

**Directive of the Faculty of Economics and Administration of Masaryk University No. 3/2024  
on Internal Evaluation of Bachelor's and Master's Degree Programmes**

*(in the wording effective since 1 September 2024)*

*Pursuant to Section 28 (1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Higher Education Act), as amended (hereinafter referred to as "the Act") and the Organisational Regulations of ECON MUNI, I issue this Directive:*

**Section 1**

**Subject**

- (1) This Directive, in relation to Section 6, paragraph 5 and Section 7, paragraph 3 of the MU Internal Regulations – Masaryk University Degree Programme Quality Regulations (hereinafter referred to as "Internal Regulations"), governs in more detail:
  - a) processes related to the establishment, evaluation and approval of bachelor's and master's degree programmes, which take place in the context of the internal regulation Masaryk University Degree Programme Quality Regulations, MU Directive No. 1/2024 Rules for the Design of Degree Programmes and Lifelong Learning Programmes within the Faculty (hereinafter referred to as "Internal Processes");
  - b) the job description, authority and responsibility of stakeholders in Internal Processes;
  - c) the job description, relationships and interactions of the persons and departments affected by Internal Processes.
- (2) This Directive cannot be used in isolation but only in the context of an internal regulation.
- (3) The Directive does not apply to doctoral degree programmes.
- (4) In the Directive, the generic masculine is used to refer to individual stakeholders and their roles, powers and responsibilities in general terms.

**Section 2**

**Status of the Degree Programme Guarantor**

- (1) The guarantor of a bachelor's or master's degree programme (hereinafter referred to as "Guarantor") is directly subordinate to the head of the department guaranteeing the degree programme in terms of personnel and organisational support for teaching; in the case of a joint degree programme of several departments, they are subordinate to the Vice-Dean for full-time studies and/or the Vice-Dean for combined studies, lifelong learning and quality.
- (2) The Guarantor proposes to the head of the department guaranteeing a particular course organisational and personnel adjustments related to the teaching of that course; the final decision is made by the head of that department.
- (3) The Guarantor, in consultation with the head of the department, appoints a degree programme consultant.
- (4) The Guarantor is directly responsible to the Vice-Dean for full-time studies and/or the Vice-Dean for combined studies, lifelong learning and quality for the implementation of Internal Processes.
- (5) The Faculty quality coordinator provides the necessary assistance to the Guarantor within the scope of their activities.

Section 3  
**Composition of the Programme Board**

- (1) The degree programme consultant concerned must always be a member of the Programme Board or the joint Programme Board.

Section 4  
**Schedule of Internal Processes**

- (1) The schedule of Internal Processes (hereinafter referred to as the "Schedule") is part of the binding schedule of the academic year at the Faculty.
- (2) In accordance with Section 13, paragraph 2, of the Internal Regulations, the Dean shall determine the schedule items for the relevant academic year by the end of the preceding calendar year.
- (3) Recording, checking and updating of the Schedule is carried out by the Faculty quality coordinator.
- (4) In particular, the Schedule sets out the essential deadlines for Internal Processes (expiry dates of the authorization to implement degree programmes, dates for submission of requested reports, etc.) and the timeframes for individual actions of Internal Processes.
- (5) Annual meetings of the Programme Boards take place from 1 September to 30 September of the current year (the specific date is to be determined by the Chair of the relevant Programme Board).
- (6) Modifications to the Study Plans of degree programmes and substantial changes to the Study Plan of courses are always made from 2 January to 31 March of the current year for the following academic year.
- (7) The preparation of the Study Catalogue is always carried out from 1 April to 30 April of the current year for the following academic year.

Section 5  
**Internal Evaluation of Degree Programmes**

- (1) For the internal evaluation of the degree programme, the evaluators (No.13, paragraph 6 of the Internal Regulations) are determined in such a way that at least one is an academic staff member of a reputable foreign institution (in this context, the Slovak Republic is not considered to be a foreign country). In justified cases, the Dean may grant an exception to this requirement at the request of the degree programme Guarantor.

Section 6  
**Final Provisions**

- (1) This Directive repeals the ECON MUNI Directive No. 6/2019 on Internal Evaluation of Bachelor's and Master's Degree Programmes effective since 23 March 2021.
- (2) I entrust the interpretation of the individual provisions of this Directive to the Vice-Dean for full-time studies.
- (3) Compliance with this Directive is monitored by the Vice-Dean for full-time studies.
- (4) This Directive falls within the area of methodological management: "Quality Management and Evaluation in Education".
- (5) This Directive becomes effective on the date of signature.
- (6) This Directive enters into force on 1 September 2024.

prof. Mgr. Jiří Špalek, Ph.D.  
Dean  
*signed electronically*