



## **Study Program Council at the School of Management**

The School of Management (hereinafter also "VŠM") issues an internal regulation "Study program council at the School of Management" in accordance with § 48 par. 1 letter b) Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended.

### **Art. 1 Introductory provisions**

- (1) The internal regulation "Study Program Council at the School of Management (hereinafter referred to as the "internal regulation") 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 internal regulation regulates the status and mission of the Study Program Council at the School of Management (hereinafter referred to as the "Study Program Council"), its composition, activities and rules of procedure.
- (3) The Study Program Council is appointed by the rector.

### **Art. 2 Status and mission of the Study Program Council**

- (1) The Study Program Council is a body established at VŠM for the purpose of ensuring the quality of educational activities at VŠM as an advisory body to the rector.
- (2) The Study Program Council, in the framework of its activities, in particular:
  - a) prepares a proposal for approval of a new study program, modification of a study program or its cancellation, while proceeding according to the internal regulation "Rules for the proposal and approval of a new study program, modification and cancellation of a study program at the School of Management"<sup>1</sup>
  - b) ensures the fulfillment of the requirements for ensuring the quality of educational activities resulting from legal regulations and internal regulations of VŠM when adjusting the study program,
  - c) receives suggestions related to the implementation of the study program from the internal and external environment from all interested parties, evaluates them and takes measures to eliminate identified shortcomings,

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<sup>1</sup>Internal regulation „Rules for the proposal and approval of a new study program, modification and cancellation of a study program at the School of Management“

d) processes a report on the internal evaluation of the quality of educational activities within the study program and takes measures to increase quality,

e) performs other activities that result from the need to adjust the study program,

(3) The Study Program Council negotiates on materials presented to it by the Chair of the Study Program Council, or on issues to be resolved.

### **Art. 3** **Composition of the Study Program Council at VŠM**

(1) The study program council is appointed and dismissed by the rector of VŠM.

(2) The Vice-Rector for Pedagogical Affairs is the Chair of the Study Program Council.

(3) The Vice-Chairman of the Study Program Council is the guarantor of the study program.

(4) The number of members of the Study Program Council is at least seven.

(5) At least four members of the Study Program Council, including the guarantor, are from the VŠM's internal environment from among the employees of the VŠM academic community (hereinafter referred to as "academic employees") who are important experts and work in areas in which the VŠM carries out educational and research activities.

(6) At least one member of the Study Program Council is a student of VŠM.

(7) At least one member of the Study Program Council is a representative of external stakeholders from among employers.

(8) At least one member is an employee of another university or research institution that operates in the areas in which VŠM carries out educational and research activities.

(9) Only a student who achieves good academic results and/or is active in the Academic Senate of VŠM can be a candidate for a member of the Study Program Council from among students.

(10) A member of the faculty's academic community may submit a proposal for a candidate for a member of the Study Program Council from among academic staff and students.

(11) A member of the academic community or an external collaborator may submit a proposal for a candidate for a member of the Study Program Council from an external environment to the Rector.

(12) Each member of the Study Program Council is obliged to act objectively and impartially in their activities and is obliged to treat information that they have learned about in connection with their work in the Study Program Council as confidential, and to maintain confidentiality about these facts even after the end of their work in the Study Program council. These obligations also apply to other persons who participate in the proceedings of the Study Program Council.

(13) The term of office of the members of the Study Program Council of VŠM, with the exception of students, is six years. The term of office of the members of the Study Program Council from the ranks of students is two years. The term of office begins on the day of appointment as a member of the Study Program Council. The termination of membership in the Study Program Council is regulated in Article 5 of this internal regulation.

(14) Membership in the Study Program Council is irreplaceable.

**Art.4**  
**Chairman and Vice-Chairman of the Study Program Council**

- (1) The Chairperson of the Study Program Council in particular:
- a) convenes and directs the meeting of the Study Program Council,
  - b) directs the activities of the Study Program Council,
  - c) represents the Study Program Council in matters that fall within its competence,
  - d) determines the scope of activities in which it is represented by the vice president.
- (2) The Vice-Chairman of the Study Program Council represents the Chairwoman to the extent specified in point 1 letter d) of this article. During the chairwoman's absence, she represents her in full.

**Art. 5**  
**Termination of membership in the Study Program Council**

- (1) Membership in the Study Program Council ceases:
- a) upon the end of the member's term of office (Article 3 point 13 of these internal regulations),
  - b) ending or interrupting the student's studies,
  - c) termination of employment of an academic employee,
  - d) by giving up membership,
  - e) by recalling a member by the rector,
  - f) the death of a member.
- (2) If the membership of a member of the Study Program Council was terminated before the end of the term of office due to reasons according to point 1 letter b) to f) of this article, the rector appoints a new member of the Study Program Council, whose term of office is in accordance with art. 3 point 13 of this internal regulation.
- (3) In the event of a change in the guarantor of the study program, the rector appoints a new guarantor of the study program as vice-chairman of the Study Program Council.

**Art. 6**  
**Meeting of the Study Program Council**

- (1) The activity of the Study Program Council is governed by the program of individual negotiations, the dates of which are determined by the chairwoman. The deliberations of the Study Program Council are closed to the public.
- (2) The meeting of the Study Program Council can also be held online (e.g. via MS Teams, ZOOM, etc.) without the physical presence of its members.
- (3) In justified cases, the Study Program Council may invite other employees, practice representatives or students who are not members of the Study Program Council to the meeting.
- (4) The proposal of the program of individual meetings of the Study Program Council is drawn up by the chairperson in cooperation with the vice-chairperson. Members of the Study

Program Council may submit proposals for changes and additions to the meeting program at the beginning of its meeting. The change of the program must be approved by a majority of the present members of the Study Program Council.

(5) The meeting of the Study Program Council can take place if the majority of the members of the study program council are present.

(6) Minutes shall be made of the meeting of the Study Program Council. In addition to the formal details and the record of the discussion, the minutes contain the decisions taken on the discussed points. The minutes of the meeting of the Study Program Council are kept by the Chairperson of the Study Program Council.

#### **Art. 7**

##### **Preparation of a proposal to modify the study program**

(1) Modification of the study program means the addition or deletion of compulsory subjects or compulsory optional subjects, changing the conditions for the proper completion of studies or editing the information sheet of a compulsory subject or compulsory optional subject in addition to updating the teacher, recommended literature or evaluation of the subject.

(2) 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.

(3) The Study Program Council will draw up a proposal to modify the study program.

(4) 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 Council for Internal Quality Assurance System of VŠM.

(5) After approval of the study program modification proposal by the VŠM Internal Quality Assurance Council, the changes are registered in the ESO (academic information system of the VŠM) and subsequently registered in the register of study programs.

#### **Art. 8**

##### **Preparation of a proposal for assessing the compliance of the study program with the standards for the internal system of quality assurance of higher education and the standards for the study program**

(1) The Study Program Council will prepare a proposal for assessing the compliance of the study program with the standards for the internal quality system<sup>2</sup> and the standards for the study program<sup>3</sup>.

(2) The chairwoman of the Study Program Council will submit a proposal for assessing the compliance of the study program with the standards for the internal quality system and the standards for the study program to the rector.

(3) The further procedure for assessing the compliance of the study program with the standards for the internal quality system and the standards for the study program is governed by the internal regulation Rules of continuous monitoring, periodic evaluation and periodic approval of study programs and the internal regulation Council for the Internal Quality Assurance System at VŠM (as part of the internal regulation "*Internal system of ensuring the quality of higher education at VŠM*"<sup>4</sup>).

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<sup>2</sup> § 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.

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

<sup>4</sup> Internal regulation The internal system of ensuring the quality of higher education at VŠM.

## **Art. 9**

### **Continuous monitoring and periodic evaluation and approval of study programs**

(1) The Study Program Council continuously monitors, regularly evaluates and proposes adjustments to the study program in order to ensure that the study program is in accordance with the standards for the internal quality system and with the standards for the study program and that the goals and outcomes of education are in accordance with the needs students, employers and other interested parties to correspond to the current knowledge and the current status of their applications, current technological possibilities and that the level of graduates, especially through the achieved educational outcomes, is in accordance with the required level of the qualification framework.

(2) Proposals for modifying the study program are submitted by the Study Program Council to the Rector, who submits them to the Quality Council for approval (after a positive statement from the Scientific Council of VŠM).

(3) The Study Program Council analyzes and evaluates the quality of the implementation of the study program and prepares documents for periodic approval of the study program in a period corresponding to its standard length of study:

- a) three-year bachelor study programs,
- b) two-year master's study programs,

(4) The Study Program Council, in its continuous monitoring and periodic evaluation of study programs proceeds according to the VŠM internal regulation "*Rules for continuous monitoring, periodic evaluation and periodic approval of study programs at the VŠM*"<sup>5</sup>.

## **Art. 10**

### **Costs for the activities of the Study Program Council**

(1) Membership in the Study Program Council is not remunerated.

(2) The costs of administrative support for the activities of the Study Program Council are covered by VŠM.

## **Art. 11**

### **Final provisions**

(1) Any changes and additions to this internal regulation can only be made in the form of numbered amendments to this internal regulation.

(2) This internal regulation was discussed in the Council for the Internal Quality Assurance System at VŠM on June 5, 2022 and in the Scientific Council of VŠM on August 11, 2022. It was approved by the Academic Senate of VŠM on August 26, 2022, which makes it effective.

(3) This internal regulation takes effect on September 1, 2022.

Dr.h.c. prof. Ing. Edita Hekelová, PhD.  
Rector of VŠM<sup>6</sup>

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<sup>5</sup> Internal regulation „*Rules of continuous monitoring, periodic evaluation and periodic approval of study programs at VŠM*“.

<sup>6</sup> The original of the signed internal regulation of the Study Program Council at VŠM is stored and can be viewed at the VŠM rectorate.

### **The Study Program Council at the School of Management (VŠM)**

Dr.h.c. prof. Ing. Edita Hekelová, PhD. - chairwoman (internal member from VŠM)

doc. Ing. Mária Tajtáková, PhD., f.m. professor – vice chairwoman (internal member from VŠM)

doc. Ing. Ľubica Černá, PhD. - member (internal member from VŠM)

prof. Ing. Milan Terek, PhD. - member (internal member from VŠM)

Ing. Daniela Maťovčíková, PhD. , f.m. docent- member (internal member from VŠM)

prof. Ing. Mariana Sedliačiková, PhD. - member (external member from the academic environment)

Mgr. Petrana Erdelská - member (external member from the work environment)

Kristína Horváthová - member, student