

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Description of the study programme – outline¹

Name of the higher education institution University in Prešov

Name of the faculty Faculty of Arts

Address of the faculty 17. novembra 1, 080 78 Prešov

Institution body for approving the study programme: *Council for Quality of the Faculty of Arts of the University of Prešov, Council for the Internal Quality System of the University of Prešov*

Date of the study programme approval or the study programme modification: 30. 8. 2016

Date of the latest change² in the study programme description: 30. 11. 2018

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

<https://www.portalvs.sk/sk/morho/zobrazit/158715>

Reference to the assessment report of the application for accreditation of the study programme under § 30 of Act no. 269/2018 Coll.³:

<https://www.portalvs.sk/sk/morho/zobrazit/158715>

1. Basic information about the study programme

- a) Name of the study program and its number according to the register of study programmes.
Political Science (158715)
- b) Degree of higher education and ISCED-F education degree code.
Higher education, 3rd cycle – doctoral studies, ISCED-F code 864
- c) Place(s) of delivery of the study programme.
Faculty of Arts
17. novembra 1, 080 78 Prešov
- 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/fields⁴.
0312 Political sciences and civics
- 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.
academic
- f) Awarded academic degree.
PhD. (philosophiae doctor)
- g) Form of study⁵.
Full-time
- h) In the case of joint study programmes, cooperating institutions and the range of study obligations the student fulfills at each of the given institutions (§ 54a of the Act on Higher Education Institutions).
- i) Language or languages in which the study programme is delivered⁶.
English language
- j) Standard length of the study expressed in academic years.
4
- k) Capacity of the study programme (planned number of students), the actual number of applicants and students.
The planned number of accepted students of the academically oriented doctoral study program in political science in full-time / part-time study in the academic year 2022/23 is 1-2 students. The number of students in the academic-oriented doctoral study program in political science in the full-time form of study in the current academic year 2021/2022 is 2.
An overview of the numbers of applicants, admitted and enrolled students in the academic year is provided annually by the document Report on the Educational Activities of the Faculty of Arts, available [here](#). General information about the possibilities of doctoral studies and entrance exams (full-time and part-time) at the Faculty of Arts of the University of Prešov in the academic year 2022/2023, are available [here](#).

¹ The institution compiles a description of the study programme as an annex to the application for accreditation of the study programme.

- When submitting an application pursuant to § 30 (1) of Act no. 269/2018 Coll. the higher education institution states in the description only the data available at the time of application.

- Once the accreditation (or the internal approval of the study programme by the institution programme approval authority with the right to design programmes within the given field and degree) has been granted, the institution permanently makes the description available to the stakeholders of the study programme.

- The institution may choose the form of processing, visualization, and publication of the description, suitable for students, teachers and another users.

- In individual parts of the description, the institution may refer to another internal document that sufficiently describes the relevant area and is publicly available.

- In individual parts of the description, the institution may refer to a place in the information system which contains the relevant up-to-date information.

- The institution ensures that the description is up-to-date (if the change in the description is in the nature of a modification of the study programme and the change is made in accordance with § 30 (9) of Act No. 269/2018 Coll., the institution makes the change and publishes it only after approval by the Agency).

² If the change is not a modification of the study programme according to § 30 of Act no. 269/2018 Coll.

³ It is stated only if the accreditation of the study programme has been granted according to § 30 of Act no. 269/2018 Coll.

⁴ According to the International Standard Classification of Education. Fields of Education and Practice 2013.

⁵ According to § 60 of Act no. 131/2002 Coll. on Higher Education Institutions.

⁶ 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.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

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 outcomes⁷.

The third level of higher education in the field of political science is based on the systematic study of political processes, institutions and actors through political theories, concepts, models and paradigms combined with scientific research methods. The graduate of doctoral studies in political science on the basis of acquired theoretical knowledge and mastered scientific research methods is ready to bring new knowledge in the researched topic, actively participates in the design, processing and assessment of scientific research projects at the national and international level. He actively participates in team scientific work, masters interdisciplinary approaches and research methods, can competently define the basic issues of research. He is able to carry out scientific research with a high degree of creativity and independence. In terms of expertise, he is a research specialist on a selected topic, related to political processes, institutions and actors, who contributes to their knowledge as well as the development of political science as a scientific discipline. He/she has the prerequisites for solving complex research problems and questions based on the ability of scientific knowledge, critical analysis of acquired knowledge and development of recommendations for their application in practice. Through knowledge of political science theories and conceptualizations, he/she is able to independently formulate, propose conceptual solutions and procedures for solving serious problems as a basis for political decision-making at all levels of the decision-making process of public administration. Part of the study is the individual contribution of the doctoral student to the development of theoretical background, creative definition of problems and proposals for their solutions. He/she actively participates in professional discussions at domestic and foreign conferences, and also contributes to scholarly discussions through scholarly texts published in scholarly publications and journals. In practice, he/she is able to take an erudite position and insight on domestic and foreign policy issues; to process, evaluate and formulate scientific conclusions on policy processes at a qualified level.

Graduates master the scientific methods of research in political science, are able to analyze the basic and special issues and problems related to the functioning of political processes, institutions and actors at the methodologically and scientifically required level, they can generalize and adequately document their use in practice, have the ability of independent scientific research and contribution of their own solutions, they are thoroughly oriented in past and current trends, concepts and theories of academic policy reflection together with their application to the chosen field of research, independently formulate a scientific problem, which they can objectively, logically and clearly present in various forms of scientific syntheses (scientific monograph, study, project, etc.), participate in the theoretical development of the scientific field. In addition, graduates master the latest knowledge in the field of theory and practice of politics. The quality of their language skills corresponds to the demands and level required to present their ideas and conclusions in domestic and foreign professional publications, they can fully and independently perform university teaching, meet the requirements for interdisciplinary and multidisciplinary cooperation in political science and related disciplines, are able to develop qualified professional expertise, evaluations and forecasts in the field of development processes of domestic and foreign policy usable in theory and practice in planning and implementation of public policies.

The study program of political science in the third degree of university study (doctoral study) follows the content of the master's study of the study program of political science and is understood as a preparation for independent scientific and research activities in political science. It focuses on a narrower specialization in profile political science disciplines. The study program consists of two components: 1) study and pedagogical-educational part; 2) creative activity in the field of science.

The structure and content of the subjects of the study plan of the political science program correspond to the description of the field of study and the requirements arising from the graduate's profile.

The study is based on the project of the doctoral student's own scientific research, focuses on special problems and selected thematic areas of political science in a close context with the basic periods of historical development of socio-political thinking and their current forms.

In the study part, the compulsory subjects include:

- Theoretical-methodological doctoral seminar
- Theoretical and methodological issues of policy theory
- Theoretical and methodological issues of international politics
- Foreign language
- Basics of university pedagogy
- Written work for the dissertation exam
- Political science - the subject of the dissertation examination (theory of politics, the theory of international relations, the theory of democracy - the doctoral student must choose one of the offered subjects of the dissertation examination).

The theoretical-methodological doctoral seminar forms a general political-theoretical basis, conceptual apparatus, criteria of specialization, methods of political science and argumentation procedures. It deepens the knowledge of theoretical and methodological aspects of specific political science disciplines. At the same time, it creates a platform for the formation and presentation of one's own approaches and a public opposition to the written work, which is the basis for registering for the doctoral examination. The student learns the principles of scientific work, is led to the study of relevant literature, to examine the boundaries and aspects of the topic of the dissertation, to formulate hypotheses, their elaboration, verification and presentation of achieved results. Within the subjects of theoretical and methodological issues of political theory and international relations, the level of theoretical and methodological mastery of relevant social phenomena is deepening. The core of the training of doctoral students is also a foreign language and university pedagogy, through which the pedagogical skills of doctoral students involved in university pedagogical activities are formed.

The aim and role of compulsory elective subjects is both to deepen knowledge in the field of compulsory subjects and to focus attention on solving current and politically important problems and problem areas. The offer of compulsory elective courses includes:

- History of political theories
 - Local / global relations and democracy
 - Theories of democratic transition
 - Theoretical and methodological issues of comparative political science
 - Current issues of international economic integration
 - Theoretical and methodological issues of political geography and geopolitics
- The following subjects enable deeper specialization:
- Comparative research of political systems of post-communist countries
 - Current issues in international relations: application of the theory of securitization of the Copenhagen school

⁷ 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.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

- Current theoretical problems of political science
- Regional cultural heritage and processes of social cohesion
- Current issues of economic policy

Within the creative activity in the field of science, the student receives credits in the specified structure for publishing activities in the field in which he works on the dissertation, as well as for other scientific research activities (citations, participation in conferences, participation in grants, etc.). Part of this folder is also a written work for the dissertation exam and the defense of the dissertation.

Description of the structure of the study program in terms of acquired knowledge in individual years of study:

The full-time form lasts 4 years. The nature and scope of acquired knowledge can be described only in general terms, because the specific content is given by the individual study plan of the doctoral student.

1st year: mastering the basic skills of independent research; basic orientation in scientific research according to the nature of the topic and the focus of the dissertation; elaboration of the bibliographic framework of the topic, definition of the research problem, corresponding procedure and draft of the dissertation structure; foreign language exam, or exam in another specified subject.

2nd year: independent scientific research given by the topic and focus of the dissertation; mastering the core content of the study field; preparation of written work for the dissertation exam. Dissertation exam.

3rd year: application of the core content of the study field in one's own scientific research and its outputs; participation in the Institute's scientific program.

4th year: dissertation thesis and its defense.

Part of the doctoral preparation in full-time form is pedagogical activity (in the range of 4 hours per week).

- 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.

Graduates of the doctoral studies in political science are top specialists in political research with an emphasis on the development of political science as a scientific discipline. The newly acquired knowledge of graduates of doctoral studies in political science significantly pushes them above the level of the 2nd level of university studies in political science or a related field of study. The scope and structure of new knowledge enables other individual forms of qualification growth beyond the horizon of the given field. Graduates of the doctoral study program in political science are prepared for work (research and publishing) in the given field. They are prepared for university pedagogical and scientific research activities. They will be used in various theoretical and professional, respectively applied areas of research. They can disseminate and popularize knowledge in the form of publishing, translation, editorial and media practice. Graduates master information technology and are able to independently edit book publications.

By applying their knowledge, abilities, skills and methodological approaches, graduates of the doctoral study program in political science can work as scientific and pedagogical workers mainly in social science institutes; at scientific and pedagogical workplaces in the field of social sciences (for example at the departments of political science at universities, at the workplaces of the Slovak Academy of Sciences); in the governing field of public administration and wherever complex issues of public policy are examined and addressed, for example as experts in political parties, in third sector organizations and institutions, in institutions dealing with empirical identification of the state of society (eg public opinion research), in cultural-social institutions, foundations, civic associations, media institutions.

- c) Relevant external stakeholders who have provided the statement or a favorable opinion on the compliance of the acquired qualification with the sector-specific requirements for the profession⁸.

Assessors of the study program of political science from the field of practice and employers:

PhDr. Diana Dinis Chudíková, PhD. didiana4@gmail.com	Graduate of the master's academically oriented study program in political science	Office of the President of the Prešov Self-Governing Region, Department of Foreign Relations and Protocol
JUDr. PhDr. Michal Goriščák, PhD. goriscak@gmail.com	Graduate of the master's academically oriented study program in political science	Deputy Mayor of Svidník

3. Employability

- a) Evaluation of the study programme graduates employability.

Graduates of the doctoral study program in political science are ready to enter the competitive environment in their field at the level of international teamwork or grant projects. Based on the acquired theoretical knowledge and mastered scientific methods of work, they can actively participate in the design, processing and assessment of scientific research projects and tasks in the field of political science at home and abroad. They can actively participate in team research, master interdisciplinary approaches and methods, they can competently define basic research issues. They are able to carry out independent scientific research with a high degree of creativity and independence. They have the prerequisites for solving complex research problems and issues based on the ability of scientific knowledge acquisition, critical analysis and application in the planning and implementation of public policies in practice. Through knowledge of political theories, they are able to independently formulate and design concepts and mechanisms for solving serious problems of political life and to develop materials for political decision-making at all levels of the political decision-making process and public administration. Graduates of the doctoral program in political science are qualified to pursue, according to their level of education, all the professions listed in point 2 (b) of this description, as well as in the point 2.8 of the Internal Assessment Report of the Study Programme.

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

⁸ In the case of regulated professions in accordance with the requirements for the acquisition of professional competence pursuant to a special regulation.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

-Mgr. Vladimír Boksa, PhD. - regional coordinator of the Office of the Plenipotentiary of the Government of the Slovak Republic for Roma Communities

-PhDr. Miroslav Radek, PhD. - university teacher - assistant professor at the Department of Political Science at the University of Trenčín Alexander Dubček in Trenčín and editor of news and journalism in the RTVS

Successful graduates of the doctoral study program in political science are also the assessors of the study program in political science from the field of practice and employers listed in point 2 letter c) of this description.

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

The evaluation of the study program from the point of view of the above-mentioned employers' representatives is part of the accreditation file.

4. Structure and content of the study programme⁹

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

The study plan in the study program is formed on the basis of the Study Regulations of the University of Prešov in Prešov, specifically its third part and on the basis of the Guidelines for Doctoral Studies at the Faculty of Arts of the University of Prešov in Prešov.

The supervisor draws up an individual study plan for each doctoral student according to an accredited study program. The individual study plan is submitted to the study program commission for approval. The doctoral student's individual study plan consists of a study part and a scholarly part. The study part of the doctoral study ends with a dissertation examination, which includes the defense of a pilot study; the scholarly part ends with the defense of the dissertation.

The individual study plan in the scholarly part takes into account the prescribed composition of the outputs of the publishing activities given by the measure for doctoral studies at the Faculty of Arts of the University of Prešov in Prešov.

The student chooses subjects in accordance with Decree 614/2002 Coll. on the study credit system and the PU study regulations

By enrolling, the student determines what part of the obligations prescribed by the study program he/she wants to complete in the next period of study to which the enrollment relates (academic year).

The student enrolls in courses so that the number of credits he/she can obtain by successfully completing them is sufficient in the given period to meet the conditions for continuing the study.

The tutor and advisor for the study program of political science is Mgr. Anna Poláčková, Ph.D. (anna.polackova@unipo.sk). The study plan is an integral part of the study program.

The proposal for the creation of a new SP is submitted by its guarantor to the Chair of the Quality Assurance Board of the faculty where the new SP will take place. After reexamining the proposal at the meeting of the Quality Assurance Board of the relevant faculty, the chair will submit it to the Chair of the IQAS Board. If the IQAS Board, after the reexamination, agrees with the submitted proposal for the creation of a new SP, the Secretary of the IQAS Board shall forward this information to the Chair of the Quality Assurance Board of the relevant faculty, who will immediately entrust the guarantor with preparing documented SP information according to Art. 8 section 2 subsections (a) to (m) of that directive. Other responsible persons and stakeholders are also involved in this process, and they confirm their participation in the creation of the new SP with the written consent. The guarantor then submits the completely processed and documented SP information to the Chair of the Quality Assurance Board of the relevant faculty, who together with the request for their assessment forwards it to the Chair of the IQAS Board. He then asks the chair of the SFC, which is field-related to the new SP, to nominate the chair and the composition of the EAHC members. After the approval of the proposal of its personnel composition at the meeting of the IQAS Board, the Chair of SFC entrusts the relevant EAHC with the assessment of the submitted documented information of SP together with the application for authorization to perform a new SP. The result of this comprehensive assessment is the EAHC report on compliance with the standards and criteria of the new SP, which is recommendatory in nature and is approved at the meeting of the IQAS Board. In case of a decision to grant authorization to implement a new SP, the IQAS Board shall issue a written decision within 14 days of its approval. In the case of objecting by stakeholders or the authorized committees on the submitted proposal or request in the relevant steps of creating a new SP, the comments must be incorporated and submitted for reexamination together with a written opinion on their incorporation. In the case of disagreement with the submitted proposal or request in the relevant steps of creating a new SP, it is necessary that the stakeholders or authorized committees state the reasons for their decision and forward them directly to the IQAS Board.

The procedure is governed by the document [Smernica na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie študijných programov a odborov habilitačného konania a inauguračného konania na Prešovskej univerzite v Prešove](#).

b) *The institution compiles the recommended study plans for individual study paths¹⁰.*

The recommended study plan, as well as the course description sheets are part of a separate appendix.

The above documents contain all the items listed in point c).

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,*
- ***Study profile courses** of the relevant study path (specialization) within the study programme,*
- *for each learning part/course the learning outcomes, related criteria and rules of their assessment so that the learning objectives of the study programme are met (they can be stated only in the Course information sheets, in the Learning outcomes section and in the Course completion requirements). All course description sheets contain learning outcomes and related criteria and rules for their evaluation. Course description sheets are available on the public portal of the PU information system: <https://student.unipo.sk/maisportal/studijneProgramy.mais>*
- *prerequisites, co-requisites and recommendations for the design of the study plan,*

⁹ 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.

¹⁰ 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.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

- for each learning part of the study plan/course the applied educational activities (lecture, seminar, exercise, final work, project work, laboratory work, internship, excursion, field practice, professional practice, state exam, etc. or their combinations) suitable for achieving learning outcomes,
 - methods by which the educational activity is delivered – present, distant, combined (in accordance with the Course information sheets),
 - outline/syllabus of the course¹¹,
 - student workload ("extent" of individual courses and educational activities separately)¹²,
 - credits allocated to each part based on the learning outcomes achieved and the workload involved,
 - the person responsible for the course (or a partner organization/person¹³) with an indication of the contact details,
 - course teachers (or participating partner organizations/persons) (may also be mentioned in Course information sheets),
 - places where the courses are taught (if the study programme is delivered at several workplaces).
- 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.

The requirements for the proper completion of doctoral studies are defined by the Study Regulations of the University of Prešov in Prešov (available at https://www.unipo.sk/public/media/1076/stud_por2018.pdf.pdf).

To properly complete doctoral studies, it is necessary that the student:

- a) has completed all compulsory courses and the prescribed number of electives;
- b) obtained the prescribed number of credits in the specified structure during the study:
 - ba) at least 80 credits within the study part and teaching part;
 - bb) at least 145 credits for scholarly part in the field of science (of which 30 credits for the defense of the dissertation and at least 70 credits for items of publishing activity);
- c) successfully passed the state exams prescribed by the study program and defended the dissertation.

The prescribed number of credits that must be obtained for the proper completion of doctoral studies, both full-time and part-time, is 240. A necessary part of each study program is also a dissertation, which together with its defense forms one item. The defense of the dissertation makes part of the state exam. All completed courses are listed in the Diploma Supplement. The study is duly completed by completing the study requirements according to the respective study program. The day of the end of the study is the day when the last of the conditions prescribed for the proper completion of the study of the given study program is fulfilled, i. e. dissertation defense. The study according to the study program may not exceed its standard length by more than two years.

At the end of the academic year, the supervisor prepares an annual evaluation of the doctoral student, in which he/she evaluates the fulfillment of the doctoral student's individual study plan, the state of elaboration of the dissertation, as well as other doctoral student activities in the past period. The supervisor will submit a proposal for the exclusion of a doctoral student whenever:

- (a) the doctoral student did not obtain the prescribed minimum number of credits in the previous year, or
- (b) seriously fails to comply with the timetable of his/her individual study plan; or
- (c) has not submitted a statement of its activities for the preceding year, or
- (d) did not comply with the work schedule determined by the head of the workplace.

Requirements related to the administration of doctoral studies and the annual evaluation of doctoral students can be found in the Measure for doctoral studies at the Faculty of Arts, University of Prešov available at

https://www.unipo.sk/public/media/1076/smemica_PhD_10_2016_1.pdf.

Other conditions that the student must meet during the study:

To successfully complete the study in the study credit system, it is necessary for the student to complete all compulsory subjects and obtain a sufficient number of credits in the prescribed composition, to successfully pass the state exams prescribed by the study program. The prescribed credit structure is set out in point e).

State examination conditions

The rules of procedure and conditions of state examinations are governed by the [Study Regulations of the University of Prešov](#) (Article 23). The state examination will be performed before the examination commission for the state examination. The course of the state examination and the announcement of its results are public. The decision of the examination commission on the results of the state examination will be made at a closed meeting of the examination commission. Only university teachers acting as professors and associate professors and other experts approved by the scientific council of the faculty have the right to take the state exam. The examination board has at least four members, of which at least two are university teachers acting as professors or associate professors. Several examination commissions can be set up for one study program.

Each subject of the state exam is classified with a special mark. The final state exams in political science include five subjects of the state exam defined by information sheets: Theory of politics (subject of the dissertation exam), Theory of international relations (subject of the dissertation exam), Theory of democracy, Defense of the dissertation, Written work for the dissertation exam. The institute that provides the study program in political science has a qualification structure that allows to create commissions for doctoral state examinations in accordance with applicable legislation.

Rules for repeating the study

The rules for repeating the study apply to both subjects (specified according to the obligation) and exams (specified according to subject exams and the state final examination) and are set by the [Study Regulations of the University of Prešov](#) (Articles 16, 18).

During the study, the student must re-enroll in a compulsory subject that he/she has failed. After the second unsuccessful attempt to complete the compulsory subject, the student is excluded from the study.

The compulsory elective course which has been enrolled but not successfully completed, the student can enroll again during the study, or instead of this course he/she can enroll another of the compulsory elective courses from the same offered module. After the second unsuccessful attempt to complete such a selected compulsory elective course, the student is excluded from the study.

¹¹ 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.

¹² We recommend indicating the workload of contact and non-contact teaching in accordance with the ECTS Users' Guide 2015.

¹³ E.g. when providing the professional practice or other educational activities carried out outside the university.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Student can re-enroll in an elective course that he/she has failed, or he/she can choose another elective course. If a student has achieved a sufficient number of credits by completing compulsory and optional subjects, he/she does not have to enroll in any elective subject.

In the academic year in which the course is enrolled, the student has the right to two corrective exam dates within the announced exam dates and the academic year schedule. At the student's request, the examiner will allow a re-examination even if the student successfully passed the regular examination date. The corrective date of the examination shall be entered in the MAIS.

If the student obtains the grade insufficiently on the regular date (4, FX), he/she has the right to pass the exam on the corrective date. If the student obtains the grade insufficiently in the first correction term (4, FX), he/she has the right to pass the exam in the second correction term, no later than the end of the examination period of the given semester. If the student has not successfully completed the course in the second re-sit, he/she has the right to re-enroll once. If a student does not successfully complete the course after re-enrolling in the course in the relevant examination period, he/she is excluded from the study.

The student has the right to a regular date and two corrective dates of the state exam. The regular date and corrective dates of the state examination or its subjects will be determined by the dean/rector. A student who has been registered for the regular or corrective date of the state examination and for serious demonstrable reasons did not take the state examination will deliver an apology to the head of the study department the next working day after the date of the state examination. The chairman of the examination commission may, depending on the seriousness of the reason for non-participation, decide to accept the excuse, which he shall state in the records of the results of the state examination by the entry "justified". Unjustified non-participation or non-participation in which the chairman of the examination board did not accept the student's apology is considered as if the student had been graded "failed" (4, FX). The student can appeal to the dean/rector against the decision of the chairman of the examination commission. The decision of the dean/rector is final. The student must successfully complete the last subject of the state exam so that it does not exceed the standard length of study of the study program by more than two years; otherwise his studies will end if he does not meet the conditions of the program.

Rules for extension, interruption of studies

Extension of the study is possible, but according to Art. 24 par. 2 of the PU study regulations in Prešov, studies according to the study program may not exceed its standard length by more than two years.

The student may interrupt his/her studies in accordance with Art. 21 of the Study Regulations. Interruption of studies is permitted by the dean (in the case of university workplaces, the rector). A student may request in writing the interruption of studies: a) for a maximum of two years for medical reasons only once at each stage of study; b) for a maximum of one year without giving a reason, only once at each stage of the study. Pregnant students may be interrupted six weeks before the expected date of birth, but no later than the day of birth. The student will design the period of study interruption during maternity or parental leave. However, this period may not exceed three years.

An application for a study interruption can be submitted at any time, after payment of the tuition fee for the current academic year, if a claim arises. The study is interrupted until the beginning of the summer semester or until 31.8. of the year. Study interruption times are not included in the standard study duration and are recorded in the MAIS.

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:

To successfully complete the doctoral study program, the doctoral student must obtain 240 credits in the study program with a four-year standard length in the full-time form of study. The same methods of education are used for full-time and part-time study. For their progression to the second year of study, the doctoral student must have obtained at least 40 credits in full-time / part-time study, for their progression to the third year of study have a full-time / part-time doctoral student obtained at least 120 credits. For successful progression to the last year within the standard length of study, the doctoral student must successfully pass a dissertation examination.

Study and pedagogical-educational part: at least 80 credits; creative activity in the field of science (without dissertation): at least 105 credits; dissertation and its defense: 40 credits. The sum of credits for the study and pedagogical-educational part and creative activity in the field of science (without the dissertation) must be at least 200 credits.

The study and pedagogical-educational part consists of the following components: own study component, which consists of compulsory, compulsory elective and elective subjects (minimum 50 credits); dissertation examination, which consists of: defense of a written work for the dissertation examination (20 credits); other (maximum two) subjects of the state exam (10 credits). Creative activity in the field of science consists of the following components: publishing activity (minimum 70 credits according to the structure specified in the Directive); other scientific activities (participation in conferences, scientific and professional lectures, citations, participation in grant projects, etc.); dissertation and its defense (40 credits).

The doctoral student registers for the dissertation exam if he/she has obtained at least 50 credits for the subjects of the study and pedagogical-educational part of the study, successfully completed all compulsory and one compulsory elective subject, obtained at least 30 credits from the scientific part and submitted a written work for the dissertation exam. The doctoral student must successfully pass the dissertation examination before the end of the 5th semester (in the full-time form of study). The text of the written work for the dissertation examination is submitted no later than five weeks before the scheduled date of the dissertation examination.

Thus, for the completion of doctoral studies it is necessary that the student:

(a) has completed all compulsory subjects and the prescribed number of compulsory elective subjects;

b) during the study, obtained the prescribed number of credits in the specified structure:

ba) at least 80 credits from the study and pedagogical-educational component;

bb) at least 145 credits for creative activity in the field of science (of which 40 credits for the defense of the dissertation and at least 70 credits for units of publishing activity);

c) successfully passed the state exams prescribed by the study program and defended the dissertation.

The prescribed number of credits that must be obtained for the proper completion of full-time / external doctoral studies is 240. The written dissertation, the dissertation and its defense, as well as the subjects of the state examination and their credit grant are included in the total credit result. Part of the study according to each study program is also a dissertation, which together with its defense forms one subject. The defense of the dissertation belongs to the state exams. All completed courses are listed in the Diploma Supplement.

The study is duly completed by completing the study according to the relevant study program. The day of the end of the study is the day when the last of the conditions prescribed for the proper completion of the study of the given study program is fulfilled, i.e. the defense of the dissertation. The study according to the study program may not exceed its standard length by more than two years.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

At the end of the academic year, the supervisor prepares an annual evaluation of the doctoral student, in which he / she evaluates the fulfillment of the doctoral student's individual study plan, the state of elaboration of the dissertation, as well as other doctoral student activities in the past period. The supervisor will submit a proposal for the exclusion of a doctoral student whenever:

- (a) the doctoral student has not obtained the prescribed minimum number of credits in the past year; or
- (b) seriously fails to comply with the timetable resulting from his / her individual study plan; or
- (c) has not submitted a statement of his / her activities for the preceding year, or
- (d) did not follow the working regime determined by the head of the scientific-pedagogical workplace.

The conditions for completing the individual parts of the doctoral study program and the student's progress in the study program are specified in the Directive for Doctoral Studies at the Faculty of Arts of the University of Prešov (available at: https://www.unipo.sk/public/media/1076/smernica_PhD_10_2016_1.pdf) and Study Regulations of the University of Prešov (available at: https://www.unipo.sk/public/media/1076/stud_por2018.pdf.pdf).

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

Verification of educational outcomes and evaluation of students is carried out in accordance with the [Study Regulations of the University of Prešov](#) (Article 16), which sets out the classification scale and success criteria for individual classification levels.

The information sheets of the subjects of the study program contain information about the knowledge and skills that students will acquire by completing the course, as well as the conditions for successful completion of the course and the method of evaluation and completion of the course.

The teacher is obliged to record the results of the assessment in the MAIS no later than within three working days from the day of the knowledge verification. In printed form, the assessment is archived in the form of reports, which are generated at the end of the examination period and stored in the education department. The teacher is obliged to hand over a printed and signed record of the final evaluation to the head of the department after the examination period, which the head of the department will hand over to the study department after checking and summarizing the report. The student is obliged to check the correctness of the recorded results, obtained credits and fulfilled conditions of completing the courses in MAIS no later than three working days after the end of the respective semester. In case of detected discrepancies, the student turns to the teacher (Study Regulations, Art. 16, point 13). For students with special needs, teachers choose adequate forms and methods of teaching as well as evaluation of study results and proceed in accordance with the recommendations of the [Methodological Guide for Students with Special Needs](#).

If the student so requests, the Vice-Dean / Vice-Rector for Education may, in justified cases, allow the examination to take place in a corrective date before a commission appointed by the Dean / Rector. The commission examination can be requested at the study department of the faculty no later than five working days after the regular date or the first corrective date of the examination (Study Regulations, Art. 16, item 21).

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

The student may apply for the recognition of subjects and credits completed in another or identical study program, the conditions for the recognition of subjects and credits are set out in the [Study Regulations of the University of Prešov](#) (Article 20). The student can apply for the recognition of subjects in writing no later than seven days after enrollment in the relevant academic year, the subject can be recognized with a content agreement of more than 60% with the subject of the current study subject. Recognition of a subject that has already been completed in a previous study is in the competence of the guarantor of the study program. Recognition of state exam subjects is not possible.

The rules for the implementation of the study program regulate and enable the recognition of studies and parts of studies in accordance with the Convention on the Recognition of Qualifications concerning Higher Education in the EU so as to promote domestic and foreign mobility of students. At the University of Prešov, full recognition of the learning outcomes obtained at the host institution is guaranteed in accordance with the "Learning Agreement" that the student hands over before leaving for another university. The rules for the recognition of studies, parts of studies, individual subjects and credits are formulated in Art. 15, par. 5 and Art. 20, par. 1-10 of the Study Regulations. More information available at: <https://www.unipo.sk/public/media/0190/STUD%2024.9.18%20pdf.pdf>

A faculty student has the right to complete part of his / her studies at another university in the Slovak Republic or abroad. The consent for the study and its duration is granted by the dean / rector or vice-rector for external relations and marketing, depending on the type of mobility, and is a matter of a tripartite agreement between the student, the sending faculty and the receiving faculty. Upon return, the faculty will recognize a part of the study in accordance with the contract, the European standard and the European Credit Transfer System. 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 program and the credits will be awarded by the faculty ECTS coordinator. The procedure after the return of a student from another university in the recognition of study results obtained abroad is set out in Part IV. Rector's measure No. 8/2014 is available at

[https://www.unipo.sk/public/media/34448/1_OR\(2014\)-08-Erasmus_odchadzajuce_mobility_studenti_postup.pdf](https://www.unipo.sk/public/media/34448/1_OR(2014)-08-Erasmus_odchadzajuce_mobility_studenti_postup.pdf) and Rector's measure No. 9/2014 which defines the conditions and procedures relating to the recognition of student internships, is available at [https://www.unipo.sk/public/media/34448/2_OR\(2014\)-09-Erasmus_odchadzajuce_staze_studenti_postup.pdf](https://www.unipo.sk/public/media/34448/2_OR(2014)-09-Erasmus_odchadzajuce_staze_studenti_postup.pdf)

Upon return, the student immediately contacts the faculty ECTS coordinator and provides him with a copy of the Study Agreement and the Transcript of records. On the basis of the Study Agreement and the Transcript of records, the ECTS coordinator will ensure the recording of the results in the MAIS system. The ÚVV RPU will issue a Certificate of Participation in Mobility to the student who submitted the documentation to the External Relations Department of the PU Rectorate (ÚVV RPU). ÚVV RPU reports to the authorized person to the faculty information about the exact date of student mobility. An authorized employee at the faculty will record information about the ending of mobility in the MAIS.

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

Internet link to the list of topics of the doctoral study program in political science:

<https://www.unipo.sk/public/media/1071/PhD-temy-skolitelia-2021-2022-final.pdf>

- i) *The institution describes or refers to:*

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

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

The final work of the doctoral study program is a dissertation. The dissertation may be conducted by a university teacher who has at least one level of higher education than the degree obtained by the author of the dissertation after its defense and other experts approved by the scientific council of the faculty.

The rules concerning the whole process from the assignment to the evaluation and registration of the final thesis stipulate:

- Art. 23 of the Study Regulations of the University of Prešov,

<https://www.unipo.sk/public/media/18850/STUDIUM%20PORIADOK%202018.pdf>

- PU Directive on the requirements for final theses, their bibliographic registration, control of originality, storage and access, available at <https://www.pulib.sk/web/data/pulib/subory/stranka/ezp-smernica2019.pdf>

- Information sheets of the courses: Dissertation defense, Written thesis for the dissertation exam

- *opportunities and procedures for participation in student mobility,*

The University of Prešov most recently committed itself in the Erasmus + Charter (ECHE) for the new programming period 2021-2027 to adhere to the principles of recognition of studies at partner foreign universities. The processes of recognition of foreign mobilities have been the subject of an independent EC evaluation and are the subject of regular monitoring by the National Agency for the Erasmus + Programme (SAAIC). The university and the faculty support participation in student mobilities as an opportunity for the student to participate individually and actively in their own profiling in addition to meeting the requirements arising from the recommended study plan. We evaluate student mobility included in the study program as a stimulus for constant self-improvement, for the student's autonomy, but also responsibility for the results of the study and the creation of one's own trajectory of the study and preparation for the professional practice.

Opportunities and procedures for participation in student mobilities, as well as recognition of results is defined in Art. 15, par. 6 and 7 of the Study Regulations of the University of Prešov (<https://www.unipo.sk/public/media/0190/STUD%2024.9.18%20pdf.pdf>):

6. Student of the faculty has the right to complete part of his / her studies at another university in the Slovak Republic or abroad. The consent for the study and its duration is granted by the dean / rector or vice-rector for external relations and marketing, depending on the type of mobility, and is a matter of a tripartite agreement between the student, the sending faculty and the receiving faculty. Upon return, the faculty will recognize a part of the study in accordance with the contract, the European standard and the European Credit Transfer System. 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 program and the credits will be awarded by the faculty ECTS coordinator.

7. The student is obliged to sign an agreement with the responsible department and the relevant vice-dean at the sending faculty on the transfer of credits before leaving for mobility. To ensure student mobility, the dean appoints a coordinator, whose main task is to participate in the preparation and implementation of international cooperation programs, to solve tasks related to sending and admitting students, and to provide counseling services to students about study opportunities at other universities abroad. The functions of the student mobility coordinator are exhaustively defined in Art. 19, par. 3 of the Study Regulations of the University of Prešov. Student mobility is provided by a special workplace of the Rector's Office. Information on interinstitutional agreements, on the submission of applications, selection of candidates and coordinators is available at <https://www.unipo.sk/zahranicie/erasmus/>.

The Erasmus + coordinator for students of the political science study program is Mgr. Gabriel Székely PhD., (gabriel.szekely@unipo.sk)

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

Since 2012, the Rules of Academic Ethics have been defined by the Code of Ethics of the Faculty of Arts of the University of Prešov, in the form of principal ethical values and rules applicable to all categories of faculty staff and students:

<https://www.unipo.sk/public/media/17176/Etick%20kodex%20FF%20PU.pdf>

Since 2021, the rules of academic ethics have also been formulated in the Code of Ethics of the University of Prešov. Scientific integrity and ethics. It sets out ethical principles and requirements for all academic and professional activities (educational, research, development, artistic and other creative activities, as well as management and support activities). Assessment and discussion of complaints of possible violation of the Code of Ethics is the subject of the activities of the Ethics Committee of the University of Prešov, whose activities are governed by special rules of procedure:

<https://www.unipo.sk/public/media/38250/Etick%20k%20b%20Pre%20C5%a1ovskej%20univerzity%20v%20Pre%20C5%a1ove.pdf>

Derivation of consequences concerning also non-compliance with the rules of academic ethics is contained in the Disciplinary Code of the University of Prešov in Prešov and in the Directive on Plagiarism and Cheating of Students:

https://www.unipo.sk/public/media/files/docs/u/svk/disciplinarny_poriadok_08.pdf

https://www.unipo.sk/public/media/14733/09_smernica_plagiatorstvo_2011.pdf

- *procedures applicable to students with special needs,*

Rules, forms and methods of teaching, learning and evaluation of learning outcomes in the study program enable the achievement of learning outcomes while respecting the differentiated needs of students. Since 2017, the University of Prešov has approved a Methodological Guide for students with special needs:

https://www.unipo.sk/public/media/0190/METODIKA_%20A0P_april2017.pdf

It includes procedures for applying for a generally accessible environment and student support services. There are faculty coordinators for students with special needs at individual faculties, who are entrusted by the deans of the faculty. At the university level, there is a university coordinator who works with faculty coordinators in selecting support / assistance technologies and providing support services for students with special needs. The coordinators register students with special needs, evaluate their needs, and based on the evaluation, recommend to the dean of the faculty solutions that take into account equal opportunities for study and the availability of studies for students with special needs.

Coordinator for the University of Prešov: Mgr. Jarmila Žolnová, PhD. jarmila.zolnova@unipo.sk

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Coordinator for the Faculty of Arts: Mgr. Antónia Sabolová Fabianová, Ph.D. antonia.sabolova.fabianova@unipo.sk

- procedures for filing complaints and appeals by students.

Student complaints and appeals procedures may relate to the evaluation of learning outcomes, but also to the protection of the student's rights or legally protected interests that students believe have been violated. Students can make suggestions about specific shortcomings in the activities or inactivity of the university.

Incentives against the evaluation of the test results are subject to the procedure according to Art. 16, par. 21 and Art. 23, par. 13 of the Study Regulations of the University of Prešov, more at <https://www.unipo.sk/public/media/0190/STUD%2024.9.18%20pdf.pdf>.

At the student's request, the Vice-Dean / Vice-Rector for Education may, in justified cases, allow an examination to take place in a corrective date before a commission appointed by the Dean / Rector. The commission examination can be requested at the study department of the faculty no later than five working days after the regular date or the first corrective date of the examination.

The examination of the initiatives by which students seek the protection of their rights is transparent and is carried out with the participation of student representatives. Complaining students are provided with feedback on the results of the review of their suggestions and on the measures taken. One of the options is the procedure under the Complaints Act (9/2010 Coll.); the second is the procedure through members of the Academic Senate of the Faculty of Arts representing students.

Ways of submitting complaints:

- electronically to the e-mail address podnety@unipo.sk, which is accessible 24 hours a day,
- in writing in a sealed envelope to the address of the University of Prešov in Prešov marked "In the hands of the responsible person",
- in person to JUDr. Veronika Grucová, HR and Legal Department.

JUDr. Veronika Grucová, HR and Legal Department, is a responsible person.

More information on submitting suggestions at <https://www.unipo.sk/spodne-menu/kategoria-4/podnety/>

5. Course information sheets of the study programme

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

Course description sheets are available at: <https://www.unipo.sk/filozoficka-fakulta/ipol/akreditacia/akreditovane-studijne-programy/standardne/>

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

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

<https://student.unipo.sk/maisportal/rozvrhy.mais>

7. Persons responsible for the study programme

- A person responsible for the delivery, development, and quality of the study programme (indicating the position and contact details).
prof. PhDr. Alexander Duleba, CSc., alexander.duleba@unipo.sk

- 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).

Teachers responsible for the profile courses	Profile course	Register of university staff	Contact
doc. PhDr. Irina Dudinská, CSc.	History of political theories 1	https://www.portalvs.sk/regzam/detail/6357	irina.dudinska@unipo.sk
prof. PhDr. Alexander Duleba, CSc.	Theoretical and methodological issues of international politics	https://www.portalvs.sk/regzam/detail/6217	alexander.duleba@unipo.sk
Ing. Martin Lačný, PhD.	Current issues of international economic integration	https://www.portalvs.sk/regzam/detail/6536	martin.lacny@unipo.sk
doc. Nataliya Maradyk, PhD.	Comparative research of political systems of post-communist countries	https://www.portalvs.sk/regzam/detail/30956	nataliya.maradyk@unipo.sk
prof. PaedDr. Jaroslav Vencálek, CSc.	Regional cultural heritage and processes of social cohesion	https://www.portalvs.sk/regzam/detail/6845	jaroslav.vencalek@unipo.sk

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

<https://www.unipo.sk/filozoficka-fakulta/institut-fakulty/ipol-ff/ludia/VUPCH/>

- 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).

Teachers	Courses	Register of university staff	Contact
doc. PhDr. Irina Dudinská, CSc.	Theoretical-methodological doctoral seminar Written work for the dissertation exam History of Political Theories 1 History of Political Theories 2	https://www.portalvs.sk/regzam/detail/6357	irina.dudinska@unipo.sk

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

	Theoretical-methodological issues of comparative political science Current Theoretical Problems of Political Science		
prof. PhDr. Alexander Duleba, CSc.	Theoretical-methodological doctoral seminar Theoretical-methodological issues of international politics Written work for the dissertation exam Current issues of international relations: application of the securitization theory of the Copenhagen school	https://www.portalvs.sk/reqza/m/detail/6217	alexander.duleba@unipo.sk
Ing. Martin Lačný, PhD.	Theoretical-methodological doctoral seminar Aktuálne otázky medzinárodnej ekonomickej integrácie Aktuálne otázky hospodárskej politiky	https://www.portalvs.sk/reqza/m/detail/6536	martin.lacny@unipo.sk
doc. Nataliya Maradyk, PhD.	Theoretical-methodological doctoral seminar Written work for the dissertation exam Theories of Democratic Transition Comparative research of political systems of post-communist countries	https://www.portalvs.sk/reqza/m/detail/30956	nataliya.maradyk@unipo.sk
prof. PaedDr. Jaroslav Vencálek, CSc.	Theoretical-methodological doctoral seminar Theoretical-methodological issues of political theory Written work for the dissertation exam Local / Global Relations and Democracy Regional Cultural Heritage and Processes of Social Cohesion	https://www.portalvs.sk/reqza/m/detail/6845	jaroslav.vencalek@unipo.sk
prof. RNDr. Robert Istok, PhD. (Department of Geography and Applied Geoinformatics FHPV PU)	Theoretical-methodological issues of political geography and geopolitics	https://www.portalvs.sk/reqza/m/detail/6494	robert.istok@unipo.sk
prof. PaedDr. Alena Kačmárová, PhD. (Institute of Translation and Interpreting FF PU)	Scientific Writing in English	https://www.portalvs.sk/reqza/m/detail/6506	alena.kacmarova@unipo.sk
prof. PaedDr. Lenka Pasternáková, PhD., MBA. (Department of Pedagogy, Andragogy and Psychology FHPV PU)	Basics of university pedagogy	https://www.portalvs.sk/reqza/m/detail/6520	lenka.pasternakova@unipo.sk

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

Supervisors	Topics of final theses (announced in the academic year 2021/2022)
doc. PhDr. Irina DUDINSKÁ, CSc. irina.dudinska@unipo.sk	Limits of tolerance in political theory and practice Analysis of gender equality policy in the European Union
doc. PhDr. Vladislav DUDINSKÝ, PhD. vladislav.dudinsky@unipo.sk	EU environmental policy. The problem of climate change
prof. PhDr. Alexander DULEBA, CSc. alexander.duleba@unipo.sk	EU Eastern policy and relations with the Russian Federation and / or Ukraine Theoretical approaches to border studies and cross-border cooperation Application of game theory to research of decision-making processes and behavior of member states in the EU Relations of the Slovak Republic with the countries of Eastern Europe

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

<https://www.unipo.sk/filozoficka-fakulta/institut-fakulty/ipol-ff/ludia/VUPCH/>

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

Michal Semančík	student of the bachelor's academically oriented study program in political science in 2022	michal.semancik@smail.unipo.sk
-----------------	--	--

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Bc. Andrea Deáková	student of the master's academically oriented study program in political science in 2022	andrea.deakova23411@gmail.com
--------------------	--	--

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

Mgr. Anna Poláčková, PhD., Consultations at a specified time (updated at <https://www.unipo.sk/filozoficka-fakulta/ol-ff/kontaktyakonzultacie/konzultacie/>), or by agreement, VŠA, No. 363

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

Vice-dean for educational activities: doc. Mgr. Michal Bočák, PhD., michal.bocak@unipo.sk

Head of the study department: Katarína Mikitová, katarina.mikitova@unipo.sk

Study Assistant for Doctoral Studies: Mgr. Martina Muchová, PhD., Department of Education and Doctoral Studies

martina.muchova@unipo.sk

Accommodation officers:

Mária Husárová: maria.husarova@unipo.sk

PhDr. Martina Bašistová: martina.basistova@unipo.sk

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

- a) List and characteristics of the study program and their technical equipment with assignment to the outputs of education and subject (laboratories, design and art studios, studios, workshops, interpreting booths, clinics, priestly seminars, science and technology parks, technology incubators, school enterprises, practice centers, training schools, classroom-training facilities, sports halls, swimming pools, sports grounds).

The teaching of the subjects of the study program of political science is provided in the university's own premises, in the largest building in the University Campus on Ul. November 17, Prešov. Teaching takes place in continuously modernized lecture and seminar classrooms, standardly equipped with a data projector, electric screen and a computer connected to a computer network. The computers in the classrooms are centrally managed, the computer center is equipped with new powerful servers. This creates technical conditions for the use of modern information technologies by teachers and students. Modern metallic and optical computer distribution systems were built and expanded in the university buildings, a complete replacement and reconstruction of the centrally managed Wi-Fi network took place, and a total of 298 new access points were installed. The university has a newly built computer network with a speed of 1 Gbit / s, with a possible transition in the future to a speed of up to 10 Gbit / s.

For the needs of teaching (especially lectures and seminars) of the study program of political science, seminar rooms no. 77, 156, 370, 499 and 90, which are equipped with standard computer and didactic technology.

The information provision of the study program is implemented through the MAIS system (Modular Academic Information System). MAIS is intended mainly for: processing and registration of the admission procedure, processing and registration of studies, processing of study programs, processing of the timetable, registration for exams and recording of results, registration for study subjects. Contacts and information are available at: <https://www.unipo.sk/cvtpu/hlavne-sekcie/MAIS/kontakt/>, e-mail: sprava-mais@unipo.sk.

- 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 Prešov University library (PUL) is a scientific-information, bibliographic, coordination and counseling 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. PUL 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. Then 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 PUL; exhibitions of scientific literature, exhibitions of works of art, concerts, presentations, professional library events, etc.). The library fund contains a total of almost 225,000 library units (annual increase of the library fund is about 4,000 books and 250 titles of periodicals, while the purchase of documents is carried out on the basis of faculty requirements for equal purchase for the needs of all study programs at PU). 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 PU, in which it is registering more than 66,000 documents. The library provides almost 280,000 loans a year, most of which are electronic. The total area of the library is over 2,600 m², of which 1,150 m² is for users. There are 303 study places 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 PU's publishing activities. The library provides access to 9 paid full-text database centers (EBSCO, Gale, ProQuest, Science Direct, Scopus, Springer, Taylor and Francis, Web of Science, Wiley).

All workplaces and all classrooms are connected to the university network, special software is available (statistical software, e-learning systems, internet media, resources enabling the disabled to participate in the proper teaching process). PU has leased a multi-license of the statistical software Statistica. All teachers, students and employees of the university are authorized users of the license. As part of projects from the EU SF, a system for automated test processing was delivered in 2011 for all PU faculties. Students also have free internet access on the campus and student dormitory, which is fully covered by wifi signal.

The Institute of Political Science also has its own library, in which it offers students approximately 3,000 copies of titles that can be used in the study of the political science study program.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

- 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.

Teaching by the distance method makes the content of education accessible so that the student can function autonomously. Several means are used to make the content available, mainly LMS Moodle, the central LMS system EKP purchased within the projects from the EU SF and the Microsoft Teams platform. Basic information about e-learning tools and technical support is provided by CVT PU (<https://www.unipo.sk/cvtpu/hlavne-sekcie/sluzby/elearning/>).

All employees and students use the Office 365 package, which includes the Microsoft Teams platform with "classroom" functionality, which allows you to create study groups and deliver lectures and seminars in real time. Technical support to students and teachers is provided by CVT PU, Ing. Radko Modranský (radko.modransky@unipo.sk).

Testing tools of both platforms, LMS Moodle and Office 365 Forms, are used to examine the achieved results of distance learning. The procedure for the transition from full-time to distance education is governed by the Rector's Measures, published at <https://www.unipo.sk/aktuality/>. Information on the implementation of distance learning, procedures, manuals and video instructions for the use of e-learning tools are available at: <https://www.unipo.sk/vzdelavanie/dist/>.

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

-

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

PU students are provided with accommodation in four separate facilities (Student Dormitory - Ul. 17. novembra č. 11; Student Dormitory - Ul. 17. novembra č. 13; Student Dormitory - Nám. Mládeže č. 2; Student Dormitory - Exnárova č. 36) and 2 specialized workplaces (Orthodox Priestly Seminary; Greek Catholic Priestly Seminary). The Students Dormitory creates conditions for independent study and rest of accommodated students, development of cultural, social and sports life and development of hobby activities of accommodated students. Accommodation for PU students is provided in double and quadruple rooms with complete sanitary facilities in the two-room suite form. In 2018 began the reconstruction of the Students' Dormitories - 17. November č. 11 and č. 13, which was completed at the end of 2019. The rooms in all establishments are provided with a direct internet connection. There is a TV lounge, laundry facilities and kitchenettes available on each floor to the accommodated students. The University Pastoral Center is available to students on the 11th floor. Services such as hairdressers, cosmetics and a health center are available on the premises of the campus. Vending machines for coffee and sweets are also available.

University students have the opportunity for leisure sports activities in PU sports facilities, such as a swimming pool, gym, multi-purpose sports complex or multifunctional playground. In both semesters of the calendar year 2019, FoS organized the University Mix-Volleyball League (Vysokoškolská mix-volejbalová liga) and the PU Football Mini-League (Futbalová miniliga PU) for university students, which are of constant interest. University Sports Days (Univerzitné dni športu), organized by the FoS, in which almost 600 students were actively involved in 2019, also have a long tradition. University students can also develop their sports interests in several sports departments and clubs of TJ Slávia PU Prešov. Its membership base consists of about 300 athletes every year. Every year, FoS also organizes several periodic and non-periodic sports and sports-educational activities not only for students, but also for the general public of various ages (Spring Run (Jarný beh); Children's Sports Olympics of Kindergartens (Detská športová olympiáda materských škôl); Seniors' Olympic Pentathlon (Olympijský päťboj seniorov); Olympic Day Run (Beh olympijského dňa); Little Sportsman (Športáčik); exercise program ProSenior and other). During the implementation of these activities, FoS cooperates and co-organizes them with students, the Olympic Club of Prešov and the city of Prešov.

There are 11 ensembles at the PU in Prešov, which are members of the Board for Artistic Activities of the University. They work at individual faculties of the university and their professional guarantors are artistic leaders. The members of the ensembles are mostly university students. The ensembles of the university are an example of the use of free time of university students, they represent the university at domestic and foreign art events, such as academic competitions, shows, festivals, television and radio appearances, recordings; they significantly influence the cultural and social life at the university with independent performances at university and faculty ceremonial events, they represent and create the image of the university within the city of Prešov, the Prešov region, on a national and international scale.

During the study, students have the possibility to work in the student-media at the PU in Prešov: PaF Radio, Internet Television Mediálka and the online magazine Unipo Press.

University Pastoral Center of Dr. Štefan Hések in Prešov (hereinafter UPC; <http://upc.unipo.sk/>) is part of the nationwide network of university pastoral centers. Its main task is to take care of the spiritual needs of university students and teachers. For its activities at the PU, UPC uses a chapel in Student's Dormitory on Ul. 17. novembra, TV room in Student Dormitory Exnárova 36 and hall no. 100 on FoHNS. The Greek-Catholic Youth Pastoral Center (GMPC; www.gmpc.grkatpo.sk), founded by the Archbishop's Office in Prešov, also creates spiritual activities on the grounds of the PU. GMPC cooperates very intensively with GCTF PU and offers various leisure activities. The role of the center is to create a space, mostly for young people working and studying in the city of Prešov, for meeting together, establishing dialogue, deepening experience of their faith, as well as reciprocity between themselves and the world.

Political science students are being invited to all events organized by the Institute of Political Science. These are meetings with representatives of state administration and self-government, with MEPs, experts in the field of foreign and domestic policy and other areas, as well as with foreign partners from the Czech Republic, PL, UA. Students are also being invited to seminars, conferences and workshops organized by the institute. (more information about events <https://www.unipo.sk/filozoficka-fakulta/institut-fakulty/ipol-ff/fotogaleria/>)

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

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

The students of the submitted study program are informed about the current offers of student mobility during the institute coordinator and the university / faculty e-mail.

Instructions for registration are contained in section 5.2 Description of the course of processes and sub-processes in the document Procedure for the implementation of outgoing student mobilities within the Erasmus + program. These guidelines also apply to student internships. The procedure is available at https://www.unipo.sk/public/media/21250/05_21_opatrenie_outgoing_student_mobility_pravne_uvv.pdf and explains all stages of preparation, implementation of mobility / internships and recognition of results obtained abroad upon return. Students can consult the procedure with the institute coordinator Mgr. Gabriel Székely, PhD.

The student will get basic information about the call and submission of applications from the PU website <https://www.unipo.sk/zahranicie/erasmus>. The Council for Foreign Relations (Vice-Rector and Vice-Deans for Foreign Relations) sets and publishes the date for the selection of students for mobility - usually the first week of March. The successful candidate will prepare a Learning Agreement for studies with the departmental Erasmus coordinator and with each teacher the method of recognition of subjects at the home institution in the Credit Transfer Agreement. At the end of the mobility, the host institution will issue the Student with a Certificate of Records and a Certificate of Length of Stay.

The rules for the recognition of this education are set out in Part IV. Recognition of the results of that document. Upon return, the student immediately contacts the faculty ECTS coordinator and provides him with a copy of the Study Agreement and the Transcript of records. Based on the Study Agreement and the Transcript of records, the ECTS coordinator will ensure the recording of the results in the MAIS system within 1 month after the submission of the complete documentation. The student who submitted the documentation will be issued a Certificate of Participation in Mobility.

The Erasmus + Department Coordinator provides information to the student in the entire process of mobility selection, registration, preparation of documents before the implementation, as well as in the process of recognition of study results.

Contacts:

Erasmus + Institute Coordinator: Mgr. Gabriel Székely, PhD., gabriel.szekely@unipo.sk

University coordinator of the Erasmus + program for outgoing students Mgr. Ema Fričeková ema.fricekova@unipo.sk

University coordinator of the Erasmus + program for outgoing students Mgr. Vanda Tarbajová vanda.tarbajova@unipo.sk

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

a) Required abilities and prerequisites for admission to study

The basic conditions for admission to study in a doctoral study program are determined by § 54 of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended. The basic condition for admission to doctoral studies is the completion of a second-degree study program (other conditions are specified in the framework requirements of individual study programs). Specifically, the admission of a doctoral student to a political science study program is conditional on the completion of a master's degree in political science or a related field, as defined in that field of study (international relations, sociology, public policy and public administration) and successful completion of the entrance examination. The general conditions of the admission procedure are determined by the Study Regulations of the University of Prešov.

The entrance exam has an oral character and includes a discussion of research issues related to the topic of the projected dissertation. During the entrance exam, applicants present their project of the intended dissertation. During the discussion, the candidate should demonstrate the ability of analytical, critical and creative thinking in the area related to the proposed topic of the thesis. The admission procedure also includes a discussion related to the broader knowledge of the field of study and an examination in a foreign language, as applicants are expected to have a good command of at least one world language enabling active academic communication and work with professional and scientific texts. Knowledge of a foreign language at level B2 is required. The applicant chooses one foreign language from a menu of four world languages (English, German, Russian, French). If the applicant has successfully passed the state exam in the selected foreign language as part of his / her university studies, he / she does not take the entrance exam in a foreign language. Specific conditions presuppose a set of in-depth knowledge of political theory (especially the history of socio-political thinking), the theory of democracy and international politics, which fundamentally exceeds the level of the state examination at the master's degree and the rigorous examination. It is appropriate if the applicant can present publishing activities, participation in scientific conferences and events related to the field of study.

Determining the scope of required knowledge:

During the admission procedure, emphasis is placed on knowledge in the field of:

- history of political theories and current political theories,
- theoretical and methodological issues of policy theory,
- theoretical and methodological issues of comparative political science,
- theory of international relations,
- 1 foreign language
- defense of the dissertation project.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

The entrance examination includes: a) presentation of a research project proposal related to the topic of the dissertation, which the candidate has chosen from the listed topics of the dissertation; b) assessment of general prerequisites (completed studies, mastery of prescribed areas, previous results of the applicant in the field of research, including qualification theses and publishing activities, etc.).

Requirements for entrance exams, required skills and prerequisites required for admission to study are published in the requirements for entrance exams: <https://www.unipo.sk/filozoficka-fakulta/moznosti-studia/>.

b) Admission procedures.

Admission procedures, basic and other conditions for admission to study are formulated in the Study Regulations (Articles 3 - 8), available at https://www.unipo.sk/public/media/14733/stud_por2018.pdf.pdf. The study regulations stipulate the method of publishing the conditions of admission to study, the rules of the admission procedure, the requirements concerning the decision on admission to study and the possibilities of reviewing the decision.

On the website of the faculty in the section Study options <https://www.unipo.sk/filozoficka-fakulta/moznosti-studia/>, the conditions of admission, the list of combinations, general information about the admission procedure and special information for selected combinations of subjects are published for applicants. The Principles of the Admission Procedure of the Faculty of Arts of the University of Prešov are accessible for applicants here.

The admission procedure is reliable, fair and transparent. The criteria and requirements for candidates are published in advance and easily accessible. The conditions of the admission procedure are inclusive and guarantee equal opportunities for every applicant who demonstrates the necessary prerequisites for graduation.

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

Numbers of students admitted to the study program political science, doctoral studies, full-time form:

	2017	2018	2019	2020	2021
<i>Number of applications</i>	0	-	3	1	1
<i>Number of enrolled students</i>	0	-	1	1	1

10. Feedback on the quality of provided education

a) Procedures for monitoring and evaluating students' views on the quality of the study program.

In accordance with the Act on Higher Education Institutions, students have the opportunity to express their opinion on the subjects of their studies and their teachers, as well as their opinion on the conditions of study in the form of anonymous questionnaires. Evaluations are carried out at least twice a year, always after the end of the semester, using the MAIS information system. Two surveys are used: Evaluation of study programs in MAIS (general survey) and Evaluation of courses in MAIS (courses survey). The evaluation of programs is also carried out from the point of view of teachers, while the suitability of the composition of subjects and the classification of subjects within the recommended study plan is re-evaluated.

Feedback from students is relatively low, so new tools are being sought to motivate students to provide feedback as well as tools to deliver it. Several teachers of the Institute of Political Science also use their own forms of feedback to allow students to express themselves more freely on the quality of individual aspects of their studies. These are, for example, own questionnaires distributed at the end of the semester, which take into account the uniqueness of the study program and its subjects. Recently, in the conditions of a pandemic situation, the institute implemented electronic feedback, where students had the opportunity to comment on the quality of online education. Feedback is also provided on an ongoing basis in the form of regular consultations, the dates of which are always published on the Institute's website at the beginning of the semester. The suggestions are continuously summarized by the teachers and heads of departments, evaluated, consulted with the relevant staff (management of the department, institute, faculty or university) and taken into account in the functioning of the relevant components of the study program.

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

After concluding the Course evaluation in MAIS (courses survey), its results are available to teachers of relevant subjects and department heads. The evaluation of the "Evaluation of study programs" survey is available to the heads of workplaces, who can use it to improve study programs. Suggestions obtained from surveys, questionnaires, interviews with students are continuously evaluated by teachers and department heads. Measures to increase the quality of the study program include, in addition to the classic forms of class observations and state final examinations, adding senior employees to MS Teams groups, submitting and checking attendance certificates from online teaching or checking video recordings and study materials published for study purposes. In this way, it was possible to monitor and evaluate the course of teaching in the distance form at the level of institutes.

The results of the student feedback assessment are included in the annual reports, which are submitted to the Scientific Councils and the Academic Senate, which also includes the students. Subsequently, they are published on the websites of faculties and universities. The individual results of the reports thus become the basis for finding ways to improve the study program.

The annual report on education is available at <https://www.unipo.sk/filozoficka-fakulta/vzdelavanie/spravy-vzdelavanie/>.

The system of evaluation of the quality of the educational process by students is regulated by the documents: Internal system of evaluation of the quality of education at PU and Rector's measure no. 8/2021 Involvement of students in the internal quality system. The annual activity reports of the Institute of Political Science, which also include a feedback evaluation, are available for inspection at the IPOL Secretariat.

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

Graduate feedback is provided through a survey organized by the Rectorate of the University of Prešov. The graduate feedback questionnaire is not used by many students, so the results cannot always be considered representative. Another way of obtaining feedback from graduates is the Alumni Club of the Faculty of Arts <https://alumni.ff.unipo.sk/>, which serves as a communication channel between the Faculty of Arts and its graduates, which aims to integrate graduates into the life of the faculty, communication with them and obtaining feedback.

Graduates of the study program are involved in the creation of the study program in political science, they provide valuable feedback, comments and suggestions in the current process of commenting and assessing the study program.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

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

Student handbook

<https://www.unipo.sk/filozoficka-fakulta/vzdelavanie/prirucka-pre-studentov/>

Accommodation regulations, house regulations

<https://www.unipo.sk/sdj/hlavne-sekcie/dokumenty/>

Price list for study fees 2021/2022

<https://www.unipo.sk/filozoficka-fakulta/tlaciva-dokumenty/>

Education Support Fund

The main activity of the Education Support Fund is the provision of loans on favorable terms to selected target groups.

<https://www.unipo.sk/filozoficka-fakulta/vzdelavanie/studen-pozic-fond/>

Forms, faculty, university and national documents

<https://www.unipo.sk/filozoficka-fakulta/tlaciva-dokumenty/>

Introduction to university studies and video tutorials acquainting students with practical issues of life in the academic environment

<https://www.unipo.sk/filozoficka-fakulta/vzdelavanie/uvod-do-vysokoskolskeho-studia/>