

Rules for Creating, Modifying, Approving and Evaluating the Quality of Study Programmes of the Trnava University

PART ONE BASIC PROVISIONS

Article 1 Legislative Acronyms

For the purposes of the Present Internal Regulation, the following legislative abbreviations are provided for:

- a) the Trnava University (hereinafter referred to as 'the University');
- b) Chancellor of the Trnava University (hereinafter referred to as the 'Chancellor of the University');
- c) dean of the Faculty of Arts of the Trnava University, Dean of the Faculty of Education of the Trnava University, Dean of the Faculty of Health and Social Work of the Trnava University, Dean of the Faculty of Theology of the Trnava University or Dean of the Faculty of Law of the Trnava University (hereinafter referred to as "Dean of the Faculty");
- d) The Academic Senate of the Trnava University (hereinafter referred to as the 'Academic Senate of the University');
- e) The Academic Senate of the Faculty of Arts of the Trnava University, the Academic Senate of the Faculty of Education of the Trnava University, the Academic Senate of the Faculty of Health and Social Work of the Trnava University, the Academic Senate of the Theological Faculty of the Trnava University or the Academic Senate of the Faculty of Law of the Trnava University (hereinafter referred to as the "Academic Senate of the Faculty");
- f) Scientific Council of the Faculty of Arts of the Trnava University, Scientific Council of the Faculty of Education of the Trnava University, Scientific Council of the Faculty of Health and Social Work of the Trnava University, Scientific Council of the Faculty of Theology of the Trnava University or Scientific Council of the Faculty of Law of the Trnava University (hereinafter referred to as the "Faculty Scientific Council");
- g) Act No. 131/2002 Coll. on Universities and Colleges Amending Certain Acts as amended (hereinafter referred to as the "the Universities and Colleges Act");
- h) Act No. 269/2018 Coll. on Quality Assurance in Higher Education Amending the Act No. 343/2015 Coll. on Public Procurement Amending Certain Acts as amended (hereinafter referred to as the "Quality Assurance Act");
- i) Decree of the Ministry of Education of the Slovak Republic no. 614/2002 Coll. on the Credit System of Study as amended (hereinafter referred to as the "Decree on the Credit System of Study");
- j) Standards and Guidelines for Quality Assurance in the European Higher Education Area (hereinafter referred to as the 'European standards');
- k) Standards for the Internal Quality Assurance System of Higher Education, Standards for the Study Programme and Standards for Habilitation Proceedings and Procedure for the Appointment of Professors developed by the Slovak Accreditation Agency for Universities and Colleges (hereinafter referred to as the "Education Quality Standards");
- l) Standards for the Study Programme developed by the Slovak Accreditation Agency for Universities and Colleges (hereinafter referred to as "Standards for the Study

- Programme");
- m) Methodology for the Evaluation of Standards developed by the Slovak Accreditation Agency for Universities and Colleges (hereinafter referred to as the "Methodology for the Evaluation of Standards");
 - n) The Slovak Accreditation Agency for Universities and Colleges (hereinafter referred to as the "Accreditation Agency");
 - o) Statute of the Trnava University dated 20 May 2013 as amended (hereinafter referred to as the 'Statute of the University');
 - p) The Internal Quality Assessment Board of the University (hereinafter referred to as 'the Internal Quality Assessment Board');
 - q) the Internal Quality Assurance System for Higher Education of the Trnava University (hereinafter referred to as the 'Internal System of the University');
 - r) The Statutes of the Internal Quality Assessment Board of the Trnava University (hereinafter referred to as 'the Statutes of the Internal Quality Assessment Board '),
 - s) The person in charge of the implementation, development and quality assurance of the study programme or otherwise defined integrated part of the study programme pursuant to Article 6, Section (7) through 11 of the Standards for the Study Programme developed by the Slovak Accreditation Agency for Universities and Colleges (hereinafter referred to as "the person in charge of the study programme").

Article 2

Introductory Provisions

- (1) The Rules for Creating, Modifying, Approving and Evaluating the Quality of Study Programmes of the Trnava University shall be a separate internal regulation of the University which pursuant to Article 15, Section 1 Item b) of the Universities and Colleges Act and in accordance with the Principal Internal Regulation of the University which on the basis of and pursuant to Article 15, Section 1, Item (b) of the Universities and Colleges Act, the internal system of quality assurance of higher education, regulates in more detail the rules for creating, modifying, approving, implementing and evaluating the quality of study programmes at the University. The same implements in its entirety the Universities and Colleges Act, the Quality Assurance Act, the European Standards and the Quality of Education Standards.
- (2) The present internal regulation regulates:
 - a) basic principles of quality assurance of university study programmes,
 - b) characteristics and formalities of the field of study, the study programme and the subject of study,
 - c) status, scope of powers and responsibilities of individual entities involved in ensuring the quality of university study programmes,
 - d) basic principles of creating, modifying, approving, implementing and evaluating the quality of university study programmes,
 - e) organizational and procedural rules according to which the creation, modification, approval, implementation and evaluation of the quality of university study programmes is carried out.

Article 3

Principles of Quality Assurance of University Study Programmes,

The principles of quality assurance of the university's study programmes are based on the principles of the university's quality assurance system stipulated in the internal regulation governing the university's internal system. The principles of quality assurance of the

university's study programmes include:

- a) the study programme is elaborated, submitted, approved, implemented and quality thereof is evaluated in accordance with the formalised processes of the university's internal system,
- b) the study programme is elaborated in accordance with the mission and strategic objectives of the University as determined in the long-term intention of the University,
- c) there is a person in charge of the study programme; there are also persons providing profile study subjects and those providing the other study subjects,
- d) students, employers and other stakeholders are involved in the preparation of the draft study programme, in approval as well as in the ongoing monitoring and evaluation thereof,
- e) a study programme clearly specifies and communicates the level of qualification that students obtain by successfully completing the same, while the qualification corresponds to the relevant level of education according to the qualification framework; the contents and level of qualification meet the sector-specific expectations of employers and other stakeholders,
- f) a study programme clearly specifies the profile of the graduate. Learning outcomes are defined and communicated within the framework thereof and shall be verifiable and shall correspond to the mission of the university, the relevant level of the qualification framework and the field of knowledge according to the relevant field of study or combination of fields of study in which the graduates receive university education,
- g) a study programme clearly specifies the requirements for the applicants and the way that they are selected. Characteristics thereof is clearly defined and there is a clearly structured curriculum enabling the achievement of learning outcomes,
- h) the professional contents, structure and sequence of the profile courses, other learning activities of the study programme and the conditions for successful completion of studies enable the achievement of the learning outcomes indicated in the graduate profile and guarantee access to up-to-date knowledge, skills and competences, including transferable competences that affect the personal development of students and that may be used in their future career and life as active citizens in democratic societies,
- i) independent, unbiased, objective, erudite, transparent and fair assessment of the study programme is guaranteed when approving the study programme,
- j) the curriculum clearly links education with creative activities, while the level and focus of creative activity corresponds to the level of university education and learning outcomes,
- k) a study programme strengthens the sense of autonomy, independence and self-assessment and at the same time provides students with appropriate guidance and teacher support based on mutual respect and esteem,
- l) the curriculum is provided by teachers whose qualifications, workload distribution, level of results of creative activities, practical experience, teaching skills and transferable competences render achieving learning outcomes possible,
- m) the sustainability of the guarantee of the study programme and the staffing of profile subjects thereof in terms of the age structure of teachers is guaranteed,
- n) students have access to teaching materials, electronic and other resources necessary for their studies, taking into account the form and methods of teaching the study programme,
- o) the assessment of students shall be carried out according to transparent and objective

- rules, criteria and methods known in advance which are suitable for fair, consistent and transparent verification of the knowledge, skills and competences acquired;
- p) during the course of their studies students receive feedback to enable them to improve and achieve the planned learning outcomes; feedback is linked to guidance on how to make progress in the course of their studies, if necessary;
 - q) the curriculum enables adequate training outside the university at domestic and foreign institutions, in particular through the promotion of mobility;
 - r) the study programme, taking into account characteristics thereof, allows for the involvement of students in solving scientific projects, grants and other creative activities,
 - s) the rules, forms and methods of teaching, learning and evaluating learning outcomes in the curriculum allow the achievement of learning outcomes while respecting the diversity of students and their needs, taking into account the specificities resulting from the specific needs of students,
 - t) the curriculum is implemented in a manner that leads to compliance with the principles of academic ethics or professional ethics in the case of a professionally oriented Bachelor's study programme,
 - u) sufficient premises as well as material, technical and information resources of the study programme are provided which guarantee achieving the objectives and learning outcomes set,
 - v) binding partnerships are maintained to enable relevant stakeholders to participate in the quality assurance, implementation and development of the curriculum;
 - w) the curriculum shall be continuously monitored, regularly evaluated and modified in order to ensure that the same be in line with the quality standards of education and that the objectives and learning outcomes achieved be in line with the needs of students, employers and other stakeholders and at the same time be in line with current knowledge and the current state of their applications as well as current technological opportunities;
 - x) the level of finding jobs by graduates of a study programme is monitored on an ongoing basis,
 - y) an open debate on the quality of education among members of the academic community of the university is encouraged;
 - z) all information on the study programme shall be published, easily accessible and clearly structured.

Part Two

Field of Study, Study Programme and Subject of Study

Article 4

Field of Study

- (1) A field of study shall be a field of knowledge which may be the subject of university/college education in one of the three levels thereof.
- (2) The field of study is defined by the contents which is in particular characterized by the fields and scope of knowledge, skills and competences that profile the graduate.
- (3) The system of study fields of the Slovak Republic is issued by a general statute of the Ministry of Education, Science, Research and Sports of the Slovak Republic. The system of study fields of the Slovak Republic includes study fields in which universities in the Slovak Republic may provide higher education and descriptions thereof.

Article 5 Study Programme

- (1) A study programme is a set of study subjects consisting of educational activities which are mainly a lecture, a seminar, an exercise, final thesis, project work, laboratory work, internship, excursion, professional internship, state examination and combinations thereof and a set of rules designed so that successful completion of those educational activities, while maintaining the above rules, allows to obtain university education.
- (2) The study according to each study programme also includes a final thesis which along with defence thereof constitutes one subject; the defence of the final thesis constitutes a part of the state examinations.
- (3) The study programme is further specified by:
 - a) the name of the study programme,
 - b) a field of study in which a university degree is obtained by completing a study programme or a combination of two fields of study in which a higher education degree is obtained by completing a study programme,
 - c) the level of university education for which the study programme is intended,
 - d) form of study
 - e) graduate profile,
 - f) the characteristics of the courses of study, including, where appropriate, the length of the work experience, including the number of credits obtained by completing them,
 - g) rules and conditions for the establishment of curricula,
 - h) Standard length of study expressed in academic years.
 - i) the required competences and prerequisites of the applicant for the study programme,
 - j) the division of studies into parts expressed in academic years or parts thereof and the conditions required for the student to progress to the next part of the study; the conditions are expressed in terms of the number of credits to be obtained for the study subjects completed,
 - k) the number of credits required as condition for the proper completion of studies,
 - l) other conditions that the student must meet during the study programme as required for its proper completion, including state examinations,
 - m) special characteristic if the study programme includes the same according to Article 51, Section 7, Article 53, Section 6, 7 and 9 or Article 54, Section 16 of the Universities and Colleges Act.
 - n) academic degree awarded.
 - o) for joint study programmes, cooperating universities and defining which study obligations are fulfilled by the student at which university,
 - p) the language or languages in which the curriculum is conducted which means the language or languages in which the curriculum is taught.
- (4) The study programme may be carried out in the field of study which is part of the system of study fields. The study programme may also be carried out in a combination of two fields of study. If both fields of study are represented approximately equally in the study programme, it is an interdisciplinary study, otherwise one field of study is the Major and the other is the Minor.
- (5) The University may provide a study programme in cooperation with other universities, including those based outside the Slovak Republic.
- (6) The name of the study programme is usually derived from the name of the corresponding field of study. In the case of a combination of the Major and the

- Minor, the name of the study programme is derived from the name of the Major.
- (7) The study programme is assigned to the field of study and the degree of its contents correspondence with the relevant field of study is justified. In the case of study programmes which combine two fields of study or, in the case of interdisciplinary studies, the study programme is assigned to the relevant fields of study and its degree of agreement with the relevant fields of study is justified.
 - (8) The study programme may be studied in
 - a) the first level of university studies as a Bachelor's study programme,
 - b) second level of university studies as a Master's study programme,
 - c) the third level of university studies as a post-graduate study programme.
 - (9) The study programme may take the form of a full-time study or a part-time study.
 - (10) The list of study programmes carried out by the University, along with their characteristics, is published on the University's website.

Article 6

Subject of study

- (1) The course of study constitutes the basic unit of study.
- (2) The course of study is framed as a one-semester course.
- (3) Study subjects included in the study programme are divided into:
 - a) compulsory study subjects – their successful completion is a condition for successful completion of part of the study or the entire study programme,
 - b) elective study subjects – the condition for successful completion of a part of the study programme or the entire study programme is the completion of a specified number of those study subjects according to the student's choice and in the structure determined by the study programme,
 - c) selective study subjects - the other study subjects in the study programme that the student may enrol to in order to supplement his/her studies and to obtain a sufficient number of credits in the relevant part of the study.
- (4) Study subjects included in the study programme shall, in term of interconnectedness thereof, be divided into:
 - a) study subject's contingent upon successful completion of other study subjects; the enrolment of such a study subject is conditional upon successful completion of another study subject (conditioning the study subject) or other study subjects,
 - b) study subjects without any interconnectedness; the enrolment of such a study subject is not conditional upon the completion of another study subject.
- (5) The characteristics of the course of study are constituted by:
 - a) name and internal code,
 - b) the extent of the study load expressed in credits, indicating the number of hours of contact and non-contact teaching,
 - c) the workplace at which the same is carried out,
 - d) person providing the subject of study and the teacher,
 - e) Type, extent and method of educational activity:
 - f) term and level of study on which the same is taught,
 - g) conditioning subjects of study,
 - h) the conditions for completion thereof,
 - i) learning outcomes,
 - j) concise outline,
 - k) recommended literature:
 - l) language required to complete the course:

- (6) Basic data on the subject of study are presented in the information leaflet of the subject of study established by the Decree on the Credit System of Study. The information leaflets on study subjects are published on the University's website.

PART THREE

Status, Scope of Powers and Responsibilities of Individual Entities Involved in Ensuring the Quality of University Study Programmes,

Article 7

Person in Charge of the Study programme

- (1) The Dean of the Faculty shall appoint a person in charge of a study programme.
- (2) The person in charge of a study programme shall have primary responsibility for the implementation, development and quality assurance of the study programme. He/she shall be in charge of the quality of the contents of the study programme and implementation thereof and shall evaluate the study programme and develop the same as well. At the same time, he/she provides one of the profile study subjects. His/her expertise and name shall essentially guarantee the quality and proper implementation of the study programme.
- (3) The person in charge of a study programme shall, as part of the quality assurance processes of the study programme,
 - a) be in charge of the preparation of documents necessary to obtain the authorization to carry out the study programme, or to obtain consent to modification or extension thereof in the prescribed structure,
 - b) be in charge of the contents of the study programme and for creation thereof in accordance with the current level of scientific knowledge and applicable quality standards of education,
 - c) be in charge of the ongoing monitoring and regular evaluation of the study programme,
 - d) be in charge of the quality of processing of documents of the internal evaluation process of the study programme and for meeting the objectives resulting from the study programme development plan,
 - e) keep abreast of developments in his/her field and in the field of education; he/she shall ensure that the latest knowledge is used to improve the contents and the way of teaching;
 - f) initiate changes in the implementation of the curriculum aimed at improving the contents and teaching methods of the curriculum and ensure the strategic development of the curriculum in order to ensure that the learning outcomes be in line with the needs of students, employers and other stakeholders and correspond to the current knowledge and current state of their applications as well,
 - g) be in charge of the contents of the entrance examinations for the study programme,
 - h) continuously coordinates, in cooperation with persons providing study subjects, the teaching and contents of study subjects so that learning outcomes be achieved and the graduate profile be fulfilled,
 - i) ensure that, in each academic year, students are offered compulsory and elective courses of the appropriate quality for enrolment as well as an adequate offer of selection courses,
 - j) be entitled to verify the quality of the teaching implemented of all study subjects of the study programme and to express himself/herself of the results of these evaluations,
 - k) approve the topics of Bachelor's and diploma theses upon the proposal of persons

- providing individual study subjects,
- l) be in charge of maintaining documentation related to the given study programme, including entering information into the University's information system and publishing the specified information on the University's website,
 - m) consult and coordinate his/her activities with the Dean of the Faculty and Vice-Deans of the Faculty,
 - n) upon request, report to the Chancellor of the University, the Dean of the Faculty or other bodies of the University or the Faculty on the status, evaluation and prospects of study in the study programme provided on his/her part,
 - o) immediately inform the Dean of the Faculty on any shortcomings in the implementation of the study programme which result in the study programme not meeting or possibly not meeting in the near future, the standards on the basis of which the same was accredited,
 - p) implement the measures that were, as part of evaluation thereof, intended to improve the study programme,
 - q) cooperate in the performance of his/her duties closely with the heads of the workplaces where the teaching takes place,
 - r) express himself/herself of the initiatives, questions, requests and complaints relating to the study programme.
- (4) The proposal of the Dean of the Faculty for the appointment and dismissal of the person in charge of the study programme shall be approved by the Faculty's Scientific Council. The proposal of the Dean of the Faculty for the appointment of a person in charge of the study programme must contain a justification explaining the professional and organizational prerequisites for the function of the person in charge of the study programme and his/her professional *curriculum vitae* as well.
- (5) The person in charge of the study programme shall act as Professor in the relevant field of study for the fixed weekly working time. In the case of a Bachelor's study programme, the person in charge of the study programme shall act as Professor or as Associate Professor in the relevant field of study for a fixed weekly working time.
- (6) The person in charge of the study programme shall not be primarily be responsible for the implementation, development and quality assurance of the study programme at another university in the Slovak Republic. The same person may bear the main responsibility for the implementation, development and quality assurance of up to three study programmes; this number does not include cases of overlaps pursuant to Article 7, Section 3, Items (b) through (h) of the standards for the study programme.
- (7) The person in charge of the study programme shall bear responsibility for the implementation of the study programme, the quality and development thereof to the Dean of the Faculty.

Article 8

Person Providing a Profile Study Subject

- (1) The profile study subject shall be a study subject of the study programme which significantly contributes to the achievement of the graduate profile *i.e.* the objectives and learning outcomes of the relevant study programme. Each study programme consists of a specially defined group of profile study subjects which can only be compulsory study subjects and elective study subjects.
- (2) The profile study subjects are normally provided by university teachers in the position of Professor or Associate Professor who work at the university in the relevant field of study or in a related field for the established weekly working time. The condition

concerning weekly working time laid down shall in the case of health professionals and active artists apply *mutatis mutandis*.

- (3) The profile subjects shall in the case of professional education-oriented study programmes, be also provided by university teachers who are experienced professionals in the relevant sector of the economy or social practice and who work at the University for a weekly working time set or shorter working time.
- (4) Persons providing profile study subjects of the study programme shall demonstrate the results of creative activity in the relevant field (fields) of study in which the study programme takes place at the required level depending on its level:
 - a) at least at the relevant international level, if it is a third-cycle study programme;
 - b) at least at internationally recognised level, in the case of a second-cycle study programme or a study programme combining first and second-cycle degrees,
 - c) at least at a nationally recognised level in the case of a first-level study programme.
- (5) The person providing the profile study subject shall be in charge of the professional level of the study subject, the quality of teaching contents as well as for development thereof.
- (6) Person providing a profile study subject shall as part of quality assurance processes
 - a) be in charge of the contents of the study subject,
 - b) define the characteristics of the course of study in the information leaflet on the course of study set out in the Decree on the credit system of study, ensure publication thereof on the website of the University as well as its continuous updating thereof,
 - c) cooperate closely with the person in charge of the study programme as well as with other persons providing study subjects of the study programme, in particular with regard to the continuity and interconnection of individual study subjects,
 - d) prior to the beginning of teaching coordinate the activities of individual teachers of the subject, in particular in terms of teaching methods and requirements for students, and provides them with methodological guidance during the term,
 - e) continuously monitor and regularly evaluate the contents and method of teaching the subject of study,
 - f) verify the quality of the teaching of the study subject implemented,
 - g) give lectures and implement other core educational activities of the study subject,
 - h) keep abreast of developments in his/her field as well as in the field of education; he/she shall ensure that the latest knowledge be used to improve the contents and the way of teaching;
 - i) express himself / herself of the initiatives, questions and requests relating to the subject of study.
- (7) The person providing the profile study subject shall at the request of the person in charge of the study program be determined by the Dean of the Faculty.

Article 9

Person Providing a Profile Study Subject

- (1) There should be a person providing each subject of study which constitutes a part of the study programme.
- (2) The person providing the profile study subject shall be in charge of the professional level of the study subject, the quality of teaching contents as well as for development thereof.
- (3) The person providing the study subject shall as a part of quality assurance processes,
 - a) be responsible for the contents thereof

- b) define the characteristics of the course of study in the information leaflet on the course of study set out in the Decree on the credit system of study, ensure its publication on the website of the University as well as continuous updating thereof,
 - c) cooperate closely with the person in charge of the study programme as well as with other persons providing study subjects of the study programme, in particular with regard to the continuity and connection of individual study subjects,
 - d) prior to the beginning of teaching coordinate the activities of individual teachers of the subject, in particular in terms of teaching methods and requirements for students and provides them with methodological guidance during the term,
 - e) continuously monitor and regularly evaluate the contents and method of teaching the subject of study,
 - f) verifies the quality of the teaching of the study subject implemented,
 - g) give lectures and implement other core educational activities of the study subject,
 - h) keep abreast of developments in his/her field as well as in the field of education; he/she shall ensure that the latest knowledge be used to improve the contents and the way of teaching;
 - i) express himself / herself of the initiatives, questions and requests relating to the subject of study.
- (4)The person providing the study subject shall, in agreement with the person in charge of the study program, be appointed by the head of the workplace that the study subject is taught at. He/she shall be selected from among persons who are sufficiently involved in the teaching of the study subject.
- (5)The person providing the course of study may also be a person who does not act as Associated Professor or Professor.

Article 10 Programme Board

- (1)For each Bachelor's or Master's study programme, a Programme Board is appointed which is the advisory body of the person in charge of the study programme.
- (2)The Programme Board shall in particular:
- a) continuously monitor and regularly evaluate teaching in the relevant study programme,
 - b) assess the contents of the study programme and evaluate professional level thereof,
 - c) annually ensure the study programme evaluation process,
 - d) discuss the intention to modify the study programme, extend the authorization to carry out the study programme as well as to cancel the study programme at the initiative of the Faculty,
 - e) hear internal evaluation reports.
- (3)The Programme Board shall have at least five members and shall be composed of:
- a) person in charge of the study programme,
 - b) at least two other teachers providing instruction in the relevant study programme,
 - c) at least one representative of the students of the relevant study programme,
 - d) at least one employer's representative not a member of the academic community of the University.
- (4)The members of the Programme Board under Section 3, Item b) and Item d), shall be appointed and dismissed by the Dean of the Faculty, upon a proposal of the person in charge of the study programme while a representative of students shall be appointed and dismissed on the basis of the proposal of the student part of the Academic Senate of the Faculty.
- (5)The Chairperson of the Programme Board shall be the person in charge of the study

- programme.
- (6) Follow-up study programmes or related study programmes may have a common Programme Board which shall consist of:
 - a) persons in charge of study programmes covered by the Joint Programme Board,
 - b) at least two other teachers providing instruction in study programmes covered by the Joint Programme Board,
 - c) at least two representatives of students of study programmes covered by the Joint Programme Board,
 - d) at least two representatives of employers for study programmes covered by the Joint Programme Board, who are not members of the academic community of the University.
 - (7) The members of the Programme Board under Section 3, Item b) and Item d), shall be appointed and dismissed by the Dean of the Faculty. They shall be so appointed and dismissed upon the proposal of persons in charge of study programmes covered by the Joint Programme Board; representatives of students shall be so appointed and dismissed on the basis of the proposal of the student part of the Academic Senate of the Faculty. The Chairperson of the Joint Programme Board shall be appointed by the Dean of the Faculty from among persons in charge of study programmes included in the Joint Programme Board.
 - (8) A meeting of the Programme Board shall, along with the agenda of the meeting, be planned and convened by the Chairperson, as appropriate, but shall be held at least once a year. A resolution of the Programme Board shall be adopted, if approved by an absolute majority of all the members of the Programme Board. The Programme Board may decide on more detailed internal rules governing its deliberations and voting.
 - (9) Written minutes of the meeting of the Programme Board shall be drawn up and submitted by the Chairman of the Programme Board to the Dean of the Faculty.
 - (10) Membership of the Programme Board shall be irreplaceable.
 - (11) Membership in the Programme Board shall be terminated by a decision of the Dean of the Faculty on the dismissal of that member in writing after the prior consent of the person in charge of the study programme, in particular if the member of the Programme Board concerned fails to fulfil his/her duties.
 - (12) The Dean of the Faculty shall in writing dismiss a member of the Programme Board even without the consent of the person in charge of the study programme, if
 - a) the member of the Programme Board no longer complies with the prerequisites on the basis of which he/she was appointed a member thereof,
 - b) a member of the Programme Board may not serve as a member thereof for more than six months.
 - (13) Membership of the Programme Board also expires.
 - a) on the date on which the member of the Programme Board gave up his or her membership in writing,
 - b) the date of the Programme Board ceasing to exist,
 - c) upon date of death of the member.
 - (14) If a member of the Programme Board has ceased to be a member thereof, a new member of the Programme Board must be appointed by the Dean of the Faculty within three months of the termination of his /her membership.

Article 11
Trade Union Board

- (1) Each post-graduate study programme shall have a Trade Union Board appointed which is an advisory body of the person in charge of the study programme.
- (2) In particular, the Trade Union Board shall:
 - a) continuously monitor and regularly evaluate teaching in the relevant study programme,
 - b) assess the contents of the study programme and evaluate professional level thereof,
 - c) annually ensure the study programme evaluation process,
 - d) discuss the intention to modify the study programme, to extend the authorization to carry out the study programme as well as to cancel the study programme at the initiative of the Faculty,
 - e) approve the topics of dissertations,
 - f) hear internal evaluation reports.
- (3) The Trade Union Board closely cooperates with the Trade Union Commission in monitoring and evaluating post-graduate studies.
- (4) The Trade Union Board shall have at least five members and shall be composed of:
 - a) the person in charge of the study programme,
 - b) at least one other teacher providing instruction in the relevant study programme,
 - c) at least one employers' representative not a member of the academic community of the University
 - d) at least two domestic or foreign Faculty partners.
- (5) The members of the Trade Union Board shall be appointed and dismissed by the Dean of the Faculty upon the proposal of the person in charge of the study programme and the members of the Trade Union Board shall pursuant to Section 4, Item (b) and Item (d) at the same time act as Professors or as Associate Professors or have achieved a comparable position abroad. The proposal for the appointment of members of the Trade Union Board shall be approved by the Faculty Scientific Council.
- (6) The Chairperson of the Programme Board shall be the person in charge of the study programme.
- (7) Related study programmes may have a joint Trade Union Board made up of:
 - a) persons in charge of study programmes covered by the Joint Programme Board,
 - b) at least two other teachers providing instruction in study programmes covered by the Joint Programme Board,
 - c) at least two representatives of employers for study programmes covered by the Joint Programme Board who are not members of the academic community of the University.
 - d) at least two domestic or foreign Faculty partners for study programmes covered by the Joint Trade Union Board.
- (8) The members of the Joint Trade Union Board shall be appointed and dismissed by the Dean of the Faculty upon a proposal of the persons in charge of the study programmes included in the Joint Trade Union Board and the members of the Trade Union Board pursuant to Section 7, Item (b) and Item (d) must act as Professors or as Associate Professors or have achieved a comparable position abroad. The proposal for the appointment of members of the Trade Union Board shall be approved by the Faculty Scientific Council.
- (9) The Chairperson of the Joint Programme Board shall be appointed by the Dean of the Faculty from among persons in charge of study programmes covered by the Trade

Union Board.

- (10) A meeting of the Trade Union Board shall, along with the agenda of the meeting, be planned and convened as appropriate by the Chairperson, but shall take place at least once a year. A resolution of the Trade Union Board shall be adopted if approved by an absolute majority of all the members of the Trade Union Board. The Trade Union Board may decide on more detailed internal rules governing its deliberations and voting.
- (11) Written minutes of the meeting of the Programme Board shall be drawn up and submitted by the Chairman of the Programme Board to the Dean of the Faculty.
- (12) Membership of the Trade Union Board shall be irreplaceable.
- (13) Membership in the Trade Union Board shall be terminated by a decision of the Dean of the Faculty on the dismissal of a member in writing after the prior consent of the person in charge of the study programme, in particular if the member of the Programme Board concerned fails to fulfil his/her duties.
- (14) The Dean of the Faculty shall in writing dismiss a member of the Programme Board even without the consent of the person in charge of the study programme, if
 - a) a member of the Programme Board no longer fulfils the prerequisites on the basis of which he/she was appointed a member,
 - b) a member of the Trade Union Board may not serve as a member thereof for more than six months.
- (15) Membership of the Trade Union Board also expires
 - a) on the date on which the member of the Programme Board gave up his or her membership in writing,
 - b) the date of the Trade Union Board ceasing to exist,
 - c) upon date of death of the member.
- (16) If a member of the Programme Board has ceased to be a member thereof, a new member of the Programme Board must be appointed by the Dean of the Faculty within three months of the termination of his/her membership.

Article 12
Council for Internal Evaluation of the Quality
of University Education of the Trnava University

The Internal Quality Assessment Board shall be a permanent academic body of the University which is an independent structure of the internal system of the University in accordance with the quality standards of education. The competences and responsibilities thereof are further defined in the Statute of the Internal Quality Assessment Board.

PART FOUR
Rules for Creating, Approving, Modifying
and Evaluating the Quality of University Study Programmes

Article 13
Proposal for the Creation
of a New Study Programme

- (1) The proposal for a new study programme is drawn up by the Faculty at which the study programme is to be carried out.
- (2) The curriculum must be drawn up in accordance with the mission and strategic objectives of the University determined in the long-term intention. The proposal to

create a study programme must prove the originality of the study programme in relation to other existing study programmes carried out by the University in the same field of study, or may also prove the originality in relation to similar study programmes carried out by other universities in the Slovak Republic.

- (3) Students, employers and other stakeholders are involved in the drafting of the curriculum. The employer, as one of the interested parties, should be a recognised authority in the field in relation to the draft study programme. An association representing several employers in a given field may be invited as an interested party. The employer may also be self-governing, public or state organizations or institutions established by the former. An objective link between the contents of the study programme and the field of activity of the employer must, however, always be demonstrated.
- (4) Each subject of study shall be assigned a number of credits within the study programme which the student obtains after successful completion. One subject credit is represented by 25 hours of workload. The study load in the recommended study plan shall be 1 500 -1 800 hours in full-time study and 750-1440 hours in part-time study per academic year, including independent study and independent creative activity.
- (5) The draft study programme shall include:
 - a) a description of the study programme; it shall be given on a form *outlining the description of the study programme* as established by the Accreditation Agency, giving only the data available at the time of submission of the application; the same shall also include the recommended study plan and information leaflets on all study subjects,
 - b) a reasoned proposal from the person intended to be in charge of the study programme,
 - c) justification for linking the study programme with the long-term intention and strategic direction of the university,
 - d) information on the expected resources for the implementation of the study programme and its financial efficiency,
 - e) analysis of the expected opportunities of graduates of the new study programme to find jobs on the labour market and the level of material, technical conditions and premises of the implementation of the new study programme,
 - f) the scientific/artistic and teaching characteristics of persons providing study programme profile subjects; the same shall be submitted on the *form entitled SCIENTIFIC, ARTISTIC, TEACHING CHARACTERICS* as established by the Accreditation Agency,
 - g) characteristics of the submitted outputs of creative activities pursuant to Article 7, Section 2 of the standards for the study programme and Article 22 of methodologies for the evaluation of standards; the same shall be submitted on a *form entitled Output of Creative Activity* as established by the Accreditation Agency,
 - h) teachers' letters expressing their workload within the study programme and aiming to ensure that the teacher's work capacity correspond to the number of students and the staffing intensity of educational activities;
 - i) an internal evaluation report of the study programme drawn up; the same shall be submitted on a form entitled *the Internal Assessment Report of Study Programme form* as established by the Accreditation Agency,
 - j) nominees for the Programme Board or the Trade Union Board,
 - k) a list of stakeholders involved in the preparation of the draft study programme, including an identification of their needs and expectations as well as their affirmative opinions on the draft study programme,

- 1) an affirmative opinion of the legal entity specified in the description of the field of study, if required according to the description of the field of study.
- (6) After the drafting of the study programme, the Dean of the Faculty submits the draft of the new study programme for discussion to the Academic Senate of the Faculty.
- (7) Subsequently, the Dean of the Faculty submits the draft study programme along with the statement of the Academic Senate of the Faculty to the Faculty's Scientific Council for approval. Approval of the draft study programme by the Faculty Scientific Council means that the same may be submitted to the Internal Quality Assessment Board for approval
- (8) The Faculty Scientific Council shall assess whether the draft study programme is elaborated in accordance with the mission and strategic objectives of the University, meets the requirements of the internal quality system and has been elaborated in accordance with the quality standards of education.
- (9) Should the Faculty's Scientific Council disapprove the draft study programme, they will decide, depending on the nature of the deficiencies whether the study programme proposal be returned for redrafting or for supplementing or whether they reject the draft study programme.
- (10) If the Faculty Scientific Council rejects a draft study programme, a new proposal for the same or similar study programme may only be submitted for approval after one year from the date of the decision of the Faculty Scientific Council to reject the draft study programme.
- (11) If a study programme is to be carried out as a combination of two or more fields of study provided at several faculties, the same must be discussed by the Academic Senate and approved by the Scientific Council of each of the faculties concerned.
- (12) After the approval of the draft study programme by the Faculty Scientific Council, the Dean of the Faculty shall send the draft study programme to the Chancellor of the University along with an application for forwarding the same to the Internal Quality Assessment Board for approval. The request to forward the draft study programme to the Internal Quality Assessment Board also includes:
 - a) statement of the Faculty Academic Senate on the draft study programme,
 - b) an instrument on approval of the study programme by the Faculty's Scientific Council.
- (13) An application for approval of the third degree study programme shall moreover include the components of the proposal referred to in Section 5, Item (a) and Item (h) in the English language as well as the bilingual parts of the proposal referred to in Article 5, Item (e) and Item (f).
- (14) Draft study programme along with annexes pursuant to Sections 12 and 13 shall, once delivered by the Dean of the Faculty, be submitted by the Chancellor of the University to the Internal Quality Assessment Board for approval within five working days.

Article 14

Coming of the Right to Carry Out a Study Programme into Existence

- (1) The Internal Quality Assessment Board shall be obliged to discuss the draft study programme no later than 90 days from delivery thereof by the submitter.
- (2) The Internal Quality Assessment Board shall discuss the draft study programme in the presence of the person responsible for the study programme and the Dean of the Faculty in accordance with their rules of procedure.

- (3) If the Internal Quality Assessment Board disapprove the draft study regulations, depending on the nature of the deficiencies, they will decide whether the draft study program be returned for reworking or supplementing or whether the same is rejected. The Board for Internal Quality Assessment may only once decide that the same draft study programme be revised or supplemented.
- (4) If the Board reject the draft study programme, they shall state in the decision the reasons for rejecting the draft study programme. A new proposal for the same or a similar study programme may only be submitted to the Board for approval after the expiry of one year from the date of the decision of the Internal Quality Assessment Board to reject the draft study programme.
- (5) In the event that the Internal Quality Assessment Board decide that the draft study programme be revised or supplemented, they shall invite the submitter to remedy the deficiencies and submit a report on the remedying the same within a period specified which shall not be shorter than 30 days. If the submitter fails to remedy the deficiencies within the prescribed period, the Internal Quality Assessment Board shall return the application for the approval of the study programme along with the annexes to the submitter and shall suspend the procedure for the approval of the study programme.
- (6) Before the decision of the Accreditation Agency on the compliance of the internal system of the University with the standards for the internal system and the lifting of restrictions to create, implement and modify study programmes in individual fields and levels of study, the decision of the Internal Quality Assessment Board on the approval of the study programme means that the possibility to submit an application for accreditation of the approved study programme to the Accreditation Agency pursuant to Section 30 of the Quality Assurance Act was approved. Subsequently, the Chancellor of the University shall, without undue delay, ensure the submission of the application for accreditation of the study programme along with the statutory annexes to the Accreditation Agency, in electronic form (within the information system of the Accreditation Agency).
- (7) After the decision of the Accreditation Agency on the compliance of the internal system of the university with the standards for the internal system and the lifting of restriction to create, implement and modify study programs in individual fields and degrees of study, if the Internal Quality Assessment Board approve the study programme proposal, it holds that, on the date of approval of the draft study programme, the authorization to carry out the study programme and grant its graduates the corresponding academic degree was granted. At the same time, they decide on the period for which the authorization to carry out the study programme and to grant its graduates the corresponding academic degree is granted.
- (8) The authorization to carry out a study programme and to award equivalent academic degrees to their graduates may be granted by the Internal Quality Assessment Board for a period of up to six years, taking into account the nature of the study programme and the standard length of study. The authorization to carry out the study programme and to award the corresponding degree to graduates thereof must be granted by the Internal Quality Assessment Board at least for the standard length of study of the approved study programme plus a year.
- (9) At the moment of the authorization to carry out the study programme and grant graduates thereof the corresponding academic degrees coming into existence, it is considered that by approving the draft study programme, the Faculty's Scientific Council also at the same time decided on
 - a) approval of the person in charge of the study programme,

- b) approval of the members of the Trade Union Board for the third level study programme.
- (10) An overview of all study programmes carried out by the Faculty is published on the website of the University.

Article 15

Modification of the Study Programme

- (1) Modification of the study programme shall be understood as the addition or deletion of compulsory subjects or elective subjects, change of conditions for the proper completion of studies or modification of the information leaflet on a compulsory subject or an elective subject, except for updating information on the teacher, recommended literature or evaluation of the subject.
- (2) The proposal to modify the study programme shall be submitted by the person in charge of the study programme to the Dean of the Faculty that the study programme takes place at. The proposal for the modification of the study programme must be accompanied by affirmative opinion of the Programme Board or Trade Union Board and affirmative opinions of interested parties, preferably those who participated in the creation of the study programme or in harmonisation thereof with the standards of the Accreditation Agency.
- (3) The Dean of the Faculty shall submit a proposal for the modification of the study programme to the Academic Senate of the Faculty for discussion and then for approval to the Scientific Council of the Faculty. Approval of a proposal for modification of the study programme by the Faculty Scientific Council means that the same may be submitted to the Internal Quality Assessment Board for approval.
- (4) After approval of the proposal for modification of the study programme by the Faculty Scientific Council, the Dean of the Faculty shall request the Chancellor of the University to forward the proposal for modification of the study programme to the Internal Quality Assessment Board for approval. The same shall be accompanied by the opinion of the Academic Senate of the Faculty and affirmative opinion of the Faculty Scientific Council.
- (5) In the event that the modification of the study programme consists only in supplementing an elective subject, discussion on the modification of the study programme by the Internal Quality Assessment Board shall not be required, but the Dean of the Faculty shall, however, be obliged to notify Internal Quality Assessment Board accordingly within 15 days of the approval of the proposal for the modification of the study programme by the Faculty's Scientific Board.
- (6) The Chancellor of the University shall submit a proposal for the modification of the study programme along with annexes pursuant to Section 4 for approval by the Internal Quality Assessment Board within five working days.
- (7) The Internal Quality Assessment Board shall decide on the modification of the study programme at their regular session and shall indicate in the decision the date starting from which the same is modified.
- (8) The person in charge of the study programme shall, once the proposal to modify the study programme is approved, be obliged to ensure that the description of the study programme published on the university website be updated within 30 days of the date of approval of the proposal to modify the study programme and, at the latest, to ensure that the course information leaflets are updated by the beginning of the new academic year following the approval of the proposal to modify the study programme.

Article 16
Authorization to Implement
a Study Programme Ceasing to Exist

- (1) Authorization to implement a study programme shall cease to exist:
 - a) by the decision of the Accreditation Agency in accordance with the Quality Assurance Act,
 - b) by decision of the Internal Quality Assessment Board upon the proposal of the Chancellor of the University on the basis of a request by the Dean of the Faculty to forward the proposal to cancel the study programme to the Internal Quality Assessment Board,
 - c) upon expiry of the period that the authorization to implement the study programme was issued for.
- (2) An application to forward a proposal to cancel the study programme to the Internal Quality Assessment Board shall be submitted by the Dean of the Faculty to the Chancellor of the University, once the same was discussed by the Academic Senate of the Faculty and once the same was approved by the Faculty Scientific Council; the same shall also be accompanied by the opinion of the Academic Senate of the Faculty and affirmative opinion of the Faculty Scientific Council. Approval of the proposal for cancellation of study programme by the Faculty Scientific Council means that the same may be submitted to the Internal Quality Assessment Board for approval.
- (3) The Chancellor of the University shall submit a proposal for the cancellation of the study programme along with annexes pursuant to Section 2 for approval by the Internal Quality Assessment Board within five working days.
- (4) The Internal Quality Assessment Board shall decide on the cancellation of the study programme at their regular session and the decision thereof shall indicate the date starting from which the same ceases to exist.

Article 17
Monitoring and Evaluating
the Quality of Study Programmes

- (1) Bachelor's, Master's and post-graduate programmes implemented at the University shall be subject to regular monitoring and internal evaluation in terms of quality in order to ensure that the same complies with the quality standards of education, in particular the standards for the study programme and that the objectives and learning outcomes achieved be in line with the needs of students, employers and other stakeholders and correspond to the current knowledge and current state of application thereof as well as to current technological possibilities.
- (2) The following principles are applied in the monitoring and evaluating of the study programmes as implemented at the University:
 - a) the monitoring and evaluating the quality of the curriculum shall include receiving relevant feedback from the stakeholders of the curriculum. The stakeholders of the curriculum shall at the same time also be involved in the preparation of the methodology for obtaining and evaluating relevant feedback; the results of the evaluation of the feedback from the stakeholders shall be reflected in the adoption of improvement measures;
 - b) students as well as university graduates shall have the opportunity to comment on the quality of teaching and on the teachers of the study programme through an

anonymous questionnaire; the results of the feedback evaluation shall be reflected in the adoption of measures to improve, students shall also be guaranteed participation in drafting the same,

- c) the results of the evaluation of the feedback from stakeholders, measures adopted and any activities planned or subsequent shall be communicated to the stakeholders and subsequently published.
- (3) Individual study programmes are monitored all-year-round, mainly by the Programme Board or Trade Union Board, the Dean and Vice-deans of the Faculty, heads of workplaces teaching the study programme concerned, persons providing individual study subjects as well as the Internal Quality Assessment Board.
- (4) The internal evaluation of a study programme shall take place every three years, unless the Dean of the Faculty or the Internal Quality Assessment Board decide that the same shall take place earlier. The schedule of planned internal evaluations of study programmes for a calendar year at a given Faculty shall be determined by the Dean of the Faculty by the end of the previous calendar year and communicated to all persons in charge of study programmes.
- (5) The person in charge of the study programme shall for the purposes of the internal evaluation of the study programme, in cooperation with the heads of workplaces teaching the study programme and persons providing individual study subjects of the study programme, draw up an internal evaluation report of the study programme. The same shall be so drawn up using the form *entitled Internal Evaluation Report* established by the Accreditation Agency.
- (6) The internal evaluation report shall then be sent by the person in charge of the study programme to the members of the Programme Board or Trade Union Board. Within 30 days of the receipt of the internal evaluation report, each member of the Programme Board or Trade Union Board shall send a written opinion to the person in charge of the study programme. He/she shall therein assess the fulfilment of the requirements of compliance of the assessed study programme with the quality standards of education and may also therein propose possible recommendations for improving quality thereof.
- (7) After receiving all written opinions, the person in charge of the study programme shall convene a meeting of the Programme Board or that of Trade Union Board to discuss the internal evaluation report as well as the evaluation opinions of individual members of the Programme Board or Trade Union Board. As a rule, the meetings of the programme or Trade Union Board shall also be attended by the Dean of the Faculty, the heads of the departments teaching the study programme and persons providing profile study subjects.
- (8) No later than a week before a session of Programme Board or Trade Union Board the person in charge of the study programme shall make available to the members of the programme or the Trade Union Board, the Dean of the Faculty, heads of workplaces teaching the study programme and persons providing profile study subjects the evaluation opinions of all members of the programme or the Trade Union Board; the Dean of the Faculty, heads of workplaces and persons providing profile study subjects shall also be provided with an internal evaluation report.
- (9) The result of the meeting of the Programme Board or Trade Union Board shall be the adoption and approval of the curriculum development plan which also contains long-term objectives for the development of the curriculum for the next period.
- (10) The internal evaluation report shall along with the curriculum development plan be discussed by the Faculty's Academic Senate and subsequently by the Faculty's Scientific Council.

- (11) After discussing the internal evaluation report by the Scientific Board of the Faculty, the Dean of the Faculty shall request the Chancellor of the University to submit the study programme to the Internal Quality Assessment Board for evaluation. The Dean shall do so no later than the end of June of the relevant calendar year and the Internal Quality Assessment Board shall evaluate the same within five working days.
- (12) The application for the evaluation of the quality of the study programme includes an internal evaluation report, evaluation opinions of the members of the Programme Board or Trade Union Board, minutes of the meeting of the Programme Board or Trade Union Board, the study programme development plan, the statement of the Faculty's Academic Senate and the statement of the Faculty Scientific Council.
- (13) No later than the end of the relevant calendar year the Internal Quality Assessment Board shall, on the basis of the materials submitted, evaluate the quality of the study programme with the participation of the person in charge of the study programme and the Dean of the Faculty. After evaluating the quality of the study programme, they shall formulate their conclusions and any recommendations in writing. In the event that any deficiencies are detected in the implementation of the study programme, they shall impose corrective measures and set a reasonable time limit for implementation thereof.
- (14) The internal evaluation report, the evaluation opinions of the members of the Programme Board or Trade Union Board, the minutes of the Programme Board or Trade Union Board meeting and the study programme development plan constitute the documentation of the internal evaluation process of the study programme which shall be archived. In addition to the members of the Programme Board or Trade Union Board, the documentation is available to members of the Internal Quality Assessment Board and members of academic bodies of the University and the Faculty. The curriculum development plan is also available to teachers and students of the study programme concerned.
- (15) In addition to the internal evaluation of the study programme, an interim evaluation of the study programme for the previous calendar year is carried out annually by the Programme Board or the Trade Union Board. In the year in which the internal evaluation of the study programme takes place, there is no interim evaluation of the study programme.
- (16) An interim evaluation report shall be drawn up from the interim evaluation of the study programme which shall also include an activity plan for the following calendar year. The interim evaluation report shall also identify any shortcomings detected in the study programme and suggestions for elimination thereof as well as suggestions for improvement of the study programme and, where appropriate, suggestions for modification thereof. The same also includes an evaluation of the students' learning outcomes.
- (17) The interim evaluation report of the study programme is sent to the Dean of the Faculty by the Chairman of the Programme Board or Trade Union Board. No later than the end of June of the relevant calendar year the Dean of the Faculty shall send the interim evaluation reports of all study programmes carried out at the Faculty to the Internal Quality Assessment Board for the purpose of continuous monitoring of study programmes.

Article 18
Suspension of the Implementation of a Study Programme

- (1) Suspension of the implementation of the study programme means that no applicants may be admitted to the study programme, to carry out state examinations, create another study programme in the relevant field and level and modify the study programme other than in accordance with the procedure set out in this Article.
- (2) Suspension of the implementation of the study programme shall be possible
 - a) by the decision of the Accreditation Agency pursuant to Article 27 of the Quality Assurance Act,
 - b) by decision of the Internal Quality Assessment Board.
- (3) The Internal Quality Assessment Board shall decide to suspend the implementation of the study programme if it is found that the study programme does not meet the standards for the study programme and that the deficiency identified may be remedied by modifying the same. At the same time, a decision to suspend the implementation of the study programme shall specify a period for the modification of the study programme which shall be at least three months from the date of validity of the decision to suspend the implementation of the study programme.
- (4) The submitter of the study programme shall be obliged to appropriately submit a draft modification of the study programme to the Board for Internal Quality Assessment pursuant to Article 15 or to submit a proposal for cancellation thereof in accordance with the procedure under Article 16, Sections 2 through 4.
- (5) The Internal Quality Assessment Board shall discuss the proposal within 30 days of receipt thereof; and shall
 - a) in the event of suspension of the implementation of the study programme by the decision of the Accreditation Agency, issue a decision on granting consent to the submission of a proposal for modification of the study programme to the Accreditation Agency, if the proposed change creates a prerequisite for meeting the standards for the study programme; the Chancellor of the University shall be obliged to submit a draft modification of the study programme to the Accreditation Agency without undue delay.
 - b) in the event of suspension of the implementation of the study programme on the basis of their own decision, they shall issue a decision approving the modification of the study programme and lifting the suspension to carry out the study programme after the implementation of the modification in the study programme, if the proposed change creates a prerequisite for meeting the standards for the study programme; the Faculty shall be obliged to modify the study programme no later than from the next academic year.
 - c) if the draft modification of the study programme does not create a prerequisite for meeting the standards for the study programme, they shall issue a decision rejecting the proposal for the modification of the study programme and shall ask the submitter of the study programme to submit a new draft modification of the study programme; they shall also therein indicate the shortcomings that the proposal for the modification of the study programme does not eliminate or shall therein identify any new shortcomings and shall specify the deadline for submitting a new draft. They may do so no more than twice.
- (6) The Internal Quality Assessment Board shall decide on the cancellation of the study programme if:
 - a) they have not received a draft modification of the study programme within the period prescribed,
 - b) the draft modification of the study programme fails for the third time to create a prerequisite for meeting the standards for the study programme,
 - c) the submitter himself/herself requests the cancellation of the study programme.

- (7) In the event of suspension of the implementation of the study programme by the decision of the Accreditation Agency, the Chancellor of the University shall be obliged to notify the Accreditation Agency accordingly without undue delay.
- (8) Upon the entry into force of the decision on the cancellation of the study programme, there is an obligation to terminate teaching the subjects of the relevant study programme and the Faculty shall be obliged to ensure that students enrolled in the course of study programme cancelled may continue their studies in the study programme carried out in the relevant field of study at another university.

Article 19
Extension of the Authorisation
to Implement a Study Programme

- (1) No later than a year before the expiry of the period for which the authorization to implement a study programme is granted, the Programme Board or Trade Union Board of the relevant study programme shall discuss the intention to extend the authorization to implement the same.
- (2) After obtaining the consent of the Programme Board or the Trade Union Board, the person in charge of the study programme shall prepare a proposal for the extension of the authorization to implement the study programme as well as any possible changes to the study programme. The same shall include the characteristics of the study programme and documentation from internal evaluations of the study programme for the last six years.
- (3) The proposal to extend the authorization to implement the study programme shall be submitted by the Dean of the Faculty to the Academic Senate of the Faculty for discussion and subsequently along with the statement of the Academic Senate to the Faculty's Scientific Council for approval. Approval of a proposal to extend the authorization to implement a study programme by the Faculty's Scientific Council means that the same may be submitted for approval by the Internal Quality Assessment Board.
- (4) The Faculty Scientific Council shall assess whether the draft study programme has been elaborated in accordance with the mission and strategic objectives of the University, meets the requirements of the internal quality system and has been elaborated in accordance with the quality standards of education.
- (5) Should the Faculty Scientific Council not approve the proposal for the extension of the authorization to carry out the study programme, they shall also decide, depending on the nature of the deficiencies, whether the proposal for the extension of the authorization to carry out the study programme be returned for redrafting or supplementing or whether the same is rejected.
- (6) After the approval of the proposal for the extension of the authorization to implement the study programme by the Faculty Scientific Council, the Dean of the Faculty sends the Chancellor of the University a request for the submission of the proposal for the extension of the authorization to implement the study programme to the Internal Quality Assessment Board for the purpose of approval thereof. In addition to the proposal for extension of the authorization to implement the study programme, the application for the extension of the authorization to implement the study programme and changes to the study programme shall also include the characteristics of the study programme and documentation on internal evaluations of the study programme for the last six years as well a statement of the Faculty's Academic Senate on the proposal for extension of the authorization to implement the study programme and a

document confirming the approval of the proposal for extension of the authorization to implement the study programme by the Faculty's Scientific Council.

- (7) An application for the extension of the authorization to implement a study programme shall along with annexes pursuant to Section 6 shall, once delivered by the Dean of the Faculty, be submitted by him/her to the Internal Quality Assessment Board for approval within five working days.
- (8) The Internal Quality Assessment Board shall discuss the proposal to extend the authorization to implement the study programme in the presence of the person in charge of the study program and the Dean of the Faculty in accordance with the Internal Quality Assessment Board 's rules of procedure, as well as in accordance with Article 14 of the Present Directive. In their decision-making they shall take into account the internal evaluation of the study programme to date.

Part Five Final Provisions

- (1) The Present Internal Regulation was approved by the Scientific Council of the University on November 9, 2021 after discussion in the Internal Quality Assessment Board on September 8, 2021 and after the statement of the Academic Senate of the University dated October 1, 2021 2021
- (2) The Present Internal Regulation shall enter into force on the day of publication hereof on the official notice board of the University.

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prof. PaedDr. René Bilik, CSc.,
Chancellor of the University and
Chairman of the Scientific Council of the University