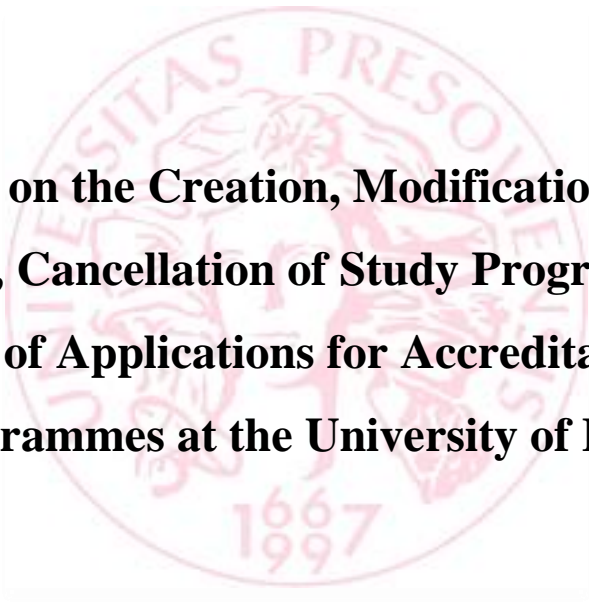



University of Presov

A large, faint, circular watermark of the University of Presov seal is centered in the background. The seal features a central figure, possibly a lion or a saint, surrounded by the Latin text 'UNIVERSITAS PRESOVENSIS' and the year '1667' at the bottom.

Directive on the Creation, Modification, Periodic Approval, Cancellation of Study Programmes and Submission of Applications for Accreditation of Study Programmes at the University of Presov

January 2025

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Appendix	Valid from	Description of change	Approved	
			Date	Signature
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Directive on the Creation, Modification, Periodic Approval, Cancellation of Study Programmes and Submission of Applications for Accreditation of Study Programmes at the University of Presov

PART ONE **Introductory provisions**

Article 1 **Subject of provisions**

1. The Directive defines and describes the internal structures and processes for the creation, modification, periodic approval and cancellation of study programmes (hereinafter referred to as "SPs") in fields of study and degrees in which the University of Presov (hereinafter referred to as "UP") is authorized to carry out SPs.
2. The Directive defines and describes the processes for submitting applications to the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE") for the granting the accreditation to new SPs in fields and degrees in which the UP is not authorized to carry out SPs.

PART TWO **Approval bodies of authorization to create, modify, periodically approve, and cancel SPs and bodies of assessing submitted applications by SAAHE**

Article 2 **Internal Quality System Board**

1. The highest internal body in the field of quality assurance at the UP level is the Board for the Internal Quality System (hereinafter referred to as the "IQS Board"). This body decides in particular on:
 - a) approval of authorizations to create, modify, periodically approve and cancel SPs in fields and degrees in which the UP is granted the authorization to carry out SPs entered in the register of study fields and the SPs register,
 - b) assessment of applications for granting the accreditation of new SPs in the fields of study and degrees in which UP is not granted the authorization to carry out SPs entered in the register of study fields and the SPs register.
2. The IQS Board establishes Ad Hoc Expert Committees (hereinafter referred to as "AHEC") as an advisory body for assessing applications for the creation of a new SP in fields and degrees in which the UP is authorized to conduct SPs registered in the register of study fields and the SP register.
3. Other main activities, composition, scope of the IQS Board, responsibilities, meetings, voting methods, etc. are defined in more detail in the statute of the IQS Board.

Article 3 **Faculty Quality Board**

1. The highest internal body in the field of quality assurance at the faculty is the Faculty Quality Board. This body decides in particular on:
 - a) approving and granting authorizations to create, modify, periodically approve and cancel SPs in fields and degrees in which the UP is authorized to carry out SPs registered in the register of study fields and the SPs register,
 - b) assessment of applications for granting an accreditation of new SPs in fields and degrees in which the UP is not authorized to carry out SPs registered in the register of study fields and the SPs register.

2. Other main activities, the scope of the Faculty Quality Board, its meetings, voting methods and deadlines, etc. are defined in more detail in the statutes of the Faculty Quality Boards of individual faculties.
3. The statutes of the Quality Boards of individual faculties must be in accordance with generally binding legal regulations, with the standards of the SAAHE and without hidden or obvious contradictions with this directive and other directly related internal regulations of the UP.
4. The founding statute of the Faculty Quality Board, after its approval by the Faculty Scientific Board, is forwarded by the Chair of the Faculty Quality Board to the IQS Board for discussion and approval.
5. Any further amendment to the statute of the Faculty Quality Board after its approval by the Faculty Quality Board shall be submitted by the Chair of the Faculty Quality Board to the IQS Board for discussion and approval.
6. The obligation to establish a Faculty Quality Board applies to all faculties of the UP, with the exception of university-wide departments of the UP. All processes related to the Faculty Quality Board in the case of university-wide departments of the UP are managed exclusively by the IQS Board.
7. The minimum number of members of the Faculty Quality Board is seven and is always an odd number.
8. The Chair of the Faculty Quality Board is the Dean of the relevant faculty.
9. Members of the Faculty Quality Board are usually selected Vice-Deans of the relevant faculty and persons responsible for implementing, developing and ensuring the quality of SPs in the fields and degrees in which the faculty is authorized to carry out the SPs.
10. The Faculty Quality Board must include at least 1 student representative, at least 1 employer representative (working in practice related to the given field) and at least 1 representative from an external environment (a scientific and pedagogical member of staff from another higher education institution based in the Slovak Republic/outside the Slovak Republic).
11. A member of the Faculty Quality Board may not be also a member of the IQS Board.
12. Members of the Faculty Quality Board are approved by the Scientific Board of the relevant faculty upon the proposal of its Dean, by an absolute majority of the votes of the members present.
13. Meetings of the Faculty Quality Board are convened by its Chair as needed.
14. The Faculty Quality Board has a quorum if an absolute majority of all its members are present.
15. The Faculty Quality Board votes on each draft resolution separately and, as a rule, publicly.
16. The adoption of a resolution requires the consent of an absolute majority of the members of the Faculty Quality Board present.
17. The Chair of the Faculty Quality Board may announce an electronic or correspondence vote (hereinafter referred to as "voting per rollam") without an in-person meeting of the Faculty Quality Board, especially if it is a matter that cannot be postponed further or in which it is not appropriate to convene an in-person meeting.
18. The overall process, deadline for voting by rollam, and method of announcing the results are determined by the Chair of the Faculty Quality Board.

Article 4

Person responsible for the SPs

1. The person responsible for the study program (hereinafter referred to as the "SP guarantor") has the relevant competencies and bears the main responsibility for the implementation, development and quality assurance of the SPs or an otherwise defined integral part of the SP and provides the profile subject.

2. The SP guarantor must meet the qualification requirements according to the SAAHE Standards for the study program.
3. The Chair of the Quality Board of the relevant faculty submits a proposal to the IQS Board to revoke the SP guarantor in the following cases:
 - a) if he/she has ceased to meet the requirements under paragraphs 1 to 2 of this Article,
 - b) if he/she does not fulfill his/her obligations to the required extent.
4. The SP guarantor function automatically expires in the following cases:
 - a) if the authorization to conduct the SP has been revoked by the SAAHE or the IQS Board,
 - b) if he/she requests in writing the Chair of the Quality Board of the relevant faculty to resign from the position of SP guarantor,
 - c) if he/she terminates his/her employment relationship with the UP,
 - d) in case of death.
5. The SP guarantor mainly performs the following activities:
 - a) in cooperation with the head of the workplace where the SP or part of it is carried out, participates in the preparation of admission procedures and state final exams, determines teachers providing the profile subject and other teachers participating in the implementation of the SP,
 - b) coordinates the content preparation of the SP together with teachers providing the profile subject and other teachers participating in the implementation of the SP,
 - c) in cooperation with the head of the workplace where the professional development or part of it is carried out, is responsible for the up-to-dateness of the information sheet of the profile subject, scientific/artistic-pedagogical characteristics and also the characteristics of the most significant outputs of the creative activity of the professional development and teachers providing the profile subject,
 - d) coordinates the preparation and control of all applications related to the implementation of the SP (creation, modification, periodic approval, cancellation),
 - e) ensures that the SPs are carried out in accordance with the SAAHE Standards for the study program and the internal accreditation files of the SPs,
 - f) supervises the quality of the SP and its improvement,
 - g) implements measures that were intended to improve the SP as a part of its evaluation,
 - h) monitors and supervises teachers providing the profile subject and other teachers participating in the implementation of the SP, mainly through listening and observation,
 - i) develops the content and methodology of the curriculum in accordance with the current level of knowledge in the given field of education, scientific field and in accordance with the requirements of practice for graduates of the UP,
 - j) approves the topics of final theses,
 - k) submits proposals to the Chair of the Faculty Quality Board for the amendment of internal regulations relating to studies,
 - l) participates in meetings of the Faculty Quality Board as needed,
 - m) provides assistance in the preparation of annual reports on educational activities or other evaluation reports related to information on the SPs.

Article 5

Teacher providing a profile subject

1. Each SP has a specifically defined group of profile study subjects, which are standardly provided by university teachers in the position of Professor or Associate Professor according to the qualification requirements specified in the SAAHE Standards for the study program.
2. A teacher providing a profile subject who is a member of the guarantee team (hereinafter referred to as "TPPS"), with his/her qualifications, workload distribution, level of results of creative activities, practical experience, pedagogical skills and transferable competencies, enables the achievement of educational outcomes. The language skills of the TPPS correspond to the languages of

implementation of the SP, just as the number and working capacity of the TPPS correspond to the number of students and the personnel requirements of educational activities.

3. The teacher providing the profile subject is approved by the person responsible for the SP in the study plan in which the profile study subject is included, in cooperation with the head of the workplace where the SP or part of it is carried out.
4. TPPS mainly performs the following activities:
 - a) supervises the quality of the provision of the profile subject,
 - b) coordinates the activities of teachers participating in the implementation of a profile subject if several teachers are needed to provide it,
 - c) monitors current trends related to the content of a given profile subject and ensures the design of content innovations in accordance with the procedures for adjusting the SP.

PART THREE

Approval of requests for creation, modification, periodic approval and cancellation of SPs

Article 6

Internal accreditation file of the SP

1. The internal accreditation file of the SP is composed of a selection of the following documents in the processes of establishment, modification, periodic approval and cancellation of the SP:
 - a) application for the creation of a new SP,
 - b) application for SP modification,
 - c) application for periodic approval of SP,
 - d) application for SP cancellation,
 - e) description of SP,
 - f) internal evaluation report of SP,
 - g) scientific/artistic-pedagogical characteristics of SP guarantor and TPPS,
 - h) characteristics of the most significant outputs of the creative activities of SP guarantor and TPPS,
 - i) course information sheets,
 - j) recommended study plan,
 - k) minutes of meetings with interested parties on the creation/modification of SP,
 - l) minutes of the meetings of the Faculty Quality Board,
 - m) statements of AHEC members,
 - n) AHEC report on the fulfilment of the standards and criteria of SP,
 - o) minutes of AHEC meetings,
 - p) minutes of meetings of the IQS Board,
 - q) minutes of meetings of the program/specialized committees of SP,
 - r) report on periodic evaluation of SP,
 - s) decisions/approvals of the IQS Board,
 - t) other additional documents.
2. The preparation of the internal accreditation file of the SP is coordinated by the SP guarantor, which is responsible for its formal and content correctness. The SP guarantor is also responsible for forwarding the internal accreditation file of the SP to the relevant bodies according to the procedures specified in this Directive.
3. In addition to the SP guarantor, the TPPS and interested parties (i.e. at least 1 student, at least 1 employer and possibly other interested parties according to the SAAHE Standards for the study program) also participate in the preparation of the internal accreditation file of the SP.
4. Selected templates of the documents referred to in paragraph 1 of this Article are published on the website of the UP and SAAHE.

5. In the case of combined translation SPs, the internal accreditation file is processed separately for approval and separately for the translation basis.
6. In the case of teacher study programs that consist of several integrated parts, the internal accreditation file is processed separately for each integrated part, with the teaching foundation being considered a separate integrated part.
7. Teacher study programs are also governed by the Rector's measure on the creation and harmonization of teacher study programs.

Article 7

Application for the creation of a new SP in the fields and degrees in which the UP is authorized to carry out SP

1. An application for the creation of a new SP may only be submitted providing that the new SP will:
 - a) meet the qualification requirements according to the SAAHE Standards for the study program,
 - b) demonstrate originality compared to other, already existing SPs carried out at the UP in the same field,
 - c) describe the justification for its implementation in the national context,
 - d) justify the connection with the long-term objective and strategic direction of the UP,
 - e) include a list of interested parties who will participate in the process of creating a new SP, including identification of their needs and expectations.
2. A student from a related SP who is involved in the preparation of a new bachelor's degree program must have successfully completed at least the first year of study at the UP.
3. The employer involved in the preparation of the new SP must be a recognized authority in relation to the new SP.

Discussion of the application at the level of the Faculty Quality Board

4. The application for the creation of a new SP is submitted by the SP guarantor to the Chair of the Quality Board of the faculty where the new SP will be implemented.
5. The SP guarantor, in cooperation with the TPPS and interested parties, must deliver the documents referred to in Article 6, paragraph 1, letters a), e), f), g), h), i), j), k) of this Directive, which together form the internal accreditation file of the new SP.
6. The Chair of the Faculty Quality Board will submit the internal accreditation file of the new SP at the next meeting of the Faculty Quality Board, which will decide on the matter.
7. In case of a positive opinion from the Faculty Quality Board, its Chair forwards the internal accreditation file of the new Faculty together with the minutes of the relevant meeting of the Faculty Quality Board to the Chair of the IQS Board.
8. If the Faculty Quality Board raises comments on the submitted file, its Chair shall forward the minutes of the meeting to the SP guarantor. The SP guarantor, in cooperation with the TPPS, works on amending the internal accreditation file of the new SP according to the comments of the Faculty Quality Board. The SP guarantor is obliged to incorporate the comments and immediately notify the Chair of the Quality Board of the relevant faculty. Re-discussion of the amended SP accreditation file in the Faculty Quality Board is not required.
9. In case of a dissenting opinion of the Faculty Quality Board, the decision is binding and the process of approving the internal accreditation file of the new SP is not continuing.

Discussion of the application at the level of the AHEC and the IQS Board

10. In case of paragraphs 7 and 8 of this Article, the Chair of the IQS Board shall entrust the relevant coordinator of study fields with processing the application for the formation of the AHEC composition for the new SP no later than 30 working days, while the selection of AHEC members must be in accordance with the statute of the IQS Board.

11. The application for the formation of the AHEC composition is prepared by the relevant coordinator of the study fields. The inclusion of identified persons into the AHEC composition is carried out only after obtaining their consent to participate in the assessment process of the relevant SP.
12. In case of positive opinion of the IQS Board on the composition of the AHEC, the relevant coordinator of the study fields shall immediately inform the Chair and members of the AHEC of the outcome of the discussion and shall inform them of the upcoming process of assessing the internal accreditation file of the SP, the method of making the internal accreditation file of the SP available, deadlines, documents, etc.
13. In case of disagreement with the opinion of the IQS Board regarding the composition of the AHEC, the relevant coordinator of the study fields, after incorporating the changes, shall resubmit the application for the formation of the AHEC composition at the next meeting of the IQS Board, which shall decide on the matter. This procedure shall be repeated until the IQS Board reaches a favorable opinion.
14. No later than 30 working days from the date of disclosure of the documents forming the internal accreditation file of the SP, the members of the AHEC shall jointly prepare the AHEC report on the fulfilment of the SP standards and criteria (hereinafter referred to as the "AHEC report") and the minutes of the relevant AHEC meeting.
15. The AHEC report is of a recommendatory nature, and in the aforementioned AHEC opinion:
 - a) agrees with the request to create a new SP without comments,
 - b) agrees with the request to create a new SP after the deficiencies have been eliminated,
 - c) does not agree with the request to create a new SP.
16. The information on the completion of the processing of the AHEC report is forwarded by the Chair of AHEC, together with the minutes of the AHEC meeting, to the relevant coordinator of study fields, who informs the Chair of the IQS Board about the matter.
17. The Chair of the IQS Board shall convene a meeting of the IQS Board, which shall decide on the matter, no later than 30 working days from the date of making the internal accreditation file of the new SP and the prepared AHEC report available.
18. If the IQS Board agrees with the opinion of the AHEC referred to in paragraph 15 letter a) of this Article, it shall decide to approve the submitted matter. The IQS Board shall also issue a written decision on granting authorization to carry out the SP in the given field and degree no later than 14 working days from the date of approval, and a person authorized by the Chair shall deliver it to the Chair of the Quality Board of the faculty at which the new SP will be carried out.
19. If the IQS Board agrees with the opinion of the AHEC referred to in paragraph 15 letter b) of this Article, the Chair shall entrust the SP guarantor with the elimination of the identified deficiencies within 30 working days at the latest, who shall immediately notify the Chair of the Quality Board of the relevant faculty of the information on the incorporation of the comments.
 - a) If the IQS Board subsequently assesses that the deficiencies in the internal accreditation file of the new SP have been sufficiently eliminated and the file meets the required standards and criteria, it will decide to approve the submitted matter. The IQS Board will also issue a written decision on granting authorization to conduct a new SP in the relevant field of study and degree no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the Chair of the Quality Board of the faculty at which the new SP will be conducted.
 - b) If the IQS Board subsequently assesses that the deficiencies in the internal accreditation file of the new SP have not been sufficiently eliminated and the file does not meet the required standards and criteria, it will decide not to approve the submitted matter. The IQS Board will also issue a written decision together with the specific reasons for not granting the authorization to carry out the SP in the relevant field and degree no later than 14 working days from the date of approval, and the person authorized by the Chair will deliver it to the relevant Chair of the Faculty Quality Board.

20. If the IQS Board agrees with the opinion of the AHEC referred to in paragraph 15 letter c) of this Article, it shall decide not to approve the submitted matter. The IQS Board shall also issue a written decision together with the specific reasons for not granting the authorization to carry out the SP in the relevant field and degree no later than 14 working days from the date of approval and the person authorized by the Chair shall deliver it to the relevant Chair of the Faculty Quality Board.
21. No later than 30 working days from the date of the decision of the IQS Board, the SP guarantor may, as a part of an appeal, request the Personnel and Legal Department of the UP to review the decision not to grant authorization to carry out a new SP. The Personnel and Legal Department of the UP will confirm or cancel the decision of the IQS Board.
22. The SP guarantor is obliged to ensure the update of all documents and website content affected by the creation of the new SP, in the public part of the faculty website and also in the modular academic information system of the UP, no later than 14 working days after the delivery of the official decision of the IQS Board.

Article 8

Application for the creation of a new SP in fields and degrees in which the UP is not authorized to conduct SP

1. The UP submits an application for the creation of a new SP, or an application for the granting of SP accreditation in the field and degree in which the UP is not authorized to carry out SP pursuant to Section 30 of Act No. 269/2018 Coll. on Quality Assurance in Higher Education and amending Act No. 343/2015 Coll. on Public Procurement and Amending Certain Acts, as amended.
2. The application, together with the required documents for the new SP, must be discussed in individual committees according to the procedure specified in Article 7, paragraphs 1 to 9 of this Directive.
3. The Chair of the IQS Board shall convene a meeting of the IQS Board, which shall decide on the matter, no later than 30 working days from the date of making the internal accreditation file of the new SP available.
4. In case of a positive opinion, the IQS Board will propose to approve the submitted matter. The person authorized by the Chair of the IQS Board will then submit all necessary documents to the SAAHE information system and, if necessary, coordinate the cooperation of the faculties with the SAAHE staff.
5. If the IQS Board raises comments on the submitted application and the required documents, the Chair will instruct the S guarantor to eliminate the identified deficiencies within 30 working days at the latest, who will immediately notify the Chair of the Quality Board of the relevant faculty of information about the incorporation of the comments.
 - a) If the IQS Board subsequently assesses that the deficiencies in the internal accreditation file of the new SP have been sufficiently eliminated and the file meets the required standards and criteria, it will propose to approve the submitted matter. The person authorized by the Chair of the IQS Board will subsequently submit all necessary documents to the SAAHE information system and, if necessary, coordinate the cooperation of the faculties with the SAAHE staff.
 - b) If the IQS Board subsequently assesses that the deficiencies in the internal accreditation file of the new SP have not been sufficiently eliminated and the file does not meet the required standards and criteria, it will propose not to approve the submitted matter. The IQS Board will also issue a written decision together with the specific reasons for not granting the authorization to carry out the SP in the relevant field and degree no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the relevant Chair of the Faculty Quality Board.
6. In case of a dissenting opinion, the IQS Board will propose not to approve the submitted matter. The IQS Board will also issue a written decision, together with specific reasons for not granting authorization to carry out SP in a relevant field and degree, no later than 14 working days from the

date of approval, and a person authorized by the Chair will deliver it to the relevant Chair of the Faculty Quality Board.

7. No later than 30 working days from the date of the issuance of the IQS Board's disapproval, the SP guarantor may, as a part of an appeal, request the Personnel and Legal Department of the UP to review the disapproval of the granting of authorization to carry out a new SP. The Personnel and Legal Department of the UP will confirm or cancel the IQS Board's disapproval.
8. The Faculty of Education is obliged to ensure the update of all documents and website content affected by the creation of the new SP, in the public part of the faculty website and also in the modular academic information system of the UP, no later than 14 working days after the delivery of the official decision of the SAAHE.

Article 9

Application for modification of SPs

1. The modification of the SP must be processed continuously in the case of:
 - a) changes to the SP guarantor,
 - b) changes to the TPPS, who is a member of the guarantee team,
 - c) addition or deletion of a compulsory optional subject in the recommended study plan.
2. The modification of the SP must be processed based on the periodic evaluation of the SP in case of:
 - a) addition or deletion of a compulsory subject in the recommended study plan,
 - b) changes in the number of teaching units of a subject,
 - c) changes in the conditions for proper completion of studies,
 - d) changes in the number of credits in a course.
3. In case of a modification of the SP referred to in paragraph 1 letter a) of this Article, the Chair of the Faculty Quality Board submits a request for modification of the SP for discussion and approval to the Faculty Quality Board (procedure referred to in paragraphs 6 to 10 of this Article). The request for modification of the SP is subsequently discussed and approved by the Faculty Quality Board (procedure referred to in paragraphs 11 to 16 of this Article).
4. In case of a modification of the SP referred to in paragraph 1 letter b) of this Article, the SP guarantor submits the matter to the Chair of the Faculty Quality Board for its discussion and approval by the Faculty Quality Board (procedure referred to in paragraphs 6 to 10 of this Article). Subsequent discussion and approval of the modification of the SP by the IQS Board is not required. However, the Chair of the Quality Board of the relevant faculty is obliged to forward to the Chair of the IQS Board the minutes of the relevant meeting and information on the result of the vote, no later than 14 working days from the date of approval.
5. In case of a modification of the SP referred to in paragraph 1, letter c) and paragraph 2, letters a), b), c), d) of this Article, the SP guarantor shall submit the matter to the Chair of the Faculty Quality Board for its discussion and approval by the Faculty Quality Board (procedure referred to in paragraphs 6 to 10 of this Article). Subsequent discussion and approval of the modification of the SP by the IQS Board is not required.

Discussion of the application at the level of the Faculty Quality Board

6. For discussion in the Faculty Quality Board, it is necessary to submit the documents listed in Art. 6, para. 1, letter b), k) of this Directive, including updated versions of the documents affected by the implementation of the required modifications to the SP. All of the above documents together form the internal accreditation file of the modified SP.
7. The Chair of the Faculty Quality Board will submit the internal accreditation file of the revised SP at the next meeting of the Faculty Quality Board, which will decide on it.
8. In the event of a positive opinion from the Faculty Quality Board, its Chair will forward the internal accreditation file of the revised SP together with the minutes of the relevant meeting of the Faculty Quality Board to the Chair of the IQS Board.

9. If the Faculty Quality Board raises comments on the submitted application, its Chair shall forward the minutes of the relevant meeting to the SP guarantor. The SP guarantor, in cooperation with the TPPS, shall process the comments within 30 working days at the latest, immediately notifying the Chair of the Quality Board of the relevant faculty. A re-negotiation at the Faculty Quality Board is not required. The amended internal accreditation file of the SP, together with the minutes of the relevant meeting of the Faculty Quality Board, shall then be forwarded to the Chair of the IQS Board.
10. In case of a dissenting opinion from the Faculty Quality Board, the decision is binding and the process of amending the SP is not continued.

Discussion of the application at the level of the IQS Board

11. In case of paragraph 8 of this Article and the transfer of the amended internal accreditation file of the SP in the case of paragraph 9 of this article, the Chair of the IQS Board shall present the matter at the IQS Board meeting no later than 30 working days.
12. In case of a positive opinion, the IQS Board will decide to approve the submitted matter. The IQS Board will also issue a written decision expressing its approval of the amendment to the SP no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the Chair of the Quality Board of the faculty at which the SP is being carried out.
13. If the IQS Board raises comments on the submitted application and the required documents, the Chair will instruct the SP guarantor to eliminate the identified deficiencies within 30 working days at the latest, who will immediately notify the Chair of the Quality Board of the relevant faculty of information about the incorporation of the comments.
 - a) If the IQS Board subsequently assesses that the deficiencies in the application have been sufficiently eliminated, it will propose to approve the submitted matter. The IQS Board will also issue a written decision expressing its agreement with the amendment of the SP no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the Chair of the Quality Board of the faculty at which the SP is being carried out.
 - b) If the IQS Board subsequently assesses that the deficiencies in the application have not been sufficiently eliminated, it will propose not to approve the submitted matter. The IQS Board will also issue a written decision together with specific reasons for disagreement with the amendment of the SP no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the Chair of the Faculty Quality Board.
14. In case of a dissenting opinion, the IQS Board will decide not to approve the submitted matter. The IQS Board will also issue a written decision together with specific reasons for disagreement with the amendment to the SP no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the relevant Chair of the Faculty Quality Board.
15. No later than 30 working days from the date of the issuance of the IQS Board's disapproval, the SP guarantor may, as part of a remedy, request the Personnel and Legal Department of the UP to review the disapproval of the amendment to the SP. The Personnel and Legal Department of the UP will confirm or cancel the IQS Board's disapproval.
16. The SP guarantor is obliged to ensure the update of all documents and website content affected by the implementation of the required changes to the SP, in the public part of the faculty website and also in the modular academic information system of the UP, no later than 14 working days after the delivery of the official letter from the IQS Board.

Article 10

Application for periodic approval of the SP

1. Each SP is periodically approved in accordance with the formalized processes of the internal quality system of the UP in the period corresponding to its standard length of study in accordance with the wording of Article 11 of the SAAHE standards for the study program. The evaluation takes into account data on the SP for all semesters preceding the last semester of its standard length.

2. The SP guarantor is obliged to process the documents specified in Article 6, paragraph 1, letters c), q), r) of this Directive. All of the above documents together form the internal accreditation file of the periodically approved SP.
3. The report on the periodic assessment of the SP is prepared by the SP guarantor in cooperation with the TPPS, who are members of the guarantee team and, if necessary, other persons. The report usually contains:
 - a) outputs of ongoing monitoring and the measures resulting from it, results of observation activities, evaluation of the quality of education and results of communication between the SP guarantor and selected interested parties of the SP, especially its teachers and students,
 - b) evaluation of the SP on the degree of fulfilment of the SAAHE Standards for the study program.

Discussion of the application at the level of the Faculty Quality Board

4. The application for periodic approval of the SP is submitted by the SP guarantor to the Chair of the Quality Board of the faculty where the relevant SP is being carried out.
5. The Chair of the Faculty Quality Board will submit a request for periodic approval of the SP and a report on the periodic evaluation of the SP at the next meeting of the Faculty Quality Board, which will decide on the matter.
6. In case of a positive opinion from the Faculty Quality Board, the Chair will forward the above documents, together with the minutes of the relevant meeting of the Faculty Quality Board, to the Chair of the IQS Board no later than April 30 of the relevant calendar year.
7. If the Faculty Quality Board raises comments on the above documents, its Chair shall forward the minutes of the meeting to the SP guarantor. The SP guarantor, in cooperation with the TPPS, shall process the comments within 30 working days at the latest, with immediate notification to the Chair of the Quality Board of the relevant faculty. Re-negotiation in the Faculty Quality Board is not required. The amended documents, together with the minutes of the meeting in question, shall then be forwarded to the Chair of the IQS Board by the Faculty Quality Board, no later than April 30 of the relevant calendar year.
8. In case of a dissenting opinion from the Faculty Quality Board, the decision is binding and the process of periodic approval of the SP is not continued.

Discussion of the application at the level of the IQS Board

9. In case of paragraph 6 of this article and the transfer of the modified internal accreditation file of the SP in the case of paragraph 7 of this Article, the Chair of the IQS Board shall present the matter at the IQS Board meeting no later than 30 working days.
10. In case of a positive opinion, the IQS Board will decide to approve the submitted matter. The IQS Board will also issue a written decision on granting authorization to conduct the professional development in the relevant field and degree no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the Chair of the Quality Board of the faculty at which the relevant professional development is conducted.
11. If the IQS Board raises comments on the submitted application and the required documents, the Chair will instruct the SP guarantor to eliminate the identified deficiencies within 30 working days at the latest, who will immediately notify the Chair of the Quality Board of the relevant faculty of information about the incorporation of the comments.
 - a) If the IQS Board subsequently assesses that the deficiencies in the application have been sufficiently eliminated, it will propose to approve the submitted matter. The IQS Board will also issue a written decision on granting authorization to conduct the SP in the relevant field and degree no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the Chair of the Quality Board of the faculty at which the SP is carried out.

- b) If the IQS Board subsequently assesses that the shortcomings of the application have not been sufficiently eliminated, it will propose not to approve the submitted matter. The IQS Board will also issue a written decision together with the specific reasons for not granting the authorization to carry out the SP in the relevant field and degree within 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the relevant Chair of the Faculty Quality Board.
12. In case of a dissenting opinion, the IQS Board shall decide not to approve the submitted matter. The IQS Board shall also issue a written decision together with the specific reasons for not granting the authorization to conduct the professional development in the relevant field and degree no later than 14 working days from the date of approval, and a person authorized by the Chair shall deliver it to the Chair of the Quality Board of the faculty at which the relevant professional development is carried out.
 13. No later than 30 working days from the date of the issuance of the decision of the IQS Board, the SP guarantor may, as part of an appeal, request the Personnel and Legal Department of the UP to review the decision not to grant authorization to carry out the relevant SP. The Personnel and Legal Department of the UP will confirm or cancel the decision of the IQS Board.

Article 11

Application for cancellation of the SP

1. The authorization to carry out the SP shall cease to exist if:
 - a) the period for which the authorization to carry out SP in the relevant field and degree was issued has expired,
 - b) SAAHE decided to suspend the authorization to conduct postgraduate studies in the relevant field and degree pursuant to Section 27 of Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amending and Supplementing Act No. 343/2015 Coll. on public procurement and on amending and supplementing certain acts, as amended,
 - c) SAAHE ordered the cancellation of the SP pursuant to Section 28 of Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on amendments to Act No. 343/2015 Coll. on public procurement and on amendments to certain acts, as amended,
 - d) The request for cancellation of the SP was approved by the IQS Board at its meeting.
2. In case of paragraph 1 letters a) to c) of this Article, the request for cancellation of the SP does not need to be discussed and approved by the Faculty Quality Board or the IQS Board.
3. In case of paragraph 1 letter d) of this Article, the request for cancellation of the SP submitted by the SP guarantor must be discussed and approved first by the Faculty Quality Board and subsequently by the IQS Board.

Discussion of the application at the level of the Faculty Quality Board

4. The request for cancellation of the SP is submitted by the Chair of the Quality Board of the faculty where the relevant SP is taking place.
5. The Chair of the Faculty Quality Board will submit a request for cancellation of the SP at the next meeting of the Faculty Quality Board, which will decide on the matter.
6. In case of a positive opinion from the Faculty Quality Board, the Chair will forward the request for cancellation of the SP together with the minutes of the relevant meeting of the Faculty Quality Board to the Chair of the IQS Board.
7. In case of a dissenting opinion from the Faculty Quality Board, the decision is binding and the process of cancelling the SP is not continued.

Discussion of the application at the level of the IQS Board

8. The Chair of the IQS Board shall submit a request for the cancellation of the SP in case of paragraph 6 of this Article no later than 30 working days at a meeting of the IQS Board, which shall decide on the matter.
9. In case of a positive opinion, the Quality Assurance Board will decide to approve the submitted matter. The Quality Assurance Board will also issue a written decision expressing its consent to the cancellation of the SP no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the Chair of the Quality Board of the faculty at which the SP is being carried out.
10. In case of a dissenting opinion, the IQS Board will decide not to approve the submitted matter. The IQS Board will also issue a written decision together with specific reasons for disagreement with the cancellation of the SP no later than 14 working days from the date of approval, and a person authorized by the Chair will deliver it to the relevant Chair of the Faculty Quality Board.
11. No later than 30 working days from the date of the issuance of the decision of the IQS Board, the SP guarantor may, as part of an appeal, request the Personnel and Legal Department of the UP to review the decision not to cancel the relevant SP. The Personnel and Legal Department of the UP will confirm or cancel the decision of the IQS Board.
12. The SP guarantor is obliged to ensure the update of all documents and website content affected by the cancellation of the relevant SP in the public part of the faculty website and also in the modular academic information system of the UP, no later than 14 working days after the delivery of the official decision of the IQS Board.

PART FOUR

Final provisions

Article 12

Final provisions

1. This directive is binding for all faculties and parts of the UP where SPs are carried out.
2. This directive was approved by the Scientific Board of the University of Presov on December 9, 2024.
3. This directive repeals Rector's Directive No. 7/2024 Directive on the Creation, Modification, Approval, Cancellation of Study Programmes and Submission of Applications for Accreditation of Study Programmes and Fields of the Habilitation Proceedings and Inauguration Proceedings at the University of Presov dated June 03, 2024.
4. This directive repeals Rector's Directive No. 2/2024 Methodological regulation for periodic evaluation and approval of study programs at the University of Presov according to the standards of the Slovak Accreditation Agency for Higher Education dated February 15, 2024.
5. This directive enters into force and effect on January 01, 2025.

Presov December 09, 2024

Dr. h. c. prof. PhDr. Peter Kónya, PhD.
Rector of the UP

Procedure for discussing applications in individual committees:

1. Creating a new SP in which the UP is authorized to carry out SP

Faculty Quality Board → AHEC → IQS Board

- Decision of the IQS Board (non-granting/granting authorization to carry out SP in a relevant field and degree)

2. Creating a new SP in which the UP is not authorized to carry out SP

Faculty Quality Board → IQS Board → SAAHE

- Decision of the SAAHE (non-granting/granting authorization to carry out SP in a relevant field and degree)

3. Modification of SP

Faculty Quality Board → IQS Board

- Decision of the Council for VSK (no/granting consent to the amendment of the SP)

4. Periodic approval of SP

Faculty Quality Board → IQS Board

- Decision of the IQS Board (non-granting/granting authorization to carry out SP in a relevant field and degree)

5. Cancellation of SP

Faculty Quality Board → IQS Board

- Decision of the IQS Board (no/granting consent to the cancellation of the SP)