**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:

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):

**Basic data about the study programme**

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

*Tourism, hotel and spa industry; code according to the SP register: 100070; UIPŠ code: 6314R11*

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

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

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

*Prešov*

1. 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 and Administration*

1. 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*

1. Academic degree awarded.

*Bachelor (“Bc.“)*

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

*Full-time*

1. 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).

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

*Slovak*

1. Standard length of study expressed in academic years.

*3 years*

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

***Planned number of admitted applicants to the programme of Tourism, Hotel Management and Spa in AY 2021/2022:*** *Bc-THK, full-time study: 60*

***Number of admitted applicants to the programme of Tourism, Hotel Management and Spa in the admission procedure 2021/2022:*** *Bc-THK, full-time form of study: 190, of which 82 foreign applicants*

***Number of newly enrolled students in the AY 2021/2022 in the programme of Tourism, Hotel Management and Spa Management with the status as of 31 October 2021:*** *Bc-THK, full-time: 101 students, of which 40 foreign students*

***The status of students in the programme of Tourism, Hotel and Spa Industry in AY*** *2021/2022 as of 31 October 2021*

*1 Bc-THK, full-time study form: 101*

*2 Bc-THK, full-time study: 115*

*3 Bc-THK, full-time study: 88*

***Total, full-time form of study: 304***

*Planned number of admitted applicants to the programme of Tourism, Hotel and Spa Industry in Academic Year 2022/2023*

*Bc-THK, full-time study: 60*

*Information on the admission procedure is available on the faculty's website:*

[*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*

1. **Graduate profile and learning objectives**

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 the study programme Tourism, Hotel and Spa Industry is to provide students with quality education and prepare them for employment in the competitive and rapidly changing environment of domestic and international tourism. This objective is achieved in the study programme through measurable learning outcomes in the individual subjects of the study programme and is translated into the student's ability at the time of completion of the study programme.*

*The graduate of the study programme has the following knowledge, skills and competences:*

***Knowledge****:*

*- Explain the nature of tourism and understand its importance to the global and national economy and to the development of regions more broadly,*

*- be oriented in the issues of the tourism market, know all its components and have an overview of its current state in the domestic and international context,*

*- classify the specificities of a wide range of tourism services,*

*- describe the principles of operation of small and medium-sized enterprises with an emphasis on the tourism sector,*

*- know the basics of management and marketing of tourism enterprises (accommodation and catering establishments, spa enterprises, travel agencies, etc.),*

*- master the basic economic and legal categories associated with the business and economic activity in the provision of complex tourism services,*

*- be familiar with intercultural communication and the specific features of different types of cultures,*

*- identify and be able to evaluate the natural and anthropogenic potential of the Slovak Republic and its individual regions in terms of usability for tourism,*

*- explain the importance of tourism products for the sustainable development of tourism destinations,*

*- explain the use of natural medicinal resources in the conditions of specific spa enterprises in Slovakia,*

*- characterize mathematical and statistical instrumentation and managerial tools in the management of business and operational processes in tourism enterprises,*

*- define and interpret the basic concepts of multimedia document creation,*

*- explain the differences and define the specifics of individual multimedia channels and tools for the creation of these documents,*

*- master the principles, tools and processes in the field of marketing strategy and marketing communication of tourism enterprises,*

*- know the principles and principles of sustainable development and the tourism code of ethics.*

***Skills:***

*- Evaluate tourism development trends in the international context and their impact on the activities of tourism businesses (accommodation and catering establishments, spa businesses, travel agencies, etc.),*

*- evaluate the current state of tourism within a specific territory with a view to its sustainable development,*

*- to design and establish an appropriate structure of services offered for the different segments of the tourism market,*

*- elaborate a comprehensive offer of tourist products depending on the potential of the tourism destination,*

*- lead and coordinate the development of new products and adapt existing products to meet changing conditions in the tourism market,*

*- identify, analyse and resolve problems related to the provision of comprehensive tourism services in a specific destination,*

*- apply managerial and business management principles in the practice of tourism enterprises (accommodation and catering establishments, spa enterprises, travel agencies, etc.),*

*- manage practical projects and processes in tourism enterprises at operational and tactical level,*

*- evaluate tourism service delivery processes in terms of cost-effectiveness and quality,*

*- collect, analyse and evaluate information using statistical analysis,*

*- the ability to work actively with a computer, use electronic media and the necessary software products,*

*- apply the basic principles of marketing to the practice of tourism enterprises (accommodation and catering establishments, spa enterprises, travel agencies, etc.),*

*- develop, implement, monitor and control strategic marketing plans in order to ensure compliance with the mission of the enterprise,*

*- effectively evaluate marketing campaigns for sales purposes used in the tourism industry,*

*- make decisions based on the analysis of the market environment,*

*- Independently and effectively apply the principles of multimedia document production to the management and marketing practices of tourism enterprises,*

*- apply a set of tools and platforms used in the practice of creating multimedia documents, navigate their interface and use them effectively,*

*- apply the principles of visual identity and storytelling to industry standard multimedia documents,*

*- communicate in written and oral form in two world languages at B2 level of the Common European Framework of Reference for Languages within their field of study,*

*- communicate effectively in different cultural contexts and with members of different cultures.*

***Competences:***

* *- Ability to independently analyze and solve problems in the changing environment of domestic and international tourism,*
* *- ability to plan, make autonomous and responsible decisions,*
* *- ability to independently resolve conflict situations,*
* *- the ability to start a tourism business and develop a business plan,*
* *- critical thinking skills, creativity, flexibility,*
* *- ability to communicate and present information and knowledge effectively,*
* *- empathy and respect for cultural diversity,*
* *- the ability to work effectively as part of a team in the performance of professional work tasks,*
* *- the ability to argue and professionally present one's own views,*
* *- ability to analyse data (mathematical, statistical, financial, etc.),*
* *- ability to professionally deliver business activities and manage innovation,*
* *- ability and interest in lifelong learning.*

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 Bachelor's degree programme in Tourism, Hotel and Spa Industry prepares students for a professional career in tourism, hotel management and spa businesses in both domestic and international environments. Graduates of the programme are qualified economists - technologists of tourism services and are prepared for practice at the basic and middle management level in the corporate sphere of tourism services. He/she is able to organize and manage business and operational processes and lead a work team in tourism enterprises. He is also prepared to run an independent business and within it to process various business statistics and analyses in order to monitor and evaluate customer satisfaction, to manage the brand of a tourism destination and its image. During the studies, the student will acquire a general knowledge of economics, law, mathematical and statistical methods, management and marketing, finance and accounting, and psychology. This knowledge is complemented by specialist knowledge in the areas that specify the operation in tourism, namely the basics of tourism and the geography of tourism, intercultural communication in tourism, technology of tourism services, creation of tourism products, tour guiding and the problems of travel agencies and travel agencies, management of tourism destinations, management of hotel services and technology of spa services. The acquired knowledge is complemented by professional communication skills in two world languages and practical skills in the creation of multimedia information documents.*

*Completion of the study programme will enable graduates to perform the following professions specified in the* ***National Qualifications System*** *within the appropriate level of the Slovak Qualifications Framework (level 6):*

* *- C 1439010-00708 Tourist Information Centre Manager*
* *- U4221002-01610 Tourist information centre worker.*

*Based on the* ***National System of Occupations****, Sectoral Council Business, Marketing, Catering and Tourism, completion of the study programme will enable the following occupations to be pursued:*

* *- SK ISCO-08: 1439009 Manager of a travel agency, travel agency*
* *- SK ISCO-08: 4221002 Tourist information centre worker*
* *- SK ISCO-08 Hotel, motel, botel manager - smaller establishments (the degree requirement depends on the size of the establishment)*

*However, the structure of the subjects of the study programme allows for a much wider application of graduates in the tourism market, which currently requires specialists mainly in the creation of tourism products and the management and marketing of tourism destinations. The qualification obtained will also enable the following professions to be pursued:*

* *- worker (manager) of a regional tourism organisation,*
* *- regional tourism organisation worker (manager),*
* *- employee of the sales and marketing department of a spa enterprise,*
* *- manager in sports, recreational and cultural facilities,*
* *- manager of a recreation centre.*

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 Tourism, hotel and spa industry Study plan and the interested party Comment Report on the Management Study plan are included in the appendices:*

*04\_FMEO\_Bc\_THK\_stand\_df\_suhlas ZS\_Bezak Kristian*

*05\_FMEO\_Bc\_THK\_stand\_df\_suhlas ZS\_Saffova Ivana*

*06\_FMEO\_Bc\_THK\_stand\_df\_suhlas ZS\_Cizek Juraj*

*07\_FMEO\_Bc\_THK\_stand\_df\_suhlas ZS\_Harbulak Marek*

*08\_FMEO\_Bc\_THK\_stand\_df\_suhlas ZS\_Konradyova Martina*

*09\_FMEO\_Bc\_THK\_stand\_df\_suhlas ZS\_Franková Dominika*

*10\_FMEO\_Bc\_THK\_stand\_df\_suhlas ZS\_Giertlova Veronika*

*The reports on the comments on the study programme Tourism, Hotel and Spa Management by stakeholders are presented in the annexes:*

*11\_FMEO\_Bc\_THK\_stand\_df\_sprava ZS\_Bezak Kristian*

*12\_FMEO\_Bc\_THK\_stand\_df\_sprava ZS\_Saffova Ivana*

*13\_FMEO\_Bc\_THK\_stand\_df\_sprava ZS\_ Cizek Juraj*

*14\_FMEO\_Bc\_THK\_stand\_df\_sprava ZS\_ ZS\_Harbulak Marek*

*15\_FMEO\_Bc\_THK\_stand\_df\_sprava ZS\_ Konradyova Martina*

*16\_FMEO\_Bc\_THK\_stand\_df\_sprava ZS\_ Frankova Dominika*

*17\_FMEO\_Bc\_THK\_stand\_df\_sprava ZS\_Giertlova Veronika*

1. **Applicability**
2. a) Assessment of the employability of graduates of the study programme.

*The THK study programme has been implemented at the FMEO in Prešov since the academic year 2012/2013. On average, 80% of the graduates of the programme continuously continue their studies at the 2nd level of higher education at FMEO or other colleges and universities in Slovakia and abroad. According to the information compiled by the Ministry of Labour, Social Affairs and Family within the project "Placement - following the footsteps of graduates" (available at: https://uplatnenie.sk/?degree=V%C5%A0&vs=717000000&faculty=717070000&field=6314R11&year=2019), the placement of graduates of the SP THK ending in 2019 (published data are calculated as of 30 June 2020) was as follows: Total number of graduates: 92, 79% female and 21% male; Continuing students: 88%; Employed 7%; Contract workers 1%; Self-employed 1%; On maternity leave 1%; Unemployed 2%.*

*As the study programme includes professional practice in the 6th semester of studies in tourism enterprises (accommodation and catering establishments, travel agencies, tourist information centres, regional and regional tourism organisations, etc.), those graduates who do not continue their studies use the experience and contacts gained to apply themselves in practice. Due to dissatisfaction with employment conditions in Slovakia (especially low financial evaluation in the service sector and unsatisfactory working conditions), graduates prefer to work abroad or to start their own business. The current situation in the tourism industry associated with the COVID-19 pandemic has significantly complicated the implementation of students' professional practice, but also their expectations regarding their employment. A survey conducted by the Department of Tourism and Hotel Management to find out students' views on online education, their future employment and the future development of tourism in Slovakia and the world, conducted in May 2020 among students of the study programme Tourism, Hotel Management and Spa (113 respondents), showed that despite the problems the pandemic has caused for the tourism sector, up to 82% of the students see their employment in the tourism sector.*

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

*The Faculty of Management and Business of the University of Prešov places great emphasis on obtaining feedback from graduates of the faculty. For this reason, the Alumni Club (Alumni Club of the Faculty of Management) was created, 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. Information about the Alumni Club and successful alumni of the faculty is available at:* [*https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/Alumni/oklube/*](https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/Alumni/oklube/)

*Successful graduates of the faculty who have studied tourism, for example, include:*

*Bc. Róbert Biroš – CEO of the Fusion Group, which has been operating on the Slovak market since 2013*

*Mgr. Jaroslav Strachan – partner, Managing Director STRACHAN s. r. o. (Grand hotel\*\*\*\* Bachledka Strachan Ždiar, Wellness penzión\*\*\**

*STRACHAN Ždiar)*

*Mgr. Vladimíra Horvátová Le Corre – manager of the 4\* Best Western hotel in Nice, France*

*Mgr. Ivana Hrebenárová – Director at the 4\* Metropol Hotel in Spišská Nová Ves*

*Mgr. Pavel Nikov – partner in Party Expert s. r. o.; Operations Manager of Hotel Alfa\*\*\* Giraltovce*

*Mgr. Tomáš Opočenský – Buergenstock Hotels&Resort Switzerland*

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 Tourism, Hotel and Spa Management in the study field of Economics and Management. Minutes No. 1/2021 from the on-line meeting of the Expert and Business Council of FMEO PU in Prešov is attached in the folder* ***ADMIN\_FAKULTA - 01\_FMEO\_Bc\_THK\_stand\_df\_zapisnica EPR\_06\_12\_2021.***

1. **Structure and content of the study programme [[8]](#footnote-8)**
2. The higher education institution describes the rules for the formation of curricula in the programme of study*.*

*The global tourism industry is constantly on the move and has undergone major changes in recent years. Under the influence of intensifying competition, increasing demands of guests for leisure time, limited public budgets, tourism destinations are more than ever forced to look for a long-term competitive advantage, to think and act strategically, to follow up-to-date information and the latest industry developments. The requirement for higher vocational education responding to the changed conditions is therefore very topical and urgent. This knowledge is all the more important as the training system must fully ensure the employability of graduates in a complex labour market. In this period, the need to link the school system with practice is increasingly resonant.*

*Accordingly, the study programme in Tourism, Hotel and Spa Industry 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 with a view to the future. The curriculum of the study programme has been created in accordance with the rules for the creation of study plans laid down in the Study Regulations of the University of Prešov in Prešov. On the basis of the study programme, a recommended study plan 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 Tourism, Hotel and Spa Industry.*

*The study units are implemented within the units of the study programme - lectures, seminars, consultations, excursions, practice, final thesis. In total, in the course of the 1st cycle of studies, the graduate will obtain a minimum of 180 credits, with 60 credits in each year of study. Of the total number of credits, 80 %, i.e. 144 credits, are compulsory subjects and 20 %, i.e. 36 credits, are optional subjects. The structure and content of the units of the study programme according to the subjects is given in the study plan and information sheets of the subjects, including the number of credits, which are part of the annex to the accreditation file (see* ***PRILOHA02\_FMEO\_Bc\_THK\_stand\_df\_OSP****).*

*The study programme is carried out in 3 years. The structure and content of the courses is determined by the profile of the graduate, which has a more applied character, which is also generally expected of graduates of the first cycle of studies, respecting the objectives and priorities of the Bologna Process.*

*The study programme Tourism, Hotel and Spa Industry is attached to the study field Economics and Management. The content correspondence of the study programme with the description of the field of study is unquestionable, as the core topics of the core knowledge of the field of study in the field of both economics and management are preserved, as stipulated by the Decree of the Ministry of Education, Science and Higher Education of the Slovak Republic No. 244/2019 Coll. on the system of fields of study of the Slovak Republic.*

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\_THK\_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.*

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 curriculum lists compulsory, elective and elective courses in a total of 58 courses. Within the management study programme, there are 44 compulsory subjects, for which the exact hourly allocation for lectures and seminars is specified, 13 compulsory elective subjects and 1 elective subject.*

***(see PRILOHA02\_FMEO\_Bc\_THK\_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\_THK\_stand\_df\_OSP****). These courses are:*

*1. Fundamentals of Travel and Tourism*

*2. Statistics.*

*3. Guide services in tourism.*

*4. Creation multimedia information documents in Tourism*

*5. Tourist products.*

*6. Technology of tourism services I*

*7. Hotel Services Management.*

*8. Technology of spa services (physiotherapy, balneology and spa treatment).*

* 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*

*(****see PRILOHA01\_FMEO\_Bc\_THK\_stand\_df\_ILP).***

*The course information sheets are also available:* [*Here*](https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/thkd/)

* prerequisites, corequisites and recommendations for study plan development*,*

*There are no prerequisites in the study plan of the Faculty of Tourism, Hotel and Spa Industry - full-time form.*

* 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*,*

*For each subject within the recommended study plan, the educational activities used (lecture, seminar) are specified, including their hourly subsidy. The information is contained in the information sheets of each course.*

*Teaching is based on linking theoretical and practical skills. The combination of knowledge-based tasks and practical assignments and projects enables students to improve their professionalism and develop practical skills and competences. Teachers in individual subjects use a range of teaching methods and forms - in addition to classical methods (such as lecturing, narration, etc.), emphasis is also placed on the use of activating teaching methods (e.g. dialogical methods, situational methods, group teaching and cooperative learning methods, project methods, simulation methods, staging methods, methods developing critical thinking, problem-based methods, excursions, etc.) in order to arouse or strengthen students' interest in the topics covered, to increase students' activity, to enable students to apply and develop their professional knowledge, skills, competences for practice and key competences (e.g. creativity, independence, responsibility, flexibility, critical thinking). The link to practice is ensured in particular by the active and long-term cooperation of the members of the Department of Tourism and Hotel Management with professional organisations operating in the field of tourism (the Association of Tourism, the Association of Hotels and Restaurants of Slovakia, the Slovak Association of Travel Agencies and Travel Agencies) and by lectures by experts from tourism practice, which form an important part of the teaching process. Excursions to tourism enterprises and field trips to selected destinations in Slovakia and abroad are also an important part of the teaching process. Flexibility and autonomy of the student in achieving the objectives or learning outcomes is ensured by the possibility of choosing an independent pace of study, and also through the structure of compulsory elective courses as well as elective courses from the university-wide offer. In this way, students are included in the planning of teaching and encouraged to team-build, teach each other and be creative. The following activities support the achievement of learning objectives: lectures, seminars, presentations, case studies, discussions, group work, project work, tutorials and supervision.*

*(****see******PRILOHA02\_FMEO\_Bc\_THK\_stand\_df\_OSP).***

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

*Educational activities in all subjects are carried out by a combined method, while a maximum of 30% can be a distance method via MS Teams, Moodle, or other applications and platforms (this is also stated in the information sheets of individual courses of the recommended study plan).*

*(****see******PRILOHA01\_FMEO\_Bc\_THK\_stand\_df\_ILP)***

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

*The course syllabus is a compulsory part of the information sheets of all courses of the recommended study plan.*

*(****see******PRILOHA01\_FMEO\_Bc\_THK\_stand\_df\_ILP).***

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

*In all course information sheets in the Notes section, the student's workload and the proportion of individual activities (e.g. participation in direct teaching activities, work on a semester project, self-study, etc.) is indicated (****see******PRILOHA01\_FMEO\_Bc\_THK\_stand\_df\_ILP).***

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

*The credit allocation of courses reflects their difficulty and the intensity/measure of the student's workload. At the same time, it is ensured that profile subjects have a higher credit endowment due to their strong link to the achievement of overall learning outcomes. The credits allocated are indicated in the recommended curriculum and in the course information sheet.*

* the person providing the course (or partner organisation and person *[[12]](#footnote-12))* with contact details*,*

*A list of persons involved in the provision of the course, with contact details, including details of the register of university staff on the VS portal, is given in a separate annex*

*(****see PRILOHA04\_FMEO\_Bc\_THK\_stand\_df\_UZP).***

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

*Teachers participating in the teaching of individual subjects are listed in the subject information sheets, including a specification of the type of educational activity they carry out. There is also a separate list of subjects and the teachers who provide them, with contact details.*

***PRILOHA01\_FMEO\_Bc\_THK\_stand\_df\_ILP***

***PRILOHA04\_FMEO\_Bc\_THK\_stand\_df\_UZP***

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

*The study programme Tourism, Hotel and Spa Industry takes place in the premises of the University of Prešov in Prešov and in the Faculty of Management and Business.*

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 courses, 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 study plan is designed so that the student has the opportunity to obtain 60 credits in each year.* *The recommended study programme offers the possibility of enrolling in compulsory elective courses for a minimum of 36 credits per course of study.*

*The student must complete and pass the professional practice, the thesis defence and the state examination (colloquium).*

* 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 and thesis defence:*

*7KTH/ZP1-THK/22 Thesis I.: 2 credits*

*7KTH/ZP2-THK/22 Thesis II.: 3 credits*

*7KTH/OZP-THK/22 Defense of the thesis: 8 credits*

* 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:*

*7KTH/PRA-THK/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](mailto:emilia.huttmanova@unipo.sk);*

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

*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 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.*

*If the student so requests, the Vice-Dean/Provost for Education may, in justified cases, allow the examination to be taken on a make-up date before a committee appointed by the Dean/Provost. A board examination may be requested from the study department of the faculty no later than five working days after the regular examination date or the first make-up examination date (PU Study Regulations, Article 16, point 21).*

*Other possibilities 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.*

*The possibilities of corrective 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 controlling the handling of complaints of natural persons or legal entities.*

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

*The conditions for the recognition of a study or part of a study are set out in the PU Study Regulations (Article 20). Recognition is based on a written application and evidence of previous studies; a subject can be recognised if it has more than 60 % content conformity with the subject of the current course of study. Recognition of state examination subjects is not possible.*

*The rules for the recognition of courses and credits are specified in the Study Regulations of the University of Applied Sciences in Prešov (Art. 20):*

*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.*

*11. 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 the PU in Prešov (Art. 15, point 6 and 7).*

1. The higher education institution shall indicate the thesis topics of the degree programme (or a link to a list of*).*

*When listing the thesis topics for the study programme Tourism, Hotel and Spa Industry, the faculty is guided by the Measure of the Dean of FM PU in Prešov No. 1/2012 in the matter of: Determination of minimum standards, quality requirements, professional focus and other professional requirements, applicable to the assignment and wording of the topics of final bachelor and diploma theses in the study programme Management at the Faculty of Management PU in Prešov, which specifies the minimum standards, quality requirements, professional focus and other professional requirements. For the assignment and wording of the topics of the final bachelor theses at the FMEO PU in Presov in terms of quality, content, professional requisites of each written topic it is (among other things) stipulated that:*

*- the title of each final bachelor's thesis topic should be created in such a way that it is already obvious from it that the thesis will have a research, analytical character (i.e. that it will contain in its structure some kind of research, survey, analysis, etc.), whether in the field of empirical research or theoretical analysis,*

*- it must be clear from the title of the thesis what the approximate focus or more specific area of research is, i.e. what specifically will be investigated in the thesis, what will be the object of analysis, research, etc.,*

*- the topic of each thesis should relate to and analytically deal with an area from the broader field in the professional field of Economics and Management with application to tourism,*

*- no topic of the final bachelor thesis can sound general and trivial.*

*The list of thesis topics and supervisors for the academic year 2021/2022 in the School of Tourism, Hotel and Spa Management is given in the Appendix:* ***PRILOHA05\_FMEO\_Bc\_THK\_stand\_df\_TZP***

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. of the PU Bachelor's Thesis is the final thesis of the bachelor's study programme. 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 possibility to choose 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, and also the opportunity for students of the School of Tourism, Hotel and Spa Management to conduct research and primary data collection during the summer tourist season.*

*During the processing of the final 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/trainers, joint (group) consultations on theses are carried out for students of the final year, where the general rules of thesis writing principles (theoretical and methodological problems) are discussed with students in the context of academic ethics.*

*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, preservation and accessibility****:***

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

[*https://crzp.cvtisr.sk/*](https://crzp.cvtisr.sk/)*;*

*https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/zaverstudia/zaverecneprace.*

*At the Faculty of Management and Business of the University of Prešov and its units, optimal conditions are created for students to produce high-quality final theses. The team of teachers - thesis supervisors, their erudition, experience and helpful approach to students together with high standards and requirements 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. Consultants of final theses are also appointed employees from tourism enterprises, if the final thesis is solved in the conditions of these enterprises (e.g. places of students' practice).*

*According to Article 23, point 4 of the PU SP, the thesis is assessed by the thesis supervisor and one opponent, or two opponents if the thesis does not have a supervisor. The assessments are entered by the supervisor and the opponent into the EZP system (Electronic Final Theses), which is a part of MAIS, at least 5 days before the thesis defence. The following aspects must be taken into account in the evaluations, which include the assessment and the grade:*

*(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) the formal aspect of the thesis;*

*g) the most valuable part of the thesis;*

*h) the major shortcomings of the thesis;*

*i) opinion on the originality check protocol.*

*According to Article 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.*

*Based on the overall assessment and evaluation of the bachelor thesis, the final grade will 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*,*

*According to the Study Regulations of the PU in Prešov (Article 15), a student of the faculty has the right to complete part of his/her studies at another university in the Slovak Republic or abroad. The most popular forms of mobility programmes include the Erasmus+ programme for study in EU countries. Consent for the study and for the duration of the study is granted by the dean/rector or the 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 prior to departure for mobility at the sending faculty.*

***Credit transfer*** *is the acquisition of credits by completing a part of the studies on the basis of a study agreement at another higher education institution in the Slovak Republic or abroad. Credit transfer is secured by an application form, a study contract and a transcript of studies. The study contract is a tripartite agreement concluded between the student, the sending university and the receiving university before the student enters the receiving university. Courses taken at the receiving university are recognised on the basis of the student's transcript of studies, which is drawn up by the receiving university at the end of the student's stay. The transcript becomes part of the student's personal study file. The faculty ECTS coordinator is responsible for the recognition of credits and their entry into the MAIS (Study Regulations of the PU in Prešov, Article 17).*

*If a student completes part of his/her studies abroad, he/she is entitled to substitute study duties for the completion of the course (which he/she agrees in writing with the lecturer or examiner of the course before departure), if the visiting university does not offer a suitable alternative course to the course of the study programme at the Faculty of Management and Business of PU. Further details of study abroad are regulated by the Faculty's internal regulations published on the Faculty's website.*

*The description of the procedure for the implementation of Erasmus+ mobilities is regulated by the Rector's Measure No. 8/2014 entitled Procedure for the implementation of outgoing student mobilities under the Erasmus+ programme. The implementation of Erasmus+ mobilities consists of four sub-processes or steps: (1) application for Erasmus+ mobility, (2) selection procedure, (3) implementation of mobility, (4) recognition of the results obtained abroad, within which the actions to be carried out are specified.*

*Students also have the opportunity to participate in other short-term as well as long-term study abroad placements under the Erasmus+ Internship, Erasmus+ Study in non-EU countries, Central Europe Connect (CEC), CEEPUS, National Scholarship Programme.*

* rules on academic ethics and consequences*,*

*Throughout their studies, students are continuously guided in their coursework and projects to respect the principles and rules applicable to the writing of theses (including the correct citation and citation of bibliographic sources, respecting ethical principles), thus acquiring the necessary knowledge and skills to be used in the writing of the final thesis.*

*The University has developed the PU Directive on the requisites of final theses, their bibliographic registration, originality control, preservation and accessibility, which regulates a uniform procedure for the elaboration, registration and preservation of final and qualification theses carried out at the University of Presov in Presov. The Directive stipulates that the bachelor thesis verifies the mastery of the basics of theory and professional terminology, basic standard scientific methods and the level of knowledge, skills and knowledge acquired by the student during his/her studies. It demonstrates the ability to work independently in terms of content and form. It may have elements of originality, summarisation and compilation. The guidelines further state that each thesis must be original, produced by the author in compliance with the rules for working with information sources, must not be plagiarised and must not infringe the copyright of other authors.*

*The rules of observance of academic ethics are defined in the internal* ***guideline Ethical Code of the University of Presov****, Scientific Integrity and Ethics, which 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, especially the implemented educational, scientific research, development, artistic and other creative activities, as well as management and support activities. The document is accessible:* [*HERE*](https://www.unipo.sk/public/media/38250/Etick%C3%BD%20k%C3%B3dex%20Pre%C5%A1ovskej%20univerzity%20v%20Pre%C5%A1ove.pdf)

*Consequences of violation of the Code of Ethics are dealt with by the Ethics Committee at the level of the university or faculty. Violations of the Ethical Principles that constitute a disciplinary offence are dealt with by the Disciplinary Committee of the University or Faculty.*

*The PU Study Regulations (Article 43) state that plagiarism is considered an offence and is subject to disciplinary proceedings. The Faculty of Management and Business has developed a Guideline on Plagiarism and Cheating of Students, which is an implementing regulation to Article 23, Study Regulations of the FMEO PU in Presov and regulates the procedure for dealing with disciplinary offences of students in relation to plagiarism and cheating of FM students (when assessing the result of the CRZP protocol at the 1st to 3rd level of studies at the FMEO PU in Presov).*

* *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 (available here).*

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

*Pursuant to Article 4 of the PU SP, if the verification of aptitude for studies includes an entrance examination, the form of the entrance examination and the manner of its conduct, taking into account the specific needs of the applicant with 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 (Section 100(9)(b) of the Act).*

*Pursuant to Article 19, point 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 students with specific needs in contacting their 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 is stated "For students with specific needs, an individualized approach is provided based on the recommendation of the Faculty Coordinator for Students with Specific Needs".*

*-* *Procedures for student complaints and appeals.*

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

*- in the Academic Senate of the PU Faculty of Management and Business (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 Student Council of the University (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.*

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

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

*All compulsory subjects, compulsory elective subjects and elective subjects have prepared information sheets that meet all the necessary requirements according to the prescribed document 6.5\_SP\_informacny\_list\_predmetu-1.docx. The information sheets for the SP Tourism, Hotel and Spa Management are given in the Annex:* ***PRILOHA01\_FMEO\_Bc\_THK\_stand\_df\_ILP and also available:*** [***Here***](https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/thkd)

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

*The academic year schedule is set centrally from the university level and is binding for all degree programs. The current timetable for the academic year 2021/2022 is available at: https://www.unipo.sk/public/media/32466/Harmonogram\_AR\_21\_22-1.pdf*

*According to the Rector's Measure No. 9/2016 on the creation of the timetable, the deadlines associated with the implementation of activities in the modular academic information system are specified in the document Schedule of activities in the modular academic information system for the preparation of the academic year, which is updated no later than 31 August of the current year (point 2).*

*Programmes of study are created in MAIS by the Faculty/Departmental/Institutional Course Administrator and the Recommended Programme of Study (RPS) Administrator and deployed in the timetable by the Faculty/Departmental Timetable Officer. The faculty/departmental/institutional timetable manager deploys the courses that are approved in the study programme (Rector's Measures No. 9/2016).*

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

***doc. Ing. Anna Šenková, PhD.:*** ***Associate Professor; Head of the Department of Tourism and Hotel Management;*** *anna.senkova@unipo.sk*

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).
   1. ***doc. Ing. Anna Šenková, PhD.; Profile courses: Hotel Services Management; Technology of spa services (physiotherapy, balneology and spa treatment)***

[*anna.senkova@unipo.sk*](mailto:anna.senkova@unipo.sk)

[*https://www.portalvs.sk/regzam/detail/6800*](https://www.portalvs.sk/regzam/detail/6800)

* 1. ***doc. Ing. Kristína Šambronská, PhD.; Profile courses: Guiding services in Tourism; Tourist products;***

[*kristina.sambronska@unipo.sk*](mailto:kristina.sambronska@unipo.sk)*;*

[*https://www.portalvs.sk/regzam/detail/6453*](https://www.portalvs.sk/regzam/detail/6453)

* 1. ***doc. PhDr. Daniela Matušíková, PhD.: Profile courses: Fundamentals of Travel and Tourism; Technology of Tourism Services I.,***

[*daniela.matusikova@unipo.sk*](mailto:daniela.matusikova@unipo.sk)*;*

[*https://www.portalvs.sk/regzam/detail/6462*](https://www.portalvs.sk/regzam/detail/6462)

* 1. ***doc. PhDr. Petra Vašaničová, PhD.; Profile course: Statistics***

[*petra.vasanicova@unipo.sk*](mailto:petra.vasanicova@unipo.sk)

[*https://www.portalvs.sk/regzam/detail/30728*](https://www.portalvs.sk/regzam/detail/30728)

* 1. ***doc. Ing. Ľudovít Nastišin, PhD.; course: Creation multimedia information documents in tourism***

[*ludovit.nastisin@unipo.sk*](mailto:ludovit.nastisin@unipo.sk)

[*https://www.portalvs.sk/regzam/detail/26489*](https://www.portalvs.sk/regzam/detail/26489)

1. 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 subjects are given in a separate annex:*

***OZSP****: doc. Ing. Anna Šenková, PhD. VUPCH\_FMEO\_Senkova Anna*

***UZPP1****: doc. Ing.Kristína Šambronská, PhD. VUPCH\_FMEO\_Sambronska Kristina*

***UZPP2****: doc. PhDr. Daniela Matušíková, PhD. VUPCH\_FMEO\_Matusikova Daniela*

***UZPP3****: doc. PhDr. Petra Vašaničová, PhD. VUPCH\_FMEO\_Vasanicova Petra*

***UZPP4****: doc. Ing. Ľudovít Nastišin, PhD. VUPCH\_FMEO\_Nastisin Ludovit*

***VUPCH are also available:*** [*Here*](https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/thkd/)

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 the assignment to the subject and the link to the central register of university staff is in a separate annex -* ***PRILOHA04\_FMEO\_Bc\_THK\_stand\_df\_UZP***

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

*Those teachers of FMEO PU in Prešov who participate in teaching within the individual subjects of the study programme and have professional qualifications in the relevant field of study participate in the management of the final bachelor theses in the study programme of Tourism, Hotel and Spa Industry. Name list of thesis supervisors with assignment to the topics in the current academic year 2021/2022 is in a separate annex -* ***PRILOHA05\_FMEO\_Bc\_THK\_stand\_df\_SZP.***

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

*VUPCH thesis supervisors are available at: https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/bc/thkd/*

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

***Representatives of students of the first degree of the study programme THK, members of the Academic Senate of FMEO PU for the student part, a member of the Academic Senate of PU for the student part, a 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.lukacova@smail.unipo.sk, tel.: 0907 027208.*

*The list of members of AS FMEO PU in Prešov is available at: https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/akademicky-senat/*

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/fakulta-manazmentu/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);*

**Distribution of students in the Education Department:** [***Here***](https://www.unipo.sk/public/media/32469/rozdelenie_studentov_na_oddeleni_pre_vzdelavanie_2020_2021_21092020.pdf)

***Contacts to the staff of the study department of FMEO PU in Prešov:*** [*Here*](https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/dekanat/)

***Mgr. František Martinka – Director of the PU Student House and Canteen in Prešov,*** *(*[*frantisek.martinka@unipo.sk*](mailto:frantisek.martinka@unipo.sk)*; tel. 051/77 25 958)*

***Contacts for Students Dormitory and Canteen of the UP staff:***[*Here*](https://www.unipo.sk/sdj/hlavne-sekcie/pracovnici/)

1. **Spatial, material and technical provision of the study programme and support**
2. 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.*

*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 business and self-government entities for the field of professional practice in the study programme Tourism, Hotel Management and Spa include e.g.: Regional Tourism Organisation - KOCR North-East of Slovakia, Regional Tourism Organisation Región Šariš, Bardejovské kúpele, a. s, Kúpele Nový Smokovec, a. s., Kúpele Výšené Ružbachy, Hotel Dukla, a. s. Prešov, Municipal Office Vysoké Tatry, Alexandra Hotel\*\*\*\* Púchov a. s., Dukla Destination Svidník, and others. The list of student practice centres is available at:* [*Here*](https://www.studujmanazment.sk/strediska-studentskej-praxe.php)

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 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).*

*The rules for the operation and management of the information system for the automated management of registers are available:* [*Here*](https://www.unipo.sk/public/media/31600/VSK_04_03i_Pravidla%20prevadzky%20a%20spravy%20IS%20Memphis_8_2019%20s%20prilohami.pdf)

*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).*

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 FMB 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 faculty envisages the use of distance learning in subjects whose nature and character allows it. Up to 30 % of distance learning is foreseen, preferably in subjects with a higher hourly endowment. For other subjects, according to the educational needs and possibilities of the students.*

*Currently, within the study programme Tourism, Hotel and Spa Industry, the Moodle platform is used, for example, in the following subjects: Mathematics, Statistics, Informatics (Moodle is used as a learning support for full-time study; it is used to the full extent during online learning), Macroeconomics, Microeconomics, Economic Policy, World Economics, Entrepreneurship in Small and Medium Enterprises, German Language for Tourism, (if necessary, e.g., in the case of the following subjects, e.g. In the case of a need, due to interruption of full-time teaching, it is possible to transfer the teaching in full to the MS Teams and LMS Moodle environment). In other subjects, the MS Teams platform is used for teaching and communication during the transition to distance learning, within which separate teams are created for individual subjects, divided into online lectures and online seminars.*

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

*Electronic support of education (e-learning) and access to the e-learning environment of the Faculty of Management and Business PU are available at:* [*https://elearning.unipo.sk/*](https://elearning.unipo.sk/)*;* [*https://pc1254.fm.unipo.sk/moodle*](https://pc1254.fm.unipo.sk/moodle)

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

*The Faculty of Management and Business has established an extensive network of Student Practice, Practical Training and Research Transfer Centres on the basis of cooperation agreements, thus enabling students to have intensive contact with selected companies and to verify their knowledge in practice. Information about the practice centres is available here.*

*According to the guidelines for the implementation of professional practice, students can either carry out their practice in these centres or they can arrange for a private or public establishment directly related to their field of study, where they will subsequently carry out their practice. Before undertaking the placement, students are required to inform the relevant coordinator of the organisation in which they will undertake the placement (in which department and position) and to bring a placement agreement signed by the employer and confirmed by the relevant faculty coordinator. For the Faculty of Tourism, Hotel and Spa Management, the coordinator of the internship is PaedDr. Milena Švedová, PhD, MBA from the Department of Tourism and Hotel Management. Information about the internship conditions for students is published: here.*

*Faculty of Management, Economics and Trade PU in Prešov has also concluded contracts with foreign partners who offer students the opportunity to complete internships. These contacts are mainly used by students of the study programme Tourism, Hotel and Spa Industry. The foreign partners of the Faculty for students' foreign internships who promote, arrange and organize foreign internships in the current academic year are listed below. Information is also available:* [*Here*](https://www.unipo.sk/fakulta-manazmentu/zahranicne-vztahy/zahranicna-prax/)

* *Asterias Hotels – CYPRUS; (contact:* [*marinos@asteriashotels.com*](mailto:marinos@asteriashotels.com)*)*
* *American Hospitality Academy, Florida (USA); Across Agency s.r.o.*
* *La SISA Agencia – Spain; (contact:* [*zuzana@lasisagencia.sk*](mailto:zuzana@lasisagencia.sk)*)*
* *Sani/Ikos Group – Greece, Sani and Ikos Resorts; (kontakt:* [*careers@saniresort.gr*](mailto:careers@saniresort.gr)*,* [*careers@ikosresorts.com*](mailto:careers@ikosresorts.com)*)*
* *Europe3000 – Italy ; (contact:* [*info@europe3000.it*](mailto:info@europe3000.it)*)*
* *Sutledge Placement Consultants – Ireland ; (contact:* [*georgestone19@hotmail.com*](mailto:georgestone19@hotmail.com)*)*

*The link to practice in the programme Tourism, Hotel and Spa Industry is ensured mainly by active and long-term cooperation of the members of the Department of Tourism and Hotel Management with professional organizations operating in the field of tourism in Slovakia, especially with the Association of Hotels and Restaurants of Slovakia (responsible: Assoc. Ing. Anna Šenková, PhD.), the Slovak Association of Travel Agencies and Travel Agencies (responsible: doc. Ing. Kristína Šambronská, PhD.), spa companies (Bardejovské kúpele, a. s.; Kúpele Vyšné Ružbachy, a. s.; Kúpele Nový Smokovec), regional tourism organizations and the Regional Organization of CR Northeast of Slovakia. The cooperation is realized, for example, in the form of lectures for students at the faculty, which form an important part of the teaching process, opportunities for student excursions and consultations in solving the final bachelor theses and, last but not least, opportunities for professional practice. Through cooperation with the Association of Hotels and Restaurants of Slovakia, 2 selected students always have the opportunity to participate free of charge in HoReCa conferences and the spring and autumn meeting of hoteliers. Information about the lectures and other activities of the Department of Tourism and Hotel Management is available on the Department's website:* [*Here*](https://www.unipo.sk/fakulta-manazmentu/katedry/kat-turizmu/aktuality/)

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.*

*University students have the opportunity for leisure-time sports activities in PU sports facilities such as the swimming pool, gym, multi-purpose sports complex or multifunctional playground. In the past, before the COVID-19 pandemic period, (in both semesters of the calendar year 2019) the Faculty of Sports organised the PU University Mix Volleyball League and PU Football Mini-League for the students of the University, which are in constant demand. The University Sports Days organized by the Faculty of Sport also have a long tradition, with almost 600 students actively participating in 2019.*

*Every year, the Faculty of Sport also organizes a number of periodic and non-periodic sports and sports-educational activities not only for students, but also for the general public of different ages (Spring Run; Kindergarten Children's Sports Olympics; Senior Olympic Pentathlon; Olympic Day Run; Sportsman's Day; ProSenior movement program and others). In the implementation of these activities, the Faculty of Sport cooperates organizationally with students, the Olympic Club Prešov and the City of Prešov.*

*University students can also develop their sports interests in several sports clubs and clubs TJ Slávia PU Presov, basketball club BK Akademik PU Presov, volleyball club VK MIRAD PU Presov, Technical Sports Club PU. Information is available here.*

*In the context of cultural and social activities, the university strives to participate in its own artistic activities, which focus on literary-dramatic, visual and musical arts. The university has*

*11 artistic ensembles, which are members of the University's Arts Council - FF Student Theatre, P.A.D.A. Theatre, P.A.D.A. Theatre, P.A.D.A. Theatre. K at the Faculty of Arts, Iuventus Paedagogica Women's Choir, Torysa University Folklore Ensemble, Camerata Academica Chamber Orchestra, Nostro Canto Mixed Choir, St. Roman Sladkopevec Choir, Orthodox Divinity Faculty Choir, Piano Vocal, and Accordion Quartet. The tradition of the Akademický Prešov festival continues successfully. University media are an essential 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 77, Prešov. Information is available at:*

[*Here*](http://upc.unipo.sk)

*Čaviareň - It is a place of meeting and various events under the auspices of UPC Prešov. UPC has a chapel and since November 30, 2002 it has been part of a nationwide network of university pastoral centres. Its main task is to care for the spiritual needs of university students and teachers. For its activities at PU, UPC uses the chapel in the School of Pastoral Studies at 17. novembra, the TV room in ŠD Exnárová 36 and the premises of aula 100 at FHPV. The Greek Catholic Youth Pastoral Centre (hereinafter GMPC - information here), whose founder is the Archbishop's Office in Prešov, is also active in the spiritual sphere at PU. GMPC cooperates very intensively with GTF PU and offers various leisure activities. The role of this centre is to offer mostly young people working and studying in the city of Prešov a space to meet together, to engage in dialogue, to live their faith more fully as well as to experience mutuality with each other and with the world. This is done on the basis of friendship, conversations, talks, invited lectures, spiritual and leisure activities.*

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*](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.*

***Obligations of a student wishing to go on mobility:***

*After submitting the mobility application form (with an attached Transcript of Studies and, if applicable, a motivation letter), the student will undergo a test or an interview. The student is obliged to select courses at the host institution in order to obtain a minimum of 30 credits in total. After consulting the website of the relevant foreign university and familiarising himself with its course offerings, the student personally discusses his choice and possible alternatives for taking the courses with the departmental coordinator (coordinator for the relevant study programme).*

***For students of the study programme Tourism, Hotel and Spa Industry, the departmental coordinator is Assoc. Ing. Kristína Šambronská, PhD****. from the Department of Tourism and Hotel Management, who has specially allocated consultation hours for Erasmus+ mobility. More information*[*Here*](https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/rofily/odborni-asistenti/kristina-sambronska/)*.*

*The departmental coordinator assesses the congruence or similarity of the courses chosen by the student at the partner institution with the field of study and the curriculum at the home faculty. If this is not the case and the departmental coordinator does not approve the similarity of the courses, the courses will not be recognized as compulsory and compulsory elective courses (A and B block of courses in the curriculum), but only as elective courses (C block of courses in the curriculum). The student, together with the departmental coordinator, prepares the supporting material (Form - Proposal for Recognition of Study Content and Courses Taken in the Framework of Mobility), in which he/she lists the courses of the recommended study programme at FMEO PU and, on the basis of the supporting material, completes the Learning Agreement for Studies (Learning Agreement), which lists the courses that the student will study at the partner university. The Learning Agreement specifies the content of the studies that will be recognised on return to the home university (specifying whether they will be recognised as compulsory, optional or elective). A student can only have a course recognised if he/she has a signed Credit Transfer Agreement for it (note: prior to departure, students must have signed and submitted Credit Transfer Agreements for each course they are expected to take as part of their studies at the foreign university), agreed and signed by the Departmental Coordinator. In the case of recognition of a course (taken in the framework of mobility) as an alternative to a compulsory or compulsory elective course at FMEO PU, the Credit Transfer Agreement must also be signed by the lecturer who provides the course at FMEO PU (lectures/examines) or by the head of the department under the responsibility of which the course is located. The student has the right to choose a course at the receiving institution, which is offered by the home faculty also in the higher year of study in the given study programme - after the assessment of the content match, the course will be recognised and the student is no longer obliged to take it in the higher year of study at home.*

***Conditions for taking the course at the home institution (Faculty of Management and Business of PU):***

*If the host university does not offer a suitable alternative course to the course of the study programme at the Faculty of Management and Business, the student is obliged to take the course at the home institution or to re-enrol in it in the next year of study at the home faculty. In this case, it is the student's responsibility to contact each lecturer personally before leaving for mobility and to agree in advance on the conditions for taking the course.*

***Responsibilities and tasks of the student during the mobility period:***

*If there is a change in the subjects listed in the Learning Agreement, the student should immediately contact the departmental Erasmus coordinator and agree on the changes with him/her (using the Changes to Learning Agreement for Studies form), while for the newly enrolled subjects it is also necessary to sign the Credit Transfer Agreement form.*

***Responsibilities and tasks of the student after returning from mobility:***

*After returning from mobility, the student shall immediately contact the Faculty ECTS Coordinator and give him/her a copy of the Learning Agreement (including changes) and a copy of the Transcript of Records (Transcript of Courses and Results). It is the student's obligation to deliver the above documents no later than 5 working days after returning from mobility. The faculty ECTS coordinator will ensure that the learning outcomes with the course codes and titles, as completed by the student at the host institution, are entered into the MAIS system and assigned to the student's study plan, as well as record the grade obtained by the student****.***

***Erasmus+ traineeships***

*A practical training placement is a period spent by a student in an enterprise or organisation in an Erasmus+ country. The aim of the traineeship is to help students adapt to the demands 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.*

*The internship is open to students of the University of Prešov (citizens of the Slovak Republic or other countries) who are duly enrolled in full-time or part-time studies at bachelor's, master's or doctoral level in a given year. A graduate traineeship is intended for students in their final year.*

*Students who have already completed an Erasmus+ mobility in the past can also apply for a grant. However, the cumulative duration of the mobility (study, traineeship) must not exceed 12 months per degree level. The enterprises in which the traineeship takes place must meet the definition of an eligible enterprise: an enterprise is an organisation engaged in an economic activity in the public or private sector, whatever its size, legal form, the economic sector in which it operates, including the social sphere of the economy. Host institutions may be: (1) enterprises, large and small organisations; (2) public and private organisations, including social enterprises; (3) public/state institutions at local, regional or national level; (4) higher education institutions awarded an ECHE (Erasmus Charter), research centres; (5) non-profit institutions; (6) foundations/foundations; (7) associations; (8) schools/education centres at different levels (from pre-schools - kindergartens, through primary and secondary schools, including adult education); (9) social partners, including chambers of commerce; (10) craft/professional associations and trade unions; (11) career guidance institutions; (12) vocational training centres; (13) national diplomatic representations (embassies, consular representations, etc.); (14) national authorities; (15) national institutions for the development of the European Union; (16) national authorities for the development of the European Union; (17) national authorities for the development of the European Union; (18) national authorities for the development of the European Union. )*

*The traineeship abroad will be fully recognised by the use of ECTS credits or a Diploma Supplement.*

*More information on student mobility is available on the University of Presov website: https://www.unipo.sk/zahranicie/erasmus/studium/ and https://www.unipo.sk/zahranicie/erasmus/staze/*

***Erasmus+ coordinators - contact persons of the ERASMUS+ programme , FMEO PU:***

***1. doc. Ing. Viktória Ali-Taha, PhD.*** *- Faculty ECTS coordinator; viktoria.ali-taha@unipo.sk;* *4880 585;*

***2. doc. Ing. Kristína Šambronská, PhD.*** *Department of Tourism and Hotel Management,* [*kristina.sambronska@unipo.sk*](mailto:kristina.sambronska@unipo.sk)*,*

***3. Mgr. Martin Rigelský, PhD.*** *- Department of Business, Marketing and Business Psychology,* [*martin.rigelsky@unipo.sk*](mailto:martin.rigelsky@unipo.sk)

***4. Ing. Michaela Harničárová, PhD.*** *– Department of Management,* [*michaela.sirkova@unipo.sk*](mailto:michaela.sirkova@unipo.sk)

***Contact person: Mgr. Vanda Tarbajová****, [vanda.tarbajova@unipo.sk](mailto:vanda.tarbajova@unipo.sk)*

1. **Required abilities and prerequisites of the applicant for the study programme**
2. 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 matriculation examination, another condition for admission to the studies is the demonstration of linguistic competence to study the study programme in the Slovak language.*

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).*

d) Admission results for the most recent period

*The results of the admission procedure for the bachelor study programme Tourism, Hotel and Spa Industry for the academic year 2021/2022: the management of FMEO PU decided that all applicants for the bachelor study programme THK who sent their application forms in the academic year 2021/2022 by the deadline of 31 July 2021 were admitted to the study.*

*Applicants for the bachelor's degree who did not submit a 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 in the studies in AR 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.*

***Planned number of applicants admitted in the admission procedure******2021/2022:***

*The Bachelor's Degree in Tourism, Hotel and Spa Industry in the full-time form of study (Bc-THK): 60* *applicants.*

***Summary of applicants admitted in the 2021/2022 admission procedure - status as of 31. 07. 2021:***

*The Bachelor's study programme Tourism, Hotel and Spa Industry in the full-time form of study (Bc-THK) in* *AY 2021/2022 admitted a total of 190* *applicants, including 82 foreign applicants.*

***Summary of newly enrolled students in the academic year 2021/2022 - status as of 31 October 2021:***

*101 students were enrolled in the bachelor's study programme Tourism, Hotel and Spa Industry in the full-time form of study (Bc-THK) in AR 2021/2022, including 40 foreign students*

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

*Monitoring and evaluation of students' opinions on the quality of the study programme is carried out centrally at the university level through the MAIS system. At the end of each semester, students have the opportunity to take part in an anonymous survey and fill in a feedback questionnaire concerning: 1. the study programme (General Survey) and 2. the subject survey, where individual subjects + lecturers are evaluated.*

*The electronic form of the curriculum evaluation questionnaire (General Survey) contains closed-ended questions through which, on a scale from 1 to 5 (1 - very high agreement with the statement, 5 - very low agreement), students can give their opinion on the composition of the curriculum courses, whether the subjects are important for them in terms of profiling, the offer of compulsory elective subjects, the material and technical equipment of classrooms, the offer of information resources in the university library, the quality of services of the study department, the timetable and the functioning of the academic information system.*

*Other ways of monitoring and evaluating students' opinions on the quality of the study programme include anonymous feedback, which is carried out by teachers in individual subjects. It must be noted that, in general, students make very little use of their opportunities to submit their requests or suggestions through their representatives in the Academic Senate, through feedback, or by approaching competent staff directly.*

*Graduates can also comment on the quality of study programmes (once a year, usually after state examinations) through a survey organised by the Rector's Office of the University of Prešov.*

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

*The results of student feedback - evaluations of the study programme of Tourism, Hotel and Spa Industry based on the Mais survey in the previous three semesters were as follows:*

*Winter semester 2020/2021: 53 students participated in the evaluation, with an average value of 2.28 (high level of agreement or high level of quality)*

*Summer semester 2020/2021: 26 students participated in the evaluation, average value 2 (high level of agreement or high quality)*

*Summer semester 2021/2022: 26 students participated in the evaluation, average value 2.61 (medium level of agreement or medium level of quality)*

*Given that student feedback is relatively low, its informative value is unreliable.*

*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 Report on Education, 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.*

1. **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. The objectives of education are achieved in the study programme through measurable learning outcomes in individual parts (modules, courses) of the study programme. They correspond to the relevant level of the Qualifications Framework in the European Higher Education Area. [↑](#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. Selected characteristics of the study programme content may be listed directly in the Course Information Sheets or supplemented with information from the Course Information Sheets. [↑](#footnote-ref-8)
9. 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)
12. E.g. in the provision of professional practice or other educational activities carried out outside the university. [↑](#footnote-ref-12)