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 change[1] 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
Master's degree (2nd), 767.

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/fields[3].
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.
Magister (Mgr.)

g) Form of study[4].
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).
Does not apply to this study programme

i) Language or languages in which the study programme is delivered[5].
English language

j) Standard length of the study expressed in academic years.
2 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: 1

[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 outcomes[6].

Graduates of the Master'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 Heraldry, Sphragistics, Genealogy, Codicology, Epigraphy, Numismatics, Metrology, Historical demography and statistics, Diplomatics etc.), Archival science, history, history of administration, and they will receive basic linguistic equipment for working with original historical material (Latin, Hungarian, German).

Graduates of the study field of Archival Studies (2nd degree) are able to work mainly as managers in archives in solving scientific and practical tasks of archives and auxiliary historical sciences, in scientific, museum, outreach and similar institutions, in mass media, etc. As professional workers, they can create new archival collections from disorganised registers taken over to the archives, reconstruct poorly arranged or otherwise damaged older archival collections. They can create higher-level archival aids (systematic catalogues, computer databases, etc.), make special outputs from them, and provide informed advice to historians and other research users of the relevant archival holdings.

Graduates of the study field of Archival Studies (2nd degree) have in-depth knowledge of archival theory and practice, master and refine archival terminology. By researching archival collections as the subject of their scientific interest, they enrich archival science (archival science), the history of administration, but also some auxiliary historical sciences (mainly Heraldry, Sphragistics, Genealogy, Diplomatics, Metrology, Numismatics or Historical geography) with new theoretical knowledge; they also enrich the knowledge of local, regional and national history of Slovakia.

A graduate of the study field of Archival Studies (2nd degree) is able to:

-to systematically study and accept new knowledge from archives, Auxiliary Historical Sciences and History, to react critically to it and to apply it in their scientific and professional activities;

-to research and publish independently in the field of archival history, archival terminology, archival terminology, selected auxiliary historical sciences, local, regional and national history, and local history and history;

-prepare and present papers in the field of archives, auxiliary historical sciences, history of administration and history at scientific conferences, symposia and similar events;

-to carry out lecturing and promotional activities on archives, archival science, auxiliary historical sciences, history of administration, etc. for the professional and lay public;

-to participate (also as principal investigator) in the implementation of planned tasks of scientific research in the field of archives, auxiliary historical sciences, history of administration and history;

-to engage and actively participate in the preservation of the historical heritage (especially archival documents) of the Slovak Republic and to contribute effectively to the enrichment and strengthening of the historical awareness of the Slovak nation.

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 (2nd degree) is prepared to work primarily as a senior professional archivist (or independent counsellor, professional counsellor, registrar) in all types of archives (public and private, especially state, specialised, ecclesiastical...), in the registries of state and private institutions, can work in various

[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.*

memory institutions. He or she will also be qualified to perform general administrative and clerical work in the public, state and private spheres (occupations in state offices such as ministries or in local government administration - e.g. departmental clerks, administrative assistants in the private sphere, etc.). As a graduate of the Archival Studies programme is trained in a wide range of languages, he/she can work in the diplomatic service and in various foreign missions.

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 profession[7].

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

3. Employability

a) Evaluation of the study programme graduates employability.

Graduates of the study programme Archival Studies (Master's degree) are prepared for full-fledged work in practice - in archives of different provenance and different types, they have the knowledge and skills to work in the registries of institutions or in administrative and administrative activities in public state administration and in the private sphere. Thanks to the completion of the study programme in the 1st and 2nd degree, the graduate of the study programme is able to:

-creatively and proactively apply the acquired theoretical knowledge in their own work and in the work of the team they lead;
-to carry out the tasks of state supervision over the administration of the registry;
-approve registry plans and proposals for the disposal of registry records;
-to plan and arrange for the collection of archival documents and fonds from their originators or owners to the archives;
-organise the recording, preservation and access to archival documents;
-to draft research regulations or other internal archival regulations in accordance with the legislation in force;
-enable or carry out the exercise of state supervision in the field of archives;
-draw up a programme for making copies of archival documents;
-ensure full participation of the archive in the Archival Information System;
-organise inter-archival cooperation and information exchange.

Our 30 years of experience show that the skills and competences mentioned above were a good prerequisite for gaining a job and employment of the graduates.

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. Drahoslav 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

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

Novotná Šemorádiková, 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, 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 programme[8]

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 of the Slovak Republic in Prešov (2014), in the organization of which the IH FF PU 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 FF PU (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 following participate in the preparation of study plans in the Archival study program: the guarantor of the prepared study programme, co-guarantors who provide teaching of

[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.*

profile subjects, teachers of the Faculty of Arts of PU who participate in the provision of teaching of other disciplines, a student of the field and the study programme is fine-tuned by at least one representative of an organisation that in terms of its focus is able to employ graduates of the study programme or a follow-up study programme.

b) The institution compiles the recommended study plans for individual study paths[9].

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,
- methods by which the educational activity is delivered – present, distant, combined (in accordance with the Course information sheets),
- outline/syllabus of the course[10],
- 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/person[12]) 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 the completing of the Master'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 full completion of studies is at least **120** credits in the Master's degree with a standard duration of two years. The credits must be

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

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

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

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

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 a defence of the master's thesis and of the subjects specified in the relevant accredited study programme. Each subject of the state examination is graded with a specific mark. 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.

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: *84 (including state examinations and diploma thesis defence)*
- number of credits for compulsory optional courses required for the proper completion of studies/completion of a part of studies: *36 (out of 50 possible credits)*
- number of credits for optional courses required for the proper completion of studies/completion of a part of studies: *6 (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 (diploma thesis)*
- number of credits for professional practice required for the proper completion of studies/completion of a part of studies: 22 *(total for the whole Master's degree)*
- the 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, for the completion of studies in the field of Archival Studies, Master's programme, the student needs to obtain 120 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., Annex 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. In distance learning, oral examinations are recorded and archived. The PU Faculty of Arts Code of Ethics (https://www.unipo.sk/filozoficka-fakulta/ig/kodex/) ensures that the assessment of faculty performance is fair, transparent and applied fairly to all students, with particular 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 of all, it is about 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 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 of Archival Studies have the opportunity to choose the ones where Archival Studies are studied, especially the J. E. Purkyně University in Ústí nad Labem (Department of Archives), University of Hradec Kralove (Department of Historical Auxiliary Sciences and Archives), University of Pardubice (Institute of Historical Sciences), Masaryk University (Institute 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) under 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/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 UP Faculty of Arts website: https://www.unipo.sk/filozoficka-fakulta/instituty-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 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 theses at the first and second level of study, conducted by one employee, does not exceed ten in one academic year. When approving the thesis topics, the condition that the supervisor of the thesis has at least one level of higher education or qualification than the thesis supervisor (the only exceptions are practitioners) and that the topic corresponds to the supervisor's scientific and pedagogical profile must also be respected.

After selecting the topic, the student cooperates with his/her supervisor, who guides him/her methodologically and professionally. At the same time, as part of the compulsory courses, the student attends Final Thesis seminar 1 and Final Thesis seminar 2, where he/she processes the results of his/her research and fine-tunes the conclusions reached during the research with his/her supervisor.

The submitted thesis is assessed by the opponent and the supervisor, who draw up opinions. 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 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 Faculty of Arts PU.

Academic ethics are brought to the attention of students throughout the educational process already during their studies at the bachelor's level of study in the broader content of the discipline Introduction to the Study of History, Seminar for the Final Thesis 1 and 2, Introduction to Auxiliary Historical Sciences and Archival studies, Seminar for the Final Thesis 1 and 2, and in the Master's level of study in the subjects Final Thesis seminar 1 Final Thesis seminar 2, Archives management, Protection and use of archival documents, etc. (professional ethics, ethics of citation, personal data, access to information). Here, among other things, moral principles in science, research and the publication of achievements are emphasised. Students are also reminded of the necessity of rejecting plagiarism when

citing their information sources when they start working on their year and term papers, and especially on their thesis, also with reference to the Information and Media Literacy portal. PU 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

The observance of academic ethics in writing thesis of the study programme is implemented in the context of previous practice at PU and FF PU. Degree programme theses are uploaded to the academic information system MAIS. At the same time, their automatic export for originality checking to the Theses and CRZP system takes place. In thesis work, the student is given the task of working on a topic that has either not yet been worked on 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. It 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 PU 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 PU Study Regulations allow them to request a retake of the examination at a make-up date before a board 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/detail/6426, peter.svorc@unipo.sk
Courses: Final Thesis seminar 1; Final Thesis seminar 2

Mgr. Monika Bizoňová, PhD., univ. doc.
https://www.portalvs.sk/regzam/detail/20414, monika.bizonova@unipo.sk
Courses: Diplomatic critique of documents (shared with J. Kotrusová); Protection and use of archival documents; Archives management (shared with M. Domenová).

Doc. Mgr. Marcela Domenová, PhD.
https://www.portalvs.sk/regzam/detail/6702, marcela.domenova@unipo.sk
Courses: Epigraphy and codicology; Heraldry, genealogy and sphragistics (shared with J. Kotrusová); Chronology (shared with J. Kotrusová); Numismatics and metrology; Archives management (shared with M. Bizoňová).

Doc. PhDr. Peter Kovaľ, PhD.
https://www.portalvs.sk/regzam/detail/6393, peter.koval@unipo.sk
Courses: Informatics of archivists; Historical demography and historical statistics

Doc. PhDr. Nadežda Jurčišinová, PhD.
https://www.portalvs.sk/regzam/detail/6381, nadezda.jurcisinova@unipo.sk
Courses: Historical geography *(shared with P. Derfiňákom)*.

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: Final Thesis seminar 1; Final Thesis seminar 2; Final Thesis; Selected issues from the Czechoslovak history

Mgr. Monika Bizoňová, PhD., univ. doc.
https://www.portalvs.sk/regzam/detail/20414, monika.bizonova@unipo.sk
Courses: Diplomatic critique of documents (shared with J. Kotrusová); Producers of documents in Hungary until 1848 (shared with J. Kotrusová); Protection and use of archival documents; Archives management (shared with M. Domenová); Written production of places of authentification in Hungary (shared with J. Kotrusová); History of the church administration in Slovakia (shared with A. Kónyová).

Doc. Mgr. Marcela Domenová, PhD.
https://www.portalvs.sk/regzam/detail/6702, marcela.domenova@unipo.sk
Courses: Epigraphy and codicology; Heraldry, genealogy and sphragistics (shared with J. Kotrusová); Chronology (shared with J. Kotrusová); Numismatics and metrology; Archives

management (shared with M. Bizoňová); Professional practice 1 (shared with J. Kotrusová); Professional practice 2 (shared with J. Kotrusová); Professional practice 3 (shared with J. Kotrusová); Latin palaeography of Medieval and Early modern documents; *Selected issues of Heraldic and Sphragistic research* (shared with J. Kotrusová); New Latin texts; Latin palaeography of documents in the Modern Period; History of administration of counties and towns in Hungary (shared with J. Kotrusová); Editing of primary sources; Latin epigraphy in the Middle Ages and Modern Period; Numismatics in Slovakia.

Doc. PhDr. Nadežda Jurčišinová, PhD.
https://www.portalvs.sk/regzam/detail/6381, nadezda.jurcisinova@unipo.sk
Courses: Historical geography *(shared with P. Derfiňákom),* History of Slovak historiography *(shared with P. Kovaľom);* Slovak question in Hungary (1780 – 1918) in historical sources*;* History of education in the Czechoslovakia (shared with L. Hoptová).

Doc. PhDr. Peter Kovaľ, PhD.
https://www.portalvs.sk/regzam/detail/6393, peter.koval@unipo.sk
Courses: Informatics of archivists*;* Historical demography and historical statistics*;* History of Slovak historiography *(shared with N. Jurčišinová);* History of world historiography*;* Periodical print as historical source until 1918 (shared with J. Džujkom); Periodical print as historical source after 1918 (shared with J. Džujkom); Professional excursion.

Mgr. Júlia Kotrusová, PhD.
https://www.portalvs.sk/regzam/detail/30738, julia.kotrusova@unipo.sk
Courses: Heraldry, genealogy and sphragistics (shared with M. Domenová); Chronology (shared with M. Domenová); Professional practice 1 (shared with M. Domenová); Professional practice 2 (shared with M. Domenová); Professional practice 3 (shared with M. Domenová); Written production of places of authentification in Hungary (shared with M. Bizoňová); Selected issues of Heraldic and Sphragistic research (shared with M. Domenová); History of administration of counties and towns in Hungary (shared with M. Domenová).

Doc. PhDr. Martina Kášová, PhD.
https://www.portalvs.sk/regzam/detail/854, martina.kasova@unipo.sk
Courses: Medieval and Modern German texts

Doc. PaedDr. Patrik Derfiňák, CSc.
https://www.portalvs.sk/regzam/detail/6362, patrik.derfinak@unipo.sk
Courses: Historical geography (shared with N. Jurčišinová); Economic history of Slovakia in the 19th and 20th centuries; Development of mapping in Hungary

Doc. PhDr. Peter Karpinský, PhD.
https://www.portalvs.sk/regzam/detail/6388, peter.karpinsky@unipo.sk
Courses: Slovak language in the Pre-codification period (shared with L. Šteflová)

Mgr. Lucia Šteflová, PhD.
https://www.portalvs.sk/regzam/detail/29154, lucia.steflova@unipo.sk
Courses: Slovak language in the Pre-codification period (shared with P. Karpinským)

Mgr. et Mgr. Luciána Hoptová, PhD.
https://www.portalvs.sk/regzam/detail/20411, luciana.hoptova@unipo.sk

Courses: History of education in the Czechoslovakia (shared with N. Jurčišinová)

PhDr. Ján Džujko, PhD.
https://www.portalvs.sk/regzam/detail/6327, jan.dzujko@unipo.sk
Courses: Periodical print as historical source until 1918 (shared with P. Kovaľom); Periodical print as historical source after 1918 (shared with P. Kovaľom)

Doc. PhDr. Martin Javor, PhD.
https://www.portalvs.sk/regzam/detail/6380, martin.javor@unipo.sk
Courses*:* Archival sources on emigration from Slovakia until 1918 and their use

Dr. Barna Ábrahám, PhD.
https://www.portalvs.sk/regzam/detail/24775, barna.abraham@unipo.sk
Courses: Hungarian historical texts

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 Kovaľ, 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

Supervisors of theses and the list of thesis are listed on the website of the Institute of History of the Faculty of Arts PU (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):

- lecturer, head of department, director of the institute (contacts on the website institutes);
- 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 Zámborská (PU 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 m^2. 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 PU 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.

Archival students 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 for study 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 m^2, of which 1,150 m^2 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 collections of the Scientific Library, for historians and archivists also the Collegiate Library of the Evangelical Church in Slovakia with 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 MSTeams 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 Department of Archives and Registers of the Public Administration Section of 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 the students carry out professional practice, is implemented. For this particular form of cooperation, the OAR of the Public Administration Section of the Ministry of 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 relate not only to practice, but also to 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 Master's programme these requirements were:

At the master's degree level of the archives teaching field, the student should, among other things, get acquainted with the practical activities of the archivist's work:

- relevant laws, amendments, decrees and regulations (including other legislation to be observed in the performance of the civil service)
- preservation and registration of archival documents (AFondy application, location survey, filing...)
- processing and access to archival documents (regulations, Bach system application, ISEA, archival aids, project development)
- pre-archival care (Fabasoft, ISEA, decommissioning procedure, takeover procedure, registry rules and plans, typology of originators)
- Registry (applications, administrative fees)
- research room (applications, administrative fees, fees for searches, xeroxes, etc., work with archival aids)
- personnel agenda (SAP portal) archive management (cooperation with support centre and support unit). For more information, see *State archives requirements for archives students by year, p. 2.*

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 - quadruple rooms with complete social facilities in a cellular system. In 2018, the reconstruction of the ŠD 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 PU 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

master's degree programme or to a study programme pursuant to § 56(Section 1) of the Act is completion of a first degree study programme

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.

An applicant may be admitted to a master's study programme without an entrance examination if the master's study programme is a continuation of a bachelor's study programme in the given field of study and the applicant has passed the state examination of subjects that are equivalent to the subjects of the state examination of the corresponding bachelor's study programme at the Faculty of Arts of the PU in Prešov. If these conditions are not met, an entrance examination may be held, which will include a written knowledge test to verify the applicant's eligibility. An entrance examination may also be held if the applicant has not completed a bachelor's degree at the Faculty of Arts PU in Prešov and the guarantor of the relevant study programme recommends the written test.

A candidate who has completed a bachelor's degree programme at another faculty or university is also eligible to study a master's degree programme.

The Faculty of Arts is governed in the admission procedure by the internal regulation Principles of the Admission Procedure of the Faculty of Arts of the University of Prešov, which was issued by the Academic Senate of the Faculty of Arts in Prešov on 16th September 2009.

(More: https://www.unipo.sk/filozoficka-fakulta/instituty-fakultyifi-new/inuch/mgr/).

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 verification of 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 evaluation of 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.

Interested students in studying archives submitted applications to the study department of the Faculty of Arts PU. In recent years, the Faculty of Arts PU has not conducted entrance examinations in most fields of study. This was also the case for the study programme Archival Studies (Mgr.). The Admissions Committee assessed the students who applied for the MA in Archival Studies on the basis of their applications and the prerequisites for successful completion of the Archival Studies programme.

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 semesters (winter and summer), 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 who responded to the survey, the feedback is less representative but bears signs of a positive evaluation of the degree programme. In general, the degree programme was rated as challenging. For example, students had reservations about the MAIS information system, but this is beyond the control of the Institute of History. There were requests for more hours of professional practice and work with IT systems, but this is only possible in the archives themselves, as the electronic systems used are tied to a specific archive (licences).

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 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 the case, for example, of prof. PhDr. Ferdinand Uličný, DrSc., (2015), the founder of the study programme in Archival Studies at the Faculty of Arts PU, 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 of 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/)