

**CATHOLIC UNIVERSITY IN RUŽOMBEROK  
FACULTY OF EDUCATION**



**PEDAGOGICKÁ FAKULTA**  
KATOLÍCKA UNIVERZITA V RUŽOMBERKU

Description of the study program  
**SOCIAL WORK**

full-time form of study  
doctoral study program

Workplace: Department of Social Work, Faculty of Education KU, Hrabovská cesta 1,  
034 01 Ružomberok

Description of the study program  
PhD. Social Work in full-time form of study

## CATHOLIC UNIVERSITY IN RUŽOMBEROK

Hrabovská cesta 1A, 034 01 Ružomberok

Identification number of the university: 37801279

## FACULTY OF EDUCATION

Hrabovská cesta 1, 034 01 Ružomberok

Basic information about the study program	
University body for approving the study program:	Quality Council of the CU
Date of approval of the study program or modification of the study program:	11. 02. 2026
Date of the last change of the study program description:	11. 02. 2026
Reference to the results of other periodic evaluations of the study program by the university:	<a href="#">Evaluation of the SP within a timeframe corresponding to its standard length of study 2025</a>
Reference to the evaluation report on the application for accreditation of the study program according to § 30 of Act no. 269/2018 Coll .:	
Name of the study program:	Social Work
Number according to the register of study programs:	13006
University degree:	Third degree
ISCED-F code of university degree:	864
Place of study program:	Hrabovská cesta 1, 034 01 Ružomberok
Name and number of study field:	33. Social Work
ISCED-F code of study field:	0923 Social Work and Counseling
Type of the study program:	academically oriented
Awarded academic title	Doctor (PhD.)
Study form:	Full-time
Language of the study program:	Slovak language
Standard length of study expressed in academic years:	3
Capacity of the study program (number of students planned):	5

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## Graduate profile and educational goals

Doctorate from Social Work is advanced education, which offers students systematic understanding of social area, develops their research, analytical and evaluation skills and prepares them for expertise work in Social Work. The aim of Social Work doctoral program is to prepare experts for social work, so that they can systematically understand social work as study, scientific and practical field supported by relevant research techniques and methods. Doctoral student develops comprehensive knowledge of his discipline as well as a wide range of transferable skills. During studies, doctoral student works with supervisor on dissertation thesis. The graduate is ready to create and carry out an original research project. Can critically analyze, evaluate and synthesize new and complex ideas in social work. He/she reflects and supports technological and social progress in society based on knowledge from academic and professional contexts. He/she has experience with pedagogical activities and international cooperation.

### Professions for which the graduate is ready at the time of graduation:

SK ISCO 08 code 2310003 Assistant Professor at university  
SK ISCO 08 code 2635008 Methodologist in the field of social care  
SK ISCO 08 code 2635013 Specialist in the field of social and family policy  
SK ISCO 08 code 2635999 Specialist in the field of social work and counseling

### Matrix of learning objectives and learning outcomes

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

## APPLICABILITY

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

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

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

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

### Employers

- Faculty of Education, Catholic University in Ruzomberok, Department of Social Work
- ViaVitae – Social services centre, Ružomberok

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- Office of Labour, Social Affairs and Family, Ružomberok
- Nosko Centrum, counseling, Ružomberok
- Faculty of Education, Matej Bel University, Department of Social Work

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

### **Rules for creating study plans in the study program**

Study according to the doctoral study program (hereinafter referred to as "doctoral study") is carried out according to an individual study plan under the guidance of a supervisor. The individual study and scientific plan of the doctoral student expresses the connection of the doctoral student's study to the scientific discipline within which his / her scientific preparation takes place.

The doctoral study consists of a study part and a scientific part. The study part consists mainly of lectures, seminars and individual study of literature, needed in terms of the focus of the dissertation. The study part of the individual plan should be organized, so that the doctoral student acquires the deepest and latest theoretical and practical knowledge in the field of study, gets acquainted with the methodology of scientific work and is able to solve current scientific problems in the field. In the study part, the doctoral student completes the prescribed compulsory and selected compulsory elective subjects. Successful completion of the study part of the doctoral student's individual plan is demonstrated by fulfilling the prescribed obligations, obtaining a sufficient number of credits and successfully passing the dissertation examination.

The dissertation examination consists of a discussion of the written work for the dissertation examination and a part in which the doctoral student has to demonstrate theoretical knowledge in the specified subjects of the dissertation examination: *Research methodology in social work, Theoretical concepts of contemporary social work, Current issues and perspectives of social work.*

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

Part of the doctoral student's individual full-time study plan is the performance of pedagogical or other professional activities that contribute to broaden his / her mind, or the completion of part of his / her studies at another training institution or at a foreign university. For part-time doctoral students, this activity is replaced by another adequate activity (organization of lectures, seminars, internships, etc.). In the case of a doctoral student who is assigned to the dissertation offered by an external educational institution, the faculty's agreement with this institution also includes where and how the study part of the program and the doctoral student's pedagogical activities are carried out.

The supervisor can recommend to include extra foreign stays, trainings or lectures to doctoral student's individual plan in addition to recommended study part of full-time doctoral student study plan.

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The supervisor guides the doctoral student in publishing activities and involves him / her in research tasks and also comments on the doctoral student's participation in internships and foreign stays.

The organization of all degrees and forms of university study at CU is based on a credit system in accordance with Decree 614/2002 Coll. on the credit study system (ECTS). The credit system uses the accumulation and transfer of credits and is based on the transparency of learning outcomes and learning processes.

Each subject has an assigned number of credits in the study program and is evaluated using a classification scale. Credits assigned to subjects express the proportion of the student's work required to successfully complete the course within the standard scope of work for one academic year. The student can obtain credits for the subject only once during the study. The standard student workload for the entire academic year in the full-time form of study is 60 credits, for one semester 30 credits. The full-time form of study is organized, that the study according to the recommended study plan corresponds to the student's work in the range of 1500 to 1800 hours per academic year, including individual study and individual creative activity, depending on the study program.

During his studies, the doctoral student obtains credits for these activities:

- completion of the study part of the individual plan, which consists mainly of lectures and seminars,
- passing the dissertation exam,
- individual creative activity in the field of science, possibly also art,
- performance of pedagogical or other professional activities at the faculty,
- defense of the dissertation.

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

Progression to the next year is conditioned by the number of credits obtained. Progression to the next year in both forms of study is conditioned by a positive evaluation of the fulfillment of the doctoral student's individual study and scientific plan by the relevant commission.

- To progress to the second year of full-time doctoral study, the condition is to obtain at least 50 credits, in part-time form at least 40 credits,
- For progression to the third year, the condition is to obtain at least 100 credits in full-time form and at least 60 credits in part-time form of study,
- The minimum number of credits from the study, scientific and pedagogical part of the program, which the student must obtain for the entire period of study, is 180. Not meeting these conditions is a reason to exclude the doctoral student from the study,
- Each doctoral student must obtain at least 70 credits from creative activities in the field of science or art before submitting application for permission to defend the dissertation,

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- The doctoral student may apply for permission to defend the dissertation thesis if he / she has obtained at least 150 credits for the prescribed duties. The supervisor comments on the permission to defend the dissertation.

The doctoral study program Social Work is implemented in the full-time form of study, as a 3-year program, in-person learning form, which is characterized by direct contact between the teacher and the student. The study program focuses on achieving the set learning outcomes and through it seeks to meet the objectives of the study program, which is to prepare full-fledged experts - methodologists and researchers in the field of social work, who will be able to know and master scientific research methods, methods and techniques of social work with orientation to a specific area and theoretical outcome. He is ready to actively participate in the creation, improvement and standardization of methods and techniques of social work and social research, masters the relations of social work theory with related fields of study and can develop them systemically and scientifically. He is able to design and present a scientific text, reasonably argue and link theoretical knowledge and practice.

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. Furthermore, the doctoral student acquires orientation in university pedagogy and current issues and perspectives of social work.

The relevant study program also includes vocational subjects of social work.

Within the study part in the 1<sup>st</sup> year in the winter semester, students complete the following subjects: *Methodology of quantitative research in social work* and *Theory and methods of presentation and teaching*. In the summer semester, students complete the following subjects: *Theoretical concepts of contemporary social work* and *Methodology of qualitative research in social work*. In the 2<sup>nd</sup> year, winter semester, the student completes the subjects *Doctoral Seminar* and *Current Issues and Perspectives of Social Work*.

Vocational subjects are divided into two groups, within the compulsory elective subjects.

The groups form two study trajectories. These trajectories are *Theory and Practice of Social Work* and *Advanced Science and Research*. The recommended study plan provides a logical sequence of relevant subjects, as follows: study trajectory *Theory and Practice of Social Work* is realized through subjects *Management of social services entities*, *Methods and Theories of Social Counseling*, *Children, young people and families: A professional approach*. Study trajectory *Advanced Science and Research* is realized through subjects *Epistemology and Philosophy of Science*, *Creation of Research Projects and Grant Applications*, *Professional Communication in a Foreign Language*. The student can choose the composition of compulsory elective subjects according to the chosen trajectory of the study or according to their own choice, regardless of the trajectories.

The concept of the subjects of the relevant study program is completed by *individual scientific, research or pedagogical work of the student*, marked as a scientific part in the recommended study plan. Individual components of the doctoral student's scientific preparation, such as scientific articles, participation and appearances at scientific conferences, foreign stays, participation in

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projects, etc. are all part of the credit evaluation of the student and are a condition for passing the dissertation examination and defense of the dissertation.

The compulsory units of the scientific part are *Passing the dissertation examination (with the defense of the written work for the dissertation examination)* in the third semester, *Elaboration and defense of the dissertation* in the sixth semester, *Scientific article in a peer-reviewed journal / scientific proceedings in the Slovak Republic*, *Scientific article in a peer-reviewed journal / scientific proceedings abroad* (these two titles must be submitted before the dissertation examination) and *Scientific article in a peer-reviewed journal / scientific proceedings in the Slovak Republic 2* and *Scientific article in a peer-reviewed journal / scientific proceedings abroad 2* (these two titles must be submitted before the defense of the final thesis). The doctoral student works on compulsory publications during the first to third (or fifth) semester.

The student can obtain credits within the scientific part for compulsory elective units, which he / she can complete during the first to fifth semester. The units are: *Scientific article registered in databases (WoS, Scopus)*, *Co-authored scientific article in peer-reviewed journal / scientific proceedings in the Slovak Republic*, *Co-authored scientific article in peer-reviewed journal or scientific proceedings abroad* (publications in addition to the compulsory publication units), *Expert article / review*, *Speech at a scientific conference in the Slovak Republic*, *Speech at a scientific conference abroad*, *Monograph*, *Co-authored monograph*, *Textbooks (min. 3 AH)*, *Textbooks in co-authorship (min. 1 AH)*, *Chapter in monograph*, *Foreign study stay (1-3 months)*, *Foreign research stay (1-3 months)*, *Short-term mobility of doctoral student Erasmus + (5-30 days)*, *Participation in a national scientific project (APVV, KEGA, VEGA)*, *Participation in a international scientific project*.

The study is designed as a three-year study, during semesters 1-3 the theoretical preparation of the doctoral student takes place by completing compulsory and compulsory elective subjects in the composition according to the proposed trajectories or according to the independent choice of the student.

Progression to the next year is conditioned by the number of credits obtained. Progression to the next year is conditioned by a positive evaluation of the fulfillment of the doctoral student's individual study and scientific plan by the relevant commission at the end of each academic year. To progress to the second year of full-time doctoral study, the condition is to obtain at least 50 credits. For progression to the third year, the condition is to obtain at least 100 credits in full-time form of study.

After completing the compulsory and compulsory elective subjects and obtaining the required number of credits for the scientific part of the preparation, the student, usually in the third semester, takes a dissertation examination. The number of scientific outputs in the required quality is at least two. The required quality is at least a scientific article in a peer-reviewed journal or proceedings (1 in the Slovak Republic, 1 abroad). The condition for passing the dissertation examination is the elaboration of a written thesis for the dissertation examination.

Another part of the doctoral student's training is an individual scientific and research activity with the help and supervision of a supervisor. Within it, the doctoral student publishes the results of research and scientific work. The minimum number of scientific outputs to proceed

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to the final defense of dissertation in the required quality is at least four - scientific article in a peer-reviewed journal or proceedings (2 in the Slovak Republic, 2 abroad) . In addition, the doctoral student will write a dissertation thesis in the 4-6 semester of study as a result of his / her scientific research.

The Catholic University in Ružomberok organizes the Doctoral School <https://www.ku.sk/veda-a-vyskum/doktorandska-skola/> as a support and development activity for all students of doctoral study programmes.

The study is completed by the defense of the dissertation before the dissertation defense commission. To complete the study, it is necessary to obtain a total of at least 180 credits, of which at least 70 credits are from creative activities in the field of science.

The defense of the dissertation takes place before the dissertation defense commission, which is appointed by the dean. The commission consists of a chairman and at least three members, one of whom must be from a workplace other than the faculty where the doctoral student is studying, three opponents and a supervisor. Opponents of the dissertation are selected from among experts in the field or specialization of doctoral studies. Only one of them can be from the workplace where the doctoral student is studying. At least one of them is a professor or doctor of science, or a researcher who has been awarded a scientific qualification level I.

After successful defense of the dissertation, the student obtains the title "Philosophiae doctor" (PhD.).

**The structure of the study program is divided into a total of 13 subjects of the study part, the categories of subjects are as follows:**

- 6 compulsory subjects
- 7 compulsory elective subjects

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

- total number of credits required for proper completion of studies: 180,
- to advance to the next year of study in individual years of study: 1st year of study min. 50 credits, 2nd year of study min. 50 credits, 3rd year of study min. 50 credits. The optimal number of credits for one academic year is 60,
- number of credits for compulsory subjects of the study part: 36 credits,
- number of credits for compulsory elective subjects of the study part at least 12 credits,
- passing the dissertation exam 20 credits,
- compulsory publication outputs (2 submitted before the dissertation exam and 2 before the defense of dissertation) 40 credits,
- scientific creative activity - compulsory elective units of the scientific part at least 42 credits (of which 12 before the dissertation exam),
- number of credits for elaboration and defense of the dissertation 30,
- number of credits required for proper completion of studies for compulsory subjects of the study part: 36 - for completion of part of study after individual semesters: 1st semester (12), 2nd semester (12), 3rd semester (12), 20% of the total number credits,

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- number of credits required for proper completion of studies for compulsory elective subjects: at least 12, 6.67% of the total number of credits.

### **Conditions for proper completion of studies**

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

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

The dissertation defense committee consists of a chairman, at least three members, one of whom must be from a different department than the faculty where the doctoral student is studying, three opponents and a supervisor. The doctoral student's supervisor is a member of the dissertation defense committee, but cannot vote. The chairman and at least one member are appointed from among the members of the departmental committee. In the event of a tie, the chairman's vote is decisive. The dissertation defense committees will be approved by a vote of the departmental committee (including a "per rollam" vote).

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

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

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

In accordance with the KU Study Regulations, a recommended study plan is determined, which is designed so that by completing it the student meets the conditions for successful completion of studies of the standard length, including completion of professional practice, if

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it is part of the study programme. The recommended curriculum shall include subjects of such credit value and type (compulsory, optional, elective) that the rules for continuing in the next period of study are fulfilled in each part of the study control. A student may enrol in only the subjects specified for the relevant level of study.

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

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

- ⊗ by dropping out of studies,
- ⊗ by exceeding the standard length of studies in the full-time form of study by more than two years of study, in the part-time form of study by more than three years, the date of termination being the end of the academic year in which the student should have completed his/her studies,
- ⊗ expulsion from studies for failure to fulfil the requirements arising from the study programme and study regulations, or expulsion from studies for a disciplinary offence, the date of termination of studies being the date on which the expulsion decision became final,
- ⊗ the entry into force of a decision on the invalidity of a state examination or a part thereof pursuant to Section 108f(1) in the context of lower-degree studies, if the relevant education is a prerequisite for admission to the ongoing studies of a higher-degree programme of study,
- ⊗ the renunciation of an academic degree awarded after completion of a lower-degree programme of study, if the relevant education is a prerequisite for admission to a higher-degree programme of study in progress
- ⊗ the cancellation of a programme of study if the student does not accept the faculty's offer to continue his/her studies in another programme of study, the date of termination of studies being the date on which the university announced the cancellation of the programme of study,
- ⊗ by transfer to another faculty within the university or to another university,
- ⊗ death of the student.

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

- ⊗ for a maximum of three academic years due to parental leave,

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⊗ for a maximum of two academic years for health or other serious personal reasons (on presentation of verifiable evidence),

⊗ for a maximum of one year without giving a reason.

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

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

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

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

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

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

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

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

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

In the case of subjects whose assessment includes an exam, the student has the right to one regular and two retake exam dates in a given academic year, if he/she meets the conditions of continuous assessment specified in the subject information sheet and the conditions according

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to the study regulations of the university and faculty. The student is not entitled to retake or alternative options for meeting the conditions of continuous assessment, if such an option is not specified in the subject information sheet. If the student does not meet the conditions of continuous assessment, the subject has been failed.

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

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

### [Study regulation of KU](#)

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

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

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

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

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

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

The examiner is obliged to enter the results of the assessment of the course into the academic information system within five working days of the examination at the latest. For students who have not participated in the mid-term or final assessment of a course, even though they have been enrolled in the course, the examiner will enter an FX mark for the regular and make-

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up examination dates of the course, or, if the course is not marked with a mark, will mark it as failed. The assessment of learning outcomes in individual courses must be completed no later than five working days after the last day of the examination period of the relevant semester, in order to check that the student has met his/her study obligations.

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

### **Dissertation Topics**

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

### **List of dissertation supervisors**

- [doc. PhDr. Markéta Rusnáková, PhD.](#) e-mail: [marketa.rusnakova@ku.sk](mailto:marketa.rusnakova@ku.sk)
- [doc. PhDr. Angela Almašiová, PhD.,](#) e-mail: [angela.almasiova@ku.sk](mailto:angela.almasiova@ku.sk)
- [Mgr. Daniel Markovič, PhD.,](#) e-mail: [daniel.markovic@ku.sk](mailto:daniel.markovic@ku.sk)
- [PhDr. Katarína Kohútová, PhD.,](#) e-mail: [katarina.kohutova@ku.sk](mailto:katarina.kohutova@ku.sk)
- [prof. ThDr. PaedDr. PhDr. Lubomír Pekarčík, PhD.,](#) e-mail: [lubomir.pekarcik@ku.sk](mailto:lubomir.pekarcik@ku.sk)
- [prof. PaedDr. Peter Jusko, PhD.](#) e-mail: [peter.jusko@umb.sk](mailto:peter.jusko@umb.sk)
- [prof. Irena Žemaitytė, PhD..](#) e-mail: [irene@mruni.eu](mailto:irene@mruni.eu)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Student complaints and appeals procedures**

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

[Schedule of academic year](#)

[Timetable](#)

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## Personnel assurance of the study program

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

[doc. PhDr. Markéta Rusnáková, PhD.,](#) e-mail: [marketa.rusnakova@ku.sk](mailto:marketa.rusnakova@ku.sk)

Function of associate professor, person providing profile subjects

[doc. PhDr. Angela Almašiová, PhD.,](#) e-mail: [angela.almasiova@ku.sk](mailto:angela.almasiova@ku.sk)

Function of associate professor, person providing profile subjects

[Mgr. Daniel Markovič, PhD.,](#) e-mail: [daniel.markovic@ku.sk](mailto:daniel.markovic@ku.sk)

Function of associate professor, person providing profile subjects

[PhDr. Katarína Kohútová, PhD.,](#) e-mail: [katarina.kohutova@ku.sk](mailto:katarina.kohutova@ku.sk)

Function of associate professor, person providing profile subjects

[PhDr. Lenka Štefáková, PhD.,](#) e-mail: [lenka.stefakova@ku.sk](mailto:lenka.stefakova@ku.sk)

### Other study program support staff

#### Study advisor

[PhDr. Lenka Štefáková, PhD.,](#) e-mail: [lenka.stefakova@ku.sk](mailto:lenka.stefakova@ku.sk)

#### Study department

Ing. Miroslava Vojsovičová e-mail: [miroslava.vojsovicova@ku.sk](mailto:miroslava.vojsovicova@ku.sk)

#### Career counselor

Mgr. Katarína Markovičová, PhD e-mail: [katarina.markovicova@ku.sk](mailto:katarina.markovicova@ku.sk)

#### Accommodation department

Martin Piatko e-mail: [martin.piatko@ku.sk](mailto:martin.piatko@ku.sk)

#### Student representatives

Mgr. Patrícia Javorková e-mail: [patricia.tomajkova297@edu.ku.sk](mailto:patricia.tomajkova297@edu.ku.sk)

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## **SPATIAL, MATERIAL AND TECHNICAL ASSURANCE OF THE STUDY PROGRAM AND SUPPORT**

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

The Department of Social Work at FE CU in Ružomberok is an organizational unit of the faculty, which has (in addition to personnel) also material, technical and administrative equipment. Through the secretariat, the department administratively supports the study program, teachers and their needs, as well as students with their administrative needs.

Every university teacher at FE CU has a personal computer with accessories for the needs of distance learning - webcam, microphone and speakers, which the teacher uses also for their own research activities. Teachers' personal computers are used for education - presentations and projection during lectures and seminars. All PC stations at the faculty are connected to the SANET internet network, by cable or wirelessly. A wireless network is also available to all students. Each office is equipped with a multifunction device with a printer, scanner, copy machine and common office supplies. Students also have dozens of PC stations with internet connection located in the corridors of the faculty at their disposal. The Academic information system - AIS2 - is the network infrastructure which contains registration and study records of FE CU. Each member of the academic community of the faculty with different user rights has access to it.

The Department of Social Work has high-quality material, technical, spatial and information equipment. All classrooms are equipped with modern technology, there is a data projector, internet connection, interactive whiteboards. The workplace is equipped with wifi internet connection in the EDUROAM network, which is publicly available to all students (in the corridors and study rooms). An LED panel with a faculty information system was installed in the corridor in 2021, which displays current information from the Department of Social Work.

For the efficient and high-quality lectures and the acquisition of skills in the field of social work, it is important within the study program to provide spatial and material-technical equipment for students, which is provided in specially equipped rooms.

Training rooms focused on the development of socio-psychological skills are used in socio-psychological training.

PC classroom A 430 designed for the study program Social Work is a computer room equipped with up-to-date software for the needs of students.

Classrooms A425, A427, A414, designed for the study program Social Work are equipped with a notebook, data projector, speakers.

Students' access to electronic information resources is enabled by freely accessible computers with internet connection in the corridors (11) and in the foyer (1), where there is also free internet access via wifi connection. Within the study program, preconditions for the use of the most modern information and communication technologies are created.

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The Socio-pedagogical research laboratory was created from the development project, which permanently serves for the purposes of research activities of students, doctoral students and pedagogical staff, as well as for the purposes of educating FE CU students in the field of quantitative and qualitative research. In the laboratory we can find purchased software TAP Systém and Atlas.ti. TAP software is used for preparation, scanning and automated evaluation of tests / questionnaires. The laboratory is equipped with 10 computer sets, a quick scanner and two printers. The acquired Software is used for the organization, analysis and processing of quantitative, qualitative data and enables the processing and sorting of data for the needs of research carried out by teachers and students of FE CU in Ružomberok.

### **Spatial assurance of the study program**

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

The Faculty of Education has at its disposal (in the reconstructed teaching block A on Hrabovská cesta 1, Ružomberok) 72 cabinets for research work of employees participating in research in the field of pedagogical science and social-behavioral science. All cabinets are equipped with work desks and accessories. As conference rooms and rooms for other scientific events (colloquia, seminars, lectures), the Faculty of Education has 17 rooms with a capacity of up to 25 seats, 3 rooms with a capacity of up to 50 seats, 7 rooms up to 60 seats, 2 rooms up to 120 seats and 1 hall with a capacity of 360 seats. The faculty's conference and lecture rooms are equipped with a ceramic panel, E-beam, data projector, wall screen, some with an LCD screen and a home cinema system with sound system. The entire A block of FE CU is barrier-free.

### **Characteristics of information provision of the study programme**

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

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

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

© learning organised by individual teaching weeks or thematic units,

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

Students with a diagnosed disorder can be individually adapted to the test (e.g. increase the time for development) according to the requirements of the diagnostic centre (there is no need to create a different test for these students, which could be segregative). Moodle also allows for competency-based learning, gamification of content, incentive reward system (badges), implementation of video conferencing, cloud platforms, etc.

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

The academic information system AiS2 is used to manage studies at the university. Its primary role is to cover the student life cycle throughout the active period. Individual activities are controlled by the academic year and its timetable:

- admissions - administration of the study programme offer for the eprihlas system, registration and processing of applications, evaluation of the admissions process
- creation of study plans for the next AR - creation of course offerings
- creation of timetables
- preparation for enrolment of students, creation of studies
- enrolment and recognition of courses
- administration of tuition and fees and administration of scholarships
- registering deadlines and assessments - listing of examination dates by teachers, registration and signing out for examinations for students and then registering the assessment of the course by the teacher
- control of studies by the study department - obtaining the necessary number of credits and completing repeatedly enrolled courses

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- registration of final theses - writing assignments and their approval, registration of students for assignments, uploading of final theses and export to CRZP for originality check, registration of evaluation and testimonials for the thesis
- administration of deadlines and assessment of state examinations
- evaluation and completion of studies for graduates, printing of documents

In addition, we also use Ais2 for communication with students (sending messages and announcements), for generating reports and statistical summaries as well as for recording and approving documents as part of the internal quality system.

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

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

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

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

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

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

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

The KU University Library offers superior services to students. The library is open to students 50,00 hours per week. It provides lending services (absentee and in-person), reprographic services, consultation services, interlibrary loan services (national and international) and electronic reference services. Provides remote access to licensed electronic resources. It operates 6 biblioboxes, 5 self-service lending facilities - selfchecks, 210 computer stations, 6 scanners, 9 photocopiers, wi-fi connection in the library premises.

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

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

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

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

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

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

KU KU users have the opportunity to use electronic information resources in the Scientific Library of the CVTI SR through remote access and the project National Information System for Support of Research and Development in Slovakia - Access to Electronic Information Resources (NISPEZ) - SpringerLink, Web of Science (Current Contents Connect, Essential Science Indicators, MEDLINE, Web of Science™ Core Collection).

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

**Characteristics and scope of distance education applied in the study program with assignment to subjects. Approaches, manuals of e-learning portals. Procedures for the transition from full-time to distance learning.**

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

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](https://moodle.pf.ku.sk).

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.

Prerequisites for the use of the most modern information and communication technologies are created within the study program:

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,

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- 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.

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### **University partners in providing educational activities for the study program and the characteristics of their participation**

The Department of Social Work is an institutional member of the Slovak Association of Educators in Social Work:

[http://avspsr.weebly.com/uploads/4/0/4/7/4047229/menn%C3%BD\\_zoznam\\_%C4%8Dlennov\\_avsp\\_2021.pdf](http://avspsr.weebly.com/uploads/4/0/4/7/4047229/menn%C3%BD_zoznam_%C4%8Dlennov_avsp_2021.pdf) with which the department has started project and publication cooperation. Doctoral students can also become members of this association and thus influence the development of social work in Slovakia.

The Department of Social Work PF KU 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.

### **Characteristics of possibilities of social, sports, cultural, spiritual and social activities**

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.

The Catholic University, in cooperation with the Ján Vojsašák 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.

The Liptov region offers students of the Catholic University a variety of sports activities in the summer and winter. In the immediate vicinity of the university is the Hrabovská dolina, where it is possible to carry out a lot of activities and entertainment. In addition to walking in the woods or around the lake, BikePark Malinô Brdo allows you to rent downhill bikes, which can be tried on professional tracks of varying difficulty. Mountain cross-country scooters are also

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an excellent alternative for the descent from Malinô Brdo. In winter, the biggest attraction is the ski resort Skipark Malinô Brdo.

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

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

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

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

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

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

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

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

⊗ application form

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

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

⊗ in the case of an internship, a copy of the email from the host institution confirming the acceptance of the student for the internship (the email contains the name and surname of the student accepted for mobility, the exact name and address of the host

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institution, including the duration of the mobility for which the student will be accepted). In case several students will be interning at the selected institution during the same period, one email confirming the admission of all students (the email also contains the above mentioned elements) will be sufficient;

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

### **Procedure after the student selection procedure**

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

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than one department at KU, the Study Contract shall be signed by the head/s of the department from which the student has enrolled in more courses. Subsequently, the Study Agreement will be signed by the competent person of the receiving institution. The Study Contract enters into force after it has been signed by the KU departmental or faculty coordinator and the competent person of the receiving higher education institution.

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

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

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

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

1. Upon completion of the mobility abroad, the student submits to the International Relations Office: a Transcript of Records issued by the foreign higher education institution, a certificate of mobility and completes the online student report.

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

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8. If circumstances arise that are not covered by this guideline, the individual case will be considered on a case-by-case basis.

**Contacts to the KU Foreign Relations and Mobility Offices**

**Institutional Erasmus Coordinator**

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

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**Faculty Erasmus Coordinator**

Adam Janiga

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## **REQUIRED SKILLS AND PREREQUISITES OF THE APPLICANT FOR THE STUDY OF 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 dean of the faculty announces the commencement of the admission procedure for doctoral studies on the faculty's website and on the official notice board of the faculty, at least two months before the last day for the submission of applications.

### *Admission conditions*

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,
- active participation in admission interview,
- successful completion of the entrance exam and defense of the dissertation project proposal

### **Admission procedures**

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.<sup>3</sup>

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

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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.

- 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.

## **Results of admissions for the last period**

### [Results of the admissions](#)

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

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

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

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

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

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

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

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

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## REFERENCES TO OTHER RELEVANT INTERNAL RULES AND INFORMATION RELATING TO THE STUDY OR STUDENT OF THE STUDY PROGRAM

Catholic University in Ružomberok

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

Faculty of Education

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

Department of Social Work

[Katedra sociálnej práce | Katedry | Pedagogická fakulta Katolíckej univerzity v Ružomberku](https://www.ku.sk/katedra-socialnej-prace-katedry-pedagogicka-fakulta-katolickej-univerzity-v-ruzomberku)

Admission procedure

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

Study Regulations of FE CU

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

Amendment No. 1 to the Study Regulations of FE CU

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

Dean's Directive on Doctoral Studies of FE CU

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

Accommodation

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

Catering

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

Scholarships and loans

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

University Library

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

Student life

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

Erasmus+

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