

University of Veterinary Medicine and Pharmacy in Košice

Quality Assurance in Higher Education at University of Veterinary Medicine and Pharmacy in Košice

Internal Regulation

Used terms

Subject guarantor – a person responsible for implementation, development and assurance of the subject quality.

Rigorous thesis – a thesis following completed study programme, the defence of which is part of a rigorous examination; only universities with an accredited study programme in a relevant branch of study, after completion of which an academic title “Master“ is awarded, are authorised to conduct such examinations.

Supervisor – a university teacher or researcher who is a supervisor of a dissertation thesis.

Tutor of a final thesis – a university teacher or researcher who is a supervisor of a bachelor, diploma or rigorous thesis.

Final thesis – a bachelor thesis in study programmes at the first level, a diploma thesis in study programmes at the second level and a dissertation thesis in study programmes at the third level.

Article 1

Introductory provision

1. The internal quality assurance system in higher education (hereinafter the “internal system”) at the University of Veterinary Medicine and Pharmacy in Košice (hereinafter “the UVMP”) is based on the legal provisions defined in Act No. 269/2018 Coll. on quality assurance in higher education and on amendment of Act No. 343/2015 Coll. on public procurement and on amendment of certain acts, as amended.
2. The UVMP ensures the quality of provided higher education by implementing its internal quality system and its continuous development.
3. The internal system governs the way in which the UVMP fulfils its mission in higher education through the strategy of ensuring quality in higher education and quality of research activity or other creative activity (hereinafter the “creative activity”) of the UVMP; through the processes of ensuring quality in higher education and quality of creative activity and through the interconnection between the creative activity and higher education of the UVMP in relevant study branches.
4. In accordance with the European framework for quality assurance in higher education, the UVMP carries out quality assessment based on the implementation of formal procedures containing a complete qualitative cycle (PDCA – Planning, Doing, Checking, Acting). The quality assessment through the application of the PDCA cycle is specified in Annexes No. 1 and 2.
5. The application of the UVMP internal system is mandatory for all UVMP employees and students.

Article 2

Objective of the UVMP quality assurance

1. The main objective of the UVMP internal system is to increase the quality of the university at the national and international level by implementing quality and transparent management processes in accordance with the mission of the university and develop the importance of quality and the assurance thereof within individual activities carried out by the university.
2. The internal rule regulates the requirements of the internal quality system, defines the rules for creation, approval, implementation, monitoring, evaluation and modification of study programme, the procedure for verifying the application of the latest knowledge in the content

of the study programme, the method of involvement of student representatives and other concerned persons in the creation and modification of study programmes, connection of the study programme to the relevant level of the national qualification framework, rules for student evaluation, rules for performing creative activity of the university, rules for reviewing student suggestions and procedures for verifying sufficient spatial, material, technical, informational and personnel assurance of the study programme, as well as conditions of habilitation procedure and appointment procedure of professors.

Article 3

Internal system organization

1. The internal system, at the level of the UVMP, is ensured by the following self-administration bodies and committees:
 - a) Rector,
 - b) Academic Senate,
 - c) Board of Trustees,
 - d) Scientific Board,
 - e) Quality Assurance Council,
 - f) Pedagogical Committee,
 - g) Committee for Scientific and Research Activities,
 - h) Committee for Clinical Activities,
 - i) Committee for Creation, Modification and Periodical Evaluation of Study Programme,
 - j) Accreditation Committee of the UVMP.
2. The distribution of responsibilities among the UVMP units in the field of quality assurance is specified in Annex No. 3.
3. The activities of the Quality Assurance Council are governed by the Statute of the Quality Assurance Council (Annex No. 4).
4. The activities of the Pedagogical Committee are governed by the Statute of the Pedagogical Committee (Annex No. 5).
5. The activities of the Committee for Scientific and Research Activities are governed by the Statute of the Committee for Scientific and Research Activities (Annex No. 6).
6. The activities of the Committee for Clinical Activities are governed by the Statute of the Committee for Clinical Activities (Annex No. 7).

7. The activities of the Committee for Creation, Modification and Periodical Evaluation of Study Programme are governed by the Statute of the Committee for Creation, Modification and Periodical Evaluation of Study Programme (Annex No. 8).
8. The activities of the Accreditation Committee of UVMP are governed by the Statute of the UVMP Accreditation Committee (Annex No. 9).
9. To ensure the quality of higher education, the University of Veterinary Medicine and Pharmacy in Košice has created an electronic information system.

Article 4

Personnel, financial and material resources for internal quality system assurance

The UVMP in Košice has allocated sufficient funds in the budget for personnel and material assurance of functioning of the internal system and comprehensive assurance of study programmes and other related activities.

Article 5

Rules for creation, approval, implementation and modification of the study programme

1. These rules:
 - a) Ensure the consideration of the area of knowledge according to the relevant study branch in which students obtain higher education,
 - b) Regulate the competence of the university bodies in approving the study programme,
 - c) Ensure the participation of student representatives, employers from the relevant industry and other concerned persons in the creation and modification of the study programme,
 - d) Ensure the determination of knowledge, skills and competences to be achieved by a student within his/her study (hereinafter “higher education results”) corresponding to the relevant level of the national qualification framework,
 - e) Ensure compliance with the standards for the study programme.
2. A proposal for the creation of the study programme may be submitted by university teachers in the position of a professor and an associate professor, organizational units of the UVMP (departments and clinics) and external concerned parties to the Rector of the UVMP. A proposal for the creation of the study programme must include:
 - a) Substantiation of the proposal,
 - b) Branch of study in which the study programme is to take place,

- c) Level of study,
- d) Name.

3. The description of the study programme includes:

The compliance with the formalized processes of the internal quality assurance system in higher education of the university and with the strategic objectives of the university defined in the long-term plan of the university.

Basic information about the study programme:

- a) Name of the study programme,
- b) Type of the study programme,
- c) Level of university study for which the study programme is intended,
- d) Branch of study in which the study programme is to take place,
- e) Awarded academic degree,
- f) Form of the study,
- g) In case of joint study programmes (Section 54a of the Act No. 131/2002 Coll.), cooperating universities and the determination of obligations a student is obliged to fulfil at respective universities,
- h) Language or languages in which the study programme is performed, i.e. language or languages in which subjects of the study programme are taught,
- i) Standard length of study expressed in academic years,
- j) Capacity of the study programme.

Graduate profile and educational goals:

- a) Student's abilities at the time of completion of the study programme and main learning outcomes,
- b) Jobs for which a graduate is prepared at the time of completion of the study programme and the potential of the study programme from the point of view of student's employment,
- c) Relevant external concerned parties which provided an opinion or an approval of the compliance of the obtained qualification with the sector-specific requirements to perform the profession.

Applicability of graduates:

- a) Rules for creating study plans in the study programme.

Structure and content of the study programme:

- a) Recommended study plans for individual study paths,

- Individual parts of the study programme in the structure – compulsory, compulsory optional and optional subjects,
 - Profile subjects of the relevant path within the study (specializations),
 - Learning outcomes and related criteria and rules for their evaluation,
 - Prerequisites, co-requisites and recommendations for the creation of the study plan,
 - Used educational activities (lecture, seminar, practical, final thesis, project work, laboratory work, internship, excursion, field practice, professional practice, state examination, etc. or their combinations) suitable for achieving learning outcomes,
 - Methods to carry out the educational activities – full-time, part-time, combined (in accordance with the Course information letters),
 - Syllabus/syllabi of the subject,
 - Student workload,
 - Credits allocated to each part based on the achieved learning outcomes and related workload,
 - Person ensuring the subject, including contact details,
 - Teachers of the subject (or involved partner organizations and persons),
 - Location where the subject takes place (if the study programme takes place at several workplaces).
- b) Number of credits, the achievement of which is a condition for a regular completion of the study and other conditions that a student is obliged to meet during the study programme and for a regular completion thereof, including the conditions for state examinations, rules for repeating the study and rules for extending and interrupting the study,
- c) Conditions of completing individual parts of the study programme and a progress of a student in the study programme in the structure:
- Number of credits for compulsory subjects required for a regular completion of the study/part thereof,
 - Number of credits for compulsory optional subjects required for a regular completion of the study/part thereof,
 - Number of credits for optional subjects required for a regular completion of the study/part thereof,
 - Number of credits for a final thesis and a final thesis defence required for a regular completion of the study,
 - Number of credits for professional training required for a regular completion of the study/part thereof,

- d) Rules for verification of learning outcomes and student evaluation and the possible corrective procedures in relation to this evaluation,
- e) Conditions for the recognition of the study or part thereof,
- f) Topics of final thesis of the study programme (or a reference to the list).
- g) Description or a reference to:
 - Rules for the assignment, processing, opposition, defence and evaluation of final theses in the study programme,
 - Opportunities and procedures for participation in students' mobilities,
 - Rules for compliance with the academic ethics and drawing consequences,
 - Procedures applicable for students with specific needs,
 - Procedures for giving suggestions and filing appeals by students.

Course information letters of the study programme.

Current academic year schedule and current time table (or a hyperlink).

Personnel of the study programme:

- a) Person responsible for implementation, development and quality of the study programme (including a position and a contact),
- b) List of persons ensuring profile subjects of the study programme with assignment to subjects and a link to the central register of university employees, including contacts (they may also be listed in the study plan),
- c) Reference to the scientific/artistic and pedagogical characteristics of persons ensuring profile subjects of the study programme,
- d) List of teachers of the study programme with assignment to subjects and a link to the central register of university employees, including contacts (they may also be listed in the study plan),
- e) List of final thesis tutors with assignments of theses (including contacts),
- f) Reference to the scientific/artistic and pedagogical characteristics of final thesis tutors,
- g) Students representatives who represent interests of students of the study programme (including names and contacts),
- h) Study advisor of the study programme (including a contact and information about access to counselling and consultation schedule),
- i) Other supportive personnel of the study programme – an assigned study referent, a carrier consultant, administration, an accommodation referent, etc. (including contacts).

Spatial, material and technical resources of the study programme and support:

- a) List and characteristics of classrooms of the study programme and their technical equipment with assignment to learning outcomes and subjects (laboratories, project and art studios, clinics, scientific and technological parks, technological incubators, university facilities, practice centres, training schools, teaching and training facilities, sport centres),
- b) Characteristics of information resources of the study programme (access to study literature according to Course information letters, access to information databases and other information resources, information technologies, etc.),
- c) Characteristics and scope of part-time learning applied in the study programme with assignment to subjects; access, e-learning portal manuals; procedures for transition from full-time to part-time learning,
- d) Partners in providing educational activities of the study programme and characteristics of their participation,
- e) Characteristics of opportunities for social, sport, culture, spiritual and community life,
- f) Possibilities and conditions of participation of students in the study programme in mobilities and internships (including contacts), instructions for registration, rules for recognition of this education.

Required skills and qualifications of an applicant for the study programme:

- a) Required skills and qualifications necessary for admission to the study,
- b) Procedures of admission to the study,
- c) Results of the admission procedure for the recent period.

Feedback concerning the quality of provided education:

- a) Procedures of monitoring and evaluation of students' opinions on the quality of the study programme,
- b) Results of the students' feedback and related measures to increase the quality of the study programme,
- c) Results of the graduates' feedback and related measures to increase the quality of the study programme.

References to other relevant internal regulations and information relating the study or students of the study programme (e.g. a study guide, accommodation regulations, fee regulations, guidelines for student loans, etc.).

- 4. The study programme is approved by the Accreditation Committee of the UVMP in Košice.
- 5. The study programme is implemented under the conditions approved during the accreditation of the study programme.

6. Any modification of the study programme is subject to the approval by the Accreditation Committee of the UVMP in Košice.
7. The study programmes are subject to periodical approval according to the standard length of the study programme.

Article 6

Rules for selection of teachers of individual subjects of the study programmes

1. The UVMP in Košice uses fair and transparent processes in the selection of teachers. It cares about the personal development of teachers and periodically makes sure that the competencies of its teachers are sufficient.
2. In selecting teachers of individual subjects of the study programme, internal regulations of the UVMP are considered: “Organizational rules of the UVMP in Košice” and “Principles of systemization of jobs at the UVMP in Košice”.
3. Each teacher of a specific subject must meet the prescribed qualification requirements and, through his/her pedagogical and scientific activities, contribute to the maintenance or development of knowledge in the relevant field, which he/she proves by his/her pedagogical and publishing activities.
4. The UVMP in Košice has specified measurable indicators for monitoring the pedagogical and publishing activities of its teachers.
5. Teachers of individual subjects of the study programme are selected by the Committee for Creation, Modification and Periodical Evaluation of Study Programme (Annex No. 8).

Article 7

Rules for admission procedure

1. The UVMP in Košice uses fair and transparent processes in the admission of students.
2. The rules for the admission procedure are set in a way so as to ensure the desired quality of students in individual study branches while maintaining the principles of equal treatment, regardless of gender, religion or belief, race, nationality or ethnic group, disability, age, sexual orientation, marital or family status, skin colour, language, political or other opinion, national or social origin, property, descend or any other status.
3. The details of the admission procedure for the study programmes of the first, second and combined first and second levels of higher education are specified in Articles 1 – 4 of the Study

Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the first, second and combined first and second levels of higher education, Part A, and made public at the UVMP website.

4. The details of the admission procedure for the study programmes of the third level of higher education are specified in Articles 1 – 4 of the Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the third level of higher education, Part B.

Article 8

Rules for approval of tutors of final and rigorous theses and supervisors of dissertation theses

1. Tutors of final and rigorous theses are approved by the Accreditation Committee of the UVMP based on a proposal of a person responsible for the implementation, development and quality assurance of the study programme.
2. A basic condition for the approval of a final thesis tutor is his/her qualification framework, which must be at least one level higher than the qualification for obtaining of which the final thesis is intended.
3. Final thesis supervisors for the study programmes of the third level of higher education are approved by the Scientific Board of the UVMP in Košice pursuant to Article 2, par. 6 of the Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the third level of higher education, Part B.
4. A function of a supervisor for the study programmes of the third level of higher education may be performed by university teachers in position of a professor and an associate professor at the UVMP, where doctoral studies are carried out, as well as other distinguished experts from the workplaces of the Slovak Academy of Sciences and other research institutions approved by the Scientific Board, who have been awarded the scientific qualification level of I. and IIa pursuant to the provisions of Article 5, par. 1 of the Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the third level of higher education, Part B.
5. A rigorous thesis tutor is appointed by the Rector of the UVMP based on a proposal of the chairman of the committee for rigorous theses from university teachers in a position of a professor, an associate professor, assistants and researchers with an academic degree PhD., CSc. or DrSc., in accordance with the internal regulation of the UVMP “Principles of rigorous procedure in the study branch of Pharmacy at the University of Veterinary Medicine and Pharmacy in Košice”.

Article 9

Rules for student evaluation

1. The rules for student evaluation in the study programmes of the first, second and combined first and second levels of higher education are specified in Articles 20, 27 and 28 of the Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the first, second and combined first and second levels of higher education, Part A.
2. The rules for student evaluation in the study programmes of the third level of higher education are specified in Articles 5, 17 and 18 of the Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the third level of higher education, Part B.
3. The rules for student evaluation in the study programmes of all levels of higher education carried out at the UVMP in Košice are set in a way, so that in similar cases there are no unjustified differences.

Article 10

Rules for monitoring and regular evaluation of study programmes

1. The UVMP in Košice regularly monitors, evaluates and revises study programmes in order to ensure adequate provision of education and create suitable and supportive environment for student education.
2. The UVMP in Košice evaluates:
 - a) Content of the study programmes in the light of the latest research in the specific discipline, which ensures the timeliness of the particular study programme,
 - b) Changing needs of the society,
 - c) Workload of students, the course and completion of their study,
 - d) Efficiency of the student evaluation procedures,
 - e) Expectations, needs and satisfaction of students in relation to the study programme,
 - f) Educational environment, supporting services and their suitability for the particular study programme.
3. Study programmes are regularly revised and evaluated with the involvement of students and other concerned parties. The obtained information is analysed and the programmes are adjusted in order to be up-to-date. The revised study programmes are made public.

4. The study programmes of the first, second, combined first and second, and third level of higher education are annually monitored and evaluated by the Pedagogical Committee of the UVMP in Košice.
5. This monitoring and evaluation takes the following into consideration:
 - a) Application of the latest knowledge in the content of study programmes,
 - b) Effectiveness of the criteria and rules for student evaluation,
 - c) Achieved results of higher education,
 - d) Questionnaires student's assessment of the teacher and the subject (Annex No.10),
 - e) Applicability of graduates.

Article 11

Rules for reviewing student complaints

1. If a student seeks the protection of his/her rights or legally protected interests, which he/she considers to have been violated by the activity or inactivity of the university, parts of the university or employees of the university, he/she files a complaint according to the internal regulation of the UVMP "Directive on handling of complaints at the University of Veterinary Medicine and Pharmacy in Košice".
2. If a student points out specific deficiencies in the activity or inactivity of the university, parts of the university or employees of the university, in particular a breach of legal regulations or a breach of internal regulations of the university or its part, he/she files a complaint according to the internal regulation of the UVMP "Directive on handling of complaints at the University of Veterinary Medicine and Pharmacy in Košice".

Article 12

Rules for performing creative activity at university and students' involvement in it, requirements on level and scope of creative activity at the university with regard to its mission

1. The objective of the UVMP in Košice is to maintain a quality level of research and development activities corresponding to a research university of European standard in priority areas of scientific and research activities of the university at the level of international acceptance with a perspective of ensuring the continuity of its development.

2. The research is focused interdisciplinarily by supporting the creation of research teams from various workplaces. The UVMP in Košice creates optimal conditions for members of top-level teams and top-level creative employees.
3. The UVMP in Košice cooperates with advanced research organizations (universities, Slovak Academy of Sciences).
4. The UVMP in Košice involves all university students in creative activities in the study programmes of the first, second, combined first and second, as well as third level of higher education. The creative activity of students is carried out mainly within the preparation of bachelor, diploma, rigorous and dissertation theses.
5. The UVMP in Košice supports young researchers as much as possible by announcing calls of the Internal Grant Agency and creating post-doctoral jobs.
6. The UVMP in Košice has set a requirement that each creative employee must be involved in solving a grant project and must publish the results of his/her research.
7. The UVMP in Košice has set the minimum criteria for publishing activities, differentially for pedagogical employees and scientific and research employees, which must be specifically problem-oriented.

Article 13

Rules for cooperation with specialized teaching facilities in practical training and the method of verifying compliance with the rules

1. The UVMP in Košice carries out practical training in its own specialized teaching facilities, as well as in external specialized teaching facilities.
2. The cooperation with its own teaching facilities in providing practical training is regulated in the internal regulations of the UVMP, especially in the “Study Guidelines of the UVMP in Košice”.
3. The cooperation with the external specialized teaching facilities is carried out based on bilateral agreements, which contain the subject of the cooperation, conditions for the performance of practical training and definition of the mutual competencies and obligations.
4. The UVMP in Košice, via the Pedagogical Committee, verifies compliance with the rules for cooperation with the specialized teaching facilities, especially by means of feedback, which consists of observations and suggestions of students obtained through a questionnaire survey. The information obtained from teachers who participate in practical training in the specialized teaching facilities, as well as from the operators of the specialized teaching facilities (State

Veterinary and Food Administration of the Slovak Republic, Regional Veterinary and Food Administration, State Veterinary and Food Institute, Slovak Chamber of Pharmacists, contractual training pharmacies, Chamber of Veterinary Surgeons of the Slovak Republic, contractual veterinary clinics, contractual food companies, professional associations, etc.) is a valuable source.

Article 14

Rules for cooperation with external educational institutions involved in implementation of the third level study programmes

1. The UVMP in Košice implements third level study programmes also in cooperation with external educational institutions, which is carried out based on signed contracts.
2. Prior to an admission procedure for doctoral studies, the UVMP in Košice, as well as the external educational institutions with which the UVMP in Košice concluded a contract, list the topics of dissertation theses in individual study programmes which candidates may apply for within the admission procedure. A supervisor is determined for each of the listed topics.
3. A proposal for a dissertation thesis consists of the following parts – a brief name of the topic, name and surname of the supervisor, workplace, name of the study branch and study programme, justification of the need to solve the issue from a scientific and social point of view, connection to a scientific grant.
4. The approved topics of dissertation theses are made public on the university official notice board and website. When a topic of a dissertation thesis is made public, the supervisor is obliged to make sure it is entered in AIS.
5. If a candidate for doctoral studies applies for a topic of a dissertation thesis offered by an external educational institution, the external educational institution must also agree to his/her admission.

Article 15

Rules for determining requirements for selection of the university teachers

1. The UVMP in Košice makes sure that the competencies of its teachers are sufficient, using fair and transparent processes.
2. The rules for determining the requirements for the selection of university teachers are specified in the internal regulation of the UVMP “Principles of selection procedure to fill positions of

university teachers, professors and associate professors, and managerial personnel of the University of Veterinary Medicine and Pharmacy in Košice”.

3. The selection procedure to fill positions of university teachers, professors and associate professors verifies the skills and expertise of candidates, which are necessary or suitable with regard to the nature of the obligations to be performed by an employee in the relevant positions.
4. The requirements are non-discriminatory and do not handicap or favour any candidates (reference to the internal regulation of the UVMP “Principles of selection procedure to fill positions of university teachers, professors and associate professors, and managerial personnel of the University of Veterinary Medicine and Pharmacy in Košice”).
5. The general criteria for appointing professors and associate professors are specified by the internal regulation of the UVMP “General criteria for appointing professors and associate professors”, which is approved by the Scientific Board of the UVMP.

Article 16

Rules for ensuring professional development of university teachers and researchers

1. The UVMP in Košice has elaborated rules for ensuring the professional development of university teachers and researchers, which enable each university teacher and researcher to develop their professional skills and qualification growth.
2. The UVMP in Košice ensures the overall development of professional, managerial, language and digital skills by organizing courses or funding participation in them.
3. The university teachers and researchers of the UVMP in Košice actively participate in research and development activities aimed at acquiring new knowledge, development products.
4. The professional development of university teachers and researchers is ensured by solving project calls and grants for research and development activities, participation in professional internships and stays within Erasmus+ activities, involvement in calls to enhance research and improve the quality of higher education within the European Social Fund projects.
5. The professional development of university teachers and researchers takes into account the requirements of individual workplaces.
6. The heads of the departments and clinics are responsible for recording the professional growth of university teachers and researchers and submit proposals for the organization or funding of their participation in courses.

7. The UVMP in Košice supports the qualification growth of university teachers and researchers in cooperation with the heads of the departments and clinics and science and research coordinators for dominant areas of research.
8. The procedure for obtaining scientific and pedagogical degrees and artistic and pedagogical degrees of an associate professor and a professor is regulated by the internal regulation of the UVMP in Košice “Principles of the procedure for obtaining scientific and pedagogical degree of an associate professor and a professor at the University of Veterinary Medicine and Pharmacy in Košice”.

Article 17

Rules for verifying sufficient spatial, material, technical, information and personnel resources for implementation of study programmes

1. The spatial, material, technical and information resources reflect the standard requirements to implement the relevant study programmes and courses and are based mainly on the needs of workplaces ensuring the educational process in relevant subjects of individual study programmes.
2. Directly in the university campus, there are all workplaces (departments and clinics) of the university providing the training for students.
3. The UVMP has enough lecture and seminar rooms with sufficient capacity for theoretical training and uses laboratories, technological training rooms, university slaughter house and clinical teaching premises, including the Clinical Skills Centre and the University Veterinary Hospital, for practical training.
4. The university special facilities (Equestrian Centre, Special Facility for Breeding and Diseases of Game, Fish and Bees in Rozhanovce, University Pharmacy) and the University Farm, a non-profit association, in Zemplínska Teplica, are used for practical training.
5. In order to raise high quality graduates, the UVMP in Košice provides funds to support their studies from both subsidy and non-subsidy funds. These resources are used to provide direct training, as well as support of study resources, such as libraries or computer equipment and human resources in the form of guarantors, tutors, advisors and other consultants.
6. The library and information activities at the University of Veterinary Medicine and Pharmacy in Košice are carried out centrally in the main library – the University Library and the Editorial Centre, as well as in sub-libraries of departments and clinics, using the latest automated library systems and available information and communication technologies.

7. The university has a sufficient number of supporting and administrative employees with appropriate qualification to ensure the operation of the university, departments and clinics, for whom it creates opportunities to develop their skills.
8. The personnel for the implementation of study programmes is based on the “Principles of systematization of jobs at the UVMP in Košice”, approved by the Academic Senate of the UVMP.

Article 18

Rules for collection, analysis and use of information necessary for effective implementation of study programmes

1. In order to take competent decisions and identify what works well and what requires special attention, the UVMP in Košice has reliable information, which is obtained by procedures for collecting and analysing information about study programmes and other activities.
2. Various methods are used for data collection. Students and employees are involved in providing and analysing information and planning follow-up activities.
3. The UVMP in Košice provides information about its activities, including offered study programmes and relevant conditions for admissions to studies, estimated learning outcomes, granted academic degrees, teaching and learning process and used evaluation procedures, success rate and educational opportunities for its students, as well as information about the applicability of its graduates.
4. The most commonly used method is the collection of information based on specialized questionnaire surveys.

Article 19

Rules for regular publication of up-to-date, adequate and qualitative information about study programmes and their graduates

1. The UVMP in Košice monitors and regularly evaluates its study programmes in order to make sure that the study programmes achieve the defined objectives and respond to the needs of students and the society. The evaluation leads to a continuous improvement of the study programmes. Any planned or follow-up activities are communicated to all concerned parties.
2. The following items are evaluated:

- a) Content of the study programmes in the light of the latest research in the specific discipline, which ensures the timeliness of the particular study programme,
 - b) Changing needs of the society,
 - c) Workload of students, the course and completion of their study,
 - d) Efficiency of the student evaluation procedures,
 - e) Expectations, needs and satisfaction of students in relation to the study programme,
 - f) Educational environment, supporting services and their suitability for the particular study programme.
3. The study programmes are regularly revised and evaluated with the involvement of students and other concerned parties. The obtained information is analysed and the study programmes are adjusted in order to ensure they are up-to-date.
 4. The revised study programmes are made public. The up-to-date, adequate and qualitative information about study programmes and their graduates are made public by means of:
 - a) Report on educational activities of the UVMP,
 - b) Report on scientific and research activities,
 - c) Report on clinical activities,
 - d) Annual report on quality of the UVMP,
 - e) The UVMP website.

Article 20

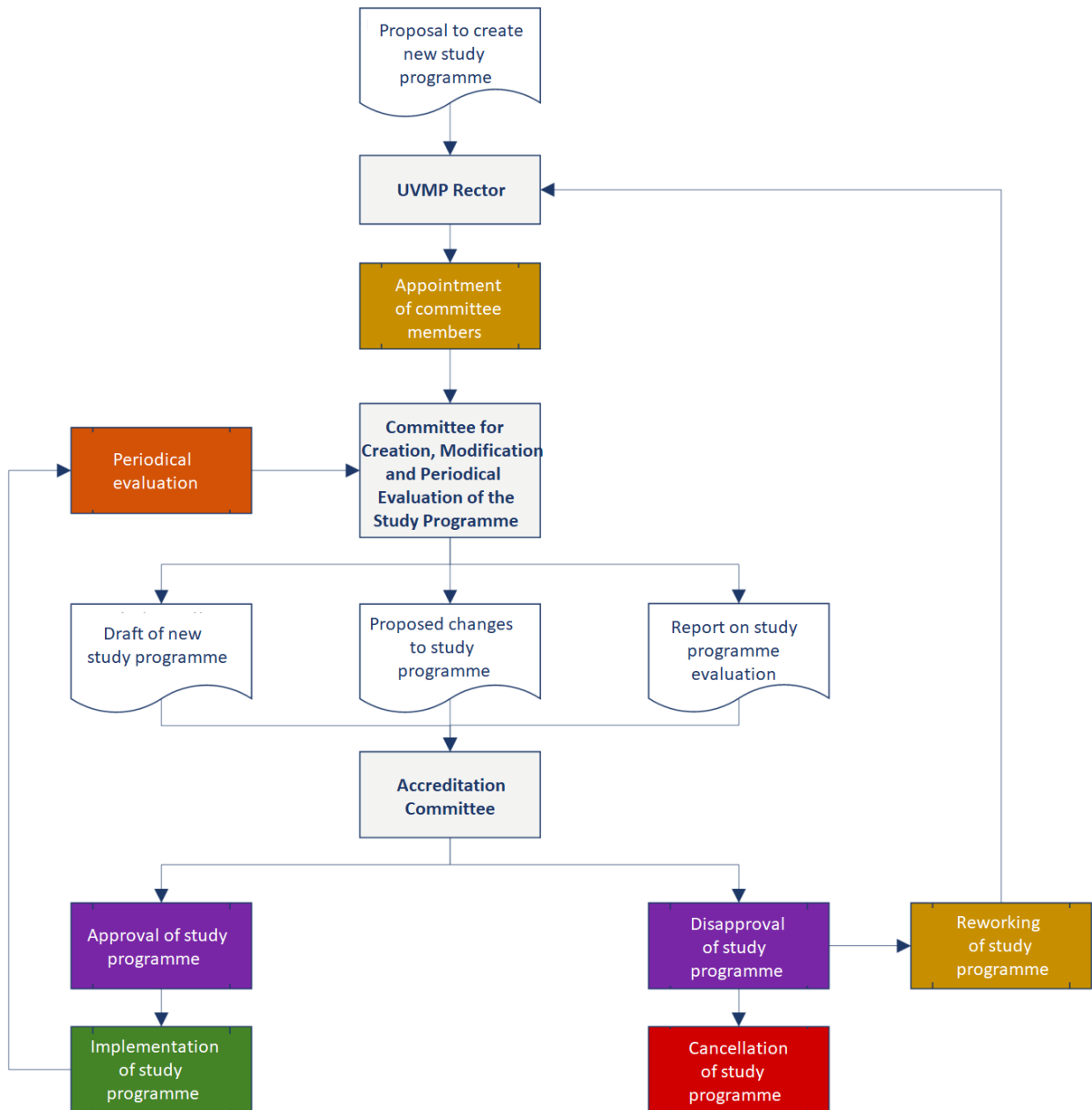
Final provision

1. Annexes No. 1 to 10 form an integral part of this internal regulation.
2. This internal regulation shall enter into force and effect after being discussed by the Academic Senate of the UVMP in Košice and approved by the Scientific Board of the UVMP in Košice.
3. This internal regulation was discussed by the Academic Senate of the UVMP in Košice on November 5th 2020 and approved by the Scientific Board of the UVMP in Košice on December 9th 2020.
4. This internal regulation shall supersede the internal regulation No. 57 – Internal Quality System at the University of Veterinary Medicine and Pharmacy in Košice, dated September 12th 2017.

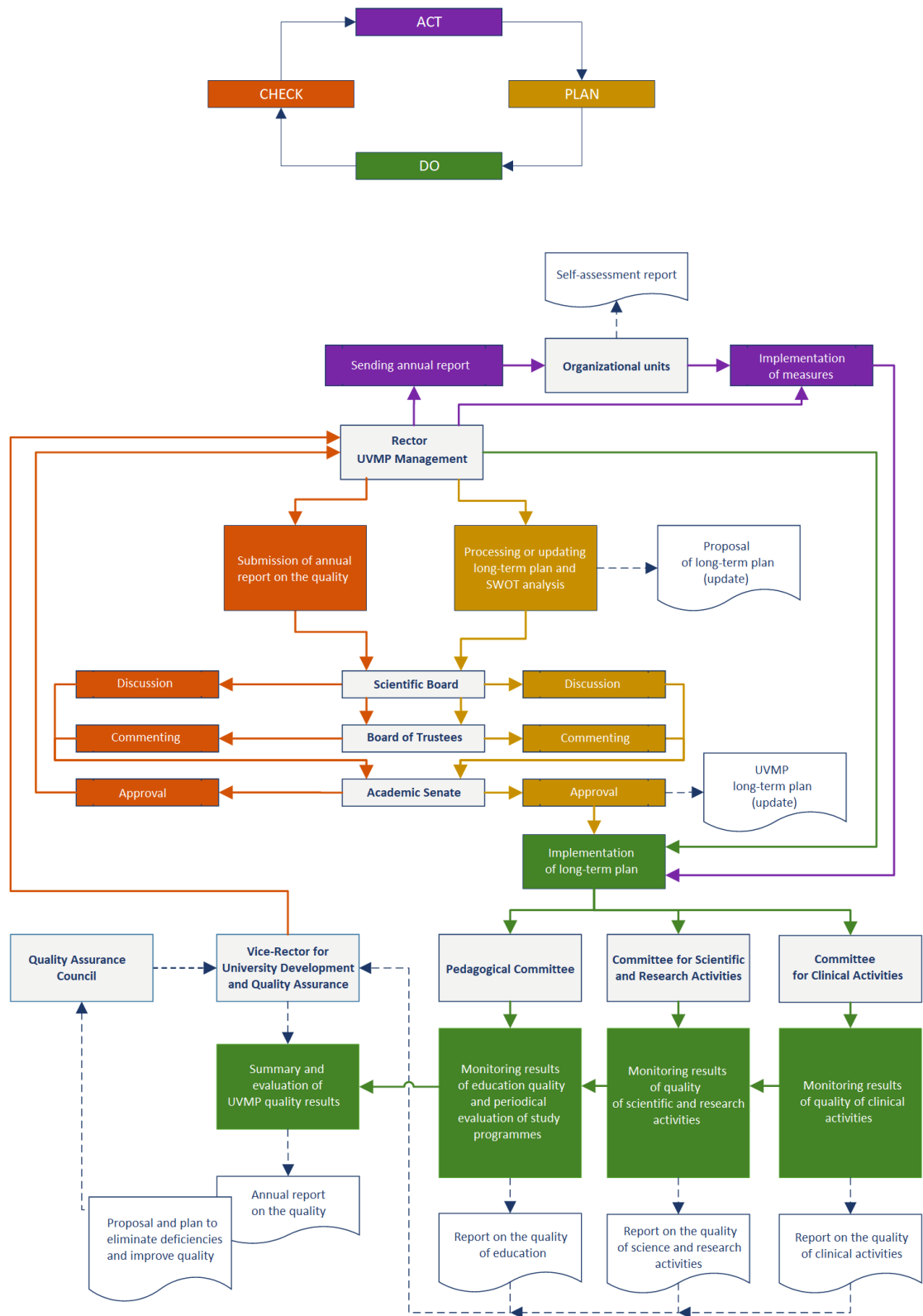
In Košice, on December 9th 2020

Prof. Jana Mojžišová, DVM, PhD, Dr. h. c.
Rector

Cycle of the creation, modification, approval and periodical evaluation of the study programme



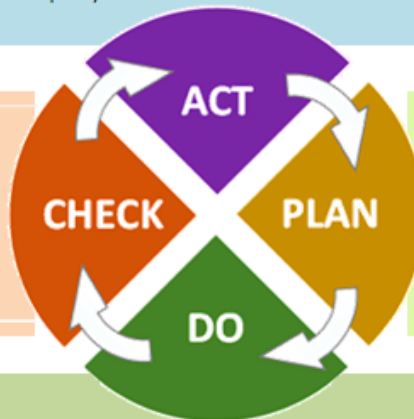
PDCA quality assessment cycle at UVMP in Košice



After the approval of the annual report on the quality, the Rector of the UVMP sends it to the organizational units of the university, which prepare a self-assessment report on the quality focusing on the specifics of the workplace and implement measures for improvement according to the evaluated areas.

The self-evaluation reports of the individual organizational units are discussed by the Quality Assurance Council and the Management of the UVMP and the conclusions with the adopted measures are implemented and evaluated in the next annual report on the quality of the UVMP.

After discussing the annual report on the quality by the Management of the UVMP, the Rector of the UVMP submits the annual report on the quality for the previous academic year to the Scientific Board of the UVMP for discussion, to the Board of Trustees of the UVMP for commenting on and to the Academic Senate of the UVMP for approval.



The Management of the UVMP prepares a proposal (an update during the life cycle) of the university's long-term plan, which is submitted to the Scientific Board of the UVMP for discussion, to the Board of Trustees of the UVMP for commenting and to the Academic Senate of the UVMP for approval.

The Management of the UVMP coordinates the implementation of the long-term plan and annually assesses its fulfilment by monitoring the results of the quality of education and evaluation of study programmes through the Pedagogical Committee, by monitoring the results of the quality of scientific and research activities through the Committee for Scientific and Research Activities and by monitoring the results of the quality of clinical activities through the Committee for Clinical Activities. The annual reports for individual areas are sent by committees to the Vice-Rector for University Development and Quality Assurance.

The Vice-Rector for University Development and Quality Assurance summarizes and evaluates the results in the annual report on quality for the previous academic year, which contains a proposal and a plan to eliminate deficiencies and improve quality at the UVMP.

After discussing and commenting on the annual report on the quality by the Quality Assurance Council, the Vice-Rector for University Development and Quality Assurance submits the annual report on the quality to the Management of the UVMP for discussion.

Distribution of quality assurance responsibilities among UVMP units

Individual organizational units of the UVMP are obliged to examine constantly the quality of activities performed in individual areas (educational activities, scientific and research activities, clinical activities and other activities). Once a year, at their meeting, the organizational units of the UVMP assess the results of the annual report on the quality for the previous academic year and adopt measures to eliminate any possible deficiencies.

The preparation of the annual report on the quality is a process including the involvement of the Pedagogical Committee, the Committee for Scientific and Research Activities and the Committee for Clinical Activities. The overall preparation of the annual report on the quality is covered by the Quality Assurance Council, which submits the draft annual report to the Rector of the UVMP for approval within the UVMP Management.

The Rector of the UVMP in Košice, as a statutory body, covers the quality assurance area. Every year, the annual report on the quality, which includes the evaluation of all areas of UVMP activities for the previous academic year, is submitted to the UVMP Scientific Board for discussion, to the UVMP Board of Trustees for commenting and to the UVMP Academic Senate for approval. After the approval by the UVMP Academic Senate, the annual report on the quality is sent to the individual organizational units of the UVMP.

The UVMP Scientific Board annually discusses the annual report on the quality.

The UVMP Board of Trustees annually comments on the annual report on the quality.

The UVMP Academic Senate annually approves the annual report on the quality.

The Quality Assurance Council is an advisory body of the Rector in the field of university development and quality assurance. The role of the Quality Assurance Council is to evaluate individual areas of the university areas. Every year, as of November 30th, it prepares a report on the quality, submitted through the Vice-Rector for University Development and Quality Assurance to the UVMP Management for approval.

The Pedagogical Committee is an advisory body of the Rector in the field of educational activities for the studies in Slovak and English language. The role of the Pedagogical Committee is also to continuously monitor the results within the criteria for the quality of the educational activities. Every year, as of October 31st, it prepares a report which contains the evaluation of study results, evaluation of subjects by students and evaluation of teachers by students, submitted through the Vice-Rector for Education to the Quality Assurance Council.

The Committee for Scientific and Research Activities is an advisory body of the Rector in the field of scientific and research activities and international relations. Every year, as of October 31st, it prepares a report which contains the evaluation of grant success rate of individual workplaces, submitted through the Vice-Rector for Science, Research and PhD Study to the Quality Assurance Council.

The Committee for Clinical Activities is an advisory body of the Rector in the field of clinical activities and professional relations. Every year, as of October 31st, it prepares a report, submitted through the Vice-Rector for Clinical Activities and Professional Relations to the Quality Assurance Council.

The Committee for Creation, Modification and Periodical Evaluation of the Study Programme is an advisory body of the Rector in the field of the creation, modification and periodical evaluation of study programmes. Every year, as of October 31st, it prepares a report, submitted through the Vice-Rector for Education to the Quality Assurance Council.

The Accreditation Committee of the UVMP in Košice is an independent body that assesses and approves the draft study programme and periodically approves the study programme in terms of the internal system standards and the standards for the study programme of the Slovak Accreditation Agency for Higher Education. Periodical approval of the study programme is performed in a period identical to the standard length of the study programme. Every year, as of October 31st, it prepares a report, submitted through the chairman of the Accreditation Committee of the UVMP to the Quality Assurance Council of the UVMP.

Statute of the Quality Assurance Council of the UVMP

Article 1

Introductory provision

1. The Statute of the Quality Assurance Council regulates the subject of its activities, the method of organization, management and meetings.

Article 2

Mission of the Quality Assurance Council

1. The Quality Assurance Council is an advisory body of the Rector of the UVMP.
2. The Quality Assurance Council is responsible for the maintenance and use of the functional internal quality system. The internal system may be regulated by subsequent internal regulations and internal governing acts of the UVMP.
3. The basic mission of the Quality Assurance Council is to supervise the implementation, monitoring and revision of the UVMP internal quality management system.

Article 3

Organization of the Quality Assurance Council

1. The members of the Quality Assurance Council are appointed and withdrawn by the Rector of the UVMP.
2. The chairman of the Quality Assurance Council is the Vice-Rector for the University Development and Quality Assurance of the UVMP.

Article 4

Meetings of the Quality Assurance Council

1. A meeting of the Quality Assurance Council is convened by the chairman of the Council at least twice a year.

2. The chairman of the Quality Assurance Council is obliged to notify its members of the date and place of a meeting of the Council no later than 10 days before the scheduled meeting.
3. The chairman of the Quality Assurance Council is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members of the Quality Assurance Council no later than 5 days before the scheduled meeting.
4. The members of the Quality Assurance Council present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Quality Assurance Council are obliged to announce their absence at a meeting of the Quality Assurance Council no later than one day before the meeting.

Article 5

Rights and obligations of the Quality Assurance Council

1. The Quality Assurance Council is responsible for the preparation of the key internal regulations and governing acts regulating the quality management at the UVMP, which enter into force upon signature by the Rector of the UVMP.
2. Every year, the Quality Assurance Council prepares an annual report on the quality assurance focused on the analysis and evaluation of the UVMP quality management system. The annual report is published on the university intranet.
3. The Quality Assurance Council continuously proposes measures and submits proposals to increase the quality to the Rector of the UVMP.

Statute of the Pedagogical Committee

Article 1

Introductory provision

1. The Statute of the Pedagogical Committee regulates the subject of its activities, the method of organization, management and meetings.

Article 2

Mission of the Pedagogical Committee

1. The Pedagogical Committee is an advisory body of the Rector of the UVMP.
2. The basic mission of the Pedagogical Committee for the purposes of quality assurance in higher education at the UVMP is to analyse all activities related to ensuring compliance with the standards for the study programme performed within pedagogical activities. The members of the Pedagogical Committee propose and adopt measures to eliminate any possible deficiencies.

Article 3

Organization of the Pedagogical Committee

1. The members of the Pedagogical Committee are appointed and withdrawn by the Rector of the UVMP.
2. The chairman of the Pedagogical Committee is the Vice-Rector for Education of the UVMP.

Article 4

Meetings of the Pedagogical Committee

1. A meeting of the Pedagogical Committee is convened by the chairman of the Committee at least twice a year.
2. The chairman of the Pedagogical Committee is obliged to notify the members of the date and place of a meeting of the Committee no later than 10 days before the scheduled meeting.

3. The chairman of the Pedagogical Committee is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members no later than 5 days before the scheduled meeting.
4. The members of the Pedagogical Committee present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Pedagogical Committee are obliged to inform the chairman of the Committee about their absence at a meeting of the Committee no later than one day before the meeting.

Article 5

Rights and obligations of the Pedagogical Committee

1. Every year, the Pedagogical Committee prepares a report on the quality of education focused on the analysis and evaluation of the quality of education at the UVMP. The annual report is published on the university intranet.
2. The Pedagogical Committee continuously proposes measures and submits proposals to increase the quality of education to the Rector of the UVMP.

Statute of the Committee for Scientific and Research Activities

Article 1

Introductory provision

1. The Statute of the Committee for Scientific and Research Activities regulates the subject of its activities, the method of organization, management and meetings.

Article 2

Mission of the Committee for Scientific and Research Activities

1. The Committee for Scientific and Research Activities is an advisory body of the Rector of UVMP.
2. The basic mission of the Committee for Scientific and Research Activities for the purposes of quality assurance in higher education at the UVMP is to analyse all activities related to ensuring compliance with the standards for the study programme in the field of creative activities. The members of the Committee for Scientific and Research Activities propose and adopt measures to eliminate any possible deficiencies.

Article 3

Organization of the Committee for Scientific and Research Activities

1. The members of the Committee for Scientific and Research Activities are appointed and withdrawn by the Rector of the UVMP.
2. The chairman of the Committee for Scientific and Research Activities is the Vice-Rector for Science, Research and PhD Study of the UVMP.

Article 4

Meetings of the Committee for Scientific and Research Activities

1. A meeting of the Committee for Scientific and Research Activities is convened by the chairman of the Committee at least twice a year.

2. The chairman of the Committee for Scientific and Research Activities is obliged to notify the members of the date and place of a meeting of the Committee no later than 10 days before the scheduled meeting.
3. The chairman of the Committee for Scientific and Research Activities is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members no later than 5 days before the scheduled meeting.
4. The members of the Committee for Scientific and Research Activities present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Committee for Scientific and Research Activities are obliged to inform the chairman of the Committee about their absence at a meeting of the Committee no later than one day before the meeting.

Article 5

Rights and obligations of the Committee for Scientific and Research Activities

1. Every year, the Committee for Scientific and Research Activities prepares a report on the quality of scientific and research activities focused on the analysis and evaluation of the quality of scientific and research activities at the UVMP. The annual report is published on the university intranet.
2. The Committee for Scientific and Research Activities continuously proposes measures and submits proposals to increase the quality of scientific and research activities to the Rector of the UVMP.

Statute of the Committee for Clinical Activities

Article 1

Introductory provision

1. The Statute of the Committee for Clinical Activities regulates the subject of its activities, the method of organization, management and meetings.

Article 2

Mission of the Committee for Clinical Activities

1. The Committee for Clinical Activities is an advisory body of the Rector of the UVMP.
2. The basic mission of the Committee for Clinical Activities for the purposes of quality assurance in higher education at the UVMP is to analyse all activities related to ensuring compliance with the standards for the study programme performed within clinical activities and to propose and adopt measures to eliminate any possible deficiencies. The members of the Committee for Clinical Activities evaluate the satisfaction of clients with work at the UVMP clinics and the University Pharmacy based on completed questionnaires and propose measures to eliminate deficiencies.

Article 3

Organization of the Committee for Clinical Activities

1. The members of the Committee for Clinical Activities are appointed and withdrawn by the Rector of the UVMP.
2. The chairman of the Committee for Clinical Activities is the Vice-Rector for Clinical Activities and Professional Relations of the UVMP.

Article 4

Meetings of the Committee for Clinical Activities

1. A meeting of the Committee for Clinical Activities is convened by the chairman of the Committee at least twice a year.
2. The chairman of the Committee for Clinical Activities is obliged to notify the members of the date and place of a meeting of the Committee no later than 10 days before the scheduled meeting.
3. The chairman of the Committee for Clinical Activities is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members no later than 5 days before the scheduled meeting.
4. The members of the Committee for Clinical Activities present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Committee for Clinical Activities are obliged to inform the chairman of the Committee about their absence at a meeting of the Committee no later than one day before the meeting.

Article 5

Rights and obligations of the Committee for Clinical Activities

1. Every year, the Committee for Clinical Activities prepares a report on the quality of clinical activities focused on the analysis and evaluation of the quality of clinical activities at the UVMP. The annual report is published on the university intranet.
2. The Committee for Clinical Activities continuously proposes measures and submits proposals to increase the quality of clinical activities to the Rector of the UVMP.

Statute of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme

Article 1

Introductory provision

1. The Statute of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme regulates the subject of its activities, the method of organization, management and meetings.

Article 2

Mission of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme

1. The Committee for Creation, Modification and Periodical Evaluation of the Study Programme is an advisory body of the Rector of the UVMP.
2. The basic mission of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme for the purposes of quality assurance in higher education at the UVMP is to ensure such procedures for creation, modification and periodical evaluation of the study programme, selection of teachers that comply with the standards for the internal quality assurance system in higher education and the standards for the study programme.

Article 3

Organization of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme

1. The chairman and members of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme are *ad hoc* appointed and withdrawn by the Rector of the UVMP from university teachers, external concerned parties and students nominated by the Academic Senate of the UVMP.
2. The members of the Committee for Creation, Modification and Periodical Evaluation of the existing Study Programme are usually persons responsible for the implementation,

development and assurance of quality of the study programme within the relevant branch of study, university teachers, external concerned parties and students nominated by the Academic Senate of the UVMP.

Article 4

Meetings of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme

1. The meetings of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme are convened by the chairman of the Committee as necessary.
2. The chairman of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme is obliged to notify the members of the date and place of a meeting of the Committee no later than 10 days before the scheduled meeting.
3. The chairman of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members no later than 5 days before the scheduled meeting.
4. The members of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme are obliged to inform the chairman of the Committee about their absence at a meeting of the Committee no later than one day before the meeting.

Article 5

Principles for the selection of teachers

1. The Committee for Creation, Modification and Periodical Evaluation of the Study Programme contacts a workplace with a request for a proposal of teachers and subject guarantors of the study programme.
2. The head of the department or of the clinic sends the proposal of teachers and subject guarantors of the study programme to the chairman of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme.

3. Proposed teachers and subject guarantors submit their scientific/artistic and pedagogical characteristics.
4. The members of the Committee select university teachers and subject guarantors for a standard length of the relevant study programme.
5. The fulfilment of the standards for the study programme of the Slovak Accreditation Agency for Higher Education is part of the requirements and criteria.
6. The impartiality of the selection is guaranteed by clear and consistent rules for the assessment of individual candidates, which is based on objective evidence of their qualifications for the performance of educational activities.
7. A member of the Committee may not be biased against a candidate and may not have conflict of interest with him/her.
8. A vacant position may only be obtained by a candidate who achieves an absolute majority of the present members of the Committee.
9. The chairman of the Committee informs the Rector about the result of the selection procedure in writing, who then appoints the selected candidate as a teacher or a subject guarantor.
10. After the appointment, a subject guarantor prepares a course information letter and sends it to the chairman of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme.

Article 6

Rights and obligations of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme

1. The Committee for Creation, Modification and Periodical Evaluation of the Study Programme prepares a description of the study regulations according to Article 5 of the internal regulation.
2. Every year, the Committee for Creation, Modification and Periodical Evaluation of the Study Programme prepares a report on the creation, modification and periodical evaluation of the study programme as of October 31st and submits it to the Quality Assurance Council through the Vice-Rector for Education.
3. The Committee for Creation, Modification and Periodical Evaluation of the Study Programme continuously proposes measures and submits proposals to increase the quality of the creation, modification and periodical evaluation of the study programme to the Rector of the UVMP.

Statute of the Accreditation Committee of the UVMP

Article 1

Introductory provision

1. The Statute of the UVMP Accreditation Committee regulates the subject of its activities, the method of organization, management and meetings.

Article 2

Mission of the UVMP Accreditation Committee

1. The main mission of the UVMP Accreditation Committee is to provide transparent processes in the trajectory of approval of a new study programme, modification and periodical approval of an already existing study programme and its modification in accordance with the standards for the internal quality assurance system in higher education and standards for the study programme of the Slovak Accreditation Agency for Higher Education.

Article 3

Organization of the UVMP Accreditation Committee

1. The members of the UVMP Accreditation Committee are appointed and withdrawn by the Rector of the UVMP.
2. The UVMP Accreditation Committee has 11 members; its members are from the study branch of biology, from the study branch of pharmacy and from the study branch of veterinary medicine; the members of the UVMP Accreditation Committee also includes two students of the UVMP, representatives from the professional practice and employer's associations.
3. The chairman of the UVMP Accreditation Committee is a member of the UVMP Accreditation Committee elected by the members of the UVMP Accreditation Committee.

Article 4

Meetings of the UVMP Accreditation Committee

1. The activities of the UVMP Accreditation Committee are governed by the Rules of Procedure of the UVMP Accreditation Committee.
2. A meeting of the UVMP Accreditation Committee is convened by the chairman of the UVMP Accreditation Committee at least once a year.
3. The chairman of the UVMP Accreditation Committee is obliged to notify the members of the date and place of a meeting of the Committee no later than 10 days before the scheduled meeting.
4. The chairman of the UVMP Accreditation Committee is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members no later than 5 days before the scheduled meeting.
5. The members of the UVMP Accreditation Committee present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
6. The members of the UVMP Accreditation Committee are obliged to announce their absence at a meeting of the Committee no later than one day before the meeting.

Article 5

Rights and obligations of the UVMP Accreditation Committee

1. The UVMP Accreditation Committee approves the study programme.
2. Every year, the UVMP Accreditation Committee prepares an annual report on the quality of the evaluation of study programmes focused on the analysis and assessment of the evaluation of study programmes at the UVMP. The annual report is published on the university intranet.
3. The UVMP Accreditation Committee continuously proposes measures and submits proposals to increase the quality of the evaluation of study programmes to the Rector of the UVMP.

STUDENT'S ASSESSMENT OF THE TEACHER AND THE SUBJECT

To evaluate the area of teaching process organization in selected subject there are questions defined in AIS:

1. Overall evaluation of the teaching process

Evaluate individual aspects of teaching process organization		1	2	3	4	5	N/A
1	How do you evaluate organization of lectures and practicals?						
2	Did practicals expand and complement knowledge from the lectures?						
3	How do you assess the level of practical training?						
4	What was the availability of study material?						
5	What was the quality of study material?						
6	What was the material and technical support of the subject?						
7	Were conditions for completion of the subject and subject evaluation defined clearly and on time?						
8	Were the examination dates announced on time, in sufficient numbers and throughout the entire examination period?						
9	Do demands of the subject match the number of credits earned?						
10	To what extent did the subject meet your expectations?						

2. Personal observations and opinions on the teaching process - optional part

Other comments, opinions, attitudes, ...

To evaluate the area of the teacher there are questions defined in AIS:

1. Overall evaluation of the teacher

Evaluate individual aspects of the teacher		1	2	3	4	5	N/A
1	Were the subject topics presented by the teacher in a clear and adequate way?						
2	How do you evaluate professional expertise of the teacher?						
3	Did the teacher stimulate your interest in the subject and lead you to active participation?						
4	Evaluate teacher's skills in terms of teaching process organization						
5	How do you evaluate the teacher's communicativeness and his/her response to your questions?						
6	Did the teacher respond to your questions sent through the official email address?						
7	Was the teacher empathetic, did he/she create an opportunity to consult and express your opinion?						
8	Was the teacher fair in making the evaluation and did he/she follow set conditions for evaluation of the subject?						
9	Were all students treated by the teacher in the same way?						

2. Personal observations and opinions on the teacher – optional part

Other comments, opinions, attitudes, ...