

The ID of the procedure:

Name of the higher education institution: Catholic University in Ružomberok

Name of the Study Programme: Social Work (in part-time form of study), English language

Degree of the study: third

I. Self-assessment of Standard 2 – Proposal of a new study programme and a proposal of a study programme modification

SP 2.1. The proposal of a new study programme or a modification of the study programme is elaborated and submitted by the formalized processes of the internal quality assurance system of higher education institution (hereinafter referred to as the "internal system"). If the institution does not have an internal system approved, the quality assurance rules are set out directly in a given proposal of the study programme.

Self-assessment of compliance ¹	References to evidence ²
The proposal for a new study program, PhD. Social Work, conducted in English, was prepared and submitted in accordance with the formalized processes of the internal quality assurance system of higher education of the university. The development of accreditation documentation for the given study program is in accordance with the management documentation for the Internal Quality Assurance System of Higher Education at the Catholic University in Ružomberok—Directive Policies, Procedures, and Rules of Study Programs at the Catholic University of Ružomberok (VP-KU-130) and in accordance with the Directive of the Dean of the Faculty of Education of CU No. 1/2022 on the creation, modification, and approval of study programs at the Faculty of Education of CU in Ružomberok. The potential guarantor of the submitted study program (the person responsible for the implementation, development, and quality assurance of the study program) developed the Study Program Plan, which was submitted to the Dean of the Faculty of Education of CU. After the approval of the Study Program Plan, the guarantor was entrusted with the preparation of the Project Letter for the preparation of the new study program and other documents that are attached to the application for accreditation of the new study program. The Plan and the Project Letter for the preparation of the new study program were submitted to the Quality Commission of the FECU at the 27th meeting, on 24 February 2025. The complete accreditation documentation will be submitted for discussion to the Quality Commission of the FECU at the 28th meeting, on 05 May 2025. After approval at the faculty level, the documentation will be submitted for administrative control to the Quality Management Committee of the CU and subsequently to the Quality Council of the CU at the 18th meeting, on 28 May 2025.	Politiky, postupy a pravidlá ŠP na KU Smernica dekana PF KU o vytváraní, úprave a schvaľovaní ŠP Minutes from the Quality Commission of the Faculty of Education Intent of the new study program, Project letter for the preparation of a new study program (part of the submitted documentation)

SP 2.2. The study programme is elaborated following the mission and strategic goals of the institution, these are determined in a long-term plan of the institution.

Self-assessment of compliance	References to evidence
The proposed study program is developed in accordance with the mission and strategic goals of the university. The Catholic University of Ružomberok carries out its educational, scientific, and research activities in connection with the European Higher Education Area and the common European Research Area, especially in the fields of historical, theological, humanities, social, pedagogical, natural, social, health, and medical sciences, but also in the fields of art and economics. The study program falls under the Department of Social work, which is the area in which the university undertakes to carry out its activities.	Long-term goal https://www.ku.sk/app/cmsFile.php?ID=2547&disposition=i Intent of the new study program (part of the submitted documentation)

SP 2.3. There are designated persons responsible for the delivery, development, and quality assurance of the study programme

Self-assessment of compliance	References to evidence
The persons participating in the preparation of the study program are the persons who will be responsible for the implementation, development and quality assurance of the study program. In the process of preparation of proposal of the study program, their primary task is to prepare	Politiky, postupy a pravidlá ŠP na KU Scientific-pedagogical characteristics of persons responsible for SP

¹In the **Self-assessment of compliance** section, the higher education institution briefly describes the policies and procedures for the compliance of the relevant standard or refer to specific provisions of the existing internal regulation, procedure, record (s), information system, contract, etc., which it has implemented in its compliance. It briefly evaluates the result and degree of compliance with the standard and the intentions to ensure compliance in the relevant field in the implementation of the study programme.

²In the **References to evidence** section, the higher education institution provides a list of evidence (related internal regulations, internal records, parts of the study programme description, information sheets, scientific-pedagogical or artistic-pedagogical characteristics, place in the information system, place on the website, student record, etc.) by which it can demonstrate compliance with the standard, including an electronic reference to evidence. If the evidence cannot be made available to the working group online, it shall submit it during the on-site assessment.

The ID of the procedure:

a profile of the graduate and to develop the structure and content of the proposed study program. The responsibilities and competencies of the main person responsible for the implementation, development and quality assurance of the study program are regulated by the directive Policies, Procedures and Rules of the Study Programs at CU. The main responsible person doc. PhDr. Markéta Rusnáková, PhD. of the study program has a real impact on the implementation, development and quality assurance of the study program by coordinating the content preparation of the study program, supervising the quality of its implementation, taking into account the subject field of the study program to which the study program belongs, evaluates and develops the study program. She performs this activity in coordination with other persons providing profile subjects: prof. PaedDr. Vladimír Labáth, PhD., doc. PhDr. Angela Almašiová, PhD., PhDr. Katarína Kohútová, PhD., Mgr. Daniel Markovič, PhD.	(part of the submitted documentation)
--	--

SP 2.4. Students, employers, and other stakeholders are involved in the preparation of the proposal of the study programme.

Self-assessment of compliance	References to evidence
The involvement of students and employers in the preparation of the proposal for a new study program is regulated by the Directive on Policies, Procedures, and Rules of Study Programs at the Catholic University in Ružomberok (VP-KU-130) and the Directive of the Dean of the Faculty of Education of the CU No. 1/2022 on the Creation, Modification, and Approval of Study Programs at the Faculty of Education of the KU in Ružomberok. Given that we are accrediting a different language mutation of the existing study program, PhD. Social Work, which we already implement in the Slovak language, students and employers did not interfere in the preparation of the new study program. The accreditation file is identical in content to the study program implemented in the Slovak language. We have available supporting opinions from employers who are partners of the study program—the organization Mladiinfo Slovensko, o.z., and the Center for Social Services ViaVitae, n.o.—on the creation of a new study program implemented in the English language.	Politiky, postupy a pravidlá ŠP na KU Project letter for the preparation of a new study program Supporting statements from employers (part of the submitted documentation)

SP 2.5. The study programme is assigned to the field of study, the extent of its content consistency with the concerned field of study is justified. In the case of study programmes combining two fields of study or interdisciplinary studies, the study programme is assigned to the relevant fields of study and the degree of its content consistency with the relevant fields of study is justified.

Self-assessment of compliance	References to evidence
The main topics of the core of knowledge of the field of study were developed in accordance with the description of the field of study and according to the main topics of the core of knowledge of the field of study Social Work. The areas and scope of knowledge, skills and competences that profile the graduate of the study program have been developed in accordance with the cards of the National Qualifications Framework and in accordance with the Qualifications Framework of the European Higher Education Area. Based on this, the learning objectives were set and a goal matrix was created for each objective, which serves to verify the learning outcomes and objectives so that the study program meets the learning objectives and the graduate acquires the skills declared in the graduate profile. More detailed information on profile subjects, the composition of the subjects of the study program can be found in the section Structure and content of the study program of Description of the study program. The core of the study program is based on subjects, in which the emphasis is mainly on research methodology and the theoretical background of methods and techniques of social work, social policy, science and philosophy of science. Furthermore, the doctoral student acquires an orientation in university pedagogy and current issues and perspectives of social work,	Sústava študijných odborov časť 33. Sociálna práca https://www.kvalifikacie.sk/kartoteka-kariet-kvalifikacii/ Description of the study program - Structure and content of the study program Information letters of subjects Intent of the new study program (part of the submitted documentation)

SP 2.6. The study programme clearly defines and communicates the level of qualification that students acquire upon their successful completion. The qualification corresponds to the appropriate level of education under the qualifications framework.

Self-assessment of compliance	References to evidence
SP 2.6.1. The study program clearly specifies and communicates the level of qualification that students acquire upon successful completion, which corresponds to the relevant level of education according to the qualifications framework. The areas and scope of knowledge, skills and competences that profile the graduate of the study program have been developed in accordance with the cards of the National Qualifications Framework and in accordance with the Qualifications Framework of the European Higher Education Area. On the basis of SKKR, the learning outcomes with the descriptors of the qualification framework (general and professional knowledge, cognitive and	https://www.kvalifikacie.sk/kartoteka-kariet-kvalifikacii/ Project letter of SP (part of the submitted documentation)

The ID of the procedure:

<i>practical skills, competencies of the character responsibility, independence and social competences) were determined. A goal matrix was created for each objective, which serves to verify the learning outcomes and objectives so that each graduate fulfils the learning objectives and acquires skills declared in the graduate profile, the level of the qualification framework and ensure accordance of goals with learning outcomes.</i>	
--	--

SP 2.7. The study programme clearly defines a graduate 's profile. Within its framework the descriptors define the learning outcomes that are verifiable and appropriate to the institution's mission, to the given level of the qualification framework, and to the subject field according to the relevant field of study or a combination of fields of study in which graduates obtain their higher education degree.

Self-assessment of compliance

References to evidence

SP 2.7.1. The study program clearly defines a graduate's profile. <i>The graduate's profile is detailed in the Description of the study program - section Graduate's Profile and Learning Objectives. The graduate's profile clearly defines the knowledge, skills and competencies that he / she will acquire by completing the relevant study program.</i> SP 2.7.2. In accordance with the graduate's profile the descriptors define the learning outcomes that are verifiable and appropriate to the institution's mission. <i>The learning outcomes were based on the National Qualifications Framework, the Qualifications Framework of the European Higher Education Area and the requirements of employers. The learning outcomes are detailed in the Description of the study program in the Graduate's Profile and Learning Objectives section.</i> SP 2.7.3. The learning outcomes correspond to the area of knowledge according to the relevant field of study or combination of fields of study in which their graduates will obtain a higher education. <i>Learning outcomes have been identified in accordance with the National Qualifications Framework and correspond to level 8 descriptors. The learning outcomes were based on the National Qualifications Framework, the Qualifications Framework of the European Higher Education Area and the requirements of employers. The learning outcomes are detailed in the Description of the study program in the Graduate's Profile and Learning Objectives section.</i> <i>A procedure for verifying educational goals is created through a matrix of goals and educational results, in which the degree of content consistency of general and professional knowledge, cognitive and practical skills, competencies in profile subjects is stated. Within the information letters, the stated descriptors are described and the knowledge, skills and competencies that the student acquires by completing the given subject are characterized.</i>	<i>Description of the study program – Graduate's Profile and Learning Objectives.</i> <i>Intent of the new study program (part of the submitted documentation)</i> <i>Project letter of the SP (part of the submitted documentation)</i> https://www.kvalifikacie.sk/untitled(ehea.info) <i>Information letters of the subjects</i>
---	--

SP 2.8. The learning outcomes and qualifications obtained by completing the study programme meet the sector-specific professional expectations for the pursuit of the profession. The study programme indicates the professions for which the acquired qualification is necessary. This is confirmed by the statements of relevant external stakeholders or by the agreement of the legal entity indicated in the description of the relevant field of study, if required by the description, or by a favorable opinion of the relevant ministry for the delivery of the study programme, in case of a state higher education institution, or in case of a qualification for the performance of regulated professions.

Self-assessment of compliance

References to evidence

SP 2.8.1. The study programme indicates the professions for which the acquired qualification is necessary. <i>The study program indicates the professions for which the student is ready after completing the relevant study program. Occupations were indicated on the basis of the Statistical Classification of Occupations SK ISCO-08. Employers participating in the creation of the proposal of the study program confirm to us that the classification obtained by completing the study program is necessary for the performance of the following professions:</i> <i>University assistant professor</i> <i>Methodologist in the field of social care</i> <i>Specialist in social and family policy</i> <i>Social work and counseling specialist (not stated elsewhere)</i> SP 2.8.2. The learning outcomes and qualifications obtained by completing the study program meet the sector-specific professional expectations for the pursuit of the profession.	20210101_5289809-2.pdf (slov-lex.sk) <i>Description of the study program – Graduate's Profile and Learning Objectives</i>
--	---

The ID of the procedure:

<i>The learning outcomes and qualifications obtained by completing the study program meet the sector-specific professional expectations for the pursuit of the profession, which were indicated in the study program.</i> <i>The learning outcomes of the study program were presented to potential employers of future graduates of the relevant study program, they participated in their creation and modification and approved the given learning outcomes - the above was implemented in the study program PhD. Social Work, conducted in the Slovak language. The learning outcomes are identical to the outcomes in the study program conducted in the English language.</i> SP 2.8.3. <i>This is confirmed by the statements of relevant external stakeholders or by the agreement of the legal entity indicated in the description of the relevant field of study, if required by the description, or by a favorable opinion of the relevant ministry for the delivery of the study program.</i> <i>The fulfillment of sector-specific professional expectations is confirmed by the consensus of the employers to whom the graduate's profile, the indicated profession and the learning outcomes achieved in the study program were submitted.</i>	<i>Confirmations with sector-specific professional expectations of practice (part of the submitted documentation)</i>
--	--

SP 2.9. The professional content, structure, and sequence of the profile courses and other educational activities of the study programme and the conditions for successful completion of the study enable the learning outcomes specified in the graduate profile to be achieved and ensure the access to the latest knowledge, skills, and competences, including *transferable competencies* that affect their personal development and that can be used in their future careers and life as active citizens in democratic societies. In case of professionally oriented bachelor's degree programmes, the content of the study programme is designed to enable the achievement of the employers' expected learning outcomes with an emphasis on the development of practical professional skills in the given sector of the economy or social practice.

<i>Self-assessment of compliance</i>	<i>References to evidence</i>
SP 2.9.1. The professional content, structure and sequence of profile study subjects and other educational activities of the study program and the conditions for successful completion of studies enable the achievement of the educational outcomes specified in the graduate's profile and access to current knowledge, skills and competencies. <i>The professional content, structure, and sequence of the profile courses and other educational activities of the study programme and the conditions for successful completion of the study enable the achievement of learning outcomes and objectives. The matrix of objectives and learning outcomes of the relevant study program is the basis for the content of information letters of subjects and the consistency of goals, learning outcomes and profile subjects of the study program is ensured.</i> SP 2.9.2. The professional content, structure and sequence of profile study subjects and other educational activities of the study program guarantee access to transferable competencies that influence the personal development of students and can be used in their future career application and in life as active citizens in democratic societies. <i>Does not apply to the relevant study program.</i> SP 2.9.3. In the case of professionally oriented bachelor's degree programs, the content of the study program is designed to enable the achievement of educational outcomes expected by employers, with an emphasis on the development of practical professional skills in the relevant sector of the economy or social practice. <i>It is ensured that the professional content, structure and sequence of profile study subjects and other educational activities of the study program guarantee access to current knowledge, skills and competencies. When creating the recommended study plan, we based on the matrix of goals and learning outcomes of the study program. It lists specific profile subjects and descriptors - knowledge, skills and competences, which have been identified on the basis of the National Qualifications Framework, which guarantees the timeliness of the required learning outcomes.</i> <i>It is ensured that the professional content, structure and sequence of profile study subjects and other educational activities of the study program guarantee access to transferable skills that affect the personal development of students and can be used in their future career. These are transferable skills such as communication skills, organizational, analytical and management skills, presentation skills, interpersonal skills and collaboration, as well as digital skills.</i>	<i>Description of the study program – Structure and content of the study program Matrix of goals and learning outcomes Information letters of subjects</i> <i>Description of the study program Information letters of subjects Recommended study plan Matrix of goals and learning outcomes https://www.kvalifikacie.sk/kartoteka-kariet-kvalifikacii/</i> <i>Description of the study program Information letters of subjects Recommended study plan Matrix of goals and learning outcomes</i>

The ID of the procedure:

SP 2.10. The study programme has a standard length of study, a specified workload for each study subject expressed in ECTS credits, and hours of face to face teaching, except where the nature of the educational activity does not require it. The standard length of study, workload, and hours of contact instruction allow learning outcomes to be achieved and they correspond to the form of the study programme.

Self-assessment of compliance	References to evidence
SP 2.10.1. The study program has a set standard length of study, a specified workload for individual study subjects expressed in ECTS credits and the number of contact teaching hours, except where the nature of the educational activity does not require it. The standard length of study, workload and number of contact teaching hours enable the achievement of educational outcomes and correspond to the form of the study program. <i>In accordance with Act 131/2002 Coll., Decree 614/2002 Coll. and the Study Regulations of CU, the study program is set to a length of study of 4 years with a requirement to achieve at least 180 credits.</i> <i>Within the structure and content of the study program, the student's workload is determined, which is expressed in ECTS credits and the number of hours of face-to-face teaching for individual subjects. The workload and the number of hours of face-to-face teaching within the standard length of study are arranged so that they correspond to the form of study and enable the achievement of learning outcomes. The standard length of study was determined in accordance with § 54 of Act 131/2002 Coll. with emphasis on the content and structure of the relevant study program. At the university level, the allocation of credits for individual subjects in that 1 credit corresponds to 25 hours in terms of time, including independent study and independent creative activity.</i>	<i>Description of the study program – Structure and content of the study program</i> <i>Information letters of subjects</i> <i>Study Regulations CU</i> Študijný poriadok KU Dodatok č.1 k VP-KU-84 Študijný poriadok KU <i>Description of the study program – Structure and content of the study program</i> <i>Information letters of subjects</i>

SP 2.11. In the case of a professionally oriented bachelor's degree programme, their content includes the compulsory professional practice of students in a contracted organization for a total of at least one semester. The practice is designed to develop practical professional skills. It enables students to undertake activities through which they acquire the work procedures typical for the relevant level of qualification and the relevant field of study. It allows students to participate in professional processes, projects and through specific tasks acquire, knowledge, skills, and competencies relevant for the respective professions. The professional practice may be carried out as continuous or divided into several shorter periods, depending on the needs of the relevant study programme and the conditions of the cooperating organization in which the professional practice takes place.

Self-assessment of compliance	References to evidence
<i>Does not apply to the relevant study program.</i>	

SP 2.12. The study programme has a clearly defined level and nature of research/artistic/other activities required for the successful completion of studies, especially concerning the final thesis.

Self-assessment of compliance	References to evidence
SP 2.12.1. The study programme has a clearly defined level and nature of research/artistic/other activities required for the successful completion of studies, especially concerning the final thesis. <i>The level and nature of creative activities corresponds to the objectives and learning outcomes and the level of the qualifications framework in a given level of education, which are required for successful completion of studies. Within the Description of the study program, the proposed topics of final theses are listed, the elaboration of which presumes the use of creative activities at the level corresponding to the given level of education.</i> <i>Formal requirements and guidelines for final theses are regulated by the CU Study Regulations (VP-KU-84), part 15, and the Dean's Directive on the requirements for qualification theses and completion of studies at the Faculty of Education of the CU in Ružomberok (VP-PFKU-4/2023). Dissertation theses are specifically governed by the Dean's Directive on doctoral studies at the Faculty of Education of the CU in Ružomberok (S-PFKU-2/2024).</i>	<i>Directive on the requirements of qualification works</i> Smernica o náležitostiach kvalifikačných prác <i>Dean's Directive on Doctoral Studies</i> Smernica dekana o doktorandskom štúdiu Študijný poriadok KU Dodatok č.1 k VP-KU-84 Študijný poriadok KU <i>Description of the study program – Structure and content of the study program</i> <i>Information letters of subjects</i>

II. Self-assessment of Standard 3 – Approval of the study programme

SP 3.1. The study programme is approved by the formalized processes of the internal system. The study programme assesment and its approval, involving students, employers, and other stakeholders, is guaranted to be independent, unbiased, objective,

The ID of the procedure:

professionally based, transparent, and fair. The persons assessing and approving the study programme are guaranteed to be different from the persons preparing the study programme proposal.

Self-assessment of compliance	References to evidence
SP 3.1.1. The study programme is approved by the formalized processes of the internal system. <i>The new study program will be approved in accordance with the Policy, Procedures, and Rules of Study Programs at the Catholic University in Ružomberok (VP-KU-130) and the Directive of the Dean of the Faculty of Education of the Catholic University of Ružomberok No. 1/2022 on the Creation, Modification and Approval of Study Programs at the Faculty of Education of the Catholic University in Ružomberok.</i> <i>At the faculty level, the proposed study program will be approved by the Quality Commission of the Faculty of Education of the Catholic University of Ružomberok. In the event of approval of the proposed study program, the accreditation documentation will be submitted to the Quality Management Committee of the Catholic University in Ružomberok and subsequently, after successful administrative control, submitted to the Quality Council of the Catholic University in Ružomberok.</i> SP 3.1.2. An independent, unbiased, objective, professionally sound, transparent and fair assessment of the proposal and approval of the study programme is guaranteed. The persons approving the study programme are different from the persons preparing the proposal of the study programme. <i>The process of approving the study program is regulated by the directive Policies, Procedures and Rules of Study Programs at CU. The Chairman of the Quality Commission of CU proposes the working committee with regard to the field of study to which the relevant study program is assigned. The working committee is responsible for assessing the study program. A person who has a conflict of interest in relation to the submitted application can not be a member of the working committee. Each member of the working committee must declare by his signature that there is no conflict of interest or possible bias.</i> SP 3.1.3. Students, employers, and other stakeholders are involved in the assessment of the design and approval of the study program. <i>As part of the composition of the working committee that assesses the relevant study program, it is guaranteed that at least one member of this committee is an expert from the given field of study to which the study program is assigned. This results from the directive Policy, Procedures and Rules of Study programs at CU.</i> <i>As part of the composition of the working committee that assesses the relevant study program, it is guaranteed that one of the members of this committee is a representative of employers and one is a representative of students, who are members of the Quality Commission of CU. One of the members of the working committee is a representative of another interested party (for example, an employer or a graduate) who is not a member of the Quality Commission of CU. This follows from the directive Policy, Procedures and Rules of Study Programs at CU.</i>	Politiky, postupy a pravidlá ŠP na KU Smernica dekana PF KU o vytváraní, úprave a schvaľovaní ŠP Evaluation report of the working committee of the Quality Commission of CU Decision of the Quality Commission of CU Politiky, postupy a pravidlá ŠP na KU

III. Self-assessment of Standard 4 – Student-centered learning, teaching, and assessment

SP 4.1. The rules, forms, and methods of teaching, learning, and students' assesment within the study programme enable the achievement of learning outcomes while respecting the diversity of students and their needs.

Self-assessment of compliance	References to evidence
SP 4.1.1. The rules, forms, and methods of teaching, learning, and students' assesment within the study programme enable the achievement of learning outcomes <i>The rules of teaching and evaluation of study results are defined in the Study Regulations of FE CU in accordance with the Study Regulations of CU. Forms and methods of teaching and assessment are given in the information letters of individual subjects.</i> SP 4.1.2. The rules, forms, and methods of teaching, learning, and evaluation of study results within the study programme respect the diversity of students and their needs in achieving the objectives and learning outcomes. <i>Diversity is ensured in accordance with the statute of CU also for students of different religions. Another proof of respect for the diversity of students and their needs is the comprehensive services of the Counseling Center of CU, which creates suitable conditions and has sufficient competence to work not only with students with special needs (university coordinator for students with special needs, faculty coordinator). The procedure and rules for the organization of studies of students with special</i>	Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie Information letters of subjects Poradenské centrum / Študent / Katolícka univerzita v Ružomberku

The ID of the procedure:

<i>needs are regulated by the Rector's Directive on the Support of Applicants for Studies and Students with Special Needs at the CU in Ružomberok.</i> <i>According to the written request of the student, dean of the faculty can approve an individual study plan, which allows the student to complete the enrolled subjects in a special regime in terms of study organization according to the possibilities of the student and the faculty. The individual study plan is usually compiled by the student in cooperation with the study adviser. The Dean may allow an individual study plan especially for a student with special needs, taking into account the extent of his / her specific needs.</i>	Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie https://www.ku.sk/images/dokumenty/smernica_rektora_o_podpore_uch%C3%A1dza%C4%8Dov_o_%C5%A1t%C3%BAdiu_a_%C5%A1tudentov_so_%C5%A1pecifick%C3%BDmi_potrebami_na_ku.pdf
--	---

SP 4.2. There is a flexibility in learning paths and in the achievement of learning outcomes. The study programme allows adequate education outside the university in domestic and foreign institutions, particularly through a mobility support. The results of this education are recognized by the institution.

Self-assessment of compliance

References to evidence

SP 4.2.1. <i>There is a flexibility in learning paths and in the achievement of learning outcomes.</i> <i>According to the Study Regulations of CU and Study Regulations of FE CU, Article 2, the student during the enrolment chooses which part of the obligations prescribed in the study program and set out in the recommended study plan he / she wants to complete in the given academic year. The student is responsible for the completeness of the enrolment, thus playing an active role in the learning process and his/her development.</i> <i>The student has the right to:</i> - create a study plan according to the rules of the study program, - while respecting the time and capacity limitations given by the study regulations or study program, choose the pace of study, the order of completed subjects while maintaining their prescribed continuity and choose a teacher for a subject taught by several teachers, - apply for studies at another university or abroad, as part of their studies, - change the study program within the same field of study or combination of study fields. <i>Study programs in both forms of study (full-time, part-time) can be carried out by the in person method, the distance method or the combined method.</i> <i>At the written request of the student and with the consent of the head of the department / departments in which the main person responsible for the implementation, development and quality assurance of the study program works, the dean may change the study method from in person to distance or combined method. This change can be allowed by the dean only in justified cases, such as: students - mothers with children under 3 years of age, top athletes, serious, especially health reasons.</i> <i>The specific teaching method is listed in the information letter of the subject.</i> <i>Evidence of completed study plans of students and related learning outcomes and records of the course of study of the student are registered in the academic information system AIS2 and at the Study department of FE CU.</i> SP 4.2.2. The study program enables corresponding education outside the university in domestic and foreign institutions, especially through the support of mobility. The results of this education are recognized by the university. <i>Students are provided with adequate education outside the CU in domestic and foreign institutions, especially through a mobility support. The procedures and rules of this education are regulated by the Student Mobility Rules and the Rector's Directive on the implementation of mobility within the Erasmus + KA 103 and KA107 programs.</i> Student Mobility Opportunities <i>Students enrolled in the study programme have the opportunity to participate in academic mobility or to gain equivalent experience through the following forms:</i> 1. Study Mobility Abroad • Semester Mobility: Study stay at a partner university for the duration of one semester (minimum of 3 months). • Annual Mobility: Study stay at a partner university for the duration of one academic year.	Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie Description of the study program – Structure and content of the study program https://www.ku.sk/medzinarodne-vztahy/erasmus-student-ka-131/ https://www.ku.sk/images/dokumenty/smernica_erasmus_ka_103_ka107.pdf https://www.ku.sk/medzinarodne-vztahy/medzinarodna-spolupraca/partnerske-univerzity-a-organizacie.html Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie
---	---

The ID of the procedure:

• Summer Schools and Intensive Courses: Short-term study programmes (minimum of 2 weeks) with international participation. 2. Practical Mobility • Internship at a Foreign Institution: Professional placement lasting a minimum of 2 months. • Research Stay: Participation in research projects at a partner institution (minimum of 1 month). • Work Placement: Practical professional activity in an international environment relevant to the study programme. 3. Alternative Forms of Mobility • Virtual Mobility: Online courses and projects involving international cooperation (minimum of 60 hours). • International Conferences and Seminars: Active participation involving presentation of the student's own research (with a minimum of two international conferences per semester). The PhD. study programme in Social Work (conducted in English) offers various opportunities for doctoral students to undertake international mobility. During the study phase of the doctoral programme, students may participate in long-term study mobility under the course KSP/Sc-PD117B/22 Foreign Study Stay (1–3 months) – 15 credits, or for research purposes under the course KSP/Sc-PD118B Foreign Research Stay (1–3 months) – 15 credits. The programme also supports short-term mobility schemes and other forms of international visits (e.g. internships, study visits, blended intensive programmes – BIP, summer schools) under the course KSP/Sc-PD119B Short-term Erasmus+ Mobility of Doctoral Student (5–30 days) – 3 credits. The results of education outside the CU in domestic and foreign institutions are recognized by the university. Completion of part of the study at another university is formally conditioned: by an application for exchange study, a study contract and a statement of study results. It is carried out in accordance with § 7 of the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic no. 614/2002 Coll. on the study credit system, as amended, and in accordance with the relevant internal regulations of the university. The student can ask the dean of FE CU for recognition of completed courses or transfer of credits and grades if the time that has passed since their completion is less than 5 years. Credits obtained for successful completion of the subject in bachelor's study cannot be recognized in the master's study. Recognition of education certificates issued by a university based outside the territory of the Slovak Republic is regulated by the Rector's Directive on the recognition of education certificates issued by foreign universities at the Catholic University in Ružomberok.	https://www.ku.sk/images/dokumenty/ku/dokumenty/vnutorne_predpisy/smernica_rektora_o_uzn%C3%A1van%C3%AD_dokladov_o_vzdelan%C3%AD_vydan%C3%BDch_zahrani%C4%8Dn%C3%BDmi_vysok%C3%BDmi_%C5%A1kolami_na_katol%C3%ADckej_univerzite.pdf
--	--

SP 4.3. The variety of forms and methods used in teaching, learning and assessing of learning outcomes stimulates students to take an active role in the process of learning and developing their academic careers. In higher education institutions, students are adequately, and in relation to the learning outcomes and level of the qualifications framework of the study programme, involved in research/artistic/other activities.

Self-assessment of compliance	References to evidence
SP 4.3.1. The variety of forms and methods used in teaching, learning and assessing of learning outcomes stimulates students to take an active role in the process of learning and developing their academic careers. According to the Study Regulations of CU and Study Regulations of FE CU, Article 2, the student during the enrolment chooses which part of the obligations prescribed in the study program and set out in the recommended study plan he / she wants to complete in the given academic year. The student is responsible for the completeness of the enrolment, thus playing an active role in the learning process and his/her development. The student has the right to: - create a study plan according to the rules of the study program, - while respecting the time and capacity limitations given by the study regulations or study program, choose the pace of study, the order of completed subjects while maintaining their prescribed continuity and choose a teacher for a subject taught by several teachers, - apply for studies at another university or abroad, as part of their studies, - participate in the establishment and activities of independent associations operating on academic grounds in accordance with the law, - to comment on the quality of teaching and teachers in the form of an anonymous questionnaire and to express their points of view freely, - change the study program within the same field of study or combination of study fields, - to be represented in the self-governing bodies of the university and FE CU, in student self-governing bodies and in The Student Council for Higher Education.	Information letters of subjects Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie

The ID of the procedure:

- address comments and proposals to the Student Council of CU and participate in its public meetings. Students' participation in exercises, seminars, excursions and professional practice prescribed by the given study program is mandatory. The evaluation of the student's study results within the subject is carried out mainly by continuous control during the teaching part of the study (control questions, written tests, tasks for individual work, term papers, papers, etc.), by examination for the given period of study or a combination of continuous control and an examination, which may be written or oral. The specific method and form of evaluation of the subject (continuous control, examination) is determined by the teacher in the information letter of the subject, which is available in the academic information system AIS. SP 4.3.2. In higher education institutions, students are adequately, and in relation to the learning outcomes and level of the qualifications framework of the study programme, involved in research/artistic/other activities. FE CU allows students at each of the three levels of education to participate in the creative activities of the university. Within the framework of the GAPF faculty grant system, students of bachelor's and master's study programs have the opportunity to participate, under the guidance of a pedagogical or scientific researcher, in solving scientific-research problems through grant activities. Participation in scientific and artistic activities (Student research and professional activities - SRPA, Student artistic activities - SAA), participation in conferences, seminars and mobility for the purpose of data collection or study of literature necessary for solving scientific research tasks is supported. University teachers stimulate, through the used forms and methods of teaching, learning and evaluation of learning outcomes, to accept the active role of students in the learning process and the development of academic careers. Such stimulation can be carried out mainly in the form of individual or group seminar works, in the form of implementation of professional internships, in the form of voluntary activities of students, in the form of involvement in projects, in the form of publishing activities, in the form of involvement in SRPA and SAA, or in other suitable forms. FE CU has a supporting material and technical background for the performance of students' creative activities, e.g. number of computer classrooms, multimedia classrooms for graphics and difficult computer operations, a laboratory for optocommunication information systems, a laboratory for neural networks and artificial intelligence, biological-chemical laboratory and microscope practice room, specialized classrooms for drama education with a stage, concert halls and studios (crafts and design, intermedia creation, area and spatial art disciplines). Through the development project a Socio-pedagogical research laboratory was created, which is permanently used for research activities of students and doctoral students (Software TAP and Atlas.ti. are used to organize, analyze and process quantitative, qualitative data and allows processing and sorting of data for the needs of realized researches by pedagogues and students of FE CU in Ružomberok) as well as for the purposes of creating final theses of students.	https://www.ku.sk/app/cmsFile.php?ID=3047&disposition=i https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0
SP 4.4. Within the study programme a sense of autonomy, independence, and self-evaluation is reinforced, while providing adequate guidance and support by teachers based on mutual respect. <i>Self-assessment of compliance</i> SP 4.4.1. Within the study programme a sense of autonomy, independence, and self-evaluation is reinforced. The student's study plan determines the time and content consecutiveness of subjects and the forms of evaluation of study results. Except the form of evaluation of study results, the student compiles the study plan within the specified rules and in accordance with the study regulations of the faculty by himself/herself (or in cooperation with the study adviser). The student has the right to propose his/her own topic of the final thesis and supervisor of the final thesis, which supports the student's autonomy in achieving the learning outcomes. Feedback from the student is obtained annually on the basis of anonymous evaluation of the quality of teaching. Students know their own educational goals and learning outcomes, which are defined in the information letter of each subject. Within the study programme a sense of autonomy, independence, and self-evaluation is reinforced. The emphasis on the student's autonomy, independence and self-evaluation is clearly defined in the relevant information letters, in the form of appropriate content, appropriate forms and methods of teaching. SP 4.4.2. Students are provided with adequate guidance and support by teachers based on mutual respect. FE CU has a system of study advisers, the aim of which is to support the university study system, help students to orientate themselves correctly and choose subjects with regard to the student's own study plan, his/her interest orientation and the real situation on the labor market. Its aim is also to help	<i>References to evidence</i> Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie Directive on Teaching Quality Assessment https://www.ku.sk/images/dokumenty/pf/dokumenty/uradna_nastenka/vnutorne_predpisy/studium/smernica_o_hodnoten_i_final.pdf Study advisor 2024/2025

The ID of the procedure:

students with their difficulties during their studies, communication difficulties with the environment and also performs counseling function in student mobility, or intermediary function in research, hobby and other activities. The study adviser is usually appointed for a specific year of study, study program or field of study and is listed in the Study Information at FE CU. According to the written request of the student, dean of the faculty can approve an individual study plan, which allows the student to complete the enrolled subjects in a special regime in terms of study organization according to the possibilities of the student and the faculty. The individual study plan is usually compiled by the student in cooperation with the study adviser. The Dean may allow an individual study plan especially for a student with special needs, taking into account the extent of his / her specific needs. At the beginning of the semester, each teacher must determine consultation hours for the subject he / she provides in the given semester. They serve to effectively supplement the curriculum and possibly answer other questions related to the topic of the subject.	https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=11544&cmsDataID=0 Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie
---	---

SP 4.5. The study programme is delivered in a way that reinforces the internal motivation of students to continuously improve leading to the observance of principles of the academic ethics or professional ethics in the case of a professionally oriented bachelor's degree programme.

Self-assessment of compliance	References to evidence
SP 4.5.1. The study program is implemented in a manner that strengthens students' internal motivation to continuously improve, leading to adherence to the principles of academic ethics or professional ethics, if it is a professionally oriented bachelor's study program. <i>Proof of the application of student motivation procedures is the Scholarship Regulations of CU (motivational scholarships for excellent grades, dean's and rector's awards). Students are also led to participate in various competitions, seminars and conferences. Every year, the most active students join SRPA or SAA.</i> <i>Students have the opportunity to participate in activities of the faculty, in activities of partner institutions, in activities of local or regional governments and other suitable activities in order to fulfill the mission of CU and active study leading to better applicability.</i> <i>Students are supported by teachers in their own initiatives leading to the improvement of their knowledge, skills and competences.</i> <i>Students are guided to the principles of academic ethics. They are acquainted with unethical behavior and its consequences (plagiarism) at the Seminar for the final thesis.</i> <i>Regulations for observance of the principles of academic ethics are defined in the valid Ethics Code of CU. The identification of risks of unethical behavior will be ensured by the activity of the Ethics Committee.</i>	https://www.ku.sk/images/dokumenty/%C5%A1tipendijn%C3%BD_poriadok_ku_na_zverejnenie.pdf List of motivational scholarships Records of students' involvement in faculty / university activities - Annual reports of departments Ethical Code https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10746&cmsDataID=0 Politiky, postupy a pravidlá ŠP na KU https://www.ku.sk/images/dokumenty/disciplinarny_poriadok_ku_pre_studentov.pdf

SP 4.6. The study programme has prescribed rules, criteria, and methods for the assessment of learning outcomes in the study programme that are available to the public in advance. The assessment results must be recorded, documented, and archived.

Self-assessment of compliance	References to evidence
SP 4.6.1. The study programme has prescribed rules, criteria, and methods for the assessment of learning outcomes in the study programme that are available to the public in advance. <i>The specific method and form of evaluation of the subject (continuous control, examination) is determined by the teacher in the information letter of the subject, which is available in the academic information system AIS2KU. Completion of the course is awarded with a grade. The grade expresses the quality of acquired knowledge or skills in accordance with the objective of the subject stated in the information letter of the subject. Grading is carried out on the basis of the overall percentage success of the student in all forms of evaluation of study results, while for successful completion of the course, a result of at least 60% must be achieved. To evaluate the study results, a scale is used at CU, which consists of six classification levels (more in Study Regulations art. 11).</i> <i>In justified cases, especially when the student has last date of examination available (after re-enrollment of an unsuccessfully completed course), the student and the examining teacher have the right to request the dean of FE CU for a commission examination. Members of the commission, which</i>	Information letter of subjects Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie

The ID of the procedure:

<i>has at least 4 members, are appointed by the dean of FE CU on the proposal of the head of the department that provides the subject. Member of the commission are originally an examining teacher and one of the vice-deans of FE CU. The date of the exam will be determined by the dean of the relevant faculty. It is recommended that one member of the commission is from another educational institution or a expert in the field. The participation of the supervisor of the final thesis and its opponent in the state examination is recommended, but it is not a necessary condition for taking the examination (Article 9 of the Dean's Directive on Completion of Studies).</i> SP 4.6.2. The assessment results must be recorded, documented, and archived. <i>The recording, documentation and archiving of CU documentation, including the assessment results, is regulated by the CU Registry Plan. Registry Plan is an annex to the Registry Rules and serves for efficient and systematic storage of files of applicants, students and graduates (list of completed subjects, records and results of state exams as well as signatures of members of the state commission). Specifies the file storage and archiving deadlines. The Registry plan, its parts and annexes are prepared by the CU registry administrator in cooperation with the heads of organizational units or authorized employees.</i>	<i>Directive on the requirements of qualification works</i> https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10353&cmsDataID=0 Registraturny-poriadok-KU-2020-RDSSzmena-ucinnosti.pdf http://www.ku.sk/images/dokumenty/ku/dokumenty/registraturny_pln_ku.pdf
SP 4.7. Assessment methods and criteria are known in advance and accessible to students, they are included in the different parts/subjects/modules of the programme, and they are suitable for a fair, consistent, transparent verification of acquired knowledge, skills, and competencies. <i>Self-assessment of compliance</i> SP 4.7.1. Assessment methods and criteria are included in individual parts/subjects/modules of the program and are known and accessible to students in advance. <i>The study plan determines the time and content consecutiveness of subjects and determines the forms of evaluation of study results. The study plan, in addition to the form of evaluation of study results, is compiled by the student himself/herself or with the help of the study adviser from the offer of study program subjects so that he/she meets the rules given by the study program and the rules of these study regulations during enrolment.</i> <i>The student during the enrolment chooses which part of the obligations prescribed in the study program and set out in the recommended study plan he / she wants to complete in the given academic year, so that after fulfilling the required conditions he/she can advance to the next part of the study or complete the study. The student is responsible for the completeness of the enrolment. Before the beginning of the semester, students in AIS must confirm that they have read the information letters of the subjects and are therefore acquainted in advance with the content of the subject, the conditions of completion and assessment.</i> <i>The evaluation of the student's study results within the subject is carried out mainly by continuous control during the teaching part of the study (control questions, written tests, tasks for individual work, term papers, papers, etc.), by examination for the given period of study or a combination of continuous control and an examination. The number of exams per semester and per year of study is determined in the recommended study plan. The exact dates of examinationst, time and place of examinations must be published in the academic information system no later than one week before the beginning of the examination period in the relevant semester. Examination dates must be in a reasonable number and variance (minimum three dates, one at the beginning, one in the middle and one at the end of the exam period). Examination dates can be published only through academic information system. Students register for the exam date only through the academic information system.</i> <i>The examining teacher is obliged to register the examination results into the academic information system within five working days after the examination. The specific method and form of evaluation of the subject (continuous control, examination) is determined by the teacher in the information letter of the subject, which is available in the academic information system AIS2KU. The evaluation of study results in individual subjects must be completed within five working days from the last day of the examination period of the relevant semester. Completion of the subject is awarded with a grade. The grade expresses the quality of acquired knowledge or skills in accordance with the objective of the subject stated in the information letter of the subject. Grading is carried out on the basis of the overall percentage success of the student in all forms of evaluation of study results, while for successful completion of the course, a result of at least 60% must be achieved. To evaluate the study results, a scale is used at CU, which consists of six classification levels (more in Study Regulations art. 11).</i> <i>Compulsory subject enrolled in a given academic year and completed unsuccessfully, ie. three graded FX or not completed at all, the student must enroll again during his / her studies, in the following academic year. If the student does not complete the subject in the following academic year, ie. three graded FX or not completed at all, he / she will be excluded from the study for non-compliance with the requirements arising from the study program and the Study Rules of the FE CU.</i> SP 4.7.2. Assessment methods and criteria are suitable for fair, consistent, transparent verification of acquired knowledge, skills and competencies.	<i>References to evidence</i> Information letters of subjects <i>Study regulations of CU</i> https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 <i>Appendix No. 1 of the Study Regulations of FE CU</i> Riadenie dokumentácie Information letters of subjects <i>Study regulations of CU</i> https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0

The ID of the procedure:

<i>The evaluation of the student's study results within the subject is carried out mainly by examination for the given period of study or a combination of continuous control and examination. The number of exams per semester and per year of study is determined in the recommended study plan. The specific method and form of evaluation of the subject (continuous control, examination) is determined by the teacher in the information letter of the subject, which is available in the academic information system AIS2KU.</i> <i>The unified valid internal legal norm (Study Regulations of FE CU) guarantees consistency and fairness, also the same approach of evaluation of all students is applied according to clearly predetermined rules. Students with special needs are required to have the same study performance, only the conditions for achieving this performance are adjusted with regard to their specific needs. Modification of study conditions is usually understood as such modifications that relate to the way in which the student performs study tasks and presents the results of his / her work (changes in output formats and in the presentation of study results). Modifications of study conditions also concern the time schedule within which they complete them (extended time during exams, postponed deadlines for completion of study tasks).</i> <i>The public access and transparency of the CU towards the interested parties with regard to the evaluation procedures is ensured by the publication of all the above-mentioned documents and internal regulations on the websites of the university and its faculties and also in the academic information system.</i> <i>If students believe that the evaluation was unfair, non-transparent and inconsistent by the teacher, they can contact the head of the department, the vice-dean for education or the dean of the faculty, with the possibility of reviewing the evaluation.</i>	Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie Information letters of subjects Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie
---	---

SP 4.8. The assessment provides students with a reliable feedback on the degree of fulfillment of learning outcomes, where appropriate with advice on learning progression.

Self-assessment of compliance	References to evidence
SP 4.8.1. Assessment provides students with reliable feedback to determine the degree of achievement of learning outcomes, which is linked to guidance on progress in their studies, if necessary. <i>The examining teacher is obliged to register the examination results into the academic information system within five working days after the examination. The specific method and form of evaluation of the subject (continuous control, examination) is determined by the teacher in the information letter of the subject, which is available in the academic information system. The evaluation of study results in individual subjects must be completed within five working days from the last day of the examination period of the relevant semester. If interested, students have the opportunity to use the consultation hours of teachers in order to obtain deeper feedback in relation to the degree of fulfillment of learning outcomes.</i> <i>Completion of the subject is awarded with a grade. The grade expresses the quality of acquired knowledge or skills in accordance with the objective of the subject stated in the information letter of the subject.</i> <i>Each teacher keeps an Oral Exam Report for each student, on the basis of which he / she can evaluate the degree of fulfillment of learning outcomes and provide students with reliable feedback.</i> <i>In accordance with the Study Regulations of FE CU, the faculty has a system of study advisers, the aim of which is to support the university study system, help students to orientate themselves correctly and choose subjects with regard to the student's own study plan, his/her interest orientation and the real situation on the labor market. Its aim is also to help students with their difficulties during their studies, communication difficulties with the environment and also performs counseling function in student mobility, or intermediary function in research, hobby and other activities. The study adviser is usually appointed for a specific year of study, study program or field of study.</i> <i>In the case that the feedback shows problematic progress in the study of a particular student, the faculty will ensure the provision of effective support in the progress of students. It is done on the basis of an internal initiative from the faculty employee or even on the initiative of the student himself. On the basis of the initiative, the Vice-Dean for Education of the relevant faculty may propose a working committee to investigate and prepare measures for a specific case. The committee is appointed by the dean of the relevant faculty. The committee consists of:</i> a) guarantee of the study program, b) head of the relevant department,	Information letters of subjects Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie Oral Exam Report Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie https://www.ku.sk/app/cmsFile.php?ID=4418&disposition=i Counseling Centre

The ID of the procedure:

c) representative of the Counseling Centre of CU, d) teachers of subjects, where there has been a problematic progress in the study of a particular student, e) year leader (if appointed). The main task of the committee is to investigate the main sources of problems in the student's progress in the study, to identify his needs and to provide effective support in the progress of the study. The committee must elaborate a record of the investigation, including the measures taken. This record is archived in the student's folder at the relevant study department. In the academic year 2020/2021 and in the relevant study program Social Work, we did not have a single student at the Department of Social Work, when we had to use counseling mechanisms in the field of study progress.	Poradenké centrum / Študent / Katolícka univerzita v Ružomberku Study advisor 2024/2025 https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=11544&cmsDataID=0 Politiky, postupy a pravidlá ŠP na KU
---	--

SP 4.9. If circumstances allow, the assessment of students in the study programme is carried out by several teachers.

Self-assessment of compliance	References to evidence
SP 4.9.1. If circumstances allow the assessment of students in the study programme is carried out by several teachers. Neither the Study Regulations of FE CU nor the academic information system exclude the possibility of evaluating the study results of the subject by several teachers. The person responsible for the implementation, development and quality assurance of the study program and the head of the department are responsible for the personal constitution of the subject, and also more teachers can teach and evaluate the same subject. The information system allows to record several lecturers and examiners for one subject. Within the study program Social Work, the competent substitution of each evaluation is ensured. In accordance to the Study Regulations of FE CU, students have the right to choose a teacher for subject taught by several teachers.	Information letters of subjects Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie

SP 4.10. Students can appeal against their assessment results; a fair handling of the appeal is guaranteed.

Self-assessment of compliance	References to evidence
SP 4.10.1 Students can appeal against their assessment results; a fair handling of the appeal is guaranteed. Students can appeal against their assessment results in accordance with the possibilities stated in the Study Regulations of FE CU, which are in accordance with the Study Regulations of CU (Articles 10 and 11). Each student has the right for one regular and two resit exams dates in each subject. Subject enrolled in a given academic year and completed unsuccessfully, ie. three graded FX or not completed at all, the student must enrol this subject again during his / her studies, in the following academic year. In case of repeated enrolment of an unsuccessfully completed subject, the student has also right for one regular and two resit exams dates. In reasonable cases, especially if the student has only the final date of the exam left (after re-enrolment of the unsuccessfully completed subject), the student or examining teacher has the right to submit a written request to the dean of a relevant faculty for a commission exam within five working days after the regular date of examination, but no later than one week before the end of examination period of the semester. Members of the commission, which has at least 4 members, are appointed by the dean of the relevant faculty on the proposal of the head of the department. The examining teacher is also a member of the commission together with one vice-dean of FE CU.	Information letters of subjects Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie

IV. Self-assessment of Standard 5 – Student admission, progression, recognition, and certification

SP 5.1. The study programme is delivered by pre-defined and easily accessible rules of study at all stages of the study cycle, e.g. student admission, progression and assessment, recognition of education, certification, awarding of a diploma, and other evidence of formal qualifications. The specificities arising from the specific needs of students are taken into account.

Self-assessment of compliance	References to evidence
SP 5.1.1. The study program is implemented according to pre-defined and publicly easily accessible study rules in all phases of the study cycle, which are the admission procedure, the course and assessment of studies, recognition of education, completion of studies, awarding of a degree and issuing of a diploma and other documents of acquired education.	Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU

The ID of the procedure:

The rules of study in all phases of the study cycle are defined in the Study Regulations of CU and the Study Regulations of FE CU and in the Dean's Directive on Completion of Studies, which are publicly available - published on the official board of the FE CU website. The conditions of the admission procedure are published on the FE CU website in the "Admission Procedure" section. The planned number of admitted students in individual study programs of FE CU is published within the deadlines set by the Higher Education Act in the Conditions of Admission Procedure in all levels and forms of study programs, which are approved by the Academic Senate of FE CU before publication. Records of the progress, completion of individual phases and completion of studies of the study program, records of study interruptions are registered by the Study Department of FE CU in the student files and study results are recorded in the academic system AIS2 KU. The criteria for advancement to the next part of the study are regulated by the Study Regulations of FE CU. The following criteria are taken into account when determining the number of admitted students (capacity) for a specific SP: - the content and scope of the study program, - stakeholder requirements, - employability of graduates on the labour market, - accommodation capacities, - financial sources needed to cover the education of a given number of students, - personnel sources needed to cover the education of a given number of students, - spatial sources needed to cover the education of a given number of students, - material sources needed to cover the education of a given number of students, - technical sources needed to cover the education of a given number of students, - progress of students based on past data, - if its calculation of capacity of a new SP, the results of the evaluation of similar SPs shall also be taken into account. SP 5.1.2. The specificities arising from the specific needs of students are taken into account. CU provides support services to applicants and students with special needs through the Counseling Centre of CU. It creates suitable conditions and has sufficient competence to work with students with special needs. The offer of the Counseling Centre is published on the CU website in the Student Services tab. The published and publicly available Conditions of the Admission Procedure state that applicants who require specific conditions for health reasons shall inform the faculty in writing when submitting their application. The further procedure and rules for the organization of studies of students with special needs are regulated by the Rector's Directive on the Support of Applicants and Students with Special Needs at CU in Ružomberok. Records of the identification and organization of studies of students with special needs are kept by the Consulting Centre of CU and the Study Department of FE CU.	Riadenie dokumentácie https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10353&cmsDataID=0 Prijímacie konanie Uchádzač Pedagogická fakulta Katolíckej univerzity v Ružomberku Directive on the requirements of qualification works https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10353&cmsDataID=0 Politiky, postupy a pravidlá ŠP na KU Poradenské centrum Študent Katolícka univerzita v Ružomberku http://www.ku.sk/images/dokumenty/smernica_rektora_o_odpore_uch%C3%A1dza%C4%8Dov_o_%C5%A1t%C3%BAdium_a_%C5%A1tudentov_so_%C5%A1pecifick%C3%BDmi_potrebami_na_ku.pdf
---	---

SP 5.2. The study programme specifies the requirements for applicants and the selection process, the requirements correspond to the level of the qualifications framework. The admission procedure is reliable, fair, and transparent. The criteria and requirements for applicants are published in advance and easily accessible. The admission procedure is inclusive and ensures equal opportunities for every applicant demonstrating feasibility for completion. The selection process of applicants is based on appropriate methods of assessing their eligibility for the study.

Self-assessment of compliance

SP 5.2.1. The study program specifies the requirements for applicants and the selection process, the requirements correspond to the level of the qualifications framework.

Requirements for the applicant are stated in the Description of the study program - Required skills and prerequisites of the applicant for the study program.

The basic condition for admission to the doctoral study program Social Work is the completion of the study program of second degree or the study program according to § 56 section 4. The applicant should have the personal prerequisites for successful completion of the third degree study. The applicant should be able to work individually with professional literature and electronic resources, to analyze acquired information and critically evaluate them. Applicants are expected to have a general social overview.

The applicant should meet the following criteria:

- completion of the same or a related master's degree program,
- a commitment to respect the Catholic spirit of the university and faculty,

References to evidence

Description of the study program - Required skills and prerequisites of the applicant for the study program

[Prijímacie konanie | Uchádzač | Pedagogická fakulta Katolíckej univerzity v Ružomberku](#)

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

The ID of the procedure:

• active participation in admission interview, • successful completion of the entrance examination, which includes a test in English language at the B2 level and the defence of the proposed dissertation project. The content of the admission interview is to determine the prerequisites for independent scientific work. The applicant submits and defends a written proposal of the dissertation thesis containing: justification of the choice of topic, goal, methods, terminological skills in the field, a brief description of the state of research of the thesis and basic research questions that he/she would like to solve. The commission also takes into account the scope and quality of the applicant's professional publishing activities and the results of his other professional activities. The admission interview is conducted in English. The conditions of the admission procedure are published on the FE CU website in the "Admission Procedure" section. SP 5.2.4. The admissions process is reliable, fair and transparent and based on appropriate methods of assessing their suitability for study. The procedures, criteria and methods of the admission procedure in the study program are determined by the Study Regulations of FE CU (Article 6 Admission Procedure). The commission for motivational interviews and talent exams is appointed by the dean of FE CU. The published conditions of the admission procedure guarantee the same selection criteria, the results of the admission procedure are published on the FE CU website in the section "Admission Procedure." The published Conditions of the Admission Procedure ensure public access to the conditions, criteria, methods and procedures for the admission and selection of candidates, as the conditions set out the rules for creating the ranking of candidates based on the results of motivational interviews, talent exams. The final result is decisive for the placement of the candidate in order to be successful at the admission procedure. If a larger number of applicants meet the conditions for admission to the given study program, the applicants who have demonstrated the highest degree of ability to study according to the conditions of admission to study will be admitted. The content of the admission interview is to determine the prerequisites for independent scientific work. The content of the admission interview is to determine the prerequisites for independent scientific work. The applicant submits and defends a written proposal of the dissertation thesis containing: justification of the choice of topic, goal, methods, terminological skills in the field, a brief description of the state of research of the thesis and basic research questions that he/she would like to solve. The commission also takes into account the scope and quality of the applicant's professional publishing activities and the results of his other professional activities. The interview also includes communication in the world language that the candidate chooses. If the candidate for the doctoral study meets the listed conditions, the dean will invite him to the admission interview at least 14 days before the date of the interview, informing the applicant of the content of the admission interview. A copy of the invitation is part of the candidate's personal file. The admission interview takes place at the study workplace in front of at least a five-member admissions committee, which is appointed by the dean of the faculty on the proposal of the relevant expert commission. The commission consists of a chairman and at least two members in the positions of professor or associate professor in the given field of study and one member who examines a foreign language. The other members of the commission are usually experienced experts from the relevant sector of economy or social practice or representatives of employers. In the case of an applicant's admission procedure on a topic provided by an external educational institution, a member of the admission commission is also a representative of the external educational institution. The admissions commission for doctoral studies evaluates the result of the admission examination in a closed session. If more than one candidate has applied for one topic and the nature of the topic precludes it from being addressed by more than one candidate, their order will be determined according to the success of the admission examination. In determining the order, the admissions commission also takes into account the scope 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 works, competitions or exhibitions of students' artwork, etc.). The results together with the applicant's numerical code will be published on the faculty's website no later than the day following the admission exam. The minutes of the admission interview and proposals for the admission of successful doctoral applicants are submitted to the dean of the faculty by the admissions commission. The dean, on the proposal of the admissions commission, decides on the admission or non-admission of the candidate within 30 days of the admission interview. An applicant who has received a decision on non-admission to doctoral studies may, within eight days from the date of delivery of the decision on the result of the admission procedure, submit a request to the dean of the faculty for review of this decision. The decision on non-admission is delivered in a form of registered letter to the addressee only.	Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie Prijímacie konanie / Uchádzač / Pedagogická fakulta Katolíckej univerzity v&nbsp;Ružomberku Description of the study program - Required skills and prerequisites of the applicant for the study program Study advisor 2024/2025 https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=11544&cmsDataID=0 Prijímacie konanie / Uchádzač / Pedagogická fakulta Katolíckej univerzity v&nbsp;Ružomberku Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie
--	--

The ID of the procedure:

• Applicants for study at FE CU commit to respect the Catholic spirit of the university and faculty, • Applicants will not be subject to any discriminatory criteria - based on age, nationality, gender, political or religious beliefs, • The faculty will provide cooperation in the administration of students with special needs through the Counseling Center of CU, the study department and the coordinator for work with students with special needs. SP 5.2.2. The criteria and requirements for applicants are published in advance and easily accessible. The criteria and requirements for applicants are set out in the Conditions of the Admission Procedure, which are published within the deadlines set by the Higher Education Act. They are easily accessible and published on the FE CU website in the "Admission Procedure" section. Every year, CU organizes an Open Day, distributes promotional materials to secondary schools and participates in discussions to promote its offer at secondary schools, and participates in Higher Education Exhibitions. Promotion of study programs through students, graduates, educational counselors, career counselors and social media and other mass media such as newspapers, magazines, television (TV Lux). In addition, the relevant criteria and requirements for candidates can be further presented through the Public Relations Department. FE CU also participates in the exhibition Kam na vysokú, which takes place in several cities in Slovakia. FE CU has its own stand there, where it provides information and information materials to those interested in studying, the faculty is also presented with a short presentation. FE CU publishes criteria and requirements for applicants in accordance with the Study Regulations of FE CU. The content of the notification is: the date of submission of applications, conditions of admission to study, the date and method of verification of their fulfillment, the planned number of admitted applicants for the relevant study program. If the verification of study skills includes an entrance examination, the content of the notification shall also include information on the form and general content of the entrance examination, as well as information on the method of evaluating the results of the entrance examination. SP 5.2.5. The admission procedure is inclusive and ensures equal opportunities for every applicant demonstrating feasibility for completion. FE CU ensures equal opportunities for admission for each applicant who meets the requirements, taking into account the capacity of the relevant study program. All applicants have access to the same information about the conditions of admission, which is publicly available and published on the faculty website in Admission Procedure section. After admission, FE CU organizes introductory meetings with the necessary information for students, FE CU has study advisors in each study program. CU has established a Counseling Centre, which provides its students and graduates with comprehensive counseling, assistance and support in various life situations. The professional team of Counseling Center offers career counseling, psychological counseling, provides and mediates social and legal counseling. The Counseling Centre is also a support workplace for students with special needs and for parents with children. The Counseling Centre also cooperates with the J. Vojtaššák University Pastoral Center. The services also include an SOS psychological help line and general distance counseling.	Prijímacie konanie Uchádzač Pedagogická fakulta Katolíckej univerzity v Ružomberku http://www.ku.sk/images/dokumenty/smernica_rektora_o_odpore_uch%C3%A1dza%C4%8Dov_o_%C5%A1t%C3%BAdium_a_%C5%A1tudentov_so_%C5%A1pecifick%C3%BDmi_potrebami_na_ku.pdf Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie
SP 5.3. The rules for the delivery of the study programme regulate and facilitate the recognition of the study and parts of the study by the Convention on the Recognition of Qualifications concerning Higher Education in the European Region so that domestic and foreign student mobility is promoted. <i>Self-assessment of compliance</i> SP 5.3.1. The rules for the delivery of the study programme regulate and facilitate the recognition of the study and parts of the study by the Convention on the Recognition of Qualifications concerning Higher Education in the European Region so that domestic and foreign student mobility is promoted. The published conditions of the admission procedure determine the type of documents required for admission in a given study program. In the case of the second and third level of higher education, the procedure for the recognition of documents is set out in the Rector's Directive on the Recognition of Education Certificates Issued by Foreign Universities at the Catholic University in Ružomberok. The conditions for the recognition of studies or parts of studies acquired at another university are regulated by Article 12 of the Study Regulations of the CU and the Rector's Directive on the Recognition of Educational Certificates Issued by Foreign Universities.	References to evidence https://www.ku.sk/images/dokumenty/ku/dokumenty/vnutorne_predpisy/smernica_rektora_o_uzn%C3%A1van%C3%ADokladov_o_vzdelan%C3%ADv%C3%BDch_zahrani%C4%8Dn%C3%BDmi_vysok%C3%BDmi_%C5%A1kolami_na_katol%C3%ADckej_univerzite.pdf https://www.ku.sk/images/dokumenty/smernica_erasmus_katol_103_katol.pdf

The ID of the procedure:

<i>Records on the recognition of qualifications do not apply to FE CU, we do not carry out regulated professions. Records of foreign student mobility are recorded by the departments for foreign relations and mobility at faculties and universities. Necessary forms are published on the website.</i>	Erasmus+ študent (KA 131) Medzinárodné vzťahy Katolícka univerzita v Ružomberku
---	---

SP 5.4. Effective use of tools ensuring *scientific integrity*, prevention and dealing with plagiarism and other *academic fraud* is guaranteed in the delivery of the study programme.

<i>Self-assessment of compliance</i>	<i>References to evidence</i>
SP 5.4.1. Effective use of tools ensuring <i>scientific integrity</i>, prevention and dealing with plagiarism and other <i>academic fraud</i> is guaranteed in the delivery of the study programme. <i>Students have a compulsory subject Seminar for the final thesis in bachelor's and master's studies, where students get acquainted with the ethics of writing the final thesis, examples of plagiarism and other academic frauds.</i> <i>Another proof is the Dean's Directive on the Completion of Studies, which deals with the violation of research integrity, plagiarism in the case of final theses. Other academic frauds are addressed by the Study Regulations of FE CU and CU and the consequences are addressed by the Disciplinary Code of CU for students.</i> <i>In the academic year 2020/2021, not a single case of plagiarism occurred at the doctoral level.</i>	Dean's directive on the requirements for qualification work and graduation at the FE CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10353&cmsDataID=0 Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie https://www.ku.sk/app/cmsFile.php?ID=4418&disposition=i https://www.ku.sk/images/dokumenty/disciplinarny_poriadok_ku_pre_studentov.pdf

SP 5.5. Students of the study programme have effective mechanisms for examining incentives seeking protection of their rights or legally protected interests, which they believe have been violated. Students can also point to specific deficiencies in the activity or inactivity of the higher education institution. The examination of incentives is transparent and takes place with the participation of student representatives. The complainants are provided with feedback on the results of their examination and the measures taken.

<i>Self-assessment of compliance</i>	<i>References to evidence</i>
SP 5.5.1. Students of the study program have at their disposal effective mechanisms for reviewing complaints, through which they seek protection of their rights or legally protected interests, which they believe have been violated, or point out specific shortcomings in the activities or inaction of the higher education institution. The review of complaints is transparent and is carried out with the participation of student representatives. The submitters of complaints are provided with feedback on the results of the review of complaints and on the measures taken. <i>The processes for examining incentives and complaints are set out in the Rector's Directive on Complaints 19/2017, which is only available on the intranet (collection, registration and outcome of the examination). The registration takes place at the CU Rectorate.</i> <i>Procedures for submitting complaints by students are regulated by the Study Regulations of CU, Article 8, point m).</i> <i>Students of the study programme have effective mechanisms for examining incentives seeking protection of their rights or legally protected interests, which they believe have been violated. Students can also point to specific deficiencies in the activity or inactivity of the CU. Students can submit these incentives in several ways:</i> <i>through anonymous mailboxes at CU,</i> <i>via social networks,</i> <i>by filing a formal complaint,</i> <i>through student representatives in university bodies or faculty bodies,</i> <i>via annual anonymous questionnaire on the quality of teaching.</i> <i>The overall process of submitting and examining complaints with regard to compliance with the SP 5.5.1 criteria is contained in the Policies, Procedures and Rules of Study Programs at CU.</i> <i>In the academic year 2020/2021, we did not have any such incentives at the Department of Social Work.</i> <i>Students of the study programme have effective mechanisms for examining incentives seeking protection of their rights or legally protected interests, which they believe have been violated.</i>	Rector's Directive on Complaints 19/2017 https://intranet.ku.sk/wp-content/uploads/2019/Archiv-smernic/2017/VP-19_2017-Smernica-o-%C5%A5a%C5%BEnostiach.pdf Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie https://www.ku.sk/app/cmsFile.php?ID=3047&disposition=i Book of incentives Book of complaints

The ID of the procedure:

<i>Students can also point to specific deficiencies in the activity or inactivity of the CU. These mechanisms are regulated by the Rector's Directive on Complaints.</i> <i>The examination of incentives is transparent and meets the following requirements:</i> <i>the examination of incentives must take place with the participation of student representatives,</i> <i>the complainant must be informed of the result of the examination within 30 days of the submission of the complaint, if it is not an anonymous submission. The result of the examination must also include the measures taken.</i> <i>The overall process of submitting and examining complaints with regard to compliance with the SP 5.5.2 criteria is contained in the Policies, Procedures and Rules of Study Programs at CU.</i> <i>The procedures are regulated by the Rector's Directive on Complaints, a responsible person is appointed who registers requests (complaints) and informs the complainant within the set time limit, if the complaint not anonymous.</i> <i>The overall process of submitting and examining complaints with regard to compliance with the SP 5.5.3 criteria is contained in the Policies, Procedures and Rules of Study Programs at CU.</i>	Politiky, postupy a pravidlá ŠP na KU Rector's Directive on Complaints 19/2017 https://intranet.ku.sk/wp-content/uploads/2019/Archiv-smernic/2017/VP-19_2017-Smernica-os%C5%A5a%C5%BEnostiach.pdf Politiky, postupy a pravidlá ŠP na KU
--	---

SP 5.6. The successful completion of the study programme is confirmed by the institution by the award of an academic title, by the issuance of a university diploma, and by the issuance of further documentation (diploma supplement) explaining the qualifications obtained. These documents comply with applicable regulations.

<i>Self-assessment of compliance</i> SP 5.6.1. <i>The successful completion of the study programme is confirmed by the institution by the award of an academic title, by the issuance of a university diploma, and by the issuance of further documentation (diploma supplement) explaining the qualifications obtained. These documents comply with applicable regulations.</i> <i>Students who have successfully completed the study program are awarded the appropriate academic degree. At the same time, the following documents are issued to them:</i> <i>university diploma,</i> <i>state examination certificate,</i> <i>diploma supplement.</i> <i>General conditions and rules for graduation and the requirements for the issue and characteristics of these documents are published in the Study Regulations of FE CU and the Dean's Directive on Completion of Studies at FE CU.</i> <i>The specific conditions for a given study program are determined by the study plan and information letters available in the AIS2KU academic information system. Records of the state examination are in AIS and in the student's file in the study department. Documents and templates are defined in the CU design manual.</i>	<i>References to evidence</i> Study regulations of CU https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10008&cmsDataID=0 Appendix No. 1 of the Study Regulations of FE CU Riadenie dokumentácie Directive on the requirements of qualification works https://www.ku.sk/app/cmsSiteBoxAttachment.php?ID=10353&cmsDataID=0 https://www.ku.sk/images/dokumenty/ku/dokumenty/10_diplomy.pdf Information letters of subjects
---	---

V. Self-assessment Standard 6 – Teaching staff

SP 6.1. The institution has sufficient teaching staff with the required qualification, workload allocation, research/artistic/other activities, practical skills, teaching skills, and transferable competencies that enable them to achieve learning outcomes, and whose language competencies correspond to the language requirements of the study programme.

<i>Self-assessment of compliance</i> SP 6.1.1. <i>The university guarantees teachers for the study program whose qualifications, level of creative activity results, practical experience, pedagogical skills and transferable competencies enable them to achieve educational outcomes.</i> <i>Qualification prerequisites and other prerequisites for filling the position of university teacher are stated in the announced selection procedure. In the case of filling the position of associate professor or professor, it is necessary to meet the General Criteria for Filling the Positions of Professors and Associate Professors at the Catholic University in Ružomberok. Requirements for qualification, level of creative activities are regulated by the FE CU Dean's Directive no. 1/2018 on the Workload and Performance of Internal Scientific and Pedagogical Staff. The given directive defines the elements that make up the workload of an internal university teacher at FE CU, which are scientific research, publishing and grant activities and direct teaching duties. For individual positions and functions</i>	<i>References to evidence</i> https://www.ku.sk/images/dokumenty/smernica_vseobecne_kriteria_na_obsadzovanie_funkcii_profesorov_a_docentov.pdf Scientific/Artistic Pedagogical Characteristics of Teachers (part of the submitted documentation)
---	--

The ID of the procedure:

<i>(professor, associate professor, assistant professor and assistant), minimum performances are set for periods of one year and during the last three years.</i> <i>Information on practical experience, pedagogical skills and transferable competencies is subject to selection procedure for given position. The basic document for such assessment is the scientific / artistic pedagogical characteristics of the person.</i> SP 6.1.2. <i>For the study program, the university guarantees teachers whose language skills correspond to the languages of the study program.</i> <i>The study program is conducted in the English language. Teachers' language skills correspond to the language of the study program.</i> SP 6.1.3. <i>For the study program, the university guarantees teachers whose number, work capacity and workload schedule correspond to the number of students and the personnel intensity of educational activities.</i> <i>Number, work capacity and workload schedule of teachers within the study program are in the competence of heads of departments. Rules determining the minimum number of teaching hours for individual teachers at FE CU, taking into account the weekly working hours, which are regulated by the FE CU Dean's Directive no. 1/2018 on the Workload and Performance of Internal Scientific and Pedagogical Staff.</i>	https://www.ku.sk/images/dokumenty/pf/dokumenty/uradna_nastenka/vnutorne_predpisy/smernica_o_uvazkoch.pdf https://www.ku.sk/images/dokumenty/pf/dokumenty/uradna_nastenka/vnutorne_predpisy/smernica_o_uvazkoch.pdf
SP 6.2. The qualifications of teachers involved in the the 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 tutors, in-service teachers, practitioners, and doctoral candidates.	
<i>Self-assessment of compliance</i> SP 6.2.1. <i>The qualifications of teachers involved in the the study programme are at least one degree higher than the qualifications achieved by its completion.</i> <i>The professional qualification of all university teachers who participate in the implementation of the study program Social Work is at least one degree higher than the qualification achieved by its completion, which we prove in the Description of the study program.</i>	<i>References to evidence</i> Description of the study program – Personnel assurance of the study program
SP 6.3. Profile courses are normally provided by staff members in the position of professors or associate professors employed at the university in the relevant field of study or in a related field for fixed weekly working hours. In vocational education programmes, profile study courses are also provided by university teachers who are experienced professionals from the relevant economic or social fields and who work at the university for a fixed weekly or part-time period. From the point of teachers'age, the sustainability of the teaching staff in profile courses of the programme is guaranted. <i>Self-assessment of compliance</i> SP 6.3.1. <i>Profile courses are normally provided by staff members in the position of professors or associate professors employed at the university in the relevant field of study or in a related field for fixed weekly working hours.</i> <i>Profile courses are normally provided by staff members in the position of professors or associate professors. The list of teachers of profile courses is given in the Description of the study program.</i> SP 6.3.2. <i>In vocational education programmes, profile study courses are also provided by university teachers who are experienced professionals from the relevant economic or social fields and who work at the university for a fixed weekly or part-time period.</i> <i>Does not apply to the relevant study program.</i> SP 6.3.3. <i>From the point of teachers'age, the sustainability of the teaching staff in profile courses of the programme is guaranted.</i> <i>The faculty, through the guarrantee of the study program, ensures the personal sustainability of the study program by regularly reviewing the age structure of persons providing profile subjects with emphasis on their publishing and grant activities in the area of the relevant study program. If the age of the person providing the profile subjects reaches 70 in the current academic year, the faculty will prove the way in which it will ensure the succession of this person.</i>	<i>References to evidence</i> Description of the study program – Personnel assurance of the study program Scientific/Artistic Pedagogical Characteristics of Teachers (part of the submitted documentation) Scientific/Artistic Pedagogical Characteristics of Teachers (part of the submitted documentation)

The ID of the procedure:

SP 6.4. The institution has a designated staff member with the necessary competencies to guarantee responsibility for the delivery, development, and quality assurance of the study programme or an otherwise defined integral part of the study programme according to Art. 6 (7 to 11), and who is also responsible for a profile course. This person is in the position of a professor in the relevant field of study for fixed weekly working hours; in the case of a bachelor's degree programme, he/she works as a professor or as an associate professor in the relevant field of study for fixed weekly working hours. At the same time, this person is not responsible for the delivery, development, and quality assurance of the study programme at another university in the Slovak Republic. The same person may have primary responsibility for the delivery, development, and quality assurance of up to three study programmes. This number does not include cases of concurrence according to Art. 7 (3), letter b) to h) of these standards.

Self-assessment of compliance

References to evidence

SP 6.4.1. The higher education institution has a designated person who has the relevant competencies and bears the main responsibility for the implementation, development and quality assurance of the study programme or an otherwise defined integral part of the study programme and provides a profile subject. This person works as a professor in the relevant study field for the established weekly working hours; in the case of a bachelor's study programme, he works as a professor or as an associate professor in the relevant study field for the established weekly working hours. At the same time, this person does not bear the main responsibility for the implementation, development and quality assurance of the study programme at another higher education institution in the Slovak Republic. One and the same person may bear the main responsibility for the implementation, development and quality assurance of a maximum of three study programmes.

The main responsible person (guarantee - doc. PhDr. Markéta Rusnáková, PhD.) works as a professor in the relevant field of study for fixed weekly working hours.

The guarantee has a real impact on the implementation, development and quality assurance of the study program by coordinating the content preparation of the study program, supervising the quality of its implementation, taking into account the area of knowledge of the field of study to which the study program belongs, evaluates the study program and develops it.

The competencies of the person responsible (guarantee) for the implementation, development and quality assurance of the study program are further defined in the prepared directive Policies, procedures and rules of study programs. Within the quality assurance processes of the study program, the guarantee of the study program mainly:

- a) *is responsible for the preparation of documents for obtaining the authorization to carry out the SP, as well as for its modification,*
- b) *is responsible for the quality elaboration of documents of the internal evaluation process of the SP,*
- c) *defines the characteristics of the SP, ensures its publication in the register of the SP CU and is responsible for the accuracy and timeliness of this information,*
- d) *initiates changes in the implementation of the SP,*
- e) *monitors current development in his/her field and in the field of education and ensures the use of the latest knowledge to improve the content and method of teaching,*
- f) *in co-operation with persons providing profile subjects, continuously coordinates the teaching and content of subjects so that the learning objectives are achieved and the profile of the graduate is fulfilled,*
- g) *informs the dean of the approaching expiration of the period for which the authorization to carry out the SP has been granted,*
- h) *initiates procedures aimed at extending the authorization to carry out SP,*
- i) *participates together with teachers and the head of the department in the regular evaluation of teaching,*
- j) *comments on the evaluation of studies in the given SP as a whole, on the results of questionnaire surveys among graduates and employers and on anonymous student surveys.*
- k) *provides RK CU with information important for its activities within the quality assurance processes,*
- l) *ensures the strategic development of the SP on the basis of the results of regular evaluation of the SP,*
- m) *participates in the meetings of the competent bodies of CU about SP,*
- n) *consults with heads of the relevant departments on the composition of the commissions for state examinations and, with their consent, submits them to the dean of the faculty,*
- o) *cooperates with the guarantees of other SPs to ensure the continuity of the SP on the I., II. and optionally III. degree of study,*
- p) *comments on suggestions, requests and questions related to the SP,*
- q) *examines the fulfillment of requirements for SP teachers and may suggest measures in the field personnel assurance of the SP.*

[Politiky, postupy a pravidlá ŠP na KU](#)

Scientific/Artistic Pedagogical Characteristic of doc. PhDr. Markéta Rusnáková, PhD.

https://ais2.ku.sk/repo2/repository/default/ais/zamestnanec/PF_KU/SK/marketa.rusnakova.ku.sk.html

Letter of appointment of the person responsible for the quality of the SP (created after the approval of the SP by the Quality Board of CU)

[Markéta Rusnáková \(doc., PhDr., PhD.\) detail | Register zamestnancov - verejné vyhládávanie](#)

Scientific/Artistic Pedagogical Characteristic of doc. PhDr. Markéta Rusnáková, PhD.

The ID of the procedure:

<i>Person responsible for the delivery, development, and quality assurance of the relevant study program doc. PhDr. Markéta Rusnáková, PhD., is not responsible for the delivery, development, and quality assurance of the study program at another university in the Slovak Republic.</i> <i>Person responsible for the delivery, development, and quality assurance of the relevant study program doc. PhDr. Markéta Rusnáková, PhD., is not responsible for the delivery, development, and quality assurance of more than three study programs.</i>	
SP 6.5. The staff supervising final theses are active in research/artistic/other activities or in a professional practice at the level corresponding to the degree of the study programme in the field of professional and thematic scope of the supervised theses. Dissertation supervisors are staff members in the position of professor or associate professor or in another similar position in a contracted research institution cooperating with a higher education institution in the delivery of a third-degree study programme.	
<i>Self-assessment of compliance</i> SP 6.5.1. The staff supervising final theses are active in research/artistic/other activities or in a professional practice at the level corresponding to the degree of the study programme in the field of professional and thematic scope of the supervised theses. <i>The guarantee of SP, in cooperation with the head of the relevant department, reviews the level of active creative activity or practical activities of the theses supervisors. This review must be in accordance with the applicable Standards Evaluation Methodology, Part V. Methodology for the Evaluation of Creative Activities. The guarantee of the SP, in cooperation with the head of the relevant department, appoints such supervisors of final theses who perform active creative activity or practical activity on:</i> a) significant international level in the case of dissertation supervisors, b) at least internationally recognized level in the case of diploma thesis supervisors, c) at least nationally recognized level in the case of supervisors of bachelor's theses. SP 6.5.2. Dissertation supervisors are staff members in the position of professor or associate professor or in another similar position in a contracted research institution cooperating with a higher education institution in the delivery of a third-degree study programme. <i>Dissertation supervisors are persons in the position of professor or in the position of associate professor or in another similar position in a research institution cooperating contractually in the provision of a third-degree study program with the university, which we prove in the Description of the study program.</i>	<i>References to evidence</i> Description of the study program – Personnel assurance of the study program Description of the study program – Structure and content of the study program – Proposal of final theses topics Description of the study program – List of dissertation supervisors
SP 6.6. The teaching staff develop their professional, language, pedagogical, digital skills, and transferable competencies.	
<i>Self-assessment of compliance</i> SP 6.6.1. The teaching staff develop their professional, language, pedagogical, digital skills, and transferable competencies. <i>At least once a year, the faculty will provide teachers with opportunities to participate in training / educational activities to develop their professional, language, pedagogical or digital skills or transferable competences. Trainings or educational activities can be provided by an external service provider, or the faculty can provide them with its own competent staff. For example, professional trainings can take the form of scientific seminars at departments, language trainings can take the form of language courses at the faculty or university, pedagogical training can take the form of workshops to develop pedagogical skills, digital training can take the form of workshops to develop digital skills. The development of transferable skills can be ensured by the faculty through activities focusing on various abilities that can be used in any work - e.g. communication, problem solving, critical thinking, teamwork etc.</i>	<i>References to evidence</i> <u>Politiky, postupy a pravidlá ŠP na KU</u> Scientific/Artistic Pedagogical Characteristic of teachers (part of the submitted documentation)
SP 6.7. In the case of teaching combination study programmes, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards, separately for each specialization of the combination in compliance with the relevance of the subjects to the field of study, and separately for pedagogical foundations.	
<i>Self-assessment of compliance</i> SP 6.7.1. In the case of teaching combination study programmes, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards, separately for each specialization of the combination in compliance with the relevance of the subjects to the field of study, and separately for pedagogical foundations. <i>Does not apply to the relevant study program.</i>	<i>References to evidence</i>

The ID of the procedure:

--	--

SP 6.8. In the case of translation combination study programmes, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards, separately for each specialization of the combination, in compliance with the language relevance, and separately for translation studies foundations.

<i>Self-assessment of compliance</i>	<i>References to evidence</i>
SP 6.8.1. In the case of translation combination study programmes, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards, separately for each specialization of the combination, in compliance with the language relevance, and separately for translation studies foundations. <i>Does not apply to the relevant study program.</i>	

SP 6.9. In the case of programmes combining two fields of study or two first-degree study programmes delivered as interdisciplinary studies, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards for each field of study in which its graduates receive a higher education degree.

<i>Self-assessment of compliance</i>	<i>References to evidence</i>
SP 6.9.1. In the case of programmes combining two fields of study or two first-degree study programmes delivered as interdisciplinary studies, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards for each field of study in which its graduates receive a higher education degree. <i>Does not apply to the relevant study program.</i>	

SP 6.10. In the case of joint study programmes, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards for that part of the study programme that the institution provides.

<i>Self-assessment of compliance</i>	<i>References to evidence</i>
SP 6.10.1. In the case of joint study programmes, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards for that part of the study programme that the institution provides. <i>Does not apply to the relevant study program.</i>	

SP 6. 11. In the case the institution delivers study programmes in a given field of study at several faculties or at several addresses, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards, separately for each faculty and separately for each address where the study programme is delivered as a whole.

<i>Self-assessment of compliance</i>	<i>References to evidence</i>
SP 6. 11.1. In the case the institution delivers study programmes in a given field of study at several faculties or at several addresses, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards, separately for each faculty and separately for each address where the study programme is delivered as a whole. <i>The mentioned study program will be implemented only at the Faculty of Education, Catholic University in Ružomberok</i>	

VI. Self-assessment Standard 7 – Research/artistic/other activities of higher education institution

SP 7.1. Teachers providing profile courses within a study programme demonstrate outcome of their research/technological development/artistic activities in the relevant field(s) of study in which the study programme is delivered at the required level, depending on its degree:

- a)** at least at *internationally significant level* in the case of a third-degree programme;
- b)** at least at *internationally recognized level*, in the case of a second-degree programme or a programme combining the first and second degree;
- c)** at least at *nationally recognized level* in the case of a first-degree.

<i>Self-assessment of compliance</i>	<i>References to evidence</i>
SP 7.1.1. Teachers providing profile courses within a study program demonstrate outcome of their research/technological development/artistic activities in the relevant field(s) of study in which the study program is delivered at least at internationally significant level in the case of	https://www.slov-lex.sk/ezbierky/pravne-

The ID of the procedure:

<i>a third-degree program separately for each study program according to the Methodology for the evaluation of creative activities, which is listed in Part V. of this methodology.</i> <i>The creative activity of scientific-pedagogical staff is registered at the CU according to the Decree of the Ministry of Education, Science, Research and Sports of the Slovak Republic of December 5, 2020 on the central register of publishing activities and the central register of artistic activities.</i> <i>Requirements for qualification and level of creative activities are also set within the FE in the Directive of the Dean of the Faculty of Education, CU in Ružomberok no. 1/2018 on the Workload and Performance of Internal Scientific and Pedagogical Staff. The given directive defines the elements that make up the workload of an internal university teacher at FE CU, which are scientific research, publishing and grant activities and direct teaching duties. . For individual positions and functions (professor, associate professor, assistant professor and assistant), minimum performances are set for periods of one year and during the last three years. Fulfillment of these requirements is monitored and evaluated for the given periods. The results of the evaluation of the creative activities of scientific-pedagogical staff are available at the dean's department.</i> SP 7.1.2. Teachers providing profile courses within a study program demonstrate outcome of their research/technological development/artistic activities in the relevant field(s) of study in which the study program is delivered at least at internationally recognized level , in the case of a second-degree program or a program combining the first and second degree separately for each study program according to the Methodology for the evaluation of creative activities, which is listed in Part V. of this methodology. <i>Does not apply to the relevant study program.</i> SP 7.1.3. Teachers providing profile courses within a study program demonstrate outcome of their research/technological development/artistic activities in the relevant field(s) of study in which the study program is delivered at least at internationally recognized level , at least at nationally recognized level in the case of a first-degree study program separately for each study program according to the Methodology for the evaluation of creative activities, which is listed in Part V. of this methodology. <i>Does not apply to the relevant study program.</i>	predpisy/SK/ZZ/2020/397/20210101.html http://www.ku.sk/images/dokumenty/studijny_poriadok_ku.pdf Creative activity outcomes of persons assuring the study program https://www.ku.sk/images/dokumenty/pf/dokumenty/uradna_nastenka/vnutorne_predpisy/smernica_o_uvazkoch.pdf
SP 7.4. In case the institution delivers several study programmes in a given field of study at different addresses, it ensures the demonstration of the outcomes of their research/artistic/other activities for each address separately. <i>Self-assessment of compliance</i> SP 7.4.1. In case the institution delivers several study programmes in a given field of study at different addresses, it ensures the demonstration of the outcomes of their research/artistic/other activities for each address separately. <i>The mentioned study program will be implemented only at the Faculty of Education, Catholic University in Ružomberok.</i>	<i>References to evidence</i>
SP 7.5. In case of a third-degree study programme delivery, the institution demonstrates long-term continuous research or artistic activity in the field of the study programme. The workplace has to show the existence of long-term and continuous success in receiving financial grants for research or artistic projects, and the existence of follow-up or new projects from domestic and international grant schemes or other sources. <i>Self-assessment of compliance</i> SP 7.5.1. In case of a third-degree study program delivery, the institution demonstrates long-term continuous research or artistic activity in the field of the study program (possibility of substitution by the SP 7.6.1 criteria). <i>The Department of Social Work demonstrates long-term continuous research activity in the study program.</i>	<i>References to evidence</i> Evaluation of publication and project activities for the

The ID of the procedure:

SP 7.5.2. The workplace has to show the existence of long-term and continuous success in receiving financial grants for research or artistic projects, and the existence of follow-up or new projects from domestic and international grant schemes or other sources (possibility of substitution by the SP 7.6.1 criteria). The Department of Social Work has achieved long-term and continuous success in obtaining financial support for relevant research.	workplace (part of the submitted documentation)
---	--

SP 7.6. The compliance with the requirement according to Art.7 (5) of the Study Programme Standards may be replaced by the institution undergoing a periodic review of research, artistic, and other activities in each field of research every six years, and if it has been, on the grounds of the latest assessment, granted to use the label "research university."

Self-assessment of compliance	References to evidence
SP 7.6.1. The university underwent a periodic review of research, development, artistic and other activities in each field of research every six years, and has been granted authorization based on the results of the most recent evaluation. We prove in standard 7.5.1 and 7.5.2.	

VII. Self-assessment of Standard 8 – Learning resources and student support

SP 8.1. The institution has sufficient spatial, material, technical, and information resources for the study programme which ensure the achievement of learning objectives and learning outcomes. These include: lecture halls, classrooms, study rooms, laboratories, and laboratory equipment and other necessary equipment, technical facilities and equipment, studios, workshops, design and art studios, interpreting booths, clinics, priests' seminars, science and technology parks, technology incubators, school enterprises, practice centres, training schools, training classrooms, sports halls, swimming pools, sports grounds, libraries, access to study literature, information databases and other information sources, information technology, external services, and their corresponding funding.

Self-assessment of compliance	References to evidence
SP 8.1.1. The institution has sufficient spatial, material, technical resources for the study program which ensure the achievement of learning objectives and learning outcomes. Sufficient spatial, material, technical resources for the study program which ensure the achievement of learning objectives and learning outcomes are proved in the Description of the study program - Spatial, material and technical assurance of the study program and support. SP 8.1.2. Sufficient information resources are provided, which ensure the achievement of learning objectives and learning outcomes. Sufficient information resources for the study program which ensure the achievement of learning objectives and learning outcomes are proved in the Description of the study program - Spatial, material and technical assurance of the study program and support. SP 8.1.3. Corresponding funding of spatial, material, technical and information resources of the study program is ensured. The main source of funding for the Faculty of Education is a subsidy from the National budget, which is allocated to individual faculties on the basis of the approved distribution of the subsidy by the Academic Senate of CU and the Administration Board of CU for a given calendar year. Other financial resources of the Faculty of Education are external resources, which consist of: a) from tuition and fees related to tuition. The stated fees are described in the Rector's Directive for the given academic year, b) lifelong learning fees – described in the Directive on Centre of Lifelong Learning, c) financial resources from business activities, d) other (projects, grants). By combining all financial resources, the Faculty of Education comprehensively provides all study programs.	Description of the study program - Spatial, material and technical assurance of the study program and support CU budget Annual report of CU

SP 8.2. In case educational activities are provided by distance or combined methods, the institution has systems for the management of course content and the management of such education; students are guaranteed access to the course content and other study materials.

Self-assessment of compliance	References to evidence
-------------------------------	------------------------

The ID of the procedure:

SP 8.2.1. Where educational activities are provided by distance or blended learning methods, systems for course content management and learning management are provided and students are guaranteed access to course content and other study materials. <i>Prerequisites for the use of the most modern information and communication technologies are created within the study program:</i> 1/ E-learning is available for students and teachers at: https://moodle.pf.ku.sk/. It allows to make fundamental changes in the effectiveness of teaching, makes a number of resources available to students at any time and from any place. It creates space for reducing barriers for disadvantaged students to access education. At the Faculty of Education, e-learning is created using the Moodle system. Teachers have the opportunity to create and students to use within individual subjects: - teaching arranged to individual teaching weeks or thematic units, - study material presented by files of various formats (ppt, pdf, doc, htm, xls), - the use of different types of tests and their evaluation to verify students' knowledge, - e-mail, chat and a discussion forum are used for communication between students and teachers. 2 / Microsoft Office 365 - online and offline versions of the Microsoft Office 365 office and communication system are available for students and teachers for free use. Students and faculty staff log in to the system with their login details. The system can be used in the online version where all online programs and tools are available with automatic backup in the cloud and in the offline version separately installed to the computer. Microsoft Office 365 includes the MS TEAMS program, which had to be implemented due to the need for a synchronous teaching method in the form of video conferencing calls, due to the fact that the Moodle teaching management system is oriented more towards an asynchronous teaching method. Although third-party synchronous video conferencing systems can be used, they are not robust and reliable enough for a demanding university environment. Videoconferencing calls made through MS TEAMS are used in distance teaching in the explanatory phase for the presentation of the curriculum, in the examination phase for testing, or individual consultations with the student. Other aspects of distance learning such as time management, grades, records of outputs from students, etc. are secured by Moodle. Teachers and students can use MS TEAMS in individual subjects: - for online teaching via webcam and microphone, the teacher and student can see and communicate with each other, which creates a more personal contact between the teacher and the student, - possibility to present study material in files of various formats (ppt, pdf, doc, htm, xls), - use of the interactive whiteboard in online teaching - the teacher writes on the whiteboard and students share its content online, - the possibility of recording the lecture offline and its subsequent sharing with students, - creation and automatic evaluation of tests through Microsoft Forms. <i>In the case of a distance or combined method of education, students have guaranteed access to course content and study materials through the Moodle system. It is accessible directly through the banner (in the right part) on the main website of FE CU or directly at moodle.pf.ku.sk.</i> <i>At the beginning of their studies, students obtain their authentication data for all key systems of the school (AIS, Moodle, Post, Food, etc.). After logging in to Moodle, students have access to training courses corresponding to the subjects taught, sorted by departments. To enter a specific course, they also need a password, which they will receive from the teacher 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 the course.</i>	https://moodle.pf.ku.sk/ https://moodle.pf.ku.sk/
SP 8.3. The institution has professional support staff whose competencies and numbers meet the needs of students and teachers and which are related to learning objectives and learning outcomes. <i>Self-assessment of compliance</i> SP 8.3.1 Supportive professional staff is provided, whose competence and number correspond to the needs of students and teachers of the study program in relation to educational goals and outcomes. <i>The professional support staff providing tutoring, counseling, administrative and other support services and related activities corresponds to the competencies and numbers of the needs of</i>	<i>References to evidence</i>

The ID of the procedure:

students and teachers. Students and teachers have the opportunity to address their requirements to the relevant employees who ensure the operation of individual departments at FE CU - Department of education, Department of science and art, Department of foreign relations and PR, Department of quality and accreditation, Study department and Editorial department. The list of employees of individual departments is accessible on the FE CU website in the Faculty - Dean's Department tab. If students need to use counseling and tutoring services, they can contact FE CU study counselors and the CU Counseling Center.	Dekanát Fakulta Pedagogická fakulta Katolíckej univerzity v Ružomberku Poradenský tím Poradenské centrum Katolícka univerzita v Ružomberku
---	--

SP 8.4. The institution maintains binding partnerships that enable relevant stakeholders to participate in a quality assurance, delivery and development of the study programme.

Self-assessment of compliance

References to evidence

SP 8.4.1. The institution maintains binding partnerships that enable relevant stakeholders to participate in a quality assurance, delivery and development of the study programme. Within the implementation of the study program, binding partnerships are maintained and developed, thanks to which the implementation and development of the study program and connection with the needs of practice is ensured. Reflection of social reality and research requirements is ensured by active cooperation with representatives of these external stakeholders. Based on the membership of the faculty, we cooperate with the following entities: The Department of Social Work is an institutional member of the Slovak Association of Educators in Social Work, with which the department has ongoing project and publication cooperation. The Department of Social Work is a member of the European Association of Schools of Social Work. https://www.eassw.org/schools/catholic-university-in-ruzomberok/. This association enables networking between teachers and students in the field of social work in Europe and offers preferential participation to its members in conferences.	https://www.crz.gov.sk/2171273-sk/centralny-register-zmluv/?art_zs2=&art_predmet=&art_ico=&art_suma_spolu_od=&art_suma_spolu_do=&art_datum_zverejnene_od=&art_datum_zverejnene_do=&art_rezort=0&art_zs1=Katol%C3%ADcka+univerzita+Ru%C5%BEmberku&nazov=&art_ico1=&ID=2171273&odo_slat=Vyh%C4%BEda%C5%A5&frm_id_frm_filter_3=605d04e734687
---	--

SP 8.5. The institution has sufficient teaching staff, spatial, material, technical and information resources for the study programme, separately for each address at which the study programme or part thereof is to be delivered, and in proportion to the learning objectives and outcomes of a given part of the programme.

Self-assessment of compliance

References to evidence

SP 8.5.1. The institution has sufficient teaching staff, spatial, material, technical and information resources for the study programme, separately for each address at which the study programme or part thereof is to be delivered, and in proportion to the learning objectives and outcomes of a given part of the programme. The relevant study program will be carried out at the Catholic University, Hrabovská cesta 1A, 034 01 Ružomberok and we demonstrate sufficient personnel, spatial, material, technical and information resources in the Description of the study program section Personnel assurance of the study program and Spatial, material and technical assurance of the study program and support	Description of the study program – Personnel Assurance of the study program Spatial, material and technical assurance of the study program and support
---	---

SP 8.6. The institution responds effectively to the diversity of students' needs and interests. It provides students with support for a successful study progression and with a career guidance.

Self-assessment of compliance

References to evidence

The Counseling Center of the Catholic University offers its students social and legal counseling, within which students can get acquainted with their rights and obligations, consult about their social and financial situation, or it is possible to mediate legal counseling and contacts depending on the specific social situation. Career counseling services include, for example, career diagnostics for education, professional training, client's career development, counseling aimed at supporting and developing the client's key competencies needed for employment and career management, counseling for those interested in education, when applying for a job, etc. In addition to the above mentioned services, the Counseling Center offers also other specified services, such as psychological counseling services, services for students with special needs (with disabilities), services for students - parents with children.	Služby poradenského centra Poradenské centrum Katolícka univerzita v Ružomberku
---	--

SP 8.7. The institution provides students with appropriate social security, sport, cultural, spiritual and social activities during their studies.

Self-assessment of compliance

References to evidence

The ID of the procedure:

SP 8.7.1. <i>The institution provides students with appropriate social security during their studies.</i> <i>The Catholic University provides its students with accommodation and meals. CU has its own accommodation facilities – Students House C block, Students House Ruža and also contractual accommodation facilities - Trio, Vojtaššák, School dormitory. The conditions for allocation of accommodation to students and their other rights and obligations in relation to the accommodation facility are regulated by the individual accommodation regulations, which are accessible on the CU website in the Student Services - Accommodation tab. If students are interested, it is also possible to provide short-term accommodation in the Texikom hostel. The provision of accommodation to students depends on the capacity of accommodation facilities of CU.</i> <i>Catering is provided for CU students through three catering facilities, from which they can choose – Canteen at FE CU, Hrabovská cesta 1, RK, Hotel Áčko, Hrabovská cesta 34, RK, School canteen, Nám. A. Hlinka no. 62, RK. All information regarding ordering food, topping up food credit and the price list are available on the CU website in the Student Services - Catering tab.</i> <i>Students who are in an unfavorable financial or social situation have the opportunity to apply for a social scholarship. The award of social scholarships is carried out in accordance with Decree 102/2006 Coll. on the Award of Social Scholarships to University Students.</i> SP 8.7.2. <i>The institution provides students with appropriate sport, cultural, spiritual and social activities during their studies.</i> <i>The Catholic University in Ružomberok offers to its students and graduates various services: participation in the spiritual, cultural and sports activities of the University Pastoral Center; work in the university television TV Unica, in the university radio Pulz, in the university magazine Zumag. Students who have the gift of singing can be part of the Benedictus Choir. The Counseling Center of CU offers psychological counseling, career counseling, social and legal counseling, and support counseling for students with special needs. The Advisory Board of CU offers an annual boarding school program.</i> <i>The Catholic University, in cooperation with the Ján Vojtaššák University Pastoral Center, creates an appropriate environment for the balanced growth of students. In the social field, it invites students to participate in charitable projects within the Slovak Catholic Charity and other foundations, in regular blood donations. The sports area is developed in regular sports evenings, tournaments and tourism. Students have at their disposal within the premises of CU sports grounds, which enable them to carry out various sports activities. The cultural area is represented by the offer of theater performances, concerts. The spiritual area is deepened through the celebration of masses, adorations, spiritual conversations and the administration of the sacrament of reconciliation, lectures and discussions, the work of small communities, pilgrimages, spiritual renewals, courses and participation in spiritual events at the national and international levels. At FE CU is the chapel of St. Albert the Great, which is accessible to students. Social activities are also provided through entertainment programs - Beánia, Sedliacka veselica.</i>	Ubytovacie zariadenia Ubytovanie Katolícka univerzita v Ružomberku Možnosti stravovania Stravovanie Katolícka univerzita v Ružomberku Sociálne štipendiá Štipendiá a pôžičky Katolícka univerzita v Ružomberku Voľnočasové aktivity na univerzite Študentský život Katolícka univerzita v Ružomberku https://www.upac.sk/wp/
SP 8.8. Students are granted support and access to domestic and foreign mobility, and to internships. <i>Self-assessment of compliance</i> <i>The rules and conditions of student participation in foreign mobilities and internships are regulated by the Rector's Directive on the realization of mobilities within the Erasmus + KA103 and KA107 programs.</i> <i>The call for students to apply for student mobility within the Erasmus program is published in advance on the CU website, in the section on foreign relations, together with the conditions for the student's participation in the program. A student who is interested in a study / internship within the Erasmus + program will submit these documents within the set deadline at the Department for foreign relations: application, motivation letter, structured CV, reference letter, list of grades from all completed semesters at the current level of study and Letter of intent (in the case of an internship). On the basis of the submitted documents and eligibility criteria for study abroad, the qualification requirements of the candidates will be assessed in the selection procedure. The list of partner universities is available on the CU website in the section International Relations - Partner Universities.</i>	<i>References to evidence</i> https://www.ku.sk/images/dokumenty/smernica_erasmus_ka103_ka107.pdf Partnerské univerzity a organizácie Medzinárodná spolupráca Katolícka univerzita v Ružomberku

The ID of the procedure:

<i>In addition to Erasmus +, students and teachers have the opportunity to participate in mobility: CEEPU short-term mobility for a few days within network - networks of which PF KU is a member: http://eu.pf.ku.sk/en/academics/international-relations/ceepus/</i> <i>AGMA: mobility provided by FE CU, maximum 5 days, for students and teachers - representation of FE CU abroad or travel to conferences, trainings etc.</i> <i>The involvement of students in mobility programs is actively supported (especially mobility for the purpose of study, for the purpose of internship and Erasmus + short-term mobility of a doctoral student) by the teachers of the department. The Department of Social Work is visited by incoming university staff and students from abroad as part of their mobility.</i>	
---	--

SP 8.9. The institution provides individualized support and suitable conditions for special needs students.

Self-assessment of compliance	References to evidence
SP 8.9.1. The institution provides individualized support and suitable conditions for special needs students. <i>CU provides support services to applicants and students with special needs through the Counseling Center of CU, which provides professional approach. The Counseling Center is a workplace of the Rectorate of CU, is located in the University Library of CU and has a university-wide scope. The Counseling Center has a university coordinator for students with special needs. The mission of the Counseling Center are informational, advisory, organizational, coordination and management activities aimed at creating an accessible academic environment, objectively evaluating the specific needs of students and creating appropriate conditions for students with specific needs without reducing the requirements for their academic performance. Procedures related to students with special needs are further regulated by the Rector's Directive on the Support of Applicants and Students with Special Needs at CU.</i>	Counseling Center of CU Poradenské centrum / Študent / Katolícka univerzita v Ružomberku Services for students with special needs (with disabilities): Služby študentom so špecifickými potrebami / Služby poradenského centra / Katolícka univerzita v Ružomberku Rector's Directive on the Support of Applicants and Students with Special Needs at CU. http://www.ku.sk/images/dokumenty/smernica_rektora_o_podpore_uch%C3%A1dza%C4%8Dov_o_%C5%A1t%C3%BAdium_a_%C5%A1tudentov_so_%C5%A1pecifick%C3%BDmi_potreba_mi_na_ku.pdf

SP 8.10. In professionally oriented study programmes, the programme has contractual partners in the form of organizations providing professional practice and practical training for students. These organizations have sufficient spatial, material, technological conditions, and staff so that the planned learning outcomes can be achieved.

Self-assessment of compliance	References to evidence
SP 8.10.1. In professionally oriented study programs, the study program has contractual partners in the form of organizations that provide professional practice and practical training for students. These organizations have sufficient spatial, material, technological and personnel conditions to achieve the planned educational outcomes. <i>Does not apply to the relevant study program.</i>	

VIII. Self-assessment of the Standard 9 – Information management

SP 9.1. The institution collects, analyzes, and makes use of relevant information for the effective management of their programmes and other activities.

Self-assessment of compliance	References to evidence
<i>The faculty, in cooperation with the guarantee of the study program, annually collects and analyzes relevant information necessary for the effective management of the SP. Collected and evaluated information are about:</i> <i>a) achieved objectives and related learning outcomes,</i> <i>b) applicability of graduates,</i> <i>c) the actual workload and adequate work capacity of teachers,</i> <i>d) number of admitted students, students in individual years of study, progression of students in SP, completion of studies within the standard length, number and reasons for early termination of studies,</i> <i>e) the effectiveness of the admission procedure and the results of students during the first year of study,</i> <i>f) conditions and results of students with special needs,</i>	Politiky, postupy a pravidlá ŠP na KU

The ID of the procedure:

g) the effectiveness of methods for verifying learning outcomes and student assessment, h) achieving learning outcomes outside of CU, i) observance of academic, professional ethics, research integrity and plagiarism, j) incentives and complaints of students, k) level of creative activity of SP teachers, l) the development of SP teachers (qualifications, practical skills, transferable competences, language, pedagogical and digital skills of SP teachers), m) opinions of interested parties: i. on content, structure, forms, methods, learning activities and educational tools used to achieve learning outcomes, ii. on personnel assurance of SP and relationship of student and teacher, iii. on organization and process of mobilities and internships, iv. on spatial, material and informational resources of SP, v. on student support services. <i>In the case that this information are not sufficient for the needs of effective management of SP, the guarantee of SP, in cooperation with the faculty, may also define other relevant information that will be recorded and evaluated.</i> <i>The evaluation of these relevant information for the effective management of the study program can be found in the Annual Report of the Department, where the whole chapter is dedicated to it.</i>	
---	--

SP 9.2. Effective collection and analysis of information about study programmes and other activities play a role in the evaluation of the study programme, in its design or in its modification.

Self-assessment of compliance

References to evidence

<i>The collected and analyzed relevant information are applied in the evaluation of the study program and subsequently enters into any proposals for modifications to the study program. It is an explicit requirement found in the directive "Policies, procedures and rules of study programs at the Catholic University in Ružomberok".</i>	<u>Politiky, postupy a pravidlá ŠP na KU</u>
---	---

SP 9.3. The following are monitored and assessed in a study programme: indicators of teaching and learning performance, applicants' and students' profiles, students' progression, success and drop-out rates, students' satisfaction, graduates' employability, opinions of students and employers, information about learning resources and support available to students.

Self-assessment of compliance

References to evidence

<i>In order to monitor and improve the level of important parameters of the study program, the faculty monitors and assesses key indicators of SP, which cover the following areas:</i> a) entry into education, b) education: i. admission procedure, process and completion of studies, ii. learning, teaching and learner-centred assessment, iii. teachers, iv. creative activities and habilitation procedure and inauguration procedure c) learning outcomes. <i>The indicators for above-mentioned areas are defined in the Policies, Procedures and Rules of Study Programs at the Catholic University in Ružomberok in Chapter 9.2.</i> <i>The monitored indicators are part of the evaluation of the study program. They are an integral part of the evaluation report of the study program and are attached as an annex to the Annual Report of the Department.</i>	<u>Politiky, postupy a pravidlá ŠP na KU</u>
--	---

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

Self-assessment of compliance

References to evidence

SP 9.4.1. Appropriate tools and methods are used to collect and process information on the study program. The faculty provides suitable tools and methods for collecting and processing information necessary for effective management of the study program. These methods and tools are provided at least for all key indicators listed in Chapter 9.2 of the Directive Policies, Procedures and Rules of Study Programs at the Catholic University in Ružomberok.	<u>Politiky, postupy a pravidlá ŠP na KU</u>
--	---

The ID of the procedure:

Basic information about the study program and students can be found in Ais2 KU, from which the required information are generated to be used in the Annual activity report for the given year. Additional information not found in Ais2 KU are obtained from questionnaire surveys. They are evaluated annually and serve as feedback in the modification of the study program. Overall trends in selected areas are analyzed on the basis of data that are published on the minededu.sk website in the section Higher education institutions / documents and regulations. SP 9.4.2. Students, teachers, employers, and other stakeholders are involved in the collection, analysis, and in the follow-up measures in the study programme. Students, teachers, employers, and other stakeholders are involved in the collection, analysis, and in the follow-up measures in the study programme. Evidence of this involvement is declared in the evaluation report of the study program, which is part of the Department's Annual Report. At the same time, students, teachers and stakeholders have the opportunity to comment on the various stages of information collection and evaluation.	Teaching quality survey Study program quality survey Questionnaire for FE CU graduates Questionnaire for employers of FE CU graduates Politiky, postupy a pravidlá ŠP na KU
---	---

IX. Self-assessment of Standard 10 – Public information

SP 10.1. Institutions provide readily accessible and clearly structured information about the study programme, mainly about their intended learning objectives and learning outcomes, requirements for applicants, selection criteria, recommended personality requirements, the level of the national qualifications framework, the field of study, the qualification they award, teaching and learning rules, the programme's completion conditions, assessment procedures and criteria, programme resources, pass rates, learning opportunities available to students, information about jobs available to successful graduates and graduate's employability.

Self-assessment of compliance

References to evidence

<i>Basic information about the study program is published for the public on the faculty website (information on learning objectives and outcomes of the study program, requirements for applicants, method of their selection and recommended personal prerequisites, level of national qualification framework, field of study, awarded academic degree).</i> <i>For students, all information are available in Ais2 KU (rules of teaching and learning and conditions for completing the study program and its parts, about the procedures and evaluation criteria, program resources, student success rate), opportunities for students to learn, about professions, which the successful graduate of the study program can perform, on the application of the graduates of the study program, on ensuring and improving the quality of the study program.</i>	FE CU / Studies and education: Štúdium / Pedagogická fakulta / Pedagogická fakulta Katolíckej univerzity v&nbsp;Ružomberku FE/ Applicants: Uchádzač / Pedagogická fakulta / Pedagogická fakulta Katolíckej univerzity v&nbsp;Ružomberku
---	---

SP 10.2. This information is easily accessible students, their supporters, prospective students, graduates, other stakeholders, and to the public in all the languages in which the study programme is delivered. The form the information is available considers special needs applicants and students.

Self-assessment of compliance

References to evidence

SP 10.2.1. This information is easily accessible students, their supporters, prospective students, graduates, other stakeholders, and to the public in all the languages in which the study programme is delivered. <i>Information about all study programs conducted by the faculty is freely available to the public on the faculty's website.</i> SP 10.2.2. The form the information is available considers special needs applicants and students. <i>Information for applicants and students with special needs are regulated by the the Rector's Directive on the Support of Applicants and Students with Special Needs at CU. Students with special needs are advised to contact the Counseling Center (poradna@ku.sk) in order to obtain qualified information on the difficulty and conditions of study. There is also a contact on the CU website for the university coordinator for students with special needs and the faculty coordinator for work with students with educational needs.</i>	FE CU / Studies and education: Štúdium / Pedagogická fakulta / Pedagogická fakulta Katolíckej univerzity v&nbsp;Ružomberku Counseling Center Poradenské centrum / Študent / Katolícka univerzita v Ružomberku
---	---

X. Self-assessment of Standard 11 – Ongoing monitoring and periodic review of study programmes

The ID of the procedure:

SP 11.1. The institution regularly monitors, reviews, and appropriately modifies the study programme in order to comply with the Study Programme Standards so that the learning objectives and learning outcomes are in line with the needs of students, employers and other stakeholders, and in line with the latest knowledge in the field of study and the technological possibilities, so that the graduate level, by means of achieved learning outcomes, is in line with the required level of National Qualifications Framework and the stakeholders' expectations.

Self-assessment of compliance

References to evidence

SP 11.1.1. The college continuously monitors, regularly evaluates, and adjusts the study program to ensure that it is in line with the standards for the study program.

SP 11.1.2. The aim of continuous monitoring, regular evaluation and adjustment of the study programme is to ensure that it is in line with the standards for the study programme and that the achieved objectives and learning outcomes are in line with the needs of students, employers and other stakeholders, that they correspond to current knowledge and the current state of their applications, current technological possibilities and that the level of graduates, mainly through the achieved learning outcomes, is in line with the required level of the qualification framework.

The study program is monitored once a year and regularly evaluated. The monitoring process is regulated by the Directive Policies, Procedures and Rules of Study Programs at the Catholic University in Ružomberok in processes SP-9 and SP-11.b. If the result of the evaluation of the study program requires so, the main person responsible for the study program shall modify the relevant study program in such a way to ensure the following areas:

- a) *its concordance with the Study Program Standards,*
- b) *concordance of achieved learning objectives and outcomes with the needs of students, employers and other stakeholders,*
- c) *concordance with the latest knowledge in the field of study and the technological possibilities,*
- d) *level of graduates, by means of achieved learning outcomes, is in concordance with the required level of qualifications framework,*
- e) *continuous improvement of the study program.*

[Politiky, postupy a pravidlá ŠP na KU](#)

SP 11.2. The monitoring and reviewing of the study programme include obtaining relevant feedback from the programme stakeholders, who also participate in the preparation of the feedback methodology. Students have, at least once a year, the opportunity to comment on the quality of teaching and the teachers of the study programme in an anonymous questionnaire.

Self-assessment of compliance

References to evidence

SP 11.2.1. Part of the monitoring and evaluation of the study program is obtaining relevant feedback from program stakeholders. Program stakeholders also participate in the preparation of the methodology for obtaining and evaluating relevant feedback.

SP 11.2.2. Students have the opportunity to express their opinions about the quality of teaching and the teachers of the study program at least once a year through an anonymous questionnaire.

The faculty will identify relevant stakeholders to obtain relevant feedback.

Stakeholders may differ in different study programs, but in principle emphasis must be placed on both internal and external stakeholders.

After defining the stakeholders, the faculty has prepared an annual plan for collecting feedback. This plan must include at least:

- a) *list of stakeholders of a particular SP and their involvement in the preparation of a methodology for obtaining and evaluating relevant feedback,*
- b) *a list of information that will need to be collected from those stakeholders,*
- c) *the possibility for students to comment at least once a year on the quality of teaching and about teachers of SP through an anonymous questionnaire,*
- d) *time schedule for collection and evaluation of information,*
- e) *forms of information collection,*
- f) *use of information,*
- g) *measures resulting from the evaluation of the feedback,*
- h) *the method of informing stakeholders of the results of the feedback assessment and of the measures taken or any planned or follow-up activities resulting from the assessment of SP.*

[Politiky, postupy a pravidlá ŠP na KU](#)

SP 11.3. The feedback results referred to in paragraph 2 are reflected in improvement measures. Students are guaranteed a role in the design of the measures.

The ID of the procedure:

Self-assessment of compliance	References to evidence
SP 11.3.1. The feedback results obtained from stakeholders are reflected in improvement measures. SP 11.3.2. Students are guaranteed a role in the design of the measures according to the feedback results. The guarantee proposes measures for improvement according to the feedback results from relevant stakeholders. Student participation is ensured in the creation of these measures. This role of the guarantee is defined in the Policies, Procedures and Rules of Study Programs at the Catholic University in Ružomberok.	Politiky, postupy a pravidlá ŠP na KU
SP 11.4. The feedback results and the measures taken, and any planned or follow-up activities resulting from the evaluation of the study programme should be discussed with the stakeholders and interested parties and are accessible to the public.	
Self-assessment of compliance	References to evidence
SP 11.4.1. The feedback results and the measures taken, and any planned or follow-up activities resulting from the evaluation of the study programme should be discussed with the stakeholders. SP 11.4.2. The feedback results and the measures taken, and any planned or follow-up activities resulting from the evaluation of the study programme are accessible to the public. The Policies, Procedures and Rules of Study Programs at the Catholic University in Ružomberok ensures that the results of the feedback evaluation and the measures taken and any planned or follow-up activities resulting from the evaluation of the study program are communicated to stakeholders and made public. The evaluation of the study program is part of the Annual Report of the Department, which is published on the website of the relevant department.	Politiky, postupy a pravidlá ŠP na KU
SP 11.5. The study programme is periodically approved in compliance with the formalized processes of the internal system at a period corresponding to its standard length of study.	
Self-assessment of compliance	References to evidence
The guarantee of the study program, in cooperation with the faculty, in a period corresponding to the standard length of the study program, will apply for a periodic approval of the study program in accordance with the SP-3 process, which is regulated by the Policies, Procedures and Rules of Study Programs at the Catholic University in Ružomberok.	Politiky, postupy a pravidlá ŠP na KU