

Description of the study programme

Name of the higher education institution	Vysoká škola manažmentu (School of Management)	
Address of the higher education institution	Bratislava, Panónska cesta 17	
Identification number of the higher education institution	721000000	
Name of the faculty	x	
Address of the faculty	x	
Institution body for approving the study programme	The Scientific Council of VŠM, after discussion in the Academic Senate of VŠM	
Date of the study programme approval or the study programme modification	29.3.2021	
Date of the latest change in the study programme description: <small>(If the change is not a modification of the study programme according to § 30 of Act no. 269/2018 Coll.)</small>	x	
Reference to the results of the latest periodic review of the study programme by the institution	x	
Reference to the assessment report of the application for accreditation of the study programme under § 30 of Act no. 269/2018 Coll. <small>(It is stated only if the accreditation of the study programme has been granted according to § 30 of Act no. 269/2018 Coll.)</small>	x	
1. Basic information about the study programme		
Name of the study program and its number according to the register of study programmes	Podnikový manažment , Business management (administration) 11090, 103406	
Degree of higher education and ISCED-F education degree code	1. level – 645	
Place(s) of delivery of the study programme.	Bratislava	
Name and number of the field of study in which higher education is obtained by completing the study programme, or a combination of two fields of study in which higher education is obtained by completing the study programme, ISCED-F codes of the field/fields.	8 - Ekológia a manažment 8 – Economy and management	
Type of the study programme	Akademically oriented	
Awarded academic degree	Baccalaureate (Bc.)	
Form of study	Daily	
In the case of joint study programmes, cooperating institutions and the range of study obligations the student fulfills at each of the given institutions <small>(§ 54a of the Act on Higher Education Institutions).</small>	x	
Language or languages in which the study programme is delivered	Slovak language, English language	

Standard length of the study expressed in academic years.	1. level – 3 years
Capacity of the study programme (planned number of students), the actual number of applicants and students.	300 94 , number for July 15, 2022 190

2. Graduate profile and learning objectives

<p>Graduate profile</p> <p>The institution defines the learning objectives of the study programme such as student's abilities at the time of completion of the programme and the main learning outcomes</p>	<p>Graduate of the study program</p> <ul style="list-style-type: none"> - obtains a complete first-degree university education in the field of Economics and Management with a focus on business management, - will understand economic phenomena and processes in the company and its surroundings, will handle managerial tasks primarily at the lower and middle level of company management, in the public and private sector in the domestic and international environment, - will have knowledge in the field of national and business-economic disciplines, international relations, marketing, finance, informatics, mathematics and statistics, also law, human and environmental management, etc., - will be able to make decisions, plan, organize, work in a team, communicate - will be aware of the social, moral, legal and economic context of his profession and will be able to use appropriate practices in accordance with professional, ethical and legal frameworks, - will be prepared either for studying a second degree study program or for immediate entry into the labor market, - finds employment as a member of a creative team, its leader or independent responsible worker in the field of production management, financial and economic calculations and analyses, marketing worker, etc. - will be able to work independently but also as a team member, - will be able to critically analyze various business management problems, propose partial solutions and manage the process of their introduction and subsequent evaluation, - acquires communication skills and the ability of professional expression, argumentation and negotiation, - will be able to prepare and present professional presentations either in Slovak or English. <p>The professional skills, abilities and competences that the graduate acquires during his studies enable him to be employed on the domestic and international labor market. The graduate will reach level 6 of the Slovak qualification framework, which also corresponds to the possibilities of its application within the professions identified below.</p> <p>The study program is also conducted in English, as the study program is based on the study program of the partner school City University of Seattle and allows the use of resources used in the BSBA program of the City University of Seattle. The aim of the study program in English is to provide professional skills, abilities and competences that the graduate will use when applying on the domestic and international labor market, and at the same time to develop international cooperation with partner universities towards double diplomas. Its purpose is to provide an attractive education for foreign students, the involvement of foreign professors in teaching, and thereby support the internationalization of VŠM.</p>
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	<p>The educational goals are achieved in the study program through measurable educational outputs in individual subjects of the study program. These are listed in the subject information sheets.</p> <p>https://www.vsm.sk/files/svk/o-skole/vnutorny-system-kvality/informacne-listy/informacne-listy-predmetov-vsm-bc-pm-sj.pdf</p> <p>https://www.vsm.sk/files/svk/o-skole/vnutorny-system-kvality/informacne-listy/course-information-sheets-vsm-bc-bm-aj.pdf</p>
<p>The institution indicates the professions for which the graduate is prepared at the time of completion and the potential of the study programme from the point of view of graduate's employability.</p>	<p>In terms of content, the 1st degree of the Business Management study program is dedicated to preparing graduates to perform responsible functions in lower and middle management. Graduates will be able to apply in practice the knowledge gained during their bachelor's studies. By completing the bachelor's study program, students will acquire knowledge, skills, competences, attitudes and values for career opportunities in the field of business, management, economics, trade and marketing, which will enable them to hold lower and middle management positions in any organization, or to carry out an independent business activity.</p> <ul style="list-style-type: none"> • Completion of the study program will enable graduates within the corresponding level of the Slovak Qualifications Framework (primarily level 6) to perform the following professions specified in the National Qualifications System: • manager for the area of recruitment and selection of workers • manager in the field of marketing (qualification: Manager in the field of marketing), • public relations manager, • wholesale operation manager, • payroll specialist, • specialist accountant, • specialist business economist, • process optimization specialist, • specialist in optimization and rationalization of work, • administrative worker in the field of human resources, • recruitment consultant
<p>Relevant external stakeholders</p>	
<p>3. Employability</p>	
<p>Evaluation of the study programme graduates employability.</p>	<p>https://uplatnenie.sk/?degree=V%C5%A0&vs=72100000&faculty=&field=&year=2019</p>
<p>Examples of the successful graduates of the study program</p>	<p>See the appendix.</p>
<p>Evaluation of the study programme quality by employers (feedback)</p>	<p>See the appendix.</p>

4. Structure and content of the study programme

<p>The rules for the design of the study plans within the study programme</p>	<p>The study plan of the study program was created in accordance with the rules for creating study plans established in the VŠM Study Regulations. Representatives of employers collaborated on the creation of the study plan, and international compatibility and comparability with City University of Seattle study programs was also taken into account, based on their experience with employers and graduates.</p> <p>The study plan determines the time and content sequence of subjects, assigned educational activities (lecture, exercise, seminar, consultations, etc.) and forms of evaluation of study results. Each subject is completed in an adequate form according to the nature of the subject. Specific criteria and forms of evaluation of study results are published in the information sheets of individual subjects.</p> <p>The study plan was compiled in such a way that the student's workload and the number of hours of contact teaching enable the achievement of the educational outcomes of the study program.</p> <p>https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/study-regulations.pdf</p> <p>https://www.vsm.sk/us/applicants/academic-programs/bc-program/</p>
<p>The recommended study plans for individual study paths</p>	<p>The study plan is available on the VŠM website.</p> <p>https://www.vsm.sk/us/applicants/academic-programs/bc-program/</p> <ul style="list-style-type: none"> • In the study program, the profile subjects of the respective course of study will be indicated:: <p>Profile subjects of the Business Management study program are::</p> <p>Microeconomics Macroeconomics Marketing Statistics Corporate finance Human resources management Business economy</p> <ul style="list-style-type: none"> • For each educational part/subject, it defines the educational outcomes and the related criteria and rules for their evaluation so that all the educational objectives of the study program are met (they can only be listed in the Information Sheets of the subjects in the Education Results section and in the Subject Completion Conditions section): <p>All subject information sheets contain learning outcomes and related criteria and rules for their evaluation. Information sheets are available at:</p> <p>IL link</p> <ul style="list-style-type: none"> • <u>Prerequisites, co-requisites and recommendations when creating a study plan:</u> <p>Prerequisites are indicated in the study plan</p> <p>https://www.vsm.sk/us/applicants/academic-programs/bc-program/</p> <p>- For each subject within the recommended study plan, the educational activities used (lecture, seminar) are specified, including their hourly subsidy. The information is contained in the information sheets of individual subjects.</p> <p>The teaching of individual subjects is based on the connection of theoretical and practical skills, which enables the improvement of expertise and the development of practical skills and competencies of students. In this way, the students themselves contribute to the creation and use of individual</p>

	<p>assignments and tasks, which increases their interest in the subject matter or solved problems. Teachers use various activities to achieve the learning goals listed in the information sheets of individual subjects. For example:</p> <ul style="list-style-type: none"> - lectures, - Case studies, - presentations, - seminars, - discussions, - team work, - work on project, etc., - CAPSIM business simulation in the study programs in the English language <p>Of course, there is also space and time for consultations, whether individual or group. Methods, curricula, student workload are listed in the information sheets of individual subjects.</p> <p>The subject teachers are listed in the information sheets.</p> <p>The name list of persons teaching and responsible for individual subjects of the study program is provided in a separate document - Persons teaching and responsible for the study program.</p> <p>When studying each subject, students have the option of choosing between face-to-face and distance learning methods (online form). This gives them the opportunity to choose the optimal combination of teaching methods within the study. Some subjects can be completed face-to-face, other subjects are completed online, in accordance with their individual needs.</p> <p>In addition, the student chooses electives from a number of options.</p> <p>The diversity of students and their needs is thus fully respected in teaching. The student can choose the order of subjects in the year and trimester in which he wants to complete the subject, with the restriction that registration for some subjects is conditional on the successful completion of some other subjects. If not enough students register for a course (face-to-face or online), the course is canceled and the registered student must find another way to study the course, or register for it in the next trimester when the course is offered. This also applies if the student does not meet the criteria for successfully completing the subject.</p> <p>If the student has previous education or experience in one of the subjects of the study plan, he can apply for a proficiency test in the given subject without the need to complete the subject and thus receive credits for education obtained outside VŠM, or knowledge acquired through practice. A student can thus obtain a maximum of 15 credits within the bachelor's program. This enables the flexibility of learning trajectories and the achievement of educational outcomes.</p> <p>In addition, the study program also enables appropriate education outside the university in domestic or foreign institutions, through mobility support (especially Erasmus +). The results of this education are recognized by the university and detailed in the VŠM Study Regulations. https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/study-regulations.pdf</p>
<p>The number of credits, the achievement of which is a condition for proper completion of studies.</p>	<p>1.level - 180</p>

<p>Other requirements that the student must meet within the study programme and for its proper completion, including the requirements for state examinations, rules for re-study and rules for the extension, interruption of study.</p>	<p>Achieving 180 credits is necessary for the successful completion of a full-time and part-time bachelor's degree. Obtaining a sufficient number of credits to complete the degree is conditioned by the successful completion of the subjects prescribed by the study plan. Another requirement for proper graduation is the successful defense of the bachelor's thesis. Additional conditions and rules of study are established by the VŠM Study Regulations.</p> <p>https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/study-regulations.pdf</p>
<p>The requirements for completing the individual parts of the study programme and the student's progress within the study programme</p>	
<p>Number of credits for required courses required for proper completion of studies/completion of a part of studies,</p>	<p>160 (of which 15 for FT and defense)</p>
<p>Number of credits for required elective courses required for the proper completion of studies/completion of a part of studies</p>	<p>20</p>
<p>Number of credits for elective courses required for the proper completion of studies/completion of a part of studies</p>	<p>0</p>
<p>Number of credits for the final thesis and the defense of the final thesis required for the proper completion of studies</p>	<p>15</p>
<p>Number of credits for professional practice required for the proper completion of studies/completion of a part of studies</p>	<p>0</p>
<p>The rules for verification of learning outcomes, students assessment and the possibilities of appealing against the assessment</p>	<p>Verification of educational outcomes and evaluation of students is carried out according to the VŠM Study Regulations.</p> <p>https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/study-regulations.pdf</p> <p>Each subject of the study program has clearly defined methods and criteria for evaluating the educational results achieved, listed in the information sheet of the subject.</p> <p>VŠM students are required to study continuously throughout the trimester, while their final grade is composed of several partial assessments, which are set in the syllabus of each subject and students are familiarized with them at the beginning of the trimester. The syllabi contain not only the percentage shares of the student's activities on the final grade, but also a detailed breakdown of the assessment of the given activity (what the activity must contain and what is the share of this activity in the grade for the activity). The required activities are:</p> <ul style="list-style-type: none"> • mid-term exam, mostly in written form (to ensure the objectivity of the assessment), • final exam or final project (they take place in the last week of the trimester), • solving case studies and/or critical analyses,

	<ul style="list-style-type: none"> • research paper, • individual and/or team presentations of solutions, • tests and quizzes, • active participation of the student in lessons. <p>Teachers are guided to use the widest possible range of assessed activities within individual subjects.</p> <p>The final thesis is also a mandatory part of the study. The procedure for preparing, checking originality, registering, storing and making theses available is regulated by a separate document accessible to students and supervisors.</p> <p>https://www.vsm.sk/svk/studenti/studijne-oddelenie/zaverecne-prace/ https://www.vsm.sk/us/students/academic-support/</p> <p>A condition for successful completion of the study program is the defense of the final thesis before the State Examinations Committee. Further information regarding the state exam is provided in the VŠM Study Regulations.</p> <p>The student has the opportunity to use means of redress against the evaluation results in accordance with the Study Regulations of VŠM.</p> <p>https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/study-regulations.pdf</p>
<p>Conditions for recognition of studies or a part of studies.</p>	<p>A student may have credits recognized he/she obtained by studying at another accredited college/university in the Slovak Republic or abroad during the last 5 years or in another study program at VŠM. A maximum of 135 credits can be recognized in the bachelor's degree. It is required that the student has completed at least 9 subjects from the last two years of study at VŠM.</p> <p>https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/study-regulations.pdf https://www.vsm.sk/files/katalog.pdf</p>
<p>The topics of final theses of the study programme</p>	<p>The list of FT topics is attached to the study program accreditation application.</p>
<p>Rules for the assignment, processing, opposition, defense and evaluation of final theses in the study programme</p>	<p>By preparing the final thesis, the student proves that he/she has acquired theoretical knowledge and knowledge from the completed subjects of the study plan of the study program, knows how to work with literature and knows how to apply the acquired knowledge in solving mostly specific practical tasks/topics. Through the processing and defense of the final thesis, the student is mainly led to independence, creativity, submission of own proposals for identifying and solving problems and the ability to defend their solutions and proposals.</p> <p>Each student chooses a final thesis topic from the official list of final thesis topics published by individual supervisors (academic staff of the school). The number of topics usually exceeds the number of students who have to choose topics by several times. The topics of final papers are always updated at the beginning of each trimester (students have the opportunity to start writing papers in October, January and April). At the beginning of the first trimester of thesis writing, students have a detailed instruction on writing the thesis, on the course of the defense of the final thesis and on the course of the essays. The instruction is carried out by the so-called senior coordinator for state exams. In addition, students will also receive instruction in written form.</p> <p>https://www.vsm.sk/svk/studenti/studijne-oddelenie/zaverecne-prace/ https://www.vsm.sk/us/students/academic-support/</p> <p>At the end of the first trimester, the student submits the final project in written form to the supervisor of his final thesis, based on which the</p>

	<p>supervisor gives approval/disagreement to the student's progress to the next trimester. Only after this consent, confirmed by the supervisor's signature, can the student register for the next trimester. After this next trimester, the student submits the final work according to the prescribed requirements in the syllabus to the study department, for originality control both by the control system at the school and by the control system through the CRZP.</p> <p>The supervisor's approval is again required to submit the thesis, but he does not only grade the final thesis, but prepares the thesis supervisor's opinion for the final thesis and the student. The protocol on the control of originality is a condition for admitting the student to the state exam and a condition for admission to the defense of the final thesis is, except in cases according to § 63 par. 11, the student's written consent to publishing and making the final thesis available to the public according to § 63 par. 9 for the period of its storage according to § 63 par. 7 without entitlement to remuneration. In the last trimester, the thesis is handed over to the opponent of the final thesis for evaluation. Opponents are assigned to individual final theses by the school. The opponent grades the final work with A, B, C, D, E, FX. In addition, in this trimester, students complete the preparation of the defense of the final thesis and the necessary consultations for the preparation of the defense with the thesis supervisor. The individual political trimesters do not have to follow immediately one after the other, but the student can take a trimester break between trimesters. This ensures the flexibility of the trajectory of the study plan with regard to the needs of the student.</p> <p>The state exam consists of the defense of the final thesis (the final thesis and its defense form one subject, which is classified by the examination committee on the day of the state exam with grades A, B, C, D, E or FX)</p>
<p>Opportunities and procedures for participation in student mobility</p>	<p>Students have the opportunity to participate in various short-term as well as long-term study stays abroad. The most popular forms of mobility programs include:</p> <ul style="list-style-type: none"> • Erasmus+ study in EU countries • Erasmus+ internship • Erasmus+ study in countries outside the EU • CityU mobility, in which students can complete 1 trimester at City University of Seattle in Seattle or Prague sites. <p>All information about study stays, as well as instructions on how to proceed in the individual phases of the study stay, are published at:</p> <p>https://www.vsm.sk/svk/studenti/studium-zahranici/postupy-procesy-riadenia-erasmus-programu/</p> <p>https://www.vsm.sk/svk/uchadzaci/studium-zahranici/studium-ramci-pobociek-cu/</p> <p>https://www.vsm.sk/us/e/</p>
<p>Rules for adherence to academic ethics and rules for drawing consequences</p>	<p>The rules for observing academic ethics are a significant part of the educational process at VŠM and are regulated in the document Academic Ethics and Study Regulations of VŠM. When students start their studies, they receive training regarding compliance with the rules of academic ethics. VŠM also uses its own system for checking the originality of works, which checks and compares all works stored in the global online space. Definitions of violations of academic ethics, procedures for detecting violations and possible penalties are listed in the Academic Ethics section of VŠM on the website of VŠM. The rules of academic ethics are also part of the syllabi of each subject.</p> <p>https://www.vsm.sk/us/students/scholastic-honesty/</p> <p>https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/study-regulations.pdf</p>

Procedures applicable to students with special needs	VŠM offers students with specific needs adequate adaptations and support services throughout their studies, including barrier-free access to school premises. Information for study applicants with specific needs is provided by the relevant study advisor in cooperation with the Vice-Rector for Pedagogical Affairs.
Procedures for filing complaints and appeals by students	<p>Students have the opportunity to submit complaints in particular:</p> <ul style="list-style-type: none"> • in the form of an anonymous student survey, in which students evaluate the educational process as well as individual subjects. These are carried out every trimester for each subject. • in the form of management meetings with student representatives, • in the form of written complaint addressed to the Vice-Rector for Pedagogical Affairs, <p>A template form for the grade grievance of individual subjects can be found on the VSM website: https://www.vsm.sk/files/sluzby/grade-grievance-form-en.pdf</p>
<h2>5. Course information sheets of the study programme</h2>	
Course information sheets of the study programme	<p>https://www.vsm.sk/files/svk/o-skole/vnutorny-system-kvality/informacne-listy/informacne-listy-predmetov-vsm-bc-pm-sj.pdf</p> <p>https://www.vsm.sk/files/svk/o-skole/vnutorny-system-kvality/informacne-listy/course-information-sheets-vsm-bc-bm-aj.pdf</p>
<h2>6. Current academic year plan and current schedule</h2>	
Current academic year plan	The academic year at VŠM is divided into trimesters, fall, winter, and spring. Each trimester lasts a minimum of 10 and a maximum of 12 weeks, which also includes exams. The academic year begins on September 1st and ends on August 31st of the following year.
Current schedule	<p>https://www.vsm.sk/us/students/schedules/ https://www.vsm.sk/svk/studenti/rozvrhy/</p>
<h2>7. Persons responsible for the study programme</h2>	
The person responsible for the implementation, development and quality of the study program	<p>doc. Ing. Mária Tajtáková, PhD. In the position of an acting professor mtajtakova@vsm.sk https://www.portalvs.sk/regzam/detail/11914</p>

<p>List of persons responsible for the profile courses of the study programme</p>	<p>SSC220 Principles of Microeconomics Ing. Daniela Maťovčíková, PhD. In the position of an acting associate professor (docent) dmatovcikova@vsm.sk https://www.portalvs.sk/regzam/detail/11890</p> <p>SSC221 Principles of Macroeconomics Ing. Daniela Maťovčíková, PhD. In the position of an acting associate professor (docent) dmatovcikova@vsm.sk https://www.portalvs.sk/regzam/detail/11890</p> <p>MK300 Marketing doc. Ing. Mária Tajtáková, PhD. In a position of an acting professor mtajtakova@vsm.sk https://www.portalvs.sk/regzam/detail/11914</p> <p>BC303 Statistics prof. Ing. Milan Terek, PhD. Professor mterek@vsm.sk https://www.portalvs.sk/regzam/detail/475</p> <p>HR405 Strategic Management of Human Resources Dr.h.c.prof.Ing. Edita Hekelová, PhD. Professor ehkelova@vsm.sk https://www.portalvs.sk/regzam/detail/11874</p> <p>BSM406 Business Economy doc. Ing. Ľubica Černá, PhD. Docent lcerna@vsm.sk https://www.portalvs.sk/regzam/detail/30742</p> <p>BSC402 Financing Organizations Ing. Daniela Maťovčíková, PhD. In the position of an acting associate professor (docent) dmatovcikova@vsm.sk https://www.portalvs.sk/regzam/detail/11890</p>
<p>Research/art/teacher profiles (VUPCH) of persons responsible for the profile courses of the study programme</p>	
<p>prof. Ing. Milan Terek, PhD.</p>	<p>VUPCH is an attachment to the study program accreditation application</p>
<p>Dr.h.c.prof.Ing. Edita Hekelová, PhD.</p>	<p>VUPCH is an attachment to the study program accreditation application</p>
<p>doc. Ing. Mária Tajtáková, PhD.</p>	<p>VUPCH is an attachment to the study program accreditation application</p>
<p>doc. Ing. Ľubica Černá, PhD.</p>	<p>VUPCH is an attachment to the study program accreditation application</p>

Ing. Daniela Maťovčíková, PhD.	VUPCH is an attachment to the study program accreditation application
List of teachers of the study programme	The list of teachers is attached to the study program accreditation application.
List of the supervisors of final theses	The list of thesis supervisors is attached to the study program accreditation application.
Research/art/teacher profiles (VUPCH) of the supervisors of final theses	VUPCH is an attachment to the study program accreditation application
Student representatives representing the interests of students of the study program	Students represented in the Academic Senate of VŠM.
The study program advisor	
Denisa Hackett, PhD., MBA – Vice-rector for pedagogical affairs	dhackett@vsm.sk
Other study program support staff	
Admission advisor	Mgr. Linda Blažová – lblazova@vsm.sk
Admission advisor	Ing. Andrea Sládečková – asladeckova@vsm.sk
Head of the admission office	Ing. Antónia Valašíková – avalasikova@vsm.sk
Other administrative staff	Erasmus coordinator: Mgr. Elena Csibová – ecsibova@vsm.sk Online center coordinator: Mgr. Peter Fraňa – pfrana@vsm.sk
8. Spatial, material, and technical provision of the study programme and support	
List and characteristics of the study programme classrooms and their technical equipment	VŠM has space in a building at Panónská cesta 17 in Petržalka. The educational and administrative premises of the school for the purpose of securing accredited study programs are located on a total of 2 floors. The premises are soundproofed and meet the hygienic requirements of school buildings. In the building, the school has a total of 5 furnished classrooms and 2 computer laboratories, a library area, near which there is also a relaxation zone for students, offices for administration and teachers.
Characteristics of the study programme information management	The material and technical provision of studies at VŠM is adequate and corresponds to the requirements set for the provision of accredited university studies. In accordance with the long-term strategy of the school and the long-term intention of VŠM, the equipment is permanently improved and renewed. The school has a library, study rooms with Internet access, sufficient computing equipment with wireless Internet access, including online access to databases of scientific and professional literature. VŠM information and telecommunications technologies equipment: Number of workstations - 30 employees Number of laptops - employees 5 Number of workstations - 50 students Number of servers 10 Number of printers 8 Number of projectors 8

	<p>Most classrooms are equipped with data projectors and two with electronic whiteboards. VŠM has a contract with Microsoft. Its multi-licensing program Campus 3 allows you to use the latest products that are included in this license agreement. These are the operating systems of workstations, servers, the Exchange mail system and application software (MS Office, etc.)</p> <p>Students have personal mailboxes created in the Office 365 cloud system. At the same time, it offers the possibility of installing complete MS OFFICE packages on up to 5 institutions, which is very practical. Since MS OFFICE products are also widely used in commercial industries/companies, especially students have a good foundation for their professional growth, as they use these products throughout their studies.</p> <p>For the needs of online study, the LMS system MOODLE and MS Teams are used for studies in Slovak and BrightSpace for studies in English. One audio/video classroom is equipped with a television and editing studio where there are modern professional tools for the creation of audiovisual content serving ensuring quality online study. The studio consists of two professional HD cameras, studio sound, lighting, director's desk and workstations. Audiovisual materials that are created here either by teachers or students are post-production processed in a video editing room and then distributed to students via Internet channels.</p> <p>The School of Management is involved in the SANET academic data network. Within the premises of our university, a WIFI network is available for students, as well as for academic staff and administration.</p>
<p>Access to study literature according to Course information sheets, access to information databases and other information sources</p>	<p>The library fund exceeded 20,000 titles in 2020-2021. Information about its content is in a database accessible via the Internet. Altogether, there are more than 27,000 library units. The library of the University of Management with its exceptional collection of English professional literature has become known to the professional public, which is also reflected in the increase in requests for the interlibrary loan service from other libraries.</p> <p>All information about the VŠM library, study literature and other information sources can be found on the VŠM website. https://www.vsm.sk/library/</p> <p>Most of the official titles that students of subjects in English must acquire for their studies are foreign, financially demanding textbooks, the availability of which is limited on the Slovak market. That is why VŠM introduced the "Academic Resource Fee System", thanks to which all students have access to a complete textbook service at affordable prices. This system reduces students' costs for study, by relieving them of the need to purchase financially demanding foreign literature for each subject.</p>

	<p>Learning materials for subjects in Slovak</p> <p>Since the beginning of the 2014/2015 academic year, the school has introduced a new form of providing textbooks. On the basis of a 3-month payment, the student gets an access to the entire portfolio of textbooks in electronic form, i.e. not only to the textbooks of the subjects he registered. The service is provided by the company Wolters Kluwer, s.r.o., while access is possible from any location in online/offline mode after installing the Smarteca application on devices such as a computer or tablet or on the web www.smarteca.sk.</p> <p>Another effective resource is the offer of the Center for Scientific and Technical Information through the National Science Library and their electronic information resources. Elektronické informačné zdroje - Národná Vedecká Knižnica (cvtisr.sk)</p>
Characteristics and extent of distance education applied in the study programme with the assignment to courses	The program is primarily provided with face-to-face education, but it can also implement all subjects through the distance method. The distance learning method will be used in order to increase the flexibility of the study program and the quality of the educational process, especially in crisis situations such as the current pandemic.
Access, manuals of e-learning portals	https://www.vsm.sk/us/online-center/
Procedures for the transition from contact teaching to distance learning	Distance learning takes place online through platforms for online teaching. The priority platform is MS Teams and also the Moodle platform, to which both students and teachers have secured access. To facilitate the transition to online teaching, detailed work instructions are created in MS Teams and Moodle, and IT support is provided for both students and teachers.
Institution partners in providing educational activities for the study programme and the characteristics of their participation	Representatives of business companies and professional organizations who participate in the form of workshops, guest lectures organized within the subjects.
Characteristics of the possibilities for social, sports, cultural, spiritual and social activities	Since the study program is implemented in the capital of the Slovak Republic, students have various opportunities for social, sports, cultural, spiritual and social enjoyment.
Possibilities and conditions for participation of the study programme students in mobilities and internships (indicating contact details), application instructions, rules for recognition of this education	<p>Students have the opportunity to participate in various short-term as well as long-term study stays abroad. The most popular forms of mobility programs include:</p> <ul style="list-style-type: none"> • Erasmus+ study in EU countries • Erasmus+ internship • Erasmus+ study in countries outside the EU • CityU mobility, in which students can complete 1 trimester at City University of Seattle branches in Seattle or Prague. <p>All information about study stays, as well as instructions on how to proceed in the individual phases of the study stay, are published at:</p> <p>https://www.vsm.sk/us/e/ https://www.vsm.sk/svk/studenti/studium-zahranici/postupy-procesy-riadenia-erasmus-programu/ https://www.vsm.sk/svk/uchadzaci/studium-zahranici/studium-ramci-pobociek-cu/</p>

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

Required abilities and necessary admission requirements	<p>Conditions for admission to bachelor's studies in the Slovak language:</p> <ul style="list-style-type: none"> - a duly completed study application - completed high school education with a high school diploma (attested by a certified copy of the high school graduation certificate), or the equivalent from another country - payment of the registration fee <p>Admission requirements for bachelor's studies in English:</p> <ul style="list-style-type: none"> - a duly completed study application - completed high school education with a high school diploma (attested by a certified copy of the high school graduation certificate), or the equivalent from another country - payment of the registration fee - documentation of sufficient knowledge of the English language at the level of min. 540 points from the TOEFL test or another equivalent language certificate, which must not be older than 24 months
Admission procedures	<p>Study applicants submit their application both electronically and in paper form. Admission to VŠM studies is without the need to pass entrance exams. After meeting the conditions for admission to study, they will receive a decision on admission to study.</p>
Results of the admission process over the last period	<p>All applicants who met the admission conditions for study were accepted.</p>

10. Feedback on the quality of provided education

Procedures for monitoring and evaluating students' opinions on the study programme quality	<p>Students have the opportunity in each trimester to comment on the quality of teaching through an anonymous questionnaire. They evaluate the taught subjects on the one hand and the teachers of individual subjects on the other. This information represents an important resource for the program board of the study program - feedback from students on the quality and importance of subjects included in the study plan of the study program.</p>
Results of student feedback and related measures to improve the study programme quality	<p>The results of student feedback are evaluated and communicated with teachers continuously after each trimester on the basis of evaluations organized throughout VŠM, as well as evaluations within individual subjects. If necessary, corrective measures are applied either immediately or during the ongoing evaluation of individual SP subjects.</p>
Results of graduate feedback and related measures to improve the study programme quality	<p>X</p>

11. References to other relevant internal regulations and information concerning the study or the study programme

Study regulations	https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/study-regulations.pdf
Scholarship regulations	https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/scholarship-regulations.pdf
Disciplinary policy and Disciplinary commission procedures	https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/disciplinary-policy.pdf https://www.vsm.sk/files/us/about-school/internal-regulations-documents/internal-regulations-documents/disciplinary-commission-procedures.pdf
VSM catalog	https://www.vsm.sk/files/katalog.pdf
Tuition and fees related to study	https://www.vsm.sk/us/students/tuition-fees/tuition-fees-2022-2023/
Scholarships information	https://www.vsm.sk/us/students/scholarship/
Job offers and Internships	https://www.vsm.sk/svk/studenti/moznosti-studentov/moznosti-studentov.html
ISIC	https://www.vsm.sk/svk/studenti/univerzitny-preukaz/
Information for applicants to the study programs	https://www.vsm.sk/svk/uchadzaci/uvod/list-uchadzacom/ https://www.vsm.sk/us/academic-programs/cityu-mobility-program/
Academic ethics	https://www.vsm.sk/us/students/scholastic-honesty/