



FULL TEXT OF DIRECTIVE No. 205

elaborated on 5 May 2022

Rules for Assigning Teachers to the Provision of Study Programmes at the University of Žilina

Discussed by: Academic Senate on 25 April 2022

Approved by: UNIZA Scientific Board on 5 May 2022

Effective from: 5 May 2022

Article 1 Introductory Provisions

1. The purpose of issuing this internal regulation (directive) is to determine the rules for the staffing of study programmes and the principles of assigning teachers to the provision of study programmes carried out at the University of Žilina (hereinafter referred to as "UNIZA").
2. A university teacher may hold the position of professor, associate professor, assistant professor, assistant, or lecturer.

Article 2 Requirements for University Teachers

1. The university teacher represents a balanced combination of carrying out scientific, research and publishing work and educational and pedagogical work that inspires students to constantly create new knowledge.
2. The basic aspect of a university teacher's activity is to work on his/her own professional and personal development and improving his/her competences.
3. The qualifications, workload distribution, level of outputs of creative activities, practical experience, pedagogical skills, transferable competences, and language skills of the university teacher must enable him/her to achieve the specified learning outcomes.
4. Teachers of the study programme develop their professional, language, pedagogical, digital skills, and transferable competences.
5. The professional qualifications of the teachers providing the study programme are at least one level higher than the qualifications achieved by its completion. This requirement may be waived in justified cases, e.g., in the case of foreign language teachers, teachers providing practice, professionals from practice and doctoral students.

Article 3 Person Responsible for the Study Programme

1. UNIZA has a designated person (hereinafter referred to as "study programme guarantor") who has the relevant competences and bears the main responsibility for the implementation, development, and quality assurance:
 1. of the study programme or
 2. an otherwise defined integral part of the study programme if the study programme is carried out:
 - a) as a teacher combined study programme,
 - b) in a combination of two fields of study,
 - c) as a first-degree study programme carried out as interdisciplinary studies,
 - d) as a joint study programme,
 - e) in the relevant field of study at several units or seats.
2. The study programme guarantor is appointed and dismissed by the rector on the basis of a decision of the Accreditation Board. The Accreditation Board decides on the appointment and dismissal of the guarantor on the basis of approval by the Scientific Board of the faculty where the study programme is carried out, in the case of university-wide study programmes on the basis of approval by the Scientific Board of the University of Žilina.
3. The study programme guarantor does not bear the main responsibility for the implementation, development, and quality assurance of the study programme at another university in the Slovak Republic.
4. The study programme guarantor may bear the main responsibility for the implementation, development, and quality assurance of a maximum of three study programmes. This number does not include cases of concurrence:
 - a) a different form or language mutation of an identical study programme,
 - b) a part of the joint study programme based on the content of the relevant field of study,

- c) a part of the study programme in a combination of two fields of study based on the content of the relevant field of study and carried out at the same part of the university,
 - d) approbation of the teacher's combined study programme based on the content from the relevant field of study,
 - e) a conversion study programme based on the content of the study programme in the relevant field of study and degree,
 - f) a part of the first degree-study programme carried out as interdisciplinary studies based on the content of the relevant field of study.
5. One person can be included in only one area of assessment defined by the study programme and in one area of assessment defined by the field of habilitation proceedings and inauguration proceedings.
 6. Other persons responsible for the quality of the study programme are co-guarantors of the study programme.
 7. The guarantor and co-guarantors of the study programme provide the profile subjects of this study programme as well as the subjects from the core of the field of study.
 8. The guarantor of the study programme of the 3rd degree has a scientific-pedagogical or artistic-pedagogical title of professor and currently works in the relevant field of study as a professor for the established weekly working time. The results of the creative activity of the guarantor of the study programme of the 3rd degree demonstrably reach at least a significant international level.
 9. The co-guarantor of the study programme of the 3rd degree has a scientific-pedagogical or artistic-pedagogical title of professor or associate professor and currently works in the relevant field of study in the position of professor or associate professor for the established weekly working time. In an exceptional case, for a maximum period of one year, a person in the position of professor or the position of associate professor in the relevant field of study may also be the co-guarantor of the 3rd degree study programme for the established weekly working time. The results of the creative activity of the co-guarantor of the 3rd degree study programme demonstrably reach at least a significant international level.
 10. The guarantor of the 2nd degree study programme currently works in the relevant field of study as a professor for the established weekly working time, while the results of his/her creative activity demonstrably reach at least the international level.
 11. The co-guarantor of the 2nd degree study programme currently works in the relevant field of study as a professor or as an associate professor for the established weekly working time, while the results of his/her creative activity demonstrably reach at least the international level.
 12. The guarantor of the study programme and co-guarantor of the study programme of the 1st degree currently works in the relevant field of study as a professor or as an associate professor for the established weekly working time, while the results of his/her creative activity demonstrably reach at least the international level.
 13. The guarantor of the study programme is the chairman of the Board of the Study Programme. The co-guarantors of the study programme are members of the Board of the Study Programme.

Article 4

Rights and Obligations of the Study Programme Guarantor

1. Rights of the study programme guarantor:
 - a) access to the results of the research, creative and professional activities of workplaces participating in pedagogical activities in the given study programme in order to ensure the development of knowledge in the field of the study programme,
 - b) access to the database of data of all subjects and students in the study programme for which he/she bears the main responsibility in accordance with the Personal Data Protection Act,
 - c) to ensure the development of the study programme and the quality of the educational process in the relevant study programme, he/she comments on the staffing and material provision of the teaching of subjects, their content, and the assessment system, and

- submits requests and proposals for their improvement to the dean/rector/head of the university unit,
- d) comments on students' requests for a change of study programme and, together with the teachers of the subjects, draws up an individual study plan for students in the guaranteed study programme,
 - e) determines the conditions of transfer of students from other faculties, universities or between programmes,
 - f) after consultation with the teachers of subjects, he/she comments on the student's application for recognition of part of the study completed at another faculty or at another university in the Slovak Republic and abroad within the exchange programme,
 - g) proposes to the dean/rector/head of the unit the number of students to be admitted for study in the relevant study programme.
2. Obligations of the study programme guarantor:
- a) responsibility for the achievement of the graduate profile defined in the study programme file in the scope of professional knowledge and skills corresponding to the objectives and focus of the study, for the definition of the content and scope of the state examination and its parts so that this examination corresponds to the focus of the study and the profile of the graduate, for the thematic focus of the final theses at a given level of study,
 - b) is responsible for the creation, monitoring, and regular evaluation of the study programme,
 - c) based on the discussion in the Board of the Study Programme, determines the profile subjects of the study programme and teachers of profile subjects whose outputs of creative activity are submitted to demonstrate creative activity in the relevant field of study, as well as determines the core subjects,
 - d) takes care of the development of knowledge within the study programme provided by him/her,
 - e) in cooperation with the Board of the Study Programme, encourages the innovation of the study programme (especially by changing the content of subjects, proposing new compulsory optional and optional subjects), knowledge gained through his/her own research, creative and professional activities as well as by monitoring the development of the area of the field of study of the study programme,
 - f) accepts proposals for changes in the study programme proposed by individual subject teachers and other interested parties and submits them to the Board of the Study Programme for consideration,
 - g) in cooperation with the co-guarantors of the study programme determines the scope of teaching in individual subjects,
 - h) approves the topics of final theses in the 1st and 2nd degree of higher education in the study programme in which he/she bears the main responsibility,
 - i) in cooperation with the co-guarantors of the 1st and 2nd degree study programmes, proposes the composition of the commissions for the final examinations of the given study programme and submits the proposal to the dean,
 - j) responsibility for the content of the entrance examinations of applicants for the study programme, for which he/she is responsible in accordance with the Directive Principles and Rules of the Admission Procedure for the Study at the University of Žilina,
 - k) responsibility for the preparation of the regular evaluation report of the study programme in the period and scope according to the instructions of the dean/rector,
 - l) together with the co-guarantors of the doctoral study programme, performs the activities of a member of a working group of the field committee of the relevant field of study,
 - m) is responsible for keeping documentation related to the study programme,
 - n) is responsible for entering information about the study programme into the UNIZA Accreditation Information System,
 - o) performs other tasks within the Internal Quality System UNIZA (hereinafter referred to as "IQS UNIZA") according to the instructions of the dean/rector aimed at ensuring and increasing the quality of education and student satisfaction with the guaranteed study programme,

- p) is obliged to respect all changed or new obligations resulting from changes in the Higher Education Act and other related legal regulations.

Article 5

Assignment of Teachers to Subjects of Study Programmes and Related Educational Activities

1. A profile subject is a study subject of the study programme that fundamentally contributes to achieving the profile of the graduate, i.e., the objectives and learning outcomes of the relevant study programme.
2. Profile subjects in the study programme are normally provided by university teachers in the positions of professors or associate professors, who work at the university for an established weekly working time with an emphasis on the provision and development of the subject.
3. Teachers providing profile subjects of the study programme shall demonstrate the results of creative activity in the relevant or related field of study in which the study programme is carried out at the required level, depending on its degree:
 - a) at least at a significant international level in the case of a third-degree study programme,
 - b) at least at an internationally recognized level in the case of a second-degree study programme or a study programme combining first and second degree,
 - c) at least at the nationally recognized level in the case of a first-degree study programme in accordance with the established UNIZA criteria.
4. The recommended categorization of outcomes in the fields of study at UNIZA is given in the annex to this regulation.
5. A university teacher is assigned to a subject in the study programme on the basis of his or her creative and professional activities, which are related to the defined objectives of education in the subject. The teacher proves this fact with a list of:
 - a) publication outputs in the given area of educational objectives,
 - b) solved projects in which the educational objectives defined for the relevant subject were used,
 - c) completed training, professional courses, and training related to defined educational objectives,
 - d) other relevant activities.
6. Lectures have the character of an explanation of basic concepts, theoretical foundations and methodology of the discipline, problems, and their solutions. Students are taught by university teachers in the positions of professors and associate professors, visiting professors, or experts from practice. Assistant professors may also teach selected chapters.
7. The seminars are organized in such a way as to allow the presentation of the results of students' own work and a discussion on the professional issues of the discipline. The seminars are led by professors, associate professors, assistant professors, assistants, lecturers, researchers, and doctoral students. With the active participation of students, the lectured part of the subject is developed and deepened theoretically and methodologically, and an explanation of new scientific knowledge is given.
8. Exercises and laboratory work mainly support the practical mastery of knowledge from lectures for the processing of examples and assigned project tasks and require the active participation of students. Exercises and laboratory work are led by professors, associate professors, assistant professors, assistants, lecturers, researchers, and doctoral students. With the active participation of students, knowledge, skills, and habits are consolidated and deepened, and the creative qualities of students necessary to master the content of the subject are developed.

Article 6

Person Responsible for the Subject

1. Each subject in the study programmes at UNIZA has a designated person responsible for the subject (hereinafter referred to as "subject guarantor").

2. The subject guarantor of university study is a university teacher in the position of a professor or associate professor. For subjects in the 1st and 2nd degree of study, with the consent of the dean, the subject guarantor may also be an assistant professor with a research qualification or an academic degree of PhD or an expert from practice.
3. The subject guarantor at the first, second, and third degree of university study is appointed and dismissed by the head of the workplace (head of the department) that provides the teaching of the given subject. The basis for the appointment or dismissal of the subject guarantor is the opinion of the relevant Board of the Study Programme.

Article 7 Rights and Obligations of Subject Guarantors

1. One university teacher may act as a subject guarantor for a maximum of five subjects at each level of university study. This does not apply to subjects aimed at teaching foreign languages. Similarly, the maximum number of five subjects does not include the guarantee of subjects of the state examination or the defence of the final thesis.
2. Subject guarantor
 - a) is responsible for the content, quality level, provision, and development of the subject,
 - b) is obliged to draw up the time and content plan of the subject, including compulsory and recommended study literature for study, determines the form and course of teaching, the method of evaluation and completion of the subject (course information sheet),
 - c) ensures the completeness and timeliness of information in the course information sheet and in the UNIZA information system,
 - d) proposes modifications in the subject, which he/she submits to the relevant Board of the Study Programme,
 - e) monitors knowledge development and updates study literature in the guaranteed subject, engages in professional and creative activities in the guaranteed subject,
 - f) consults with the guarantor of the study programme, the relevant head of the department, the guarantors of other subjects and in cooperation with the members of the relevant Board of the Study Programme on the interconnection of subjects, the continuity of subjects and the limitations on the enrolment of students in the subject,
 - g) in appropriate time before the start of teaching in the relevant semester of the academic year, he/she coordinates the activities of individual subject teachers, especially in terms of applied teaching methods, conditions for completing the subject, evaluation criteria, and requirements for students,
 - h) by mutual agreement with the head of the department, the supervisor, and the guarantor of the study programme, involves doctoral students in the teaching of the subject,
 - i) during the relevant semester of the academic year, coordinates the teaching, provides methodological guidance to the teachers of the given subject, and provides them with consultations,
 - j) initiates the submission of research projects, publication outputs, and other creative activities of the lecturers and teachers of the given subject in such a way that the given subject reflects the latest state of knowledge,
 - k) takes care of his/her personal development through further education in connection with the guaranteed subject and initiates requests for further education of teachers in the given subject,
 - l) is responsible for the objective verification of knowledge and evaluation of students in the subject,
 - m) in cooperation with the guarantor of the study programme and the head of the department, determines which teachers are authorized to examine students and classify their knowledge and skills in the subject,
 - n) is responsible for ensuring that the areas of questions for the exam are supported by lectures or available literature,
 - o) is responsible for listing the required number of examination dates in the e-learning information system,

- p) in the event that several teachers are involved in teaching, the subject guarantor organizes operational meetings to ensure cooperation between them, controls the course of teaching and solves the problems in accordance with the internal regulations of the university (e.g., *disciplinary regulations*),
 - q) is responsible for the timeliness, accuracy, and completeness of the registration of the subject assessment into the e-learning information system; if the guarantor of the subject is not also an examiner, he/she may delegate this responsibility to the examiner of the subject,
 - r) upon re-enrolment of the subject, the guarantor of the subject may, at the request of the student, recognize part of the fulfilled obligations acquired during the previous study of this subject,
 - s) comments on the student's application for recognition of an examination from the assigned subject obtained during study at another faculty or at another university in the Slovak Republic or abroad,
 - t) prepares study materials for students in cooperation with other teachers,
 - u) proposes changes in the content and method of teaching the subject based on feedback from students and other interested parties and submits proposals to the Board of the Study Programme.
3. The subject guarantor is obliged to respect all changed or new obligations resulting from changes in the Higher Education Act and other related legal regulations and at the same time:
- a) in the case of verification of knowledge and evaluation of students by several examiners, if the circumstances allow it, coordinates the activities of the examiners, methodically manages them with the intention of achieving an objective evaluation of students,
 - b) during the relevant semester of the academic year, supervises the quality assurance of the education provided by individual teachers,
 - c) is responsible for the regular evaluation of the subject,
 - d) is responsible for the proposal and adoption of corrective measures in accordance with the regulations governing the monitoring and evaluation of the quality of education in the conditions of IQS UNIZA,
 - e) ensures and implements other activities aimed at ensuring and increasing the quality of education and student satisfaction with the guaranteed subject.

Article 8

Designation and Approval of Supervisors for Final and Dissertation Theses

1. The person supervising the final theses carries out active creative activity or practical activity at the level corresponding to the level of the study programme in the issue of professional and thematic focus of the supervised theses.
2. The person who supervises the final thesis specifies the assignment of the topic of the final thesis, determines its scope, recommends study and information sources, guides the student in the processing of the topic, assesses the final thesis and the student's work, and classifies the final thesis. He/she also comments to the degree of originality of the final thesis.
3. The professional qualification of the persons supervising the final theses shall be at least one level higher than the qualification achieved by completion the end of the given level of study. The persons supervising the final theses in the 1st and 2nd degree of study shall be approved by the guarantor of the study programme and appointed by the head of the workplace.
4. Supervisors of dissertation theses are individuals in the position of professor, associate professor, or other similar position in a research institution that collaborates with the university in the provision of a third-degree study programme.
5. The position of a supervisor for a given field of study at the faculty/university-wide workplace where the doctoral study is carried out may be performed by a university teacher (professor, associate professor) and another expert from workplace outside the university after approval in the faculty's scientific board/in the case of university-wide study programmes in the Scientific Board of the University.

6. Dissertation supervisors for a given field of study are appointed and dismissed by the dean, at a university-wide workplace by the rector on the basis of approval by the relevant scientific board.
7. The supervisor guides the doctoral student during the doctoral study. In cooperation with the student, he/she draws up his/her individual study plan and submits it for approval to the working committee and field committee. He/she manages and professionally guarantees the study and scientific programme of the doctoral student and controls the fulfilment of the scope of his/her pedagogical activities. He /she determines the focus of the dissertation thesis and specifies its content together with the doctoral student. He/she awards the number of credits to the doctoral student in accordance with the study credit system. He/she submits to the dean / in the case of university-wide study programmes to the rector the annual evaluation of the doctoral student. As part of the annual evaluation, he/she submits to the dean or, in the case of university-wide study programmes, to the rector, a proposal for the exclusion of the doctoral student from the doctoral study or a proposal for a change of the study programme in the field of study. He/she comments on the doctoral student's request to interrupt study. He/she proposes to the dean or, in the case of university-wide study programmes, to the rector, a study stay of the doctoral student in other domestic or foreign institutions of science, education, research, technology, or art. He/she prepares an opinion on the dissertation thesis and the working characteristics of the doctoral student. He/she proposes to the dean / in the case of university-wide study programmes to the rector to entrust a supervisor-specialist to supervise specific parts of the doctoral student's scientific study programme. He/she provides consultations with other experts as needed. He/she is a member of the committee for the doctoral student's dissertation examination and participates in the defence of his/her dissertation thesis without the right to vote.

Article 9 Designation of Final Thesis Opponents

1. The opponent of the final thesis is a person who carries out active creative activity or practical activity at a level corresponding to the degree of the study programme in the issue of professional and thematic focus of the thesis.
2. The opponent of the final thesis assesses and classifies the final thesis.
3. The opponent of the written thesis for the dissertation examination is appointed by the dean of the faculty or, in the case of university-wide study programmes, by the rector upon the proposal of the supervisor. Only an expert with a PhD academic degree can be an opponent (or his/her older equivalent) or D.Sc. degree, who does not work at the same faculty/university-wide workplace or the same external educational institution as the doctoral student and has no joint publications with him/her.
4. Opponents of the dissertation thesis are appointed by the dean/in the case of university-wide study programs by the rector on the proposal of the chairman of the field committee or the chairman of the working group. Opponents shall be selected from among experts in the field. Each of the opponents must be from a different organization. There may be one opponent from the faculty/university-wide department where the doctoral student is studying. Opponents shall be selected from among experts in the field.
5. The dissertation thesis is assessed by at least two opponents. At least one opponent must have the scientific-pedagogical title of professor or must have the scientific-pedagogical title of associate professor and perform the function of professor or must have the scientific title of Doctor of Science, or must be a researcher with the awarded scientific qualification level I. or IIa. Other opponents must have the scientific-pedagogical title of associate professor or perform the function of associate professor. They may be important experts in the position of visiting professor or important experts from practice with the academic title of PhD (or its older equivalent).

Article 10 Sustainability

1. The mission of the university as an employer is to provide its pedagogical and non-pedagogical staff with an environment, conditions, and mechanisms that will challenge, contribute, and help to develop the quality of their competencies; adequately appreciate the contribution and personal input of each individual to his/her work; and lead to the highest possible job satisfaction; a sense of self-realization; and the fulfilment of scientific, pedagogical, and personal expectations.
2. Each part of UNIZA providing the study programme:
 - a) plans the professional development of university teachers in order to provide profile and core subjects,
 - b) applies the rules and procedures of teacher education, including succession (e.g., *pedagogical education*),
 - c) ensures the adaptation of new teachers in the study program (e.g., *adaptive learning*).

Article 11 Final Provisions

1. This Directive was discussed by the UNIZA Academic Senate on 21 June 2021.
2. This Directive was approved by the UNIZA Scientific Board on 1 July 2021 and shall enter into force on that date.
3. Amendment No. 1 to Directive No. 205 was discussed by the UNIZA Academic Senate on 25 April 2022 and was approved by the UNIZA Scientific Board on 5 May 2022.
4. Amendment No. 1 shall enter into force on the day of its approval by the UNIZA Scientific Board, i.e., 5 May 2022.

In Žilina on 5 May 2022

prof. Ing. Jozef Jandačka, PhD
Rector

Annex no. 1

Recommended Categorisation of Outputs

for fields of study:

Transport, Economics and Management, Mechanical Engineering, Cybernetics, Informatics, Electrical Engineering, Civil Engineering, Security Sciences, Ecological and Environmental Sciences

A+	top international quality
	<ul style="list-style-type: none"> • scientific work published in a foreign journal Q1 or Q2 registered in WoS • scientific work published in a foreign journal Q3 or Q4 registered in WoS with at least 8 citation responses (without self-citations) * • scientific work published in a foreign journal Q1 or Q2 (Scopus) with at least 12 citation responses (without self-citations) ** • a scientific monograph or a chapter in a scientific monograph published by an internationally renowned publishing house (according to CREPČ - Central Register of the Publication Activities Record)
A	significant international quality
	<ul style="list-style-type: none"> • work published in a foreign journal Q3 and Q4 registered in WoS not included in A + • work published in a foreign journal Q1 or Q2 registered in the Scopus database not included in A +

	<ul style="list-style-type: none"> • scientific monograph or chapter in a monograph in a world language published by a foreign publishing house not included in A + • work registered in WoS with with at least 8 citation responses (without self-citations) * or Scopus with at least 8 citation responses (without self-citations)** • patent granted abroad
A-	internationally recognized quality
	<ul style="list-style-type: none"> • work registered in WoS or Scopus not included in A + or A • scientific monograph or a chapter in a monograph in a world language published by a domestic publishing house • patent granted in the Slovak Republic
B	nationally recognized quality
	<ul style="list-style-type: none"> • peer-reviewed scientific work in a journal or proceedings • scientific monograph or a chapter in a monograph in the Slovak language published by a domestic publishing house • granted utility model • output of applied research implemented in practice registered as "S project"
C	insufficient quality
	<ul style="list-style-type: none"> • other outputs of a professional nature

* Only citations in publications registered in the WoS database are counted

** Only citations in publications registered in the Scopus database are counted

Recommended Categorisation of Outputs

for fields of study:

Teaching and Pedagogical Sciences, Media, and Communication Studies

A+	top international quality
	<ul style="list-style-type: none"> • publication in a foreign journal WoS or Scopus (Q1 or Q2) • publication in a foreign journal (Q1 - Q4 according to JCR, WoS) • monograph or chapter in a monograph published in a foreign language by a foreign renowned publishing house • publication in a peer-reviewed journal
A	significant international quality
	<ul style="list-style-type: none"> • other scientific publications in journals or proceedings indexed in WoS or Scopus not included in A + • scientific publication output from a major international/world congress • publication output from a major international conference registered in the WoS or SCOPUS database • scientific monograph or a chapter in a monograph published by a domestic or foreign publishing house • university textbook published in a world language by a foreign or domestic publishing house

A-	internationally recognized quality
	<ul style="list-style-type: none"> • foreign scientific publications in non-indexed journals or proceedings • university textbook or teaching texts (scripts) published by a domestic or foreign publishing house • domestic peer-reviewed scientific and professional publications in non-indexed journals or proceedings important in the relevant field of assessment
B	nationally recognized quality
	<ul style="list-style-type: none"> • professional publications in domestic or foreign journals or proceedings
C	insufficient quality
	<ul style="list-style-type: none"> • other outputs of a professional nature