
Rector's Directive No. 47/2017

Implementation of Internationally Recognised Courses at Charles University

To implement: Article 34 (4) of the Constitution of Charles University

Date of effect: 1 October 2017

Art. 1 – Intention to Offer an Internationally Recognised Course

1. The intention of a faculty or a higher education institute to offer an internationally recognised course focused on increasing the professional qualification of students or higher education graduates¹ (“intention” and “course”) contains in particular the following elements:
 - a. course title;
 - b. description and focus of the course;
 - c. profile of a course graduate;
 - d. course length in semesters;
 - e. subjects taught within a course, number of hours taught;
 - f. admission criteria for applicants;
 - g. requirements to be satisfied during the course study and assessment criteria;
 - h. requirements to be satisfied by a participant in order to complete the course;
 - i. an internationally recognised degree, if awarded to the graduates;
 - j. tuition fee;
 - k. teaching staff for the course, including basic information on the research and teaching
2. The elements under letters (b) and (i) include evidence showing that the course or degree, where appropriate, satisfy the conditions under section 60a of Act No. 111/1998 Sb., as amended.
3. The intention also states when the course is to be offered.
4. The intention also includes a recommendation for the course by at least two prominent foreign professors in a given field, including justification.
5. The intention must include a calculation of revenue and expenditure for the course; the tuition fee under paragraph 1 (j) must be determined on the basis of such calculation.
6. The intention is submitted to the Rector by the dean of a faculty or the director of a higher education institute, accompanied by an opinion from the research board of a faculty or a higher education institute.

Art. 2 – Admission of Applicants

1. A faculty or a higher education institute admits applicants in the course according to its capacity and in accordance with the directive of the dean of a faculty or the director of a higher education institute.
2. Evidence may be requested to prove that the admission criteria have been met, either by showing relevant documents or by an admission examination.

Art. 3 – Completion of the Course

1. The University awards a certificate to graduates of the course.
2. The certificate states an internationally recognised degree if it is awarded to the graduates of this course.
3. The certificate is signed by the Rector, the dean of the faculty, or the director of the higher education institute.
4. The model of the certificate is set out in a Rector's directive.
5. In order to complete the course, the participants are always required to pass a final examination which may include a written assignment.

Art. 4 – Fee

1. The amount of the tuition fee and the fee for the award of the certificate on the completion of the course is determined by the dean of a faculty or the director of a higher education institute in accordance with the approved intention; the fee becomes the revenue of the respective unit of the University.
2. The payment of the fee under paragraph 1 is to be proven usually no later than on the start date of the course; the details, including the mode of payment, are determined in a directive of the dean of a faculty or the director of a higher education institute.

Art. 5 – Rector’s Decision on the Implementation of a Course, and Course Evaluation

1. The Rector decides on the implementation of a course, based on the opinion of the Research Board of the University.
2. The Rector will not approve the intention in particular if the Research Board of the University adopted a negative opinion on the intention.
3. The Rector’s approving decision to offer a course includes, in particular, an approved intention of the course and the following information:
 - a. the period of time when the internationally recognised course can be offered; and
 - b. the time limit for preparing the evaluation of the course and the particulars of such evaluation.
4. The methods for preparing the evaluation are determined, within a reasonable time limit, by the Rector or Vice-Rector (Article 7 (3)). The time limit for preparing the evaluation of the course must not exceed double the length of the course.
5. The Rector or, where appropriate, the Research Board of the University, will take into account the evaluation of the course, in particular for the following purposes:
 - a. to consider an application of the dean of a faculty or the director of a higher education institute to extend the period of time when the internationally recognised course can be offered; or
 - b. to decide to shorten this period of time of their own initiative.

Art. 6 – Publishing Information on Courses

1. A faculty or a higher education institute publishes information on a course online.
2. The applicants must be informed in advance of this directive, the implementing directive of the dean of a faculty or the director of a higher education institute in accordance with Article 7 (1), of the approved intention, as well as of other relevant circumstances.

Art. 7 – Common and Final Provisions

1. Other details may be set out in accordance with this directive by a directive of the dean of a faculty or the director of a higher education institute.
2. If the intention is a joint intention of several units of the University, it must stipulate details of the mutual cooperation and responsibilities of such units.
3. The implementation of courses at the University is coordinated by the Vice-Rector in charge of life-long learning.
4. The courses approved by the Rector in accordance with previous regulations are, as of the date of effect of this directive, presumed to be the courses approved in accordance with this directive. The periods of time when these courses can be offered in accordance with a previous Rector’s decision remain unaffected.
5. This directive becomes effective on 1 October 2017.
6. The Rector’s directive No. 5/2011 of 12 April 2011 is repealed.

In Prague on 7 June 2017

Rector

Prof. MUDr. Tomáš Zima, DrSc., MBA

1 Section 60a of the Higher Education Act.