**Description of the study programme**

**Higher education institution:** *University of Presov*

**Faculty/workplace:** *Faculty of Management and Business*

**Seat of the Faculty/workplace (address):** *Konštantínova Street No. 16, 080 01 Prešov*

University body for approval of the study programme: The Quality Council of the Faculty of Management and Business of the UP,

The Council for the Internal Quality System of the UP

Date of approval of the study programme or modification of the study programme: 29.03.2022 (at the level of Quality Council)

Date of the last change [[1]](#footnote-1) of the study programme description: 30.11.2018

Reference to the results of the last periodic evaluation of the study programme by the university:

Reference to the evaluation report to the application for accreditation of the study programme pursuant to Section 30 of Act No. 269/2018 Coll. :.[[2]](#footnote-2):

**1. Basic data about the study programme**

**a) Name of the study programme and number according to the register of study programmes**.

*Management*

b) Degree of higher education and ISCED-F code of the degree of education.

*First - code 665 (1st degree university education)*

c) Place(s) of delivery of the study programme.

*Prešov*

d) The name and number of the field of study in which the degree programme will lead to a higher education qualification, or the combination of two fields of study in which the degree programme will lead to a higher education qualification, ISCED-F codes of the field(s) of study[[3]](#footnote-3).

*8 - economics and management*

*ISCED-F department code:*

*0311 - Economics;*

*0413 - management;*

1. *- Management and Administration*

e) Type of study programme: academically oriented, vocationally oriented; translation, translation combination (with indication of endorsements); teacher, teacher combination (with indication of endorsements); art, engineering, doctoral, preparation for a regulated profession, joint study programme, interdisciplinary studies.

*academically oriented*

f) Form of study.

*Bachelor (“Bc.“)*

g) Form of study [[4]](#footnote-4).

*Part-time*

h) In the case of joint study programmes, the cooperating higher education institutions and the definition of which study obligations are fulfilled by the student at which higher education institution (§ 54a of the Higher Education Act).

-

i) The language or languages in which the study programme is conducted [[5]](#footnote-5).

*English*

j) Standard length of study expressed in academic years.

1. *years / 4 years for the students admitted until 31.10.2022*

k) Capacity of the study programme (planned number of students), actual number of applicants and number of students.

***Planned number of applicants admitted in*** *AY AR 2021/2022:*

*Bc-MAN, part-time form of study: 80*

*Planned number of applicants admitted in AY 2022/2023 - see admission conditions 2022/2023:*

*Bc-MAN, part-time form of study: 60*

*Subject listed on the faculty's web site:*

[***https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/***](https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/) ***https://www.studujmanazment.sk/prijimacie-konanie-1-stupen.php***

***Number of applicants (number of valid applications) in AY*** *2021/2022:* ***91*** *applicants were admitted to the bachelor's study programme Management in the part-time form of study in AY 2021/2022, including* ***2*** *foreign applicants.* ***57*** *students were enrolled in the bachelor's study programme Management in the part-time form of study in AY 2021/2022, including* ***1*** *foreign student.*

***Number of students in AY 2021/2022 with the status as of 31.10.2021 in each year of study****:*

*1Bc-MANE4, part-time form of study: 60*

*2Bc-MANE4, part-time form of study: 52*

*3Bc-MANE4, part-time form of study: 29*

*4Bc-MANE4: 20*

*TOGETHER, part-time form of study:* ***161*** *students*

**2. Graduate profile and learning objectives**

1. The college shall describe the learning objectives of the degree programme as the student's competences at the time of completion of the degree programme and the major learning outcomes[[6]](#footnote-6).

*The aim of education in the bachelor's study programme in management is to acquire relevant professional knowledge in the field of economics and management, to acquire and use methods in the subject area, to acquire the ability to conceptually solve elementary and advanced problems in the field in the dynamic development of knowledge and to present the results. The objectives of the study programme are the link between the needs of the labour market, practice and prospective employers of graduates; the qualifications and the direction of the faculty.*

*The graduate of the Bachelor's study programme in Management possesses professional and methodological knowledge, skills and competences in the field of economics and management, which create a prerequisite for his/her sectoral specialisation and are in connection with the specific requirements of practice and the labour market. Within the framework of the bachelor management study programme, the emphasis is mainly on cognitive goals and affective goals, on factual, conceptual and procedural knowledge in the corresponding cognitive dimensions.*

*The objectives and learning outcomes are constructed on the basis of the knowledge, skills and competences of the profile subjects (models) and are derived from the National Qualifications Framework. The learning objectives and learning outcomes are detailed in the prescribed document (https://www.unipo.sk/vsk/dvsk/form/asp/), Accreditation of study programmes, see.* ***PRILOHA03\_FMEO\_Bc\_MAN\_stand\_df\_CaVV****, but only selected ones are listed in the following text.*

*The learning outcomes are listed in the Information Sheets, where the areas and scope of knowledge, skills and competences that profile the graduate of the first degree study programme in the field of economics and management in the study programme of management in accordance with the relevant level of the National Qualifications Framework are indicated through descriptors.*

*On the domestic and European labour market, the graduate finds employment in positions in several sectors of the economy, local government, state administration, administration, personnel management.*

*A graduate of the Bachelor's degree programme in Management has professional and methodological knowledge, skills and competences in the field of economics and management, which create a prerequisite for his/her sectoral specialisation. These are:*

***KNOWLEDGE***

*- characterise basic economic laws;*

*- describe legal standards, guidelines and laws;*

*- specify the principles of double-entry bookkeeping;*

*- explain the meaning and function of economic forecasting;*

*- acquire theoretical, general and methodological knowledge of corporate finance;*

*- specify the production of economic analyses and the tools used in this process;*

*- specify the statistical methods used in economic analysis and forecasting;*

*- characterise the business environment of the Slovak Republic and the EU;*

*- define business economics in general;*

*- assess the financial credibility of an enterprise;*

*- characterise and justify the significance and impact of changes in individual elements of the environment on the enterprise and the business itself;*

*- Explain the principles of marketing strategy development of a trade and services company;*

*- characterize the process of creating organizational structures, declarative explanation of the suitability of a particular organizational structure;*

*- characterize the different theories of leadership, individual leadership styles, including examples;*

*- define innovative ICT, mobile and online marketing campaign and analytics tools and technologies;*

*- describe the principles of managing, measuring performance and controlling the activities of job roles in an enterprise;*

*- understand the need for human resource management in practice and how to ensure that this need is shared with other departments in the enterprise;*

*- know the possible role of the human resources management unit and its competences;*

*- define the subjects of human resources management;*

*- describe the activities of the unit and the distribution of work tasks between the different job roles;*

*- specify the differences and define the specificities of marketing across the different media to which it is applied;*

*- define the methods of market research, competitive analysis and consumer surveys;*

*- - describe the principles of management; performance measurement and control of the activities of job positions in the marketing department of a trade and services enterprise.*

***SKILLS***

*- describe the activities of the unit and the distribution of work tasks among the different job functions;*

*- compile statistical reports and information documents;*

*- apply the principles of budgeting and costing;*

*- ensure the economy of a business entity;*

*- analyse business indicators;*

*- evaluate the economic result;*

*- process financial and economic analysis of the enterprise;*

*- propose measures to correct undesirable development of the monitored indicator;*

*- create a business concept of the organization;*

*- present proposed conclusions in solving specific problems;*

*- identify discrepancies in economic indicators;*

*- apply mathematical operations and statistical operations;*

*- apply legislation in the relevant areas;*

*- apply the principles of financial management and controlling;*

*- apply the principles of double-entry bookkeeping;*

*- apply in practice basic business activities;*

*- apply the basic principles of marketing;*

*- design concepts of individual advertising campaigns and promotional actions;*

*- prepare assignments and requirements for advertising agencies;*

*- organise the work of the marketing department staff;*

*- assess staff proposals for marketing processes, activities and tools;*

*- develop career plans;*

*- apply employee care options and assist in the preparation of necessary documents;*

*- - create a portfolio of employee benefits and manage them to design various options and situational trends used for specific human resource management needs (homeoffice options, offshoring, talent management, online testing, etc.)*

***COMPETENCES***

*- Ability to ensure collaboration with other departments in the organisation;*

*- ability to coordinate and manage people;*

*- ability to organise and plan the work of the team;*

*- accountability for the results of their work and the team;*

*- consistency and independence in dealing with work tasks;*

*- Accuracy in working with data, numbers and a variety of information;*

*- responsibility for compliance with relevant legislation, internal and external regulations and established principles;*

*- accountability for their decisions and the impact of proposals on the economics of the business;*

*- ability to solve and analyse problems independently;*

*- responsibility for the performance of their tasks and duties;*

*- ability and interest in lifelong learning;*

*- Ability to have a strong customer orientation;*

*- adaptability and flexibility;*

*- Ability to work undercover;*

*- Ability to acquire, shape, function, utilize, organize personnel work, working skills of individuals;*

*- Ability to perform all activities where the focus is on staff and where synergy is shared with other functional areas.*

1. The higher education institution indicates the occupations for which the graduate is prepared at the time of graduation and the potential of the programme of study in terms of graduate employment.

*The learning outcomes and* ***qualifications*** *obtained by completing the study programme meet the sector-specific professional expectations for the profession. On the domestic and European labour market, the graduate finds employment in the following* ***positions:***

*C2413015-00550 Bank card, payment and trade settlement specialist*

*C3312007-00670 Leasing consultant*

*C2413024-01588 Pension Savings Specialist*

*Administration, Economics and Management:*

*C3313001-01048 Payroll Specialist*

*C4416000-01083 Human Resources Administrative Officer*

*U1212002-01001 Recruitment and selection manager*

*U1212005-01003 Personnel Administration and Employee Relations Manager*

*U1219003-01008 Asset Management and Maintenance Manager*

*U2120005-01014 Statistical Specialist (except monetary and financial statistics)*

*U1219003-01008 Property management and maintenance manager*

*U2411002-01020 Specialist accountant*

*U2411011-01030 Specialist business economist*

*U2421001-01031 Process optimisation specialist*

*U2421004-01033 Optimisation and work rationalisation specialist*

*U2421005-01034 Controlling specialist*

*U2423004-01038 Compensation and Benefits Specialist*

*U2631001-01044 National Economy Specialist*

*U3313005-01307 Assistant Auditor*

*Sales, Marketing:*

*C1221002-00711 Marketing Manager*

*C1222003-00751 Public Relations Manager*

*C1420000-00740 Wholesale Operations Manager*

*C1439999-01252 Quality Manager*

*C4227003-01441 Mystery shopper*

*U1223002-00474 Research, development and technical development manager in manufacturing*

*IT and Telecommunications:*

*U2434000-01560 Information Technology Sales Manager*

*The study programme indicates the professions for which the qualification is required.*

*In the* ***National System of Occupations*** *in the areas of management, corporate finance, accounting, control and statistics, state administration, local government, human resources, administration and customer service, economic administration, operations correspond to the relevant level of the Slovak Qualification Framework (level 6) of the* ***jobs*** *that could be performed by a graduate of the management study programme.*

***After graduation, the student is primarily prepared for the following professions:***

*1212 Human resources executives (managers)*

*1221 Sales and marketing executives (managers)*

*1439 Managers in other services n.e.c.*

*2413 Financial analysts and specialists in finance, insurance and other financial services*

*2413014 Specialist in the sale of insurance products and services*

*2421003 Project specialist (project manager)*

*2421 Management and organisational analysts*

*2421016 Digital transformation specialist*

*2421004 Work optimisation and rationalisation specialist (standardiser)*

*2422 Strategy and development specialists (no professional experience required)*

*2422011 Business network development and coordination specialist*

*2423001 Human resources specialist (generalist)*

*2423002 Specialist in human resources planning and controlling*

*2423004 Compensation and Benefits Specialist*

*2423005 Personnel Administration and Employee Relations Specialist*

*2431 Advertising and marketing specialists*

*2431007 Product specialist*

*2431002 Marketing analysis and market research specialist*

*3311 Financial and securities professionals*

*3311004 Payments professional*

*3313 Accounting professionals*

*3313006 Budget specialist*

*3314 Statisticians, mathematicians and related professionals*

*3314002 Statistical professional*

*3321 Insurance sales professionals*

*3321002 Insurance sales support professional*

*3333 Employment intermediaries and employment service professionals*

*3333008 European Employment Services (EURES) professional worker*

*3341001 Supervisor of administrative staff*

*3341004 Customer service centre supervisor*

*3359 Professional public administration staff not elsewhere classified*

1. relevant external interested parties who have provided a statement or a favourable opinion on the compliance of the acquired qualification with the sector-specific requirements for the pursuit of the profession **[[7]](#footnote-7)**.

*The interested party Consent Statement for Participation in the Development and Modification of the Management Curriculum and the interested party Comment Report on the Management Curriculum are included in the appendices:* ***https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/; ADMIN\_FMEO;***

*04\_FMEO\_Bc\_MAN\_stand\_ef\_suhlas ZS\_Bujnak Stefan*

*05\_FMEO\_Bc\_MAN\_stand\_ef\_suhlas ZS\_ Copakova Katarina*

*06\_FMEO\_Bc\_MAN\_stand\_ef\_suhlas ZS\_Liptak Martin*

*07\_FMEO\_Bc\_MAN\_stand\_ef\_suhlas ZS\_ Omasta Richard*

*08\_FMEO\_Bc\_MAN\_stand\_ef\_suhlas ZS\_ Stahorska Maria*

*09\_FMEO\_Bc\_MAN\_stand\_ef\_suhlas ZS\_ Vasanic Ivan*

*10\_FMEO\_Bc\_MAN\_stand\_**ef\_pripomienky ZS\_Bujnak Stefan*

*11\_FMEO\_Bc\_MAN\_stand\_ef\_pripomienky ZS\_**Copakpova Katarina*

*12\_FMEO\_Bc\_MAN\_stand\_ef\_pripomienky ZS\_**Liptak Martin*

*13\_FMEO\_Bc\_MAN\_stand\_ef\_pripomienky ZS\_**Omasta Richard*

*14\_FMEO\_Bc\_MAN\_stand\_ef\_pripomienky ZS\_Stahorska Maria*

*15\_FMEO\_Bc\_MAN\_stand\_ef\_pripomienky ZS\_Vasanic Ivan*

**3. Applicability**

1. Assessment of the employability of graduates of the study programme.

*As of 31.6.2020, out of a total of 138 graduates, 32% were male and 68% were female.*

*Almost 83 % of the graduates of the first degree of higher education are continuously pursuing the second degree of higher education, so it is difficult to quantitatively assess their employability. One per cent of graduates work on contract, 1 % are on maternity leave, 1 % are self-employed, 1 % are working abroad, 1 % are voluntarily unemployed, 12 % are employed, 47 % of graduates worked in wholesale and retail trade, 20 % in accommodation and food services and 7 % in industrial production, it took on average 48 days for employed graduates to find their first permanent job, 5 % of economically active graduates were unemployed.*

*On average, a graduate worked for one employer after graduation.(****https://uplatnenie.sk/?degree=V%C5%A0&vs=717000000&faculty=717070000&field=6289R00&year=2019****)*

1. Alternatively, list successful graduates of the study programme.

*Successful graduates of the management study programme are also listed on the website of FMEO PU,* ***https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/Alumni/osobnosti/.***

*In the following text, we list only some of the graduates of the management programme:*

***Róbert Biroš*** *- CEO of the Fusion Group, which has been operating on the Slovak market since 2013;*

*Vladimíra Horvátová - Le Corre - manager of the 4\* Best Western hotel in Nice, France;*

*Adrián Gužo - mayor of Kružlová, chairman of the Death Valley Microregion Association and chairman of the Dukla Civic Association;*

*Slavomír Harčár - Director of H&P Harčár and Partners, a company providing financial consulting in banking, insurance and leasing;*

*Ivana Hrebenarová - Director at the 4\* Metropol Hotel in Spišská Nová Ves;*

*Dana Kaščáková - internal coach for Tatra banka;*

*Alexandra Meždejová - marketing manager for the Fusion Group gastronomy company;*

*Simona Kopčaková - Honorary Consulate of the Republic of Moldova in the Slovak Republic, while the activities include the presentation of Slovakia abroad;*

*Pavel Nikov - partner in Party Expert s.r.o., which is mainly dedicated to the organization of events and private social events;*

*Tomáš Opočenský - Lebanon Grand Hills Hotel & Spa, Luxury Collection, position of F&B Task Force,*

*Miloš Ortuta - Regional Director of Winners Reality, a subsidiary of Winners Group;*

*Marek Propper - Sales Manager for Moto-car corporate customers;*

*Pavol Šléška - General Director of ČEZ Energetické produkty, s.r.o;*

*Michal Štefaník - partner of M&M Coffee Bar, a café in Prešov;*

*and others.*

1. Employers' evaluation of the quality of the study programme (feedback).

*The Faculty of Management and Business of the University of Prešov has been operating since 2005 the "Expert and Entrepreneurial Council of the Faculty of Management and Business" (EPR FMEO), which consists of more than 40 successful entrepreneurs, managers and other personalities, mainly from the Prešov and Košice regions, often employers of graduates of the faculty. The Council's activities help the faculty and especially its students to cover several spheres of cooperation, research and professional practice in areas such as business and marketing, information technology, tourism, hotel management, spa, environmental management, construction, engineering, automotive industry, service companies, as well as regional development, local government and others.*

*At regular meetings, the members of the EPR FMEO evaluate and assess the implemented study programmes from the perspective of the needs of practice and the future application of graduates. Since in many cases they are employers of the graduates of the faculty, their evaluations, suggestions and comments are accepted with a high degree of importance and influence on the further direction and development of the concerned study programme.*

*The members of the FMEO EPR expressed unanimous approval and support for the implemented Bachelor's degree programme in Management in the field of Economics and Management.*

*The minutes of the meeting of the Expert and Business Council of the Faculty of Management and Business can be found at: https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/mdf/; attached* ***ADMIN\_FMEO; 02\_FMEO\_Bc\_MAN\_stand\_zapisnica2***

**4. Structure and content of the study programme [[8]](#footnote-8)**

1. The higher education institution describes the rules for the formation of curricula in the programme of study.

*The study plan of the study programme was created in accordance with the rules for the creation of study plans set out in the Study Regulations of the University of Prešov. On the basis of the study programme, a recommended study plan (RSP) is compiled, which determines the time and content sequence of courses and forms of assessment of study results and is compiled so that by completing it the student meets the conditions for successful completion of studies within the standard length of study corresponding to the study programme in management.*

*The recommended study plan is based on the requirements and includes the course code, prerequisites, the title of the course, the name of the department providing the course, the name and surname of the teacher providing the course, the recommended semester, completion, credits, the scope of direct teaching, the profile course, and can be found at: https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/mdf/,*

***PRILOHA02\_FMEO\_Bc\_MAN\_stand\_ef\_OSP.***

*Over the course of the first degree, the graduate will earn 180 credits, with 60 credits in each year of study, 30 credits per semester. Of the total number of credits, 80 %, i.e. 144 credits, are for compulsory courses and 20 %, i.e. 36 credits, are for optional courses.*

*The standard length of study is 3 years / 4 years for students admitted until 31.10.2022. The structure, content of the study programme units according to compulsory, compulsory elective, elective courses are specified in the study plan and course information sheets, which detail all the requirements according to 4.c, available at https://www.unipo.sk/vsk/dvsk/form/asp/), in the section Accreditation of Study Programmes, point 6.5 Course Information Sheet, point 6.6 Recommended Study Plan.The content of the programme of study achieves the learning outcomes expected by employers with an emphasis on the development of practical professional skills in the relevant sector of the economy or social practice. The management study programme is structured and organised on the basis of the student's anticipated need for specific knowledge, skills and competences at the time of study and pro futuro.*

1. The higher education institution shall draw up recommended study plans for individual pathways of study [[9]](#footnote-9).

*The recommended study plan is based on PU requirements (code, prerequisites, course title, provision, recommended semester, completion, credits, scope of direct teaching, profile course) and is presented in the appendix: PRILOHA02\_FMEO\_Bc\_MAN\_stand\_df\_OSP.*

*The recommended study plan is structured in such a way that the individual courses have a logical continuity with each other, the structure of the content of the modules reflects the requirements of the corresponding level of knowledge. The recommended study plan is about the continuity of the profile study courses (modules) of the study programme with the intention of achieving the required knowledge, skills and competences as learning outcomes in accordance with the graduate profile, which has been created on the basis of the requirements of practice.*

*The descriptors are set out in the learning objectives and learning outcomes, reflecting the graduate profile, the requirements of practice, the profession at the relevant level of knowledge. An integral part of all information sheets for each course in the management programme is the specification of the knowledge to be acquired by the graduate, the acquisition of skills and the acquisition of competences that the student will achieve by completing the course.*

1. The study plan shall, as a general rule, indicate:

* individual parts of the study programme (modules, courses and other relevant curricular and co-curricular activities, provided that they contribute to the achievement of the desired learning outcomes and yield credits) in the structure of compulsory, compulsory elective and elective courses,

*The study plan lists compulsory, optional and elective courses in a total of* ***77*** *subjects. Within the management study programme there are* ***35*** *compulsory courses, for which the exact hourly allocation for lectures and seminars is determined,* ***40*** *compulsory elective courses, for which the amount of direct teaching per week is also determined. The exact structure of the courses, the number of examinations, credits and hours for each semester separately is given in the annexes, see:* ***PRILOHA02\_FMEO\_Bc\_MAN\_stand\_df\_OSP***

* indicate in the study programme the profile courses of the respective pathway of study (specialisation),

*Profile courses are highlighted in colour and marked with a superscript (P) in the recommended study plan of the management study programme (see PRILOHA02\_FMEO\_Bc\_MAN\_stand\_df\_OSP). These courses are:*

* *1. Marketing*
* *2. Management*
* *3. Microeconomics*
* *4. Finance and currency*
* *5. Business Economics*
* *6. Corporate finance*
* *7. Financial-economic analysis*
* *8. Human Resource Management*
* for each educational part/course defines the learning outcomes and related criteria and rules for their assessment so that all educational objectives of the study programme are fulfilled (they can only be specified in the Course Information Sheets in the Learning Outcomes section and in the Course Completion Requirements section),

*The learning outcomes and the related criteria and rules for their assessment so that all the learning objectives of the study programme are met are set out in the Information Sheet for the relevant subject of the management study programme (https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/mdf/);*

*see:* ***PRILOHA01\_FMEO\_Bc\_MAN\_stand\_ef\_ILP****;* ***PRILOHA01\_FMEO\_Bc\_MAN\_stand\_ef\_ILP\_AJ****.*

* prerequisites, corequisites and recommendations for study plan development,

*There are no prerequisites within the SP Management.*

* for each educational part of the study plan/subject, determine the learning activities used (lecture, seminar, exercise, final thesis, project work, laboratory work, internship, excursion, field practicum, professional practice, state examination and others, or combinations thereof) suitable for the achievement of the learning outcomes,

*Lectures and seminars are listed in the ESL (see PRILOHA02\_FMEO\_Bc\_MAN\_stand\_df\_OSP). In the final semester, the professional practice and the state examination are listed.*

* the methods by which the learning activity is carried out - face-to-face, distance, combined (in accordance with the Course Information Sheets),

*The information sheets (see PRILOHA01\_FMEO\_Bc\_MAN\_stand\_df\_ILP) indicate the method by which the learning activity is carried out. For compulsory and compulsory elective courses, the combined method is indicated, with the percentage of distance learning and face-to-face study determined* ***(****see* ***PRILOHA02\_FMEO\_Bc\_MAN\_stand\_df\_OSP).***

* course syllabus/ syllabi [[10]](#footnote-10),

*The information sheets list the topics or content of the course*

*(see* ***PRILOHA01\_FMEO\_Bc\_MAN\_stand\_ef\_ILP).***

* the student's workload ('scope' for individual subjects and learning activities separately)[[11]](#footnote-11),

*In all information sheets in the* ***Notes*** *section, the student's workload is indicated (see* ***PRILOHA01\_FMEO\_Bc\_MAN\_stand\_ef\_ILP****).*

* credits allocated to each section based on the learning outcomes achieved and the associated workload,

*The credits awarded correspond to the learning outcomes achieved and the associated workload, and are accurately stated in the recommended syllabus and the course information sheet. There are 30 credits in each semester. (see* ***PRILOHA02\_FMEO\_Bc\_MAN\_stand\_ef\_OSP****.*

* the person providing the course (or partner organisation and person), with contact details,

*A list of persons involved in the provision of the course with contact details, also with details of the register of university staff on the VS portal is given in section 7 d) of the description of the study programme and also the person providing the course is listed in the recommended study plan (see* ***PRILOHA02\_FMEO\_Bc\_MAN\_stand\_ef\_OSP****).*

* course teachers (or partner organisations and persons involved) (may also be listed in IS of the courses),

*Teachers of the course are listed in the IS of the course, in the recommended study plan and also in a separate appendix:*

***PRILOHA01\_FMEO\_Bc\_MAN\_stand\_ef\_ILP;***

***PRILOHA01\_FMEO\_Bc\_MAN\_stand\_ef\_ILP\_AJ;***

***PRILOHA02\_FMEO\_Bc\_MAN\_stand\_ef\_OSP.***

* the place where the course is delivered (if the study programme is delivered at more than one workplace).

*The management study programme is held at the premises of the University of Prešov in Prešov and at the Faculty of Management and Business at Konštantínova No. 16, Prešov.*

1. The higher education institution shall specify the number of credits to be achieved as a condition for the proper completion of studies and other conditions that must be fulfilled by the student in the course of study of the study programme and for its proper completion, including the conditions of state examinations, rules for the repetition of studies and rules for the extension, interruption of studies.

*A student will earn 144 credits for his/her studies for the compulsory subjects, which is 80% of the 180 credits required for successful completion of the study. The recommended study plan indicates the number of credits in each semester for the compulsory course and the compulsory elective course. The recommended curriculum is designed so that the student has the opportunity to obtain 45 credits in each year for the 4-year SP; 60 credits for the 3-year SP. The recommended programme of study offers the possibility of enrolling in compulsory elective courses for a minimum of 36 credits of study. The professional practice, the thesis defence and the state examination (colloquium) must be completed and passed by the student.*

*The standard length of study is 3 years / 4 years for students admitted until 31.10.2022.*

1. for individual study plans, the higher education institution shall indicate the requirements for completion of the individual parts of the study programme and the student's progress in the study programme in the following structure:

* number of credits for compulsory courses required for the proper completion of studies/completion of part of studies,

*Number of credits for compulsory subjects required for proper completion of studies:* ***144***

* number of credits for compulsory elective courses required for proper completion of studies/ completion of part of studies,

*Number of credits for compulsory elective courses required for proper completion of studies:* ***36***

* number of credits for elective courses required for the proper completion of studies/completion of part of studies,

*Number of credits for elective courses required for proper completion of studies:* ***0***

*In the sense of the UP Study Regulations (Article 13), the student enrols in elective courses so that the sum of their credit allocation constitutes a maximum of 5 % of the total number of credits (in the first degree of study, a maximum of 9 credits).*

- the number of credits required to complete the study/completion of the part of the study for the common core and for the relevant endorsement, if the study programme is a teaching combination study programme or a translation combination study programme,

**-**

- the number of credits for the final thesis and the thesis defence required for the proper completion of studies,

*Number of credits for the thesis:*

*7KMN/ZP1-MAN/22 Thesis I.:* ***2***

*7KMN/ZP2-MAN/22 Thesis II.:* ***3***

*7KMN/OZP-MAN/22 Defense of the thesis:* ***8***

* the number of credits for professional practice required for the proper completion of studies/completion of a part of studies,

*Number of credits for professional practice:*

*7KMN/ODP-MAN/22 Professional practice:* ***13***

* the number of credits required for the proper completion of the study/completion of the part of the study for the project work, indicating the relevant courses in the engineering study programmes, **-**
* the number of credits required for the regular completion of studies/completion of a part of studies for artistic performances other than the final thesis in artistic study programmes. **-**

1. The higher education institution shall describe the rules for the verification of learning outcomes and the assessment of students and the possibilities for corrective procedures against this assessment.

*Verification of learning outcomes and assessment of students is carried out in terms of:*

***-Study Regulations of PU (Article 16),***

***-Study Regulations of the University of Prešov, Faculty of Management and Business,*** *2021, Article 16 Control of studies and evaluation of learning outcomes. Article 16 contains 24 points (see*

*<https://www.unipo.sk/public/media/14166/studijny-poriadok-14-12-2016.pdf>;*

[*https://www.unipo.sk/public/media/32461/Studijny%20poriadok%20v2021-FMEO.pdf*](https://www.unipo.sk/public/media/32461/Studijny%20poriadok%20v2021-FMEO.pdf)*)*

*Point 1 states: the assessment of the student's learning achievements in the course of study is carried out by:*

*(a) continuous assessment (ph with classification);*

*(b) an examination for the period of study (ph with classification);*

*c) by passing - passed or failed without classification.*

*Point 4. states: The evaluation of the student's learning achievements in the course of study of the course is carried out according to a classification scale consisting of six classification grades:*

*A - excellent (outstanding results: numerical value 1);*

*B - very good (above average results: numerical value 1.5);*

*C - good (average results: numerical value 2);*

*D - satisfactory (acceptable results: numerical value 2.5);*

*E - satisfactory (results meet the minimum criteria: numerical value 3);*

*FX - insufficient (further work required: numerical value 4).*

*In point 5 of Article 16, it states: The success criteria (percentage of results in the assessment of the course) are for grading levels as follows:*

*A: 100,00 – 90,00 %;*

*B: 89,99 – 80,00 %;*

*C: 79,99 – 70,00 %;*

*D: 69,99 – 60,00 %;*

*E: 59,99 – 50,00 %;*

*FX: 49,99 and less %.*

*According to point 23 of Article 16, a weighted average is used to assess the student's overall academic performance over a defined period. It shall be calculated by adding the products of the number of credits and the numerical assessment referred to in paragraph 5 of this Article for all courses taken by the student in the assessment period and dividing the result by the total*

*the total number of credits for the period. For courses taken and not taken, a failing grade (4, FX) shall be included in the weighted grade point average. Courses that are not graded with a failing grade are not included in the weighted grade point average.*

*In each information sheet of the course SP Management, in the section of the conditions for passing the course, it is stated: Passing the course is conditional on successful completion of the specified conditions and fulfillment of the conditions of participation according to the Study Regulations of the PU in Prešov.*

*The possibility of appeal procedures against the evaluation can be implemented on the basis of the Act on Complaints 9/2010 Coll., which regulates the procedure for filing, handling and control of complaints of natural persons or legal entities.*

*A student of the faculty has the right to complete part of his/her studies at another higher education institution in the Slovak Republic or abroad. Upon return, the faculty shall recognise the student's part of the study in accordance with the contract, the European Standard and the European Credit Transfer System. If the student has completed part of his/her studies at a higher education institution which has not implemented a compatible credit system, the recognition of credits will be assessed by the study programme supervisor and the credits will be awarded by the faculty ECTS coordinator. The student is obliged to sign a Credit Transfer Agreement with the supervising department and the relevant Vice-Dean prior to departure for mobility at the sending faculty. The rules are defined in the Study Regulations of PU in Prešov Art. 15, point 6. and point 7, https://www.unipo.sk/public/media/14733/stud\_por2018.pdf.pdf*

1. Conditions for the recognition of studies, or part of studies.

*Recognition of courses and credits is given according to the PU Study Regulations (Article 20), Study Regulations of the University of Presov, Faculty of Management and Business, 2021, Article 20 Recognition of Courses and Credits. Article 20 (see* [***https://www.unipo.sk/public/media/32461/Studijny%20poriadok%20v2021-FMEO.pdf***](mailto:rastislav.kotulic@unipo.sk)*) contains 10 points:*

*1 A student may apply for recognition of courses and credits taken in another or identical degree program no later than seven days after enrollment in the academic year in question.*

*2. A student may only apply for recognition of a course which he/she has successfully completed in previous academic years and for which he/she has obtained the appropriate number of credits, and where no more than five years have elapsed since the completion of the course.*

*3. The application for recognition of a course and the award of credit for the course in question shall be submitted by the student to the Department of Education.*

*4. The application for recognition of the course and the award of credits for the course in question must be accompanied by proof of passing the examination (transcript) and the information sheet or syllabus for the course in question.*

*5. The Dean's decision is preceded by an assessment of the information sheet by the guarantor of the study programme for education.*

*6. Only a course with a minimum content match of 60 % with a course from the current study programme may be recognised. Recognition of a course that has already been taken once in a previous study is the responsibility of the guarantor of the study programme for education.*

*7. Recognition of a course taken in another study programme and recognition of the relevant number of credits for it may be granted if the conditions set out in the preceding points are met if the student is studying in only one study programme during the part of the academic year in which he/she is applying for recognition of the course and credits. Courses from concurrent studies shall not be recognised.*

*8. It is not possible to recognise a course and award credits for a course which the student has completed in a previous period by studying in a study programme which he/she has duly completed, i.e. has been awarded the relevant academic degree.*

*9. The number of credits may be recognised to the extent of the number of credits stipulated by the current study programme. The above credit recognition rule applies to all courses (compulsory, optional and elective).*

*10. Recognition of state examination subjects is not possible.*

1. The college shall indicate the thesis topics of the degree programme (or a link to a list of).

*The thesis topics are listed in accordance with the Dean's Measure No. 1/2008, the management of the thesis is in accordance with the Dean's Measure 1/2011.*

*The thesis topics of the management study programme for AY 2021/2022 are listed in point 7 e.), p. 16-20 of the description of the study programme.*

i) The college shall describe or refer to:

* rules for assigning, processing, opposing, defending and evaluating final theses in the study programme,

*According to Art. 23 point 1. The bachelor's thesis may be supervised by a university teacher who has at least one degree higher than the degree obtained by the author of the bachelor's thesis after its defence and by other experts approved by the scientific council of the faculty.*

*The thesis topics for defense in the academic year 2021/2022 were in the MAIS system from June 1, 2021 to September 30, 2021 and elective from June 7, 2021 to September 30, 2021. At that time, students in the next graduating class could register for the thesis. The option to select and write the thesis topic in the penultimate year of study offers students sufficient time to successfully complete all the processes involved in writing a thesis.*

*During the processing of the thesis, a record of the student's consultations with the thesis supervisor is kept (date, content of the meeting, tasks assigned, date of the next meeting, student's signature).*

*In addition to individual consultations with teachers - thesis supervisors/advisors, joint (group) thesis consultations are carried out for students in the final year, where general rules, principles of thesis writing (theoretical and methodological problems) in the context of academic ethics are discussed with students.*

*When preparing the bachelor thesis, the student must follow the requirements set out in the* ***PU Directive on the requirements of theses, their bibliographic registration, originality control, storage and accessibility:***

[***https://www.pulib.sk/web/kniznica/strana/nazov/zaverecne-prace***](http://napulze.unipo.sk/)***;***

[***https://crzp.cvtisr.sk/***](file:///C:/Users/kucharova/Desktop/AKREDITÁCIA/akreditacia%20zoznam%20ZP/Tabulky%20ZP_všetky%20katedry/denis.tirpak@smail.unipo.sk)***;***

[***https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/zaverstudia/zaverecneprace***](mailto:eva.litavcova@unipo.sk)***;***

[***https://www.unipo.sk/public/media/3112/OD%201-2012.pdf***](mailto:matus.bakon@unipo.sk) ***–*** *Measure of the Dean of FMEO PUNo. 1/2012 in the matter of: Determination of minimum standards, quality requirements, professional focus and other professional requirements, valid for the assignment and wording of the topics of final bachelor's and diploma theses in the study programme Management at the Faculty of Management and Business PU in Presov.*

*At the Faculty of Management and Business of the PU in Prešov and its units, optimal conditions are created for students to prepare high-quality final theses. The team of teachers - thesis supervisors, their erudition, experience and helpful approach to students together with high standards and requirements set for the quality of final theses (also enshrined in the internal documents of the faculty, the Dean's Measure) are an important prerequisite for high professional quality, scientific value and subsequent successful defense of the final theses. The supervisors of bachelor theses are exclusively internal lecturers of FMEO PU in Prešov. All thesis supervisors at FMEO PU in Prešov have at least one degree higher education than the degree of study at which the thesis is written.*

*The internal faculty document entitled Directive on Plagiarism and Cheating of Students also stipulates that a mandatory part of the thesis defence is an assessment of the originality of the thesis. The originality of the thesis is assessed in the Central Register of Theses and Dissertations through the ANTIPLAG system, and the result (the degree of agreement with other theses or information sources) is indicated in the Originality Check Protocol, which is available in the MAIS-EZP PU and CRZP.*

*When assessing the percentage of text that has an overlap with the CRZP corpus index of works, both the overall correspondence and the partial correspondence with the individual identified documents listed in the protocol are assessed.*

*According to Art. 23 point 4. of the PU SP, the thesis is assessed by the thesis supervisor and one opponent, or two opponents in case the thesis does not have a supervisor. The supervisor and the opponent shall enter the assessments into the EWP system no later than 5 days before the defence of the thesis. The following aspects must be taken into account in the evaluations, which include a grade and a mark:*

*(a) overall mastery of the topic;*

*(b) use of representative literature;*

*(c) independence of the student's work (in the case of the assessment of the supervisor of the bachelor thesis);*

*d) the functionality of the chosen method and the functionality of its application;*

*e) appropriate linguistic culture;*

*f) opinion on the originality check protocol.*

*According to Art. 23 point 5. of the PU SP, a thesis with one negative evaluation is accepted for defence. If the committee evaluates the defence of the thesis insufficiently (4, FX), then the overall evaluation of the thesis is also insufficient (4, FX). A student whose thesis has been evaluated with two negative evaluations may participate in the state examination without the possibility of defending the thesis. In this case, the student will defend the thesis in a remedial term.*

*When the opponent reviews the thesis, the opponent prepares an opinion in which he/she evaluates the content, formal aspect of the thesis. At the same time, he/she will point out the most valuable parts and the most serious shortcomings. On the basis of the overall assessment and evaluation of the bachelor thesis, the final grade shall be given in one of the levels A (1), B (1,5), C (2), D (2,5), E (3), or FX (4 - insufficient).*

* opportunities and procedures for participating in student mobility,

*Students have the opportunity to participate in various short-term as well as long-term study stays abroad. The most popular forms of mobility programmes include:*

*Erasmus+ study in EU countries; Erasmus+ internship; Erasmus+ study in non-EU countries; Central Europe Connect (CEC); CEEPUS; National Scholarship Programme; International Visegrad Fund; Swiss-European Mobility Programme (SEMP) Scholarship+; Internships through AIESEC; Internships in Canada.*

*The description of the procedure for the implementation of Erasmus+ mobilities is regulated by the Rector's Measure 8/2014 entitled Procedure for the implementation of outgoing student mobilities within the Erasmus+ programme.*

*Implementation of Erasmus+ mobilities: application for Erasmus+ mobility; selection procedure, implementation of mobility; recognition of results obtained abroad; within which the actions to be carried out are specified.*

*All the information about the study mobility, as well as guidance on how to proceed in the different stages of the study mobility, is published at:*

[***https://www.unipo.sk/zahranicie/erasmus/studium***](https://www.unipo.sk/zahranicie/erasmus/studium)***;***

[***https://www.unipo.sk/zahranicie/aktuality/***](https://www.unipo.sk/zahranicie/aktuality/)***;***

[***https://www.unipo.sk/zahranicie/saia/ceepus/***](https://www.unipo.sk/zahranicie/saia/ceepus/)***.***

*Consent for the study and its duration is granted by the dean/rector or vice-rector for external relations and marketing, depending on the type of mobility, and is a matter of a tripartite agreement between the student, the sending faculty and the receiving faculty. Upon return, the faculty will recognise the student's part of the studies in accordance with the contract, the European Standard and the European Credit Transfer System (ECTS). If the student has completed part of his/her studies at a higher education institution which has not implemented a compatible credit system, the recognition of credits will be assessed by the programme supervisor and the credits will be awarded by the faculty ECTS coordinator. The student is obliged to sign a Credit Transfer Agreement with the supervising department and the relevant vice-dean at the sending faculty prior to departure for mobility.*

* rules on academic ethics and consequences,

***The rules of observance of academic ethics are defined in the internal guideline document*** *Ethical Code of the University of Prešov, Scientific Integrity and Ethics. The Code of Ethics establishes the basic ethical principles and requirements for the behaviour of members of the academic community and other employees of the University concerning their academic and professional activities, in particular the educational, scientific research, development, artistic and other creative activities carried out, as well as management and support activities. Violations of the principles of the Code of Ethics and subsequent measures are dealt with by the Ethics Committee of the University of Prešov. The document is available at: (*[*https://www.unipo.sk/public/media/38250/Etick%C3%BD%20k%C3%B3dex%20Pre%C5%A1ovskej%20univerzity%20v%20Pre%C5%A1ove.pdf*](https://www.unipo.sk/public/media/files/docs/u/svk/discip_rokovaci_08.pdf)*).Plagiarism, cheating are among the basic forms of violation of academic ethics.*

***The PU Disciplinary Committee consists of:***

*doc. PaedDr. Ivana Cimermanová, PhD. –* [*ivana.cimermanova@unipo.sk*](mailto:ludovit.nastisin@unipo.sk)*; head of the Disciplinary Committee,*

*doc. Ing. Juraj Tej, PhD. –* [*juraj.tej@unipo.sk*](mailto:beata.sofrankova@unipo.sk)*; member of the Disciplinary Committee,*

*Mgr. Veronika Bežilová – member of the Disciplinary Committee,*

*Samuel Novický  – member of the Disciplinary Committee; (https://www.unipo.sk/163).*

* *procedures applicable to students with special needs,*

*In 2017, the Academic Senate of the University of Prešov discussed and approved the document* ***Methodological Guide for Students with Specific Needs****, which, in accordance with Section 100(11) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, and Decree No. 458/2012 Coll. on Minimum Requirements for Students with Specific Needs, makes available the principles of creating appropriate conditions for applicants and students with specific needs. (*[*https://www.unipo.sk/public/media/0190/METODIKA\_%C5%A0%C5%A0P\_april2017.pdf*](https://www.unipo.sk/public/media/0190/METODIKA_%C5%A0%C5%A0P_april2017.pdf)*).*

*The contents of the document include the status of a student with a specific need, the procedure for applying for a general accessible environment for a student with a specific need, and the rights and responsibilities of a student with specific needs.*

*According to Art. 4 of the PU SP, if an entrance examination is part of the verification of the student's aptitude for studies, the form of the entrance examination and the manner of its conduct, taking into account his/her specific needs, shall be determined at the request of the applicant with specific needs on the basis of an assessment of his/her specific needs (Art. 100(9)(b) of the Act).*

*According to Art. 19 (4) of the Study Regulations of the Faculty of Management and Business, the Faculty has a coordinator for work with students with specific needs. The faculty coordinator assists the student with specific needs in contacting his/her teachers, e.g. in creating a timetable, in obtaining accessible study literature, in agreeing on appropriate forms of communication, etc..*

*At the same time, in each course information sheet, in the Notes section, it states "For students with specific needs, an individualized approach is provided based on the recommendation of the faculty coordinator for students with specific needs“.*

* student complaints and appeals procedures.

*Students may submit complaints and appeals through student representatives:*

*- in the Academic Senate of the Faculty of Management and Business of PU (https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/akademicky-senat/);*

* *the PU Academic Senate (https://www.unipo.sk/informacie-o-univerzite/akad-senat/zoznam-clenov/);*
* *the University Student Council (https://www.unipo.sk/informacie-o-univerzite/stud-rada-vys-skol/);*
* *in the form of written suggestions addressed to individual Vice-Deans.*
* *Last but not least, the Complaints Act 9/2010 Coll. may be used.*

**5. Information sheets of study programme courses**

In the structure according to Decree No. 614/2002 Coll.

*For all compulsory courses, compulsory elective courses and elective courses, information sheets are compiled in Slovak and English, which are prepared to contain all the necessary requirements according to the prescribed document 6.5\_SP\_informacny\_list\_predmetu-1.docx, available at https://www.unipo.sk/vsk/dvsk/form/asp/.*

*The information sheets, totalling 77 IL, for the full-time programme of study for the SP Management are available at https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/, in the Annex:*

***PRILOHA01\_FMEO\_Bc\_MAN\_stand\_ef\_ILP;***

***PRILOHA01\_FMEO\_Bc\_MAN\_stand\_ef\_ILP\_AJ****.*

**6. Current academic year schedule and current timetable (or hyperlink**).

*https://www.unipo.sk/public/media/25051/Harmonogram\_AR\_21\_22-1.pdf*

**7. Staffing of the study programme**

1. The person responsible for the implementation, development and quality of the study programme (with position and contact).

***prof. Ing. Róbert Štefko, Ph.D.: professor, Dean,*** [***robert.stefko@unipo.sk***](https://www.portalvs.sk/regzam/detail/19343)***,***

***Faculty of Management and Business, University of Prešov,***

***Konštantínova No. 16, 08001 Prešov***

1. List of persons providing profile courses of the study programme with assignment to the course with a link to the central register of university staff, with contact details (they may also be listed in the study plan).

***Profile course 1: Marketing***

***prof. Ing. Róbert Štefko, Ph.D.***

*professor; Dean;* [*robert.stefko@unipo.sk*](mailto:robert.stefko@unipo.sk)*;*

[*https://www.portalvs.sk/regzam/detail/6444*](https://www.portalvs.sk/regzam/detail/6444)

***Profile course 2: Management***

***doc. Mgr. Nella Svetozárovová, PhD.***

[*https://www.portalvs.sk/regzam/detail/24771*](https://www.portalvs.sk/regzam/detail/24771)

***Profile course 3: Microeconomics***

***doc. Ing. Rastislav Kotulič, PhD.***

*Head of the department;* [*rastislav.kotulic@unipo.sk*](http://www.viennahouse.com)

[*https://www.portalvs.sk/regzam/detail/6452*](https://www.portalvs.sk/regzam/detail/6452)

***Profile course 4: Finance and currency***

***doc. Ing. Dana Kiseľáková, PhD.***

*professor;* [*dana.kiselakovaj@unipo.sk*](http://pafradio.sk/)*;*

[*https://www.portalvs.sk/regzam/detail/6455*](https://www.portalvs.sk/regzam/detail/6455)

***Profile course 5: Business economics***

***doc. Ing. Rastislav Kotulič, PhD****.*

*Head of the department;* [*rastislav.kotulic@unipo.sk*](mailto:maria.tomasova@smail.unipo.sk)*;*

[*https://www.portalvs.sk/regzam/detail/6452*](https://www.portalvs.sk/regzam/detail/6452)

***Profile course 6: Corporate finance***

***doc. Ing. Sylvia Jenčová, PhD.***

*Head of the department;* [*sylvia.jencova@unipo.sk*](mailto:maria.matijova@unipo.sk)*;*

[*https://www.portalvs.sk/regzam/detail/6791*](mailto:eva.benkova@unipo.sk)

***Profile course 7: Financial-economic analysis***

***doc. Ing. Sylvia Jenčová, PhD.***

*Head of the department;* [*sylvia.jencova@unipo.sk*](mailto:sylvia.jencova@unipo.sk)*;*

[*https://www.portalvs.sk/regzam/detail/6791*](http://www.ecohotelsgestio.com)

***Profile course 8: Human Resource Management***

***doc. Mgr. Nella Svetozárovová, PhD.***

[*nella.svetozarovova@unipo.sk*](https://shop.unipo.sk/knizne-publikacie/)*;*

[*https://www.portalvs.sk/regzam/detail/24771*](https://www.portalvs.sk/regzam/detail/24771)

1. O Reference to the scientific/artistic and pedagogical characteristics of the persons providing the profile courses of the study programme.

*The scientific and pedagogical characteristics of the persons providing the profile courses are given in a separate annex: VUPCH\_FMEO*

***OZSP****: prof. Ing. Róbert Štefko, Ph.D.* ***VUPCH\_FMEO\_Stefko Robert***

***UZPP1****: doc. Ing. Dana Kiseľáková, PhD.* ***VUPCH\_FMEO\_Kiselakova Dana***

***UZPP2****: doc. Ing. Sylvia Jenčová, PhD.* ***VUPCH\_FMEO\_Jencova Sylvia***

***UZPP3****: doc. Ing. Rastislav Kotulič, PhD.* ***VUPCH\_FMEO\_Kotulic Rastislav***

***UZPP4****: doc. Mgr. Nella Svetozárovová, PhD.* ***VUPCH\_FMEO\_Svetozarovova Nella***

1. List of teachers of the study programme with assignment to the course and link to the central register of university staff, with contact details (may be included in the study plan).

*The list of teachers of the study programme with assignment to the course is also part of the recommended study plan (see* ***PRILOHA02\_FMEO\_Bc\_MAN\_stand\_ef\_OSP****).*

*List of teachers of the study programme with course assignment and link to the central register of university staff, with contact details:*

|  |  |  |  |
| --- | --- | --- | --- |
| *Name and surname* | *Course* | *University Portal* | *Contact* |
| *prof. Ing. Róbert Štefko, Ph.D.* | *Marketing* | [*https://www.portalvs.sk/regzam/detail/6444*](https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/) | [*robert.stefko@unipo.sk*](https://pafradio.sk/) |
| *prof. JUDr. Peter Vojčík, CSc.* | *Fundamentals of Law* | [*https://www.portalvs.sk/regzam/detail/15226*](https://www.unipo.sk/public/media/32469/rozdelenie_studentov_na_oddeleni_pre_vzdelavanie_2020_2021_21092020.pdf) | [*peter.vojcik@unipo.sk*](mailto:rastislav.kotulic@unipo.sk) |
| *prof. PhDr. Ľubomír Guzi, PhD.* | *General language basic for managers (English, German, Russian); Applied Foreign Language 1, 2, 3, 4 (Russian)* | [*https://www.portalvs.sk/regzam/detail/6372*](https://www.portalvs.sk/regzam/detail/6837) | [*lubomir.guzi@unipo.sk*](mailto:jozef.nemec@unipo.sk) |
| *prof. RNDr. Martin Bača, CSc.* | *Mathematics; Statistics* | [*https://www.portalvs.sk/regzam/detail/2257*](https://www.portalvs.sk/regzam/detail/6449) | *martin.baca@unipo.sk* |
| *doc. Ing. Peter Adamišin, PhD.* | *Finance and currency* | [*https://www.portalvs.sk/regzam/detail/6815*](https://www.portalvs.sk/regzam/detail/6815) | [*peter.adamisin@unipo.sk*](mailto:martin.rigelsky@unipo.sk) |
| *doc. Ing. Dana Kiseľáková, PhD.* | *Finance and currency* | [*https://www.portalvs.sk/regzam/detail/6455*](mailto:vanda.tarbajova@unipo.sk) | [*dana.kiselakova@unipo.sk*](https://www.studujmanazment.sk/prax-studentov-2015-2016.php) |
| *doc. Ing. Sylvia Jenčová, PhD.* | *Corporate finance; Accounting;*  *Financial-economic analysis* | [*https://www.portalvs.sk/regzam/detail/6791*](https://www.unipo.sk/public/media/0190/OR_prijimacie_konanie-2.docx.pdf) | [*sylvia.jencova@unipo.sk*](https://www.unipo.sk/informacie-o-univerzite/) |
| *doc. Ing. Rastislav Kotulič, PhD.* | *Macroeconomics; Microeconomics;*  *Business economics* | [*https://www.portalvs.sk/regzam/detail/6452*](https://www.unipo.sk/public/media/35929/metod-sprievodca-pre-stud-so-spec-potr.pdf) | [*rastislav.kotulic@unipo.sk*](https://www.portalvs.sk/regzam/detail/28356) |
| *doc. Ing. Juraj Tej, PhD.* | *Management;*  *Management - selected chapters and applications* | [*https://www.portalvs.sk/regzam/detail/6447*](http://upc.unipo.sk/) | *juraj.tej@unipo.sk* |
| *doc. Ing. Viktória Ali Taha, PhD.* | *Talent Management and Employee Engagement; Theoretical and Practical Aspects of Human Capital Management* | *https://www.portalvs.sk/regzam/detail/6861* | *viktoria.ali-taha@unipo.sk* |
| *doc. PhDr. Radovan Bačík, PhD., MBA., LL.M.* | *Marketing; Branding and Innovations;*  *Marketing communication and PR particularities* | [*https://www.portalvs.sk/regzam/detail/6727*](https://www.portalvs.sk/regzam/detail/6727) | *radovan.bacik@unipo.sk* |
| *doc. Mgr. Richard Fedorko, PhD.* | *Marketing;*  *Fundamentals of internet marketing* | [*https://www.portalvs.sk/regzam/detail/23245*](mailto:richard.fedorko@unipo.sk) | [*richard.fedorko@unipo.sk*](mailto:richard.fedorko@unipo.sk) |
| *doc. Ing. Emília Huttmanová, PhD.* | *National Economy* | [*https://www.portalvs.sk/regzam/detail/6827*](https://www.unipo.sk/vsk/) | [*emilia.huttmanova@unipo.sk*](http://www.unipowarriors.sk/) |
| *doc. Ing. Beáta Šofranková, PhD.* | *Calculations and budgets* | [*https://www.portalvs.sk/regzam/detail/14588*](http://napulze.unipo.sk/) | [*beata.sofrankova@unipo.sk*](https://www.unipo.sk/vzdelavanie/vnutorne-predpisy/) |
| *doc. Ing. Jarmila Horváthová, CSc.* | *Control and controlling* | [*https://www.portalvs.sk/regzam/detail/6258*](mailto:sylvia.jencova@unipo.sk) | [*jarmila.horvathova@unipo.sk*](https://www.portalvs.sk/regzam/detail/24771) |
| *doc. Ing. Alexandra Chapčáková, PhD.* | *Entrepreneurship in small and medium-sized enterprises* | [*https://www.portalvs.sk/regzam/detail/6463*](mailto:nella.svetozarovova@unipo.sk) | [*alexandra.chapcakova@unipo.sk*](https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/Alumni/osobnosti/) |
| *doc. Ing. Jaroslava Hečková, PhD.* | *World Economy and International Economic Relations; National Economy* | [*https://www.portalvs.sk/regzam/detail/6819*](https://www.portalvs.sk/regzam/detail/6819) | [*jaroslava.heckova@unipo.sk*](https://www.portalvs.sk/regzam/detail/6444) |
| *doc. Ing. Ladislav Suhányi, PhD., MBA* | *Marketing of selected areas* | [*https://www.portalvs.sk/regzam/detail/6237*](https://www.unipo.sk/aktuality/19208/) | *ladislav.suhanyi@unipo.sk* |
|  |  |  |  |
| *doc. Ing. Miroslav Gombár, PhD.* | *Operations Management; Business Planning* | [*https://www.portalvs.sk/regzam/detail/2896*](https://www.unipo.sk/cvtpu/hlavne-sekcie/univerzitna-karta/uvod) | [*miroslav.gombar@unipo.sk*](mailto:beata.sofrankova@unipo.sk) |
|  |  |  |  |
| *doc. PaedDr. Zuzana Birknerová, PhD., MBA* | *Methodology and methods of social research; Social psychology; Tackle difficult situations in HRM; Psychology of trading; Business behaviour* | [*https://www.portalvs.sk/regzam/detail/6729*](https://www.unipo.sk/public/media/3112/OD%201-2012.pdf) | *zuzana.birknerova@unipo.sk* |
| *doc. PhDr. Taťjana Búgelová, CSc.* | *Psychology* | [*https://www.portalvs.sk/regzam/detail/6347*](https://www.studujmanazment.sk/strediska-studentskej-praxe.php) | [*tatiana.bugelova@unipo.sk*](mailto:tatiana.bugelova@unipo.sk) |
| *doc. PhDr. Daniela Matušíková, PhD.* | *Fundamentals of travel and tourism;*  *Rural tourism and agrltourism* | [*https://www.portalvs.sk/regzam/detail/6462*](https://www.unipo.sk/cckv/AVarchiv/tyzden-na-pu/) | *daniela.matusikova@unipo.sk* |
| *JUDr. Anna Burdová, PhD.* | *Fundamentals of law; Labor law and labor relations;*  *Social systems and social policy* | [*https://www.portalvs.sk/regzam/detail/22922*](https://www.unipo.sk/public/media/38250/Etický%20kódex%20Prešovskej%20univerzity%20v%20Prešove.pdf) | *anna.burdova@unipo.sk* |
|  |  |  |  |
| *doc. PhDr. Petra Vašaničová, PhD.* | *Informatics; Statistics; IT in Management and Information System Management* | [*https://www.portalvs.sk/regzam/detail/30728*](https://www.portalvs.sk/regzam/detail/720) | [*petra.vasanicova@unipo.sk*](mailto:igor.petruska@unipo.sk) |
| *PhDr. Anna Tomková, PhD.* | *Psychology of advertising* | [*https://www.portalvs.sk/regzam/detail/17889*](mailto:david.misko@unipo.sk) | *anna.tomkova@unipo.sk* |
| *PhDr. Daniela Bertová, PhD.* | *Management;*  *Human Resource Management;*  *Personnel Agenda for the 21st Century* | [*https://www.portalvs.sk/regzam/detail/6820*](mailto:ivana.ondrijova@unipo.sk) | *daniela.bertova@unipo.sk* |
| *PhDr. Igor Fedorko, PhD.* | *Digital strategies;*  *Marketing and e-Business* | [*https://www.portalvs.sk/regzam/detail/26491*](mailto:robert.stefko@unipo.sk) | [*igor.fedorko@unipo.sk*](https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/mdf/) |
| *PhDr. Irina Kozárová, PhD.* | *General Languages basic for Managers (English), (German) ; Applied Foreign Language 1,2,3,4 (English, Russian)* | [*https://www.portalvs.sk/regzam/detail/6403*](https://www.portalvs.sk/regzam/detail/6403) | *irina.kozarova@unipo.sk* |
|  |  |  |  |
|  |  |  |  |
| *PhDr. Veronika Škerháková, PhD.* | *Selected aspects and digital trends in HRM* | [*https://www.portalvs.sk/regzam/detail/33023*](https://www.studujmanazment.sk/aktuality-oznamy/klub-digitalneho-marketingu-potrebuje-prave-teba.php) | *viktoria.ali-taha@unipo.sk* |
|  |  |  |  |
| *RNDr. Jana Mitríková, PhD.* | *Tourist destinations in Slovakia;*  *Geographical excursion selected destinations* | [*https://www.portalvs.sk/regzam/detail/6483*](https://www.scio.sk/) | [*jana.mitrikova@unipo.sk*](https://mais.unipo.sk/pedagog/pages/studium/anketa/anketaReport_display.mais) |
| *PaedDr. Dagmara Ratnayake Kaščáková, PhD., MBA* | *General language basic for managers (English)*  *Applied Foreign Language 1,2,3,4 (English)* | [*https://www.portalvs.sk/regzam/detail/19343*](http://upc.unipo.sk/) | *dagmara.ratnayake-kascakova@unipo.sk* |
| *PaedDr. Július Alcnauer, PhD.* | *IT in management and information system management* | [*https://www.portalvs.sk/regzam/detail/6449*](mailto:jana.coculova@unipo.sk) | [*julius.alcnauer@unipo.sk*](mailto:julius.alcnauer@unipo.sk) |
| *PaedDr. Milena Švedová, PhD., MBA* | *Management of tourist destinations* | [*https://www.portalvs.sk/regzam/detail/14847*](mailto:marcela.strisova@unipo.sk) | [*milena.svedova@unipo.sk*](mailto:nella.svetozarovova@unipo.sk) |
| *Ing. Mária Jusková, PhD., MBA* | *Accounting* | [*https://www.portalvs.sk/regzam/detail/6716*](https://elearning.unipo.sk/) | [*maria.juskova@unipo.sk*](https://www.portalvs.sk/regzam/detail/6444) |
| *Ing. Michaela Harničárová, PhD., MBA* | *Ethical aspects in HRM* | [*https://www.portalvs.sk/regzam/detail/6216*](https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/akademicky-senat/) | [*michaela.harnicarova@unipo.sk*](https://www.unipo.sk/zahranicie/erasmus/studiumpred/) |
| *doc. Ing. Anna Šenková, PhD.* | *Gastronomy;*  *Hotel and hospitality management* | *https://www.portalvs.sk/regzam/detail/6800* | *anna.senkova@unipo.sk* |
| *Ing. Elena Šíra, PhD.* |  | [*https://www.portalvs.sk/regzam/detail/6456*](https://www.unipo.sk/public/media/0190/smernica%20o%20skolnom%202017%20final.pdf) | *elena.sira@unipo.sk* |
|  |  |  |  |
| *Ing. Ivana Ondrijová, PhD.* | *Introduction to psychology of trading; Active selling* | [*https://www.portalvs.sk/regzam/detail/26512*](mailto:monika.pastirova@unipo.sk) | [*ivana.ondrijova@unipo.sk*](mailto:ivana.ondrijova@unipo.sk) |
| *Ing. Ján Vravec, PhD.* | *Finance and currency* | [*https://www.portalvs.sk/regzam/detail/6200*](mailto:peter.adamisin@unipo.sk) | [*jan.vravec@unipo.sk*](https://www.unipo.sk/informacie-o-univerzite/stud-rada-vys-skol/) |
| *doc. Ing. Kristína Šabronská, PhD.* | *Guiding services in tourism* | [*https://www.portalvs.sk/regzam/detail/6453*](https://www.portalvs.sk/regzam/detail/6453) | [*kristina.sambronska@unipo.sk*](mailto:jana.mitrikova@unipo.sk) |
| *Ing. Martin Rovňák, PhD.* | *Informatics* | [*https://www.portalvs.sk/regzam/detail/905*](https://www.unipo.sk/fakulta-manazmentu/rozvoj/vsk) | [*martin.rovnak@unipo.sk*](https://www.portalvs.sk/regzam/detail/14588) |
| *Ing. Martina Mokrišová, PhD.* | *Control and controlling* | [*https://www.portalvs.sk/regzam/detail/19330*](mailto:robert.stefko@unipo.sk) | [*martina.mokrisova@unipo.sk*](https://www.unipo.sk/cckv/autounipo/) |
|  |  |  |  |
| *Mgr. Vladimír Čema, PhD., MBA* | *Methodology and methods of social research;* | [*https://www.portalvs.sk/regzam/detail/19320*](https://www.unipo.sk/cckv/pdu) | *vladimir.cema@unipo.sk* |
|  |  |  |  |
| *Mgr. Lucia Dančišinová, PhD.* | *General Language basic for Managers (English); Applied Languages (English) 1,2,3,4* | [*https://www.portalvs.sk/regzam/detail/6797*](https://www.portalvs.sk/regzam/detail/6237) | [*lucia.dancisinova@unipo.sk*](https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/) |
| *Mgr. Lucia Zbihlejová, PhD.* | *General language basic for managers (English) Applied foreign language 1, 2, 3, 4, Business behaviour*  *Tackle difficult situations in HRM* | [*https://www.portalvs.sk/regzam/detail/28333*](https://www.portalvs.sk/regzam/detail/33443) | [*zuzana.slobodova@unipo.sk*](https://www.portalvs.sk/regzam/detail/2896) |
|  |  |  |  |
| *doc. Mgr. Nella Svetozarovová, PhD.* | *Management; Human Resource Management; Modern Practices for HRM* | [*https://www.portalvs.sk/regzam/detail/24771*](mailto:peter.vojcik@unipo.sk) | [*nella.svetozarovova@unipo.sk*](https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/) |
|  |  |  |  |
| *Mgr. Roman Novotný, PhD.* | *Case studies in HRM* | [*https://www.portalvs.sk/regzam/detail/34527*](https://www.unipo.sk/veda-a-vyskum/vydavatelstvoPUP/) | *juraj.tej@unipo.sk* |
| *Mgr. Tomáš Bačinský, PhD.* | *Mathematics* | [*https://www.portalvs.sk/regzam/detail/29462*](https://www.portalvs.sk/regzam/detail/29462) | [*tomas.bacinsky@unipo.sk*](https://www.unipo.sk/public/media/38250/Etický%20kódex%20Prešovskej%20univerzity%20v%20Prešove.pdf) |
| *Mgr. Zuzana Slobodová, PhD.* | *General language basic for managers (German)*  *Applied Foreign Language 1,2,3,4 (German)* | [*https://www.portalvs.sk/regzam/detail/23267*](https://www.portalvs.sk/regzam/detail/22922) | *zuzana.slobodova@unipo.sk* |
| *Mgr. Martin Rigelský, PhD.* | *Case studies in digital marketing* | [*https://www.portalvs.sk/regzam/detail/34528*](https://www.portalvs.sk/regzam/detail/33014) | [*martin.rigelsky@unipo.sk*](mailto:jakub.horvath@unipo.sk) |

1. List of thesis supervisors with assignment to topics (with contacts).

|  |  |  |
| --- | --- | --- |
| ***Teacher's name, contact*** | ***Title of thesis topic in the academic year 2021/2022*** | ***Name of the student*** |
| *Mgr. Vladimír Čema,* [*vladimir.cema@unipo.sk*](mailto:vladimir.cema@unipo.sk) | *Principles of business psychology: an analysis of the links between self-management and business success* | *Jaroslava Skoncová* |
| *doc. Ing. Sylvia Jenčová, PhD.*  [*sylvia.jencova@unipo.sk*](mailto:sylvia.jencova@unipo.sk) | *Revenue analysis of road freight transport companies* | *Ivan Vašanič* |
| *Analysis of financial metrics in a manufacturing company* | *Richard Omasta* |
| *doc. Ing. Dana Kiseľáková, PhD.*  [*dana.kiselakova@unipo.sk*](mailto:dana.kiselakova@unipo.sk) | *Analysis of the development of the housing loan market in Slovakia and its perspectives* | *Katarína Stanková* |
| *Mikuláš Kizák, M.Sc., MBA* [*mikulas.kizak@smail.unipo.sk*](mailto:mikulas.kizak@smail.unipo.sk) | *Financial analysis of the selected company* | *Alena Kanská* |
| *Mgr. Marta Lukáčová* [*marta.lukacova@smail.unipo.sk*](mailto:marta.lukacova@smail.unipo.sk) | *Tax competition in European Union countries* | *Lenka Gregová* |
| *Assessment of the financial performance of a business entity* | *Mojmír Hegeduš* |
| *RNDr. Igor Petruška, CSc.*  [*igor.petruska@unipo.sk*](mailto:igor.petruska@unipo.sk) | *Artificial intelligence in business failure forecasting* | *Stanislav Letkovsky* |
| *doc. Ing. Miroslav Gombár, PhD.*  [*miroslav.gombar@unipo.sk*](mailto:miroslav.gombar@unipo.sk) | *Tax evasion and ways to eliminate it* | *Matej Vanous* |
| *Analysis of bottlenecks in production process management* | *Peter Valigura* |
| *PhDr. Veronika Škerháková, PhD.*  [*veronika.skerhakova@unipo.sk*](mailto:veronika.skerhakova@unipo.sk) | *Identification of the level of quality of services provided in the selected rehabilitation facility* | *Lucia Jánošíková* |
| *Ing. Mgr. Ema Scholtz* [*ema.scholtz@smail.unipo.sk*](mailto:ema.scholtz@smail.unipo.sk) | *Intercultural competence as a prerequisite for employment in an international company* | *Erich Balaščík* |
| *doc. Ing. Emília Huttmanová, PhD.*  [*emilia.huttmanova@unipo.sk*](mailto:emilia.huttmanova@unipo.sk) | *Assessing the availability and perception of sustainable products* | *Katarína Javorská* |
| *Mgr. Mária Oleárová, PhD.*  [*maria.olearova@unipo.sk*](mailto:maria.olearova@unipo.sk) | *Identification of significant forms of content marketing in the purchase decision process of customers* | *Miriam Mrízová* |
| *doc. Ing. Ladislav Suhányi, PhD., MBA* [*ladislav.suhanyi@unipo.sk*](file:///C:/Users/kucharova/Desktop/AKREDITÁCIA/akreditacia%20zoznam%20ZP/Tabulky%20ZP_všetky%20katedry/ladislav.suhanyi@unipo.sk) | *Impact of the COVID-19 pandemic on elements of the marketing mix of selected retail companies in the Slovak Republic* | *Michaela Jackovičová* |
| *Creative elements in the distribution policy of service sector companies* | *Kamila Červeňáková* |
| *Mgr. Štefan Kráľ*  [*stefan.kral@smail.unipo.sk*](mailto:stefan.kral@smail.unipo.sk) | *Analysis of online shopping behaviour during the COVID-19 pandemic* | *Viktória Čengeriová* |
| *Analysis of payment method preferences in e-commerce environment* | *Juraj Pacholský* |
| *Analysis of Slovak consumers' preferences in online shopping* | *Soňa Miženková* |
| *Analysis of online shopping behaviour of selected consumer generations* | *Jana Saparová* |

1. Reference to the scientific/artistic/teaching characteristics of the thesis supervisors.

*VUPCH of thesis supervisors are listed in the annex:* ***VUPCH\_FMEO***

1. Student representatives who represent the interests of students in the study programme (name and contact).

*Representatives of students of the first degree of study of the study programme Management, members of the Academic Senate of FMEO PU for the student part, member of the Academic Senate of PU for the student part, representative of the student part of the Quality Council:*

***Mgr. Barbara Nicole Čigarská*** *- member of the Academic Senate of FMEO PU for the student part, member of the Academic Senate of PU for the student part, barbara.nicole.cigarska@smail.unipo.sk; tel. +421 51 4880 559;*

***Mgr. Štefan Kráľ*** *- member of the Academic Senate of FMEO PU for the student part,*

*stefan.kral@smail.unipo.sk; tel. +421 51 4880 563;*

***Ing. Denis Tirpák*** *- Vice-Chairman of the Academic Senate of FMEO PU for the student part,*

*denis.tirpak@smail.unipo.sk; tel. +421 514880 563;*

***Ing. Mária Tomášová*** *- member of the Academic Senate of FMEO PU for the student part,*

*maria.tomasova@smail.unipo.sk; tel. +421 51 4880 563;*

***Mgr. Marta Lukáčová*** *- representative of the student part of the Quality Council of FMEO PU, marta.lukácova@smail.unipo.sk, tel.: 0907 027 208.*

1. Study programme advisor (with contact details and information on access to advising and timetable for advising).

*The Faculty of Management and Business has a network of tutors for full-time and part-time study who are responsible for consultancy activities. In addition to the supervisor as the main coordinator of this activity, there is a tutor for each study programme who carries out counselling activities.*

*There is also a tutor for international students and a coordinator for students with special needs.*

*Within the framework of the basic principles for the provision and evaluation of the internal quality system of the University of Prešov in Prešov according to Article 5, point 10 for students with specific needs, there are coordinators at the University, faculties and university-wide departments who provide support services for students according to their type.*

*specific needs. The Faculty of Management and Business has:*

***Mgr. Vladimír Čema, PhD.*** *–* ***tutor for international students and coordinator for students with specific needs*** *(vladimir.cema@unipo.sk, tel. +421 51 74 70 627, room No. 306, FMEO, KMP, Konštantínova 16, Prešov)*;

***doc. PhDr. Radovan Bačík, PhD. MBA.******LLM*** *–* ***supervisor***

*(*[*radovan.bacik@unipo.sk*](mailto:jaroslav.korecko@unipo.sk)*; tel.: +421 48 80 543, room No. 311, FMEO, KMaMO, Konštantínova 16, Prešov);*

***Ing. Martin Rovňák, PhD.*** *–* ***tutor***

*(*[*martin.rovnak@unipo.sk*](mailto:martin.rovnak@unipo.sk)*, room No. 412, FMEO, KFUMM, Konštantínova 16, Prešov);*

***RNDr. Jana Mitríková, PhD.*** *–* ***tutor***

*(*[*jana.mitrikova@unipo.sk*](https://www.portalvs.sk/regzam/detail/23245)*, tel.*  *+421 51 74 70 607, room No. 315,FMEO, KTHK, Konštantínova 16, Prešov)*;

***https://www.unipo.sk/fakultamanazmentu/vzdelavanie/informacieprestudentova/supervizoratutoriprestudium***

1. Other study programme support staff - assigned study officer, careers adviser, administration, accommodation office, etc. (with contacts).

*Student support staff consists of an Education Coordinator and Education Officers (Learning Officers):*

***Mgr. Marcela Stríšová - Education Coordinator,*** *(*[*marcela.strisova@unipo.sk*](mailto:michaela.harnicarova@unipo.sk)*, room 307/A – old building, Konštantínova 16, Prešov, tel. +421 51 4880 580);*

***Mgr. Zuzana Forišová*** *-* ***study officer,*** *(*[*zuzana.forisova@unipo.sk*](mailto:julius.alcnauer@unipo.sk)*, room 307 - old building, Konštantínova 16, Prešov, tel. +421 51 4880 583);*

***Mgr. Anna Lederová******- study officer,*** *(*[*anna.lederova@unipo.sk*](mailto:lucia.zbihlejova@unipo.sk)*, room 309 - old building, Konštantínova 16, Prešov, tel. +421 51 4880 581);*

***Alžbeta Semančíková******- study officer****, (*[*alzbeta.semancikova@unipo.sk*](https://www.unipo.sk/vsk/dvsk/form/asp/)*, room 307 - old building,* *Konštantínova 16, Prešov, tel. +421 51 4880 584);*

***Ing. Mária Žarnayová******- study officer,*** *(*[*maria.zarnayova@unipo.sk*](mailto:vladimir.cema@unipo.sk)*, room 309 - old building, tel. +421 51 4880 582);*

[***https://www.unipo.sk/public/media/32469/rozdelenie\_studentov\_na\_oddeleni\_pre\_vzdelavanie\_2020\_2021\_21092020.pdf***](https://www.unipo.sk/public/media/32469/rozdelenie_studentov_na_oddeleni_pre_vzdelavanie_2020_2021_21092020.pdf)

***https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/dekanat/***

***Mgr. Beáta Vargová*** *– accommodation services,* *tel. č. +421 51 77 222 60*

***https://www.unipo.sk/pks/hlavne-sekcie/ubytovanie/***

**8. Spatial, material and technical provision of the study programme and support**

1. list and characteristics of the study programme classrooms and their technical equipment with assignment to learning outcomes and subject matter (laboratories, project and art studios, ateliers, workshops, interpreter's booths, clinics, seminaries, science and technology parks, technology incubators, school enterprises, practice centres, training schools, teaching-training facilities, sports halls, swimming pools, sports grounds).

*The Faculty of Management and Business of the PU is situated in a reconstructed building on Konštantínova Street No. 16 in Prešov and is owned by the University. The total area is 1094 m2, with office and administrative space on 379 m2.*

*In the building there are rooms for teaching and activities of the faculty ensuring the completion of individual study programmes.*

*The Faculty of Management and Business has 16 rooms for the educational process. These are 13 rooms, door number: M215, M216, M217, M218, M219, M220, M221, t101, t102, t106, t202 PC., t205, t206 I., which are equipped with computer and didactic equipment at an appropriate level for the implementation of the educational process, in which seminars are held. The capacity of the rooms is up to 30 persons.*

*Listening room M120 Aula M. Bosák, which has a capacity of 330 persons. It is one of the most modern listening rooms in public universities in the Slovak Republic. Rooms t202 PC, t206 lang. are equipped with modern computer technology and are used for teaching computer science and statistics.*

*The Faculty of Management and Business has a modernly equipped meeting room of the Scientific Council of FMEO PU and a meeting room of the Dean of FMEO PU. These rooms are also used as lecture or seminar rooms, if necessary.*

*The Faculty of Management and Business is equipped with a special neuromarketing laboratory based on consumer neuroscience tools for simulation and analysis of user and consumer behaviour, it is aimed at implementing the spectrum of knowledge and practices of neuroscience into practice-oriented education by innovating selected subjects. From the perspective of graduates' practical application, its main goal is to prepare students well trained to actively implement these modern marketing tools in practice and thus increase their employability in the labour market.*

*In case of room occupancy in the FMEO building on Konštantínova Street No. 16, the FMEO has classrooms and auditoriums in the premises of the Faculty of Education of the PU and the Rector's Office of the University of Prešov at its disposal. One of the objectives of the University of Prešov is to innovate and digitalize the classrooms. New equipment has been installed in a total of 165 seminar, lecture and professional classrooms. These included 136 computers for lecture and seminar rooms, 406 computers for computer and professional classrooms, 132 data projectors and electric screens, 17 interactive whiteboards and other small equipment. In 2020, 25 of the largest classrooms at the university were further upgraded, ICT equipment and video-presentation technology were upgraded.*

*As a result of the intensive linking of higher education with the needs of practice, the transition from a large number of formerly isolated centres based on individual student placement contracts to a more comprehensive model has taken place. Therefore, in addition to continuing to implement student internships on the basis of over 100 original contracts, since 2013 the faculty has switched to the creation and gradual expansion of a network of "Centres for Student Internship, Practical Training and Research Transfer" on the basis of mutually beneficial terms and conditions enshrined in the contract for each centre thus created (more on* ***https://www.studujmanazment.sk/strediska-studentskej-praxe.php****).*

*Since the end of 2019, the number of resorts has increased dramatically by 1/3. Currently, the FMEO has established 66 Slovak "Centres of Student Practice, Practical Training and Research Transfer" on the basis of contracts signed with various companies and other practice organizations.*

*The most important domestic partner companies and municipalities for the field of professional practice include e.g. GEMOR FASHION, s.r.o. Prešov, METROSTAV Slovakia, a.s., SPINEA, s.r.o., Association of Employers' Unions and Associations of the Slovak Republic, Fecupral, s.r.o., PRELIKA, a.s. Prešov, PK Auto, s.r.o., TOMARK, s.r.o., COOP Jednota Prešov, s.d., ELCOM, s.r.o., Municipal Office Vysoké Tatry, Bardejovské Kúpele, a.s., Nový Smokovec Spa, a.s., Výšené Ružbachy Spa, a.s. and others. Recently, companies such as Promiseo, s. r. o., Regional Tourism Organisation - KOCR Northeast of Slovakia, OOCR Šariš, Plzeňský Prazdroj Slovensko, a. s., Environmental Energy Agency, n. o. and other organisations have been added to the offer of student practice centres.*

1. Characteristics of information provision of the study programme (access to study literature according to course information sheets), access to information databases and other information resources, information technologies, etc).

*The rules for the operation and management of the information system for the automated management of registers are available at:* [*https://www.unipo.sk/public/media/31600/VSK\_04\_03i\_Pravidla%20prevadzky%20a%20spravy%20IS%20Memphis\_8\_2019%20s%20prilohami.pdf*](mailto:jarmila.horvathova@unipo.sk)

*The Centre of Computer Technology of the University of Presov offers the following inputs:*

*University e-mail,*

*PU WiFi network,*

*IS MEMPHIS - Registrar's Office,*

*MAIS - student,*

*MAIS - Educator,*

*- Moodle E-learning,*

*- Ordering electronic meal tickets,*

*- Catering IS,*

*- Employee Portal, Payroll,*

*- Attendance IS,*

*- IDM User Portal,*

*- Microsoft 365 applications,*

*- Defect Reporting (use Google Chrome for proper functioning).*

***The information provision of the study programme*** *is at an adequate level. FMEO has servers and internet connection which is shared and provided free of charge to all students. The staff is equipped with didactic equipment, personal computers, laptops. A centrally managed WiFi network of the university has been implemented throughout the premises, which allows, in particular, the connection of mobile devices in almost all the university buildings.*

*In recent years, modern metallic and optical computer wiring in 14 buildings of the University, including the initial wiring in the rooms of the students accommodated in the PU SJU, has been built and expanded within the framework of the projects from the SF. A total of 1 694 computer sockets were installed. All buildings have high-speed networks, which typically operate at 1 Gbit/s, but are also ready for the introduction of 10 Gbit/s in the future.*

*Between 2017 and 2020, the University underwent a complete replacement and refurbishment of the centrally managed WiFi network at a cost of €154,000, with a total of 298 new access points installed in all buildings.*

*Currently, there are more than 2880 personal computers, 98 servers, almost 1000 printers, 300 data projectors, 20 interactive whiteboards available to PU lecturers.*

*University-wide information systems:*

***Modular Academic Information System (MAIS)***

* *The Learning Management Information System provides support for the entire lifecycle of study. The MAIS is mainly designed for:*
* *admissions processing and registration,*
* *processing and recording of studies,*
* *processing of study programmes,*
* *processing of timetables,*
* *human resources management - university staff records,*
* *processing and registration of student accommodation.*

***Library information system***

*The PU University Library is a scientific-information, bibliographic, coordinating and consulting workplace of the University, which provides library-information services primarily to students and employees of the University and, within its capabilities, to other professional public. UK PU develops its activities on the historical basis of the development of education and library culture of the region and builds on the traditions established by the Collegiate Library and the Eparchial Library. The mission of the library is primarily to provide free access to information; to assist in meeting the cultural, informational, scientific research and educational needs and interests of the university; to promote lifelong learning and the spiritual development of the university. To this end, the library provides the following basic and special library and information services: lending services, bibliographic and information services, consultancy services, reprographic services and other services (processing of records of the publication activities of the university staff; bibliographic registration of final and qualifying theses; operation of the Digital Library of the CU PU; organization of exhibitions of scientific literature, exhibitions of works of art, concerts, presentations, professional library events, etc.). The library collection contains a total of almost 225 000 library units (the annual growth of the library fund is about 4 000 books and 250 titles of periodicals, while the purchase of documents is made on the basis of the faculties' requirements with the aim of uniform purchase for the needs of all study programmes at PU). Since 2004, the library has been building a Digital Library (a database of electronic full-text publications created by the university staff, which contains over 800 publications. Since 1997, it has been building a database of PU publications, in which it registers over 66 000 documents. The library provides almost 280 000 loans annually, most of which are electronic. The total area of the library is over 2 600 m2, of which 1 150 m2 is for users. There are 303 study places in 6 study rooms (2 of which are database rooms). Over 70 000 readers visit the library every year and over 500 000 readers visit the library website. The library has its own computer network (PULIBnet) with 4 servers, 84 computers, of which 45 computers are reserved for users. Annually it publishes a bibliography of PU's publishing activity. The library provides access to 9 paid full-text database centres (EBSCO, Gale, ProQuest, Science Direct, Scopus, Springer, Taylor and Francis, Web of Knowledge, Wiley).*

1. Characteristics and scope of distance learning applied in the study programme with assignment to courses. Approaches, manuals of e-learning portals. Procedures for the transition from full-time to distance learning.

*At FMEO there is a combined method of study. Distance learning is carried out within the framework of the combined method of study most often through the Moodle or MS Teams platform.*

*The manual is available at: https://www.unipo.sk/public/media/29681/N%C3%A1vod...Moodle.pdf*

*Electronic support for education (e-learning) and access to the e-learning environment of the Faculty of Management and Business of PU are:*

***https://elearning.unipo.sk/***

[***https://pc1254.fm.unipo.sk/moodle***](mailto:anna.tomkova@unipo.sk)

*Courses: Mathematics, Statistics, Informatics, Corporate Finance, Financial and Economic Analysis, Calculations and Budgets, Control and Controlling, Information Technology in Management and Management Information Systems, Case Studies in Digital Marketing* [***https://pc1254.fm.unipo.sk/moodle2/***](https://pc1254.fm.unipo.sk/moodle2/)

* *Courses: Macroeconomics, World Economy International Economic Relations, National Economy, Business Economics, Entrepreneurship in Small and Medium Enterprises.During the transition from face-to-face to distance learning, educators also began using the* ***MS Teams*** *platform through MS Office 365. Meetings, teams were created within the subject, separately for the lecture and separately for the seminar. Special teams were also created for consultation with students.*

*During the examination period, the examination is conducted through MS Teams, MS Forms, Moodle.*

1. Partners of the university in the provision of educational activities of the study programme and characteristics of their participation.

*FMEO students' internships abroad are carried out in the following organisations:*

*1. Asterias Beach Hotel, Hadjisoteriou & Nicolaou T.ENT, 115 Nissi Avenue, 5340 Agia Napa, Cyprus -www.asteriashotels.com*

*2. ECO Hotels Gestio S.L, Carlos Coll, Carrer del Montnegre, 56, 08370 Calella, Barcelona, Spain -* [*www.ecohotelsgestio.com*](mailto:jaroslava.heckova@unipo.sk)

*3. SANI RESORT, SANI S.A., Kassandra Chalkidiki, Greece -* [*www.sani-resort.com*](mailto:dagmara.ratnayake-kascakova@unipo.sk)

*4. Hotel Diplomat, RECOOP TOUR a.s., Evropská 370/15, Praha 6, Česko -* [*www.viennahouse.com*](file:///C:/Users/kucharova/Desktop/AKREDITÁCIA/akreditacia%20zoznam%20ZP/Tabulky%20ZP_všetky%20katedry/jakub.horvath@unipo.sk)

*5. Zespół Szkół Publicznych w Rymanowie, Szkolna 2, 38-480 Rymanów, Polska - www.szkolnictwo.pl*

*The FMEO students' internships were carried out in the organisations available on:* [***https://www.studujmanazment.sk/prax-studentov-2015-2016.php***](mailto:jana.chovancova@unipo.sk)***.***

*List of* ***66*** *student practice centres:*

*1. Alexandra Hotel \*\*\*\* 2. Asociácia Duálneho Vzdelávania*

*3. Asociácia zamestnávateľských zväzov a združení SR 4. ATANA club, s.r.o.*

*5. Atena – Personal Consulting s.r.o. 6. BAMIDA, s.r.o.*

*7. Bardejovské Kúpele a.s. 8. COOP Jednota Prešov, s.d.*

*9. COUPONZONE, s.r.o. 10. Dukla Destination n.o.*

*11. EKO-FBB, s.r.o. 12. ELCOM, s.r.o.*

*13. Energia plus s.r.o. 14. FECUPRAL, spol. s r.o.*

*15. FusionGroup, s.r.o. 16. Environmentálna Energetická Agentúra, n.o.*

*17. GEMOR FASHION s.r.o. 18. GOHR, s.r.o.*

*19. HARČÁR a partneri s.r.o. 20. HILTI Slovakia spol. s.r.o.*

*21. Hotel DIXON \*\*\*\* 22. Hotel Dukla, a.s.*

*23. Hotel \*\*\* SOREA TITRIS 24. CHIMNEY´S, s.r.o.*

*25. IT-Solution4You, s.r.o. 26. InSAR Technology*

*27. JSP consult, a.s. 28. KuGu PARTNERS*

*29. KOCR Sverovýchod Slovenska - Krajská organizácia CR 30. Spa Nový Smokovec a.s.*

*31. Spa Vyšné Ružbachy, a.s. 32. KVETY.SK s.r.o.*

*33. Learn2Code, o.z. 34. MCK+ s. r. o.*

*35. Town Lipany 36. Town Veľký Šariš*

*37. Town Vysoké Tatry 38. Metrostav Slovakia a.s.*

*39. Motor-Car Prešov, s.r.o. 40. Mgr. MVDr. Pavol Kovaľ*

*41. MXM, spol. s.r.o. 42. Municipality Kvakovce – Municipality office*

*43. OOCR Šariš – Oblastná organizácia CR Región Šariš 44. Opálové bane Libanka, s.r.o.*

*45. Outdoorpark, s.r.o 46. PEhAES, spol. s r.o.*

*47. Pharmacy - BR, spol. s r.o. 48. PK Auto, spol. s.r.o.*

*49. PKO Prešov 50. Plzeňský Prazdroj Slovensko, a.s.*

*51. PRELIKA, a.s. 52. Promiseo, s.r.o.*

*53. Rocks, s.r.o. 54. SAD Prešov a.s.*

*55. Sanatórium Tatranská Kotlina, n.o. 56. SCHNEIDER Pharma, s.r.o.*

*57. SLOVEXA PD - Kapušany, s.r.o. 58. Smash, s.r.o.*

*59. Sociálna poisťovňa Prešov 60. SPINEA, s.r.o.*

*61. Súkromná stredná odborná škola, Pod Kalváriou Prešov 62. TOMARK, s.r.o.*

*63. Vector Invest, s.r.o. 64. Výskumno vzdelávacie centrum bioenergie*

*65. Zväz automobilového priemyslu SR 66. Zväz cestovného ruchu SR*

1. Characteristics of social, sporting, cultural, spiritual and community facilities.

*The central slogan of the University of Prešov is "magis quam erudition", i.e. more than education.*

*The aim is to provide students and staff with a stimulating environment for personal development, which also includes cultural and social activities. In the context of cultural and social activities, the University seeks to participate in its own artistic activities, which focus on literary, dramatic, visual and musical arts. The University is home to the Student Theatre of the Faculty of Arts, the P.A.D.A.K Theatre of the Faculty of Education, the Women's Choir Iuventus Paedagogica, the University Folklore Ensemble Torysa, the Camerata Academica Chamber Orchestra, the Nostro Canto Mixed Choir, the St. Roman Sladkopevec Choir, the Choir of the Orthodox Divinity Faculty, the Piano Vocal, and the Accordion Quartet.*

*The tradition of the Akademický Prešov festival continues successfully. University media are an inseparable part of academic life - the university's in-house radio Radio PaF, the university magazine NA PULZE, the student internet television Televízia Mediálka and the student online magazine UNIPO PRESS.*

*In the field of spiritual development, the University Pastoral Centre presents particularly varied activities. The University Pastoral Centre of Dr. Štefan Hesek is located at Jarková Street No. 77, Prešov. It is a meeting place and various events under the auspices of the UPC Presov. UPC has a chapel and since 30 November 2002 it has been part of the nationwide network of university pastoral centres. Its main task is to care for the spiritual needs of university students and teachers in a way that takes into account their spiritual, intellectual and personal level, as well as the celebration of the Eucharist, listening to the Word of God, preparation for the reception of the initiation sacraments and spiritual counselling.*

*The New Dormitory Chapel - an ecumenical room on the 11th floor of the dormitory of the University of Prešov at 11, 17. Novembra Street, Prešov is used for the celebration of Holy Mass and various discussions with invited guests. It is known among the students as the Chapel at the New Dormitory. It is dedicated to the Archangels Gabriel, Raphael and Michael.*

*Within the sports activities are active sports clubs TJ Slávia PU Prešov, basketball club BK Akademik PU Prešov, volleyball club VK MIRAD PU Prešov, Technical Sports Club PU and hockey club UNIPO WARRIORS (available at:* [***https://www.unipo.sk/informacie-o-univerzite/ouniverzite/***](https://www.unipo.sk/informacie-o-univerzite/ouniverzite/)***;* *http://upc.unipo.sk****).*

1. Opportunities and conditions for students of the study programme to participate in mobility and internships (with contact details), application guidelines, rules for the recognition of this learning.

***Opportunities and conditions for participation of students*** *of the study programme in mobility and internships are listed on the website of the University of Prešov* [***https://www.unipo.sk/zahranicie/erasmus/studium/***](mailto:petra.vasanicova@unipo.sk)***.***

***For pre-mobility instructions,*** *a**more detailed and precise description of the individual steps can be found****:*** [***https://www.unipo.sk/zahranicie/erasmus/studiumpred/***](mailto:jan.vravec@unipo.sk)

***https://www.unipo.sk/public/media/21250/05\_21\_opatrenie\_outgoing\_student\_mobility\_pravne\_uvv.pdf.***

* *An ERASMUS+ study placement is a period of study abroad with partial financial support from the EU, which must be fully recognised by the home higher education institution and replaces a comparable period of study at the home higher education institution. Upon completion of the study abroad placement, the student will receive written evidence of completion of the agreed studies together with a Transcript of Records (Transcript of Learning Achievements). Students wishing to take part in an Erasmus+ study placement at a foreign university must first of all meet the student mobility criteria:*
* *- Erasmus+ mobility is open to all full-time and part-time PU students who have completed their first year of study.*
* *- The mobility can last for a minimum of 3 and a maximum of 12 months.*
* *- A student can participate in Erasmus+ mobility (study stay + internship) for a cumulative duration of 12 months at each level of study.*

***Traineeships****: a traineeship is a period spent in a company or organisation in an Erasmus+ country. The aim of the traineeship is to help students adapt to the requirements of the European labour market, acquire professional skills and better understand the economic and social conditions of the host country in the context of gaining work experience.*

***Traineeships for students and PhD students****: bachelor, master and PhD students, both full-time and part-time, can apply for a professional traineeship.*

*Internships for graduates - final years: https://www.unipo.sk/zahranicie/erasmus/staze/absolventi/.*

*- The participant of the graduate internship can be a student in the final year of bachelor, master or doctoral studies, who is either a citizen of the Slovak Republic or of other countries, enrolled for the entire study at the University of Presov in both full-time and part-time form;*

*- a student studying at PU but residing outside the Slovak Republic cannot participate in mobility to the country of residence;*

*- students who have already completed an Erasmus+ traineeship/mobility in the past may also apply for a grant: the length of the traineeship is then dependent on the length of the mobility in the last stage of education - i.e. the number of months of previous Erasmus+ mobilities is taken into account when calculating the possible length of the traineeship, so that the sum of the months is a maximum of 12 months;*

*- the duration of the traineeship is a minimum of 2 months (60 days) and a maximum of 12 months;*

*- the traineeship must be completed within 12 months of graduation;*

*- the selection of the graduate must take place in the final year of studies;*

*- the traineeship should be carried out for as many hours per day as the full-time equivalent in the country concerned.*

*For traineeship offers in several fields, see the online databases:*

*https://erasmusintern.org/*

*http://erasmus-databaze.naep.cz/modules/erasmus/*

*https://erasmus.amu.edu.pl/en/internships*

*https://www.workspaceeurope.sk/*

*https://www.scholarshipportal.com/*

*https://myinternship.eu/https://myinternship.eu/our-database/*

*https://www.trainingexperience.org/*

*https://esn.org/studentshttps://www.praxisnetwork.eu/*

*https://europe-internship.com/*

*https://svetneziskovek.cz/*

*https://myinternship.eu/our-database/*

[*https://www.schooleducationgateway.eu/en/pub/index.htm*](https://www.schooleducationgateway.eu/en/pub/index.htm)

*https://www.wikijob.co.uk/jobs/graduate*

*https://www.wikijob.co.uk/jobs/trainee*

*Information sessions for students on Erasmus+ mobility are held in the MS Teams environment. During the meeting they are provided with basic information about Erasmus+ student mobility (study/internship) abroad. At the same time, students can also listen to the experiences of students who have already done such mobility in order to decide to take advantage of this great opportunity and apply.*

***For the selection criteria for Erasmus+ student mobility applicants for the academic year 2021/2022, see:*** ***https://www.unipo.sk/fakulta-manazmentu/zahranicne-vztahy/informacie/***

***Recognition of studies = agreement on transfer of credits RECOGNITION OF SUBJECTS according to their relevance***

*1. If the course is identical at the receiving and home institution - the course is entered into MAIS with the code of the receiving institution and fully recognised.*

*2. If the course is partially identical in content - credit recognition of one or more courses is agreed (the number of credits earned must be recognised).*

*3. If the receiving institution's course does not exist at the home institution and is not related in content - the course is recognized as an elective course.*

***Contacts:***

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**9. Required abilities and prerequisites of the applicant for the study programme**

1. Required competences and prerequisites for admission.

*All information regarding the admission of applicants to bachelor studies (Conditions of admission to studies at the Faculty of Management and Business of the University of Prešov for the academic year 2022/2023 and the ranking algorithm) are published on the website of the Faculty of Management and Business of the University of Prešov (****see https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/).***

*The Faculty of Management and Business of the University of Prešov also publishes the planned number of admitted applicants.*

*The basic condition for admission to the studies is the acquisition of a complete secondary education or a complete secondary vocational education, including the matriculation examination.*

*For foreign applicants for bachelor's studies in the Slovak language, in addition to a full secondary education or a full secondary vocational education completed by the final examination, another condition for admission to the studies is proof of linguistic competence to study the study programme in the Slovak language.*

*For foreign applicants, information on admission requirements is available in English (more information at: https://www.unipo.sk/en/faculty-of-management/study/admissionprocedure/. If you are interested in studying in English, please fill in the published application form in English "An application form for Master's study in English““.*

1. Admission procedures.

*The Study Regulations of the University of Prešov in the second part - Study in the bachelor's study programme in, in Art. 6 in point 1-5, defines the admission procedure.*

*The procedure for admission to undergraduate studies at all levels of study is regulated by the Rector's Measure No. 5/2021 Admission procedure for:* [*https://www.unipo.sk/public/media/0190/OR\_prijimacie\_konanie-2.docx.pdf*](https://www.pulib.sk/web/data/pulib/subory/stranka/ezp-smernica2019.pdf)*.*

***The admission procedure*** *for first degree studies at the Faculty of Management and Business of the University of Prešov is listed on the faculty's website:*

***https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/.***

*The admission procedure for all applicants will be without an entrance examination. All those applicants who are ranked in the admission order created on the basis of the algorithm of evaluation and creation of the admission order will be admitted to the Faculty of Management and Business.*

*If interested, applicants may take the optional SCIO test (https://www.scio.cz/nps/vsp.asp and https://www.scio.sk/). All applicants for first cycle studies who achieve a percentile of more than 50 (inclusive) on the optional SCIO test 'General study prerequisites' (or 'General study prerequisites') will be automatically and preferentially admitted to the course of study. This is admission regardless of the average of the marks obtained in the final school-leaving examination, subject to the condition that they submit their valid school-leaving certificate. These applicants will be admitted without evaluation by the algorithm. They will be required to produce their school leaving certificate as a condition for admission. Admission will be granted to all applicants who are ranked in the order of admission established by an algorithm consisting of compulsory items (arithmetic average of the marks on the matriculation certificate of any secondary school coefficient for any secondary school) and optional items (SCIOB , Bonuses) strictly listed and described on the faculty's website.*

*In the first step, the order of admission will be determined from the applicants on the basis of all types of school-leaving certificates, including all types of original school-leaving examinations taken at any time (even before 2005), from all types of secondary schools, i.e. grammar schools and all other vocational secondary schools, according to the marks obtained in the school-leaving certificates (in the event of equality of marks on the basis of the algorithm, the requested end-of-year school-leaving certificate may also be used).*

1. Admission results for the most recent period

*Results of the admission procedure for the bachelor's study programme in management for the academic year 2021/2022: The management of FMEO PU decided that all applicants for the bachelor's study programme in management who sent their applications in the academic year 2021/2022 by the deadline of 31 July 2021 have been admitted to the study.*

*Applicants for the Bachelor's degree who did not submit an officially certified photocopy of their school-leaving certificate were admitted conditionally, including foreign applicants. Foreign applicants for bachelor's studies in the Slovak language were admitted conditionally, while one of the conditions of the AY 2021/2022 was the obligation of applicants to successfully pass the verification of the applicants' linguistic competence to study the bachelor's study programme in management in the Slovak language. Foreign applicants for bachelor studies in the Slovak language who failed the language proficiency test or did not participate in the language proficiency test were not enrolled for studies in AY 2021/2022.The basic condition for admission to the first cycle of studies is a complete secondary education or a complete secondary vocational education completed by the matriculation examination. Summary of admitted applicants in the admission procedure 2021/2022 - as of 31.07.2021:The following students were admitted to the full-time Bachelor's degree programme in Management (Bc-MAN) in AY 2021/2022* ***504*** *applicants, of which* ***159*** *foreign applicants, in the external form of study (Bc-MANE)* ***91*** *applicants were admitted, including* ***2*** *foreign applicants.*

*The Bachelor's study programme Management in full-time study (Bc-MAN) enrolled* ***243*** *newly enrolled students in AY 2021/2022, including* ***77*** *foreign students.* ***57*** *students, including* ***1*** *foreign student, were newly enrolled in the bachelor's study programme Management in the part-time form of study (Bc-MANE) in Ay 2021/2022.*

1. **Feedback on the quality of education provided**
2. Procedures for monitoring and evaluating students' views on the quality of the study programme.

*Students have the opportunity to express their views on the quality of teaching through an anonymous questionnaire each semester of the academic year. They evaluate both the subjects taught and the teachers providing the individual subjects.*

*The anonymous feedback questionnaire for a subject consists of 20 questions, where they can answer on a 5-point scale, where 1 - very high level of agreement (very high quality), 2 - high level of agreement (high quality), 3 - medium level of agreement (medium quality), 4 - low level of agreement (low quality), 5 - very low level of agreement (very low quality).*

*The following questions of the feedback questionnaire (Subject) are provided in the MAIS system for students, (available at: https://mais.unipo.sk/pedagog/pages/studium/anketa/anketaReport\_display.mais):*

*1. The teacher has professional knowledge.*

*2. Responds promptly to students' suggestions.*

*3. Teacher can make information clearly and comprehensibly accessible.*

*4. Provides information that is related to the content of the course, does not go into other topics unnecessarily.*

*5. Uses practical examples, points out the connection between theory and practice.*

*6. Encourages students to engage in the classroom by creating space for discussion.*

*7. Clearly articulates requirements and assessment criteria at the beginning of the semester.*

*8. Evaluates student performance objectively, based on predetermined criteria.*

*9. Can get students excited about learning the subject.*

*10. Creates space for critical and independent thinking.*

*11. Makes effective use of a variety of aids in the classroom, including ICT.*

*12. Adheres to the set timetable for teaching.*

*13. Creates a positive atmosphere in the classroom.*

*14. Is responsive to students, takes into account their requests and needs.*

*15. I would like to take other courses with this teacher.*

*16. He is able to give advice and consultation when needed.*

*17. The teacher adequately substituted for full-time teaching during an emergency situation (interruption of full-time teaching).*

*18. Teacher in the distance method adhered to the agreed teaching schedule.*

*19. during the distance method, the teacher gave clarifying information about the change of (form of) assessment, if necessary.*

*20. Your feedback is important to us. If you want to comment on something, make a suggestion, use this space.*

*The evaluation of students' opinions on the quality of the management study programme includes anonymous feedback, which is carried out by the lecturers in the individual subjects of the study programme.*

*The information obtained represents an important source for the faculty management, the Board of Education, of feedback from students on the quality and relevance of the courses included in the study plan of the management study programme.*

1. Results of student feedback and related measures to improve the quality of the study programme.

*The management study program is continuously evaluated through standard questionnaire surveys in accordance with the policies and procedures at UNIPO. The evaluation of the survey using the evaluation questionnaire of the 1st degree programme of full-time management studies in AY 2020/2021 for the LS is as follows:*

*1. The subjects included in the study programme are interesting. 2.*

*2. The subjects included in the study programme are important in terms of my profiling. Average: 2*

*3. Studying the study programme is challenging. Average: 3*

*4. The composition of courses in the study programme is logical. Average value: 2*

*5. The study programme allows the choice of compulsory elective subjects that are appropriate to my profiling. Average value: 2*

*7. The study programme allows me to choose electives that are appropriate to my interests. Average: 2*

*8. The material and technical equipment of the classrooms is appropriate to my study programme. Average: 2*

*9. The university library is well equipped with the information resources necessary for the study of my programme of study. Average: 2*

*10. I am satisfied with the quality of service provided by the study department. Average: 2*

*11. If necessary, I can safely contact the study advisor with my study problems. Average: 2*

*12. I am satisfied with the functioning of the academic information system. Average: 2*

*13. The teaching schedule respects the requirements of psycho-hygiene. Average: 3*

*14. I would appreciate it if the elements introduced during an emergency situation (interruption of full-time teaching) were also used during full-time teaching. Average: 2*

*15. Your feedback is important to us. If you want to comment, make a suggestion, use this space. Average: 2*

*(More at https://mais.unipo.sk/pedagog/pages/studium/anketa/anketaReport\_display.mais).*

*The results of the survey are discussed at the Faculty Management, AS FMEO, Dean's College, Scientific Council of FMEO PU (as part of the Education Report, where measures are subsequently taken to improve the quality of teaching).*

1. Results of alumni feedback and related measures to improve the quality of the study programme.

*One of the ways of obtaining feedback from FMEO PU students is the Alumni Club (Faculty Alumni Club), which serves as a communication channel between the faculty and its alumni, aimed at integrating alumni into the life of the faculty and communicating with them.*

*According to the Basic Principles of Internal Quality Assurance and Evaluation of the Internal Quality System of the University of Prešov, Art. 5 Ensuring and Evaluation of the Internal Quality Assurance of Educational Activities in Study Programmes, para. 2.b) Support for the development of the quality of educational activities in study programmes is carried out through the feedback of members of the academic community and graduates on the quality of teaching, on the organisation of studies, on the study facilities and infrastructure.*

**11. Links to other relevant internal regulations and information relating to the study or the student's programme of study** (e.g. study guide, accommodation regulations, fee guidelines, student loan guidelines, etc).

|  |  |
| --- | --- |
| *Study Regulations* | [*https://www.unipo.sk/public/media/32461/Studijny%20poriadok%20v2021-FMEO.pdf*](mailto:mariana.dubravska@unipo.sk) |
| *Scholarship Regulations* | [*https://www.unipo.sk/public/media/0190/Stipendijny\_poriadok\_26042021.pdf*](https://www.unipo.sk/public/media/0190/Stipendijny_poriadok_26042021.pdf)  [*https://www.unipo.sk/fakulta-manazmentu/unipo.sk/3445/*](https://www.portalvs.sk/regzam/detail/26512) |
| *Disciplinary Regulations and Rules of Procedure of the Disciplinary Board* | [*https://www.unipo.sk/public/media/files/docs/u/svk/disciplinarny\_poriadok\_08.pdf*](https://www.unipo.sk/public/media/files/docs/u/svk/disciplinarny_poriadok_08.pdf)  [*https://www.unipo.sk/public/media/files/docs/u/svk/discip\_rokovaci\_08.pdf*](mailto:martin.mudrik@unipo.sk) |
| *Study Guide* | [*https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/uvod-do-vysokoskolskeho-studia/*](mailto:ivana.cimermanova@unipo.sk)  [*https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/*](mailto:juraj.tej@unipo.sk)  [*https://www.unipo.sk/fakulta-manazmentu/hlavnesekcie/vzdelavanie/nastenka/*](mailto:matus.kubak@unipo.sk) |
| *Accessible academic environment for students with specific needs* | [*https://www.unipo.sk/public/media/35929/metod-sprievodca-pre-stud-so-spec-potr.pdf*](https://www.unipo.sk/informacie-o-univerzite/stud-rada-vys-skol/) |
| *Tuition fees and study-related fees* | [*https://www.unipo.sk/public/media/0190/smernica%20o%20skolnom%202017%20final.pdf*](https://www.unipo.sk/public/media/31600/VSK_04_03i_Pravidla%20prevadzky%20a%20spravy%20IS%20Memphis_8_2019%20s%20prilohami.pdf) |
| *Student Loans* | [*https://www.unipo.sk/vseobecne-informacie/studenti/stipendia/*](mailto:radovan.bacik@unipo.sk) |
| *Job offers and temporary jobs* | [*https://www.studujmanazment.sk/strediska-studentskej-praxe.php*](mailto:igor.fedorko@unipo.sk) |
| *Catering* | [*https://www.unipo.sk/sdj*](https://www.unipo.sk/sdj) |
| *Accommodation* | [*https://www.unipo.sk/sdj*](https://www.unipo.sk/fakulta-manazmentu/unipo.sk/3445/) |
| *Sports activities* | [*https://www.unipo.sk/aktuality/19208/*](https://www.unipo.sk/public/media/14166/studijny-poriadok-14-12-2016.pdf) |
| *Student organisations* | [*https://www.unipo.sk/informacie-o-univerzite/stud-rada-vys-skol/*](https://www.portalvs.sk/regzam/detail/6455)  [*https://www.studujmanazment.sk/aktuality-oznamy/klub-digitalneho-marketingu-potrebuje-prave-teba.php*](https://www.portalvs.sk/regzam/detail/6452) |
| *Student ID card* | [*https://www.unipo.sk/cvtpu/hlavne-sekcie/univerzitna-karta/uvod*](mailto:martin.rigelsky@unipo.sk) |
| *Information for applicants* | [*https://www.unipo.sk/informacie-o-univerzite/*](mailto:maria.tomasova@smail.unipo.sk) |
| *Erasmus* | [*https://www.unipo.sk/zahranicie/erasmus/studium/*](https://crzp.cvtisr.sk/) |
| *Alumni Klub* | [*https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/Alumni/*](mailto:marta.lukácova@smail.unipo.sk) |
| *Services of the UP* | [*https://www.unipo.sk/spodne-menu/kategoria-3/polozka-2/*](mailto:radovan.bacik@unipo.sk)  [*https://www.unipo.sk/veda-a-vyskum/vydavatelstvoPUP/*](mailto:jaroslav.gonos@unipo.sk)  [*https://www.unipo.sk/veda-a-vyskum/vedecke-casopisy/*](https://www.unipo.sk/veda-a-vyskum/vedecke-casopisy/)  [*https://www.unipo.sk/cckv/AVarchiv/tyzden-na-pu/*](mailto:david.misko@unipo.sk)  [*https://shop.unipo.sk/knizne-publikacie/*](http://www.sani-resort.com) |
| *Electronic support for education* | [*https://elearning.unipo.sk/*](https://www.portalvs.sk/regzam/detail/24771) |
| *University media* | [*http://napulze.unipo.sk/*](mailto:alzbeta.semancikova@unipo.sk)  [*https://pafradio.sk/*](mailto:maria.zarnayova@unipo.sk)  [*https://www.facebook.com/Presovskauniverzita*](https://www.portalvs.sk/regzam/detail/15226) |
| *University library* | [*http://www.pulib.sk/web/kniznica/strana/nazov/uvodna-strana*](https://www.unipo.sk/vsk/dvsk/form/asp/) |
| *University magazine* | [*http://napulze.unipo.sk/*](https://www.unipo.sk/public/media/29681/Návod...Moodle.pdf)  [*https://www.unipo.sk/informacie-o-univerzite/redakcna-rada/*](https://www.unipo.sk/informacie-o-univerzite/redakcna-rada/) |
| *University driving school* | [*https://www.unipo.sk/cckv/autounipo/*](mailto:michaela.harnicarova@unipo.sk) |
| *Recreational offer of the University* | [*https://www.unipo.sk/rekreacna-ponuka*](https://www.portalvs.sk/regzam/detail/30226) |
| *University Pastoral Centre* | [*http://upc.unipo.sk/*](https://www.portalvs.sk/regzam/detail/26511) |
| *Children's University* | [*https://www.unipo.sk/cckv/pdu*](https://pc1254.fm.unipo.sk/moodle) |
| *Artistic ensembles* | [*https://www.unipo.sk/informacie-o-univerzite/rada-pre-umelecku/umelecke-subory/*](https://www.unipo.sk/informacie-o-univerzite/rada-pre-umelecku/umelecke-subory/) |
| *Ethical management and code of ethics* | [*https://www.unipo.sk/public/media/38250/Etick%C3%BD%20k%C3%B3dex%20Pre%C5%A1ovskej%20univerzity%20v%20Pre%C5%A1ove.pdf*](mailto:martina.mokrisova@unipo.sk) |
| *Quality policy* | [*https://www.unipo.sk/vsk/*](https://www.unipo.sk/6752/) |
| *Sustainable development* | [*https://www.unipo.sk/fakulta-manazmentu/rozvoj/vsk*](mailto:emilia.huttmanova@unipo.sk) |
| *Student scientific and professional activities* | [*https://www.unipo.sk/fakulta-manazmentu/veda-a-vyskum/SVOK/*](https://www.unipo.sk/informacie-o-univerzite/ouniverzite/) |
| *Internal rules* | [*https://www.unipo.sk/vzdelavanie/vnutorne-predpisy/*](https://www.unipo.sk/zahranicie/erasmus/studium/) |
| *IQS of the UP documents* | *https://www.unipo.sk/vsk/dvsk/* |
| *Methodological guide for students with specific needs* | *https://www.unipo.sk/public/media/35929/metod-sprievodca-pre-stud-so-spec-potr.pdf* |
| *More by individual faculties* | *References to other relevant regulations and information are provided in the Internal Evaluation Report.* |

1. If the change is not a modification of the study programme pursuant to Section 30 of Act No. 269/2018 Coll.. [↑](#footnote-ref-1)
2. Indicated only if the study programme has been granted accreditation pursuant to Section 30 of Act No 269/2018 Coll.. [↑](#footnote-ref-2)
3. According to the International Standard Classification of Education, Fields of education and practice 2013. [↑](#footnote-ref-3)
4. Pursuant to Section 60 of Act No. 131/2002 Coll. on Higher Education. [↑](#footnote-ref-4)
5. Languages in which all learning outcomes are achieved, all related subjects of the study programme and the state examination are carried out. The higher education institution shall separately indicate information on the possibility of studying partial units/courses in other languages in section 4 of the description. [↑](#footnote-ref-5)
6. Ciele vzdelávania sú v študijnom programe dosahované prostredníctvom merateľných vzdelávacích výstupov v jednotlivých častiach (moduloch, predmetoch) študijného programu. Zodpovedajú príslušnej úrovni Kvalifikačného rámca v Európskom priestore vysokoškolského vzdelávania. [↑](#footnote-ref-6)
7. In the case of regulated professions in accordance with the requirements for the acquisition of professional competence under a special regulation. [↑](#footnote-ref-7)
8. Vybrané charakteristiky obsahu študijného programu môžu byť uvedené priamo v Informačných listoch predmetov alebo doplnené informáciami Informačných listov predmetov. [↑](#footnote-ref-8)
9. V In accordance with Decree No. 614/2002 Coll. on the credit system of study and Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments and Additions to Certain Acts. [↑](#footnote-ref-9)
10. During the assessment, the teachers delivering the course will allow the working group access to the course materials and the content of the individual learning activities. [↑](#footnote-ref-10)
11. We recommend that the workload associated with both contact and non-contact teaching should be reported in accordance with ECTS Users' Guide 2015. [↑](#footnote-ref-11)