



FULL TEXT OF DIRECTIVE NO. 204

elaborated on 20 December 2024

Rules for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina

PART 1: INTRODUCTORY PROVISIONS

Article 1 Introductory Provisions

1. This Directive is issued under the provisions of Section 15, par. 1 (b) of Act No.131/2002 Coll. on Higher Education Institutions and Amendments to Certain Acts, as amended (hereinafter referred to as "**Higher Education Act**") and under Act No. 269/2018 Coll. on Quality Assurance of Higher Education and amendment and supplementation of Act No. 343/2015 Coll. on Public Procurement and Amendments to Certain Acts, as amended (hereinafter referred to as "**Quality Assurance of Higher Education Act**").
2. This Directive determines the **rules and procedures** for the design, modification, approval, and cancellation of study programmes at UNIZA and for the submission of an application for a study programme accreditation in which UNIZA submits a request for accreditation to the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE").
3. Throughout this Directive, the terms: "dean/director of the institute" **or** /dean/rector" were **substituted** by terms: "dean of the faculty for a study programme provided by the faculty, director of the institute for university-wide study programme" **or** "dean of the faculty for a study programme provided by the faculty, rector for a university-wide study programme".
4. Throughout this Directive, the terms: "Faculty Scientific Board/UNIZA Scientific Board" were **substituted** by the terms: "Faculty's Scientific Board for study programme provided by the faculty, UNIZA Scientific Board for university-wide study programme".
5. The templates of forms and procedural documents for the design, modification, harmonisation and cancellation of a study programme are listed in the relevant methodological guideline.

PART 2: RULES FOR THE DESIGN AND APPROVAL OF A NEW STUDY PROGRAMME

Article 2 General Rules for the Design and Approval of a New Study Programme

1. New study programme at UNIZA:
 - a) in a field of study and level of study in which **UNIZA is authorised** to design, implement and modify study programmes **may be created based on a decision of the Accreditation Board**,
 - b) in a field of study and level of study in which **UNIZA is not authorised** to design, implement and modify study programmes **may be created based on the decision of the SAAHE**, obtained by submitting a **request for accreditation** following Section 30 of Act on Quality Assurance of Higher Education or following Section 36, par. 2 of Act on Quality Assurance of Higher Education for SAAHE (hereinafter referred to as "**request for accreditation of a new study programme for SAAHE**").
2. If **UNIZA is authorised** in the given field of study and level of study to design new study programmes (following par. 1 (a) of this Article), the dean/rector or the dean of the coordinating faculty (if the programme will be conducted at more than one faculty) shall present a request for proposal **approval for the design of a new study programme** following Act on Quality Assurance of Higher Education and relevant legal regulations to the Accreditation Board.
3. If **UNIZA is not authorised** in the given field of study and level of study to design new study programmes (following par. 1 (b) of this Article), the dean/rector or the dean of the coordinating faculty (if the programme will be conducted at more than one faculty) shall present a **request for approval of the draft request for accreditation of a new study programme at SAAHE** following Act on Quality Assurance of Higher Education and relevant legal regulations to the Accreditation Board.
4. When creating joint study programmes, the proposal shall contain specific information on the partner institution(s).
5. When creating study programmes in the form of double degrees, the proposal has to contain specific information on the partner institution.

6. When creating a study programme provided by several UNIZA faculties, the guaranteeing faculty shall be determined based on a meeting of the faculties. The activities of the dean, according to this internal regulation, shall be ensured by the dean of the guaranteeing faculty in cooperation with the dean(s) of the participating faculty/faculties.
7. **Design of a new study programme** and its approval consists of the preparation of:
 - a) **initiative** to design a new study programme (Article 3 of this Directive),
 - b) **proposal** of a new study programme (Article 4 of this Directive).
8. In the case of the design of a new study programme in terms of **a change of the name of the study programme only**, the provisions of **Article 4, par. 10 of this Directive** are followed:

Article 3 Development of the Initiative to Create a New Study Programme

1. If the monitoring of the requirements of the external and internal environment results in a requirement for the design of a new study programme, the dean/director of the institute shall verify the availability of resources for the implementation of the new study programme. In particular, personnel, material-technical and spatial arrangements for the implementation of the new study programme shall be examined.
2. If the resources for the implementation of the new study programme are available, the dean/director of the institute shall name the members of the **Design Committee**, who form part of the **presumed Board of the Study Programme**. The dean/director of the institute will entrust the Design Committee with the development of an **initiative for the design of a new study programme**.
3. **The Initiative to design a new study programme** (hereinafter referred to as “the **Initiative**”) contains details about the study programme:
 - a) the name of the study programme in both Slovak and English,
 - b) field of study (following the decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 244/2019 Coll. on the system of study fields in the Slovak Republic), in which the study programme will be conducted,
 - c) the level of higher education,
 - d) the form of study,
 - e) the standard length of study,
 - f) the language/s in which the study programme is to be conducted,
 - g) academic title to be awarded,
 - h) the profile of the graduate,
 - i) objectives and learning outcomes of the study programme,
 - j) the justification for the creation of a new study programme,
 - k) justification of the uniqueness and originality of the new study programme,
 - l) proposal of the study programme guarantor,
 - m) a proposal from the Study Programme Board members,
 - n) profile subjects of the study programme and their outputs.
4. The dean/director of the institute shall discuss the initiative with the authority from practice.
5. **The authority from practice** will comment on the **Initiative** in terms of the relevance of the new study programme for the labour market and the applicability of graduates in it.
6. The authority from the practice shall comment on the Initiative through a written opinion (procedural document), in which it shall state whether it:
 - a) agrees with the Initiative,
 - b) agrees with the Initiative with some comments,
 - c) disagrees with the Initiative.
7. After receiving the opinion of the authority from practice regarding the Proposal, the dean/director of the institute, through the rector, submits the Proposal **to the Rector's Advisory Board for discussion, along with the written opinion of the authority from practice**.
8. The Rector's Advisory Board considers the Proposal in particular concerning:
 - a) the affiliation of the proposed new study programme to the field of study,
 - b) the focus of the proposed new study programme and its uniqueness,

- c) the existing accredited study programmes at UNIZA,
 - d) staffing of the proposed study programme,
 - e) material and technical provision of the proposed study programme.
9. If the Rector's Advisory Board **agrees** with the Proposal or if the Rector's Advisory Board agrees with the Proposal **with some comments** and if these comments have been incorporated into the Proposal by the Design Committee, the dean/director of the institute will entrust the Design Committee with the preparation of a **proposal for a new study programme**.
 10. If the Rector's Advisory Board **disagrees** with the Proposal, the dean/director of the institute shall **stop** the process for the design of the new study programme.

Article 4 Drafting a New Study Programme Proposal

1. The Design Committee shall draft a **proposal for a new study programme** following the SAAHE standards for the study programme and standards for the internal system of higher education quality assurance. This proposal contains:
 - a) proposal for the design of a new study programme – basic information (procedural document),
 - b) description of the study programme according to the requirements of SAAHE,
 - c) internal evaluation report of the study programme according to the requirements of SAAHE,
 - d) the scientific/artistic and pedagogical characteristics of the person (hereinafter referred to as "VUPCH") of teachers providing profile subjects of the study programme according to the requirements of SAAHE,
 - e) characteristics of the submitted outputs of creative activity/activities according to the requirements of SAAHE,
 - f) a concurrent opinion of the legal entity specified in the description of the field of study, if required according to the description of the field of study.
2. The Design Committee presents the Proposal for the new study programme to the **dean/director of the institute**.
3. Through the rector, the dean/director of the institute submits a proposal for the design of a new study programme to the **faculty's/Scientific Board of UNIZA** or a proposal for the submission of an application for accreditation of a new study programme to the SAAHE for approval, along with other appendices:
 - a) written opinion of the authority from practice regarding the Proposal (procedural document),
 - b) written opinion of the Rector's Advisory Board regarding the Proposal (minutes from the Rector's Advisory Board's meeting)
4. After discussing the proposal to design a new study programme, or after discussing a proposal for submitting an application for accreditation of a new study programme to SAAHE, the Scientific Board of the faculty/Scientific Board of UNIZA:
 - a) agrees with the proposal,
 - b) agrees with the proposal with some comments,
 - c) disagrees with the proposal.
5. If the Scientific Board of the faculty/Scientific Board of UNIZA **agrees** with the proposal for designing a new study programme or with the proposal for submitting an application for accreditation of a new study programme to SAAHE **with some comments**, the responsibility for incorporating the comments into this proposal lies with the applicant. Subsequently, the applicant shall present the request with the respective proposal to the **Accreditation Board** following par. 7 of this Article.
6. If the faculty's/UNIZA's Scientific Board **did not agree** with the proposal to design a new study programme, or the proposal for submitting an application for accreditation of a new study programme to SAAHE, the Board shall provide reasons for its opinion. The decision of the faculty's/UNIZA's Scientific Board is **final**.
7. If the Scientific Board of the faculty/Scientific Board of UNIZA **agrees** with the proposal for designing a new study programme or with the proposal for submitting an application for accreditation of a new study programme to SAAHE, the dean/rector, in coordination with the

director of the institute, submits a request for approval of the relevant proposal to the **Accreditation Board**. In addition to this request, the following is submitted to the Accreditation Board:

- a) proposal for designing a new study programme (following par. 1 of this Article),
 - b) written opinion of the authority from practice regarding the Proposal (procedural document),
 - c) written opinion of the Rector's Advisory Board regarding the Proposal (minutes from the Rector's Advisory Board's meeting),
 - d) decision of the Scientific Board of the faculty/Scientific Board of UNIZA regarding the approval of the proposal for designing the new study programme or the proposal for submitting an application for accreditation of a new study programme to SAAHE (minutes from the Rector's Advisory Board's meeting).
8. The dean/rector, in cooperation with the director of the institute, also provides the Accreditation Board and/or SAAHE with access to further evidence of the proposed new study programme's compliance with the standards for the internal quality assurance system for higher education and the standards for the study programme.
9. The dean/rector or a person authorised by them submits the application with the proposal and annexes in the UNIZA information system for accreditation: akreditacia.uniza.sk, based on the relevant methodological guideline.
10. In the case of the design of a new study programme **in terms of a change of the name of the study programme only**, the process of designing a new study programme is as follows:
- a) The Board of the Study Programme shall prepare a proposal to change the name of the study programme, following the SAAHE standards. This proposal is similarly processed by accepting the change of the name of the study programme in all proposal documents according to Article 4, par. 1.
 - b) The Board of the Study Programme shall submit the proposal to change the name of the study programme to the **dean of the faculty/director of the institute**.
 - c) The dean/director of the institute (via rector) shall submit the proposal to change the name of the study programme (procedural document) at the **Rector's Advisory Board** meeting.
 - d) If the Rector's Advisory Board **agrees** with the proposal to change the name of the study programme, or if it agrees with said proposal **with comments**, and the comments have been incorporated into the proposal, the dean/director of the institute (through the rector) submits the proposal to approve the change of the name of the study programme along with the Rector's Advisory Board's opinion (minutes of the Rector's Advisory Board meeting) to the **faculty's/UNIZA's Scientific Board** for discussion. The responsibility to incorporate the comments of the Rector's Advisor Board into the proposal for the change of the name of the study programme lies with the applicant.
11. If the Rector's Advisory Board **does not agree** with the proposal to change the name of the study programme, the process is **stopped**.
- a) If the Scientific Board of the faculty/Scientific Board of UNIZA **agrees** or **agrees with some comments** with the proposal to change the name of the study programme, and the comments have been incorporated into the proposal, the dean/director of the institute shall submit the request for approval of the change of the name of the study programme along with the proposal (procedural document), the opinion of the Rector's Advisory Board (minutes of the meeting of the Rector's Advisory Board) and the decision of the Scientific Board of the faculty/Scientific Board of UNIZA (minutes of the meeting of the Scientific Board) to the **Accreditation Board**. The responsibility to incorporate the comments of the Scientific Board into the proposal for the change of the name of the study programme lies with the applicant.
 - b) If the Scientific Board of the faculty/Scientific Board of UNIZA **did not agree** with the proposal for the change of the name of the study programme, the Board shall provide reasons for its opinion. The decision of the Scientific Board of the faculty/Scientific Board of UNIZA is **final**.

Article 5

Approval of the Proposal for a New Study Programme

1. The procedure and rules for the approval of the new study programme proposal by the Accreditation Board are regulated by the internal regulation Statute of the Accreditation Board of the University of Žilina.
2. If after discussing the proposal for the design of a new study programme, the Accreditation Board agrees with the proposal, the dean/rector or the person authorized by them (in the case of a university-wide study programme) shall arrange the process of designing the new study programme with the Ministry of Education, Research, Development and Youth of the Slovak Republic.
3. If the Accreditation Board, after discussing the proposal for the submission of an application for accreditation of the new study programme at SAAHE, approves the proposal, the rector shall immediately submit an application for the accreditation of the new study programme to SAAHE.
4. If the Accreditation Board, after discussing the proposal for the design of a new study programme, approves the proposal, or if the SAAHE has decided to accredit a study programme based on an application submitted by the university, the **rector appoints the guarantor of the new study programme**.
5. The study programme guarantor, in cooperation with the relevant Board of the Study Programme and the Institute of Information and Communication Technologies of UNIZA (hereinafter referred to as "IICT UNIZA"), registers the new accredited study programme in the Academic Information and Education System (hereinafter referred to as "AIES UNIZA") and in the information system akreditacia.uniza.sk.
6. The dean/director of the institute shall assign an authorised person to ensure the entry of data on the new study programme in the Register of Study Programmes on the University Portal.

PART 3: RULES FOR THE MODIFICATION OF A STUDY PROGRAMME

Article 6

General Rules for the Modification of a Study Programme

1. In terms of the internal quality assurance system at UNIZA, the **modification** of a study programme is considered to be:
 - a) addition or deletion of a compulsory course,
 - b) addition or deletion of a compulsory optional (elective) course,
 - c) a change in the conditions for regular completion of studies,
 - d) modification of the Course Information Sheet of the compulsory course or the compulsory optional (elective) course, **except** for update of the teacher, recommended literature and the type, scope, and methods of educational activities.
2. A change in the course information sheet, that is **not a modification** of the study programme under paragraph 1 of this Article, can be implemented by the course guarantor upon approval of the study programme guarantor.
3. When modifying a study programme provided by several UNIZA faculties, the dean's activities in modifying this type of study programme under this internal regulation shall be ensured by the dean of the guaranteeing faculty in cooperation with the dean/s of the participating faculty/s.
4. The requirement to modify a study programme may result from:
 - a) monitoring the internal and external environment, based on which the Board of the Study Programme may formulate requirements for the study programme modification,
 - b) from the suspension of a study programme, which may be decided by the UNIZA Accreditation Board or SAAHE based on the provisions of Section 27 of the Act on Quality Assurance of Higher Education.

Article 7

Rules and Procedures for Study Programme Modification

1. Requests for the study programme modification, including the collection and evaluation of internal and external stakeholders' input, are generated and received by the Board of the Study

- Programme. The Board of the Study Programme formulates the request for the study programme modification and presents it to the dean/director of the institute.
2. The dean/director of the institute authorises the Board of the Study Programme to prepare a **proposal for the modification** of a study programme following the SAAHE standards for the study programme and standards for the internal system of higher education quality assurance.
 3. **The proposal for the modification of a study programme** contains:
 - a) a proposal for study programme modification, detailing the nature and extent of the study programme modification, including the rationale (procedural document),
 - b) the description of the study programme according to the requirements of SAAHE – the new version after modification,
 - c) research/art/teacher profile of the teachers providing profile subjects,
 - d) characteristics of the submitted outputs of research, artistic and other activity/activities,
 4. The chairman of the Board of the Study Programme presents the proposal for study programme modification to the **dean/director of the institute**.
 5. The dean/rector, in cooperation with the director of the institute, presents the proposal for the study programme to the **Scientific Board of the faculty/Scientific Board of UNIZA**.
 6. After discussing the proposal for the study programme modification, the Scientific Board of the faculty/Scientific Board of UNIZA decides whether it:
 - a) agrees with the proposal for study programme modification,
 - b) agrees with the proposal for study programme modification with some comments,
 - c) disagrees with the proposal for study programme modification.
 7. If the Scientific Board of the faculty/Scientific Board of UNIZA **agrees** with the proposal for the modification of the study programme **with some comments**, the responsibility for incorporating the comments lies with the applicant. Subsequently, the applicant shall present the request for the modification of the study programme to the **Accreditation Board** following par. 9 of this Article.
 8. If the Scientific Board of the faculty/Scientific Board of UNIZA **did not agree** with the proposal for the modification of the study programme, the Board shall provide reasons for its opinion. The decision of the faculty's/UNIZA's Scientific Board is **final**.
 9. If the Scientific Board of the faculty/Scientific Board of UNIZA **agrees** with the proposal for the study programme modification, the dean/rector, in cooperation with the director of the institute, presents the request for approval of the study programme modification to the **Accreditation Board**. In addition to this request, the following is submitted to the Accreditation Board:
 - a) proposal for study programme modification (following par. 3 of this Article),
 - b) written decision of the Scientific Board of the faculty/Scientific Board of UNIZA regarding the approval of the study programme modification proposal (minutes from the meeting of the Scientific Board).
 10. The dean/rector, in cooperation with the director of the institute, also provides the UNIZA Accreditation Board and/or SAAHE with access to further evidence of the compliance of the study programme modification proposal with the standards for the internal quality assurance system for higher education and the standards for the study programme.
 11. The dean/rector or a person authorised by them submits the application with the proposal and annexes in the UNIZA information system for accreditation: akreditacia.uniza.sk, based on the relevant methodological guideline.

Article 8

Approval of Study Programme Modification

1. The decision to modify a study programme at UNIZA is made by the Accreditation Board based on a request for approval of the study programme modification proposal. The dean/rector or the person authorised by them (in the case of a university-wide study programme) shall present the request to the Accreditation Board. In the case of a study programme provided at several faculties, the application is submitted by the dean of the guaranteeing faculty.
2. The procedure for the approval of the study programme modification proposal by the Accreditation Board is regulated by the Statute of the Accreditation Board of the University of Žilina.

3. If, after discussing the request for study programme modification, the Accreditation Board decides to approve the study programme modification, the dean/rector, in cooperation with the director of the institute (in the case of a university-wide study programme), authorises the study programme guarantor to register the study programme modification in the UNIZA AIES and the UNIZA information system for accreditation: akreditacia.uniza.sk in cooperation with the relevant Board of the Study Programme and the Institute of Information and Communication Technologies.
4. The dean/director of the institute shall assign an authorised person to ensure the entry of data on the study programme modification in the Register of Study Programmes on the University Portal.

PART 4 RULES FOR THE HARMONISATION OF STUDY PROGRAMMES WITH THE SAAHE STANDARDS FOR THE INTERNAL QUALITY ASSURANCE SYSTEM AND SAAHE STANDARDS FOR THE STUDY PROGRAMME

Article 9

General Rules for the Harmonisation of a Study Programme with the SAAHE Standards for the Internal Quality Assurance System and SAAHE Standards for the Study Programme

1. Study programme harmonisation means the demonstration and confirmation of compliance of existing accredited study programmes at UNIZA with the requirements of the Quality Assurance of Higher Education Act and with the requirements of the SAAHE Standards for the Internal Quality Assurance System and the SAAHE Standards for the Study Programme (**hereinafter referred to as "SAAHE standards"**).
2. Following Section 37, par. 1 of the Act on Quality Assurance of Higher Education, UNIZA is obliged to harmonise its study programmes with the SAAHE standards no later than 24 months of their entry into force.
3. Following Section 23, par. 8 of the Act on Quality Assurance of Higher Education, UNIZA is obliged to harmonise its study programmes with the SAAHE standards no later than 12 months after changes to the relevant standards enter into force.
4. If an existing study programme is not harmonised with the SAAHE standards, such an accredited study programme must be cancelled based on the decision of the UNIZA Accreditation Board. The proposal for the cancellation of the non-harmonised study programme, with reasons given, shall be submitted by the study programme guarantor to the dean/rector. Rules for the cancellation of a study programme are regulated in Articles 14, 15 and 16 of this Directive.
5. If, when harmonising the study programme with the standards, the faculty/institute makes modifications (within the scope of Section 2 (g) of Act No. 269/2018 Coll. On Quality Assurance):
 - a) of a study programme for which the right was granted with a time limitation because it was a new study programme, and the time limitation was cancelled under Section 35, par. 5 of Act No. 269/2018 Coll., a decision of SAAHE on granting prior approval for the modification of the study programme is required based on the application for prior approval for the modification of the study programme and its annexes,
 - b) of a new study programme with right granted without a time limitation after 1 November 2018 ("granted without TL_new_regulations after 1 November 2018") a decision of SAAHE on granting prior approval for the modification of the study programme is required based on the application for prior approval for the modification of the study programme and its annexes,
 - c) of a new study programme with accreditation following Section 30 of the Act No. 269/2018 Coll. before assessing the compliance of the implementation of the relevant study programme with the standards for the study programme under Section 30, par. 11 of Act No. 269/2018 Coll., a decision of SAAHE on granting prior approval for the modification of the study programme is required based on the application for prior approval for the modification of the study programme and its annexes.

Article 10

Rules and Procedures When Harmonising Study Programmes with the SAAHE Standards

1. The requirement to harmonise a study programme with the SAAHE standards arises primarily from the monitoring of legislative changes and changes to the SAAHE standards.
2. The Board of the Study Programme is established, if not already established. Through the rector, the dean/director of the institute (for a university-wide study programme) shall present the proposed members of the Board of the Study Programme for approval to the Scientific Board of the faculty/ UNIZA Scientific Board. After the approval of the members of the Board of the Study Programme by the Scientific Board of the faculty/UNIZA Scientific Board, the dean/rector **appoints the members of the Board of the Study Programme**.
3. The Board of the Study Programme prepares a **proposal for the harmonisation of a study programme** with the SAAHE standards, following said standards. This proposal contains:
 - a) proposal for the harmonisation of a study programme with the SAAHE standards – basic information (procedural document).
 - b) description of the study programme according to the requirements of SAAHE,
 - c) internal evaluation report of the study programme according to the requirements of SAAHE,
 - d) research/art/teacher profile of the teachers providing profile subjects of the study programme, following SAAHE requirements,
 - e) characteristics of the submitted outputs of creative activity/activities according to the requirements of SAAHE,
 - f) a concurrent opinion of the legal entity specified in the description of the field of study, if required according to the description of the field of study.
4. The chairman of the Board of the Study Programme presents the proposal for study programme harmonisation with the SAAHE standards to the **dean/director of the institute**.
5. The dean/rector, in cooperation with the director of the institute, presents the proposal for the harmonisation of the study programme with SAAHE standards to the **Scientific Board of the faculty/Scientific Board of UNIZA**.
6. After discussing the proposal for the study programme harmonisation, the Scientific Board of the faculty/Scientific Board of UNIZA decides whether it:
 - a) agrees with the proposal for study programme harmonisation,
 - b) agrees with the proposal for study programme harmonisation with some comments,
 - c) disagrees with the proposal for study programme harmonisation.
7. If the Scientific Board of the faculty/Scientific Board of UNIZA **agrees** with the proposal for the harmonisation of the study programme with SAAHE standards, **with some comments**, the responsibility for incorporating the comments into said proposal lies with the applicant. Subsequently, the applicant shall present the request for the approval of the proposal regarding the harmonisation of the study programme to the **Accreditation Board** following par. 9 of this Article.
8. If the Scientific Board of the faculty/Scientific Board of UNIZA **did not agree** with the proposal for the harmonisation of the study programme with SAAHE standards, the Board shall provide reasons for its opinion. The decision of the faculty's/UNIZA's Scientific Board is **final**.
9. If the Scientific Board of the faculty/Scientific Board of UNIZA **agrees** with the proposal for the study programme harmonisation with SAAHE standards, the dean/rector, in cooperation with the director of the institute, presents the request for approval of the said proposal to the **Accreditation Board**. In addition to this request, the following is submitted to the Accreditation Board:
 - a) proposal for study programme modification according to SAAHE standards (following par. 3 of this Article),
 - b) written decision of the Scientific Board of the faculty/Scientific Board of UNIZA regarding the approval of the study programme modification proposal (minutes from the meeting of the Scientific Board).
10. The dean/rector, in cooperation with the director of the institute, provides the UNIZA Accreditation Board and/or SAAHE access to other evidence of the study programme's compliance with the SAAHE standards.

11. The dean/rector or a person authorised by them submits the application with the proposal and annexes in the UNIZA information system for accreditation: akreditacia.uniza.sk, based on the relevant methodological guideline.

Article 11

Approval of the Compliance of a Study Programme with the SAAHE Standards

1. The Accreditation Board decides on the assessment of the compliance of a study programme with the SAAHE standards at UNIZA based on an application submitted to the Accreditation Board by the dean/rector or a person authorised by them (in the case of a university-wide study programme). In the case of a study programme provided at several faculties, the application is submitted by the dean of the guaranteeing faculty.
2. The procedure for approval of the compliance of the study programme with the SAAHE standards by the Accreditation Board is regulated by the Statute of the Accreditation Board of the University of Žilina.
3. After discussing the request for the approval of the harmonisation of the study programme proposal with the SAAHE standards, the Accreditation Board, by its resolution:
 - a) agrees with the submitted proposal,
 - b) identifies shortcomings in the submitted proposal and suggests measures to address them and ensure that the study programme is compliant with the standards,
 - c) disagrees with the submitted proposal and decides on the cancellation of the study programme.
4. If the Accreditation Board **identified shortcomings in the proposal** for the harmonisation of the study programme with the SAAHE standards and suggested measures to address them, the Board shall return the submitted proposal to the applicant. The Accreditation Board shall set a time limit for the rectification of the shortcomings, which shall not exceed 90 days. This rectification of the shortcomings in the given proposal lies with the applicant. After rectifying the shortcomings, the applicant submits the modified request for the approval of the harmonisation of the study programme with the SAAHE standards to the Accreditation Board.
5. If the Accreditation Board **agrees with the proposal** for the harmonisation of the study programme with the SAAHE standards, the dean/rector, in cooperation with the director of the institute (in the case of a university-wide study programme), authorises the study programme guarantor to register the data regarding the study programme harmonisation with SAAHE standards in the UNIZA AIES and in the UNIZA information system for accreditation: akreditacia.uniza.sk in cooperation with the relevant Board of the Study Programme and the Institute of Information and Communication Technologies. The dean/director of the institute shall assign an authorised person to ensure the entry of data regarding the study programme harmonisation in the Register of Study Programmes on the University Portal, if needed.
6. If the Accreditation Board **disagrees with the proposal** for the harmonisation of the study programme with the SAAHE standards, the dean/rector, in cooperation with the director of the institute (in the case of a university-wide study programme), authorises the study programme guarantor to ensure the cancellation of the study programme in the UNIZA AIES and the UNIZA information system for accreditation: akreditacia.uniza.sk in cooperation with the relevant Board of the Study Programme and the Institute of Information and Communication Technologies. The dean/director of the institute shall assign an authorised person to ensure the cancellation of the study programme in the Register of Study Programmes on the University Portal.

PART 5: RULES FOR SUSPENSION OF THE IMPLEMENTATION OF A STUDY PROGRAMME AND CANCELLATION OF A STUDY PROGRAMME AT UNIZA

Article 12

Suspension of the Implementation of a Study Programme

1. The decision to suspend the implementation of a study programme at UNIZA may be made by:

- a) SAAHE based on provisions of Section 27 of the Act on Quality Assurance in Higher Education,
 - b) the Accreditation Board
2. If the Accreditation Board discovers that the study programme does not fulfil the SAAHE standards for a study programme, its decision shall be to suspend the implementation of said programme.
3. In the case of the suspension of the implementation of a study programme, the Accreditation Board shall invite the dean/rector to submit a proposal for the modification of the study programme within a specified time limit, following the regulations of Section 27 of the Act on Quality Assurance in Higher Education. The dean/rector shall **ask the given Board of the Study Programme** to rectify the shortcomings to ensure compliance with the standards.
4. After suspending the implementation of a study programme, the dean/rector presents the **Accreditation Board** with:
 - a) proposal for the modification of the study programme, which will set the prerequisite for meeting the study programme standards; or
 - b) proposal for the cancellation of the study programme.
5. The procedure under par. 4(a) shall be governed by Articles 6, 7 and 8 of this Directive.
6. The procedure under par. 4(b) shall be governed by Articles 13, 14 and 15 of this Directive.
7. The procedure of the UNIZA Accreditation Board's decision-making regarding the suspension of a study programme is regulated by the Statute of the Accreditation Board of the University of Žilina.
8. When a study programme is suspended, applicants to the suspended study programme may not be admitted, state examinations may not be held, and another study programme may not be designed in the relevant field of study and degree.

Article 13 General Rules for the Cancellation of a Study Programme

1. The cancellation of a study programme is governed by:
 - a) SAAHE according to provisions of Section 28 of the Act on Quality Assurance in Higher Education, or
 - b) the Accreditation Board
2. If according to par. 1(a) of this Article, SAAHE directs the cancellation of the study programme, UNIZA is obliged to cancel the suspended study programme within the time limit set by SAAHE as part of the decision ordering the cancellation of the study programme, which is at least three months after the relevant decision has become legally effective. If UNIZA does not cancel said study programme, SAAHE decides on its cancellation along with the cancellation of all study programmes implemented in the relevant field of study in all levels of study and the revocation of the university's authorisation to design, implement and modify study programmes in this field of study at all levels. UNIZA is obliged to ensure that students enrolled in the study of the relevant study programme can continue their studies in a study programme conducted in the relevant field of study at another university.
3. If according to par. 1(b) of this Article, the Accreditation Board decides to cancel a study programme, it shall be in cases where:
 - a) the Board rejects a proposal to modify a study programme following the suspension of a study programme according to Article 12 par. 4(a),
 - b) the applicant fails to propose a modification of the study programme within the specified time limit after the suspension of the study programme,
 - c) the applicant asks the Accreditation Board to cancel the study programme,
 - d) the existing study programme at UNIZA will not be harmonised with the SAAHE standards.
4. If the decision to cancel a study programme becomes legally effective, UNIZA must cease teaching the courses of this study programme, and no state examinations may be conducted therein.
5. The applicant of the request to cancel a study programme is obliged to ensure that students enrolled in the study of study programme can continue their studies in a study programme conducted in the relevant field of study at UNIZA or another university.

Article 14

Rules and Procedures for Study Programme Cancellation

1. If the monitoring of the external and internal environment results in a requirement to cancel a study programme for reasons such as:
 - a) insufficient personnel, material-technical and spatial arrangements for the implementation of the study programme,
 - b) low interest among applicants,
 - c) low society-wide demand etc.,the dean/rector, in cooperation with the director of the institute, authorises the **Board of the Study Programme** to prepare a **proposal for the cancellation of the study programme**, containing basic information about the study programme and the reasons for the cancellation of the study programme (procedural document).
2. The dean/rector, in cooperation with the director of the institute (for a university-wide study programme), presents the proposal for the cancellation of the study programme to the **Scientific Board of the faculty/Scientific Board of UNIZA** for approval.
3. After discussing the proposal for the study programme cancellation, the Scientific Board of the faculty/Scientific Board of UNIZA decides whether it:
 - a) agrees with the proposal for study programme cancellation,
 - b) disagrees with the proposal for study programme cancellation.
4. If the Scientific Board of the faculty/Scientific Board of UNIZA **did not agree** with the proposal for the cancellation of the study programme, the Board shall provide reasons for its opinion. The decision of the faculty's/UNIZA's Scientific Board is **final**.
5. If the Scientific Board of the faculty/Scientific Board of UNIZA **agrees** with the proposal for the study programme cancellation, the dean/rector in cooperation with the director of the institute (for a university-wide study programme) presents the request for approval of the study programme cancellation to the **Accreditation Board** along with:
 - a) proposal for the cancellation of the study programme (procedural document) and
 - b) written decision of the Scientific Board of the faculty/Scientific Board of UNIZA regarding the approval of the study programme cancellation proposal (minutes from the meeting of the Scientific Board).
6. The dean/rector or a person authorised by them submits the request with a proposal for the cancellation of the study programme and a written decision of the faculty's/UNIZA's Scientific Board in the UNIZA information system for accreditation: akreditacia.uniza.sk based on the relevant methodological guideline.

Article 15

Approval of the Cancellation of a Study Programme

1. The decision to cancel a study programme at UNIZA is made by the Accreditation Board based on a request for approval of the study programme cancellation proposal. The dean/rector or the person authorised by them (in the case of a university-wide study programme) shall present the request to the Accreditation Board. In the case of a study programme provided at several faculties, the application is submitted by the dean of the guaranteeing faculty.
2. The procedure for the approval of the study programme cancellation proposal by the Accreditation Board is regulated by the Statute of the Accreditation Board of the University of Žilina.
3. The dean/rector, in cooperation with the director of the institute (in the case of a university-wide study programme), authorises the study programme guarantor to register the data regarding the study programme cancellation in the UNIZA AIES and the UNIZA information system for accreditation: akreditacia.uniza.sk, in cooperation with the relevant Board of the Study Programme and the Institute of Information and Communication Technologies. The

dean/director of the institute shall assign an authorised person to ensure the cancellation of the study programme in the Register of Study Programmes on the University Portal.

PART 6: DOCUMENTS RELATED TO THE COURSE AND THE STUDY PROGRAMME

Article 16

Documents Related to the Course

1. For the subject, which is a part of the accredited study programme, there is documentation of the course which is kept, updated, and archived.
2. The person responsible for the course (course guarantor) is responsible for keeping the documentation of the course, its content, continuous updates, and archiving.
3. The course documentation consists of:
 - a) course information sheet,
 - b) study materials regarding the course,
 - c) records of student evaluation results in the course in AIES UNIZA,
 - d) records of achieved learning outcomes in the course according to the internal regulation governing the monitoring and evaluation of quality at UNIZA,
 - e) measures taken by the course guarantor, the head of the department and the study programme guarantor based on the course evaluations.
4. **A change in the Course Information Sheet that is a modification of the study programme** is implemented within the "Study Programme Modification" procedure. The course guarantor, in cooperation with the study programme guarantor, will update the course information sheet according to the approved modification.
5. **A change in the course information sheet, that is not a modification of the study programme** under Article 6 of this Directive, is implemented by the course guarantor upon approval of the study programme guarantor.
6. Course documentation following par. 3 of this Article is stored in the UNIZA Information System for Accreditation: akreditacia.uniza.sk, in the UNIZA Academic Information and Educational System (AIES) and with the course guarantor.
7. Other related course documentation includes:
 - a) assignments, semester papers, students' yearly projects,
 - b) records and documents from written parts verifying students' knowledge of examinations in the course.
8. Course documentation following par. 7(a) of this Article is archived by the course teacher, who shall set assignments, semester papers and yearly projects, and evaluate the level of quality of their elaboration.
9. Course documentation following par. 7(b) of this Article is archived by the course examiner, who verifies and evaluates the students' knowledge based on the course examinations.
10. The course documentation is also accessible to persons and structures responsible for and involved in ensuring the quality of education at UNIZA in accordance with their responsibilities and competencies set out by the UNIZA internal quality assurance system.
- 11.

Article 17

Documents Related to the Study Programme

1. Each study programme is accompanied by relevant documentation.
2. The guarantor of the study programme, in cooperation with the course guarantor or head of the department, is responsible for keeping the study programme documentation, its content and continuous updating.
3. The documentation of the study programme consists of:
 - a) request for accreditation of the study programme, including all annexes according to the Act on Quality Assurance of Higher Education and the SAAHE requirements,
 - b) request/proposals for the design, modification, harmonisation, cancellation of a study programme with related annexes,

- c) decision to grant accreditation, change, suspend accreditation or withdraw rights,
 - d) opinions of the authority from practice, Rector's Advisory Board, the decision of the relevant Scientific Board regarding the design of a new study programme under this regulation,
 - e) decision of the relevant Scientific Board regarding harmonisation, modification and cancellation of a study programme under this Directive,
 - f) course information sheets of compulsory, compulsory optional (elective) and optional courses of the study programme,
 - g) recommended study plan of the study programme,
 - h) periodic evaluation reports of the study programme,
 - i) records from the meetings of the Board of the Study Programme,
 - j) evaluation records regarding the achievement of the learning objectives of the study programme according to the internal regulation governing the monitoring and evaluation of quality at UNIZA,
 - k) other records related to the study programme demonstrating students' activities and achievements in higher education and their evaluation, not listed in this paragraph.
4. Study programme documentation following par. 3 of this Article is stored in the UNIZA Information System for Accreditation: akreditacia.uniza.sk, in the UNIZA Academic Information and Educational System (AIES) and/or in the student records at the departments of education of individual faculties.
 5. Other related study programme documentation includes:
 - a) records from the admission procedure of candidates for the study of the given study programme,
 - b) records of student evaluation results in the study programme courses in AIES UNIZA,
 - c) assignments of students' final theses,
 - d) final theses of students,
 - e) review of the final thesis supervisor,
 - f) review of the final thesis opponent,
 - g) originality check report,
 - h) state examination records,
 - i) results of surveys conducted among graduates of the study programme and employers,
 - j) other records related to the student's entire educational cycle.
 6. The documentation of the study programme according to par. 5 of this Article is part of the relevant information systems and/or archived at the faculty/institute. Faculties/institutes are required to keep records and archive documents in line with current legislation.
 7. The study programme documentation is accessible to persons and structures responsible for and involved in ensuring the quality of education at UNIZA in accordance with their responsibilities and competencies set out by the UNIZA internal quality assurance system.

PART 7: TRANSITIONAL AND FINAL PROVISIONS

Article 18

Transitional and Final Provisions

1. The provisions of Article 14 of this Directive shall not apply to study programmes accredited based on an application submitted before 31 December 2012, under Section 83(1) of the Higher Education Act in force until 31 October 2018, the rights of which were suspended as of 1 September 2016. Under Section 113af, par. 12 of the Higher Education Act, UNIZA must cancel these study programmes. The dean of the faculty shall write to the rector of UNIZA informing him/her of this fact. The faculty is obliged to immediately cancel such a study programme and record the relevant cancellation details in the register of study programmes. Upon cancellation, students may not be enrolled in such a study programme.
2. Requests for the design, modification, harmonisation and cancellation of a study programme at UNIZA and requests of the SAAHE regarding the accreditation of a study programme, as well as the annexes to these requests, are submitted in Slovak and English language – that is, for

- a study programme provided in English and a study programme of the 3rd level of higher education study.
3. When submitting an application for the design, modification, harmonisation, and cancellation of a study programme and an application for SAAHE accreditation of a study programme or a joint study programme, the official application forms and annexes resulting from the requirements of SAAHE and the requirements of the directives governing the UNIZA IQAS shall be used.
 4. This Directive was discussed by the UNIZA Academic Senate on 21 June 2021.
 5. This Directive was approved by the UNIZA Scientific Board on 01 July 2021.
 6. This Directive enters into force and effect on the day of its approval.
 7. Amendment No. 1 was discussed by the UNIZA Academic Senate on 04 October 2021.
 8. Amendment No. 1 enters into force on the date of its approval by the UNIZA Scientific Board on 14 October 2021.
 9. Amendment No. 2 to the Directive No. 204 was discussed by the UNIZA's Academic Senate on 25 April 2022 and approved by the UNIZA's Scientific Board on 05 May 2022.
 10. Amendment No. 2 enters into force and effect on the day of its approval by the UNIZA's Scientific Board, i.e. 05 May 2022.
 11. Amendment No. 3 was discussed by the UNIZA Scientific Board on 23 March 2023 and approved by the UNIZA Accreditation Board on 21 April 2023.
 12. Amendment No. 3 enters into force and effect on the day of its approval by the UNIZA's Accreditation Board, i.e. 21 April 2023.
 13. Amendment No. 4 was discussed by the UNIZA Scientific Board on 14 December 2023 and approved by the UNIZA Accreditation Board on 18 December 2023.
 14. Amendment No. 4 enters into force and effect on the day of its approval by the UNIZA's Accreditation Board.
 15. Amendment No. 5 was discussed by the UNIZA Scientific Board on 14/03/2024 and approved by the UNIZA Accreditation Board on 05/04/2024.
 16. Amendment No. 5 enters into force and effect on the day of its approval by the UNIZA Accreditation Board.
 17. Amendment No. 6 was discussed by the UNIZA Scientific Board on 30 May 2024 and approved by the UNIZA Accreditation Board on 14 June 2024.
 18. Amendment No. 6 enters into force and effect on the day of its approval by the UNIZA Accreditation Board.
 19. **Once approved and effective, this Directive shall take precedence over all Directives related to it until those Directives are modified.**
 20. Amendment No. 7 was discussed by the UNIZA Scientific Board on 12 December 2024 and approved by the UNIZA Accreditation Board on 20 December 2024.
 21. Amendment No. 7 enters into force and effect on the day of its approval by the UNIZA Accreditation Board.

Prof. Ing. Ján Čelko, CSc.
Chairman of the UNIZA Accreditation Board