

University of Chemistry and Technology, Prague	
Title	DIRECTIVE No. A/S/961/14/2025
Subject	Guarantors of study programmes and subjects at UCT Prague
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Effective to	Indefinite
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This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

Article 1

Introductory provisions

1. The aim of this directive is, pursuant to the provisions of the Act and supplementary regulations, to define the scope of authority, duties and rights of the guarantors of study programmes and guarantors of study subjects, and to regulate their relationship to other bodies of UCT Prague.
2. The guarantor of a study programme, by virtue of their expertise and experience, ensures permanent quality and long-term prospects of the study programme and is responsible for the compliance of the study programme's objectives with the strategic plan of UCT Prague.
3. The guarantor of a study subject, by virtue of their expertise and experience, ensures permanent quality and long-term prospects of the study subject and is responsible for compliance of the study subject's objectives with the objectives of the respective study programmes.

Article 2

Scope of authority, duties and rights of the guarantor of a study programme

1. The guarantor of a study programme is usually an academic worker employed full-time at UCT Prague who holds the title of associate professor or professor in a field related to the area(s) of education of the study programme. In addition, the guarantor possesses adequate

pedagogical experience and organisational skills and, within five years prior to their appointment, has demonstrated creative activity in the area(s) of education of the study programme under their guarantorship.

2. For bachelor's study programmes, in justified cases and in accordance with the law, the Dean may, following the approval by the Scientific Board of the faculty, propose a non-habilitated expert, an academic worker holding the title Ph.D. or an equivalent scientific title (CSc., DrSc.) and employed full-time at UCT Prague, who has adequate pedagogical experience, organisational skills and experience in supervising final theses.
3. The guarantor may simultaneously be responsible for at most one bachelor's and one master's study programme, or one master's and one doctoral study programme. This is permissible only on the condition that the contents of the two programmes are of the same, similar or related areas. Identical study programme taught in Czech and English shall be considered one programme.
4. The guarantor of a study programme is appointed and dismissed by the Dean upon approval by the Internal Evaluation Board (hereinafter 'IEB').
5. The guarantor of a study programme:
 - a) Proposes the title, structure and content of the study programme, as well as, where applicable, the subject areas for the state final examinations.
 - b) Cooperates in the creation, modification and implementation of the study programme with the heads of departments involved in the delivery of the study programme and with the guarantors of the subjects of the respective study programme.
 - c) Is responsible for the high-quality and timely preparation of documentation for the accreditation of the study programme in accordance with applicable regulations and requirements.
 - d) Approves topics of final theses in accordance with the specified graduate profile of the study programme. In case of a doctoral study programme, the approval of dissertation topics is subject to approval by the Doctoral Study Board of the respective study programme.
 - e) Monitors and evaluates student numbers and academic performance in the study programme. As part of the annual internal evaluation process, the guarantor assesses the status of the study programme and prepares information for the IEB. In the event of identified shortcomings, the guarantor proposes measures to address them.
 - f) Proposes modifications arising from new professional and pedagogical findings and trends relevant to the structure and content of the study programme, from the results of surveys answered by students and graduates of the study programme and from the findings of the Counselling and Career Centre of UCT Prague.
 - g) Advises students on the selection of subjects for their study stays abroad.
 - h) Advises applicants on the choice of study programmes.
 - i) Cooperates with the relevant departments of UCT Prague in promoting the study programme.

- j) In the case of a doctoral study programme, involves the Doctoral Study Board in the activities specified in points (a), (b), (e) and (f).

Article 3

Scope of authority, duties and rights of the guarantor of a study subject

6. The guarantor of a basic theoretical profiling foundation subject forming part of a bachelor's and master's study programme or of a specialised subject of a doctoral study programme may be an academic worker of UCT Prague holding the title associate professor or professor. In a doctoral study programme, a distinguished non-habilitated expert may also serve as the guarantor of a specialised subject, provided that such expert is proposed as guarantor by the Doctoral Study Board and approved by the Scientific Board of the respective faculty. In a bachelor's study programme, the guarantor of a basic theoretical profiling foundation subject may also be an assistant professor, or, in justified cases, an assistant or lecturer holding the title Ph.D. or an equivalent scientific title (CSc., DrSc.). For other subjects, the guarantor may also be an assistant professor or a distinguished professional from the field; in the field of arts, a person with appropriate artistic expertise; in the humanities, social sciences or physical education, an assistant.
7. The professional qualification of a guarantor of a study subject consists in appointment as professor or associate professor, or, in case of assistant professors, assistants, lecturers and non-habilitated experts, a doctoral degree (Ph.D., CSc. or their equivalent) in a field identical or related to the study subject. The guarantor must also demonstrate creative activity related to the given study subject over the last five years. The professional qualification of assistants and lecturers in the field of art, humanities, social sciences and physical education is a university degree in the given area.
8. The guarantor of a study subject must be significantly involved in the instruction of the subject under their guarantorship.
9. The guarantor of a study subject is appointed and dismissed by the Dean.
10. The guarantor of a study subject:
 - a) Proposes the title, structure and content of the study subject, its focus and annotation, learning outcomes, methods of instruction, study load and method of assessing learning outcomes, and, where applicable, the technical facilities required for the subject.
 - b) Cooperates in the creation, modification and implementation of the study subject with the heads of departments and the guarantors of study programmes that include the study subject.
 - c) Creates and, as necessary, updates suitable learning materials for the subject.
 - d) Proposes measures arising from new professional and pedagogical findings and trends relevant to the structure and content of the study subject, from suggestions by guarantors of study programmes that include the subject, from the results and feedback of surveys completed by students and graduates of UCT Prague, as well as from the findings of the Counselling and Career Centre of UCT Prague.

e) Regularly monitors the participation and academic performance of students in the subject under their guarantorship. In the event of identified shortcomings, the guarantor proposes measures to address them to the head of department.

Prof. Ing. Milan Pospíšil, CSc.

Rector