution ensures that the description is up-to-date (if the change in the description is in the nature of a modification of the study programme and the change is made in accordance with § 30 (9) of Act No. 269/2018 Coll., the institution makes the change and publishes it only after approval by the Agency). [↑](#footnote-ref-1)
2. If the change is not a modification of the study programme according to § 30 of Act no. 269/2018 Coll. [↑](#footnote-ref-2)
3. It is stated only if the accreditation of the study programme has been granted according to § 30 of Act no. 269/2018 Coll. [↑](#footnote-ref-3)
4. According to the International Standard Classification of Education. Fields of Education and Practice 2013. [↑](#footnote-ref-4)
5. According to § 60 of Act no. 131/2002 Coll. on Higher Education Institutions. [↑](#footnote-ref-5)
6. It means the languages in which all learning outcomes are achieved and all related courses of the study programme as well as the state examinations are carried out. The institution independently provides information on the possibility of partial study parts/courses in other languages in part 4 of the description. [↑](#footnote-ref-6)
7. Learning objectives are achieved in the study programme through measurable learning outcomes in individual parts (modules, subjects) of the study programme corresponding to the relevant level of the Qualifications Framework in the European Higher Education Area. [↑](#footnote-ref-7)
8. In the case of regulated professions in accordance with the requirements for the acquisition of professional competence pursuant to a special regulation. [↑](#footnote-ref-8)
9. Selected characteristics of the content of the study programme can be stated directly in the Course information sheets or supplemented by the information of the Course information sheets. [↑](#footnote-ref-9)
10. In accordance with Decree no. 614/2002 Coll. on the study credit system and Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts. [↑](#footnote-ref-10)
11. During the assessment, teachers responsible for the course will allow the working group access to the study materials of the course and the content of individual educational activities. [↑](#footnote-ref-11)
12. We recommend indicating the workload of contact and non-contact teaching in accordance with the ECTS Users' Guide 2015. [↑](#footnote-ref-12)
13. E.g. when providing the professional practice or other educational activities carried out outside the university. [↑](#footnote-ref-13)