



**UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY  
IN KOŠICE**



**Internal Regulation**

**Professional Development of University Teachers, Researchers  
and Other Employees  
of the University of Veterinary Medicine and Pharmacy in Košice**



## **Article 1**

### **Introductory provision**

1. The rules of Professional Development of University Teachers, Researchers and Other Employees of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter the "UVMP") are based in particular on the legal regulation defined in Act No. 568/2009 Coll. on Lifelong Learning and on Amendments and Additions to Certain Acts, the Marrakesh Framework for Action for Adult Education and the UNESCO Institute for Lifelong Learning's Medium-Term Strategy and the standards and methodologies issued by the Slovak Accreditation Agency for Higher Education.
2. The UVMP facilitates and manages the professional development of its university teachers, researchers and other staff according to the requirements of relevant legislation, the requirements of the workplaces and within its financial possibilities.
3. The further education of university teachers, researchers and other UVMP employees is recorded by the Quality Assurance Office.

## **Article 2**

### **Objective of further education at the UVMP**

1. The main objective of further education at the UVMP is for its employees to acquire the competences, knowledge and skills necessary to retain their jobs and advance in their professional careers.
2. University teachers of individual study programmes develop their professional, linguistic, pedagogical, digital skills and transferable competences.

## **Article 3**

### **Lifelong learning and forms of continuing education**

1. Lifelong learning is regulated in particular by Act No 568/2009 Coll. on Lifelong Learning and on Amendments and Additions to Certain Acts.
2. Lifelong learning is all activities that take place throughout life in order to improve knowledge, skills and abilities. Lifelong learning as a basic principle of education and training applied in the educational system of the Slovak Republic consists of school education and further education following the level of education achieved in school education.
3. Further education shall make it possible to acquire a partial qualification or a full qualification or to supplement, renew, extend or deepen a qualification acquired in school education or to satisfy interests and acquire the capacity to participate in the life of civil society. Successful completion of further education does not confer a degree.
4. Further education shall be provided as formal education, non-formal education or informal education.
5. Formal learning occurs in an organised and structured environment and is explicitly labelled as learning (in terms of objectives, time or resources) and leads to a formal qualification (or partial qualification). Such learning may take place, for example in short-term higher education programmes.
6. Non-formal learning occurs in an organised and structured environment and is explicitly labelled as learning (in terms of objectives, time or resources) but does not lead to a formal



qualification. Such learning can be, for example, training or employer courses, self-study or 'job shadowing'.

7. Informal learning results from day-to-day activities in the workplace which are not specifically organised or structured; it does not lead to formal qualifications. This type of learning may involve peer learning, exchanges with colleagues or learning by doing.

#### **Article 4**

##### **Personnel, financial and material resources for the provision of further education**

1. The UVMP has allocated adequate material resources for the provision of various forms of further education in its own direction. The UVMP shall have sufficient financial resources earmarked in its budget for the provision of continuing education.
2. The UVMP has adequate staffing for the provision of various forms of self-directed continuing education. Lists of the UVMP staff carrying out various forms of further education are maintained by the Quality Assurance Office. The lists contain the name, surname and titles of the employees carrying out further education and the areas of further education for which they have competence - professional competence to carry out the activity in question, which is the result of knowledge, skills and attitudes acquired through formal and non-formal education and informal learning in the course of gaining their own practical experience (Article 12(6) of the Standards for the Internal Quality Assurance System for Higher Education).
3. The UVMP organizes annually a course of university pedagogy for students of doctoral studies (after passing the dissertation examination) who are involved in the process of higher education in the study programmes of the 1<sup>st</sup> degree, combining the 1<sup>st</sup> and 2<sup>nd</sup> degree and the 2<sup>nd</sup> degree.
4. The UVMP organises annually a course of university pedagogy for newly recruited university teachers and scientific-research workers.
5. The UVMP organises a course on professional communication for all newly recruited employees of the University Veterinary Hospital and the University Pharmacy every year.
6. The UVMP organises an annual English language course not only for teachers teaching in English but also for technical and economic staff.
7. The UVMP staff members develop professionally in accordance with their job description in the areas necessary for the functioning of the UVMP.

#### **Article 5**

##### **Duties of senior staff in the field of further education**

1. Heads of departments, heads of clinics and heads of the UVMP rectorate departments shall actively monitor the need for further education of the UVMP employees under their management and submit proposals for their further education to the UVMP Rector.
2. University teachers employed at the UVMP after the entry into force of this internal regulation must successfully complete the course "Fundamentals of University Pedagogy" within three years of their employment (Article 4(5) of this internal regulation). Other university teachers who have not completed this course must successfully complete the course in university pedagogy within five years of the entry into force of this internal regulation and must attend workshops in university pedagogy at five-yearly intervals.
3. Employees in contact with the public (clients of pharmacies and clinics) must successfully complete the professional communication course (Article 4(6) of this internal regulation)



within five years of the entry into force of this internal regulation and must attend professional communication workshops at 5-yearly intervals.

4. Heads of Departments, Heads of Clinics and Heads of Rectorate Departments of the UVMP shall keep lists of employees who have received further education, including its type and form (Annex No.1).
5. Heads of Departments, Heads of Clinics and Heads of Rectorate Departments of the UVMP inform the Vice-Rector for University Development and Quality Assurance about the completed forms of further education and send the updated lists of employees (Annex 1) to the Quality Assurance Office.
6. Heads of Departments, Heads of Clinics and Heads of the UVMP Rector's Departments ensure that documents (diplomas, certificates, etc.) on completed education of employees/doctoral candidates are delivered to the Personnel Office/Doctoral Studies Office in the employee's/doctoral candidate's personal file every year by December 1.

### **Article 6** **Final provision**

1. Annex No. 1 forms an integral part of this internal regulation.
2. This internal regulation shall enter into force and effect upon approval by the Management of the UVMP in Košice.
3. The internal regulation Professional Development of University Teachers, Researchers and Other Employees of the University of Veterinary Medicine and Pharmacy in Košice dated August 8, 2023 is cancelled on the date of entry into force of this internal regulation.

In Košice, on October 2<sup>nd</sup>, 2024

**prof. Jozef Nagy, DVM, PhD.**  
Rector  
University of Veterinary Medicine  
and Pharmacy in Košice



**Annex No. 1 Form for the record of completed further education attended by employees of the department**

<sup>1</sup> formal or informal; <sup>2</sup> e.g. diploma, certificate, endorsement, certificate, etc.

Name of department				
Name, surname and title of the employee	Name of completed further education (FE)	Type of FE completed <sup>1</sup>	Type or title of evidence of completion of FE <sup>2</sup>	Year of completion of FE

