



DIRECTIVE No. 269

Quality Assurance for Educational Programmes at UNIZA

Discussed by: UNIZA Scientific Board on 30 April 2026

Approved by: UNIZA Accreditation Board on 15 May 2026

Effective from: 15 May 2026

Article 1 Introductory Provisions

1. This directive is issued in accordance with Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended (hereinafter referred to as the “AE Act”), and in accordance with Act No. 269/2018 Coll. on Quality Assurance in Higher Education and Amending Act No. 343/2015 Coll. on Public Procurement and Amending Certain Acts, as amended (hereinafter referred to as the “Act on Quality Assurance in Higher Education”).
2. This directive is issued in accordance with the current provisions of the Standards for the Internal Quality Assurance System for Higher Education and Educational programmes Leading to the Award of a Micro-Certificate, issued by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as “SAAHE”).
3. The purpose of issuing this guideline is to ensure the quality of educational programmes leading to the awarding of a micro-certificate, including the formalization of policies, structures, and processes.

Article 2 Adult Education

1. *Adult education* is divided into **formal** and **non-formal** education and **informal** learning. Any individual who is at least 16 years of age may participate.
2. *Formal education* is:
 - a) education and instruction at a school that is a part of the network,
 - b) enrolment in a degree programme at a university,
 - c) education in an accredited study programme.Successful completion of formal education under (a) and (b) leads to a level of education, a qualification listed in a sub-frame of the Slovak qualifications framework, and the corresponding level of qualification under the Slovak qualifications framework. Upon successful completion of formal education as described in (c), the relevant qualification and the corresponding qualification level under the Slovak qualifications framework may be obtained by taking an examination to verify learning outcomes.
3. Non-formal education is a systematic form of education realized outside of a formal educational system, within or outside the framework of accredited study programmes to provide education for a specific group of people in chosen types, forms, and content fields.
4. *Types of non-formal education*:
 - a) non-formal education within an educational programme that leads to **the renewal, expansion, or deepening of the qualifications necessary to perform professional activities**,
 - b) non-formal education within an educational programme that leads to the **acquisition, renewal, expansion, or deepening of basic skills or key competencies**,
 - c) non-formal education within an educational programme that leads to the **acquisition, renewal, expansion, or deepening of digital skills or green skills**,
 - d) non-formal education within an educational programme that **satisfies an individual's interests**, including participation in society and the development of one's personality and skills in accordance with the principles of active aging,
 - e) non-formal education within an educational programme leading to the award of a micro-certificate (hereinafter referred to as “ μ C”).
5. Slovak qualification framework (hereinafter referred to as “SKKR”) is a national qualification framework for the Slovak Republic. SKKR contains qualification levels based on a set of criteria for required knowledge, skills, and competences, and it is linked to the levels of the European Qualifications Framework. The SKKR defines four sub-frameworks that correspond to the respective parts of the education system and are characterized by a common type of qualification. **The SKKR sub-frameworks** relevant for the education needs of UNIZA are:
 - a) a sub-framework of higher education qualifications, which consists of a group of qualifications obtained through higher education and the corresponding qualification level,

- b) A sub-framework of professional qualifications, which consists of a group of qualifications obtained through education according to Section 9 of Act No. 292/2024 Coll. on Adult Education.

Article 3 **Educational programmes at UNIZA**

1. An educational programme is a structured set of educational objectives, content, methods, and forms of instruction that leads to the acquisition of specific knowledge, skills, and competencies. It may be an accredited, non-accredited, or discontinued µC, and is conducted at certified educational institutions in accordance with the AE Act.
2. The educational programme may be divided into modules. A module is a standalone, self-contained educational unit of a certain time and content.
3. University of Žilina in Žilina is, in accordance with the AE Act, a certified educational institution since 8 April 2025.
4. A participant in the educational programme is not a UNIZA student as defined by the Higher Education Act (hereinafter referred to as the "HE Act").
5. A lector in educational programmes is an individual who conducts educational activities within those programmes.
6. Educational programmes at UNIZA are divided into:
 - a) **Non-accredited educational programmes,**
 - b) **Short educational programmes leading to a µC,**
 - c) **Accredited educational programmes.**
7. The educational programme may be delivered in person, remotely, or using a combination of both, in Slovak or another language.
8. The educational programme at UNIZA may be organised by:
 - a) Faculties of UNIZA,
 - b) Other UNIZA departments,
 - c) Faculties in cooperation with other UNIZA departments,
9. As a certified educational institution, UNIZA is required to submit data to the registries maintained through the Adult Education Information System (hereinafter "AEIS") administered by the Ministry of Education, Research, Development, and Youth of the Slovak Republic (hereinafter "MERDaY SR") (<https://isvd.iedu.sk/>).
10. The data in the registers is recorded by a designated person with assigned access privileges. The list of responsible persons is maintained by the UNIZA Department of Education.
11. The person responsible for this is required to enter the data into the registries no later than the day before the start of the training program, and to enter the data on graduates immediately after the training programme ends.

Article 4 **Non-accredited educational programmes at UNIZA**

1. A non-accredited educational programme (hereinafter referred to as "NEP") is aimed at any target audience, prepared at any scope. It is realised via planned activities, has defined aims, methods, and forms of education. It concludes with an assessment of learning outcomes (interview, oral exam, practical exam, test, etc.). The participant is awarded a **"Certificate of Completion of a Non-Accredited Educational programme"** (not merely a certificate of attendance).
2. At UNIZA, these primarily include elective courses in various fields (offered outside the scope of UNIZA's accredited degree programmes), preparatory courses for studying at UNIZA, educational programmes for the University of the Third Age, and language courses.
3. Persons responsible for the preparation, implementation, and evaluation of the NEP, as well as for the conditions of participation, completion, and the quality of the NEP training, are deans, directors, senior staff, or those authorized by them.
4. NEPs are provided for a fee or free of charge, provided that the costs are covered by sources other than the fees paid by participants. The fee amount is to be set by the department in charge of the NEP, in accordance with the internal regulations of UNIZA.

5. *The requirements* for issued certificates are defined in the relevant methodological guidelines and are in accordance with Decree No. 405/2025 Coll., which implements certain provisions of Act No. 292/2024 Coll. on Adult Education.
6. The certificates are registered separately at both the faculty and the department. Their numbering shall have the following structure: faculty or department/serial number/year.
7. Data on NEP must be entered into the registers by responsible persons from the relevant department that provides the program, using AEIS. The faculty or department shall establish its own record-keeping procedures.

Article 5 Accredited educational programmes at UNIZA

1. An accredited educational programme (hereinafter referred to as “AEP”) is a programme leading to the acquisition of a professional qualification in accordance with the published qualification standard (kariernabrana.sk) and with an expected duration of at least 120 hours of instruction. AEP concludes with a final exam before an examination committee.
2. The accreditation process for educational programmes is overseen by the Alliance of Sectoral Councils, pursuant to Section 13 of the AE Act. The process is concluded exclusively electronically, using AEIS. The validity of the issued accreditation, as well as other obligations arising from the entire process of implementation, completion, and quality monitoring, are set by the AE Act.
3. *The entire process and requirements* for obtaining accreditation are in accordance with the “Guide to Applying for Accreditation of Educational programmes” published by the Alliance of Sectoral Councils, which is available on its website.
4. The “**Certificate of Completion of an Accredited Educational programme**” is a public document with no expiration date. Its requirements are set by the AE Act.
5. On the level of the university, AEP can be offered by faculties and departments. These are educational programmes based on accredited study programmes, leading to the acquisition of a professional qualification.
6. The AEP’s professional supervisor is an individual who, based on and within the scope of their acquired professional qualifications and lector teaching qualifications, is responsible for:
 - a) The quality of the accredited educational programme,
 - b) The quality of its implementation,
 - c) Coordinating the instructors' activities.
 The professional supervisor of an AEP is appointed by a Dean/Director.
7. **An instructor/lector** is an individual who conducts educational activities within an educational programme based on and within the scope of the professional qualifications and lector teaching qualifications they have obtained.
8. **A professional qualification** is a total sum of professional knowledge, skills, and competences in a specific field of the accredited educational programme.
9. **A lector teaching qualification** is a total sum of teaching knowledge, skills, and competences, which are demonstrated by a certificate of professional qualification as a lector/instructor.
10. If a certificate of *lector teaching competence* is required, the professional supervisor may contact the Institute of Lifelong Learning (hereinafter “ÚCV UNIZA”) at the following email address: dalsievzdelavanie@uniza.sk. ÚCV UNIZA contacts organizations authorized to issue certificates of lector teaching competence to ensure the necessary training or to verify learning outcomes.
11. The department submitting an application for accreditation of an educational programme must cover the costs of the programme itself, or the verification of learning outcomes from its own funds.
12. AEPs are provided for a fee or free of charge, provided that the costs are covered by sources other than the fees paid by participants. The fee amount is to be set by the department in charge of the AEP, in accordance with the internal regulations of UNIZA.
13. Data on AEP must be entered into the registers by responsible persons from the relevant department that provides the program, using AEIS. The faculty or department shall establish its own record-keeping procedures.

Article 6

Short educational programmes leading to the acquisition of a μ C

1. **A micro-certificate** is a document concerning the learning outcomes that an individual has achieved upon completion of an educational programme. A micro-certificate is issued by an educational institution.
2. A micro-certificate may be used on its own or in combination with other certificates.
3. An educational institution can accept the micro-certificate as a part of the formal education it offers.
4. A micro-certificate obtained upon completion of a training programme that meets the requirements specified in the qualification standard leads to the acquisition of a *professional qualification*.
5. The requirements for a micro-certificate are set in the relevant Decree issued by MERDaY SR.
6. An educational programme leading to the attainment of a micro-certificate (hereinafter referred to as “EP μ C”) is provided:
 - a) at the level of a sub-framework of higher education qualifications, if it is provided by a higher education institution or a certified educational institution,
 - b) at the level of a sub-framework of professional qualifications, if it is provided by a certified educational institution with an agreement of a higher education institution.
7. EP μ C can be offered by a higher education institution or by a certified education institution with its consent.
8. EP μ C is based on a credit system that utilizes the accumulation and transfer of credits to continue education or to enhance qualifications in the labour market.
9. **A credit** obtained within EP μ C corresponds to the credit value according to ECTS. A university may recognize credits as part of higher education studies, and credits earned through higher education studies may be recognized as part of EP μ C.
10. **A learning outcome** is a set of knowledge, skills, and competencies that an individual has acquired during their education.

Article 7

Politics and the general requirements for quality assurance of educational programmes leading to the acquisition of a μ C

1. EP μ C are, in terms of type, content, form, and profile, consistent with the mission and long-term goals of UNIZA, as well as with other strategic documents of the university, the faculties, and the departments that implement the EP μ O programmes.
2. UNIZA's long-term plan clearly defines target groups and the need to develop their skills; thus, the EP μ O is specifically tailored to their needs, to suit their professional performance, and to help with the acquisition of social, cultural, and civic competencies.
3. EP μ O courses are offered in subject areas that correspond to the relevant accredited study programmes at UNIZA or parts thereof.
4. The content of the EP μ O may be based on the relevant study programme in terms of interdisciplinarity, cross-disciplinary nature, links to the applied sphere, and the transferability of competencies, or it may replicate the relevant study programmes and the courses within them.
5. The profile of an EP μ O graduate is a summary of the knowledge and skills that enable the participant to perform work in a specific occupation, which they have acquired by successfully completing the educational programme. Appendix No. 1 to Methodological guideline No. 4/2021 - Methodological recommendations for the development and harmonization of UNIZA Study programmes, Part 4 - may be used as a guide when creating a graduate profile.
6. While creating and organizing EP μ O programmes, UNIZA consistently applies the principles of academic ethics and prevents academic fraud and other forms of unethical conduct.

Article 8

Structures used to ensure quality of educational programmes

leading to the acquisition of a μ C

1. The structures involved in formalized processes are:
 - a) a professional supervisor of EP μ O,
 - b) a dean of the faculty,
 - c) a director of a department,
 - d) UNIZA Accreditation Board (hereinafter referred to as “AR UNIZA”),
 - e) Institute of Lifelong Learning UNIZA.
2. The EP μ O’s professional supervisor is an individual who, based on and within the scope of their acquired professional qualifications and lector teaching qualifications:
 - a) is responsible for the quality and development of an EP μ O,
 - b) sets forth the procedure for admitting applicants and the requirements for admission to EP μ O programmes,
 - c) sets forth the methods and criteria to verify learning outcomes,
 - d) sets forth the criteria for the acquisition of an μ O,
 - e) is responsible for coordinating the instructors' activities,
 - f) evaluates EP μ O,
 - g) keeps evidence of conducted training sessions,
 - h) keeps evidence of participants,
 - i) keeps records of final examination protocols,
 - j) keeps evidence of graduates,
 - k) submits a list of graduates (including the required information for issuing the certificate) to the person designated by the dean/director to issue the micro-certificate.
3. A professional supervisor of EP μ O is a guarantor or a co-guarantor of a study programme, which ensures an interconnection of the educational programme to the accredited study programme.
4. It is recommended that the guarantor of a study programme participates in the teaching process of EP μ O.
5. EP μ O is provided by academic staff or, where appropriate, other experts with the relevant qualifications to teach the individual courses. Their education is at the same, or higher SKKR level as the level of EP μ O.

Article 9

The process of creating educational programmes leading to the acquisition of a μ C

1. EP μ O may be offered as a standalone program, upon completion of which a μ O is issued. Alternatively, it may be offered as a programme consisting of smaller units (e.g., subjects, blocks, or modules) that together lead to the acquisition of a μ C.
2. EP μ O must be at least 25 instructional hours in duration, which corresponds to at least 1 credit. Maximum duration is not specified.
3. Basic information about EP μ O (profile, learning outcomes, staffing) shall be provided to the dean/director by the future guarantor of the educational programme, based on the requirements of the faculty/department.
4. Once the basic information about the EP μ O has been approved, the supervisor or a person authorized by the supervisor will fill out the EP μ O form. Attached to the application is a list of 1–3 reviewers for the application to establish an EP μ O, none of whom have a conflict of interest.
5. The application form for establishing EP μ O complies with the requirements of the SAAHE standards and the Act on Higher Education. The electronic application form is available on UNIZA Intranet.
6. The EP μ O proposal form will be submitted by the guarantor to the ÚCV UNIZA for a formal review. The responsible person from ÚCV UNIZA shall review formal requirements, especially the correctness of learning outcomes.
7. If the EP μ O proposal is incomplete, the responsible person at ÚCV UNIZA will ask the EP μ O guarantor to complete the proposal within a deadline set for that purpose.

8. The formally reviewed draft of the EPμO, together with the Request for Approval of the EPμO, shall be submitted by the dean of the faculty or the director of the institute to the secretary of the UNIZA Accreditation Council.
9. The schedule for submitting applications for approval of EPμO for the relevant academic year is posted on the UNIZA Intranet.
10. It is not necessary to include documents confirming the guarantor's education with the application. The relevant education and the outcomes of his/her teaching and research activities have already been evaluated as part of the processes for quality assurance of academic programmes.
11. The Secretary of the AR UNIZA informs the Chair of the AR UNIZA of the requests received, and the AR UNIZA approves the composition of the relevant working group as needed.
12. **The working group** shall have an odd number of members. Its members are:
 - a) 1 representative from the academic community who is not the programme guarantor or co-guarantor of the relevant study programme but is active in the relevant *field of study*. He/she shall be the working group leader.
 - b) 1 employer representative,
 - c) 1 student representative who has already earned a bachelor's degree.
13. The working group will prepare a statement indicating whether the proposed curriculum:
 - is in accordance with the "Standards for the Internal Quality Assurance System for Higher Education and Educational programmes Leading to the Award of a Micro-Certificate" (hereinafter referred to as the "accreditation standards") issued by SAAHE,
 - is in accordance with the current job market needs,
 - is coherent,
 - is capable, in terms of its content and its personnel and infrastructure capacities, of achieving the educational outcomes,
 - has shortcomings that are to be removed.
14. The working group leader may request additional information when verifying certain facts, or he/she may verify facts on-site.
15. The approval of the new EPμO may take place at a regular or special meeting of the AR UNIZA, either in person or in a hybrid format.
16. The basis for the decision of the AR UNIZA on the approval of a EPμO is the application for approval of a new EPμO and the working group's statement. If the working group's statement identifies any deficiencies, AR UNIZA may order that they be corrected within a specified time frame. Once the deficiencies have been addressed, a vote on the approval of the educational programme may be held again.
17. If AR UNIZA approves the proposal for a new EPμO, the Secretary of the AR UNIZA ensures that a "Decision on the Approval of the Educational programme" document is prepared. This document shall be signed by the Rector of UNIZA.
18. If the proposal is not approved, the AR UNIZA shall deliver the applicant a justification of this decision. If AR UNIZA does not approve the proposal for a new educational programme even after the deficiencies identified in the statement of the working group have been remedied, a new application for the approval of the same educational programme may not be submitted earlier than one year thereafter.
19. Responsible for publishing the educational programme in the AEIS is a person from the relevant department who has been granted the appropriate access. An approved EPμO shall also be automatically included in the public catalogue of UNIZA EPμOs on the UNIZA website.
20. An approved EPμO shall become valid on the date of its approval and shall remain valid for a maximum period of five years.

Article 10

The process of modifying educational programmes leading to the acquisition of a μC at UNIZA

1. A proposal to amend an EPμO is submitted by the guarantor to the dean of the faculty or the director of the institute. A reason for the amendment shall be a part of the proposal.

2. After the proposal for an amendment has been approved by the faculty/department administration, the EPμO guarantor shall submit the proposal to the secretary of the AR UNIZA.
3. The schedule for submitting proposals for amendments to the EPμO is posted on the UNIZA Intranet.
4. **Amendments to the EPμO are:**
 - a) changes in the learning outcomes related to the graduate profile and content of the program.
 - b) changes in the volume of ECTS credits.
 - c) changes in the procedure for terminating the EPμO.
5. The designated representative of the ÚCV UNIZA, in cooperation with the secretary of the AR UNIZA, will review the proposed amendment to ensure its completeness. If the proposed amendment is incomplete, they will ask the applicant to supplement the proposal and set a new deadline for submitting the proposed amendment.
6. If the proposal to modify the educational programme is complete, the Secretary of the AR UNIZA shall submit the proposal to the Chair of the AR UNIZA.
7. If a proposed amendment is not submitted in accordance with the call for proposals and/or within the specified deadline, such a proposed amendment to the educational programme will not be considered.
8. In justified cases, particularly if a proposed amendment may be in potential or actual non-compliance with accreditation standards, the Chair of the AR UNIZA may request that one or more internal or external evaluators prepare an opinion or an evaluation report on the proposed amendment to the educational programme.
9. Approval of changes to the educational programme takes place at a meeting of the UNIZA Accreditation Council. The basis for the AR UNIZA's decision to approve a modification to the curriculum is the proposed modification to the curriculum or the opinion of an external or internal reviewer.
10. Once the proposed amendment to the EPμO has been approved, the guarantor is required to ensure that the amendment is implemented in the curriculum and that the information about the EPμO is updated in the AEIS.
11. If there is a **change in the academic guarantor for the EPμO**, the dean of the faculty or the director of the institute shall simply notify the secretary of the AR UNIZA of this change, along with a proposal for a new guarantor for the EPμO.

Article 11

Monitoring, periodic evaluation, and periodic approval of educational programmes leading to the award of a μO at UNIZA

1. The EPμO's guarantor regularly **monitors** the EPμO and evaluates feedback from participants and graduates, the success rate of completed EPμOs, and other information relevant to the EPμO in question.
2. The evaluation span for the **periodic evaluation** of the EPμO is 5 years. The outcome of the periodic evaluation of the educational programme is the **"Report on the Quality Evaluation of the Educational programme."**
3. The report shall be prepared by the EPμO guarantor in cooperation with lecturers of the educational programme, and he/she shall deliver it to the secretary of the AR UNIZA for the needs of periodical assessment by the Accreditation Board. As a rule, this report includes:
 - a) results of the participant satisfaction survey,
 - b) evaluation of the participants' success rate,
 - c) evaluation of final theses, if the EPμO concludes with one,
 - d) evaluation of the pedagogical, scientific, and technical support of the EPμO.
4. If it is necessary to provide the educational programme again after the 5-year period expires, the dean/director shall submit a **request for the periodic approval of the EPμO** to the secretary of AR UNIZA before the expiry of the 5-year period (for which the EPμO was originally approved).
5. A "Report on the Quality Evaluation of the Educational programme" pursuant to paragraph 3 of this Article is also a mandatory part of the request for periodic approval.

6. After a periodic approval of the EPμO by the Accreditation Board, the AR UNIZA shall issue a decision on the re-approval of the educational programme with a time limit for the following 5 years.
7. If the EPμO is not approved periodically, the AR UNIZA shall deliver corrective measures to the guarantor of the EPμO to eliminate its deficiencies, specifying a time period for this remediation. If the deficiencies are not corrected within the set time period, the AR UNIZA shall cancel the EPμO.

Article 12

Financial, material, and technical support of the EPμO

1. Given the link between the EPμO and the corresponding degree program, the workplace has the necessary infrastructure secured for teaching the EPμO. In particular, appropriate material and technical equipment is ensured, and so are teaching spaces, laboratories, and necessary specialized classrooms corresponding to the given type of EPμO.
2. Participants in the educational programme have access to professional literature and other information resources corresponding to the given type of EPμO.

Article 13

Recognition of μO in the context of Higher Education or other educational programmes leading to the acquisition of μO at UNIZA

1. The faculty/department shall **specify the procedures for the recognition of education documented by a μO** within an accredited study programme at UNIZA (replacement of a specific study obligation). In the case of a micro-credential issued by another higher education institution, the guarantor of the EPμO shall assess the overlap between the content of this micro-credential and the part of the study of the relevant study programme that is to be recognized.
2. Based on an application made by a μO holder, the faculty/institute may recognize an exam or the completion of other academic obligations, to the extent stipulated by the Higher Education Act.
3. The guarantor of the EPμO may only recognize courses within the EPμO that were not completed with a μO. If the course for which recognition is requested did not lead to the acquisition of a μO, but was a course within a degree program, the guarantor of the EPμO shall decide whether it should be recognized.
4. The guarantor of the EPμO or the guarantor of the study programme must always assess compliance with the learning outcomes of the course for which completion is to be recognized.
5. The guarantor of the relevant study programme may request the provision of documentation showing:
 - a) whether the μO was issued by a higher education institution in the Slovak Republic or abroad,
 - b) in the case of a μO issued by an institution abroad - whether this institution is a part of the educational system of the state in question,
 - c) whether the programme whose completion is documented by the μO is approved by the body of the given higher education institution responsible for ensuring the quality of education, and is based on an accredited or approved study programme of the given higher education institution that issued the μO,
 - d) whether the μO contains ECTS credits,
 - e) whether the level of education acquired corresponds to the relevant level of the Slovak Qualifications Framework (SKKR).

Article 14

Approving the provision of an Educational programme leading to the acquisition of an μO within the sub-framework of professional qualifications corresponding to one or several accredited study programmes of a higher education institution

1. A certified educational institution shall submit an "Application for granting approval to a certified educational institution to provide an EPμO within the sub-framework of higher education qualifications, and the sub-framework of professional qualifications, corresponding to one or several accredited study programmes conducted at UNIZA" (hereinafter referred to only as "application for granting approval") to the Secretary of AR UNIZA.
2. A certified educational institution shall submit its application for granting approval at UNIZA within specified deadlines.
3. The designated representative of the ILL UNIZA, in cooperation with the secretary of the AR UNIZA, will review whether the Application for granting approval contains:
 - a) a proposal of the study programme,
 - b) proof of payment of the fee (according to the UNIZA schedule of charges),
 - c) applicant identification data including the name and registered office, and the first name and surname of the statutory body,
 - d) organization identification number, a document proving the quality assurance system of the educational institution, the certification number, and its period of validity,
 - e) an analysis of the education market and labour market demands for the educational programme in question.
4. If the application for approval does not contain the requested requirements, the Secretary of AR UNIZA shall request that the applicant complete the requirements within 30 days from the day of delivery of the request. If the applicant does not complete the missing requirements, UNIZA will deny approval of the application in electronic form.
5. If the application for approval is complete, the secretary of AR UNIZA shall inform the chairperson of AR UNIZA of its delivery and, at the same time, present him/her with a proposal for the composition of the working group. **The working group** shall have an odd number of members, and it should consist of:
 - a) 1 academic representative (working at UNIZA or at any higher education institution operating in the Slovak Republic, who works in the field of study to which the educational programme is to be tied). He/she shall be the working group leader.
 - b) 1 employer representative,
 - c) 1 student representative who has already earned a bachelor's degree.
6. The working group shall prepare a statement, the conclusion of which states whether:
 - a) they propose to approve the certified educational institution to provide the educational programme within the sub-framework of higher education qualifications,
 - b) they propose to approve the certified educational institution to provide the educational programme within the sub-framework of higher education qualifications, after removing reasonably justified deficiencies,
 - c) they propose not to approve the certified educational institution to provide the educational programme within the sub-framework of higher education qualifications, including a justification for such a conclusion.
7. The approval of the application may take place at a regular or special meeting of the AR UNIZA, either in person or in a hybrid format. The basis for the decision-making process of AR UNIZA is the statement prepared by the working group, and the application for granting approval to provide an educational programme leading to the acquisition of a micro-certificate.
8. If AR UNIZA grants the certified educational institution the approval to provide an EPμO, the secretary of AR UNIZA shall ensure the drawing up of a document "Decision on the approval of the provision of an educational programme", which is to be signed by the Rector of UNIZA.
9. The approval of the provision of an EPμO granted to a certified educational institution, within the sub-framework of higher education qualifications, and within the sub-framework of professional qualifications, corresponding to one or several accredited study programmes conducted at UNIZA, is valid for 5 years from the date the approval was granted.
10. If AR UNIZA does not grant the approval, it is possible to apply again no sooner than after one year.
11. The certified educational institution that has been approved to provide an EPμO shall, once a year, present the secretary of AR UNIZA with a self-assessment report on the quality of the provided education.

12. The processing of the application for approval to provide the EPμO shall be carried out within a maximum period of 90 working days from its delivery.
13. A fee for the assessment of the application of a certified educational institution is set by the UNIZA schedule of charges. This fee is non-refundable, no matter the decision of the AR UNIZA.
14. The records of EPμOs provided by certified educational institutions that have been approved to offer the educational programme are maintained by the UNIZA Department of Education, which also publishes information about these programmes on the UNIZA website.

Article 15

Revocation of the approval for the provision of an educational programme leading to the acquisition of a μO within the sub-framework of higher education qualifications, and within the sub-framework of professional qualifications, that has been granted to a certified educational institution

1. The approval for the provision of EPμO within the sub-framework of higher education qualifications and the sub-framework of professional qualifications, corresponding to one or several accredited study programmes conducted at UNIZA, granted to a certified educational institution by the Accreditation Board of UNIZA (hereinafter only referred to as "approval for the provision of EPμO"), terminates:
 - a) upon the expiration of the period for which the approval was granted,
 - b) upon removal from the registry of certified educational institutions,
 - c) on the date of delivery of the decision of the Accreditation Board of UNIZA to withdraw approval, based on a reasoned submission and the findings of an extraordinary audit/supervision,
 - d) upon the date of cancellation of the certified educational institution,
 - e) within 3 calendar months from the death or declaration of death of the person responsible for the educational programme,
 - f) upon the expiration of the period of registration in the register of educational institutions.
2. UNIZA accepts a substantiated request to revoke a certified educational institution's authorization to provide EPμO. A substantiated request is only a non-anonymous request containing proof of a discrepancy and a description of such a discrepancy between the conducted EPμO and generally binding legal regulations, accreditation standards, or UNIZA's internal regulations.
3. After the delivery of a substantiated request, the AR UNIZA secretary shall inform the chairman of the AR UNIZA of this request and, at the same time, submit a proposal for the composition of a working group that will conduct a special review of the compliance of the educational programme being implemented. They may ask for cooperation of the Ministry of Education, Science, Research and Youth of the Slovak Republic.
4. The conclusion of the special oversight review may include a recommendation that the AR UNIZA:
 - a) revoke the certified educational institution's authorization to provide EPμO within the sub-framework of higher education qualifications, provided that such a recommendation is duly justified in relation to violations of specific provisions of generally binding legal regulations and UNIZA's internal regulations,
 - b) maintain the approval to the certified educational institution to provide EPμO within the sub-framework of higher education qualifications,
 - c) shall maintain the authorization granted to a certified educational institution to provide EPμO within the framework of higher education qualifications after the deficiencies have been remedied within the specified time limit, failure to comply with which will result in the revocation of the authorization, with a proper justification regarding the violation of specific provisions of generally binding legal regulations and UNIZA's internal regulations.

After failing to comply with the set time limit, AR UNIZA decides to revoke the approval.
5. **The working group** shall have an odd number of members. They consist of at least:

- a) 1 academic representative (working at UNIZA or at any higher education institution operating in the Slovak Republic, who works in the field of study to which the educational programme is connected). He/she shall be the working group leader.
 - b) 1 employer representative,
 - c) 1 student representative whose lowest level of education is a bachelor's degree.
6. The working group leader may request additional information when verifying certain facts, or he/she may verify facts on-site. This request has to be made to the AR UNIZA chairperson directly.
 7. The withdrawal of approval from a certified educational institution to provide an EPμO within the sub-framework of higher education qualifications and the sub-framework of professional qualifications, corresponding to one or more accredited study programmes conducted at UNIZA, may take place at a regular or extraordinary meeting of the AR UNIZA in an in-person or hybrid format. The conclusions made by the working group serve as a basis for the decision-making process of AR UNIZA.
 8. The Secretary of the AR UNIZA shall ensure that a Decision on the revocation of approval is drafted and signed by the Rector of UNIZA. The revocation of approval from a certified educational institution for the provision of an EPμO within the sub-framework of higher education qualifications, and within the sub-framework of professional qualifications, corresponding to one or several accredited study programmes conducted at UNIZA, is valid on the day this decision was delivered to the certified educational institution.
 9. As of the date of delivery of the decision on the withdrawal of approval, the certified educational institution must not conduct the educational programme.
 10. The Department for Education shall ensure that the information on an educational programme whose approval was revoked is updated on the UNIZA website.
 11. A certified educational institution may request a re-approval for the provision of an educational programme within the sub-framework of higher education qualifications, and the sub-framework of professional qualifications, corresponding to one or several accredited study programmes conducted at UNIZA, but **not sooner than 1 year after the revocation of approval.**

Article 16

Concluding provisions

1. This directive was debated by the UNIZA Scientific Board on 30 April 2026.
2. This directive was approved by the UNIZA Accreditation Board on 15 May 2026.
3. This directive shall enter into force and take effect on the date of its approval.

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