

J. Selye University



**Directive
on Internal Quality Assurance System Processes at UJS**

Komárno 2026

Quality assessment at J. Selye University (hereinafter also the “University” or “UJS”) is governed by Act No. 269/2018 Coll. on quality assurance in higher education and on the amendment of Act No. 343/2015 Coll. on public procurement and on the amendment of certain acts, as amended (hereinafter referred to as the “Higher Education Quality Act”), by Act No. 131/2002 Coll. on higher education institutions and on the amendment of certain acts (hereinafter also the “Higher Education Act”), respectively by Act No. 300/2025 Coll. on higher education institutions and on the amendment of certain acts (hereinafter also the “new Higher Education Act”), to the extent and from the date of effect of their respective provisions, by the Standards for Study Programmes (hereinafter referred to as the “Standards”) issued by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as “SAAVŠ”), by the Standards for Habilitation Proceedings and Inauguration Proceedings issued by SAAVŠ (hereinafter referred to as the “Standards for HK a IK”), by the Standards for the Higher Education Internal Quality Assurance System issued by SAAVŠ, by the Methodology for Evaluation of Standards (hereinafter referred to as the “Methodology”) issued by SAAVŠ, by the internal regulations Internal Quality Assurance System of Education at UJS and by the Statute of the Quality Assurance Council at UJS.

In the processes relating to educational programmes leading to the acquisition of a microcredential and short study programmes, this Directive is also based, as appropriate, on Act No. 292/2024 Coll. on adult education and on the amendment of certain acts, and on Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 405/2024 Coll. implementing certain provisions of Act No. 292/2024 Coll. on adult education and on the amendment of certain acts.

Article 1

Specification of the subject-matter

1. This Directive lays down the principles and procedures for the design, modification, approval, delivery, monitoring, periodic evaluation and cancellation of study programmes, educational programmes leading to the acquisition of a microcredential and short study programmes at UJS, for the submission of applications to SAAVŠ at UJS and for the processes of evaluating compliance with the standards at UJS.
2. UJS submits applications to the Slovak Accreditation Agency for Higher Education for the accreditation of a study programme in a field and at a level in which UJS is not authorised to deliver the study programme pursuant to Section 30 or 30a of the Higher Education Quality Act.
3. UJS submits applications to SAAVŠ for the accreditation of a field of habilitation proceedings and for the accreditation of a field of inauguration proceedings (hereinafter also “HK a IK”) pursuant to Section 31 of the Higher Education Quality Act.
4. UJS designs, modifies, approves, delivers, monitors and cancels study programmes in fields and at levels in which it is authorised to deliver these study programmes pursuant to Section 2 of the Higher Education Quality Act within internal institutional accreditation and in accordance with the internal quality assurance system of UJS.

5. UJS designs, modifies, approves, delivers, monitors and cancels educational programmes leading to the acquisition of a microcredential in accordance with the internal quality assurance system of UJS, the Standards for the Internal System and the rules of adult education.
6. UJS designs, modifies, approves, delivers, monitors and cancels short study programmes in fields of study and at levels in which it has the right to design accredited study programmes, and assures their quality through the internal quality assurance system.

Article 2

Definition of terms

1. For the purposes of this Directive, the following terms are defined below:
 - a) Accreditation of a study programme means the granting by SAAVŠ of the authorisation to deliver a study programme (hereinafter referred to as “ŠP”) and to award its graduates the corresponding academic degree.
 - b) Accreditation of habilitation proceedings means the granting by SAAVŠ of the authorisation to carry out habilitation proceedings in the field of habilitation proceedings.
 - c) Accreditation of inauguration proceedings means the granting by SAAVŠ of the authorisation to carry out inauguration proceedings in the field of inauguration proceedings.
 - d) An approbation of a teacher training study programme denotes the acquisition of competence to teach the relevant educational areas or the relevant school subjects for defined levels of education according to state educational programmes for pre-primary education and primary education, or the acquisition of competence to teach the relevant general education subjects or vocational subjects according to the state educational programme for education at secondary schools.
 - e) The granted right to design, deliver and modify ŠP means that, if the University has a decision from the Slovak Accreditation Agency for Higher Education on the compliance of the internal system and its implementation with the Standards for the Internal System, the higher education institution is authorised to design, deliver and modify the study programmes listed in this decision in the relevant field of study and at the relevant level of education.
 - f) Creative activity means the research activity, development activity, artistic activity or other creative activity of the University that is relevant to fulfilling the mission of the higher education institution, particularly in relation to the learning objectives and learning outcomes.
 - g) Teachers are all persons who provide study programmes, regardless of whether they are employed as university teachers, research staff, artistic staff, doctoral students or practitioners, and regardless of whether they work at the higher education institution for fixed weekly working hours or for shorter weekly working hours.
 - h) The teacher training foundation is, in teacher approbation study programmes, a set of courses of the pedagogical and psychological foundation, the social-science foundation and didactics. The teacher training foundation, together with other coherent parts of ŠP, forms a teacher training study programme.
 - i) A modification of a study programme means the addition or deletion of compulsory courses or compulsory elective courses, a modification of the learning outcomes of the study programme, a change in the requirements for regular completion of studies, or a modification of the information

sheet of a compulsory course or compulsory elective course, except for the update of the teacher, recommended literature and the type and scope of educational activities.

- j) Internal institutional accreditation of a study programme means the granting by the Quality Assurance Council of UJS (hereinafter also “RZK”) of the authorisation to deliver a study programme and to award its graduates the corresponding academic degree. UJS designs, modifies and approves study programmes, educational programmes leading to the acquisition of a microcredential and short study programmes in fields and at levels in which it is authorised to deliver these study programmes on the basis of a decision of the Slovak Accreditation Agency for Higher Education.
- k) Stakeholders are actors of the higher education institution, persons, communities or organisations that may influence the process of education, creative and other related activities or be influenced by them. Internal stakeholders are distinguished from external stakeholders. Internal stakeholders include students and staff of the higher education institution; external stakeholders include employers and other representatives of relevant sectors of the economy and social practice, graduates of the higher education institution, domestic and foreign partners of the higher education institution, and similar entities.
- l) The person responsible for a profile course is the person responsible for the course, who delivers lectures and other core educational activities in at least one profile course and is responsible for quality assurance activities in the course and for the development of the course so that the required learning outcomes of the study programme are achieved.
- m) The person responsible for the development and quality assurance of a field of habilitation proceedings or inauguration proceedings is the person who has responsibility for the development and quality assurance of a field of habilitation proceedings or inauguration proceedings. This person carries out scientific work at the University for fixed weekly working hours in the field of habilitation proceedings or inauguration proceedings or in a related field. This person may bear responsibility for the development and quality assurance of no more than one field of habilitation proceedings and one field of inauguration proceedings and only at one higher education institution in Slovakia.
- n) The person responsible for a study programme or its coherent part is a person who has the relevant competences and bears the main responsibility for the delivery, development and quality assurance of the study programme or another defined coherent part of the study programme. These persons are specified in Article 3 of this Directive.
- o) A microcredential is a document on learning outcomes that a natural person has acquired on the basis of completing an educational programme leading to the acquisition of a microcredential.
- p) An educational programme leading to the acquisition of a microcredential (hereinafter also “VP-MO”) is an educational programme with a minimum scope of 25 teaching hours that corresponds to one or more accredited study programmes of UJS or to parts thereof. Its learning objectives and learning outcomes are defined in relation to the acquisition of specific and verifiable knowledge, skills and transferable skills and appropriately take into account the current needs of the labour market and society.

- q) A short study programme (hereinafter also “KŠP”) is a programme of higher professional study focused mainly on acquiring practical knowledge and its application in the performance of a profession. Its standard workload is 60 or 120 credits and it includes practical training.
- r) A participant in a VP-MO or KŠP is a natural person admitted or enrolled in the relevant programme. Unless a specific regulation provides otherwise, the provisions on students do not apply to a participant in a VP-MO or KŠP, and the participant’s rights and obligations are governed by an internal regulation of UJS and by the accreditation material of the programme.
- s) The person responsible for the educational programme leading to the acquisition of a microcredential (hereinafter also “ZOMO”) is a person with the relevant professional, pedagogical and organisational competences who is responsible for the quality, coordination, delivery, monitoring and development of the VP-MO.
- t) The person responsible for the short study programme (hereinafter also “ZOKŠP”) is a person with the relevant professional, pedagogical and organisational competences who is responsible for the coordination and monitoring of the KŠP. Two teachers are responsible for the delivery, quality assurance and development of the KŠP; of these, ZOKŠP is designated for its theoretical part and ZOPP is designated for practical training. For the purposes of KŠP, practical training is considered a profile course.
- u) A modification of a VP-MO or KŠP means a change in the learning objectives or learning outcomes, a change in the admission requirements or the requirements for successful completion, a change in the method or criteria for verifying learning outcomes, a change in the scope of the programme in hours or ECTS credits, a change in the responsible person, a change in substantial parts of the programme documentation, or a change in a partner that provides practical training or a significant part of the programme.

Article 3

Responsible persons

1. The persons responsible for individual study programmes or their coherent parts are mainly:
 - a) the person responsible for the study programme (hereinafter also “ZOŠP”), who may bear responsibility for a non-teacher training ŠP as the person responsible for a non-teacher training study programme (ZONŠP), or for a teacher training ŠP as the person responsible for a teacher training study programme (ZOUŠP), or as the person responsible for a teaching subject of an approbation (ZOVA);
 - b) the person responsible for a profile course (hereinafter also “ZOPP”);
 - c) the person responsible for the development and quality assurance of a field of habilitation or inauguration proceedings (hereinafter also “ZOHİK”);
 - d) the person responsible for the educational programme leading to the acquisition of a microcredential (ZOMO);
 - e) the person responsible for the short study programme (ZOKŠP).
2. The rights and obligations of responsible persons are described in the Rector’s Directive on the scope of competence of persons responsible for study programmes and habilitation proceedings and inauguration proceedings at UJS.

3. ZONŠP and ZOUŠP are responsible persons who bear the main responsibility for the delivery, development and quality assurance of the study programme. The common designation “main person responsible for a study programme” (HZOŠP) may be used for them.

Article 4

Submission of initiatives for continuous improvement of the internal quality assurance system of UJS

1. One of the basic principles of sustainability of the internal quality assurance system of the University is the principle of continuous quality improvement. This principle is based on identifying the needs and expectations of students, staff and other stakeholders. In all processes of education, creative activity and services, the University strives to continuously improve all aspects of these activities.
2. Dedicated e-mail addresses of UJS have been established for submitting initiatives for continuous improvement of the internal quality assurance system of UJS.
3. An initiative for continuous improvement of the internal quality assurance system of UJS is a proposal, comment or finding that aims to improve processes, study programmes, VP-MO, KŠP, HK a IK, support services, publication of information or other activities related to the assurance of the activities of UJS.
4. After the first discussion by the Faculty RZK or RZK UJS, an initiative may be accepted for resolution or not accepted for resolution. If an initiative is not accepted for resolution, a brief justification shall be recorded in the minutes or in the register of initiatives.
5. If an initiative is accepted for resolution, the Faculty RZK or RZK UJS shall designate a responsible person or unit, the deadline for fulfilment, the method of checking fulfilment and, where appropriate, propose a measure. The initiative shall be assigned the status “In progress”.
6. An initiative accepted for resolution is to be resolved no later than within one calendar year from the date of its first discussion by the Faculty RZK or RZK UJS.
7. The Faculty RZK or RZK UJS may, with justification, postpone the deadline for resolving the same initiative no more than twice. Each postponement of the resolution of an initiative must be recorded in the minutes and in the register of initiatives together with the reason for the postponement and the new deadline.
8. If the one-calendar-year period under the preceding paragraph is exceeded, or if the maximum number of two postponements of the resolution of an initiative is exceeded, the initiative is automatically considered unresolved.
9. The outcome of the resolution of an initiative shall be marked in the register of initiatives and in the relevant report by one of the following statuses: “Resolved”, “Unresolved” or “In progress”.
10. If the submitter is identifiable, the submitter shall be informed in an appropriate manner of the acceptance or non-acceptance of the initiative for resolution and of the outcome of the resolution of the initiative. A summary of initiatives, their status and the measures adopted shall be included in the register of initiatives. The summary of initiatives shall be published in the periodic report on the evaluation of the internal quality assurance system to an appropriate extent, while preserving the protection of personal data and confidential information.

Part I
Procedures for approval of new ŠP, VP-MO, KŠP and HK a IK at UJS

Article 5

Design of a new study programme in a field and at a level in which UJS is authorised to design, deliver and modify study programmes

1. The process of preparing new ŠP where UJS is authorised to design, deliver and modify study programmes in the relevant field of study and at the relevant level within internal institutional accreditation:
 - a. If a request for a new ŠP arises from the University, a faculty, employers or other stakeholders, the Dean or the Rector may order the preparation of a new ŠP and propose ZOŠP.
 - b. The Dean shall invite the person responsible for the ŠP to coordinate the preparation of the accreditation materials of the ŠP.
 - c. ZOŠP shall propose the persons responsible for the profile courses of the study programme.
 - d. ZOŠP and ZOPP are assigned to one faculty, usually to one department that provides the ŠP.
 - e. The Faculty RZK approves the Dean's proposal for the person responsible for the ŠP and the persons responsible for the profile courses of the new study programme on the basis of VUPCH, the general criteria for filling the posts of professors and associate professors and the specific conditions of the selection procedure for filling the posts of professors and associate professors at the faculty, and on the basis of whether the responsible persons demonstrate creative activity outcomes in the relevant field of study in which the study programme is delivered at the required level according to its level pursuant to Article 7 of the Standards.
 - f. If the opinion of the Faculty RZK on the person responsible for the ŠP or on the person responsible for profile courses is negative, the Dean shall propose another person.
 - g. The person responsible for the ŠP and the persons responsible for the profile courses of the study programme, together with the other university teachers of the ŠP, shall prepare the accreditation file of the study programme pursuant to Section 30 or 30a of the Higher Education Quality Act and other internal regulations of UJS, i.e. pursuant to the Rector's Directive on procedures after the approval of a new study programme, harmonisation, modifications and cancellation of ŠP at UJS and related matters of the approval process, and pursuant to the Rector's Directive on the scope of competence of persons responsible for study programmes, habilitation and inauguration proceedings and other teachers at UJS, etc.
 - h. Students, representatives of employers and other stakeholders shall also be involved in the preparation of ŠP materials.
 - i. The preparation of ŠP materials shall be documented by minutes.
 - j. The Dean shall submit the prepared materials to the Faculty RZK. If the opinion of RZK is positive, the Dean shall submit the ŠP to the Rector. If the opinion of RZK is negative, the ŠP shall be revised.
2. Processes of reviewing and approving new ŠP where UJS is authorised to design, deliver and modify study programmes in the relevant field and at the relevant level:

- a. The Rector shall assess the study programme materials submitted by the Dean as to whether they comply with the mission and strategic objectives of the University set out in the long-term plan of UJS pursuant to Article 2(2) of the Standards and with the financial possibilities of the University.
 - b. If the ŠP under preparation complies with the long-term plan, strategic objectives and financial possibilities of the University, and the responsible persons are not in an employment relationship with UJS for fixed weekly working hours, the Rector shall announce a selection procedure for filling the functional posts of professors or associate professors in the relevant fields.
 - c. The Rector shall submit the ŠP material to RZK UJS for review.
 - d. RZK UJS shall process the materials, and the Chair of RZK shall propose the members of DPS.
 - e. RZK shall approve the members of DPS so as to ensure that at least three persons are involved in the review, including an expert in the relevant field of study, a student and an employer or another stakeholder.
 - f. In the course of its activities, RZK may request supplementary information, supporting documents or evidence from the faculty, request access to documentation, other information sources, written parts of the verification of learning outcomes, final theses of students, request a meeting with stakeholders, etc.
 - g. The temporary working group shall evaluate compliance with the Standards and corrective measures by expert review in accordance with paragraphs 1 to 12 of Article 2 of the Standards, especially on the basis of submitted documents, other available data, information obtained through a visit to the faculty or department, consultations with stakeholders, and shall record its conclusions in an opinion.
 - h. In the course of its activities, the temporary working group may request supplementary information, supporting documents or evidence, request access to documentation, other information sources, written parts of the verification of learning outcomes, final theses of students, request a meeting with stakeholders, etc.
 - i. Supplementary information requested by RZK UJS and DPS shall be provided by the faculty or another organisational unit of UJS (Rectorate, CIS, ŠD, UK or their specific units).
 - j. RZK shall express its approval or non-approval of the study programme by a resolution.
 - k. In the case of study programmes in the field of study Teacher Training and Education Science through which a qualification for the performance of the work activity of pedagogical employees and professional employees is obtained, the Rector shall request an opinion on the expected employability of graduates of the study programme from the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter also the “Ministry”) pursuant to Annex No. 1 to Decree No. 244/2019 Coll. on the system of fields of study of the Slovak Republic.
 - l. If the decision of RZK UJS and the opinion of the Ministry (if the case under point k) applies) are positive, and UJS is authorised to design, deliver and modify the study programme in the relevant field of study and at the relevant level, the Rector shall notify the Dean of the faculty that the ŠP has been approved.
3. The processes of preparing, reviewing and approving new ŠP in fields and at levels in which UJS is authorised to design, deliver and modify study programmes are shown in Annex No. 1.

4. The documentation of a new study programme, where UJS is authorised to design, deliver and modify study programmes in the relevant field and at the relevant level, consists of:
 - a. Study programme materials pursuant to Section 30 or 30a of the Higher Education Quality Act, whereby the current SAAVŠ forms and AIS2 forms shall preferably be used in their preparation.
 - b. Other materials submitted to RZK UJS include the minutes pursuant to point i) of paragraph 1 of Article 5 of this Directive, the table overview of persons involved set out in Annex No. 4 to this Directive and a table overview showing that the responsible persons demonstrate creative activity outcomes in the relevant field of study in which the study programme is delivered at the required level according to its level pursuant to Article 7 of the Standards and achieve at least the minimum lower threshold values of evaluation for inclusion in the categories of creative activity level at the required level according to the level of the ŠP pursuant to Article 26 of the Methodology.

Article 6

Design of a new study programme in a field and at a level in which UJS is not authorised to design, deliver and modify study programmes

1. A higher education institution may apply for accreditation of a study programme in a field of study and at a level in which it is not yet authorised to deliver study programmes.
2. The process of preparing new ŠP where UJS is not authorised to design, deliver and modify study programmes in the relevant field and at the relevant level is identical to the process described in points a) to j) of paragraph 1 of Article 5 of this Directive.
3. The processes of reviewing and approving new ŠP where UJS is not authorised to design, deliver and modify study programmes in the relevant field and at the relevant level are identical to the processes described in points a) to k) of paragraph 2 of Article 5 of this Directive.
4. If the decision of RZK UJS is positive and UJS is not authorised to design, deliver and modify study programmes in the relevant field and at the relevant level, the Rector shall verify the resources for the review of the study programme and the risks of submitting an application to SAAVŠ, and subsequently shall or shall not apply to SAAVŠ for the accreditation of the study programme.
5. The processes of preparing, reviewing and approving new ŠP in a field and at a level in which UJS is not authorised to design, deliver and modify study programmes in the relevant field and at the relevant level are shown in Annex No. 1.
6. The documentation of the application for a new ŠP, where UJS is not authorised to design, deliver and modify study programmes in the relevant field and at the relevant level, is identical to the documentation referred to in points a) and b) of paragraph 4 of Article 5 of this Directive.

Article 7

Application for accreditation of habilitation proceedings and inauguration proceedings

1. A higher education institution may apply to SAAVŠ for the accreditation of habilitation proceedings and inauguration proceedings on the basis of the Higher Education Quality Act.

2. The process of preparing the accreditation of habilitation proceedings and inauguration proceedings shall be governed, mutatis mutandis, by the process described in points a) to j) of paragraph 1 of Article 5 of this Directive, whereby the term “ŠP” shall be interpreted as “HK a IK”.
3. The processes of reviewing and approving the accreditation of habilitation proceedings and inauguration proceedings shall be governed, mutatis mutandis, by the process described in points a) to j) of paragraph 2 of Article 5 of this Directive, whereby the term “ŠP” shall be interpreted as “HK a IK”.
4. If the decision of RZK UJS on the application for accreditation of habilitation proceedings and inauguration proceedings is positive, the Rector shall verify the resources for the review of HK a IK and the risks of submitting the application to SAAVŠ, and subsequently shall or shall not apply to SAAVŠ for the accreditation of habilitation proceedings and inauguration proceedings.
5. The processes of preparing, reviewing and approving the accreditation of habilitation proceedings and inauguration proceedings are shown in Annex No. 1.
6. The description set out in points a) and b) of paragraph 4 of Article 5 of this Directive shall apply, mutatis mutandis, to the documentation of the application for accreditation of habilitation proceedings and inauguration proceedings, whereby the term “ŠP” shall be interpreted as “HK a IK”; the table overview of persons involved is set out in Annex No. 5.

Article 7a

Design, approval, delivery, modification and cancellation of an educational programme leading to the acquisition of a microcredential

1. The process of preparing a VP-MO begins on the basis of a request from the University, a faculty, an employer, a certified educational institution, graduates, participants in education or another stakeholder. The Dean or the Rector may order the preparation of a VP-MO and propose ZOMO.
2. The Dean shall invite ZOMO to coordinate the preparation of the VP-MO proposal. Teachers, practitioners, participants or potential participants in education, employers and other stakeholders shall be involved, as appropriate, in preparing the proposal. The preparation of the proposal shall be documented by minutes or another verifiable record.
3. The documentation of a VP-MO proposal shall mainly consist of:
 - a) the name of the VP-MO;
 - b) the justification of the need for the programme;
 - c) the identification of the assigned accredited study programme of UJS or its part, including the name, level and form of study;
 - d) the language of instruction;
 - e) the graduate profile;
 - f) learning objectives and verifiable learning outcomes structured as knowledge, skills and competencies, i.e. transferable skills;
 - g) the scope of the programme in teaching hours and ECTS credits (minimum 1, maximum 59 credits), whereby one ECTS credit corresponds to 25 teaching hours;

- h) the level of the Slovak Qualifications Framework / European Qualifications Framework (hereinafter also “SKKR/EKR”), if determined;
 - i) the content structure and schedule of educational activities;
 - j) the admission requirements;
 - k) the method and criteria for verifying learning outcomes;
 - l) the criteria for obtaining the microcredential and issuing the document;
 - m) the form of issuing the microcredential;
 - n) the particulars of the microcredential required by Act No. 292/2024 Coll. on adult education and on the amendment of certain acts and by Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 405/2024 Coll. implementing certain provisions of Act No. 292/2024 Coll. on adult education and on the amendment of certain acts;
 - o) the method of keeping records of issued microcredentials;
 - p) the draft fee schedule or information on financing;
 - q) the rules for the recognition of the microcredential in the higher education system;
 - r) the personal, spatial, material, technical, information and financial resources;
 - s) ZOMO and the teachers;
 - t) the rules of assessment, verification of learning outcomes, use of artificial intelligence, recognition of parts of education, submission of initiatives and archiving of documentation;
 - u) the method of publishing information;
 - v) the rules for monitoring and evaluating the quality of the programme.
4. The Faculty RZK shall assess the VP-MO proposal mainly in terms of compliance with the mission of UJS, the long-term plan of UJS, the Standards for the Internal System, the needs of the labour market and society, the link to accredited study programmes, the quality of learning outcomes and the adequacy of resources. If the opinion of the Faculty RZK is negative, the proposal shall be revised or the preparation of the VP-MO shall be stopped.
 5. If the opinion of the Faculty RZK is positive, the Dean shall submit the proposal to the Rector. The Rector shall assess the proposal’s compliance with the long-term plan of UJS, the strategic objectives of UJS, the financial possibilities of UJS and the legal framework. If the proposal meets these conditions, the Rector shall submit it to RZK UJS for review.
 6. No DPS shall be established for the review of a VP-MO proposal. RZK UJS may request supplementary information, supporting documents, evidence, a meeting with the persons involved or modification of the proposal.
 7. RZK UJS shall express its approval or non-approval of the VP-MO by a resolution. If RZK UJS approves the proposal, the Rector shall issue a decision approving the VP-MO. If RZK UJS does not approve the proposal, the proposal shall be returned for revision or the preparation of the VP-MO shall be terminated.
 8. After the approval of the VP-MO, the faculty or a designated organisational unit of UJS shall ensure the publication of information on the VP-MO, in particular on admission requirements, scope, learning outcomes, fees, methods of assessment, criteria for obtaining the microcredential, responsible person, recognition rules and contact details.
 9. If a certified educational institution pursuant to Act No. 292/2024 Coll. on adult education requests to provide a VP-MO, its application shall be assessed, as appropriate, pursuant to paragraphs 3 to 7.

The consent of UJS to provide the VP-MO shall be granted in writing and must define the scope of the rights and obligations of the certified educational institution, the method of quality control, archiving rules and the reasons for withdrawing consent. RZK UJS may propose the withdrawal of consent if the certified educational institution breaches the approved conditions or if the VP-MO ceases to meet the requirements of the internal quality assurance system.

10. A modification of a VP-MO shall be prepared, reviewed and approved, as appropriate, pursuant to paragraphs 1 to 8. If it is only an administrative update without an impact on the objectives, learning outcomes, criteria for obtaining the microcredential, scope of the programme, responsible person, financing or substantial provision of the programme, the modification shall be discussed by the Faculty RZK, which shall inform RZK UJS thereof.
11. The VP-MO shall be subject to on-going monitoring and periodic evaluation, normally after each completed run of the educational programme, and at least once every three years if it was delivered during that period. The evaluation shall include feedback from participants, teachers and, where appropriate, employers and other stakeholders, an evaluation of the success rate of participants and a proposal for improvement measures. An extraordinary evaluation of the VP-MO shall be carried out whenever there is a substantial change to the programme, a change in legal regulations or standards, a change in the responsible person, provider or partner, or where serious deficiencies are identified.
12. A proposal to cancel a VP-MO may be submitted by ZOMO, the Dean, the Rector or the Chair of RZK UJS. RZK UJS shall decide on the cancellation of a VP-MO by a resolution; the Rector shall subsequently issue a decision cancelling the VP-MO and ensure the settlement of participants' rights, archiving of documentation and publication of information on the termination of the programme.
13. The documentation of a VP-MO, where UJS is authorised to design, deliver and modify the study programme in the relevant field and at the relevant level to which the VP-MO is linked, shall consist of:
 - a. the documentation pursuant to point 3, the information sheet or information sheets of courses included in the VP-MO of the specific ŠP at UJS or at a faculty of UJS;
 - b. other materials submitted to RZK UJS, namely minutes as required pursuant to point i) of paragraph 1 of Article 5 of this Directive, and the table overview of persons involved set out in Annex No. 6 to this Directive.

Article 7b

Design, approval, delivery, modification and cancellation of a short study programme

1. The process of preparing a KŠP begins on the basis of a request from the University, a faculty, an employer, a secondary school, a public authority or another stakeholder. The Dean or the Rector may order the preparation of a KŠP and propose ZOKŠP and ZOPP.
2. A KŠP may be prepared in a field of study in which UJS has the right to design accredited study programmes. Before the preparation of the proposal begins, the Dean shall verify whether the proposed KŠP complies with the relevant field of study, the long-term plan of UJS, the needs of the

labour market and the financial possibilities of the faculty and UJS. The completion of a KŠP leads to a qualification at level 5 of the Slovak Qualifications Framework; in the case of a two-year KŠP, a professional diploma is also issued and the graduate is entitled to use the title “DiS.”.

3. The Dean shall invite ZOKŠP to coordinate the preparation of the KŠP proposal. Teachers, practitioners, employers and other stakeholders shall be involved in preparing the proposal. If the KŠP is delivered in cooperation with an employer or a secondary school, their tasks, rights and obligations shall be regulated in a written contract. Practical training shall be provided pursuant to Section 75 of Act No. 300/2025 Coll. or pursuant to special regulation No. 61/2015 Coll. on vocational education and training and on the amendment of certain acts, as amended; the contract with the practical training partner must define the conditions, responsibilities, capacities, method of guidance and method of assessment of practical training. At each practical training workplace, adequate professional supervision by a person professionally qualified to provide practical training shall be ensured.
4. The documentation of a KŠP proposal shall mainly consist of:
 - a) the name of the KŠP;
 - b) the field of study;
 - c) the justification of the need for the programme;
 - d) the graduate profile and level of qualification, whereby completion of the KŠP leads to a qualification at level 5 of SKKR/EKR;
 - e) learning objectives and learning outcomes;
 - f) the recommended plan;
 - g) the standard length of study of one or two academic years;
 - h) the standard workload of 60 or 120 ECTS credits;
 - i) the scope and organisation of practical training amounting to at least one third of the credits;
 - j) the admission requirements;
 - k) the rules for the course of the programme, assessment and recognition of parts of education;
 - l) the method and criteria of the final examination;
 - m) documents on completion, including the certificate and, in the case of a two-year KŠP, also the professional diploma with the right to use the title “DiS.”;
 - n) the fee amount or method of financing;
 - o) ZOKŠP, ZOPP and the teachers;
 - p) the personal, spatial, material, technical, information, partnership and financial resources;
 - q) rules on the rights and obligations of participants;
 - r) rules of assessment, verification of learning outcomes, use of artificial intelligence, recognition of parts of education, submission of initiatives and archiving of documentation;
 - s) the method of publishing information;
 - t) rules for monitoring and periodic evaluation of the quality of the programme.
5. The Faculty RZK shall assess the KŠP proposal mainly in terms of compliance with the field of study, requirements for a short study programme, needs of the labour market, quality of learning outcomes, quality of practical training, involvement of employers and adequacy of resources. If the opinion of the Faculty RZK is negative, the proposal shall be revised or the preparation of the KŠP shall be stopped.

6. If the opinion of the Faculty RZK is positive, the Dean shall submit the proposal to the Rector. The Rector shall assess the proposal's compliance with the long-term plan of UJS, the strategic objectives of UJS, the financial possibilities of UJS and the legal framework. If the proposal meets these conditions, the Rector shall submit it to RZK UJS for review.
7. RZK UJS shall establish DPS for the review of a KŠP proposal. At least three persons shall be involved in the review, including an expert for the relevant field of study or professional field, a representative of students or participants in education and a representative of employers or another external stakeholder. DPS may request supplementary information, supporting documents, evidence, a meeting with stakeholders or modification of the proposal.
8. RZK UJS shall express its approval or non-approval of the KŠP by a resolution. If RZK UJS approves the proposal, the Rector shall issue a decision approving the KŠP and ensure further acts necessary for its delivery, including records and the registration of data in the relevant register, if required by generally binding legal regulations.
9. A KŠP may begin to be delivered only after all internal and external conditions have been met, after information on the programme has been published and after personal, spatial, material, technical, information, partnership and financial resources have been secured. Information on the KŠP must be published in an easily accessible manner, in particular information on admission requirements, content, practical training, learning outcomes, fees, final examination, documents on completion and contact persons.
10. A modification of a KŠP shall be prepared, reviewed and approved, as appropriate, as in the case of study programmes.
11. A KŠP shall be subject to on-going monitoring and periodic evaluation as in the case of study programmes.
12. A proposal to cancel a KŠP may be submitted by ZOKŠP, the Dean, the Rector or the Chair of RZK UJS. RZK UJS shall decide on the cancellation of the KŠP by a resolution; the Rector shall subsequently issue a decision cancelling the KŠP, ensure the settlement of participants' rights, archiving of documentation, publication of information on the termination of the programme and the performance of any acts in the relevant registers.
13. The processes of preparing, reviewing and approving a KŠP in a field and at a level in which UJS is authorised to design, deliver and modify study programmes take place as in the case of study programmes and are shown in Annex No. 1.
14. The documentation of an application for a KŠP shall be prepared using the forms also used for other ŠP at UJS. The requirements for documentation described in points a) and b) of paragraph 4 of Article 5 apply to KŠP as appropriate.

Part II

Processes for harmonisation, periodic review and approval of modifications of ŠP, VP-MO, KŠP and HK a IK and cancellation of ŠP, VP-MO, KŠP and HK a IK at UJS

Article 8

Harmonisation of a study programme and KŠP

1. The University shall harmonise its study programmes with the Higher Education Quality Act and the Standards according to the current legislation and shall inform SAAVŠ of this fact without undue delay.
2. The University shall harmonise its delivered study programmes always within 12 months from the date of entry into effect of a change in the relevant standards.
3. UJS shall harmonise its approved VP-MO and KŠP always within 12 months from the date of entry into effect of a change in the relevant legal regulations or standards that apply to these programmes.
4. The process of preparing materials for harmonised ŠP and KŠP at UJS:
 - a. The Dean shall order ZOŠP and the departments that administratively provide the ŠP to harmonise the ŠP pursuant to paragraphs 1 and 2. ZOŠP, in cooperation with the head of department, shall prepare the accreditation file of the harmonised ŠP pursuant to the Rector's Directive on procedures after the approval of a new study programme, harmonisation, modifications and cancellation of ŠP at UJS and related matters of the approval process, and pursuant to the Rector's Directive on the scope of competence of persons responsible for study programmes, habilitation and inauguration proceedings and other teachers at UJS and other internal regulations.
 - b. ZOŠP and ZOPP shall be assigned to one faculty, usually to one department that provides the ŠP or its coherent part.
 - c. The Faculty RZK shall approve, on the proposal of the Dean, the group of five or three responsible persons of the harmonised study programme on the basis of VUPCH and the general criteria for filling the posts of professors and associate professors and the specific conditions of the selection procedure for filling the posts of professors and associate professors at the faculty, and on the basis of whether the responsible persons demonstrate creative activity outcomes in the relevant field of study in which the study programme or its coherent parts are delivered at the required level according to its level pursuant to Article 7 of the Standards.
 - d. If the opinion of the Faculty RZK on the responsible person is negative, the Dean shall propose another person or shall propose to the Rector to announce a selection procedure in accordance with the Rector's order on the systemisation of functional and employment posts of UJS staff.
 - e. If the opinion of the Faculty RZK on the group of responsible persons is positive, and the person ZOŠP is not identical to the appointed ZOŠP actively performing the function, the Dean shall propose to the Faculty Scientific Council to approve the change of ZOŠP.
 - f. The responsible persons, together with other teachers of ŠP and KŠP, shall harmonise the ŠP and KŠP with the Standards pursuant to the internal regulations of UJS. The materials of the

harmonised study programme shall be prepared pursuant to Section 30 or 30a of the Higher Education Quality Act.

- g. Students, representatives of employers and other stakeholders shall also be involved in the harmonisation of ŠP and KŠP.
- h. The harmonisation of ŠP and KŠP shall be documented by minutes.
- i. The Dean shall submit the prepared materials to the Faculty RZK. If the opinion of the Faculty RZK is positive, the Dean shall submit the ŠP to the Rector. If the opinion of RZK is negative, the ŠP shall be revised.

5. Processes of reviewing and approving harmonised ŠP at UJS:

- a. The Rector shall assess the materials of the harmonised study programme submitted by the Dean as to whether they comply with the mission and strategic objectives of the University set out in the long-term plan of UJS pursuant to Article 2(2) of the Standards.
- b. If the harmonised ŠP and KŠP comply with the long-term plan and strategic objectives of the University, the Rector shall submit the ŠP material to RZK UJS for review.
- c. RZK UJS shall process the materials, and the Chair of RZK shall propose the members of DPS.
- d. RZK shall approve the members of DPS so as to ensure that at least three persons are involved in the review, including an expert in the relevant field of study, a student and an employer or another stakeholder.
- e. In the course of its activities, RZK may request supplementary information, supporting documents or evidence from the faculty, request access to documentation, other information sources, written parts of the verification of learning outcomes, final theses of students, request a meeting with stakeholders, etc.
- f. The temporary working group shall evaluate compliance with the Standards and corrective measures by expert review in accordance with paragraphs 1 to 12 of Article 2 of the Standards, especially on the basis of submitted documents, other available data, information obtained through a visit to the faculty or department, consultations with stakeholders, and shall record its conclusions in an opinion.
- g. In the course of its activities, the temporary working group may request supplementary information, supporting documents or evidence, request access to documentation, other information sources, written parts of the verification of learning outcomes, final theses of students, request a meeting with stakeholders, etc.
- h. Supplementary information requested by RZK UJS and DPS shall be provided by the faculty or another organisational unit of UJS (Rectorate, CIS, ŠD, UK or their specific units).
- i. RZK shall express its approval or non-approval of the harmonised study programme by a resolution.
- j. In the case of study programmes in the field of study Teacher Training and Education Science through which a qualification for the performance of the work activity of pedagogical employees and professional employees is obtained, the Rector shall request an opinion on the expected employability of graduates of the study programme from the Ministry pursuant to Annex No. 1 to Decree No. 244/2019 Coll. on the system of fields of study of the Slovak Republic.

- k. If the decision of RZK UJS and the opinion of the Ministry (if the case under point j) applies) are positive, the changes in the ŠP and KŠP shall be implemented from the beginning of the next academic year for the newly admitted year of students.
6. The processes of preparing, reviewing and approving harmonised ŠP and KŠP are shown in Annex No. 2.
7. The documentation of a harmonised study programme consists of:
 - a) study programme materials pursuant to Section 30 or 30a of the Higher Education Quality Act, whereby the current SAAVŠ forms and AIS2 forms shall preferably be used in their preparation;
 - b) other materials submitted to RZK UJS, namely the minutes pursuant to point i) of paragraph 1 of Article 5 of this Directive, the table overview of persons involved set out in Annex No. 4 to this Directive and a table overview showing that the responsible persons demonstrate creative activity outcomes in the relevant field of study in which the study programme is delivered at the required level according to its level pursuant to Article 7 of the Standards and achieve at least the minimum lower threshold values of evaluation for inclusion in the categories of creative activity level at the required level according to the level of the ŠP pursuant to Article 26 of the Methodology.
8. The documentation of a harmonised KŠP shall be prepared using the forms also used for other ŠP at UJS. The requirements for documentation described in points a) and b) of paragraph 7 of Article 8 apply to KŠP as appropriate.
9. If ŠP and KŠP are harmonised without modification, the above procedure shall apply only as appropriate.

Article 9

Monitoring, periodic review and approval of modifications of ŠP and KŠP at UJS and, as appropriate, also VP-MO

1. The University continuously monitors, regularly evaluates and modifies ŠP in order to ensure that it complies with the Standards and that the achieved learning objectives and learning outcomes are consistent with the needs of students, employers and other stakeholders, correspond to current knowledge and the current state of their applications, current technological possibilities and that the level of graduates, in particular through the achieved learning outcomes, is consistent with the required level of the qualifications framework.
2. The monitoring and evaluation of the study programme includes obtaining relevant feedback from students and representatives of employers of graduates of the study programme.
3. The results of the evaluation of feedback pursuant to paragraph 2 are reflected in the adoption of improvement measures, and students are guaranteed participation in proposing these measures.
4. The results of the evaluation of feedback and the adopted measures and any planned or follow-up activities resulting from the evaluation of the study programme shall be communicated to stakeholders and made public.
5. ŠP is periodically reviewed and approved in accordance with formalised internal system processes at least once every six years, pursuant to the methodology of on-going monitoring, periodic

evaluation and periodic approval of study programmes described in paragraph 3 of Article 13 of the Methodology.

6. The steps of the process of periodic review and approval of a modification of ŠP at UJS correspond to the steps described in paragraphs 4, 5 and 7 of Article 8 of this Directive in the context of harmonisation.
7. The processes of periodic review and approval of modifications of ŠP are shown in Annex No. 2.
8. This process also applies to the monitoring, periodic review and approval of modifications of KŠP and, as appropriate, also to VP-MO.

Article 10

Termination of authorisation to deliver ŠP and cancellation of VP-MO and KŠP

1. If no student is enrolled in a ŠP or KŠP, or if ZOŠP or ZOKŠP has ceased to meet the criteria for ZOŠP or ZOKŠP pursuant to the Standards, or if the selection procedure for the functional post of associate professor or professor is unsuccessful, or if the Faculty Scientific Council does not approve the change of guarantor, the Dean may submit a proposal to the Faculty RZK for the cancellation of the ŠP or KŠP. If the Faculty RZK issues a positive opinion on the Dean's proposal to cancel the ŠP or KŠP, the Dean shall forward the proposal to cancel the ŠP or KŠP to the Rector.
2. The Rector or the Chair of RZK UJS may submit a proposal to RZK UJS for the cancellation of a ŠP or KŠP.
3. If RZK UJS approves a proposal to cancel a ŠP, the Rector shall notify SAAVŠ of this fact.
4. The processes of cancellation and termination of the authorisation to deliver ŠP are shown in Annex No. 2. These processes also apply, as appropriate, to the termination of KŠP and to the termination of VP-MO.
5. If RZK UJS approves a proposal to cancel a ŠP or KŠP, the Rector shall issue a decision cancelling the relevant programme. Together with the decision, the method of programme completion, settlement of the rights of participants, archiving of documentation and the method of publishing the information shall also be determined, where relevant.

Part III
Assessment of quality and compliance with the Standards at UJS

Article 11
Quality assessment at UJS

1. Assessment serves primarily to evaluate the development of indicators over time in the context of the mission and objectives of UJS and to demonstrate continuous improvement. The assessment also includes the quality of VP-MO and KŠP if they are delivered at UJS or if UJS has granted consent for a certified educational institution to provide a VP-MO.
2. The University applied to SAAVŠ for the first review of its internal system by 31 December 2022. UJS is obliged to apply to the Agency for a review of its internal system at least once every six years.
3. SAAVŠ carries out on-going supervision of compliance with the Standards for the Internal System.
4. The University shall harmonise its internal system always within 12 months from the date of entry into effect of a change in the relevant standards. In evaluating compliance with the Standards, the University relies on a set of indicative indicators set out in Article 12.

Article 12
Indicators for evaluating compliance with the Standards

1. Results and development of education entry indicators (pursuant to Article 17 of the Methodology), which indicate the alignment between the offer of and interest in studying the study programmes of the higher education institution.
2. Results and development of indicators of admission procedures, progression and completion of studies (pursuant to paragraph 1 of Article 18 of the Methodology), which serve to monitor the suitability of selection methods and the assessment of capacity for study, to evaluate the state and development of student progress in the educational process and the rate of early termination of studies.
3. Indicators of student-centred learning, teaching and assessment (pursuant to paragraph 2 of Article 18 of the Methodology) serve to evaluate the state and perception of student-centred education and student support.
4. Teacher indicators (pursuant to paragraph 3 of Article 18 of the Methodology) serve to monitor the structure of teaching staff with a focus on qualifications, age and circulation of teachers.
5. Indicators of creative activity and habilitation proceedings and inauguration proceedings (pursuant to paragraph 4 of Article 18 and Part V of the Methodology) are used in assessing creative activities in connection with the delivery of education at individual levels and with the field of education, or in assessing compliance with the standards for habilitation proceedings and inauguration proceedings.

6. Indicators of education output (pursuant to Article 19 of the Methodology) indicate the alignment of achieved education with labour market requirements and employers' perception of learning outcomes and related trends.
7. Other indicators supporting the mission and objectives of UJS.
8. In relation to VP-MO, the following are monitored in particular: the number of approved and delivered programmes, the number of participants, participant success rate, the number of issued microcredentials, feedback from participants, teachers and employers.
9. In relation to KŠP, the following are monitored in particular: the number of approved and delivered programmes, the number of applicants and participants, participant success rate, the rate of regular completion, the quality of practical training, feedback from participants, teachers, employers and partners, employability of graduates, adequacy of resources and fulfilment of adopted measures.

Article 13

Quality assessment and compliance report

1. The frequency of regular measurement is once every six years.
2. The trend is normally monitored for the last 10 years.
3. Data for reports are obtained from the sources specified in the internal regulation Internal Quality Assurance System of Higher Education at UJS in Article 4 and from other databases.
4. The Dean, the Quaestor, heads of other organisational units, other units or departments of UJS shall order the assessment of quality and compliance with the Standards pursuant to the law and the internal regulations of UJS.
5. The report assesses the values of indicators (specified in Article 12) in the context of a specific study programme and HKaIK by faculties. The faculty is responsible for their evaluation, which it carries out in cooperation with other organisational units of UJS or other units.
6. Quality monitoring and assessment also include obtaining relevant feedback from students, graduates, representatives of employers of graduates and staff of UJS. In the case of VP-MO and KŠP, feedback is also obtained from participants and graduates of these programmes and from partners involved in their delivery.
7. At least once a year, students have the opportunity to express their views on the quality of teaching and on teachers in the study programme through an anonymous questionnaire. The faculty is responsible for carrying out and evaluating the survey.
8. The University monitors the employability rate of graduates of individual study programmes. At least once a year, employers have the opportunity to express their views on the quality of graduates of the study programme through an anonymous questionnaire. The Career Counselling Centre of UJS (hereinafter referred to as "CKP") is responsible for carrying out and evaluating the survey.
9. At least once a year, students and staff have the opportunity to express their views through an anonymous questionnaire on the quality of services of the Centre of Information Services of UJS (hereinafter referred to as "CIS"), the Student Residence of UJS (hereinafter referred to as "ŠD"), the University Library of UJS (hereinafter referred to as "UK"), CKP and the Sports Centre of UJS.

The relevant organisational unit or unit of UJS is responsible for carrying out and evaluating the survey.

10. Annual reports of organisational service units (CIS, ŠD and UK), CKP and the Sports Centre of UJS also include an evaluation of spatial, material, technical, instrumental and information equipment forming the basis for study programmes and their services.
11. Reports shall be prepared according to the process set out in Annex No. 3.
12. The report that includes the evaluation of individual ŠP shall be approved by the Faculty RZK. The Dean shall forward the faculty report to the relevant Vice-Rectors of UJS. If the faculty delivers VP-MO or KŠP, the report shall also include their evaluation and the fulfilment of measures adopted to improve their quality.
13. A report that includes the evaluation of the activities of other organisational units, other units or departments shall be forwarded by the responsible heads to the relevant Vice-Rectors of UJS.

Article 14

Review and approval of the annual quality assessment and compliance report

1. Report review and approval processes:
 - a) The Vice-Rectors shall prepare evaluation reports on the basis of reports received from faculties and organisational units of UJS. The evaluation reports shall also contain a separate part on VP-MO and KŠP if they were delivered or approved in the period under evaluation.
 - b) The Rector shall submit the University-wide report prepared by the Vice-Rectors to RZK UJS for review and approval.
 - c) RZK shall approve the Chair and members of DPS so as to ensure the involvement of at least three persons, including a student.
 - d) In the course of its activities, RZK may request supplementary information, supporting documents or evidence from faculties and units, request access to documentation, other information sources, written parts of the verification of learning outcomes, final theses of students, request a meeting with stakeholders, etc.
 - e) The temporary working group shall evaluate compliance with the Standards and corrective measures by expert review, particularly on the basis of submitted documents, other available data, information obtained through a visit to the faculty, department or another organisational unit of UJS, consultations with stakeholders, and shall record its conclusions in an opinion.
 - f) In the course of its activities, the temporary working group may request supplementary information, supporting documents or evidence, request access to documentation, other information sources, written parts of the verification of learning outcomes, final theses of students, request a meeting with stakeholders, etc.
 - g) Supplementary information requested by RZK UJS and DPS shall be provided by the faculty or another organisational unit of UJS (Rectorate, CIS, ŠD, UK or their specific units).
 - h) RZK shall express its approval or non-approval of the evaluation report by a resolution.
 - i) If the decision is positive, the report is approved and published; if the decision is negative, the report shall be revised.

2. The report review and approval processes are shown in Annex No. 3.

Article 15

Review and approval of the internal quality assurance system

1. Processes of reviewing and approving the internal quality assurance system (hereinafter referred to as “VSK”):
 - a) The Vice-Rectors shall prepare evaluation reports on the basis of reports received from faculties and organisational units of UJS.
 - b) The Rector shall submit the University-wide report prepared by the Vice-Rectors to RZK UJS for review and approval.
 - c) The process of reviewing and approving VSK is similar to that described in points c) to g) of paragraph 1 of Article 14. When reviewing VSK, it shall be specifically verified whether processes for VP-MO and KŠP are formalised and implemented and whether they are consistently applied in practice.
 - d) RZK shall express its approval or non-approval of VSK by a resolution.
 - e) If the decision is positive, the Rector shall apply to SAAVŠ for a review of the internal system. If the decision is negative, VSK shall be revised.
2. The processes of evaluating VSK at UJS are shown in Annex No. 3.

Part IV
Final provisions

Article 16
Final provisions

1. This Directive is binding on all faculties of UJS at which study programmes, educational programmes leading to the acquisition of a microcredential, short study programmes, habilitation proceedings and inauguration proceedings are delivered, as well as on organisational units of UJS that provide services to students, participants in education and staff of UJS.
2. This internal regulation was discussed at the meeting of the Rector's College on 13 July 2026.
3. This internal regulation was approved at the meeting of the Academic Senate on 31 August 2026.
4. This internal regulation shall enter into force and effect on the date of its approval by the Academic Senate of UJS.

In Komárno, 31 August 2026

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prof. RNDr. János Tóth, PhD.
Rector of UJS

Annexes

Explanatory notes to the process diagrams in the annexes:

1. An oval, as in flowcharts, denotes the beginning or the end.
2. A white parallelogram denotes input data.
3. A grey ombre rectangle denotes a process or creation.
4. A rhombus denotes decision-making.
5. Red colour denotes the decision-making bodies of the quality assurance system.
6. Green colour denotes leading representatives of a faculty or the University.
7. Black colour denotes a selection procedure, which is a decision related to quality assurance but governed by other legislation.
8. White colour denotes input data.

Abbreviations used in the annexes:

1. DPS – temporary working group of RZK
2. DZ – long-term plan
3. FM – functional post of associate professor or professor
4. HKaIK – habilitation proceedings and inauguration proceedings
5. MŠVVaM – Ministry of Education, Research, Development and Youth of the Slovak Republic
6. RZK – Quality Assurance Council
7. SAAVŠ – Slovak Accreditation Agency for Higher Education
8. ŠP – study programme
9. UJS – J. Selye University
10. VSK – internal quality assurance system
11. VUPCH – scientific/artistic-pedagogical profile
12. ZOHIK – person responsible for HK a IK
13. ZOPP – person responsible for a profile course
14. ZOŠP – person responsible for ŠP
15. KŠP – short study programme
16. VP-MO – educational programme leading to the acquisition of a microcredential
17. ZOKŠP – person responsible for the short study programme
18. ZOMO – person responsible for the educational programme leading to the acquisition of a microcredential

Procesy schvaľovania nových ŠP, KŠP, VP-MO, HK a IK na UJS



Procesy zosúlad'ovania, úpravy a zrušovania ŠP, KŠP, VP-MO, HK a IK na UJS



Procesy hodnotenia kvality a schvaľovania VSK na UJS



Annex No. 4: Table overview of persons involved in ŠP and KŠP

List of persons involved in ŠP or KŠP	
Field of study:	
Study programme:	
Study programme:	
Persons involved in the development of the draft ŠP or KŠP	Persons involved in the review and approval of the ŠP or KŠP
Dean:	Rector:
Persons responsible for delivery, development and quality assurance of the ŠP (ZOŠP and ZOPP) or KŠP (ZOKŠP and ZOPP):	Members of RZK UJS:
Other staff involved in the development of the ŠP or KŠP:	Members of DPS:
Students involved in the development of the ŠP or KŠP:	
Employers involved in the development of the ŠP or KŠP:	
Other stakeholders involved in the development of the ŠP or KŠP:	
Members of the Faculty Quality Assurance Council:	

Annex No. 5: **Table overview of persons involved in HK a IK**

List of persons involved in HK and/or IK	
Field of study:	
Name of HK and/or IK:	
HK / IK / HK a IK	
Persons involved in the development of the draft HK and/or IK	Persons involved in the review and approval of the HK and/or IK
Dean:	Rector:
Persons responsible for delivery, development and quality assurance of HIK (ZOHİK):	Members of RZK UJS:
Other staff involved in the development of HK and/or IK:	Members of DPS:
Students involved in the development of HK and/or IK:	
Employers involved in the development of HK and/or IK:	
Other stakeholders involved in the development of HK and/or IK:	
Members of the Faculty Quality Assurance Council:	

Annex No. 6: **Table overview of persons involved in VP-MO**

List of persons involved in VP-MO	
Field of study:	
Name of VP-MO:	
SKKR/EQF level:	
Assigned accredited study programme / field of study:	
Persons involved in the development of the draft VP-MO	Persons involved in the review and approval of the VP-MO
Dean:	Rector:
Person responsible for VP-MO (ZOMO):	Members of RZK UJS:
Other staff involved in the development of VP-MO:	Members of DPS:
Students, participants or potential participants involved in the development of VP-MO:	
Other stakeholders involved in the development of VP-MO (e.g. practical training partners, certified educational institutions):	
Members of the Faculty Quality Assurance Council:	