



DIRECTIVE  
**Draft, modification and approval  
of study program**  
Number: SM 01\_v2\_02.05.2022\_z0

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## Draft, modification, and approval of study programs

|                  | He elaborated                                       | He checked  | Approved  | Number printout: |
|------------------|---|---|---|------------------|
| <b>Function</b>  | 1. Vice-rector                                      | Representative for IQS                              | Rector  |                  |
| <b>Name</b>      | Peter Losonczi,<br>Dr.h.c. Ing. PhD.,<br>MSc., MBA. | Imrich Dufinec,<br>Dr.h.c. prof. Ing. CSc.,<br>DBA. | Marián Mesároš<br>Dr.h.c. prof.hc. prof.<br>Ing. DrSc. MBA, LL.M. |                  |
| <b>A date</b>    | 02/05/2022  | 02/05/2022  | 02/05/2022  |                  |
| <b>Signature</b> |   |   |   |                  |



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## 1. Guidelines for using the directive

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### ➤ *Acquaintance*

- the directive is an internal documented procedure that is made available to employees on the website of IQS in the Moodle system ( <https://moodle.vsbm.sk/> )
- every worker affected by the given process is obliged to familiarize himself with the content of the directive and to familiarize his subordinates with it.
- as long as training is carried out for the given directive, the Commissioner for IQS keeps records of this training (record as evidence).

### ➤ *Storage and manipulation*

- the original of the directive in printed form with the signatures of the responsible persons is stored with the Commissioner for IQS, who is responsible for its preservation and controlled changes.
- in addition to the printed original, an electronic original of the current version is also prepared, which is stored at the Authorized Representative for IQS and its backup on a stored portable disk.
- the fact that only the valid version of the directive is available on the USM website is the responsibility of the IQS Plenipotentiary and Vice-Rector for Informatics, who places the documentation there.
- the printed directive without a signature (pdf\_format from the page) is a working version that is not subject to changes and in this sense is an informative document for a third party that can only be accessed with the written consent of the rector.
- the head of the workplace is responsible for the existence of the printed version and for handling it.

### ➤ *Control*

- senior employees are obliged to consistently require and control compliance with this directive and, upon detection of defects, to remove these defects within their authority.
- in the event that the need to change the directive or its appendices becomes apparent, the executive together with the creator of the directive initiates the change, which is carried out in a controlled manner by the Commissioner for IQS in printed and electronic form.

### ➤ *Changes*

- every employee who discovers the need to change the directive or part of it is obliged to submit an initiative for its revision to the Commissioner for IQS as stated above.
- if the directive as a whole, or part of it, does not fulfill its mission, the executive will submit, through the creator of the directive, a proposal for its addition, change, or cancellation, which will be carried out by the Commissioner for IQS in a controlled manner.

## 2. Purpose

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This directive (hereafter D) defines the rights and obligations in management, as a tool of organization and management within USM in Košice.

The D stipulates:

- responsibilities and powers in the area of managing the process of designing, creating, approving, suspending and canceling the study program.



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- the circumstances of the study program accreditation application, in which USM requests the Slovak Accreditation Agency for Higher Education to grant accreditation.
- the form and basic structure of the content of the process.
- the position and tasks of the councils involved in the design, creation, approval, suspension and cancellation of the study program.
- uniform procedure for approval, review, identification, updating, changes, ensuring availability and readability, download, archiving and shredding of documentation .

### 3. Scope

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This D is valid on the day it is signed by the rector, which is also the day it is issued, and it applies to all USM employees, external board members and interested parties who come into contact with the creation and management of study programs.

### 4. Terms and abbreviations

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#### Concepts

- ❑ **Guarantor of the study program** - for the purposes of this internal regulation, is the person who bears the main responsibility for the implementation, development and quality assurance of the study program according to Art. 6 par. 4 Standards of SAAHE for SP.
- ❑ **Co-guarantor of the study program** - for the purposes of this internal regulation, persons according to Art. 7 par. 2 Standards of SAAHE for SP.

#### Abbreviations

**CASP** - Council for Accreditation of Study Programs of USM

**CSP** - Council for Study Programs

**D** - Directive

**SP** - Study programme

**R** - Rector (USM)

**SPCH** - Scientific and pedagogical characteristics

**SAAHE** - Slovak Accreditation Agency for Higher Education of the SR

**QC** - Quality Commissioner

**BD** - Board of Directors of USM in KE

**FROM** - Employee

**IQS** - Internal quality system

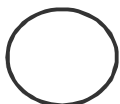


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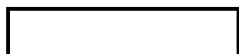
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## 5. Flow diagram of document management of the USM in Košice

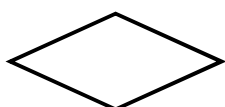
### 5.1 Labels for flowcharts



Prechodové miesto (napríklad: začiatok, koniec, na druhu stranu, do kruhu napísať Z, K alebo poradové číslo spojenia)



Vlastná činnosť (názov činnosti, ktorá sa vykonáva)



Rozhodovací blok

+ je splnená požiadavka, podmienka

- nie je splnená požiadavka/podmienka



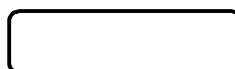
Preskúmanie



Dokument (dokumentácia činnosti, u formulárov označiť číslom formulára)



Oprava



Výsledok



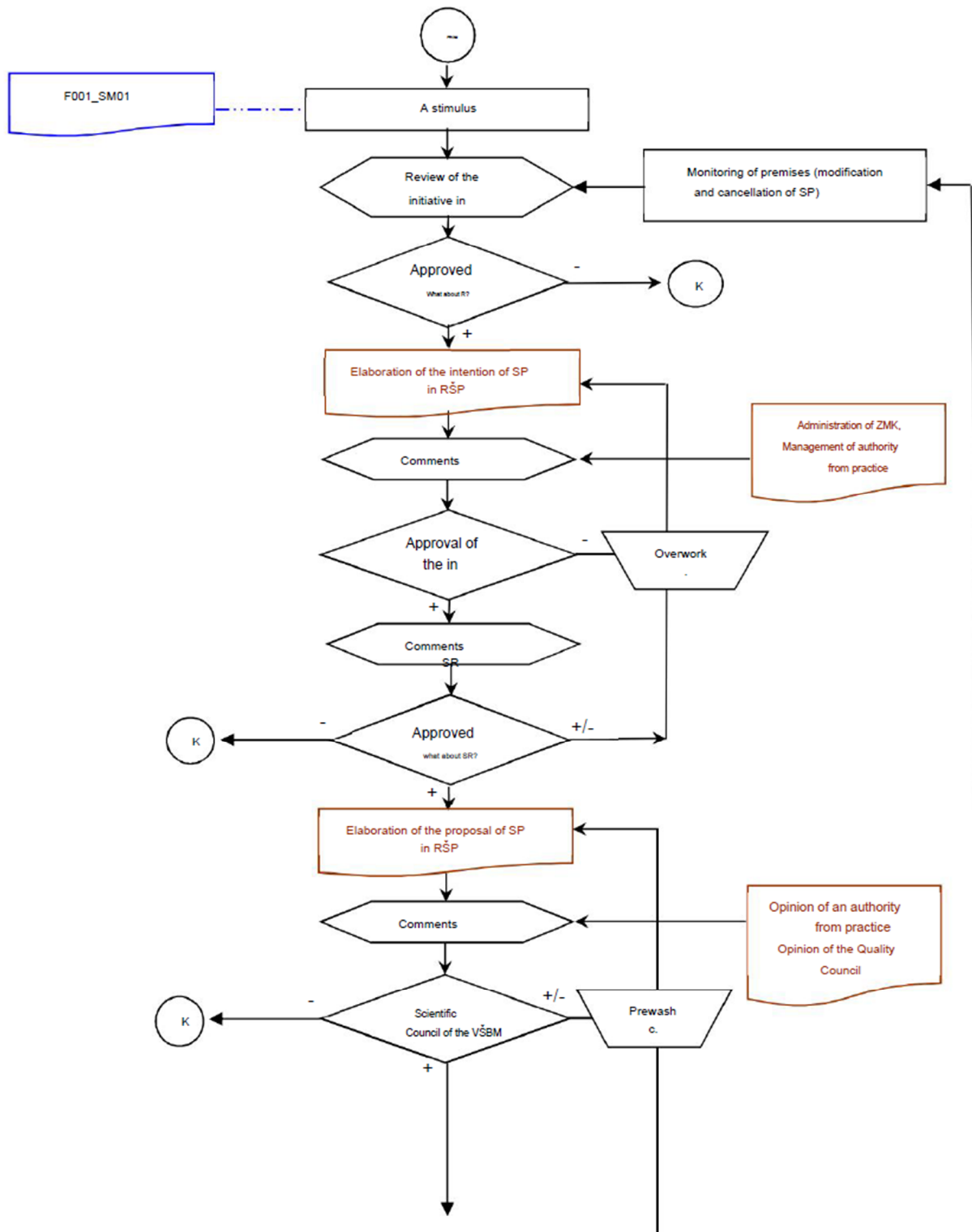
Smer priebehu



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Flow chart of study program design and development (Process H6).

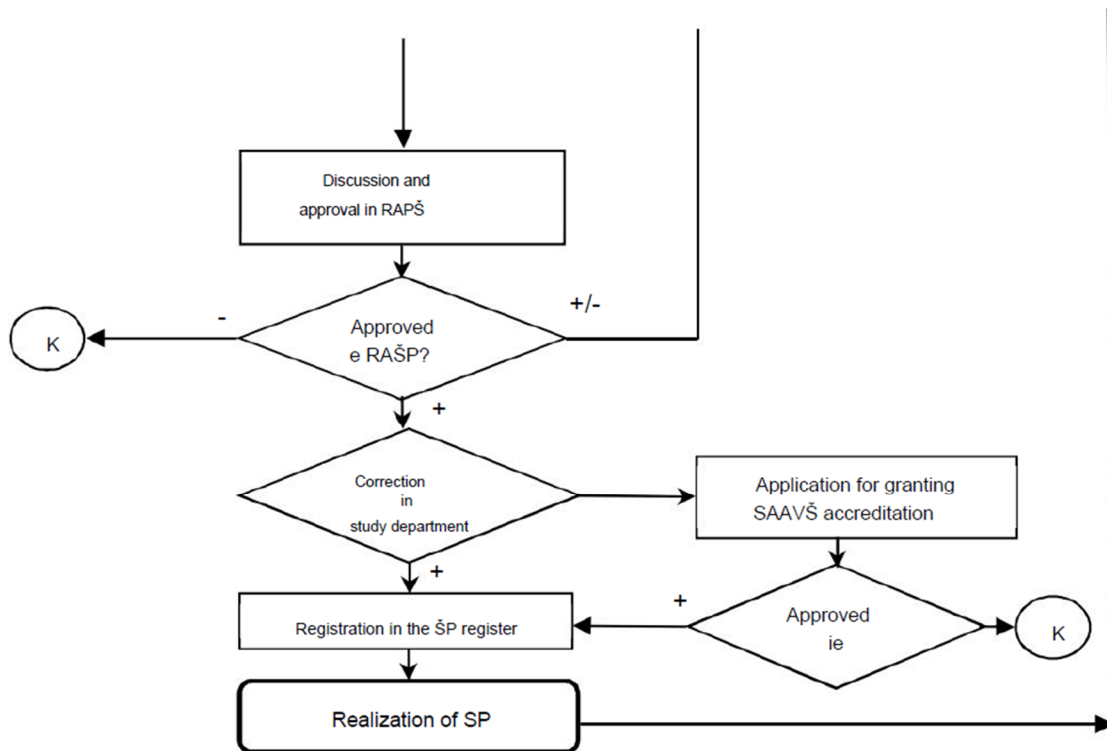




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Diagram continued on next page



## 6. Responsibility and authority

### Matrix of Responsibilities

|  | <b>R</b> | <b>QR</b> | <b>CSP</b> | <b>CASP</b> | <b>BD</b> | <b>ZS</b> | <b>Other employees</b> |
|--|----------|-----------|------------|-------------|-----------|-----------|------------------------|
| A stimulus to the study program            | S        | S         | S          | S           | S         | S         | S                      |
| The purpose of the study program           | I        | S         | Z          | -           | S         | S         | -                      |
| Assessment of the purpose of the study     | S        | I         | Z          | -           | Z         | Z         | -                      |
| Preparation of documents for the           | I        | I         | Z          | -           | -         | S         | S                      |
| Elaboration of the proposal of the study   | I        | I         | Z          | -           | -         | S         | -                      |
| Memorial proceedings                       | I        | I         | S          | I           | I         | Z         | -                      |
| SP verification in the Quality Council     | I        | Z         | S          | I           | I         | I         | -                      |
| Validation of SP in the Scientific Council | Z        | I         | I          | I           | I         | I         | -                      |
| Accreditation of SP in CASP                | S        | I         | I          | Z           | I         | I         | -                      |
| Amendment procedure                        | I        | S         | Z          | S           | S         | S         | -                      |
| Cancellation of SP                         | S        | S         | S          | Z           | S         | S         | -                      |



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## **7. New study program**

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### *7.1 General principles for creating a study program*

A new study program at USM can be created:

- a) on the basis of the professional decision of the Council for Accreditation of USM study programs in the field of study and degree of study in which USM is authorized to create, implement and modify study programs,
- b) on the basis of the SAAHE decision by submitting an SAAHE application for accreditation according to § 30 of Act no. 269/2018 Coll. on ensuring the quality of higher education and amending Act no. 343/2015 Coll. on public procurement and amendments to certain laws as amended (hereinafter referred to as the "Higher Education Quality Assurance Act"), if it is a field of study and degree of study in which USM is not authorized to create, implement and modify study programs or according to § 36 par. 2 of the Act on Quality Ensurance in Higher Education.

### *7.2 Initiative and intention to create a new study program*

Initiatives for a new study program are submitted by the proposer, who can be any USM employee, who notifies the chairman of the Council for USM study programs about his proposal.

The proposer submits the initiative on the form *F001\_D01*, while it must be factual and specific. The proposal will be reviewed by the Board for Study Programs. During the survey, it mainly takes into account:

- The validity of the study program for practice and USM,
- The originality of the study program,
- Analysis of the internal and external environment,
- Personnel, material-technical and spatial available resources,
- Examining whether it is possible to solve the requirement by modifying the existing study program,

The CSP will submit the result of the review to the rector. If the rector assesses the initiative as relevant, he assigns the Study Programs Board (CSP) the task of developing the intention of a new study program.

The purpose of the new study program as a rule includes:

- a) name of the study program in Slovak and English,
- b) assignment of the study program to the field of study according to the decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 244/2019 Coll. on the system of study fields of the Slovak Republic,
- c) form of study,
- d) standard length of study,
- e) university degree,
- f) the language or languages in which the study program is to be conducted,
- g) awarded academic degree,



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- h) justification for the creation of a new study program,
- i) justification of the uniqueness and originality of the new study program,
- j) expected graduate profile and expected employment of graduates of the new study program on the labor market,
- k) educational goals and outcomes of the study program,
- l) proposal of the guarantor and co-guarantors,
- m) the names and workplaces of university teachers who will provide profile subjects of the study program and guarantee the quality of education through the results of their creative activity,
- n) learning outcomes of profile subjects,
- o) proposal of additional members of the Council for study programs (if necessary),
- p) list of interested parties participating in the creation of a new study program,
- q) description of the material, technical and spatial provision for the implementation of the new study program,
- r) estimation of impacts on the operation of USM.

CSP invites the proposed guarantor and co-guarantors (if they are not members of CSP) to process the plan.

The proposal of the new study program must be processed in the intentions of the long-term intention of the school's development, policy and quality goals.

### 7.3 *Approval of intention*

The intention will be assessed by QC from the point of view of IQS. He will state his agreeing, disagreeing opinion, or agreeing opinion with comments in the report that he submits to the rector and CSP. CSP will incorporate the comments into the plan.

If the permanent external members of the CSP cannot give an expert opinion on the intention, the rector can request an opinion on the intention from an authority from practice at the proposal of the CSP. The authority from practice will comment on the intention to create a new study program, especially from the point of view of connecting the created study program and its profile subjects to the requirements of practice and the labor market. He will state his agreeing, disagreeing opinion, or agreeing opinion with comments in the report that he submits to the rector and CSP. CSP will incorporate comments into the plan.

CSP submits the resulting plan to the rector. The rector will present the resulting plan to the USM Administrative Board for approval or rejection. At its meeting, in which the rector is also a participant, the Board of Directors of USM will assess in particular:

- a) the relationship of the proposed new study program to the long-term development objective of USM,
- b) focus of the proposed new study program and its uniqueness,
- c) the relationship of the intention to existing accredited study programs at USM,
- d) staffing of the proposed study program,
- e) material and technical provision of the proposed study program.

In the event that comments are raised by the Board of Directors of the USM, the CSP will incorporate the comments into the plan.





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After a positive statement from the Board of Directors of USM, the rector orders the CSP to develop a study program proposal.

If this results from the intention and decision of the Administrative Board of USM, the Rector will appoint other temporary members of the Board for Study Programs.

#### *7.4 Determination of liability*

The draft of the new study program is drawn up by the Council for Study Programs in cooperation with the guarantor and co-guarantors in accordance with the approved purpose of the new study program. The guarantor of the study program is responsible for the professional quality and content correctness of the study program proposal.

The chairman of the CSP is responsible for the formal details of the draft of the new study program.

#### *7.5 Development of a proposal for a new study program*

The Council for Study Programs of the USM will draft a new study program in accordance with the SAAHE standards for the study program and the standards for the internal system of quality assurance of higher education.

If the proposed guarantor is not a member of the CSP, the rector appoints him as a temporary member of the CSP. CSP invites co-guarantors to process the proposal (if they are not members of CSP).

The development of the proposal includes the development of an application for the accreditation of a new study program with the relevant attachments, which are:

- a) internal evaluation report of the study program according to the requirements of SAAHE,
- b) description of the study program according to the requirements of SAAHE,
- c) SPCH of teachers providing profile subjects of the study program according to the requirements of SAAHE,
- d) characteristics of submitted outputs of creative activity/creative activities according to the requirements of SAAHE,
- e) consent opinion of the legal entity mentioned in the description of the field of study, if required according to the description of the field of study.

CSP submits the developed proposal to the rector.

#### *7.6 Reminder of the new study program*

The Rector will request an assessment of the proposal of the USM Quality Council. If an authority from practice was invited for the purpose of the study program, the rector will ask the same authority to assess the proposal. He will state his agreeing, disagreeing opinion, or agreeing opinion with comments in the report that he submits to the rector and CSP. CSP will incorporate comments into the proposal. In case of disagreement, he will justify his opinion. Authority from practice or external members of the CSP when designing the study program and the submitted documentation pay attention to the systematic and comprehensive evaluation of the achievement of the defined educational outcomes, the fulfillment of the



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declared profile of the graduate in relation to the requirements of practice, the labor market and the possibility of its application .

The rector will submit a draft of the new study program for approval to the Scientific Council of USM. Alternatively, the comments of the CSP Scientific Council will be incorporated into the proposal. In case of disagreement, the USM Scientific Council will justify its opinion in the minutes of the meeting.

### *7.7 Approval of the new study program*

The request for accreditation of a new study program together with the relevant attachments is submitted by the rector for discussion and approval to the Council for the Accreditation of Study Programs of USM (CASP). The rector will provide CASP and SAAHE with access to further evidence of compliance of the new study program proposal with the standards for the internal system of quality assurance of higher education and the standards for the study program, which are stated in the internal evaluation report of the study program, the description of the study program and the documents for the evaluation of creative activities.

The procedure and rules for approving the proposal of a new study program by the Council for the Accreditation of Study Programs are governed by an internal regulation - CASP statute. The Rector informs the Board of Directors of USM about the comment procedure and the resulting opinion of CASP.

If CASP, after discussing the request for the creation of a new study program, decided to approve a new study program in a study field and degree in which USM has the authority to create, implement and edit study programs, the rector will ensure that data about it is entered in the register of study programs.

If CASP, after discussing the application for accreditation of a new study program in which USM requests the accreditation of SAAHE, has decided to approve the application, the rector of USM will immediately submit an application for granting accreditation of the SAAHE study program.

## **8. Modification of the study program**

### *8.1 General principles for adjusting the study program*

According to the Act on the Quality Ensurance of Higher Education, the modification of the study program means the addition or deletion of compulsory subjects or compulsory optional subjects, changing the conditions for the proper completion of studies or modification of the information sheet of a compulsory subject or compulsory optional subject, in addition to updating the teacher, recommended literature or evaluation of the subject.

Under the conditions of IQS USM, the following is considered to be an adjustment of the study program:

- a) addition or deletion of a compulsory subject,
- b) addition or deletion of a compulsory optional subject,
- c) change of conditions for proper completion of studies,
- d) modification of the information sheet of a compulsory subject or a compulsory optional subject, in addition to updating the teacher, recommended literature or subject evaluation,



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e) change of study program guarantor.

## 8.2 *Intention, proposal, comments and approval of modification (cancellation) of the study program*

The implementation of the proposal to modify the study program is preceded by systematic monitoring of the internal and external environment. CSP generates and accepts requests for modification (cancellation) of the study program, including collection and evaluation of suggestions from the internal and external environment from individual interested parties. In the event that this monitoring results in a request for modification (cancellation) of the study program, CSP formulates an initiative to modify (cancel) the study program, and the chairman of CSP submits it to the rector. The request for modification (cancellation) of the study program may also result from the suspension of the study program.

In the event that changes to the study program are justified, the rector will entrust the CSP with the preparation of the intention to modify (cancel) the study program.

The Council for Study Programs of the USM (CSP) continues according to points 7.2 to 7.5 of this directive in accordance with the SAAHE standards for the study program and the standards for the internal system of quality assurance of higher education. Drafting a modification proposal includes drafting a study program modification request, including attachments according to point 7.5. The request contains the type and extent of modification (cancellation) of the study program, including justification.

Reminding and approving the proposal for modification (cancellation) of the study program is governed by points 7.6 and 7.7 of this directive.

Cancellation of the study program is further discussed in section 10 of this directive.

## **9. Suspension of the study program**

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### 9.1 *General rules for suspending the study program*

The suspension of the study program means that it is not possible to accept applicants for the study program, to conduct state exams in it and to create another study program in the relevant study field and degree.

Suspension of the study program may be decided by:

- a) SAAHE based on the provisions of § 27 of the Act on Quality Ensurance in Higher Education,
- b) The Council for the Accreditation of USM Study Programs (CASP).

If CASP finds that the study program does not meet the standards for the study program, it decides to suspend the implementation of the study program.

In the case of suspension of the study program, CASP will invite the rector in writing to submit a proposal to modify the study program in accordance with the provisions of § 27 of the Act on Quality Ensurance in Higher Education within the specified time limit. The rector will ask the CSP to eliminate deficiencies and ensure compliance with standards.

After the suspension of the study program, the rector submits the CASP:

- a) a proposal to modify the study program that creates a prerequisite for meeting the standards for the study program, or



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- b) proposal to cancel the study program.

The procedure and rules for suspending a study program by the Council for the Accreditation of Study Programs are governed by an internal regulation – CASP statute

## **10. Cancellation of the study program**

### *10.1 General rules for canceling a study program*

Upon the entry into force of the decision to cancel the study program, the teaching of the subjects of the canceled study program is stopped and state exams may not be held in it. The rector is obliged to take measures to ensure that students enrolled in this program have the opportunity to continue their studies in another study program in the relevant field of study.

The study program is cancelled:

- a) by decision of SAAHE,
- b) by decision of the Council for Accreditation of USM study programs (CASP),
- c) the expiration of the period for which the authorization was issued.

If the SAAHE orders the cancellation of the study program according to § 28 of the Act on Quality Assurance of Higher Education, USM is obliged to cancel the suspended study program within the period specified by the SAAHE in the decision on the cancellation of the study program, which is at least three months from the date of validity of the relevant decision. If USM does not cancel the study program within the specified period, SAAHE will decide on its cancellation and on the cancellation of all study programs carried out in the relevant field of study at all levels and on the cancellation of the university's authorization to create, implement and modify study programs in this field of study at all levels. USM is obliged to ensure that students enrolled in the relevant study program have the opportunity to continue their studies in a study program carried out in the relevant field of study at another university.

CASP decides to cancel the study program if:

- a) rejects the proposal to modify the study program after the study program has been suspended,
- b) after suspending the implementation of the study program, the rector does not propose an adjustment of the study program within the specified period,
- c) the rector will ask CASP to cancel the study program. The rector submits a request with justification for the cancellation of the study program.

The rector can submit a proposal to CASP to cancel the study program if he finds that the study program does not meet the standards for the internal system and the standards for the study program, while the identified deficiencies cannot be eliminated by modifying the study program. This step is based on the intention of CSP, which is approved by the Board of Directors of USM. CSP prepares a proposal to cancel the study program after the previous application of the principles and procedures described in point 8.2 of this directive.

If the decision to cancel the study program becomes final, USM must stop teaching the subjects of this study program, state exams must not be held in it.

The procedure and rules for canceling a study program by the Council for the Accreditation of Study Programs are governed by an internal regulation - the CASP statute



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Based on the decision of CASP on the cancellation of the study program, the rector will ensure the cancellation of the study program in the register of study programs and will announce the cancellation of SAAHE.

## **11. Coordinating study programs**

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### *11.1 General rules for harmonizing study programs.*

Harmonization of study programs means proving and confirming the compliance of existing accredited study programs with the requirements of the Act on Quality Ensurance of Higher Education and with the requirements of SAAHE standards for the internal quality assurance system and SAAHE standards for the study program.

If the existing study program at USM is not harmonized with SAAHE standards for the internal system of quality assurance of higher education and SAAHE standards for the study program, such an accredited study program must be canceled based on the decision of CASP. Cancellation of the study program will be announced by the SAAHE within the established period by the rector. The notification is delivered by QC.

The study programs that will be harmonized are governed to a reasonable extent by the rules and procedures described in this directive in section 7.

## **12. Documentation of study programs**

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### *12.1 Documentation of the subject of study*

For the subject, which is part of the accredited study program, subject documentation is kept, updated and archived. The person responsible for the subject (subject guarantor) is responsible for maintaining subject documentation, its content, continuous updating, and archiving. The subject documentation consists of:

- a) subject information sheet (F002\_D01),
- b) subject plan,
- c) study materials of the subject,
- d) records of subject evaluation by the subject guarantor,
- e) records of subject evaluation by students,
- f) records of student assessment results in the subject in the MAIS system,
- g) records of the achieved educational results in the subject according to the internal regulations governing quality monitoring and evaluation (4.1.13\_Quality Manual, D Guideline 02\_Ensuring the quality of education in the SP, D Guideline 09\_Monitoring the satisfaction of interested parties, IQS management review)
- h) measures taken by the subject guarantor, the head of the workplace and the study program guarantor based on subject evaluations.

Changes in the subject information sheet (IS) that are not modifications are implemented by the subject guarantor and approved by the study program guarantor. Changes, which are modifications of the information sheet, are implemented by CSP based on the initiative of the subject guarantor. The record of changes and archiving of IS is carried out by the subject guarantor by storing versions of IS in the school's information system.

Other related documentation of the subject are also:



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- a) assignments, term papers, annual projects,
- b) completed tasks, term papers, year projects of students, (this subject documentation is stored and archived by the subject teacher, who sets the specified tasks, works and projects and evaluates the level of quality of their development.)
- c) records and documents from the written parts of the verification of students' knowledge from exams in the subject. (this subject documentation is stored and archived by the examiner)

The documentation is accessible to persons responsible and participating in the operation of the internal quality system of USM.

### 12.2 Study program documentation

Study program documentation is kept for the study program. The guarantor of the study program is responsible for keeping the documentation of the study program, its content and continuous updating. The documentation of the study program consists to a reasonable extent of:

- a) application and proposal for granting accreditation of the study program with all attachments according to the Act on Quality Assurance in Higher Education and according to the requirements of SAAHE,
- b) request and proposal to modify the study program with related attachments or request to cancel the study program,
- c) description of the study program according to SAAHE,
- d) internal evaluation report of the study program according to SAAHE,
- e) the decision on the granting of accreditation, on the change, suspension of accreditation or on the withdrawal of rights,
- f) opinions of interested parties (including authority from practice) when creating, modifying, harmonizing and canceling the study program according to this directive,
- g) the opinion of the Scientific Council of USM in the creation, modification, harmonization and cancellation of the study program according to this directive,
- h) the opinion of the Board of Directors of USM on the proposal for the creation, modification, harmonization and cancellation of the study program according to this directive,
- i) the recommended study plan of the study program,
- j) Information sheets of compulsory, compulsory optional and elective subjects of the study program,
- k) minutes from the meetings of the Council for Study Programs,
- l) records of the achieved educational results in the subject according to the internal regulations governing quality monitoring and evaluation (4.1.13\_Quality Manual, D Guideline 02\_Ensuring the quality of education in the SP, D Guideline 09\_Monitoring the satisfaction of interested parties, IQS management review)
- m) other records related to the study program in accordance with § 51 par. 4 of the Act on Higher Education, which are not mentioned in this paragraph,
- n) other records related to the study program showing the student's activities and results in higher education and their evaluation, which are not mentioned in this paragraph.



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Other related documentation of the study program are:

- a) records from the admission procedure of applicants to study the given study program,
- b) records of student assessment results in study program subjects in the MAIS system,
- c) SPCH of persons providing profile subjects of the study program according to SAAHE,
- d) assignments of students graduation theses,
- e) prepared students graduation theses,
- f) opinions of the supervisor of the graduation thesis,
- g) opinions of the opponent of the graduation thesis,
- h) protocols from the originality check,
- i) records from state exams,
- j) materials and results of surveys between graduates of the study program and employers,
- k) other records related to the entire educational cycle of the student.

The documentation is stored in the school's information system and the paper version with the guarantor of the study program. The record of changes and archiving of documentation is carried out by the guarantor of the study program.

The documentation is accessible to persons responsible and participating in the operation of the internal quality system of USM.

### **13. Exchange service**

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Only the rector is authorized to approve changes in this directive, based on the approval of the USM quality representative (QC). The change itself is carried out by VRI. A record of the change is stored on the last page of this D.

### **14. Related documentation**

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4.1.13\_QM IQS – IQS quality manual, chap. 7.5\_Documented information  
D 02\_v3\_30/04/2022\_z0 – Ensuring the quality of education in SP + forms  
Law no. 131/2002 Coll. on universities, as amended  
Law no. 269/2018 Coll. on ensuring the quality of higher education and on the change and amendments to Act no. 343/2015 Coll. on public procurement and change and amendments to some laws as amended  
SAAHE standards for the study program and standards for the internal system of quality ensurement of higher education

### **15. Attachments**

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Forms of directive D 01\_Draft, adjustment and approval of SP:

F001\_D01\_request

F002\_D01\_information sheet\_subject

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Rector