

DESCRIPTION OF THE STUDY PROGRAMME – OUTLINE

Name of the higher education institution: *University of Presov*

Name of the faculty/university workplace: *Faculty of Management and Business*

Address of the faculty/university workplace: *Konštantínova 16, 080 01 Presov*

Institution body for approving the study programme: *Rada pre kvalitu Fakulty manažmentu, ekonomiky a obchodu PU v Prešove (RpKFMEO PU v Prešove), Rada pre vnútorný systém kvality PU v Prešove (RpVSK PU v Prešove)*

Date of the study programme approval or the study programme modification: *29.03.2022 (na úrovni RpKFMEO PU v Prešove)*

Date of the latest change¹ in the study programme description:

Reference to the results of the latest periodic review of the study programme by the institution: -

Reference to the assessment report of the application for accreditation of the study programme under § 30 of Act no. 269/2018 Coll.²: -

1. Basic information about the study programme

- a) Name of the study program and its number according to the register of study programmes.

Management

Code in the Register of Study Programs: 101920; UIPŠ code: 6289T00

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

766 Higher education of second degree (Master's long first degree)

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

Presov

- d) Name and number of the field of study in which higher education is obtained by completing the study programme, or a combination of two fields of study in which higher education is obtained by completing the study programme, ISCED-F codes of the field/fields³.

Name and code of study field 6213 (6213T00) **Economics and Management**

field of study ISCED FoET 2013: **0413 Management**

ISCED-F code: 041 – Business and administration / **0413** – Management and administration

031 Social and behavioural sciences / **0311** Economics

- e) Type of the study programme: academically oriented, professionally oriented; translation, translation combination study programme (listing the specializations); teaching, teaching combination study programme (listing the specializations); artistic, engineering, doctoral, preparation for regulated profession, joint study programme, interdisciplinary studies.

academically oriented

- f) Awarded academic degree.

Magister/Master (Mgr.)

- g) Form of study⁴.

part-time

- h) In the case of joint study programmes, cooperating institutions and the range of study obligations the student fulfils at each of the given institutions (§ 54a of the Act on Higher Education Institutions).

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- i) Language or languages in which the study programme is delivered⁵.

¹ If the change is not a modification of the study programme according to § 30 of Act no. 269/2018 Coll.

² It is stated only if the accreditation of the study programme has been granted according to § 30 of Act no. 269/2018 Coll.

³ According to the International Standard Classification of Education. Fields of Education and Practice 2013.

⁴ According to § 60 of Act no. 131/2002 Coll. on Higher Education Institutions.

⁵ It means the languages in which all learning outcomes are achieved and all related courses of the study programme as well as the state examinations are carried out. The institution independently provides information on the possibility of partial study parts/courses in other languages in part 4 of the description.

English

j) Standard length of the study expressed in academic years.

two years / three years (for students enrolled by 31 October 2022 for the study of a second-level study program in an external form of study)

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

Planned number of students in the following academic year:

Planned number of admitted applicants in the academic year of 2022/2023: information is available at the Faculty website: <https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>

- Full-time form of study: 100
- Part-time form of study: 80

Planned number of students, the actual number of applicants and students in the current academic year:

Planned number of admitted applicants in the academic year of 2021/2022:

- Full-time form of study: 100
- Part-time form of study: 80

The actual number of applicants in the academic year of 2021/2022:

- Full-time form of study: 196 (out of which 29 are international students)
- Part-time form of study: 48 (out of which 1 is international)

The actual number of students in the study programme in the academic year of 2021/2022 (stav k 31.10.2021):

- Full-time form of study: 359 students out of which:
 - in the 1st year: 161
 - in the 2nd year: 198
- Part-time form of study: 79 students out of which
 - in the 1st year: 33
 - in the 2nd year: 38
 - in the 3rd year: 8

2. Graduate profile and learning objectives

a) The institution defines the learning objectives of the study programme such as student's abilities at the time of completion of the programme and the main learning outcomes⁶.

The learning outcomes in the study programme are achieved through measurable educational outcomes in individual subjects of the study programme and are transformed into the abilities (knowledge, skills and competencies) of the student at the time of completion of the study program. The goals and outcomes of education are defined on the basis of knowledge, skills and competencies of profile subjects and reflect the National Qualifications Framework. The learning outcomes are listed in the course descriptions, where the descriptors indicate the areas and scope of knowledge, skills and competencies that profile the graduate of the second degree study programme in the field of study Economics and Management in the Management study programme in accordance with the relevant level of the National qualifications framework. The objectives and outputs of the education are detailed in a separate document "Learning Objectives and Outcomes" (see *PRILOHA03_FMEQ_Mgr_MANA_stand_ef_CaVV*). In addition to the goals and outcomes of education defined on the basis of knowledge, skills and competencies of profile subjects, the student will acquire a comprehensive set of knowledge, skills and competencies in individual areas after the end of the study program, in particular:

Knowledge:

- explain technical terminology from relevant areas of management;
- specify the creation of financial and risk analysis;
- explain the principles of financial management;
- define theoretical knowledge of strategic and change management;
- describe the basic principles, corporate values and direction of the company as well as the rules of conduct of organizations;
- define decision-making processes in management work;
- specify the creation of strategic models and plans;
- describe logistics in warehouse management and inventory management;
- define basic concepts in the field of financial controlling, as well as the financial analysis procedure, its tools and methods;
- characterize project management and project life cycle and describe phases of project management;
- define the importance and function of processes in strategic management and methods for process optimization and improvement and specify methods and system tools in the strategy implementation process;

⁶ Learning objectives are achieved in the study programme through measurable learning outcomes in individual parts (modules, subjects) of the study programme corresponding to the relevant level of the Qualifications Framework in the European Higher Education Area.

- know the wage and other employment rights of employees, components of individual wages of employees and characterize the wage and non-wage system as subsystems of the remuneration system;
- characterize individual creative approaches in management, understand the importance and essence of management games, as well as their importance and use in the work of the manager.

Skills:

- to work in a practical way with the criteria and tools needed to analyze, diagnose, define, implement and control the most appropriate strategy (in the individual functional areas of the organization);
- create a company strategy;
- manage the optimization of processes, use of resources, etc. and propose rationalization measures;
- apply the principles and methodology of change management in practice;
- apply analytical and numerical skills;
- perform risk analysis, analyze the competition and assess the seriousness of the threats to the organization;
- propose measures to protect against risks and to take advantage of opportunities;
- create financial analysis, calculations and evaluation of economic indicators, economic balance;
- use financial analysis and financial planning tools, process their results and take decisions in relation to the results achieved;
- apply managerial creative approaches in current practice and respond flexibly to unexpected situations using managerial creativity;
- calculate the individual salary and the net monthly income of employees, individual gross and net salary of an employee, health and social contributions as well as quantify the employer's wage costs;
- develop concepts for the development of wages, remuneration and employee benefits;
- understand cultural differences in today's globalized world and communicate and negotiate in an intercultural context;
- to solve the issue of motivation of individuals and groups, decision-making, conflicts in the workplace;
- describe the methodology of creating organizational structures and apply them to practical examples;
- to apply the acquired knowledge of procedures and methodology in creating a project plan in specific practical situations;
- make efficient use of modern information technologies as well as means of standard office and information technology;
- use presentation techniques in practice to solve specific problems;
- communicate professionally, in writing and orally in a foreign language;
- prepare partial and final reports and presentations.

Competences:

- flexibility in the selection of relevant communication procedures and the use appropriate communication techniques in different situations and in different positions;
- ability to create an organizational structure of the company and to document its reality and risks;
- ability to set strategies necessary for the further development of the company and plan their implementation;
- ability to correctly explain and argue remuneration issues and make remuneration decisions;
- ability to collect, sort and analyze information;
- ability to solve and analyze problems independently;
- independence in thinking and decision-making;
- adaptability and flexibility in thinking
- independence in organizing and planning work;
- consistency and autonomy in solving work tasks;
- communicativeness and flexibility;
- ability to communicate and present proposed solutions;
- ability of cultivated verbal expression;
- ability to manage and lead people;
- ability to build a team and teamwork, organize and plan team work;
- responsibility for the design and implementation of strategic decisions;
- responsibility for the tasks assigned, for the quality of his/her own work and for his/her own decisions;
- responsibility for the results of his/her own work and the work of the team;
- creativity;
- cultural intelligence and intercultural competence.

The presented study programme is designed to reflect the requirements for a graduate of the second degree in the field of study Economics and Management (defined in the System of Study Fields of the Slovak Republic/"Sústava študijných odborov SR")) (https://www.slov-lex.sk/pravne-predpisy/prilohy/SK/ZZ/2019/244/20190901_5173916-2.pdf). The graduate has extensive professional and methodological knowledge from several areas of the field of study at the evaluation level, while thanks to his specialization masters specific economic and managerial concepts, procedures and categories, connections between them in the context of economic and managerial theory and practice. On the basis of the acquired knowledge, acquired conceptual and categorical apparatus, the graduate is able to identify, design and apply solutions and draw conclusions with regard to the object of research, acquired practical experience and current knowledge. The graduate is able to analyse problems at the macroeconomic and microeconomic level, design and implement solutions and evaluate the impact of economic and managerial decisions. S/He has the skills and abilities to creatively apply the acquired knowledge and acquired thought processes, s/he has developed communication and analytical skills necessary for the performance of senior managerial and professional

functions. S/He is able to understand new trends, identify their impacts and, thanks to conceptual thinking, contribute to the transfer of applicable knowledge into economic and managerial practice. The graduate demonstrates a high degree of independence in solving specific problems and projects. S/He demonstrates the ability to work effectively as an individual, member or team leader and can continuously monitor, critically classify and implement the latest knowledge, apply economic, social, legal and ethical principles. S/He has a proactive approach and is able to present and defend his own ideas in front of a professional audience, even in a foreign language, to critically evaluate specific situations and to be responsible for the assigned tasks or projects.

The Magister/Master's degree programme Management aims to produce graduates primarily for practice who are able to assess and manage management issues using suitable theories, methods and procedures, and who are committed to maintaining academic and professional integrity and making a positive contribution to society. The intention is to produce professional specialists who can pursue careers in various areas of management, who have in-depth knowledge of management, but also have leadership skills and an innovative spirit. The study programme was designed to equip students with the knowledge, tools, techniques needed to work effectively and manage organizations in a complex changing environment. The content and structure of the recommended study plan of the submitted study programme is based on the basic characteristics of the graduate of the study programme Management in the field of study Economics and Management. After completing the second degree, the graduate has deep and comprehensive knowledge of management and its individual areas, masters specific economic and managerial concepts, procedures and categories, as well as the links and connections between them. At the same time, s/he has extensive professional and methodological knowledge from individual areas of management at the evaluation level and understands the broader context. The graduate is able to analyse and evaluate the complex problems of companies and organizations related to various areas of management and respond flexibly to these problems. The student will gain a complete set of managerial competencies, especially the ability to collect, sort and analyse information, independently solve and analyse problems, organize and plan work, make decisions, manage and lead people.

Learning Objectives and Outcomes/„Ciele a výstupy vzdelávania“ (see *PRILOHA03_FME0_Mgr_MANA_stand_ef_CaVV*).

- b) The institution indicates the professions for which the graduate is prepared at the time of completion and the potential of the study programme from the point of view of graduate's employability.

Learning outcomes and **qualification** acquired by completing the study programme meet sector-specific professional expectations for the performance of the profession. On the domestic and European labour market, the graduate finds employment in **the following positions** defined by the **National Qualifications Framework**: <https://www.kvalifikacie.sk/>) corresponding to level 7 SKKR:

- C1219006-01010 Operations Manager
- C1346001-00531 Manager in banking
- C2413026-01591 Investment manager - portfolio manager
- C2631002-01593 Risk analyst for leasing companies
- U3312001-01599 Advisor and vendor for the segment of medium-sized clients and micro-entrepreneurs
- C1219006-01010 Section manager
- U2631002-01045 Economic analyst
- U1213001-01004 Strategy manager
- U1219002-01007 Procurement manager
- U1219005-01009 Control manager
- U2421003-01032 Project specialist
- U2149020-00957 Technical specialist in logistics
- C2423999-01414 Personnel specialist in state administration
- U1212001-01000 Personnel manager
- U1212003-01002 Remuneration and Benefits Manager
- U2423001-01035 Human resources specialist
- U2423002-01036 Human resources planning and controlling specialist
- U2423003-01037 Recruitment and employee selection specialist
- U2411009-01028 Specialist in payroll accounting
- C2431002-00759 Marketing analysis and market research specialist
- C2431006-00741 Brand specialist
- C2431999-01444 Business network development and coordination specialist
- U1221003-00758 Market research manager
- U1211004-00998 Manager of Financial Planning and Controlling
- U1211005-00999 Pricing manager
- C2411008-01406 Public Administration Budget Specialist
- C2422004-01484 Professional employee of the municipality for investment activities
- C1346003-01586 Retirement Savings Manager
- C2422999-01535 Strategy and development specialist in self-government
- C3311001-01582 Mutual fund portfolio specialist
- U1412001-00705 Restaurant manager

In the National System of Occupations (https://www.sustavapovolani.sk/register_zamestnani), especially in the areas of management, corporate finance, accounting, control and statistics corresponding to the relevant level of the National Qualifications Framework of the Slovak Republic (level 7), the professions that could be performed by graduates of the study programme Management are:

- 1211004 Financial planning and controlling manager
- 1213 Strategy and planning managers**
- 1213001 Strategy manager
- 1213002 Change manager (crisis manager)
- 1219005 Control manager
- 1221001 Sales manager (sales director)
- 1222003 Public relations manager
- 1346 Financial advice managers**
- 1346001 Manager in banking
- 2120003 Monetary and financial statistics specialist
- 2120005 Statistics specialist
- 2411004 Financial controller
- 2412 Financial and investment advisors and agents**
- 2413 Financial analysts and specialists in finance, insurance, and other financial services**
- 2413017 Bank Analyst for Treasury and Balance Management
- 2413018 Financial analyst for credit portfolio
- 2413021 Cash flow management specialist
- 2413023 Specialist in international relations in banking
- 2413025 Financial markets operations specialist
- 2413032 Business finance specialist
- 2413034 Methodology specialist in the field of banking and insurance
- 2421 Analysts in the field of labour management and organization**
- 2421003 Project specialist (project manager)
- 2422 Strategy and development specialists**
- 2422002 Risk management specialist
- 2422003 Change (crisis) management specialist
- 2422007 Specialist for creating concepts and promoting tourism
- 2431 Advertising and marketing specialists**
- 2431002 Specialist in market analysis and market research
- 3312 Professional staff in the field of credit and other bank products**
- 3321004 Professional in risk management in the field of insurance
- 3341 Supervisors in administration**
- 1411 Managers in accommodation facilities**
- 1411001 - Hotel, boatel and motel manager

- c) Relevant external stakeholders who have provided the statement or a favourable opinion on the compliance of the acquired qualification with the sector-specific requirements for the profession⁷.

Stakeholder's consent to participate in the creation and modification of the study programme Management is set out in the annexes (folder ADMIN_FAKULTA):

- 04_FME0_Mgr_MANA_stand_ef_suhlasne_stanovisko_ZS_Bujnak_Stefan
- 05_FME0_Mgr_MANA_stand_ef_suhlasne_stanovisko_ZS_Liptak_Martin
- 06_FME0_Mgr_MANA_stand_ef_suhlasne_stanovisko_ZS_Stefanik_Michal
- 07_FME0_Mgr_MANA_stand_ef_suhlasne_stanovisko_ZS_Copakova_Katarina
- 08_FME0_Mgr_MANA_stand_ef_suhlasne_stanovisko_ZS_Skerhak_Tomas
- 09_FME0_Mgr_MANA_stand_ef_suhlasne_stanovisko_ZS_Vargova_Lucia
- 10_FME0_Mgr_MANA_stand_ef_sprava_o_pripomienkovani_ZS_Bujnak_Stefan
- 11_FME0_Mgr_MANA_stand_ef_sprava_o_pripomienkovani_ZS_Liptak_Martin
- 12_FME0_Mgr_MANA_stand_ef_sprava_o_pripomienkovani_ZS_Stefanik_Michal
- 13_FME0_Mgr_MANA_stand_ef_sprava_o_pripomienkovani_ZS_Copakova_Katarina
- 14_FME0_Mgr_MANA_stand_ef_sprava_o_pripomienkovani_ZS_Skerhak_Tomas
- 15_FME0_Mgr_MANA_stand_ef_sprava_o_pripomienkovani_ZS_Vargova_Lucia

3. Employability

- a) Evaluation of the study programme graduates employability.

Employability of the graduates is monitored and assessed based on the statistical data of the Ministry of Education, Science, Research and Sports of the Slovak Republic, the Central Office of Labour, Social Affairs and Family, Statistical Office of the Slovak Republic, or other portals. A valuable source of information on the employment of graduates is

⁷ In the case of regulated professions in accordance with the requirements for the acquisition of professional competence pursuant to a special regulation.

the regular monitoring of the employability of Slovak university graduates on the labour market carried out by the Slovak Centre of Scientific and Technical Information. Another important source of information on employability is , the Central Office of Labour, Social Affairs and Family, which regularly publishes statistics on unemployment of university graduates in Slovakia.

The project/portal Employment – In the footsteps of graduates/“Uplatnenie – po stopách absolventov”, implemented by the Ministry of Labour, Social Affairs and Family of the Slovak Republic in 2018 and 2019, was also a valuable source of information when assessing the employability of graduates. The latest available data are as of 30/6/2020. According to these data, from the total of 263 graduates of the Master's study programme Management in 2019, 70% were employed, 5% worked under the temporary assignment agreement, 3% were self-employed, 2% were on maternity leave, 2% continued their studies and 10% were unemployed.

- b) If applicable, indicate the successful graduates of the study programme.

Successful graduates of the study programme Management are listed at the Faculty website: (<https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/Alumni/osobnosti/>).

- c) Evaluation of the study programme quality by employers (feedback).

Employers are also involved in evaluating the quality of study programmes at the Faculty of Management and Business. FMB UP (already 16 years old) has the Expert and Business Board of the Faculty of Management and Business (hereinafter as “EPR FMEO”)/“Expertná a podnikateľská rada Fakulty manažmentu, ekonomiky a obchodu“, which consists of more than forty successful entrepreneurs, managers and other personalities, mainly from the Presov and Kosice regions, often employers of faculty graduates. Through its activities, the Council helps the faculty and especially its students to cover several areas of cooperation, research and professional practice. Due to the fact that in many cases they are employers of faculty graduates, the evaluations, proposals and comments of the council are accepted with a high degree of importance and influence on the further direction and development of individual study programmes. At its meetings, the “EPR FMEO” evaluates the quality of the study programmes implemented at the faculty. The quality of the implemented study programmes was evaluated also at the online meeting of “EPR FMEO” which took place on December 6, 2021.

4. Structure and content of the study programme⁸

- a) The institution describes the rules for the design of study plans within the study programme.

The study plan of the study programme was compiled in accordance with the rules for the compilation of study plans established in the Study Rules of the University of Presov in Presov. A recommended study plan is compiled on the basis of the study programme. The recommended study plan of the student determines the time and content sequence of the study programme units and the forms of assessment of the study results and is compiled in such a way 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 Management.

The recommended study plan is compiled on the basis of the requirements on the prescribed template (IQS document), including course code, prerequisites, course title, faculty/university workplace, recommended semester, conditions for passing the course, number of credits, scope of direct teaching activities, specification whether it is a profile subject. Pursuant to the Study Rules of the University of Presov in Presov (article 2), the recommended study plan is defined by the list of compulsory and compulsorily optional subjects and the recommended range of optional subjects, their credit and time allowance, recommended semesters of their implementation so that the scope of direct teaching activities is 18 to 22 lessons per week. This requirement is met in the study plan of the submitted “Magister”/Master study programme Management. The recommended study plan of the submitted study programme was compiled on the basis of IQS requirements and includes course code, prerequisites, course title, faculty/university workplace, recommended semester, conditions for passing the course, number of credits, scope of direct teaching activities, profile subject and is involved in the attachment (PRILOHA02_FME0_Mgr_MANA_stand_ef_OSP and PRILOHA02_FME0_Mgr_MANA_stand_ef_OSP_3rocne).

Graduates of the second level study programme receive university education of the second degree. The standard length of the study including professional practice for the study programme of the second degree in full-time study is one, two, or three academic years; the total number of credits, necessary for a due completion of study in the study programme of the second degree in full-time study with a standard length of study: (1) one academic year is 60 credits, (2) two academic years is 120 credits, (3) three academic years is 180 credits. In accordance with the law, the submitted “Magister”/Master study programme is designed for a standard length of study - 2 years and at the same time the standard workload of 60 credits per academic year is respected. In accordance with the Rector's Measure No. 10/2021 on the compliance of study programmes, regarding the proposed amendment to the Act it is recommended to consider the proposed shortening of the standard length of study within the compliance of study programmes in part-time form of study. In accordance with Act no. 131/2020 on Higher Education Institutions and

⁸ Selected characteristics of the content of the study programme can be stated directly in the Course information sheets or supplemented by the information of the Course information sheets.

on Amendments to Certain Acts, where § 113am (Transitional Provisions for Amendments Effective from 25 April 2022) states that "a student enrolled by 31 October 2022 for the study of a first degree study program in external form study, a second-level study program in an external form of study or a study program combining a first-level and a second-level study in an external form of study completes study with a standard length of study according to regulations valid until April 24, 2022", students admitted to October 31, 2022 will be admitted to the 3-year master's degree program.

- b) The institution compiles the recommended study plans for individual study paths⁹.

The recommended study plan ("OŠP") is compiled so that the individual courses were logically connected, the structure of modules' content took into account the requirements of the appropriate level of knowledge. The RSP is about the continuity of profile 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 was created on the basis of the requirements of practice. The content of the study programme achieves the learning outcomes expected by employers with an emphasis on the development of practical professional skills in the relevant sector of the economy or social practice. Regarding its structure and organization, the study programme Management is designed on the basis of the anticipated need for specific knowledge, skills and competences of students at the time when students also study "pro futuro". The choice of an independent study path is possible thanks to a larger number of compulsorily optional courses, from which students can freely choose those that best correspond to their individual trajectory or preferences.

As part of the study, students will be thoroughly acquainted with profile subjects such as International Management, Marketing Management, Financial Management, Management of Risks and Changes and Applied Statistics.

Flexibility of learning trajectories and autonomy in achieving learning objectives/outcomes is ensured both by the possibility of choosing one's own pace of study, but mainly through the structure of compulsorily optional subjects thematically oriented in three specific areas: (1) human resources management, (2) trade, marketing and business psychology, and (3) tourism and hotel management, from which the student can choose to obtain a sufficient number of credits in total (120 credits throughout the study) by completing compulsory and compulsorily optional subjects. The offer of compulsorily optional as well as optional subjects (offered within the University offer of courses) enables students to choose their own way of studies to reach the learning outcomes. A student can also enrol optional subjects while the conditions of enrolment are set in the Study Rules of the University of Presov in Presov (Art. 13) as follows: the student enrolls the optional courses in a way that the sum of credits for optional courses is a maximum of 5% of the total number of credits, the achievement of which is a condition for proper completion of studies (max. 6 credits in the second-degree programmes). The recommended study plan of the submitted study programme is a part of the file in the form of a separate attachment (*PRILOHA02_FMEQ_Mgr_MANA_stand_ef_OSP* and *PRILOHA02_FMEQ_Mgr_MANA_stand_ef_OSP_3rocne*).

- c) The study plan generally states:

- individual parts of the study programme (modules, courses, and other relevant school and extracurricular activities, if they contribute to the achievement of the required learning outcomes and allow to obtain credits) in the structure of compulsory, compulsory optional and optional courses,
- **profile courses** of the relevant study path (specialization) within the study programme,
- for each learning part/course the learning outcomes, related criteria and rules of their assessment so that the learning objectives of the study programme are met (they can be stated only in the Course information sheets, in the Learning outcomes section and in the Course completion requirements),
- prerequisites, co-requisites and recommendations for the design of the study plan,
- for each learning part of the study plan/course the applied educational activities (lecture, seminar, exercise, final work, project work, laboratory work, internship, excursion, field practice, professional practice, state exam, etc. or their combinations) suitable for achieving learning outcomes,
- methods by which the educational activity is delivered – present, distant, combined (in accordance with the Course information sheets),
- outline/syllabus of the course¹⁰,
- student workload ("extent" of individual courses and educational activities separately)¹¹,
- credits allocated to each part based on the learning outcomes achieved and the workload involved,
- the person responsible for the course (or a partner organization/person¹²) with an indication of the contact details,
- course teachers (or participating partner organizations/persons) (may also be mentioned in Course information sheets),
- places where the courses are taught (if the study programme is delivered at several workplaces).

Individual parts of the study programme:

The study plan includes compulsory subjects (21 subjects in total) and compulsorily optional subjects (13 subjects in total). The total number of credits students can obtain for compulsory subjects is 96, representing 80% of the total number of credits required to complete their studies (see *PRILOHA02_FMEQ_Mgr_MANA_stand_ef_OSP*). This complies with the requirement set out in the Rector's Measure No. 10/2021 on the compliance of study programmes

⁹ In accordance with Decree no. 614/2002 Coll. on the study credit system and Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts.

¹⁰ During the assessment, teachers responsible for the course will allow the working group access to the study materials of the course and the content of individual educational activities.

¹¹ We recommend indicating the workload of contact and non-contact teaching in accordance with the ECTS Users' Guide 2015.

¹² E.g. when providing the professional practice or other educational activities carried out outside the university.

(point 4), according to which "profile subjects are primarily compulsory subjects, in a limited number they may also be part of compulsorily optional subjects, while credits for compulsory subjects in the "OŠP" constitute 70-80% of credits necessary for graduation".

Profile courses:

The profile courses are indicated in the recommended study plan. The profile courses of the "Magister"/Master study programme Management are as follows:

1. International Management,
2. Marketing Management,
3. Financial Management,
4. Management of Risks and Changes,
5. Applied Statistics.

Learning outcomes and related criteria and rules for their assessment:

All course descriptions contain the learning outcomes and related criteria and the rules for their assessment. The course descriptions are available on the website of the Faculty: <https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/mgr/managementpt/> and are a part of the submitted file – a separate folder (*PRILOHA01_FME0_Mgr_MANA_stand_ef_ILP*)

Prerequisites, co-requisites and recommendations for the design of the study plan:

In the study plan, there is only one prerequisite for the course Diploma Thesis Project II., prior to enrolment on which the completion of the course Diploma Thesis Project I. is required.

The applied educational activities (lecture, seminar, exercise, etc.) suitable for each learning part of the study plan/course:

The applied educational activities (lecture, seminar), including their time allowance, are set for each course in the recommended study plan (*PRILOHA02_FME0_Mgr_MANA_stand_ef_OSP* and *PRILOHA02_FME0_Mgr_MANA_stand_ef_OSP_3rocne*). Individual course descriptions contain the information. Teaching will be based on a combination of theoretical and practical skills. The combination of knowledge-based tasks and practical assignments and projects will allow students to refine their expertise and develop practical skills and competences. On particular courses, teachers will use a range of methods and teaching forms - in addition to classical methods (such as presentation, narration, etc.), emphasis will be placed on the use of activating teaching methods (e.g. dialogical methods, situational methods, methods of group teaching and cooperative learning, project methods, simulation methods, staging methods, methods developing critical thinking, problem-solving methods, etc.) in order to arouse or strengthen students' interest in the topics discussed, increase students' activity, enable students to apply and develop their professional knowledge, skills, competences for practice and key competences (e.g. creativity, independence, responsibility, flexibility, critical thinking). Students will be included in teaching planning and encouraged to take part in team building, 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, consultations, and supervision.

Methods by which the educational activity is delivered:

Educational activities on all courses are carried out by a **combined method**, which is also stated in the individual course descriptions of the courses in the recommended study plan. The course descriptions also contain information on the share of the present and distant methods or the online method in the combined education.

Outline/syllabus of the course:

The course outline is a compulsory part of the course descriptions of all courses in the recommended study plan (see *PRILOHA01_FME0_Mgr_MANA_stand_ef_ILP*).

Student workload ("extent" of individual courses and educational activities separately):

The individual course descriptions include the student workload and the share of individual activities (e.g. participation in direct educational activities, work on seminar papers, self-study, etc.) on the total student workload.

Credits allocated to each part based on the learning outcomes achieved and the workload involved:

The credits allocated to courses reflect course demands and intensity/degree of student workload. At the same time, it is ensured that the number of credits allocated to profile subjects is high (4 credits), regarding the strong relation between the number of credits and the achievement of overall learning outcomes.

The person responsible for the course (or a partner organization/person) with an indication of the contact details:

The list of names of persons responsible for individual courses of the study programme (including contact and reference to a person in the register of university employees on the "Portal VS") is included in a separate attachment entitled: *PRILOHA04_FME0_Mgr_MANA_stand_ef_osoby_zabezpecujuce_predmet*. Partner organisations and persons may participate in education in the form of lectures.

Course teachers (or participating partner organizations/persons):

Teachers participating in the teaching of individual courses are listed in the course descriptions, including a specification of what type of educational activity they perform (see *PRILOHA01_FME0_Mgr_MANA_stand_ef_ILP*).

Places where the courses are taught:

The study programme is carried out at the places where the University and the Faculty are located..

- d) The institution states the number of credits, the achievement of which is a condition for proper completion of studies and other requirements that the student must meet within the study programme and for its proper completion, including the requirements for state examinations, rules for re-study and rules for the extension, interruption of study.

According to Act No. 131/2002 Coll. on Higher Education and the amendments to certain acts (Section 53), is a condition for proper completion of studies for full-time "Magister"/Master study programme (standard length of study of 2 years) and for part-time "Magister"/Master study programme (standard length of study of 3 years) 120 credits.

In accordance with the law, the submitted "Magister"/Master study programme is designed for a standard length of study - 2 years (respectively 3 years for students enrolled by 31 October 2022 for the study of a second-level study program in an external form of study) and at the same time the standard workload of 60 credits per academic year is respected. The total number of credits for the whole study is: **120 credits**.

- e) For individual study plans, the institution states the requirements for completing the individual parts of the study programme and the student's progress within the study programme in the given structure:
- number of credits for compulsory courses required for proper completion of studies/completion of a part of studies,
 - number of credits for compulsory optional courses required for the proper completion of studies/completion of a part of studies,
 - number of credits for optional courses required for the proper completion of studies/completion of a part of studies,
 - number of credits required for the completion of studies/completion of a part of the studies for the common foundations and for the relevant specialization, in the case of a teaching combination study programme or a translation combination study programme,
 - number of credits for the final thesis and the defence of the final thesis required for the proper completion of studies,
 - number of credits for professional practice required for the proper completion of studies/completion of a part of studies,
 - number of credits required for the proper completion of studies/completion of a part of the studies for project work with the indication of relevant courses in engineering study programmes,
 - number of credits required for the proper completion of studies/completion of a part of the studies for artistic performances in addition to the final thesis in art study programmes.

Number of credits for compulsory courses required for proper completion of studies: 96

Number of credits for compulsory optional courses: 39

- of which number of credits for compulsory optional courses required for the proper completion of studies: 24

Number of credits for optional courses required for the proper completion of studies: 0

Pursuant to the Study Rules of the University of Presov (Article 13), a student enrolls the optional courses in a way that the sum of credits for optional courses is a maximum of 5% of the total number of credits (max. 6 credits in the Magister programmes).

Number of credits for the final thesis and the defence of the final thesis required for the proper completion of studies: 15 in total, of which:

- Diploma Thesis Project I.: 2 credits
- Diploma Thesis Project II.: 3 credits
- Diploma Thesis Defence: 10 credits

Number of credits for professional practice required for the proper completion of studies: 10

- f) The institution describes the rules for verification of learning outcomes, students assessment and the possibilities of appealing against the assessment.

Verification of learning outcomes and evaluation of students is carried out in accordance with the Study Rules of UP (Article 16), which states: "Assessment of student's study results within a study of subject is carried out by: (a) continuous assessment (classified); (b) an examination for the given period of study (classified); (c) pass/no pass grading (no classification). The dates of continuous assessment are set by the teachers in agreement with the students within the first week of the semester. Completion of a course is assessed by a grade. The grade of express the quality of acquired knowledge and skills in accordance with the learning outcomes of the subject as stated in the course description of the subject."

The assessment of a student's learning outcomes within a study of the subject is carried out according to the classification scale (percentage expression of the results at the assessment of courses). The success criteria (percentage expression of the results at the assessment of courses) are for the classification grades 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 %

Based on the student's request, the Vice-Dean/Vice-Rector for Education may, in justified cases, allow an examination to be taken at a re-take date in the presence of a Board appointed by the Dean/Rector. Student may file a request to be examined by an Examining Board at the study department of the Faculty no later than five working days after the regular term or the first re-take (Study Rules of UP, art. 16, par. 21).

Other possibilities of appeal procedures against the assessment can be implemented on the basis of the Act on Complaints 9/2010 Coll./"Zákon o sťažnostiach (9/2010 Z. z.)", which regulates the procedure for filing, handling and control of complaints of natural persons or legal entities.

g) Conditions for recognition of studies or a part of studies.

The conditions for the recognition of studies or part of studies are set out in the Study Rules of UP (Art. 20). Recognition is carried out on the basis of a written application and documents of a previous study, the course can be recognized with a content match above 60% with the course of the current study. The recognition of state examination courses is not possible.

Article 20 of the Study Rules of the University of Presov set out the rules and procedures for the recognition of courses and credits:

1. A student may apply for recognition of courses and credits taken in another or identical study programme no later than seven days after enrolment in the relevant academic year.
2. A student may only apply for recognition of a course he/she has successfully completed in previous academic years and for which he/she has obtained the appropriate number of credits, and when no more than five years have elapsed since the completion of the course.
3. The application for recognition of the course and award of credits is submitted by the student to the study department of the home faculty or university.
4. In addition to the application for recognition of the course and the award of credits for the relevant course, the student is obliged to attach proof of passing the examination (transcript) and an information sheet or syllabus of the relevant course.
5. The decision of the Dean is preceded by an assessment of the information letter by the guarantor of the study programme. In the case of university study programmes, the assessment of recognised courses is carried out by the guarantor of the relevant university study programme.
6. Only a course with a minimum content match of 60 % with a course from the current study programme can be recognised. Recognition of a course that has already been taken once in a previous study is within the competence of the study programme guarantor.
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 paragraphs are met and if the student is studying in only one study programme during the part of the academic year in which he or she is requesting recognition of the course and credits. Courses from parallel studies shall not be recognised.
8. It is impossible to recognise a course and award credits for a course that a student has completed in a previous period by studying in a study programme that he/she has completed properly, i.e. he/she has been awarded the relevant academic degree.
9. The number of credits may be recognised within the range of the number of credits set by the current study programme. The above-mentioned rule of credit recognition applies to all courses (compulsory, compulsorily optional and optional).
10. Recognition of state examination courses is not possible.

Pursuant to the Study Rules of the University of Presov in Presov (Art. 15(6 and 7)), a student of the faculty has the right to complete part of their study at another university in the Slovak Republic or abroad. The approval of the study and its duration is granted by the dean/rector, or vice-rector/vice-dean for international affairs, according to the type of mobility and is a matter of a tripartite agreement between the student, the sending faculty and the receiving faculty. Upon the student's return, the part of the study will be recognized by the faculty in accordance with the agreement, the European standard and the European Credit Transfer System (ECTS). If a student has completed part of their study at a university that does not have a compatible credit system implemented, the recognition of credits will be assessed by the guarantor of the study programme and the credits will be awarded by the faculty ECTS coordinator.

h) The institution states the topics of final theses of the study programme (or a link to the list).

The lists of final theses topics are published on the faculty's website in the section Education/Information for students Vzdelávanie/Informácie pre študentov (<https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/zaverstudia/>).

The topics of final theses in 2021/2022 (in academic year 2021/2022) are listed in a separate document which is part of the file: *PRILOHA05_FMEO_Mgr_MAN_stand_df_temy_zaverecných_prac*.

i) The institution describes or refers to:

- rules for the assignment, processing, opposition, defence and evaluation of final theses in the study programme,
- opportunities and procedures for participation in student mobility,
- rules for adherence to academic ethics and rules for drawing consequences,

- procedures applicable to students with special needs,
- procedures for filing complaints and appeals by students.

Rules for the assignment, processing, opposition, defence and evaluation of final theses in the study programme:

The Dean's Measure No. 1/2012 sets out, among other things, the requirements for assigning and the wording of the topics of final bachelor's and diploma theses at the Faculty of Management and Business at the University of Presov in terms of quality, content, professional orientation, and other professional requirements of each announced topic.

- the final thesis should be beneficial in terms of summarising the theoretical knowledge, the level and depth of the research investigation, as well as in terms of the contribution to practice;
- the title of the thesis must be clear what specifically will be examined in the final thesis;
- the topic of each final work is to cover and analytically address one of the broader areas in the field of economics and management;
- the topic of the diploma thesis cannot be general and trivial;
- if the student wants to propose his/her own topic of the final thesis, the topic must meet all procedural, time and content criteria before listing the topics, while the proposal of the topic must be approved by the relevant supervisor and the guarantor of the study programme;
- in the case of quantitative research, this can be done on the basis of primary data or by evaluating secondary data, or a combination of both approaches, but also by testing models and other research, analytical methods;
- the aim of the research part of the diploma thesis must be primarily a higher level of research than just simple type of analogous level;
- each final thesis at the faculty should have added value in several areas – not only in the field of analysis of theoretical outcomes and the state of knowledge in the subject area, but also in its analytical part and proposed solutions or recommendations (or models).

This regulation and the rules set out in it also apply to the topics of final theses listed in the submitted study programme.

Topics of final theses (approved by the guarantor of the study programme) are published on the website of the faculty in the section Education/Information for students (i.e. in the summer semester of an academic year before the thesis should be submitted and defended). The approved topics of final theses are published and announce in the MAIS system (Modular Academic Information System) during the summer semester of the penultimate academic year. The possibility of final thesis topic selection and enrolment in the penultimate year of study offers students sufficient time to successfully manage all the processes related to the elaboration of their final theses

In addition to individual consultations with teachers – supervisors/trainers of final theses, final-year students receive joint (collective) consultations, where students learn and discuss general rules, principles of writing the final thesis (theoretical and methodological problems) in the context of academic ethics.

At the Faculty of Management and Business and its parts, students are provided with optimal conditions for the elaboration of high-quality final theses. The team of teachers - final theses supervisors, their erudition, experience and friendly approach to students along with high standards and requirements for the quality of final theses (embedded also in the internal documents of the faculty) are an important prerequisite for high professional quality, scientific value and consequently successful defence of final theses. Only internal teachers of the Faculty of Management and Business are supervisors of final bachelor theses. The education of each supervisor of the final thesis at the Faculty of Management and Business at the University of Presov in Presov is at least one degree higher than the degree of study at which the final thesis is elaborated.

The faculty has its own Directive on plagiarism and student cheating/“Smernica k plagiátorstvu a podvádzaniu študentov” which regulates the procedure for dealing with disciplinary offenses of students in connection with plagiarism and cheating of faculty students. An obligatory part of the defense of the final thesis is the assessment of the originality of the final thesis. The originality of the final thesis is assessed in the Central Register of Final Theses through the ANTIPLAG system, while the result (degree of compliance with other theses or information sources) is stated in the Protocol of Originality, which is available in MAIS-EZP UP and CRZP. When assessing the percentage of text, the overall as well as the partial compliance with the individual identified documents listed in the protocol is stated.

Opportunities and procedures for participation in student mobility:

Pursuant to the Study Rules of the UP 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. Depending on the type of mobility, the Dean/Rector, or Vice-Rector for International Relations and is a matter of a tripartite agreement between the student, the sending faculty and the receiving faculty. Upon return to the student, the faculty will recognize part of the study in accordance with the contract, the European standard and the European Credit Transfer System (ECTS). If a student has completed part of his/her studies at a university that does not have a compatible credit system implemented, the recognition of credits will be assessed by the guarantor of the study programme and the credits will be awarded by the faculty ECTS coordinator. The student is obliged to sign a Credit Transfer Agreement with the responsible department and the relevant vice-dean before leaving for mobility at the sending faculty.

Credit transfer is the way of accumulation of credits for successful completion of part of the study based on a study contract undertaken at another university in the Slovak Republic or abroad. The process of credit transfer is guaranteed by the study application, Learning Agreement and transcript of records. The Learning Agreement is a trilateral agreement among the student, the sending and the receiving institution approved before student mobility. The educational components completed at the receiving institution are recognised based on the transcript of records that is issued by the receiving institution at the end of the stay. The transcript is a part of the students' administrative

agenda. The faculty ECTS coordinator is responsible for the recognition of credits and their registration in the MAIS (Study Rules of UP, art. 17).

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

The description of the Erasmus + mobility implementation procedure is regulated by the Rector's Measure no. 8/2014 Procedure for the Implementation of Outgoing Student Mobilities within the Erasmus+ Programme/"Opatrenie rektora č. 8/2014 Postup realizácie odchádzajúcich študentských mobilít v rámci programu Erasmus+". The implementation of Erasmus+ mobility consists of four threads or steps: (1) submission of an Erasmus+ mobility application, (2) a selection procedure, (3) implementation of mobility, (4) recognition of results obtained abroad, in which the actions to be performed are precisely specified.

Rules for adherence to academic ethics and rules for drawing consequences:

During their study, students are continuously instructed to respect the principles and rules of elaborating the final theses (including correct quotation and use of bibliographic references while respecting ethical principles) when elaborating their seminar papers and assignments for individual subjects, and thus they are gaining the necessary knowledge and skills useful for their diploma thesis elaboration.

The University has developed Smernica o náležitostiach záverečných prác, ich bibliografickej registrácii, kontrole originality, uchovávaní a sprístupňovaní/ "Directive on the final theses, their bibliographic registration, originality verification, storage and accessibility ". The Directive provides that bachelor's thesis verifies the mastery of the basics of theory and professional terminology, basic standard scientific methods and the level of knowledge and skills that the student acquired during the studies. It demonstrates the ability of independent professional work in terms of content and form. It may have elements of originality, summarisation, and compilation. The Directive further states that each of the final theses must be original, created by the author in compliance with the rules for working with information sources. None of them must have characteristics of plagiarism and must not infringe the copyright of other authors.

Code of Ethics of the University of Presov: Scientific Integrity and Ethics defines basic ethical and moral requirements for members of the academic community and other university staff regarding their academic and professional activities, mainly educational, scientific, research, development, artistic and other creative activities, as well as management and support activities.

Consequences of violation of the principles of the Code of Ethics shall be resolved by the Ethics Committee at the level of the university or faculty. Violations of ethical principles that are a disciplinary offense are dealt with by the Ethics Committee of the university or faculty.

Study Rules of the University of Presov (Art. 43) state that plagiarism is considered an offense and it is a subject to disciplinary action.

The Faculty has established Smernica k plagiátorstvu a podvádžaniu študentov/"Guidelines on Plagiarism and Academic Misconduct" that governs the procedure for addressing student disciplinary offenses related to plagiarism and other academic fraud by students of the faculty. This document serves to reinforce an ethical approach to the writing of final theses and other texts by students.

Procedures applicable to students with special needs:

For students with specific needs, FMB UP teachers choose adequate forms and methods of teaching and assessment of learning outcomes and proceed in accordance with the recommendations of Metodický sprievodca študentov so špecifickými potrebami/"Methodological Guide for Students with Specific Needs" as well as the recommendations of the faculty coordinator for work with students with specific needs. Students are informed about this possibility at the introduction to the study or in the individual course descriptions.

The university document Metodický sprievodca študentov so špecifickými potrebami/"Methodological Guide for Students with Specific Needs" (Article 7) specifies the rights of a student with specific needs, which include the right to:

- the use of specific educational aids;
- individual educational approaches;
- special conditions for the performance of study duties without lowering the requirements for academic performance;
- an individual approach by university teachers.

Procedures for filing complaints and appeals by students:

Students can submit complaints and appeals through their representatives in the Academic Senate of FMB UP and Academic Senate of UP, or through the representatives in the Study Council or they can use Zákon o sťažnostiach (9/2010 Z. z.)/"Act on Complaints 9/2010 Coll.".

5. Course information sheets of the study programme

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

Course descriptions are part of the file - PRILOHA01_FME0_Mgr_MANA_stand_ef_ILP_SJ (in the Slovak language) a PRILOHA01_FME0_Mgr_MANA_stand_ef_ILP_AJ (in the English language) and are also published on the faculty

website in the section Internal Quality System and Accreditation: <https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/mgr/managementpt/>

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

The academic year schedule is set centrally from the university level and is binding for all university entities and all study programmes. The schedule of the academic year is available on the university's website (<https://www.unipo.sk/> - main page (section "Students") as well as on the faculty's website - in the section Study/Information for students (<https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/>).

Pursuant to Opatrenie rektora č. 9/2016/"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 Harmonogram činností v modulárnom akademickom informačnom systéme pre prípravu akademického roka/"Schedule of activities in the modular academic information system for the preparation of the academic year" that is updated no later than 31 August of the current year (point 2).

Study programmes shall be created in the MAIS by the Faculty/Departmental/Institute course administrator and the recommended study programmes administrator (OŠP) and deployed in the timetable by the faculty/departmental timetable administrator. The Faculty/Departmental/Institutional timetable administrator deploys the courses that are approved in the study programme (Opatrenie rektora č. 9/2016/"Rector's Measure no. 9/2016).

The data for the creation of timetables is processed in the semester preceding the semester for which the timetable is created, reflecting the number of students and study groups in individual courses and also the time-space requirements and possibilities.

The current timetable is freely accessible and visible in the MAIS interface - public portal - Timetables (<https://student.unipo.sk/maisportal/rozvrhy.mais>), while the portal offers the possibility to search timetables according to 4 criteria - by student or study group, room, teacher, and course.

7. **Persons responsible for the study programme**

- a) A person responsible for the delivery, development, and quality of the study programme (indicating the position and contact details).

prof. Ing. Róbert Štefko, Ph.D.
professor; dean of the Faculty of Management and Business of the University of Presov in Presov
robert.stefko@unipo.sk
<https://www.portalvs.sk/regzam/detail/6444>

- b) List of persons responsible for the profile courses of the study programme with the assignment to the course and provided with a link to the central Register of university staff and with contact details (they may also be listed in the study plan).

1. **prof. Ing. Róbert Štefko, Ph.D.**
subject: Marketing Management
robert.stefko@unipo.sk
<https://www.portalvs.sk/regzam/detail/6444>
2. **prof. Ing. Štefan Lyócsa, PhD.**
subject: Applied Statistics
stefan.lyocsa@unipo.sk
<https://www.portalvs.sk/regzam/detail/704>
3. **doc. Ing. Dana Kiseláková, PhD.**
subject: Financial Management
dana.kiselakova@unipo.sk
<https://www.portalvs.sk/regzam/detail/6455>
4. **doc. Ing. Viktória Ali Taha, PhD.**
subject: Management of Risks and Changes
viktoria.ali-taha@unipo.sk
<https://www.portalvs.sk/regzam/detail/6861>
5. **doc. Ing. Alexandra Chapčáková PhD.**
subject: International Management
alexandra.chapcakova@unipo.sk
<https://www.portalvs.sk/regzam/detail/6463>

- c) Reference to the research/art/teacher profiles of persons responsible for the profile courses of the study programme.

VUPCH of persons providing profile subjects are included in a separate annex (see VUPCH).

- d) List of teachers of the study programme with the assignment to the course and provided with a link to the central Register of university staff and with contact details (may be a part of 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_FME0_Mgr_MANA_stand_ef_osoby_zabezpecujuce_predmet)

e) List of the supervisors of final theses with the assignment to topics (indicating the contact details).

All teachers participating in the teaching of the new study programme can and will supervise the final theses. Other teachers who do not directly participate in the teaching of the new study programme but have professional qualifications in the relevant field of study, will also supervise the final theses. The list of thesis supervisors is as follows:

1. Peter Adamišin, doc. Ing. PhD.
2. Július Alcnauer, PaedDr. PhD.
3. Viktória Ali Taha, doc. Ing. PhD.
4. Martin Bača, prof. RNDr. CSc.
5. Radovan Bačík, doc. PhDr. PhD. MBA. LL.M.
6. Tomáš Bačinský, Mgr. PhD.
7. Matúš Bakoň, Ing. PhD.
8. Eva Benková, Mgr. PhD.
9. Daniela Bertová, PhDr. PhD.
10. Zuzana Birknerová, doc. PaedDr. PhD. MBA
11. Tatiana Bugelová, doc. PhDr.CSc.
12. Anna Burdová, JUDr. PhD.
13. Jana Cocuľová, PhDr. PhD.
14. Vladimír Čema, Mgr. PhD. MBA
15. Lucia Dančišinová, Mgr. PhD.
16. Mariana Dubravská, Ing. PhD.
17. Juraj Fazekaš, Ing. PhD.
18. Danica Fazekašová, prof. Ing. CSc.
19. Richard Fedorko, doc. Mgr. PhD.
20. Igor Fedorko, PhDr. PhD.
21. Peter Gallo, doc. Ing. CSc.
22. Miroslav Gombár, doc. Ing. PhD.
23. Jaroslav Gonos, Ing. PhD.
24. Michaela Harničárová, Ing. PhD. MBA
25. Jaroslav Hečková, doc. Ing. PhD.
26. Jakub Horváth, PhDr. PhD. MBA
27. Jarmila Horváthová, doc. Ing. PhD.
28. Emília Huttmanová, doc. Ing. PhD.
29. Alexandra Chapčáková, doc. Ing. PhD.
30. Sylvia Jenčová, doc. Ing. PhD.
31. Mária Jusková, Ing. PhD.
32. Rastislav Keruľ, PhDr. PhD.
33. Dana Kiselfáková, doc. Ing. PhD.
34. Jaroslav Korečko, Ing. PhD.
35. Rastislav Kotulič, doc. Ing. PhD.
36. Irina Kozárová, PhDr. PhD.
37. Ivana Kravčáková Vozárová, Ing. PhD.
38. Matúš Kubák, doc. Ing. PhD.
39. Eva Litavcová, doc. Mgr. PhD.
40. Štefan Lyócsa, prof. Ing. PhD.
41. Daniela Matušíková, doc. PhDr. PhD.
42. Jana Mitříková, RNDr. PhD.
43. Martina Mokrišová, Ing. PhD.
44. Martin Mudrík, PhDr. PhD.
45. Ľudovít Nastišin, doc. Ing. PhD.
46. Jozef Nemec, Ing. PhD.
47. Roman Novotný Mgr. PhD.
48. Mária Oleárová, PhDr. PhD. MBA
49. Ivana Ondrijová, Ing. PhD.
50. Igor Petruška, RNDr. CSc.
51. Dagmara Ratnayake Kaščáková, PaedDr. PhD. MBA
52. Martin Rigelský, Mgr. PhD.
53. Martin Rovňák, Ing. PhD.
54. Zuzana Slobodová, Mgr. PhD.
55. Ladislav Suhányi, doc. Ing. PhD. MBA
56. Nella Svetozarovová, doc. Mgr. PhD.

57. Kristína Šambronská, doc. Ing. PhD.
58. Anna Šenková, doc. Ing. PhD.
59. Elena Širá, Ing. PhD.
60. Veronika Škerháková, PhDr. PhD.
61. Beáta Šofranková, doc. Ing. PhD.
62. Róbert Štefko, prof. Ing. Ph.D.
63. Milena Švedová, PaedDr. PhD. MBA
64. Juraj Tej, doc. Ing. PhD.
65. Anna Tomková, PhDr. PhD.
66. Petra Vašaničová, doc. PhDr. PhD.
67. Peter Vojčík, prof. JUDr. CSc.
68. Ján Vravec, Ing. PhD.
69. Lucia Zbihlejšová, Mgr. PhD.

As the master's degree program in English was not open in the current academic year, the list of supervisors is not available.

- f) Reference to the research/art/teacher profiles of the supervisors of final theses.

The VUPCH of final thesis supervisors is available on the faculty's website (<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/mgr/managementft/>).

- g) Student representatives representing the interests of students of the study programme (name and contact details).

Student representatives, members of the Academic Senate of FMB UP for the student part, member of the Academic Senate of UP for the student part, representative of the student part of the Board for Quality Assurance of FMB UP:

Mgr. Barbara Nicole Čigarská – FMB UP Academic Senate member for the student part, UP Academic Senate member for the student part,
barbara.nicole.cigarska@smail.unipo.sk;

Mgr. Štefan Král' – FMB UP Academic Senate member for the student part,
stefan.kral@smail.unipo.sk;

Ing. Denis Tirpák – Vice-Chairperson of FMB UP Academic Senate for the student part, denis.tirpak@smail.unipo.sk;

Ing. Mária Tomášová – FMB UP Academic Senate member for the student part,
maria.tomasova@smail.unipo.sk;

Mgr. Marta Lukáčová - representative of the student part of the Board for Quality Assurance of FMB UP,
marta.lukacova@smail.unipo.sk, phone no.: 0907 027 208

- h) Study advisor of the study programme (indicating contact details and information on the access to counselling and on the schedule of consultations).

Within the basic principles of ensuring and evaluating the internal quality system of the University of Prešov in Prešov according to Art. 5, point 10 for students with special needs, there are coordinators at the university, faculties and university-wide workplaces, who provide support services for students according to the type of their specific needs.

At the Faculty of Management and Business, a network of tutors for full-time and part-time studies has been created, who have consulting services in their area of competence. In addition to the supervisor as the main coordinator of this activity, a tutor who performs consulting activities is appointed for each study programme. The tutor for international students and the coordinator for students with special needs have a special function.

doc. PhDr. Radovan Bačík, PhD. MBA. LLM – supervisor, radovan.bacik@unipo.sk, phone no.: +421 51 4880 543;

Ing. Martin Rovňák, PhD. – tutor, martin.rovnak@unipo.sk;

RNDr. Jana Mitříková, PhD. – tutor, jana.mitrikova@unipo.sk, phone no.: +421 51 7470 607;

Mgr. Vladimír Čema, PhD. – tutor for international students, vladimir.cema@unipo.sk, phone no.: +421 51 7470 627;

Mgr. Vladimír Čema, PhD. – coordinator for students with special needs, vladimir.cema@unipo.sk, phone no.: +421 51 7470 627.

- i) Other supporting staff of the study programme – assigned study officer, career counsellor, administration, accommodation department, etc. (with contact details).

Student support staff consists of: Student Affairs Coordinator and Student Affairs Assistants (<https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/kontakty/>):

Mgr. Marcela Stríšová – Student Affairs Coordinator

(marcela.strisova@unipo.sk; phone no.: +421 51 4880 580)

Mgr. Zuzana Forišová – Student Affairs Assistant

(zuzana.forisova@unipo.sk; phone no.: +421 51 4880 583)

Mgr. Anna Lederová – Student Affairs Assistant

(anna.lederova@unipo.sk; phone no.: +421 51 4880 581)

Alžbeta Semančíková – Student Affairs Assistant

(alzbeta.semancikova@unipo.sk; phone no.: +421 51 4880 584)

Ing. Mária Žarnayová – Student Affairs Assistant

(maria.zarnayova@unipo.sk; phone no.: +421 51 4880 582)

The current distribution of students at the Student Affairs Department of FMB UP (for the academic year 2021/2022) is available on the faculty's website: <https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/>

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

- a) List and characteristics of the study programme classrooms and their technical equipment with the assignment to learning outcomes and courses (laboratories, design and art studios, studios, workshops, interpreting booths, clinics, priest seminaries, science and technology parks, technology incubators, school enterprises, practice centres, training schools, classroom-training facilities, sports halls, swimming pools, sports grounds).

The Faculty of Management and Business is located in a reconstructed building on Konštantínova Street in Prešov, and is owned by the university. The total area is 1094 m², while office and administrative space covers an area of 379 m². The building has rooms for teaching and faculty activities ensuring the completion of individual study programmes. The faculty has 16 rooms designed for the educational process, equipped with computer and didactic technology at an appropriate level for the implementation of the educational process.

Out of the total number of 16 rooms, there is one large-capacity lecture hall with a total capacity of 330 people, 11 seminar rooms, and 2 computer rooms (rooms t202 PC and t206 jaz., which are equipped with modern computer technology and are used for teaching computer science disciplines and statistics). The Faculty of Management and Business also has FMB UP Scientific Council meeting room and FMB UP Dean's meeting room. The capacity of most seminar rooms is 30 people. If necessary, these rooms are also used as lecture or seminar rooms. The faculty also has a Neuromarketing Laboratory based on consumer neuroscience tools for simulation and analysis of user and consumer behaviour is focused on the implementation of the spectrum of knowledge and procedures of neuroscience in the practice-oriented education in the form of innovation of the selected subjects. From the point of view of employment of graduates in practice, its main goal is to prepare students well for the active implementation of these modern marketing tools in practice and thus increase their application in the labour market.

In the event of occupancy of its own rooms, the Faculty of Management and Business may use classrooms and auditoriums in the premises of the Rector's Office of UP, or some other UP faculties.

The modernization of classrooms is ongoing at the University of Prešov. The new equipment was installed in a total of 165 seminar, lecture and professional classrooms. Specifically, there were 136 computers for lecture and seminar rooms, another 406 computers for computer and professional classrooms, as well as 132 data projectors and electric screens, 17 interactive whiteboards and other small equipment. In 2020, another modernization of the 25 largest classrooms at the university took place; ICT equipment and video-presentation technology were innovated.

The result of the intensive connection of higher education with the needs of internships was the transition from a large number of originally isolated centres on the basis of individual student internship contracts to a more complex model. Therefore, in addition to the continuing internships of students on the basis of more than 100 original contracts, the faculty moved from 2013 to the creation and gradual expansion of the network of Centres for Student Practice, Practical Training and Research Transfer/"Strediská študentskej praxe, praktickej prípravy a transferu výskumu" based on mutually beneficial conditions enshrined in each (more at <https://www.studujmanazment.sk/strediska-studentskej-praxe.php>). Since the end of 2019, the number of resorts has increased sharply by 1/3. At present, the Faculty of Management and Business has created 66 Centres for Student Practice, Practical Training and Research Transfer/"Strediská študentskej praxe, praktickej prípravy a transferu výskumu" on the basis of contracts signed with various companies and other internship organizations. The most important domestic partner business and self-governing entities in the field of professional practice include e.g. GEMOR FASHION, s.r.o. Prešov, METROSTAV Slovakia, a.s., SPINEA, s.r.o., Asociácia zamestnávateľských zväzov a združení SR, Fecupral, s. r. o., PRELIKA, a.s. Prešov, PK Auto, s.r.o., TOMARK, s.r.o., COOP Jednota Prešov, s.d., ELCOM, s.r.o., Mestský úrad Vysoké Tatry, Bardejovské Kúpele, a. s., Kúpele Nový Smokovec, a. s., Kúpele Výšené Ružbachy, a. s. and others. Recently, companies such as e.g. Promiseo, s. r. o., Krajská organizácia cestovného ruchu - KOČR Severovýchod Slovenska, OOCR Šariš, Plzeňský Prazdroj Slovensko, a. s., Environmentálna Energetická Agentúra, n. o. and other organizations have added to the offer of student practice centres..

- b) Characteristics of the study programme information management (access to study literature according to Course information sheets, access to information databases and other information sources, information technologies, etc.).

Rules of operation and administration of the information system for automated registry management are available at:

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 Technologies of the University of Presov in Presov offers inputs:

- University e-mail,
- WiFi network of UP,
- IS MEMPHIS – Registry,
- MAIS – študent for students,
- MAIS – pedagóg for teachers,
- Moodle E-learning,
- Ordering electronic meal tickets
- Catering IS,
- Employee portal, payslips,
- Attendance IS,
- IDM user portal,
- Microsoft 365 applications,
- Reporting bugs (use Google Chrome to work properly).

The information resources of the study programme are at a reasonable high level. The faculty has servers and an internet connection which is shared free of charge and provided to all students. The staff is equipped with personal computers and, if necessary, laptops. The university's centrally managed WiFi network was implemented throughout the premises and allows, in particular, the connection of mobile devices in almost all university buildings.

In recent years, as part of projects, using the SF, modern metallic and optical computer wiring has been built and expanded in 14 university buildings, including the initial wiring in the rooms of students accommodated in the Student Halls of Residence and Canteen (hereinafter as "ŠDJ") of UP in Presov. A total of 1694 computer sockets were installed. In all buildings, there are high-speed networks, which typically operate at 1 Gbit/s, but are also ready to introduce 10 Gbit/s in the future. In the years 2017 to 2020, the university underwent a complete replacement and reconstruction of the centrally managed WiFi network worth EUR 154,000, a total of 298 new access points were installed in all buildings.

At present, more than 2,880 personal computers, 98 servers, almost 1,000 printers, 300 data projectors, and 20 interactive whiteboards are available at UP for the teachers' disposal.

University information systems:

Modular Academic Information System (MAIS)

The study management information system provides support for the entire study life cycle. MAIS is designed especially for:

- processing and registration of the admission procedure,
- study processing and registration,
- elaboration of study programmes,
- timetable processing,
- human resources management – university staff records, processing and registration of student accommodation.

Library information system

The University of Presov Library (hereinafter as UK PU) is a scientific-informational, bibliographic, coordinating and counselling department of the University, which provides library and information services primarily to students and employees of the University and, within its capabilities, to the 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 main mission of the library is to ensure free access to information; to help meet the cultural, information, scientific-research and educational needs and interests of the University; to support the lifelong learning and spiritual development of the University. To meet these ends, the library provides the following basic and special library information services: lending services, bibliographic information services, consulting services, reprographic services and other services (processing of records of publishing activities of university staff; bibliographic registration of final and qualification theses; operation of Digital Library of UK PU; 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 (annual increase of the library collection is about 4,000 books and 250 titles of periodicals, while the purchase of documents is carried out on the basis of faculties' requirements for equal purchase for the needs of all study programmes at the University). Since 2004, the library has been building the Digital Library (a database of electronic full-text publications created by university staff, which contains more than 800 publications. Since 1997, it has been building a database of publishing activities of the University, in which it registers more than 66,000 documents. The library provides almost 280,000 borrowings a year, most of which are electronic. The total area of the library is over 2,600 m², of which 1,150 m² for users. There are 303 study places available in 6 study rooms (of which 2 are database study rooms). More than 70,000 readers visit the library each year and more than 500,000 readers visit the library's website. The library has its own computer network (PULIBnet) with 4 servers, 84 computers, of which 45 computers are reserved for users. Every year, it publishes a bibliography of the University publishing activities. 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).

- c) Characteristics and extent of distance education applied in the study programme with the assignment to courses. Access, manuals of e-learning portals. Procedures for the transition from contact teaching to distance learning.

The subjects of the presented study programme are dominantly carried out within the combined method of study. Distance learning is carried out within the combined method of study, most often through the Moodle platform or MS Teams (part of the MS Office 365 package, which is available free of charge to all teachers and students with a valid university e-mail account). The Faculty of Management and Business assumes the use of distance education in subjects the nature and character of which allow it. Up to 50% distance learning is expected.

- d) Institution partners in providing educational activities for the study programme and the characteristics of their participation.

Students of the Magister/Master's study programme of Management are offered lectures by top experts from practice from various sectors of the national economy, who make a significant contribution to enriching the pedagogical process. It is about connecting the academic environment with practice (more at: <https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/>).

Based on cooperation agreements, the Faculty of Management and Business of UP has an extensive network of **Centres for Student Practice, Practical Training and Research Transfer/"Strediská študentskej praxe, praktickej prípravy a transferu výskumu", in which students may carry out internships**. Thanks to the student practice centres, the Faculty of Management and Business enables students not only to have intensive contact with companies, but above all to verify the use of their knowledge in practice, to confront the acquired knowledge during their studies with practice. The list of resorts (valid as of January 2022) is as follows:

1. Alexandra Hotel ****
2. Asociácia Duálneho Vzdelávania
3. Asociácia zamestnávateľských zväzov a združení SR
4. ATANA club, s.r.o.
5. Atena – Personal Consulting s.r.o.
6. BAMIDA, s.r.o.
7. Bardejovské Kúpele a.s.
8. COOP Jednota Prešov, s.d.
9. COUPONZONE, s.r.o.
10. Dukla Destination n.o.
11. EKO-FBB, s.r.o.
12. ELCOM, s.r.o.
13. Energia plus s.r.o.
14. FECUPRAL, spol. s r.o.
15. FusionGroup, s.r.o.
16. Environmentálna Energetická Agentúra, n.o.
17. GEMOR FASHION s.r.o.
18. GOHR, s.r.o.
19. HARČÁR a partneri s.r.o.
20. HILTI Slovakia spol. s r.o.
21. Hotel DIXON ****
22. Hotel Dukla, a.s.
23. Hotel *** SOREA TITRIS
24. CHIMNEY'S, s.r.o.
25. IT-Solution4You, s.r.o.
26. InSAR Technology
27. JSP consult, a.s.
28. KuGu PARTNERS
29. KOČR Sverovýchod Slovenska - Krajská organizácia cestovného ruchu
30. Kúpele Nový Smokovec a.s.
31. Kúpele Vyšné Ružbachy, a.s.
32. KVETY.SK s.r.o.
33. Learn2Code, o.z.
34. MCK+ s. r. o.
35. Mesto Lipany
36. Mesto Veľký Šariš
37. Mesto Vysoké Tatry
38. Metrostav Slovakia a.s.
39. Motor-Car Prešov, s.r.o.
40. Mgr. MVDr. Pavol Kovaľ
41. MXM, spol. s r.o.
42. Obec Kvakovce - Obecný úrad

43. OOCR Šariš – Oblastná organizácia cestovného ruchu Región Šariš
44. Opáľové bane Libanka, s.r.o.
45. Outdoorpark, s.r.o.
46. PEhAES, spol. s r.o.
47. Pharmacy - BR, spol. s r.o.
48. PK Auto, spol. s.r.o.
49. PKO Prešov
50. Plzeňský Prazdroj Slovensko, a.s.
51. PRELIKA, a.s.
52. Promiseo, s.r.o.
53. Rocks, s.r.o.
54. SAD Prešov a.s.
55. Sanatórium Tatranská Kotlina, n.o.
56. SCHNEIDER Pharma, s.r.o.
57. SLOVEXA PD - Kapušany, s.r.o.
58. Smash, s.r.o.
59. Sociálna poisťovňa Prešov
60. SPINEA, s.r.o.
61. Súkromná stredná odborná škola, Pod Kalváriou Prešov
62. TOMARK, s.r.o.
63. Vector Invest, s.r.o.
64. Výskumno vzdelávacie centrum bioenergie
65. Zväz automobilového priemyslu SR
66. Zväz cestovného ruchu SR

The list of organizations in which FMB UP students can carry out internships and summer internships in 2022 is available on the faculty's website (<https://www.unipo.sk/fakulta-manazmentu/zahranicne-vztahy/zahranicna-prax/>). They are: Vienna House Diplomat Prague (Czech Republic), Asterias Hotels (Cyprus), American Hospitality Academy (Florida, USA), Across Agency, s.r.o., La SISA Agencia (Spain), Sani Resort and Ikos Resorts (Greece), Europe3000 (Italy), Summer 2022 (Ireland).

The list of organizations and institutions in which the practice of FMB UP students has been carried out is available on the website: <https://www.studujmanazment.sk/prax-studentov-2015-2016.php>.

e) Characteristics of the possibilities for social, sports, cultural, spiritual and social activities.

The central slogan of the University of Presov in Presov is "magis quam erudition", i.e. "more than education". The aim is to provide students and staff with a stimulating environment for personal development, which also includes cultural and social activities. In connection with cultural and social activities, the university strives to participate in its own artistic activities, which focus on literary, dramatic, visual and musical arts. The Student Theater of the Faculty of Arts/"Študentské divadlo FF", the P.A.D.A.K Student Theatre at the Faculty of Arts, the Iuventus Paedagogica Women's Choir, Torysa – a University Folk Ensemble, the Camerata Academica Chamber Orchestra/"Komorný orchester Camerata Academica", the Nostro Canto Mixed Choir/"Miešaný spevácky zbor Nostro Canto", the St. Roman Sladkopevec Choir/"Spevácky zbor sv. Romana Sladkopevca", Faculty of Orthodox Theology Choir, the Piano Vocal, and the Accordion Quartet/"Akordeónové kvarteto". The tradition of the Academic Prešov festival continues successfully. University media are an integral part of academic life – [Rádio PaF](#) (the Residence Hall radio), [NA PULZE](#) (university journal), [Televízia Mediálka](#) (student internet television) and [UNIPO PRESS](#) (student online journal).

In the field of spiritual development, the University Pastoral Centre/"[Univerzitné pastoračné centrum](#)" (UPC) presents itself with extremely varied activities. University Pastoral Centre of Dr. Štefan Hések is based at Jarková st. 77, Prešov. The café known as "Čaviareň" is a meeting place for various events under the auspices of UPC Prešov. UPC has a chapel and since November 30, 2002 it has been a part of the nationwide network of university pastoral centres. Its main task is to take care of the spiritual needs of the university students and teachers in a way that takes into account their spiritual, intellectual and personal level, as well as the celebration of the Eucharist, listening to the Word of God, preparation for the reception of sacraments and spiritual counselling. The chapel of New Students Hall of Residence – an ecumenical room/"Nový internát - ekumenická miestnosť" on the 11th floor of the Students Hall of Residence at 17. novembra st. 11, Presov is used for holding Masses and various discussions with invited guests. Among students, it is known as the Chapel at the New Students Hall of Residence. It is dedicated to Archangel Gabriel, Raphael and Michael.

As part of sports activities, there are active sports clubs of [TJ Slávia PU Prešov](#), [BK Akademik PU Prešov](#) basketball club, [VK MIRAD PU Prešov](#) volleyball club, [Klub technických športov PU](#) technical sports club, and [UNIPO WARRIORS](#) ice-hockey club (available at: [https://www.unipo.sk/informacie-o-univerzite/](https://www.unipo.sk/informacie-o-univerzite/ouniverzite/); <http://upc.unipo.sk>).

f) Possibilities and conditions for participation of the study programme students in mobilities and internships (indicating contact details), application instructions, rules for recognition of this education.

Opportunities and conditions for the participation of students of the study programme in mobility and internships are available on the website of the University of Presov <https://www.unipo.sk/zahranicie/erasmus/studium/>. Instructions for students before mobility, as well as a detailed and precise description of the individual steps, can be found on the University's website: <https://www.unipo.sk/zahranicie/erasmus/studiumpred/> and https://www.unipo.sk/public/media/21250/05_21_opatrenie_outgoing_student_mobility_pravne_uvv.pdf.

Study mobilities

Erasmus+ study mobility 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 completing the study mobility abroad, the student will receive written evidence of completion of the agreed studies together with a Transcript of records. Students wishing to take part in an Erasmus+ study mobility at a foreign university must first of all meet the student mobility criteria:

- Erasmus+ mobility is open to all full-time and part-time UP students who have completed their first year of study.
- Mobility can last for a minimum of 3 and a maximum of 12 months.
- A student can participate in Erasmus+ mobilities (mobility for studies + traineeship) for a total duration of 12 months at each level of study.

Both the university and the faculty have clearly defined **responsibilities for students before, during and after mobility**:

1) Requirements for students wishing to go on mobility: After submitting an application for mobility (with an attached Transcript of Records and, if applicable, a motivation letter) student takes a test or an interview. The student is obliged to choose courses at the receiving institution to earn a minimum of 25 credits in total. After consulting the website of the relevant foreign university and becoming familiar with its course offer, the student will personally discuss his/her choice and possible alternatives for taking the courses with the departmental coordinator (coordinator for the relevant study programme). The departmental coordinator assesses the compatibility or similarity of the courses selected by the student at the partner institution with the field of study and the curriculum at the home faculty. Suppose this is not the case and the departmental coordinator does not approve the similarity of the courses to the student. In that case, the courses will not be recognized as compulsory and compulsory optional courses (A and B block of courses in the study programme), but only as optional courses (C block of courses in the study programme). The student, together with the departmental coordinator, prepares the background material (Form - Návrh uznania obsahu štúdia a predmetov absolvovaných v rámci mobility/Proposal for Recognition of Study Content and Courses Taken during Mobility), in which student specifies the list of courses of the recommended study programme at FMB UP and on the basis of the background material fills in the Learning Agreement for Studies, where the list of courses that the student will study at the partner university is specified.

The Learning Agreement specifies the study content that will be recognised upon return to the home university (specifying whether it will be recognised as compulsory, compulsory optional, or optional). A student can only have a course recognized if he/she has a signed "Dohoda o prenose kreditov"/Credit Transfer Agreement (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) approved and signed by the departmental coordinator. In the case of recognition of a course (taken during mobility) as an alternative to a compulsory or compulsory optional FMB UP course, the Credit Transfer Agreement must also be signed by the teacher who provides the course at FMB UP (lectures/examines) or the head of the department responsible for the course. The student has the right to choose a course at the receiving institution that 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 the home institution.

Conditions for completing the course at the home institution (UP Faculty of Management and Business): 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 teacher prior to departure for mobility and agree in advance on the conditions for completing the course.

2) Student's responsibilities and tasks 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 with him/her on the changes (using the Changes to Learning Agreement for Studies form), while for the newly enrolled subjects it is also necessary to sign the Transfer of Credits Agreement form/ Dohoda o prenose kreditov.

3) Student's responsibilities and tasks after returning from mobility: after returning, the student immediately contacts the faculty ECTS coordinator and gives him/her a copy of Learning Agreement (including changes) and a copy of the Transcript of Records. 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 results with the codes and names of the courses, 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.

Recognition of studies - recognition of a course completed at a foreign university as an alternative to the home course (at FMB UP) is based on the form "Dohoda o prenose kreditov"/Credit Transfer Agreement. The procedure for

recognition of courses (completed during mobility) according to their equivalence with the course at the home/sending institution is as follows:

- 1) If the course is identical at both the receiving and home institution - the course is entered into MAIS with the code of the receiving institution and fully recognized.
- 2) If the course is partially identical in content - credit recognition of one or more courses will be agreed (the number of credits earned must be recognized).
- 3) If the subject of the receiving institution does not exist at the home institution and is not related in content - the subject is recognized as an optional subject.

Erasmus+ coordinators - ERASMUS+ contact persons, FMB UP:

- **doc. Ing. Viktória Ali-Taha, PhD.** - Faculty Erasmus/ECTS Coordinator; viktoria.ali-taha@unipo.sk; 4880 585;
- **doc. Ing. Kristína Šambronská, PhD.** - Coordinator for the study program Tourism, Hospitality and Spa (1st degree) and for the specialization Management of Tourism and Hospitality in the study program Management (1st and 2nd degree). degree); kristina.sambronska@unipo.sk, 4880 591;
- **Mgr. Martin Rigelský, PhD.** – Coordinator for the specialization Business, Marketing and Business Psychology in the study program Management (1st and 2nd degree) and for the specialization Digital Marketing in the study program Management (1st and 2nd degree); martin.rigelsky@unipo.sk;
- **Ing. Michaela Harničárová, PhD. MBA** – Coordinator for the specialization Human Resources Management in the study program Management (1st and 2nd degree); michaela.sirkova@unipo.sk;
- Contact person: **Mgr. Vanda Tarbajová**, vanda.tarbajova@unipo.sk

Academic mobility can also be implemented through other schemes such as SAIA (for more information, see: <https://www.unipo.sk/zahranicie/saia/akademickemobility/>). For a CEEPUS scholarship, candidates can apply: (1) within approved networks of cooperating universities or (2) outside approved networks (so-called freemover) (for more information, see: <https://www.unipo.sk/zahranicie/saia/ceepus/>).

Internships

A practical training placement is a period spent by student in a company or organisation in one of the Erasmus+ countries. 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 can be attended by a student of the University of Presov (a citizen of the Slovak Republic or other countries) who is enrolled in full-time or part-time studies at the bachelor, magister/master or doctoral level in a given year. A graduate internship is available for students in their final year. Students who have already participated in 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 companies in which the traineeship takes place must meet the definition of an eligible enterprise: an enterprise is an organisation engaged in economic activity in the public or private sector, regardless of its size, its 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/funds; (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.)

The internship completed abroad will be fully recognized by the student using ECTS credits or by a Diploma Supplement. More information about 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/>.

Practical internships for students and PhD. students: Students of bachelor, magister/master and doctoral studies can apply for a professional practical traineeship in both full-time and part-time form.

Internships for graduates – students in final years. - The information is published on the university's website: <https://www.unipo.sk/zahranicie/erasmus/staze/absolventi/>.

- The participant of the graduate internship can be a student in the final year of bachelor, master or doctoral studies, who is either a citizen of the Slovak Republic or other countries, enrolled for the entire study at the University of Presov in both full-time and part-time form;
- a student studying at UP but residing outside the Slovak Republic cannot attend mobility in the country where he/she resides;
- students who have already completed an Erasmus+ traineeship/mobility in the past can also apply for a grant: the length of the traineeship then depends on the length of the mobility in the last cycle of education - i.e., the number of months of previous Erasmus+ mobility is taken into account when calculating the possible length of the traineeship, so that the total number of months is a maximum of 12;
- the duration of the traineeship is a minimum of 2 months (60 days), maximum of 12 months;
- the traineeship must be completed within 12 months following graduation;

- the selection of the graduate must take place in the final year of studies;
- the traineeship should be taken for as many hours per day as is the full-time equivalent in the given country.

The internship offers from several fields are listed in the online databases:

<https://erasmusintern.org/>
<http://erasmus-database.naep.cz/modules/erasmus/>
<https://erasmus.amu.edu.pl/en/internships>
<https://www.workspaceurope.sk/>
<https://www.scholarshipportal.com/>
<https://myinternship.eu/https://myinternship.eu/our-database/>
<https://www.trainingexperience.org/>
<https://esn.org/studentshttps://www.praxisnetwork.eu/>
<https://europe-internship.com/>
<https://svetneziskovek.cz/>
<https://myinternship.eu/our-database/>
<https://www.schooleducationgateway.eu/en/pub/index.htm>
<https://www.wikijob.co.uk/jobs/graduate>
<https://www.wikijob.co.uk/jobs/trainee>

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

9. Required abilities and admission requirements for the study programme applicants

a) Required abilities and necessary admission requirements.

All information concerning the admission of applicants to the Magister/Master's studies (more in the document: "Podmienky prijatia na štúdium na Fakulte manažmentu, ekonomiky a obchodu PU na akademickú rok 2022/2023 a algoritmus vytvárania poradia"/Admission Requirements at the Faculty of Management and Business of UP in the academic year 2022/2023 and the ranking algorithm) are published on the website of the Faculty of Management and Business of the UP in the section "Vzdelávanie/Informácie pre uchádzačov": (<https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>).

The basic requirement for admission to the Magister/Master's programme is completing the first cycle of higher education (Bachelor's degree).

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

b) Admission procedures.

The procedure for admission to university studies at all levels of study is regulated by the Rector's Measure No. 5/2021 "Prijímacie konanie" Admission Procedure, available at: https://www.unipo.sk/public/media/0190/OR_prijimacie_konanie-2.docx.pdf.

Procedures for admission to study at FMB UP are published in the document "Podmienky prijatia na štúdium na Fakulte manažmentu, ekonomiky a obchodu PU na akademickú rok 2022/2023 a algoritmus vytvárania poradia" (available at: <https://www.unipo.sk/fakulta-manazmentu/informacie/uchadzaci/>).

The order for admission to the Magister/Master's programme is based on the average of the Bachelor's State Examination grades and the overall study average of the Bachelor's degree for all applicants. On the basis of an algorithm published on the faculty's website (<https://www.unipo.sk/fakulta-manazmentu>) the arithmetic average of the applicant's grades from the state bachelor's examination and the overall weighted study average generates the resulting numerical value, which creates an overall common ranking of all applicants for a Magister/Master's degree in a given form of study.

All applicants for the Magister/Master's study ranked on the scale from the best final numerical value (the lowest) to the set number of candidates in line with the faculty's capacities setting limits to a maximum number of accepted applicants for master's study will be offered admission. Four separate overall ranking lists of the best applicants will be created according to the previously described algorithm:

- a separate list of applicants for the full-time study in the Slovak language for the study programme Management
- a separate list of applicants for the part-time study in the Slovak language for the study programme Management
- a separate list of applicants for the full-time study in the English language for the study programme Management
- a separate list of applicants for the part-time study in the English language for the study programme Management

Admission procedure for Magister/Master's study (Mgr.) in English language is the same as for other applicants for Magister/Master's study. Any possible amendments approved by the Academic Senate of the Faculty of Management and Business will be published on the faculty website.

c) Results of the admission process over the last period.

Planned number of enrolled applicants in the academic year 2021/2022:

- Full-time form of study: 100
- Part-time form of study: 80

The actual number of applicants in the academic year 2021/2022:

- Full-time form of study: 196 (29 international students)
- Part-time form of study: 48 (1 international student)

The number of newly enrolled students in the academic year 2021/2022:

- Full-time form of study: 160 (20 international students)
- Part-time form of study: 33 (1 international student)

The actual number of students in the given study programme in the academic year 2021/2022 (as of 31.10.2021)

- Full-time form of study: 359 students, of which 161 students in the 1st year
- Part-time form of study: 79 students, of which 33 students in the 1st year

10. Feedback on the quality of provided education

a) Procedures for monitoring and evaluating students' opinions on the study programme quality.

Monitoring and evaluation of students' opinions on the quality of the study programme is carried out centrally through the MAIS system. Students have the opportunity at the end of each semester to participate in an anonymous survey and complete a feedback questionnaire regarding: (1) the study programme (General survey), (2) the subject survey, on which individual subjects + lecturers are evaluated. Anonymous feedback questionnaire for the subject (available at: https://mais.unipo.sk/pedagog/pages/studium/anketa/anketaReport_display.mais) contains 20 questions for which students can answer on a 5-point scale, where 1 - very high level of agreement (very high quality), 2 - high level of agreement (high quality), 3 - medium level of agreement (medium quality), 4 - low level of agreement (low quality), 5 - very low level of agreement (very low quality). The questionnaire contains the following questions:

1. A teacher has expert knowledge.
2. A teacher responds promptly to students' suggestions.
3. A teacher can communicate information clearly and comprehensibly.
4. A teacher provides relevant information and does not go into other topics unnecessarily.
5. A teacher uses practical examples demonstrates the link between theory and practice.
6. A teacher encourages students to engage in the classroom by creating space for discussion.
7. A teacher clearly articulates requirements and assessment criteria at the beginning of the semester.
8. A teacher evaluates student performance objectively based on predetermined criteria.
9. A teacher can motivate students to become enthusiastic about studying the subject.
10. A teacher creates space for critical and independent thinking.
11. A teacher effectively uses a variety of aids in the classroom, including ICT.
12. A teacher follows a set timetable for teaching.
13. A teacher creates a positive atmosphere in the classroom
14. A teacher is supportive towards students takes into account their requirements and needs.
15. I would like to take other courses with this teacher.
16. If necessary, a teacher can provide advice and consultation.
17. A teacher adequately substituted teaching during an emergency situation (interruption of full-time teaching).
18. A teacher during the distance learning method adhered to the agreed teaching schedule.
19. During the distance learning method, a teacher gave clarifying information about the possible modification of the change (form) of the assessment, if necessary.
20. Your feedback is important to us. If you want to comment on something, make a suggestion, use this opportunity.

Other ways of monitoring and evaluating students' views on the quality of the study programme include anonymous feedback, which is carried out by teachers in individual courses.

Graduates can also comment on the quality of study programmes (1 time a year, usually after state examinations) through a survey organized by the Rectorate of the University of Presov.

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

The study programme Management is constantly evaluated through standard questionnaire surveys in accordance with the rules and procedures at UNIPO.

The evaluation of the subject survey of the Magister/Master's study programme Management in the academic year 2021/2022 for the winter semester is as follows. 146 students participated in the survey and the results for all the courses of the study programme that the respondents evaluated are as follows: the best evaluated were questions no. 1 (A teacher has expert knowledge), no. 4 (A teacher provides relevant information and does not go into other topics unnecessarily), no. 18 (A teacher during the distance learning method adhered to the agreed teaching schedule.) and no. 19 (During the distance learning method, the teacher gave clarifying information about the possible modification of the change (form) of the assessment, if it was necessary.), which achieved an average response score 1.2 (the most frequent response was 1). On the other hand, the questions with the lowest scores were question no. 9 (A teacher can motivate students to become enthusiastic about studying the subject) and no. 16 (If necessary, a teacher can provide advice and consultation.), which achieved an average response score 1.6 (however, even for these questions, the most frequently occurring response was 1).

As for the results of the general survey - Study Programme Evaluation Questionnaire (respondents expressed their opinions on a 5-point scale from 1 - very high level of agreement to 5 - very low level of agreement), the presented study programme was evaluated as follows:

1. The subjects included in the curriculum are interesting. Average value: 2
2. The subjects included in the study programme are important for my specialization. Average value: 2
3. The study programme is challenging. Average value: 3
4. The composition of the subjects in the study programme is coherent. Average value: 3
5. The study programme provides a choice of compulsory optional subjects that are appropriate for my specialization. Average value: 2
6. The study programme allows me to choose optional subjects that are appropriate for my interests. Average value: 3
7. The material and technical equipment of the classrooms is appropriate for studying my study programme. Average value: 2
8. The university library is well equipped with the information resources necessary for studying my study programme. Average value: 2
9. I am satisfied with the quality of service provided by the study department. Average value: 2
10. I can easily consult a study advisor with my study problems if necessary. Average value: 2
11. I am satisfied with the functioning of the academic information system. Average value: 2
12. The teaching schedule respects the requirements of psycho-hygiene. Average value: 3
13. I would appreciate it if the elements introduced during the emergency situation (interruption of full-time teaching) were also used during full-time teaching. Average: 2

The general survey results show that the worst-ranked areas are: the challenging character of the study; the coherent composition of the subjects in the study programme; the possibility of choosing optional subjects that are appropriate to my interests; and a teaching schedule that respects the requirements of psycho-hygiene.

The survey results are discussed at the FMB UP management meetings, Dean's Collegiums, and meetings of the FMB UP Scientific Council (as part of the "Správa o vzdelávaní" (Education Report)). The problem is the relatively low number of students who participate in the survey; thus, the sample is not representative enough, affecting the generalizability and validity of the results.

c) Results of graduate feedback and related measures to improve the study programme quality.

The feedback of graduates is carried out through a survey organized by the Rectorate of the University of Presov. According to the Basic Principles of Assurance and Evaluation of the Internal Quality System of the University of Presov, Art. 5 Assurance and evaluation of the IQS of the educational activity in study programmes (para. 2. b), the support of 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, the organisation of studies, study facilities and infrastructure.

One of the ways of obtaining feedback from FMB UP students is the Alumni Club, which serves as a communication channel between the faculty and its graduates, the aim of which is the integration of graduates into the life of the faculty and communication with them.

11. References to other relevant internal regulations and information concerning the study or the study programme student (e. g study guide, accommodation regulations, fee directive, guidelines for student loans, etc.).

References to important internal regulations:

- Study Rules:
 - of the university: <https://www.unipo.sk/public/media/0190/STUD%2024.9.18%20pdf.pdf>
 - of the faculty: <https://www.unipo.sk/public/media/32461/Studijny%20poriadok%20v2021-FMEO.pdf>
- "Štipendijný poriadok" Scholarship Rules:
 - of the university: https://www.unipo.sk/public/media/0190/Stipendijny_poriadok_26042021.pdf
 - of the faculty: <https://www.unipo.sk/fakulta-manazmentu/unipo.sk/3445/>

- Disciplinary Rules and Rules of Procedure of the Disciplinary Commission
 - 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
- "Sprievodca štúdiom" Study guide (video tutorials, presentation videos) and basic information for students:
 - <https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/uvod-do-vysokoskolskeho-studia/>
 - <https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/>
- An accessible academic environment for students with specific needs (Methodological guide):
<https://www.unipo.sk/public/media/35929/metod-sprievodca-pre-stud-so-spec-potr.pdf>
- Tuition and fees related to studies ("Smernica o školnom a poplatkoch spojených so štúdiom" Directive on tuition and fees related to studies):
<https://www.unipo.sk/public/media/0190/smernica%20o%20skolnom%202017%20final.pdf>
- Student scholarships and loans: <https://www.unipo.sk/vseobecne-informacie/studenti/stipendia/>
- Catering: <https://www.unipo.sk/sdj>
- Accomodation: <https://www.unipo.sk/sdj>
- Student card: <https://www.unipo.sk/cvtpu/hlavne-sekcie/univerzitna-karta/uvod>
- University media:
 - <http://napulze.unipo.sk/>
 - <https://pafradio.sk/>
 - <https://www.facebook.com/Presovskauniverzita>
- University library: <https://www.pulib.sk/web/kniznica/strana/nazov/uvodna-strana>
- University Pastoral Centre: <http://upc.unipo.sk/>
- Electronic learning support: <https://elearning.unipo.sk/>
- Student scientific and professional activities: <https://www.unipo.sk/fakulta-manazmentu/veda-a-vyskum/SVOK/>