



## **FULL TEXT of Directive No. 204**

elaborated on 18 December 2023

### **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 was issued in accordance with the provisions of Section 15 (1) (b) of Act No. 131/2002 Coll. on Higher Education and the Change and Supplement to Some Acts, as amended (hereinafter referred to as the "Higher Education Act").
2. This Directive lays down the rules for the creation, modification, approval, and cancellation of study programmes at UNIZA and for the submission of an application for accreditation of a study programme in which UNIZA applies for accreditation to the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE").

## **PART 2: RULES FOR THE CREATION AND APPROVAL OF A NEW STUDY PROGRAMME**

### **Article 2 General Rules for Creation and Approval of a New Study Programme**

1. New study programme at UNIZA:
  - a) can be created based on the decision of the Accreditation Board in the field of study and degree of study in which UNIZA is authorized to create, implement, and modify study programmes,
  - b) can be created based on the SAAHE decision by submitting the application for accreditation to SAAHE according to Section 30 of Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on amendment of Act No. 343/2015 Coll. on Public Procurement and Amendment of Certain Acts, as amended (hereinafter referred to as the "Higher Education Quality Assurance Act"), if it concerns the field of study and the degree of study in which UNIZA is not authorized to create, implement and modify study programmes or according to Section 36 (2) of the Higher Education Quality Assurance Act.
2. In the field of study and degree of study in which UNIZA is authorized to create study programmes under Section 1 (a) of this Article, the dean of the relevant faculty, the dean of the guaranteeing faculty (if the programme will be implemented at several faculties), or the rector, if the programme is implemented as a university-wide one, shall submit to the Accreditation Board a proposal for the creation of a new study programme in accordance with the Higher Education Quality Assurance Act and related legislation.
3. The proposal for the creation of a new study programme shall be elaborated by the competent Study Programme Board.
4. The accreditation of a new study programme at UNIZA is decided by the Accreditation Board based on an application for the creation of a new study programme or an application for accreditation of a new study programme to SAAHE. The application is submitted to the Accreditation Board by the dean of the faculty for a study programme provided by the faculty or by the rector for the university-wide study programme. In the case of a study programme provided at several faculties, the dean of the guaranteeing faculty submits the application.
5. In the case of creating new combined teacher study programmes, the proposal must contain, in particular, information on the teaching qualification and the teacher training foundation.
6. Where joint study programmes are established, the proposal shall contain specific information on the partner institution(s).
7. In the case of creating study programmes in the form of double degrees, the proposal has to contain specific information on the partner institution.
8. In the case of the establishment of a study programme provided by several faculties of UNIZA, the guaranteeing faculty shall be determined based on a meeting of the faculties, and 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.

9. The establishment and approval of a new study programme shall comprise several stages as referred to in Articles 3, 4, 5 and 6 of this Directive, including the development of:
  - a) **initiative** to create a new study programme,
  - b) **intention** to create a new study programme,
  - c) **proposal** of the new study programme.

### **Article 3**

#### **Development of the Proposal to Create a New Study Programme**

1. The creation of a new study programme is preceded by the development of an initiative for the creation of a new study programme and the development of an objective for the creation of a new study programme, the aim of which is to express the legitimacy of the new study programme for both practice and UNIZA.
2. The creation of a new study programme is preceded by a detailed analysis of the internal and external environment.
3. The university, faculties and institutes providing higher education systematically and continuously monitor the requirements of the external and internal environment in the field of higher education to obtain incentives to meet the society-wide demand and the needs of practice and the labour market.
4. If the monitoring of the requirements of the external and internal environment results in a requirement for the creation of a new study programme, the dean of the faculty, when proposing the study programme provided by the faculty, the director of the institute, when proposing a university-wide study programme, will 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.
5. If resources are available to provide a new study programme, the dean of the faculty or the director of the institute shall draw up an initiative for the creation of a new study programme.
6. The initiative to create a new study programme comprises:
  - a) the name of the study programme in Slovak and English,
  - b) assignment of the study programme to the field of study according to the 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,
  - c) the form of study,
  - d) the standard length of study,
  - e) degree of higher education,
  - f) the language or languages in which the study programme is to be conducted,
  - g) academic degree to be awarded,
  - h) the justification for the creation of a new study programme,
  - i) justification of the uniqueness and originality of the new study programme,
  - j) graduate profile,
  - k) objectives and learning outcomes of the study programme.
7. With the faculty study programme, the initiative to create a new study programme is submitted by the dean, with the university-wide study programme by the director of the institute and is to be discussed by authority from practice.
8. The authority from practice will comment on the initiative to create a new study programme in terms of the justification of the new study programme for the labour market and the applicability of graduates with a defined profile on it.
9. The authority from practice will express their opinion on the initiative in the form of a written opinion, which also includes a statement whether **the authority from practice:**
  - a) agrees with the initiative to create a new study programme,
  - b) agrees with the initiative to create a new study programme, with some comments;
  - c) disagrees with the initiative to create a new study programme.

10. The authority from practice shall deliver a written opinion on the initiative for the creation of a new study programme within a specified period to the dean for the study programme at the faculty or to the director of the institute for the university-wide study programme. The reasoning for the opinion shall be part of the statement.
11. The dean submits the initiative for the creation of a new study programme to be commented on to the Faculty Board of Guarantors or so does the director of the institute to the University Board of Guarantors. The opinion of the authority from practice on the initiative is also included.
12. The Faculty Guarantors Board will comment on the initiative to create a new study programme for a study programme provided at the faculty, and the University Guarantors Board will do so for a university-wide study programme.
13. Faculty Board of Guarantors /University Board of Guarantors will assess the individual parts of the initiative pursuant to Article (6). It will assess the justification of the new degree programme, reassess whether the requirement from monitoring the internal and external environment cannot be addressed by modifying the existing study programme and discuss the opinion of the authority from practice on the initiative to create a new study programme.
14. The Faculty Board of Guarantors for the study program provided at the faculty, or the University Board of Guarantors for the university-wide study program will comment on the initiative in the form of a written opinion, which includes a statement about whether they:
  - a) agree with the initiative **to create a new study programme**,
  - b) agree with the initiative to create a new study programme, with some comments;
  - c) disagree with the initiative to create a new study programme.
15. When proposing a study programme at a faculty, the Faculty Board of Guarantors shall deliver a written statement to the dean of the faculty on the initiative to create a new study programme within a specified time limit. The reasoning for the opinion shall be part of the statement.
16. When proposing a university-wide study programme, the University Board of Guarantors shall deliver a written opinion to the director of the institute on the initiative to create a new study programme within a specified time limit. The reasoning for the opinion shall be part of the statement.

#### **Article 4**

#### **Drafting a Plan for the Creation of a New Study Programme**

1. In the event of a positive opinion of the Faculty Board of Guarantors/University Board of Guarantors, the dean shall initiate the creation of a new study programme for the study programme provided at the faculty, and the director of the institute shall initiate the creation of a new university-wide study programme. The dean appoints members of the Design Committee for the study programme provided at the faculty so that they create the plan for the new study programme based on the approval of the Dean's Advisory Board. The rector appoints members of the Design Committee for a university-wide study programme so that they create the plan for the new study programme based on the approval of the Rector's Advisory Board. The dean/rector will entrust the Design Committee with the development of a plan for the creation of a new study programme.
2. The Design Committee for the creation of the new study programme objective will prepare the plan for the creation of the new study programme. The chairman of the Design Committee will submit the plan to the dean for the study programme provided at the faculty, or to the rector for the university-wide study programme.
3. The plan to create a new study programme includes:
  - a) the name of the study programme in Slovak and English,
  - b) assignment of the study programme to the field of study according to the 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,
  - c) the form of study,
  - d) the standard length of study,
  - e) degree of higher education,

- f) the language or languages in which the study programme is to be conducted,
  - g) academic degree to be awarded,
  - h) justification for the creation of a new study programme,
  - i) justification of the uniqueness and originality of the new study programme,
  - j) graduate profile,
  - k) objectives and learning outcomes of the study programme,
  - l) proposal of the study programme guarantor,
  - m) names and workplaces of university teachers who will provide profile subjects of the study programme and guarantee the quality of education with the results of their creative activity,
  - n) learning outcomes of profile subjects,
  - o) a proposal from the Study Programme Board members,
  - p) a list of stakeholders involved in the establishment of the new study programme.
4. The dean shall submit the plan to create a new study programme to be discussed by the Dean's Advisory Board. After being discussed by the Dean's Advisory Board, the dean submits the plan to the rector. The plan is the subject of discussion of the Rector's Advisory Board. In the case of university-wide study programmes, the director of the institute shall submit the plan to create a university-wide study programme to the rector, who shall submit it to the Rector's Advisory Board for discussion.
  5. The Rector's Advisory Board will assess the plan to create a new study programme, 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.
  6. In case the creation of a new study programme is recommended by the Rector's Advisory Board, the dean of the faculty for the study programme at the faculty, or the director of the institute for the university-wide study programme, will ask authority from practice for an opinion on the intention to create a new study programme. It is the same authority from practice who has commented on the initiative to create the new study programme.
  7. The authority from practice will comment on the intention to create a new study programme, especially in terms of linking the created study programme and its profile subjects to the requirements of practice and the labour market.
  8. The authority from practice will express their opinion on the intention in the form of a written opinion, which also includes a statement whether the authority from practice:
    - a) agrees **with the intention to create a new study programme**,
    - b) agrees with the intention to create a new study programme, with some comments;
    - c) disagrees with the intention to create a new study programme.
  9. The authority from practice shall deliver a written opinion on the intention for the creation of a new study programme within a specified period to the dean for the study programme at the faculty or to the director of the institute for the university-wide study programme. The reasoning for the opinion shall be part of the statement.
  10. The dean submits the intention for the creation of a new study programme to be commented on to the Faculty Board of Guarantors or so does the director of the institute to the University Board Guarantors. The reasoning for the opinion shall be part of the statement.
  11. The Faculty Board of Guarantors will comment on the intention to create a new study programme for a study programme provided at the faculty, and the University Board of Guarantors will do so for a university-wide study programme.
  12. The Faculty Board of Guarantors/University Board of Guarantors will assess the individual parts of the intention pursuant to paragraph 3 of this Article and discuss the opinion of the authority in practice on the intention to create a new study programme.
  13. The Faculty Board of Guarantors for the study program provided at the faculty or University Board of Guarantors for the university-wide study program will comment on the intention in the form of a written opinion, which includes a statement about whether they:
    - a) agree **with the intention to create a new study programme**,



- b) agree with the intention to create a new study programme, with some comments;
  - c) disagree with the intention to create a new study programme.
14. The Faculty Board of Guarantors delivers a written opinion to the dean when introducing the intention for a study programme at the faculty, and the University Board of Guarantors delivers a written opinion to the director of the institute on the intention to create a study programme within a specified period. The reasoning for the opinion shall be part of the statement.

## **Article 5**

### **Drafting a New Study Programme Proposal**

1. In case of a recommendation of the Faculty Board of Guarantors for a study programme provided by the faculty (for a university-wide study programme of the University Board of Guarantors), to create a new study programme, the dean shall submit a proposal of the members of the prospective Study Programme Board to the Dean's Advisory Board, or the rector shall submit such a proposal to the Rector's Advisory Board. Based on the approval of the members of the prospective Board of the Study Programme by the Dean's Advisory Board/Rector's Advisory Board, the dean/rector, in coordination with the institute director, appoints the prospective Board of the Study Programme. The dean/director of the institute shall entrust the prospective Board of the Study Programme with drafting the proposal for the new study programme.
2. The prospective Board of the Study Programme will 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. The preparation of the proposal includes the preparation of an application for accreditation of a new study programme with relevant annexes which include:
  - a) internal evaluation report of the study programme according to the requirements of SAAHE,
  - b) description of the study programme according to the requirements of SAAHE,
  - c) 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,
  - d) characteristics of the submitted outputs of creative activity/activities according to the requirements of SAAHE,
  - e) 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.
3. The chairman of the prospective Board of the Study Programme shall submit the dossier of the new study programme draft to the dean/director of the institute, consisting of the application and the annexes referred to in paragraph 2 of this Article.
4. The dean of the faculty/director of the institute submits the dossier of the proposal for a new study programme to the authority from practice and asks them to express and deliver a written opinion on the proposal within the set deadline. It is the same authority from practice who has commented on the intention to create the new study programme.
5. The authority from practice shall comment on the proposal of the study programme and the submitted documentation according to paragraph 2 of this Article with an emphasis on a systematic and comprehensive evaluation of the achievement of defined learning outcomes, fulfilment of the declared graduate profile concerning the requirements of practice, the labour market and the graduates' employability. The authority from practice will express their opinion on the proposal in the form of a written opinion, which also includes a statement whether the authority from practice:
  - a) agrees **with the proposal to create a new study programme,**
  - b) agrees with the proposal to create a new study programme, with some comments;
  - c) disagrees with the proposal to create a new study programme.
6. The authority from practice shall deliver the written opinion on the draft of the study programme to the dean/director of the institute within the set deadline. The reasoning for the opinion shall be part of the statement.

7. In case of an opinion from the authority from practice on the proposal according to paragraph 5 (b) of this Article, the dean/director of the institute shall submit a written opinion of the authority from practice with comments on the proposal to the relevant Board of the Study Programme and ask them to incorporate relevant comments within the set deadline.
8. The prospective Board of the Study Programme will incorporate the observations of the authority from practice within the set deadline. The chairman of the prospective Board of the Study Programme submits the completed dossier of the new study programme draft to the dean/director of the institute within the specified time limit, including a written opinion of the Board on incorporating the comments of the authority from practice. If the authority from practice has requested a re-assessment of the proposal after incorporating their comments, the dean/director of the institute shall immediately submit the completed proposal to the authority from practice to be re-assessed.
9. The dean of the faculty/director of the institute submits the dossier of the proposal for a new study programme to the Faculty Board of Guarantors or the University Board of Guarantors and asks them to assess the proposal and prepare and deliver a written opinion on the proposal within the specified time limit. The submitted dossier also includes a favourable opinion of the authority from practice on the application. In case of an opinion from the authority from practice within the meaning of paragraph 5 (b) of this Article, the dossier shall also include a written opinion of the relevant Board of the Study Programme on incorporation of the comments by the authority from practice.
10. In the case of establishing joint and double degree programmes, the proposal shall include a means of ensuring the consistency of policies for the quality assurance of higher education of partner institutions.
11. Based on the submitted dossier, the Faculty Board of Guarantors/University Board of Guarantors will assess the quality of the study programme Proposal, in particular in terms of:
  - a) its compliance with the requirements of the Higher Education Quality Assurance Act,
  - b) its compliance with SAAHE standards for the study programme and the internal quality assurance system of higher education,
  - c) its compliance with UNIZA's internal regulations, including the Long-Term Plan of the University of Žilina or the Long-Term Plan of the faculty, depending on the affiliation of the Board of the Study Programme that prepared the proposal,
  - d) the requirements of the field of study to which the proposed study programme belongs,
  - e) uniqueness and originality of the proposed study programme also in connection with the implemented study programmes at the faculty/university.
12. Faculty Board of Guarantors for the study program provided at the faculty, University Board of Guarantors for the university-wide study program will comment on the proposal in the form of a written opinion, which includes a statement whether they:
  - a) agree **with the proposal to create a new study programme**,
  - b) agree with the proposal to create a new study programme, with some comments;
  - c) disagree with the proposal to create a new study programme.
13. The Faculty Board of Guarantors/University Board of Guarantors delivers a written opinion to the dean/director of the institute on the proposal to create a study programme within a set deadline. The statement shall also include a statement of reasons for the opinion, in particular on documents within the meaning of paragraph 2 of this Article.
14. In the case of comments of the Faculty Board of Guarantors /University Board of Guarantors on the proposal according to paragraph 12 (b) of this Article, the dean/director of the institute shall submit a written opinion of the Faculty Board of Guarantors/University Board of Guarantors with comments on the proposal to the relevant Board of the Study Programme and ask them to incorporate the comments within the set deadline.
15. The prospective Board of the Study Programme will incorporate the comments of the Faculty Board of Guarantors/University Board of Guarantors within the set deadline. The chairman of the prospective Board of the Study Programme submits the completed dossier of the new study programme draft to the dean/director of the institute within the specified deadline, including a written opinion of the Board on incorporating the comments of the Faculty Board of Guarantors/University Board of Guarantors. If the Faculty Board of Guarantors/University Board of Guarantors has requested a re-assessment of the proposal

- after incorporating their comments, the dean/director of the institute shall without delay submit a completed proposal for re-assessment.
16. The dean for the study programme provided at the faculty, the rector, in cooperation with the director of the institute for the university-wide study programme, shall submit for approval to the Faculty Scientific Board/UNIZA Scientific Board when creating a new study programme according to Article 2 (1) (a) an application for the creation of a new study programme, or according to Article 2 (1) (b) application for accreditation of the SAAHE study programme. In addition to the application, they shall be required to submit annexes to the application according to paragraph 2 (a) to (e) of this Article. The application shall also include:
    - a) an approving statement of the authority from practice on the proposal of a new study programme,
    - b) an approving opinion of the Faculty Board of Guarantors/University Board of Guarantors on the proposal of a new study programme,
    - c) a written statement of the prospective Board of the Study Programme on the incorporation of relevant comments of authority from practice in the event of such comments on the proposal according to paragraph 5 (b) of this Article.
    - d) a written statement of the prospective Board of the Study Programme on the incorporation of relevant comments of the Faculty Board of Guarantors/University Board of Guarantors in the event of their comments on the proposal according to paragraph 12 (b) of this Article.
  17. Faculty Scientific Board for the study programme provided at the faculty, UNIZA Scientific Board for the university-wide study programme, shall, after discussing the proposal for the creation of a study programme according to Article 2 (1) (a) of this Directive or after discussing the proposal for the submission of an application for accreditation of a new study programme to SAAVŠ:
    - a) approve the proposal,
    - b) approve the proposal, with comments,
    - c) disapprove of the proposal.
  18. If the Faculty Scientific Board/UNIZA Scientific Board has approved the proposal to create a new study programme or to submit an application for accreditation of a new study programme to SAAHE according to paragraph 17 (b), the submitter is responsible for incorporating the comments. The submitter shall instruct the chairman of the relevant Board of the Study Programme to incorporate the comments. After incorporating the comments, the chairman of the Board of the Study Programme shall submit a proposal for the creation of a study programme or submit an application for accreditation of a new study programme to SAAHE with incorporated comments to the submitter. The submitter shall submit the proposal to the Accreditation Board according to paragraph 20 of this Article.
  19. If the Faculty Scientific Board/UNIZA Scientific Board decides according to paragraph 17 (c) of this Article not to approve the proposal to create a new study programme or to submit an application for accreditation of a new study programme to SAAHE, the decision of the Faculty Scientific Board/UNIZA Scientific Board shall be final.
  20. The dean for the study programme provided at the faculty, the rector, in cooperation with the director of the institute for the university-wide study programme, shall submit to the Accreditation Board when creating a new study programme according to Article 2 (1) (a) of this Directive, an application for the creation of a new study programme, or according to Article 2 (1) (b) application for SAAHE study programme accreditation. This shall be based on an approval of the proposal by the Faculty Scientific Board/UNIZA Scientific Board according to paragraphs 17 (a) or 17 (b) and 18 of this Article. In addition to the application, they shall be required to submit annexes to the application according to paragraph 2 (a) to (e) of this Article. The application shall also include:
    - a) an approving opinion of the authority from practice on the proposal of a new study programme,
    - b) an approving opinion of the Faculty Board of Guarantors/University Board of Guarantors on the proposal of a new study programme,



- c) a written statement of the prospective Board of the Study Programme on the incorporation of relevant comments of authority from practice in the event of such comments on the proposal according to paragraph 5 (b) of this Article.
  - d) a written opinion of the prospective Board of the Study Programme on the incorporation of relevant comments of the Faculty Board of Guarantors/University Board of Guarantors in the event of their comments on the proposal according to paragraph 12 (b) of this Article.
  - e) a written statement of the Faculty Scientific Board/UNIZA Scientific Board on the approval of the proposal according to paragraph 17 (a) or (b) of this Article,
  - f) a written statement of the submitter on the incorporation of the comments of the Faculty Scientific Board/UNIZA Scientific Board in case of approval of the proposal according to paragraph 17 (b) of this Article.
21. The dean for the study programme provided by the faculty, the rector, in cooperation with the director of the institute for the university-wide study programme, attaches to the application or provides the UNIZA Accreditation Board and SAAHE with access to further evidence of the compliance of the proposal for a new study programme with the standards for the internal quality assurance system of higher education and the standards for the study programme, which are specified in the internal evaluation report of the study programme, and the description of the study programme and the documents for the evaluation of creative activities.
22. The application with annexes shall be submitted through the UNIZA Accreditation Information System.

#### **Article 6**

#### **Approval of a New Study Programme Proposal**

1. The Accreditation Board decides on the accreditation of a new study programme at UNIZA based on an application for the creation of a new study programme or an application for the granting of accreditation of a new SAAHE study programme. The application is submitted to the Accreditation Board by the dean of the faculty in the case of a study programme provided by a faculty or by the rector in the case of a university-wide study programme. In the case of a study programme provided at more than one faculty, the application is submitted by the dean of the guaranteeing faculty.
2. The procedure and rules for the approval of a proposal for a new study programme by the Accreditation Board are regulated by the internal regulation of the Statute of the Accreditation Board of the University of Žilina.
3. If the Accreditation Board, after discussing the application for the creation of a new study programme, has decided to approve a new study programme in the field of study and degree in which UNIZA is authorised to create, implement and modify study programmes, the dean (in the case of a study programme provided at a faculty), the rector in the case of a university-wide study programme, shall ensure the creation of the new study programme and the entry of data about it in the register of study programmes.
4. If, after discussing the application for accreditation of a new study programme in which UNIZA applies for SAAHE accreditation, the Accreditation Board decides to approve the application, the rector of UNIZA shall immediately submit the application for accreditation of the study programme to SAAHE.
5. If, after discussing the application for the creation of a new study programme, the Accreditation Board decides to approve a new study programme in the field of study and the degree at which UNIZA is entitled to create, implement and modify degree programmes, or if SAAHE decides to accredit the study programme based on the submitted application to SAAHE, the dean shall submit a proposal to the Faculty Scientific Board, the rector shall submit a proposal to the UNIZA Scientific Board for the approval of the Board of the Study Programme. After the approval of the Board of the Study Programme by the Faculty Scientific Board/UNIZA Scientific Board, the dean/rector shall appoint the Board of the Study Programme.

## PART 3: STUDY PROGRAMME MODIFICATION RULES

### Article 7

#### General Rules for Study Programme Modification

1. According to the Quality Assurance of Higher Education Act, the modification of the study programme means the addition or deletion of compulsory subjects or compulsory optional subjects, the change of the conditions for the proper completion of studies or the modification of the Course Information Sheet of the compulsory subject or compulsory optional subject, **except for** the update of the teacher, recommended literature or assessment of the subject.
2. Under the terms of the UNIZA internal quality assurance system, the following are considered to be modifications to the study programme:
  - a) addition or deletion of a compulsory subject,
  - b) addition or deletion of a compulsory optional subject,
  - c) changing the conditions for the proper completion of studies,
  - d) modification of the Course Information Sheet of the compulsory subject or the compulsory optional subject, **except for** update of the teacher, recommended literature, or the type, scope, and methods of educational activities.
3. The implementation of the proposal to modify the study programme is preceded by systematic monitoring of the internal and external environment, based on which the Board of the Study Programme may formulate requirements for the modification of the study programme, which the chairman of the Board of the Study Programme shall submit to the dean/rector.
4. In the case of modification of a study programme provided by several UNIZA faculties, the dean's activities while modifying this type of study programme under this internal regulation shall be provided by the dean of the guaranteeing faculty in cooperation with the dean(s) of the participating faculty/faculties.
5. The requirement to modify the study programme may also result from the suspension of the implementation of the study programme. The suspension of the implementation of the study programme at UNIZA may be decided by:
  - a) SAAHE based on the provisions of Section 27 of the Quality Assurance in Higher Education Act,
  - b) Accreditation Board.
6. If the Accreditation Board finds out that a study programme does not meet the standards for a study programme, it shall decide to suspend the implementation of the study programme.
7. In the event of suspension of the implementation of the study programme, the Accreditation Board shall invite, in writing, the dean of the relevant faculty at which the study programme was suspended, the rector, in the event of suspension of the university-wide study programme, to submit a proposal for a modification of the study programme following the provisions of Section 27 of the Quality Assurance in Higher Education Act within a specified deadline. The dean for the study programme provided at the faculty, and the rector for the university-wide study programme, shall ask the relevant Board of the Study Programme to remedy the deficiencies and ensure compliance with the standards.
8. After suspending the implementation of the study programme, the dean for the study programme provided at the faculty, the rector for the university-wide study programme, shall submit to the Accreditation Board:
  - a) a proposal to modify a study programme which creates a prerequisite for meeting the standards for a study programme; or
  - b) a proposal to cancel the study programme.
9. The rules in the event of cancellation of a study programme based on Section 8 (b) of this Article shall be governed by the following internal regulation in Part 5: Rules for the Suspension of Implementation of a Study Programme and the Cancellation of a Study Programme at UNIZA.
10. The decision of the Accreditation Board to suspend the implementation of a study programme is governed by the Statute of the Accreditation Board of the University of Žilina.

## **Article 8**

### **Rules and Procedures for the Modification of a Study Programme**

1. The Board of the Study Programme generates and adopts requirements for modification of the study programme, including the collection and evaluation of internal and external input from individual stakeholders. If this monitoring results in a requirement to modify the study programme, the Board of the Study Programme shall formulate a requirement to modify the study programme. The chairman of the relevant Board of the Study Programme shall submit it to the dean of the faculty (in the case of a study programme provided at the faculty) or to the director of the institute for the university-wide study programme.
2. The requirement to modify the study programme may also result from the suspension of the implementation of the study programme. The suspension of the implementation of the study programme at UNIZA may be decided by:
  - a) SAAHE based on the provisions of Section 27 of the Quality Assurance in Higher Education Act,
  - b) Accreditation Board.
3. The dean shall submit a request for modification of the study programme to be discussed by the Dean's Advisory Board for the study programme provided at the faculty. The Dean's Advisory Board will discuss the need and justification for the modification of the study program in the Dean's Advisory Board.
4. The director of the institute submits a request for modification to the rector for a university-wide study programme. The rector shall submit a request for modification to the Rector's Advisory Board. The Rector's Advisory Board shall discuss the need and justification for the modification of the study program.
5. If the modification of the study programme is justified based on a recommendation of the Dean's Advisory Board /Rector's Advisory Board, the dean/director of the institute for a university-wide study programme shall instruct the chairman of the relevant Board of the Study Programme to prepare a proposal for the modification of the study programme.
6. The relevant Board of the Study Programme shall draft a proposal for a modification of the study programme following the SAAHE standards for the study programme and standards for the internal system of higher education quality assurance. The preparation of the proposal for modification includes the preparation of an application for modification of a study programme with relevant annexes which include:
  - a) an internal evaluation report of the study programme according to the requirements of SAAHE, indicating changes caused by the modification of the study programme,
  - b) a description of the study programme according to the requirements of SAAHE, indicating changes caused by the modification of the study programme,
  - c) VUPCH of teachers providing profile subjects according to the requirements of SAAHE,
  - d) characteristics of the submitted outputs of creative activity/activities according to the requirements of SAAHE,
  - e) 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.
7. The application shall contain the type and extent of the modification of the study programme, including the justification for the modification of the study programme.
8. The chairman of the Board of the Study Programme shall submit the dossier of the study programme modification draft to the dean/director of the institute, consisting of the application and the annexes referred to in paragraph 6 of this Article.
9. The dean of the faculty/rector submits the file of the proposal for the modification of the study programme for discussion and approval by the Dean's/Rector's Advisory Board.
10. After the approval of the study programme modification draft by the Dean's/Rector's Advisory Board, The dean of the faculty/director of the institute submits the dossier of the study programme modification draft to the authority from practice and asks them to express and deliver a written opinion on the proposal within the set deadline.
11. The authority from practice will comment on the proposal for the modification of the study programme and the submitted documentation according to paragraph 6 of this Article, the

impact of the modification on the study programme concerning the requirements of practice, the labour market, and the employability of graduates. The authority from practice will express their opinion on the initiative in the form of a written opinion, which also includes a statement whether the authority from practice:

- a) agrees **with the proposal to modify the study programme**,
  - b) agrees with the proposal to modify the study programme, with some comments,
  - c) disagrees with the proposal to modify the study programme.
12. The authority from practice shall deliver the written opinion on the draft of the study programme modification to the dean/director of the institute within the set deadline. The reasoning for the opinion shall be part of the statement.
  13. In case of an opinion from the authority from practice on a proposal according to paragraph 11 (b) of this Article, the dean/director of the institute shall submit a written opinion of the authority from practice with comments on the proposal for modification to the relevant Board of the Study Programme and ask them to incorporate relevant comments within the set deadline.
  14. The Board of the Study Programme will incorporate the observations of the authority from practice within the set deadline. The chairman of the Board of the Study Programme submits the completed dossier of the study programme modification draft to the dean/director of the institute within the specified time limit, including a written opinion of the Board on incorporating the comments of the authority from practice. If the authority from practice has requested a re-assessment of the proposal after incorporating their comments, the dean/director of the institute shall immediately submit the completed proposal for modification to the authority from practice to be re-assessed.
  15. The dean of the faculty/director of the institute submits the dossier of the proposal for study programme modification to the Faculty Board of Guarantors or the University Board of Guarantors and asks them to assess the proposal and prepare and deliver a written opinion on the proposal for modification within the specified time limit. The submitted dossier also includes a favourable opinion of the authority from practice on the proposal. In case of an opinion from the authority from practice within the meaning of paragraph 11 (b) of this Article, the dossier shall also include a written opinion of the relevant Board of the Study Programme on the incorporation of the comments by the authority from practice.
  16. Based on the submitted dossier, the Faculty Board of Guarantors/University Board of Guarantors shall assess the quality of the study programme modification draft, in particular in terms of:
    - a) its compliance with the requirements of the Higher Education Quality Assurance Act,
    - b) its compliance with SAAHE standards for the study programme and the internal quality assurance system of higher education,
    - c) its compliance with UNIZA's internal regulations, including the Long-Term Plan of the University of Žilina or the Long-Term Plan of the faculty, depending on the affiliation of the Board of the Study Programme that prepared the proposal for modification,
    - d) the requirements of the field of study to which the modified study programme belongs.
  17. The Board of Faculty Guarantors for the study program provided at the faculty, University Board of Guarantors for the university-wide study programme, will comment on the initiative for modification in the form of a written opinion, which includes a statement about whether they:
    - a) agree **with the proposal to modify the study programme**,
    - b) agree with the proposal to modify the study programme, with some comments;
    - c) disagree with the proposal to modify the study programme.
  18. The Faculty Board of Guarantors/University Board of Guarantors delivers a written opinion to the dean/director of the institute on the proposal to modify the study programme within a specified time limit. The statement shall also include a statement of reasons for the opinion, in particular within the meaning of paragraph 6 (a) to (e) of this Article.
  19. In case of comments of the Faculty Board of Guarantors/University Board of Guarantors on the proposal for modification according to paragraph 17 (b) of this Article, the dean/director of the institute shall submit a written opinion of the Faculty Board of Guarantors/University



- Board of Guarantors with comments on the proposal for modification to the relevant Board of the Study Programme and ask them to incorporate the comments within the set deadline.
20. The Board of the Study Programme will incorporate the comments of the Faculty of Guarantors /University Board of Guarantors within the set deadline. The chairman of the Board of the Study Programme submits the completed dossier of the study programme modification draft to the dean/rector within the specified time limit, including a written opinion of the Board on incorporating the comments of the Faculty Board of Guarantors /University Board of Guarantors. If the Faculty Board of Guarantors/University Board of Guarantors has requested a re-assessment of the proposal after incorporating their comments, the dean/rector shall without delay submit a completed proposal for re-assessment.
  21. The dean for the study programme provided at the faculty, the rector, in cooperation with the director of the institute for the university-wide study programme, shall submit a proposal for the modification of the study programme for approval to the Faculty Scientific Board/UNIZA Scientific Board. In addition to the application for modification of the study programme, the submitter is also obliged to submit annexes to the application according to paragraph 6 (a) to (e) of this Article. The application shall also include:
    - a) an approving written opinion of the authority from practice on the proposal for modification of the study programme,
    - b) an approving written opinion of the Faculty Board of Guarantors/University Board of Guarantors on the proposal for modification of the study programme,
    - c) a written opinion of the relevant Board of the Study Programme on the incorporation of relevant comments of the authority from practice in the event of such comments on the proposal for modification according to paragraph 11 (b) of this Article.
    - d) a written opinion of the relevant Board of the Study Programme on the incorporation of relevant comments of the Faculty Board of Guarantors/University Board of Guarantors in the event of such comments on the proposal for modification according to paragraph 17 (b) of this Article.
  22. Faculty Scientific Board for the study programme provided at the faculty, UNIZA Scientific Board for the university-wide study programme, after discussing the proposal for modification of the study programme by a resolution:
    - a) shall approve the proposal for modification of the study programme,
    - b) shall approve the proposal for modification of the study programme, with some comments,
    - c) shall disapprove the proposal for modification of the study programme.
  23. If the Faculty Scientific Board/UNIZA Scientific Board has approved the proposal to modify the study programme according to paragraph 22 (b), the submitter is responsible for incorporating the comments. The submitter shall instruct the chairman of the relevant Board of the Study Programme to incorporate the comments. After incorporating the comments, the chairman of the Board of the Study Programme shall submit a proposal for modification of the study programme with incorporated comments to the submitter. The submitter shall submit the proposal to the Accreditation Board according to paragraph 25 of this Article.
  24. If the Faculty Scientific Board/UNIZA Scientific Board decides according to paragraph 22 (c) of this Article not to approve the proposal to modify the study programme and justifies the decision, the decision of the Faculty Scientific Board/UNIZA Scientific Board shall be final.
  25. The dean, in case of a study programme provided at the faculty, the rector, in cooperation with the director of the institute, in case of a university-wide study programme, based on the approval of a proposal for modification of the study programme by the Faculty Scientific Board/UNIZA Scientific Board according to paragraph 22 (a) or according to paragraph 22 (b) and par. 23 of this Article, shall submit a proposal for modification of the study programme to the Accreditation Board. In addition to the application for modification of the study programme, the submitter is also obliged to submit annexes to the application according to paragraph 6 (a) to (e) of this Article. The application shall also include:
    - a) an approving written opinion of the authority from practice on the proposal for modification of the study programme,
    - b) an approving written opinion of the Faculty Board of Guarantors/University Board of Guarantors on the proposal for modification of the study programme,



- c) a written opinion of the relevant Board of the Study Programme on the incorporation of relevant comments of the authority from practice in the event of such comments on the proposal for modification according to paragraph 11 (b) of this Article.
  - d) a written opinion of the relevant Board of the Study Programme on the incorporation of relevant comments of the Faculty Board of Guarantors/University Board of Guarantors in the event of such comments on the proposal for modification according to paragraph 17 (b) of this Article,
  - e) a written opinion of the Faculty Scientific Board/UNIZA Scientific Board on the approval of the proposal for modification of the study programme according to paragraph 22 (a) or (b) of this Article,
  - f) a written opinion of the submitter on the incorporation of the comments of the Faculty Scientific Board/UNIZA Scientific Board in case of approval of the proposal for modification of the study programme according to paragraph 22 (b) of this Article.
26. The dean for the study programme provided by the faculty, the rector, in cooperation with the director of the institute for the university-wide study programme, attaches to the application or provides the Accreditation Board of UNIZA and SAAHE with access to further evidence of the compliance of the proposal for modification of the study programme with the standards for the internal quality assurance system of higher education and the standards for the study programme, which are specified in the internal evaluation report of the study programme, and the description of the study programme and the documents for the evaluation of creative activities.
27. The application for modification of the study programme with annexes shall be submitted through the UNIZA Accreditation Information System.

#### **Article 9**

#### **Approving the Modification of the Study Programme**

1. The Accreditation Board decides on the modification of the study programme at UNIZA based on the request of the dean of the faculty for the study programme provided by the faculty and the request of the rector for the university-wide study programme. In the case of a study programme provided at several faculties, the dean of the guaranteeing faculty submits the application.
2. The procedure for the approval of a proposal for modification of the study programme by the Accreditation Board is regulated by the Statute of the Accreditation Board of the University of Žilina.
3. If, after discussing the application for modification of the study programme, the Accreditation Board has decided to approve the modification of the study programme, the dean for the study programme provided for at the faculty, the rector, in cooperation with the director of the institute of the university-wide study programme, shall entrust the guarantor of the study programme, who, in cooperation with the relevant Board of the Study Programme, shall make the modification of the study programme and register the changes in the UNIZA Academic Information and Education System (AIVS).
4. The dean for the study programme provided at the faculty, the rector, in cooperation with the director of the institute at the university-wide study programme, shall ensure the entry of data on modifications of the study programme in the register of study programmes.

### **PART 4: RULES FOR THE HARMONIZATION OF STUDY PROGRAMMES WITH SAAHE STANDARDS FOR STUDY PROGRAMMES**

#### **Article 10**

#### **General Rules for Harmonization of Study Programme with SAAHE Standards for the Study Programme**

1. Harmonization of study programmes means demonstrating and confirming the compliance of the existing accredited study programmes at UNIZA with the requirements of the Higher

- Education Quality Assurance Act and with the requirements of the SAAHE standards for the internal quality assurance system and the SAAHE standards for the study programme.
2. According to Section 37 (1) of the Higher Education Quality Assurance Act, UNIZA is obliged to harmonize its study programmes with the SAAHE standards for the internal quality assurance system and the SAAHE standards for the study programme within 24 months from their entry into force.
  3. According to Section 23 (8) of the Higher Education Quality Assurance Act, UNIZA is obliged to harmonize its study programmes with the SAAVŠ standards for the internal quality assurance system and the SAAVŠ standards for the study programme within 12 months from the change of relevant standards entering into force.
  4. If an existing study programme is not harmonized with the SAAHE standards for the internal quality assurance system and the SAAHE standards for the study programme, such an accredited study programme must be cancelled upon the decision of the UNIZA Accreditation Board. In this case, the Board of the Study Programme is not created, and the proposal to cancel the non-harmonized study programme with a justification is submitted by the study programme guarantor to the dean for the study programme provided at the faculty, or to the rector for the university-wide study programme. The rules for the cancellation of a study programme are laid down in Articles 14, 15 and 16 of this Directive.
  5. If the accredited study programme is harmonized with the standards of SAAHE for the internal quality assurance system and the standards of SAAHE for the study programme, the dean for the study programme provided at the faculty, the rector of the university-wide study programme, will instruct the chairman of the relevant Board of the Study Programme to harmonize the study programme with the SAAHE standards.
  6. If the faculty/institute makes modifications (within the scope of Section 2 (g) of Act No. 269/2018 Coll. on Quality Assurance) when harmonizing the study programme with the standards:
    - a) of a study programme for which a right was granted with a time limit because it was a new study programme, and the time limit was repealed according to Section 35 (5) of Act No. 269/2018 Coll., a decision of SAAHE on granting prior consent to the modification of the study programme based on a request for prior consent to the modification of the study programme and its annexes is required,
    - b) of a new study programme with a right granted without a time limit after 1 November 2018 ("granted without time limit\_new\_regulations after 1 November 2018"), a decision of SAAHE is necessary to grant prior consent to the modification of the study programme based on a request for prior consent to the modification of the study programme and its annexes,
    - c) of a new study programme with accreditation according to Section 30 of Act No. 269/2018 Coll. before assessing the compliance of the implementation of the relevant study programme with the standards for the study programme according to Section 30 (11) of Act No. 269/2018 Coll., a decision of SAAHE on granting prior consent to the modification of the study programme based on an application for prior consent to the modification of the study programme and its annexes is required.

#### **Article 11**

#### **Rules for the Harmonization of Study Programmes with SAAHE Standards for the Study Programme**

1. The requirement to harmonize the study programme with the standards results from monitoring the requirements of the internal and external environment, including legislative changes and changes to the SAAHE standards for the internal quality assurance system of higher education and the SAAHE standards for the study programme.
2. If not established yet, a Board of the Study Programme shall be established. The dean for the study programme provided at the faculty, the rector, in cooperation with the director of the institute for the university-wide study programme, shall, after discussing it in the Dean's/Rector's Advisory Board, submit a proposal for the Board of the Study Programme

members for approval to the Faculty Scientific Board/UNIZA Scientific Board. Upon approval of the Board of the Study Programme members by the Faculty Scientific Board/UNIZA Scientific Board, the dean of the relevant faculty/rector shall appoint the members of the Board of the Study Programme.

3. If there is a requirement to harmonize the accredited study programme with the SAAHE internal quality assurance system standards and SAAHE study programme standards, the dean for the study programme provided at the faculty, the rector of the university-wide study programme, will instruct the chairman of the relevant Board of the Study Programme to harmonize the study programme with the SAAHE standards.
4. The Board of the Study Programme will draft a proposal for harmonizing the study programme following the SAAHE standards for the study programme and standards for the internal system of higher education quality assurance. The elaboration of a proposal for the harmonization of a study programme with standards includes the elaboration of an application for assessment of the compliance of a study programme with standards with the relevant annexes, which are:
  - a) internal evaluation report of the study programme according to the requirements of SAAHE,
  - b) description of the study programme according to the requirements of SAAHE,
  - c) VUPCH (research/art/teacher profile) of teachers providing profile subjects of the study programme according to the requirements of SAAHE,
  - d) characteristics of the submitted outputs of creative activity/activities according to the requirements of SAAHE,
  - e) 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.
5. The chairman of the Board of the Study Programme submits a proposal to harmonize the study programme with the standards to the dean of the faculty for the study programme provided at the faculty, the director of the institute for the university-wide study programme. The application shall consist of the application and the annexes referred to in paragraph 4 of this Article.
6. The dean shall submit a proposal to harmonize the study programme with the standards to the Dean's Advisory Board for discussion.
7. In the case of university-wide study programmes, the plan to harmonize the study programme with the standards shall be submitted to the rector, who shall submit it to the Rector's Advisory Board for discussion.
8. The Dean's Advisory Board for the study programme provided at the faculty, and the Rector's Advisory Board for the university-wide study programme will assess the proposal to harmonize the study programme with the standards, in particular in terms of:
  - a) its compliance with the requirements of the Higher Education Quality Assurance Act,
  - b) its compliance with SAAHE standards for the study programme and the internal quality assurance system of higher education,
  - c) the requirements of the field of study to which the proposed study programme belongs,
  - d) its compliance with UNIZA's internal regulations, including the Long-Term Plan of the University of Žilina or the Long-Term Plan of the faculty, depending on the affiliation of the Board of the Study Programme that prepared the proposal,
9. The dean of the faculty/director of the institute submits the dossier of the proposal for the harmonization of the study programme with the standards to the authority from practice and asks them to express and deliver a written opinion on the proposal within the set deadline.
10. The authority from practice will comment on the proposal for the harmonization of the study programme and the submitted documentation according to paragraph 4 of this Article concerning SAAHE standards fulfilment, the requirements of practice, the labour market and the employability of graduates. The authority from practice will express their opinion on the initiative in the form of a written opinion, which also includes a statement whether the authority from practice:
  - a) agrees **with the proposal to harmonize the study programme with the standards**,
  - b) agrees with the proposal to harmonize the study programme with the standards, with some comments;

- c) disagrees with the proposal to harmonize the study programme with the standards.
11. The authority from practice shall deliver the written opinion on the proposal for harmonization of the study programme with the standards to the dean/director of the institute within the set deadline. The statement shall also include the statement of reasons for the opinion.
  12. In case of an opinion from the authority from practice on a proposal according to paragraph 10 (b) of this Article, the dean/director of the institute shall submit a written opinion of the authority from practice with comments on the proposal to the relevant Board of the Study Programme and ask it to incorporate relevant comments within the set deadline.
  13. The Board of the Study Programme will incorporate the observations of the authority from practice within the set deadline. The chairman of the Board of the Study Programme submits the completed proposal for harmonization of the study programme to the dean/director of the institute within the specified time limit, including a written opinion of the Board on incorporating the comments of the authority from practice. If the authority from practice has requested a re-assessment of the proposal after incorporating their comments, the dean/director of the institute shall immediately submit the completed proposal to the authority from practice to be re-assessed.
  14. The dean of the faculty/director of the institute submits the proposal for the harmonization of the study programme with the standards to the Faculty Board of Guarantors or the University Board of Guarantors and asks them to assess the proposal and prepare and deliver a written opinion on the proposal within the specified time limit. The submitted dossier also includes a favourable opinion of the authority from practice on the proposal for the harmonization. In case of an opinion from the authority from practice within the meaning of paragraph 10 (b) of this Article, the dossier shall also include a written opinion of the relevant Board of the Study Programme on the incorporation of the comments by the authority from practice.
  15. The Faculty Board of Guarantors for the study programme provided at the faculty, the University Board of Guarantors for the university-wide study programme will assess the proposal to harmonize the study programme with the standards, in particular in terms of:
    - a) its compliance with the requirements of the Higher Education Quality Assurance Act,
    - b) its compliance with SAAHE standards for the study programme and the internal quality assurance system of higher education,
    - c) the requirements of the field of study to which the proposed study programme belongs,
    - d) its compliance with UNIZA's internal regulations, including the Long-Term Plan of the University of Žilina or the Long-Term Plan of the faculty, depending on the affiliation of the Board of the Study Programme that prepared the proposal.
  16. The Faculty Board of Guarantors for the study program provided at the faculty, University Board of Guarantors for the university-wide study program will comment on the initiative for modify the harmonization of the study programme with the standards in the form of a written opinion, which includes a statement whether they:
    - a) agree **with the proposal to harmonize the study programme with the standards**,
    - b) agree with the proposal to harmonize the study programme with the standards, with some comments;
    - c) disagree with the proposal to harmonize the study programme with the standards.
  17. The Faculty Board of Guarantors/University Board of Guarantors delivers a written opinion to the dean/rector a written opinion on the proposal to harmonize the study programme within a specified period. The statement shall also include a statement of reasons for the opinion, in particular on documents within the meaning of paragraph 4 of this Article.
  18. In the case of comments of the Faculty Board of Guarantors/University Board of Guarantors on the proposal according to (16) (b) of this Article, the dean/rector shall submit a written opinion of the Faculty Board of Guarantors/University Board of Guarantors with comments on the proposal to the relevant Board of the Study Programme and ask them to incorporate the comments within the set deadline.
  19. The Board of the Study Programme will incorporate the comments of the Faculty Board of Guarantors/University Board of Guarantors within the set deadline. The chairman of the Board of the Study Programme submits the completed proposal for harmonization of the



study programme to the dean/director of the institute within the specified time limit, including a written opinion of the Board on incorporating the comments of the Faculty Board of Guarantors/University Board of Guarantors. If the Faculty Board of Guarantors/University Board of Guarantors has requested a re-assessment of the proposal after incorporating their comments, the dean/director of the institute shall without delay submit a completed proposal for re-assessment.

20. The dean for the study programme provided at the faculty, the rector, in cooperation with the director of the institute for the university-wide study programme, shall submit a proposal for the harmonization of the study programme for approval to the Faculty Scientific Board/UNIZA Scientific Board. In addition to the application for assessment of the harmonization of the study programme, the submitter is also obliged to submit annexes to the application according to paragraph 4 (a) to (e) of this Article. The application shall also include:
  - a) an approving written opinion of the authority from practice on the proposal for harmonization of the study programme,
  - b) an approving written opinion of the Faculty Board of Guarantors/University Board of Guarantors on the proposal for harmonization of the study programme,
  - c) a written opinion of the relevant Board of the Study Programme on the incorporation of relevant comments of the authority from practice in the event of their comments on the proposal for harmonization according to paragraph 10 (b) of this Article.
  - d) a written opinion of the relevant Board of the Study Programme on the incorporation of relevant comments of the Faculty Board of Guarantors/University Board of Guarantors in the event of their comments on the proposal for harmonization according to paragraph 16 (b) of this Article.
21. Faculty Scientific Board for the study programme provided at the faculty, UNIZA Scientific Board for the university-wide study programme, after discussing the proposal for harmonization of the study programme by a resolution:
  - a) shall approve the proposal for harmonization of the study programme,
  - b) shall approve the proposal for harmonization of the study programme, with some comments,
  - c) shall disapprove of the proposal for harmonization of the study programme.
22. If the Faculty Scientific Board/UNIZA Scientific Board has approved the proposal to harmonize the study programme according to paragraph 21 (b), the submitter is responsible for incorporating the comments. The submitter shall instruct the chairman of the relevant Board of the Study Programme to incorporate the comments. After incorporating the comments, the chairman of the Board of the Study Programme shall submit a proposal for harmonization of the study programme with incorporated comments to the submitter. The submitter shall submit the proposal to the Accreditation Board according to paragraph 24 of this Article.
23. If the Faculty Scientific Board/UNIZA Scientific Board decides according to paragraph 21 (c) of this Article not to approve the proposal to harmonize the study programme and justifies the decision, the decision of the Faculty Scientific Board/UNIZA Scientific Board shall be final.
24. The dean, in case of a study programme provided at the faculty, the rector, in cooperation with the director of the institute, in case of a university-wide study programme, based on the approval of a proposal for harmonization of the study programme by the Faculty Scientific Board/UNIZA Scientific Board according to paragraph 21 (a) or according to paragraph 21 (b) of this Article, shall submit an application for assessment of the harmonization of the study programme with standards to the Accreditation Board when harmonizing an already existing study programme. In addition to the application, they shall be required to submit annexes to the application according to paragraph 4 (a) to (e) of this Article. The application shall also include:
  - a) an approving written opinion of the authority from practice on the proposal for harmonization of the study programme with standards,
  - b) an approving written opinion of the Faculty Board of Guarantors/University Board of Guarantors on the proposal for harmonization of the study programme with standards,



- c) a written opinion of the relevant Board of the Study Programme on the incorporation of relevant comments of the authority from practice in the event of such comments on the proposal according to paragraph 10 (b) of this Article,
  - d) a written opinion of the relevant Board of the Study Programme on the incorporation of relevant comments of the Faculty Board of Guarantors/University Board of Guarantors in the event of such comments on the proposal according to paragraph 16 (b) of this Article.
  - e) a written opinion of the Faculty Scientific Board/UNIZA Scientific Board on the approval of the proposal for harmonization of the study programme according to paragraph 21 (a) or (b) of this Article,
  - f) a written opinion of the submitter on the incorporation of the comments of the Faculty Scientific Board/UNIZA Scientific Board in case of approval of the proposal for harmonization of the study programme according to paragraph 21 (b) of this Article.
25. The dean for the study programme provided by the faculty, the rector, in cooperation with the director of the institute for the university-wide study programme, attaches to the application or provides the Accreditation Board of UNIZA and SAAHE with access to further evidence of the compliance of the study programme with the standards for the internal quality assurance system of higher education and the standards for the study programme, which are specified in the internal evaluation report of the study programme, and the description of the study programme and the documents for the evaluation of creative activities.
26. The application with annexes shall be submitted through the UNIZA Accreditation Information System.

#### **Article 12**

#### **Approving the Compliance of the Study Programme with the SAAHE Standards for the Study Programme**

1. The assessment of the compliance of the study programme with the standards for the internal quality assurance system of higher education and the standards for the study programme at UNIZA is decided by the Accreditation Board based on the request of the dean of the faculty for the study programme provided by the faculty and the request of the rector for the university-wide study programme. In the case of a study programme provided at several faculties, the dean of the guaranteeing faculty submits the application.
2. The procedure for approving the compliance of the study programme with the SAAHE standards for the study programme by the Accreditation Board is regulated by the Statute of the Accreditation Board of the University of Žilina.
3. After discussing the application for assessment of the compliance of the study programme with the standards and based on the opinion of the working group of the Accreditation Board, the Accreditation Board, by its resolution:
  - a) decides on the approval of the compliance of the study programme with the standards for the study programme and the internal quality assurance system of higher education,
  - b) identifies shortcomings in the proposal to harmonize the study programme with the standards for the study programme and the internal quality assurance system for higher education and proposes measures to remedy the shortcomings and bring the study programme into line with the standards,
  - c) decides on the cancellation of the study programme.
4. If the Accreditation Board has decided according to paragraph 3 (b), i.e. has identified shortcomings in the proposal for the harmonization of the study programme with the standards for the study programme and the internal quality assurance system of higher education and will propose measures to remedy the shortcomings and achieve the compliance of the study programme with the standards, the submitted proposal will be returned to the dean for the study programme provided at the faculty, or to the rector for the university-wide study programme. The Accreditation Board shall set a time limit for the rectification of the shortcomings which shall not exceed 90 days. The Accreditation Board shall ask the submitter to remedy the shortcomings and to ensure that the proposal

- complies with the standards for the study programme and the internal quality assurance system for higher education.
5. The dean for the study programme provided at the faculty, the rector for the university-wide study programme, will ask the relevant Board of the Study Programme to remedy the shortcomings and ensure compliance with the standards.
  6. According to paragraph 4 of this article, the dean for the study programme provided at the faculty, the rector for the university-wide study programme, repeatedly submits a modified application for assessment of the compliance of the study programme with the standards to the Accreditation Board.
  7. The dean for the study programme provided at the faculty, the rector for the university-wide study programme, based on the decision of the Accreditation Board according to paragraph 3 (c) of this Article, shall ensure the cancellation of the study programme in the register of study programmes.
  8. Based on the decision of the Accreditation Board according to paragraph 3 (c) of this Article, UNIZA shall immediately provide notice of the cancellation of the study programme to SAAHE.

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

### **Article 13**

#### **Suspension of the Implementation of a Study Programme**

1. The suspension of the implementation of the study programme at UNIZA may be decided by:
  - a) SAAHE based on the provisions of Section 27 of the Quality Assurance in Higher Education Act,
  - b) the Accreditation Board.
2. If the Accreditation Board finds that a study programme does not meet the standards for a study programme, it shall decide to suspend the implementation of the study programme.
3. In the event of suspension of the implementation of the study programme, the Accreditation Board shall invite in writing the dean of the relevant faculty at which the study programme was suspended, the rector, in the event of suspension of the university-wide study programme, to submit a proposal for a modification of the study programme following the provisions of Section 27 of the Quality Assurance in Higher Education Act within a specified deadline. The dean for the study programme provided at the faculty, and the rector for the university-wide study programme, will ask the relevant Board of the Study Programme to remedy the deficiencies and ensure compliance with the standards.
4. After suspending the implementation of the study programme, the dean for the study programme provided at the faculty, the rector for the university-wide study programme, shall submit to the Accreditation Board:
  - a) a proposal to modify a study programme which creates a prerequisite for meeting the standards for a study programme; or
  - b) a proposal to cancel the study programme.
5. The procedure referred to in paragraph 4 (a) shall be governed by Articles 7, 8 and 9 of this Directive.
6. The procedure referred to in paragraph 4 (b) shall be governed by Articles 14, 15 and 16 of this Directive.
7. The decision-making procedure of the UNIZA Accreditation Board regarding the suspension of the implementation of the study programme is regulated by the Statute of the UNIZA Accreditation Board.
8. When suspending the implementation of the study programme, it is not possible to accept applicants for studies for the suspended study programme, conduct state examinations in the suspended study programme, or create another study programme in the relevant field of study and degree.

**Article 14**  
**General Rules for Study Programme Cancellation**

1. Cancellation of the study programme shall be ordered by:
  - a) SAAHE based on the provisions of Section 28 of the Quality Assurance in Higher Education Act, or
  - b) the Accreditation Board.
2. If, according to paragraph 1 (a) of this Article, SAAHE orders the cancellation of the study programme according to Section 28 of the Higher Education Quality Assurance Act, UNIZA is obliged to cancel the suspended study programme within the period specified by SAAHE in the decision on the cancellation of the study programme, which is at least three months from the date of the validity of the relevant decision. If UNIZA does not cancel the study programme within the specified period, SAAHE shall decide on its cancellation and on the cancellation of all study programmes carried out in the relevant field of study at all levels and on the revocation of the university's authorization to create, implement and modify study programmes in this field of study at all levels. UNIZA is obliged to ensure that students enrolled in the relevant study programme can continue their studies in the study programme carried out in the relevant field of study at another university.
3. The Accreditation Board shall decide on the cancellation of the study programme if:
  - a) it rejects the proposal to modify the study programme after suspension of the implementation of the study programme according to Article 13 (4) (a),
  - b) the submitter, after suspending the implementation of the study programme, does not propose a modification of the study programme within the specified period,
  - c) the submitter shall request the Accreditation Board to cancel the study programme.
4. If the decision to cancel the study programme becomes final, UNIZA must stop teaching the subjects of this study programme, and there must be no state examinations.
5. If an existing study programme at UNIZA is not harmonized with the SAAHE standards for the internal quality assurance system and the SAHHE standards for the study programme, such an accredited study programme must be cancelled upon the decision of the UNIZA Accreditation Board.
6. The submitter for the application for cancellation is obliged to ensure that students enrolled in the relevant study programme can continue their studies in a study programme carried out in the relevant field of study at UNIZA or another university.

**Article 15**  
**Rules and Procedures for the Cancellation of a Study Programme**

1. If the monitoring of the requirements of the external and internal environment results in a requirement for the cancellation of the study programme, the dean of the faculty for the study programme provided by the faculty, the director of the institute for the university-wide study programme shall submit these requirements for the deliberation of the Dean's/Rector's Advisory Board. This may be due to, for example, insufficient personnel, material, technical and spatial resources for the implementation of the study programme, low interest of candidates, low social requirement, or low interest of the labour market in graduates, etc.
2. In the case of agreement on the validity of the external and internal requirements for the cancellation of a study programme in the Dean's Advisory Board for a faculty study programme, in the Rector's Advisory Board for a university-wide study programme, the dean of the faculty or the director of the institute shall draw up a proposal for the cancellation of the study programme. The proposal shall include a statement of the justification for the proposal to cancel the study programme, including the position of existing students if enrolled in the study programme.
3. After approving the proposal for the cancellation of the study programme by the Dean's/Rector's Advisory Board, the dean for the study programme at the faculty, the director of the institute for the university-wide study programme, submits it to be commented on by the authority from practice.

4. The authority from practice will comment on the proposal to cancel the study programme, in particular in terms of the reasons for cancellation concerning society-wide requirements, the requirements of practice and the labour market.
5. The authority from practice will express their opinion on the initiative in the form of a written opinion, which also includes a statement whether the authority from practice:
  - a) agrees **with the proposal to cancel the study programme**,
  - b) disagrees with the proposal to cancel the study programme.
6. The authority from practice shall deliver a written opinion on the proposal for the cancellation of a study programme within a specified period to the dean for the study programme at the faculty or to the director of the institute for the university-wide study programme. The statement shall also include a statement of justification of the opinion.
7. The dean submits the proposal for the cancellation of a study programme to be commented on to the Faculty Board of Guarantors or so does the director of the institute to the University Board of Guarantors. It also includes a statement of authority from practice on the proposal to cancel the study programme.
8. The Faculty Board of Guarantors will comment on the proposal to cancel the study programme for a study programme provided at the faculty, and the University Board of Guarantors will do so for a university-wide study programme.
9. The Faculty Board of Guarantors/University Board of Guarantors will assess the proposal to cancel the study program, the justification of the proposal to cancel the study program and its reasoning and discuss the opinion of the authority from practice on the initiative to cancel the study program.
10. The Faculty Board of Guarantors for the study program provided at the faculty, University Board of Guarantors for the university-wide study program will comment on the proposal for cancellation in the form of a written opinion, which includes a statement about whether they:
  - a) agree **with the proposal to cancel the study programme**,
  - b) disagree **with the proposal to cancel the study programme**.
11. When proposing the cancellation of a study programme at a faculty, the Faculty Board of Guarantors shall deliver a written opinion to the dean of the faculty on the initiative to cancel a study programme within a specified time limit. The statement shall also include the justification of the opinion.
12. When proposing a cancellation of a university-wide study programme, the University Board of Guarantors shall deliver a written opinion to the director of the institute on the proposal to cancel the study programme within a specified time limit. The statement shall also include the justification of the opinion.
13. The dean shall submit written opinions on the proposal to cancel the study programme of the authority from practice and the Faculty Board of Guarantors to the Dean's Advisory Board for a discussion. The Dean's Advisory Board shall decide on the proposal to cancel the study programme. If the Dean's Advisory Board decides on a proposal to cancel the study programme, the dean of the faculty shall instruct the relevant Board of the Study Programme to prepare a proposal to cancel the study programme.
14. The director of the institute for the university-wide study programme shall submit to the rector written opinions of the authority in practice and the University Board of Guarantors on the proposal to cancel the study programme. The rector shall submit the opinions to be discussed by the Rector's Advisory Board. The Rector's Advisory Board shall decide on the proposal to cancel the study programme. If the Dean's Advisory Board decides on a proposal to cancel the study programme, the rector shall provide an opinion to the director of the institute. The director of the institute shall instruct the relevant Board of the Study Programme to draft a proposal for the cancellation of the study programme.
15. The relevant Board of the Study Programme shall draw up a proposal for the cancellation of the study programme, which shall include a request for the cancellation of the study programme, stating the reasons therefor.
16. The chairman of the Board of the Study Programme submits the request for cancellation of the study programme with a justification to the dean/director of the institute within the specified time limit.

17. The dean for the study programme provided at the faculty, the rector, in cooperation with the director of the institute for the university-wide study programme, shall submit a proposal for the cancellation of the study programme for approval to the Faculty Scientific Board/UNIZA Scientific Board.
18. Faculty Scientific Board for the study programme provided at the faculty, UNIZA Scientific Board for the university-wide study programme, after discussing the proposal for cancellation of the study programme by a resolution:
  - a) approves the proposal to cancel the study programme,
  - b) disapproves of the proposal to cancel the study programme.
19. If the Faculty Scientific Board/UNIZA Scientific Board decides according to paragraph 18 (b) of this Article not to approve the proposal to cancel the study programme and justifies the decision, the decision of the Faculty Scientific Board/UNIZA Scientific Board shall be final.
20. The dean, in case of a study programme provided at the faculty, the rector, in cooperation with the director of the institute, in case of a university-wide study programme, based on the approval of a proposal for cancellation of the study programme by the Faculty Scientific Board/UNIZA Scientific Board according to paragraph 18 (a) of this Article, shall submit a proposal for cancellation of the study programme to the Accreditation Board together with a written opinion of the Faculty Scientific Board/UNIZA Scientific Board on the approval of the cancellation of the study programme according to paragraph 18 (a) of this Article.
21. The application with annexes shall be submitted through the UNIZA Accreditation Information System.

#### **Article 16**

#### **Approving the Cancellation of a Study Programme**

1. The cancellation of the study programme at UNIZA is decided by the Accreditation Board based on the request for cancellation of a study programme.
2. The application with a justification of the cancellation of the study programme is submitted to the Accreditation Board by the dean of the faculty for a study programme provided by the faculty or by the rector for the university-wide study programme. In case of a study programme provided at several faculties, the dean of the guaranteeing faculty submits the application for cancellation of a study programme.
3. The procedure for the approval of a proposal for cancellation of the study programme by the Accreditation Board is regulated by the Statute of the Accreditation Board of the University of Žilina.
4. The submitter, the dean for the study programme provided at the faculty, and the rector for the university-wide study programme, based on the decision of the Accreditation Board on the cancellation of the study programme shall ensure the cancellation of the study programme in the register of study programmes.
5. Based on the decision of the Accreditation Board on the cancellation of the study programme, UNIZA shall immediately provide notice of the cancellation of the study programme to SAAHE.



## **PART 6: COURSE AND STUDY PROGRAMME RELATED DOCUMENTS**

### **Article 17 Course Related Documents**

1. For the subject, which is a part of the accredited study program, there is documentation of the subject which is kept, updated, and archived.
2. The person responsible for the subject (subject guarantor) is responsible for keeping the documentation of the subject, and its content, continuous updating, and archiving.
3. The documentation of the subject consists of:
  - a) Course Information Sheet,
  - b) study materials for the subject,
  - c) records of the assessment of the subject by the subject guarantor,
  - d) records of student evaluation of the subject,
  - e) records of student assessment results in the subject in AIVS UNIZA,
  - f) records of educational subject achievements according to the internal regulation governing the monitoring and evaluation of quality at UNIZA,
  - g) measures taken by the subject guarantor, the head of the department and the study programme guarantor based on the subject evaluations.
4. A change in the Course Information Sheet, which is not a modification of the study programme according to Article 7 of this Directive, is obliged to be implemented by the subject guarantor based on the approval of the study programme guarantor.
5. The proposal to change the Course Information Sheet, which is a modification of the study programme, shall be implemented based on the rules laid down in Article 8 of this Directive. After the decision on the approval of the modification by the Accreditation Board according to Article 9 of this Directive, if there has been a modification of the Course Information Sheet, it shall be updated following the approved modification by the subject guarantor in cooperation with the study programme guarantor.
6. Records of changes, additions and modifications to the Course Information Sheet shall be kept and archived by the subject guarantor.
7. The subject documentation according to paragraph 3 of this Article is stored in the UNIZA Information System for Accreditation and in the UNIZA Academic Information and Education System (AIVS).
8. Other related documentation of the subject is:
  - a) assignments, semester papers, yearly projects,
  - b) produced assignments, semester papers, yearly projects of students,
  - c) records and documents from written parts verifying students' knowledge of examinations in the subject.
9. The subject documentation according to paragraph 8 (a) and (b) of this Article shall be stored and archived by the subject teacher, who shall determine assignments, semester papers and yearly projects, and evaluate the level of quality of their elaboration.
10. The subject documentation according to paragraph 8 (c) of this Article is stored and archived by the subject examiner, who verifies and evaluates the students' knowledge based on the subject examinations.
11. The subject 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.

### **Article 18 Documents Related to a Study Programme**

1. There is documentation kept for the study programme.
2. The guarantor of the study programme is responsible for keeping the study programme documentation, its content and continuous updating. For the sake of completeness of the documentation, the study programme guarantor may request the cooperation of the subject guarantor or the relevant head of the department.

3. The documentation of the study programme consists of:
  - a) application for accreditation of a study programme with all annexes according to the Quality Assurance in Higher Education Act and according to the SAAHE requirements,
  - b) a request for modification of the study programme with related annexes or a request for cancellation of the study programme,
  - c) decision to grant accreditation, change, suspend accreditation or withdraw rights,
  - d) opinions of the authority from practice in the creation, modification, harmonization, and cancellation of the study programme under this Directive,
  - e) opinions of the Faculty Board of Guarantors on the study programme provided by the faculty, the University Board of Guarantors on the university-wide study programme, on the creation, modification, harmonization, and cancellation of the study programme under this Directive,
  - f) documentation of compulsory, compulsory optional, and optional subjects of the study programme in the form of Course Information Sheets,
  - g) the recommended study plan of the study programme,
  - h) periodic evaluation reports of the study programme,
  - i) minutes of the deliberations of the Board of the Study Programme,
  - j) records of assessment of 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 according to Section 51 (4) of the Higher Education Act, which are not specified in this paragraph,
  - l) other records related to the study programme demonstrating the activities and student achievements in higher education and their evaluation, which are not specified in this paragraph.
4. The study programme documentation according to paragraph 3 of this Article is stored in the UNIZA Information System for Accreditation and in the UNIZA Academic Information and Education System (AIVS).
5. Other related documentation of the study programme is also:
  - a) records from the admission procedure of candidates for the study of the given study programme,
  - b) records of the evaluation results of students from study programme subjects in AIVS 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 reports;
  - h) state examination records,
  - i) data and results of surveys 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 paragraph 5 of this Article is stored or is part of the relevant information systems and databases and is archived at the faculty for the study programme provided at the faculty, or at the institute for a university-wide study programme. Faculties and institutes are obliged to keep records and archive documents following current legislation.
7. If, after discussing the application for modification of the study programme, the Accreditation Board has decided to approve the modification of the study programme, or SAAHE has decided to approve the modification of the study programme according to paragraph 27 of the Quality Assurance in Higher Education Act, the dean for the study programme provided at the faculty, or the rector, in cooperation with the director of the institute of the university-wide study programme, shall entrust the study programme guarantor, who, in cooperation with the relevant Board of the Study Programme, shall make the modification of the study programme and register the changes in the UNIZA Academic Information and Education System (AIVS).

8. 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 19**

#### **Transitional and Final Provisions**

1. The provisions of Article 15 of this Directive shall not apply in the case of study programmes accredited based on an application submitted by 31 December 2012 according to Section 83 (1) of the Higher Education Act effective until 31 October 2018, the rights of which have been suspended from 1 September 2016. According to Section 113af (12) of the Higher Education Act, UNIZA is obliged to cancel these study programmes. The dean of the faculty informs the rector of UNIZA about this fact in writing. The faculty is obliged to immediately cancel such study programmes and enter data on the cancellation of such study programme in the register of study programmes. Students cannot be enrolled in such a study programme upon its cancellation.
2. Applications for the creation, modification, harmonization, and cancellation of the study programme at UNIZA, and SAAHE applications for the accreditation of the study programme as well as annexes to these applications are submitted in Slovak and English for a study programme provided in English, and for a study programme of the 3rd degree of university studies.
3. When submitting an application for the creation, modification, harmonization, 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. Form templates and procedural documents for the creation, modification, harmonization, and cancellation of a study programme are given in Methodological Guideline No. 6/2021.
5. This Directive was discussed by the UNIZA Academic Senate on 21 June 2021.
6. This Directive has been approved by the UNIZA Scientific Board on 1 July 2021.
7. This Directive shall enter into force on the date of its approval.
8. Amendment No. 1 was discussed by the UNIZA Academic Senate on 4 October 2021.
9. Amendment No. 1 shall enter into force on the date of approval by the UNIZA Scientific Board on 14 October 2021.
10. Amendment No. 2 to Directive No. 204 was discussed by the UNIZA Academic Senate on 25 April 2022 and approved by the UNIZA Scientific Board on 5 May 2022.
11. Amendment No. 2 shall enter into force and effect on the date of approval by the UNIZA Scientific Board, i.e., on 5 May 2022.
12. 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.
13. Amendment No. 3 shall enter into force and effect on the date of its approval by the UNIZA Accreditation Board, i.e., on 21 April 2023.
14. 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.
15. Amendment No. 4 enters into force and effect on the date of its approval by the UNIZA Accreditation Board.

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Rector