



FULL TEXT OF DIRECTIVE No. 217

elaborated on 5 May 2022

Resources to Support Educational, Creative and Other Related Activities of the University of Žilina

Discussed by: UNIZA Academic Senate on 25 April 2022

Approved by: UNIZA Scientific Board on 5 May 2022

Effective from: 5 May 2022

Article 1

Introductory Provisions

The purpose of this Directive is to define the resources of the University of Žilina (hereinafter referred to as UNIZA), which are used in the implementation of accredited study programmes and creative activities in relation to ensuring their maximum effectiveness, efficiency, economy, availability, and renewal in accordance with the internal quality system of education.

Article 2

Definition of Individual UNIZA Resources

1. The resources of UNIZA are generally understood as the sum of financial, spatial, material, technical, personnel, information and supporting infrastructure potential, which UNIZA has at its disposal in ensuring the quality of higher education, creative and other related activities.
2. Based on the above, we divide the resources into:
 - a) **Financial** – this is the sum of funds that are raised for the purpose of ensuring the educational, creative, and other related activities of UNIZA and social support of students.
 - b) **Spatial** – these are all classrooms, laboratories, and offices that are related to the implementation of teaching or the process of preparation for teaching.
 - c) **Material** – they are intended directly to achieve goals in the process of implementation of accredited study programmes, creative and other related activities. They are mainly chemicals, various materials necessary for laboratory measurements and teaching, construction mixtures, etc.
 - d) **Technical** – these are all instruments and equipment installed in classrooms and laboratories including computer and communication equipment as well as mobile equipment used in the field, e.g., various sensors, scanners, drones, etc.
 - e) **Personnel** – include university teachers and research staff providing educational and creative activities at UNIZA, as well as operational support and administrative staff providing additional services and advice to the implementation of study programmes, creative and other related activities.
 - f) **Information** – this is the sum of all digitized materials and software products, as well as other information resources within the library collection that are used in the quality assurance of individual study programmes, creative and other related activities.
 - g) **Infrastructure support** – intended for cultural and sports facilities for students, for their cultural and social activities. This includes accommodation facilities, catering facilities, sports grounds, gyms, student organisations, etc.
3. UNIZA allocates specific resources from its budget to maintain and improve its internal quality assurance system, in particular its monitoring, evaluation and improvement processes, as well as resources to raise awareness among members of UNIZA academic community about the need for continuous quality improvement in education, science and research and related activities.

Article 3

Determination of the Extent of Resources for the Provision of Educational, Creative and Other Related Activities

1. Faculties and other units of UNIZA have financial, spatial, material, technical, personnel, information, and supporting infrastructure resources, with the help of which they ensure the implementation of the educational process, creative and other related activities. The basic condition for the use of resources is their operability. The total range of operational resources of a faculty or a part of UNIZA represents the total available resource capacities of the faculty and other units of UNIZA while these available resources change dynamically.

2. For each study programme, the Board of the Study Programme (hereinafter referred to as the Board) shall determine at least the required range of resources according to the division in Article 2, considering the number of students in the study programme, the ability to achieve the intended learning outcomes of the study programme, as well as the quality of the provision of creative and other related activities.
3. The range of resources required for all existing study programmes must be equivalent to the extent of available resources, which shall be specifically considered when applying for approval of a new study programme of the faculty or part of UNIZA.
4. Units outside the UNIZA seat, where study programmes are carried out together with creative and other related activities, must be provided with all the required resources.

Article 4 Financial Resources

1. Distinguish financial resources according to how they are obtained are:
 - 1.1 Subsidy resources**, obtained through a subsidy from the state budget.
 - 1.2 Non-subsidy resources**, obtained by other main activities of UNIZA.
 - 1.3 Own resources**, obtained by the business activity of UNIZA.

1.1 Subsidy resources

Subsidy resources are obtained through a subsidy from the state budget, which is provided by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "MESRS SR") in the form of the subsidy contract and its amendments in the current calendar year. The subsidy contract defines that the subsidy provided to UNIZA consists of a subsidy for the provision of education and support of accredited study programmes, including the overall operation of the buildings and administrative and support services provided, and a subsidy for creative activities, a subsidy for the development of UNIZA and a subsidy for the social support of students.

Subsidy resources are provided in accordance with the methodology valid for the current calendar year.

1.2 Non-subsidy resources

1. Non-subsidy resources are generated by other own activities within the main activity of UNIZA, or they are created from donations, and projects and used to finance the activities within the main activity as well as for its support and development.

Activities that raise non-subsidy resources include:

- a) implementation of educational activities in accordance with the law on further education (accredited educational programmes),
 - b) provision of lifelong learning (language courses, university of the third age, professional seminars with certification, a professional minimum of experts, etc.),
 - c) implementation of activities in the field of creative activity, which also include professional seminars, conferences, workshops, etc.,
 - d) implementation of activities funded by foreign mobility grants or traineeships for students and staff (Erasmus+),
 - e) implementation of activities financed by foreign grants, the subject of which is contract research and development (Horizon 2020, Interreg, etc.).
2. Non-subsidy resources are also raised from fees related to the provision of study according to Section 92 of Act No. 131/2002 Coll. on Higher Education and on Amendment and Supplementation of Certain Acts, as amended (hereinafter referred to as the 'Higher Education Act').

1.3 Own resources obtained from business activities

Own resources are the product of business activity and are generated in compliance

with the condition laid down by the Higher Education Act, that business activity must not compromise quality, the scope and availability of activities fulfilling the mission of UNIZA, i.e., activities carried out within the framework of the main activity. The after-tax income from UNIZA's business activities is by law used to cover activities within its mission, i.e., to support university education, creative activities, and social support for students.

Article 5 Management of UNIZA Financial Resources

1. In order to ensure maximum economy in the use of financial resources, UNIZA has established system rules governing the management of financial resources.
2. With an emphasis on the efficient use of UNIZA's resources, all purchases of goods, services, and works are carried out through public procurement, which is further specified and determined by the internal Directive No.183 Procedures for Public Procurement in the Conditions of UNIZA, as amended, which is based on the Public Procurement Act as amended.
3. All financial expenditure is subject to assessment under the Financial Control Act and internal audit, as amended, and the resulting Directive on the implementation of financial control in the conditions of UNIZA as amended.
4. The preceding provisions are linked to the Directive on the circulation of accounting documents in force which is based on the Accounting Act as amended. The Directive defines the direct responsibility for financial control at each level of:
 - a) budget,
 - b) public procurement,
 - c) accountancy,
 - d) value added tax,
 - e) payments in the Treasury,
 - f) recording and use of property,
 - g) further economic, legal, and other internal conditions contained in other internal rules relating to funds raised for UNIZA.
5. The approved income and expenditure budget for the current calendar year must guarantee the sufficiency of financial resources to ensure the education, creative and other activities of UNIZA, including earmarked and specific resources related to the fulfilment of the main objectives and mission of UNIZA. The budget of income and expenditure must include the approved, expected, balanced, or positive economic result.

Article 6 Financial Resources for Social Security of Students

1. The social and economic conditions of life of UNIZA students are an important area that directly affects the achievement of the objectives and quality outcomes of education. The social security of students is defined and implemented in the form of providing:
 - a) scholarships,
 - b) accommodation allowance,
 - c) meal allowance,
 - d) an allowance for sports and cultural activities.
2. Individual faculties of UNIZA provide scholarships to students in accordance with Section 95 of the Higher Education Act:
 - a) from the state budget,
 - b) from own resources.These are social and incentive scholarships.
3. Policies, processes, and structures relating to the provision of scholarships are defined in the following documents:
 - a) Decree of the Ministry of Education No. 102/2006 Coll. on Granting Social Scholarships to University Students,

- b) Directive No. 108 – Scholarship Regulations,
 - c) Methodological Guideline No. 2/2013 – Submission of proposals for the award of incentive scholarships,
 - d) the procedure for applying for a social scholarship.
4. Social scholarship is one of the instruments of social support for students from the state budget <https://www.uniza.sk/index.php/socialne-stipendium>. Their allocation is governed by the “Decree of the Ministry of Education of the Slovak Republic on Granting Social Scholarships to University Students”. It is granted to full-time students of 1st and 2nd degree, students with permanent residence in the Slovak Republic, and students who have not exceeded the standard length of studies based on an application for a social scholarship for the academic year. The basic details of the provision of scholarships from the state budget and own resources are set out in the document “Directive No. 108 – Scholarship Regulations” https://www.uniza.sk/images/pdf/stipendia/08102020_S108-2013-Stipendijny-poriadok-v-zneni-Dodatkov-1-az-3.pdf.
5. Incentive scholarship is one of the instruments of student support financed from the state budget or the university's own resources. Incentive scholarship is paid to students who achieve good academic results and meet the conditions for a given type of scholarship (departmental, motivational, exceptional). The exact conditions for obtaining the scholarship are defined in the strategic documents - “Methodological Guideline No. 2/2013 - Submission of Proposals for the Award of Incentive Scholarships” <https://www.uniza.sk/index.php/motivacne-stipendium>.

Article 7

Spatial, Material and Technical Resources for Educational Activities

1. The basic precondition for ensuring quality education at UNIZA is sufficient capacity of educational premises equipped with adequate material and technical resources.
2. At UNIZA, all-school classrooms are available for educational activities, and individual faculties have additional classrooms in which the faculties organise teaching within their educational activities and accredited study programmes.
All available classrooms are listed at:
<https://vzdelavanie.uniza.sk/vzdelavanie/download/doc/UNIZA-ucebne-nazvy.pdf>.
Information on the accessibility and usability of these classrooms for students with specific needs are listed on the website: <https://vzdelavanie.uniza.sk/vzdelavanie/rozvrh2.php>.
3. University-wide classrooms are used to teach mainly subjects of the theoretical basis and general subjects for individual faculties. These are lecture classrooms of the hall type with a capacity of 110-150 seats, as well as smaller classrooms with a capacity of 24-60 seats for exercises, seminars, as well as lectures for smaller groups of students. Virtual tours of university classrooms are localized at:
<https://vzdelavanie.uniza.sk/vzdelavanie/rozvrh2.php>.
4. In terms of material and technical resources of the educational premises, the classrooms are equipped with both standard and special equipment with regard to the preparation and teaching of the respective subjects in a given classroom. These are mainly faculty classrooms or school-wide seminar classrooms character.
5. Standard equipment means a computer connected to a data projector, a movable projection screen, and whiteboard, wi-fi internet connection, possibly a speaker set and similar simple technical equipment. The teacher also has the possibility of connecting his/her own laptop to the projector. For each university classroom, its equipment is listed in the virtual classroom on: <https://vzdelavanie.uniza.sk/vzdelavanie/rozvrh2.php>.
6. For adequate material and technical resources and their maintenance in the case of university classrooms, the Director of the Centre for Information and Communication Technologies (CeIKT) is responsible.
7. Adequate material and technical resources of faculty classrooms and their operability are the responsibility of the deans of the faculties.
8. Specially equipped classrooms are usually classified as faculty classrooms or faculty laboratory classrooms. Their material and technical resources are listed on the pages of the

respective faculties. If specially equipped classrooms are classified as university classrooms, their material and technical resources are available at:

<https://vzdelavanie.uniza.sk/vzdelavanie/rozvrh2.php>.

9. Faculty classrooms are proposed to be assigned to individual study programmes by the Board or the Board of Guarantors of the faculty and approved by the Dean's Advisory Board. Departments claim these classrooms when entering the timetable teaching schedules for the respective academic year in accordance with the study plans of the respective study programmes. The material and technical resources of the classrooms must correspond to the curricula of the relevant study programmes, which shall also be considered by the Board when proposing the allocation of classrooms to the individual study programmes of the faculties of UNIZA.
10. Faculty laboratory classrooms are available only to faculties that have them in their records.
11. In all classrooms, as well as in other areas of UNIZA, there is the possibility of connecting to the Internet with appropriate equipment with all necessary software resources and licenses. UNIZA is involved in the EDUROAM project. This project brings together all the world's major academic institutions into a unified environment of a centralized wi-fi network, i.e., students with their login names and passwords, they connect to the wi-fi in our country, but also at the universities (if they are members of the EDUROAM) abroad.
12. Classrooms for software literacy education have specific positions. These classrooms have, in addition to descriptions of hardware equipment, descriptions of software products, making them also at the same time assigned to the respective study programmes. Special software facilities are summarised in the inventory of material and technical resources on the website:
<https://vav.uniza.sk/vevysun.php?id=1>.
13. Spatial resources, together with material and technical resources, must meet the requirements of hygiene work, safety and health in education, and fire protection, which comply with the relevant applicable general mandatory legislation, departmental regulations and technical standards. Compliance with these requirements is ensured at UNIZA by the Department of Economic Administration. The spatial resources in which the educational process is carried out shall enable the optimum organisation of teaching, considering technical developments and the introduction of new equipment into operation.
14. For faculty classrooms, virtual tours of individual classrooms are prepared with information about their size, seating capacity, material and technical resources, internet connectivity, and timetables for the respective semester. The listed classroom facilities meet the criteria of material and technical provision of the study programme.
15. The register of classrooms with the equipment structure described above demonstrates the allocation of sufficient space, material, and technical resources appropriate to the size of UNIZA and the scope of the educational activities carried out to the extent that the specified learning outcomes are achieved.

Article 8

Spatial, Material, and Technical Resources for Creative and Other Related Activities

1. Creative and other related activities are implemented mainly in the form of research, development and innovation activities and are generally concentrated in the laboratory spaces of the faculties and other units of UNIZA. The research activities of UNIZA's creative staff are oriented towards the acquisition of knowledge supporting education, and on the other hand, represent an independent activity with the aim of transferring the outputs of applied research into practice. Part of the research is also concentrated on basic research with subsequent use in applied research or development.
2. For the performance of creative activities, the spatial resources for research and development activities are equipped with appropriate scientific and research infrastructure - material and technical resources. Registry of material and technical resources of the relevant laboratories of the faculties and units of UNIZA is listed on the website: <https://vav.uniza.sk/vevysun.php?id=1> together with designated persons who are responsible for the proper operation, operation, and maintenance of the relevant

equipment/instrument. The records shall also show the location of the premises where the following equipment/instruments are located within the faculty or other units of UNIZA. There are also registered relevant software products used to support the creative activities of faculties and units of UNIZA.

3. The structure and extent of the scientific research infrastructure demonstrate that UNIZA has allocated adequate material and technical resources in accordance with its size, as well as in accordance with the scale of the creative and other related activities carried out. These resources are dynamically developed, supplemented, and expanded based on the development and modernisation of individual facilities in line with the needs for the implementation of cutting-edge research and education.
4. Deans of faculties and directors of UNIZA units are responsible for regular annual replenishment of the register of material and technical resources of laboratories of faculties and other units of UNIZA, as well as their decommissioning and designate the persons responsible for the registration and operation of the material and technical resources.
5. The faculties have virtual tours of the laboratory spaces with a description of their material and technical resources. This information is available on the respective faculties' websites.

Article 9

Requirements for the Acquisition, Installation and Recording of Spatial, Material and Technical Resources

1. Requirements for the spatial, material, and technical resources necessary for the implementation of the study programmes shall be determined by the Board when proposing a new programme or when proposing to harmonize a study programme. Requests for resources may also be made by management staff, such as Heads of Departments, when determining resource requirements for departmental staff.
2. In identifying the required need for space, material and technical resources, the financial resources to procure and operate the required resources shall be addressed in parallel and, where appropriate, even their disposal. In identifying those resources, the Board shall also consider the need to use these resources for creative and other related activities. The resources owned by UNIZA shall be acquired by purchase or, where appropriate, by donation or, in the case of temporary use in the form of a lease agreement.
3. When formulating the requirement for obtaining spatial, material, and technical resources, a justification of their need is required in relation to the accredited study programme, or for the performance of creative and other related activities. At the same time, it is necessary to locate them as well as to identify the person responsible for the material or technical resource, i.e., the person responsible for their operation, records of their use, maintenance, calibration, and health and safety in their use.
4. The installation of material and technical resources and the possible training of operators means their commissioning. The resources may be operated by university teachers, researchers, or technical staff. A record of the training provided shall be kept by a person responsible for the material and technical resource.
5. After delivery and installation of the material or technical resource, the person designated by the dean of the faculty/director of the part of UNIZA shall register the resource in the relevant information system <https://vav.uniza.sk/vevysun.php?id=1> and information on its commissioning shall be provided to the members of the Board, the Board of Faculty Guarantors, or the Dean's Advisory Board, or in the case of the university-wide study programmes the University Board of Guarantors and the Rector's Advisory Board, as appropriate, to decide the allocation of the resource to educational, creative and other related activities.

Article 10

Allocation of Spatial, Material, and Technical Resources to Educational, Creative and Other Related Activities

1. Allocation of spatial, material, and technical resources to educational, creative, and other

related activities constitutes a decision on their use. Resource decisions allocated only within the framework of an educational activity to one study programme is the responsibility of the Board. If the resource is allocated to several study programmes, the decision shall be taken by the Board of the Faculty Guarantors after consultation with the Dean's Advisory Board of the Faculty, or the University Board of Guarantors together with the Rector's Advisory Board of UNIZA in the case of university-wide study programmes.

2. The process of allocation to learning activities requires the identification of subjects or the final theses in which the resources are to be used. Decision-making is guided by priorities subjects (from profile subjects to optional subjects).
3. Allocation of spatial resources to study programmes of faculties/units of UNIZA is registered at: <https://vzdelavanie.uniza.sk/vzdelavanie/rozvrh2.php>. For the correct recording of the allocation of spatial resources to study programmes of UNIZA faculties/units is the responsibility of the deans of faculties/directors of UNIZA units.
4. Allocation of material and technical resources to study programmes of faculties/units of UNIZA should be registered at: <https://vav.uniza.sk/vevysun.php?id=1>. For the correct recording of the allocation of material and technical resources to study programmes of UNIZA faculties/units is the responsibility of the deans of faculties/directors of UNIZA units.
5. In deciding on the allocation of resources to the study programme(s), the Board/Faculty Board of Guarantors or University Board of Guarantors shall also consider the use of resources within the creative and other related activities of the faculty or other units of UNIZA.
6. Once resources have been allocated to educational, creative, and other related activities, the free capacity of resources is determined. The deans of the faculties as well as the directors of UNIZA units are responsible for the management of keeping records of the allocation of resources to educational, creative, and other related activities. From the records of resource allocation and use, the efficiency of resource use is determined.

Article 11

Information on Spatial, Material, and Technical Resources

1. Information on each spatial, material, and technical resource relevant to a particular study programme must be accessible to university teachers, research staff and in a suitable way also to students.
2. Information on these resources includes their allocation to study programmes as well as allocation of resources to creative and other related activities. Based on this information the Board assesses the spare capacity of spatial, material, and technical resources at allocating a resource to a study programme.
3. Technical resources requiring special handling must also be accompanied by contacts for the person responsible for the operation of the resource, including information on the time and local availability, as well as instructions on how to proceed in the event of a malfunction of the resource.
4. Any spatial, material, or technical resource that can be used or adapted for use by students with specific needs must be identified and information on this possibility shall be published in the register of spatial resources.
5. Some spatial, material or technical resources may be marked by UNIZA, faculties, or other units of UNIZA as suitable for use by students other than for education, study, or research. This means the use for leisure activities of students and for sporting, cultural, spiritual, and social activities.
6. For making available information on spatial, material, and technical resources are responsible the deans of faculties for faculty study programmes, or the director of CeIKT for university-wide study programmes, following the procedures described in the Directive No. 218 – On the Collection, Processing, Analysis and Evaluation of Information to Support the Management of Study Programmes.

Article 12

Procedures for the Use of Spatial, Material, and Technical Resources to

Educational, Creative, and Other Related Activities

1. Before the first use of the resource, the responsible person shall carry out training of all its users, including students, who will be involved in educational, creative, and other related activities. A record of the training shall be kept and maintained.
2. The relevant resource is used in the learning activities according to the timetable and, where appropriate, according to other specific requirements for its use in creative and other related activities.
3. The responsible employee shall ensure that the resource is ready for use and shall also ensure economy of the use of the resource.
4. If, during the course of use, a resource failure or other failure occurs (for example, lack of input material) that prevents the use of the resource, this must be recorded, particularly if it affects the intended achievement of the learning outcomes, or creative and other related activities. In this case, the relevant responsible person must also in communication with the guarantor, decide on the replacement of the resulting failure to enable students to achieve the intended learning outcomes for that subject/programme of study. The students concerned must be adequately informed of the method of replacement.
5. The responsible employee must, at specified regular intervals (at least before the start of the semester and at the end of the semester) assess the condition of the resource and keep a record of this assessment.
6. If the resource requires preventive maintenance, this must be planned and carried out outside the schedule of educational activities to minimise disruption. At the same time, there is a need to respect the use of the resource for creative and other related activities.
7. If the resources (especially spatial) prioritised for education and study purposes may also be used to support sporting, cultural, spiritual, or social life of students, UNIZA, the faculties or other units of UNIZA must set rules by which the students can apply for and use this resource.

Article 13

Procedure for the Decommissioning of Spatial, Material, and Technical Resources

1. A resource not to be further used in the education and study of students or in creative and other related activities shall be removed from the relevant availability records. Decommissioning of the resource must be recorded in the relevant space or material and technical resources (see Article 10) and the resource must no longer be recorded as available capacities for the implementation of study programmes/creative and other related activities and the information on the resource must be removed from the list of available resources.

Article 14

Monitoring and Evaluation of the Use of Spatial, Material, and Technical Resources

1. Deans of faculties or directors of UNIZA units are obliged to keep records on the use of space, material, and technical resources in order to be able to demonstrate the effectiveness of their use and thus determine the available capacity of resources.
2. The Board, in cooperation with the Dean's Advisory Board in the review and periodic evaluation of the study programme shall also use analytical information on resource efficiency, taking into particular consideration the current appropriateness and adequacy of the resource to achieve the expected learning outcomes of the study programme and the sufficiency of the resource for existing and planned number of students. Based on the analyses, it shall decide on measures to improve the use of resources.

Article 15

Staff Resources

1. UNIZA's staff resources are represented by university teachers, research staff, support,

- operational and administrative staff who provide additional services and advice to the implementation of study programmes, creative and other related activities.
2. A university teacher may hold the post of professor, the post of associate professor, the post of assistant professor, assistant, or lecturer. At UNIZA, filling of posts of university teachers, research staff, posts of professors and associate professors and the posts of senior staff shall be governed by Directive No. 200 – Principles of the Selection Procedure for the Employment of University Teachers, Researchers, Positions of Professors and Associate Professors [S 200 Zásady výberového konania.pdf \(uniza.sk\)](#) (hereinafter referred to as "the Principles"). Criteria for filling the posts of professors and associate professors at UNIZA are set out in Directive No. 202 Criteria for Appointing Professors and Associate Professors and Rules for Appointment of Visiting Professors [S 202 Kritériá na obsadz funkcií profesorov a docentov a zásady obsadzovanie funkcií host' profesorov.pdf \(uniza.sk\)](#)
 3. The creation of a new study programme can only proceed if it is demonstrated that there are sufficient staffing resources to the extent that the specified learning outcomes are achieved.
 4. The allocation of staff resources to educational activities shall be decided by the Board or the Faculty Guarantors in cooperation with the Dean's Advisory Board of the Faculty, or in the case of university-wide study programmes the University Board of Guarantors together with the Rector's Advisory Board. Assignment process of university teachers to educational activities is governed by the procedures laid down in the Directive No. 205 – Rules for Assigning Teachers to the Provision of Study Programmes at the University of Žilina. [S 205 Pravidlá na priradovanie učiteľov na zabezp študij programov.pdf \(uniza.sk\)](#)
 5. The allocation of staff resources to creative and other related activities is decided by the relevant Head of Department in cooperation with the Dean's Advisory Board.
 6. The decision to allocate staff resources to educational activities must respect compliance with the standards for the internal quality assurance system for higher education <https://saavs.sk/wp-content/uploads/2020/09/Standardy-pre-vnutorny-system-zabezpecovania-kvality-2.pdf>. For this reason, when assigning university teachers to educational activities, it is necessary to respect their quality represented by the required scientometric indicators specified in the Directive No. 211 Procedure for Obtaining the Scientific-Pedagogical Titles and Artistic-Pedagogical Titles Associate Professor and Professor at the University of Žilina [S 211 Postup získavania vedecko-pedagog titulov a umelecko- pedag titulov.pdf \(uniza.sk\)](#).
 7. UNIZA also ensures the quality improvement of university teachers through further education of university teachers within the methodological guideline MG No.3/2021 "Professional Development of University Teachers".
 8. UNIZA regularly carries out quality control of personnel resources in the form of evaluation of the comprehensive work performance of UNIZA employees by means of a form "Work performance evaluation" in accordance with the methodological guideline 6/2020 [MU č. 6 2020 Hodnotenie komplexného pracovného výkonu zamestnancov UNIZA.pdf](#). University teachers and research staff with a university education of at least second degree are evaluated not only by the above form, but also through the performance of educational, creative and other related activities processed in the electronic form annexed to the "Work performance evaluation" and by which they demonstrate sufficient quality for the performance of the work of a university teacher. <https://hodnotenie.uniza.sk/>
 9. The decision to assign a university teacher to educational activities must simultaneously respect the rules and procedures set out in the Directive No. 212 – Rules for the Definition of the Workload of Creative Employees of the University of Žilina. [S 212 Pravidlá pre def prac záťaže tvorivých zamestnancov UNIZA.pdf](#)
 10. Assignment of support and administrative staff providing additional services and advice to the delivery of study programmes, creative and other related activities proposed by the Board of Guarantors/University Board of Guarantors in the case of university-wide study programmes and approved by the Dean's Advisory Board/Rector's Advisory Board of UNIZA.
 11. Control of the efficiency of staff resources is carried out both at the selection procedures for

senior staff, university teachers and researchers in accordance with the Directive No. 200 Principles of the Selection Procedure for the Employment of University Teachers, Researchers, Positions of Professors and Associate Professors [S 200 Zásady výberového konania.pdf \(uniza.sk\)](#), or at other employees at a job interview, where they are required to demonstrate that they meet the criteria and the requirements of the job. All staff are subject to mandatory annual appraisal through the UNIZA Comprehensive Staff Performance Evaluation. UNIZA periodically carries out an employee satisfaction survey where all employees can comment on and suggest improvements to work and procedures to reduce the administrative burden at UNIZA.

Article 16 Information Resources

1. Information necessary for effective management of study programmes at UNIZA is available in Academic Information and Education System of UNIZA (AIVS). Details of information resources in this area are in the Directive No. 218 On the Collection, Processing, Analysis and Evaluation of Information to Support the Management of Study Programmes. Reference in cooperation with the relevant study departments of the faculties and the CeIKT shall collect information systems on the passporting of available space and on inventories of technology used in study programmes. In particular, there are objects marked in the system, which are accessible to students and staff with disabilities.
2. Relevant information resources for applicants and students are information about faculty study programmes as well as information about university-wide study programmes.
3. Essential information about the study, including study programmes, instructions for the admission procedure, graduation, etc., are part of the internal regulations of UNIZA or its units. Access to these documents is available on the UNIZA website at www.uniza.sk in the Applicants section. Detailed information on study programmes is available on the faculties' websites with the option of using the links on the main website:
 - a) Bachelor's degree programmes
<https://www.uniza.sk/index.php/uchadzaci/moznosti-studia/bakalarske-studium>
 - b) Engineering or Master's degree programmes
<https://www.uniza.sk/index.php/uchadzaci/moznosti-studia/magisterske-inzinerske-studium>
 - c) Doctoral degree study
<https://www.uniza.sk/index.php/uchadzaci/moznosti-studia/doktorandske-studium>
4. Information about the possibilities of educational mobilities – Erasmus
<https://www.uniza.sk/index.php/uchadzaci/moznosti-studia/erasmus>.
5. Information on the currently offered full-time study programmes in the respective academic year are always placed on the Study Programmes website
https://www.uniza.sk/index.php?option=com_content&view=article&id=3064:informacia-o-moznosti-studia-pre-akademicky-rok-2021-2022&catid=2).
6. Information on the study programmes currently offered in the external form in the respective academic year is always placed in a document on the Part-time study website
<https://www.uniza.sk/images/pdf/externe-studium/UNIZA-BC-externe-2021-2022.pdf>).
7. Information about creative and other related activities of UNIZA, its faculties and other units are listed on the Information System for Science and Research (ISVV) portal:
<https://vav.uniza.sk/vevysun.php>.

Article 17 Resources to Support Educational, Creative, and Other Related Activities

1. Support for educational, creative, and other related activities is provided by the University

Library (UK), EDIS - UNIZA Publishing House (EDIS), Institute of Lifelong Learning (UCV) and the Counselling and Career Centre (PKC).

2. The task of the University Library is to manage the university's electronic library and information system, to acquire, professionally process, preserve, protect, and make accessible home and foreign, scientific, and professional information resources regardless of their form.
3. The outputs of information and document processing are provided by the UK in the form of services:
 - a) borrowing,
 - b) bibliographic information with the provision of access to electronic information resources,
 - c) searching,
 - d) consulting and advisory,
 - e) educational,
 - f) services in quiet boxes.At the same time, the UK provides:
 - a) hand lab to promote creativity and technical activity,
 - b) 3D printer services,
 - c) reprographic services.
4. Library activities are provided by the following departments:
 - a) fund building department,
 - b) library services department,
 - c) bibliographic and information support department.
5. The activities of the UK are complemented by sub-libraries managed by the departments of individual faculties and managed by the UK. The designated staff managing the sub-libraries provide basic activities related to monitoring the requirements of departmental staff, carrying out borrowings of professional literature in the Davinci system, make proposals for ordering and registering scientific and professional information documents and are responsible for the state of the sub-library's collection and cooperate in its revision. Further information is available at:<http://ukzu.uniza.sk/>
6. EDIS mainly provides literature publishing for students and UNIZA employees. EDIS publishes book publications, especially university textbooks, scientific monographs, scripts, collections, etc. At the same time, it enriches the book market with titles of regional, children's and popular-educational literature. The portfolio of publishing activities is complemented by periodicals, publications, in particular the university magazine Rappoteur of the University of Žilina (Spravodajca Žilinskej university) and Communications – scientific letters of the University of Žilina (Komunikácie – vedecké listy Žilinskej univerzity).
7. EDIS combines the benefits of linking publishing and printing activities, not only for UNIZA and its workplaces, but also for external customers. The chain of activities provided by EDIS is complete – from editorial and DTP processing through printing and book processing to the distribution and sale of publications.
8. For the needs of students graduating from UNIZA, EDIS provides printing and publishing of final theses in accordance with their uniform design approved by the UNIZA management. More information is available at: <http://www.edis.uniza.sk/>.
9. The Institute of Lifelong Learning provides comprehensive services in the field of lifelong learning of UNIZA employees, seniors (University of the Third Age), interested practitioners, as well as UNIZA students in the form of developing and disseminating education at all stages of life. Its activities are based on professional background of UNIZA, cooperation with partners and practitioners.
10. The long-term goal of the Institute of Lifelong Learning is to build a workplace providing comprehensive educational and consultancy services, to create and innovate a portfolio of language, vocational and interest programmes following the latest developments and the needs of practice, to promote international cooperation in all its structures and to stimulate seniors in further education. The educational programmes and courses offered are implemented as close as possible to the learners, with the support of standard information and communication technology resources. More detailed information is available at:

<http://www.ucv.uniza.sk/ucv/>.

11. Comprehensive counselling in basic psychological care to students and for UNIZA employees, social counselling as well as career counselling for students is provided by Counselling and Career Centre (PKC). It built on the activities of the Psychological Support Centre, which had been operating at UNIZA since 2017 and which mainly provided psychological support to students.
12. The system of counselling services thus ensures equal access to higher education to all students, including those with health or social disadvantages. The University thus has an environment that equalizes opportunities to study at university for students with specific needs and for students from disadvantaged backgrounds without reducing requirements for their academic performance and the quality of their learning outcomes.
13. PKC works in the premises of UNIZA adapted in such a way as to create a specific and easily accessible space for counselling, consultation, and other activities of a supportive and counselling centre, including online activities.
14. For students with special needs and students from socially disadvantaged backgrounds there is a newly created recreation area. The space is used for relaxation between lectures, taking medication, preparing compensatory aids, preparing for the next class, etc.
15. The PKC workplace is equipped with the necessary information and communication technologies, related software support and appropriate space, personnel, material, and technical resources. Various types of compensatory aids and technologies are also available for study purposes of students with specific needs. For more detailed information see: <https://www.uniza.sk/index.php/zamestnanci/rast-zamestnancov/centrum-psychologickej-podpory>.

Article 18

Supporting Infrastructure Resources – Accommodation, Catering, Transport

1. Accommodation services for students, UNIZA employees, as well as other persons are provided by UNIZA accommodation facilities according to the conditions set out in the document "Directive No. 163/2018 – Accommodation Regulations": [S 163 2018 Ubytovací poriadok ubytovacích zariadení.pdf \(uniza.sk\)](#)
2. For UNIZA students are intended accommodation facilities Veľký Diel and accommodation facility Hliny V. Accommodation facilities (hereinafter UZ) are intended for full-time and part-time students of university study at all levels of study, for students of lifelong learning, for foreign students, guests and UNIZA employees.
3. UZ provide accommodation to students based on criteria set for the allocation of accommodation, which are discussed by the Rector's Advisory Board and approved by the Board of Accommodated Students. Then, after meeting the required criteria, the student signs a contract with UZ for the provision of accommodation services at UNIZA. The price for accommodation services is determined according to the valid Price List for the respective accommodation facility. The price lists are published on the website of the accommodation facilities Hliny and Veľký Diel.
4. The accommodated students are represented by the Board of Accommodated Students in relation to the management of the accommodation facility and to the management of UNIZA and its faculties. It is a body of student self-government established for each accommodation facility separately. It is accountable for its activities to the accommodated students of the respective accommodation facility. Accommodation facilities are accessible on foot, by car or by public transport. Detailed information is given on the website: [Možnosti ubytovania \(uniza.sk\)](#).
5. Meals for students and employees are provided by the Canteen (Menza) as a catering facility of UNIZA. The Canteen provides catering in its seven centres. Meals can be taken by using a student card or an employee card. Detailed information on all centres and the procedures and options for taking meals are given on the website: [Stravovanie \(uniza.sk\)](#).
6. Transport options between the different units of the university and the faculties are listed on the website: [Doprava \(uniza.sk\)](#) and in the supporting documents "Map of UNIZA and public transport lines" and "Freshman Guide". The Freshman Guide (Sprievodca prváka)

document provides comprehensive information regarding the full information support for students: [Sprievodca prváka \(uniza.sk\)](https://www.uniza.sk)

7. UNIZA and individual faculties on their websites and social networks provide students with information about the possibility of participating in selection procedures, faculty activities, courses and training courses focused on at career growth or better employment of graduates, opportunities for part-time practice and much more: [Práca, stáže a inkubátor \(uniza.sk\)](https://www.uniza.sk).

Article 19

Supporting Infrastructure Resources – Cultural and Sporting Activities

1. UNIZA creates conditions and supports sports and cultural activities of students realized through various clubs and the University Pastoral Centre, while creating conditions and supports other student interest activities, in particular the activities of student organisations and student associations which are active at UNIZA and whose activities are in the interest of students.
2. The formation of these organisations and associations shall follow the procedures set out in the Directive No. 123 - Modification of the Basic Principles for the Formation of Student and Employee Groups at the University of Žilina, whereby approval for the establishment of a student organisation/club/society is granted by the Rector of UNIZA based on the opinion of a three-member committee headed by the Vice-rector for Education. These organisations are governed by statutes approved by the Rector. The activities of these organisations are responsible to the Rector.

List of student organizations/clubs/societies operating at UNIZA:

- a) GAMA Club,
 - b) Board of Accommodated Students Veľký Diel,
 - c) Board of Accommodated Students Hliny,
 - d) Internet Club,
 - e) Í-Tečko,
 - f) Railway Friends Club,
 - g) Rapeš,
 - h) Radio X,
 - i) Erasmus Student Network (ESN),
 - j) UNIZA University Firefighting Club.
3. At the same time, the Folklore Ensemble Stavbár and a special-purpose church and religious facility University Pastoral Centre operate at UNIZA.
 4. The mission of the student organisations/clubs/societies operating at UNIZA is to focus students with common interests and to try to develop their skills in their field of study, to provide their services to other students, to represent UNIZA at various competitions and events and to spread its good name.

A list of individual organisations is available at:

<https://www.uniza.sk/index.php/studenti/studentsky-zivot/studentske-organizacie>

5. Sports activities of UNIZA students and employees are provided by the Institute of Physical Education of UNIZA (hereinafter referred to as "UTV") as a university-wide workplace with the aim of developing a programme of physical activities for students and employees of UNIZA.
6. UTV is mainly active in the following areas:
 - a) ensuring the teaching of the subject of physical education in all its forms,
 - b) provision of sports activities for students outside the teaching period (exam period, holidays),
 - c) organising physical education camps (winter and summer physical education camps),
 - d) organising university competitions,
 - e) ensuring sports activities of UNIZA employees,
 - f) care for athletically gifted students and support their participation in domestic and international sports competitions.

Further information is available at: <https://utv.uniza.sk/>.

7. UTV provides a programme of physical activities for UNIZA students in the corresponding spatial conditions with high quality material and technical resources and under professional guidance of professional staff from among university teachers or instructors of physical athletics, basketball, futsal, floorball, volleyball, badminton, squash, tennis, and others. Every year, UNIZA organizes winter and summer Sports camps in Slovakia and abroad.
8. For those interested in performance sports, there are sections of the ACADEMIC UNIZA sports club <https://ac.uniza.sk/>, Slavia University of Žilina <https://www.vza.sk/>, and HC UNIZA <http://www.hcuniza.sk/>.
9. The Institute of Physical Education regularly organizes one and multi-day rafting courses, cycling stays connected with hiking, as well as winter ski courses. Further information is available at: <https://utv.uniza.sk/>.

Article 20 **Final provisions**

1. This Directive was discussed by the UNIZA Academic Senate on 4 October 2021.
2. This Directive shall enter into force and effect on the date of its approval by the UNIZA Scientific Board, i.e. on 14 October 2021.
3. The Amendment No. 1 to the Directive No. 217 was discussed by the UNIZA Academic Senate on 25 April 2022 and was approved by the UNIZA Scientific Board on 5 May 2022.
4. The Amendment No. 1 shall enter into force and effect on the date of its approval by the UNIZA Scientific Board, i.e. on 5 May 2022.

In Žilina on 5 May 2022

prof. Ing. Jozef Jandačka, PhD
Rector