



**Collection of analyses, use and regular publication of information on study programmes, conditions of study and employability of graduates at
St. Elizabeth University of Health and Social Work**

Rector's Directive pursuant to §3 of Act No. 269/2018 Coll. on Quality Assurance in Higher Education

Article 1 Legislative

sources

The collection of analyses, use and regular publication of information on study programmes, study conditions and employability of graduates of the SEU, its students and teachers (hereinafter referred to as the Information Code of the SEU) is an internal regulation of the SEU pursuant to Section 3 of Act No.

269/2018 Coll., point n and point o) - requirements for the Internal System , while it also follows the communication strategy of the school in terms of its Long Term Plan.

It does not apply to information activities in :

- a.** tendering procedures
- b.** habilitation and inauguration procedures, which are regulated by special decrees of the Ministry of Education and Science of the Slovak Republic, the Ministry of Health of the Slovak Republic and the Ministry of the Interior of the Slovak Republic.

(SEU is a non-profit organization registered and established by the Public Administration Section of the KU as well as the Ministry of Interior with specific regulations of SEU , which are not part of the internal system.)

Article 2

Objectives of the Information Code

- 1.** Inform applicants about the possibilities and conditions of admission to study at SEU1b. Report and evaluate at least annually on graduate employment, data and graduate employment, particularly in the health and social work sectors,
- 2.** To inform students and the public about accreditations by domestic foreign and departmental bodies for evaluation and accreditation of study programmes,
- 3.** Regularly, at least annually, publish data on the results of student surveys and other assessment of assessment learning - by alumni, faculty, as well as evaluation processes
- 4.** Regularly publish the results of the creative activities of students (especially PhD students) and teachers of SEU.
- 5.** Inform about openings and opportunities to work on foreign and domestic humanitarian projects, as well as student mobility on foreign tropical projects.
- 6.** To inform about the achievements of students, graduates and educators in the fields of science, culture, sports, arts and creative and pedagogical activities and in the labour market.
- 7.** To disclose those parts of the complaints procedure submitted by students in

accordance with a specific internal regulation of the SEU.

8. To provide information on emergency prevention and public health protection. Marketing information, except for the appeal for humanitarian aid, shall be published in accordance with the Code of Ethics of the SEU. Information of a pandemic nature, radiation hygiene protection and disaster prevention shall require the approval of the head of the relevant department .

Article 3

Structures and intervals of data collection and analysis for the Information Code

a. The main means of information is the website of the SEU, which is also the website designated since 2018 by the Ministry of Education and Science according to Act No. 131/2002 Coll., as amended, as well as the annual reports of the SEU, which are under the regime of the Ministry of Education and Science and the Ministry of the Interior of the Slovak Republic.

b. Other means are infolists, circulars, professional and scientific journals, as well as announcements of the Alumni Club of SEU and the Academic Senate of SEU.

c. Complementary means are the bulletin boards of the dormitory buildings and the SEU workplaces at home and abroad, as well as their websites.

d. The content of the main website is the responsibility of the network administrator appointed by the Rector, while the content of the faculties' and individual departments' websites is the responsibility of the network administrators (webmasters) of the faculties and domestic and foreign departments. Consent for publishing information on the website is given by the head of the department, in the case of a school by the Rector of the SEU. Scientific information in professional and scientific journals, even if published online, is not covered by these consents.

The websites of domestic and foreign workplaces may also be maintained in a foreign language.

e. The intervals for checking the information depend on the structure of the information, unless otherwise specified in an internal regulation.

The annual report of the school, the annual report of the non-profit organisation as a legal form and the annual management report and the reports of the accreditation bodies are published at intervals in accordance with a specific law and are freely available.

Reports that contain personal data, especially reports of bodies that also deliberate in non-public parts, are accessible after requesting a password from the Rector of the HSE according to a special law on the protection of personal data, the NSA Act. For some data, for example, on the stay of students, teachers in war zones, disaster areas, or according to the teaching of

courses in the field of management and work in emergency situations (disaster management, wartime public health, courses in the emergency medical care program, etc.) are available only to persons with NSA clearance, as well as to course instructors.

As the data repository, as well as the web network centre and the information centre, is in a building that is academic - persons who are not members of the academic community, as well as the OČTK shall be authorised to disclose information upon written request by the Rector.

Article 4

Supervision and control

The policies of the Information Code are subject to regular review:

- a.** the Auditor General's Department
- b.** Vice-Rector for Educational Activities
- c.** National Security Office of the Slovak Republic
- d.** the Office for Personal Data Protection, when requesting the publication of minutes from meetings of bodies that have non-public parts in their agenda (Academic Senate, Alumni Club, Council for Internal Quality Assurance System of Higher Education, Programme Council of the Higher Education Academy and its Sections, Scientific Council)

Article 5

Final provision

This Information Code was discussed by the Academic Senate of the SEU and approved by the Internal Quality Assurance Council of the SEU and the Scientific Council of the SEU on 28-31 January 2022 and is effective from 1 February 2022.

In Bratislava on 31.01.2022

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Rector