

**CATHOLIC UNIVERSITY IN RUŽOMBEROK**  
**FACULTY OF EDUCATION**



**PEDAGOGICKÁ FAKULTA**  
KATOLÍCKA UNIVERZITA V RUŽOMBERKU

Description of the study programme  
**PRE-SCHOOL AND ELEMENTARY**  
**PEDAGOGY**

**full-time form of study**

**doctoral study programme**

**Place of implementation:** Department of Preschool and Elementary Pedagogy, Faculty of Education KU, Hrabovská cesta 1, 034 01 Ružomberok

## **CATHOLIC UNIVERSITY IN RUZOMBEROK**

Hrabovská cesta 1A, 034 01 Ružomberok

**Identification number of the university:** 37801279

## **FACULTY OF EDUCATION**

Hrabovská cesta 1, 034 01 Ružomberok

<b>Basic data about the study programme</b>	
<b>The college's authority to approve a degree programme:</b>	Quality Council CU
<b>Date of approval of the programme of study or modification of the programme of study:</b>	29. 06. 2022
<b>Date of the most recent change to the program of study description:</b>	01. 07. 2025
<b>Reference to the results of the most recent periodic evaluation of the degree program by the college:</b>	<a href="#">Evaluation of the SP within a timeframe corresponding to its standard length of study 2025</a>
<b>Reference to the evaluation report to the application for accreditation of the study programme pursuant to Section 30 of Act No. 269/2018 Coll:</b>	
<b>Name of the study programme:</b>	Preschool and elementary pedagogy
<b>Number according to the register of study programmes:</b>	183550
<b>Degree of higher education:</b>	third grade
<b>ISCED-F code of the degree of education:</b>	864
<b>Place of study programme implementation:</b>	Hrabovská cesta 1, 034 01 Ružomberok
<b>Name and number of the field of study:</b>	38. Teaching and pedagogical sciences
<b>ISCED-F code of the field of study:</b>	0113 Preparation for teachers without subject specialisation
<b>Type of study programme:</b>	academically oriented
<b>Academic degree awarded:</b>	Doctor (PhD.)
<b>Form of study:</b>	full-time
<b>Language in which the study programme is conducted:</b>	Slovak language
<b>Standard length of studies expressed in academic years:</b>	3
<b>Capacity of the study programme (planned number of students):</b>	3

Description of the study programme

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## **GRADUATE PROFILE AND LEARNING OBJECTIVES**

The profile of a doctoral graduate is characterized by knowledge, skills and competences that enable his/her independent creative scientific work, based on knowledge based on the current state of scientific knowledge. A graduate of doctoral studies is able to carry out independent, conceptual and creative scientific research, project and development activities in the field of pre-school and elementary pedagogy. He/she understands the broader philosophical, socio-cultural, pedagogical-psychological contexts and theoretical-conceptual bases for designing educational models and their implementation in the socialisation and pedagogical processes of children/pupils in the individual areas of the curriculum of pre-primary and primary education, including the specifics of the disciplinary didactics of the individual areas of the child's personality development (language, mathematics, early science and social science education, art and physical culture). The graduate is able to formulate strategies and actively participate in the further education of teachers and pedagogical staff in the field. The student is prepared to develop and carry out an original research project. Can critically analyze, evaluate and synthesize new and complex ideas in the field of preschool and elementary pedagogy. Has experience in teaching and international collaboration. He/she can hold the position of a specialised expert in pedagogical and methodological work in the field of pre-primary education and primary education or in the field of pedagogy and educational counselling.

### **Occupations for which the graduate is prepared at the time of graduation:**

SK ISCO 08 code 2310003 College Assistant

SK ISCO 08 code 2351002 - Educational methodologist

SK ISCO 08 code 2351003 - Local government specialist in education and training

### **Matrix of learning objectives and learning outcomes**

[Matrix of learning objectives and learning outcomes](#)

## **APPLICABILITY**

### **[Evaluation of the employability of graduates of the study programme](#)**

The evaluation of the applicability of graduates of the study program is available on the website of the department in the Annual Report of the relevant department in chapter 9 - Evaluation of the study program.

### **[Employers' evaluation of the quality of the study programme](#)**

The evaluation of the quality of the study program by employers is available on the website of the department in the Annual Report of the relevant department in Chapter 9 - Evaluation of the study program.

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### **Employers**

City of Ružomberok, Námestie A. Hlinku 1098/1, 034 01 Ružomberok

DTI university, Sládkovičova 533/20, 018 41 Dubnica nad Váham

## **STRUCTURE AND CONTENT OF THE STUDY PROGRAMME**

### **Rules for the formation of study plans in the study programme**

The study according to the doctoral study programme (hereinafter referred to as "doctoral study") is carried out according to an individual study plan under the guidance of a supervisor. The doctoral student's individual study and research plan shall express the continuity of the doctoral student's studies with the scientific discipline within the framework of which his/her scientific training is carried out.

Doctoral studies consist of a study part and a scientific part. The study part consists mainly of lectures, seminars and individual study of the literature necessary in terms of the focus of the doctoral thesis. The study part of the individual plan should be designed so that the doctoral student acquires the most profound and up-to-date theoretical and practical knowledge in the given field of study, becomes familiar with the methodology of scientific work and is able to solve current scientific problems in the given field. In the study part, the doctoral student will complete the prescribed compulsory and selected compulsory elective courses. Successful completion of the study part of the doctoral student's individual plan is demonstrated by fulfilling the prescribed obligations, obtaining a sufficient number of credits and successfully passing the dissertation examination.

The scientific part of the doctoral studies consists of individual or team scientific work of the doctoral student, which is related to the topic of the doctoral thesis. The scientific part of the doctoral study is professionally supervised by the supervisor. The scientific part of the individual plan also includes the active participation of the doctoral student in scientific seminars, scientific conferences and other professional events organised in the field of science or art related to the topic of the doctoral thesis.

Part of the individual plan of a full-time doctoral student is the performance of pedagogical or other professional activities contributing to the broadening of his/her professional outlook, or the completion of part of his/her studies at another training institution or at a foreign university. In the case of external doctoral students, this activity is replaced by another adequate activity (organisation of lectures, seminars, internships, etc.). In the case of a doctoral student who is registered for a dissertation topic announced by an external educational institution, the faculty's agreement with this institution includes where and how the study part of the programme and the doctoral student's teaching activity will take place.

At the suggestion of the supervisor, the doctoral student's individual plan may include foreign stays of the doctoral student, completion of a course or lectures beyond the recommended study part of the doctoral student's study plan in the full-time form of study.

The supervisor guides the doctoral student in publishing activities and involvement in research tasks, and also advises on the doctoral student's participation in internships and foreign stays.

The organisation of all levels and forms of higher education at KU is based on the credit system in accordance with Decree 614/2002 Coll. on the Credit System of Study (ECTS). The credit

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system uses the accumulation and transfer of credits and is based on the transparency of study results and learning processes.

Each subject is assigned a number of credits in the study programme and is assessed using a grading scale. The credits assigned to courses reflect the proportion of the student's work required to successfully complete the course within the standard scope of work in one academic year. A student may receive credit for a course only once during the course of his/her studies. The standard workload of a student for a full academic year in the external form of study is a maximum of 48 credits. The external form of study of study programmes is organised in such a way that the study according to the recommended study plan corresponds, depending on the study programme in terms of time intensity, to the student's work in the range of 750 to 1440 hours per academic year, including independent study and independent creative activity.

The doctoral student earns credits for these activities during his/her studies:

completion of the study part of the individual plan, which consists mainly of lectures and seminars,

passing the dissertation examination,

independent creative activity in the field of science, possibly also in the field of art ,

the performance of teaching or other professional activities at the faculty,

the defence of a doctoral thesis.

In the full-time or part-time form of doctoral studies, a doctoral student may apply for the dissertation examination if he/she has obtained at least 80 credits for the prescribed duties.

Advancement to a higher year is conditional on the number of credits obtained. Advancement to a higher year in both forms of study is conditional on a positive evaluation of the doctoral student's fulfillment of the individual study and scientific plan by the relevant departmental committee.

For advancement to the second year of doctoral studies in the full-time form, the acquisition of at least 50 credits is a prerequisite, in the external form at least 40 credits,

For the advancement to the third year, the condition is the acquisition of at least 90 credits in the full-time form and at least 60 credits in the external form of study,

For advancement to the fourth year, the condition is the acquisition of 140 credits in the full-time form of study, in the external form of study the acquisition of at least 90 credits,

The minimum number of credits from the study, scientific and pedagogical part of the programme, which the student must obtain for the entire period of study, is 180. Failure to meet these sub-conditions is a reason for the exclusion of the doctoral student from the study,

Each doctoral student must obtain at least 70 credits of creative activity in the field of science and, where applicable, art before applying for permission to defend his/her doctoral thesis,

A doctoral student may apply for permission to defend his/her dissertation if he/she has earned a minimum of 150 credits for the prescribed duties. The supervisor shall give his/her opinion on the permission to defend the dissertation.

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The doctoral study programme is designed to focus on the acquisition of knowledge based on the current state of scientific knowledge in the field of study. The structure consists of subjects of methodological nature, they are mainly oriented on research questions adequate to the sciences of education and education of the preschool child and the child/younger school-age child. Another part of the study programme is covered by professional disciplines of topical nature in relation to the development of individual areas of cultural literacy and with specific reference to the above-mentioned age category of children, or to the specifics of departmental didactics of individual areas of the child's personality development.

The doctoral student completes the study programme in three parts: the study part, the scientific part, the pedagogical activity. The study programme focuses on the achievement of the set educational outcomes and through this aims at the fulfilment of the study programme objectives.

The units of the study plan in the study programme of pre-school and elementary pedagogy are designed to ensure the fulfilment of the graduate's professional profile. At the same time, the theoretical knowledge together with the practical competences should be in line with the core subjects of the study field of pre-school and elementary pedagogy in the third cycle of studies. The core topics are linked to the theoretical building blocks of pre-school and elementary pedagogy. The doctoral student thus acquires the broader philosophical and social-scientific context of the field, the methodology of scientific work in the field, the principles of presenting research results, the ethical and legal context of scientific work.

The study plan of each doctoral student is compiled individually, and its design is based on the study regulations, the guidelines for doctoral studies and the organisation of credit studies at the Faculty of Education of the KU. The content is compatible and in line with the description of the study field, and thus it is focused on the area of more general pedagogical topics and problems or on a specialised didactic area in pre-primary and primary education. Completion of the compulsory courses and a specified number of compulsory elective courses according to the doctoral student's individual study plan, as well as passing the dissertation examination and defending the dissertation thesis, are a condition for the proper completion of the doctoral study programme in pre-school and elementary pedagogy.

The professional subjects are divided into two groups, within the compulsory elective subjects. The first group of subjects (compulsory subjects) represents the study of subjects aimed at the extension of knowledge in the field of study of preschool and elementary pedagogy and its content is conceived as a superstructure of the master's study programme. The core subjects are related to the theoretical building blocks of pre-school and elementary pedagogy and the methodology of pedagogical research. The following subjects are included: *Philosophical and social background of education; Qualitative research methodology; Quantitative research methodology; Current trends in research of preschool and elementary pedagogy; Creating a research project; State exam of preschool and elementary pedagogy - dissertation exam; State exam of preschool and elementary pedagogy - defence of the dissertation.*

*Philosophical and social background of education, Quantitative research methodology, Current trends in research of pre-school and elementary pedagogy.* In the 1st year in the summer semester (2nd

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semester) the student completes the following courses: *Qualitative research methodology, Creating a research project.*

The second group of subjects (compulsory electives) is the study of subjects aimed at acquiring and deepening knowledge of specific parts of the field and in relation to the topic of the dissertation. This group includes compulsory elective subjects related to the core of the field (group A): *Pre-school and elementary pedagogy of socially disadvantaged groups; Current trends in pre-primary pedagogy; Elective union didactics in primary education.* Further compulsory electives outside the core of the field (group B): *Application of statistical methods in pedagogical research; Interdisciplinary Art overlaps; Communication in digital space; Pedagogical diagnostics and case studies; Word in contexts.* Students must earn a minimum of 18 credits for the compulsory electives in Group A and a minimum of 12 credits for the compulsory electives in Group B during the course of their studies.

From the third group (elective courses) the doctoral student may choose lectures or a seminar in courses related to the topic of his/her dissertation: inclusive pedagogy; professional communication in a foreign language - English, German, Russian; work with external literary sources. The structure of the units of the study programme creates sufficient space for the doctoral student to prepare for the dissertation examination, to process and defend the dissertation. The number of credits assigned to each course reflects the difficulty of the study and the successful completion of the course requirements. A student may receive credit only once for a course taken. The units of the study programme and the credit evaluation of individual courses are only part of the total number of credits that a doctoral student must obtain (the credit value for full-time and part-time study is guided by the Study Regulations of the KU Faculty of Arts). The standard workload of a doctoral student during the academic year is considered to be the performance of scientific and publishing activities, which correspond to at least 60 credits.

### **Scientific part:**

The scientific part consists of scientific research and publication activities. It is focused on the solution of an individual scientific research project, on the continuous presentation of the project results and on the elaboration of the dissertation. The PhD student participates in team scientific research work with his/her supervisor (e.g. KEGA, VEGA, APVV), publishes the results in scientific and professional studies, in monographs and proceedings, and presents them at international scientific conferences.

### **Pedagogical part:**

Only doctoral students in full-time study are enrolled. It consists of teaching and related activities. A full-time doctoral student shall carry out teaching activities for a maximum of 4 hours per week on average per academic year. He/she conducts exercises and seminars, conducts and opposes baka-lar theses, theses of SVOUČ, creates teaching texts, teaching aids. He/she may also carry out other professional activities related to teaching, e.g. pedagogical and professional practice of students, or work with children of the age on which the doctoral student specialises in research. A doctoral student in the external form of study may obtain the appropriate number of credits by carrying out a pedagogical practice or other professional practice

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related to the topic of the doctoral thesis at his/her workplace. He/she shall consult with the supervisor about the pedagogical activity.

The student is evaluated in each course by the teacher, usually at the end of the semester, by submitting the required theoretical or practical output (e.g. sub-study, data collection in the field, etc.). The completion of the course is evaluated by a credit and a grade on a scale of A to Fx (more Dean's Directive on Doctoral Studies at the Faculty of Education of the Catholic University of Ružomberok No. 5/2017, Article 9). At the end of the academic year, a comprehensive annual evaluation of the student is carried out by the supervisor, on the basis of which the Dean of the Faculty recommends or does not recommend continuation of studies. The main forms of control of studies are the dissertation examination and the defence of the dissertation.

The subjects of the dissertation examination are chosen by the doctoral student from the offer of subjects and in accordance with the individual study plan:

Content of the dissertation examination:

1. Written thesis for the dissertation examination.
2. Subjects of the dissertation examination:

Required subjects:

Preschool and elementary pedagogy.

Compulsory electives:

didactics in primary education.

didactics in pre-primary education.

Part of the doctoral student's preparation is independent scientific and research activity with the help and supervision of the supervisor. Within the framework of this, the doctoral student publishes the results of research and scientific work. The minimum number of scientific outputs for the final defence of the doctoral thesis is at least four of the required quality (at least a scientific article in a peer-reviewed journal or proceedings (2 in the Slovak Republic, 2 abroad)). In addition, the doctoral student will produce a dissertation as a result of his/her scientific research in the 4-5 semesters of his/her studies.

The study is completed by the defence of the dissertation before the dissertation defence committee. A total of at least 180 credits, including a minimum of 70 credits of creative activity in the field of science, is required for the completion of the study.

The defence of the dissertation shall take place in the presence of a dissertation defence committee appointed by the Dean. The committee shall consist of a chairperson and at least three members, one of whom must be from a department other than the faculty at which the doctoral student is studying, three referees and a supervisor. The opponents of the doctoral thesis shall be selected from among experts in the field or specialisation of the doctoral studies. Only one of them may be from the department at which the doctoral student is pursuing his/her studies. At least one of them shall be a professor or a doctor of science or a researcher who has been awarded the scientific qualification level I.

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Upon successful defence of the dissertation, the student shall be awarded the degree "Philosophiae doctor" (PhD.)

**The structure of the study program is divided into a total of 18 subjects in the study part and 13 units in the scientific part, into the following categories of subjects:**

- **14 compulsory subjects** (including the Dissertation Exam and the Dissertation Defense),
- **17 compulsory** elective courses.

**Structure of the study program in terms of credits:**

- number of credits required for proper completion of studies for compulsory subjects: 130, which represents 72,22 % of the total number of credits.
- number of credits required for the proper completion of studies for compulsory elective courses: 50 for the completion of part of the study, which represents 27,78 % of the total number of credits,
- number of credits for passing the dissertation exam: 20, which represents 11,11% of the total number of credits,
- number of credits for the elaboration and defense of the dissertation: 30, which represents 16,67% of the total number of credits.

**Conditions for proper completion of studies**

The study is properly completed by graduation according to the relevant study programme (§65 (1) of the Higher Education Act). The requirements for the proper completion of studies are regulated by the Study Regulations of the Catholic University of Ružomberok and the Directive of the Dean of the Faculty of Arts of the Catholic University of Ružomberok on the Completion of Studies. A student has duly completed his/her studies according to the respective first and second cycle study programme if:

- he/she has successfully completed all the prescribed study requirements of the given study programme and has obtained the specified number of credits in the prescribed composition (180 credits in doctoral study),
- has produced a thesis of appropriate scope and difficulty and has successfully defended it,
- has successfully passed the state examination or state examinations prescribed by the study programme.

The dissertation defense committee consists of a chairman, at least three members, one of whom must be from a different department than the faculty where the doctoral student is studying, three opponents and a supervisor. The doctoral student's supervisor is a member of the dissertation defense committee, but cannot vote. The chairman and at least one member

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are appointed from among the members of the departmental committee. In the event of a tie, the chairman's vote is decisive. The dissertation defense committees will be approved by a vote of the departmental committee (including a "per rollam" vote).

The dean appoints opponents based on a proposal from the guarantor and the departmental committee, which may be based on a proposal from the supervisor. Opponents are selected from among experts in the field or specialization of the doctoral study field who are not employees of the same institution, and only one of them may be from the department where the doctoral student is studying.

The dissertation is assessed by three opponents. At least one of them holds the position of professor. Ethical principles are taken into account when selecting opponents. The opponent cannot be a family member of the doctoral student, his/her direct superior or subordinate in an employment relationship or similar employment relationship, or a (former) supervisor.

State examinations are held before an examination board on dates determined by the Dean in accordance with the study timetable and published at least 6 weeks before they are held. The condition for participation in the state examination is the successful completion of all the prescribed study obligations of the study programme.

In accordance with the KU Study Regulations, a recommended study plan is determined, which is designed so that by completing it the student meets the conditions for successful completion of studies of the standard length, including completion of professional practice, if it is part of the study programme. The recommended curriculum shall include subjects of such credit value and type (compulsory, optional, elective) that the rules for continuing in the next period of study are fulfilled in each part of the study control. A student may enrol in only the subjects specified for the relevant level of study.

When acquiring credits, the student must proceed in such a way that he/she respects the ratio of the division of studies into mandatory, mandatory optional and elective subjects. The study control at the faculty is carried out by the study department after the end of each academic year.

### **In addition to the regular termination of studies, studies at PF KU will be terminated:**

- ☉ by dropping out of studies,
- ☉ by exceeding the standard length of studies in the full-time form of study by more than two years of study, in the part-time form of study by more than three years, the date of termination being the end of the academic year in which the student should have completed his/her studies,
- ☉ expulsion from studies for failure to fulfil the requirements arising from the study programme and study regulations, or expulsion from studies for a disciplinary offence, the date of termination of studies being the date on which the expulsion decision became final,
- ☉ the entry into force of a decision on the invalidity of a state examination or a part thereof pursuant to Section 108f(1) in the context of lower-degree studies, if the relevant education is a prerequisite for admission to the ongoing studies of a higher-degree programme of study,

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- ⊗ the renunciation of an academic degree awarded after completion of a lower-degree programme of study, if the relevant education is a prerequisite for admission to a higher-degree programme of study in progress
- ⊗ the cancellation of a programme of study if the student does not accept the faculty's offer to continue his/her studies in another programme of study, the date of termination of studies being the date on which the university announced the cancellation of the programme of study,
- ⊗ by transfer to another faculty within the university or to another university,
- ⊗ death of the student.

**The rules for interruption of studies** are regulated by the KU Study Regulations, Article 18. Interruption of studies of a study programme is authorised by the Dean on the basis of a reasoned request of the student. Interruption of studies in the first year is possible only after the end of the winter semester. The interruption of studies applies to a complete part of the study (semester, year). The request for interruption of studies is addressed to the Dean of the Faculty and submitted to the Study Department at least three weeks before the beginning of the semester. Exceptions in exceptional and unforeseen cases (e.g. sudden serious health problems) are decided by the Dean of the Faculty. The decision to interrupt studies is delivered to the student in person or by post in his/her own hands. The student may request the interruption of studies in writing:

- ⊗ for a maximum of three academic years due to parental leave,
- ⊗ for a maximum of two academic years for health or other serious personal reasons (on presentation of verifiable evidence),
- ⊗ for a maximum of one year without giving a reason.

**At the end of the period of interruption, the student must present himself/herself for re-enrolment. During the period of suspension, the student is not entitled to the rights and obligations of a student, nor is he/she a member of the academic community.**

## Rules for verification of learning outcomes and assessment of students

The evaluation of the student's learning outcomes within the study of the subject is mainly carried out by continuous control during the teaching part of the study (control questions, written tests, assignments for independent work, term papers, reports, etc.), by an examination for the given period of study or by a combination of continuous control and examination.

The specific dates of assessment, time and place of the examinations must be published in the academic information system at least one week before the start of the examination period in the semester concerned. The dates of the examinations must be of a reasonable number and spread (a minimum of three dates, one at the beginning, one in the middle and one at the end of the examination period). Only electronic means shall be used to publish examination dates via the academic information system.

The specific method of assessment of the course (method of continuous assessment, form of examination, etc.) is specified in the course information sheet, which is made available to students at the latest in the first week of the semester.

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A student will receive credits for a subject that is assessed with a grade and will successfully complete this subject if his/her results were assessed with one of the classification levels from A to E. A student will receive credits for a subject that is not assessed with a grade if he/she meets the conditions set for successful completion of this subject. If a student registers for multiple exam dates within one subject, the final grade is considered to be the one awarded to him/her on the last exam date for which he/she registered.

#### **A scale of six grading levels is used at KU to assess learning outcomes:**

A (outstanding) 1	100 %-93 %
B (above average results) 1,5	92 %-85 %
C (average results) 2	84 %-77 %
D (acceptable results) 2,5	76 %-69 %
E (meeting minimum criteria) 3	68 %-60 %
FX (not meeting minimum criteria) 4	59 %-0 %

#### **Possibilities of appealing against this assessment**

In the case of subjects whose assessment includes an exam, the student has the right to one regular and two retake exam dates in a given academic year, if he/she meets the conditions of continuous assessment specified in the subject information sheet and the conditions according to the study regulations of the university and faculty. The student is not entitled to retake or alternative options for meeting the conditions of continuous assessment, if such an option is not specified in the subject information sheet. If the student does not meet the conditions of continuous assessment, the subject has been failed.

In justified cases, especially if the student has the last exam date left (after re-enrolling in an unsuccessfully completed subject), the student and the examining teacher have the right to request in writing the Dean of the Faculty for a commission exam, no later than a week before the end of the examination period of the given semester. The members of the commission, which has at least 4 members, are appointed by the Dean of the Faculty on the proposal of the head of the department that provides the subject. The members of the commission are initially the examining teacher and one of the vice-deans of the Faculty. The exam date will be determined by the Dean of the Faculty.

If students believe that the teacher's evaluation was unfair, non-transparent and inconsistent, they may appeal to the head of the department, the vice-dean for education and training or the dean of the faculty, with the possibility of reviewing the evaluation.

#### [KU Study Regulations](#)

A weighted grade point average is used to evaluate a student's overall academic performance. It is computed by taking the sum of the student's credit grade and the numerical value of the grade for all courses enrolled in during the evaluation period and dividing by the sum of the credits earned during the period.

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### **Conditions for the recognition of studies or part of studies**

The conditions for the recognition of studies or part of studies obtained at another higher education institution are regulated by Article 12 of the KU Study Regulations and the Rector's Directive on the Recognition of Educational Documents Issued by Foreign Universities.

Completion of part of the studies at another higher education institution is formally conditional on: an application for exchange studies, a study contract and a transcript of the results of the studies. It is carried out in accordance with

614/2002 Coll. on the credit system of study as amended and according to the relevant internal regulations of the University. A student may apply to the dean of the faculty at which he/she is enrolled for recognition of completed courses, or transfer of credits and grades, if the time elapsed since their completion is less than 5 years.

Recognition of studies or part of studies completed in the relevant study programme at the Faculty of Arts of KU is based on the entry of the results of the assessment by the lecturers into the AiS2 system.

The examiner is obliged to enter the results of the assessment of the course into the academic information system within five working days of the examination at the latest. For students who have not participated in the mid-term or final assessment of a course, even though they have been enrolled in the course, the examiner will enter an FX mark for the regular and make-up examination dates of the course, or, if the course is not marked with a mark, will mark it as failed. The assessment of learning outcomes in individual courses must be completed no later than five working days after the last day of the examination period of the relevant semester, in order to check that the student has met his/her study obligations.

The Study Department shall carry out administrative control of studies, checking the acquisition of the prescribed number of credits in the prescribed composition for compulsory, compulsory elective and elective courses.

### **Dissertation Topics**

The dissertation topics for each academic year are published on the Faculty of Education's website, under the *Quality System* section, no earlier than after 31 October; publication follows once the supervising unit has entered them into the academic information system.

### **List of dissertation supervisors**

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### **Rules for assigning, processing, opposing, defending and evaluating final theses**

The above rules are regulated by the [Study regulations of PF KU](#), [KU Study Regulations](#), [Rectore's Directive on the requisites of the final, rigorous and habilitation theses, their bibliographic registration, originality control, storage and accessibility at the KU](#) and the [Dean's directive on requirements for qualifying papers and graduation at PF KU](#).

The relevant training department publishes the thesis topics in the academic information system by the end of October. The thesis topics are listed in the academic information system by the supervisor and approved by the head of the training centre. Students choose their thesis topic by the end of the month following the publication of the topics.

Students have the right to propose their own topic and supervisor in writing to the relevant training institute by the end of November of the penultimate year of study. On the basis of an agreement between the thesis supervisor and the student, a thesis assignment protocol is drawn up in the academic information system and approved by the head of the training centre via the academic information system.

When preparing final theses at the Faculty of Arts, KU in Ružomberok, international and Slovak technical standards (ISO 690) are binding. The formal preparation of the dissertation must be carried out according to the current [Dean's directive on requirements for qualifying papers and graduation at PF KU](#).

The final thesis is evaluated by the supervisor or the supervisor of the final thesis and the opponent. The evaluation forms are published in the academic information system, which contain detailed criteria for the evaluation of the final thesis, as well as the evaluation scale. The evaluation includes comments and discussion questions. Both the supervisor and the thesis opponent also comment on the percentage of agreement in the CRZP. The student may defend the thesis only if it is recommended for defence by at least one of the assessors. The defence of the thesis is conducted before the examination board for the state examinations. The thesis shall be prepared in Slovak, and if the dean of the faculty concerned agrees, in another language, usually English. In study programmes focusing on foreign languages, the final thesis is usually prepared in the languages of these study programmes. Before defending the thesis, the student must attend seminars on the thesis.

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### **Rules of academic ethics and consequences**

Students are guided to the principles of academic ethics. They are made aware of unethical behaviour and its consequences (plagiarism) in the thesis seminar. The ethical principles of KU students are defined in the current [Code of Ethics of KU](#). Identification of risks of unethical behaviour is ensured by the activity of the KU Ethics Committee.

### **Opportunities and procedures for participating in student mobility**

The rules and conditions for students' participation in international mobility and internships are regulated by the [Rector's Directive on the implementation of mobility within the Erasmus+ programme](#).

The call for applications is published well in advance on the KU website, in the foreign relations section, indicating the conditions for student participation in the programme. The student who is interested in a study stay/internship within the Erasmus+ programme shall submit all the required documents to the International Relations Office within the set deadline.

The selection procedure for student(s) is as follows:

- a) Long-term mobility study/internship and short-term mobility study/internship of PhD students: on the basis of the assessment of the submitted documents, taking into account the study average of the applicant and her/his language readiness, the committee (Vice-Rector for International Relations, Vice-Deans for International Relations of the individual faculties and the responsible person at the International Relations Office) will make the selection of the applicants.
- b) Short-term mixed intensive programme: On the basis of an assessment of the documents submitted, taking into account the applicant's academic average and her/his language proficiency, the Vice-Chancellor for International Relations will make the selection of the applicants.

The results of the selection procedure will be published on the KU website, in the International Relations section. Financial support may be provided for the mobility of the student(s). This is a contribution towards the costs of the long-term/short-term study placement/internship or BIP. The list of partner universities is available on the KU website in the International Relations - International Cooperation - Partner Universities section.

### **Procedures applicable to students with special needs**

Services for students with special needs are provided by the [KU Counselling Centre](#) and procedures related to students with special needs are further regulated by the [Rector's Directive on Support for Applicants and Students with Special Needs at KU](#).

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

KU provides support services to applicants and students with specific needs through the KU Counselling Centre, which provides a professional approach. The KU Counselling Centre is a

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department of the KU Rector's Office, is located in the KU University Library and has a university-wide remit. The KU Counselling Centre has a university coordinator for students with specific needs. The mission of the Counselling Centre is information, counselling, organisational, coordination and management activities aimed at creating an accessible academic environment, objectively assessing the specific needs of students and creating appropriate conditions for students with specific needs.

The KU Counselling Centre has the function of a support centre for students with specific needs, which deals with tasks related to the support of students with specific needs within KU, ensuring the assessment of their specific needs in obtaining the status of a student with SEN, granting reasonable adjustments and determining the extent of support provided during studies, technical advice for the selection of assistive technologies, etc. Where necessary, it ensures communication between the student and relevant KU departments.

The KU Counselling Centre facilitates the integration of the student with special needs into studies and life at KU and supports his/her efforts to achieve self-sufficiency and autonomy. In addition to providing services to applicants and students, the KU Counselling Centre provides information, counselling and educational services to KU teaching and non-teaching staff and the wider public.

## Student complaints and appeals procedures

The procedures for student complaints are regulated by the [KU Study Regulations](#), Article 8, paragraph 2, point m). A student has the right to lodge a complaint with the Dean of the relevant faculty or the Rector of KU and to have it dealt with, while the receipt, registration, investigation, handling of complaints and the implementation of remedial measures taken shall be carried out in accordance with Act No 9/2010 Coll. on complaints, as amended.

[Schedule of academic year](#)

[Timetable of lessons](#)

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## STAFFING OF THE STUDY PROGRAMME

Function of professor, the main person responsible for the implementation, development and quality assurance of the study programme

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### Other study programme support staff

#### Study Counsellor

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#### Study Officer

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#### Study Officer

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## **SPATIAL, MATERIAL AND TECHNICAL PROVISION OF THE STUDY PROGRAMME AND SUPPORT**

### **Material and technical support of the study programme**

The Department of Preschool and Elementary Pedagogy of the Faculty of Arts KU in Ružomberok is an organizational component of the faculty, which has (in addition to personnel) also material, technical and administrative equipment. Each department administratively supports the study programme, teachers and their needs, as well as students with their administrative needs through the secretariat.

Each university teacher at PF KU has a personal computer with accessories equipped also for distance learning needs with a webcam, microphone and speakers, with which he/she works in his/her own research activities. Teachers' personal computers are used for education - presentations and projections during lectures and seminars. All PC stations at the faculty are connected to the SANET internet network, by cable or wirelessly. The wireless network is also available to all students. Each classroom is equipped with a multifunctional device with printer, scanner, photocopier and common office supplies as standard for the purpose of research activities. Dozens of PC stations with internet connections are also available to students, distributed in the faculty corridors. The network infrastructure within which the registration and study records are handled at PF KU is the Academic Information System - AIS2. Every member of the academic community of the faculty has access to it with different user rights.

The Department of Preschool and Elementary Education at the Faculty of Education in Ružomberok is equipped with personal computers with laser printers, scanners, data projectors, interactive whiteboards, sound systems and other multifunctional devices. It meets the material and technical equipment requirements. Computers communicate with each other via the internal networks of the individual faculties.

Students have access to electronic information resources via freely accessible computers with Internet access in the corridors (11) and in the foyer (1), where there is also free Internet access via a wifi connection. The study programme provides the conditions for using the latest information and communication technologies.

The development project has created a Social and Pedagogical Research Laboratory, which is permanently used for the purposes of research activities of students, PhD students and teaching staff, as well as for the purposes of educating students of the PF KU in the field of quantitative and quasi-literary research. The laboratory also includes the purchased software TAP System and Atlas.ti. The TAP software is used for the preparation, scanning and automated evaluation of tes-tes/questionnaires. The laboratory is equipped with 10 computer sets, a speed scanner and two printers. The acquired Software and its subsequent use is used to organize, analyze and process quantitative, qualitative data and allows processing and sorting of data for the needs of research conducted by teachers and students of PF KU in Ružomberok.

### **Spatial provision of the study programme**

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The Faculty of Education of the Catholic University in Ružomberok develops its activities mainly in a four-storey building on Hrabovská cesta 1 in Ružomberok. The building is spacious, pre-lit, modernly renovated and technically equipped.

The Faculty of Education of KU has 72 classrooms (in the reconstructed teaching block A on Hrabovská cesta 1, Ružomberok) for the research work of the staff involved in research in the field of pedagogical sciences and social-behavioural sciences. All cabinets are equipped with work tables with accessories as standard.

The Faculty of Education has 17 rooms with a capacity of up to 25 seats, 3 rooms with a capacity of up to 50 seats, 7 rooms with a capacity of up to 60 seats, 2 rooms with a capacity of up to 120 seats and 1 auditorium with a capacity of 360 seats available as conference rooms and rooms for other scientific events (colloquia, seminars, lectures). The conference and lecture rooms of the faculty are equipped with ceramic board, E-beam, data projector, wall screen, some LCD screen and home cinema system with sound system as standard. The entire A block of the PF KU is wheelchair-accessible.

## Characteristics of information provision of the study programme

Within the study programme the prerequisites for the use of the most modern information and communication technologies are created:

1/ E-learning system is available for students and lecturers of the Faculty of Education at: <https://moodle.pf.ku.sk>. This system enables both blended learning and fully distance learning. Not only does it give students access to a multitude of resources accessible at any time and from any place, but it also allows for examination and evaluation of learning outcomes. It creates space for limiting barriers to access to education for disadvantaged students. At the Faculty of Education, the e-learning platform is created using the Moodle Learning Management System. Moodle has been running at PF since 2006 and teachers are provided with a unique decentralised support system through trained departmental coordinators.

Teachers are able to create and students are able to use within e-learning in individual subjects:

- ⊗ learning organised by individual teaching weeks or thematic units,
- ⊗ learning material presented in a variety of ways (website, book, URL links, Wiki, H5P resources, attached files, videos, audio recordings, etc.),
- ⊗ the use of different types of tests and their assessment to test students' knowledge,
- ⊗ an assignment activity is available for the submission of term and semester papers,
- ⊗ various surveys and polls in the course are carried out using the poll activity,
- ⊗ email, chat and discussion forum are used for communication between students and lecturers.

Students with a diagnosed disorder can be individually adapted to the test (e.g. increase the time for development) according to the requirements of the diagnostic centre (there is no need to create a different test for these students, which could be segregative). Moodle also allows

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for competency-based learning, gamification of content, incentive reward system (badges), implementation of video conferencing, cloud platforms, etc.

2/ AIS2 is a comprehensive academic information system designed primarily for the management of all three levels of higher education studies and support for the management of HEI science and research at all levels for all users (applicants, students, graduates, for all staff, lecturers and authorised users. It is available at [ais2.ku.sk](http://ais2.ku.sk). It meets the requirements of the Ministry of Education for student registration as well as the requirements of the Personal Data Protection Act. The system has been used at the Faculty of Education of the Catholic University of Ružomberok since 2016. It was preceded by the use of the academic information system Abakus. It is used by all students and teachers of the Catholic University.

The academic information system AIS2 is used to manage studies at the university. Its primary role is to cover the student life cycle throughout the active period. Individual activities are controlled by the academic year and its timetable:

- admissions - administration of the study programme offer for the eprihlas system, registration and processing of applications, evaluation of the admissions process
- creation of study plans for the next AR - creation of course offerings
- creation of timetables
- preparation for enrolment of students, creation of studies
- enrolment and recognition of courses
- administration of tuition and fees and administration of scholarships
- registering deadlines and assessments - listing of examination dates by teachers, registration and signing out for examinations for students and then registering the assessment of the course by the teacher
- control of studies by the study department - obtaining the necessary number of credits and completing repeatedly enrolled courses
- registration of final theses - writing assignments and their approval, registration of students for assignments, uploading of final theses and export to CRZP for originality check, registration of evaluation and testimonials for the thesis
- administration of deadlines and assessment of state examinations
- evaluation and completion of studies for graduates, printing of documents

In addition, we also use AIS2 for communication with students (sending messages and announcements), for generating reports and statistical summaries as well as for recording and approving documents as part of the internal quality system.

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3/ The website of the Catholic University in Ružomberok provides up-to-date information about the Rector's Office, individual faculties and departments of KU. Students and lecturers mainly use:

- © <https://www.ku.sk/>- (Catholic University of Ružomberok),
- © <https://www.ku.sk/fakulty-katolickej-univerzity/pedagogicka-fakulta/> - (Faculty of Education of the Catholic University in Ružomberok and within it the websites of individual departments and detached workplaces),
- © <https://www.ccvpfku.sk/> - Centre for Lifelong Learning,
- © <https://www.ku.sk/katolicka-univerzita-v-ruzomberku/univerzitna-kniznica/> - KU University Library,
- © Scientific journals published at the Faculty of Education of KU
- © <http://disputationes.ku.sk>
- © <http://studiascientifica.ku.sk>
- © <http://reflexie.ku.sk>
- © Children's University of the Catholic University of Ružomberok
- © <http://du.ku.sk>
- © Dozens of websites of scientific institutes, student clubs, departments, projects, publications, conferences and congresses,
- © social networks (facebook, instagram, twitter).

Internet access is provided for staff via metallic CAT 5 networks to every office and lecture hall.

The Eduroam WIFI network, which is a unified university network, is also available for students and staff. Each student can log in to this network with his/her identification details. They can also log in with the same login details at any other university for their international or domestic studies.

### **Method of providing library services at the place of study programme implementation**

The reference library in relation to the study programme is the University Library of the Catholic University of Ružomberok, at Hrabovská cesta 1A, Ružomberok.

It contains basic study literature, supplementary literature, textbooks, monographs, scientific collections and other literature for the Master's degree programme Teaching for Primary Education and other disciplines, as well as publications by the staff of the Catholic University in Ružomberok.

The KU University Library offers superior services to students. The library is open to students 50,00 hours per week. It provides lending services (absentee and in-person), reprographic ser-

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vices, consultation services, interlibrary loan services (national and international) and electronic reference services. Provides remote access to licensed electronic resources. It operates 6 biblioboxes, 5 self-service lending facilities - selfchecks, 210 computer stations, 6 scanners, 9 photocopiers, wi-fi connection in the library premises.

Since the end of 2015, the MediaInfo digital library has been available, through which digitized books from the KU KU KU collections are published on the premises of the KU KU. Books are continuously added to the database.

The entrance to the University Library in Ružomberok is approximately 100 metres from the faculty building. The library has a modern and excellently equipped infrastructure, modern library services and tools with an extensive collection of resources. For its users it makes available books, periodicals, special documents, qualifying and final theses and electronic information resources.

The KU University Library fulfils the tasks of an academic library. It is a library and information, coordination and advisory service. It provides its services primarily to scientific and pedagogical staff, full-time and part-time KU students, as well as to professional

to the general public. Bibliographically, it registers the publication and artistic activities of teachers and scientific staff of the Catholic University in Ružomberok.

The KU University Library consists of the central library in Ružomberok and three sub-libraries, which it manages methodically. The sub-libraries are located at the Faculty of Theology of KU, based in Košice, at the Theological Institute of the Faculty of Theology of KU, based in Spišské Podhradí, at the Faculty of Education of KU, at the J. Páleš Institute in Levoča. All KU University Library (KU KU) workplaces use the Virtua library and information system, through which they are connected to the on-line library catalogue of Slovak libraries in the Slovak Republic (15 libraries, including the Slovak National Library in Martin, the University Library in Bratislava and the state scientific libraries).

The library collection of Charles University KU is built up in accordance with the professional profile of the pedagogical process and scientific research activities. It contains basic study literature as well as supplementary literature on study disciplines. Domestic and foreign documents are acquired by purchase (and also through grant schemes in the framework of approved projects), donations, exchanges and compulsory KU copies.

KU KU users have the opportunity to use electronic information resources in the Scientific Library of the CVTI SR through remote access and the project National Information System

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for Support of Research and Development in Slovakia - Access to Electronic Information Resources (NISPEZ) - SpringerLink, Web of Science (Current Contents Connect, Essential Science Indicators, MEDLINE, Web of Science™ Core Collection).

There are 555 study places available in the whole UK KU. The total area of the current library is 6758 m<sup>2</sup>, of which 5018 m<sup>2</sup> is available for library users.

**Characteristics and scope of distance learning applied in the curriculum with assignment to courses. Approaches, manuals of e-learning portals. Procedures for pre-transition from face-to-face to distance learning**

The study is designed as full-time, full-time. Transfer to distance learning is possible only in exceptional cases (pandemic, health reasons, etc.).

In the case of distance or combined education, students are guaranteed access to course content and study materials via Moodle. It can be accessed directly via the banner (on the right side) on the main website of PF KU or directly at [moodle.pf.ku.sk](https://moodle.pf.ku.sk/).

At the beginning of their studies, students get their authentication data to all key systems of the school (AIS, Moodle, Mail, Strava, etc.). Once logged into Moodle, students have access to educational courses corresponding to the subjects taught, sorted by department. To enter and enroll in a specific course, they still need a password, which they receive from the instructor at the beginning of the semester. This ensures that each student is in the course that is currently being taught and has all the information needed to successfully complete that course.

Within the study programme, the prerequisites for the use of the latest information and communication technologies are created:

1/ E-learning is available for students and teachers at: <https://moodle.pf.ku.sk/>.

E-learning allows to make fundamental changes in the efficiency of teaching, makes available to students a number of resources accessible at any time and from any place. It creates space for limiting barriers to access to education for disabled students. At the Faculty of Education, e-learning is created using the Moodle system.

Teachers have the opportunity to create and students to use e-learning in individual subjects:

teaching organised by individual teaching weeks or thematic units,

study material presented in files of different formats (ppt, pdf, doc, htm, xls),

the use of different types of tests and their assessment to verify students' knowledge,

the use of e-mail, chat and discussion forums for communication between students and lecturers.

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2/ Microsoft Office 365 - an online and offline version of the Microsoft Office 365 office and communication system is available for students and teachers to use free of charge. The students and faculty members log in to the system with their login credentials. They can use the system in the online version where all programs and tools are available online with automatic backup in the cloud and in the offline version separately installed on the computer.

Part of the Microsoft Office 365 package is the MS TEAMS program, which had to be implemented due to the need for a synchronous way of teaching in the form of videoconference calls, given that the Moodle learning management system is oriented more towards asynchronous way of teaching. Although synchronous videoconferencing systems from third parties can be used, these are not robust and reliable enough for the demanding university environment. Video conference calls implemented via MS TEAMS are used in fully dynamic teaching in the explanatory phase for the presentation of the material, in the examination phase for rehearsals or individual consultations with the student. Other aspects of distance learning such as time management, grade reports, registration of student outputs, etc. are provided by the Moodle system.

Teachers and students can use MS TEAMS in individual subjects:

for online teaching via webcam and microphone, the teacher and student can see each other directly and communicate with each other, which creates a more personal teacher-student contact,

the possibility to present study material in different file formats (ppt, pdf, doc, htm, xls),

the use of interactive whiteboard in online teaching - the teacher writes on the board and students share its content online,

the possibility of recording a lecture offline and then sharing it with students,

creation and automatic evaluation of quizzes with Microsoft Forms.

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### **Partners of the university in the provision of educational activities of the study programme and characteristics of their participation**

Within the framework of the implementation of the respective study programme, binding partner-states are maintained, thanks to which the implementation and development of the study programme is ensured. Through the cooperation with the Institute of Dialogical Practice, opportunities are provided for the implementation of students' research activities, and space is provided for the expansion of their competences. Significant support is also provided by the management of the town of Ružomberok. Other interested parties are kindergartens and primary schools, where continuous and continuous pedagogical practice of students is carried out.

### **Characteristics of social, sporting, cultural, spiritual and social activities**

The Catholic University in Ružomberok offers its students and graduates various services: participation in spiritual, cultural and sports activities of the University Pastoral Centre; work in the university TV Unica, in the university radio Pulse, in the university magazine Zumag. Students who have the gift of singing can be part of the Benedictus choir. The KU Counselling Centre offers psychological counselling, career counselling, social and legal counselling, support counselling for students with special needs. KU College offers a year-long residential formation program.

The Catholic University, in cooperation with the Jan Vojtaššák University Pastoral Centre, creates an appropriate environment for the balanced growth of students. In the social sphere, it invites students to participate in charitable projects within the Slovak Catholic Charity and other foundations, and to donate blood on a regular basis. The sports field is developed in regular sports evenings, in tournaments and in the offer of year-round tourism. Students have access to sports facilities within the KU premises which enable them to carry out various sporting activities. The cultural area is represented by the offer of theatre performances, concerts. The spiritual sphere is represented by the celebration of Mass, adoration, spiritual talks and the celebration of the Sacrament of Reconciliation, lectures and discussions, the work of small communities, pilgrimages, spiritual renewal, courses and participation in spiritual events at national and international level. There is a chapel of St. Albert the Great at the PF KU, which is open to students. Social enjoyment is provided through all-night entertainment programmes - Beania, Peasant's Feast.

The Liptov region offers students of the Catholic University varied sports opportunities in summer and winter months. In the immediate vicinity of the University there is the Hrabovská valley, in which it is possible to realize a full range of activities and entertainment. In addition to a walk through the forest or around the lake, the BikePark Malinô Brdo allows you to rent downhill bikes, which can be tested on professional tracks of varying difficulty. Mountain all-terrain scooters are also an excellent alternative to descending from Malino Brdo. In winter, the biggest attraction is undoubtedly the ski resort Skipark Malinô Brdo.

### **Opportunities and conditions for students to participate in study mobility, guidelines for applying, rules for recognition of this learning**

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Erasmus+ mobility is open to any student who is duly registered and enrolled at the university for full-time or part-time studies (B.Sc., M.Sc., Eng., PhD.) leading to a recognised degree or other recognised qualification at tertiary level (up to and including doctorate level).

Mobility can last for a maximum of 12 months. The student/doctor may participate in Erasmus+ mobilities of a cumulative duration of 12 months at each level of study.

The student may be extended from the winter semester to the summer semester by submitting supporting documents within a specified time limit, which will be communicated by the International Relations Office. The Vice-Chancellor for International Relations will make a decision on the extension of the mobility before its official end, based on an assessment of the documents submitted and the benefits of the mobility extension for both the student and the institution.

### Procedure for applying for a study or internship abroad

1. The student/mentor selects from the list of university partner institutions, according to personal preferences, the institutions at which he/she is interested in studying in the winter or summer semester of the respective academic year (Erasmus mobility - study can only be carried out at the listed university institutions. The offers are divided according to the different disciplines).

In the case of an internship, the student will find a suitable foreign institution. The student's job description must correspond to his/her field of study. The mobility institution is chosen by the student (by contacting the organisation directly and making sure that it is reputable). Internship offers are also published on the website: [www.erasmusintern.org](http://www.erasmusintern.org);

2. The student delivers the application form to the Rector's Office of the Catholic University in Ružomberok, Department for Foreign Relations and Mobility of KU personally or by post (Mgr. Lucia Kravčáková, Hrabovská cesta 1A, 034 01 Ružomberok, 1st floor, no. d. 1.03):

- ☉ application form

- ☉ letter of reference in Slovak language (the letter of reference - consent to mobility - is prepared by the head of the department where the student is studying; it is delivered to the KU Department for International Relations and Mobility by internal KU mail or in person; students of double major study programmes should request a letter of reference from both heads of departments);

- ☉ a transcript of grades for all completed semesters at the current level of study (issued by the study department of the faculty concerned free of charge for Erasmus+ purposes);

- ☉ in the case of an internship, a copy of the email from the host institution confirming the acceptance of the student for the internship (the email contains the name and surname of the student accepted for mobility, the exact name and address of the host institution, including the duration of the mobility for which the student will be accepted). In case several students will be interning at the selected institution during the same period, one email confirming the admission of all students (the email also contains the above mentioned elements) will be sufficient;

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3. The following will be considered in the selection process: the student's study results, information contained in the submitted documents, foreign language skills (1. applies to all students who are doing mobility in any country except the Czech Republic and Poland, 2. applies to students of AJ, NJ, RJ, TJ who are doing mobility in any country including the Czech Republic and Poland - on the basis of the recommendation of the department where the student is studying);
4. Foreign language exam: valid for all students undertaking mobility in any country other than the Czech Republic and Poland (except AJ, NJ, RJ, TJ and students of other disciplines who present a certificate/graduation certificate of sufficient language proficiency). The language tests will be held on dates to be announced in due course;
5. The results of the selection procedure will be published on the website of the Catholic University of Ružomberok in the International Relations section within 30 working days from the last day of submission of applications. Information on the award/non-award of the grant and its amount will be sent to the applicants by e-mail;
6. By signing the application form, the applicant declares that he/she has been informed in accordance with Article 13 of Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data.
7. Students coming from non-EU countries are obliged to familiarise themselves with the necessary administrative procedures related to the processing of visas, temporary residence, etc. after selection to the institution;
8. For more information on the possibilities of study placement within the Erasmus+ programme, please contact the KU International Relations and Mobility Office and individual faculties.

### Procedure after the student selection procedure

1. The student who has been selected by the committee to carry out an Erasmus+ mobility shall follow the instructions of the International Relations Office.
2. The student who is undertaking the mobility shall submit all documents related to his/her mobility abroad to the International Relations Office: Learning Agreement for Studies/ Learning Agreement for Traineeships, a copy of the travel insurance covering the entire duration of the mobility, a form containing the student's bank details and the documents required by the host foreign institution.
3. The Learning Agreement for Studies lists the courses the student plans to take at the foreign higher education institution. The Learning Agreement is signed first by the student and the head(s) of the department (or his/her/their designee, or, in eligible cases, the Vice Dean for International Relations). If the Study Contract contains compulsory or compulsory elective courses that fall under the competence of more than one department at KU, the Study Contract shall be signed by the head/s of the department from which the student has enrolled in more courses. Subsequently, the Study Agreement will be signed by the competent person of the receiving institution. The Study Contract enters into force after it has been signed by the KU departmental or

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faculty coordinator and the competent person of the receiving higher education institution.

4. The Learning Agreement for Traineeships describes in detail the job description, the student's work assignment in the traineeship and his/her evaluation. The Traineeship Agreement will be signed first by the Head of the KU Department (or his/her designee, in eligible cases by the Associate Dean for International Relations) and the student/mentor. Subsequently, the Internship Contract will be signed by the competent person of the receiving institution. The Traineeship Contract enters into force once it has been signed by the competent person at the host institution.
5. Before departure, the student/mentor signs a financial contract with the Catholic University of Ružomberok, on the basis of which the financial contribution will be paid to him/her, no later than 30 days after the contract has been signed by both parties and after the contract has been published in the Central Register of Contracts.
6. Before going abroad, the student is obliged to report his/her mobility (any mobility) to the Head of Department.

### **Implementation of student mobility abroad**

1. The student/mentor shall undertake mobility for the purpose of long-term/short-term study/internship or short-term mixed mobility on a date to be determined by the receiving institution. Any unavoidable changes to the Study/Placement Contract that the student/dent discovers upon arrival at the host institution must be completed and formally documented as soon as possible after his/her arrival. Other necessary changes must be formally agreed as soon as possible by all three parties (student, sending and receiving institution).
2. A student in her/his final year at KU may apply for a so-called graduate internship, which will be carried out if recommended by the committee (Vice-Rector for International Relations, Vice-Deans for International Relations of the individual faculties and the responsible person at the International Relations Office) and in the case of successful completion of her/his studies at KU. The same rules apply to him/her as to a trainee who is a KU student, except for Article 12, points 3 and 6.

### **Procedure after the end of students' mobility abroad**

1. Upon completion of the mobility abroad, the student submits to the International Relations Office: a Transcript of Records issued by the foreign higher education institution, a certificate of mobility and completes the online student report.
2. The Catholic University of Ružomberok, as the institution sending the student for mobility within the Erasmus+ programme, is obliged to recognise the student's mobility abroad if all the conditions defined by the institution are fulfilled. Recognition of completed courses and credits gained during mobility abroad is carried out at the relevant

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faculty of KU and coordinated by the Vice-Dean for International Relations. Recognition of courses taken and credits earned is based on the Transcript of Records, which is in accordance with the Learning Agreement. The internship shall be recognised on the basis of a certificate issued by the receiving institution, which shall be in accordance with the Internship Agreement.

3. Upon completion of the placement, the student/mentor will submit a transcript of the results of the study abroad to the department in which he/she is studying. The Head of Department will arrange for the recognition of the courses in accordance with the pre-approved Learning Agreement for Studies. The Study Department will ensure that the recognised courses are entered into the University's information system. Credits will be awarded to the student at the level set out in the programme of study at KU. Other courses (including credits) not included in the study programme at KU will be registered as elective courses by the study department of the relevant KU faculty.
4. Upon completion of the internship, the student will submit a certificate confirming successful completion of the internship abroad to the department in which he/she is studying. The Head of Department will ensure that the internship is recognised in accordance with the pre-approved Learning Agreement for Traineeships. The Study Department will ensure that it is entered into the University's information system. The student will be credited with the amount of credits stipulated in his/her programme of study at KU for the work experience that is part of the programme of study. The internship is recognised as an elective course (with a prescribed number of 10 credits) in the case of study programmes that do not require an internship.
5. The faculty responsible for indicating the student's achievements during mobility in the Diploma Supplement.
6. Recognition of foreign mobility for the purpose of study/internship may be denied if the student has not met the requirements of the receiving institution or has not met the conditions required by the sending institution as stated in the contract between the student and the institution.
7. A student who has not fulfilled the requirements of the receiving institution or has not fulfilled the conditions required by the sending institution as stated in the contract between the student and the institution may be required by KU to repay the grant. This will be decided by the KU Vice-Chancellor for International Relations, in consultation with the Vice-Dean of the faculty concerned, after consideration of the arguments put forward by all parties involved. The student will not be required to repay the funds if force majeure is recognised. This also applies to a student on placement who, due to force majeure, was unable to carry out the work of the placement contract properly.
8. If circumstances arise that are not covered by this guideline, the individual case will be considered on a case-by-case basis.

### **Contacts to the KU Foreign Relations and Mobility Offices Institutional Erasmus Coordinator**

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**Mobility Officer for incoming/outgoing Erasmus students (study, traineeship)**

Mgr. Lucia Kravčáková

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**Faculty Erasmus Coordinator**

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## **THE REQUIRED ABILITIES AND APTITUDES OF THE APPLICANT FOR THE STUDY PROGRAMME**

The basic condition for admission to the doctoral study programme Preschool and Elementary Pedagogy is the completion of a second-degree study programme or a study programme according to § 56 (4).

The dean of the faculty shall announce the start of the admission procedure for doctoral studies on the faculty's website and on the faculty's official notice board at least two months before the last day set for the submission of applications.

Applicants for admission to the doctoral study programme Pre-school and Elementary Pedagogics must have completed a full university education of the second degree in the field of study 38. Teaching and Educational Sciences or in a related Master's degree programme (ex-emption of related fields of study: (<https://www.portalvs.sk/sk/studijneodbory/zobrazit/ucitelstvo-a-pedagogicke-vedy#details-contents>, <https://www.portalvs.sk/sk/studijne-odbory/zobrazit/socialna-praca>), in relation to the chosen field of study/programme. The candidate should possess the personal prerequisites for successful completion of the third cycle. The candidate is required to have professional communication skills and an adequate level of skills, study competences and knowledge in the field of study. The student is expected to be able to work individually with professional literature, electronic resources and the necessary information technologies, to analyse the information obtained and to evaluate it critically.

### **Admission procedures**

The content of the admission interview consists of determining the prerequisites for independent scientific work. The candidate submits and defends a written proposal for a dissertation project containing: a justification for the choice of the topic, the aim, methods, terminological proficiency in the field, a brief description of the state of research on the topic, and the basic research questions he/she would like to address. The committee shall also take into account the extent and quality of the applicant's professional publications or artistic activity and the results of his/her other professional or artistic activity. The interview shall include communication in the world language of the applicant's choice.

If the applicant for doctoral studies fulfils the conditions laid down, the dean shall invite him/her to an admission interview at least 14 days before the date of the admission interview, and shall inform the applicant of the content of the admission interview. A copy of the invitation shall be included in the applicant's personal file. The admission interview shall take place at the training centre before an admission committee of at least five members appointed by the dean of the faculty on the proposal of the relevant departmental committee. The committee shall consist of a chairperson and at least two members holding the posts of professor or associate professor in the field of study concerned and one member examining a foreign language. The other members of the committee are usually experienced professionals from the relevant

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business or social practice sector or representatives of employers. If the admission of the candidate is to a subject offered by an external educational institution, a representative of the external educational institution shall also be a member of the admissions board.

The PhD Admission Board shall evaluate the result of the admission examination in a closed meeting. If several applicants have applied for a single topic and the nature of the topic precludes several applicants from addressing it, the order of the applicants shall be determined according to the success rate of the entrance examination. In determining the order, the admissions board shall also take into account the extent and quality of the applicant's professional publishing or artistic activity and the results of his/her other professional or artistic activity (e.g. results in student scientific and professional thesis competitions or student art exhibitions, etc.). The faculty shall publish the results of the scores with the applicant's code number on the faculty's website no later than the day following the admission examination.

A record of the result of the admission interview shall be drawn up and the proposals for admission of successful PhD applicants shall be submitted by the admissions committee to the Dean of the Faculty. The dean, on the basis of the admission committee's proposal, shall decide within 30 days of the admission interview on the admission or non-admission of the candidate. A candidate who has received a decision on non-admission to doctoral studies may, within eight days of the date of receipt of the decision on the outcome of the admission procedure, submit a request to the Dean of the Faculty for a review of this decision. The decision on non-admission shall be delivered by registered mail in the applicant's own hands.

- Candidates for studies at PF KU are committed to respecting the Catholic spirit of the university and the faculty,
- No discriminatory criterion will be applied to applicants - on the basis of age, nationality, gender, political or religious beliefs,
- The faculty will provide assistance in the administration of a student with specific needs through the KU Counseling Center, the Office of Academic Affairs, and the Coordinator for Working with Students with Specific Needs.

## Recent admissions results

### [Results of the admission procedure](#)

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## **FEEDBACK ON THE QUALITY OF EDUCATION PROVIDED**

### **Procedures for monitoring and evaluating students' views on the quality of the study programme**

The principal responsible for the delivery, development and quality assurance of the programme of study shall regularly monitor and evaluate the relevant programme of study in liaison with the Vice Dean for Education and Training. Feedback on the quality of teaching and teachers from students, the satisfaction of students and graduates with their studies and with the services they can use within KU are obtained and implemented through a number of questionnaire surveys.

These questionnaire surveys and their evaluation are carried out during the winter and/or summer semester lecture period by electronically completing an anonymous questionnaire or by completing a paper questionnaire at regular intervals once a year (in the case of the biennial alumni satisfaction survey). Students, teachers, employers and other stakeholders are involved in the design of these questionnaire surveys.

The questionnaire for the evaluation of the quality of teaching and teachers is evaluated by the Vice-Dean for Education and Training. Based on the data collected, a summary report of the evaluation results is produced. Satisfaction questionnaires on the study and service satisfaction of students in the first and second cycle of higher education are evaluated by members of the student section of the Academic Senate of the Faculty. An analysis of the results of the evaluation of these surveys is part of the programme evaluation report and is published in the Annual Report of the department concerned.

### **Results of student and alumni feedback and related measures to improve the quality of the study programme**

The findings of these questionnaire surveys are shared with the principal responsible or guarantor for the programme of study concerned. The guarantor shall take into account the relevant results in the comprehensive evaluation of the study programme and, on the basis of these results, shall propose adjustments to the study programme, as appropriate, so that it is in line with the Standards for the Study Programme in order to ensure the development and quality enhancement of the study programme.

The results of student and alumni feedback and related measures to improve the quality of the programme of study are available on the department's website in the Annual Report of the relevant department.

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## **REFERENCES TO OTHER RELEVANT INTERNAL RULES; AND INFORMATION RELATING TO THE STUDY OR THE STUDENT'S STUDY PROGRAMME**

Catholic university in Ruzomberok

<https://www.ku.sk/>

Faculty of Education

<https://www.ku.sk/fakulty-katolickej-univerzity/pedagogicka-fakulta/>

Department of Preschool and Elementary Pedagogy

[Katedra predškolskej a elementárnej pedagogiky | Katedry | Pedagogická fakulta Katolíckej univerzity v Ružomberku](#)

Admission procedure

<https://www.ku.sk/fakulty-katolickej-univerzity/pedagogicka-fakulta/uchadzac/prijimacie-konanie.html>

Study Regulations of the PF KU

<https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0>

Amendment No. 1 to the Study Regulations of FE CU

<https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=11868&cmsDataID=0fv>

Dean's Directive on Doctoral Studies of FE CU

<https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=11790&cmsDataID=0>

Accommodation

<https://www.ku.sk/studium-na-katolickej-univerzite/student/ubytovanie/>

Catering

<https://www.ku.sk/studium-na-katolickej-univerzite/student/stravovanie/>

Scholarships and Loans

<https://www.ku.sk/studium-na-katolickej-univerzite/student/stipendia-a-pozicky/>

University Library

<https://www.ku.sk/katolicka-univerzita-v-ruzomberku/univerzitna-kniznica/>

Student Life

<https://www.ku.sk/studium-na-katolickej-univerzite/studentsky-zivot/>

Erasmus+

<https://www.ku.sk/medzinarodne-vztahy/erasmus-student/>

