

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: *Konstantinova 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 (at the level of 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

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

Third – Code 864 (Higher Education of the 3rd degree – Tertiary/Doctoral Level of Education)

- 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.

8 – Economics and Management

ISCED-F code of the field: 0311, 0413

- 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.

Philosophiae doctor („PhD.“)

- g) Form of study⁴.

Full-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.

English

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

Full-time/Part-time – 4 years / 5 years

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.

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

*Planned number of students in full-time/part-time form: 2/6
The actual number of applicants in full-time/part-time form: 6/9
The actual number of students in full-time/part-time form: 3/8*

More at:

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

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 Faculty of Management and Business (FMEO) of the University of Presov (UP) constantly promotes high quality of doctoral graduates in the field and in practice, maintaining and strengthening a good position in a network of similar faculties in Slovakia, but also in the broader scientific-research and educational area. Part of the FMEO UP's own quality assurance system is also ensuring the quality level of the educational process and doctoral study standards. The internal quality assurance system guarantees the identification of shortcomings, risks and opportunities for improvement in the provision of study programmes in a given field of study and degree of study. The faculty demonstrates the specific measures taken (including their implementation) in order to continuously improve the quality of the study programme provided. The priority of the FMEO UP is to provide a quality educational offer within study programmes in accordance with social needs, with the development of the labour market and especially with regard to the needs of the Presov region and management on a domestic and international scale. In particular, the quality of studies with links to practice and research with external partners as well as a high level of scientific research and creative activity are crucial for the study programme of Management at the FMEO PU. This study creates educational prerequisites, which in the case of personal abilities lead to the possibility of applying on the labour market, both in economic and management areas, as well as within scientific research and educational institutions. The requirements that are placed on the study put emphasis on the continuous maintenance of quality standards, which is manifested by sufficient amount of selection during the study, and by high study, research and publication standards of doctoral studies, leading to the defence of dissertation theses.

Learning objectives

The educational objective of the study programme is:

- acquiring relevant knowledge in the field of economics, management and marketing management, including the latest scientific theories and approaches,*
- acquiring extensive transversal knowledge from several fields of study, which will serve as the basis for conducting research in the economic and managerial fields in order to be able to formulate solutions and generate new scientific knowledge,*
- acquiring basic approaches of scientific work in the field in question, which will allow to evaluate theories and concepts in own original scientific research,*
- acquiring the ability to independently, critically, analytically and conceptually solve complex problems in the field in changing conditions and present separate research results in front of a professional community at home and abroad.*

Learning objectives are achieved in the study programme through measurable learning outcomes in individual subjects of the study programme. Learning objectives of the degree programme are transformed into the student's abilities at the time of completion of the degree programme.

Knowledge outcomes will be ensured in particular by completing the compulsory subjects of the degree programme and three of the nine compulsorily optional subjects.

Outputs in the field of skills will be ensured in particular by completing the courses of Statistics and Methodology of Scientific Research, Management and Marketing Management, Theory and Applications – Selected Topics, two optional courses and at the same time by completing the Pedagogical-educational and creative activities in the field of science of the study plan (part Written work for the dissertation examination and dissertation examination, part Creative activities in the field of science, Dissertation thesis and its defence as well as project activity).

Outputs in the field of competencies will be ensured mainly by completing Pedagogical-Educational and creative activities in the field of science of the study plan (part Written work for the dissertation examination

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.

and dissertation examination, part Creative activities in the field of science, Dissertation thesis and its defence as well as project activity).

The main learning outcomes (knowledge, skills and competencies) of the submitted doctoral study programme are as follows.

Knowledge (the student has):

- general knowledge at evaluation level,
- knowledge of the priorities necessary for the development of society,
- knowledge of evaluation of macro- and micro-economic aspects and current economic theories in relation to management and entrepreneurship,
- knowledge of economic theory and related disciplines serving as a basis for innovation and originality in practice,
- knowledge at the level of evaluation of principles, processes, procedures, practices, methods and techniques in management and marketing management,
- knowledge of market research methods, competitive analyses and consumer surveys at evaluation level;
- knowledge to identify current managerial problems and business trends through advanced methods in financial and economic analysis,
- knowledge of applying theoretical knowledge in practical solutions to research issues using advanced econometrics and management methods in finance,
- knowledge of quantitative and qualitative methods of scientific work serving as a basis for achieving the ability of independent creative scientific activity in the field of study.

Skills (student knows):

- to create and formulate new hypotheses, judgments and strategies for the further development of the scientific field,
- identify scientific and innovative developments in the field;
- design, validate and implement new research processes;
- acquire primary and secondary data sources for advanced use in practical applications important for the development of the field,
- evaluate own concepts using advanced methodology and software,
- apply the conclusions and findings of own scientific research at the level of complexity and subsequently formulate scientific-expert conclusions and recommendations.

Competencies (the student is characterized by):

- ability to independently analyse and solve problems in a changing environment and make effective decisions;
- the ability to plan and make responsible decisions,
- critical, independent and analytical thinking,
- taking into account scientific aspects in the direction of further development of society,
- the ability to present the results of research and development to the professional community
- the ability to acquire relevant ways of thinking and learning so as to be able to work in diverse scientific groups of scientific and expert teams,
- planning own improvement and the development of society in the context of scientific progress.

The outcomes of the study programme are quantifiable and materialized in the form of credits for Study and Pedagogical-Educational and Creative activities in the field of science (more in the Study Plan), as well as in the evaluation of doctoral student's performance by the supervisor of the dissertation and relevant committees. Creative activity in the field of science brings a wide range of publishing outputs in the prescribed structure. The doctoral student is able to incorporate the comments of opponents within the publication outputs, publicly present the scientific outputs of his/her thesis, conduct independent professional seminars in his/her thematic profile. The doctoral student's own scientific activity is divided mainly into the preparation of a project of scientific work for the dissertation examination, and then the creation of a dissertation and its defence. In addition, the doctoral student publishes the outputs of his/her research at scientific conferences, in scientific journals, or monographs, etc., as prescribed by the study plan and as determined by the evaluation of his/her outputs in the form of credits.

The teaching methods that will be used in the education of doctoral students, and through which the necessary knowledge, skills and competencies will be achieved, will take place in a combined form (classical attendance and distance form of education; the degree of use is specified in the course descriptions of individual subjects).

A detailed list of knowledge, skills and competencies of profile subjects is attached to the application for accreditation of the study programme.
(Attachment03 ... 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.

Postgraduate Profile

The postgraduate of this study programme is profiled as a highly qualified expert capable of conducting research and top professional activities in the fields of theory, methodology of research in management, creating added value in theory and in practical applications in the field of management, its individual segments and areas.

The postgraduate will be prepared to carry out basic and applied research in the research team, in particular grant research related to management and in its segments and areas, based on the above knowledge and capabilities. The basic skills of the postgraduate will include the prerequisites for presenting the research results in high-quality publications and conferences, as well as in English. The postgraduate has knowledge of the theory, methodology of research in management, selected applications, current world trends and the state of management, likewise in the field of trends and the state of management in theory and in practice in the current European integration grouping.

The postgraduate has analytical skills, the ability to collect and evaluate data from information databases, uses methods of scientific work and relevant software, is able to process analytical materials at the scientific level, evaluate them and use them for the development of knowledge in the field.

The prerequisite of this doctoral study programme is to educate research and professionally proficient graduates who will find employment on the labour market in our country and abroad, whose ability will create added value in managerial science, in top practice and in the theory of management and its individual segments and areas.

Completion of the study programme will enable postgraduates within the corresponding level of the Slovak Qualifications Framework (level 8) as well as within the National System of Classifications to perform, in particular, the following professions:

- 2310 University teachers,
- 1223 Research and development managers
- 1212 Human resources managers
- 2421 Analysts in the field of work management and organization,
- 2422 Strategy and development specialists.

In addition to the above-mentioned occupations, it is expected that the acquired qualification will enable postgraduates to perform other jobs, such as:

- Managing director of the research institution,
- Business manager (Sales Director),
- Marketing manager (marketing director),
- Specialist in corporate strategy, planning and investment,
- Specialist in socio-economic development,
- Specialist in personnel administration and employee relations.

- 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 is set out in the annexes:

- 02 ... *suhlas_ZS_Valentiny Tomas*
03 ... *suhlas_ZS_Tokarcik Alexander*
04 ... *suhlas_ZS_Tomasova Maria*
05 ... *suhlas_ZS_Kral Stefan*
06 ... *suhlas_ZS_Liptak Martin*
07 ... *suhlas_ZS_Bujnak Stefan*

Report on the stakeholders' comments on the study programme is set out in the annexes:

- 08 ... *pripomienky_ZS_Valentiny Tomas*
09 ... *pripomienky_ZS_Tokarcik Alexander*

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

10 ... pripomienky_ZS_Tomasova Maria
11 ... pripomienky_ZS_Kral Stefan
12 ... pripomienky_ZS_Liptak Martin
13 ... pripomienky_ZS_Bujnak Stefan

Opinion of the person responsible for the study program on the incorporation of stakeholder's comments to the study programme is set out in the annex:

14 ... stanovisko_OZSP_Stefko Robert

3. Employability

a) Evaluation of the study programme graduates employability.

It should be particularly emphasized that in terms of graduate employment, the Faculty of Management and Business of the University of Presov in Presov has been one of the most successful faculties of the Presov Region in the field of graduate employment since 2010. In the context of the current high regional unemployment in the Presov Self-governing Region, the Faculty of Management and Business of the UP is an obvious contribution to the reduction of unemployment and plays a key role.

Studying a given study programme creates prerequisites and opportunities for its graduates, in the case of their other specific personality and experience attributes, to successfully employ in the field of business management and other organizations as well as in various scientific-research and educational institutions.

More at:

[Employability of secondary and higher education graduates](#)

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

Since there is a possibility that the rights of individual persons under the GDPR rules would be affected, we do not fill in the given field.

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

In 2005, the Faculty of Management and Business set up 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 in areas such as trade and marketing, information technology, tourism, hotel industry, spa industry, environmental management, construction, engineering, automotive industry, service enterprises, but also in the areas of regional development, self-government and others. At regular meetings, the members of the "EPR FMEO" evaluate and assess the implemented study programmes in terms of the needs of practice and future employability of graduates. 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. The members of the "EPR FMEO" gave unanimous consent and support for the implemented doctoral study programme Management in the field of study of Economics and Management. (see 01 ... EPR)

4. Structure and content of the study programme⁸

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

Regarding its structure and organization, the study plan of the study programme Management is designed on the basis of the anticipated need for specific knowledge, skills and competences of the student at the time when students also study "pro futuro". The study plan of the study programme was compiled in accordance with the rules for the compilation of study plans established in Study Rules of the University of Presov in Presov. The representatives of students and employers participated in the development of the study plan and international compatibility and comparability with the study programmes of recognised foreign universities were also taken into account. The study plan determines the time and content sequence of subjects, assigned educational activities and forms of assessment of study results. Specific criteria and forms of evaluation of study results are given in individual course descriptions. The study plan was designed in such a way that workload and hours of contact instruction enabled the achievement of the learning outcomes of the study programme. The structure and content of independent educational activities by subject are specified in the

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.

study plan and course descriptions, including the number of credits, that are attached to the Applications for Proposals on Granting the Accreditation of Study Programmes.

(PRILOHA02 ... OSP; PRILOHA01 ... ILP)

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

The study plan of the study programme Management curriculum is designed in such a way that the professional content, structure and sequence of the profile courses and other educational activities of the study programme allow the achievement of learning outcomes in accordance with the graduate profile, which was created on the basis of the requirements of practice, experience of teachers and suggestions from stakeholders. The target knowledge, skills and competences defined in the graduate profile are based on individual (partial) knowledge, skills and competences defined in individual course descriptions of profile subjects and other main themes of the core knowledge of the field of study. The specification of knowledge, skills and competences that the student will acquire by completing the course is a compulsory part of all course descriptions of the courses of the new study programme.

The structure and content of courses of the study programme, including the number of credits, are stated in the study programmes and course descriptions, which are part of the attachment to the accreditation file. The study programme is carried out for four years in a full-time form of study and five years in a part-time form of study. The content is identical for both forms of study, however, compared to a full-time form of study, several courses in a part-time form of study are taught in different semesters. It is caused by the differences in organisation of the teaching process and the length of study. Part of the full-time doctoral study is a teaching practice or performance of other professional activities related to pedagogical activities for a maximum of four lessons per week on average in the academic year in which the teaching takes place. The duties of a doctoral student in the full-time form of study include supervising and reviewing bachelor theses in the range of a maximum of ten theses on average during the academic year. Teaching practice shall be linked to the educational activity of the University. In the case of a doctoral student who is registered for the topic of the dissertation proposed by an External educational institution, the Faculty's agreement with this institution also includes where and how the study part of the individual study plan and teaching practice of the doctoral student will take place.

The supervisor draws up an individual study plan for each doctoral student according to an accredited study programme. The individual study plan is submitted to the Doctoral Board for approval.

The study part of the doctoral study ceases with a dissertation examination, which includes the defence of a written thesis for the dissertation examination (a research project of the dissertation thesis); the scientific part ceases with the defence of the dissertation. The study part of the doctoral student's individual study plan consists mainly of lectures, seminars, individual consultations, the doctoral student's individual work and an individual study of literature focused on the content of the dissertation. Lectures and seminars end with a continuous assessment or exam. An individual study of literature may be divided into stages, which are concluded by the supervisor's granting a specified number of credits.

The scientific part of the doctoral student's individual study plan consists of the doctoral student's individual or team scientific work, focused on the topic of the dissertation. The individual study plan of the doctoral student contains the topic of the dissertation. In justified cases, the Dean/Rector may, at the request of the doctoral student, allow a change or modification of the topic of the dissertation. It is done so after the preceding communication of the supervisor and the chairperson of the Doctoral Board. The scientific part of the doctoral study is professionally guaranteed by the supervisor. Part of the doctoral student's scientific plan includes the active participation of the doctoral student in scientific seminars, scientific conferences and other scientific events organized in science or art with issues related to the topic of the dissertation. The work schedule of doctoral students is determined and controlled by the head of the scientific-pedagogical organisational unit in cooperation with the supervisor.

A doctoral student may apply for permission to defend the dissertation to the Dean/Rector if he/she has successfully passed the dissertation examination and obtained the required number of credits for the entire study of the relevant study programme. An application for permission to defend a dissertation may be submitted by a doctoral student even after the expiration of the standard length of study, so that he/she meets all the conditions for a due completion of the study within two years of its expiry. The date of the dissertation defence is set by the Dean/Rector on the basis of a proposal by the chairperson of the Doctoral Board.

The recommended study plan for individual trajectories is attached to the application for accreditation of the study programme.

(PRILOHA02 ... OSP)

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.

- 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,

*The study plan includes compulsory subjects, compulsorily optional subjects and an optional subject in total number of **16** subjects. The doctoral study programme Management is comprised of **6** compulsory subjects, **9** compulsorily optional subjects and **1** optional subject.*
(PRILOHA02 ... OSP)

- **profile courses** of the relevant study path (specialization) within the study programme,

The profile courses are indicated in the recommended study plan. The profile courses of the third-degree study programme Management are as follows:

- 1) *Macroeconomics, Microeconomics and Comparison of Economic Theories – Selected Chapters,*
- 2) *Statistics and Methodology of Scientific Research,*
- 3) *Management and Marketing Management, Theory and Applications – Selected Topics,*
- 4) *Marketing Management of Intangible Products,*
- 5) *Financial Management and Investment – Selected Chapters,*
- 6) *Selected advanced methods in the financial and economic analysis,*
- 7) *Applied Econometrics I.,*
- 8) *Foreign Traineeship.*

- 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),

All course descriptions contain the learning outcomes and related criteria and the rules for their assessment. The course descriptions are attached to the application for accreditation of the study programme and are available at:

<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/phd/managementft/>

(PRILOHA01 ... ILP)

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

The study plan includes some prerequisites related to the Dissertation Examination and Foreign Traineeship (study or research stay at a foreign university or scientific and research workplace). The matters in question shall be specified in greater detail in the recommended 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,

For each subject within the recommended study plan, the educational activities used, including their time allowance, are specified. The information is contained in the individual course descriptions.

Teaching will be based on a combination of theoretical and practical skills. The combination of knowledge-based tasks and practical tasks and projects will enable students to improve their expertise and develop theoretical knowledge, 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 – present, distant, combined (in accordance with the Course information sheets),

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.

(PRILOHA01 ... ILP)

- outline/syllabus of the course¹⁰,

The course outline is a compulsory part of the course descriptions of all courses in the recommended study plan.

(PRILOHA01 ... ILP)

- student workload ("extent" of individual courses and educational activities separately)¹¹,

The individual course descriptions include the student workload and the share of individual activities on the total student workload.

(PRILOHA01 ... ILP)

- 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, 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/person¹²) with an indication of the contact details,

The list of persons providing individual courses of the study programme is attached to the application for accreditation of the study programme and is also available at:

<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/phd/managementft/>

(see PRILOHA04 ... ZUSP)

Partner organisations and persons may participate in the study programme in the form of lectures.

- course teachers (or participating partner organizations/persons) (may also be mentioned in Course information sheets),

Teachers participating in the teaching of individual courses are part of the recommended study plan are also listed in the Course information sheets, including a specification of what type of educational activities they perform.

(PRILOHA02 ... OSP)

(see PRILOHA04 ... ZUSP)

- places where the courses are taught (if the study programme is delivered at several workplaces).

The study programme takes place at the University in the corresponding faculty.

- 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.

In accordance with the law, the submitted doctoral study programme in full-time and part-time is designed so that the total number of credits for the entire study is: 240 credits.

Further conditions and rules of study are set out in the Study Rules of UP.

Študijný poriadok PU

- 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 courses required for the proper completion of studies: 95 credits

- number of credits for compulsory optional courses required for the proper completion of studies/completion of a part of studies,

Number of credits for compulsory optional courses required for the proper completion of studies: 30 credits

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.

- number of credits for 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: 0 credits

- 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,

Total compulsory courses 95 credits

of which:

- **Dissertation Exam, Research Project of Dissertation Thesis: 30 credits**
- **Dissertation Thesis Defence: 30 credits.**

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

Number of credits for Creative Science Activity: 115 credits

- 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. -

- 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 evaluation of the student's study results within the course of study is carried out according to the classification scale and success criteria (percentage of results in the course evaluation) for the classification levels specified in the Study Rules of UP.

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 of 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.*
- 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. 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. 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.

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

The rules are defined in the Study Rules of UP (Article 28). At least two months prior to the last day designated for the submission of applications for Doctoral studies, Dean/Rector shall list the proposed topics of dissertations that may be applied for in the admission procedure.

The topics of the Dissertation theses are available at:

<https://www.unipo.sk/fakulta-manazmentu/veda-a-vyskum/doktorandske-studium/temy-dizertacne-prace/>

- i) The institution describes or refers to:

- *rules for the assignment, processing, opposition, defence and evaluation of final theses in the study programme,*

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.

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.

Specific procedures related to the defence of the Dissertation thesis at the 3rd level of study (application for permission to defend the dissertation thesis, requisites, preparation of the defence, reviewers) are set out in the Study Rules of UP (art. 30-40). The defence of the Dissertation thesis is public, in exceptional cases, if its public hearing would jeopardize a secret protected by a special Law or security, the Dean may declare it private. The defence may take place only in the presence of at least four of the members of the Doctoral Thesis Defence Committee entitled to vote (chairperson of the committee must be present), at least two reviewers, at least one present and at least one present member must be from another university or another legal entity that is different from workplace of the doctoral student and his/her supervisor. If one of the reviewers is unable to participate in the defence for serious reasons, the defence may take place in his/her absence. In this case, the report of the absent reviewer is read in full at the defence.

The defence is conducted by the chairperson of the Doctoral Thesis Defence Committee, in exceptional cases he/she may entrust to conduct it by another member of the committee who is also a member of the Doctoral Board. The defence of the Dissertation thesis takes place in the form of a scientific discussion between the doctoral student, reviewers, members of the Doctoral Thesis Defence Committee and other participants about the acquired knowledge and the contribution of the Dissertation thesis. During the defence of the Dissertation thesis, it is also examined the justification and credibility of its conclusions and proposals that the Dissertation thesis contains.

The following procedure is set for the defence of the Dissertation thesis:

1. the defence shall be opened by the chairperson; provide a brief curriculum vitae of the doctoral student, announce the topic of the Dissertation thesis, essential information from the supervisor's report and the training workplace and an overview of the doctoral student's scientific or artistic work and responses to them;
2. the doctoral student then briefly states the essential content of his/her Dissertation thesis, its results and benefits;
3. reviewers present the essential content of their reports; the absent reviewer shall be read in full by the chairperson or a member of the committee appointed by him;
4. the doctoral student shall take a stand on the reports of the reviewers, in particular comment on all objections and comments and answer their questions;
5. the chairperson shall acquaint all present with any further comments on the Dissertation thesis and open a discussion in which all present can participate; the discussion verifies the accuracy, justification, scientific or artistic origin and relevance of the knowledge contained in the Dissertation thesis, as well as the accuracy and conciseness of the reviewers' reports;
6. during the discussion, the doctoral student answers all questions and takes a stand on all suggestions and objections of its participants.

After the defence, a closed session of the Doctoral Thesis Defence Committee is held, which will be attended by its members, including reviewers and the supervisor. The closed session will evaluate the progress and result of the defence and the possibility of using the results of the Dissertation thesis in practice. The members of the committee and the reviewers shall decide by a secret ballot whether they propose to award an academic title to the doctoral student. In order to apply for an academic degree, it is required that at least two-thirds of all persons entitled to vote and they vote in favour of the proposal for the award of an academic degree.

The process of submitting, processing, opposing and defending the final thesis is regulated by individual internal measures, which are also available at:

- <https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/andske/standardyds>
- <https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/ana/>

- opportunities and procedures for participation in student mobility,

According to the Study Rules of UP in Presov, the student has a right to complete a part of the study at another faculty or at another university in Slovakia or abroad. Study agreement and its duration is granted by the Dean/Rector, or Vice-Rector for International Affairs and is a subject of a tripartite agreement between the student, the sending faculty, and the receiving faculty. The study results are recognised by the faculty in accordance with the agreement, the European standard, and the European Credit Transfer System after mobility. 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 credits will be awarded by the faculty ECTS coordinator. A student is obliged to sign the Agreement on the transfer of credits and recognition of the results with the department coordinator and the responsible Vice-Dean prior to leaving for mobility at the sending institution.

In the case of the procedure of participation in the mobility of doctoral students, the faculty is governed by Opatrením dekana FMEO PU č. 1/2013/"the Dean's directive of FMEO UP No. 1/2013": Stanovenie minimálnych študijných, výskumných, publikačných a ďalších štandardov doktorandského štúdia na Fakulte manažmentu, ekonomiky a obchodu PU v Prešove/"Determination of minimum study, research, publication and other standards of doctoral studies at the Faculty of Management and Business of UP in Presov". As part of fulfilling the conditions of creative activity of each doctoral student (in both forms of study), each doctoral student of the Faculty of Management and Business must complete at least one month of scientific and research internship during his/her studies, focusing on the topic of dissertation thesis at a foreign scientific and research or pedagogical workplace.

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 in Presov, art. 17).

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

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 mobilit v rámci programu Erasmus+" describes the procedure for Erasmus+ mobilities implementation. The implementation of Erasmus+ mobilities consists of four sub-processes or steps: (1) submission of applications for Erasmus+ mobility, (2) selection procedure, (3) implementation of the mobility, (4) recognition of the results obtained abroad, in which the actions to be carried out are specified.

- rules for adherence to academic ethics and rules for drawing consequences,

During their studies, students are continuously encouraged to respect the principles and rules applicable when writing their final theses (including correct citation and presentation of bibliographic sources respecting ethical principles), thereby acquiring the necessary knowledge and skills to be used when writing their final thesis.

The University has developed a comprehensive system of processes ensuring the procedure for the preparation and organization of final theses at all stages of study. The Directive on the final theses, their bibliographic registration, originality verification, storage and accessibility/ „Smernica o náležitostiach záverečných prác, ich bibliografickej registrácii, kontrole originality, uchovávaní a sprístupňovaní“ is the basic document that regulates a unified procedure of the elaboration, registration and storage of final and qualification theses carried out at the University of Presov in Presov. The Directive stipulates that the dissertation thesis has the character of a scientific thesis in which the doctoral student, based on ongoing research and using rich documentary material as well as scientific methods, demonstrates the ability and readiness to work independently scientifically and creatively in the field of research or development, or readiness for independent theoretical and creative artistic activity, to solve theoretical and practical problems of the field of science. The author demonstrates the ability to process the chosen professional problem with an interdisciplinary approach and with the elaboration of a conclusion. The directive further states that each thesis must be original, created by the author in compliance with the rules for working with information sources, must not be plagiarised and must not infringe the copyright of other authors.

The Code of Ethics of the University of Presov: Scientific Integrity and Ethics set out the basic ethical principles and requirements for the behaviour of members of the academic community and other employees of the University concerning their academic and professional activities, especially the educational, scientific research, development, artistic and other creative activities, as well as management and support activities. Consequences of violation of the Code of Ethics shall be dealt with by the Ethics Committee at the level of the University or Faculty. Any violation of the principles of the Code of Ethics and subsequent measures is dealt with by Etická komisia Prešovskej univerzity v Prešove/"Ethics Committee of the University of Presov in Presov".

The Study Rules of UP in Presov (art. 43) state that plagiarism is considered an offence and is subject to disciplinary proceedings.

- 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 the 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.

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:

- (a) the use of specific educational aids;*
- b) individual educational approaches;*
- (c) special conditions for the performance of study duties without lowering the requirements for academic performance;*
- (d) an individual approach by university teachers.*

- procedures for filing complaints and appeals by students.

Students may submit complaints and appeals through their representatives in the Academic Senate of the FMEO PU and the Academic Senate of the UP, or through representatives in the Študentskej rade/"Student Council of Universities". It is also possible to use the Zákon of 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 attached to the application for accreditation of the study programme and also available at:

<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/phd/managementft/>

(PRILOHA01 ... ILP)

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 study programs. According 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).

https://www.unipo.sk/public/media/25051/Harmonogram_AR_21_22-1.pdf

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, PhD., professor; dean;

Department of Marketing and International Trade;

robert.stefko@unipo.sk; <https://www.portalvs.sk/reqzam/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.: professor; dean;

Department of Marketing and International Trade;

Subjects:

Management and Marketing Management – Theory and Applications – selected topics;

Marketing Management of Intangible Products;

robert.stefko@unipo.sk; <https://www.portalvs.sk/reqzam/detail/6444>

2. prof. Ing. Štefan Lyocsa, PhD.: professor;

Department of Finance, Accounting and Mathematical Methods;

Subjects:

Statistics and Methodology of Scientific Research;

Applied Econometrics I.;

stefan.lyocsa@unipo.sk; <https://www.portalvs.sk/reqzam/detail/704>

3. doc. Ing. Dana Kiseláková, PhD.: professor;

Department of Finance, Accounting and Mathematical Methods;

Subject:

Financial Management and Investment –Selected Chapters;

dana.kiselakova@unipo.sk; <https://www.portalvs.sk/reqzam/detail/6455>

4. doc. Ing. Sylvia Jenčová, PhD.: associate professor; head of department;

Department of Finance, Accounting and Mathematical Methods;
Subject:
Selected advanced methods in the financial and economic analysis;
sylvia.jencova@unipo.sk; <https://www.portalvs.sk/reqzam/detail/6791>

5. doc. Ing. Rastislav Kotulič, PhD.: associate professor; head of department;
Department of Economics and Economy;
Subjects:
**Macroeconomics, Microeconomics and Comparison of Economic Theories -Selected Chapters;
Foreign Traineeship,**
rastislav.kotulic@unipo.sk; <https://www.portalvs.sk/reqzam/detail/6452>

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

The artistic and pedagogical characteristics of persons (VUPCH) providing study programme profile subjects are attached to the application for accreditation of the study programme and are also available on the Faculty's website (for each university teacher).

OZSP: prof. Ing. Róbert Štefko, Ph.D.; **VUPCH_FMEO_Stefko Robert**
UZPP1: prof. Ing. Štefan Lyocsa, Ph.D.; **VUPCH_FMEO_Lyocsa Stefan**
UZPP2: doc. Ing. Dana Kiseláková, Ph.D.; **VUPCH_FMEO_Kiselakova Dana**
UZPP3: doc. Ing. Sylvia Jenčová, Ph.D.; **VUPCH_FMEO_Jencova Sylvia**
UZPP4: doc. Ing. Rastislav Kotulič, Ph.D.; **VUPCH_FMEO_Kotulic Rastislav**

- 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 study programme teachers with the assignment to the subject and links to the central register of university staff is attached to the application for accreditation of the study programme.
(see **PRILOHA04 ... ZUSP**)*

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

*The list of the names of supervisors of dissertation theses is attached to the application for accreditation of the study programme. The list includes the name of the teacher (in the form of name and surname, degrees), department, e-mail address, link in the register of university employees, current topics for the last two years, including the current academic year.
(see **PRILOHA05 ... ZSZP**)*

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

*VUPCH of supervisors of dissertation theses are attached to the application for accreditation of the study programme.
<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/vnutorny-system-kvality-a-akreditacia/sp/phd/>*

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

FMB UP Academic Senate members for the student part:
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 027208

FMB UP Academic Senate member list is available at:
<https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/akademicky-senat/>

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

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 foreign 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 foreign students and the coordinator for students with special needs

(vladimir.cema@unipo.sk; phone no.: +421 51 7470 627)

More info:

<https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/supervizoratutoriprestudium/>

- 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:

Mgr. Marcela Strišová – 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)

More info:

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

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 Presov, 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. The Faculty of Management and Business also has FMB UP Scientific Council meeting room and FMB UP Dean's meeting room. If necessary, these rooms are also used as lecture or seminar rooms. Two laboratories have been set up at the Faculty of Management and Business:

- 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.*
- Environmental Analysis Laboratory, which carries out basic research of environmental components and practical laboratory training of students of Environmental Management in the field of Ecological and Environmental Sciences.*

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 Presov. 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.

- 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.).

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.

Characteristics of distance learning: distance learning takes place within the combined method of study, most often through the LMS Moodle platform or MS Teams. The Faculty of Management and Business envisages the use of distance education in subjects the nature and character of which allow it.

In the case of distance education, the online platform MS Teams is used for teaching and communication – for online lectures and online seminars. LMS Moodle is used as a support for full-time study and is used to the full extent of online learning. If necessary, e.g. due to the interruption of full-time teaching, it is possible to move the teaching in full to the environment of MS Teams and LMS Moodle.

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

On the basis of cooperation agreements, the Faculty of Management and Business has established an extensive network of Centres for Student Practice, Practical Training and Research Transfer/"Strediská študentskej praxe, praktickej prípravy a transferu výskumu" in which students can carry out professional practice. The list of Centres is as follows:

- *Asociácia zamestnávateľských zväzov a združení SR*
- *Asociácia Duálneho Vzdelávania*
- *Atena – Personal Consulting s.r.o.*
- *Bardejovské Kúpele a.s.*
- *COOP Jednota Prešov, s.d.*
- *COUPONZONE, s.r.o.*
- *Dukla Destination n.o.*
- *EKO-FBB, s.r.o.*
- *ELCOM, s.r.o.*
- *Energia plus s.r.o.*
- *FECUPRAL, spol. s r.o.*
- *Environmentálna Energetická Agentúra, n.o.*
- *GEMOR FASHION s.r.o.*
- *GOHR, s.r.o.*
- *HARČÁR a partneri s.r.o.*
- *HILTI Slovakia spol. s.r.o.*
- *Hotel DIXON *****
- *Hotel Dukla, a.s.*
- *Hotel *** SOREA TITRIS*
- *CHIMNEY'S, s.r.o.*
- *IT-Solution4You s.r.o.*
- *JSP consult, a.s.*
- *KuGu PARTNERS*
- *Kariérový koučing, s.r.o.*
- *Krajská organizácia cestovného ruchu - KOČR Sverovýchod Slovenska*
- *Kúpele Nový Smokovec a.s.*
- *Kúpele Vyšné Ružbachy, a.s.*
- *KVETY.SK s.r.o.*
- *Learn2Code*
- *MCK+ s. r. o.*
- *Mesto Lipany*
- *Mesto Veľký Šariš*
- *Mesto Vysoké Tatry*
- *Metrostav Slovakia a.s.*
- *Motor-Car Prešov, s.r.o.*
- *Mgr. MVDr. Pavol Koval'*
- *MXM, spol. s.r.o.*
- *Obec Kvakovce - Obecný úrad*
- *OOČR Šariš*
- *Opáľové bane Libanka, s.r.o.*
- *Outdoorpark, s.r.o.*
- *Pharmacy - BR, spol. s r.o.*
- *PK Auto, spol. s.r.o.*
- *Plzeňský Prazdroj Slovensko, a.s.*
- *PRELIKA, a.s.*
- *Promiseo, s.r.o.*

- REAL SLOVAKIA, spol. s r.o.
- Rocks, s.r.o.
- SA - PEhAES, spol. s r.o.
- SAD Prešov a.s.
- Sanatórium Tatranská Kotlina, n.o.
- SLOVEXA PD - Kapušany, s.r.o.
- Smash, s.r.o.
- Sociálna poisťovňa Prešov
- SPINEA, s.r.o.
- Súkromná stredná odborná škola, Pod Kalváriou Prešov
- TOMARK, s.r.o.
- Vector Invest, s.r.o.
- Výskumno vzdelávacie centrum bioenergie
- Zväz automobilového priemyslu SR
- Zväz cestovného ruchu SR

The Faculty of Management and Business of UP has concluded contracts with foreign institutions, which offer students the opportunity to complete an internship. Foreign partners of the faculty for completing foreign internships of students, who promote, provide and organize foreign internships, are:

- Sani/Ikos Group – Greece, Sani and Ikos resorts
(contact: careers@saniresort.gr, careers@ikosresorts.com)
- Europe3000 – Italy
(contact: info@europe3000.it)
- Sutledge Placement Consultants – Ireland
(contact: georgestone19@hotmail.com)
- Asterias Beach Hotel – Cyprus
(contact: marinos@asteriahotels.com)
- La Sisa Agencia – Spain
(contact: zuzana@lasisagencia.sk)

Thanks to long-term relationships with representatives of the practice, lectures by invited guests are held regularly.

After assessment by the teacher, it is possible to use guest lecturers and partner universities and the above-mentioned professional workplaces.

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

The central slogan of the University of 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, including cultural and social activities. In the context of cultural and social activities, the university seeks to participate in its own artistic activities, which focus on literary-dramatic, visual and musical arts.

At the university there are student theatres "Študentské divadlo FF" and "Divadlo P.A.D.A.K" at the Faculty of Arts, women's choir "Ženský spevácky zbor Iuventus Paedagogica", "Vysokoškolský folklórny súbor Torysa"/the University Folklore Ensemble Torysa, "Komorný orchester Camerata Academica"/the Chamber Orchestra Camerata Academica, "Miešaný spevácky zbor Nostro Canto"/the Mixed Choir Nostro Canto, "Spevácky zbor sv. Romana Sladkopevca"/the Choir of St. Roman the Sladkopevec, "Spevácky zbor Pravoslávnej bohosloveckej fakulty"/Faculty of Orthodox Theology Choir, Piano Vocal, and "Akordeónové kvarteto"/Accordion Quartet. The tradition of the theatre festival "Akademický Prešov festival" continues successfully. University media are an essential part of academic life - the university's in-house radio „Rádio PaF“, the university magazine NA PULZE, the student internet television „Televízia Mediálka“ and the student online magazine UNIPO PRESS.

In the area of spiritual development, the University Pastoral Centre (UPC)/"Univerzitné pastoračné centrum" presents itself with particularly varied activities. Dr. Štefan Hesek University Pastoral Centre /"Univerzitné pastoračné centrum Dr. Štefana Héseka" is located at Jarková street 77, Prešov. "Čaviareň" is well known. It is a place of meetings and various events under the auspices of the UPC Presov. The UPC has a chapel and since 30 November 2002, it has been part of the nationwide network of university pastoral centres. Its main task is to care for the spiritual needs of university students and teachers in a way that takes into account their spiritual, intellectual and personal level, as well as the celebration of the Eucharist, listening to the Word of God, preparation for the reception of the initiation sacraments and spiritual counselling. Chapel "Nový internát - ekumenická miestnosť"/New dormitory - ecumenical room on the 11th floor of the dormitory of the University of Presov on street 17. novembra 11, Prešov is used to celebrate Holy Mass and various

discussions with invited guests. Among students, it is known as "Kaplínka na Novom internáte". It is dedicated to the Archangels Gabriel, Raphael and Michael.

Sports clubs that are active in the field of sport TJ Slávia PU Prešov, basketball club BK Akademik PU Prešov, volleyball club VK MIRAD PU Prešov, "Klub technických športov PU"/Technical Sports Club of PU and hockey club UNIPO WARRIORS (available at: <https://www.unipo.sk/informacie-o-univerzite/ouniverzite/>; <http://upc.unipo.sk>).

- e) 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.

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 completing the agreed studies and a Transcript of records. Students wishing to take part in 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.

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

Internships for graduates – final years: <https://www.unipo.sk/zahranicie/erasmus/staze/absolventi/>.

- The participant of the graduate internship can be a student in the final year of bachelor, master or doctoral studies, who is either a citizen of the Slovak Republic or 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/>

<https://erasmus-database.naep.cz/modules/erasmus/>

<https://erasmus.amu.edu.pl/en/internships>

<https://www.workspaceeurope.sk/>

<https://www.scholarshipportal.com/>

<https://myinternship.eu/><https://myinternship.eu/our-database/>

<https://www.trainingexperience.org/>

<https://esn.org/students><https://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 organised in the MS Teams environment. Students 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.

Recognition of studies = "Dohoda o prenose kreditov"/Credit Transfer Agreement RECOGNITION OF SUBJECTS according to their compatibility

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:

1. **doc. Ing. Viktória Ali-Taha, PhD.** - Faculty ECTS coordinator; viktorina.ali-taha@unipo.sk; 4880 585;
 2. **Ing. Kristína Šambronská, PhD.** Department of Tourism and Hotel Management, kristina.sambronska@unipo.sk, 4880 591
 3. **Mgr. Martin Rigelský, PhD.** - Department of Marketing and International Trade, martin.rigelsky@unipo.sk
 4. **Ing. Michaela Harničárová, PhD.** – Department of Management, michaela.sirkova@unipo.sk
- Contact person: Mgr. Vanda Tarbajová, vanda.tarbajova@unipo.sk**

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

a) Required abilities and necessary admission requirements.

The aim of the Faculty of Management and Business of the UP is to accept students who meet the demanding quality criteria and prerequisites for studies at the highest level. The University of Presov has a system of procedures for the admission of students elaborated in the PU Study Rules in Articles 3 to 9 and in the "Opatrenie rektora Prijímacie konanie" Rector's Measure Admission Procedure. Specific conditions of the entrance examination procedure, corresponding to the specifics and peculiarities of study programmes, have been developed by each university faculty.

All information regarding the admission of applicants to doctoral studies is published on the Faculty of Management and Business of UP website. For easier decision-making of applicants, the Faculty of Management and Business of UP also publishes the planned number of admitted applicants.

The basic condition for admission to the PhD programme is completing a 2nd cycle university degree (Magister/Master's or Engineering) and successfully completing an admission interview in front of the committee. If the applicant proves that he/she has passed the SCIO test ("VŠP - Všeobecné študijné predpoklady" General Academic Prerequisites or "OSP - Obecné studijní předpoklady" General Academic Prerequisites), his/her results will be taken into account in the committee's overall evaluation of the applicant.

More information at:

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

b) Admission procedures.

The entrance examination is carried out in the form of an oral interview held by the committee – in accordance with legal obligations. The interview is conducted in the following areas and the applicants' knowledge of those areas is a prerequisite for their acceptance (and/or their position in the list of accepted applicants):

- Methodology and methods of scientific research,
- English language at 'advanced' level,
- Management, marketing and economics,
- The defense of a research project for a dissertation thesis.

The applicant submits the following documents with his/her application for doctoral studies:

- professional CV,
- officially verified copies of degree certificates,
- dissertation research project plan with a summary in the English language,
- list of published and unpublished works

- documents proving the applicant's abilities (e.g., specific courses, language certificates, etc.),
- nostrification of documents.

The applicant can be admitted to the study only if the entrance examination result in the above 4 areas is "pass". Applicants are accepted based on their position in the list of admitted candidates compiled by the examination committee.

Detailed information on the PhD admission procedure is available at the following link:
<https://www.unipo.sk/fakulta-manazmentu-ekonomiky-a-obchodu/andske>

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

The academic year 2021/2022:

- submitted applications: full-time form – 6; part-time form – 9
- number of accepted students: full-time form – 3; part-time form – 8
- number of enrolled students: full-time form – 3; part-time form – 8

The academic year 2020/2021:

- submitted applications: full-time form – 5; part-time form – 5
- number of accepted students: full-time form – 2; part-time form – 5
- number of enrolled students: full-time form – 2; part-time form – 5

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.

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 evaluation survey results are discussed at the FMB UP management meetings, Dean's Collegium, as well as the FMB UP Scientific Council (as part of the "Správa o vzdelávaní" (Education Report).

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

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.

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.

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.).

Study Rules	https://www.unipo.sk/public/media/0190/STUD%2024.9.18%20pdf.pdf https://www.unipo.sk/public/media/32461/Studijny%20poriadok%20v2021-FMEO.pdf
"Štipendijný poriadok" Scholarship Rules	https://www.unipo.sk/public/media/0190/Stipendijny_poriadok_26042021.pdf 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

Study Guide	https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/uvod-do-vysokoskolskeho-studia/ https://www.unipo.sk/fakulta-manazmentu/vzdelavanie/informacieprestudentova/ https://www.unipo.sk/fakulta-manazmentu/hlavnesekcie/vzdelavanie/nastenka/
An accessible academic environment for students with specific needs	https://www.unipo.sk/public/media/35929/metod-sprivedca-pre-stud-so-spec-potr.pdf
Tuition and fees related to study	https://www.unipo.sk/public/media/0190/smernica%20o%20skolnom%202017%20final.pdf
Student Loans	https://www.unipo.sk/vseobecne-informacie/studenti/stipendia/
Job offers and temporary jobs	https://www.studujmanazment.sk/strediska-studentskej-praxe.php
Catering	https://www.unipo.sk/sdj
Accommodation	https://www.unipo.sk/sdj
Sports activities	https://www.unipo.sk/aktuality/19208/
Student organisations	https://www.unipo.sk/informacie-o-univerzite/stud-rada-vys-skol/ https://www.studujmanazment.sk/aktuality-oznamy/klub-digitalneho-marketingu-potrebuje-prave-teba.php
Student card	https://www.unipo.sk/cvtpu/hlavne-sekcie/univerzitna-karta/uvod
Information for applicants	https://www.unipo.sk/informacie-o-univerzite/
Erasmus	https://www.unipo.sk/zahranicie/erasmus/studium/
Alumni Club	https://www.unipo.sk/fakulta-manazmentu/hlavne-sekcie/fakulta/Alumni/
Services of the UP	https://www.unipo.sk/spodne-menu/kategoria-3/polozka-2/ https://www.unipo.sk/veda-a-vyskum/vydavatelstvoPUP/ https://www.unipo.sk/veda-a-vyskum/vedecke-casopisy/ https://www.unipo.sk/cckv/AVarchiv/tyzden-na-pu/ https://shop.unipo.sk/knizne-publikacie/
Electronic support for education	https://elearning.unipo.sk/
University media	http://napulze.unipo.sk/ https://pafradio.sk/ https://www.facebook.com/Presovskauniverzita
University Library	http://www.pulib.sk/web/kniznica/strana/nazov/uvodna-strana
University Magazine	http://napulze.unipo.sk/ https://www.unipo.sk/informacie-o-univerzite/redakcna-rada/
University Driving School	https://www.unipo.sk/cckv/autounipo/
Recreational offer of the university	https://www.unipo.sk/rekreacna-ponuka
University Pastoral Centre	http://upc.unipo.sk/
"Detská univerzita"/Children's University	https://www.unipo.sk/cckv/pdu
Artistic ensembles	https://www.unipo.sk/informacie-o-univerzite/rada-pre-umelecku/
Ethical management and code of ethics	https://www.unipo.sk/public/media/38250/Etick%C3%BD%20k%C3%B3dex%20Pre%C5%A1ovskej%20univerzity%20v%20Pre%C5%A1ove.pdf
Quality policy	https://www.unipo.sk/vsk/
Sustainable development	https://www.unipo.sk/fakulta-manazmentu/rozvoj/vsk
Student scientific and professional activities	https://www.unipo.sk/fakulta-manazmentu/veda-a-vyskum/SVOK/
Internal rules	https://www.unipo.sk/vzdelavanie/vnutorne-predpisy/