



Rector's Decision No. 2/2025,

issuing the Rules for the Internal System for Assuring and Verifying the Quality of Education, Scientific, Research, Developmental, Artistic or Other Creative and Support Activities at Pavol Jozef Šafárik University in Košice

The Rules of the Internal Quality Assurance and Verification System at Pavol Jozef Šafárik University in Košice (the "IQS Rules") have been issued in accordance with the provisions of Section 15(1)(b) of Act no. 131/2002 on Higher Education Institutions and on Amendments to Certain Acts, as amended (the "Higher Education Act" or "HEI Act") and Article 25 of the Statute of Pavol Jozef Šafárik University in Košice (the "Statute of UPJŠ") and are an internal regulation of Pavol Jozef Šafárik University in Košice (the "University" or "UPJŠ") regulating the internal system for assuring and verifying the quality of education, the quality of scientific research, development, artistic or other creative activities (hereinafter referred to as "creative activities") and support activities at Pavol Jozef Šafárik University in Košice (the "Internal Quality System" or "IQS").

Part I Recitals

Article 1

Internal Quality Assurance and Verification System

- 1) This regulation defines the basic framework for quality assurance and verification at UPJŠ.
- 2) The internal quality assurance and verification system for education (hereinafter "IQS") is based on the Standards and Guidelines for Quality Assurance in the European Higher Education Area, known as ESG 2015 (European Standards and Guidelines) and the standards set by the Slovak Accreditation Agency for Higher Education (hereinafter "SAAHE").
- 3) The internal quality assurance and verification system for creative and support activities (hereinafter referred to as "IQS") is based mainly on the provisions of Act no. 269/2018 on Quality Assurance in Higher Education and on Amendments to Act no. 343/2015 on Public Procurement and on Amendments to Certain Acts, as amended (the "Quality Assurance Act" or "QAA").
- 4) In addition to internal assurance and verification of the quality of education, scientific, research, development, artistic or other creative and supporting activities at UPJŠ (hereinafter referred to as "IQS"), it is subject to SAAHE evaluation and other relevant evaluations in the European Higher Education Area (EHEA) and in the European Research Area (ERA), as recommended by the Agency for Evaluation and Accreditation of Higher Education (AEAHE).
- 5) The internal quality system at UPJŠ is further regulated by several separate internal regulations.

Article 2

Quality assurance and verification

- 1) The aim of quality assurance and verification at UPJŠ is to create conditions for:
 - a) ensuring the development of the university and at the same time permanently improving the quality of educational, creative and support activities at the university,
 - b) education of students and their preparation for their future profession and employment in the international labour market,
 - c) creating an atmosphere of mutual trust, an inspiring and motivating environment for education, science, research and innovation;
 - d) transparent, accountable and efficient use of public and private financial resources;
 - e) deepening academic freedoms;
 - f) protection of students and staff against intolerance and discrimination of any kind.
- 2) Quality verification is an assessment of whether and to what extent the university is fulfilling its mission, strategic goals, is adhering to internal and external standards for individual activities and monitoring progress in meeting individual indicators.
- 3) In assuring and verifying quality, the university cooperates with the SAAHE, other universities, the Slovak Academy of Sciences, professional and professional organizations, state and public administration bodies.
- 4) Quality assurance and verification at all levels of the university is performed in accordance with the implemented directions of education and creative activities at the university and with the internal regulations of UPJŠ.
- 5) Monitoring and internal quality verification at UPJŠ is examined by the Internal Quality Verification Board (hereinafter referred to as "IQVB"), which is a body of UPJŠ. The activities of the IQVB are focused on the support and development of the internal system of assuring and verifying the quality of education, the quality of research, development, artistic or other creative activities and the quality of the university's support activities. The activities of the IQVB are regulated by the Statute of UPJŠ¹, the Statute of the IQVB² and the Rules of Procedure of the IQVB³.

Article 3

Principles of Quality Assurance and Verification

- 1) Quality assurance and verification is based on academic values and customs at the university, respects the specifics of the environment of individual faculties and parts of the university, the specifics of individual scientific fields and study programmes.
- 2) Internal and external quality assurance is performed transparently on the basis of factual, professional and ethical criteria and required standards.
- 3) The rules for quality assurance and verification and the results of the verification are published on a publicly accessible part of the university's website.
- 4) Verification is based on verified qualitative and quantitative indicators, which are always assessed in the appropriate context.
- 5) The indicators of the internal quality system are used to evaluate the fulfilment of SAAHE standards⁴, the University's Long-Term Plan⁵ or other performance standards that are published on the university's website.

¹ [Statute of UPJŠ](#)

² Rector's Decision No. 7/2025 on the Statute of the Internal Quality Verification Board at Pavol Jozef Šafárik University in Košice

³ [Rule of Procedure of the IQVB of UPJŠ](#)

⁴ Methodology for the Evaluation of SAAHE Standards, Articles 17-19 as amended

⁵ Long-term plan of UPJŠ in Košice, as amended

- 6) The collection and publication of data is performed by the relevant section of the UPJŠ Rector's Office using the data from the UPJŠ University Information System (the "UPJŠ UIS") (Art. 4, (2) of this Regulation), external sources listed (Art. 4(3) of this Decision) and other data provided by individual organizational units of the University-
- 7) Feedback from employees, students, alumni and other relevant persons or institutions is also an integral part of the assessed data.
- 8) In order to ensure objectivity, the evaluated entity always has the right to adopt a position on the conclusions of the verification.
- 9) The result of the verification is always recommendations for the further development of the assessed part and the evaluated type of activity of the university. If remedial measures are imposed as part of the verification, a deadline must also be set for their application and reassessment of the activities in question.

Article 4 Information Resources

- 1) Quality verification is based mainly on the evaluation of the fulfilment of strategic objectives or short-term tasks adopted by the university and its constituent parts in the basic documents and the evaluation of its own or external analyses. The basis for the evaluation is mainly the following documents:
 - a) long-term plans for the development of the university and faculties, other strategic documents, annual reports of the university, faculties and university departments,
 - b) evaluation reports prepared by the IQVB and the university,
 - c) expert opinions,
 - d) records of structured interviews;
 - e) opinion polls and surveys;
 - f) scientometric analyses.
- 2) The basic internal source of information is UPJŠ UIS, which consists mainly of the:
 - a) Academic Information System (hereinafter "AiS2"),
 - b) Financial Information System (FIS SOFIA),
 - c) Library Information System (LIS ALEPH),
 - d) e-learning system (LMS UPJŠ),
 - e) the Automatic Identification of Persons (AIP) system;
 - f) the Microsoft 365 university instance
 - g) UPJŠ Document Repository,
 - h) the system for registering projects,
 - i) university data warehouses and web portals.
- 3) The basic external source of information is mainly the information systems of the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter "Ministry of Education, Science, Research and Youth of the Slovak Republic"), the Centre of Scientific and Technical Information of the Slovak Republic (hereinafter "SCSTI SR"), the Social Insurance Agency, the Offices of Labour, Social Affairs and Family, and also information provided by employers and professional chambers and associations.
- 4) The evaluation of all quality components is performed in accordance with the methodological materials approved by the IQVB, which specify the requirements and procedures for the evaluation process.

Article 5 Long-term Plan, Annual and Evaluation Reports of the University

- 1) The IQS documentation file usually includes the following strategic and evaluation documents of the university:

- a) long-term plans for the development of the university and faculties and their regular updates for shorter periods of time,
 - b) annual reports on the quality of higher education in the 1st, 2nd and combined 1st and 2nd levels of education;
 - c) annual reports on the quality of university education at the 3rd level of education;
 - d) annual reports on the quality of creative activity;
 - e) annual development reports;
 - f) annual reports on international relations;
 - g) annual management reports;
 - h) annual activity reports;
 - i) annual reports on public relations activities;
 - j) periodic evaluation reports on the evaluation of compliance with standards at UPJŠ by the internal quality system,
 - k) internal evaluation report on the evaluation of compliance with IQS standards at UPJŠ.
- 2) The requirements and methodology for the preparation of individual reports are determined by the Ministry of Education, Science, Research and Sports of the Slovak Republic, SAAHE, the Rector of UPJŠ (the "Rector") and the IQVB.
 - 3) The University prepares the reports referred to in (1)(b)-(j) of this Article on an annual basis.
 - 4) Faculties prepare reports referred to in (1) letters b), c), e), g) - i) of this Article on an annual basis.
 - 5) The documentation for the IQS also includes a regular deduction of the fulfilment of the long-term plan, which is usually implemented once every 4 years.
 - 6) Periodic evaluation reports on the evaluation of compliance with IQS standards referred to in paragraph 1, letter k) of this Article are prepared by the IQVB on the basis of evaluations that have been performed at the university in the period since the last comprehensive internal quality verification, in the period once every 2 years in accordance with the cycle of supervision of IQS at UPJŠ performed by SAAHE.
 - 7) The IQVB submits a periodic evaluation report on the evaluation of compliance with IQS standards at UPJŠ in Košice to the Rector together with proposals for taking measures to address the findings contained in the evaluation report.
 - 8) The periodic evaluation report on the evaluation of compliance with the standards of the internal quality system at UPJŠ in Košice contains in particular:
 - a) Control of adopted indicators to improve quality,
 - b) evaluation of the university's strengths and weaknesses, opportunities and threats,
 - c) preventive and corrective measures taken and an evaluation of their impact;
 - d) recommendations for the further development of the university and the quality assurance system and internal evaluation.
 - 9) The internal evaluation report on the evaluation of compliance with IQS standards at UPJŠ in Košice referred to in paragraph 1, letter l) of this Article is prepared by the IQVB and discussed by the university management on the basis of periodic evaluation reports on the evaluation of compliance with IQS standards at UPJŠ in Košice and other documents in accordance with the QAA at least once every 6 years. It serves as a basis for SAAHE to assess the IQS UPJŠ.
 - 10) The Rector submits the internal evaluation report on the evaluation of compliance with IQS standards at UPJŠ in Košice to the UPJŠ Board of Trustees, the UPJŠ Scientific Board and the UPJŠ Academic Senate for discussion, which approves it.

Article 6

External Verification of the Quality of Education and Creative Activity

- 1) The university undergoes processes of external verification of the quality of education and creative activities in accordance with the standards and guidelines of the SAAHE and the AEAHE.
- 2) The university uses in particular the following for the permanent improvement of the quality of education and creative activity:
 - a) evaluations and recommendations from the International Board of the University;
 - b) the results of evaluations by international ranking agencies;
 - c) evaluations by agencies under the recommendations of the AEAHE and the SAAHE,
 - d) or other panel evaluations by international experts, usually in assessing the results of creative activity.

Article 7

Disclosure of Information about IQS

- 1) The University publishes information about IQS on the University's website in the section accessible to the public.
- 2) In particular, the University makes available to the public:
 - a) long-term plan for the development of the university,
 - b) annual reports;
 - c) evaluation reports;
 - d) the results of surveys on the evaluation of study programmes,
 - e) UPJŠ Accreditation Regulations,
 - f) the standards required for study programmes at the university;
 - g) indicators (indicators)⁶ of the internal quality system.
- 3) For those interested in studying, students, graduates and the general public, UPJŠ provides mainly the following information and services:
 - a) rules and schedule of the admission procedure,
 - b) a list of programmes offered, descriptions of programmes and profiles of graduates;
 - c) statistics on the admission procedure in previous academic years,
 - d) a schedule of tuition fees and fees associated with study,
 - e) the schedule of the academic year,
 - f) Study Regulations of Pavol Jozef Šafárik University in Košice for the 1st, 2nd and combined 1st and 2nd level of study (the "Study Regulations of UPJŠ"), Study Regulations of Doctoral Studies at Pavol Jozef Šafárik University in Košice, including related internal regulations of faculties and other parts of the University,
 - g) scholarship regulations,
 - h) support policy for students with special needs;
 - i) forms of counselling for students;
 - j) career guidance and an overview of the prospects of graduates,
 - k) an overview of the estimated cost of study,
 - l) support opportunities for talented students and social support for students;
 - m) an overview of the availability of accommodation and catering services,
 - n) opportunities for sports and cultural activities.

Article 8

The Position of University and Faculty Bodies in the IQS

⁶Methodology for the Evaluation of SAAHE Standards, Articles 17-19 as amended

- 1) The scope, powers and obligations of individual bodies of the university, faculties and university workplaces are determined by the Higher Education Act, the Quality Assurance Act, the UPJŠ Statute and other internal regulations of UPJŠ.
- 2) Monitoring and internal quality verification at UPJŠ is provided by the IQVB.
- 3) The assessment of the quality of educational, creative and supportive activities in an international context is examined by the International Board of the University, which makes recommendations to the Rector and the IQVB.
- 4) The Rector entrusts university employees, usually vice-rectors, deans and other senior faculty employees, with tasks aimed at coordinating activities to assure the quality of educational, creative and support activities.
- 5) The Dean entrusts faculty employees, usually vice-deans and other faculty managers, with tasks aimed at coordinating activities to assure the quality of educational, creative and support activities at the faculty.
- 6) Directors of university departments proceed in a similar way based on the instructions of the Rector and the IQVB.
- 7) Faculties and other parts of the University may supplement these rules for internal quality assurance and verification in accordance with their specifics by means of internal regulations.

Part II.

Quality Assurance and Verification System for University Activities

Article 9

Internal Verification of the Quality of Educational Activities

- 1) The minimum requirements for the quality of educational activities are determined in particular by the:
 - a) Higher Education Act,
 - b) Quality Assurance Act;
 - c) standards defined by SAAHE,
 - d) UPJŠ Accreditation Regulations,
 - e) methodological instructions and guidelines of the IQVB for programmes of UPJŠ,
 - f) principles for the admission procedure at UPJŠ and its parts,
 - g) UPJŠ study regulations and related internal regulations of faculties and other parts of the university,
 - h) the principles of the selection procedure for the posts of university teachers, researchers, professors and associate professors and managers;
 - i) criteria for obtaining the scientific-pedagogical titles of associate professor and professor,
 - j) criteria for filling the positions of professors and associate professors,
 - k) the structure of functional positions of UPJŠ scientific research employees and the criteria for filling them.
- 2) Verification of the quality of educational activities and their development at the university takes place mainly through:
 - a) evaluation of IQVB programmes for the process of their accreditation, modification and monitoring,
 - b) analyses of annual reports on the quality of education at the university and faculties,
 - c) analyses of quantitative and qualitative information recorded in the UPJŠ UIS,
 - d) feedback from students and graduates of the university on the quality and organization of education, the quality of educational infrastructure and support activities,

- e) monitoring the progress of the admission procedure, in particular with regard to equal conditions and the transparency of the procedure,
 - f) monitoring student evaluation, including evaluation of the running of state final examinations,
 - g) evaluation of the employment of graduates,
 - h) evaluation of the level of extracurricular activities of students (e.g. student scientific professional activity – Student Scientific and Professional Activity, pedagogical and scientific assistance, publication outputs, innovative projects).
- 3) The accreditation of a programme and modification of a programme is governed by the Accreditation Regulations of UPJŠ⁷ and other methodological instructions issued by the IQVB. Accreditation of a programme means the authorization to perform a programme and to award its graduates a corresponding academic degree⁸.
 - 4) The evaluation of the proposal for a new programme (the “SP”) and the quality of the implemented programmes is monitored and verified by the IQVB in accordance with the standards of SAAHE, the Accreditation Regulations of UPJŠ, the Statute of the IQVB, the Rules of Procedure of the IQVB and other methodological instructions issued by the IQVB.
 - 5) The submission of a proposal for a new programme or a proposal for the submission of an application for accreditation of a new programme by SAAHE is preceded by the development of an intention to accredit a new programme, which is submitted to the IQVB for discussion.
 - 6) The approval of the modification of the programme is governed by the Accreditation Regulations of UPJŠ and other methodological instructions issued by the IQVB.
 - 7) Modification and change of the implementation of a programme means:
 - a) a change in a programme that requires the addition or deletion of compulsory courses or compulsory elective courses, a change in the conditions for the proper completion of studies or an amendment to the information sheet of a compulsory subject or a compulsory elective course, except for the update of the teacher, recommended literature or the type, scope and method of educational activities;
 - b) change of the person responsible for the study programme and persons responsible for profile subjects, documented by their outputs of creative activities under Article 11 of this Decision;
 - c) A change in a programme that provides a prerequisite for meeting the standards for a programme within the scope of the Agency’s decision to suspend the implementation of a programme under Section 27 of the Quality Assurance Act.
 - 8) Where a programme is to be provided with a substantial share at multiple faculties, accreditation and quality assurance is performed jointly by the bodies of the respective faculties.

Article 10

Internal Quality Assurance of Lifelong Learning Programmes

- 1) The quality assurance of lifelong learning programmes consists mainly of:
 - a) evaluation of the programmes provided in relation to the higher education provided and societal needs and requirements,
 - b) economic profitability assessments;
 - c) evaluation of feedback from learners,

⁷Rector’s Decision No. 3/2025 on the Accreditation Regulations of Pavol Jozef Šafárik University in Košice

⁸Rector’s Decision No. 3/2025 on the Accreditation Regulations of Pavol Jozef Šafárik University in Košice

- d) evaluation of the importance of programmes from the point of view of those parts of the university that implement the programmes.
- 2) The minimum requirements for the accreditation of courses are set out in the relevant internal regulations, such as the Principles of Accreditation of Lifelong Learning Courses⁹ and Certified Interdisciplinary Courses¹⁰.

Article 11 **Internal Verification of the Quality of Creative Activity**

- 1) Verification of the quality of creative activity at the university is based mainly on:
 - a) annual reports on the quality of creative activity at the university and its components,
 - b) verification of the quality of creative activities within the evaluation of personnel assigned to the implementation of programmes of study, habilitation procedures and inauguration procedures,
 - c) periodic evaluation of research, development, artistic and other creative activities performed by the Ministry of Education, Science, Research and Sport of the Slovak Republic (Verification of Excellence in Research),
 - d) analysis of the main indicators of the quality of creative activity under the internal regulation of UPJŠ,¹¹
 - e) scientometric analyses of results in national and international citation databases,
 - f) expert assessment of the results by independent, internationally accepted and recognized experts.
- 2) The verification of the quality of creative activity respects the different publication and citation specifics of individual fields of study and is usually performed on the basis of international comparison or, in justified cases, on the basis of national comparison. Verification is performed on the basis of comparisons with major foreign or domestic universities or research institutions.
- 3) Verification of the quality of creative activity at the university is usually performed based on the fields of study¹² in accordance with the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 244/2019 on the System of Fields of Study of the Slovak Republic, as amended. The rules for the evaluation of the outputs of creative activities at UPJŠ in Košice for fields of study and the fields of habilitation procedure and inauguration procedure assigned to these fields of study are regulated by the internal regulations of UPJŠ.^{13,14}
- 4) The minimum requirements for personnel responsible for the quality of creative activities are set out in particular:
 - a) criteria for obtaining the scientific-pedagogical titles of associate professor and professor,
 - b) rules for the submission of proposals for the award of scientific qualification degrees by the Attestation Committee,

⁹Principles of accreditation of lifelong learning courses

¹⁰Principles of Accreditation of Certified Interdisciplinary Courses

¹¹Rector's Decision No. 5/2025 Issuing Rules for the Evaluation of Outputs of Creative Activity at UPJŠ in Košice for Fields of Study and Fields of Habilitation and Inauguration Procedure Assigned to these Fields of Study

¹²Under Section 25(1) of the Quality Assurance Act

¹³Rector's Decision No. 5/2025 Issuing Rules for the Evaluation of Outputs of Creative Activity at UPJŠ in Košice for Fields of Study and Fields of Habilitation and Inauguration Procedure Assigned to These Fields of Study

¹⁴Annex No. 1, Rector's Decision No. 2/2021 determining the criteria for obtaining scientific and pedagogical titles and artistic-pedagogical titles of associate professor and professor at Pavol Jozef Šafárik University in Košice

- c) the principles of the selection procedure for the posts of university teachers, researchers, professors and associate professors and managers;
 - d) rules for the establishment of jobs of researchers – postdoctoral fellows at UPJŠ and its constituent parts.
- 5) The annual report on the quality of creative activity is prepared at the level of the university, faculties and other parts of the university once a year for the previous calendar year. In addition to the results in the given year, it also contains an analysis of the development of the main indicators, usually over the last 6 years. Annual Creative Activity Reports are approved by the relevant Scientific Boards.
 - 6) The annual report on the quality of creative activity, taking into account the specifics of individual faculties, university workplaces and fields of study, usually describes and evaluates:
 - a) mission, visions and goals regarding creative activity;
 - b) the organizational and personnel structure of research,
 - c) the sources and condition of research funding;
 - d) the results of the publication activity and its response,
 - e) international cooperation and awards received,
 - f) societal benefits, innovation and technology transfers;
 - g) the most significant results achieved;
 - h) involving students in research;
 - i) strengths, weaknesses, opportunities and risks (SWOT analysis);
 - j) measures taken to promote and develop creative activity.
 - 7) A comprehensive evaluation of creative activity usually takes place in connection with the preparation of an update of the Long-Term Plan for the Development of the University, an internal evaluation report on IQS or before an international verification of the quality of creative activity.
 - 8) The organizational parts of UPJŠ will provide materials for the evaluation of the creative activities of the PRSP, PRPS and persons responsible for the development and quality assurance of the habilitation procedure and inauguration procedure through the submitted outputs of creative activities (OCA).
 - 9) The organizational parts of UPJŠ will provide the materials used for the regular evaluation of the creative activities of each university teacher, doctoral student in full-time study and researcher through Scientific/Artistic-Pedagogical Characteristics (SAPC).
 - 10) The organizational units of UPJŠ will ensure that the documents under (8) and (9) of this article are updated in the University Information System, always at the beginning of the new academic year.

Article 12

Internal Quality Assurance of Support Activities

- 1) Verification of the quality of support activities means the evaluation of those activities that serve to secure the full provision of the main mission of the university in education, science, innovation, but also consulting, sports, art, or other activities.
- 2) The subject of the evaluation is in particular:
 - a) efficient and transparent use of financial resources;
 - b) human resources development tools;
 - c) the condition and development of scientific and educational infrastructure;
 - d) use of the University Information System,
 - e) library services and publishing activities,
 - f) services and consultancy regarding the transfer of research, development and intellectual property results into practice,

- g) career, psychological, social and legal counselling;
 - h) supporting applicants with special needs and supporting and caring for students with special needs;
 - i) accommodation and catering services;
 - j) professionalism of administrative and economic activities,
 - k) an environment for creative and leisure activities for students and staff,
 - l) measures for environmental protection, smart solutions, measures for the Green University.
- 3) The partial quality assurance of support activities is generally part of the Annual Activity Report, the Annual Quality Reports on Higher Education and the Annual Quality Report on Creative Activity.
 - 4) Comprehensive verification of the quality of support activities usually takes place in connection with the preparation of an update of the Long-Term Plan for the Development of the University and the internal evaluation report on the university.

Part III

Monitoring the quality of educational activities, creative activities and support activities of the university

Article 13

Status, Competence and Obligations of Persons Involved in Quality Assurance of programmes

- 1) The person responsible for the study programme (hereinafter referred to as "PRSP") and persons responsible for profile subjects (hereinafter "PRPS") who demonstrate sufficient results of creative activity in the relevant field of study and at the relevant level of education participate in ensuring the implementation of the study programme (act as guarantors).
- 2) A PRSP is a person with competences and responsibility for the implementation, development and quality assurance of a study programme, who works as a professor or associate professor in the relevant field of study for a set weekly working time and has demonstrated sufficient results of creative activity in the relevant field of study and at the relevant level of education.
- 3) A PRSP is appointed on the basis of their expertise by the dean of the relevant faculty, or by the rector if the programme is to be provided by the university.
- 4) The competencies, tasks and obligations of the PRSP are specified in Rector's Decision No. 6/2025, which issues rules for the staffing of programmes at Pavol Jozef Šafárik University in Košice.
- 5) Persons responsible for profile subjects and participating in the guarantee provision of the SP are, after consultation with the PRSP, appointed by the dean of the relevant faculty or by the deans of the relevant faculties if the programme will be provided by several faculties, or by the Rector if the programme is to be provided by the university.
- 6) A profile subject is a module of a study programme that fundamentally contributes to the achievement of the graduate's "profile", i.e. his/her knowledge, skills and competencies from the relevant study programme, whereby:
 - a) each study programme has a specifically defined group of profile subjects, which can only be compulsory modules and compulsory elective study modules;
 - b) profile subjects are normally provided by university teachers in the position of professor or associate professor who work at the university in the relevant field of study or related field for a fixed weekly working time; in the case of health professionals, the condition for fixed weekly working hours is applied analogously;

- c) if the teaching of a profile subject is provided by more than one university teacher, the content and conditions of completion are uniform;
 - d) in study programmes with a focus on vocational education, profile subjects are also provided by university teachers who are experienced experts from the relevant sector of economy or social practice, who work at the university on a fixed weekly or part-time basis.
- 7) Persons responsible for profile subjects who are members of the study programme board are appointed by the dean of the relevant faculty or deans of the relevant faculties if the programme will be provided at several faculties, or by the Rector if the programme will be provided by the university. PRPSs are responsible for the professional level of the modules, the quality of the content of their teaching, and also evaluation and development.
 - 8) The competencies, tasks and obligations of the PRPS are specified in Rector's Decision No. 6/2025, which issues rules for the staffing of programmes at Pavol Jozef Šafárik University in Košice.

Article 14 Study Programme Board and Monitoring of Study Programme Quality

- 1) Programmes at UPJŠ enable students to acquire academic knowledge, skills and competencies that affect their personal development and success in practice.
- 2) The quality of programmes at the Bachelor's, Master's, combined Bachelor's & Master's and doctoral levels is monitored and evaluated by the Study Programme Board (the "SPB"). The competencies and activities of the SPB are regulated by a separate internal regulation of UPJŠ.
- 3) The study programme board is appointed by the dean or rector if the programme is provided by the university after consultation with the PRSP.
- 4) The Study Programme Board is a body established at a faculty/university for the purpose of assuring the quality of educational activities at UPJŠ as an advisory body to the Dean/Rector, which in particular:
 - a) prepares a proposal for a new programme, monitors the programme, proposes modifications to the programme, proposes the cancellation of a programme,
 - b) ensures the fulfilment of the requirements for quality assurance of educational activities resulting from the legislation and internal regulations of UPJŠ when designing a new programme, monitoring and modification of the programme,
 - c) receives suggestions related to the implementation of the programme from the internal and external environment from all interested parties, evaluates them and takes measures to eliminate the identified deficiencies,
 - d) continuously evaluates the quality of educational activities within the programme and adopts measures to increase it,
 - e) discusses materials submitted to it, for example, by members of the Regional Council, students, teachers, or on issues on which it decides.
- 5) Composition of the Study Programme Board:
 - a) The chairperson of the SPB programme is the PRSP of the programme or the proposed new programme.
 - b) Members of the ROP are PRPSs of programmes or of the proposed new programme.
 - c) The Chairperson of the Study Programme Board in particular:
 - i. convenes and directs the meeting of the SPB,
 - ii. manages the activities of the SPB,
 - iii. represents the SPB in matters falling within its competence;
 - iv. from among the members of the SPB, appoints and appoints the Vice-Chairperson of the SPB,

- v. determines the scope of activities in which the Vice-Chairperson represents him/her.
 - e) The Vice-Chairperson of the SPB represents the Chairperson in full during his/her absence or on his/her authorization.
 - f) The number of members of the Study Programme Board is at least five.
 - g) At least three members of the Study Programme Board, including PRPS, are from the internal environment of UPJŠ from the ranks of the employees in the UPJŠ academic community (hereinafter referred to as “academic employees”), who are important experts and work in areas in which UPJŠ performs educational, research, developmental, artistic or other creative activities.
 - h) At least one member of the SPB is a UPJŠ student. If the SPB is created for several programmes at different levels of study, each of the levels of study is represented by a student of the same or higher level of study. As a rule, a student in the first year of study of a first-level or of a combined first and second level programme should not be a member of the SPB. If it is not possible to designate a student representative from the relevant programme, students of another programme in the relevant field of study may also be on the SPB. If it is not yet authorized to provide study programmes in the relevant field of study and level, students of a study programme from another field of study may also be on the SPB.
 - i) At least one member of the SPB is a representative of external stakeholders from the ranks of employers, industrial partners, graduates who are important experts from the external environment and who operate in areas in which UPJŠ performs educational, research, development, artistic or other creative activities.
 - j) Other members of the SPB may be creative employees of other universities and research institutions.
 - k) The term of office of SPB members at UPJŠ is four years and begins on the day of appointment as a member of the SPB. The termination of membership in the Study Programme Board is regulated in paragraph 7) of this Article.
 - l) Each member of the SPB may be a member of one SPB. The number referred to in this point does not include cases of concurrence, such as:
 - i. a follow-up programme of a higher level in the relevant field of study provided at the same faculty, or a lower-level programme in the relevant field of study provided at the same faculty,
 - ii. a programme of the same level that has the same follow-up programme of a higher level in the relevant field of study provided at the same faculty,
 - iii. another form or language version of an identical programme,
 - iv. a part of a joint programme based on the content of the relevant field of study,
 - v. a part of a study programme in a combination of two fields of study based on the content of the relevant programme and provided at the same faculty or another faculty,
 - vi. a conversion programme based on the content of the programme at the relevant programme and level,
 - vii. a part of a first-level programme provided as interdisciplinary studies based on the content of the relevant field of study.
- 6) Candidates for members of the SPB and nomination for members of the SPB:
- a) A candidate for membership of the SPB, from the ranks of academic employees or employers, can only be a person who is a recognized professional and moral authority.
 - b) Students of the first, second, combined first and second levels of study and the third level of study may be proposed as candidates for members of the SPB, taking into account, for example, their social engagement, their results achieved in scientific or artistic activities. A nomination for membership of the SPB from among students can be submitted by a member of the academic community, then the dean/rector appoints the student as a member of the SPB of the faculty/university after discussing and approving the proposals in the student part of the academic senate of the

- faculty/university.
- c) A proposal for a candidate for membership of the SPB from the ranks of academic staff may be submitted by a member of the academic community of the faculty or university.
 - d) A proposal for a candidate for membership of the SPB from an external environment may be submitted by a member of the academic community of the faculty or an external collaborator.
 - e) Each member of the SPB is obliged to proceed objectively and impartially in his/her activities and is obliged to treat the information he/she has learned about in connection with his/her work in the SPB as confidential and to maintain the confidentiality of these facts even after the termination of his/her work in the SPB. These obligations also apply to other persons who participate in the SPB meetings.
 - f) A student member of the SPB who is a student of the first, second or combined first and second level of study and submits an application for a higher level of study may apply in writing to the President of the SPB for the suspension of membership in the SPB before the regular completion of the first or second level of study. Membership is suspended from the day following the day of the regular completion of the first or second level of study, but for a maximum of 4 months. Membership will be renewed on the day when a member of the SPB with suspended membership enrolls in a higher level of study and becomes a UPJŠ student again. For the period of suspended membership, this member of the SPB is considered absent from the meeting of the SPB. If a member with suspended membership does not enrol in higher-level study, his/her membership in the SPB is considered terminated on the day of completion of the first or second level study under paragraph 7) of this Article.
- 7) Termination of membership in the Study Programme Board:
- a) Membership in the SPB terminates:
 - i. at the end of the member's term of office,
 - ii. upon termination or interruption of the student's studies,
 - iii. upon termination of the employment of the academic employee,
 - iv. upon resignation of membership,
 - v. upon dismissal by the Dean,
 - vi. upon the death of the member.
 - b) The date of termination of membership in the SPB is the day on which any of the facts listed in point 7 (a) of this Article occur.
 - c) The day of termination of membership in the SPB under point 7(a)(iv) of this Article is the date on which the written resignation of membership was delivered to the Chairperson.
 - d) The date of termination of membership in the SPB under point 7(a)(v) of this Article is the day on which the Dean dismisses the member of the SPB.
 - e) The reason for the dismissal of a member of the SPB may be their passivity, which is considered to be unjustified non-participation in a meeting of the SPB.
 - f) If the membership of a member of the SPB terminates before the end of the term of office for reasons specified in point 7(a)(ii-vi) of this Article, the Dean appoints a new member of the SPB to fill the vacant position, whose term of office is in accordance with the decision.
 - g) The Chairperson of the Study Programme Board is subject to point 7(a) of this Article analogously.
 - h) The Chairperson of the SPB cannot resign from the position of Chairperson as long as he/she is a PRSP.
 - i) The Chairperson of the SPB cannot be removed from the position of the Chairperson by the Dean as long as he/she is a PRSP.
 - j) In the event of a change in the PRSP, the Dean will appoint a new PRSP as the Chairperson of the SPB. The day of the termination of the office of the original Chairperson of the SPB is the day when the IQVB at UPJŠ approved the change of

the PRSP by resolution. The day of the commencement of the function of the new chairperson of the SPB is the day following the day when the IQVB approved the change of the PRSP by resolution. The original PRSP becomes a member of the PRSP and their membership in the PRSP ceases to exist in accordance with point 7a) of this Article.

- 8) The quality of programmes at the doctoral level of study is also supported by a professional committee (PC), which is appointed by the Rector after approval by the Scientific Board of UPJŠ in Košice, or by the Dean after approval by the Scientific Board of the faculty, if the programme is provided at the faculty or in an external educational institution with which the university has concluded an agreement. The competence and personnel composition of the professional committee are regulated by the internal regulations of UPJŠ.¹⁵
- 9) The quality of educational activities at the bachelor's, master's, combined bachelor's & master's and doctoral levels is monitored mainly through:
 - a) questionnaires on student and graduate satisfaction with educational and related support activities;
 - b) observations of teaching,
 - c) monitored indicators of the internal quality system at UPJŠ and analytical data on the graduates working in practice,
 - d) additional information obtained through the process of monitoring the quality of educational activities.
- 10) The SPB examines the results of the monitoring process at least once a year. Minutes of the meeting are drawn up. In the event that the monitoring process results in findings that require the modification of study programmes, improvement relating to the staff of the educational process, innovation of the educational infrastructure or change in the organization of teaching, the relevant findings and proposals for removal of problems are recorded in the minutes. The minutes of the meeting are archived in the UPJŠ UIS and are available to all interested parties.

Article 15

Quality Assurance of Habilitation and Inauguration Procedures and the Board of the Field of Habilitation and Inauguration Procedures

- 1) The habilitation procedure and inauguration procedure (hereinafter "H&IP") is a process in which the university decides on awarding the scientific-pedagogical titles of associate professor and professor to applicants who meet the criteria for obtaining the scientific-pedagogical titles and artistic-pedagogical titles of associate professor and professor at UPJŠ in Košice.
- 2) UPJŠ performs long-term and continuous creative activities regarding habilitation and inauguration proceedings, the intensity and scope of which correspond to the nature of these procedures and the results of which reach a significant international level in the case of habilitation proceedings and a top international level in the case of inaugural proceedings.¹⁶
- 3) Responsibility for the implementation, development and quality assurance of the field of the habilitation procedure at UPJŠ lies with a group of five or three persons (in the case of regulated professions¹⁷) who work scientifically or artistically for a set weekly working time

¹⁵Study Regulations of Doctoral Studies of UPJŠ in Košice, Rules for Staffing of Doctoral Studies at Pavol Jozef Šafárik University in Košice

¹⁶Standards for Habilitation Procedures and Procedures for the Appointment of Professors, Article 5, as amended

¹⁷In the case of the field of the H&IP, the content of which is related to the preparation of experts for some of the regulated professions with coordination of education listed in Annex No. 2 of the Decree

at UPJŠ in the field of the H&IP or in a related field and are responsible for the development and quality assurance of the field of the H&IP (guarantors). Of these persons, at least one is in the position of professor and other persons are at least in the position of associate professor.

- 4) The requirements for the level of outputs of creative activities (hereinafter referred to as "OCA") of persons participating as guarantors of the habilitation procedure are specified in Rector's Decision No. 8/2025, Article 6.¹⁸.
- 5) Responsibility for the implementation, development and quality assurance of the field of inaugural proceedings at UPJŠ lies with a group of five or three persons (in the case of regulated professions⁷) who work scientifically or artistically for a set weekly working time at UPJŠ regarding H&IP or in a related field and are responsible for the development and quality assurance of the field of H&IP (guarantee provision). Of these persons, at least two or one (in the case of regulated professions⁷) hold the position of professor and other persons are at least in the position of associate professor.
- 6) The requirements for the level of OCA of persons participating in the guarantee provision of the inauguration procedure are specified in the Rector's Decision No. 8/2025, Article 6.¹⁹.
- 7) Each of the persons participating as guarantors may be responsible for the development and quality assurance of no more than one field of H&IP at UPJŠ and at the same time may not be responsible for the development and quality assurance of another field of H&IP at another university.
- 8) The development, assurance and quality monitoring of the field of Habilitation and Inauguration Proceedings is ensured by the Council of the Field of Habilitation and Inaugural Procedure (hereinafter referred to as the "CFHIP").
- 9) The CFHIP consists of a group of at least five persons (three persons in the case of regulated professions) who work at UPJŠ for a set weekly working time and usually participate in the guarantee provision of the field of habilitation procedure and inauguration proceedings. These persons are scientifically or artistically active at UPJŠ in the field of habilitation and inauguration proceedings or in a related field.
- 10) CFHIP members and persons responsible for the development and quality assurance of the field of habilitation procedure and inauguration procedure are approved by the scientific board of the faculty where the habilitation and inauguration procedure is provided in the relevant field of H&IP. The CFHIP is headed by a chairperson who is appointed by the dean from among the professors on the CFHIP.
- 11) Other requirements at the university within the process of habilitation and inauguration proceedings are regulated by the Rector's Decision No. 8/2025, which issues rules for the creation and evaluation of documents for obtaining the rights to habilitation and inauguration procedures of UPJŠ in Košice.

Article 16

Monitoring the quality of lifelong learning programmes

of the Ministry of Education, Youth and Sports of the Slovak Republic No. 16/2016, as amended, and is based on the fields designated as regulated professions under Government Regulation No. 296/2010, as amended, three persons are sufficient to meet this requirement

¹⁸Rector's Decision No. 8/2025 Issuing Rules for the Creation and Evaluation of Documents for Obtaining the Rights to Habilitation and Inauguration Procedures of Pavol Jozef Šafárik University in Košice

¹⁹Rector's Decision No. 8/2025 Issuing Rules for the Creation and Evaluation of Documents for Obtaining the Rights to Habilitation and Inauguration Procedures of Pavol Jozef Šafárik University in Košice

1. The quality of lifelong learning programmes is monitored through a questionnaire on the satisfaction of graduates of individual courses. The questionnaire is aimed at obtaining the opinions of course graduates on the organizational provision, content and results of the course implementation.
2. In the case of certified education within national or international schemes (e.g. International Certification of Digital Literacy – ICDL), the rules applicable to the scheme take precedence over the internal rules of UPJŠ.
3. The questionnaire is usually completed after the end of the course.
4. In the case of education coordinated by the Centre for Lifelong Learning and Support of Projects (CLLSP), the questionnaire is administered by CLLSP. In the case of education at a faculty or other part of a university, the questionnaire survey is administered by the relevant part of the university or by agreement of CLLSP.
5. The results of the questionnaire survey are discussed with the guarantor of the course and, if applicable, the workplace that implements the course. Where appropriate, course participants are informed of the conclusions of the discussion in an appropriate manner.
6. The results from the questionnaires are summarised and analysed in the annual report on the quality of lifelong learning.

Article 17 **Monitoring the Quality of Creative Activity**

1. The quality of creative activity is monitored at the levels of:
 - a) the university and its parts,
 - b) fields of study,
 - c) the individual level.
2. At the level of the university and its constituent parts, monitoring is performed primarily in the context of the preparation of annual reports on the quality of creative activity.
3. At the level of fields of study, monitoring is performed by the IQVB as part of the evaluation of study programmes and the periodic evaluation of habilitation procedures and inauguration procedures.
4. Monitoring at the individual level takes place in particular:
 - a) as part of the processes for filling working positions,
 - b) as part of the processes for qualification procedures;
 - c) as part of periodic employee evaluations at the university and its parts.

Article 18 **Monitoring the Quality of Support Activities**

1. The quality of support activities is monitored primarily through the UPJŠ Employee Satisfaction Questionnaire.
2. To monitor the quality of the activities of individual departments and individual employees, the university or its parts may also use tools for immediate or continuous verification of the quality of the services provided.
3. The results obtained by monitoring are the subject of discussion between the relevant committees of the Rector of UPJŠ, the Questor of UPJŠ, the deans and secretaries of the faculties of UPJŠ.

Article 19 **Transitional and Final Provisions**

1. This decision was approved by the Academic Senate of UPJŠ in Košice on 27.02.2025.

2. After the entry into force of this decision, the term of office of the current members of the SPBs will expire on 31.8.2025 and from 1.9.2025 new SPBs will be appointed in accordance with this decision.
3. Upon the entry into force of this Decision, Rector's Decision No. 8/2021, No. REK000420/2021-UPA/797 of 22.03.2021, as amended by Addendum No. 1 and No. 2, is cancelled.
4. This Decision becomes valid and effective on the day of its signature by the Rector of UPJŠ.

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Prof. MUDr. Jana Kaľuchová, PhD., MBA
Chairperson of the Academic Senate of UPJŠ in Košice

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Prof. MUDr. Daniel Pella, PhD.
Rector of UPJŠ in Košice