

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

Description of the study programme – outline¹

Name of the higher education institution University in Prešov

Name of the faculty Faculty of Arts

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

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

Date of the study programme approval or the study programme modification: 22.10.2009

Date of the latest change² in the study programme description: 25. 10. 2019

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

<https://www.portalvs.sk/sk/morho/zobrazit/17279>

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

<https://www.portalvs.sk/sk/morho/zobrazit/17279>

1. Basic information about the study programme

- a) Name of the study program and its number according to the register of study programmes.
Political Science
- b) Degree of higher education and ISCED-F education degree code.
Higher education, 2nd cycle – master studies, ISCED-F code 767
- c) Place(s) of delivery of the study programme.
Faculty of Arts
17. novembra 1, 080 78 Prešov
- d) Name and number of the field of study in which higher education is obtained by completing the study programme, or a combination of two fields of study in which higher education is obtained by completing the study programme, ISCED-F codes of the field/fields⁴.
0312 Political sciences and civics
- e) Type of the study programme: academically oriented, professionally oriented; translation, translation combination study programme (listing the specializations); teaching, teaching combination study programme (listing the specializations); artistic, engineering, doctoral, preparation for regulated profession, joint study programme, interdisciplinary studies.
academic
- f) Awarded academic degree.
Mgr. (master)
- g) Form of study⁵.
Full-time
- h) In the case of joint study programmes, cooperating institutions and the range of study obligations the student fulfills at each of the given institutions (§ 54a of the Act on Higher Education Institutions).
- i) Language or languages in which the study programme is delivered⁶.
English language
- j) Standard length of the study expressed in academic years.
2
- k) Capacity of the study programme (planned number of students), the actual number of applicants and students.
The planned number of students admitted to standard study programs (non-teaching) in the full-time form of study, master's degree in the academic year 2024/25 is 205 students.

The information given relates to all combinations and is based on the document Information on study options in the master's degree (full-time and part-time) at the Faculty of Arts of the University of Prešov in the academic year 2024/2025, available at

<https://www.unipo.sk/public/media/23885/FF%20PU%20moznosti%20studia%202024-2025%20Mgr%20.pdf>

An overview of the numbers of applicants, admitted and enrolled students in the academic year is provided annually by the document Report on the Educational Activities of the Faculty of Arts, available [here](#). General information about the possibilities of bachelor studies and entrance exams (full-time and part-time) at the Faculty of Arts of the University of Prešov in the academic year 2024/2025, are available [here](#).

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

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

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

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

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

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

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

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

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

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

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

⁶ It means the languages in which all learning outcomes are achieved and all related courses of the study programme as well as the state examinations are carried out. The institution independently provides information on the possibility of partial study parts/courses in other languages in part 4 of the description.

2. Graduate profile and learning objectives

- a) The institution defines the learning objectives of the study programme such as student's abilities at the time of completion of the programme and the main learning outcomes⁷.

In its core, the study program includes systematic theoretical knowledge about power, politics, political system, political institutions, political behavior, political theories, history of political thought, political ideologies, comparative political science, international relations, internal and international security, geopolitics, European integration, public politics and public administration and also includes knowledge of research methods and techniques. It also includes knowledge of policy implementation at the national and international level in the changing political, economic, security, media and cultural conditions of international relations. It also includes knowledge about the functioning of politics at individual (local, regional, national and international) levels, as well as about the development and interactions of state and non-state actors whose effects cross state borders and affect political, security, economic, cross-border, cultural and other relations in individual parts of the world.

The study program of the second degree of study in the field of political science is designed to significantly contribute not only to increasing the competences of working with professional political science literature and to its understanding, but also to its critical reflection and creative application in the field and to the formation of objective evaluations of political processes and phenomena on domestic or foreign political scene.

The main goal of the study program is to acquire the ability to creatively interpret the knowledge obtained from the individual subjects forming the core of the study program.

Core subjects and at the same time compulsory subjects in the first year of study are:

- theory of democracy I. and II.,
- international politics I. and II.,
- political philosophy,
- political philosophy - modern political ideologies,
- global studies,
- border studies

Compulsory subjects of the second year are:

- geopolitics,
- international economic relations,
- mass media theory and practice,
- diploma seminar 1,
- political ethics,
- professional experience,
- diploma seminar 2.

The goal of compulsory optional subjects is not only to develop the contents of the core of the study program, but also to create space for expanding knowledge and analytical skills by studying other professional literature.

The following subjects are focused on the analysis of domestic realities:

- foreign policy of the Slovak Republic,
- current issues of the constitutional system of the Slovak Republic,
- the relationship between the state and the church in the conditions of Slovakia,
- social-political history thinking in the Czech Republic and Slovakia.

Forming trends and relational contexts at the international (global) level are reflected through subjects:

- democracy in the conditions of globalization,
- religion and globalization,
- tolerance and intolerance in politics,
- geoconflictology,
- "philosophy of civilizations" as a philosophical and political problem.

From the point of view of regional (Central Europe) political science, the following subjects are important:

- Eastern Europe after the collapse of the USSR: internal and foreign policy of selected countries,
- municipal policy in V4 states.

Other important compulsory electives include:

- diplomatic protocol and social etiquette,
- applied political science,
- text seminar on the issue of globalization,
- political psychology,
- legal aspects of territorial self-government in Slovakia

The integration of subjects Border studies (border research), municipal policy in the V4 states, cross-border cooperation and cross-border cooperation of the Prešov self-governing region creates space for internal specialization and profiling towards the issue of cross-border and territorial cooperation implemented by entities at the national, regional and local level.

An important role in the scientific and professional profiling of the student is played by the diploma seminar and the student scientific conference, which create space for the scientific-research orientation of the students and provide the prerequisites for the eventual continuation of the study of the 3rd degree field (PhD.)

The basic teaching methods are lectures, seminars, individual consultations and professional practice. Students' work and level of mastery is determined continuously (in the form of continuous control tests, reports, seminar papers, semester projects, active participation in seminars). A maximum of five subjects in the semester end with an exam.

The method of cumulation of credits, including the determination of the number of credits necessary for the acceptance of a diploma thesis, is governed by the Study Regulations of the University of Prešov.

⁷ Learning objectives are achieved in the study programme through measurable learning outcomes in individual parts (modules, subjects) of the study programme corresponding to the relevant level of the Qualifications Framework in the European Higher Education Area.

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- 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.

b) A graduate of the master's (second) degree in the study field of political science is very well versed not only in professional political science literature, but also knows how to identify and more closely analyze trends in the development of political science. He is able to apply acquired knowledge from related fields in his field. He can analyze and comment on political phenomena in an impersonal, non-partisan and objective manner with a theoretical perspective. The scope and depth of his knowledge gives him the prerequisites to continue studying the 3rd degree field (PhD.) or to carry out responsible activities as an expert and manager in public administration institutions at the level of central state administration, regional and local self-government bodies (planning and policy management, human resources), private sector organizations (public relations and public administration institutions, PR), political parties (political marketing), third sector organizations, mass media (periodical press, radio and television, internet portals), governmental and non-governmental humanitarian oriented institutions and organizations, institutions dealing with empirical identification of the state of society (for example, public opinion research), cultural and social institutions, foundations, civil associations, higher education institutions (lecturer, assistant) and so on. The graduate is prepared to apply for elected positions in public administration bodies at all levels (executive positions) or representative bodies (member of the council). A graduate of the master's (second) degree in political science can analyze theoretical contexts and issues related to political relations, processes and practice. Based on the study of professional literature and independent work with supporting study material, he acquires broader knowledge, acquires the skills of analytical thinking and interpretation of texts from the field of political science. It identifies and critically reflects on current socio-political events and problems, including the formulation of proposals for their solutions.

Graduate of the second degree in political science:

He can independently identify, articulate and formulate problems and look for the possibilities of their complex solution, he is sufficiently competent to create, analyze and assess projects from the field of political science, he is able to collaborate interdisciplinary in solving professional problems within the department, he has an appropriate overview of professional literature and can evaluate it critically, is able to formulate own opinions and positions on various issues and problems of public policy, is able to create professional texts and critically evaluate and review other political scientific production, formulates own evaluations of the studied material, which are not reduced to a summary evaluation only the studied professional text.

Graduates of the second level of study as highly qualified experts - political scientists and political analysts, can work in national and European institutions, in scientific institutes of the SAS and universities, as experts and managers at all levels of public administration (in state administration and local government), as advisers political parties and professional guarantors, or co-creators of strategic development concepts and specific project activities. The choice of internal specialization in border studies and cross-border cooperation creates space for application in domestic and international structures, which are primarily oriented towards the theoretical-practical solution of broad-spectrum issues of the development of cross-border cooperation, which is implemented by entities at all levels of public administration, business entities and non-governmental organizations.

The university indicates the professions for which the graduate is ready at the time of graduation and the potential of the study program from the point of view of the application of the graduates.

The application of graduates of the professional non-combination political science study program results from the profile of the graduate and the acquired knowledge, skills and competences. The master's study program in political science prepares students for careers in professions that, according to the System of Occupations in the Employment Register of the Ministry of Labour, Social Affairs and Family of the Slovak Republic, belong to two areas:

- a) Professional, scientific and technical activities;
b) Education.

https://www.sustavapovolani.sk/register_zamestnani

The study program is designed so that graduates can apply themselves in practice as political scientists, but also in professions that require orientation and creative application of knowledge from the profile disciplines of the political science study program. The professions that a graduate can perform are directly related to the profile of the graduate and the composition of knowledge, skills and competences that the graduate acquired by studying individual subjects.

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

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

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

3. Employability

- a) Evaluation of the study programme graduates employability.

A graduate of the master's (second) degree in the study field of political science is very well versed not only in professional political science literature, but also knows how to identify and more closely analyze trends in the development of political science. He is able to apply acquired knowledge from related fields in his field. He can analyze and comment on political phenomena in an impersonal, non-partisan and objective manner with a theoretical perspective. The scope and depth of his knowledge gives him the prerequisites to continue studying the 3rd degree

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

field (PhD.) or to carry out responsible activities as an expert or manager in public administration organizations at all levels, as well as a manager in public administration institutions at the level of authorities, depending on the level of education achieved central state administration, regional and local self-government (policy planning and management, human resources), private sector organizations (public relations and public administration institutions, PR), political parties (political marketing), third sector organizations, mass media (periodical press, radio and television, Internet portals), governmental and non-governmental humanitarian-oriented institutions and organizations, institutions dealing with empirical identification of the state of society (for example, public opinion research), cultural and social institutions, foundations, civic associations, higher education institutions (lecturer, assistant) and Come. The graduate is ready to apply for elected executive positions in public administration bodies at all levels as well as positions in elected councils. A graduate of the master's (second) degree in political science can analyze theoretical contexts and issues related to political institutions, processes and practice. Based on the study of professional literature and independent work with supporting study material, he acquires broader knowledge, acquires the skills of analytical thinking and text interpretation from the field of political science. It identifies and critically reflects on current socio-political events and problems, including the formulation of proposals and the possibility of their solution. A graduate of the second level of study in the field of political science: can independently identify, articulate and formulate problems and look for the possibilities of their complex solution, is sufficiently competent to create, analyze and assess projects related to public policies, is able to collaborate interdisciplinary in solving professional problems within of the department, has an adequate overview of the professional literature and at the same time is able to critically evaluate the book and magazine production of the department, is able to formulate own opinions and positions on various issues and problems of public policy, is able to create professional texts and critically evaluate and review other political scientific production, formulates own evaluations of the studied material, which are not reduced to a summary evaluation of the studied professional text. Graduates of the second degree of study as highly qualified experts - political scientists and political analysts, can work in planning, management and executive positions in national and European institutions, international organizations, in scientific institutes of the Slovak Republic and in universities, as experts and managers at all levels of public administration (in state administration and self-government), as advisors to political parties and professional guarantors, or co-creators of strategic development concepts and specific projects in various areas of public policies. The choice of internal specialization in border studies and cross-border cooperation creates space for application in domestic and international structures, which are primarily oriented to the theoretical-practical solution of broad-spectrum issues of the development of cross-border cooperation, which are implemented by public administration organizations, business entities and non-governmental organizations.

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

Among the successful graduates of the political science master's study program are also the assessors of the political science study program from the field of practice and employers listed in point 2 c).

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

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

4. Structure and content of the study programme⁹

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

The rules for creating study plans in the study program are given in Art. 2 par. 3 – 13 of the Study Regulations of the PU in Prešov.

At the same time, the faculty has developed precise rules for creating study programs, within which study plans are created.

The student's study plan determines the time and content sequence of study subjects and the form of evaluation of study results. Based on the study program, a recommended study plan is drawn up. The student's recommended study plan determines the time and content sequence of study program units and the form of evaluation of study results, and is compiled in such a way that by completing it, the student meets the conditions for successful completion of the study within the standard length of study corresponding to the study program. The recommended study plan defines the list of compulsory and compulsory optional subjects and the recommended range of optional subjects, their credit and hour subsidy, the recommended semesters of their implementation so that the scope of direct teaching activity is 18 to 22 hours per week. The study plan is drawn up by the student himself or in cooperation with the study advisor within the specified rules in accordance with the study schedule. The tutor and advisor for the study program of political science is Mgr. Anna Poláčková, Ph.D. (anna.polackova@unipo.sk). The study plan is an integral part of the study program.

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

⁹ *Selected characteristics of the content of the study programme can be stated directly in the Course information sheets or supplemented by the information of the Course information sheets.*

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

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

The recommended study plan, as well as the course description sheets are part of a separate appendix.
The above documents contain all the items listed in point c).

c) The study plan generally states:

- individual parts of the study programme (modules, courses, and other relevant school and extracurricular activities, if they contribute to the achievement of the required learning outcomes and allow to obtain credits) in the structure of compulsory, compulsory optional and optional courses,
- **Study profile courses** of the relevant study path (specialization) within the study programme,
- for each learning part/course the learning outcomes, related criteria and rules of their assessment so that the learning objectives of the study programme are met (they can be stated only in the Course information sheets, in the Learning outcomes section and in the Course completion requirements). All course description sheets contain learning outcomes and related criteria and rules for their evaluation. Course description sheets are available on the public portal of the PU information system: <https://student.unipo.sk/maisportal/studijneProgramy.mais>
- prerequisites, co-requisites and recommendations for the design of the study plan,
- for each learning part of the study plan/course the applied educational activities (lecture, seminar, exercise, final work, project work, laboratory work, internship, excursion, field practice, professional practice, state exam, etc. or their combinations) suitable for achieving learning outcomes,
- methods by which the educational activity is delivered – present, distant, combined (in accordance with the Course information sheets),
- outline/syllabus of the course¹¹,
- student workload ("extent" of individual courses and educational activities separately)¹²,
- credits allocated to each part based on the learning outcomes achieved and the workload involved,
- the person responsible for the course (or a partner organization/person¹³) with an indication of the contact details,
- course teachers (or participating partner organizations/persons) (may also be mentioned in Course information sheets),
- places where the courses are taught (if the study programme is delivered at several workplaces).

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

The number of credits, the achievement of which is a condition for the proper completion of the studies: 120 credits, in the structure: At least 36 credits must be obtained by the student for completing mandatory optional or elective subjects (elective subjects can make up a maximum of 5% of all acquired credits, which represents 6 credits). For completing compulsory subjects, the student must obtain 64 credits (including professional experience). For the subjects of the state exam, the student must obtain 20 credits (Thesis defense – 11 credits; International politics – 3 credits; Theory of democracy – 3 credits; Political philosophy – 3 credits).

Other conditions that the student must fulfill during the course of study:

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

State examination conditions

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

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

Rules for repeating the study

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

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

¹⁰ In accordance with Decree no. 614/2002 Coll. on the study credit system and Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts.

¹¹ During the assessment, teachers responsible for the course will allow the working group access to the study materials of the course and the content of individual educational activities.

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

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

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

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

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

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

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

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

Rules for extension, interruption of studies

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

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

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

e) For individual study plans, the institution states the requirements for completing the individual parts of the study programme and the student's progress within the study programme in the given structure:

- number of credits for compulsory subjects required for proper graduation: 64 credits
- the number of credits for compulsory optional subjects required for proper graduation: 36 credits
- the number of credits for optional subjects required for proper graduation: - credits
- number of credits for state exam subjects for proper graduation: 20 credits

Pursuant to the PU Study Regulations (Art. 13), the student enrolls in optional subjects so that the sum of their credit allowance is a maximum of 5% of the total number of credits (max. 9 credits in the first stage of study), the achievement of which is a condition for proper graduation. Elective subjects completed, or recognized above the number of 5% are not included in the number of credits required for the proper completion of the study. All completed subjects are listed in the addendum to the diploma.

- the number of credits required to complete the study, if it is an academically oriented political science study program in the first degree of study:

The student must obtain at least 180 credits during the entire course of study. At least 48 credits must be obtained by the student for completing mandatory optional or optional subjects (as mentioned above, optional subjects can make up a maximum of 5% of all acquired credits, which represents 9 credits). A student must obtain 116 credits for completing compulsory subjects. For the subjects of the state examination, the student must obtain 16 credits (Bachelor thesis defense – 8 credits; Theory of politics and political systems – 2 credits; Comparative political science – 2 credits; Public administration and history of public administration – 2 credits; History of socio-political thought – 2 credits).

- the number of credits for the final thesis and the defense of the final thesis required for proper graduation: 8 credits
- the number of credits for professional practice required for the proper completion of the study/part of the study: -
- the number of credits required for the proper completion of studies/ completion of a part of the study for project work, indicating the relevant subjects in engineering study programs: -
- the number of credits required for the proper completion of studies/completion of the part of studies for artistic performances, except for the final work in art study programs: -

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

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

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

The teacher is obliged to record the results of the assessment in the MAIS no later than within three working days from the day of the knowledge verification. In printed form, the assessment is archived in the form of reports, which are generated at the end of the examination period and stored in the education department. The teacher is obliged to hand over a printed and signed record of the final evaluation to the head of the department after the examination period, which the head of the department will hand over to the study

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

department after checking and summarizing the report. The student is obliged to check the correctness of the recorded results, obtained credits and fulfilled conditions of completing the courses in MAIS no later than three working days after the end of the respective semester. In case of detected discrepancies, the student turns to the teacher (Study Regulations, Art. 16, point 13). For students with special needs, teachers choose adequate forms and methods of teaching as well as evaluation of study results and proceed in accordance with the recommendations of the [Methodological Guide for Students with Special Needs](#).

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

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

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

The rules for the implementation of the study program regulate and enable the recognition of studies and parts of studies in accordance with the Convention on the Recognition of Qualifications concerning Higher Education in the EU so as to promote domestic and foreign mobility of students. At the University of Prešov, full recognition of the learning outcomes obtained at the host institution is guaranteed in accordance with the "Learning Agreement" that the student hands over before leaving for another university. The rules for the recognition of studies, parts of studies, individual subjects and credits are formulated in Art. 15, par. 5 and Art. 20, par. 1-10 of the Study Regulations. More information available at: https://www.unipo.sk/public/media/14733/Studijny%20poriadok%202024_16_04_2024.pdf

A faculty student has the right to complete part of his / her studies at another university in the Slovak Republic or abroad. The consent for the study and its duration is granted by the dean / rector or vice-rector for external relations and marketing, depending on the type of mobility, and is a matter of a tripartite agreement between the student, the sending faculty and the receiving faculty. Upon return, the faculty will recognize a part of the study in accordance with the contract, the European standard and the European Credit Transfer System. If a student has completed part of his / her studies at a university that does not have a compatible credit system implemented, the recognition of credits will be assessed by the guarantor of the study program and the credits will be awarded by the faculty ECTS coordinator. The procedure after the return of a student from another university in the recognition of study results obtained abroad is set out in Part IV. Rector's measure No. 8/2014 is available at

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

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

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

Internet link to the list of topics of the final theses of the bachelor's study program in political science:

https://www.unipo.sk/public/media/29311/IPOL_temy_BP_DP_2023_2024.pdf

i) The institution describes or refers to:

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

The final work of the bachelor's study program is the bachelor's thesis. A bachelor's thesis can be supervised by a university teacher who has at least one degree higher than the degree obtained by the author of the bachelor's thesis after its defense and other experts approved by the scientific council of the faculty.

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

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

https://www.unipo.sk/public/media/14733/Studijny%20poriadok%202024_16_04_2024.pdf

- PU Directive on the requirements for final theses, their bibliographic registration, control of originality, storage and access, available at

<https://www.pulib.sk/web/data/pulib/subory/stranka/ezp-smernica2019.pdf>

- Information sheets of the courses: Diploma thesis defense, Diploma Seminar I, Diploma Seminar II.

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

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

Opportunities and procedures for participation in student mobilities, as well as recognition of results is defined in Art. 15, par. 6 and 7 of the Study Regulations of the University of Prešov

(https://www.unipo.sk/public/media/14733/Studijny%20poriadok%202024_16_04_2024.pdf):

6. Student of the faculty has the right to complete part of his / her studies at another university in the Slovak Republic or abroad. The consent for the study and its duration is granted by the dean / rector or vice-rector for external relations and marketing, depending on the

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

type of mobility, and is a matter of a tripartite agreement between the student, the sending faculty and the receiving faculty. Upon return, the faculty will recognize a part of the study in accordance with the contract, the European standard and the European Credit Transfer System. If a student has completed part of his / her studies at a university that does not have a compatible credit system implemented, the recognition of credits will be assessed by the guarantor of the study program and the credits will be awarded by the faculty ECTS coordinator.

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

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

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

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

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

<https://www.unipo.sk/public/media/38250/ETicky%20kodex%20Pre%C5%A1ovskej%20univerzity%20v%20Pre%C5%A1ove.pdf>

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

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

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

- procedures applicable to students with special needs,

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

https://www.unipo.sk/public/media/0190/METODIKA_%20C5%A0C5%A0P_april2017.pdf

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

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

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

- procedures for filing complaints and appeals by students.

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

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

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

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

Ways of submitting complaints:

a) electronically to the e-mail address podnety@unipo.sk, which is accessible 24 hours a day,

b) in writing in a sealed envelope to the address of the University of Prešov in Prešov marked "In the hands of the responsible person",

c) in person to JUDr. Veronika Grucová, HR and Legal Department.

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

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

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

5. Course information sheets of the study programme

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

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

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

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

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

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. Alexander Duleba, CSc., alexander.duleba@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).

Teachers responsible for the profile courses	Profile course	Register of university staff	Contact
doc. PhDr. Irina Dudinská, CSc., univer. prof.	Political ethics	https://www.portalvs.sk/reqzam/detail/6357	irina.dudinska@unipo.sk
prof. PhDr. Alexander Duleba, CSc.	International politics I.	https://www.portalvs.sk/reqzam/detail/6217	alexander.duleba@unipo.sk
doc. Ing. Martin Lačný, PhD.	International economic relations	https://www.portalvs.sk/reqzam/detail/6536	martin.lacny@unipo.sk
doc. Nataliya Maradyk, PhD.	Theory of democracy I.	https://www.portalvs.sk/reqzam/detail/30956	nataliya.maradyk@unipo.sk
prof. PaedDr. Jaroslav Vencálek, CSc.	Global studies	https://www.portalvs.sk/reqzam/detail/6845	jaroslav.vencalek@unipo.sk

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

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

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

Teachers	Courses	Register of university staff	Contact
Mgr. Michal Cirner, PhD.	Diploma seminar 1 Diploma seminar 2 Political psychology Cross-border cooperation of the Prešov self-governing region Communal policy in V4 states	https://www.portalvs.sk/reqzam/detail/6246	michal.cirner@unipo.sk
doc. PhDr. Irina Dudinská, CSc., univer. prof.	Political ethics Diploma seminar 1 Diploma seminar 2 Professional experience Tolerance and intolerance in politics Student scientific conference	https://www.portalvs.sk/reqzam/detail/6357	irina.dudinska@unipo.sk
doc. PhDr. Vladislav Dudinský, PhD.	Diploma seminar 1 Diploma seminar 2	https://www.portalvs.sk/reqzam/detail/6478	vladislav.dudinsky@unipo.sk
prof. PhDr. Alexander Duleba, CSc.	International politics I. International politics II. Border studies Diploma seminar 1 Diploma seminar 2 Professional experience Foreign policy of the Slovak Republic Eastern Europe after the collapse of the USSR	https://www.portalvs.sk/reqzam/detail/6217	alexander.duleba@unipo.sk
Dr. h. c. prof. PhDr. Rudolf Dupkala, CSc.	History of socio-political thought in the Czech Republic and Slovakia Eastern Europe after the collapse of the USSR: political transformation and foreign policy of selected countries Religion and globalization "Philosophy of civilizations" as a philosophical and political problem	https://www.portalvs.sk/reqzam/detail/882	rudolf.dupkala@unipo.sk
doc. Ing. Martin Lačný, PhD.	International economic relations Diploma seminar 1 Diploma seminar 2	https://www.portalvs.sk/reqzam/detail/6536	martin.lacny@unipo.sk

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

doc. Nataliya Maradyk, PhD.	Political philosophy Theory of democracy I. Theory of democracy II. Diploma seminar 1 Diploma seminar 2 Text seminar on the issue of globalization Democracy in the conditions of globalization	https://www.portalvs.sk/reqza/m/detail/30956	nataliya.maradyk@unipo.sk
Mgr. Anna Polačková, PhD.	Political philosophy - modern political ideologies Geopolitics Diploma seminar 1 Diploma seminar 2 Geoconflictology	https://www.portalvs.sk/reqza/m/detail/24773	anna.polackova@unipo.sk
Mgr. Gabriel Székely, PhD.	Diplomatic protocol and social etiquette Diploma seminar 1 Diploma seminar 2	https://www.portalvs.sk/reqza/m/detail/28337	gabriel.szekely@unipo.sk
prof. PaedDr. Jaroslav Vencálek, CSc.	Global studies Diploma seminar 1 Diploma seminar 2	https://www.portalvs.sk/reqza/m/detail/6845	jaroslav.vencalek@unipo.sk
PhDr. Matúš Žac, PhD.	Diploma seminar 1 Diploma seminar 2 Applied political science	https://www.portalvs.sk/reqza/m/detail/33439	matus.zac@unipo.sk
doc. Mgr. Michal Bočák, PhD. (Institute of Slovak Studies and Media Studies FF PU)	Masmediálna teória a prax	https://www.portalvs.sk/reqza/m/detail/6333	michal.bocak@unipo.sk
An externalist - lawyer with teaching experience - Mgr. Martin Jurica - guarantor doc. PhDr. Irina Dudinská, PhD., univer. prof.	Legal aspects of territorial self-government in the Slovak Republic	https://www.portalvs.sk/reqza/m/detail/30236	martin.cool.jurica@gmail.com

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

Supervisors	Topics of final theses (announced in the academic year 2024/2025)
Mgr. Michal CIRNER, PhD. michal.cirner@unipo.sk	Reflection of the creation of government coalitions in Slovakia after the parliamentary elections from 1994 to 2023 Cross-border cooperation of the Prešov self-governing region and drawing of European funds in the program period 2014-2020
doc. PhDr. Irina DUDINSKÁ, CSc. irina.dudinska@unipo.sk	Terrorism and security doctrines of the EU states Intolerance (racism, nationalism) in the 21st century
prof. PhDr. Alexander DULEBA, CSc. alexander.duleba@unipo.sk	Border studies: conceptualizations of cross-border cooperation (choice of conceptualization will be specified after consultation with the student)
Ing. Martin LAČNÝ, PhD. martin.lacny@unipo.sk	Cross-border public services in the context of the EU - obstacles and opportunities Cross-border cooperation and regional development - case study Theory and practice of economic policy - case study
doc. Nataliya MARADYK, PhD. nataliya.maradyk@unipo.sk	Issues of transitology of selected countries Czech and Slovak parliamentarism
Mgr. Anna POLAČKOVÁ, PhD. anna.polackova@unipo.sk	Selected issues of feminism in the 21st century Analysis of the pre-election campaign of the 2024 SR presidential election in the media environment
Mgr. Gabriel SZÉKELY, PhD. gabriel.szekely@unipo.sk	Compulsory electoral participation as a political problem Analysis of pre-election programs of political parties in the 2023 elections to the NR SR
PhDr. Matúš ŽAC, PhD. matus.zac@unipo.sk	Analysis of migration and asylum policy of the EU Possibilities of using guerilla marketing in a political campaign

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

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

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

Michal Semančík	student of the bachelor's academically oriented study program in political science in 2022	michal.semancik@smail.unipo.sk
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Bc. Andrea Deáková	student of the master's academically oriented study program in political science in 2022	andrea.deakova23411@gmail.com
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- h) Study advisor of the study programme (indicating contact details and information on the access to counseling and on the schedule of consultations).

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

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

Vice-dean for educational activities: Mgr. Michaela Sepešiová, PhD., michaela.sepesiova@unipo.sk

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

Study assistant for the 1st year of master's studies: Mgr. Katarína Mikitová, katarina.mikitova@unipo.sk

Study assistant for the 2nd year of master's studies: Mgr. Katarína Pavlíková katarina.pavlikova@unipo.sk

Accommodation officers:

Mária Husárová: maria.husarova@unipo.sk

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

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

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

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

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

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

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

The Prešov University library (PUL) is a scientific-information, bibliographic, coordination and counseling department of the university, which provides library and information services primarily to students and employees of the university and, within its capabilities, to the other professional public. PUL develops its activities on the historical basis of the development of education and library culture of the region and builds on the traditions established by the Collegiate Library and the Eparchial Library. The main mission of the library is to ensure free access to information; to help meet the cultural, information, scientific research and educational needs and interests of the university; to support the lifelong learning and spiritual development of the university. Then the library provides the following basic and special library information services: lending services, bibliographic information services, consulting services, reprographic services and other services (processing of records of publishing activities of university staff; bibliographic registration of final and qualification theses; operation of Digital Library of PUL; exhibitions of scientific literature, exhibitions of works of art, concerts, presentations, professional library events, etc.). The library fund contains a total of almost 225,000 library units (annual increase of the library fund is about 4,000 books and 250 titles of periodicals, while the purchase of documents is carried out on the basis of faculty requirements for equal purchase for the needs of all study programs at PU). Since 2004, the library has been building the Digital Library (a database of electronic full-text publications created by university staff, which contains more than 800 publications. Since 1997, it has been building a database of publishing activities of PU, in which it is registering more than 66,000 documents. The library provides almost 280,000 loans a year, most of which are electronic. The total area of the library is over 2,600 m², of which 1,150 m² is for users. There are 303 study places available in 6 study rooms (of which 2 are database study rooms). More than 70,000 readers visit the library each year and more than 500,000 readers visit the library's website. The library has its own computer network (PULIBnet) with 4 servers, 84 computers, of which 45 computers are reserved for users. Every year, it publishes a bibliography of PU's publishing activities. The library provides access to 9 paid full-text database centers (EBSCO, Gale, ProQuest, Science Direct, Scopus, Springer, Taylor and Francis, Web of Science, Wiley).

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

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

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

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

Teaching by the distance method makes the content of education accessible so that the student can function autonomously. Several means are used to make the content available, mainly LMS Moodle, the central LMS system EKP purchased within the projects from the EU SF and the Microsoft Teams platform. Basic information about e-learning tools and technical support is provided by CVT PU

(<https://www.unipo.sk/cvtpu/hlavne-sekcie/sluzby/elearning/>).

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

Testing tools of both platforms, LMS Moodle and Office 365 Forms, are used to examine the achieved results of distance learning.

The procedure for the transition from full-time to distance education is governed by the Rector's Measures, published at

<https://www.unipo.sk/aktuality/>. Information on the implementation of distance learning, procedures, manuals and video instructions for the use of e-learning tools are available at: <https://www.unipo.sk/vzdelavanie/dist/>.

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

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

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

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

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

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

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

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

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

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

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

Instructions for registration are contained in section 5.2 Description of the course of processes and sub-processes in the document Procedure for the implementation of outgoing student mobilities within the Erasmus + program. These guidelines also apply to student internships. The procedure is available at

https://www.unipo.sk/public/media/21250/05_21_opatrenie_outgoing_student_mobility_pravne_uv.pdf and explains all stages of preparation, implementation of mobility / internships and recognition of results obtained abroad upon return. Students can consult the procedure with the institute coordinator Mgr. Gabriel Székely, PhD.

The student will get basic information about the call and submission of applications from the PU website

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

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

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

Contacts:

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

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

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

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

a) Required abilities and prerequisites for admission to study

An applicant can be admitted to the master's degree program in political science without an entrance exam, if the master's degree program is a continuation of the bachelor's degree program in the given field of study and the applicant has taken a state exam in subjects that are equivalent to the state exam subjects of the corresponding bachelor's degree program at FF PU in Prešov.

If the stated conditions are not met or if the applicant has not completed a bachelor's degree at the FF PU in Prešov, an entrance exam is held at the proposal of the guarantor of the study program.

An application for study can also be sent by an applicant who has not yet taken the bachelor's state exam for the given type of study and cannot provide relevant information about its completion in the application. Such an applicant will submit proof of taking this exam additionally, no later than the deadline set by the faculty. If the applicant does not submit this document, he/she cannot be admitted to study.

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

b) Admission procedures.

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

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

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

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

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

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

	2019	2020	2021	2022	2023
Number of applications	8	9	5	12	5
Number of enrolled students	5	8	2	8	4

10. Feedback on the quality of provided education

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

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

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

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

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

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

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

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

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

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

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

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

Student handbook

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

Accommodation regulations, house regulations

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

Price list for study fees

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

Education Support Fund

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

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

Forms, faculty, university and national documents

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

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

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