

DESCRIPTION OF THE STUDY PROGRAMME – OUTLINE

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

Name of the faculty/university workplace: *Faculty of Arts*

Address of the faculty/university workplace: Ul. 17. novembra 1, 080 01 Prešov, Slovak Republic

Institution body for approving the study programme: Quality Board of the Faculty of Arts, University of Presov, Board for the Internal Quality System, University of Presov

Date of the study programme approval or the study programme modification:

Date of the latest change¹ in the study programme description:

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

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

1. Basic information about the study programme

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

Archival studies

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

Bachelor's degree (1st), 645.

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

University of Prešov, Faculty of Arts, Ul. 17. novembra 1, 08001 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/fields³.

15. Historical Sciences; 0222, 0322

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

academically oriented

- f) Awarded academic degree.

Bachelor (Bc.)

- g) Form of study⁴.

full-time study

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

Not applicable to this study programme

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

English language

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

3 years

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

Planned number of students: 10; actual number of students: 5

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

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

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

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

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

2. Graduate profile and learning objectives

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

Graduates of the Bachelor's degree programme in **Archival Studies** within the study field of **Historical Sciences** will acquire knowledge, skills and competences in the auxiliary historical sciences (especially paleography, diplomatics, etc.), archival studies (sciences), history, history of administration and will receive basic language equipment for working with original historical material (Latin, Hungarian, German).

Graduates of the study field of Archival Studies (1st degree) are able to manage the registers of state, public and private organisations, companies and enterprises, to provide pre-archival care and to take over archival documents from the originators of registers, to register archival documents, to take care of their protection, to process documents, to produce archival aids, to search for archival documents according to archival aids and to provide them in the archive research room.

They have knowledge of archival theory and practice, terminology and legislation, and the application of knowledge of the auxiliary sciences of history and history, using special linguistic knowledge. They can also consolidate and verify this knowledge during professional excursions to memory institutions (archives - public and private, in particular state archives, specialised and church archives, company archives, registries/ registration centres, museums, galleries), as well as during their professional practice in the above-mentioned institutions.

- 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.

A graduate of the study field of Archival Studies (1st degree) is prepared to develop proposals for multi-purpose reproduction and technical conservation of archival sources, to publish knowledge from archival collections and to provide consultations on their use, to prepare and implement partial presentations in the field of auxiliary historical sciences, history of medieval and modern administration (up to the present day) and Slovak history at professional events, to carry out lecturing and promotional activities on the history of administration, etc. To actively cooperate in the research use of registry records and archival documents and to participate in the preservation of archival documents. He or she can be employed as a practitioner - registrar, archivist, professional worker in all types of archives and in the registries of various institutions, or in other administrative activities in public administration, in museums and in the private sphere.

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

The study programme does not require the opinion of a stakeholder, but it is closely linked to potential employers and professional organisations (e.g. Ministry of Interior of the Slovak Republic - Department of Archives and Registers (registration centres), The Society of Slovak Archivists, The Slovak National Archives, individual state, private and specialised archives).

3. Employability

- a) Evaluation of the study programme graduates employability.

Graduates of the study programme Archival Studies (Bachelor's degree) are prepared for full-fledged work in practice - in archives of different provenance and of different types, they have the knowledge and skills to work in the registries of institutions or in administrative and administrative activities in the public state administration and in the private sphere. However, our 30 years of experience reveal that only in exceptional cases

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

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

have students of the field of Archival Studies completed their university studies in the first cycle of university (B.Sc.) studies (even then only due to failure to complete their studies). A graduate of the bachelor's form of study in the field of Archival Studies is sufficiently prepared to continue his/her studies at the second level of higher education. This was evident in the fact that almost all of them went on to the Master's degree programme, which, however, from the position of the assessment of the applicability of the Bachelor's degree graduates, belongs to the assessment of the 2nd - Master's degree.

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

As a special form of recognition of the results, it is possible to mention the placement of graduates of the Department of Archives - e.g. the Archives of the Office of the President of the Slovak Republic (Mgr. Dušan Uhrín - Director), Mgr. Monika Tkáčová - Head of Department at the United Nations Archives in New York; Mgr. Amália Almássyová - archivist at the Stadtarchiv Radolfzell, Radolfzell am Bodensee; assistant professors at the history departments Mgr. Mária Fedorčáková, PhD., Mgr. Drahošlav Magdoško, PhD. (Department of History, Faculty of Arts, UPJŠ in Košice); Mgr. Miroslav Čovan, PhD. (Department of Foreign Languages, Jessenius Medical Faculty in Martin of Comenius University), State Archives in Košice and its workplaces (Mgr. Anikó Bajuszová, Mgr. Lucia Novotná Šemorádková, Mgr. Matúš Smoroň, Mgr. Diana Kunderová, Mgr. Anna Princíková), State Archives in Prešov and its workplaces (Mgr. Alena Mišíková, PhD., Mgr. Veronika Krempaská, Mgr. Anton Dopirák, Mgr. Tomáš Pálik, Mgr. Lenka Badidová, Mgr. Hedviga Bilská, Mgr. Margaréta Minčáková, Mgr. Štefánia Trusáková, Mgr. Veronika Havadejová, Mgr. Renáta Geriová and others), State Archives Trenčín - Bojnice (Mgr. Zuzana Kotianová); Košice City Archives (PhDr. Gabriel Szeghy, PhD, Mgr. Peter Anna, Ing. Mgr. Michal Tunega), Archives of the Monuments Office of the Slovak Republic in Bratislava (Mgr. Mária Jurčová), Archives of the Monuments Office in Prešov (Mgr. Stanislav Krivjanský), Slovak National Archives in Bratislava (Mgr. Tajana Gerbocová), the archives of the Bishop's Office of the Eastern Diocese of the Evangelical Church of the Augsburg Confession in Prešov (Mgr. Miloš Kožlej), the State Scientific Library in Košice (Mgr. Angela Kurucová, PhDr. Andrej Szeghy), the State Scientific Library in Prešov (Mgr. Gabriela Oľšavská), East Slovak Museum Košice (PhDr. Richard Papáč), Slovak National Museum - Museum Betliar (PhDr. Katarína Banyásová), Pavel Jozef Šafárik University in Košice University Archives (Rectorate - archives) (Mgr. Ivor Princík), University of Prešov, University Archives (University of Prešov, Rectorate - archives) (Mgr. Jana Uličná, PhDr. Erik Trejbal), Zemplín Museum in Michalovce (Mgr. Stanislava Rovňáková - director), Museum of Coins and Medals in Kremnica - National Bank of Slovakia (Mgr. Martin Chmelík), Institute of Memory of the Nation (Mgr. and Mgr. Ján Endrődi).

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

Employers have the opportunity to provide feedback in the evaluation of students' work experience (whether they are sufficiently prepared, if not, in which area there are major gaps). The biggest platform for feedback from employers is the annual Archive Days in the Slovak Republic, where representatives of the Department meet with representatives of archives from across the Slovak Republic and neighbouring countries, with two-way feedback.

4. Structure and content of the study programme⁸

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

The study programme is developed in accordance with the mission and strategic goals of the University of Prešov. The students of the 3rd level of studies were involved in its preparation due to their direct experience from the study of Archival Studies and their ability to assess the contribution of individual disciplines for their use not only in theoretical, but mainly in practical terms. The structure of the study programme was adapted to the requirements of practice, which in various forms were conveyed by the staff of the Institute of History archives, whether at the working meeting of the Institute of History with invited archivists from Eastern Slovakia, on the occasion of the XVIIIth anniversary of the Institute of History. Archival Days in the Slovak Republic in Prešov (2014), in the organisation of which the IH FoA UP mainly participated, or e.g. at the scientific conference held on the occasion of the 20th anniversary of the existence of the study department of Archival Studies at the FoA UP (2010). Presented and supplemented papers from this conference were published in the online journal of the Institute of History DEJINY No. 1/2011 and 1/2012 (<http://dejiny.unipo.sk/>). The conference also resulted in a monothematic proceedings *DOMENOVÁ, Marcela - ŽAŽOVÁ, Henrieta (proceedings) - PÉKOVÁ, Monika (CD-R) (Eds.). Proceedings of the Society of Slovak Archivists 2014. Bratislava: Society of Slovak Archivists 2015, 230 p. ISBN 978-80-971356-1-4* (<http://www.archivari.sk/publikacie/109-zbornik-spolocnosti-slovenskych-archivarov-2014>)

The following participate in the preparation of study plans in the Archival study program: the guarantor of the study program being prepared, co-guarantors who ensure the teaching of profile subjects, IH FoA UP teachers who participate in ensuring the teaching of other disciplines, the student of the given field, and the study program is fine-tuned by at least one representative of the organization, which, from the point of view of its focus, is able to employ graduates of the study program or subsequent study program.

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

The full text of the study programme with all the required information and course information sheets is attached.

- c) The study plan generally states:

- individual parts of the study programme (modules, courses, and other relevant school and extracurricular activities, if they contribute to the achievement of the required learning outcomes and allow to obtain credits) in the structure of compulsory, compulsory optional and optional courses,
- **profile courses** of the relevant study path (specialization) within the study programme,
- for each learning part/course the learning outcomes, related criteria and rules of their assessment so that the learning objectives of the study programme are met (they can be stated only in the Course information sheets, in the Learning outcomes section and in the Course completion requirements),
- prerequisites, co-requisites and recommendations for the design of the study plan,
- for each learning part of the study plan/course the applied educational activities (lecture, seminar, exercise, final work, project work, laboratory work, internship, excursion, field practice, professional practice, state exam, etc. or their combinations) suitable for achieving learning outcomes,

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

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

- methods by which the educational activity is delivered – present, distant, combined (in accordance with the Course information sheets),
- outline/syllabus of the course¹⁰,
- student workload ("extent" of individual courses and educational activities separately)¹¹,
- credits allocated to each part based on the learning outcomes achieved and the workload involved,
- the person responsible for the course (or a partner organization/person¹²) with an indication of the contact details,
- course teachers (or participating partner organizations/persons) (may also be mentioned in Course information sheets),
- places where the courses are taught (if the study programme is delivered at several workplaces).

The full text of the study programme with all the required information and course information sheets is attached.

- 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.

Conditions for completing university studies of the Bachelor's degree, the rules for the repetition of studies and the rules for the extension and interruption of studies are determined by the Study Regulations of the University of Prešov of 24th September 2018. The total number of credits required for the proper completion of studies shall be at least **180** credits in a bachelor's degree with a standard duration of three years. The credits must be obtained in the composition specified in the programme of study. The condition for the completion of studies is the successful completion of a state examination consisting of the defence of the bachelor thesis and of the subjects specified in the relevant accredited study programme. Each subject of the state examination is classified with a specific grade. The form of the state examination is usually a debate to the defence of the thesis and/or an oral answer to cross-cutting questions, focusing on comprehensive knowledge of the student.

A student may take the state examination after fulfilling the obligations set by the study programme if:

- a) obtains the minimum number of credits required for regular graduation in order to achieve the required number of credits for regular graduation after obtaining credits for the successful defence of the Bachelor's thesis;
- b) passes all prescribed compulsory subjects, except the state examination,
- c) successfully completes compulsory elective and elective courses in the composition determined by the study programme;
- d) submit the thesis;
- e) has settled all financial obligations to the faculty and the university, in particular tuition and fees related to studies.

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

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

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

The date of regular completion of studies is the date on which the last of the conditions prescribed for regular completion of studies of the relevant study programme has been fulfilled.

- e) For individual study plans, the institution states the requirements for completing the individual parts of the study programme and the student's progress within the study programme in the given structure:
- number of credits for compulsory courses required for proper completion of studies/completion of a part of studies: 128
 - number of credits for compulsory optional courses required for the proper completion of studies/completion of a part of studies: 52 (*out of 83 possible credits*)
 - number of credits for optional courses required for the proper completion of studies/completion of a part of studies: 9 (*maximum possible number*)
 - number of credits required for the completion of studies/completion of a part of the studies for the common foundations and for the relevant specialization, in the case of a teaching combination study programme or a translation combination study programme,
 - number of credits for the final thesis and the defence of the final thesis required for the proper completion of studies: 10 (*final thesis*)
 - number of credits for professional practice required for the proper completion of studies/completion of a part of studies: 8 (*total for the whole bachelor's degree*)
 - number of credits required for the proper completion of studies/completion of a part of the studies for project work with the indication of relevant courses in engineering study programmes. To complete studies in the field of Archival Science, Bachelor's programme, a student needs to obtain 180 credits
 - number of credits required for the proper completion of studies/completion of a part of the studies for artistic performances in addition to the final thesis in art study programmes.
- f) The institution describes the rules for verification of learning outcomes, students assessment and the possibilities of appealing against the assessment.

The study programme has clear and transparently published rules, criteria and methods of assessment of learning outcomes in the information sheets of individual courses as prescribed by the study regulations of the faculty and the Decree on the credit system of study (Decree No. 614/2002 Coll., appendix 1).

At the faculty, course information sheets for all study programmes are accessible via the modular academic information system MAIS for all students. Among other details, information on the type, scope and method of learning activities, course completion requirements, learning outcomes, course syllabus and recommended readings are made available to the student in advance in the information sheet.

Feedback (assessment) is obtained by students through continuous assessment of the course. The results of interim and final evaluation of individual courses of the study programme are recorded in MAIS (UP Study Regulations, Article 16 §§ 1 - 5). Teachers of the study programme archive students' written work, which is part of the course evaluation. The UP Faculty of Arts Code of Ethics (<https://www.unipo.sk/filozoficka-fakulta/ig/kodex/>) ensures that the faculty's performance assessment is fair, transparent and applied fairly to all students, with special emphasis on students with specific needs.

Remedial procedures: every student has the right not only to be informed about the examination marking, the errors and the correct solution, but also to have the possibility to use remedies against the results of his/her assessment. 1) They can use the possibility

of two remedial examination dates for the first registration of the course and one remedial date for the re-registration of the course. 2) In case of doubts about the transparency and fairness of the marking, the student can appeal and request a board form of examination. The student shall notify the instructor of the non-acceptance of the mark immediately after the publication of the mark for the last part of the examination. The marking shall be carried out before an examination board of at least three members, appointed by the Dean, which shall ensure impartiality in the event of any suspicion of bias on the part of the teacher. (UP Study Regulations, Art. 16 §§ 21).

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

The conditions for the recognition of studies are defined in the UP Study Regulations (especially § 17-20). First and foremost, it is the successful completion of the specified compulsory courses, compulsory elective courses and elective courses chosen by the student, and in the case of the Archival Studies programme also the completion of professional excursions and internships so that the student obtains at least 30 credits in each semester of study. The organisation of all levels and forms of higher education at the University is based on the credit system of study. The credit system of study uses the accumulation and transfer of credits. Credit transfer is the acquisition of credits by completing part of a course of study on the basis of a study contract at another higher education institution in the Slovak Republic or abroad. Transfer of credits is ensured by an application for studies, a study contract and a statement of results of studies. The study contract is a tripartite agreement concluded between the student, the sending HEI and the receiving HEI before the student enters the receiving HEI. Courses taken at the receiving university shall be recognised on the basis of a transcript of studies drawn up by the receiving university at the end of the student's stay. The transcript becomes part of the student's personal study file. The faculty ECTS coordinator is responsible for the recognition of credits and their entry in the MAIS. However, the student must take the prescribed national examinations at the faculty or university department at which he/she is enrolled. In the case of inter-faculty studies, the student must take the prescribed national examinations at the faculties involved in the delivery of the programme of study he/she is studying.

Students have the opportunity to complete part of their studies at another higher education institution within the Erasmus+ programme. There are 19 higher education institutions in six European countries with which the University of Prešov has signed agreements. Students can choose those where, in addition to history, archives are studied, especially the University of J. E. Purkyně University in Ústí nad Labem (Department of Archives), University of Hradec Králové (Department of Historical Auxiliary Sciences and Archives), University of Pardubice (Department of Historical Sciences), Masaryk University (Department of Historical Auxiliary Sciences and Archives), Pedagogical University in Kraków (Instytut Historii i Archiwistyki), University of Rzeszów (Pracownia Archiwistyki i Nauk Pomocniczych Historii) and from the school year 2021/2022 they will also have the opportunity to study at the University of South Bohemia in České Budějovice (Institute of Archival and Historical Auxiliary Sciences) within the Erasmus+ programme. Credits awarded during the study visits, which are obtained in the same or related subjects, are fully recognised.

A student may apply for recognition of courses and credits taken in another or identical degree program no later than seven days after enrollment in the academic year in question. A student may only apply for recognition of a course which he/she has already successfully completed in previous academic years and for which he/she has obtained the appropriate number of credits, and where no more than five years have elapsed since the completion of the course. The application for recognition of the course and the award of credit for the course in question shall be submitted by the student to the study department of the home college or university. In addition to the application for recognition of the course and the award of credit for the course in question, the student must attach proof of having passed the examination (transcript) and the information sheet or syllabus for the course in question. The decision of the dean/rector is preceded by an assessment of the information sheet by the study programme guarantor. In the case of university study programmes, the assessment of recognised courses is carried out by the guarantor of the relevant university study programme. Only a course with a minimum content match of 60 % with a course from the current study programme may be recognised. Recognition of a course that has already been taken once in a previous study programme is the responsibility of the programme guarantor. Recognition of a course taken in another study programme and recognition of the appropriate number of credits for it may be granted if the conditions set out in the preceding points are met if the student is studying in only one study programme during the part of the academic year in which he or she is applying for recognition of the course and credits. Courses from concurrent studies shall not be recognised. It is not possible to recognise a course and award credits for a course which the student has taken in a previous period of study in a programme of study which he/she has duly completed, i.e. has been awarded the relevant academic degree. The number of credits may be accepted within the range of credits specified by the current study programme. The above credit recognition rule applies to all subjects (compulsory, optional and elective).

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

The thesis topics are listed and can be found on the FoA UP website:

<https://www.unipo.sk/filozoficka-fakulta/institut-fakulty/ih-new/studentomastudentkam/ssaobhzaverecprac/>

- i) The institution describes or refers to:

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

Each year, in accordance with the Study Regulations of the University of Prešov (UP) in Prešov, the Faculty publishes a list of thesis topics through individual departments, no later than 30 November of the academic year. The thesis topics are approved by the management of the scientific and pedagogical department so that the sum of the thesis topics at the first and second level of study, conducted by one employee, does not exceed ten in one academic year. When approving the topics, it must also be ensured that the supervisor of the thesis has at least one level of higher higher education or qualification than the thesis supervisor (the only exception being practitioners), and that the topic corresponds to the supervisor's scientific and pedagogical profile.

After selecting the topic, the student cooperates with his/her supervisor, who guides him/her methodologically and professionally. At the same time, within the compulsory elective courses, he/she can choose the disciplines Term Project I and II (2nd year of B.Sc. studies), within which he/she can work on partial problems of the chosen topic of the final

thesis. In the 5th and 6th semesters, as part of the completion of the compulsory subjects, he/she takes the Thesis Seminar, where he/she already processes the results of his/her research and fine-tunes with his/her supervisor the conclusions he/she has reached during his/her research.

The submitted thesis is assessed by a referee and a supervisor who will draw up a report. These are submitted to the State Final Examination Board after the presentation of the thesis and the results achieved by the student. This is followed by a professional debate on the topic of the thesis and its processing, after which there is a public debate in which others present may also participate. The evaluation is a non-public process in which both the professional opinions (of the supervisor and of the opponent) and the course of the defence itself are taken into account (SP § 23). The result of the evaluation is then communicated to the student, who can take a position against it (e.g. by appeal in case of disagreement).

- opportunities and procedures for participation in student mobility,

The possibilities and procedures for student mobility are given in the UP Study Regulations in Article 15, where it says that a student of the faculty has the right to complete part of his/her studies at another university in the Slovak Republic or abroad. 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 contract between the student, the sending faculty and the receiving faculty. Upon return, the faculty will recognise the student's part of the studies in accordance with the contract, the European Standard and the European Credit Transfer System. If the student has completed part of his/her studies at a higher education institution which has not implemented a compatible credit system, the recognition of credits will be assessed by the programme supervisor and the credits will be awarded by the faculty ECTS coordinator. The student is obliged to sign a Credit Transfer Agreement with the supervising department and the relevant Vice-Dean prior to departure for mobility at the sending faculty.

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

The Faculty of Arts of UP has a separate code of ethics, which obliges students and teachers to adhere to generally known and accepted moral principles based on human rights, good manners, principles of academic freedoms, as well as autonomy in academic activities. In this spirit, the Code of Ethics determines the principles of ethical conduct of individuals and groups that carry out academic activities at or on behalf of the UP Faculty of Arts.

Academic ethics are brought to the attention of students throughout the educational process and especially in the more broadly conceived content of the discipline Introduction to Studies of History, Seminar for the Final Thesis Seminar 1 and 2, where already in the first semester of study they are introduced to the work of the historian and its nature. Here, among other things, the moral principles in science, research and the publication of results are emphasised. Students are also reminded of the necessity of rejecting plagiarism when citing their sources of information when they start working on their year and term papers and especially their final thesis, including by using the Information and Media Literacy portal as a reference. UP Faculty of Arts has adopted the Guideline on Plagiarism and Cheating of Students, which defines the forms of plagiarism and the sanctions for such activities of students (see: Guideline on Plagiarism and Cheating of Students:

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

Compliance with academic ethics in writing the final thesis of the study programme is implemented in the context of previous practice at UP and FoA UP. Final theses of study programmes are uploaded to the academic information system MAIS. At the same time, they are automatically exported to the Theses and CRZP system for originality checking. In the final theses, the student is given the task of working on a topic that has either not been worked on yet or has been worked on only marginally, thus the student is objectively forced to work independently using the results of his/her research and to interpret the findings on his/her own. In this way, we also strengthen the student's pride in his work and its results, because he is, objectively speaking, a kind of "first-time researcher" in it. This fact is confirmed by the results of the originality check.

- procedures applicable to students with special needs,

The University of Prešov creates a full-fledged environment also for students with specific needs. To work with them, the *Methodological Guide for Students with Specific Needs* has been adopted. This is a document which, in accordance with Section 100(11) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act") and Decree No. 458/2012 Coll. on Minimum Requirements for Students with Specific Needs, makes available the principles of creating appropriate conditions for applicants and students with specific needs (<https://www.unipo.sk/public/media/35929/metod-sprievodca-pre-stud-so-spec-potr.pdf>). A development project aimed at supporting applicants and students with specific needs has also been approved. The coordinator of students with specific needs at the Faculty of Arts UP is *Mgr. Antónia Sabolová Fabianová, PhD*, Director of the Institute of Education and Social Work (contact: antonia.sabolova.fabianova@unipo.sk).

- procedures for filing complaints and appeals by students.

Students' rights are enshrined in the Higher Education Act (Act 131/2002 Coll.), including the right to appeal against an assessment. Faculty policies and procedures ensure that students in all study programmes not only have the right to be informed about examination marking, errors and correct solutions, but also to avail themselves of remedies against the results of their assessment. The UP Study Regulations allow them to request a retake of the examination at a make-up date before a committee appointed by the Dean/Rector. A board examination may be requested from the faculty's study department no later than five working days after the regular examination date or the first make-up examination date.

5. **Course information sheets of the study programme**

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

The full course descriptions is attached.

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

<https://www.unipo.sk/vseobecne-informacie/studenti/harmonogram/>

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

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

Prof. PhDr. Peter Švorc, CSc., Head of the Department of Modern and Contemporary Slovak History, position of Professor; contact: peter.svorc@unipo.sk

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

Prof. PhDr. Peter Švorc, CSc., position of Professor;
https://www.portalvs.sk/regzam/?do=filterForm-submit&name=Peter&surname=%C5%A0VORC&university=717000000&faculty=717020000&sort=surname&employment_state=yes&filter=Vyh%C4%BEada%C5%A5.

contact: peter.svorc@unipo.sk

Courses: Introduction to Studies in History (shared with J. Džujko); Slovak and Czechoslovak history after 1918 (shared with P. Koval'); History of administration IV. (shared with P. Koval')

Mgr. Monika Bizoňová, PhD., univ. doc.

<https://www.portalvs.sk/regzam/detail/20414>, monika.bizonova@unipo.sk

Courses: Diplomatics I – General diplomatics (shared with J. Kotrusová), Diplomatics II – Diplomatics of Hungary until 1526 (shared with J. Kotrusová), Diplomatics III – Modern period diplomatics 1 (shared with J. Kotrusová), Diplomatics IV – Modern period diplomatics 2 (shared with J. Kotrusová); Archival studies I. (shared with J. Kotrusová, M. Domenová), Archival studies II. (shared with J. Kotrusová, M. Domenová), Archival studies III. (shared with J. Kotrusová, M. Domenová); Basics of registry administration (shared with J. Kotrusová).

Doc. Mgr. Marcela Domenová, PhD.

<https://www.portalvs.sk/regzam/detail/6702>, marcela.domenova@unipo.sk

Courses: Palaeography; Introduction to Auxiliary Historical Sciences and Archival studies (shared with J. Kotrusová); History of Administration I. (shared with J. Kotrusová), History of Administration II. (shared with J. Kotrusová); Archival studies I. (shared with J. Kotrusová, M. Bizoňová), Archival studies II. (shared with J. Kotrusová, M. Bizoňová), Archival studies III. (shared with J. Kotrusová, M. Bizoňová).

Doc. PhDr. Nadežda Jurčíšinová, PhD.

<https://www.portalvs.sk/regzam/detail/6381>, nadezda.jurcisinova@unipo.sk

Courses: Slovak history 1780 – 1918; History of administration III. (shared with J. Kotrusová).

Doc. PhDr. Peter Koval', PhD.

<https://www.portalvs.sk/regzam/detail/6393>, peter.koval@unipo.sk

Courses: Final thesis seminar 1; Final thesis seminar 2; Slovak and Czechoslovak history after 1918 (shared with P. Švorc); History of administration IV. (shared with P. Švorc).

- c) Reference to the research/art/teacher profiles of persons responsible for the profile courses of the study programme.
The scientific-pedagogical-artistic characteristics of the persons providing the profile courses are attached.
- d) List of teachers of the study programme with the assignment to the course and provided with a link to the central Register of university staff and with contact details (may be a part of the study plan).

Prof. PhDr. Peter Švorc, CSc., position of Professor;

<https://www.portalvs.sk/regzam/detail/6426>, peter.svorc@unipo.sk

Courses: Introduction to Studies in History (shared with J. Džujko); Proseminar of History (shared with J. Džujko); Slovak and Czechoslovak history after 1918 (shared with P. Koval'); History of Carpathian Ruthenia in 1918 – 1945 ; History of administration IV. (shared with P. Koval'); Carpatho-Ukrainian History in 1918-1945;

Mgr. Monika Bizoňová, PhD., univ. doc.

<https://www.portalvs.sk/regzam/detail/20414>, monika.bizonova@unipo.sk

Courses: Diplomatics I – General diplomatics (shared with J. Kotrusová), Diplomatics II – Diplomatics of Hungary until 1526 (shared with J. Kotrusová), Diplomatics III – Modern period diplomatics 1 (shared with J. Kotrusová), Diplomatics IV – Modern period diplomatics 2 (shared

with J. Kotrusová); Archival studies I. (shared with J. Kotrusová, M. Domenová), Archival studies II. (shared with J. Kotrusová, M. Domenová), Archival studies III. (shared with J. Kotrusová, M. Domenová); Basics of registry administration (shared with J. Kotrusová); History of archiving until 1954 (*shared with J. Kotrusová*); History of archiving after 1954 (*shared with J. Kotrusová*); Socio-economic depiction of Eastern Slovakia up till the 18th century (shared with A. Kónyová); Diplomatics of royal documents (shared with M. Domenová); Private archives and their activities (shared with J. Kotrusová a M. Domenová); Specialized public archives and their activities (shared with M. Domenová a J. Kotrusová); Chapters from the Church history of Kingdom of Hungary in the Middle Ages and the Modern History (shared with A. Kónyová); International archival systems (shared with J. Kotrusová).

Doc. Mgr. Marcela Domenová, PhD.

<https://www.portalvs.sk/regzam/detail/6702>, marcela.domenova@unipo.sk

Courses: Palaeography; Introduction to Auxiliary Historical Sciences and Archival studies (shared with J. Kotrusová); History of Administration I. (shared with J. Kotrusová), History of Administration II. (shared with J. Kotrusová); Archival studies I. (shared with J. Kotrusová, M. Bizoňová), Archival studies II. (shared with J. Kotrusová, M. Bizoňová), Archival studies III. (shared with J. Kotrusová, M. Bizoňová); Latin Language 1 (shared with S. Oriňáková); Latin Language 2 (shared with S. Oriňáková); Professional practice 1; Professional practice 2; Professional practice 3; Study of sources (shared with J. Kotrusová); Language of the sources 1 – Latin language (shared with S. Oriňáková); Language of the sources 2 – Latin language (shared with S. Oriňáková); Language of the sources 3 – Latin language (shared with S. Oriňáková); Medieval Latin; Palaeography seminar 1; Palaeography seminar 2; Palaeography seminar 3; Palaeography seminar 4; State archives and their activities (shared with J. Kotrusová); Private archives and their activities (shared with J. Kotrusová a M. Bizoňová); Specialized public archives and their activities (shared with J. Kotrusová a M. Bizoňová); Diplomatics of royal documents (shared with M. Bizoňová).

Doc. PhDr. Nadežda Jurčíšinová, PhD.

<https://www.portalvs.sk/regzam/detail/6381>, nadezda.jurcisinova@unipo.sk

Courses: Term Project I.; Slovak history 1780 – 1918; History of everyday life of Slovaks in the 19th century and the beginning of the 20th century; History of administration III. (shared with J. Kotrusová)

Doc. PhDr. Peter Koval', PhD.

<https://www.portalvs.sk/regzam/detail/6393>, peter.koval@unipo.sk

Courses: Final thesis seminar 1; Final thesis seminar 2; Term Project II.; Professional excursion; Slovak and Czechoslovak history after 1918 (shared with P. Švorc); History of administration IV. (shared with P. Švorc).

Mgr. Slavka Oriňáková, PhD.

<https://www.portalvs.sk/regzam/detail/6720>, slavka.orinakova@unipo.sk

Courses: Latin Language 1 (shared with M. Domenová); Language of the sources 1 – Latin language (shared with M. Domenová); Latin Language 2 (shared with M. Domenová); Language of the sources 2 – Latin language (shared with M. Domenová); Language of the sources 3 – Latin language (shared with M. Domenová);

PaedDr. Zdenka Uherová, PhD.

<https://www.portalvs.sk/regzam/detail/6649>, zdenka.uherova@unipo.sk

Courses: German Language 1; Language of sources 1 – German language; German Language 2; Language of sources 2 – German language; Language of sources 3 – German language

Doc. PaedDr. Patrik Derfiňák, CSc.

<https://www.portalvs.sk/regzam/detail/6362>, patrik.derfinak@unipo.sk

Courses: Ancient history (*shared with L. Šteflová*); History of Modern Times

PhDr. Ján Džujko, PhD.

<https://www.portalvs.sk/regzam/detail/6327>, jan.dzujko@unipo.sk

Courses: Introduction to Studies in History (*shared with P. Švorc*); Proseminar of History (*shared with P. Švorc*);

Mgr. Júlia Kotrusová, PhD.

<https://www.portalvs.sk/regzam/detail/30738>, julia.kotrusova@unipo.sk

Courses: Introduction to auxiliary historical sciences and archival studies (*shared with M. Domenová*); Diplomacy I – General diplomacy (*shared with M. Bizoňová*), Diplomacy II – Diplomacy of Hungary until 1526 (*shared with M. Bizoňová*), Diplomacy III – Modern period diplomacy 1 (*shared with M. Bizoňová*), Diplomacy IV – Modern period diplomacy 2 (*shared with M. Bizoňová*); Archival studies I. (*shared with M. Domenová, M. Bizoňová*), Archival studies II. (*shared with M. Domenová, M. Bizoňová*), Archival studies III. (*shared with M. Domenová, M. Bizoňová*); History of Administration I. (*shared with M. Domenová*); History of Administration II. (*shared with M. Domenová*); History of Administration III. (*shared with N. Jurčišinová*); History of archiving until 1954 (*shared with M. Bizoňová*); History of archiving after 1954 (*shared with M. Bizoňová*); Basics of registry administration (*shared with M. Bizoňová*); Study of sources (*shared with M. Domenová*); State archives and their activities (*shared with M. Domenová a M. Bizoňová*); Private archives and their activities (*shared with M. Domenová a M. Bizoňová*); Specialized public archives and their activities (*shared with M. Domenová a M. Bizoňová*); International archival systems (*shared with M. Bizoňová*).

Prof. PhDr. Peter Kónya, PhD.

<https://www.portalvs.sk/regzam/detail/6383>, peter.konya@unipo.sk

Courses: Medieval history (*shared with A. Kónyová, L. Šteflová*); Slovak Medieval History (*shared with A. Kónyová a L. Šteflová*); History of Slovakia in Early Middle Ages (*shared with A. Kónyová a L. Šteflová*); History of Early Modern Times (*shared with A. Kónyová a L. Šteflová*)

Doc. Mgr. Annamária Kónyová, PhD.

<https://www.portalvs.sk/regzam/detail/6335>, annamaria.konyova@unipo.sk

Courses: Medieval history (*shared with P. Kónyom*); Slovak Medieval History (*shared with P. Kónya*); History of Slovakia in Early Middle Ages (*shared with P. Kónya*); History of Early Modern Times (*shared with P. Kónya*); Socio-economic depiction of Eastern Slovakia up till the 18th century (*shared with M. Bizoňová*); Chapters from the Church history of Kingdom of Hungary in the Middle Ages and the Modern History (*shared with M. Bizoňová*).

Ing. Oleg Tkáč, PhD.

<https://www.portalvs.sk/regzam/detail/6538>, oleg.tkac@unipo.sk

Courses: Basics of informatics for archivists

Doc. PhDr. Martina Kášová, PhD.

<https://www.portalvs.sk/regzam/detail/854>, martina.kasova@unipo.sk

Courses: Medieval German language; German Modern Writings

Doc. PhDr. Ľubica Harbuľová, CSc.

<https://www.portalvs.sk/regzam/detail/6374>, lubica.harbulova@unipo.sk

Courses: General history after 1918

Dr. Barna Ábrahám, PhD.

<https://www.portalvs.sk/regzam/detail/24775>, barna.abraham@unipo.sk

Courses: Hungarian Language 1; Language of sources 1 – Hungarian language; Hungarian Language 2; Language of sources 2 – Hungarian language; Hungarian Language 3; Language of sources 3 – Hungarian language; Analysis of Hungarian historical writings

PaedDr. Erika Kofritová, PhD.

<https://www.portalvs.sk/regzam/detail/17863>

Courses: English language 1 (Archival studies); English language 2 (Archival studies); English language 3 (Archival studies);

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

Prof. PhDr. Peter Švorc, CSc., peter.svorc@unipo.sk

Prof. PhDr. Peter Kónya, PhD., peter.konya@unipo.sk

Doc. Mgr. Marcela Domenová, PhD., marcela.domenova@unipo.sk

Doc. PhDr. Nadežda Jurčišinová, PhD., nadezda.jurcisinova@unipo.sk

Doc. PhDr. Peter Koval', PhD., peter.koval@unipo.sk

Doc. PaedDr. Patrik Derfiňák, CSc., patrik.derfinak@unipo.sk

Doc. Mgr. Annamária Kónyová, PhD., annamaria.konyova@unipo.sk

Doc. PhDr. Ľubica Harbuľová, CSc., lubica.harbulova@unipo.sk

Mgr. Monika Bizoňová, PhD., univ.doc. monika.bizonova@unipo.sk

PhDr. Ján Džujko, PhD., jan.dzujko@unipo.sk

Mgr. Júlia Kotrusová, PhD., julia.kotrusova@unipo.sk

Mgr. Lucia Šteflová, PhD., lucia.steflova@unipo.sk

The supervisors of the final theses and the list of the final theses are listed on the website of the Institute of History of the Faculty of Arts UP (<https://www.unipo.sk/filozoficka-fakulta/instituty-fakulty/ih-new/studentomastudentkam/ssaobhzaverecprac/>)

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

<https://www.unipo.sk/filozoficka-fakulta/instituty-fakulty/ih/>

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

Bc. Anna Beňová, 2nd year Archival Studies (Mgr.) – anna.benova@smail.unipo.sk

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

The study programme advisor is Assoc. Mgr. Marcela Domenová, PhD. (marcela.domenova@unipo.sk); tutor for 1st year non-teaching studying programmes - Mgr. Monika Bizoňová, PhD., univ.doc. (monika.bizonova@unipo.sk) and the tutor for 1st year of teaching studying programmes is Mgr. Lucia Šteflová, PhD. (lucia.steflova@unipo.sk).

Access to counselling: students can contact the counsellor in person during office hours or informally during breaks in class, and in writing, usually by e-mail. The MSTeams app has been used recently when a full lockdown was declared, when opportunities for

immediate contact were limited. The Study Adviser communicates with the Study Department on matters relating to students, their studies, problems, etc. when necessary. If problems arise, the student has the option of contacting the following staff for help in principle (depending, of course, on the nature of the problem the student is having):

- teacher, head of department, director of the institute (contacts on the [institutes' websites](#));
- tutors (cf. section 6);
- [Academic officers of the faculty](#);
- representatives for the student section in the [Academic Senate of the Faculty](#);
- [study unit staff](#) (cf. also section 3.2);
- Other faculty and university staff. (See: *Basic information about the study. Academic year 2020/2021.*)

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

Students have study officers at the study department with whom they solve basic problems related to their studies (enrolment, study administration, final theses, etc.) - namely Mgr. Anna Zámbořská (UP Faculty of Arts Education Unit, tel.: 0421-051/7570169; anna.zamborska@unipo.sk;

website: <https://www.unipo.sk/filozoficka-fakulta/vzdelavanie/studijne-oddelenie/>).

For other administrative matters, students may contact the secretariat of the Institute of History, which provides the study programme.

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

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

Spatial provision of the study programme

The University of Prešov ensures the operation of individual parts of the university in its own premises or in rented premises. The Faculty of Arts is located in the largest building, in the University Campus on Ul. 17. novembra 1, Prešov. The whole complex of buildings consists of five interconnected parts, in which the faculty facilities are located, and teaching takes place (lecture halls, auditoriums, seminar rooms and field-specific workplaces). The building meets all the conditions necessary to ensure quality teaching of individual study programmes. The total useful floor area of the building is 25,060 m². The campus was built in the 1980s of the 20th century whose premises are continuously being repaired for the needs of study fields and faculties. The centers of excellence of science and research and laboratories are located in the campus.

Material and technical support of the study programme

The modernization of classrooms is continuously being carried out at the University of Prešov. A new equipment was installed in a total of 165 seminar, lecture, and field-specific classrooms. Specifically, there were 136 computers for lecture and seminar rooms, another 406 computers for computer and field-specific classrooms, 132 data projectors and electric screens, 17 interactive whiteboards and other small equipment. In 2020, the 25 largest classrooms at the university were further modernized, ICT equipment and video presentation technology were innovated.

In recent years, as part of projects from the SF, modern metallic and optical computer wiring has been built and expanded in 14 university buildings, including the initial wiring in the rooms of accommodated students in the UP Student Dormitory and Canteen. A total of 1,694 computer sockets were installed. All buildings are equipped with high-speed networking, which typically operates at 1 Gbit/s, but are also ready to be equipped with 10

Gbit/s in the future. In the years 2017 to 2020, the university underwent a complete replacement and reconstruction of the centrally managed Wi-Fi network worth EUR 154,000, a total of 298 new access points were installed in all buildings. At present, more than 2,880 personal computers, 98 servers, almost 1,000 printers, 300 data projectors, and 20 interactive whiteboards are available at PU, which are available to teachers.

Students of Archival Studies also have at their disposal the Centre of Excellence for Socio-Historical and Cultural Research (<https://www.unipo.sk/ceskv/>), which has excellent technical equipment for the digitisation of contemporary material using 3D-technologies and 3D-printing - for the creation of three-dimensional objects. There is also a database of digitised archival documents from Slovakia and abroad, serving as study copies for work and research.

- 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.).

Provision of library services at the place of study programme implementation

The Prešov University library (PUL) is a scientific-information, bibliographic, coordination and counselling department of the university, which provides library and information services primarily to students and employees of the university and, within its capabilities, to the other professional public. 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. For this purpose, the library provides these 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 programmes 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 Knowledge, Wiley).

In addition to the PU University Library, students have at their disposal the book collection of the State Scientific Library in Prešov, for historians and archivists also the Collegiate Library of the Evangelical Church in Slovakia with more than 40 000 volumes of books.

- 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.

In the case of learning activities delivered by distance or combined methods, the study programme can be delivered via the MTeams application. Students have guaranteed remote access to the content of the individual disciplines as well as to the online study materials. All teachers of the programme have the means for distance learning at their disposal and are proficient at the required level.

The University of Prešov in Prešov uses the e-learning system Moodle to support the teaching of online education. It is available at <https://elearning.unipo.sk/> and contains basic information, courses, and manuals. The electronic e-learning system Moodle is available to all students, teachers, and employees of the University of Prešov.

Existing courses are used in the following forms:

- 1. Slovak mutations as support for in-classroom courses.*
- 2. Slovak and English mutations as support for students whose mother tongue is other than Slovak, who study in full-time form at PU and the teaching of courses is in Slovak.*
- 3. English mutations as a support for Erasmus students who complete part of their studies at PU.*
- 4. Slovak mutations as a distance form for PU students who complete part of their studies abroad.*

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

FoA UP has a framework agreement with the Ministry of the Interior of the Slovak Republic, based on which the cooperation between the IH FoA UP and individual state archives in the Slovak Republic, especially in eastern Slovakia, where students carry out professional practice. For this particular form of cooperation, the OAR of the Public Administration Section of the Ministry of the Interior of the Slovak Republic issued a Methodological Instruction for the state archives in the Slovak Republic, which defines the tasks of the state archives in relation to educational activities in the preparation of future archivists. They concern not only practice, but also the provision of professional consultancy to students in the processing of their final classification theses (bachelor's and master's theses). The long-term cooperation of the IH FoA UP with the state archives was reflected in the formulation of the requirements of the state archives for the preparation of students for each year of both bachelor and master studies. IH FoA UP subsequently incorporated these requirements into the individual disciplines of the study programme. In the Bachelor's programme these requirements were:

At the bachelor's level of the archives teaching field it is necessary to focus on auxiliary historical sciences, language teaching (Latin, German and Hungarian, or, depending on the region, another language within the elective courses), history of archives with a special focus on the development of archives after 1954, chronological teaching of the basics of general history, teaching of Slovak history with an emphasis on the history of administration and the legislative framework (it is necessary for the student to have an overview of the institutions, especially in the 20th century), and the history of the archives. The student should have an overview of the institutions in the 20th century and their agenda). In general, the 20th century is given little attention, also because of the time. In practice, the archivist currently works mainly with registers and archival material of recent history.

For more, see *State archives requirements for archives students by year, p. 2.*

Students of Archival Science carried out internships at the following workplaces:

Archives:

- University of Prešov, University Archives (University of Prešov, Rectorate - archives)

- Ministry of Interior of the Slovak Republic, State Archive Prešov and its workplaces (such as Bardejov, Stará Ľubovňa, Vranov nad Topľou, Humenné, Spišský archív in Levoča)
- Ministry of Interior of the Slovak Republic, State Archive in Košice and its workplaces (Košice, Michalovce, Rožňava)
- Slovak National Archives Bratislava
- Košice City Archives
- Archives of the Greek Catholic Archbishopric of Prešov (AGAP)
- Archives of the Eastern Diocese of the Evangelical Church of the Augsburg Confession in Slovakia (ECAV)

Museums:

- The Slovak Technical Museum - National Cultural Monument Solivar
- Jewish religious community. Museum of Jewish Culture and Orthodox Synagogue
- Eastern Slovak Museum in Košice
- Slovak National Museum - Betliar Museum
- The Zemplín Museum in Michalovce
- The Šariš Museum in Bardejov
- Slovak National Museum - Museum of Rusyn Culture in Prešov

Other:

- Regional Monuments Office Prešov
- Municipal Office in Spišská Bela
- Church congregation of the Evangelical Church of the Augsburg Confession in Bardejov

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

The students of the study programme are provided with adequate social security. For non-Presov students, the university offers accommodation in several university dormitories. The student house creates conditions for independent study and rest of the accommodated students, for the development of cultural, social and sports life and for the development of interest activities of the accommodated students. Accommodation of PU students is arranged in double-four-bed rooms with complete social facilities in a cellular system. In 2018, the reconstruction of the college dormitory (Student Home, Student Union) 17 November 11 and 13 was started, which was completed at the end of 2019. In all facilities, internet access is introduced directly in the rooms. There is a TV room, laundry and tea kitchens on each floor. The University Pastoral Centre is available to students on the 11th floor. A hairdressing salon, a beauty salon and a health centre offer their services on the campus. Coffee and sweet vending machines are available. The university and the faculty have established a system of scholarship support for students, including social scholarships. The principles and rules for awarding different types of scholarships are regulated by the Scholarship Regulations of the University of Prešov (<https://www.unipo.sk/public/media/5264/STIPP-24-9-18-1-pdf.pdf>). Students of the study programme are also provided with the possibility of convenient and rational meals in student canteens (canteens in the buildings of the university dormitories at ul. 17. novembra no. 1 and on Plzenska Street as well as directly in the UP Faculty of Arts building. *The 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, the Faculty of Sport organized the University Mix-Volleyball League and the PU Football Mini-league for university students. The University Days of Sport organized by the Faculty of Sport also have a long tradition – almost 600 students were actively involved in 2019. University students can also*

develop their skills and interest in sports in several sports departments and clubs of TJ Slávia PU in Prešov. Its membership base consists of around 300 athletes every year.

There are 11 art ensembles at the PU in Prešov, which are members of the Council for Artistic Activities of the University. They work at individual faculties of the university, whose professional guarantors are artistic leaders. The members of the ensembles are mostly university students. The art 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 performances, recordings; they significantly influence cultural and social life at the university at ceremonies they represent and create the image of the university in Prešov, Prešov region, or on the national and international levels.

The University Pastoral Center of Dr. Štefan Hések in Prešov (hereinafter UPC) <http://upc.unipo.sk/> is part of the nationwide network of university pastoral centres. Its main task is to take care of the spiritual needs of the university students and teachers. UPC uses a chapel in the Student Dormitory 17. novembra, TV room in the Student Dormitory Exnárová 36 and the classroom number 100 at the Faculty of Humanities and Natural Sciences.

THE GREEK CATHOLIC YOUTH PASTORATION CENTER. The Greek Catholic Youth Pastoral Center (GMPC) www.gmpc.grkatpo.sk, founded by the Archbishop's Office in Prešov, also develops activities in the spiritual field at PU. GMPC cooperates very intensively with GTF PU and offers various leisure activities.

- 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.

Students interested in participating in the mobility programme can consult the Erasmus+ coordinator of the Institute of History doc. PhDr. Petr Koval, PhD.

All student mobility and internships are coordinated centrally within the University by the Department of Foreign and External Relations of the University of Prešov. It regularly issues guidelines for applications, the so-called calls for applications. These are usually made once a year. After applying, the student goes through a selection procedure primarily at the level of the specific Institute and secondarily at the Rectorate level. Recognition of credits from mobilities is governed by decrees and internal regulations of the Rector (Rector's Measure No. 3/2009, Rector's Measure on transfer of credits and recognition of results for completion of part of studies and internships at visiting institutions within the framework of student mobility programmes). Before starting the mobility, the student signs a Learning Agreement, where the method of recognition of credits obtained for studying abroad is agreed. The Credit Transfer Agreement specifies for each course whether it will be considered as an alternative to a compulsory core course, a compulsory elective or an elective course. The credit transfer agreement is signed between the student and the discipline/subject supervisor and is also recognised by the faculty ECTS coordinator - the Vice-Dean for Abroad. He/she guarantees the recognition of the results of the study abroad.

Czech Republic - Masaryk University in Brno (contact: <https://www.muni.cz/o-univerzite/fakulty-a-pracoviste/filozoficka-fakulta/219916-oddeleni-vnejsich-vztahu/o-pracovisti>); University of Pardubice (contact: <https://www.upce.cz/en/study/exchange-programmes.html>); University of Hradec Králové (contact: <https://www.uhk.cz/en/university-of-hradec-kralove/exchanges/erasmus-in-europe>); J. E. Purkyně University in Ústí nad Labem (contact: <http://ff.ujep.cz/ff/zahranici/odd-pro>

vedu-a-zahranici), Technical University in Liberec (contact: <https://erasmus.fp.tul.cz>), Charles University - Hussite Faculty of Theology (contact: <https://htf.cuni.cz/HTF-45.html>)

Poland - Jagiellonian University in Kraków (contact: https://dwm.uj.edu.pl/en_GB); Pedagogical University of Kraków (contact: <https://bwm.up.krakow.pl/incoming/>); University of Rzeszów (contact: <https://www.ur.edu.pl/en/incoming-students/contact>); Pomeranian University in Słupsk (contact: <https://erasmus.apsl.edu.pl/en/>)

Hungary - Pázmány Péter Catholic University (contact: <https://btk.ppke.hu/en/exchange-programs>); University of Debrecen (contact: <https://www.edu.unideb.hu/p/contacts>); Eszterházy Károly Catholic University (contact: <https://uni-eszterhazy.hu/en/erasmus-mobilty-for-studies>); University of Szeged (contact: <http://www2.u-szeged.hu/kulugy/english/>)

Germany - Universität Bayreuth (contact: <https://www.international-office.uni-bayreuth.de/en/contact/index.html>)

France - Université d'Artois (contact: <http://www.univ-artois.fr/international/contacts-du-service-des-relations-internationales>)

Bulgaria - Konstantin Preslavsky University of Shumen (contact: <https://erasmus.shu.bg/>)

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

a) Required abilities and necessary admission requirements.

The long-term intention and strategic goal of the university is to prepare quality graduates of accredited study programmes. The assumption for achieving this goal is to admit those students who meet demanding quality criteria. The basic condition for admission to a bachelor's degree or to a study programme under § 56 (Section1) of the Act is the acquisition of a full secondary education or a full secondary vocational education.

The University has developed a system of procedures for the admission of students developed in the Study Regulations of PU in Art. 3 to 9 and in the Rector's Directive Admission Procedure.

It is based on § 56 of Act No 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended.

The specific conditions of the admission procedure, corresponding to the specifics and peculiarities of study programmes, have been developed by each faculty.

For those interested in studying Archival Studies, knowledge of basic Latin, Hungarian and German is welcome, but a final examination in history is not a prerequisite for admission.

b) Admission procedures.

The faculty or university shall publish in due time, no later than 20 September of the academic year preceding the academic year in which the study is to commence, if it is a bachelor's degree programme or a degree programme pursuant to § 53 (subsection 1) of the Act on the Study of the Bachelor of Arts. In the case of programmes of study referred to in Article 53(3) of the Act, and in the case of other programmes of study not later than two months before the last day for the submission of applications, the deadline for the submission of applications for studies, the conditions for admission to studies, the date and method of verifying their fulfilment, and, if the verification of aptitude for studies includes an entrance examination, the form and framework content of the examination and the method of assessing the results thereof. The faculty or university shall also publish

information on the number of applicants it plans to admit to the study programme concerned. The information shall be published by the faculty on the faculty's or university's website.

The admission procedure for an applicant for study begins with the delivery of his/her written application for study to the faculty or university that implements the relevant study programme. In addition to the written application, which is compulsory, the faculty shall also allow the delivery of the application in electronic form without a guaranteed electronic signature, using an information system that enables the applicant to verify its registration in the information system from the date of its submission until the end of the admission procedure. The dean may decide whether the admission procedure will include an entrance examination or whether applicants will be admitted without an entrance examination. In justified cases, the Dean of the Faculty may announce a second round of the admission procedure. In the case of a study programme conducted at a university, the Rector shall decide on matters in which the dean has a decision-making power. The dean of the faculty shall determine the conduct and timetable of the entrance examination. The faculty shall determine the form and content of the entrance examination. The dean shall appoint the chairpersons of the examination boards and admissions boards. The entrance examination shall be held on the date fixed, but the faculty may also fix an alternative date. The Dean may be requested to arrange a special date for the admission examination by applicants who will be attending secondary school abroad in the relevant year. The dean decides on admission to study. The Dean's admissions committee, whose members are appointed by the Dean, is an advisory body to the Dean. The Rector decides on admission to a study programme at the University. The Rector's admissions committee, whose members are appointed by the Rector, is an advisory body to the Rector. The decision on the outcome of the admission procedure must be made in writing within 30 days of verification that the conditions for admission have been met. The decision must contain a statement of the reasons for the decision and an indication of the possibility of applying for a review of the decision. An applicant who fails to prove fulfilment of the basic conditions for admission at the time of verification of fulfilment of the conditions for admission may be admitted conditionally, provided that he or she is obliged to prove fulfilment of the basic conditions for admission no later than the date set for enrolment.

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

Those interested in studying archives submitted applications to the study department of the Faculty of Arts UP. In recent years, the Faculty of Arts UP has not conducted entrance examinations in most fields of study. This was also the case for the study programme in Archival Studies (Bc.). The Admissions Committee assessed students who applied for the study of Archival Studies on the basis of their applications and the prerequisites for successful completion of the study of Archival Studies. Between 2017 and 2021, an average of 6 students applied for the Bachelor's degree (e.g., 2017 - 8 students; 2021 - 6 students), who also enrolled in the study.

10. **Feedback on the quality of provided education**

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

At the end of both the winter and summer semesters, students were given questionnaires in which questions were asked about the evaluation of the teachers of each discipline, the way they teach, the clarity and conceptuality of the teaching, and the teacher's approach to both the discipline itself and the student. These were filled in anonymously and submitted in groups to the IH FoA UP secretariat. At the final meeting of the IH FoA UP (for the semester), the Director of the Institute of History informed the teachers about the results of the student evaluation. These were then analysed at the meeting and further

procedures were suggested to improve the teachers' work with students if there were voices of dissatisfaction from the students.

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

Feedback is obtained by the Institute of History from students who have responded to the questions asked in the MAIS system (see:

https://mais.unipo.sk/pedagog/pages/studium/anketa/anketaReport_display.mais).

Due to the low number of students, the feedback is relatively less representative, but bears signs of positive evaluation of the teachers and the provision of individual disciplines, as well as of the entire study programme.

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

IH FoA UP organized and continues to prepare in certain cycles meetings with graduates of individual study programmes in the form of a scientific-pedagogical conference, or seminar, in which the views of enrolled graduates on the given field, study programme, but also the provision of individual disciplines, through the prism of the life experiences of the participating graduates will be presented. It has become a tradition in the Archival Studies programme that such evaluation conferences are also held on the occasion of the jubilee of a teacher working at the IH FoA in the Archival Studies programme. This was, for example, the case of prof. PhDr. Ferdinand Uličný, DrSc., (2015), the founder of the study programme in Archival Studies at the Faculty of Arts UP, Assoc. PhDr. Miloslava Bodnárová, CSc., (2019), a long-time university teacher in the Archival Studies programme and former director of the State Archives in Prešov, as well as on the occasion of the national Archival Days in the Slovak Republic, which were organised by the Department of Archival Studies at the Faculty of Arts, UP. Conference proceedings were published from these events, or the materials were published in the online journal IH FoA UP DEJINY (www.dejiny.unipo.sk).

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

The University of Prešov publishes the UNIPODIARY, which contains all important information concerning studies at the University of Prešov, such as the University of Prešov Study Regulations, the winter and summer semester timetable, contacts to all relevant university and faculty departments, information concerning student accommodation, timetables, etc.

Other material for students is the *Basic Information about studies*, indicating the current academic year (see: <https://www.unipo.sk/filozoficka-fakulta/vzdelavanie/prirucka-pre-studentov/>)