

**INTERNAL QUALITY ASSURANCE SYSTEM OF HIGHER EDUCATION
AT THE TECHNICAL UNIVERSITY OF KOŠICE**

COMPLETE VERSION

Article I

General provisions

1. In accordance with Article 1 of Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended, the mission of higher education institutions, which includes the Technical University of Košice, is to develop a harmonious personality, knowledge, wisdom, goodness and creativity in a person and to contribute to the development of education, science, culture and health for the well-being of the whole society, thereby contributing to the development of knowledge society. Fulfilling this mission is the main activity of higher education institutions.
2. The main task of HEIs in fulfilling their mission is the provision of higher education and creative scientific research or creative artistic activity.
3. In order to continuously improve the quality of all its activities, the Technical University of Košice has implemented and uses a quality management system in the area of 'Provision of education, research and business activities at the level of public higher education institution' and holds a certificate in accordance with the STN EN ISO 9001:2016 standard.
4. In accordance with Article 3 (1) of Act no. 269/2018 Coll. on Quality Assurance of Higher Education and Amendments of Act no. 345/2015 Coll. on Public Procurement and Amendments to Certain Acts, as amended, the higher education institution ensures the quality of higher education provided by the implementation of its internal system and its continuous development.
5. In accordance with Article 37 (1) of Act no. 269/2018 Coll. on Quality Assurance of Higher Education and Amendments of Act no. 345/2015 Coll. on Public Procurement and Amendments to Certain Acts, as amended, the higher education institution is obliged to request the agency for the first assessment of the internal system by 31 December 2022, and for the second assessment of the internal system by 31 December 2023. The higher education institution may request the agency for the first assessment of the internal system at the earliest after its alignment with the regulations effective from 1 November 2018 and the standards for the internal system.

Article II

Internal system

1. In accordance with Article 15 (1b) of Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended, the internal quality assurance system of higher education, which can be regulated by several separate internal regulations, belongs to the basic regulations of a higher education institution.
2. The internal system of a higher education institution is approved on the proposal of the Rector by the scientific council of the public higher education institution after deliberation by the academic senate of the public higher education institution.
3. This regulation governs the Internal Quality Assurance System of Higher Education at the Technical University of Košice (hereinafter referred to as the 'internal system'). It establishes procedures and

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

criteria for the accreditation of study programmes in the first, second, and third level of study at the Technical University of Košice (hereinafter referred to as 'TUKE'), as well as procedures and criteria for habilitation procedure and procedure for appointment of professors.

4. TUKE ensures the quality of provided higher education by implementing this regulation into its internal system and by its continuous development. This internal system regulates the way of fulfilling TUKE's mission in the field of higher education through:
 - strategies for ensuring the quality of higher education and the quality of research activity, artistic activity or other creative activity (hereinafter referred to as 'creative activity'),
 - processes of ensuring the quality of higher education and the quality of creative activity,
 - connection between creative activity and higher education at TUKE in the relevant field of study.
5. The internal system is divided into:
 - I Standards for the Internal Quality Assurance System of Higher Education at TUKE.
 - II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE.
 - III Standards for Habilitation Procedure and Procedure for Appointment of Professors at TUKE.
6. The Internal Quality Assurance System of Higher Education at TUKE is supported by information and management systems of TUKE, the list of which is given in Annex no. 1 of this document.

Article III
Final provisions

1. Internal Quality Assurance System of Higher Education at TUKE, its amendments and supplements are subject to discussion by the TUKE Academic Senate and approval by the TUKE Scientific Council.
2. This internal system was discussed by the TUKE Academic Senate on 28 June 2021, resolution number 31/2021.
3. This internal system was approved by the TUKE Scientific Council on 24 September 2021, resolution number 13/september/2021.
4. This Internal Quality Assurance System of Higher Education at TUKE shall take effect on 1 October 2021.
5. Appendix no. 1 and the complete version of the internal system were discussed by the TUKE Academic Senate on 30 May 2022, resolution number 30/2022.
6. Appendix no. 1 to the internal system was approved by the TUKE Scientific Council on 24 June 2022, resolution number 8/jun/2022. At the same time, the Scientific Council approved the publication of the complete version of the internal system.
7. Appendix no. 1 to the Internal Quality Assurance System of Higher Education at TUKE shall take effect on 11 July 2022.
8. Appendix no. 2 and the complete version of the internal system were discussed by the TUKE Academic Senate on 9 October 2023, resolution number 30/2023.
9. Appendix no. 2 to the internal system was approved by the TUKE Scientific Council on 20 October 2023, resolution number 5/október/2023. At the same time, the Scientific Council approved the publication of the complete version of the internal system.
10. Appendix no. 2 to the Internal Quality Assurance System of Higher Education at TUKE shall take effect on 23 October 2023.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

prof. Ing. Peter Mésároš, PhD.
Rector of TUKE

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

**I STANDARDS FOR THE INTERNAL QUALITY ASSURANCE SYSTEM OF HIGHER EDUCATION
AT THE TECHNICAL UNIVERSITY OF KOŠICE**

Article 1

Introductory provisions and the scope of the standards

Internal Quality Assurance System of Higher Education at the Technical University of Košice (hereinafter referred to as 'internal system') is created on the basis of Act no. 269/2018 Coll. on Quality Assurance of Higher Education and Amendments of Act no. 345/2015 Coll. on Public Procurement and Amendments to Certain Acts, as amended (hereinafter referred to as 'Quality Assurance Act').

Article 2

Quality assurance policy

VS 2.1. TUKE consistently applies quality assurance policies in its strategic management. TUKE has accepted the primary responsibility for the quality of education provided in all its departments, at all levels and in all aspects.

Evidence: Long-term strategic plan of TUKE.

TUKE Statute.

TUKE Quality Policy.

TUKE Quality Objectives.

Organisational directive Education H1.

VS 2.2. TUKE has a clearly defined mission in its long-term strategic plan and TUKE Statute, and it consistently fulfils this mission.

Evidence: Long-term strategic plan of TUKE.

TUKE Statute.

VS 2.3. In its strategic documents, especially in the long-term strategic plan, the university has clearly defined strategic objectives in terms of its educational activities, creative activities, and other related activities that are in line with its mission.

Evidence: Long-term strategic plan of TUKE.

TUKE Quality Policy.

TUKE Quality Objectives.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 2.4. TUKE has established and formalised quality assurance policies and follows them consistently. For this purpose, it has created appropriate structures and processes, which are linked to a coherent internal quality assurance system of higher education, which includes the entire institution. The internal system defines the powers, scope and responsibility of individual structures, senior employees, other employees and other stakeholders to ensure the quality of higher education and related activities.

Evidence: Long-term strategic plan of TUKE.

TUKE Statute.

TUKE Quality Policy.

TUKE Quality Objectives.

TUKE Quality Manual.

TUKE organisational documentation (process map, organisational management charts, organisational regulations, organisational directives, operating regulations, rules, regulations, working procedures, rector's directives, bursar's methodical instructions).

VS 2.5. For the functioning of the internal system, TUKE has allocated sufficient personnel, financial and material resources that correspond to the size of the university and the scope of educational, creative and other related activities.

Evidence: Long-term strategic plan of TUKE.

TUKE Quality Policy.

TUKE Quality Manual.

TUKE organisational documentation (TUKE budget, organisational directives – OS/TUKE/M4/02 Human Resources, OS/TUKE/M4/01 Finance planning, OS/TUKE/M4/03 Property registration and disposal, OS/TUKE/P5/01 Purchasing and public procurement).

VS 2.6. TUKE's internal system policies, structures and processes ensure:

- a) involvement of students and external stakeholders in quality assurance;
- b) linking education and creative activities, while the level and focus of creative activity corresponds to the level of higher education and learning outcomes.
- c) support of internationalisation of educational, creative and other related activities, so that their level corresponds to the mission and strategic objectives of the university, the objectives and learning outcomes and the needs of the stakeholders;
- d) protection against any kind of intolerance and discrimination of students, employees and applicants, especially on the basis of sex/gender, race, skin colour, language, age, sexual orientation, faith or religion, medical handicap, political or other opinion, national or social origin, belonging to a nationality or ethnic group, property and origin;

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

- e) maintaining scientific integrity and compliance with academic ethics, vigilance against plagiarism and other types of academic fraud, enabling their detection and ensuring that appropriate consequences are imposed;
- f) effective mechanisms for review of complaints by which students seek protection of their rights or interests protected by law, which they believe have been violated, or students point out specific shortcomings in the activity or inaction of TUKE, while the review of complaints is transparent and is also carried out with the participation of student representatives and the submitters of initiatives, feedback is provided on the results of complaint review and the measures taken;
- g) compliance and observance of generally binding regulations and internal regulations of TUKE;
- h) continuous improvement of the quality of activities performed by TUKE and the development of quality culture at all components and levels of TUKE;
- i) connecting the internal system with the long-term strategic plan of TUKE;
- j) efficient performance of administrative activities related to quality assurance and not burdening teachers, students and other creative employees of TUKE with unjustified bureaucracy.

Evidence: Long-term strategic plan of TUKE.

TUKE Statute.

TUKE Quality Policy.

TUKE Quality Objectives.

TUKE Quality Manual.

TUKE organisational documentation (organisational directives, operating regulations, rules, regulations, working procedures, TUKE directives: OS/TUKE/H1/01 Education, student surveys, OS/TUKE/H2/01 Research and development, OS/TUKE/P1/01 Records of publishing activities, OS/TUKE/P1/02 Final and qualification theses, OS/TUKE/M1/01 Risk and opportunity management, OS/TUKE/P6/03 Corrective actions, Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended, P/TUKE/SPI Free access to information, P/TUKE/SŤAŽNOSTI Complaint handling at TUKE, P/TUKE/OPČ Whistleblowing at TUKE, P/TUKE/ODV Intellectual property protection at TUKE, P/UCITTTUKE/OP Organisational regulations of University Centre for Innovation, Technology Transfer and Intellectual Property Protection, Employee Code of Ethics).

TUKE Academic Senate, academic senates of faculties (statutes and minutes of the meetings).

TUKE Disciplinary Rules for students.

Equal opportunities for men and women

<https://www.tuke.sk/wps/portal/tuke/university/rovnost-prilezitosti>.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 2.7. TUKE conducts habilitation and inauguration procedures. The policies, structures and processes of the internal system ensure that TUKE meets the standards for the habilitation procedure and inauguration procedure.

Evidence: Long-term strategic plan of TUKE.

TUKE Quality Objectives.

TUKE Quality Manual.

TUKE organisational documentation (criteria for habilitation of associate professors and for appointment of professors at TUKE and individual faculties approved by the Scientific Council, OS/TUKE/H2/01 Research and development, OS/TUKE/H1/01 Education, OS/TUKE/P1/01 Records of publishing activities, OS/TUKE/P1/02 Final and qualification theses).

TUKE Scientific Council, scientific councils of faculties (minutes of the meetings).

VS 2.8. Quality assurance policies are bindingly applied by all contractual partners of TUKE or other third parties that participate in or have an impact on the quality of education, creative activities and other related activities.

Evidence: TUKE Quality Manual.

TUKE organisational documentation (OS/TUKE/H1/01 Education, OS/TUKE/H2/01 Research and development, OS/TUKE/H3/01 Business activities, OS/TUKE/M3/02 External documentation management, OS/TUKE/P4/01 Contractual relations, OS/TUKE/P5/01 Purchasing and public procurement, OS/TUKE/P2/08 Investment construction, OS/TUKE/P2/09 Maintenance and repair services).

VS 2.9. Regular monitoring, evaluation and revision of the internal system, in which all stakeholders participate, is a part of the quality assurance policies and processes. As part of the mentioned process, it is taken into account whether the internal system leads to the achievement of strategic objectives in the area of quality assurance, which TUKE has determined in strategic documents, especially in the long-term strategic plan.

Evidence: Long-term strategic plan of TUKE.

TUKE Quality Policy.

TUKE Quality Manual (in which stakeholders and monitoring are specified).

TUKE organisational documentation (OS/TUKE/P6/01 Quality audits, OS/TUKE/H1/01 Education, OS/TUKE/H2/01 Research and development, OS/TUKE/H3/01 Business activities, OS/TUKE/P6/03 Corrective actions, OS/TUKE/P4/01 Contractual relations, OS/TUKE/P5/01 Purchasing and public procurement OS/TUKE/M3/02 External documentation management).

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 2.10. TUKE enables easy public access to formalised policies and processes and other internal system documentation, while the way information is made available respects the specific needs of people with disabilities. Documentation of the internal system, which is relevant for students, is published in all languages of the study programmes.

Evidence: TUKE website www.tuke.sk.

Websites of TUKE faculties fberg.tuke.sk; fmmr.tuke.sk; sjf.tuke.sk; fei.tuke.sk; svf.tuke.sk; ekf.tuke.sk; fvt.tuke.sk; fu.tuke.sk; lf.tuke.sk.

Basic internal regulations <https://www.tuke.sk/wps/portal/tuke/university/legislativa-univerzity/interne-predpisy-a-smernice>.

Modular Academic Information System MAIS.

TUKE Information system res.tuke.sk.

Long-term strategic plan of TUKE.

TUKE Quality Policy.

TUKE Quality Manual.

TUKE organisational documentation (OS/TUKE/P6/01 Quality audits, OS/TUKE/H1/01 Education, OS/TUKE/H2/01 Research and development, OS/TUKE/H3/01 Business activities, OS/TUKE/P6/03 Corrective actions, P/BBCUKE/OP Organisational regulations of TUKE Access Centre, OS/TUKE/M3/02 External documentation management).

Article 3

Design, modification and approval of study programmes

VS 3.1. TUKE has *formalised structures and processes for creating, modifying and approving of SPs*. It has *established the authority, scope and responsibility* of individual structures, staff and other stakeholders for quality assurance of SPs.

Evidence: **Organisational directive Education H1** – Preparation of a study programme (H1.1.1.1.2).

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 2 points SP 2.3. and SP 2.4. of this document.

VS 3.2.a *Students, employers and other stakeholders are involved* in the process of preparing, modifying and approving of a study programme.

Employers and other stakeholders have representatives on the TUKE Accreditation Committee (hereinafter referred to as 'AC') and on the TUKE Accreditation Board (hereinafter referred to as 'AB'). Employers and other stakeholders are involved in the proposal, design and approval of the SP.

Students are represented in the AC TUKE, AB TUKE and the Board of the study programme.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Evidence: **Organisational directive Education H1** – Preparation of a study programme (H1.1.1.1.2).

Organisational directive Education H1 – Annex no. 31 ‘Methodical instruction on powers and obligations of persons and bodies in study programmes quality assurance processes’ (Article 4).

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 2 point SP 2.4. of this document.

Rules of procedure of TUKE Accreditation Board.

Statute of TUKE Accreditation Committee.

VS 3.2.b TUKE has ensured *transparent, fair, professionally sound, objective and independent assessment* and approval of a study programme.

Evidence: **Organisational directive Education H1** – Preparation of a study programme (H1.1.1.1.2).

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 2 point SP 2.4. of this document.

Rules of procedure of TUKE Accreditation Board.

Statute of TUKE Accreditation Committee.

VS 3.2.c TUKE has ensured *compliance of the SP with the standards for the SP*.

The compliance of the SP with the standards for SP is ensured by the following processes:

- preparation of new SP;
- on-going monitoring, periodic review and approval of SP;
- assessment of compliance with the SAAHE Standards.

Evidence: **Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE** – Article 2 point SP 2.4. and Article 11 of this document.

TUKE Information system res.tuke.sk.

VS 3.2.d TUKE has a secured, *clearly specified and communicated qualification* acquired through successful completion of the programme, the level of which meets the requirements of the relevant level of the qualification framework.

Successful completion of the SP ensures that the requirements of the relevant level of the qualification framework are met.

Evidence: **Proposal of a new SP.**

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 2 point SP 2.6. of this document.

National qualification framework.

VS 3.2.e TUKE has ensured the content and level of the qualification meets the *sector-specific expectations of employers* and other external stakeholders.

Employers and other external stakeholders comment on the content of the SP, as defined in the SP proposal, in the process of SP drafting and proposing modifications to the SP. The incorporation of employers' and other stakeholders' suggestions shall be evaluated by the TUKE Accreditation Committee in the process of approving a new SP or modifying of a SP. Each SP is periodically monitored, reviewed and approved with the participation of employers and other stakeholders.

Evidence: **Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE** – Articles 2, 3 and 11 of this document.

Organisational directive Education H1 – Preparation of a study programme (H1.1.1.1.2).

Statute of TUKE Accreditation Committee.

VS 3.2.f TUKE has ensured that SPs have a clearly *specified graduate's profile, clearly defined and communicated learning objectives and learning outcomes* that are verifiable and *relevant to TUKE's mission, the relevant level of the qualification framework, and the field of knowledge according to the relevant field of study or a combination of fields of study* in which their graduates will obtain higher education qualification.

When proposing and modifying a SP, TUKE has procedures in place to ensure that:

- SPs enable the achievement of the objectives set out in the graduate's profile, learning objectives and learning outcomes;
- the processes for creating and modifying SPs ensure that the graduate's profile, learning objectives and learning outcomes are consistent with the fields of knowledge of the relevant field of study or combination of fields of study, and are consistent with the relevant qualification framework and the mission of TUKE;
- graduate's profile, learning objectives and learning outcomes are clearly defined and verifiable.

Evidence: **SP proposal.**

Statute of TUKE Accreditation Committee.

National qualification framework.

Long-term strategic plan of TUKE.

Publication of information about study programmes on the website www.tuke.sk.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 3.2.g TUKE has ensured that the SP clearly links education with creative activity, with the level and focus of research, artistic and other activities corresponding to the level of higher education and learning outcomes.

Evidence: **Organisational directive Final and qualification theses.**

Recommended curricula.

Course information sheets.

Laboratory work, semestral projects, year projects, final projects, diploma seminar (Course information sheet).

Student scientific activities (ŠVOČ).

Doctoral conferences of individual faculties.

Records of publishing and artistic activities.

State of scientific expertise at faculties.

VS 3.2.h TUKE has ensured that SPs *provide students with transferable skills* that influence students' personal development and can be used in their future careers and in their lives as active citizens in democratic societies.

Evidence: **Recommended curriculum** (soft skills development courses provided by the Department of Social Sciences, which is part of the Institute of Languages, Social Sciences and Academic Sports TUKE, by faculty or by external partner).

Study programme description.

Course information sheets.

Department of Social Sciences <http://web.tuke.sk/kasv/>.

VS 3.3. Structures and processes for creation, modification and approval of joint SPs with higher education institutions abroad ensure that the principles of the *European Quality Assurance Approach for joint SPs* are applied.

TUKE may establish joint SPs with higher education institutions in the Slovak Republic or abroad on the basis of a contract that defines:

- the scope of studies at each university,
- the method of completion of studies,
- the share of each party in the education and provision of work experience for students,
- the degree awarded, the documentation regarding the degree, the diploma.

Evidence: **TUKE Study Rules and Regulations – Article 7.**

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 6 point SP 6.10. of this document.

Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended – Article 54a.

- VS 3.4.** The granting of the right to TUKE to design, deliver and modify SPs in the relevant field and level of study is conditional on the compliance of the internal system and its implementation with the standards and the delivery of a SP or SPs in the relevant field and level of study after confirmation of their compliance with the standards for the study programme. This condition must be met by all SPs assigned to the relevant field/fields and level of study, which are carried out at TUKE and its parts.

TUKE shall design, deliver and modify SPs only in the fields and level of study in which it is granted rights. The TUKE Accreditation Committee assesses the conformity of the SP content with the description of the field of study and its compliance with the standards for the SP.

Evidence: **Organisational directive Education H1.**

Internal quality assurance system of higher education at the Technical University of Košice.

Statute of TUKE Accreditation Committee.

Article 4

Student-centred learning, teaching and assessment

- VS 4.a** TUKE's internal system policies, structures and processes ensure that the *active role, autonomy, creativity and independence of students in education* and learning is encouraged in the delivery of the SP and this approach *is reflected in the assessment of students*.

TUKE develops students' activity by introducing project work in the SP, which ends with a defense; students discuss their work with teachers and among themselves and defend their views. The active approach of students enters into the assessment of the course.

Evidence: **Recommended curricula.**

TUKE Study Rules and Regulations.

Organisational directive Education H1.

Academic Information System MAIS.

Course information sheets.

- VS 4.b** TUKE's internal system policies, structures and processes ensure that the diversity of students and their needs is respected in the delivery of the SP and that flexibility in study trajectories is provided, also with regard to reconciling work/family life with university studies.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

TUKE respects the diversity of students by allowing the student to choose the topics of semester assignments and projects, as well as the topic of the final thesis, the choice of compulsory optional courses, the choice of the place of implementation of practice, the creation of research teams in the processing of projects and assignments, while students themselves create their own role in the research team. The compulsory optional courses are equivalent courses and profile the knowledge and competences of the graduate.

Evidence: **Recommended curricula.**

TUKE Study Rules and Regulations.

Course information sheets.

VS 4.c TUKE's internal system policies, structures and processes ensure that a spectrum of pedagogical methods, forms and concepts, and assessment methods are used flexibly in the delivery of the SP and their application is regularly assessed and improved.

TUKE uses all methods of education specified by the Higher Education Act. In addition, it uses state-of-the-art pedagogical methods, forms and concepts. All teachers have the opportunity to take a course in higher education pedagogy and quality management of higher education provided by the Department of Social Sciences (DSS is part of the TUKE university-wide Institute of Languages, Social Sciences and Academic Sports TUKE) or another form of pedagogical training provided by an external institution. The DSS TUKE has been accredited to provide a course in higher education pedagogy according to the updated standards of the International Society for Engineering Pedagogy (IGIP). For doctoral students, DSS TUKE offers the course 'Pedagogical Minimum for Doctoral Students'.

Evidence: **Organisational regulations of Institute of Languages, Social Sciences and Academic Sports TUKE.**

A course of higher education pedagogy and higher education teaching <https://osv-ip.tuke.sk/vysokoskolska-pedagogika/>.

Engineering pedagogy programme at TUKE <https://osv-ip.tuke.sk/>.

VS 4.d TUKE's internal system policies, structures and processes ensure that students are provided with appropriate guidance and support from teachers and mutual respect in the student-teacher interaction is promoted.

TUKE prefers and encourages collegial approach to students with respect for mutual relations. Each teacher provides consultations for students – information about consultation hours is easily accessible to students (e.g. by scanning a QR code on the teacher's office nameplate, on the department/institute website or on the teacher's website).

Evidence: **TUKE Study Rules and Regulations** – Article 10 Rights and duties of students of TUKE.

Organisational directive Education H1 – Semester teaching of the course (H1.1.1.5.1).

Offline communication via QR code for room labelling.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 4.e TUKE's internal system policies, structures and processes ensure that examiners *are thoroughly familiar* with existing methods of verifying the achievement of learning outcomes, methods of testing, examining and assessing student performance and *are encouraged by TUKE* to further develop their knowledge and skills in this area.

The current knowledge in this area is provided to teachers by the Department of Social Sciences TUKE.

Evidence: **Organisational regulations of Institute of Languages, Social Sciences and Academic Sports TUKE.**

A course of higher education pedagogy and higher education teaching.

<https://osv-ip.tuke.sk/vysokoskolska-pedagogika/>.

Engineering pedagogy programme at TUKE <https://osv-ip.tuke.sk/>.

VS 4.f TUKE's internal system policies, structures and processes ensure that criteria, methods and deadlines for assessment and grading *are known in advance and are easily accessible to students*.

Evidence: **TUKE Study Rules and Regulations.**

Course information sheets.

Academic Information System MAIS.

Publication of information about study programmes on the website www.tuke.sk.

VS 4.g TUKE's internal system policies, structures and processes ensure that assessment enables students to *demonstrate* the extent to which they *have achieved the expected learning outcomes* and *provides students with feedback* that can be combined with *recommendations and guidance on the learning process* if necessary.

TUKE uses a variety of methods to assess students' knowledge. Assessment is objective and transparent.

Evidence: **TUKE Study Rules and Regulations.**

Organisational directive Education H1 – Annex no. 32 'Methodical instruction for obtaining and processing information expressing the degree of satisfaction of students and graduates of the Technical University of Košice'.

Academic Information System MAIS.

Feedback from TUKE students and graduates - survey results

<https://www.tuke.sk/wps/portal/tuke/studies/studentske-ankety>.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 4.h TUKE's internal system policies, structures and processes ensure that *assessment is consistent and fairly applied* to all students, carried out in accordance with pre-approved procedures and producing reliable conclusions which do not lead to unjustified differences in similar cases.

The objectivity of the assessment is also evaluated by the Technical University from student feedback. The results are discussed at the TUKE Education Committee and provided to the faculties. All student complaints are referred to the Inspection and Complaints Office at the TUKE Rectorate. The TUKE Disciplinary Board deals with disciplinary offences of students enrolled for studies at TUKE. The Disciplinary Board of the faculty deals with disciplinary offences of students enrolled at the faculty.

TUKE records and archives student assessment results, including records of verification of learning outcomes and identification of examiners/assessors.

Evidence: **Organisational directive Education H1** – Semester teaching of the course (H1.1.1.5.1);
Final assessment of the course (H1.1.1.5.2).

TUKE Study Rules and Regulations – Article 16 Completion of courses in Bachelor's, Master's and Master of Science study; Article 17 Credit test and graded credit tests; Article 18 Examinations.

TUKE Disciplinary Rules for students.

Course information sheets.

Student surveys.

Minutes of the Education Committee meetings.

Employee's personal file.

Registry regulation (annex Registry plan).

VS 4.i TUKE's internal system policies, structures and processes ensure that the assessment takes appropriate account of the circumstances *relating to students with specific needs*.

In the case of students with specific needs, where appropriate, assessment methods accommodating student's disability are used.

TUKE has a legally established methodical centre for students with specific needs, which manages the faculty coordinators. This centre provides students with theoretical, software and consulting support and informs teachers about the specifics of the educational process for these students.

Evidence: **TUKE Study Rules and Regulations.**

Organisational regulations of TUKE Access Centre – TUKE QMS document.

Web support at <https://accesscentre.tuke.sk/>.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 4.j TUKE's internal system policies, structures and processes ensure that, where circumstances allow, student assessment *is carried out by more than one assessor*.

Course assessment consists of:

- assessment of exercises (credit test),
- assessment of studio work,
- examination assessment.

Assessment of exercises and examinations is usually carried out by two teachers. In the event of complains from a student, board examination may be conducted.

Evidence: **Organisational directive Education H1** – Teaching (H1.1.1.05), Final assessment of the course (H1.1.1.5.2).

TUKE Study Rules and Regulations – Article 16 Completion of courses in Bachelor's, Master's and Master of Science study, Article 17 Credit test and graded credit tests, Article 18 Examinations.

VS 4.k TUKE's internal system policies, structures and processes ensure that students can appeal against the results of their assessment, while ensuring fair treatment of applicants for appeal.

A student can retake any examination. If they feel that the marking is unfair, they may submit a complaint to the Vice Dean for Education of the relevant faculty. If the student is not satisfied with the resolution of the complaint, they shall submit a complaint to the Inspection and Complaints Office at TUKE Rectorate, which will decide on the next course of action. If the objectivity of the assessment process has not been confirmed, a board reassessment will be carried out.

As part of the interpellations, the student representative in the student section of the TUKE Academic Senate and the Academic Senate of the faculties may communicate suggestions regarding students' dissatisfaction with the assessment to the Management of TUKE/Faculties.

Evidence: **Organisational directive Education H1** – Final assessment of the course (H1.1.1.5.2).

TUKE Study Rules and Regulations – Article 16 Completion of courses in Bachelor's, Master's and Master of Science study, Article 18 Examinations.

Documentation - Inspection and Complaints Office.

Minutes form the AS TUKE meeting.

Minutes form the meeting of faculty AS.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Article 5

**Admission procedure, course of study, recognition of education,
and awarding of academic titles**

VS 5.a TUKE's internal system policies, structures and processes ensure that consistent rules for all stages of a study cycle are established, applied, published and easily accessible, in particular for the admission procedure, course and assessment of studies, recognition of education, completion of studies, awarding of degrees, and issuing of diplomas and other evidence of education.

Evidence: **Organisational directive Education H1** – Annex no. 33 'Methodical instruction on the procedure of academic recognition of evidence of education completed abroad'.

TUKE Statute – Annex no. 1 Regulation of the admission procedure of the Technical University of Košice.

TUKE Study Rules and Regulations.

Internal document **Principles of organization, assessment, and completion of doctoral studies and the principles of establishing a board of specialists of doctoral studies at the Technical University of Košice.**

VS 5.b TUKE's internal system policies, structures and processes ensure that the offer of study programmes for applicants *is published* in advance and *provides objective and complete information* about the SP, requirements and criteria for admission, and other conditions of study.

Admission procedure conditions are published annually. They include the following:

- name of the SPs for which students can apply,
- application deadline,
- date of the Admission Committee meeting,
- fee for admission procedure related activities,
- number of students for each SP,
- language, in which the SP is provided,
- requirements for applicants,
- course of admission procedure,
- entrance examinations, talent tests,
- documents required to be attached to the application form.

The dates of publication of the admission conditions are laid down in the Higher Education Act. Admission procedure conditions are approved by the Academic Senate of TUKE/Faculty.

Evidence: **Act no. 131/2002 on Higher Education** and on Amendments to Certain Acts, as amended – Article 56 Basic Requirements for Admission, Article 57 Additional Requirements for Admission.

Organisational directive Education H1 – Preparation of the admission procedure (H1.1.1.2.3).

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

TUKE Statute – Annex no. 1 Regulation of the admission procedure of the Technical University of Košice.

Admission procedure conditions at faculties

https://mais.tuke.sk/dokumenty/cognos/prihlasky_pocet-sk.pdf.

Rector's Directive 'Tuition fees and fees related to study' for the respective academic year.

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 5 point SP 5.2. of this document.

Minutes form the AS TUKE meeting.

Minutes form the meeting of faculty AS.

VS 5.c TUKE's internal system policies, structures and processes ensure that *the admission procedure is fair, transparent and reliable* and the selection of applicants is based on appropriate methods of assessing their eligibility for study, while Admission procedure conditions *are inclusive and equal opportunities are guaranteed to every applicant* who demonstrates the necessary prerequisites for completion of studies.

Evidence: **Organisational directive Education H1** – Preparation of the admission procedure (H1.1.1.2.3).

Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended– Article 56 Basic Requirements for Admission, Article 57 Additional Requirements for Admission.

VS 5.d TUKE's internal system policies, structures and processes ensure that *support measures* are provided and an *environment is created to equalise opportunities to study* at TUKE for students *with specific needs* and students from disadvantaged backgrounds.

Evidence: **Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE** – Article 8 point SP 8.9. of this document.

Web support at <https://accesscentre.tuke.sk/>.

Organisational regulations of TUKE Access Centre – TUKE QMS document.

VS 5.e TUKE's internal system policies, structures and processes ensure that the qualitative level of defended final and doctoral theses corresponds to their level of study, requires an appropriate level of creative activities, and that plagiarism and other academic fraud are effectively detected and sanctioned.

Evidence: **Organisational directive Education H1** – Final assessment of the course (H1.1.1.5.2).

Organisational directive Final and qualification theses.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 5 point SP 5.4. of this document.

TUKE Study Rules and Regulations.

TUKE Staff Regulations.

Internal document **Rules and procedures for the invalidation of state examination or part thereof, withdrawal of the scientific-pedagogical title or the artistic-pedagogical title of associate professor, the proposal for the removal of a professor and the renunciation of an academic title at the Technical University of Košice.**

VS 5.f TUKE's internal system policies, structures and processes ensure that the *recognition of higher education qualifications*, periods and parts of studies, prior learning including non-formal and informal learning is transparent, consistent and reliable and complies with generally binding regulations and the principles of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region so as to promote student mobility.

Evidence: **Act no. 422/2015 Coll. on the Recognition of Evidence of Education and Professional Qualifications** and on Amendments to Certain Acts, as amended.

Organisational directive Education H1 – Annex no. 33 'Methodical instruction on the procedure of academic recognition of evidence of education completed abroad'.

Information provided on the TUKE website

<https://www.tuke.sk/wps/portal/tuke/uchadzaci/uznavanie-dokladov-o-vzdelani>.

VS 5.g TUKE's internal system policies, structures and processes ensure that TUKE *awards its graduates a relevant academic degree, issues a diploma and other evidence* of acquired education that states and characterises the qualifications obtained, including the learning outcomes achieved, the context, level and content of successfully completed studies.

Evidence: **National qualification framework.**

Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended.

Organisational directive Education H1 – Completion of study (H1.1.1.9).

Organisational directive Education H1 – Annex 10 (State examination certificate: a), b) first level of HE study; c), d) second level of HE study); **Annex 11** (Document proving the completion of higher education - diploma: a), b) first level of HE study; c), d) second level of HE study); **Annex 12** (Diploma supplement: a) first level of HE study; b) second level of HE study); **Annex 20** (State examination certificate - Dissertation thesis defense); **Annex 21** (State examination certificate - dissertation examination); **Annex 23** (Document on granting an academic degree PhD., ArtD. - diploma).

TUKE Study Rules and Regulations – Article 24 Study documents and **Article 25** Graduation documents.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Internal document **Principles of organization, assessment and completion of doctoral studies and the principles of establishing a board of specialists of doctoral studies at the Technical University of Košice.**

**Article 6
Teaching staff**

VS 6.a TUKE's internal system policies, structures and processes ensure that the selection of university teachers is *transparent, objective and professionally sound*, and carried out *on the basis of previously known requirements and criteria* that are consistent with the mission and long-term strategic plan of the university and with generally binding regulations.

At TUKE, the selection procedure for filling the academic positions of university teachers is also a selection procedure for filling the academic posts of professors, associate professors, assistant professors, assistants, and lecturers.

The selection procedure for filling the academic positions of university teachers at the posts of assistant professor, assistant and lecturer, and the posts of researchers with a second- or third level of higher education shall verify the skills and qualifications of a candidate which are necessary or appropriate regarding the nature of the duties to be carried out by an employee at the respective position and function.

The selection procedure for filling the academic positions of university teachers at the posts of professor and associate professor shall verify the skills and qualifications of a candidate which are necessary or appropriate regarding the nature of the duties to be carried out by an employee at the respective position.

To carry out the selection procedure for filling the academic positions of university teachers at the posts of assistant professor, assistant and lecturer, the announcer shall propose a selection committee, of which he/she is the chairperson. In case that the selection procedure is used to fill the position and a functional post of a university teacher or the position of a researcher with a second- or third level of higher education at particular departments of TUKE or at its units, the announcer shall appoint the head of the relevant department as the chairperson of the selection committee. The selection committee with at least five members shall carry out the selection procedure.

The announcer shall also appoint other members of the faculty or university staff as members of the selection committee, whereby:

(a) one member of the committee shall be delegated by the AS of TUKE or by the academic senate of the relevant faculty (depending on the nature of the position to be filled),

b) at least one member shall be an eminent expert from the practice, another university, faculty, or institute of the Slovak Academy of Sciences with expertise and qualifications in accordance with the nature of the position to be filled.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

The appointment decree of a member of the selection committee shall contain the obligation to maintain confidentiality of personal data with which he/she is acquainted within the selection procedure pursuant to §79 of Act No. 18/2018 Coll. on the Protection of individuals regarding the processing of personal data and on Amendments and Additions to Certain Acts. The members of the selection committee, excluding the chairperson, are approved by the AS of TUKE or the academic senate of the relevant faculty in accordance with the nature of the position to be filled. Members of the Academic Senate who approve the members of selection committees are obliged to maintain confidentiality of the proceedings at this point.

The selection committee pursuant to §77 par. 7 of the Act for the selection procedure for filling the post of associate professor or for filling the post of professor shall have five members. The members of the selection committee shall meet the qualifications for the post in the respective position. Two members of the selection committee shall be appointed by the Rector of TUKE, one of whom (this member is not a TUKE employee) on the proposal of the chairman of the academic senate of the relevant faculty and the other one on the proposal of the employees' representative. One member shall be appointed by the head of the relevant TUKE department or faculty, and one member shall be appointed by the TUKE Scientific Council at its inaugural meeting in a respective term of office (this member is not an employee of TUKE). The fifth member of the selection committee shall be appointed by the Dean (this member shall be the chairperson of the selection committee). The chairperson of the selection committee and the member of the selection committee appointed by the head of the relevant department of TUKE, or the relevant faculty shall be a teacher in the relevant field of study. A student representative appointed by the student section of the academic senate of the relevant faculty shall also participate in the selection procedure.

The prerequisites and requirements for the filling of both positions and posts of university teachers shall be transparent and create equal conditions regardless of age, sex, sexual orientation, marital and family status, race, skin colour, disability, political or other opinion, belonging to a national minority, religion or belief, national or social origin, property, gender or other status.

The general and specific prerequisites and requirements for filling positions and posts shall be published with the vacancy notice.

Evidence: Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended.

Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 246/2019 Coll. on the Procedure for Obtaining Scientific-pedagogical Titles and Artistic-pedagogical Titles of Associate Professor and Professor.

General criteria for the posts of professors and associate professors at TUKE faculties.

Specific conditions of the selection procedure for the posts of professors at TUKE faculties.

Principles of the selection procedure for university teacher positions, researcher positions, posts of professors and associate professors, and positions of senior employee at TUKE (Principles of selection procedure).

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 6.b TUKE's internal system policies, structures and processes ensure that the selection of university teachers is open and allows for *inter-institutional, inter-sectoral and international mobility*.

There are no conditions in the general or specific requirements for the filling of both the positions and posts of university teachers that would disadvantage employees of other institutions, other universities in the Slovak Republic or abroad, or employees from practice.

Evidence: **Act no. 131/2002 on Higher Education** and on Amendments to Certain Acts, as amended.

Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 246/2019 Coll. on the Procedure for Obtaining Scientific-pedagogical Titles and Artistic-pedagogical Titles of Associate Professor and Professor.

General criteria for the posts of professors and associate professors at TUKE faculties.

Specific conditions of the selection procedure for the posts of professors at TUKE faculties.

Principles of the selection procedure for university teacher positions, researcher positions, posts of professors and associate professors, and positions of senior employee at TUKE (Principles of selection procedure).

(Principles of selection procedure).

VS 6.c TUKE's internal system policies, structures and processes ensure that the university systematically ensures that to provide SPs, it employs *teachers whose qualifications, workload distribution, level of creative outcomes, practical experience, pedagogical skills and transferable competences* enable the achievement of learning outcomes and whose numbers and work capacity correspond to the number of students.

TUKE/faculties carry out an annual evaluation of teaching and research staff - rating of employees. At the same time, it carries out ongoing monitoring, periodic review and approval of SP, which includes evaluation of the structure of SP teachers, their qualifications, workload, results, practice, skills, capacity, scientific and pedagogical growth, qualification, and age structure.

Evidence: **Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE** – Article 11 point SP 11.5. of this document.

Rating of employees at TUKE faculties (documents of the relevant faculty).

Employment contract and staff job description.

Article 10 of this document.

VS 6.d TUKE's internal system policies, structures and processes ensure that the link between education and teachers' creative activities is strengthened, with the focus of creative activities matching the learning outcomes, and the level of outcomes of creative activities matching the level of qualification framework of the education provided.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

All teachers also carry out creative activities, and researchers at TUKE may be involved in teaching activities. Lecturers who are only engaged in pedagogical activities at TUKE are employed only exceptionally (Department of Languages, Department of Social Sciences, which are part of the Institute of Languages, Social Sciences and Academic Sports TUKE). In case that lecturers are also used by faculties, their competences are defined in Article 6, Point VS 6.g and in Chap. II. Art. 6, Point 6.5 of this document.

Evidence: National qualification framework.

Employment contract and staff job description.

Publishing and artistic activities

<https://portal.lib.tuke.sk/>; CREPČ (Central Registry of Records of Publishing Activities), CREUČ (Central Registry of Records of Artistic Activities) <https://cms.crepc.sk/>.

Rating of employees and departments at TUKE faculties (documents of the relevant faculty).

TUKE Annual activity report

<https://www.tuke.sk/wps/portal/tuke/university/vyrocne-spravy-a-dokumenty>.

VS 6.e TUKE's internal system policies, structures and processes ensure that teachers develop professionally and *improve their professional, linguistic, pedagogical, and digital skills and transferable competences*.

Employees participate in internal or external learning activities, courses, trainings, seminars that enhance their competences. They also take part in both national and international internships (Erasmus+) and stays.

Evidence: Long-term strategic plan of TUKE.

TUKE Annual activity report

<https://www.tuke.sk/wps/portal/tuke/university/vyrocne-spravy-a-dokumenty>.

Rating of employees and departments at TUKE faculties (documents of the relevant faculty).

Publishing and artistic activities

<https://portal.lib.tuke.sk/>; CREPČ (Central Registry of Records of Publishing Activities), CREUČ (Central Registry of Records of Artistic Activities) <https://cms.crepc.sk/>.

Employee's personal file.

Enhancing teacher competences in pedagogical and psychological disciplines:

- **A course of higher education pedagogy and higher education teaching**
- <https://osv-ip.tuke.sk/vysokoskolska-pedagogika/>.
- **Engineering pedagogy programme at TUKE** <https://osv-ip.tuke.sk/>.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 6.f TUKE's internal system policies, structures and processes ensure that the assignment of teachers to the delivery of SP and educational activities, the teaching of individual study courses and the supervision of final and doctoral theses is transparent, while ensuring a level of qualification, competence, practical experience, focus and results of creative activities that correspond to the level and outcomes of learning and thematic focus of final theses. Profile courses are standardly provided by university teachers in the post of professor or associate professor, who are employed at TUKE on fixed weekly working hours.

The assignment of teachers to the provision of SP is part of the ongoing monitoring, periodic review and approval of SP.

Evidence: **Organisational directive Education H1** – chapter 5.4.3. Personnel and organisational provision of higher education processes; Organisational and personnel provision of education (H1.1.1.4.1).

TUKE Study Rules and Regulations – Article 20 State examinations.

Course information sheet.

Academic Information System MAIS.

Article 10 of this document.

VS 6.g TUKE's internal system policies, structures and processes ensure that *the qualification of teachers delivering the SP is higher than the qualification achieved by completing the SP*. This requirement may be waived in justified cases, such as for foreign language lecturers, teachers providing practical training and experts from practice.

Lectures at all three levels of education are delivered by professors and associate professors. In exceptional cases, assistant professors with a PhD/ArtD degree (or its equivalent) may also deliver parts of lectures upon the request of the person responsible for the SP. Exercises and seminars may be delivered by assistant professors and lecturers; with a PhD/ArtD degree (or its equivalent). This does not apply to doctoral students, assistant professors and lecturers without a PhD/ArtD degree (or its equivalent) who may deliver seminars at the first and second level of the study, provided that the preparation for the seminars is supervised by the person responsible for the SP or the teacher providing the profile course of the SP (member of the SP Board) or the teacher providing the course of the SP, who is responsible for the course, and that supervisions are carried out according to the plan of supervision activities.

Evidence: **Organisational directive Education H1** – chapter 5.4.3. Personnel and organisational provision of higher education processes; Organisational and personnel provision of education (H1.1.1.4.1).

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 6 point SP 6.3; Article 7 point SP 7.1. of this document.

Scientific/Artistic and pedagogical profile of teachers of the SP.

SP proposal.

Employment contract.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Conditions of the selection procedure for the posts of university teachers, associate professors and professors.

VS 6.h TUKE's internal system policies, structures and processes ensure that the distribution of the workload of university teachers enables quality assurance and development of the SP, provision of teaching and other related educational activities, provision of student assessment, supervision and assessment of final theses, participation in creative activities and other activities related to their professional development, and fulfilment of the mission of the university in the scope and proportions that correspond to their working time in relation to their working hours and the nature of the position they hold.

Evidence: **Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE** – Article 7 point SP 7.1. of this document.

Rating of employees at TUKE faculties (documents of the relevant faculty).

Employment contract.

Report on on-going monitoring and periodic review and approval of SP.

Article 7

Resources for provision of study and student support

VS 7.a TUKE's internal system policies, structures and processes ensure that TUKE has sufficient financial resources allocated for the comprehensive provision of SP and related creative, support and other activities consistent with its mission.

The draft budget of TUKE and its distribution to individual faculties is discussed annually by TUKE management and approved by the AS TUKE.

TUKE obtains financial resources also from projects of line ministries, structural funds, international projects, business activities, educational activities for practice, and donations.

TUKE ensures efficient and economical drawing of funds from the allocated budget.

Evidence: **Organisational directive Education H1** – chapter 5.4.2 Material and technical provision of higher education processes.

Breakdown of subsidies for the relevant calendar year

<https://www.minedu.sk/financovanie-vysokeho-skolstva/>.

TUKE Statute – Section 6 Economic security and management of TUKE

TUKE annual management report

<https://www.tuke.sk/wps/portal/tuke/university/vyrocne-spravy-a-dokumenty>.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Minutes of the AS TUKE meetings

<https://www.tuke.sk/wps/portal/tuke/university/organy-univerzity/akademicky-senat-tuke>.

- VS 7.b** TUKE's internal system policies, structures and processes ensure that TUKE's *spatial, material, technical, infrastructural and institutional* provision of educational, creative and other related activities *is appropriate to the learning outcomes, number of students and their specific needs*.

TUKE is located on two campuses, in Prešov and Košice. It owns 85 buildings and has sufficient capacity of large-capacity lecture rooms, classrooms, studios and laboratories for further increase in the number of students.

The allocation of large-capacity rooms is managed by the Division of Education TUKE. Classrooms, studios and laboratories are allocated under the management of the respective faculties on a long-term basis. The room assignment during the semester is determined by the scope of classes. If necessary, classrooms are used by students from different faculties or by the Rectorate departments.

Evidence: **Academic Information System MAIS.**

Organisational directive Education H1 – chapter 4.2 Resources needed to implement the education process.

Management of classrooms and lecture rooms website <https://at.tuke.sk/>.

- VS 7.c** TUKE's internal system policies, structures and processes ensure that TUKE *has functional contractual partnerships* with specialised teaching facilities and other institutions *in place*, which are necessary to achieve learning outcomes related in particular to practical training for the performance of relevant professions.

TUKE has contractual partnerships only for the implementation of students' practice placements. These partnerships are contractually bound and have short-term or long-term character.

Evidence: **Central register of contracts** <https://www.crz.gov.sk/>.

TUKE and its faculties have signed a number of contracts and memoranda with external companies, universities in Slovakia and abroad, and ministries. These contracts also cover part of educational processes, supervision of final theses, organisation of internships or lectures by external experts.

- VS 7.d** TUKE's internal system policies, structures and processes ensure that *access to information resources, library collections and services* of TUKE is easy and corresponds to the learning outcomes, focus of creative activities and number of students.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

TUKE operates a University Library that has a sufficient number of titles, textbooks, monographs, professional journals, which students can use without limitations. The University Library also offers electronic materials and develops a range of texts for students with specific needs.

The main role of the University Library is to provide support for staff and students in the daily education process, as well as in the field of science and research. The library provides library and information services to teaching and research staff of TUKE, students of all forms of study, and the public to the extent determined by the Library Regulations. The library fulfils its mission mainly by developing and providing access to the library and information fund and by providing comprehensive library and information services. The main services of the library include acquisition and borrowing services, consultation services in study rooms with publicly accessible PCs with Internet connection, on-line catalogues of books, periodicals and technical standards, access to scientific databases, on-line books, electronic journals, interlibrary borrowing services, central registration and database creation of TUKE publishing activities, etc.

Evidence: Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 8 point SP 8.1. of this document.

TUKE University Library

<http://www.lib.tuke.sk/>.

Digital library of TUKE University Library

<http://www.lib.tuke.sk/Library/Home/DigitalLibrary>.

Statute of TUKE University Library.

Organisational regulations of TUKE University Library.

Library Regulations of TUKE University Library

<http://ebooks.lib.tuke.sk/browse>.

VS 7.e TUKE's internal system policies, structures and processes ensure that its students have easy *access to counselling and other support services and administrative resources* that meet their diverse needs and are a prerequisite for their progress in their studies and for their personal and career development.

TUKE operates the Institute of Languages, Social Sciences and Academic Sports TUKE with a university-wide operation, which includes the Department of Social Sciences that ensures the students' development of soft skills within their curricula.

Psychological and social counselling is provided by the Centre for social and psychological support, which provides psychological, social and career counselling and counselling in the area of adverse psycho-social situation due to the risk of social exclusion (e.g. due to discrimination on the basis of sex, gender, race, skin colour, nationality, age or other diversity). Psychological counselling focuses on students' academic and personal problems. These services are sufficiently promoted on the TUKE website.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

TUKE has a student information and counselling centre (I-CUBE) which acts as the primary contact point for gaining information and counselling. It is an intermediary between the student academic community and the university and faculty management structures. The advantage of this centre is the mutual age and interest proximity of the student-counsellor and student-clients, and the direct link to experts in the field. It provides information and counselling services to applicants for studies at TUKE, TUKE students, TUKE graduates and TUKE international students.

Evidence: Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 8 point SP 8.6 of this document.

Academic Information System MAIS.

Centre for social and psychological support

<https://www.tuke.sk/wps/portal/tuke/celoskolske-pracoviska/centrum-socialno-psychologickej-podpory>.

TUKE Information and Counselling Centre I-CUBE <http://web.tuke.sk/sipc/>.

VS 7.f TUKE's internal system policies, structures and processes ensure that TUKE has qualified support staff providing *tutoring, counselling, administrative and other support services* and related activities for students, whose capacity is appropriate to the number of students and their diverse needs.

Students have access to tutoring services of a study advisor whose role is to:

- a) inform students about the structure of the relevant SP, and the options for choosing courses, and to advise them on compiling their personal curriculum.
- b) inform the management of TUKE or the faculty on potential problems in the educational process,
- c) cooperate with study department of the faculty in addressing students' study issues.

Psychological and social counselling is provided by the Centre for social and psychological support, which provides psychological, social and career counselling and counselling in the area of adverse psycho-social situation due to the risk of social exclusion (e.g. due to discrimination on the basis of sex, gender, race, skin colour, nationality, age or other diversity). Psychological counselling focuses on students' academic and personal problems. These services are sufficiently promoted on the TUKE website.

Evidence: Organizational directive Education H1 – chapter Teaching H1.1.1.05.

TUKE Study Rules and Regulations – Article 2 (11).

Centre for social and psychological support

<https://www.tuke.sk/wps/portal/tuke/celoskolske-pracoviska/centrum-socialno-psychologickej-podpory>.

Department of Social Sciences <http://web.tuke.sk/kasv/>.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

VS 7.g TUKE's internal system policies, structures and processes ensure that its students are provided with *adequate social security, sports, cultural, spiritual and social activities* during their studies.

At TUKE, students may engage in the following extracurricular activities:

- **Social support** – provision of social scholarships, scholarships from TUKE/faculty's own resources and pregnancy scholarship.
- **Sports activities** – organised sports in sports clubs SLAVIA TUKE and Akademik TU. Extracurricular activities offer sufficient leisure activities within 15 sports. Team sports such as basketball, floorball or football will strengthen interpersonal relationships, and athletics will strengthen the personal qualities of the individual. In addition, modern sports such as softball, tabata, SM-system or bodywork are also available. Sports activities can be carried out at the TUKE sports grounds, namely the stadium with natural grass, eight gymnasiums, baseball field, squash and tennis courts (Department of Academic Sport, <https://ktv.tuke.sk/>).
- **Cultural activities** - Collegium Technicum choir, Jahodná folklore ensemble, Borievka folklore ensemble, Campus Gallery exhibition space, TUKE Symphony Orchestra is being formed. Current information is provided by student television and radio.
- **Spiritual counselling** – University Pastoral Centre of TUKE <https://www.upcke.sk/>.
- **Mobility counselling** – Division of international relations and mobility.
- **Social activities** – university clubs V-klub, T-klub.
- General counselling and guidance on study organisation and TUKE campus, study opportunities and extra-curricular activities; TUKE Information and Counselling Centre I-CUBE <http://web.tuke.sk/sipc/>.

Events organised on the university campus attract visitors from all over the region, making TUKE the centre of education and cultural life in Košice. The university campus is also a good place for students to meet and relax. The TUKE campus hosts events that are extremely popular in Košice, such as Balloon Fiesta, White Night, Open Days, and wanderings with Milan Kolcun, where visitors learn about important historical events in the history of the university and the city.

Evidence: Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 8 point SP 8.7 of this document.

Operating Regulations of the TUKE Physical Education and Sports Facility.

TUKE's offer of extracurricular activities for students available on the TUKE website: <https://www.tuke.sk/wps/portal/tuke/university/o-nas/krabice-bez-navigacie/student-life>.

VS 7.h TUKE's internal system policies, structures and processes ensure that all the resources mentioned in paragraphs a)-g) are also provided *for the parts outside TUKE's seat* where the SP or educational activities are carried out – the Faculty of Manufacturing Technologies based in Prešov. All other parts of TUKE are located in Košice.

VS 7.i TUKE's internal system policies, structures and processes ensure that the *use of all resources is efficient and effective*.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Evidence: **Organisational directive Education H1** – chapter 4.2 Resources needed to implement the education process.

VS 7.j TUKE's internal system policies, structures and processes ensure that resources *are accessible to students and students are informed* of their accessibility.

Evidence: **Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE** – Article 8 point SP 8.7 of this document.

TUKE's offer of extracurricular activities for students available on the TUKE website:
<https://www.tuke.sk/wps/portal/tuke/university/o-nas/krabice-bez-navigacie/student-life>.

Article 8

Data collection and processing

VS 8.a TUKE's internal system policies, structures and processes ensure that *data is systematically collected, processed, analysed and evaluated for use in the effective strategic, tactical and operational management* of the delivery and development of SP, creative activities and other related activities of TUKE.

TUKE collects, processes and analyses the data referred to in SP 9.1. Information on all SPs is analysed at faculty level. The results of the analyses are forwarded to the Division of Education at the TUKE Rectorate. After the analysis at the Rectorate level, the results are reviewed at the TUKE Rector's Council.

Evidence: **Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE** – Article 9 point SP 9.1. of this document.

Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended – Article 108(6-12).

Organisational directive Education H1 – Annex no. 30 'Methodical instruction on quality assurance processes of study programmes at Technical University of Košice'.

Organisational directive Education H1 – Annex no. 32 'Methodical instruction for obtaining and processing information expressing the degree of satisfaction of students and graduates of the Technical University of Košice'.

Academic Information System MAIS.

Management superstructure over the MAIS information system - COGNOS.

Feedback from employers.

Student surveys Evaluation of the summer and winter semester conducted twice per academic year.

Student surveys for first year Bachelor's degree students conducted in the winter semester.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Graduate tracking.

Survey for foreign students. Its aim is to identify the most common problems these students encounter after their arrival in the Slovak Republic. Conducted in winter semester.

Surveys are accessible to TUKE students via the academic information system MAIS. Overall results on participation at individual faculties are published at <https://www.tuke.sk/wps/portal/tuke/studies/studentske-ankety>.

VS 8.b TUKE's internal system policies, structures and processes ensure that it has a *set of indicators* set up and *systematically monitored* to evaluate, in particular, the characteristics of applicant profiles and the student population, success rates and other characteristics in the admission process, success rates and reasons for failure in study programmes, rate of proper completion of studies of a SP, degree of satisfaction of students with the delivery of the SP, and availability of resources needed for studies, degree of employability of SP graduates, degree of satisfaction of employers and other external stakeholders with the quality of SP graduates, the characteristics of teachers' and other staff members' profiles, the results of creative activities, degree of their connection with education and the degree of internationalisation of TUKE activities.

TUKE has a set of indicators that it monitors and evaluates, and which is set out in the organisational directive Education, in which the procedure for the evaluation and use of indicators is specified.

Evidence: **Organisational directive Education H1** – Annex no. 30 'Methodical instruction on quality assurance processes of study programmes at Technical University of Košice'.

VS 8.c TUKE's internal system policies, structures and processes ensure that *all stakeholders are involved* in the collection and processing of information.

This process involves:

- Faculties:
 - persons responsible for a SP,
 - teachers providing a profile course of the SP,
 - faculty management.
- Rectorate:
 - Rector,
 - Vice-Rector for Education,
 - Vice-Rector for Science, Research and Doctoral Study.
- Students
- Employers
- Other relevant organisations if they are involved in the proposal, design, and delivery of a SP.

Evidence: **Organisational directive Education H1** – Annex no. 30 'Methodical instruction on quality assurance processes of study programmes at Technical University of Košice'.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

TUKE Stakeholder Register.

**Article 9
Information publication**

VS 9.a TUKE's internal system policies, structures and processes ensure that TUKE publishes clear, accurate, adequate and up-to-date quantitative and qualitative *information about SPs* and their graduates, as well as other related activities in accordance with TUKE's mission, which are relevant for prospective students, students, employees, employers and other external stakeholders and general public.

Evidence: **Publication of information about study programmes on the website www.tuke.sk.**

Publication of the admission procedure conditions on faculty websites.

Application deadlines for TUKE faculties:

<https://www.tuke.sk/wps/portal/tuke/uchadzaci/terminy-na-podanie-prihlasky-na-fakulty-tuke>.

Admission procedure conditions:

<https://www.tuke.sk/wps/portal/tuke/uchadzaci/prijimacie-konanie>.

Internal legislation of TUKE on studies:

<https://www.tuke.sk/wps/portal/tuke/studies/legislativa-studia>.

Academic calendar.

Doctoral study: <https://www.tuke.sk/wps/portal/tuke/university/usek-vedy-a-vyskumu/referat-vedy-vyskumu-a-doktorandskeho-studia>.

Student information and counselling centre I-CUBE: <http://web.tuke.sk/sipc/>.

TUKE website: www.tuke.sk.

Academic Information System MAIS.

TUKE Study Rules and Regulations.

VS 9.b TUKE's internal system policies, structures and processes ensure that *up-to-date information is published on the implementation and functioning of the internal system*, on the results achieved and measures taken.

The information is updated according to the type of information, its availability and relevance, at least once per academic year.

Evidence: **TUKE Annual activity report**

<https://www.tuke.sk/wps/portal/tuke/university/vyrocne-spravy-a-dokumenty>.

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 10 point SP 10.1. of this document.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Report on the evaluation of performance of the TUKE quality management system for the relevant year (always the previous year).

External auditor's report.

Proceedings of the TUKE Board of Quality.

VS 9.c TUKE's internal system policies, structures and processes ensure that information on SPs is published *in all languages* of their delivery.

TUKE publishes information in both SP languages – Slovak and English. The main TUKE website is bilingual (Slovak and English version). All relevant texts, documents and relevant internal legislation of TUKE are translated into English and subsequently published.

Evidence: TUKE website www.tuke.sk.

VS 9.d TUKE's internal system policies, structures and processes ensure that *published information is easily accessible*, including for *persons with disabilities*.

TUKE has established a methodical centre for students with specific needs, TUKE Access Centre, which provides comprehensive services for these students as well as for applicants for studies considering specific needs of a particular student or applicant.

Evidence: Web support at <https://accesscentre.tuke.sk/>.

Organisational regulations of TUKE Access Centre – TUKE QMS document.

TUKE website www.tuke.sk.

Article 10

Ongoing monitoring, periodic review and approval of study programmes

VS 10.a TUKE's internal system policies, structures and processes ensure that SPs are *continuously monitored, periodically reviewed and periodically approved*, while the internal system involves employers, students and other stakeholders.

TUKE evaluates education indicators once a year in accordance with Article 17(1-2) of the Methodology for Standards Evaluation.

TUKE evaluates once per standard length of study all indicators in accordance with Article 9, point SP 9.1. of this document and indicators in accordance with Article 18 of the Methodology for Standards Evaluation.

TUKE processes the following data:

- Data on applicants.
- Student data.
- Feedback from students.
- Feedback from employers.
- Feedback from graduates.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

For the evaluation of data on graduates, students and applicants, it uses a management superstructure over the MAIS information system - COGNOS.

Evidence: **Organisational directive Education H1** – Annex no. 30 'Methodical instruction on quality assurance processes of study programmes at Technical University of Košice'.

VS 10.b TUKE's internal system policies, structures and processes ensure that the delivery of SP, student assessment and learning outcomes are in line with current knowledge, technological capabilities, needs of society, needs of students, and expectations of employers and other external stakeholders and that TUKE creates a supportive and effective learning environment for students.

TUKE evaluates all relevant indicators, topicality and employers' expectations for all SPs at the intervals specified in point VS 10.a of this document.

Evidence: **Access Centre TUKE** <https://accesscentre.tuke.sk/>.

Centre for social and psychological support

<https://www.tuke.sk/wps/portal/tuke/celoskolske-pracoviska/centrum-socialno-psychologickej-podpory>.

TUKE Annual activity report – chapter Information on higher education:

<https://www.tuke.sk/wps/portal/tuke/university/vyrocne-spravy-a-dokumenty>.

Organisational directive Education H1 – Annex no. 30 'Methodical instruction on quality assurance processes of study programmes at Technical University of Košice'.

VS 10.c TUKE's internal system policies, structures and processes ensure that TUKE *has sufficient spatial, personnel, material, technical, infrastructural, informational and financial resources* to deliver the SP and other related activities.

One of the elements that TUKE assesses in the Report on ongoing monitoring and periodic review of the SP is the revision of the resources needed for the delivery of the SP.

Evidence: **Organisational directive Education H1** – Annex no. 30 'Methodical instruction on quality assurance processes of study programmes at Technical University of Košice'.

VS 10.d TUKE's internal system policies, structures and processes ensure that its students can comment on the quality of SP, teachers, support services, and environment of TUKE at least once a year. Students are provided with feedback on the results of the evaluation and the measures taken.

TUKE uses three methods to obtain feedback:

- feedback from students through periodic surveys (Evaluation of summer and winter semester, Student surveys for first year Bachelor's degree students),
- meetings of faculty/TUKE management with students,

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

- voicing students' demands in bodies where students are represented (Student Council, TUKE Academic Senate, academic senates of faculties, TUKE management, TUKE Governing Board).

Evidence: Student surveys <https://www.tuke.sk/wps/portal/tuke/studies/studentske-ankety>.

Organisational directive Education H1 – Annex no. 32 'Methodical instruction for obtaining and processing information expressing the degree of satisfaction of students and graduates of the Technical University of Košice'.

Minutes of the faculty AS meetings.

VS 10.e TUKE's internal system policies, structures and processes ensure that *modifications of SPs*, which are the result of their ongoing monitoring and periodic review, are drafted with the participation of students, employers and other stakeholders.

Evidence: **Organisational directive Education H1** – Annex no. 30 'Methodical instruction on quality assurance processes of study programmes at Technical University of Košice'.

VS 10.f TUKE's internal system policies, structures and processes ensure that SPs are *periodically approved in a period corresponding to their standard length of study*.

Evidence: **Organisational directive Education H1** – Annex no. 30 'Methodical instruction on quality assurance processes of study programmes at Technical University of Košice'.

Article 11

Periodic external quality assurance

VS 11.1. TUKE undergoes periodic *external evaluation of quality assurance* in order to ensure that TUKE's internal system is developed and implemented in accordance with the internal system standards.

Evidence: **Act no. 269/2018 Coll. on Quality Assurance of Higher Education** and Amendment of Act no. 343/2015 Coll. on Public Procurement and Amendments to Certain Acts, as amended.

Request for assessment of compliance of the Internal Quality Assurance System of Higher Education at TUKE and its implementation with the standards for the internal system.

STN EN ISO 9001:2016.

Audit report.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Article 12
Final provisions

1. These Standards for Internal Quality Assurance System of Higher Education at the Technical University of Košice, as part I of Internal Quality Assurance System of Higher Education at TUKE, shall take effect on 1 October 2021.
2. Appendix no. 1 to the Standards for the Internal Quality Assurance System of Higher Education at the Technical University of Košice, as part I of Internal Quality Assurance System of Higher Education at TUKE shall take effect on 11 July 2022. The TUKE Scientific Council has also approved the publication of the complete version of the internal system.
3. Appendix no. 2 to the Standards for the Internal Quality Assurance System of Higher Education at the Technical University of Košice, as part I of Internal Quality Assurance System of Higher Education at TUKE shall take effect on 23 October 2023. The TUKE Scientific Council has also approved the publication of the complete version of the internal system.

prof. Ing. Peter Mésároš, PhD.
Rector of TUKE

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

II STANDARDS FOR APPROVAL, MANAGEMENT AND QUALITY ASSESSMENT OF STUDY PROGRAMMES AT THE TECHNICAL UNIVERSITY OF KOŠICE

Article 1

Introductory provisions and the scope of the standards

1. Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE are based on Act no. 269/2018 Coll. on Quality Assurance of Higher Education and Amendment of Act no. 343/2015 Coll. on Public Procurement and Amendments to Certain Acts, as amended, Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended and Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 244/2019 Coll. on the System of Study Fields in the Slovak Republic.
2. Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE shall be understood as a set of requirements and procedures the fulfilment of which is conditional upon granting of accreditation of study programmes. These requirements are specified in Articles 2-11 of these Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE. **Accreditation is granted or revoked by the Slovak Accreditation Agency for Higher Education** (hereinafter referred to as „SAAHE“) pursuant to **Act no. 269/2018 Coll. on Quality Assurance of Higher Education and Amendment of Act no. 343/2015 Coll. on Public Procurement and Amendments to Certain Acts, as amended** or upon obtaining the authorisation to design, deliver and modify study programmes by the **TUKE Accreditation Committee**.

Article 2

Proposal of a new study programme and proposal for modification of a study programme

SP 2.1. A proposal of a new study programme (hereinafter referred to as 'SP') or a proposal for a modification of the SP must be processed and submitted *in accordance with the formalised processes of Internal Quality Assurance System of Higher Education at TUKE*.

Evidence: Internal document **Internal Quality Assurance System of Higher Education at TUKE**.

SP 2.2. SPs must be developed in accordance with *the mission and strategic objectives of TUKE identified in the long-term strategic plan of TUKE*.

Evidence: Document **Long-term strategic plan of TUKE – Strategic objectives in education**.

SP 2.3. The proposal of a SP shall designate the *persons responsible for the delivery, development and quality assurance of the study programme*. The persons responsible for the delivery, development and quality assurance of the study programme are:

- person responsible for the SP,
- teachers providing profile courses of the SP,
- teachers providing other SP courses.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Evidence: **Organisational directive Education H1** – Preparation of a study programme (H1.1.1.1.2).

Organisational directive Education H1 – Annex no. 31 “Methodical instruction on powers and obligations of persons and bodies in study programmes quality assurance processes”.

Study programme description, which is part of the SP proposal.

Scientific/Artistic and pedagogical profile (hereinafter referred to as ‘SAPP’) of the person responsible for the delivery, development and quality assurance of the SP.

SAPP of the teachers responsible for the profile courses of the SP.

TUKE Information system res.tuke.sk.

SP 2.4. *Students, employers and other stakeholders* shall be involved in the development of the SP proposal.

Evidence: **Organisational directive Education H1** – Preparation of a study programme (H1.1.1.1.2) and Accreditation of a study programme (H1.1.1.1.3).

SP 2.5. The proposed SP must be *assigned to a field of study* (in accordance with the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 244/2019 Coll. on the System of Study Fields in the Slovak Republic); and the extent to which its content is consistent with the relevant field of study must be justified in the proposal. In the case of study programmes combining two fields of study or in the case of interdisciplinary studies, the study programme shall be assigned to the relevant field of study and the level of its content consistency with the relevant fields of study shall be justified (the SP shall be proposed in accordance with the Study Field Description).

Evidence: **Organisational directive Education H1** – Preparation of a study programme (H1.1.1.1.2) and Accreditation of a study programme (H1.1.1.1.3).

Study programme description.

SP 2.6. *The level of qualification* that students acquire by successfully completing the programme shall be specified and communicated in the SP proposal, where the qualification corresponds to the appropriate level of education under the qualifications framework.

Evidence: **Organisational directive Education H1** – Preparation of a study programme (H1.1.1.1.2).

Study programme description.

National qualification framework.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

SP 2.7. The SP proposal specifies the *graduate's profile*, defining and communicating *learning outcomes* that are verifiable and consistent with the mission of the university, the relevant level of qualification framework and field of knowledge according to the relevant field of study or combination of fields of study in which graduates obtain their higher education degree.

Evidence: **Organisational directive Education H1** – Preparation of a study programme (H1.1.1.1.2) and Accreditation of a study programme (H1.1.1.1.3).

Study programme description.

Recommended curricula.

Course information sheets.

SP 2.8. Learning outcomes and qualifications obtained by completing the SP meet *sector-specific expectations for the pursuit of the profession*. The SP proposal *indicates the professions* for which the qualification is required. These facts are confirmed by statements of relevant external stakeholders.

Evidence: **Organisational directive Education H1** – Preparation of a study programme (H1.1.1.1.2).

Study programme description.

At least **two positive opinions of representatives of employers**, which are part of the intention to establish the SP.

SP 2.9. The *professional content, structure and sequence of profile courses and other learning activities of the study programme and the conditions for successful completion of study* must enable the achievement of learning outcomes specified in the graduate's profile and guarantee access to up-to-date knowledge, skills and competences, including transferable skills, which contribute to the personal development of students, and which can be used in their future careers and lives as active citizens in democratic societies. In the case of professionally oriented bachelor study programmes, the content of the study programme is designed to enable the *achievement of learning outcomes expected by employers*, with an emphasis on the development of practical professional skills in the relevant sector of the economy or social practice.

Evidence: **Study programme description.**

Recommended curricula.

Course information sheets.

Internal evaluation report of a study programme.

Organisational directive Education H1 – Annex no. 30 'Methodical instruction on quality assurance processes of study programmes at Technical University of Košice'.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

SP 2.10. The study programme has a set *standard length of study*, specified *workload for individual study courses* expressed in *ECTS credits and the number of contact teaching hours*, except where this is not required by the nature of educational activity. The standard length of study, workload and number of contact teaching hours shall enable the achievement of learning outcomes and shall correspond to the form of the study programme.

Evidence: **Study programme description.**

Recommended curricula.

Course information sheets.

TUKE Study Rules and Regulations – Article 3 Bachelor's study programme; Article 5 Master's study programmes (Mgr./Ing.); Article 6 Doctoral programme.

SP 2.11. In the case of *professionally oriented bachelor study programmes*, their content includes *compulsory professional practice* within a contractually cooperating organisation for a total of at least one semester, designed to develop practical professional skills. Professional practice enables the student to carry out activities through which they acquire working practices typical for the relevant qualification level and the relevant field of study, have the opportunity to participate in professional processes, projects and, through specific tasks, to acquire knowledge, skills and competences relevant for the pursuit of specific professions. Professional practice may be carried out as a continuous period or divided into several shorter periods of time, depending on the needs of the study programme concerned and on conditions of the cooperating organisation in which the professional practice takes place.

Evidence: **Study programme description.**

Recommended curricula.

Course information sheets.

Agreement on cooperation for the implementation of professional practice.

SP 2.12. The SP has a specified *level and nature of creative activities* required for successful completion of study, particularly in relation to the final thesis.

Evidence: **Study programme description.**

TUKE Study Rules and Regulations – Article 20 State examinations.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Article 3

Approval of a study programme

SP 3.1. The SP must be approved in accordance with the formalised processes of TUKE's internal system and must ensure *independent, unbiased, objective, professionally sound, transparent and fair assessment of the proposal and approval of the SP*, and involve *students, employers and other stakeholders*. It must be ensured that the persons assessing and approving the SP are other than those preparing the SP proposal.

Evidence: **Organisational directive Education H1** – Periodic approval of SP (H1.1.1.1.4).

Internal document **Internal Quality Assurance System of Higher Education at TUKE**.

The intention to establish a new SP is approved by the TUKE Accreditation Board. AB TUKE is managed by the Rector of TUKE and is composed of representatives of TUKE management, representatives of AS TUKE, representatives of students, and representatives of the Legislation and Legal Department and the Quality Management Division.

A new SP and a modification of the SP shall be approved by the TUKE Accreditation Committee if TUKE has the authority to create and modify the SP. The TUKE Accreditation Committee is an independent, unbiased, objective and professional body with transparent procedures.

TUKE has defined formalised processes for the design, approval and modification of SPs.

Chapter II Standards for Approval, Management and Quality Assessment of Study Programmes at TUKE – Article 2 SP 2.4. of this document.

Students, representatives of employers, and other stakeholders are involved in the process of designing and approving of the SP.

Letters of appointment – TUKE Accreditation Board; TUKE Accreditation Committee.

Article 4

Student-centred learning, teaching and assessment

SP 4.1. The rules, forms and methods of teaching, learning, and assessment of learning outcomes in the SP *enable the achievement of learning outcomes while respecting the diversity of learners and their needs*.

TUKE treats all students equally in education and assessment regardless of age, gender, sexual orientation, marital and family status, race, skin colour, disability, political or other opinion, belonging to a national minority, religion or belief, national or social origin, property, gender or other status, and respects the diversity of students

Evidence: **Organisational directive Education H1** – Teaching (H1.1.1.05).

Study programme description.

Recommended curricula.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Course information sheets.

TUKE Study Rules and Regulations – Article 14 Courses of the study programme and curriculum.

TUKE Scholarship Regulations.

Equal opportunities for men and women

<https://www.tuke.sk/wps/portal/tuke/university/rovnost-prilezitosti>.

SP 4.2. *Flexibility of learning trajectories* and achievement of learning outcomes is enabled within TUKE. The SP also allows for relevant *education outside TUKE* in national and foreign institutions, in particular through support of mobility. The outcomes of this learning are recognised by the HEI. The recommended proportion of student's workload in relation to the optional trajectory shall be no more than 40% of the total study programme workload.

Evidence: **Organisational directive Education H1** – Student mobility (H1.1.1.2.5).

TUKE Study Rules and Regulations.

Recommended curriculum.

Organisational directive Education H1 – rules defined in Annex 29 'The scope of the Technical University of Košice and its faculties in the Erasmus+ programme of the European community'.

Web support at <https://erasmus.tuke.sk/>.

TUKE joining the network of European Universities

- Grant Agreement, Consortium Agreement Number 101004050 – ULYSSEUS, available at the Division of International Relations and Mobility TUKE.
- Web support at <https://ulysseus.eu/?lang=sk>.

SP 4.3. The forms and methods of teaching, learning, and assessment of learning outcomes used stimulate students to take an *active role in the learning process and in developing their academic careers*. Students are *involved in TUKE's creative activities* appropriately in relation to the learning outcomes and the level of the qualification framework of the SP.

Evidence: Students are involved in scientific research activities, artistic activities, publishing activities, start-ups, incubators.

Organisational regulations of the University Science Park TECHNICOM TUKE – internal documentation.

Publishing and artistic activities

<https://portal.lib.tuke.sk/>; CREPČ, CREUČ <https://cms.crepc.sk/>.

The competition for the best doctoral thesis at TUKE is regularly organized as part of the Week of Science and Technology in Slovakia in November, which is announced by the Vice-Rector for Science, Research and Doctoral Studies on the TUKE website.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Call for applications announced by the Rector of TUKE or faculty calls for applications for research grants for young researchers and doctoral students under the age of 30 at TUKE/faculty, which are published on the TUKE/faculty website.

Student scientific activities (ŠVOČ).

SP 4.4. Within the SP, a *sense of autonomy, independence and self-evaluation is strengthened*, while students are provided with *adequate guidance and support from teachers* based on mutual respect and regard.

Evidence: **Organisational directive Education H1** – Semester teaching of the course (H1.1.1.5.1).

Assignment of individual work on exercises, defense of assignments on exercises, semester and year projects. Use of teaching methods and methodologies that promote collaborative work and learning (project-based learning, problem-based learning, agile, etc.).

Course information sheets specific to individual faculties (semester project, year project, diploma seminar).

TUKE Study Rules and Regulations – Article 18 Examinations, Article 20 State examinations.

SP 4.5. The SP is delivered in a way that strengthens *students' self-motivation to improve continuously*, leads to compliance with the *principles of academic ethics or professional ethics* in the case of professionally oriented bachelor's study programme.

Evidence: **Employee Code of Ethics TUKE**

<https://www.tuke.sk/wps/portal/tuke/university/usek-vedy-a-vyskumu>.

Ethics Committee.

Career guidance – provided by Centre for social and psychological support

<https://www.tuke.sk/wps/portal/tuke/celoskolske-pracoviska/centrum-socialno-psychologickej-podpory>.

SP 4.6. The SP shall have established and previously published *rules, criteria and methods for the assessment of learning outcomes* in the SP. The results of assessment shall be *recorded, documented and archived*.

Evidence: **Organisational directive Education H1** – Assessment of study results (H1.1.1.06).

TUKE Study Rules and Regulations – Article 16 Completion of courses in Bachelor's, Master's and Master of Science study, Article 19 Study evaluation and conditions for study continuation.

Recommended curricula.

Course information sheet.

Academic Information System MAIS.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

P/TUKE/RP **Registry regulation** – internal documentation.

SP 4.7. Assessment methods and criteria are *known in advance and accessible to students*; they are *included in the individual courses/modules of the programme* and are *suitable for fair, consistent, transparent verification of knowledge, skills and competences acquired*.

Evidence: **Organisational directive Education H1** – Assessment of study results (H1.1.1.06).

TUKE Study Rules and Regulations – Article 16 Completion of courses in Bachelor's, Master's and Master of Science study, Article 19 Study evaluation and conditions for study continuation.

Recommended curricula.

Course information sheet.

Academic Information System MAIS.

SP 4.8. Assessment provides students with *reliable feedback* to determine the extent to which learning outcomes are being met. Where appropriate, feedback is linked to *guidance on advancing their studies*.

Evidence: **TUKE Study Rules and Regulations** – Article 17 Credit test and graded credit tests, Article 18 Examinations.

Academic Information System MAIS.

Centre for social and psychological support

<https://www.tuke.sk/wps/portal/tuke/celoskolske-pracoviska/centrum-socialno-psychologickej-podpory>.

SP 4.9. If circumstances allow, the assessment of students in a study programme is carried out *by more than one teacher*.

This applies in the case of defending semester and year works, board examinations, and state examinations. If possible, also exercises and lectures.

Evidence: **Organisational directive Education H1** – Teaching (H1.1.1.05); Organisational and personnel provision of education (H1.1.1.4.1).

TUKE Study Rules and Regulations – Article 17 Credit test and graded credit tests, Article 18 Examinations.

Course information sheet.

SP 4.10. Students have the opportunity to *appeal against their assessment results*, while ensuring fair treatment of applicants for appeal.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Evidence: **Organisational directive Education H1 – Teaching (H1.1.1.05).**

TUKE Study Rules and Regulations – Article 17 Credit test and graded credit tests, Article 18 Examinations.

Article 5

**Admission procedure, course of study, recognition of education
and granting of academic degrees**

SP 5.1. The SP shall follow pre-defined and publicly *available rules of study at all stages of the study cycle*, namely admission, course and assessment of study, recognition of education, completion of study, granting of academic degrees, and issuance of diplomas and other evidence of education. The specificities arising from the specific needs of students shall be taken into account. Specific requirements of the student shall also be considered in the selection of compulsory optional courses and the pace of study.

Evidence: **Organisational directive Education H1 – Preparation of the admission procedure (H1.1.1.2.3).**

Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended – Article 58.

TUKE Statute – Annex no. 1 Regulation of the admission procedure of the Technical University of Košice.

Admission procedure conditions published by TUKE faculties.

Rector's Directive Tuition fees and fees related to study for the respective academic year.

SP 5.2. The SP clearly *specifies the requirements for applicants and the selection process*, which correspond to the level of qualification framework adopted annually by the Faculty management. The admission procedure is *reliable, fair and transparent*. The criteria and requirements for applicants are *published in advance and are easily accessible*. Admission procedure conditions are inclusive and ensure *equal opportunities for every applicant* who demonstrates the prerequisites for completing their studies. The selection of applicants is based on *appropriate methods of assessing their eligibility for study*.

Evidence: **Organisational directive Education H1 – Admission procedure (H1.1.1.2.4).**

Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended.

TUKE Statute – Annex no. 1 Regulation of the admission procedure of the Technical University of Košice.

Admission procedure conditions published by TUKE faculties.

Rector's Directive Tuition fees and fees related to study for the respective academic year.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

SP 5.3. The rules for the delivery of SP *regulate and enable the recognition of study and parts of study* in accordance with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, to promote the mobility of students at a national and international level. The recommended proportion of a student's workload in relation to the optional trajectory shall be no more than 40 % of the total study programme workload.

Evidence: **Organisational directive Education H1** – Student mobility (H1.1.1.2.5).

TUKE Study Rules and Regulations – Article 8 Admission procedure.

Recommended curriculum.

Organisational directive Education H1 – rules defined in Annex no. 29 'The scope of the Technical University of Košice and its faculties in the Erasmus+ programme of the European community'.

Web support at <https://erasmus.tuke.sk/>.

TUKE joining the network of European Universities

- Grant Agreement, Consortium Agreement Number 101004050 – ULYSSEUS, available at the Division of International Relations and Mobility TUKE.
- Web support at <https://ulysseus.eu/?lang=sk>.

SP 5.4. Effective use of tools to *ensure research integrity* and to *prevent and address plagiarism* and other academic fraud is guaranteed in the delivery of SP.

Evidence: **Organisational directive Final and qualification theses.**

Employee Code of Ethics TUKE

<https://www.tuke.sk/wps/portal/tuke/university/usek-vedy-a-vyskumu>.

Ethics Committee.

TUKE Disciplinary Rules for students.

SP 5.5. Students of the SP have effective mechanisms for reviewing complaints seeking protection of their rights or protected interests that they believe have been violated, or for identifying specific deficiencies in the actions or inactions of the university. The assessment of such complaints shall be transparent and shall be carried out with the participation of student representatives. Complainants shall be given *feedback* on the assessment results and the measures taken.

Students can submit complaints to the Inspection and Complaints Office of the TUKE Rectorate. As part of the interpellations, student representatives in the student section of the TUKE Academic Senate and the Academic Senate of faculties may communicate suggestions regarding students' dissatisfaction with the assessment to the Management of TUKE/faculties.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Evidence: Chapter I Standards for the Internal Quality Assurance System of Higher Education at TUKE – VS 4.k of this document.

Act no. 9/2010 Coll. on Complaints.

Free access to information <https://www.tuke.sk/wps/portal/tuke/university/slobodny-pristup-k-informaciam>.

P/TUKE/SŤAŽNOSTI **Complaint handling at TUKE** – internal documentation.

P/TUKE/OPČ **Whistleblowing at TUKE** – internal documentation.

Minutes form the AS TUKE meetings.

SP 5.6. Successful completion of the SP is confirmed by TUKE by *granting an academic degree, issuing a university diploma*, as well as by issuing further documentation (a diploma supplement) specifying the qualification obtained, including the learning outcomes achieved, the context, level and content of the successfully completed study. This documentation shall comply with the applicable regulations.

Evidence: **Organisational directive Education H1** – Completion of study (H1.1.1.9).

TUKE Study Rules and Regulations – Article 22 Completion of study, Article 25 Graduation documents.

Academic Information System MAIS (templates for diplomas and diploma supplements).

Article 6

Teachers of the study programme

SP 6.1. TUKE ensures that teachers of the SP have *qualifications, workload distribution, creative activity results level, practical experience, pedagogical skills and transferable skills* which enable them to *achieve learning outcomes*, and whose *language skills* correspond to the languages of the SP delivery, and whose *number and work capacity and workload distribution* correspond to the number of students and the staffing requirements of the educational activities.

Evidence: **Organisational directive Education H1** – Organisational and personnel provision of education (H1.1.1.4.1); chapter 5.4.3. Personnel and organisational provision of higher education processes.

SAPP of teachers of the SP.

Employee's personal file (kept at the relevant HR department).

Academic Information System MAIS (timetables).

Rating of employees and departments at TUKE faculties (documents of the relevant faculty).

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Conditions of the selection procedure for the posts of university teachers, associate professors and professors.

SP 6.2. *Qualifications of teachers delivering the SP are at least one academic level higher than the qualifications achieved by completing the SP. This requirement may be waived in justified cases, in particular for foreign language lecturers, teachers providing practical training, experts from practice, and doctoral students.*

Evidence: **SAPP of teachers of the SP.**

Employee's personal file (kept at the relevant HR department).

Conditions of the selection procedure for the posts of university teachers, associate professors and professors.

SP 6.3. *Profile courses are normally provided by university teachers in the post of professor or in the post of associate professor who work at TUKE in the relevant field of study or a related field for a fixed weekly working time. In the professionally oriented SP, the profile courses are also provided by university teachers who are experienced professionals from the relevant sector of the economy or social practice and who work at the university on a fixed weekly working time or on a part-time basis. The sustainability of the SP profile courses teaching staff is guaranteed in terms of the age structure of teachers (Annex no. 2 of this document).*

Evidence: **Organisational directive Education H1** – chapter 5.4.3. Personnel and organisational provision of higher education processes; Organisational and personnel provision of education (H1.1.1.4.1).

Requirements for teachers – Article 7 point 1 of this document.

SAPP of teachers of the SP.

SP proposal.

Employment contract.

Conditions of the selection procedure for the posts of university teachers, associate professors and professors.

Organisational directive Human Resources (Quality Management System documentation).

TUKE Information system res.tuke.sk.

SP 6.4. *TUKE has a designated person who has the necessary competences and is primarily responsible for the delivery, development and quality assurance of the SP, or an otherwise defined integral part of the SP, in accordance with paragraphs 7 to 11, and who ensures the profile course. This person shall hold the post of professor in the relevant field of study and shall be employed on a fixed weekly working time basis. In the case of a bachelor's degree programme, they shall hold the post of professor or the post of associate professor in the*

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

relevant field of study and shall be employed on a fixed weekly working time basis. This person also does not have the primary responsibility for the delivery, development and quality assurance of a study programme at another higher education institution in the Slovak Republic. A single person may have primary responsibility for the delivery, development and quality assurance of no more than three study programmes. This does not include cases of concurrence as referred to in Article 7(3b-h) of these Standards.

Requirements for the person responsible for a SP at the first level of study:

- Holds a post of professor or associate professor in the relevant SP on a fixed working time basis.

Requirements for the person responsible for a SP at the second and third level of study:

- Holds a post of professor in the relevant SP on a fixed working time basis.
- On a limited working time basis, for a maximum of one year, the person responsible for the SP may hold the post of professor. In the case of experts from practice (especially for professionally oriented SPs) and experts from abroad, the person responsible for the SP may be permanently appointed to the post of professor or associate professor.

Evidence: **SAPP of the person responsible for the SP.**

Central Register of Employees.

TUKE Information system res.tuke.sk.

SP 6.5. Persons supervising *final theses* shall carry out *active creative activity or practical activity* at a level corresponding to the level of the SP in the professional and thematic scope of the theses supervised. Supervisors of dissertation theses are persons holding the *post of professor or associate professor* or other similar position in a research institution contractually cooperating with TUKE in the delivery of the third-level SP.

Final theses supervisors at the first level of study are assistant professors or lecturers who have graduated from the third level of higher education or persons in the post of professor, or associate professor at TUKE or another higher education institution. In the case of supervisors from practice, they must have completed second-level higher education and be in a position, which presupposes both sufficient experience and understanding of the thesis topic. In justified cases, a doctoral student who is in their second or higher year of their third level study may also act as the supervisor of a thesis in the first-level study. A doctoral student supervises the thesis under the supervision of their supervisor, whom they inform about the progress of the thesis.

Final theses supervisors at the second level of study are assistant professors or lecturers who have graduated from the third-level higher education or persons in the post of associate professor or professor at TUKE or another higher education institution. In the case of supervisors from practice, they must have completed the second-level higher education and be in a position which presupposes both sufficient experience and understanding of the thesis topic.

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Dissertation thesis supervisors are persons holding the post of professor or associate professor, or researchers with a scientific qualification grade I or IIa who have been approved by the scientific council of the respective faculty or university. In the case of supervisors from an external educational institution, this institution must cooperate contractually in the delivery of the third-level SP.

Evidence: **Organisational directive Education H1** – chapter 5.2.2 Third level of higher education.

Internal document **Principles of organization, assessment, and completion of doctoral studies and the principles of establishing a board of specialists of doctoral studies at the Technical University of Košice.**

Organisational directive Final and qualification theses.

TUKE Study Rules and Regulations.

SP 6.6. SP teachers *develop their professional, language, pedagogical, digital and transferable skills.*

SP teachers develop their professional knowledge through research, collaboration with practice, and participation in professional conferences and seminars. They improve their language skills as part of their third-level studies and subsequently on a voluntary basis. They improve their pedagogical skills by participating in a course on higher education pedagogy and quality management of higher education provided by the Department of Social Sciences (DSS is part of the university-wide Institute of Languages, Social Sciences and Academic Sports TUKE). They acquire additional skills by attending professionally oriented courses and training courses according to the needs of the relevant department.

Evidence: **Employee's personal file.**

SAPP.

Enhancing teacher competences in pedagogical and psychological disciplines:

- **A course of higher education pedagogy and higher education teaching** <https://osv-ip.tuke.sk/vysokoskolska-pedagogika/>.
- **Engineering pedagogy programme at TUKE** <https://osv-ip.tuke.sk/>.

SP 6.7. Irrelevant.

SP 6.8. Irrelevant.

SP 6.9. In the case of SPs in a combination of two fields of study or first-level SPs delivered as interdisciplinary studies, TUKE guarantees the involvement of teachers according to SP 6.1-6.6 for each field of study in which its graduates gain higher education.

Evidence: **SAPP of teachers of the SP.**

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

SAPP of the person responsible for the SP.

Employee's personal file (kept at the relevant HR department).

Academic Information System MAIS (timetables).

Rating of employees and departments at TUKE faculties (documents of the relevant faculty).

Requirements for teachers – Article 7 point 1 of this document.

Central Register of Employees.

SP proposal.

SP description.

Employment contract.

Organisational directive Education H1.

TUKE Study Rules and Regulations.

SP 6.10. In the case of joint study programmes with other local universities or universities abroad, TUKE guarantees the involvement of teachers in accordance with paragraphs 1 to 6 for the relevant part of the joint study programme that it provides within its framework.

Evidence: **SAPP of teachers of the SP.**

SAPP of the person responsible for the SP.

Employee's personal file (kept at the relevant HR department).

Academic Information System MAIS (timetables).

Rating of employees and departments at TUKE faculties (documents of the relevant faculty).

Requirements for teachers – Article 7 point 1 of this document.

Central Register of Employees.

SP proposal.

SP description.

Employment contract.

Organisational directive Education H1.

TUKE Study Rules and Regulations.

SP 6.11. If TUKE delivers a SP in a relevant field of study in several parts or in several locations, it guarantees the involvement of teachers in accordance with paragraphs 1 to 6 separately for each part and separately for each location in which it delivers the SP as a whole.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Evidence: SAPP of teachers of the SP.

SAPP of the person responsible for the SP.

Employee's personal file (kept at the relevant HR department).

Academic Information System MAIS (timetables).

Rating of employees and departments at TUKE faculties (documents of the relevant faculty).

Requirements for teachers – Article 7 point 1 of this document.

Central Register of Employees.

SP proposal.

SP description.

Employment contract.

Organisational directive Education H1.

TUKE Study Rules and Regulations.

Article 7

Research, artistic and other activities of TUKE

SP 7.1. Teachers providing profile courses of the SP shall demonstrate the outputs of their research, artistic and other activities (hereinafter referred to as 'creative activities') in the relevant field(s) of study in which the SP is delivered at a required level, depending on the level of study (Annex no. 2 of this document):

- a) at least at an internationally significant level in the case of a third-level study programme;
- b) at least at an internationally recognised level in the case of a second-level study programme or a study programme combining the first and second level;
- c) at least at a nationally recognised level in the case of a first-level study programme.

Definition of evaluation areas and period of assessment

The evaluation area is indicated by TUKE in its application for accreditation addressed to SAAHE/TUKE Accreditation Committee through the TUKE Accreditation Board. The evaluation areas are defined as follows:

- by a study programme in the relevant field of study in which it is carried out or to be carried out, or
- a field of habilitation and inauguration procedure that is assigned to one or two fields of study.

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The evaluation area is assigned to the field(s) of study in which the relevant study programme(s) is/are carried out or to be carried out or to which the field of habilitation and inauguration procedure is/are assigned.

The evaluation period is the six years preceding the year in which the relevant application for accreditation is submitted.

Evidence: A complete proposal of a new SP, indicating the field of study.

SP 7.2. TUKE demonstrates its creative activities through the most significant outputs of teachers providing profile courses of the study programme, whereby:

- a) TUKE selects teachers and outputs by submitting five outputs per teacher, of which at least two outputs are from the last six years prior to the year in which the application for accreditation was submitted;
- b) TUKE shall ensure the availability of records of submitted creative activity outputs and responses to these outputs in bibliometric and citation databases, registers of publishing and artistic activities, or in other search systems accepted as relevant in the relevant field of study;
- c) irrelevant;
- d) the same output shall be submitted only once within a given evaluation;
- e) the same person shall submit outputs only within a single evaluation of creative activities;
- f) in the case of co-authored outputs, the same output shall be submitted and attributed to other persons up to three times in other evaluations of creative activities;
- g) evaluation of creative activities will be carried out by the SAAHE working group using a holistic peer review in accordance with the procedures and criteria specified in the Methodology for the Evaluation of Research, Artistic and Other Activities issued by the Agency.

Evaluated persons

TUKE shall identify persons providing profile courses of the study programme or persons responsible for the development and quality assurance of the habilitation and inauguration procedures in the relevant evaluation area (Annex no. 2 of this document).

Evidence: A complete proposal of a new SP, indicating the field of study.

Employment contracts of the persons concerned (OS/TUKE/M4/02 Human Resources).

Scientific/Artistic and pedagogical profiles of five persons (SAPP in Slovak and English).

SP 7.3. If TUKE provides more than one SP in the given field of study, it demonstrates the level of creative activity outputs in accordance with paragraphs 1 and 2 separately for each SP. This does not apply in concurrence with the following cases:

- a) a follow-up higher-level study programme in a given field of study delivered at the same part of TUKE;
- b) another form or language mutation of an identical study programme;

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- c) a part of a joint study programme based on the content of a given field of study;
- d) a part of a SP in a combination of two fields of study based on the content of a given field of study and delivered at the same part of TUKE;
- e) irrelevant
- f) irrelevant
- g) a conversion study programme based on the content of a study programme in a given field and level of study;
- h) a part of a first-level study programme conducted as interdisciplinary studies based on the content of a given field of study.

Submission of the creative activity outputs and other documents for evaluation.

TUKE shall submit five outputs of each evaluated person, i.e. 25 outputs for each area of evaluation, while the same output within a given area of evaluation shall be submitted only once (the date of publication of at least two outputs of creative activities of each evaluated person must fall within the evaluation period).

Evidence: A complete proposal of a new SP, indicating the field of study.

Extract from the records of publishing activities (EPC), TUKE (OS/TUKE/P1/01 Records of publishing activities), or from CREPČ/CREUČ (Central Registry of Records of Publishing/Artistic Activities), or from other records of outputs of creative/artistic activities, possibly with a short annotation, which provides contextual information regarding the impact of the output on socio-economic practice.

A list of citations to the submitted outputs from databases classified as Web of Science/Scopus.

Characteristics of the output and its relation to the given evaluation area (if it is in a language other than Slovak or English, an abstract in English is also attached, which characterises the content, nature and main results of the output), possibly also the awards/recognition received for the submitted output, and also the characteristics of contribution of the person evaluated to the given submitted output (structure of creative activity outputs (CAO) in Slovak and English in accordance with SAAHE).

SP 7.4. If TUKE provides several study programmes in a given field of study in several seats, it shall demonstrate the creative activity outputs for each seat separately.

SP 7.5. For a third-level study programme, TUKE shall demonstrate a long-term continuous research or artistic activities in the field of the study programme. The department must demonstrate a long-term and continuous success in obtaining financial support for the relevant research or artistic activities and the existence of ongoing or new research/artistic projects from national and international grant schemes and other competitive sources.

SP 7.6. TUKE may substitute the fulfilment of the requirement referred to in paragraph 5 by undergoing a periodic review of its research, development, artistic and other creative

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activities in individual fields of research every six years and by being granted the right to use the designation 'research university' based on the results of the most recent assessment.

Article 8

Resources for study programme delivery and student support

SP 8.1. There are sufficient *spatial, material, technical and information resources* for the SP to ensure that the stated learning objectives and learning outcomes are achieved. These include: auditoriums, classrooms, study rooms, laboratories and laboratory apparatus and other necessary equipment, technical resources and facilities, studios, workshops, project and art studios, science and technology parks, technology incubators, school enterprises, practice centres, training schools, teaching and training facilities, sports halls, sports grounds, libraries, access to study literature, information databases and other information resources, information and communication technology and external services and their *corresponding funding*.

Evidence: **Organisational directive Education H1** – chapter 5.4.2 Material and technical provision of higher education processes.

TUKE University Library <http://www.lib.tuke.sk/>.

Digital library of TUKE University Library
<http://www.lib.tuke.sk/Library/Home/DigitalLibrary>.

Management of classrooms and lecture rooms website <https://at.tuke.sk/>.

Register of instrumentation and laboratory technology (SAP - Sofia module).

SP 8.2. In the case where educational activities are provided by *distance or combined methods, systems for course content management and learning management* must be provided, and *students are guaranteed access* to course content, other learning materials and information and communication technologies for online communication with the student (Microsoft Teams, CISCO Webex, etc.).

Evidence: **Organisational directive Education H1** – Teaching (H1.1.1.05); Provision of information and communication technology (H1.1.1.4.2.3).

TUKE Study Rules and Regulations – Article 11 Forms and methods of study.

Learning Management System (LMS) MOODLE <http://moodle.tuke.sk/>.

SP 8.3. TUKE has a professional support staff, which in terms of competence and number corresponds to the needs of students and teachers of the SP in relation to learning objectives and outcomes.

Evidence: **Organisational directive Education H1** – Teaching (H1.1.1.05).

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

TUKE Study Rules and Regulations – Article 2 Field of study, study programme and curriculum (study programme advisor).

Organisational regulations of TUKE Rectorate.

Organisational regulations of TUKE Institute of Computer Technology.

Organisational regulations of TUKE University Library.

SP 8.4. TUKE maintains *binding partnerships* that enable the participation of relevant stakeholders in the quality assurance, delivery and development of the study programme.

Representatives of relevant stakeholders are appointed to the TUKE/Faculty Scientific Councils, collaborate on research tasks, projects, economic contracts, and other activities with TUKE/Faculty.

Evidence: **TUKE Annual activity report** – chapter Information on higher education provided at: <https://www.tuke.sk/wps/portal/tuke/university/vyrocné-spravy-a-dokumenty>.

TUKE Stakeholder Register.

SP 8.5. TUKE has sufficient personnel, spatial, material, and technical and information resources of the SP for each seat in which the SP or part of it is to be carried out, corresponding to the learning objectives and learning outcomes of the relevant part of the SP.

Evidence: **Study programme description.**

Organisational directive Education H1 – chapter 5.4.2 Material and technical provision of higher education processes.

SP 8.6. The university effectively responds to the *diversity of needs and interests of SP students*. It provides students of SP with support *for successful progression in their studies and career guidance*.

Evidence: In addition to science, research and education activities, TUKE also supports social, cultural and sports activities, which are also accessible to general public (more details on individual activities are given in point SP 8.7. of this Article).

- Career and socio-psychological counselling – help in the process of adaptation to university studies, especially for international students; Centre for social and psychological support <https://www.tuke.sk/wps/portal/tuke/celoskolske-pracoviska/centrum-socialno-psychologickej-podpory>.

TUKE's offer of extracurricular activities for students is available on the TUKE website: <https://www.tuke.sk/wps/portal/tuke/university/o-nas/krabice-bez-navigacie/student-life>.

SP 8.7. *SP students* are provided with adequate *social security, sports, cultural, spiritual and social activities* during their studies.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

In addition to science, research and education activities, TUKE also supports social, cultural and sports activities, which are also accessible to public.

Evidence: TUKE provides students with the following forms of leisure and extracurricular activities:

- **Social support** – provision of social scholarships, scholarships from TUKE/faculty's own resources and pregnancy scholarship.
- **Sports activities** – organised sports in sports clubs SLAVIA TUKE and Akademik TU. Extracurricular activities offer sufficient leisure activities within 15 sports. Team sports such as basketball, floorball or football will strengthen interpersonal relationships, while athletics will strengthen the personal qualities of the individual. In addition, modern sports such as softball, tabata, SM-system or bodywork are also available. Sports activities can be carried out at the TUKE sports grounds, namely the stadium with natural grass, eight gymnasiums, baseball field, squash and tennis courts (Department of Academic Sport, <https://ktv.tuke.sk/>).
- **Cultural activities** – Collegium Technicum choir, Jahodná folklore ensemble, Borievka folklore ensemble, Campus Gallery exhibition space, TUKE Symphony Orchestra is being formed. Current information is provided by student television and radio.
- **Spiritual counselling** – University Pastoral Centre of TUKE <https://www.upcke.sk/>
- **Mobility counselling** – Division of International Relations and Mobility TUKE.
- **Social activities** – university clubs V-klub, T-klub.
- General counselling, guidance on study organisation and TUKE campus, study opportunities and extra-curricular activities; TUKE Information and Counselling Centre I-CUBE <http://web.tuke.sk/sipc/>.

TUKE publishes **university magazine** called HALÓ TU. The electronic form of this journal is available at https://icube.tuke.sk/wps/portal/icube/pre-studentov/halo-tu/halo_tu.

Events organised on the university campus attract visitors from all over the region, making TUKE the centre of education and cultural life in Košice. The university campus is also a good place for students to meet and relax. The TUKE campus hosts events that are extremely popular in Košice, such as the Balloon Fiesta, White Night, Open Days, and wanderings with Milan Kolcun, where visitors learn about important historical events in the history of the university and the city.

TUKE's offer of extracurricular activities for students is available on the TUKE website: <https://www.tuke.sk/wps/portal/tuke/university/o-nas/krabice-bez-navigacie/student-life>.

SP 8.8. Students of the SP have access to and support in *participating in national and international mobility and internships*. Mobility and internships are of a long-term (ULYSSEUS, CEEPUS) or short-term nature (projects based on specific offer, internships in private companies).

Evidence: **Organisational directive Education H1** – Annex no. 29 'The scope of the Technical University of Košice and its faculties in the Erasmus+ programme of the European community'.

Web support at <https://erasmus.tuke.sk/>.

TUKE joining the network of European Universities – ULYSSEUS

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

- Grant Agreement, Consortium Agreement Number 101004050 – ULYSSEUS, available at the Division of International Relations and Mobility TUKE.
- Web support at <https://ulysseus.eu/?lang=sk>.

TUKE Annual activity report – CEEPUS faculty projects
<https://www.tuke.sk/wps/portal/tuke/university/vyrocné-spravy-a-dokumenty>.

SP 8.9. TUKE provides individualized support and creates appropriate conditions for students *with specific needs*.

Evidence: **Access Centre at the Technical University of Košice** (hereinafter 'BBC TUKE').

- TUKE is one of two methodical centres for students with specific needs in Slovakia, which are established under Article 100(8) of Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended.
- BBC TUKE has been fulfilling its main function in the spirit of the Higher Education Act as a support centre for students with specific needs, both during the admission procedure and during the study itself, for 20 years (established on 1 July 2000). These activities include assessing the abilities of students with specific needs and suggesting appropriate assistive technologies, support services and educational methods to increase their self-sufficiency in their studies and their overall level of access to educational resources. On the basis of this assessment, the student is classified in the appropriate category in accordance with the Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 458/2012 on the minimum requirements of students with specific needs. Recommendations for individual forms of support for students with specific needs are developed for the student. In this activity, the Centre closely cooperates with the study departments of individual faculties, vice-deans and coordinators for the support of students with specific needs.
- In addition to these main tasks, BBC TUKE also performs technical advisory activities, provides technical resources and training for users of special technology, including software, methodological and training activities to support students with specific needs before and during their studies at the university.
- **Web support at** <https://accesscentre.tuke.sk/>.
- **Organisational regulations of TUKE Access Centre** – TUKE QMS document.

SP 8.10. If TUKE accredits a professionally oriented SP, the SP shall have *contractual partners* that *provide professional practice and practical training* for students. These organisations shall *have sufficient spatial, material, technological and staff resources* to achieve the expected learning outcomes.

In the case of accreditation of professionally oriented SPs, TUKE shall establish internal rules in accordance with the legislation in force.

Evidence: **Study programme description.**

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Article 9

Collection and processing of information on study programme

SP 9.1. TUKE *collects, analyses and makes use of relevant information* for the effective management of the SP and other activities. TUKE processes the following data:

- Data on applicants.
- Student data.
- Feedback from students.
- Feedback from employers.
- Feedback from graduates.

For the evaluation of data on graduates, students and applicants, TUKE uses a management superstructure over the MAIS information system - COGNOS.

Evidence: **Act no. 131/2002 on Higher Education** and on Amendments to Certain Acts, as amended – Article 108(6-12).

Organisational directive Education H1 – Annex no. 30 ‘Methodical instruction on quality assurance processes of study programmes at Technical University of Košice’.

Organisational directive Education H1 – Annex no. 32 ‘Methodical instruction for obtaining and processing information expressing the degree of satisfaction of students and graduates of the Technical University of Košice’.

Academic Information System MAIS.

Management superstructure over the MAIS information system - COGNOS.

Feedback from employers.

Student surveys Evaluation of the summer and winter semester conducted twice per academic year.

Student surveys for first year Bachelor's degree students conducted in the winter semester.

Graduate tracking.

Survey for foreign students. Its aim is to identify the most common problems that these students encounter after their arrival in the Slovak Republic. Conducted in the winter semester.

Surveys are accessible to TUKE students via the academic information system MAIS. Overall results on participation at individual faculties are published at <https://www.tuke.sk/wps/portal/tuke/studies/studentske-ankety>.

SP 9.2. Effective collection and analysis of information on the SP and other activities *contributes to the evaluation of the SP* and to the proposal of its modifications.

Evidence: **Article 2 point SP 2.4.** of this document – SP proposal.

Article 11 point SP 11.5. of this document – evaluation of the SP.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

SP 9.3. In the SP, key indicators of education and learning, characteristics of candidates and students, student progression, successful completion and abandonment rates, student satisfaction, employability of graduates, views of graduates and employers, and information on resources and student support are tracked and evaluated.

Evidence: **Organisational directive Education H1** – Annex no. 30 ‘Methodical instruction on quality assurance processes of study programmes at Technical University of Košice’.

TUKE Annual activity report

<https://www.tuke.sk/wps/portal/tuke/university/vyrocne-spravy-a-dokumenty>.

SP 9.4. Appropriate tools and methods are used to collect and process information on SPs. Students, teachers, employers and other stakeholders are involved in the collection, analysis, and follow-up information on measures.

Evidence: TUKE uses the following tools and methods for collecting information:

- direct collection of information provided by applicants or students,
- information obtained through feedback from students, graduates and employers,
- collection of information obtained from public and state bodies and organisations (Ministry of Education, Science, Research and Sport of the SR, Central Office of Labour, Social Affairs and Family),
- collection of information from other stakeholders (Slovak Centre of Scientific and Technical Information, employers, representatives of relevant sectors of the economy and social practice, TUKE's partners in Slovakia and abroad).

TUKE uses the following methods for information processing:

- Academic Information System MAIS,
- Management superstructure over the MAIS information system - COGNOS,
- Statistical data processing.

Article 10

Publication of information on study programme

SP 10.1. TUKE *has published, easily accessible and clearly structured information* on the SP, in particular, on its learning objectives and outcomes, requirements for applicants for study, method of their selection and recommended personal prerequisites, level of the national qualification framework, field of study, academic degree awarded, teaching and learning arrangements, conditions of graduation, assessment procedures and criteria, programme resources, success rates, learning opportunities for students, as well as information on the professions that successful graduates of the SP can pursue, and on the employability of SP graduates.

Evidence: **Publication of information about study programmes on the website** www.tuke.sk.

Publication of the admission procedure conditions on faculty websites.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Application deadlines for TUKE faculties

<https://www.tuke.sk/wps/portal/tuke/uchadzaci/terminy-na-podanie-prihlasky-na-fakulty-tuke>.

Admission procedure conditions

<https://www.tuke.sk/wps/portal/tuke/uchadzaci/prijimacie-konanie>.

Internal legislation of TUKE on studies

<https://www.tuke.sk/wps/portal/tuke/studies/legislativa-studia>.

Academic calendar.

Doctoral study <https://www.tuke.sk/wps/portal/tuke/university/usek-vedy-a-vyskumu/referat-vedy-vyskumu-a-doktorandskeho-studia>.

Student information and counselling centre I-CUBE <http://web.tuke.sk/sipc/>.

Main website of TUKE www.tuke.sk.

Academic Information System MAIS.

TUKE Information system res.tuke.sk.

TUKE Study Rules and Regulations.

SP 10.2. This information is easily accessible to *students, their supporters, potential students, graduates, other stakeholders, and the public* in all languages in which the SP is delivered. The way the information is made available shall also consider the needs of applicants and students with specific needs.

Evidence: Information on the TUKE website (www.tuke.sk) is published in both languages of SP delivery – in Slovak and English.

Article 11

Ongoing monitoring, periodic review and approval of study programmes

SP 11.1. TUKE continuously *monitors, periodically evaluates and modifies* the SP to ensure its compliance with the SP standards, and to ensure that the achieved learning objectives and learning outcomes are in line with the needs of students, employers and other stakeholders, and that they correspond to the current knowledge and their current applications, current technological possibilities, and that the level of graduates, gained by means of the achieved learning outcomes, is in line with the required level of the qualification framework.

TUKE evaluates education indicators once a year in accordance with Article 17(1-2) of the Methodology for Standards Evaluation.

TUKE evaluates once per standard length of study all indicators in accordance with Article 9, point SP 9.1. of this document.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Evidence: **Organisational directive Education H1** – Annex no. 30 ‘Methodical instruction on quality assurance processes of study programmes at Technical University of Košice’.

TUKE evaluates indicators of admission to education, indicators of education, indicators of learning, teaching and student-centred assessment, indicators on teachers, and indicators on learning outcomes in line with the method for assessing students, Part IV Indicators for Standards Evaluation.

Where appropriate, TUKE will also introduce, monitor and evaluate other indicators.

SP 11.2. Part of the monitoring and evaluation of the SP is the *gathering of relevant feedback from programme stakeholders*, who are also *involved in the preparation of the methodology for its evaluation*. Students have the opportunity to *provide feedback on the quality of education and the SP teachers* at least once a year through an anonymous survey.

TUKE organizes student surveys twice a year – Evaluation of the summer semester and Evaluation of winter semester. Once a year, students in the first year of the Bachelor's programme also have the opportunity to express their opinions in the student survey. This survey is open to students in the winter semester. Student surveys are conducted electronically through the MAIS academic information system. In order to identify the most common issues encountered by international students upon arrival in the Slovak Republic, a Survey for foreign students is organised via the MAIS academic information system. The conclusions of this survey are evaluated and used in the process of adaptation of foreign students at TUKE.

Evidence: **Organisational directive Education H1** – Annex no. 30 ‘Methodical instruction on quality assurance processes of study programmes at Technical University of Košice’ (in preparation).

Organisational directive Education H1 – Annex no. 32 ‘Methodical instruction for obtaining and processing information expressing the degree of satisfaction of students and graduates of the Technical University of Košice’.

Evaluation of student surveys <https://www.tuke.sk/wps/portal/tuke/studies/studentske-ankety>.

The archive of previous years.

SP 11.3. The results of the feedback evaluation referred to in paragraph 2 shall be incorporated into the *adoption of improvement measures*; *student participation* in their design shall be ensured.

Evidence: **Meetings of TUKE/faculty management with students.**

Publication of information on feedback evaluation and improvement measures:
<https://www.tuke.sk/wps/portal/tuke/studies/studentske-ankety>.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

SP 11.4. The results of the feedback evaluation, the measures taken, and any planned or subsequent actions arising from the SP evaluation *are communicated to stakeholders and are made publicly available.*

Evidence: **Meetings of TUKE/faculty management with students.**

Minutes of the TUKE Academic Senate meetings.

Publication of information on feedback evaluation and improvement measures:

<https://www.tuke.sk/wps/portal/tuke/studies/studentske-ankety>.

SP 11.5. The SP is periodically approved in accordance with the formalised processes of the internal system over a period equivalent to its standard length of study.

TUKE evaluates education indicators once a year in accordance with Article 17(1-2) of the Methodology for Standards Evaluation

TUKE evaluates once per standard length of study all indicators in accordance with Article 9, point SP 9.1. of this document.

The evaluation is processed in the form of a Report on ongoing monitoring and periodic review of the SP, which includes the indicators specified in Article 9 point SP 9.1, and the indicators specified in Articles 16 and 17 of the Methodology for Standards Evaluation.

Evidence: **Organisational directive Education H1 – Annex no. 30 ‘Methodical instruction on quality assurance processes of study programmes at Technical University of Košice’.**

Article 12
Final provisions

1. These Standards for Approval, Management and Quality Assessment of Study Programmes at the Technical University of Košice, as part II of Internal Quality Assurance System of Higher Education at TUKE, shall take effect on 1 October 2021.
2. Appendix no. 1 to Standards for Approval, Management and Quality Assessment of Study Programmes at the Technical University of Košice, as part II of Internal Quality Assurance System of Higher Education at TUKE, shall take effect on 11 July 2022. The TUKE Scientific Council has also approved the publication of the complete version of the internal system.
3. Appendix no. 2 to Standards for Approval, Management and Quality Assessment of Study Programmes at the Technical University of Košice, as part II of Internal Quality Assurance System of Higher Education at TUKE, shall take effect on 23 October 2023. The TUKE Scientific Council has also approved the publication of the complete version of the internal system

prof. Ing. Peter Mésároš, PhD.
Rector of TUKE

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

**III STANDARDS FOR HABILITATION PROCEDURE
AND PROCEDURE FOR APPOINTMENT OF PROFESSORS
AT THE TECHNICAL UNIVERSITY OF KOŠICE**

Article 1

Introductory provisions and the scope of the standards

1. Standards for Habilitation Procedure and Procedure for Appointment of Professors are based on generally binding regulations, namely: Act no. 269/2018 Coll. on Quality Assurance of Higher Education and Amendment of Act no. 343/2015 Coll. on Public Procurement and Amendments to Certain Acts, as amended (hereinafter referred to as 'Quality Assurance Act'), Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended (hereinafter referred to as 'Higher Education Act'), Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 246/2019 Coll. on the Procedure for Obtaining Scientific-pedagogical Titles and Artistic-pedagogical Titles of Associate Professor and Professor (hereinafter referred to as 'Decree on Habilitations and Inaugurations'), Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic no. 244/2019 Coll. on the System of Study Fields in the Slovak Republic.
2. Standards for Habilitation Procedure and Procedure for Appointment of Professors (hereinafter referred to as 'habilitation procedure and inauguration procedure' or 'HP and IP') are defined as a set of requirements and procedures, the fulfilment of which is conditional upon granting of accreditation of habilitation procedure and inauguration procedure. These requirements are specified in Articles 2 to 8 of these Standards for Habilitation Procedure and Procedure for Appointment of Professors at TUKE. **Accreditation is granted or revoked by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as 'SAAHE'), pursuant to Article 31(6) or Article 32 of Act no. 269/2018 Coll. on Quality Assurance of Higher Education, as amended.**

Article 2

Definition of the field of habilitation procedure and inauguration procedure

- HI 2.1.1.** TUKE/Faculty of TUKE has a field of habilitation and inauguration procedure defined by its name and content.
- HI 2.1.2.** TUKE/Faculty of TUKE *has assigned the field of habilitation procedure and inauguration procedure to one or two fields of study* (hereinafter referred to as 'FoS').
- HI 2.1.3.** The content of the field of habilitation procedure and inauguration procedure is defined so that it is as close as possible to the field or fields of study to which it is assigned.

Evidence: Register of HP and IP fields on the portalVS website <https://www.portalvs.sk/sk/hai>.

Internal register of HO and IP fields on the TUKE website <https://res.tuke.sk>

with a description of the field of habilitation procedure and inauguration procedure assigned to the FoS.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Article 3

Level of education in the field of habilitation procedure and inauguration procedure

- HI 3.1.1.** TUKE is entitled to design, deliver, and modify third-level study programmes in the field of study to which the field of habilitation procedure and inauguration procedure is assigned. If the field of habilitation procedure and inauguration procedure is assigned to two fields of study, TUKE is entitled to design, deliver, and modify third-level study programmes in both fields of study.
- HI 3.2.1.** TUKE shall conduct a third-level study programme in the field or fields of study to which the field of habilitation procedure and inauguration procedure is assigned.

Evidence: Register of study programmes <https://www.portalvs.sk/sk/morho>.

Academic Information System MAIS <https://mais.tuke.sk/>.

Description of the field of habilitation procedure and inauguration procedure assigned to the FoS.

Article 4

Personnel provision for the habilitation procedure and inauguration procedure

- HI 4.1.1.** A group of five persons shall work at TUKE/faculties on a fixed weekly working time basis, who shall be responsible for the development and quality assurance of the habilitation procedure and inauguration procedure. Of these persons, at least two shall hold the post of professor and the title of professor, and the other persons shall hold the post of associate professor and the title of associate professor. These persons co-responsible for the field of habilitation procedure and inauguration procedure have been approved by the scientific council of the relevant TUKE faculty before their appointment as co-responsible persons by the Dean of the faculty.
- HI 4.1.2.** Persons responsible for the development and quality assurance of the field of habilitation procedure and inauguration procedure shall *be scientifically or artistically active in the field of habilitation procedure and inauguration procedure* or in a related field.
- HI 4.1.3.** Persons responsible for the development and quality assurance of the field of habilitation procedure and inauguration procedure at TUKE *are not responsible for the development and quality assurance of another field of habilitation procedure and inauguration procedure* at another higher education institution in the Slovak Republic.
- HI 4.2.1.** The *TUKE Scientific Council* and Scientific Councils of its faculties *shall be composed in accordance with the relevant provisions of generally binding regulations*.
- HI 4.2.2.** The TUKE Scientific Council and the Scientific Councils of its faculties shall be composed of eminent experts, including at least one expert with the professional capacity to evaluate the habilitation procedure and inauguration procedure in the relevant field of habilitation procedure and inauguration procedure or in the field(s) of study to which this field is assigned.

Evidence: Register of HEI Employees <https://www.portalvs.sk/regzam/>.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Employment contracts (group of five persons – at least two professors and three associate professors).

Description of the field of habilitation procedure and inauguration procedure assigned to the FoS.

Declaration on oath by the persons responsible for the field of HP and IP stating that they are not responsible for the quality assurance of another HP and IP field and are working at only one HEI in the SR.

Scientific/Artistic and pedagogical profiles of five persons (SAPP in Slovak and English).

Members of the TUKE Scientific Council

<https://www.tuke.sk/wps/portal/tuke/university/organy-univerzity/vedecka-rada-tuke/zlozenie-vedeckej-rady-tuke>.

Lists of members of scientific councils of individual TUKE faculties are available on the websites of individual faculties of TUKE.

Article 5

Level of creative activity in the field of habilitation procedure and inauguration procedure and the level of quality culture of the university

HI 5.2.1. TUKE is entitled to design, deliver and modify third-level study programmes in at least half of the fields of study in which it provides higher education.

HI 5.3.1. TUKE shall undergo a periodic review of its research, development, artistic and other creative activities in individual fields of research, with the objective of being granted the right to use the designation 'research university', based on the results of the most recent assessment.

Evidence: **Register of study programmes** <https://www.portalvs.sk/sk/morho>.

Academic Information System MAIS <https://mais.tuke.sk/>.

The results of periodic review of creative activity of TUKE in accordance with specific regulations.

Evaluation of the level of creative activity of TUKE department in the given field of HP and IP assigned to a field of study/fields of study (in accordance with the procedure described in Annex 2 of this document).

Characteristics of submitted outputs of creative activity for five responsible persons (structure of CAO in Slovak and English following SAAHE).

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

Article 6

Level of the university's criteria for assessing eligibility for obtaining the title of associate professor

- HI 6.1.1.** TUKE has *adopted and publicly available minimum criteria* for the assessment of the requirements fulfilment for obtaining the scientific-pedagogical title or artistic-pedagogical title 'associate professor', which *comply with the generally binding regulations*.
- HI 6.2.1.** Criteria of TUKE and TUKE faculties *for obtaining the title of associate professor require the candidate to have a third-level higher education*.
- HI 6.2.2.** Criteria of TUKE and TUKE faculties for obtaining the title of associate professor require the candidate to have current *scientific and pedagogical or artistic and pedagogical activity in the relevant field* of habilitation procedure and inauguration procedure at a higher education institution.
- HI 6.2.3.** Criteria of TUKE and TUKE faculties for obtaining the title of associate professor require the candidate to have *experience and results in the performance of tasks in the field of higher education in the scope, structure and quality corresponding to international practices and specificities in the relevant field* of habilitation procedure and inauguration procedure. In particular, leading lectures in selected chapters, seminars and exercises, student assessment, supervising and reviewing of final theses, preparation of study materials, consultations for students, arranging excursions, professional practice for students, etc.
- HI 6.2.4.** Criteria of TUKE and TUKE faculties for obtaining the title of associate professor require the candidate to have *experience and results in the field of creative activity*. In particular, participation in research, development, artistic or other creative activity of the department and publishing their results in the form of scientific works or artistic outputs or artistic performances or other outputs of creative activity in the number, structure, scope, intensity, extent of authorial input and quality corresponding to international practices and specificities in the relevant field of habilitation procedure and inauguration procedure.
- HI 6.2.5.** Criteria of TUKE and TUKE faculties for obtaining the title of associate professor *require the candidate to demonstrate that they are recognised as a scientific personality in professional circles, or as an artistic personality in artistic circles in the relevant field* of habilitation procedure and inauguration procedure. In particular, they shall demonstrate responses to published scientific work or artistic outputs or performances or other creative output in the number, structure, and other attributes corresponding to international practice and specificities of the field of habilitation procedure and inauguration procedure, excluding autocitations. One written reference from a HEI not affiliated to TUKE is also required.
- HI 6.3.1.** Criteria of TUKE and TUKE faculties for obtaining the title of associate professor *contain measurable indicators with specified minimum thresholds*, which serve as one of the bases for evaluating the fulfilment of the requirements (HI 6.2.4 and HI 6.2.5). The minimum thresholds for the measurable indicators are based on international practice in the relevant field of habilitation procedure and inauguration procedure.
- HI 6.3.2.** Criteria of TUKE and TUKE faculties for obtaining the title of associate professor *contain measurable indicators with specified minimum thresholds*, which meet the requirements of HI 6.5.1.

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HI 6.4.1. Criteria of TUKE and TUKE faculties for obtaining the title of associate professor *ensure that by fulfilling them, the candidate demonstrates that they have produced a coherent scientific work in the relevant field of habilitation procedure and inauguration procedure through their scientific works, or a coherent artistic work in the relevant field of habilitation procedure and inauguration procedure through their artistic works and artistic performances.*

HI 6.4.2. Criteria of TUKE and TUKE faculties for obtaining the title of associate professor ensure *that the candidate meets other qualification prerequisites, if required by the nature of the relevant field of habilitation procedure and inauguration procedure.*

HI 6.5.1. The level of the TUKE/faculty criteria for obtaining the title of associate professor ensures that candidates for the title of associate professor are required to have at least the same level of scope, intensity, quality and recognition of their scientific, artistic and other creative activity as TUKE required of candidates for the title of associate professor in the relevant field of the habilitation procedure and inauguration procedure in the period preceding the date on which these standards entered into force.

Evidence: Minimum criteria for the habilitation procedure at TUKE effective from 1 September 2021: <https://tuke.sk/wps/portal/tuke/research/inauguracne-a-habilitacne-konania>.

Minimum criteria for the habilitation procedure at TUKE valid until 31 August 2021: <https://www.tuke.sk/wps/portal/tuke/university/usek-vedy-a-vyskumu/referat-vedy-vyskumu-a-doktorandskeho-studia>.

Criteria for the habilitation procedure at individual TUKE faculties: available at faculty websites.

Article 7

Level of the university's criteria for assessing eligibility for obtaining the title of professor

HI 7.1.1. TUKE has *adopted and publicly available minimum criteria* for the assessment of the requirements fulfilment for obtaining the scientific-pedagogical title or artistic-pedagogical title 'professor', which *comply with the generally binding regulations.*

HI 7.2.1. Criteria of TUKE and TUKE faculties for obtaining the title of professor require the candidate to have previously obtained scientific-pedagogical title or artistic pedagogical title 'associate professor'.

HI 7.3.1. Criteria of TUKE and TUKE faculties for obtaining the title of professor *require* the candidate to have *current scientific and pedagogical or artistic and pedagogical activity in the relevant field of habilitation procedure and inauguration procedure at a higher education institution.*

HI 7.3.2. Criteria of TUKE and TUKE faculties for obtaining the title of professor *require* the candidate to have *experience and results in the performance of tasks in the field of higher education in the scope, intensity, structure and quality corresponding to international practices and specificities in the relevant field of habilitation procedure and inauguration procedure.* In

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

particular: leading lectures, seminars and exercises, student assessment including state examinations, supervising and reviewing of final theses, preparation of study materials.

- HI 7.3.3.** Criteria of TUKE and TUKE faculties for obtaining the title of professor *require* the candidate to have *experience and results in the field of creative activity*. In particular: leading research or artistic teams, organising scientific or artistic events, conducting research, development, artistic or other creative activity of the department and publishing their results in the form of scientific works, or artistic outputs or artistic performances, or other outputs of creative activity in the number, structure, scope, intensity, extent of authorial input and quality corresponding to international practices and specificities in the relevant field of habilitation procedure and inauguration procedure.
- HI 7.4.1.** Criteria of TUKE and TUKE faculties for obtaining the title of professor *ensure that their fulfilment will demonstrate that the candidate has influenced the development of the relevant field* of habilitation procedure and inauguration procedure by establishing a scientific school or an artistic school or an original and generally recognised group, which builds on the outputs of their creative activity. In particular, by supervising at least one doctoral student who has successfully completed their studies and by supervising at least one other doctoral student after the dissertation examination in the field of study to which the field of habilitation procedure and inauguration procedure is assigned.
- HI 7.4.2.** Criteria of TUKE and TUKE faculties for obtaining the title of professor *ensure that, by fulfilling them, the applicant demonstrates that they are a recognised scientific or artistic personality in the relevant field of the habilitation procedure and inauguration procedure, and that their scientific works or artistic works or artistic achievements have also achieved international recognition*. In particular: they shall demonstrate responses to published scientific work or artistic outputs or performances or other creative output in the number, structure, and other attributes corresponding to international practice and specificities of the field of habilitation procedure and inauguration procedure, while responses from abroad shall also be a standard requirement. Autocitations are excluded.
- HI 7.4.3.** Criteria of TUKE and TUKE faculties for obtaining the title of professor require written references on the candidate's achievements from leading international experts from at least three different countries other than Slovakia, with the references confirming that the candidate fulfils the requirements for holding a post of professor in an international context.
- HI 7.4.4.** Criteria of TUKE and TUKE faculties for obtaining the title of professor *ensure that the candidate meets other qualification prerequisites*, if required by the nature of the relevant field of habilitation procedure and inauguration procedure.
- HI 7.5.1.** Criteria of TUKE and TUKE faculties for obtaining the title of professor *contain measurable indicators with specified minimum thresholds*, which serve as one of the bases for evaluating the fulfilment of the requirements (HI 7.3.2 and HI 7.4.2). The minimum thresholds for the measurable indicators are based on international practice in the relevant field of habilitation procedure and inauguration procedure.
- HI 7.5.2.** Criteria of TUKE and TUKE faculties for obtaining the title of professor *contain measurable indicators with specified minimum thresholds*, which meet the requirements of HI 7.6.1.

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

HI 7.6.1. The level of the TUKE/faculty criteria for obtaining the title of professor ensures that candidates for the title of professor are required to have at least the same level of scope, intensity, quality and recognition of their scientific, artistic and other creative activity as TUKE required of candidates for the title of professor in the relevant field of the habilitation procedure and inauguration procedure in the period preceding the date on which these standards entered into force.

Evidence: Minimum criteria for the inauguration procedure at TUKE effective from 1 September 2021: <https://tuke.sk/wps/portal/tuke/research/inauguracne-a-habilitacne-konania>.

Minimum criteria for the inauguration procedure at TUKE valid until 31 August 2021: <https://www.tuke.sk/wps/portal/tuke/university/usek-vedy-a-vyskumu/referat-vedy-vyskumu-a-doktorandskeho-studia>.

Criteria for the inauguration procedure at individual TUKE faculties: **available at faculty websites.**

Article 8

Rules and processes of habilitation and inauguration procedures

HI 8.1.1. TUKE has well established and publicly accessible rules and processes of habilitation and inauguration procedures, which comply with generally binding regulations.

HI 8.2.1. The rules and processes of habilitation and inauguration procedures at TUKE ensure *transparency and openness of the procedures with equal conditions for all candidates*, which are known to them in advance.

HI 8.2.2. The rules and processes of habilitation and inauguration procedures at TUKE ensure that *proven plagiarism of the candidate is a reason for not awarding the title of associate professor or the title of professor*.

HI 8.2.3. The rules and processes of habilitation and inauguration procedures at TUKE ensure *impartial, objective, professionally sound, consistent and unambiguous verification of the fulfilment of set requirements and criteria* by the candidate.

HI 8.2.4. The rules and processes of habilitation and inauguration procedures at TUKE ensure that the *selection and composition of opponents of habilitation procedures and inauguration procedures, members of the habilitation committee and members of the inauguration committee comply with generally binding regulations*. The selection criteria for these persons shall ensure that they are scientifically or artistically active in the relevant field of the habilitation and inauguration procedure or, where justified, in the field of science, technology and arts, according to the focus of the candidate's creative activity.

HI 8.3.1. *Within the framework of its procedures, TUKE consistently and without exception complies with generally binding regulations, valid and effective rules, procedures of the habilitation and inauguration procedure, and the criteria of TUKE/Faculties of TUKE for the assessment of the requirements fulfilment for obtaining the scientific-pedagogical title or artistic-pedagogical title 'associate professor' and the scientific-pedagogical title or artistic-pedagogical title 'professor', which were the basis for decision-making in the framework of*

TUKE Internal Regulation pursuant to Article 15 (1b) of Act no. 131/2002 on Higher Education and on amendments to certain acts as amended

the previous accreditation procedure of the given habilitation procedure and inauguration procedure.

Evidence: Instruction (Rules and processes) of habilitation and inauguration procedures at TUKE: <https://www.tuke.sk/wps/portal/tuke/university/legislativa-univerzity>.

Currently held and completed habilitation and inauguration procedures at TUKE faculties: <https://tuke.sk/wps/portal/tuke/research/inauguracne-a-habilitacne-konania>.

Article 9

Final provisions

1. If TUKE obtains the right to design, deliver and modify third-level study programmes in at least half of the fields of study in which it provides higher education, TUKE/Faculty of TUKE may *apply for accreditation* of habilitation and inauguration procedure in the field of habilitation and inauguration procedure in which it is not accredited to SAAHE under the provisions of Article 31(1) of Act no. 269/2018 Coll. on Quality Assurance of Higher Education, as amended.
2. The application for accreditation of the habilitation and inauguration procedure shall be submitted to SAAHE **electronically** and the application shall contain the annexes referred to in Article 31(2) of Act no. 269/2018 Coll. on Quality Assurance of Higher Education, as amended. *At TUKE, the application to SAAHE is submitted exclusively through the Accreditation Board of TUKE after prior consideration of the intention/application by the Scientific Board of the relevant faculty of TUKE.*
3. These Standards for Habilitation Procedure and Procedure for Appointment of Professors at the Technical University of Košice, as part III of Internal Quality Assurance System of Higher Education at TUKE, shall take effect on 1 October 2021.
4. Appendix no. 1 to the Standards for Habilitation Procedure and Procedure for Appointment of Professors at the Technical University of Košice, as part III of Internal Quality Assurance System of Higher Education at TUKE, shall take effect on 11 July 2022. The TUKE Scientific Council has also approved the publication of the complete version of the internal system.
5. Appendix no. 2 to the Standards for Habilitation Procedure and Procedure for Appointment of Professors at the Technical University of Košice, as part III of Internal Quality Assurance System of Higher Education at TUKE, shall take effect on 23 October 2023. The TUKE Scientific Council has also approved the publication of the complete version of the internal system.

prof. Ing. Peter Mésároš, PhD.

Rector of TUKE