



Guarantor: Rector's department

Košice 22th March 2021

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Rector's decision no. 8/2021 issuing the Rules of the Internal Quality Assurance and Verification System of education, scientific, research, development, artistic or other creative and supportive 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 (hereinafter referred to as the "IQS Rules") were issued in accordance with Art. § 15 par. 1 letter b) of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts as Amended (hereinafter referred to as the "Higher Education Act" or "ZVŠ") and Art. 18 par. 1 letter b) the Statute of Pavol Jozef Šafárik University in Košice (hereinafter "UPJŠ Statute") are an internal regulation of Pavol Jozef Šafárik University in Košice (hereinafter "university" or "UPJŠ") regulating the internal system of ensuring and verifying the quality of education, research quality, development, artistic or other creative activities (hereinafter referred to as "creative activities") and support activities at the Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "Internal quality system" or "IQS").

Part I Introductory provisions

Art. 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 system in the field of education is based on the Standards and Guidelines for Quality Assurance in the European Higher Education Area (Standards and Guidelines for Quality Assurance in the European Higher Education Area), known as ESG 2015 (European Standards and Guidelines) and standards set by the Slovak Accreditation Agency for Higher Education (hereinafter "[SAAVŠ](#)").
- 3) The Internal quality system of creative and supporting activities (hereinafter "quality system") is based mainly on the provisions of Art. Act no. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts as Amended (hereinafter referred to as the "Quality Assurance Act" or the "ZVSK").
- 4) In addition to the internal verification of the quality of education, scientific, research, development, artistic or other creative and supportive activities at UPJŠ (hereinafter "quality"), it is subject to SAAVŠ evaluation and other relevant evaluations in the European Higher Education Area (EHEA) and the European European Research Area (ERA), as recommended by the Agency for Evaluation and Accreditation of Higher Education (ENQA).

- 5) The internal quality system at UPJŠ is regulated by several separate internal regulations.

Art. 2 Quality assurance and verification

- 1) UPJŠ considers quality assurance and verification to be a priority, which is reflected in all strategic documents of the university.
- 2) 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 permanent improvement of educational, creative and supporting activities at the university,
 - b) education of students and their preparation for the future profession and employment in the international labor market,
 - c) creating an atmosphere of mutual trust, an inspiring and motivating environment for education, science, research and innovation,
 - d) transparent, responsible 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.
- 3) Quality verification is an assessment of whether and to what extent the university fulfills its mission, strategic goals, adheres to internal and external standards for individual activities and monitoring progress in fulfilling individual indicators.
- 4) In quality assurance and verification, the university cooperates with SAAVŠ, other universities, the Slovak Academy of Sciences, and professional organizations, state and public administration bodies.
- 5) Quality assurance and verification is usually carried out in a structured manner in accordance with the main directions of creative activity and education at the university.
- 6) Quality verification takes place at all levels of the university and the whole process is coordinated by the Council for Internal Quality Verification (hereinafter "RVK") in accordance with the Statute of UPJŠ, these rules, the Statute of RVK and the Rules of Procedure of RVK.
- 7) The evaluation of creative activity is provided by a specially created working group RVK for the evaluation of creative activity (hereinafter "PSTČ"). PSTČ is governed by the Rules of Procedure of RVK and the Principles for verifying the quality of creative activity at UPJŠ.

Art. 3 Principles of quality assurance and verification

- 1) Quality assurance and verification is based on academic values and customs at the university, respects the peculiarities of the environment of individual faculties and parts of the university, the specifics of individual scientific disciplines and study programmes.
- 2) Internal and external quality verification is carried out 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. Feedback from employees, students, graduates and other relevant persons or institutions is an integral part of the assessed data.
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- 6) The result of the verification is always recommendations for further development of the assessed component and the evaluated type of university activity. If remedial action is imposed as part of the verification, a deadline must also be set for their application and reassessment of the activities in question.

Art. 4 Information sources

- 1) Quality verification is based mainly on the evaluation of the fulfillment of strategic goals or short-term tasks that the university and its components have accepted in the basic documents and the evaluation of its own or external analyzes. The basis for the evaluation are in particular the following documents:
 - a) long-term strategies for the development of the university and faculties, other strategic documents, annual reports of the university, faculties and university workplaces,
 - b) evaluation reports prepared by RVK a PSTČ,
 - c) expert opinions,
 - d) records of structured interviews,
 - e) opinion polls and surveys,
 - f) scientometrické analýzy. 2) Základným interným zdrojom informácií je University information system (ďalej „UIS UPJŠ“), which consists mainly of:
 - a) Academic information system AiS2,
 - b) Financial information system FIS SOFIA,
 - c) Library Information System KIS ALEPH,
 - d) e-learning system LMS UPJŠ,
 - e) identity management system AIO,
 - f) university instance Office 365,
 - g) Document repository UPJŠ
 - h) Project registration system.

The complete composition of the University Information System is documented in the UIS Scheme UPJŠ (Annex A of this decision).

- 3) AiS2 is a comprehensive information system for study management at all three levels of education, which is integrated with other components of the departmental information system and other relevant systems. The development and development of AiS2 is provided by UPJŠ in accordance with the decisions of the Steering and Implementation Board of the consortium of universities using AiS2. The AiS2 subsystems and their main functions are documented in the AiS2 Scheme (Annex B to this Decision).
- 4) The use of AiS2 at UPJŠ and the collection of suggestions for the development of AiS2 is coordinated by the Vice-Rector for Informatization and Quality Management. The deans of the faculties and the director of the Institute of Physical Education and Sport of UPJŠ are responsible for setting the optional parameters of AiS2 in accordance with internal regulations. The operation of AiS2 at UPJŠ is guaranteed by ClaKT UPJŠ. AiS2 parameterization and user support are provided by the central administrator and local AiS2 administrators.

- 5) KIS ALEPH is a comprehensive information system that supports the effective management of library processes in the conditions of UPJŠ. ALEPH subsystems and their main functions are documented in the KIS ALEPH Scheme (Annex C to this Decision).
- 6) The director of the University Library of UPJŠ is responsible for the parameterization of KIS ALEPH in accordance with internal and external regulations. The operation of KIS ALEPH is provided by the system librarian and system administrator of University Library of UPJŠ.
- 7) The evaluation of all quality components is performed in accordance with the methodological materials approved by the RVK and which specify the requirements and procedures for the evaluation process.

Art. 5 Long-term strategy, annual and evaluation reports of the university as starting points for IQS

1. The following strategic and evaluation documents of the university are usually part of the set of documentation for IQS:
 - a) long-term strategies for the development of universities and faculties and their regular concretisation for shorter periods of time,
 - b) annual reports on the quality of higher education in 1st, 2nd and combined 1st and 2nd level of education,
 - c) annual reports on the quality of higher education at 3rd level,
 - d) annual reports on the quality of lifelong learning,
 - e) annual reports on the quality of creative activity,
 - f) annual reports on development,
 - g) annual reports on international relations,
 - h) annual management reports,
 - i) annual activity reports,
 - j) annual reports on public relations activities,
 - k) annual reports on the implementation of the internal quality system,
 - l) annual reports on the quality of creative activity,
 - m) evaluation reports on the quality of higher education.
2. The requirements and methodology of elaboration of individual reports are determined by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter "MESRS SR"), SAAVŠ, Rector of UPJŠ (hereinafter "Rector") and RVK.
3. University prepares reports referred to in para. 1 letter b) -j) of this article on an annual basis.
4. Faculties prepare reports referred to in para. 1 letter b), c), e), g) - i) of this article on an annual basis.
5. A part of the documentation for IQS is also a regular deduction of the fulfillment of the long-term strategy, which is usually realized once every 4 years. The evaluation report on the implementation of the internal quality system at UPJŠ in Košice is submitted by the Rector for discussion to the Academic Senate of UPJŠ in Košice and the Administrative Board of UPJŠ in Košice together with proposals for measures to address the findings contained in the evaluation report.
6. The evaluation report on the implementation of the internal quality system at UPJŠ in Košice is prepared by the RVK on the basis of evaluations carried out at the university in the period since the last comprehensive internal quality verification, but not more than in the last 4 years.

7. The evaluation report on the implementation of the internal quality system at UPJŠ in Košice contains in particular:
 - a) summary of the implemented partial evaluations,
 - b) main results of implemented evaluations,
 - c) evaluation of the university's strengths and weaknesses, opportunities and threats,
 - d) preventive and corrective measures taken and evaluation of their impact,
 - e) recommendations for further development of the university and internal quality assurance and verification system.

Art. 6 External quality verification of educational and creative activity

1. University uses the recommendations of the International Advisory Board of UPJŠ for continuous external quality verification of education and creative activity.
2. The university undergoes processes of external quality verification of education and creative activity in accordance with the rules and requirements of SAAVŠ.
3. Univerzita využíva na permanentné zvyšovanie kvality vzdelávania a tvorivej činnosti najmä: To permanently increase the quality of education and creative activity, the university uses in particular:
 - a) results of evaluation of international ranking agencies,
 - b) ratings by agencies according to the recommendations of ENQA and SAAVŠ,
 - c) evaluation by the International Advisory Board of the University,
 - d) appropriate, other panel evaluations by international experts, as a general rule when assessing the results of creative activity.

Art. 7 Publishing information on IQS

- 1) The University publishes information on IQS on the University's website in a section accessible to the public.
- 2) The University makes available to the public mainly:
 - a) long-term strategy for the university development,
 - b) annual reports,
 - c) evaluation reports,
 - d) results of surveys on the evaluation of study programs
 - e) accreditation rules of UPJŠ,
 - f) standards required for the university study programmes,
 - g) indicators of the quality of education, creative activity and support activities.
- 3) For those interested in studying, students, graduates and the general public, UPJŠ provides the following information and services in particular:
 - a) rules and schedule of the admission procedure,
 - b) statistics on the admission procedure in the previous academic year,
 - c) tariff of tuition and fees associated with the study,
 - d) academic year schedule,
 - e) Study regulations of the Pavol Jozef Šafárik University in Košice for the 1st, 2nd and combined 1st and 2nd degree of study (hereinafter "UPJŠ Study Regulations"), Study regulations for PhD studies at the Pavol Jozef Šafárik University in Košice (hereinafter "Study Regulations for PhD studies at UPJŠ"),

including related internal regulations of faculties and other parts of the university,

- f) scholarship regulations,
- g) principles of support for students with special needs,
- h) forms of counselling for students,
- i) career counselling and an overview of the employment of graduates,
- j) an overview of the estimated costs of study,
- k) opportunities for support for talented students and social support for students,
- l) an overview of the availability of accommodation and food services,
- m) opportunities for sports and cultural activities.

Art. 8 Position of self-governing and advisory bodies of the university and faculties of UPJŠ in IQS

- 1) The competence, 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 Statute of UPJŠ and other internal regulations of UPJŠ. 2) Monitoring and internal quality verification at UPJŠ is provided by RVK.
- 3) International Advisory Board deals with the assessment of the quality of educational, creative and support activities in an international context, which makes recommendations for RVK and PSTČ.
- 4) Rector entrusts university staff, usually vice-rectors, deans and other senior faculty staff, with tasks aimed at coordinating activities to ensure the quality of educational, creative and support activities.
- 5) Dean entrusts faculty staff, usually vice-deans and other senior faculty staff, with tasks aimed at coordinating quality assurance activities for educational, creative and support activities at the faculty.
- 6) Directors of university workplaces proceed similarly on the basis of the instructions of the Rector and RVK.
- 7) Faculties and other parts of the university may supplement these rules for assurance and internal quality assurance in accordance with their specifics by internal regulations.

Part II.

Quality assurance and verification system of university activities

Art. 9 Internal quality verification of educational activity

- 1) The minimum requirements for the quality of educational activity determine in particular:
 - a) Higher Education Act,
 - b) Quality Assurance Act,
 - c) standards defined by SAAVŠ,
 - d) Accreditation regulations of UPJŠ,
 - e) Standards for UPJŠ study programmes,
 - f) Principles for the admission procedure at UPJŠ and its parts,
 - g) Study regulations of UPJŠ and study regulations of faculties,
 - h) Study regulations for PhD studies at UPJŠ and related internal regulations of the faculties of other parts of the university

- i) Principles of the selection procedure for filling the positions of university teachers, the positions of researchers, the positions of professors and associate professors and the positions of senior staff,
 - j) Criteria for obtaining scientific and pedagogical titles of associate professor and professor,
 - k) Criteria for filling the positions of professors and associate professors,
 - l) Structure of functional positions of UPJŠ scientific research employees and criteria for their filling.
- 2) Quality verification of educational activities and its development at the university is ensured mainly through:
- a) evaluation of study programmes for the process of their accreditation, and amendments by RVK
 - b) analysis of annual reports on the quality of education at universities and faculties, which are based on quantitative and qualitative information recorded in the Academic Information System,
 - c) feedback from university students and graduates regarding the quality and organization of education, the quality of educational infrastructure and support activities,
 - d) the course of the admission procedure, in particular with regard to the equality of conditions and transparency of the procedure,
 - e) monitoring the course of final state examinations,
 - f) evaluation of graduate's employment,
 - g) evaluation of the level of extracurricular activities of students (student scientific professional activity - ŠVOČ, pedagogical and scientific auxiliary forces, publication outputs, innovative projects).
- 3) The basis for the accreditation of the study programme is the evaluation report of the study program (hereinafter "HSŠP"). The HSŠP usually includes:
- a) evaluation of the fulfillment of the university standards for the study programme,
 - b) evaluation of the attractiveness of the study programme, profile of the graduate and application in practice, if the opinion of the representatives of professional institutions is also relevant,
 - c) evaluation of the national and international significance of the study programme,
 - d) zhodnotenie personálneho zabezpečenia, informačného zabezpečenia a kvality vzdelávacej infraštruktúry, evaluation of staffing, information provision and quality of educational infrastructure,
 - e) evaluation of the connection between creative and educational activities in the study programme,
 - f) statements of students on the profile of the graduate and the composition of study subjects,
 - g) evaluation of the potential of the study programme for the use of students' creative activity, potential for cooperation with practice, etc.,
 - h) determination of the conditions of the admission procedure, conditions for successful completion of the study,
 - i) evaluation of the intensity of the study and students' preconditions for completing individual units, especially on the basis of statistical data from previous periods

- j) evaluation of management processes in the implementation of the study programme,
 - k) elaboration of SWOT analysis of the study programme development.
- 4) The elaboration of the HSŠP is guaranteed by the person responsible for the study program (hereinafter "OZŠP"). At the request of the PWD, the workplaces of the university or faculty will provide the necessary cooperation in obtaining and processing the necessary information.
 - 5) The evaluation of the preparedness and quality of the study programme is ensured by the RVK in accordance with the Accreditation regulations of UPJŠ, the RVK Statute and the RVK Rules of Procedure.
 - 6) The HSŠP is discussed at a meeting of the RVK working group with the participation of OZŠP. The dean of the faculty or the director of the relevant university department, or a representative authorized by them, also has the right to participate in the meeting. The meeting may also be attended by a representative of the relevant academic senate and student representatives.
 - 7) The requirements for the evaluation of educational activities by students and graduates are set out in the Rules for Obtaining Feedback from Students, Graduates and Employees.
 - 8) Rules for the elaboration and assessment of final theses are set out in Directive no. 1/2011 on the basic requisites of final theses, rigorous theses and habilitation theses, their publication and availability for the period of their preservation and control of originality valid for Pavol Jozef Šafárik University in Košice and its parts as amended.

Art. 10 Internal quality verification of lifelong learning programmes

- 1) Quality verification of lifelong learning programs consists mainly of:
 - a) evaluation of the structure of the provided programmes in relation to the provided higher education and social requirements,
 - b) evaluation of economic profitability,
 - c) evaluation of feedback from participants in education,
 - d) evaluation of the significance of the programs 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 Principles of Accreditation of Lifelong Learning Courses and Certified Interdisciplinary Courses.

Art. 11 Internal quality verification of creative activity

- 1) The minimum requirements for staffing the quality of creative activity are set out in particular:
 - a) Criteria for obtaining scientific and pedagogical degrees of associate professor and professor,
 - b) Rules for the submission of proposals for the award of scientific qualifications by Attestation Commission,
 - c) Principles of the selection procedure for filling the positions of university teachers, the positions of researchers, the positions of professors and associate professors and the positions of senior staff,
 - d) Rules for the establishment of Postdoctoral Researcher positions at UPJŠ and its parts.

- 2) Quality verification of creative activity at the university is generally carried out according to the fields of study in accordance with the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 244/2019 Coll. on the System of Fields of Study of the Slovak Republic.
- 3) Quality verification of creative activity at the university is mainly based on:
 - a) annual reports on the quality of creative activity at the university and its parts,
 - b) scientometric analysis of the results,
 - c) expert assessment of the results by independent, internationally accepted and recognized experts,
 - d) main indicators of the quality of creative activity.
- 4) Quality verification of creative activity respects the different publication and citation specifics of individual fields of study and is usually carried out on the basis of international comparison or, in justified cases, on the basis of national comparison. The verification is carried out on the basis of a comparison with significant international or national universities or research institutions.
- 5) The annual report on the quality of creative activity, taking into account the specificities of individual faculties, university departments and fields of study, usually describes and evaluates:
 - a) mission, vision and goals in the field of creative activity,
 - b) strengths and weaknesses, opportunities and risks,
 - c) strategic management of the development of creative activity,
 - d) staffing and qualification growth,
 - e) condition and sustainability of scientific research infrastructure,
 - f) connection of educational and scientific-research activity,
 - g) solved university, national and international scientific projects,
 - h) national and international cooperation in the field of creative activity
 - i) most significant results achieved,
 - j) social benefits of creative activity,
 - k) measures taken to support and develop creative activity
 - l) method and results of internal quality verification of creative activity,
 - m) student scientific activity with a focus primarily on students of PhD study programmes.
- 6) The annual report on the quality of creative activity is prepared once a year at the level of the university, faculties and TIP UPJŠ. Annual creative activity reports are approved by the relevant scientific boards.
- 7) The evaluation report on the quality of creative activity is prepared by faculties and university workplaces usually every five years. The structure of the report and the methodology of its elaboration is defined by the Principles for Verifying the Quality of Creative Activity at UPJŠ.
- 8) Annual and comprehensive quality verification of the university's creative activity is carried out in connection with groups of study fields and implemented study programmes. The evaluation may take into account the assignment of study fields to faculties and university workplaces.
- 9) Bibliometric analysis is used to evaluate the results of creative activity only if the set of results registered in international databases, which serve as support for it, does not represent only a very small part of the results of the relevant field of study.
- 10) If bibliometric analysis does not provide sufficient data, expert judgment is required by independent, internationally accepted and recognized experts..

- 11) The evaluation report on the quality of creative activity at UPJŠ is discussed by the Academic Senate of UPJŠ and the Scientific Board of UPJŠ.
- 12) Rector forwards reports on the annual and comprehensive quality verification of creative activity to the RVK.
- 13) The evaluation report on the quality of creative activity serves mainly for:
 - a) updating the Long-term strategy for the development of the university and the conceptual development of creative activity,
 - b) preparation of programmes to support scientific research activities in the field of science and research, which are implemented at the university, such as e.g. Internal scientific grant system, postdoctoral researcher programme, students internship etc.,
 - c) creation of tools to support excellence in science and research,
 - d) identification and support of new scientific research directions within the university,
 - e) creation of tools to support the internationalization of science and research,
 - f) planning the development of excellent scientific research infrastructure.
- 14) A comprehensive evaluation of creative activity usually takes place in connection with the preparation of an update of the Long-term Strategy for the Development of the University, before the evaluation of IQS by SAAVŠ or before the international quality verification of creative activity.
- 15) Proposals for strategic goals and tools to support science and research, as part of the University's Long-Term Strategy, are submitted to the International Advisory Board, University Board of Trustees, the University Scientific Council and the University Academic Senate for consideration and approval. The tools are usually implemented by the Rector's decisions and also contain measurable indicators, on the basis of which it is possible to evaluate their effectiveness.

Art. 12 Internal quality verification of support activities

- 1) Quality verification of support activities means the evaluation of those activities that serve to fully ensure the main mission of the university in education, science, innovation, but also counselling, sports, art, or other interest activity. 2) The subject of the evaluation is in particular:
 - a) efficient and transparent use of financial resources,
 - b) human resources development tools,
 - c) status and development of scientific and educational infrastructure,
 - d) use of AiS2 information system for study management,
 - e) intention in the field of university informatization,
 - f) library services, publishing and editorial services,
 - g) transfer services and consultancy,
 - h) career, psychological and legal counselling,
 - i) support for applicants for studies with special needs and support and care for students with special needs,
 - j) accomodation and food services
 - k) professionalism of administrative and economic activities,
 - l) environment for creative and leisure activities of students and staff,
 - m) measures for environmental protection, smart solutions, measures for the Green University.

- 3) Comprehensive quality verification of support activity usually takes place in connection with the preparation of an update of the Long-term Strategy for the development of the university, resp. before the evaluation of IQS by SAAVŠ.
- 4) Partial verification of the quality of support activities is usually part of the Evaluation Report on Education and is carried out either at the level of the university workplaces that provide the activities or, in the case of cross-cutting activities, at the level of the departments of the relevant vice-rectors.
- 5) Each year, faculties and university workplaces submit an analytical report on the level of activities to the Rector, especially in the areas of main activity. Faculties submit this report to the Rector in the form of the Annual Report on the Status of the Faculty for the previous calendar year. University workplaces submit a report in a structure according to the rector's requirements.
- 6) Evaluation of feedback must be a part of the evaluation reports according to par. 5 of this article.
- 7) These evaluation reports are usually discussed at meetings of the Extended Rector's Board and, in the case of the Rector's decision, also at the UPJŠ Academic Senate in Košice and at the UPJŠ Scientific Council in Košice.

Part III Monitoring the quality of educational activity, creative activity and support activities of the university

Art. 13 Monitoring the quality of study programmes

1. Study programmes at UPJŠ provide students with academic knowledge and skills that affect their personal development and application in practice.
2. The quality of study programmes at the bachelor's, master's and combined bachelor's and master's level is ensured and verified by the Study Programme Council
3. Council of the study programme is appointed by the rector or the dean if the study program is carried out at the faculty.
4. The Study Programme Council consists of:
 - a) at least 5 members for a single-subject study programme (including joint study programmes),
 - b) at least 6 members for the interdisciplinary study programme and the combined translation study programme,
 - c) at least 7 members for combined teaching programmes.
5. The Members of Study Programme Council are:
 - a) OZŠP in the case of a single-subject study programme resp. all OZŠP in interdisciplinary and combined study programmes,
 - b) at least two other teachers providing profile subjects (hereinafter "ÚZP"), while in interdisciplinary and combined programmes all interested departments must be proportionally represented,
 - c) at least one student representative,
 - d) a significant expert working in the field of the same or a related focus of the study programme, with all departments concerned being proportionally represented in interdisciplinary and combined programmes.
6. Chairman of the Board is OZŠP.
7. The quality of study programs at the doctoral level is ensured by the Subject-area Board.

8. The Subject-area Board is appointed by the Rector after approval in the Scientific Board of UPJŠ in Košice or the Dean after approval in the Scientific Board of the faculty, if the study programme is carried out at the faculty or in an external educational institution with which the university has an agreement.
9. Subject-area Board consists of a chairman and at least four other members. At least one of the members of the commission must have the scientific-pedagogical title of professor or the scientific title of doctor of sciences, or must be a researcher with a recognized scientific qualification level I. Other members may be associate professors and researchers with an academic degree PhD. (or an older equivalent - CSc., Dr.) who has been awarded a scientific qualification level IIa, or even qualified experts.
10. The competence of the Subject-area Board is regulated by the Study Regulations of PhD Studies at UPJŠ. If it is expedient from the point of view of ensuring expertise and greater efficiency, Councils of study programmes may also be created within one study department of PhD studies, which perform activities aimed at ensuring and verifying the quality of the 3rd degree study programme.
11. The quality of educational activities at the bachelor's, master's, combined bachelor's and master's degree and PhD level of study is monitored mainly through:
 - a) questionnaire surveys on student satisfaction with educational and related support activities,
 - b) classroom observation,
 - c) analytical data on the graduate employment,
 - d) other information obtained within the process of monitoring the quality of educational activities, which is regulated in the Rules for monitoring the quality of educational activities at bachelor's, master's, combined bachelor's and master's degree and PhD.
12. The Study Programme Council and the Subject-area Board deal with the results of the monitoring process at least once a year. Minutes shall be taken of the meeting. If the monitoring process reveals facts that require the modification of study programmes, improvement of the staffing of the educational process, innovation of the educational infrastructure or change of the organization of teaching, the relevant findings and proposals for their elimination shall be noted in the minutes. Minutes of the meeting are sent to the rector of UPJŠ or the dean of the relevant faculty, if the study program is implemented at the faculty.
13. The Study Programme Council for the joint study programme coordinates its activities with the corresponding body at the partner university.
14. Boards for Interdisciplinary and Combined Study Programmes coordinate their activities within one approval.

Art. 14 Monitoring the quality of habilitation and inauguration procedures

1. The habilitation and inauguration procedure is a process in which the university decides on the award of the scientific-pedagogical title of associate professor and professor to applicants who meet the criteria for obtaining scientific-pedagogical degrees and artistic-pedagogical titles associate professor and professor at Pavol Jozef Šafárik University in Košice.
2. The development, assurance and monitoring of the quality of the Department of Habilitation and Inauguration Procedures is ensured by the Council of the Department of Habilitation and Inauguration Procedures (hereinafter referred to as "ROHIK").

3. ROHIK consists of a group of at least five persons who work at UPJŠ for a set weekly working time. These persons work scientifically or artistically at UPJŠ in the field of habilitation and inauguration procedures or in a related field. At least two of these persons are professors, others are associate professors.
4. ROHIK members are approved by the Scientific Board of the faculty, at which the habilitation and inauguration procedures in the relevant field are carried out. ROHIK is headed by a chairman, who is appointed by the dean from among ROHIK professors.
5. The competence of ROHIK at the University within the process of habilitation and inauguration proceedings is regulated by the Procedure for Obtaining Scientific-Pedagogical Titles and Artistic-Pedagogical Titles Associate Professor and Professor at Pavol Jozef Šafárik University in Košice.

Art. 15 Monitoring the quality of lifelong learning programs

1. The quality of lifelong learning programmes is monitored through a questionnaire survey on the satisfaction of graduates of individual courses. The questionnaire survey is aimed at obtaining the opinions of course graduates on the organizational security, content and method of course implementation.
2. In the case of certified education within national or international schemes (eg International Certification of Digital Literacy ICDL), the rules valid for the scheme take precedence over the internal rules of UPJŠ.
3. The implementation of the questionnaire survey is usually carried out after the end of the course.
4. In the case of education coordinated by the Center for Lifelong Learning and Support of CCVaPP projects, the implementation of the questionnaire is ensured by CCVaPP. In the case of education at a faculty or other part of the university, the questionnaire survey is carried out by the relevant part of the university or by agreement of the CCVaPP.
5. The results of the questionnaire survey are discussed with the guarantor of the course and possibly the workplace that ensures the implementation of the course. If appropriate, the course participants are informed of the conclusions of the discussion in an appropriate manner.
6. The results of the questionnaire surveys are clearly summarized in the annual Report on Lifelong Learning at UPJŠ.

Art. 16 Monitoring the quality of creative activity

1. Monitoring the quality of creative activity is carried out at the level of
 - a) study fields,
 - b) university and its parts,
 - c) Individual level.
2. Monitoring at the level of study fields is carried out primarily within the preparation of the Evaluation report on the Quality of Creative Activity at UPJŠ in Košice, which is being prepared by the PSTČ.
3. Monitoring at the level of the university and its activities is carried out primarily within the preparation of annual reports on the quality of creative activity at UPJŠ in Košice.
4. Monitoring at the individual level takes place in particular:
 - a) within the processes of filling job positions,
 - b) in the framework of processes for ensuring qualification procedures,
 - c) in the framework of periodic evaluations of staff at the university and its parts.

5. The monitoring process and the sources of information used for monitoring are further defined by the Principles for Quality Verification of Creative Activity at UPJŠ.

Art. 17 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, university or its parts may also use tools for immediate or continuous quality verification of provided services.
3. The results obtained by monitoring are the subject of negotiations of the relevant committees of the Rector of UPJŠ, Bursar of UPJŠ, and deans and secretaries of UPJŠ faculties.

Art. 18 Final provisions

1. This internal regulation was approved by the Scientific Board of UPJŠ in Košice on 26.02.2021 after discussion by the Academic Senate of UPJŠ in Košice on 17.12.2020.
2. This internal regulation shall enter into force on the day of its signing by the Rector of UPJŠ.

This is the English language translation of the original Slovak language version of internal regulation and is not an authorized translation. In the event of inconsistency or discrepancy between the Slovak language version and the English translation of this internal regulation, the original Slovak language version prevails.

.....
prof. RNDr. Pavol Sovák, CSc.
Chairman of the Scientific Board of UPJŠ

.....
prof. RNDr. Pavol Sovák, CSc.
Rector of UPJŠ

Príloha A: Schéma Univerzitného Informačného Systému UPJŠ

Annex A: Scheme of the University Information System of
UPJŠ

UIS UPJŠ

Systém prevádzkovaný a spravovaný UPJŠ

Základné informačné portály

- WEB UPJŠ
- Repozitár dokumentov

Vzdelávanie

- AIS2
- E-learning UPJŠ
- Portál UPJŠ LF
- Poradenstvo pre študentov

Telekonferenčné a kolaboratívne nástroje

- Big Blue Button

Služby Univerzitetnej knižnice UPJŠ

- Katalógy Univerzitetnej knižnice UPJŠ
- E-shop UNIBOOK
- Vydavateľstvo ŠafárikPress
- Katalóg publikačnej činnosti UPJŠ
- Evidovanie publikácií v UK
- Evidovanie ohlasov v UK

Ekonomické a podporné subsystémy

- Dochádzka
- Elektronická kniha návštev
- Správa projektov UPJŠ
- RDSS
- Podpora a registrácia projektov
- E-shop UPJŠ

Informačné portály a návody

- AIO
- Portál CCVAPP UPJŠ
- Prístup do WIFI
- Klub absolventov
- Vyhľadávanie osôb a telefónny zoznam
- Vnútorňý systém zabezpečovania kvality

Ubytovanie a stravovanie

- Objednávka jedla:
- ŠJ Moyzesova, ŠJ Medická 4, ŠJ LF
- Ubytovanie ŠDaJ
- Ubytovanie Danišovce

Systém spravovaný UPJŠ a prevádzkovaný mimo univerzitu

Základné informačné systémy a portály

- Office 365

Telekonferenčné a kolaboratívne nástroje

- Microsoft Teams Office 365

Služby Univerzitetnej knižnice UPJŠ

- Elektronické informačné zdroje
- Virtuálna študovňa UPJŠ

Ekonomické a podporné subsystémy

- Helpdesk (Live Agent)
- Elektronické výplatné pásky
- Verejné obstarávanie a nákup

Informačné portály a návody

Dopravné služby

- Rezervácia vozidla/kolobežiek
- Rezervácia mikrobusu

Ubytovanie a stravovanie

- Jedáleň

Systém prevádzkovaný a spravovaný mimo univerzitu

Ekonomické a podporné subsystémy

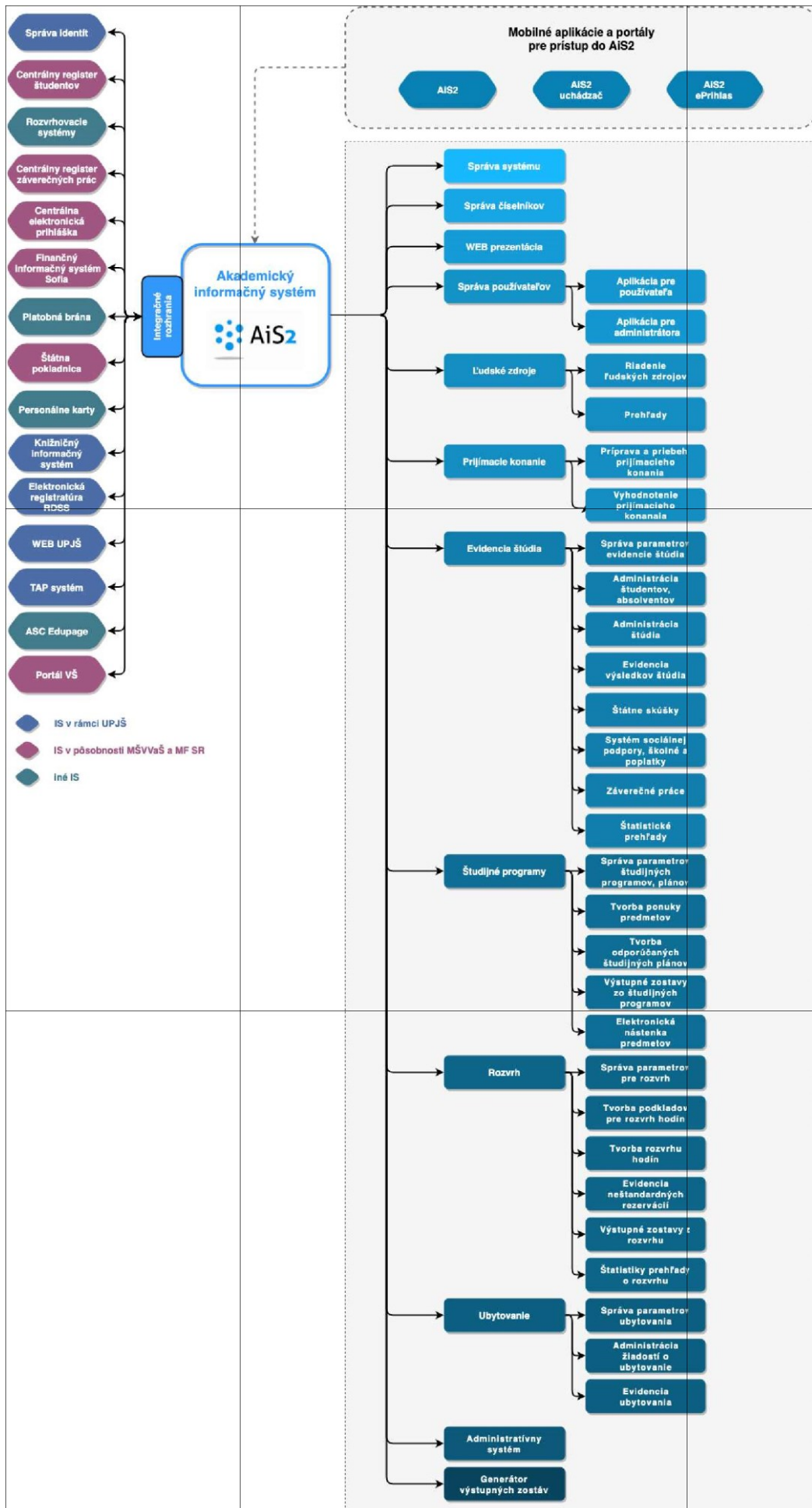
- Poistenie ZPC

Dôležité externé informačné systémy

- Centrálny register záverečných prác
- Centrálny register EPČ a EUC
- Register zamestnancov vysokých škôl
- Telekonferenčné miestnosti

Príloha B: Schéma Akademického Informačného Systému AiS2

Annex B: Scheme of the Academic Information System AiS2



Príloha C: Schéma Knížničného informačného systému ALEPH

Annex C: Scheme of the Library Information System ALEPH

