

BUEM

BRATISLAVA UNIVERSITY OF ECONOMICS AND MANAGEMENT

**INTERNAL
QUALITY
ASSURANCE
SYSTEM**

Bratislava 2022

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Ensuring the quality of higher education at Bratislava University of Economics and Management (hereinafter "BUEM") is one of the strategic goals defined in its [long-term plan](#).

The internal quality system at BUEM is the set of policies, processes and structures through which the university ensures the quality of higher education in the field of educational, creative activities and other related activities carried out at BUEM.

A) SYSTEM AND CULTURE OF QUALITY AT BUEM

Article 1 – Introductory provisions and scope

The introductory provisions and scope for ensuring and improving quality in all processes and activities at BUEM are stated in the [Long-Term Plan of BUEM for the period 2021-2027](#), following previous strategic documents by which the university is governed in the Slovak Republic and the European educational and scientific research area.

Through the main, management and auxiliary processes, BUEM ensures the connection of higher education with the latest scientific knowledge, as well as with the current requirements of economic and social practice, focus on the student and his successful application in the labor market without exception.

The internal quality system of BUEM is built as a set of policies, structures, processes and internal regulations of the university, which regulates the way of responsible and comprehensive management, ensuring and improving quality at all its levels and in all its areas of operation in accordance with:

- European standards „**Standards and Guidelines for Quality Assurance in the European Higher Education Area**“ (ENQA, 2015), which were adopted by the ministers responsible for higher education of the EU . They were developed by **European Association for Quality Assurance in Higher Education** (ENQA, 2019)
- national legislation, generally binding legal regulations of the Slovak Republic, Act 269/2018 Coll. on Quality assurance of higher education and amending Act no. 343/2015 Coll. On public procurement and the amendment and completion of certain laws, as well as the standards for the internal quality assurance system and the standards for the study program of the Slovak Accreditation Agency for Higher Education.
- Act 269/2018 Coll. on Quality assurance of higher education and amending Act no. 343/2015 Coll. on public procurement and the amendment and completion of certain laws, as well as the standards for the internal quality assurance system and the standards for the study program of the Slovak Accreditation Agency for Higher Education.
- the standards for the study program of the Slovak Accreditation Agency for Higher Education
- Act No. 131/2002 Coll. Higher educations and amendments to certain laws, Act 269/2018 Coll. On the quality assurance of higher education and amending Act no. 343/2015 Coll. On public procurement and the amendment and completion of certain laws, as well as the standards for the internal quality assurance system and the standards for the study program of the Slovak Accreditation Agency for Higher Education

The quality system of the BUEM follows the [internal quality system of the University of Economics and Management of Public Administration](#) from October 2014, the starting point of which was Act No. 131/2002 Coll. on Higher Education institutions and on amendments to certain acts, quality criteria for IQS, the Accreditation Commission of the Advisory Body of the Government of the Slovak Republic, the Long-Term Plan of the VŠEMvs for the period 2014-2020 and strategic documents, which the higher education institution was guided by in the given period in the network of HEIs in the Slovak Republic. BUEM ensures the quality of the higher education provided through the creation and implementation of an internal quality system (hereinafter referred to as "IQS") and its continuous development. The main goal of IQAS is to take primary responsibility for the quality of the higher education provided, the continuous improvement of the quality of activities and the development of a quality culture at all parts and levels of the higher education institution.

Partial goals of IQAS at BUEM are focused on:

- a) The sustainability of an effectively functioning system of ensuring the quality of higher education in accordance with the mission of the higher education institution.
- b) Satisfaction of students with level and quality of higher education with the aim to break through with the obtained skills and competences in the local and international labor market.
- c) Developing talent and unique skills of each student, career growth, sustainable qualification structure of employees.
- d) Supporting partnerships and mechanisms in implementation of results of research in the educational process and social and economic practice.
- e) Transparent system of selection, assessment and remuneration of employees respecting ethical codex and relevant standards of scientific integrity.
- f) Conditions for reducing bureaucratic procedures, implementing information, communication tools and methods of digital education.
- g) Active participation of students and other stakeholders in the innovation of the existing IQAS at BUEM, including participation in the processes of approval, monitoring and evaluation of study programs.

The culture of quality at BUEM is a set of basic principles, values, standards of behavior and attitudes that guide its employees, students, and other stakeholders in achieving high quality of the university's activities in the areas of higher education, scientific integrity, creative activities, and other related activities. The university systematically develops a culture of quality in ensuring all its activities. Employees, students, and other interested persons are motivated to provide feedback and provide suggestions for improving quality in the areas of education, creative activities, and other related activities, through regular questionnaire surveys of students, graduates, employees, and employers.

The university ensures the principle of transparent evaluation of unauthorized access to information in electronic form through a special internal information system.

The regulation of the IQAS is binding for all organizational components of the university and its employees, students and interested persons performing educational, creative, and related activities at the university.

Assurance and evaluation of IQAS:

- a) takes place transparently in accordance with factual, professional, and ethical criteria, or the principles contained in the relevant internal regulations of the higher education institution,

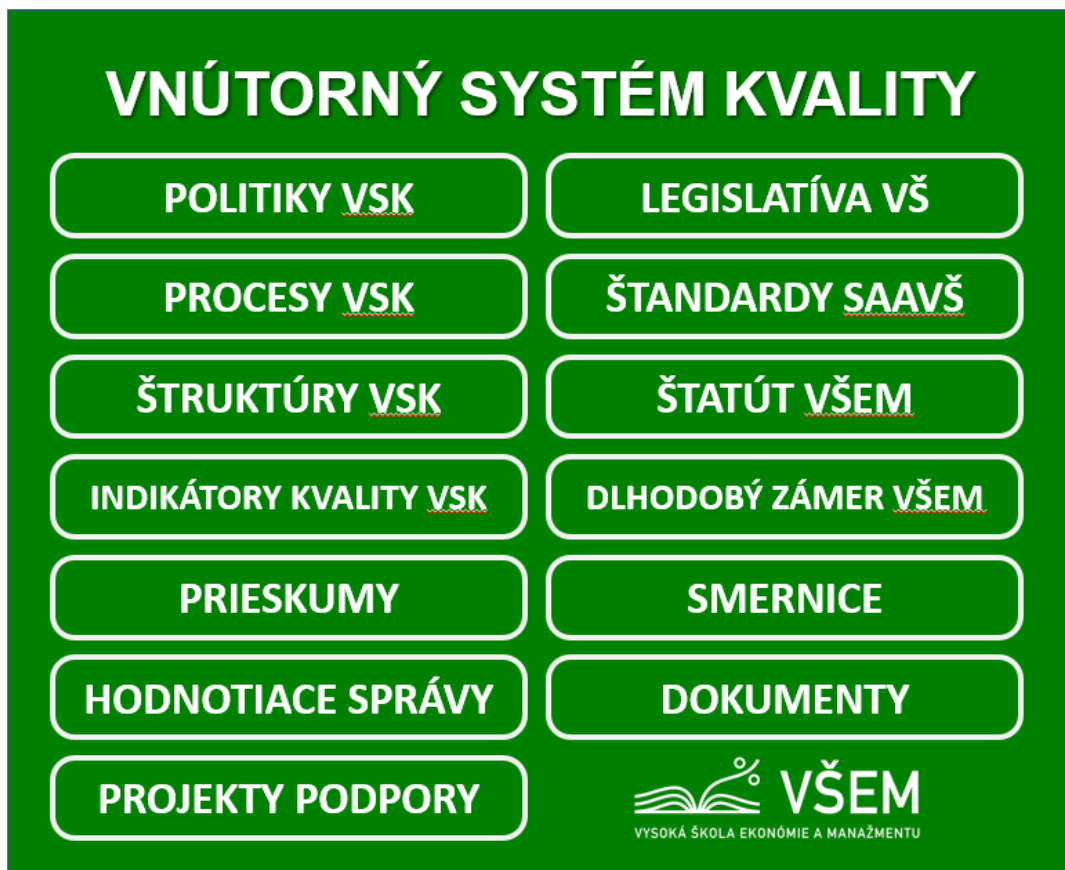
- b) it is based on verified qualitative and quantitative data, is always placed in the context, and consists in a critical assessment of the established facts,
- c) edits documents and regulations approved by the academic senate, the scientific council, which specify the requirements and procedures for ensuring and evaluating educational activities, study programs, lifelong learning programs and the system of creative activity.

Employees, students, and other interested parties have the right to submit suggestions for quality improvement to the members of the management of the college, who deal with the suggestions and propose measures to eliminate shortcomings and improve the processes of the university's activities in the subject area. IQAS is permanently developed so that it is an effective means of fulfilling the strategic and operational goals of the quality of education contained in the long-term plan of the university in accordance with SAAHE standards.

Assurance and evaluation of IQAS at BUEM follows:

- a) Strategic, conceptual, and other documents, or guidelines and regulations of the university,
- b) Data from information systems and resources available at university and its workplaces and data from other publicly available resources,
- c) Self-assessment reports related to IQAS processed, as a rule, based on a framework created in advance,
- d) Expert assessments of internal and external entities, questionnaire surveys,
- e) Indicators monitored in [the long-term plan](#) and [annual reports of the university](#), registers according to § 18 par. 4 of Act no. 269/2018 Coll. on ensuring the quality of higher education and amending Act no. 343/2015 Coll. on public procurement and on the amendment of certain laws, as amended.

GRAPHIC DESCRIPTION OF THE INTERNAL SYSTEM:



• INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)

BUEM's IQAS is aimed at fulfilling its mission and strategic goals defined in Long Term Plan and for this purpose it has established policies, structures, and processes, which are defined in an internal regulation entitled Internal System for Quality assurance of Higher Education at BUEM.

Links to documents:

- [Internal quality system at BUEM](#)
- [the Long-Term Development Plan of BUEM for the period 2021 - 2027](#)

In the following part, the compliance of the BUEM internal system with **the Standards for the SAAHE internal system** (hereinafter referred to as "SAAHE Standards") is presented in the following structure.

BUEM has intentionally compiled and established policies as a set of principles and procedures that the university consistently applies in its strategic management, guiding the processes of the university, its employees, students and external stakeholders in fulfilling its mission and continuously ensuring and developing the quality of education.

BUEM assumed primary responsibility for the policies, structures and processes of the entire institution, which are linked to the internal system and stakeholders of the university. Policies, structures, and processes assure management, teachers, employees, study applicants, students, graduates, partners, employers, the state and the public that the quality of the provided education is ensured and evaluated by BUEM professionally, impartially and transparently.

IQAS of BUEM is focused on achieving strategic goals, which are defined in [the Long-Term Plan of BUEM for the period 2021-2027](#).

In all processes and policy activities, BUEM adheres to the principles of scientific integrity and academic ethics, applies free scientific research, openness, equality, responsibility and recognition and protection of results and values.

Achieving excellent results and continuous improvement of the university's activities in the field of education, creative activities and other related activities is student-oriented, ensuring an environment that equalizes opportunities for students with specific needs, and the internationalization of education.

BUEM continuously engages students and other interested parties in quality assurance and evaluation, actively works against intolerance and discrimination of students, employees and applicants and effectively uses transparent mechanisms for reviewing initiatives by which students seek protection of their rights or interests protected by law.

a) Policies for the preparation and implementation of study programs

BUEM conducts study programs in the field of current scientific knowledge, in accordance with university partnerships and current international trends. The study programs correspond to the relevant level of the national and European qualification framework, are linked to the system of professions, and enable their development into lifelong learning programs. The goals and results of education are clearly defined, and the appropriate evaluation methods are used to demonstrate them in IQAS.

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BUEM has formalized structures and processes for designing, modifying, and approving study programs. The powers, scope and responsibility of individual structures, employees, and other interested parties for ensuring the quality of the study program are determined.

BUEM's policies, structures, and processes for designing, modifying, and approving the university's study programs ensure the involvement of students, employers and other relevant stakeholders. Study programs have a clearly specified and communicated qualification acquired by successful completion of the program, the level of which corresponds to the requirements of the relevant level of the qualification framework, the content and level of the qualification meets the sector-specific expectations of employers and other external stakeholders.

In the study programs, education is clearly linked with creative activities, while the level and focus of creative activities corresponds to the level of higher education and educational outcomes. Study programs provide students with transferable skills that affect the personal development of students and are used in their future career and life.

BUEM creates, implements, and edits study programs in study fields and degrees in accordance with the rights conferred; and the content of the study programs is proven to be in accordance with the study department's records in the relevant degree. BUEM, to create, implement, adjust, and implement study programs in the relevant study field and degree, has created its own internal quality system that is in accordance with SAAHE standards and ensured compliance of all study programs with the standards for SAAHE study programs.

b) Policy of stakeholders involved in the quality of education

BUEM is permanently interested in the opinion, requirements and needs of study applicants, students, employers, employees, and other interested parties, and involves them in the design and approval processes to achieve the required quality and added value of educational outputs. Targeted feedback is directed to take actions, decisions and results from stakeholders or authorities from the practice of the external environment.

By validating the results, BUEM obtains incentives for further development and innovation of processes and services, a favorable and suitable internal environment for the meaningful development of the internationalization of the education system. The study schedule is oriented towards learning, teaching, and student evaluation. It enables and regulates students to modify their time schedule and the content of their studies. Students are entitled to request an individual study plan, which, after individual consultation and agreement with the teacher, is implemented through a combination of full-time and distance learning.

Within the policies of access to information technologies, BUEM has the software tools of the Webex distance communication platform and specifically the MOODLE e-learning interface, thanks to which it is possible to operatively replace face-to-face teaching methods with distance ones, or their combination, if the situation or the specific needs of students require it, hence enable the achievement of the required educational outcomes.

When conducting study programs, the active role, autonomy, creativity and independence of students in education and in the learning process is initiated, and this approach is also implemented in student evaluation.

Students are involved in organizational and research work in all study programs, and the university management creates conditions for the appropriate involvement of study program students in creative activities, where they independently apply the acquired knowledge within the course, semester and final theses or independent professional activity during the implementation of professional practices. The focus is on the active mastering of a partial range of skills and competencies in accordance with the educational outcomes of the study program by each student.

c) Student support and engagement policy

By early identification of students requiring support and assistance, BUEM supports their education and learning. It supports their personal development through student-teacher dialogue, provides resources and services that encourage their initiative and creativity. When conducting study programs, the active role, autonomy, creativity, and independence of students in education and in the learning, process is encouraged. Students are provided with adequate guidance and support from teachers, and mutual respect is encouraged in the student-teacher relationship. In all study programs, the procedures of individual student guidance in the form of consultations are applied. Examining teachers are thoroughly familiar with the existing methods of verification of the achievement of educational outcomes, methods of testing, examination and assessment of student performance, and they have the support of the university to further improve their knowledge and skills in this area, also in the form of lifelong learning.

Assessment allows students to demonstrate the extent and level to which they have achieved the expected learning outcomes and provides feedback to students, which may be linked to recommendations and guidance regarding the learning process where necessary. For all study programs, there are rules of the study schedule that regulate the conditions for timely and sufficient access of students to the evaluation results. Verification of the achievement of the required outputs is possible in the university's electronic information system.

d) Policy for monitoring, reviewing, approving, and improving the quality of education

BUEM ensures permanent objectivity of evaluation and approval of study programs to ensure and improve the quality level of education. Through permanent monitoring of the external and internal environment, qualitative and quantitative information is obtained, necessary for the adjustment of study programs and the educational environment.

Ensuring and improving individual levels of education requires permanent monitoring and regular evaluation of study programs, students, university teachers, material, technical and informational resources to support student education, as well as information necessary for effective management of the implementation of study programs.

BUEM uses the following tools to assess the quality of education:

Opinion survey of target groups.

The target group from the internal environment of the higher education institution in the evaluation of the quality of education consists of students, teaching staff and employees of BUEM. The external group of respondents consists of graduates, employers and experts from public administration, economic and social practice, and legal subjects of small and medium-sized enterprises.

Inspection of the pedagogical process at individual levels and forms of study

- The class inspection criteria are mainly focused on the quality of the presentation of the relevant professional issue, the pedagogical skills of the audited teacher, adherence to the teaching schedule, adherence to the teaching time and the use of appropriate didactic, information and communication tools.
- Evaluation of study program courses.

The purpose of the evaluation of a course of the study program is to assess its quality and content focus at regular intervals and to process information from the realized inquiry of students, such as their feedback, when acquiring knowledge. Subsequently, implement measures aimed at improving the quality of the subject and removing the identified deficiencies.

- Evaluation of study programs.

The purpose of the evaluation of the study program is to assess its quality and content focus at regular time intervals, to concentrate and process information from the conducted inquiries and internships, or from other evaluations (internal and external). Subsequently, implement measures aimed at improving the pedagogical documentation of the study program and compare it with the concept of analogous study programs at universities at home and abroad.

Monitoring and evaluation of the quality of education at BUEM is conducted at regular annual intervals.

The goal of monitoring and evaluating the quality of education at BUEM is to obtain information that will provide relevant information enabling the improvement of all processes and activities supporting the fulfillment of the mission of BUEM in the context of its contractual intent, as well as other relevant documents. The content and scope of monitoring and evaluation of the quality of education at BUEM is part of the internal quality system at BUEM.

e) Transparency and information policy

Disclosure of information on mission, strategies of BUEM in the field of education and study programs, graduates, and the functionality of IQAS, economy of financial resources and effective use of assets inclusive, is provided from the time and content point of view according to the needs and requirements of interested parties. Transparency is ensured by addressable responsibility to the established goal.

BUEM has established, applied, published easily accessible consistent rules for all processes, activities, and stages of a student's study cycle, from the admission procedure, course and evaluation of studies, as well as subsequent recognition of education, completion of studies, awarding of degrees and issuing of diplomas and other documents about the education received. The rules are publicly accessible to all interested study program parties.

The study offer for applicants is published in advance and provides objective and complete information about study programs, admission requirements and criteria, and other study conditions. In addition to the information presented in the media, websites, and social networks, BUEM regularly organizes Open Days and participates in education fairs.

The admission procedure is fair, transparent, and reliable, and the selection of applicants is based on appropriate methods of assessing their suitability for studies, while the conditions of the admission procedure are inclusive and equal, opportunities are guaranteed to every applicant who proves the necessary prerequisites for completing the studies.

Support measures are permanently provided at BUEM, and an environment is created to provide equal opportunities to study at university for students with specific needs and students from disadvantaged backgrounds. BUEM systematically ensures that it has teachers whose qualifications, workload distribution, level of results of creative activities, practical experience,

pedagogical skills and transferable abilities enable the achievement of educational outcomes and whose number and working capacity correspond to the number of students to ensure the study process.

f) Quality assurance policy of professional competences of employees

The policy is ensured at the entrance of the educational process in the acquisition, selection, and establishment of a teacher for study subjects in the study program and its coherence with the system of study fields. The monitoring of duties in the educational activity in the field of research is specifically aimed at pedagogical and creative employees at regular intervals and at all levels of the university. The system is regularly evaluated and systematically improved by taking measures. The selection of university teachers at the university is transparent, objective and professionally founded and implemented on the basis of previously known requirements and criteria that are in accordance with the mission and long-term intention of the university and with generally binding regulations.

The assignment of teachers to ensure study programs and educational activities, teaching individual study subjects and conducting final and rigorous theses is transparent, while guaranteeing such a level of qualification, abilities, practical experience, focus and results of creative activities that corresponds to the level and outcomes of education and the thematic focus of the final thesis.

In accordance with the policies of BUEM, the supervisors of final theses are those pedagogical employees who perform active creative work at the level corresponding to the degree of the study program in the issue of professional and thematic exchange of theses.

The selection of university teachers is open and enables their inter-institutional, inter-sectoral and international mobility. BUEM has identified requirements for qualification, level of creative activities, practical experience, pedagogical skills, and transferable abilities to guarantee the achievement of educational outcomes.

Permanent attention is paid to the quantification of the workload of the educational and other activities of the study program and the procedure for allocating a sufficient part of the teacher's work capacity for the provision and development of the study program, stated in the term sheets of the teaching staff of the university, where the capacity is adequately allocated and it includes the distribution of the total workload of teachers to areas: pedagogical activities, creative and artistic activities, management activities, membership in bodies, membership in commissions, management of final theses according to their difficulty, field and level of education, teacher's role in ensuring the quality and development of the study program, student support activities in achieving educational goals.

University teaching staff of BUEM professionally develop their professional, language, pedagogical, digital skills, and transferable competences. The requirement to have the professional, language, pedagogical and digital skills necessary for the provision and development of the study program and the continuous development of these skills is already among the criteria for selection procedures.

The connection between education and creative activities of teachers is also strengthened within the BUEM internal grant agency, which is financially secured and supported exclusively by BUEM, while the focus of creative activities corresponds to the educational outputs and the level of the results of creative activities corresponds to the level of the qualification framework of the conducted education.

BUEM implements its policies through following tools and supporting activities:

- a) BUEM's management in compliance with university's Institutes and other workplaces, which have institutional responsibility for providing quality education and development of science and research.
- b) Ensuring fulfillment of strategic goals and associating long and short-term goals in all areas of its operations.
- c) Supporting creativity and activity of all BUEM's employees, as well as facilitating cooperation with internal and external assessors of Accreditation Council of BUEM.
- d) In education process and its interrelationship with the results of own research.
- e) In comparison with National and International quality standards (SAAHE standards, ESG standards).

• **IQAS PROCESSES**

IQAS processes are flows of necessary, interconnected activities of ensuring the quality of education, creative activity, and related activities. The scope, competencies, and responsibilities of individual structures, senior employees, other employees, and stakeholders are defined in the IQAS for ensuring the quality of higher education and other related activities, which are reflected in the organizational structure of the entire institution. Relevant processes for the key areas of the mission and strategic goals of BUEM are also identified in IQAS.

The university has allocated sufficient personnel, financial and material resources for the functioning of the IQAS, which correspond to its size and the scope of educational, creative, and other related activities.

The key areas aimed at fulfilling the standards of ensuring the quality of education are elaborated in managerial, main, and auxiliary processes for:

1. Study program:

- Design, modification of a new study program
- Process of design, and modification of existing study program
- Study program's assessment by the [Accreditation Council of BUEM](#)

2. Subjects of education:

- Admissions process
- Learning process, progression, completion of studies as well as degree awarding
- Supporting services and other related activities
- Selection process of teaching staff
- Process of preparation for teaching, workload, and course preparation of teaching staff
- Development of competences and improvement of university's teaching staff qualification
- Assessment of students and necessary feedback
- Prospectus partnership identification and partnership deals closure
- Process of goals setting resources and its effective usage

3. Resources, acquisition, and monitoring of information

- Monitoring, analysis, and assessment of internal and external environment
- Resources acquisition for a study program
- Resources acquisition for a joint-study program
- Monitoring, analysis, and assessment of subjects of education

• IQAS STRUCTURE

The structures of the internal quality assurance system of the higher education institution are interested parties within the meaning of Art. 27 point 48 Methodologies for evaluating SAAHE standards:

a) Internal interested parties

- Senior executive employees at BUEM
- BUEM's employees: teaching staff, research staff, administrative and other technical employees
- Students' advisors for students with special needs
- BUEM's Students

b) External interested parties

- External teaching staff, representatives of employers and other entities offering student internships
- Alumni's
- Local and international partners

Ensuring and evaluating the quality of higher education within the individual structures of IQAS at BUEM is implemented through bodies, boards, departments, job positions and contractual partners and their relationships with determined competencies, scope, and responsibilities.

a) IQAS structure

- Board of Directors at BUEM
- Rector
- Vice-rectors
- Directors of Institutes
- Accreditation Council of BUEM
- Scientific Council of BUEM
- Academic Senate of BUEM
- Rector's advisory board
- Institute of Economics and Management
- Institute of Public Administration

b) Students and Teaching staff structure

- Study Department
- Department of International Relations and Mobilities
- Department of Rigorous Proceeding and Doctoral Studies
- Office of Long-life Learning at BUEM
- Department of Science and Research at BUEM
- Academic Library
- Department of Sports and leisure time Activities at BUEM
- Career Center at BUEM
- Students' dormitory
- Department of Marketing at BUEM
- Students' organizations and clubs

c) Structures supporting academic integrity

- Ethics Committee
- Disciplinary Committee

d) Structures supporting monitoring and development of IQAS

- Quality Council at BUEM
- Center for information and communication technologies and services

Competencies of each structure of IQAS at BUEM is governed by:

- Act No. 131/2002 Coll. on universities and on the amendment of certain laws as amended (hereinafter referred to as the "Law on Universities").
- Act No. 269/2018 Coll. on ensuring the quality of higher education and amending Act no. 343/2015 Coll. on public procurement and on the amendment of certain laws as amended (hereinafter referred to as the "Quality Assurance Act").
- Standards and guidelines for quality assurance in the European Higher Education Area (hereinafter referred to as "European Standards").
- Standards for the internal system of quality assurance of higher education adopted by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "standards for the internal system").
- Standards for the study program adopted by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "standards for the study program").
- Internal regulations at BUEM, particularly:

Hyperlink to documents:

- [Statute of BUEM](#)
- [Organizational Rules VŠEM](#)
- [Pravidlá pre definovanie pracovných povinností v oblasti vzdelávacej, publikačnej a vedeckovýskumnej činnosti tvorivých zamestnancov VŠEM](#)
- [Študijný poriadok VŠEM](#)
- [Kritériá na obsadzovanie funkcií profesorov a docentov a konkrétne podmienky na obsadzovanie funkcií profesorov a docentov na VŠEM](#)
- [Smernica na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie študijných programov na VŠEM](#)

- **IQAS's quality indicators**

Internal quality assurance policies and processes at BUEM are regular monitoring, evaluation, and revision of the internal system, in which all interested parties participate. The internal quality system includes periodic monitoring and evaluation of the quality of all its activities based on indicative indicators for quality assurance and evaluation determined in the internal regulation. BUEM has created an effective system for collecting, analyzing, and using information necessary for evaluating and constantly improving the internal quality system. The system includes rules, forms, methods, and participation of interested parties in its monitoring, evaluation, and revision. BUEM enables public access to the formalized policies, processes, and documentation of the internal system, while the method of making information available also respects the specific needs of students with special needs.

Documentation of the internal quality assurance system, which is relevant for the subjects of education and is published in the languages in which the study programs are conducted. The indicators of the quality of higher education are aimed at monitoring the fulfillment of the goal in the Long-Term plan of the university for the years 2021-2027, which is the preparation and successful implementation of higher education, quality education and assessment oriented to the student and for the needs of the labor market.

This goal is being developed for the field of education, respecting the mission, policies, and strategic intentions of BUEM. Indicators are measurable status variables that are used to monitor and evaluate study subjects, programs, students and teachers and their quality, innovativeness, interdisciplinarity and international impact in applying graduates to the labor market. They are set in such a way that they meet the requirements of the criteria of SAAHE standards for the internal system of ensuring the quality of education and extend to other areas of BUEM's management.

1. Indicators of study programmes offer, joint-study programmes, interdisciplinarity as well as employment of graduates on the labor market:

- Number of applications for study.
- Number of accredited and open study programmes in each level and form of study.
- Number of accredited and open joint-study programmes and professional study programmes.
- List of already aligned study programmes with SAAHE's Standards for Study program.
- Number of accredited and other forms of study programmes and professional courses in particular field of study.
- Number of courses delivered by e-learning, telepresence, etc.
- Number of new functions and applications in information systems.

2. Indicators emphasizing non-discriminatory environment for students and their university studies:

- Share of admitted applicants from number of applicants for each level and study form.
- Share of admitted applicants to their freshmen year, who prematurely quit their studies according to the structure, e.g. unsatisfactory study results, self-drop out, and change of the study program.
- Share of non-freshmen year students who prematurely quit their studies.
- Number of students exceeding the standard length of study in the relevant level and study form.
- Number of graduates and alumni.
- Share of graduates from particular level and form of study, from total number of students enlisted in particular study level and study form.

3. Indicators of quality of educational process and other innovative forms of education:

- The number of innovative study programs in the offer of accredited study programs.
- Number of courses delivered by e-learning and telepresence technologies.
- Number of students engaged in quality assessment of education delivery, teaching staff and quality of study program from the total number of BUEM students.
- Level of students' satisfaction with the quality of education process and teaching staff.

- Level of satisfaction by students with special needs.
- Share of engagements of internal and external interested parties for quality assurance and development.
- Number of memberships in Alumni organizations.
- Share of university teaching staff engaging also in long-life learning.
- Number of student-centered events organized at BUEM.
- Number of received awards for BUEM itself, or and its structural components as well as students and teaching staff.

4. Indicators of quality of educational process supporting interdisciplinarity and professional (foreign) language competencies:

- Number of study programmes offered in foreign languages.
- Number of courses delivered in foreign languages.
- Number of joint-study programs with international partners.
- Number of international teaching staff, researchers, lecturers at BUEM.
- Number of actively used partnerships education process.
- Share of international students to total number of students at BUEM.
- Number of teaching staff, teaching in foreign languages.
- Share of students undertaking student mobilities to total number of students at BUEM.
- Number of activities supporting mobilities of students, teaching staff and other employees at BUEM.

5. Indicators of quality in interrelationship with BUEM's teaching staff creative activities and further professional development of teaching staff:

- Volume of financial resources used by BUEM's IGA or received from participation in research and other international projects.
- Number of BUEMs memberships in international organizations.
- Number of electronic sources in Academic library.
- Number of published paper and electronic sources at university.
- Number and percentual usage of accessible databases in Academic Library.
- Number of publications enlisted and Academic library's categories.
- Qualification and age structure of BUEM's employees.
- Number of students engaged in "Students' scientific and professional activity" (SSPA).
- Number of students' publications.
- Number of finished habilitation and inauguration proceedings.

6. Indicators of quality of offered services, information, and advisory services:

- Number of employees focused on student support.
- Volume of delivered study and career counseling.
- Share of students compared to number of teaching staff.

Hyperlinks to documents:

- [BUEM's Long-Term Plan for years 2021 - 2027](#)
- [Monitorovanie a hodnotenie kvality vzdelávania na VŠEM](#)

- **Internal regulations and guidelines at BUEM**

In accordance with the requirements for alignment of the university's internal quality assurance system, BUEM has approved internal regulations, which are publicly available on the school's website.

Hyperlinks to documents:

- [BUEM's Long-Term Plan for years 2021 - 2027](#)
- [Dlhodobý zámer rozvoja Ústavu ekonómie a manažmentu VŠEM](#)
- [Dlhodobý zámer rozvoja Ústavu verejnej správy VŠEM](#)
- [Štatút VŠEM](#)
- [Vnútorný systém zabezpečovania kvality vzdelávania na VŠEM](#)
- [Študijný poriadok VŠEM](#)
- [Štipendijný poriadok VŠEM](#)
- [Disciplinárny poriadok VŠEM](#)
- [Etický kódex Vysokej školy ekonómie a manažmentu v Bratislave](#)
- [Kritériá na obsadzovanie funkcií profesorov a docentov a konkrétne podmienky na obsadzovanie funkcií profesorov a docentov na VŠEM](#)
- [Organizačný poriadok VŠEM](#)
- [Monitorovanie a hodnotenie kvality vzdelávania na VŠEM](#)
- [Plán odborného rastu učiteľov VŠEM](#)
- [Pracovný poriadok VŠEM](#)
- [Pravidlá pre definovanie pracovných povinností v oblasti vzdelávacej, publikačnej a vedeckovýskumnej činnosti tvorivých zamestnancov VŠEM](#)
- [Pravidlá riadenia domácich a medzinárodných vedeckovýskumných, rozvojových a iných projektov na VŠEM](#)
- [Smernica k prijímaciemu konaniu na 1. a 2. stupeň štúdia na VŠEM](#)
- [Smernica k prijímaciemu konaniu na 3. stupeň štúdia na VŠEM](#)
- [Smernica na realizáciu zákona o slobodnom prístupe k informáciám](#)
- [Smernica na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie študijných programov na VŠEM](#)
- [Smernica organizácie doktorandského štúdia na VŠEM](#)
- [Smernica o autorskej etike a eliminácii plagiatov na VŠEM](#)
- [Smernica o bibliografickej registrácii a kategorizácii publikačnej činnosti a ohlasov na VŠEM](#)
- [Smernica o pôsobnosti koordinátora pre študentov so špecifickými potrebami na VŠEM](#)
- [Smernica o priradovaní učiteľov na zabezpečovanie študijných programov](#)
- [Smernica na prípravu mobilít, realizáciu a uznávanie mobilít študentov, absolventov a zamestnancov VŠEM v rámci programu ERASMUS+](#)
- [Smernica o rigoróznom konaní VŠEM](#)
- [Smernica o rodovej rovnosti na VŠEM](#)

- [Smernica o spolupráci a externom posudzovaní vnútorného systému kvality VŠEM externými partnermi zo spoločenskej a hospodárskej praxe](#)
 - [Smernica o školnom a poplatkoch spojených so štúdiom na VŠEM](#)
 - [Smernica o tvorbe a schvaľovaní vnútorných predpisov na VŠEM](#)
 - [Smernica o uznávaní dokladov o vzdelaní nadobudnutých na zahraničných vysokých školách na akademické účely](#)
 - [Smernica o vybavovaní sťažností na VŠEM](#)
 - [Smernica o záverečných prácach na VŠEM](#)
 - [Smernica o zbere, analýze a používaní informácií potrebných na efektívne uskutočňovanie študijného programu a zverejňovanie informácií](#)
 - [Štatút Etickej komisie VŠEM](#)
 - [Štatút komisií pre výber uchádzačov o mobility v rámci programu ERASMUS+ na VŠEM](#)
 - [Štatút Študentského parlamentu VŠEM](#)
-

• Surveys

BUEM performs regular verification of student satisfaction with study requirements, the quality of the study program, course, and satisfaction with teaching staff at BUEM.

Hyperlinks to documents:

- [Monitorovanie a hodnotenie kvality vzdelávania na VŠEM](#)
 - <https://www.vsemba.sk/ONas/UradnaTabula/SystemKvality/ExterneHodnotenie>
 - <https://forms.office.com/r/eCRXZQiiDU>
-

• Evaluation reports

BUEM regularly evaluates ensuring the quality of education with a focus on: approval, monitoring and regular evaluation of study programs and academic degrees, quality outputs and productivity of creative workers and students, evaluation of students based on published criteria, regulations and procedures that are consistently applied in all forms and degrees, motivational activities of teaching staff using procedures that monitor their qualification level, outputs and awards, support for students in their involvement in research activities, gathering information on the application of graduates in social and economic practice, analysis of identified shortcomings for the effective management of study programs, forms, methods and tools of the educational process.

Hyperlinks to documents:

- [Monitorovanie a hodnotenie kvality vzdelávania na VŠEM](#)
- [Smernica o spolupráci a externom posudzovaní vnútorného systému kvality VŠEM externými partnermi zo spoločenskej a hospodárskej praxe](#)
- <https://www.vsemba.sk/ONas/UradnaTabula/VyrocneSpravy>
- <https://www.vsemba.sk/ONas/UradnaTabula/SystemKvality/InterneHodnotenieKvality>

- Support projects**

Project for support of implementation of Internal quality assurance system at BUEM

In December 2021, BUEM was approved a project to support the implementation of the Internal Quality Assurance System at BUEM.



EURÓPSKA ÚNIA
 Európsky sociálny fond
 Európsky fond regionálneho rozvoja



OPERAČNÝ PROGRAM
 ĽUDSKÉ ZDROJE

Innovation of the internal quality assurance system of BUEM.

Operational program Human Resources, co-financed by the European Social Fund.

Priority axis: 312010 - 1. Education - Specific goal: 312010032 - 1.3.1 To increase the quality of higher education and the development of human resources in the field of research and development to achieve the connection of higher education with the needs of the labor market.

Názov projektu:	Inovácia vnútorného systému zabezpečovania kvality Vysokej školy ekonómie a manažmentu verejnej správy v Bratislave
Kód projektu:	312011BGH6
Kód ŽoNFP:	NFP312010BGH6
Operačný program:	312000 - Operačný program Ľudské zdroje
Spolufinancovaný z:	Európsky sociálny fond
Prioritná os:	312010 - 1. Vzdelávanie
Konkrétny cieľ:	312010032 - 1.3.1 Zvýšiť kvalitu VŠ vzdelávania a rozvoj ľudských zdrojov v oblasti výskumu a vývoja s cieľom dosiahnuť prepojenie VŠ vzdelávania s potrebami trhu práce
Kategórie regiónov:	MDR - rozvinutejšie regióny

Kategorizácia za Konkrétne ciele

Konkrétny cieľ:	312010032 - 1.3.1 Zvýšiť kvalitu VŠ vzdelávania a rozvoj ľudských zdrojov v oblasti výskumu a vývoja s cieľom dosiahnuť prepojenie VŠ vzdelávania s potrebami trhu práce
Oblasť intervencie:	116 - Zlepšenie kvality a efektívnosti terciárneho a ekvivalentného vzdelávania a prístupu k nemu s cieľom zvýšiť počet študujúcich a úroveň vzdelania, najmä v prípade znevýhodnených skupín
Hospodárska činnosť:	19 - Vzdelávanie

B) ALIGNMENT OF INTERNAL QUALITY ASSURANCE SYSTEM WITH STANDARDS FOR THE HIGHER EDUCATION

Article 2 – Quality assurance policies

2.1 Quality assurance policies at BUEM

2.1.1 The university has established and applies quality assurance policies as part of the university's strategic management

BUEM set policies for quality improvement as part of the applied internal quality assurance system. The stated policies regulate the development strategy of the university, strategic approaches in management decision-making processes, structures, and processes of ensuring, verifying, and influencing the quality of education at all levels and study programs, scientific research, project, and expertise activities in BUEM's conditions.

2.1.2 The university has accepted the primary responsibility for the quality of provided education at all parts of the university, at all levels and in all aspects.

Valid BUEM's Long-term plan for the years 2021-2027 was discussed and approved by all self-governing bodies of the university. The long-term plan is binding for all its employees and students. It is the document which gives bases for all tactical and operational plans, activities, study programs and projects of scientific and research activities. The university and its institutes have accepted responsibility for the quality of education, scientific research activities and the availability of study literature. The creation and implementation of the internal quality assurance system was prepared, controlled, evaluated, and coordinated by the Quality Council in accordance with the internal regulations of BUEM. The main goals of the BUEM's Long-term Plan are based on the Long-term Plans of the university's institutes.

2.2 BUEM's mission

2.2.1 The university has its clearly defined mission incorporated in all its strategic documents

BUEM has declared its goals and tasks in its Statute, of which the implementation fulfills the mission of the university in educational, scientific-research and consulting activities. The main task of the university is to provide higher education and creative research for employees and students.

The main strategic goal, included in the Long-term Plan, is aimed at ensuring quality and relevant education in an attractive environment, which is focused on the field of small and medium-sized enterprises, economics and business management, regional development, and public administration. Finally, the goal is to use the scientific potential of the university, to support small and medium-sized businesses and the public sector

2.2.2 The university fulfills its mission defined in all its strategic documents

BUEM systematically fulfills its mission in all areas of its activities. The university evaluates the fulfillment of its mission every year through evaluation reports at the meetings of the institutes and the management of the university: Annual activity report, educational activity report, Scientific research, project and publication activity report, international cooperation report, Report on the results of the application of the internal quality assurance system and more.

The reports are discussed in the Scientific Council, the Academic Senate, and the Administrative Board of BUEM. Employees and students are informed about the results of the university's activities at work seminars and meetings of program managers. The Annual report on the activities of BUEM is every year submitted to The Ministry of Education, Science, Research and Sport of the Slovak Republic.

2.3 BUEM's strategic goals

2.3.1 In its strategic documents, especially in the Long-term plan, the university has clearly defined strategic goals in terms of its educational activities, creative activities, and other related activities

The BUEM's Long-term plan is based on the implementation of numerous strategic goals and procedures aimed at improving quality in all university's processes in comparison with universities in Slovak republic and European Union. The university also supports innovations and further developments with aim to:

- a. educate and train professionals with knowledge, skills and competences that will enable them to successfully apply themselves on the labor market in competitive environment.
- b. strengthen the BUEM's position in its integration into the network of higher education institutions in the Slovak Republic and the European Education and Research Area.
- c. prepare BUEM for a turbulent environment in higher education, science and research while respecting the competitiveness of educational institutions.
- d. to support the development of society and its statehood by designing new models of public administration research related to changes in the socio-economic environment in the field of legal business entities.

As part of the university's Long-term plan, there were formulated 15 main goals in the field of higher education, in the field of science and research, and in the field of active participation in the all-round development of society. The common goal is an efficient and sustainable university.

2.3.2 University's strategic objectives incorporated in its strategic documents are in accordance with its mission

BUEM's strategic goals defined in the Long-Term Plan and BUEM's Statute are in accordance with the mission of the university and the provisions of the higher education legislation. The main task of the university is the provision of higher education and creative scientific research.

BUEM creates the conditions and forms of higher education in which freedom of thought, creativity, objectivity, and ethics of scientific research are purposefully applied.

It supports and organizes international scientific research cooperation; exchange of knowledge also supports its employees and students with international organizations.

2.4 BUEM's quality assurance policies

2.4.1 The university has formalized and established quality assurance policies and follows them consistently

BUEM's internal quality assurance system is open document that has been applied at the university since 2014. It consists of a set of internal regulations that establish goals, tasks and supporting processes, which are the basis of applied policies to ensure quality in all areas of the university's activities.

BUEM's internal quality assurance system and other regulating regulations are attached to this regulation. The mentioned regulations are binding for all employees and students at the university.

Some of the mentioned regulations are specified in the lists of study programs, Edition Plans and Plans for the professional growth of teaching staff at institutes and other workplaces.

2.4.2 The university has created appropriate structures of coherent internal system of quality assurance of higher education for the entire institution

The application of BUEM's management system, its delegation of powers, competences, tasks, and responsibilities are part of the internal legal norms. The legislative bodies of the university,

their competencies, and responsibilities in relation to ensuring the quality of education are defined in the Statute of BUEM and the Organizational Rules of BUEM. Competences in the field of education and other activities are within the scope of self-governing bodies of higher education institutions and institutes where education is provided.

The university has created BUEM's Quality Council, which is an implementation and coordination body to ensure the quality of education at the university. The Council monitors, evaluates and manages the internal quality system of BUEM. All powers, competences and responsibilities associated with the internal quality system, its structure, working groups as well as the rules of procedure and other tools of the internal quality assurance system are defined in the Statute of the Quality Council of BUEM. All departments and institutes of the university are participating in the preparation and evaluation of the quality of higher education within the defined scope.

2.4.3 The university has created processes of a coherent internal system of quality assurance of higher education for the entire institution

The basic framework of quality assurance processes is formed by international ESG standards and National standards for the internal quality assurance system of SAAHE. The policies and processes of BUEM's internal quality assurance system are defined by these documents. All competences and responsibilities in the university's management processes are defined in the Organizational Rules of BUEM and in other organizational rules and its organizational components. Internal regulations within the coherent internal quality assurance system of BUEM consists of statutes, regulations, directives, codes, principles, orders, and methodological instructions.

Processes for assessing applications for accreditation of study programs are established by the Directive on creating, editing, approving, canceling study programs, and submitting applications for granting accreditation of study programs at BUEM. Each organizational component is responsible for maintaining the internal regulations and standards for the internal system of SAAHE to ensure the integrity and complexity of the internal system. Internal regulations are published on the BUEM's website.

2.4.4 In the internal system, the university defined the competences, scope and responsibility of individual structures, senior staff, other employees, and other interested parties are ensuring the quality of higher education and other related activities

The internal regulations of BUEM establish the competencies, scope, and responsibility of the organizational structures of the higher education institution, its organizational components and senior employees ensuring the quality of higher education and student support. The mentioned provisions enable the development of initiative and creativity at all organizational levels of the university.

The organizational components of the university adjust processes and other powers in accordance with the needs of securing activities within their structures and powers.

A special position in the internal quality assurance system of BUEM is held by the Accreditation Council and the Quality Council, whose powers and competences are established by the Statute of the Quality Council and the Directive on creating, modifying, approving, canceling study programmes and submitting applications for granting accreditation of study programs at BUEM.

2.5 Internal system and its functioning at BUEM

2.5.1 The university has allocated sufficient personnel resources for the functioning of the internal system, which corresponds to its size and the scope of educational, creative and other related activities

BUEM is proportionately built for the realization of its mission and the fulfillment of established goals. The university has enough employees to provide adequate educational, research and other creative and operational activities of the university. The operation of the university was ensured by sufficient number of administrative and operational employees. Accounting and information services are being outsourced by third party. The qualification structure of the employees corresponds to the size of the scope of the university. To ensure the selection, admission, adaptation, training and evaluation of employees, the university uses special internal standards such as: Organizational Rules, Work Rules, Principles of the selection procedure for filling the positions of university teaching staff, professors and associate professors and senior university staff positions, a list of systematized functional and jobs of employees, institutes, and other organizational components of the university. The organizational components of the university form the basis for ensuring adequate human resources and verifying the work performance of its employees.

2.5.2 The university has allocated sufficient financial resources for the functioning of the internal system, which correspond to its size and the scope of educational, creative and other related activities

BUEM has secured adequate financial resources for the functioning of the internal system. The main goal of university's financial management is the creation of multiple own streamlines of sources of financing and the budget of BUEM, which is directed to the fulfillment of the main tasks of the university and is approved by the Academic Senate and the Board of Directors of BUEM. The university applies the principle of balanced management at the university level and its institutes. To finance long-term development projects, the university also uses surplus budgets and funds from national and international grant schemes.

2.5.3 The university has allocated sufficient material resources for the functioning of the internal system, which correspond to its size and the scope of educational, creative, and other related activities

BUEM pays long-term attention to the improvement of material and technical conditions for the performance of its main activities. Indoor spaces for education and research are being purposefully expanded and modernized.

The university has modern classrooms and counseling workplaces, where students and doctoral students regularly consult and implement their final thesis. Attention is focused on the acquisition, reconstruction, and modernization of student accommodation, which is currently being in its final stages.

The BUEM's Academic library meets the requirements of a modern academic library. Access to bibliographic and full-text databases is also enabled. BUEM builds and modernizes the technical infrastructure of the data and telecommunication network, computer technology and software equipment in the educational and operational premises of the university.

In order to effectively manage processes, several electronic information systems are used, including antivirus protection, and a system solution for data backup.

2.6 Policies, structures, and processes of the internal system at BUEM

2.6.a.1 Internal system policies, structures and processes ensure student involvement in quality assurance

Student involvement in the Academic Senate of BUEM, the Accreditation Council of BUEM, the Quality Council of BUEM, the Disciplinary Committee, the Pedagogical Committee, and the Accommodation Committee are a direct tool for the involvement of students in ensuring the quality of higher education.

The involvement of students in the Quality Council of the university is regulated by the Statute of the Quality Council of BUEM. The involvement of students in academic self-government bodies and committees is governed by the BUEM Statute and the BUEM Organizational Rules, the BUEM's Disciplinary Rules for Students and their rules of procedure.

Students have the statutory right to periodically evaluate education process and teaching staff. The method of organizing student quality evaluations is determined by the internal regulation Monitoring and evaluation of the quality of education at BUEM. The total number of involved students and recorded evaluations is listed in the Report on Educational Activities at BUEM.

Space for the expression of students' opinions is provided through regular meetings with BUEM management and the BUEM Student Parliament.

Students can communicate any issues related to their studies and students through online communication, Black box and on state final exams - in its final part: the positive and negative aspects of studying at the university.

2.6.a.2 The policies, structures and processes of the internal quality assurance system ensure the involvement of external stakeholders in quality assurance

The involvement of external environment in quality assurance is the activity of external members of the Quality Council of BUEM and its committees, external members of the Scientific Council of BUEM and other external representatives involved in or other way being part of creating, approving and evaluating study programs at all levels of study (Accreditation Council of BUEM and its working committees).

External participation of experts in quality management is implemented at the university level and at the institutes level.

2.6.b The policies, structures and processes of the internal quality assurance system guarantee the interrelationship between education and artistic activities, while the level and focus of creative activity corresponds to the level of higher education and learning outcomes

The interrelationship between educational and creative activities at BUEM is ensured by the instruments of BUEM's Long-Term Plan in the field of education, research and development, where university states its efforts to involve students in research activities at the university already during their graduate studies to support project goals, doctoral students within the Internal of the BUEM grant agency and the organization of selective professional lectures focused beyond the content of existing study programs. Finally, for the organization of student scientific conferences and "SSPA" competitions.

Study courses are provided by teaching staff whose level of creative activities corresponds to the standards of education and study courses. They actively participate in the creation of information resources, which are listed in the information list of the course. Verification of the fulfillment of standards is conducted during the assessment of study programs in the habilitation and inauguration procedures of applicants. The competent body for evaluating the connection between education and creative activities is the Scientific Council of BUEM, the Accreditation Board of BUEM and the Quality Council of BUEM.

2.6.c The policies, structures and processes of the internal quality assurance system guarantee the support of the internationalization of educational, creative, and other

related activities, so that its degree corresponds to the mission and strategic goals of the university, the goals and outputs of education and the needs of its stakeholders

BUEM has developed the Institutional International Strategy of BUEM, which follows on from the Long-term Development Plan of BUEM. The main tools for implementing and developing international cooperation are bilateral agreements with foreign universities and cooperation agreements within the ERASMUS+ program. International cooperation through academic mobility is financed through the projects of the ERASMUS+ program. The mobilities of employees and students are governed by the Directive on the implementation of mobilities within the ERASMUS+ program, the mobility plan, other scholarship programs and agreements and orders of the rector, which regulate the hiring of foreign lecturers.

2.6.d.1 The policies, structures and processes of the internal quality assurance system guarantee protection against any kind of intolerance and discrimination of students

The protection of students against intolerance and discrimination is ensured by the BUEM Statute, the BUEM Work Regulations, the BUEM Code of Ethics, the Gender Equality Directive at the BUEM and internal regulations on the protection and processing of personal data, the Directive on notification of personal data breaches.

So far, there has been no case of intolerance, discrimination, or other violation of BUEM students' rights at the university.

2.6.d.2 The policies, structures and processes of the internal quality assurance system guarantee protection against any kind of intolerance and discrimination of employees

The protection of employees against intolerance and discrimination is guaranteed by the Statute of BUEM, the Work Regulations of BUEM, the Code of Ethics of BUEM and the internal regulations for the protection and processing of personal data, the Directive on the disclosure of personal data and the Directive on notification of personal data breaches.

In accordance with its statute, the Ethics Commission of BUEM also deals with the assessment of suggestions regarding violations of the Code of Ethics.

2.6.d.3 The policies, structures and processes of the internal quality assurance system guarantee protection against any kind of intolerance and discrimination of applicants

Admission procedure at BUEM is organized in accordance with ethical principles to prevent any discrimination of applicants. In relation to applicants, BUEM processes all submitted information and materials so that applicants are accepted objectively based on the evaluation of their previous academic results and other prerequisites for their successful completion of their studies at the university.

In accordance with the Act on Higher Education, completed right level of previous education and submission of application for study are basic conditions for successful admission to study. Further conditions for admission to study are established by the university and published on the web portal within the specified period.

The protection of applicants against intolerance and discrimination is guaranteed by the BUEM Statute and is ensured by the BUEM Code of Ethics and internal regulations on the protection and processing of personal data. This applies also to applicants for graduate studies, applicants for rigorous procedures and doctoral studies, applicants for habilitation and inaugural procedures.

2.6.e The policies, structures and processes of the internal quality assurance system guarantee the maintenance of scientific integrity and adherence to academic ethics, vigilance against plagiarism and other academic fraud, enable their detection and guarantee that appropriate action is taken in response to them.

Maintenance of scientific integrity and adherence to academic ethics is declared by the BUEMs Code of Ethics, the BUEMs Statute, the BUEM Work Regulations, the BUEM Study Regulations and the Directive on Author Ethics and the Elimination of Plagiarism at the BUEM. All final theses in terms of the final thesis creation methodology are subject to originality control through the Central Register of Final Theses.

The Ethics Commission of BUEM and the Disciplinary Commission of BUEM deal with the assessment and resolution of complaints regarding violations of the University's Code of Ethics.

2.6.f The policies, structures and processes of the internal quality assurance system guarantee effective and transparent mechanisms for reviewing initiatives for protection of any violation of student rights or other interests protected by law, or points out specific deficiencies in the actions or inactions by the university

The mechanisms and methods of examining the initiatives by which students demand the protection of their rights or legally protected interests or deficiencies in the activities of the university are enlisted in the BUEM Study Regulations. Competences for dealing with student suggestions are defined in the BUEM Organizational Rules.

2.6.g The policies, structures, and processes of BUEM's internal quality assurance system guarantee compliance with and adherence to binding regulations and internal regulations of the university

At BUEM, the binding regulations and standards of the university are observed. Process activities are supported by organizational structures and describe the activities of employees responsible for ensuring compliance with all binding regulations, the BUEM's Statute and the BUEM's Organizational Rules.

2.6.h.1 The policies, structures and processes of the internal quality assurance system guarantee the continuous improvement of the quality of the activities performed by the university

The Long-term Plan of BUEM is the source of continuous improvement and development of the university. The self-governing bodies of the university are the self-governing bodies of the university: the Academic Senate of BUEM, the Scientific Council of BUEM, the Administrative Council of BUEM and the Quality Council of BUEM. Evaluation processes of BUEM's Internal Quality System will be proposed at annual intervals.

2.6.h.2 The policies, structures and processes of the internal quality assurance system guarantee the development of a quality culture at all parts and levels of the university

Improving the quality culture at all organizational levels and in all organizational components of the university is declared in the Long-Term Plan of BUEM, which defines the Internal Quality System as a tool for the permanent provision of quality higher education. The university considers compliance with the rules of the Internal Quality Assurance System of BUEM and the set of internal regulations of BUEM to be key elements. All institutes and workplaces have a general obligation to participate in the processes of evaluation and approval of study programs.

2.6.i The policies, structures and processes of the internal quality assurance system guarantee the interrelationship between internal system with the long-term plan of the university

The Long-term Plan of BUEM is the base material of the internal education quality system. The connection of the internal quality system with the Long-Term Plan of the higher education

institution is ensured by the tools of the Long-Term Plan of Development of BUEM in the field of education and other internal regulations.

2.6.j The policies, structures and processes of the internal quality assurance system guarantee the effective performance of administrative activities related to quality assurance and not overloading teaching staff, students, and other creative employees of the university with unjustified bureaucracy

BUEM aims to minimize the administrative load on employees and students through the continuous streamlining of processes with substantial use of ICT. Reducing bureaucracy defines the long-term development goal of BUEM, which aims to develop into the paperless university.

2.7 Habilitation proceedings and inaugural proceedings at BUEM

2.7.1 If the university conducts the habilitation proceedings and the inaugural proceedings, the policies, structures, and processes of the internal assurance system ensure that it meets the standards for the habilitation proceedings and the inaugural proceedings

BUEM currently does not have the rights to conduct habilitation and inaugural proceedings.

2.8 Partnerships and stakeholders at BUEM

2.8.1 Quality assurance policies are bindingly applied on all contractors of the university or other third parties that participate or have an impact on the quality of education, creative activities, and other related activities

BUEM is a member of the National Union of Employers' (NUE), has partnerships with leading public administration entities as well as representatives of economic sector. In terms of partnerships with the entrepreneurial sector the university has signed number of agreements with such partners. (For example, student internships, etc.).

Business entities as well as public entities, or their representatives participate in the preparation, of design and modification of study programs as members of Accreditation working groups (Ad hoc) at BUEM and BUEM's Accreditation Council.

2.9 Monitoring at BUEM

2.9.1 Internal quality assurance policies and processes include regular monitoring, evaluation, and revision of the internal system, in which participate all interested parties

Monitoring, evaluation, and revision of the internal system under the conditions of BUEM is governed by the Directive Monitoring and evaluation of the quality of education at BUEM. Monitoring is also conducted in planned activities aimed at improving the quality of education, achieving the required outputs and goals of education, compliance with relevant legislation and other legal regulations and guidelines. BUEM evaluates educational activities, research, artistic and other creative activities, international activities, and relations with the public, as well as the quality of these activities at annually. Annual reports on educational activities, research, and other creative and international activities for each respective year subject of discussions held by the Scientific Council of BUEM and Academic Senate of BUEM. The annual report on BUEM's activities for relevant year is after discussions in Academic Senate of BUEM published on the BUEM's website. The evaluation and revision of the internal system is conducted in the context of the BUEM's Long-Term Plan and is usually conducted at intervals corresponding to the operational availability of BUEM's leadership. Study programs are continuously monitored, periodically evaluated, and approved, while employers, students and other interested parties are involved.

2.9.2 Regular monitoring, evaluation and revision of the internal quality assurance system considers whether the internal system leads to the achievement of strategic goals in quality assurance, which the university has determined in its strategic documents, especially in the Long-term plan

The evaluation of the fulfillment of the strategic goals defined in the Long-term Plan of BUEM is carried out at regular annual intervals with the focus of relevant employees on quality assurance and improvement processes. Internal and external monitoring and evaluation of the quality of education is conducted with the direct aim on improving it and subsequently obtaining relevant feedback from all interested parties.

All interested parties who participate in obtaining and evaluating relevant feedback in the process of monitoring and evaluating IQAS at BUEM are Quality Councils at BUEM and working groups of the Accreditation Council of BUEM. To monitor and evaluate quality in the educational activities of BUEM, the used methods are the survey of the opinions of relevant target groups, the control of the pedagogical process in the form of internships, the evaluation of courses, the evaluation of study programs and the evaluation of teaching staff.

2.10 Public access of documents at BUEM

2.10.1 The university provides easy public access to formalized policies and processes and other internal system documentation

BUEM issued in accordance with the provisions of Act no. 131/2002 Coll. on universities and on the amendment of certain laws, Act no. 269/2018 Coll. on Ensuring the Quality of Higher Education and amending Act no. 343/2015 Coll. on public procurement and on amendments to certain laws as amended and the BUEM Statute and following the provisions of Act no. 211/2000 Coll. on free access to information and on the amendment of certain laws, as amended Directive on the implementation of the law on free access to information.

BUEM's internal quality assurance system, as well as other internal regulations in accordance with the Act on Universities, are published on BUEM's website. Internal regulations intended for employees and teaching staff are published on BUEM's intranet and SharePoint.

2.10.2 The method of making information publicly available respects the specific needs of persons with disabilities

Services to students, applicants and other persons with disabilities are provided by the Students Service Center, which is governed by the Directive on the Implementation of the Freedom of Information Act, the BUEM Study Regulations and the internal regulations on the competence of the coordinator for students with specific needs. The mentioned workplace provides comprehensive information and counseling services for students with specific needs.

Academic services are aimed at adjusting and providing conditions for students with specific needs. Technical support is aimed at ensuring appropriate technical equipment, accessible study literature and provision of assistive technologies in according to the degree of disability. The support of these persons is ensured by an internal regulation at BUEM.

2.10.3 Documentation of the internal quality assurance system, which is relevant for students, is published in all languages of the study programs

All internal regulations are drawn up and published in the Slovak language. Study programs at BUEM are conducted in the Slovak and English language. Teaching in joint study programs for foreign students and within the ERASMUS+ program is conducted in English and German.

Hyperlinks to documents:

- [Štatút VŠEM](#)

- [Dlhodobý zámer rozvoja VŠEM na obdobie 2021- 2027](#)
- [Dlhodobý zámer rozvoja Ústavu ekonómie a manažmentu VŠEM](#)
- [Dlhodobý zámer rozvoja Ústavu verejnej správy VŠEM](#)
- [Etický kódex Vysokej školy ekonómie a manažmentu v Bratislave](#)
- [Kritériá na obsadzovanie funkcií profesorov a docentov a konkrétne podmienky na obsadzovanie funkcií profesorov a docentov na VŠEM](#)
- [Monitorovanie a hodnotenie kvality vzdelávania na VŠEM](#)
- [Opisy študijných programov:](#)
 - [Manažment malého a stredného podnikania – Bc., Mgr., PhD.](#)
 - [Verejná správa – Bc., Mgr., PhD.](#)
- [Organizačný poriadok VŠEM](#)
- [Plán odborného rastu učiteľov VŠEM](#)
- [Pracovný poriadok VŠEM](#)
- [Pravidlá pre definovanie pracovných povinností v oblasti vzdelávacej, publikačnej a vedeckovýskumnej činnosti tvorivých zamestnancov VŠEM](#)
- [Smernica na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie študijných programov na VŠEM](#)
- [Smernica na prípravu mobilít, realizáciu a uznávanie mobilít študentov, absolventov a zamestnancov VŠEM v rámci programu ERASMUS+](#)
- [Smernica na realizáciu zákona o slobode informácií](#)
- [Smernica o rodovej rovnosti na VŠEM](#)
- [Smernica o spolupráci a externom posudzovaní vnútorného systému kvality VŠEM externými partnermi zo spoločenskej a hospodárskej praxe](#)
- [Smernica o zbere, analýze a používaní informácií potrebných na efektívne uskutočňovanie študijného programu a zverejňovanie informácií](#)
- [Študijný poriadok VŠEM](#)
- <https://www.vsemba.sk/ONas/UradnaTabula/VyroczneSpravy>

Article 3 – Design, modification, and approval of study programmes

3.1 Design, modification, and approval of study programmes at BUEM

3.1.1 The university has formalized policies, structures, and processes for designing, editing and approving of study programmes

Study programmes at BUEM; their design and approval, are established by internal regulations, namely the Directive on the design, modification, approval, cancellation of study programmes and submission of applications for accreditation of study programmes at BUEM and the Directive on the organization of doctoral studies. The overall procedure and competences of individual bodies in approving study programmes are addressed by the Directive on designing, modifying, approving, and canceling study programs. The guidelines define the processes, structures, and competences of the relevant persons responsible for designing, modifying, and approving study programmes at BUEM.

3.1.2 The university has established competences, extent and responsibilities of individual structures, employees, and other interested parties for ensuring the quality of the study programmes

The competences, extent and responsibilities of individual structures, employees and other interested parties for ensuring the quality of the study program are established and defined in the individual parts of the Guidelines for the creation, modification, approval, cancellation of study programs and submission of applications for the granting of accreditation of study

programs at BUEM in the section - Authorities for the approval of authorizations carry out Study program and applications for accreditation submitted to SAAHE and in the section - Creation, adjustment and approval of study program in fields and degrees in which BUEM is authorized to perform study program and in the Directive on the organization of doctoral studies at BUEM.

3.2 Policies, structures and processes for design, modification, and approval of study programmes at BUEM

3.2.a.1 Policies, structures and processes for designing, modifying and approving of study programmes ensure involvement of the students.

BUEM students participate in the process of design and modification of study programmes through the Guidelines for designing, modifying, approving, canceling study programmes and submitting applications for accreditation of study programmes and Guidelines for the organization of doctoral studies at BUEM. BUEM students are also involved in the approval process of study programs as members of the BUEM Accreditation Board, the Accreditation Working Group (Ad hoc) of the Quality Council and as members of Academic Senate of BUEM. These students are represented in Senates body with a proper vote, which makes decisions on the accreditation of study programs. The students appointed for a term can be students of every form and levels of study within the university. Students also can participate in the design, modification, and approval of study programmes, which are regulated in the internal regulations of BUEM.

3.2.a.2 Policies, structures, and processes for design, modifying and approving study programs ensure the involvement of employers and other relevant stakeholders

Employers and other relevant stakeholders are also actively involved in the process of creating and adjusting the study program at BUEM. All entities involved in the creation or modification of the study program are also listed in the description of the study program. The involvement of relevant stakeholders in the processes of approval of study programs is guaranteed through their participation in the BUEM Accreditation Council, its working groups, in the BUEM Quality Council and at the level of external members of the BUEM Board of Directors. External evaluators are also members of working groups that prepare draft evaluation reports of individual study programs and their descriptions. The involvement of employers and other relevant stakeholders in the process of creating, editing and approving study programs at BUEM and at the level of university institutes is established by internal regulations and signed cooperation memoranda.

3.2.b.1 Policies, structures and processes for creating, modifying and approving study programs ensure the involvement of employers and other relevant stakeholders

Employers and other relevant stakeholders are also actively involved in the process of creating and adjusting the study program at BUEM. All entities involved in the creation or modification of the study program are also listed in the description of the study program. The involvement of relevant stakeholders in the processes of approval of study programs is guaranteed through their participation in the BUEM Accreditation Council, its working groups, in the BUEM Quality Council and at the level of external members of the BUEM Board of Directors. External evaluators are also members of working groups that prepare draft evaluation reports of individual study programs and their descriptions. The involvement of employers and other relevant stakeholders in the process of creating, editing and approving study programs at BUEM and at the level of higher education institutes is established by internal regulations and signed cooperation memoranda.

3.2.b.2 Policies, structures and processes for design, modification and approval of study programs guarantee professional evaluation and approval of the study program

The processes of evaluation and approval of study programs are established by the articles of the internal regulations at BUEM, regarding the evaluation of study programmes and the assessment of the professional ability to conduct study regulations in accordance with the standards and requirements of SAAHE. The requirement of professional competence in the evaluation and approval of study programs is ensured by the requirements for the composition of the BUEM Accreditation Council for groups of study fields in which BUEM conducts its study programs. The members of the Accreditation Board and its working groups, except for representatives of students, external interested parties, and the chairman of the Academic Senate, must be holding the position of professor or associate professor. The members of the commission (except for the persons listed) must meet the criteria of the highest quality with their expertise and creative outputs, and at the same time they must meet high moral and ethical values. The professional background of members of the Quality Council and members of commissions is discussed and approved by Academic Senate of BUEM and Research Council of BUEM. The processes and structures for the design, modification, and approval of study programs at BUEM are governed by the internal regulations of the university.

3.2.b.3 Policies, structures and processes for the design, modification and approval of study programs ensure objective and independent evaluation and approval of the study program in which conflicts of interest and possible bias are avoided

Through its policies, structures, and processes, BUEM guarantees its objective and independent evaluation and approval of study programmes. Objectivity and independence in the evaluation and approval of the study program is guaranteed by the Directive on the design, modification and approval of study programmes, as well as by the personnel security requirements that establish the requirements for relevant persons for positions and positions at universities in the Slovak Republic.

3.2.c Policies, structures and processes for the design, modification and approval of study programs ensure the continuous compliance of study programs with study program standards

BUEM implemented according to SAAHE's criteria into its internal system all the rules for designing, approving, and evaluating study programmes and took over the structure of SAAHE forms for evaluating the quality of study programs. This policy, together with the periodic evaluation of the study programmes, guarantees sustainable compliance of the study programs with the standards for such study program.

3.2.d Policies, structures and processes for the design, modification and approval of study programmes ensure that study programs have a clearly specified and communicated qualification acquired by successful completion of the program, the level of which corresponds to the requirements of the relevant level of the qualification framework

Qualification requirements for graduates of study programmes are defined in the provisions of articles of internal regulations at BUEM, for the design and approval and modification of existing study programs in accordance with the needs of society on the labor market. Study programmes are created and approved in such a way that they have a specified qualification, the level of which corresponds to the requirements of the relevant level of the qualification framework in the Slovak Republic and is in accordance with valid generally binding regulations related to higher education, fields of study and study programmes, credit studies, study programmes standards according to SAAHE, national and international documents defining qualification frameworks, occupational systems and professional standards.

The design of new study programmes and the modification of existing study programmes are carried out in accordance with the fulfillment of the needs of society and individuals - students, valid generally binding regulations related to higher education, fields of study and study programs, credit studies, study program standards according to SAAHE, national and international documents defining qualification frameworks, systems of occupations, professional standards, etc., principles of the European approach to ensuring the quality of joint study programs, if it is a joint study program, while the study program has indicated occupations in its description, for the performance of which an acquired qualification is required.

The description of the study program is processed in the Academic Information System according to the curriculum of SAAHE and lists the qualifications acquired by completing the study. Information about the name, profile of the graduate and application of the graduate, including qualifications, is provided in the texts of the study program and in the documents on completed education.

Information about the name, profile of the graduate and application of the graduate, including qualifications, is provided in the texts of the study program and in the documents on completed education. The verification of the fulfillment of the requirement in the process of approving the study program is defined in the articles of the Guidelines for creating, modifying, approving, canceling study programmes and submitting applications for the granting of accreditation of study programs and the Guidelines for the organization of doctoral studies.

3.2.e Structures and processes for the design modification and approval of study programmes ensure that the content and level of qualifications meet the sector-specific expectations of employers and other external stakeholders

The design of new study programmes and the modification of existing study programmes are conducted in accordance with sector-specific expectations and labor market demand at the regional, national, and European level and in accordance with national and international documents defining qualification frameworks, occupational systems, professional standards.

For defining the profile of the graduate of the study program, setting goals, learning outcomes in the study program in the scope of knowledge, skills and competences and forming them in accordance with the current level of scientific knowledge, the description of the field of study, the level of the qualification framework and sector-specific professional expectations for the performance of the profession, for which the program is being prepared, is mainly the responsibility of the person responsible for the study program (hereinafter "guarantor").

To confirm sector-specific expectations, the available opinions of employers, other interested parties, or representatives of these parties in the quality structures of BUEM are used.

3.2.f.1 Policies, structures and processes for the design, modification and approval of study programmes ensure that study programs have a clearly specified graduate profile and clearly defined and communicated learning objectives and learning outcome that are verifiable

The requirement of a clear specification of the graduate profile and clearly defined and communicated learning objectives and outcomes, which are verifiable, is defined by the study program.

Each study program has its own description and internal evaluation report, which are processed according to the curriculum of SAAHE. The study program has a specified name, degree, form of study, type of study program, awarded academic title, name of the field of study, standard length of study, language in which the study program is conducted, location of the study program, and has a clearly specified and unambiguously determined level of qualification obtained by completing a program that corresponds to the relevant level of higher education. Through descriptors in the profile of the graduate, the study program has defined and communicated learning outcomes that are verifiable, correspond to the mission of the university, the relevant level of higher education and the field of knowledge according to the

relevant field of study or a combination of fields of study in which other graduates obtain higher education degree.

3.2.f.2 Policies, structures and processes for the design, modification and approval of study programmes ensure that study programmes have a clearly specified graduate profile and clearly defined and communicated learning objectives and learning outcome that correspond to the university's mission

The design of new study program and the modification of existing study programs are carried out in accordance with the fulfillment of the needs of society and individuals - students and the mission and strategic goals of BUEM, determined in its Long-term Plan of BUEM.

Each study program has its own description and internal evaluation report, which are processed according to the curriculum of SAAHE. The study program has in its description, through descriptors in the profile of the graduate and through information sheets of study subjects, defined and communicated learning outcomes that are verifiable, correspond to the mission of the university, the relevant level of higher education and the field of knowledge according to the relevant study field or a combination of study fields, in which their graduates receive a university education.

3.2.f.3 Policies, structures and processes for the design, modification and approval of study programmes ensure that study programmes have a clearly specified graduate profile and clearly defined and communicated learning objectives and outcome that correspond to the relevant level of the qualification framework

Study programs are created in accordance with the levels and qualifications of the Slovak Qualification Framework and the European Qualification Framework and their descriptors and in accordance with the Higher Education Act. The requirements for a clear specification of the graduate profile and clearly defined and communicated educational goals and outcomes correspond to the relevant level of the qualification framework. The creation of new study programs and the modification of existing study programs are carried out in accordance with the standards for the SAAHE study program, national and international documents defining qualification frameworks, occupational systems, professional standards, etc.

Each study program has its own description and internal evaluation report, which are processed according to SAAHE standards. The study program has in its description, through descriptors in the profile of the graduate and through information sheets of study subjects, defined and communicated learning outcomes that are verifiable, correspond to the mission of the university, the relevant level of higher education and the field of knowledge according to the relevant study field or a combination of study fields, in which their graduates receive a university education.

The study program must have a clearly specified and unambiguously determined level of qualification obtained by completing the program, which corresponds to the relevant level of higher education.

3.2.f.4 Policies, structures and processes for the design, modification and approval of study programmes guarantee that the study programmes have a clearly specified profile of the graduate and clearly defined and communicated learning objectives and learning outcome that corresponds to the field of knowledge according to the relevant study field or combination of study fields in which graduates will obtain their degree

The creation of new study programmes and the modification of existing study programs are carried out in accordance with valid generally binding regulations related mainly to higher

education, fields of study, study programs, and credit studies. Each study program is assigned to a field of study according to the valid system of study fields. It is compiled in such a way as to ensure the required level of content conformity with the relevant field of study.

3.2.f.5 Policies, structures and processes for the design, modification and approval of study programmes guarantee that the study programmes enable the achievement of the set learning objectives and learning outcomes listed in the graduate profile

The design of new study programs and the modification of existing study programs are carried out in accordance with the standards for the SAAHE, study program and internal regulations of BUEM.

The recommended study plan is determined by the directive: Assessment of study programs, which determines mandatory, mandatory-elective courses and elective course, including seminars of other state exams, in order to guarantee access to current knowledge, skills and competences, including transferable abilities, defined by the profile of the graduate of the study program and sector-specific professional expectations for the performance of the profession. The study plan has specified and marked profile courses of compulsory and optional subjects of the study plan. Profile subjects comprehensively cover the expected educational outcomes in accordance with the profile of the graduate of the study program. Profile subjects are normally provided by persons in the position of professor or docent. The study subject has a defined content standard in the form of a brief outline, which guarantees access to current knowledge, skills, competences, and transferable abilities and is in accordance with the defined profile of the graduate of the study program and sector-specific professional expectations for the performance of the profession.

3.2.g Policies for the design, modification and approval of study programs guarantee clear interrelationship between educational and creative activities in study programs, while the level and focus of creative activity corresponds to the level of higher education and the educational outcomes. The level and focus of creative activity correspond to the level of learning objectives and learning outcomes

BUEM emphasizes the choice of the right forms of teaching methods so that they respect the diversity of students and their needs. Traditional forms of education (primarily lectures) do not only bring the content of education as an expository method of teaching, but also give the student the opportunity to think about the given issue during the lecture and after it ends. There is constant effort of teachers to motivate and activate students by various means, such as problem interpretation, explanation of the applicability of educational content in practice, using visual aids to form in students the relationship of a given scientific discipline to aquatic knowledge. The seminar, as another traditional form of education, is oriented towards the active participation of students to acquire and deepen relevant knowledge and skills. It is an opportunity to work individually or in groups, where the diversity of students is best manifested, different teaching methods are used - simulation methods, case studies, etc. A separate form of education is professional practice, where the student can express his individuality professionally and confront it with reality in the chosen organization.

A separate part of the involvement of students in the creative activities of the university is represented by the student scientific professional activity, the possibility to publish in the student professional magazine, to participate in scientific conferences of the seminarians.

The education of students and their creative activity is ensured within the entire course of study in accordance with the requirements set for final theses in individual levels of education and in the scientific part of doctoral studies. The requirements for final theses are regulated in the BUEM Study Regulations and in the methodological guide How to write final theses at BUEM. The conditions are updated every year within the courses Seminar for bachelor's thesis I., II.

and III. Seminar for master thesis I., II. and III. and Methodology of research on doctoral studies.

The level of final theses in all levels of education is evaluated for credit as stated in the BUEM Study Regulations and the Guidelines for the Organization of Doctoral Studies. The scientific part of the doctoral study programs includes such scientific activities, which in a sufficient qualitative level and variability express the required level for the student of the 3rd university level in the relevant field of study.

The level and quantity of outputs belong to the indicators of education, research, and creative activity at BUEM. The interrelationship between education and creative activities of teaching staff is documented by the scientific-pedagogical characteristics. The output of the creative activities of teaching staff delivering profile courses in individual study programs.

Verification of the fulfillment of requirements in the process of approving study programmes is governed by the internal regulations of the university.

3.2.h Policies, structures and processes for the design, modification and approval of study programmes guarantee that study programmes provide students with transferable skills that affect the personal development of students and can be used in their future career application and life as active citizens in democratic societies

Study in each Study Program is governed by the recommended study plan, which includes compulsory, compulsory-elective and optional subjects, including courses of professional practice and state exams, in order to guarantee access to the latest knowledge, skills and completeness, including transferable abilities, which are defined by the profile of the graduate of the study program and sector-specific professional expectations for the performance of the profession.

BUEM also emphasizes language skills at all levels of education, digital skills, mathematical and statistical skills through individual subjects. These subjects differ at individual levels of study and in doctoral study programs. Subjects conceived in this way influence the development of motivation, the ability to learn, the acquisition of metacognitive skills, as well as critical and creative thinking, which are ensured by appropriate methods and forms of education. It follows that teachers have appropriate professional competences, pedagogical skills, scientific erudition, and transferable skills, which are reflected in the quality of educational outputs.

The verification of this requirement is regulated by the internal regulations of the university.

3.3. Structures and processes for design, modification, and approval of joint study programs with universities abroad guarantee the application of the principles of the European Approach to Quality Assurance of Joint Study Programmes

Does not apply to BUEM.

3.4 The university creates, implements, and adjusts study programs in study fields and degrees in accordance with the granted rights¹

BUEM provides study programs at all levels of study in accordance with the granted rights to conduct higher education and award graduates with the relevant academic degree.

¹ In the case of regulated medical study programs, also in accordance with Government Regulation no. 296/2010 Coll.

3.4.1 The content of the study programs is proven to match the description of the field of study in the relevant degree

The study programmes provided by BUEM are in accordance with the valid accreditation correspond to the descriptions of the study fields published by the Ministry of Education, Science, Research and Sport of the Slovak Republic and also respect the supporting topics of the core knowledge of the field of study, the areas and scope of knowledge, skills and competences that profile the graduate of the study program of an individual degree of study in accordance with the relevant level of the national qualification framework.

3.4.2 The study programmes assigned to the relevant study field/fields and degree, which take place at the university and its components, are in accordance with the standards for the study program

The study programs provided by BUEM are in accordance with valid accreditation respect the Study Program Standards issued by the Slovak Accreditation Agency for Higher Education.

Hyperlinks to documents:

- [Dlhodobý zámer rozvoja VŠEM na obdobie 2021-2027](#)
- [Štatút VŠEM](#)
- [Študijný poriadok VŠEM](#)
- [Smernica na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie študijných programov na VŠEM](#)
- [Smernica organizácie doktorandského štúdia na VŠEM](#)

Article 4 – Student-centered learning, teaching and assessment

4.1 Student centered learning, teaching, and assessment at BUEM

4.a.1 Policies, structures and processes of the internal quality assurance system guarantee that the active role, autonomy, and independence of students in education and in the learning, process are encouraged during the implementation of study programs

The sense of autonomy is perceived by BUEM as an opportunity to reach a state where the student is aware of his possibility to make his own decisions. There must be awareness of responsibility for one's own activity and decision-making. Students' independence in the educational process is manifested by the level of independence under the guidance of an experienced teaching staff. The teaching staff's task is to prepare students to think critically, learn and work independently based on their own ideas. Student self-evaluation helps students to analyze their strengths and weaknesses. Based on this analysis, they can adapt the learning process.

BUEM creates the conditions, forms and level of higher education that apply freedom of thought, independence and responsibility, humanism and democracy, creativity and topicality of scientific research, the use of various research methods in proportion to the degree of study, as well as apoliticalness, critical thinking, objectivity, and the ability to lead dialogue in the teacher-student and student-student relationship.

The activity of student independence in education is realized through appropriately chosen forms of didactic education within study programs, which are used by educators to activate

students. In addition to the face-to-face method, teaching at BUEM is also carried out by the distance method, which is complemented by self-study, the preparation of seminar papers and the presentation of the results of independent teamwork, creative dialogue, etc.

Each level of study is completed by a state exam, the main part of which is the final thesis and its defense. The final thesis is an independent work of the student under the supervision of the supervisor, while the emphasis is on the active role of the student and the contribution in solving a specific scientific problem.

Every student has the potential to work actively independently and uses that potential for self-realization and personal growth. In the educational process, we try to involve students in creative activities, especially active forms of teaching at seminars, where students get space for creative activity in the form of group semester projects and workshops, also in the form of joint presentations of the teaching content.

In addition to activation of the creative activities, BUEM offers students the opportunity to actively work independently or in groups and improve themselves:

- in [Student Scientific and Professional Activities \(SSPA\)](#),
- by publishing in the [university's professional magazine](#),
- participation in conferences, e.g., international conference Young Science organized by BUEM,
- in the activity of the [GrowUp StartUp center of BUEM](#) and thus develop their innovative potential in various areas of business,
- within the activities of [the BUEM Career Center](#) in finding and obtaining an attractive job through activities implemented by the career center, aimed at providing information on current events on the labor market, providing advice on the given issue and organizing specific activities and events.

4.a.2 Policies, structures and processes of the internal system ensure that the active role, autonomy and independence of students in education is also reflected in students' evaluation

The study program and its design are based on the current study plan, which includes compulsory, compulsory-optional and optional subjects evaluated by various forms and methods of evaluation of educational outcomes. The assessment is fair, transparent, and respectful of the individual differences of students.

Evaluations of final thesis at all levels of study reflect the independence of the student's work under the guidance of the supervisor, but also creativity in solving specific issues using domestic and foreign literature. The student's task is the choice of methods of processing the final work, the formulation of the goal, the degree of their fulfillment, as well as the overall level and interpretation of the results and conclusions of the work, in the case of a dissertation, also the contribution to theory and the use of the achieved results in practice.

Students are assessed continuously, while the assimilation of knowledge acquired through all forms of teaching and independent study is monitored, and the level of preparation of assigned work is also monitored. The achieved level of knowledge and skills is evaluated based on predetermined criteria by giving control questions, tests, specific study tasks, seminar thesis, etc. The difficulty of the criteria is conditioned by the amount of assigned credit expressing the student's workload and the conditions for completing the course. The results of the interim assessment are an important part of the assessment for the exam in the given course. Exams verify students' knowledge of the course and the ability to creatively apply theoretical knowledge when solving practical tasks. Exams can be oral, written, or combined. The head of the department decides on the form of the exam. Exams and make-up exams are usually held by students with professors, associate professors and assistant professors who ensure the educational process is followed. Exam requirements are announced to students by the

teaching staff at the beginning of the course in the first week of classes and are also published on the BUEM Moodle teaching portal throughout the academic year.

All evaluation results are recorded, documented, and archived in electronic or written form in accordance with the applicable legislation (Act of the National Council of Slovak Republic No. 395/2002 Coll. on archives and registries). In electronic form, evaluations are recorded and archived in the Academic Information System as well as in the teaching portal. Examination sheets are archived in written form, indicating the student's assessment within a specific subject. During studies, written documents are archived at the Study Department of BUEM, after graduation they are moved to the study department's hand register.

4.b.1 The policies, structures and processes of the internal system guarantee that the diversity of students and their needs is respected within the delivery of study programmes

According to the Act on Universities, everyone has the right to study a chosen study program at a university, if they meet the basic conditions for admission to study and other conditions determined by the university. In determining these conditions, equal rights are guaranteed for all study applicants and, in accordance with the principle of equal treatment, discrimination on the grounds of age, sex, sexual orientation, marital and family status, race, color, disability, language, political or other is prohibited mentality, belonging to a national minority, religious belief or belief, trade union activity, national or social origin, property, gender or other status. In accordance with the Directive on gender equality at BUEM, the mission of BUEM 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. BUEM educates students based on the primary values of human existence – truth, goodness, and justice. At BUEM, the integrity of the academic environment is permanently strengthened, in which all persons are treated equally and with respect, and the basic rights and freedoms of everyone and everyone are respected, regardless of work and functional classification, gender, ethnic origin (nationality or citizenship), religion, color skin, health status, sexual orientation, field of study, form, method or degree of study.

BUEM declares ensuring equal opportunities in access to education and readiness to apply measures to create adequate conditions for students with specific needs without reducing the requirements for their academic performance. For this purpose, the university has, in accordance with § 100 of Act NR SR no. 131/2002 Coll. about universities created the job position "Coordinator for students with specific needs", which proceeds in its activities in accordance with the Methodological Guidelines of The Ministry of Education, Science, Research and Sport of the Slovak Republic for creating conditions for supporting students with specific needs at universities.

Rules, forms of teaching methods, learning and evaluation of study results in the study program enable students to achieve educational outcomes. We consider the individual approach to the student to be a comparative advantage of BUEM. Students receive an individual approach not only from university teachers, but also from professional staff. They have at their disposal not only the Students' Service Center, but also a study advisor and a coordinator for students with specific needs.

The Students' Service Center, in cooperation with the study advisor, actively searches for students whose academic average is falling or who have trouble getting credits, analyzes the given situation and looks for solutions in the given situation together with a dedicated teacher or head of department.

Observance of academic ethics is perceived by BUEM as an important part of higher education. The BUEM has an approved Code of Ethics of BUEM as well as the Directive on authorial ethics and the elimination of plagiarism at the BUEM. Students also participated in the creation of both documents as part of the approval process. The aim of the university is to motivate students to work in accordance with ethical principles and to use them in their lives even after completing their university studies.

4.b.2 The policies, structures and processes of the internal system guarantee that the flexibility of learning path is enabled, also with regard to the possibility of managing work/family life while conducting their university studies

BUEM gives its students sufficient flexibility so that they can reconcile their work or family life with university studies. BUEM offers accredited study programs in two forms (full-time, part-time) with the option of combined study. The combined method of study allows the choice between face-to-face and online participation in lectures or consultations, thus creating space for a better alignment of the student's needs with respect for his individual educational needs.

In the case of the combined (but also face-to-face) method of study, all students have active access to the BUEM Moodle Educational Portal, which is designed to support the educational process from the point of view of the effective use of digitalized materials for individual courses. In the teaching portal, independent sites are created for all subjects, and each site of the course is a separate website through which the teacher communicates with students, while on this portal he publishes basic information about the subject (syllabus), makes available digitized teaching materials (study materials), lists assignments, and evaluates their results, or directly tests students (online test).

For a direct online connection between teaching staff and student, BUEM uses CISCO solution - Webex application, which BUEM put already into use on March 10, 2020, or 24 hours after the closure of universities and the decision of most of the universities to change the face-to-face form of study to distance learning. Everyone within the organization has a corporate account on webex.com enabling him/her with all the options and possibilities of the Webex application. In addition to online lectures, BUEM also uses this application for seminars, where students can work in separate "rooms" and acquire not only professional knowledge, but also digital skills while using telepresence technologies. As part of the use of Webex services from the CISCO, the university invested and equipped two meeting rooms with CISCO telepresence technology hardware and software and is currently preparing implementation of CISCO technology for entire lecture hall. The rooms are used not only for teaching, but also for business meetings and negotiations between international partners.

4.c.1 The policies, structures and processes of the internal system guarantee that a various teaching and assessment methods, forms, and concepts as well as evaluation methods are flexibly used in the delivery of study programmes

Rules, various forms of teaching methods, evaluation of study results enable students to achieve learning outcomes in the study program. We consider the individual approach to the student to be a comparative advantage of BUEM. Students receive an individual approach not only from university teaching staff, but also from professional and administrative staff. They have at their disposal not only the Students' Service Center, but also a study advisor and a Coordinator for students with specific needs.

The Students' Service center, in cooperation with the study advisors, actively searches for students whose academic average is falling or who have trouble getting credits, analyzes the given situation and looks for solutions in the given situation together with a dedicated teaching staff or head of department.

The study program has published rules, criteria, and methods for evaluating study results, which are enshrined in the Study Rules of BUEM. Students are evaluated continuously, while the assimilation of knowledge acquired through all forms of teaching and independent study is monitored, as well as the level of elaboration of the assigned work and their presentation and reaction to the questions raised. The achieved level of knowledge and skills is evaluated based on predetermined criteria by entering control questions, tests, specific study tasks, written works, etc. The difficulty of the criteria is conditioned by the amount of assigned credits expressing the student's workload and the conditions for completing the course. The results of the interim assessment are an important part of the assessment on the exam in the given course. Exams verify students' knowledge of the taught course and the ability to creatively

apply theoretical knowledge when solving practical tasks. Exams can be oral, written, or the combination is used. The form of the exam is decided by the teaching staff in cooperation with the head of the department. Exams and make-up exams are usually held by professors, associate professors and assistant professors who ensure the educational process is followed. The requirements for the exam will be announced by the teacher to the students at the beginning of the course in the first class and will be published also on the BUEM Moodle teaching portal throughout the academic year. All assessment results are recorded, documented, and archived in electronic or written form in accordance with applicable legislation (Act National Council of Slovak republic No. 395/2002 Coll. on archives and registries). In electronic form of the evaluations are recorded and archived in the Academic Information System as well as in the teaching portal. Examination sheets are archived in written form by linking the student's assessment within a specific course. During studies, written documents are archived at the Study Department of BUEM, after graduation they are moved to the Study department's hand register.

4.c.2 The policies, structures and processes of the internal system guarantee that the appropriateness and effectiveness of the used various teaching and assessment methods, forms and concepts used within the delivery of study programmes are regularly evaluated and improved

BUEM considers ensuring the quality of education, as well as the processes of evaluating the quality of education in accordance with ESG 2015 standards SAAHE, as priority tasks, which it explicitly declares in its long-term plan. The university monitors the teaching quality of the study programs provided at least once a year. Process of monitoring is managed and secured by software and information systems. BUEM uses several interlinked information systems for ongoing monitoring, regular evaluation by subsequent adjustment of the study program and ensuring educational as well as other internal processes.

Advantages of the chosen concept focused on continuous monitoring, periodic evaluation and periodic approval of the study program are that the system supports the implementation of education standards, quality monitoring and a modular system to create a presentation of outputs for interested parties, so that the quality level of the educational process is at the required level of the qualification framework.

The schedule for monitoring the quality of study programs is implemented within the processes from their preparation to approval with the participation of all interested parties in the self-governing bodies at BUEM.

Monitoring and evaluation of the quality of education at the BUEM is regulated by the directive. When evaluating the quality of education, we use the following tools:

- a) target group(s) survey,
- b) supervision of the pedagogical process at individual levels and level of study forms,
- c) evaluation of study course,
- d) evaluation of study programs.

The target group from the internal environment of the higher education institution in the evaluation of the quality of delivery are students, teaching staff and employees of BUEM.

The external group of respondents consists of graduates, employers and experts from public administration, economic and social practice, and legal subjects of small and medium-sized enterprises.

To compare the increasing demands in individual levels of higher education within the main processes at BUEM, we applied the Dublin descriptors. We use them to describe the level of education and present the requirements for individual levels of education with the determination of evaluation criteria and the method of assigning and accumulating credits. We

paid attention to the optimization of the hourly workload of students in accredited study programs, by defining the credit subsidy for compulsory, compulsory optional and optional subjects in full-time and part-time study. Preparation of the methodology for the implementation of courses for full-time and combined study methods in the structure of their size, credit subsidy for the method of subject implementation and optimal student workload.

The optimization of verified parameters simultaneously determines the requirements for the content, organizational and qualification level of their security. Monitoring of the pedagogical process in the form of internships, evaluation of students' test is carried out at institutes and their departments within the internal quality assurance system.

The quality assurance system of the pedagogical process is carried out through the hosting activity at lectures, seminars, exercises, and consultations, which are provided by teaching staff of the university. The host activity has the right to be carried out by the supervisor of the course, the director of the institute, the head of the department, the vice-rector for pedagogical activities and lifelong learning and the rector of the university.

The aim of the course evaluation is to assess the focus of the course, its inclusion in the structure of the study plan, the form and scope of education, the topicality of the presented issues, the availability of study literature.

The evaluation of the study program is also aimed at assessing its content, the continuity of courses and their credit assessment, the evaluation of courses taught in foreign languages, the offer of compulsory electives and optional subjects, a comparison of the profile of the graduate with the requirements of practice and the current state of knowledge.

The evaluation of the internal environment of BUEM is carried out by monitoring the satisfaction of students with courses of the relevant study program at individual levels of study, by measuring and controlling the activities carried out in the educational process, which lead to the permanent improvement of transparency, responsibility, cooperation, and information on a vertical and horizontal level within the organizational structure of BUEM.

Monitoring is also aimed at the evaluation of study programs and the evaluation of the teaching staff who provide them at regular one-year intervals. At least once a year, students can comment on the quality of study programmes, the quality of teaching staff, the quality of teaching, the quality of support services and the quality of the university environment in the form of an anonymous questionnaire. The questionnaire survey is aimed at assessing satisfaction in specific areas with the availability of study materials, the organization and thematic schedule of lectures, acquired knowledge and information, the support of students' creative thinking, the interactivity of the subject, satisfaction with the practical examples given in the classroom, satisfaction with the professional preparation of teaching staff for lectures and seminars, satisfaction with the teaching staff' pedagogical skills, satisfaction with the quality of the teacher's consultations, satisfaction with the teaching staff's objectivity in evaluation, the possibility of communication with the teaching staff in electronic form, satisfaction with the quality of the study materials, expectations for the course, content of the course, appropriateness of the presentation of the teaching staff' knowledge, comprehensibility of the lectures content, the reliability of the teaching staff's knowledge of the course, the effectiveness of the use of information and communication technologies in the teaching process, space for student activity, the teaching staff's response to students' questions, pace of teaching, overall and evaluation of the subject.

University students are also involved in the evaluation process, and the evaluation result is part of a comprehensive report on the application of the internal quality assurance system in a specific calendar year.

The results of the student satisfaction with the educational process conducted by an online questionnaire survey via the Internet are applied to:

- the design, modification, approval, monitoring and regular evaluation of study programs, which are developed for bachelor's and master's studies, auxiliary and

management processes focused on the creation, updating and auditing of study programs.

- personnel ensuring the quality of education.
- securing material, technical, and informational resources to support education and publishing the necessary information about students and graduates.
- active participation in decision-making of self-governing bodies of the university.
- use of information and communication technologies, management, and auxiliary processes of the quality system at BUEM.

Developed feedback system is clearly defined by links and information transfer between departments and individual links of the organizational structure. The main principles of the organization and adoption of such measures in the field of education define related processes and documents included in the process map. Individual components of the main, controlling, and auxiliary processes enable the continuous management of links between individual processes within their system, as well as the management of combinations and interactions of processes that this approach provides.

The system of internal communication at BUEM has its own structure of organizational meetings at the level of the university management, the rector's college, the management of institutes and their departments. Internal communication also takes place at the level of school-wide workplaces directly subordinated to the rector, vice-rectors of BUEM. The management of the university discusses the issues of the development of the university and its components, the concept of education, research activities, cooperation in economic and social practice, the orientation of foreign activities, current issues of the activities of the whole university workplaces, institutes, and their departments. It prepares materials for the meeting of the Rector's Advisory board and the Scientific Council of BUEM.

4.d.1 Internal system policies, structures and processes ensure that students are provided with adequate student guidance and teacher support

In addition to educational activities, scientific-research, and publication activities, BUEM university teachers also provide support activities, which include professional and professional support for students. For this reason, each teacher at BUEM has an exact and regular time set aside each week for consultations with students in case of any problems in the field of education, but also scientific research.

In the case of final theses, significant support from teachers is professional and methodical activity in the position of final theses supervisors, where BUEM also uses the most modern information and communication technologies in the field of telepresence during regular face-to-face consultations.

Support from teachers at BUEM is also covered by other tools, namely:

- **GrowUP - StartUp Center**

The main goal of this center is the support and development of talent and excellence of students, graduates as well as the general public with the development of innovative potential in various areas of business.

The center's activities include Professional seminars - one of the center's activities is to provide participants with a series of professional and motivational lectures delivered by selected BUEM teachers as well as external experts from the business practice environment. Also, educational courses on a selected range of topics, with the aim of a deeper analysis of the issue with the support

of examples of good practice. Expert-mentoring support – another important activity is the provision of professional advice in various areas and topics that must be dealt with during the processing and planning of the project, as well as at the very beginnings of establishing the selected legal form of business. Specifically, it is about project, legal, economic, and accounting consultancy. Involvement of student projects in domestic and international competitions - this activity focuses on active assistance in the search for possible financial sources to support the implementation of projects - grant calls, foundations, and others. Assistance in establishing a business activity and provision of premises in the form of an incubator for start-up businesses.

GrowUP fulfills the mission of both a coworking center and a hub, and in the later stages, a business incubator.

- **BUEM Career center**

Career counseling is a service whose goal is to provide students with effective help in deciding on the next direction, choice, or change of profession or further education, through activities implemented by the career center aimed at providing information about current events on the labor market, providing counseling in the given issue and organizing specific activities and events. Activities of the career center include: informing about job vacancies (brigades, part-time / full-time work); provision of career counseling (provide students with counseling and the opportunity to improve their skills, which will help them increase their chances of applying to the labor market; support students in recognizing their strengths and areas with potential for development in accordance with the requirements of the labor market, ...); organizing activities for students in the field of the labor market (facilitate students' visits to job fairs, facilitate and organize meetings of students with representatives of various institutions from social practice, focused on current requirements for applicants); providing information on other employment opportunities and informing graduates how to proceed after graduation.

4.d.2 Policies, structures and processes of the internal system ensure that mutual respect is supported in the student-teacher relationship

The mission of BUEM 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 entire society. BUEM educates students based on the primary values of human existence – truth, goodness, and justice, primarily through high-quality teachers with high professional and moral credit.

BUEM verifies the quality of the student-teacher relationship through a regular questionnaire survey of the quality of the educational process, where one of the areas of interest is the students' view of the teacher who provides the given course or conducts the final thesis in the position of supervisor.

4.e.1 Policies, structures and processes of the internal system ensure that examiners are familiar with existing testing and examination methods of verifying the achievement of learning outcomes, the methods of testing, and assessing student performance

The study program has established previously published rules, criteria for the evaluation method of study results enshrined in the BUEM Study Regulations. Students are evaluated continuously, while the assimilation of knowledge acquired through all forms of teaching and independent study is monitored, as well as the level of preparation of assigned works. The achieved level of knowledge and skills is evaluated based on predetermined criteria by entering control questions, tests, specific study tasks, written works, etc. The difficulty of the criteria is conditioned by the amount of assigned credit expressing the student's workload and the conditions for completing the course. The results of the interim assessment are an important part of the assessment on the exam in the given subject. Exams verify students' knowledge of the taught subject and the ability to creatively apply theoretical knowledge when solving practical tasks. Exams can be oral, written, or combined. The form of the exam is decided by the relevant subject manager in cooperation with the head of the department. Exams and make-up exams are usually taken by students with teachers in the functional positions of professor or docent, who ensured the educational process. The requirements for the exam will

be announced by the teacher to the students at the beginning of the teaching of the given subject in the first teaching week and will be published on the BUEM [Moodle teaching portal](#) throughout the academic year. All evaluation results are recorded, documented, and archived in electronic or written form in accordance with applicable legislation (Act National Council of Slovak republic No. 395/2002 Coll. on archives and registries). In electronic form, evaluations are recorded and archived in the Academic Information System as well as in the teaching portal. Examination sheets are archived in written form by linking the student's assessment within a specific subject. During studies, written documents are archived at the Study Department of BUEM, after graduation they are moved to the study department's hand register.

If during the evaluation of the student it is found that the student's knowledge, skills, and abilities do not reach the required standard, the student can ask the teacher for a consultation with the knowledge deficiency that the knowledge verification revealed. Educators are obliged to carry out consultation activities in person, online, via email or via modern information and communication technologies based on video calls.

In the subject is provided by several teachers, it is possible to ensure that the individual components of the verification of the educational goal given to the subject are evaluated by several teachers in such a way as to ensure the maximum objectivity of the overall evaluation (one teacher evaluates seminar papers or projects, another teacher verifies knowledge through an oral or written exam). Evaluation of the student by other teachers is also ensured in state exams, where objectivity is ensured at the highest level.

4.e.2 The policies, structures and processes of the internal system ensure that the examiners have the support of the university to further improve their knowledge and skills in this field

The teaching staff have the opportunity to develop their professional, language, pedagogical, digital skills and transferable abilities also in the field of methods of verification of the achievement of learning outcomes, methods of testing, examination and assessment of student performance including their own professional growth (self-study, educational courses, seminars, workshops), active participation in international scientific conferences and seminars (in addition to the education itself, they gain contacts for further cooperation that can increase their skills and competence), participation in teacher mobility within ERASMUS+ and other foreign stays BUEM fully supports these activities of teaching staff as a tool for future professional career growth as an attribute of education quality assurance.

4.f.1 The policies, structures and processes of the internal system ensure that the assessment criteria, methods, and deadlines as well as marking criteria are communicated in advance and easily accessible by students

The assessment methods and criteria are published in the information sheets approved at the beginning of the semester, the subject manager is obliged to publish the criteria as part of the subject syllabus on the teaching portal and to inform the pedagogues teaching the subject to the students during the first teaching week of the semester. The subject manager is responsible for ensuring that the assessment methods and criteria are fair, consistent, transparent and ensure the verification of acquired knowledge, skills, and abilities. The requirements for the exam will be announced by the teacher to the students at the beginning of the teaching of the given subject in the first teaching week and will be published on the BUEM Moodle teaching portal throughout the academic year.

The evaluation of the student's study results within the study of the subject is carried out according to the classification scale, which consists of six classification levels:

- A – excellent (excellent results: numerical value 1).
- B – very good (above average results: 1.5).
- C – good (average results: 2).
- D – satisfactory (acceptable results: 2.5).

E – sufficient (results meet the minimum criteria: 3).

FX – insufficient (results do not meet minimum criteria: 4).

The criteria (percentage expression of the results in the evaluation of the course) follow for the classification levels:

- A: 100,00 – 90,00 %
- B: 89,99 – 80,00 %
- C: 79,99 – 70,00 %
- D: 69,99 – 60,00 %
- E: 59,99 – 50,00 %
- FX: 49,99 and less %

Exam dates for the relevant course are determined by the examining teaching staff and are published via the student portal on the Internet no later than 14 days before the exam. The student is obliged to register for the exam via the student portal no later than 24 hours before the exam. The student must register for the regular term in the examination period of the semester in which the course is included in the study plan. The student can withdraw from the exam no later than 24 hours before the exam. The written exam is held under the supervision on single day and its duration may not exceed one hour. The examiner will announce the result of the written exam to the students no later than 5 days after the written exam is taken. The oral exam is held with the participation of the teaching staff and the student on one day, and its duration may not exceed one hour. The examiner will notify the students of the result of the oral exam immediately, no later than 24 hours after the exam.

4.g.1 The policies, structures and processes of the internal system ensure that assessment allows students to demonstrate the extent to which the intended learning outcomes have been achieved and provides students with necessary feedback

The general document defining the rules for evaluating individual courses is the BUEM's Study Regulations, which describes all the rights and obligations of students, as well as BUEM teaching staff.

The requirements for the exam will be announced by the teacher to the students at the beginning of the teaching of the given course in the first week and will be published on the [BUEM Moodle educational portal](#) throughout the academic year.

Upon request, the teacher is obliged to explain to the student the assessment he has given the student and to justify it. If the student is still dissatisfied with his assessment and with the teacher's explanation, he can contact the subject supervisor, the head of the department or the director of the institute under which the teacher is organizationally classified. In case of dissatisfaction with the evaluation, the student can directly contact the vice-rector for pedagogical activities and lifelong learning or the rector of the university. If the student's dissatisfaction is justified, the rector of the university can appoint a committee that will verify the student's knowledge in the form of a committee exam.

4.g.2 The policies, structures and processes of the internal system ensure that assessment policies provide students with feedback on the range and level of learning outcomes that have been achieved.

Courses are graded according to a classification scale consisting of six classification levels: A – excellent (1), B – very good (1.5), C – good (2), D – satisfactory (2.5), E – sufficiently (3) FX – insufficiently (4). A student is graded A if he achieved excellent results during his studies, grade B for above-average results, grade C for average results, grade D for acceptable results and grade E for results that meet the minimum criteria. When the course is graded, the teacher will enter the grades in the Academic Information System with the letter A, B, C, D, E, or FX.

In the case of an FX assessment, the student will not be awarded credits for the relevant subject.

Determining the classification level provides the student with information on the scope and level of educational outcomes achieved.

The criteria, rules, and conditions, for the fulfillment of which the student receives an assessment at the level of a specific grade, are specified in the information sheet of the study subject.

4.g.3 The policies, structures and processes of the internal system ensure that assessment provides students with feedback, and if necessary is accompanied with recommendations and advice on the learning process

In necessary cases, the student can contact the Students' Service Center, or directly to the teaching staff delivering the course, or to the person responsible for the study program, according to the degree of seriousness of the student's problem. BUEM can provide students with adequate methodical assistance in ensuring the smooth progress of their studies.

Every week during the semester, teaching staff have a specific and regular time set aside for consultations with students in case of any issues in education, but also scientific research. The Students' Service Center has office hours daily during the work week.

4.h.1 The policies, structures and processes of the internal system ensure that assessment is consistent and fairly applied to all students, conducted according to the stated procedures and that it enables students to draw reliable conclusions that do not lead to unjustified differences in similar cases

In all offered courses, BUEM clearly defines the forms and methods of evaluating learning outcomes, defines the criteria, rules, and conditions for passing the course, thereby ensuring a fair application of assessment criteria for all students.

4.i.1 The policies, structures and processes of the internal system ensure that the assessment appropriately considers circumstances concerning students with specific needs

BUEM creates accessible academic environment by creating appropriate study conditions for students with specific needs without reducing the requirements for their academic performance.

A student with specific needs is a student with sensory, physical, and multiple disabilities, with a chronic illness, weakened health, mental illness, autism, or other pervasive developmental disorders causing learning disabilities.

A student with specific needs is entitled to supporting services according to the extent and type of specific need, in particular to ensure the possibility of using special educational resources, individual educational approaches, in particular individual teaching of selected courses for students with sensory disabilities, special conditions for performing study duties without reducing the requirements for study performance, individual approach of university teaching staff.

BUEM has designated coordinator for students with specific needs who, in particular: actively participates in identifying applicants and students with specific needs, evaluates the specific needs of applicants, the range of corresponding support services and ensures cooperation with workplaces and special purpose facilities of the university or faculty with university employees. The person provides them with information and advice in connection with the specific needs of students, provides counseling for students according to paragraph 2 in the provision of support services and these services coordinates for them, annually informs the management of the university in special report.

4.j.1 The policies, structures and processes of the internal system ensure that, if possible, the evaluation of students is carried out by more than one examiner

If the course is provided by more than one teaching staff, it is possible to ensure that the individual components of the verification of the teaching objectives of course are evaluated by more than one examiner in such a way in order to ensure the maximum objectivity of the overall evaluation (one evaluates seminar papers or projects, another verifies knowledge through an oral or written exam). Evaluation of the student by more than one examiner is also ensured during state exams, where objectivity is ensured at the highest level possible.

4.k.1 The policies, structures and processes of the internal system ensure that a formal procedure for student appeals against the assessment is available and that applicants for remedies are ensured fair treatment.

In case of dissatisfaction with the result of the assessment, or other issues during the examination, the student has the right to contact the person responsible for the study program directly, or the head of the department to which the given course and teaching staff is assigned to. If necessary, the person responsible for the study program will propose to the rector of BUEM a committee-based form of student examination, where the composition of the committee and the chairman of the committee are determined by the rector, while usually the person responsible for the study program is a member of the committee, or head of the department or other members of the teaching staff. The commission has at least three members. The committee chairman will present the results of the committee examination to the rector of BUEM, who will ensure that the evaluation is entered into the Academic Information System of BUEM.

Hyperlinks to documents:

- [Štatút VŠEM](#)
- [Študijný poriadok VŠEM](#)
- [Etický kódex Vysoké školy ekonómie a manažmentu v Bratislave](#)
- [Monitorovanie a hodnotenie kvality vzdelávania na VŠEM](#)
- [Smernica o autorskej etike a eliminácii plagátorstva na VŠEM](#)
- [Smernica o rodovej rovnosti na VŠEM](#)
- [Smernica na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie študijných programov na VŠEM](#)
- [Pravidlá pre definovanie pracovných povinností v oblasti vzdelávacej, publikačnej a vedeckovýskumnej činnosti tvorivých zamestnancov VŠEM](#)
- [Smernica o pôsobnosti koordinátora pre študentov so špecifickými potrebami na VŠEM](#)
- [Smernica o uznávaní dokladov o vzdelaní nadobudnutých na zahraničných vysokých školách na akademické účely](#)
- <https://www.vsemba.sk/ONas/UradnaTabula/VyroczneSpravy>
- <https://forms.office.com/r/eCRXZQiiDU>

Article 5 – Student admission, progression, recognition and awarding the academic degrees
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5.1 Student admission, progression, recognition and awarding of academic degrees at BUEM

5.a.1 The policies, structures and processes of the internal system ensure that the university consistently applies pre-defined, published and easily accessible regulations covering all stages of the study cycle, e.g., student admission, progression, assessment, recognition of

education, study completion, awarding of academic degrees, diplomas, and any other evidence of formal qualifications

The stages of a student's study cycle at BUEM are based on the valid legislative framework, which is binding and regulated in the Statute of BUEM and the Study Regulations of BUEM. In these documents, the system of higher education at BUEM is defined in the first, second and third stages of education, as well as rigorous continuation. In these documents, the basic conditions for the admission of applicants, both domestic and foreign students, are stated, including the determination of tuition fees and study fees, social support, academic rights, and freedoms. The study schedule of BUEM regulates the "basic characteristics of education", i.e. j. levels of study, forms and methods, organization of studies based on the credit system, includes all requirements from registration for studies, registration of courses, their completion, conditions for their assessment and awarding of credits, course of study in individual semesters, conditions for interruption, abandonment, extensions and exclusion from studies, the internationalization of education through mobilities to the completion of studies and the issuing of diplomas. BUEM Statute, BUEM Study Regulations and related documents are binding for all students, teachers and employees and are publicly available on the school's website. The recognition of education is regulated based on the document Recognition of Education Documents. All procedures, i.e., policies, structures and processes of the internal quality system guarantee that consistent rules are introduced, applied, published and easily accessible at BUEM, which are implemented in terms of binding laws and regulations in all phases of the student's study cycle.

5.b.1 The policies, structures and processes of the internal system ensure that the offer to applicants is published in advance and provides objective and complete information on the study programmes, admission requirements and other study conditions

In accordance with its Statute, BUEM has the right to accept applicants for studies, while the basic conditions for admission to study according to Section 56 and other conditions for admission according to Section 57 of the Act on Universities are met. All conditions of admission, the method of verification and evaluation, deadlines for submitting applications are published well in advance on the school's website in the Admissions section and provide complete information for the relevant academic year in accordance with Act 131/2002. Information about the admission procedure is transparent and published in advance in Slovak and English at www.vsemba.sk. The required skills of applicants for study in individual BUEM study programs are listed in the description of the study program and in the profile of the graduate in the document Directive of the rector of BUEM no. 2/2021 for creating, modifying, and approving study programs.

BUEM creates a policy on the creation and publication of information that is objective and complete, in all offered study programs. The principles of the admission procedure in the document Guidelines for admission procedures for 1st, 2nd and 3rd degree are approved annually by the Academic senate of BUEM.

5.c.1 The policies, structures and processes of the internal system ensure that are applied inclusive conditions and equal opportunities for all applicants who demonstrate that they have met the admission standards

The admission procedure is fair, transparent, and inclusive, and the selection of applicants for study is based on appropriate methods of assessing eligibility for study. The requirements for applicants guarantee equal opportunities for everyone who proves the necessary prerequisites for completing the studies and are set out in the Directive on designing, modifying and approving study programs. The admission procedure is reliable, the selection and methods of verifying the applicant's ability are transparent and fair, in full accordance with the internal

regulations of BUEM, i.e. The Guidelines for the admission procedure for the 1st and 2nd level of study, respectively 3rd level and rigorous proceedings.

5.c.2 The policies, structures and processes of the internal system 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 admission

The admission procedure is fair, transparent, and inclusive, and the selection of applicants for study is based on appropriate methods of assessing eligibility for study. The requirements for applicants guarantee equal opportunities for everyone who proves the necessary prerequisites for completing the studies and are set out in the Directive on designing, modifying and approving study programs. The admission procedure is reliable, the selection and methods of verifying the applicant's ability are transparent and fair, in full accordance with the internal regulations of BUEM, i.e., the Guidelines for the admission procedure for the 1st and 2nd level of study, respectively the Guidelines for the admission procedure for the 3rd level and rigorous proceedings.

5.d.1 Policies, structures and processes of the internal system ensure that support measures and an environment for equalizing opportunities to study at university for students with special needs and students from disadvantaged backgrounds are provided

Supporting measures and the creation of an environment at BUEM, for students with specific needs and students from disadvantaged backgrounds, are addressed by the school's Internal Regulations, to ensure the equalization of opportunities for studying at the university. BUEM is a private university that provides reduced tuition fees, or the option of paying tuition fees in several installments, especially for students from disadvantaged backgrounds. These facts are defined in the School Guidelines and fees associated with studies. Information about the coordinator for students with specific needs is on the BUEM website.

5.e.1 The policies, structures and processes of the internal system ensure that the quality level of defended final and rigorous theses is in accordance with corresponding degree, requires an appropriate level of research, artistic and other activities and the effective detection and principled sanctions of plagiarism and other academic fraud are ensured.

The qualitative level of defended final theses as well as rigorous theses and the level of creative activity corresponding to individual levels of education is defined in the BUEM Study Regulations, in the Rigorous proceedings Guidelines, in the Organizational Rules of Procedure of the Commission for Doctoral Studies at BUEM and in the BUEM Disciplinary Regulations, which are in accordance with valid law on higher education. These documents contain the essential requirements necessary for a high-quality final thesis at all levels of education at BUEM. Each final thesis must be original, and the author must follow the rules of work with the used sources. Each source must be correctly cited and must be clearly traceable in accordance with methodological instructions, or internal regulations, which are evaluated and updated annually.

Through work, the student demonstrates his ability to systematically work independently in the relevant field. The topics of final theses must correspond to the content focus of the study field of the study program for which they are written and approved at the level of departments, institutes, and the person responsible for the study program. The topics of final theses are primarily based on the needs of practice and their proposal is published to students in the 2nd semester. Students choose the topic of the final thesis and register via AIS. In the 3rd semester

of the bachelor's study, in the 1st semester of the master's study, they begin to process the assigned topic of the final thesis methodically and in terms of content.

The supervisors of the final theses are internal employees of BUEM in the category of university teacher, external collaborators, and experts from experience, subject to the condition that the final thesis in the study program is led by a teacher with a university education of at least one degree higher. The supervisor of the final thesis agrees with the student on the procedure for its processing, guides the student during its processing and guides him with expert advice in processing the informal content side of the work.

The difficulty of the final thesis corresponds to the profile of the graduate in the relevant study program and the range of knowledge and skills acquired during the study at individual levels of study. The final thesis has a prescribed balanced structure and usually consists of three chapters, namely theoretical, analytical and application. The scope and structure of the thesis are listed in the methodical guide "How to write a final thesis". Methodological aspects of thesis writing are listed in the subject Seminar for a bachelor's thesis, respectively Diploma seminar. BUEM proceeds in accordance with the Methodological Guidelines of the Ministry of Education of the Slovak Republic no. 14/2009-R on matters of final theses, their bibliographic registration, control of originality, preservation, and access, sends all final theses prepared at BUEM to the Central Register of final theses of The Ministry of Education, Science, Research and Sport of the Slovak Republic.

Each student in its final year of the respective study level is obliged to submit the final thesis in accordance with the schedule of the academic year at the relevant BUEM workplace.

Proposals for the topics of rigorous theses are published on the school's website after approval by the departments, institutes and at the level of the Rector's Advisory board. For individual topics, applicants apply to the coordinator for rigorous procedures, after meeting the conditions for admission, they are accepted and assigned a supervisor. The conditions are governed by the Directive for rigorous proceedings.

Proposals for doctoral study topics are proposed by supervisors and approved by the Commission for the doctoral studies, which annually approves them and submits them to the Scientific Council of BUEM.

Applicants-doctoral students apply for the listed topics, following the instructions given in the Organizational Assignment Rules of the Commission for the doctoral studies. For all types of final thesis, after fulfilling the conditions stated in the individual documents, the topic is assigned to the student by the guidance of the supervisor. At the same time, the student will receive an Assignment for the final/rigorous or doctoral thesis. The assignment of a bachelor's or master thesis is approved by the head of the department, the Rector, and the assignment of a dissertation is approved by the Commission for the doctoral studies. The task more closely determines the goal and abstract of the thesis. In the case of doctoral studies, the specified scientific objective and the dissertation abstract are entered.

After submitting the final theses, the originality of the work is assessed through the information system in the Central Register, i.e., degree of agreement of the text of the work with the used sources and the database of original texts. The originality check protocol is a necessary condition for participation in the state final exam and for the defense of the work. The result from the protocol of originality, degree, and seriousness of the content conformity of the bachelor's and diploma's rigorous thesis is assessed by the supervisor, the opponent and the state examination committee, respectively. committee for rigorous proceedings. For doctoral dissertations, the procedure is according to the documents for doctoral studies.

The supervisor and the thesis opponent, who is determined by the head of the department, are obliged to prepare an opinion and evaluation on the prescribed form through AIS. Part of the assessment is the classification of the final thesis, using a classification scale in accordance with the BUEM Study Regulations.

The student has the right to familiarize himself with the opinions of the supervisor and the opponent of the final thesis. The supervisor and the opponent of the final thesis are obliged to submit a report with the supervisor's evaluation and a report with the opponent's evaluation to AIS no later than two weeks before the state exam is held at the given level of study.

As a rule, the defense of the final thesis takes place in the presence of the supervisor and the opponent and is held before the State Examinations Committee. The defense of the final thesis begins after receiving the result of the originality check from the Central Register of Final Thesis.

The chairman of the commission for the state examination will notify all members of the commission of the result and the numerical value resulting from the protocol of the originality check. The defense of the thesis has the following course: it begins with the student's opening statement, in which he states the goal of the work, the methods used, the solved problems, the structure of the thesis, the conclusions reached and the proposed solution and the results of the thesis. Then follows the evaluation of the supervisor of the final thesis and the evaluation of the reviewer, their questions, and comments, to which the student responds, and then there is another debate led by the chairman of the State Examinations Committee.

Final bachelor's, master's thesis, and rigorous and dissertation doctoral theses are stored in electronic form, and at the same time, they also contain the supervisor's and opponent's opinions and the originality protocol. BUEM can create a follow-up policy regulating the requirements for the quality level of defended final theses of all types, revealing plagiarism and other frauds, and punishing them. BUEM applies effective tools to ensure academic integrity and to prevent academic fraud and uses appropriate tools to deal with violations of academic ethics. In terms of the BUEM Study Rules, the BUEM Disciplinary Rules and the BUEM Code of Ethics, the aim of the university is to eliminate or remove the causes of plagiarism, passing someone else's work off as one's own, and other frauds. All suggestions and shortcomings in this context are resolved by the BUEM Disciplinary Commission and the BUEM Ethics Commission.

5.f.1 The policies, structures and processes of the internal system ensure that the transparent, consistent and reliable recognition of higher education qualifications, periods and parts of the study, prior education, including non-formal and informal education, comply with the generally binding rules and principles of the Convention on the Recognition of Qualifications concerning Higher Education in the European region in order to support student mobility

Universities must also adjust the rules for the recognition of studies and parts of studies in accordance with the Lisbon Convention. Recognition of completed studies and their parts is particularly important for supporting student mobility, whether within Slovakia, within the European Higher Education Area or globally.

The rules and procedures should also make use of partnerships and cooperation with national authorities for the recognition of educational documents. The process of recognition of qualifications at BUEM is governed by the Directive on recognition of documents for higher education from abroad.

The directive applies to the recognition of higher education documents issued by a recognized foreign educational institution according to the legislation of a member state of the European Union, a state that is a party to the Agreement on the European Economic Area and the Swiss Confederation, and a state that is not a member state. BUEM only recognizes documents of higher education in the relevant field of study for the purpose of continuing studies, if it carries out study programs in the same fields of study or in related fields of study, as indicated on the document of education.

Documents of education in the relevant field of study, which BUEM recognizes for the purpose of continuing studies, are a university diploma, a certificate of state examinations, an

addendum to the diploma, or a statement of subjects passed, and exams taken, issued by a recognized university in another member state or in a third state.

5.g.1 The policies, structures and processes of the internal system ensure that the successful completion of studies is confirmed by the institution by the award of an academic degree as well as by the issuance of a university diploma and further documentation indicating the obtained qualifications, including the achieved learning outcomes, context, level and content of the studies that were pursued and successfully completed.

Successful completion of studies is confirmed by the university by awarding the relevant academic degree, namely by issuing a bilingual university diploma as proof of completion of an accredited study program, as well as by issuing additional documentation (certificate of state examination, i.e. proof of the state examination completed, its components and its result; addendum to the diploma, i.e. a document containing details of the completed study program). They are documents explaining the qualification obtained, including the educational results achieved, the context, level, and content of the successfully completed study. The conditions for the completion of studies at all levels are specified in the BUEM Study Regulations, starting from registration for the state exam, its implementation and evaluation. This document also includes the creation of commissions for state exams, which are fully compliant with applicable legislation and internal regulations.

Hyperlinks on documents:

- [Štatút VŠEM](#)
- [Študijný poriadok VŠEM](#)
- [Štipendijný poriadok VŠEM](#)
- [Disciplinárny poriadok VŠEM](#)
- [Smernica k prijímaciemu konaniu na 1. a 2. stupeň štúdia na VŠEM](#)
- [Smernica k prijímaciemu konaniu na 3. stupeň štúdia na VŠEM](#)
- [Smernica na realizáciu zákona o slobodnom prístupe k informáciám](#)
- [Smernica o autorskej etike a eliminácii plagátorstva na VŠEM](#)
- [Smernica na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie študijných programov na VŠEM](#)
- [Smernica o školnom a poplatkoch spojených so štúdiom na VŠEM](#)
- [Smernica o rigoróznom konaní VŠEM](#)
- [Smernica organizácie doktorandského štúdia na VŠEM](#)
- [Smernica o rodovej rovnosti na VŠEM](#)
- [Smernica o záverečných prácach na VŠEM](#)
- [Smernica o uznávaní dokladov o vzdelaní nadobudnutých na zahraničných vysokých školách na akademické účely](#)

Article 6 - Teaching staff

6.a Selection of teaching staff at BUEM

6.a.1 The policies, structures and processes of the internal system ensure that the university implemented transparent, objective, and well-founded process of selecting university's teaching staff.

The priority of BUEM in the personnel field is that teaching staff in the educational process at all levels and forms of education not only meet the required qualifications, but also demonstrate the required level of creative activity results, practical experience, pedagogical skills, and transferable skills. The processes and principles of the selection procedure at BUEM respect the binding legislative regulations in the Slovak Republic, and their implementation at the university is carried out by the selection process according to the internal regulations of BUEM, which were drawn up, discussed, and approved within the structures of the university.

During the selection procedure, BUEM observes the principle of equal treatment in employment law and similar legal relations, which are established by the anti-discrimination law. In the selection process, the professional knowledge, and skills of the applicants for the performance and fulfillment of the duties of the given job or function are verified, while observing the principles of equal treatment with transparent and objective requirements. The [Scientific Council of BUEM](#) approved an internal regulation that reflects all amendments to legislative regulations, the Act on Higher Education, and the Act on the Quality of Higher Education in the field of filling university teaching positions and filling the positions of docents and professors at universities in the Slovak Republic.

The Selection Committee is appointed by the Rector of BUEM, as his advisory body for the purpose of the amended legislation for filling the positions of senior BUEM employees, university teaching staff and researchers, including the positions of associate professors and professors assigned to the departments of the university and other workplaces specified in the BUEM Statute and the Organizational Rules of BUEM. The selection procedure is organized and provided by the personnel and legal department of BUEM. Employment contracts for the positions of university teaching and research staff at BUEM are signed by the rector.

6.a.2 Policies, structures and processes of the internal system ensure that the criteria of the university for filling the teaching staff positions are available in advance

The criteria for filling the positions of professors and associate professors and the specific conditions for filling the positions of professors and associate professors at BUEM regulate the previously published requirements and the procedure for submitting the required documentation of applicants for the listed positions during the selection process.

BUEM publishes the announcement of the tender procedure on the website of BUEM, i.e., www.vsemba.sk.

The conditions published in the notice of tender cannot be changed until the end of the tender. The selection procedure begins on the day of the selection committee meeting, at which it examines the fulfillment of the prerequisites specified in the notice of the selection procedure. The selection committee is obliged to invite the applicant for an interview at least seven days before indicating the date, place, and time of the selection procedure.

BUEM in accordance with § 14 par. 1 and §15 par. 1 letter c/ Act no. 131/2002 Coll. on Universities and on the amendment of certain laws, as amended, issued an internal regulation "Criteria for filling the positions of professors and associate professors and specific conditions for filling the positions of professors and associate professors at BUEM".

The selection procedure for filling the position of professor and associate professors is also a selection procedure for filling the position of university teaching staff. The Rector of BUEM announces the selection procedure for filling the positions of assistant professors. Pursuant to § 12 par. 1 letter h) and i) of Act no. 131/2002 Coll. on universities and on amendments to certain laws, as amended, general criteria and specific conditions for filling the positions of professors and associate professors are approved by the Scientific Council of BUEM. These criteria and conditions must be approved before the call for tenders. The criteria for filling the positions of professors and associate professors are based on the structure of accredited study fields and study programs at BUEM.

The filling of the positions of professors and associate professors at BUEM is related to the organization and provision of bachelor's, master's, and doctoral study programs. The specific conditions of the selection procedure for filling the positions of professors and associate professors at BUEM are based on the valid Rules of the selection procedure for filling the positions of university teaching staff in the positions of professors and assistant professors of the guideline "Criteria for filling the positions of professors and associate professors and specific conditions for filling the positions of professors and associate professors at BUEM ". The stated criteria and conditions set for filling the position of professor and associate professor are the same for all candidates of the selection procedure, and their fulfillment is a condition for the applicant's inclusion in the selection procedure.

The selection process verifies the applicant's skills and professional knowledge, which are required and appropriate given the nature of the duties that the employee must perform as a professor or associate professor. The selection procedure begins on the day of the selection committee meeting, at which it will review the fulfillment of the prerequisites specified in the notice of the selection procedure. The selection committee is obliged to invite the applicant for an interview at least seven days before indicating the date, place, and time of the selection procedure.

The selection procedure is carried out in writing, by submitting written materials and through an interview with a transparent assessment of the fulfillment of the criteria or requirements placed on applicants, which are listed in BUEM annual report, including the acquisition of academic degrees, scientific and pedagogical ranks, language skills, length of experience, didactic and digital skills, active participation in research and development in the field of study to which the study program is linked.

6.a.3 Policies, structures and processes of the internal system ensure that the selection of university's teaching staff follows the mission, long-term plan and generally binding regulations of the university

The recruitment of university teaching staff positions is carried out in accordance with the mission and Long-term Plan of BUEM for the years 2021-2027 and the strategic goals of the preparation of ensuring the innovation of education, proposals, adjustments, approval and implementation of study programs, the appropriate number of jobs necessary for the implementation of study programs, in which the college provides education. The selection of university teachers is conducted in accordance with the law on universities, in accordance with the labor code, the law on ensuring the quality of higher education and other generally binding regulations relating to labor relations regarding private universities in the Slovak Republic. The university considers it important that the teaching staff ensuring the educational process meet not only the required qualifications, but also the moral and ethical requirements of scientific integrity. BUEM requires applicants to have an adequate level of creative activity results, practical experience, pedagogical skills, and transferable abilities in the context of the level of education.

The evaluation of university teaching staff working in the positions of professor, associate professor, and assistant professor at BUEM is conducted at two-year intervals, by evaluating their creative activity in individual categories of publication activity in the evaluated period, evaluating research activity and activities in the educational field.

The university has a valid Directive on assigning teachers to ensure study programs, as well as Rules for defining work duties in the field of educational, publishing, and scientific research activities of creative employees of BUEM.

6.b. Qualification, creative activities, and practical experience of teaching staff

6.b.1 The policies, structures and processes of the internal system ensure that the selection process of university teaching staff is open and enables their inter-institutional, inter-sectoral and international mobility.

The selection of university teaching staff at BUEM is governed by the principles of the selection procedure for the positions of professor and docent, senior employee, researcher, which is open, transparent and non-discriminatory and enables their inter-institutional, inter-sector, inter-professional and international mobility for education study programs at BUEM. Mobility and inter-institutional and inter-sectoral employment can be implemented part-time or for a certain period, even repeatedly, not excluding foreign applicants.

Teaching staff of the study program develop their professional, language, pedagogical, digital skills and transferable capabilities primarily through their own professional growth (self-study, educational courses, seminars, workshops), active participation in international scientific conferences and seminars (in addition to the education itself, they gain contacts for further cooperation, which can increase their skills and competence), by participating in teacher mobility within ERASMUS+ and other foreign stays with an emphasis on acquiring practical skills, skills and knowledge. BUEM fully supports these activities of teachers as a tool for future professional career growth as an attribute of quality education at the university.

6.c.1 The policies, structures and processes of the internal system ensure that the university systematically assures the sufficient number of teaching staff.

The Institutes of BUEM prepare and update plans for the qualification growth of teaching staff, in the framework of which teaching staff fulfill the criteria for filling positions as well as for increasing their qualifications and obtaining a scientific-research degree.

The courses are provided by high-quality university teaching staff with the necessary qualification structure - they document their scientific erudition with scientific and research publication outputs, which the teacher updates in accordance with the requirements of the methodology for creating study programs at BUEM - Guidelines for designing, modifying and approving study programs. The record of creative activity is conducted by BUEM according to the Directive on the record and categorization of publication activity and responses, which determines the procedure and transparency of the record of publication activity. The outputs of teachers' creative activity and publication activity are the basic prerequisite and starting point for regular verification of the level of their creative activities at BUEM.

Since December 2012, the BUEMs Academic library has been using the DAWINCI library information system, which automates and streamlines all library information flows and processes. The system is used for reader registration, acquisition, cataloguing, loan registration, as well as for registration and statistical reporting of the publication activity of BUEM employees, thus meeting the conditions set by Act No. 455/2012 Coll. on universities and Decree of The Ministry of Education, Science, Research and Sport of the Slovak Republic No. 456/2012 Coll. on the central register of evidence of publishing activity and the central register of evidence of artistic activity.

Users have at their disposal 6 personal computers with free Internet access and a copy machine. The Academic library is the information base of the university and also research, bibliographic, coordination and consulting workplace.

Evaluation of the level of creative activity of study program teachers is an integral part of the periodic evaluation of the study program. The level of outputs of the creative activity of persons providing the study program is evaluated according to the methodology Specification of work duties in the field of publication and scientific research activities of BUEM employees in the functional positions of professor, associate professor and in the job classification of assistant professor in accordance with Act no. 131/2002 Coll. on universities and on the amendment of certain laws as amended.

6.c.2 The policies, structures and processes of the internal system ensures that the university's teaching staff with the required qualifications, workload allocation, research, artistic and other outputs, practical skills, teaching skills and transferable skills.

Verification of the level of qualifications and other prerequisites for the activities of teaching staff at BUEM is conducted regularly at two-year intervals by fulfilling specific criteria of work duties in the field of publication and scientific research activities of BUEM employees in the functional positions of professor, associate professor and in the job title of assistant professor.

Evaluation is a valuable tool for monitoring the sustainability of the level of qualitative and quantitative requirements of standards for individual levels of higher education in study programs at BUEM. The results of the assessment are discussed by the examiner in the presence of the head of the higher education department. Evaluation is a dynamic process aimed not only at fulfilling the requirements of individual areas of the teacher's activities but is also a feedback and motivational aspect for the structures involved.

6.c.3 The policies, structures and processes of the internal system ensure that the university enables its teaching staff to achieve learning outcomes

BUEM has a designated person who has the relevant competences and bears the main responsibility for the implementation, development, and quality assurance of the study program according to Art. 6, par. 7 to 11 standards for the study program and provides profile courses.

This person works as a professor or associate professor in the relevant level, study program and field of study. He is employed at BUEM for a set weekly working time and bears the main responsibility for the implementation, development, and quality assurance of the study program at BUEM.

The main tasks of transparent and objective quality assurance system of education within the processes and structures at BUEM include:

- a) provision of profile study courses by standard university teaching staff in the capacity of lecturer, assistant, specialist assistant, professor, or associate professor, who work at BUEM in the relevant field of study or in a related field for the established weekly working hours,
- b) determination of the teaching staff who for each study program, or the course has the relevant competences and is responsible for the implementation, development, and quality assurance of the study program at individual levels,
- c) the professional qualification of the teacher providing the subjects of the study program is at least one degree higher than the qualification achieved upon its completion, the supervisors of the final theses perform active creative activity or practical activity at the level corresponding to the degree of the study program in the issue of the professional thematic focus of the supervised work. In rare cases (mostly in the case of new or beginning trainers), an internal consultant is also assigned to the final thesis, who guarantees the quality of the final theses,
- d) the teaching staff of the program has a scientific-pedagogical characteristic created and listed in SharePoint in the structure and language of the form, his work capacity, includes teaching in the form of lectures, exercises, consultations, research, creative and other work activities of the teaching staff, corresponding to the standard load according to the size of the working time,
- e) For each course which the teaching staff teach and evaluate in the relevant study program, as well as the form of study, they create all relevant documents and accompanying documentation in the BUEM Moodle system.

The system flexibly enables the implementation of face-to-face, combined distance education with real-time feedback and archiving of all data, including relevant study literature, assignments, and task solutions. The form and method of evaluating the results of education in the subject is ensured transparently with feedback and supervision of the subjects of education.

The high-quality digitization system in the SharePoint environment at BUEM enables the creation and implementation of education with the support of material and technical equipment, which ensures and develops the didactic and professional competences of teachers as well as students. Transparent systems and tools are applied at the university, which are part of the system for evaluating the quality of teachers and their pedagogical performance.

The tools for evaluating teachers are visits carried out by the management of the university, directors of institutes and appointed teaching staff, as well as questionnaire surveys of the evaluation of teaching staff by students, questionnaire surveys carried out by the teaching staff themselves at the end of the lecture period in order to provide feedback on the quality of teaching and student reflection, questionnaire surveys of the quality of education after the semester completion or thematic educational unit, etc.

The management of BUEM and its workplaces normally provide feedback to teaching staff on their pedagogical performance based on evaluated feedback questionnaires of students on the education process.

6.c.4 The policies, structures and processes of the internal system guarantee that the university systematically ensures that the number of teaching staff and their workload corresponds to the number of students.

Labor-legal relations at BUEM are governed by legislative-legal regulations for universities, the Labor Code, and other legislative regulations regarding labor-legal relations in the Slovak Republic for universities.

The working time of employees employed for the established weekly working time is evenly distributed over 5 working days a week, i.e., for Monday to Friday. The average weekly working time of an employee, including overtime, may not exceed 48 hours.

Working time records are implemented at BUEM in the electronic attendance information system. The workload of teachers in providing study programs is recorded through the timetable in the BUEM information system and through the teacher's pedagogical portal. The workload in providing study programs includes the teaching of study subjects and evaluation of educational outcomes, consultation activities provided in defined consultation hours and other activities that can be identified in the teacher's pedagogical portal in the BUEM Moodle system for each subject.

At BUEM, attention is also paid to monitoring the load and quality of the educational process through the system of internships, monitoring the number of supervised and assessed final theses and their evaluation, also in relation to the results of final theses after external assessment in the central register of final theses.

6.d.e.f.g Interrelationship between education, creative activity, and transferable skills

6.d.1 Policies, structures and processes of the internal system ensure that the interrelationship between educational and research, artistic and other activities of the teaching staff is strengthened and that the focus and level of achievement of these

activities is commensurate with the learning outcomes and with the level of qualifications framework at which the education is provided

BUEM has set policies, structures, and processes of the internal system in such a way as to ensure the connection of education with the creative activities of teachers. This ensures the transfer of knowledge and experience meets the requirements of the national qualification framework and the European qualification framework and the needs of the labor market.

The comparison of education with the creative activities of teaching staff at BUEM is at the corresponding level and is determined in internal regulations, namely the quantification of work duties and their monitoring, creation, adjustment, and implementation of study programs at BUEM and the qualification and quality requirements that are determined when securing subjects, in individual levels of education of the relevant study programs at BUEM.

Similarly, the teaching of the program, who is the supervisor of the final thesis, carries out creative activity at the level corresponding to the level of the study program in the subject of the professional focus of the supervised thesis. The supervisor of thesis is a person in the position of a professor who inaugurated in the given field of study or is in the position of habilitated associated professor in the given field, or a researcher with a recognized qualification level I. or II. a., or a significant expert from practice with at least an academic degree PhD., respectively "CSc." in the given field.

Monitoring the quality of doctoral studies at BUEM is the responsibility of a joint union commission composed of BUEM employees and external members from research and educational institutions. Supervisors of doctoral studies and members of the joint union commission are approved in Accreditation Council of BUEM. At BUEM, a system of annual evaluations of doctoral students is applied, where results are monitored and evaluated in the educational, but especially the scientific part, with a focus on fulfilling tasks in the field of research, participating in project solutions, and presenting their outputs in the WOS and SCOPUS databases.

The results of the teaching staff's scientific work are also presented by the quality of the defended final thesis, especially at the doctoral, rigorous and master's level, and the teaching staff's participation in state and qualification commissions.

6.e.1 Internal system policies, structures and processes ensure that the professional development and the development of language, teaching, digital and transferable skills of the teaching staff

BUEM pays due attention to the development of professional, language, pedagogical, digital skills, and transferable competencies of teaching staff. The university also supports the development of the mentioned skills through the organization of trainings and courses within the framework of projects and the international exchange of information and experience.

Furthermore, by implementing mobilities within the ERASMUS+ program and active participation and membership in bodies, commissions, and institutions of foreign partner universities, as well as the participation of BUEM representatives in international organizations.

BUEM currently has concluded agreements on bilateral cooperation with more than 50 partner foreign institutions from more than 15 countries of the world. Bilateral agreements are primarily aimed at academic cooperation in the field of mobility of students, teaching and administrative staff, exchange of study and scientific materials, publications, and information. A separate cooperation framework is dedicated to the field of science and research and the organization of joint scientific events.

6.f.1 The policies, structures and processes of the internal system ensure that the assignment of teachers to the provision of study programs and educational activities,

the teaching of individual study subjects and the management of final and rigorous theses is transparent and guarantees such a level of qualifications, competences, practical experience, focus and results of creative activities that corresponds to the level and outcomes of education

A university teaching staff can work at BUEM in the position of professor, associate professor, assistant professor, assistant, or lecturer if he meets the legislative requirements defined by the Act on Universities, the Act on the Quality of Higher Education, and the requirements for filling positions in the position of professor and associate professor, approved by the Scientific Council of BUEM.

By connecting teaching staff scientific, research and publication activities with educational activities, the university teaching staff educates, inspires, develops the talent and excellence of students to new knowledge and the acquisition of skills for application on the labor market. The professional qualification of the teaching staff providing the study program must be at least one degree higher than the qualification achieved upon its completion. This requirement can be waived in justified cases, e.g., if they are foreign language lecturers, teachers providing practice, experts from practice and doctoral students. The guarantor of the subject of higher education is a higher education teacher acting as a professor or associate professor. The supervisor of the final thesis at BUEM is a qualified person who leads the final thesis and whose qualification level is at least one level higher than the qualification achieved upon completion of the given degree of study. In the 1st and 2nd degree of study, supervisors are approved by the guarantor and appointed by the head of the department.

6.f.2 The policies, structures and processes of the internal system ensure that the profile courses are usually provided by staff members in the position of professors or associate professors employed at the university for fixed weekly working hours

BUEM has a designated person who has the relevant competences and bears the main responsibility for the implementation, development, and quality assurance of the study program according to Art. 6, par. 7 to 11 standards for the study program and provides profile subjects by teachers meeting the requirements set for staffing of subjects accredited or aligned with SAAHE standards. This person is appointed and dismissed by the rector after consultation with the bodies of BUEM and the Accreditation Board of BUEM.

Other persons responsible for the quality of the study program are associate professors who provide mandatory and optional subjects of the study program from the core of the study field. The person responsible for profile subjects and subjects of the core of the study program comments on the personnel and material provision of the teaching of the subjects, their content and the evaluation system, and submits requests and proposals for their improvement to the rector. Profile subjects in the study program are by default provided by university teachers in the capacity of professor or docent in the field of study to which the study or joint study program belongs, who work at the university for the established weekly working hours.

6.f.3 The policies, structures and processes of the internal system ensure that in professionally oriented programmes, profile study courses are also provided by teachers who are experienced professionals from the relevant economic or social fields and who work at the institution for a fixed weekly or part-time period

Currently, it does not apply to BUEM, as it does not have accredited professional study programs.

6.g.1 The policies, structures and processes of the internal system ensures that the qualifications of the teachers providing a study programme are at least one degree higher than the qualifications achieved by its completion. This requirement may be

waived in justified cases, such as foreign language lecturers, in-service teachers, specialists, and doctoral candidates

The qualification of a university teaching staff obtained at individual levels of university studies and scientific-pedagogical ranks obtained are comparative with the qualification requirements of the European Educational and Research Area, the European and national qualification framework. The professional qualification of the teachers providing the study program must be at least one degree higher than the qualification achieved upon its completion.

This requirement can be waived in justified cases, e.g., if they are foreign language lecturers, teachers providing practice, experts from practice and doctoral students.

Teaching staff providing profile courses of the study program demonstrate the results of creative activity in the relevant field of study in which the study program is carried out, at the required level depending on its level, namely at a significant international level, if it is a third-level study program, at an internationally recognized level, if it is a second-cycle study program, or at least at a nationally recognized level, if it is a first-cycle study program in accordance with the established criteria of SAAHE.

A university teacher is assigned to a subject in the study program based on his creative and professional activity, which is related to the defined goals of education in the subject. The teacher demonstrates this fact with a list of publication outputs in the given field of educational objectives, solved projects in which the educational objectives defined for the relevant subject were used and other relevant activities.

The supervisor of the final thesis at BUEM is a qualified person who leads the final thesis and whose qualification level is at least one level higher than the qualification achieved by completing the given degree of study or by an experienced expert approved by the Scientific Council of BUEM. In the 1st and 2nd degree of study, supervisors are approved by the guarantor and appointed by the head of the workplace.

The function of a supervisor for a given field of study at the workplace where doctoral studies are carried out can be performed by a university teacher (professor, associate professor) and another expert from a workplace outside the university after approval by the Scientific council of BUEM

6.h Teaching staff workload

6.h.1 The policies, structures and processes of the internal system ensure that the workload allocation of the teaching staff enables the delivery and quality development of study programmes, teaching and other related educational activities, assessment of students, supervision and assessment of final theses, participation in research, artistic and other activities and in activities related to their professional development and the fulfilment of the institution's mission to the extent and proportion corresponding to the working hours and nature of their position

The workload, the level of results of creative activity, practical experience, pedagogical skills, transferable abilities, and language skills of a university teaching staff must make it possible to achieve the specified teaching outcomes in the relevant field of study.

BUEM provides for its teaching staff and administrative employees such an environment, conditions and mechanisms that contribute and help to develop the quality of education.

Hyperlinks to documents:

- [Štatút VŠEM](#)
- [Vnútrotný systém zabezpečovania kvality vzdelávania na VŠEM](#)
- [Organizačný poriadok VŠEM](#)
- [Pracovný poriadok VŠEM](#)
- [Kritériá na obsadzovanie funkcií profesorov a docentov a konkrétne podmienky na obsadzovanie funkcií profesorov a docentov na VŠEM](#)
- [Pravidlá pre definovanie pracovných povinností v oblasti vzdelávacej, publikačnej a vedeckovýskumnej činnosti tvorivých zamestnancov VŠEM](#)
- [Pravidlá riadenia domácich a medzinárodných vedeckovýskumných, rozvojových a iných projektov na VŠEM](#)
- [Smernica na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie študijných programov na VŠEM](#)
- [Smernica o bibliografickej registrácii a kategorizácii publikačnej činnosti a ohlasov na VŠEM](#)
- [Inštitucionálna stratégia internacionalizácie VŠEM](#)
- [Smernica o autorskej etike a eliminácii plagiátorstva na VŠEM](#)
- [Smernica o priradovaní učiteľov na zabezpečovanie študijných programov](#)
- [Smernica na prípravu mobilít, realizáciu a uznávanie mobilít študentov, absolventov a zamestnancov VŠEM v rámci programu ERASMUS+](#)
- [Smernica o vybavovaní sťažností na VŠEM](#)
- [Smernica o záverečných prácach na VŠEM](#)
- [Smernica o zbere, analýze a používaní informácií potrebných na efektívne uskutočňovanie študijného programu a zverejňovanie informácií](#)

Article 7 - Learning resources and student support

7.1 Learning resources and student support for BUEM's students

7.a.1 The policies, structures and processes of the internal system shall ensure that: the institution has sufficient financial resources allocated to the comprehensive provision of study programmes and the related research, artistic and other activities, supportive activities, and other activities corresponding to its mission.

BUEM is a private university, which means that it gathers and fundraises its own financial resources independently of government programs for its academic, research, and other activities. Tuition, accommodation fees, additional academic, educational, research development project fees, and space rentals belong to main sources of these financial resources.

In the process of allocation of the financial resources, BUEM always abides to the rule that all of the expenses must be covered by ensured and/or anticipated incomes, which ensures responsible and stable management of financial resources for BUEM's study majors and related creative, supportive, and other activities that correspond to university's purpose.

7.b.1 The policies, structures and processes of the internal system shall ensure that: the institution's spatial, material, technical, infrastructural, and institutional provision of educational, research, artistic and other activities and other related activities correspond to the learning outcomes, the number of students and their specific needs

Via its departments, BUEM is developing and renovating its own infrastructure to ensure adequate physical spaces, material as well as technical resources for its major(s) that are being offered. High priority is being put on the development and modernization of the spaces for education as well as research (such as computer laboratories, academic library, information systems, etc.) that are being brought to reality thanks to the ideas from students' final theses.

BUEM offers modern classrooms, seminar rooms, and academic library that meets the needs of its own student body as well as its workers and professors in accordance to the majors offered. One of the higher priorities of BUEM is a continual modernization and development of the technical infrastructure, informational systems, and computers not only in the academic areas, but also in the dormitory.

Resources needed for some of the majors are met also with collaborations with external partners from the local entrepreneurial communities, which provides ability to use external partners' infrastructure, ex. practical experience in the field as well as the grading of the final theses.

7.b.2 The policies, structures and processes of the internal system shall ensure that: the institution's spatial, material, technical, infrastructural, and institutional provision of educational, research, artistic and other activities and other related activities correspond to the learning outcomes, the number of students and their specific needs

BUEM is fulfilling its duties and mentioned responsibilities in a way that spatial, material, and technical infrastructure is adequate to the number of students and their specific needs. One of these is/are individual room schedules that are being made for all studying programmes. Further information about spatial, technical, material, and infrastructural capabilities/resources can be found in the detailed study program descriptions.

Simultaneously, BUEM is creating a Students' Services Center, with adequate personal as well as technological resources corresponding to the total number of students and their specific needs.

BUEM headquarters, which is located on Furdekova 16 street in Bratislava, had recently undergone a major reconstruction in the years 2011-2012. The entire building is air conditioned with its own ecological source of the cooling agent. All lecture halls as well as meeting rooms are installed with their own independent systems for air circulation. The academic portion of the building is separated from the public areas by ID card sensor equipped gateways; access is granted to all students, professors, administrative workers, and registered visitors. The access to particular areas/zones of the building is controlled via central complex security system that is installed throughout the entire building. The access is granted to contactless cards with chips (ISIC/ITIC cards, employee ID cards, and visitor ID cards) which are given to all BUEM students, professors, administrative workers, and registered visitors. There are more than 30 large LCD monitors throughout the entire building that are equipped and operated by the specialized system aka. "Signage system".

Smaller digital panels are located in front of the entry to all lecture halls, displaying what is currently going on inside of the particular lecture hall(s) (lecture, seminar, consultation) and what is the schedule for particular lecture hall(s) in the next following hours, taking into consideration all of the potential changes to schedule done in the past. Second half of these smaller panels are displaying important news/updates/activities related to the campus life as well as future important school events.

7.c.1 The policies, structures and processes of the internal system shall ensure that: the institution has functional contractual partnerships with specialized teaching establishments and other institutions which are necessary to achieve learning outcomes and practical training for the relevant professions

Practical experience is an inseparable part of the study programmes. Practical experience(s) can be completed as one extensive experience and/or as several shorter lasting consecutive periods depending on the requirements/needs of particular study program as well as the requirements and needs of external partner for particular practical experience program. BUEM has many contracts binding functional partnerships, which are necessary to achieve desired

quality outcomes of their students. University is actively seeking and entering national as well as international partnerships. BUEM has signed partnerships with private entrepreneurial as well as with state and local government agencies. All contracted partnerships are bounded by a written contract, or by a written memorandum, in some cases. BUEM, as a member of National Union of Employers, is an active player in mediating valuable practical experience for its student body via chosen centers (ex. Jobs4U); BUEM plays the role of active mediator of these experiences if student(s) show interest in particular experience(s). In addition, BUEM also supports international internships for its students via ERASMUS+ program.

7.d.1 The policies, structures and processes of the internal system shall ensure that: information resources, library collections and services are easily accessible and correspond to the learning outcomes, number of students and research, artistic and other activities

The university ensures that the informational sources and literature available is in accordance with the definitions in the course syllabi. Based on the legislature 183/2000 on libraries and based on a law amendment 68/1997 on academic library has been created with the purpose of ensuring access to informational sources and literature for its student body as well as for the professors; academic library also offers research assistance service center, bibliography help center, and serves a coordination and scholar service center of the university.

Academic library provides warm and welcoming environment for students, professors, and BUEM employees, and supports their education, professional development, research curiosity, and is a creative partner in all the above-mentioned processes. Based on the decision to create the academic library, BUEM was awarded the Academic library statute. In accordance to Law on libraries, the way and magnitude of library's operations and its services were written into terms and conditions of the Academic Library. This was agreed upon in the academic senate as an internal guideline of BUEM. In accordance with the article 1 of the library terms and conditions, the full content of the terms and condition of the library use can be found on BUEM website and is also accessible in physical form directly in the library.

BUEM employees, students have access to a modern equipped library that contains separate quiet study room(s), 6 PC computers with internet access, free Wi-Fi access, and the readers have access to multifunctional printer as well. The library contains physical and digital database of books, scientific journals, and past final theses.

The library databases are being continually updated with the collaboration with the publishers in the accordance to the particular professional focus of BUEM, which mainly focuses on literature from the field(s) of economics and management of government agencies. To this date, the library possesses more than 40,000 books. Academic library has been using the DAVINCI informational system, which allows automatization and increased efficiency of all informational currents and library processes, since 2012.

The system is used not only for reader registration, literature acquisition, rental registry but also for registry and statistical analysis of the research publication process of academic employees of BUEM, which ensures its accordance to the law 455/2012 on universities and Ministry of education, science, research and sport's proclamation 397/2020 on central registry for publication activity and central registry for artistic activity. In the accordance to the above-mentioned proclamation, BUEM has published an "guideline for bibliographic registration and categorization of the publication activity and feedback", that was approved by academic senate, on its website.

One can access information about library resources and its online catalogue on the website (<http://katalog.vsemvs.sk>). One feature of the library's online services is a digital library from [Smarteca by Wolters Kluwer](#), in which students can not only find all the textbooks and books published by Walters Kluwer, but also literature published directly by BUEM. In addition to the above-mentioned access to the digital library from SMARTECA, students also have access to

the digital library within the educational portal Moodle BUEM. BUEM, directly in its Furdekova location, has managed to build its own professional server room, in which all of the servers that operate intranet, but mainly web (internet & extranet) applications and school portals are located; this server room was built with their own financial resources. All of the servers are accessible to the entire student body as well as normal population. Significant investments had also been directed to the technical equipment of all of the lecture halls within the Furdekova 16 location. Main strategy of BUEM is a continuous transfer of all server systems into the cloud solutions, that are backed by Microsoft according to the contract with this company.

The base of the entire concept is a technical equipment in each lecture hall with an integrated and highly intelligent didactic technology with on-line access, access to BUEM databases, and internet access, that comfortably meets all the needs of professors: Displaying of presentations, playing audio recordings, playing HD quality video recordings, adaptive stereo systems, adaptive light systems, and classic (ethernet cable) as well as wireless access to the internet. Several rooms are also equipped and pre-installed with the conference call system Webex from Cisco to ensure ability to deliver educational content via virtual means.

Each room is equipped with a contactless ID card reader – authorized by the teacher ITIC card, that professors can use for change of the room configuration, or for student identification via use of their student ISIC cards (ex. Attendance check for lectures and/or exams). Students as well as professors have access to intelligent printing services. Each floor hallways are equipped with several large-capacity printers. The university also offers own internet equipped study room, where students can find additional 10+ computers with the access to the internet.

7.d.2 The policies, structures and processes of the internal system shall ensure that: information resources, library collections and services are easily accessible and correspond to the learning outcomes, number of students

Library services as well as library's use of information resources are being used in accordance with the BUEM's internal organizational guidelines.

The library offers various services to its users: present as well as distance-based book lending, consultation and reference assistance services, bibliography, and research assistance services, and many more. Primary field of focus of the library is to offer necessary resources to not only its student body, but also its professors and administrative workers in order to maximally support BUEM's own research and publication activities.

The library takes pride in its flexibility towards specific and individual needs of its users, especially the student body. The volume of the library's collections directly correlates to the number of students and its services can be accessed directly via spaces of the academic library itself, or indirectly via study rooms, library's remote offices, or online catalogue (<https://katalog.vsemba.sk>).

COVID 19 had provided the library with valuable lessons that are being applied to its operations with a goal to maximize its efficiency. For example, the library now prefers an online way of lending books, providing e-textbooks: SMARTECA instead of physical ones, mainly because these methods had proven to be more efficient. In addition, the library had established a new "Delivery" service (online help with database/journal search to provide best resources to user's individual needs) and started to list internet links to relevant readings as well as additional resources directly on the student portal, Moodle.

7.e.1 The policies, structures and processes of the internal system shall ensure that: students have easy access to counselling as well as to administrative resources that meet their diverse needs and are necessary for progress in their studies and for their personal and career development

BUEM ensures that the students have an easy access to the scholar services office and many other assistance-based services as well as access to the administrative resources, in order to best meet their various needs that are necessary for their personal, academic, as well as professional growth and development. Specifically for these reasons, a Support Center has been established as a part of the BUEM's internal organizational structures – student's services and academic library are an integral part of this center.

As a fundamental part of the student services, a position of student coordinator for student with specific needs has been established to better meet specific needs of the students even during the application process. This coordinator establishes rapport and offers services with students before they are admitted to the school, while they are in the process of submitting applications. After students are admitted to BUEM, this coordinator continues to provide various supportive services in direct communication with not only the students themselves, but also with direct communication with the relevant departments of BUEM.

Furthermore, this coordinator assesses and tries to anticipate specific needs of students during the application/admittance processes as well as assesses whether students meet criteria for social stipends and other forms of support; all while following the BUEM's internal guidelines for "Support for students with specific needs".

7.f.1 The policies, structures and processes of the internal system shall ensure that: the institution has a qualified support staff that provides tutoring, counselling, administrative and other support services and related activities for students, and whose capacity is appropriate to the number of students and their diverse needs

First-Contact Points contact with students offers tutor and counseling services as well as other supportive service with relation to academic support with direct collaboration with the office of scholar services. The needs of students with specific needs are being met with the help and oversight of the coordinator for students with specific needs.

BUEM ensures that the human personnel are ethically as well as professionally qualified to provide excellent student support services and that the human, administrative, as well as material resources of student support department are adequate for the size of the student body

The Students' services Center is established as a part of the internal organizational structure of BUEM.

7.g.1 The policies, structures and processes of the internal system shall ensure that: students have adequate social security during their studies

BUEM not only provides social scholarships to students from lower socio-economic parts of society (in accordance with the § 91 paragraph and 3 a 4 of the law National council of Slovak republic 131/2002 on universities), but in many cases is also ready to provide additional forms of assistance via counseling as well as providing additional scholarships financed from own independent financial resources.

Each year, BUEM allocates substantial financial resources (generated from taxed income originating from its entrepreneurial activities) to student scholarships fund to be able to provide financial support to its student on yearly basis in highly organized way. The volume of these resources is recommended by a particular statute body, based on financial management of BUEM in previous year, and must also be approved by the members of executive board.

As an additional social security services to students, BUEM also offers the ability to be accommodated at university dormitory during the entire length of the study.

7.g.2 The policies, structures and processes of the internal system shall ensure that: students have adequate social security, sporting, cultural, spiritual, and social activities during their studies

BUEM is actively working and improving to offer various extra-curricular activities such as athletics. BUEM had established the department of sport and leisure activities – whose mission is to increase attractiveness of BUEM in the eyes of its students by offering various athletic activities, organizing large social gatherings of various kinds, as well as providing environment for emergence of student directed and run sports teams/student associations that have ability to compete in various intramural leagues.

In addition to the athletic/sport activities, that fall under the “PE & sport activities” course, in which students can chose to participate in various sports (basketball, swimming, table tennis, weight lifting, golf, running, and many others), the department of sport and leisure activities continually organizes hiking-learning trips and winter sport camps in Small & High Tatras, Austrian and/or Italian Alps, as well as cyclo-tourism trips around the entire Slovakia. As a long-standing tradition, BUEM professors alongside with BUEM students annually participate in the “From Tatras to Danube” relay running race during the summer holidays.

With the collaboration with the local youth basketball club “MBK Karlovka Bratislava”, BUEM has been ensuring its basketball team participation in various age and gender-based leagues. Similarly, students have traditionally participated and represented BUEM in ice hockey, football, and indoor football, intramural teams. As mentioned previously, BUEM annually assembles a team for the relay “From Tatras to Danube” run and has managed not to miss a single year since emergence of this run. From the socio-cultural standpoint, with the collaboration with the student parliament as well as the alumni association, BUEM annually organizes BUEM’s friends Ball, annual Student party – Beania, and many other socio-cultural events.

7.h.1 The policies, structures and processes of the internal system ensure that all of the resources referred to in the preceding paragraphs is be provided at all parts of the university where the study programmes or educational activities are delivered.

All internal guidelines, resource allocation as well as its management are the same for each department/remote office within as well as outside of the BUEM headquarters. This way, BUEM ensures that all financial, material, and other resources are evenly distributed to all its physical locations, depending on the demand of BUEM students, professors, and administrative employees.

7.i.1 The policies, structures and processes of the internal system shall ensure that: the use of all resources is efficient and effective

BUEM ensures that its financial management is based upon up-to-date financial budget, carefully calculated from its revenue stream(s), its expenses as well as incomes, and that this budget is an integral foundation of BUEM’s operations.

The use of all resources is purposeful, efficient, and in accordance with all up to date legislative requirements (Slovak accounting legislation, Slovak taxation legislation, Employee treatment legislation).

7.j.1 The policies, structures and processes of the internal system shall ensure that: resources are accessible, and students are informed of their accessibility

The university is using multiple interconnected informational systems to ensure the highest quality of its academic services as well as internal operations. Among others, the most important informational systems are:

1. Academic Informational system (AIS),
2. Intranet - BUEM (<https://vsemba.sharepoint.com>),
3. Information portal -BUEM (<https://www.vsemba.sk>),
4. Student portal (<https://student.vsemba.sk>),
5. Pedagogic portal - BUEM (<https://pedagog.vsemba.sk>),
6. Education portal - BUEM (<https://moodle.vsemba.sk>).

Academic Informational System (AIS):

Taking the specific needs of the university since its establishment into consideration, the university's leadership has decided to create its own individual AIS to meet unique needs and requirements of the university at the very beginning of its existence. This system has since been and is continuously being updated to better suit the developing needs of the university. Further development is being outsourced by an external company according to the written contract. The university is systematically investing financial resources into this system, as it sees this system as a foundational piece of its ability to deliver highest quality education. The main short-term goals of further development of AIS is to completely include processes of directing and managing of admission process, registry of dormitory services, student loan offers, further digitalization of electronical student indexes, and furthering access of particular services in the digital sphere.

Website - BUEM (<https://www.vsemba.sk>):

BUEM's website is available to the wide public, including potential students and the website is available in Slovak as well as in English language. This is the main current for BUEM to publish its newsletters, updates, and other relevant information with regard to its academic and student life, academic and cultural activities, its mission statement, as well as the most current and up to date information from campus life. This portal is inclusive and accessible to anyone that has access to the internet. The portal is further divided into several sections whom each is/are operated and updated independently.

The main section is dedicated to the basic information about the university, its activities, its accreditation status, all accredited study programmes, as well as structural organization of the university into colleges/departments. The main purpose of this section is to provide sufficient information about the structure of the university and its direction, for not only potential students, but also for the wide public. This section is being updated on an annual basis, after an annual update of accredited study programmes for the next academic year.

Next section provides detailed information for all potential students. Potential applicants can access detailed list of all accredited study programmes, the admission requirements, as well as grading policies in this section. The applicant has an option to fill out and submit an application form fully online. One can also find detailed instructions on how to submit the physical/paper version of the application in this section.

The last section is dedicated to current and up to date information from the campus life. This section is being updated daily. The first part of this section consists of information and notifications about upcoming events and activities, that may interest not only the students, but also the wide public. The second part of this section displays further and more detailed information about events that the university considers of high importance and relevance, and therefore feels the need to inform the public about them. A landing page of <https://navysku.vsemba.sk> is also a part of this section; this link is created in a modern interactive design and supports computer, tablet, as well as smart phone versions.

Student portal – BUEM (<https://student.vsemba.sk>)

The student portal BUEM is the main informational portal for students. All registered students have access to this portal after providing their individual login information, that was assigned to them after the registration. This portal allows the students to find relevant announcements, schedule, consultation hours, exam sign up registration, final thesis topic selection, and many other organizational features. An electronic index that contains all of student's courses with particular grades can be found and accessed here as well.

After the establishment of the electronic index, the use of the classic - paper based - index was discontinued. Via this student portal, the student can access current schedule as well as schedules for consultation hours of all professors. Similarly to the consultation hours, the professors know ahead of time which students are planning to attend which date(s) of exams.

Pedagogical portal - BEUM (<https://pedagog.vsemba.sk>)

Pedagogic portal BUEM is dedicated for of pedagogic employees, as well as other employees that participate in the operations of academic processes.

The main functions of this pedagogic portal include announcement(s) of exam dates and final thesis deadlines. The pedagogic portal is not a part of the AIS of BUEM. The portal is interconnected with AIS to allow data accessibility; however, the professors have no direct access to the AIS. This way professors are not confronted with the complexity of the AIS. Instead the features of the AIS necessary to their duties of sustaining academic processes are available and accessible to them via pedagogic portal.

Moodle portal - BUEM (<https://moodle.vsemba.sk>)

In contrary to the student portal, the educational portal Moodle is based on Learning Management System (LMS) and is primary dedicated to support of the academic processes from the standpoint of increasing efficacy of the use of the digital means relevant to particular courses. Each academic course gets new, updated, and independent version for each academic year. In this manner, each academic course has its own independent website that is used for direct communication between the professors and the students of particular course:

- Professor uploads basic course information (guarantor, lecturer, syllabus, credits, main resources)
- Professor grants access to digital materials necessary to the course (study materials)
- Professor grants access to online activities via telecommunication technology Webex from Cisco
- Professor gives access to assignments and subsequently posts the grades
- Or potentially tests students directly via administering of online tests using safe web browsers

Since the establishment of this portal, more than 10 years ago, the number of tests and assignments completed via online means has been steadily increasing. This not only increased efficacy of academic process, but also solved the problem of sending/receiving hundreds of emails containing finished assignments.

For each course from the catalogue, there exists a mandatory minimal amount of information that must be published and made accessible to the students on the Moodle portal for each course. The number of courses using Moodle not only for indirect announcements but for direct interaction between professor and students, posting of grades, tests administration is growing with each subsequent semester. During the COVID 19 pandemic the Moodle portal had been interlinked with the telecommunication technology Webex from Cisco to be able to deliver distant version of education smoothly. All the lectures and seminars were conducted this way according to the original schedule, without the need of canceling a single lecture/seminar.

BUEM is planning to continue to use the system Webex in the future. Mainly for the consultation hours, final thesis consultations between professors and students, virtual conferences and seminars, work meetings with foreign partners, and for didactic support of the academic process.

Links to relevant documents:

- [Štatút VSEM](#)

- [Organizačný poriadok VŠEM](#)
- [Štipendijný poriadok VŠEM](#)
- [Smernica o bibliografickej registrácii a kategorizácii publikačnej činnosti a ohlasov na VŠEM](#)
- <https://www.vsemba.sk/ONas/UradnaTabula/VyročneSpravy>

Article 8 – Information Management

8.1 Information management at the BUEM

8.a.1. The policies, structures and processes of the internal system shall ensure that: information used in the effective strategic, tactical and operational management of the delivery and development of study programmes, research, artistic and other activities and other related activities of the institution is systematically collected, processed, analyzed and evaluated

Information regarding study programmes, study process, and students are being gathered in the Academic Informational System (AIS).

Similarly, all other relevant information regarding the academic process, research process, international projects, as well as BUEM's management reports are being gathered in BUEM's information systems

For the purposes of effective strategic, tactical, and operative management of study programmes, creative activities, and other related activities, all relevant data are being carefully collected and subsequently analyzed on a yearly basis. The results of these data Analyses are Annual report about BUEM's management, and others. The annual report's results are a subject of negotiations at the meeting of BUEM's independent organs.

From the strategic management of BUEM standpoint, the most important task to analyze is the long-term mission/goal of BUEM, which is being analyzed and potentially updated on a 4-year basis.

8.b.1. The policies, structures and processes of the internal system shall ensure that: the institution has and systematically monitors a set of indicators

Via self-assessment reports, BUEM is continuously and systematically follows relevant parameters that have been pre-selected as outcome measures in annual reports. Simultaneously, BUEM is carefully following indicators and selected outcome measures as a periodical internal system assessment; these standards are:

- Parameters showing interest of potential students that indicate balance between the demand of students and study programmes that are offered.
- Education parameters that follow the admission process, academic career, and graduation rates. These parameters are used to assess the state and development of the students during their academic career as well as the rate of dropouts.
- Education parameters, that closely assess the learning process and learning abilities of students.
- Education parameters, that closely assess the professors and are being used to monitor the structure of the pedagogic personnel with special interest into their qualification, age, and professor turnaround.
- Education parameters that closely assess creative activities with relation to academic processes at all levels (undergraduate, graduate, doctoral) and all majors.
- Education outcome measure parameters, that closely indicate the balance between the quality of alumni and the demands of the market placed upon new graduates. These

parameters are carefully selected with the collaboration of external entities directly from the local market environment.

Indicators of these parameters are followed and assessed in the internal structures in accordance with part IV.

Methods for assessment of SAAHE's standards

8.c.1 The policies, structures and processes of the internal system shall ensure that: all stakeholders participate in the collection and processing of information

All the physical locations (headquarters as well as all remote offices) are included in the process of data/information gathering and assessment.

Hyperlinks to documents:

- [Štatút VŠEM](#)
- [Dlhodobý zámer rozvoja VŠEM na obdobie 2021- 2027](#)
- [Dlhodobý zámer rozvoja Ústavu ekonómie a manažmentu VŠEM](#)
- [Dlhodobý zámer rozvoja Ústavu verejnej správy VŠEM](#)
- [Monitorovanie a hodnotenie kvality vzdelávania na VŠEM](#)
- [Smernica na realizáciu zákona o slobodnom prístupe k informáciám](#)

Article 9 – Public information

9.1 Public information at BUEM

9.a.1 The policies, structures and processes of the internal system shall ensure that the institution provides clear, precise, adequate and up-to-date quantitative and qualitative information on study programmes and their graduates as well as on other related activities in accordance with the mission of the institution that are relevant to the applicants, students, employees, employers and other external stakeholders and the public

Information regarding the BUEM's study programmes that is being published on its website meets these minimal criteria:

- Description of the study programme, recommended timeline for the particular study programme, course(s) information
- All ways of becoming a student of BUEM and admission requirements relevant for the upcoming academic year
- Schedule of the current academic year
- BUEM Student helper for current academic year
- Student ethic codex
- Guidelines for final thesis projects
- Guidelines for tuition costs for current academic year
- Current & up to date news and announcements for the potential applicants, students, and employees.

9.a.2 The policies, structures and processes of the internal system shall ensure that the institution provides clear, precise, adequate and up-to-date quantitative and qualitative information on study programmes and their graduates as well as on other related

activities in accordance with the mission of the institution that are relevant to the applicants, students, employees, employers and other external stakeholders and the public

As a standard channel of communication, BUEM publishes relevant information on its website and its sub links:

- www.vsemba.sk – Information published here is directed to the wide public that are organized into several categories to increase accessibility (BUEM, departments/institutes, admission process, study process, research, international partnerships, public information, news and announcements).
- <https://vsemba.sharepoint.com> – information related to the BUEM operations, primarily directed at the academic community, but that may also interest engaged individuals of the wide public as well
- <https://vsemba.sharepoint.com> – directs information to the academic community within BUEM; this information can be made accessible to the wide public upon request

Departments/Institutes and other parts of the BUEM release all relevant information directly on its websites.

9.b.1 The policies, structures and processes of the internal system shall ensure that: the institution provides up-to-date information on the implementation and functioning of the internal system, the results achieved, and the measures taken

BUEM publishes all information regarding the quality of the internal system directly at its website www.vsemba.sk, or references links to the sub links of its website.

Particular section of the website dedicated to the quality of internal system, usually contains at least this information:

- List of members of the BUEM's Accreditation Council and its long-term subcommittees
- [BUEM's Accreditation Council activities reports](#)
- List of members of the BUEM's Quality Council, [formal scripts from the Council meetings](#)
- Statute of the BUEM's Quality Council.
- BUEM's IQAS.
- Monitoring and education quality assessment at BUEM
- Reports of the periodic as well as one time internal as well as external quality assessments of quality of education at BUEM

9.c.1 The policies, structures and processes of the internal system shall ensure that: information on study programmes is provided in all the languages of their delivery

The primary language of delivery at BUEM is Slovak language and therefore, all information regarding its study programmes is being published mostly in Slovak. However, information about the names of study programmes, study plans, alumni profile, and success rates of alumni can be found in the Academic informational system (AIS) also in English language. Information about the doctorate level study programmes is published in English with these minimal parameters (study program name, study program description, course(s) information). If the study program's language of delivery is different than Slovak, these following parameters are published in particular language of delivery in the AIS (study program name, study program description, course(s) information, and recommended study plan). Some information is published in Slovak as well as in Ukrainian language.

9.d.1 The policies, structures and processes of the internal system shall ensure that: the information is easily accessible, even for individuals with disabilities

BUEM allows easy access to information regarding its study programmes via its official website. The standards for the information publication meets the needs of people with various physical disabilities. Support for people with disabilities and/or special needs is ensured via the Students' Center services.

Links to relevant documents:

- <https://vsemba.sk>
- <https://vsemvs.sharepoint.com>

Article 10 – On-going monitoring and periodic review and approval of study programmes

10.1 On-going monitoring and periodic review and approval of study programmes

10.a.1 The policies, structures and processes of the internal system shall ensure: the on-going monitoring, periodic review and periodic approval of study programmes involving employers, students, and other stakeholders

BUEM considers education quality assurance as well as the processes of education quality assessment's accordance to the ESG 2015 standards and SAAHE's standards as its priorities. BUEM explicitly declares this in its long-term goals for the years 2021-2027 and in its strategic documents.

The study programmes offered at BUEM, enrich BUEM students' academic knowledge and skills that directly affect their personal growth and their ability to success in real world. BUEM monitors and assesses the quality of its education processes within their study programmes at least once a year.

The processes of quality assessments are backed by adequate informational and systematic resources. BUEM uses multiple inter-connected informational systems to perform its regular and periodical assessments of its study programmes with a potential change of them. The most important informational systems that are used include:

Academic informational system (AIS) is the base informational system for BUEM, which ensures centralized oversight and monitoring of all educational processes from the standpoint of data/information registry about individual subjects as students, professors, courses, etc. that participate in the education process internally or externally.

BUEM's Student portal in the base informational portal for BUEM's students. This portal allows all registered students to access and see their grades, assessments, access school's announcements, schedule and its changes, schedule of consultation hours, exam registration, final thesis topic selection and to us many of the portal's organizational features. It is also an essential part for students' feedback about education quality assessments.

VSEM's pedagogic portal is accessible to all pedagogic personnel at BUEM, as well as all the other employees (administration, support services, etc.) who participate in education delivery. Pedagogic portal is significantly inter-connected to the student portal – Moodle, and therefore is also a significant part of the internal education quality assurance systems for the assessment of present as well as distant forms of education delivery. The main advantage of such system inter-connectedness is the ability to periodically assess various features of study programmes with high efficacy. The system supports education innovations, continual monitoring of quality and outcome measures assessments for all parties involved with a goal to match the education quality to the national standards that are being placed upon higher education institutions from national marketplace. The schedule of the study programmes quality assessment processes is being set in a way that all parties involved from BUEM's internal as well as external

environment can participate starting from the preparation phases all the way to the study programs approval.

Continual monitoring of the study programmes is being conducted on an annual basis. The process is being directed by an internal guideline. These tools are being used:

- a) Target group's opinion surveys
- b) Intra-pedagogic in person assessments of education delivery at all levels and forms of education delivery
- c) Study programmes' courses assessments
- d) Study programmes assessments

The target group from BUEM's internal environment are mainly its students, professors, and employees of BUEM. External target groups consist of alumni, employers, and experts from the local marketplaces, as well as small to middle size entrepreneurs. To be able to assess and compare every increasing requirement that are being placed on all levels of higher education, Dublin's descriptors have been introduced and applied. These descriptors are being used to describe and present the individual requirements placed upon particular levels of higher education with pre-selected point/credit systems for meeting criterion within these descriptors.

Increased emphasis is being placed to the optimalization of hour-based workload that is being placed upon students at particular levels of education within the accredited study programmes by defining the credit-based dotation on core courses, mandatory elective courses, and chosen courses in daily as well as external form of education delivery. Simultaneously, the optimalization of the checked parameters defines the content, organizational, and qualification requirements. Monitoring of education process by Intra-pedagogic in person assessments of education delivery, assessment of admission tests, and assessments of students upon graduation is being conducted at BUEM's institutes and departments within the internal quality systems.

Intra-pedagogic in person assessments of education delivery is being done to be able to assess content delivery directly at lectures in real time and is strictly performed by pedagogic personnel. Only the guarantor of the study program, director of institute, dean, vice-director for pedagogic process and lifelong education, and the director him/her/itself can perform this assessment.

The intentions of the course assessments are to evaluate the course contents, its place within the study program's structural plan, the form and extent of education, relevancy of topic presented, and accessibility of literature.

The study program assessment is focused on assessment of its content(s), continuity of topics from course to course as their associated credit load, assessment of courses delivered in foreign languages, lists of mandatory electives and chosen courses, and lastly to compare the current knowledge and skill profiles of graduates with the requirements of the marketplace upon them.

Within the periodical study programmes assessments, following indicators are being followed:

- Parameters of entry to education process
- Parameters related to admission process, academic career and timely graduation rates – are used to monitor adequacy of chosen education delivery methods, admission requirements, students' progress assessment, and levels of dropouts
- Parameters related to learning, and students' assessments
- Parameters related to the professors' assessment
- Parameters related to the creative processes
- Outcome measure parameters indicating balance between the level of knowledge gained and requirements of the marketplace on graduates

- Parameters related to education outcome measures assessed by employers and new trends

10.b.1 The policies, structures and processes of the internal system shall ensure: that the delivery of study programmes, student assessment and learning outcomes are in line with the latest knowledge, technological possibilities, needs of the society, needs of students and expectations of employers and other external stakeholders and that the institution creates a supportive and effective learning environment for students

BUEM participates in continual and periodic monitoring of the quality of its study programmes on an annual basis, via assessing pre-selected outcome measures for standard assessment. One of the main indicators that are being followed and assessed are education outcomes that assess the balance, or lack thereof, between the demands of local markets and the quality of graduates. Additional indicator that is being closely followed is direct feedback from the local employers and other external entities, not only towards the quality of BUEM graduates, but also towards the curriculum within study programmes. Feedback gathered from the sources mentioned above is being subsequently discussed and necessary changes are implemented with the intention to further improve quality of study programmes at BUEM.

10.c.1 The policies, structures and processes of the internal system shall ensure: that the institution has sufficient spatial, personal, material, technical, infrastructural, information and financial resources for the delivery of study programmes and other related activities

Thanks to the periodic quality assessments of study programmes and feedback from these reports, BUEM can guarantee adequacy of its physical spaces, personal, material, technical, as well as infrastructural resources for all its study programmes. Based on internal guidelines, an Ad hoc accreditation work groups create, update, or develop new descriptions of the study programmes to be offered and these descriptions are being subsequently considered/approved by the accreditation committee. Simultaneously, this process ensures the periodic oversight of the adequacy of the physical spaces, personal, material, technical, as well as infrastructural and informational resources of all study programmes – as mentioned previously.

Although, at this moment, BUEM possesses more than adequate technical environment to deliver its study programmes with high quality, it always works on its improvements. Technical resources as well as the physical infrastructure is being continuously modernized and updated; that includes not only the academic and research spaces such as lecture halls, but also the dormitory. BUEM's dormitory that is located on Hlinicka street has been undergoing continual modernization since 2021.

Monitoring of the above-mentioned criterion is a part of the Annual Quality Report of BUEM.

10.d.1 The policies, structures and processes of the internal system shall ensure: that at least once a year the students have the opportunity to express their opinions on the quality of the study programmes, the quality of the teaching staff, the quality of support services and the quality of the higher education institution environment and that students are provided with feedback on the evaluation results and the measures taken

Within the internal environment of BUEM, students' direct feedback towards the internal processes of BUEM is being monitored via direct and indirect ways. Students' rates of satisfaction are being measured as well as random controls to the process of education are being administered to ensure that educational processes are being conducted according to the

highest standards. All this feedback directly leads to increased transparency, responsibility, awareness as well as collaboration on a vertical as well as horizontal levels within the internal structures of BUEM to improve education outcomes.

Above mentioned monitoring is conducted strictly on an annual basis and students have ability to assess not only the study programmes themselves, but also the pedagogic personnel. Students' feedback is being gathered via online administered anonymous qualitative as well as quantitative surveys. This ensures that students can give direct and anonymous feedback with regard to quality of study programmes, professors' performance, quality of education process, quality of all supportive services, and the level of academic environment within BUEM at least once a year.

The surveys are structured in a way to offer constructive feedback towards these categories: accessibility of study materials, organization and topic breakdown of lectures, amount of knowledge gained, development of creativity and critical thinking, level of interactivity in particular courses, level of satisfaction with case studies being discussed, quality of guest lecturers, levels of satisfaction with professional readiness of professors as well as their preparedness for lectures, levels of satisfaction with professors' objectivity/neutrality upon grading process, level of satisfaction with consultation hours, and the ability to communicate online with professors.

Additionally, these parameters are also being asked upon: levels of satisfaction with study programmes quality, expectations from courses, interesting content of a course, level of relevancy of professors presentations, comprehensibility of lecture materials, level of professors' knowledge bank within their expertise, efficacy of the use of digital technologies, lecture physical spaces, rest/leisure physical spaces, professors' feedback towards in lecture questions, speed of lectures, comprehensive ranking of study program/course. Results of these student surveys are a part of a complex report about implementation of internal system quality assessments within particular calendar year.

These surveys are administered twice a year, usually at the end of each semester via AIS. However, the system is open to other types/channels of submitting feedback if students wish to do so (such as direct communication with guarantors of particular study program).

Furthermore, students have their representation within BUEM Accreditation council, BUEMs Quality council and their working groups, and therefore have a direct say into the levels of quality of education processes at the annual meetings of BUEM leadership with the representatives of Student parliament.

10.e.1 The policies, structures and processes of the internal system shall ensure: that the modification of study programmes resulting from their on-going monitoring and periodic review is designed with the participation of students, employers, and other stakeholders

When changes are being done to the existing study programmes at BUEM, following things/personnel are a subject to change: main guarantor of the study program, people responsible for core courses within particular study program (people responsible for creative outcome measures), addition/removal of one or more of the core courses, selection of mandatory supplemental courses, graduation criteria, informative lists & descriptions of core as well as mandatory supplemental courses.

Change of the supplemental voluntary courses and their associated descriptions, change of recommended literature, as well as the change of the lecturer in core and/or supplemental mandatory courses is not considered as a change of the study program itself.

Main study program guarantor, people responsible for profile courses within particular study program, students, employees, and other people are all engaged in the process of changing of study programmes.

All subject participating in the change of the study programmes are listed in the study program description. The change of study programmes is assessed and approved by the BUEM's Accreditation Council. In the case of study program change approval by the BUEM's Accreditation Council, the date of approval is the date that determines next/further study program assessment by the BUEM's Accreditation Council.

10.f.1 The policies, structures and processes of the internal system shall ensure: that study programmes are periodically approved at periods corresponding to their standard length of study

The system of direct feedback is well defined and based on the functioning intra-departmental communication and data/information sharing within the internal structures of BUEM. The main principles of the organization and policy approvals in the realm of education define interlinked processes and documents in the maps of processes. The individual parts of the main, directive, and supportive processes allow continual management of the system's inter-connectedness within individual systems, as well as managing all possible combinations and interactions of all of these processes.

The system of internal communication at BUEM has its structure as organizational meetings at the level(s) of institution's leadership, director's collegium, head of institutes and their departments. The communication is also ongoing on the level of entire institution that directly respond to Rector, vice-rectors, and the provost of BUEM. Institution's leadership negotiates about further questions of the institution's development, development of its institutes and departments, conceptual education strategy, research activities, collaboration with external partners from local market, international partnerships and projects, and current affairs of institution's offices, its institutes, and departments. It also prepares materials for the meetings of Rector's Advisory board and BUEM's Scientific Council.

BUEM Rector's Advisory board negotiates the tasks of higher education institution's further development and its main objectives. On a continual and periodic basis, it re-assesses all the parts of the institution's operations, operations of its remote locations, as well as the needs of the academic personnel.

It negotiates about materials and proposals proposed by vice-directors, deans, directors of departments and these materials are further sent into Academic senate of BUEM as well as the Scientific Council of BUEM. Outcomes of these internal communication of the BUEM leadership (advisory board, academic senate, and science councils) are continually subjects of negotiations between the heads of institutes and their departments.

Links to relevant documents:

- [Štatút VŠEM](#)
- [Študijný poriadok VŠEM](#)
- [Monitorovanie a hodnotenie kvality vzdelávania na VŠEM](#)
- [Smernica o zbere, analýze a používaní informácií potrebných na efektívne uskutočňovanie študijného programu a zverejňovanie informácií](#)
- <https://www.vsemba.sk/ONas/UradnaTabula/VyrocneSpravy>
- <https://www.vsemba.sk/ONas/UradnaTabula/SystemKvality/InterneHodnotenieKvality>
- <https://forms.office.com/r/eCRXZQiiDU>

Article 11 – Periodic external quality assurance

11.1 Periodic external quality assurance

11.1.1 The higher education institution undergoes a periodic external quality assurance review to ensure that the internal system is being developed and implemented in line with the Standards for the Internal System

The higher education institution continually undergoes an external quality audit with the intention to ensure the internal systems are being developed and implemented in accordance with the standards for the internal system(s). The external audit of internal system(s) quality:

1. External assessment of the internal systems by the Slovak accreditation committee for the higher education
 - BUEM ensures the continual external assessment of its internal system(s)'s quality by either applying for such assessment at the Slovak accreditation committee for the higher education or by allowing the Slovak accreditation committee for the higher education to continually oversee the level of BUEM's fulfillment of their published standards.
 - the Slovak accreditation committee for the higher education has the power to make suggestions to BUEM's internal system(s) based on their continual insight into BUEM's internal system(s) according to their guidelines.
2. External assessment of the internal systems by the independent experts on quality assurance systems
 - Any external quality assessment done by an independent body of expert(s), whether periodical or not, whether full scale or with a specific focus, must be recorded into the registry of the academic quality assessment system of BUEM.
 - Person, or an authority, who is an expert on quality assurance systems independent of the BUEM, must meet following criteria:
 - a) Has no legal, employee relationship with BUEM
 - b) Has never been a part of the work group of the Slovak accreditation committee for the higher education for the internal system quality assessment at BUEM
 - c) Is not a member of independent, academic, leadership, supportive, and other organs of BUEM and their departments.
 - d) Is or had worked domestically or internationally at other higher education institution, and possesses leadership & management experience, is an expert from the field, who is or had worked in the field of quality assurance field in the private or public sector(s).

Links to relevant documents:

- [Štatút VŠEM](#)
- [Vnútorný systém zabezpečovania kvality vzdelávania na VŠEM](#)
- [Monitorovanie a hodnotenie kvality vzdelávania na VŠEM](#)
- [Pravidlá pre definovanie pracovných povinností v oblasti vzdelávacej, publikačnej a vedeckovýskumnej činnosti tvorivých zamestnancov VŠEM](#)
- [Pravidlá riadenia domácich a medzinárodných vedeckovýskumných, rozvojových a iných projektov na VŠEM](#)
- [Smernica o vybavovaní sťažností na VŠEM](#)
- [Smernica o spolupráci a externom posudzovaní vnútorného systému kvality VŠEM externými partnermi zo spoločenskej a hospodárskej praxe](#)
- [Smernica o zbere, analýze a používaní informácií potrebných na efektívne uskutočňovanie študijného programu a zverejňovanie informácií](#)

Article 12 - Glossary of terms

1. The internal quality assurance system had been negotiated by the members of BUEM's Quality Council on 8.11.2022
2. The internal quality assurance system had been negotiated by the members of the BUEM's Academic senate on 15.11.2022
3. The internal quality assurance system had been approved by the members of the BUEM's Scientific Council board on 15.11.2022
4. The internal quality assurance system had been approved by the members of the BUEM's Accreditation Council on 8.12.2022
5. The internal quality assurance system goes into effect on the day of its approval.

assoc. prof. Ing. Ľuboš Cibák, PhD., MBA
Chairman of the BUEM's Scientific Council

Dr.h.c. prof. Ing. Viera Cibáková, CSc.
Chairman of the BUEM's Accreditation Council