



Rules for design and approval of a new study program, modification and cancellation of a study program at the School of Management

The School of Management (hereinafter also "VŠM") in accordance with § 48 par. 1 letter b) Act no. 131/2002 Coll. on universities and on the amendment and addition of certain laws as amended (hereinafter referred to as "the law on universities") issues the internal regulation *"Rules for the design and approval of a new study program, modification and cancellation of the study program at the School of Management."*

Art. 1 Introductory provisions

- (1) The internal regulation "Rules for the design and approval of a new study program, modification and cancellation of the study program at VŠM" is an integral part of the internal regulation *"Internal system for ensuring the quality of higher education at VŠM"* according to § 48 par. 1 letter b) of the Act on Universities.
- (2) The rules regulate the procedure for the proposal and approval of a new study program and the modification and cancellation of a study program in which VŠM provides education.

Art. 2 Design and approval of a new study program

VŠM provides education in one study program Business Management in study field 8 Economics and Management (in full-time and part-time form, in the 1st and 2nd level, in Slovak and English), which results from the connection of its establishment in 1991 and the original functioning as a branch of the City University of Seattle in Slovakia, which historically provides education also in this one program (BSBA and MBA). In the event that VŠM intends to create another study program (in a field of study in which it is authorized to create, implement and modify study programs), it proceeds according to the following rules:

- (1) The intention to create a new study program in a field of study, in which VŠM has the authority to create, implement and modify study programs, will be prepared by the Study Program Council¹ and VŠM and submitted to the rector.
- (2) The intention to create a new study program according to point 1 of this article must contain:
 - a) name of the study program in Slovak and English,
 - b) assigning a study program to a field of study in which VŠM is authorized to create, implement and modify study programs,
 - c) degree of study,
 - d) the form of study and the language in which the study program is to be conducted,

- e) standard length of study and awarded academic degree,
- f) graduate profile,
- g) the names of the teachers who will provide the profile subjects of the study program and their scientific and pedagogical characteristics, proving their ability to work in the proposed study program,
- h) name and workplace of the candidate for the guarantor of the study program,
- i) names and workplaces of candidates for Study program council members.

(3) The rector will assess the suitability of the plan and, if she agrees with it, will submit the plan for the creation of a new study program for discussion to the Scientific Council of VŠM and the Council for the Internal Quality Assurance System at VŠM (hereinafter referred to as the "Quality Council") and, after their positive opinion, will submit it to the Academic Senate for approval VŠM.

(4) After approval of the intention to create a new study program by the Quality Council, the rector appoints the Study Program Council and the guarantor of the study program.

(5) The Study program board will develop a proposal for the creation of a new study program in accordance with the standards for the internal system of quality assurance of higher education² and the standards for the study program³.

(6) The chairman of the study program board submits a draft of the new study program to the rector, who submits it to the quality board for compliance assessment.

(7) The further procedure for approving the draft of a new study program is regulated by the internal regulation of the Council for the Internal Quality Assurance System of VŠM as part of the internal regulation "Internal System of Quality Assurance of Higher Education at VŠM"⁴.

(8) After the approval of the proposal and the creation of a new study program by the quality board, the rector will enter the data about it in the register of study programs.

Art. 3

Modification of the study program

(1) The study programs at the bachelor's and master's degrees were created in cooperation with the City University of Seattle (CU), where identical programs (Bachelor Science of Business Administration and Master of Business Administration) are implemented, therefore the adjustment of the study programs at the 1st and 2nd degrees is harmonized with CU, while also meeting the core requirements of study field 8 Economics and Management⁵.

(2) Modifying the study program means adding or deleting compulsory subjects or compulsory optional subjects, changing the conditions for the proper completion of studies or modifying the information sheet of a compulsory subject or compulsory optional subject, in addition to updating the teacher, recommended literature or subject evaluation.

(4) Modification of the study program to ensure the quality of higher education at VŠM also includes a change in the guarantor of the study program.

(5) The study program board will draw up a proposal to modify the study program.

(6) The Chairperson of the Study Program Council shall immediately submit a proposal for adjusting the study program to the rector of VŠM, who will submit it to the Quality Council.

(7) After approval of the study program modification proposal by the VŠM quality board, the changes are registered in the ESO (academic information system of the VŠM) and subsequently registered in the register of study programs.

Art. 4

Cancellation of the study program

(1) The Study program board approves the cancellation of the study program in accordance with § 51a par. 2 of the Act on Universities.

(2) The Chairwoman of the Study Program Council submits a proposal to cancel the SP to the rector.

(3) The Rector will submit a proposal to cancel the study program to the Council for the Internal Quality Assurance System of VŠM.

(4) After the proposal to cancel the study program has been approved by the Council for the Internal Quality Assurance System, the program is canceled and VŠM will enter the data about the cancellation of the study program in the register of study programs.

Art. 5

Transitional provisions

(1) For the first alignment of the study program, which was granted the right to award graduates of the study program the corresponding academic title according to the regulations effective until 31 October 2018, with the standards for the internal quality system and the standards for the study program (hereinafter referred to as "standards"), the Vice-Rector for Pedagogical Affairs submits to the rector the intention to harmonize the accredited study program with the standards.

(2) The rector will present the intention to harmonize the accredited study program with the standards for discussion and approval by the quality board.

(3) After approval of the intention to harmonize the accredited study program with the standards by the VŠM Quality Council, the rector appoints the Study Program Council and the guarantor of the study program.

(4) The study program board will harmonize the accredited study program with the standards and prepare a proposal for assessing the compliance of the accredited study program with the standards.

(5) The chairwoman of the study program board will submit a proposal for assessing the compliance of the accredited study program with the standards to the rector.

(6) The rector shall submit a proposal for assessment and approval of the compliance of the accredited study program with the standards to the quality board.

(7) The quality council will assess the compliance of the accredited study program submitted by the rector according to point 6 of this article with the standards for the internal quality system and the standards for the study program.

(8) The further procedure for assessing the compliance of the accredited study program with the standards is governed by the internal regulation of the "*Council for the Internal Quality Assurance System of VŠM*".

Art. 6
Záverečné ustanovenia

(1) The VŠM is obliged to align its study programs with the standards for the internal quality system and the standards for the study program within 24 months of their entry into force.⁶ The VŠM is obliged to request the agency for the first assessment of the internal system by December 31, 2022.

(2) VŠM is obliged to harmonize its study programs with the standards for the internal quality system and the standards for the study program within 12 months from the date of entry into force of the change in the relevant standards⁷.

(3) Any changes and additions to these rules can only be made in the form of numbered additions to these rules.

(4) The Rector authorizes herself to issue, after issuing each amendment to these rules according to point 3 of this article, together with the amendment, the current full text of these rules.

(5) This internal regulation was approved by the Academic Senate of VŠM on August 26, 2022 after the positive statement of the Scientific Council on August 11, 2022 and the Quality Council on August 15, 2022.

(6) This internal regulation enters into force on the day of its approval by the Academic Senate of VŠM and takes effect on September 1st, 2022.

Dr.h.c. prof. Ing. Edita Hekelová, PhD.⁸
VŠM Rector

¹ Internal regulations of the Study Program Council at the School of Management

² § 23 par. 4 of Act no. 269/2018 Coll. Standards for the internal system of quality assurance of higher education. Slovak Accreditation Agency for Higher Education.

³ § 23 par. 5 of Act no. 269/2018 Coll. Standards for the study program. Slovak Accreditation Agency for Higher Education.

⁴ Internal regulation *The internal system of ensuring the quality of higher education at VŠM*.

⁵ Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic No. 244/2019 Coll. on the system of study fields in the Slovak Republic.

⁶ § 37 par. 1 of Act no. 269/2018 Coll.

⁷ § 23 par. 8 of Act No. 269/2018 Coll.

⁸ The original of the signed internal regulation "*Rules for the design and approval of a new study program, adjustment and cancellation of the study program at the University of Management*" is available for inspection at the VŠM rectorate in Bratislava.