



**ST. ELIZABETH'S UNIVERSITY OF HEALTH AND SOCIAL WORK,  
N. O. Bratislava**

**Creation, preparation, approval, modification and termination of  
study programmes of the St. Elizabeth University of Health and  
Social Work N. O. in Bratislava**

**Internal regulation issued by the Rector of the St. Elizabeth  
University of Health and Social Work N. O. in Bratislava**

**BRATISLAVA 2021**

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## CHAPTER ONE

### *INTRODUCTORY PROVISIONS*

#### **Article 1**

##### **Subject matter and scope of the regulation**

1. Directive *Creation, Preparation, Approval, Modification and Termination of Study Programmes of the St. Elizabeth University of Health and Social Work, N.O. in Bratislava* (hereinafter referred to as "SEU") establishes the processes, policies, competences, rights and obligations of the individual levels of the organisation and management of SEU in the application and implementation of the *Standards for Study Programmes* of the Slovak Higher Education Accreditation Agency, which constitute the "Standards for Study Programmes".. a set of requirements, the fulfilment of which is conditional upon the granting of accreditation of a study programme and the Agency's decision on the authorisation of the HEIASA to establish, implement and modify study programmes in the relevant field of study and degree".

2. *Directive Creation, preparation, approval, modification and termination of study programmes of the SEU,*

its application and implementation are conditioned by the application and implementation of the internal regulation of SEU "*Creation, application and evaluation of the internal quality system of higher education of the University of Health and Social Work St. Elizabeth, N.O. in Bratislava*" dated 25 November 2021 and is an integral part of it.

3. The internal regulations of the SEU are the source of regulation within the framework of the SEU's authorization to carry out study programs.

#### **Article 2**

##### **Sources of regulation of the creation, preparation, approval, modification and termination of study programmes in the conditions of SEU**

1. The legislation contains the legal regulation of legal relations, the subject of which are study programmes in the performance of all functions of the SEU and which results from the legislation, in particular

- *Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended,*

- 269/2018 Coll. on Quality Assurance of Higher Education and on Amendment and Supplementation of Act No. 343/2015 Coll. on Public Procurement and on Amendment and Supplementation of Certain Acts, as amended (hereinafter referred to as the "Act on Quality Assurance of Higher Education"),

- standards and guidelines for quality assurance in the European area

*Standards and Guidelines for Quality Assurance in the European Higher Education Area - ESG, 2015,*

- *Convention on the Recognition of Qualifications concerning Higher Education in the European Region, Lisbon 1997,*

- Act No. 422/2015 Coll. on the recognition of documents on education and on the recognition of professional qualifications and on the amendment and supplementation of certain acts (temporal version of the regulation effective from 01.01.2022),

- 296/2010 Coll. of the Government of the Slovak Republic on the professional competence for the exercise of the health profession, the manner of further education of health professionals, the system of specialisation fields and the system of certified work activities,

- Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 16/2015 Coll., which establishes professional organisations whose members exercise regulated professions with the right to use professional titles and regulated professions with education coordination

- 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 in the Slovak Republic,

2. The SEU system for the creation, approval, monitoring and evaluation of study programmes includes the application and implementation of the documents of the *Slovak Accreditation Agency for Higher Education* (hereinafter referred to as "SAAVŠ") which contain requirements for study programmes, forming the subject of evaluation of SEU in the period from 1 September 2022, which are in particular:

- Standards for the Internal Quality Assurance System for Higher Education of 2 July 2020,

- Curriculum Standards,

- Standards for the Habilitation and Appointment of Professors Procedure,

- Methodology for the evaluation of standards as amended on 18 February 2021.

3. The system of internal normative instructions forms a coherent normative order of the SEU and is in direct or indirect systemic connection to the relevant prescribed standards or to the content of the cited methodology; the internal normative legal acts, among other things, fulfil the function of evidence for documenting the fulfilment of the relevant standards for the study programme.

4. The system and policies of the SEU include, according to the provisions of § 3 par. 3 of the *Act on Quality Assurance in Higher Education*, the rules for the establishment, approval, implementation and modification of each study programme, the selection of lecturers for individual subjects of study programmes, the admission procedure, the approval of thesis supervisors and thesis supervisors, the monitoring and regular evaluation of study programmes, in which students, employers from the relevant sector of the economy and other interested persons also participate, the implementation of the creative activities of the HEI and the participation of students in them and the requirements for the level and scope of the creative activities of the HEI with regard to its mission, the determination of the prerequisites and requirements for the selection of university teachers, the provision of professional development of university teachers, researchers and staff of the HEI, the creation of conditions for work, study, comprehensive information on the implementation of the study programme, etc.

### **Article 3**

#### **Terminology in the processes of creation, preparation, approval, modification and termination of study programmes in the conditions of SEU**

1. *Standards for the study programme of the Slovak Accreditation Agency for Higher Education Institutions* contain the definition of the system of terms in Article 12, their definitions are given in paragraphs 2 to 34 of the quoted Article 12.

2. In particular, the following definitions are relevant to the scope of the HSE: accreditation of the study programme/accreditation of the habilitation and inauguration procedure, academic fraud, learning objectives of the study programme, long-term and continuous success, informal learning, competences, competence, qualification framework, internationally recognised level of creative activity, nationally recognised level of creative activity, non-

formal education, quality assurance/internal system policies, operation in the field of study, internal system processes, profile subject, transferable competences, rigorous thesis, standards for the programme of study /requirements for the accreditation of the programme of study/, internal system structures, part of the university, related field, creative activity, teachers, curriculum modification, scientific integrity, internal quality assurance system for higher education, learning outcome, significant international level of creative activity, stakeholders, final thesis, skill).

3. The list of relevant fields of study in which the SEU has been granted authorisation to carry out study programmes, as well as the list of accreditations of habilitation and inauguration proceedings is kept by the Ministry of Education, Science, Research and Sport of the Slovak Republic in the Register of Study Programmes and the Register of Fields of Study (Section 54 of *Act No. 131/2002 Coll. on Higher Education, as amended*).

## **SECOND CHAPTER**

### ***CREATION, PREPARATION, APPROVAL, MODIFICATION AND TERMINATION OF STUDY PROGRAMMES***

#### **Article 1**

##### **Policies and curricula**

1. the SEU consistently applies *quality assurance policies* with its primary responsibility for the quality of the education provided according to Article 2 of the Standards under the title *Quality Assurance Policies*, containing ten quality assurance policy standards by definition, which have a total of 34 sub-standards according to the *Standards Evaluation Methodology*.
2. In accordance with Article 12 (9) of the Standards, HEIASP implements *quality assurance/internal system policies*, which are a deliberately designed set of principles that guide the activities of HEIASP and its employees, students and external stakeholders to achieve continuous quality assurance and development of higher education and related activities, including in the creation, preparation, approval, modification and termination of study programmes.
3. The more detailed procedure for the creation and approval of a new study programme or modification of a current study programme or its termination is regulated by the Directive *Creation, Application and Evaluation of the Internal Quality System of the SEU* (according to the provisions of Article 4 *Creation, Modification and Approval of Study Programmes*) approved by the Rector of the SEU.
4. Where the term 'proposal for a new programme of study' is used in this Directive, it shall be understood to mean 'proposal for a new programme of study and proposal for habilitation and inauguration courses.

#### **Article 2**

##### **Creation and proposal of a new study programme and fields of study for habilitation and inauguration**

1. The Rector of SEU establishes the *Programme Council of SEU for study programmes and fields of study of habilitation and inauguration proceedings*. The Programme



Board, as the main body in the policy of the SEU for study programmes and fields of study, approves proposals for creation, change, modification and cancellation of study programmes at SEU. Its members are appointed by the Rector, as a rule, from among domestic and foreign partner institutions, employers' representatives, representatives of students, graduates, professional chambers and professional societies and other experts from practice, i.e. from persons who are not involved in the creation and guaranteeing of study programmes. The Programme Board of the SEU has established sections for specific groups of programmes in the disciplines.

2. Prior to the development of the proposal, an *analysis of the need for a new study programme and the field of the habilitation and inauguration procedure* and the content and timing of the process of its development are discussed at the level of the Rector's University or at the level of the SEU management meeting. The analysis of the need for a new study programme shall take into account the long-term strategy of the SEU, system links with other study programmes of the SEU, analysis of the needs and practical application of graduates, staffing and material support for the implementation of the new study programme, definition of areas in which students within the new study programme will acquire relevant knowledge, skills and competences that are original and are not subject to the scope of another study programme. The analysis shall also include the link between the content of the new study programme and the subsequent learning in the continuous content of the higher level of higher education. In preparing the relevant decisions, the expected number of students to be admitted to study in the proposed new study programme shall be determined.

3. The creators of a new study programme shall submit their proposal for the creation of a new study programme in the relevant field of study and at the relevant level (hereinafter referred to as the "proposal"), in which the SEU is authorised to carry out study programmes, to the Programme Board of the SEU as well as to the Rector of the SEU.

4. The creators are generally :

- a) representatives of the student part of the Academic Senate of SEU,
- b) representatives of employers and ministries in the Programme Council at the Ministry of Education and Science and the Ministry of Labour and Social Affairs,
- c) guarantors of study programmes.

5. The proposal for the creation of a new study programme must include a personal proposal for the person who will be responsible for the study programme or its integral part and who will ensure the documentation of information about the study programme after the proposal has been discussed by the internal *Council for the internal quality system of the SEU*.

6.

a) Upon approval of the analysis and project of the new study programme development, the Rector of the SEU shall assign the relevant university teacher with responsibility for the preparation of the study programme as the *guarantor of the quality of the study programme* (hereinafter referred to as "SP"), who shall coordinate the preparation of the documents, prepare written records of the preparatory discussions on the new draft SP, which shall include the course of the discussions, as well as the opinions and possible counter-proposals of the participants of the discussion.

b) The person responsible for the implementation, quality assurance and development of the SP (as well as for the quality assurance of the relevant field of the habilitation and inauguration procedure) must meet the prerequisites and requirements set out in Article 6(4) of *the Standards for the SAAVS Study Programme* (professor in the relevant field of study for a fixed weekly working time/in the case of a bachelor's degree programme, the person shall act as professor/associate professor in the relevant field of study for a fixed weekly working time).

7. The development of the new SP proposal is carried out in cooperation with the relevant senior staff, interested students delegated by the Academic Senate of the SEU, including PhD students, and interested departments and teachers of the SEU. Relevant representatives of the relevant practice are also involved in the processes of developing the new SP, in which current graduates and future graduates of the SEU in particular are involved.

8. Upon completion of the preparatory work, the quality guarantor of the SP will submit the complete documentation on the proposal of the new SP to the meeting of the Programme Board of the SEU, which will recommend/not recommend the approval of the proposal.

9. The proposal for the new SP must include: description and definition of the new SP, including the self-evaluation report of the SP, scientific and pedagogical characteristics of the teacher of the SEU with his/her basic and main responsibility for the implementation,

development and quality assurance of the new SP, scientific and pedagogical characteristics of the teachers of the SEU who will provide teaching of the profile subjects. The proposal for the new SP also includes a list of persons who are to supervise the final theses, a recommended curriculum, compulsory subjects and compulsory elective subjects and their information sheets.

10. The above proposal will be approved after discussion by the Programme Board of the SEU and subsequently submitted to the Internal Quality System Council.

11.

a) The *Internal System Council* assesses the compliance of the new SP proposal with the basic strategic goals of the SAAVS, compliance with the *Standards for the SAAVS curriculum*, assesses the staff composition of the involved teachers of the SAAVS, the participation of students and other persons in the process of creating the new SP. The subject of the assessment of the new SP proposal is also the compliance of the proposal of the acquired qualification with the national standards of the qualification framework, with the needs of practice, the definition of the workload for individual study subjects and the creative nature of the proposal content, including the final theses, etc.

(b) The *ISC* may return a proposal for a new SP for refinement, and shall provide a detailed justification for the return of the proposal.

(c) The *Internal System Board* may seek the opinion of another external expert who is not a member of the *Programme Board of the SEU* before approving it.

12. After discussing the proposal for a new SP in the *Internal System Council*, the Rector of the SEU submits an application for accreditation to SAAVŠ in the event that the SEU does not have the right to create study programmes independently in the relevant field of study.

13. The Rector of the SEU accredits a new programme of study after discussion in the *Internal System Council*, if the SEU is authorised to create study programmes in the relevant field of study independently. After accreditation, the SEU shall enter the new study programme in the relevant register of study programmes.

### **Article 3**

#### **Procedure for modifying a valid study programme**

1. For the process of proposing a change to an existing SP, the equivalent provisions of Article 2 and Article 3 of this Directive shall apply.
2. The bodies that consider changes to the SP are those listed in the approval process for the new SP. In the event that the SEU does not have the right to change the SP in the relevant field of study, the Rector of the SEU shall request the SAAVŠ to approve and grant consent to the proposed changes to the SP.
3. The proposal for modification of the study programme is submitted by the guarantor responsible for the study programme or the Programme Board of the SEU to the Rector of the SEU.

### **Article 4**

#### **Procedure for termination of a valid study programme**

1. The authorisation to carry out the SP may be terminated
  - a) the decision of SAAVŠ to suspend the implementation of the SP according to the relevant Act on Quality Assurance of Higher Education,
  - b) by cancellation of the SP on the proposal of the Rector of the SEU after prior discussion in the Programme Council of the SEU,
  - (c) the expiry of a specified period of time during which the authorisation was issued.
2. The proposal for cancellation of a valid SP is submitted to the Rector of the SEU by the quality guarantor (the teacher of the SEU who is responsible for the SP).

## **THE THIRD CHAPTER**

### ***FINAL PROVISIONS***

1. Internal regulation of the SEU
  - a. discussed by the Academic Senate of the SEU on 25.11.2021
  - b. approved by the Scientific Council of the SEU on 26.11.2021
  
2. The specific procedure for the approval of study programmes in the Programme Board of the SEU and in the Council for the Internal Quality Assurance System of Higher Education is regulated in their separate regulations - the Statute and Rules of Procedure of the Programme Board of the SEU and the Statute and Rules of Procedure of the Council for the Internal Quality Assurance System of Higher Education.
  
3. The internal regulation is effective from 01.01.2022

**In Bratislava on 26.11.2021**

**Dr. h. c. prof. MUDr. Juraj Benca, PhD., MPH**  
**rector**