



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



**Internal Regulation**

**Quality Assurance in Higher Education at the University of Veterinary  
Medicine and Pharmacy in Košice**



### Used terms

|  |  |
|--|--|
| <i>Course guarantor</i>                    | – a person responsible for implementation, development and assurance of the course quality.  |
| <i>Rigorous thesis</i>                     | – a thesis following completed study programme, the defence of which is part of a rigorous examination; only universities with an accredited study programme in a relevant branch of study, after completion of which an academic title “Master“ is awarded, are authorised to conduct such examinations.  |
| <i>Supervisor</i>                          | – a university teacher or researcher who is a supervisor of a dissertation thesis.   |
| <i>Modification of the study programme</i> | – addition or deletion of compulsory courses or compulsory elective courses, changing the conditions for proper completion of studies or modification of the information of a compulsory course or compulsory elective of a course, except for an update of the teacher, a recommended literature and the type, scope and method of educational activities |
| <i>Tutor of a final thesis bachelor,</i>   | – a university teacher or researcher who is a supervisor of a diploma or rigorous thesis.  |
| <i>Final thesis</i>                        | – a bachelor thesis in study programmes at the first level, a diploma thesis in study programmes at the second level and a dissertation thesis in study programmes at the third level.   |



## **Article 1**

### **Introductory provision**

1. The internal quality assurance system in higher education (hereinafter the “internal system”) at the University of Veterinary Medicine and Pharmacy in Košice (hereinafter “the UVMP”) is based on the legal provisions defined in Act No. 269/2018 Coll. on quality assurance in higher education and on amendment of Act No. 343/2015 Coll. on public procurement and on amendment of certain acts, as amended.
2. The UVMP ensures the quality of provided higher education by implementing its internal quality system and its continuous development.
3. The internal system governs the way in which the UVMP fulfils its mission in higher education through the strategy of ensuring quality in higher education and quality of research activity or other creative activity (hereinafter the “creative activity”) of the UVMP; through the processes of ensuring quality in higher education and quality of creative activity and through the interconnection between the creative activity and higher education of the UVMP in relevant study branches.
4. In accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area, known as ESG 2015 (European Standards and Guidelines) and the Standards for the Internal Quality Assurance System for Higher Education of the Slovak Accreditation Agency for Higher Education UVMP carries out quality assessment based on the implementation of formal procedures comprising a complete quality cycle (PDCA – Planning , Doing, Checking, Acting). The quality assessment by applying the PDCA cycle is presented in Annexes 1 and 2.
5. The application of the UVMP internal system is mandatory for all UVMP employees and students.

## **Article 2**

### **Objective of the UVMP quality assurance**

1. The main objective of the UVMP internal system is to increase the quality of the university at the national and international level by implementing quality and transparent management processes in accordance with the mission of the university and develop the importance of quality and the assurance thereof within individual activities carried out by the university.
2. The internal rule regulates the requirements of the internal quality system, defines the rules for creation, approval, implementation, monitoring, evaluation and modification of study programme, the procedure for verifying the application of the latest knowledge in the content of the study programme, the method of involvement of student representatives and other concerned persons in the creation and modification of study programmes, connection of the study programme to the relevant level of the national qualification framework, rules for student evaluation, rules for performing creative activity of the university, rules for reviewing student suggestions and procedures for verifying sufficient spatial, material, technical, informational and personnel assurance of the study programme, as well as conditions of habilitation procedure and appointment procedure of professors.

## **Article 3**

### **Internal system organization**

1. The internal system at UVMP is provided by the following academic self-government bodies and commissions:
  - a) Rector,
  - b) Academic Senate,



- c) Board of Trustees,
  - d) Scientific Board,
  - e) Quality Assurance Council,
  - f) Committee for Education,
  - g) Committee for Scientific and Research Activities,
  - h) Committee for Clinical Activities,
  - i) Committee for Creation, Modification and Periodical Evaluation of Study Programme,
  - j) Accreditation Committee.
2. The distribution of responsibilities among the UVMP units in the field of quality assurance is specified in Annex No. 3.
  3. The activities of the Quality Assurance Council are governed by the Statute of the Quality Assurance Council (Annex No. 4).
  4. The activities of the Committee for Education are governed by the Statute of the Committee for Education (Annex No. 5).
  5. The activities of the Committee for Scientific and Research Activities are governed by the Statute of the Committee for Scientific and Research Activities (Annex No. 6).
  6. The activities of the Committee for Clinical Activities are governed by the Statute of the Committee for Clinical Activities (Annex No. 7).
  7. The activities of the Committee for Creation, Modification and Periodical Evaluation of Study Programme are governed by the Statute of the Committee for Creation, Modification and Periodical Evaluation of Study Programme (Annex No. 8).
  8. The activities of the Accreditation Committee are governed by the Rules of Procedure of the Accreditation Committee of UVMP in Košice.
  9. To ensure the quality of higher education, the University of Veterinary Medicine and Pharmacy in Košice has created an electronic information system quality portal (vsk.uvlf.sk).

#### **Article 4**

##### **Personnel, financial and material resources for internal quality system assurance**

The UVMP in Košice has allocated sufficient funds in the budget for personnel and material assurance of functioning of the internal system and comprehensive assurance of study programmes and other related activities.

#### **Article 5**

##### **Rules for creation, approval, implementation and modification of the study programme**

1. These rules:
  - a) Ensure the consideration of the area of knowledge according to the relevant study branch in which students obtain higher education,
  - b) Regulate the competence of the university bodies in approving the study programme,
  - c) Ensure the participation of student representatives, employers from the relevant industry and other concerned persons in the creation and modification of the study programme,
  - d) Ensure the determination of knowledge, skills and competences to be achieved by a student within his/her study (hereinafter “higher education results”) corresponding to the relevant level of the national qualification framework,
  - e) Ensure compliance with the standards for the study programme.
2. A proposal for the creation of the study programme may be submitted by university teachers in the position of a professor and an associate professor, organizational units of



the UVMP (departments and clinics) and external concerned parties to the Rector of the UVMP. A proposal for the creation of the study programme must include:

- a) the rationale for the proposal,
  - b) the field of study in which the study programme is pursued,
  - c) the degree of study,
  - d) the title.
3. A proposal for the modification of the study programme may be submitted by the person with the main responsibility for the implementation, development and quality assurance of the study programme to the committee for the establishment, modification and periodic evaluation of the study programme. After discussion of the proposal for modification of the study programme in the committee, the chairperson of the committee submits the proposal to the Rector of UVMP, who, in case of his/her agreement with the proposal, submits the proposal to the accreditation committee. The proposal for modification of the study programme includes:
- a) the rationale for the proposal,
  - b) the field of study in which the study programme is pursued,
  - c) the degree of study,
  - d) the title.
4. A proposal for the cancellation of a study programme may be submitted by the person with primary responsibility for the implementation, development and quality assurance of the study programme after discussion in the committee for the establishment, modification and periodic evaluation of the study programme. The proposal shall be submitted to the Rector of UVMP, who, if he/she agrees with the proposal, shall submit the proposal to the accreditation committee. The only reason for the cancellation of a study programme may be insufficient fulfilment of the standards for the study programme. The proposal for the cancellation of the study programme includes:
- a) the rationale for the proposal,
  - b) the field of study in which the study programme is pursued,
  - c) the degree of study,
  - d) the title.
5. The description of the study programme is developed in accordance with the formalised processes of the internal system and the strategic objectives set out in the UVMP long-term plan and includes:

*Basic information about the study programme:*

- a) Name of the study programme,
- b) Type of the study programme,
- c) Level of university study for which the study programme is intended,
- d) Branch of study in which the study programme is to take place,
- e) Awarded academic degree,
- f) Form of the study,
- g) In case of joint study programmes (Section 54a of the Act No. 131/2002 Coll.), cooperating universities and the determination of obligations a student is obliged to fulfil at respective universities,
- h) Language or languages in which the study programme is performed, i.e. language or languages in which courses of the study programme are taught,
- i) Standard length of study expressed in academic years,
- j) Capacity of the study programme.

*Graduate profile and educational goals:*



- a) Student's abilities at the time of completion of the study programme and main learning outcomes,
- b) Jobs for which a graduate is prepared at the time of completion of the study programme and the potential of the study programme from the point of view of student's employment,
- c) Relevant external concerned parties which provided an opinion or an approval of the compliance of the obtained qualification with the sector-specific requirements to perform the profession.

*Applicability of graduates:*

- a) Assessment of the applicability of graduates of the study programme,
- b) Successful graduates of the study programme,
- c) Assessment of the quality of the study programme by employers.

*Structure and content of the study programme:*

- a) Description of the rules for creating study plans in the study programme,
- b) Recommended study plans for individual forms of study,
- c) Study plan consists of:
  - Individual parts of the study programme in the structure – compulsory, compulsory optional and optional courses,
  - Marked profile courses of the relevant path within the study (specializations),
  - Learning outcomes and related criteria and rules for their evaluation for each course,
  - Prerequisites, co-requisites and recommendations for the creation of the study plan,
  - Used educational activities (lecture, seminar, practical, final thesis, project work, laboratory work, internship, excursion, field practice, professional practice, state examination, etc. or their combinations) suitable for achieving learning outcomes for each course,
  - Methods to carry out the educational activities – full-time, part-time, combined (in accordance with the Course information letters),
  - Syllabus/syllabi of the course,
  - Student workload ("scope" for individual courses and educational activities separately),
  - Credits allocated to each part based on the achieved learning outcomes and related workload,
  - Person ensuring the course, including contact details,
  - Teachers of the courses (or involved partner organizations and persons),
  - Location where the course takes place (if the study programme takes place at several workplaces).
- d) Number of credits, the achievement of which is a condition for a regular completion of the study and other conditions that a student is obliged to meet during the study programme and for a regular completion thereof, including the conditions for state examinations, rules for repeating the study and rules for extending and interrupting the study,
- e) Conditions of completing individual parts of the study programme and a progress of a student in the study programme in the structure:
  - Number of credits for compulsory courses required for a regular completion of the study/part thereof,



- Number of credits for compulsory optional courses required for a regular completion of the study/part thereof,
  - Number of credits for optional courses required for a regular completion of the study/part thereof,
  - Number of credits for a final thesis and a final thesis defence required for a regular completion of the study,
  - Number of credits for professional training required for a regular completion of the study/part thereof,
- f) Rules for verification of learning outcomes and student evaluation and the possible corrective procedures in relation to this evaluation,
- g) Conditions for the recognition of the study or part thereof,
- h) Topics of final thesis of the study programme (or a reference to the list).
- i) Description or a reference to:
- Rules for the assignment, processing, opposition, defence and evaluation of final theses in the study programme,
  - Opportunities and procedures for participation in students' mobilities,
  - Rules for compliance with the academic ethics and drawing consequences in the event of their non-compliance,
  - Procedures applicable for students with specific needs,
  - Procedures for giving suggestions and filing appeals by students.

*Course information letters of the study programme.*

*Current academic year schedule and current timetable (or a hyperlink).*

*Personnel of the study programme:*

- a) Person responsible for implementation, development and quality of the study programme (including a position and a contact),
- b) List of persons ensuring profile courses of the study programme with assignment to courses and a link to the central register of university employees, including contacts (they may also be listed in the study plan),
- c) Reference to the scientific/artistic and pedagogical characteristics of persons ensuring profile courses of the study programme,
- d) List of teachers of the study programme with assignment to courses and a link to the central register of university employees, including contacts (they may also be listed in the study plan),
- e) List of final thesis tutors and supervisors with assignments of theses (including contacts),
- f) Reference to the scientific/artistic and pedagogical characteristics of final thesis tutors and supervisors,
- g) Student representatives who represent interests of students of the study programme (including names and contacts),
- h) Study advisor of the study programme (including a contact and information about access to counselling and consultation schedule),
- i) Other supportive personnel of the study programme – an assigned study referent, a carrier consultant, administration, an accommodation referent, etc. (including contacts).

*Spatial, material and technical resources of the study programme and support:*



- a) List and characteristics of classrooms of the study programme and their technical equipment with assignment to learning outcomes and courses (laboratories, clinics, scientific and technological parks, university facilities, practice centres, training schools, teaching and training facilities, sport centres),
- b) Characteristics of information resources of the study programme (access to study literature according to Course information letters, access to information databases and other information resources, information technologies, etc.),
- c) Characteristics and scope of part-time learning applied in the study programme with assignment to courses; access, e-learning portal manuals; procedures for transition from full-time to part-time learning,
- d) Partners in providing educational activities of the study programme and characteristics of their participation,
- e) Characteristics of opportunities for social, sport, culture, spiritual and community life,
- f) Possibilities and conditions of participation of students in the study programme in mobilities and internships (including contacts), instructions for registration, rules for recognition of this education.

*Required skills and qualifications of an applicant for the study programme:*

- a) Required skills and qualifications necessary for admission to the study,
- b) Procedures of admission to the study,
- c) Results of the admission procedure for the recent period (according to the standard length of the study programme).

*Feedback concerning the quality of provided education:*

- a) Procedures of monitoring and evaluation of students' opinions on the quality of the study programme,
- b) Results of the students' feedback and related measures to increase the quality of the study programme,
- c) Results of the graduates' feedback and related measures to increase the quality of the study programme.

*References to other relevant internal regulations and information relating the study or students of the study programme (e.g. a study guide, accommodation regulations, fee regulations, guidelines for student loans, etc.).*

6. The study programme is approved by the accreditation committee, in the case of a joint study programme, also by the appropriate body of the cooperating university.
7. The study programme is carried out under the conditions approved at the time of accreditation of the study programme; in the case of a joint study programme, under the conditions that have been approved by the accreditation committee and the adequate body of the cooperating university.
8. Any modification of the study programme is subject to the approval by the accreditation committee; in the case of a joint study programme, it is subject to the approval by the accreditation committee and the appropriate authority of the collaborating university.
9. The study programmes/joint study programmes are subject to periodical approval according to the standard length of the study programme.
10. Applications for approval, modification and cancellation of a study programme are submitted to the Rector usually twice a year: on 15.6. and 1.11. of the calendar year and are discussed at the meetings of the Accreditation Committee in accordance with Article 4 (1) of the Rules of Procedure of the UVMP Accreditation Committee.





## **Article 6**

### **Rules for selection of teachers of individual courses of the study programmes**

1. The UVMP in Košice uses fair and transparent processes in the selection of teachers. It cares about the personal development of teachers and periodically makes sure that the competencies of its teachers are sufficient.
2. The selection of teachers of individual courses of the newly established study programme shall take due account of the internal regulation UVMP: “Organizational rules of the UVMP in Košice” and “Principles of systemization of jobs at the UVMP in Košice”.
3. Each teacher of a specific course must meet the prescribed qualification requirements and, through his/her pedagogical and scientific activities, contribute to the maintenance or development of knowledge in the relevant field, which he/she proves by his/her pedagogical and publishing activities.
4. The UVMP in Košice has specified measurable indicators for monitoring the pedagogical and publishing activities of its teachers.
5. Teachers of individual courses of the newly established study programme are selected by the Committee for Creation, Modification and Periodical Evaluation of Study Programme (Annex No. 8).

## **Article 7**

### **Rules for admission procedure**

1. The UVMP in Košice uses fair and transparent processes in the admission of students.
2. The rules for the admission procedure are set in a way so as to ensure the desired quality of students in individual study branches while maintaining the principles of equal treatment, regardless of gender, religion or belief, race, nationality or ethnic group, disability, age, sexual orientation, marital or family status, skin colour, language, political or other opinion, national or social origin, property, descend or any other status.
3. The details of the admission procedure for the study programmes of the first, second and combined first and second levels of higher education are specified in Articles 1 – 4 of the Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the first, second and combined first and second levels of higher education, Part A, and made public at the UVMP website. In the case of a joint study programme, the details of the admission procedure are specified in accordance with the agreement of the cooperating universities (Section 54a(1) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended) in the internal regulations of the university providing the admission procedure.
4. The details of the admission procedure for the study programmes of the third level of higher education are specified in Articles 1 – 4 of the Study Guidelines of the University of Veterinary
5. Medicine and Pharmacy in Košice for students of the third level of higher education, Part B, and made public at the UVMP website.

## **Article 8**

### **Rules for approval of tutors of final and rigorous theses and supervisors of dissertation theses**

1. A basic condition for the approval of a final thesis tutor is his/her qualification framework, which must be at least one level higher than the qualification for obtaining of which the final thesis is intended.



2. Compliance with point 1 is the responsibility of the Head of Department, who approves the thesis topics listed in the AIS.
3. The relevance of the topics for the study programme is checked by the person responsible for the implementation, development and quality assurance of the study programme.
4. The supervisor of the rigorous thesis may be a UVMP teacher in the function of professor, associate professor, assistant professor and UVMP researcher with the academic degree of PhD, scientific rank of CSc. or DrSc.
5. Heads of rigorosum theses are proposed by the chairmen of the rigorosum examination committee and appointed by the Rector of UVMP.
6. The topics of the rigorosum theses written by the head of the rigorosum thesis in the AIS are approved by the Rector after prior discussion and approval by the Board of the rigorosum procedure in the presence of the chairman of the rigorosum examination committee.
7. Supervisors of final theses for study programmes of the third level of higher education are approved in accordance with the Study Regulations of the University of Veterinary Medicine and Pharmacy in Košice for students of the third level of higher education, part B, by the Scientific Board of the UVMP in Košice.
8. A function of a supervisor for the study programmes of the third level of higher education may be performed by university teachers in position of a professor and an associate professor at the UVMP, where doctoral studies are carried out, as well as other distinguished experts from the workplaces of the Slovak Academy of Sciences and other research institutions approved by the Scientific Board, who have been awarded the scientific qualification level of I. and IIa pursuant to the Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the third level of higher education, Part B.
9. In the case of joint degree programmes, the rules for the approval of thesis supervisors and dissertation supervisors are defined by the internal regulations of the cooperating universities.

### **Article 9**

#### **Rules for student evaluation**

1. The rules for student evaluation in the study programmes of the first, second and combined first and second levels of higher education are specified in Articles 20, 27 and 28 of the Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the first, second and combined first and second levels of higher education, Part A.
2. The rules for student evaluation in the study programmes of the third level of higher education are specified in Articles 5, 17 and 18 of the Study Guidelines of the University of Veterinary Medicine and Pharmacy in Košice for students of the third level of higher education, Part B.
3. The rules for student evaluation in the study programmes of all levels of higher education carried out at the UVMP in Košice are set in a way, so that in similar cases there are no unjustified differences.

### **Article 10**

#### **Rules for monitoring and regular evaluation of study programmes**

1. The UVMP in Košice regularly monitors, evaluates and revises study programmes in order to ensure adequate provision of education and create suitable and supportive environment for student education.



2. The UVMP in Košice evaluates:
  - a) Content of the study programmes in the light of the latest research in the specific discipline, which ensures the timeliness of the particular study programme,
  - b) Changing needs of the society,
  - c) Workload of students, the course and completion of their study,
  - d) Efficiency of the student evaluation procedures,
  - e) Expectations, needs and satisfaction of students in relation to the study programme,
  - f) Educational environment, supporting services and their suitability for the particular study programme.
3. Study programmes are regularly revised and evaluated with the involvement of students and other concerned parties. The obtained information is analysed, and the programmes are adjusted in order to be up-to-date. The revised study programmes are made public.
4. The study programmes of the first, second, combined first and second, and third level of higher education are annually monitored and evaluated by the Committee for Education and by the Committee for Scientific and Research Activities of the UVMP in Košice.
5. This monitoring and evaluation takes the following into consideration:
  - a) Application of the latest knowledge in the content of study programmes,
  - b) Effectiveness of the criteria and rules for student evaluation,
  - c) Achieved results of higher education,
  - d) Questionnaires student's assessment of the teacher and the course (Annex No.9),
  - e) Applicability of graduates (Annex No. 11).

#### **Article 11**

##### **Rules for reviewing student complaints**

1. If a student seeks the protection of his/her rights or legally protected interests, which he/she considers to have been violated by the activity or inactivity of the university, parts of the university or employees of the university, he/she files a complaint according to the internal regulation of the UVMP "Directive on handling of complaints at the University of Veterinary Medicine and Pharmacy in Košice".
2. If a student points out specific deficiencies in the activity or inactivity of the university, parts of the university or employees of the university, in particular a breach of legal regulations or a breach of internal regulations of the university or its part, he/she files a complaint according to the internal regulation of the UVMP "Directive on handling of complaints at the University of Veterinary Medicine and Pharmacy in Košice".

#### **Article 12**

##### **Rules for performing creative activity at university and students' involvement in it, requirements on level and scope of creative activity at the university with regard to its mission**

1. The objective of the UVMP in Košice is to maintain a quality level of research and development activities corresponding to a research university of European standard in priority areas of scientific and research activities of the university at the level of international acceptance with a perspective of ensuring the continuity of its development.
2. The research is focused interdisciplinarily by supporting the creation of research teams from various workplaces. The UVMP in Košice creates optimal conditions for members of top-level teams and top-level creative employees.
3. The UVMP in Košice cooperates with advanced research organizations (universities, Slovak Academy of Sciences).



4. The UVMP in Košice involves all university students in creative activities in the study programmes of the first, second, combined first and second, as well as third level of higher education. The creative activity of students is carried out mainly within the preparation of bachelor, diploma, rigorous and dissertation theses.
5. The UVMP in Košice supports young researchers as much as possible by announcing calls of the Internal Grant Agency and creating post-doctoral jobs.
6. The UVMP in Košice has set a requirement that each creative employee must be involved in solving a grant project and must publish the results of his/her research.
7. The UVMP in Košice has set the minimum criteria for publishing activities, differentially for teachers and research employees, which must be specifically problem oriented.

### **Article 13**

#### **Rules for cooperation with specialized teaching facilities in practical training and the method of verifying compliance with the rules**

1. The UVMP in Košice carries out practical training in its own specialized teaching facilities, as well as in external specialized teaching facilities.
2. The cooperation with its own teaching facilities in providing practical training is regulated in the internal regulations of the UVMP, especially in the “Study Guidelines of the UVMP in Košice”.
3. The cooperation with the external specialized teaching facilities is carried out based on bilateral agreements, which contain the subject of the cooperation, conditions for the performance of practical training and definition of the mutual competencies and obligations.
4. The UVMP in Košice, via the Committee for production and professional practice and internships, verifies compliance with the rules for cooperation with the specialized teaching facilities, especially by means of feedback, which consists of observations and suggestions of students obtained through a questionnaire survey (Annexes No. 10/a – 10/m, No. 14). The information obtained from teachers who participate in practical training in the specialized teaching facilities, as well as from the operators of the specialized teaching facilities (State Veterinary and Food Administration of the Slovak Republic, Regional Veterinary and Food Administration, State Veterinary and Food Institute, Slovak Chamber of Pharmacists, contractual training pharmacies, Chamber of Veterinary Surgeons of the Slovak Republic, contractual veterinary clinics, contractual food companies, professional associations, etc.) is a valuable source.

### **Article 14**

#### **Rules for cooperation with external educational institutions involved in implementation of the third level study programmes**

1. The UVMP in Košice implements third level study programmes also in cooperation with external educational institutions, which is carried out based on signed contracts.
2. Prior to an admission procedure for doctoral studies, the UVMP in Košice, as well as the external educational institutions with which the UVMP in Košice concluded a contract, list the topics of dissertation theses in individual study programmes which candidates may apply for within the admission procedure. A supervisor is determined for each of the listed topics.
3. A proposal for a dissertation thesis consists of the following parts – a brief name of the topic, name and surname of the supervisor, workplace, name of the study branch and study programme, justification of the need to solve the issue from a scientific and social point of view, connection to a scientific grant.



4. In addition to the head of the department/priority of the clinic/director of the SAS Institute, the person responsible for the implementation, development and quality of the study program and the science and research coordinator for the dominant field of research (Annex No. 13) comment on the topics of the dissertations.
5. The approved topics of dissertation theses are made public on the university official notice board and website. When a topic of a dissertation thesis is made public, the supervisor is obliged to make sure it is entered in AIS.
6. If a candidate for doctoral studies applies for a topic of a dissertation thesis offered by an external educational institution, the external educational institution must also agree to his/her admission (Annex No. 13).

### **Article 15**

#### **Rules for determining requirements for selection of the university teachers**

1. The UVMP in Košice makes sure that the competencies of its teachers are sufficient, using fair and transparent processes.
2. The rules for determining the requirements for the selection of university teachers are specified in the internal regulation of the UVMP “Principles of selection procedure to fill positions of university teachers, professors and associate professors, and managerial personnel of the University of Veterinary Medicine and Pharmacy in Košice”.
3. The selection procedure to fill positions of university teachers, professors and associate professors verifies the skills and expertise of candidates, which are necessary or suitable with regard to the nature of the obligations to be performed by an employee in the relevant positions.
4. The requirements are non-discriminatory and do not handicap or favour any candidates (reference to the internal regulation of the UVMP “Principles of selection procedure to fill positions of university teachers, professors and associate professors, and managerial personnel of the University of Veterinary Medicine and Pharmacy in Košice”).
4. The general criteria for appointing professors and associate professors are specified by the internal regulation of the UVMP “General criteria for appointing professors and associate professors”, which is approved by the Scientific Board of the UVMP.

### **Article 16**

#### **Rules for ensuring professional development of university teachers and researchers**

1. The UVMP in Košice has elaborated rules for ensuring the professional development of university teachers and researchers, which enable each university teacher and researcher to develop their professional skills and qualification growth.
2. The UVMP in Košice ensures the overall development of professional, managerial, language and digital skills by organizing courses or funding participation in them.
3. The UVMP verifies the skills of university teachers and researchers by regular hospitality activities in accordance with the „Guideline for the verification of the skills of teachers and researchers at the University of Veterinary Medicine and Pharmacy in Košice“.
4. The university teachers and researchers of the UVMP in Košice actively participate in research and development activities aimed at acquiring new knowledge, development products.
5. The professional development of university teachers and researchers is ensured by solving project calls and grants for research and development activities, participation in professional internships and stays within Erasmus+ activities, involvement in calls to enhance research and improve the quality of higher education within the European Social Fund projects.



6. The professional development of university teachers and researchers takes into account the requirements of individual workplaces.
7. The heads of the departments and clinics are responsible for recording the professional growth of university teachers and researchers and submit proposals for the organization or funding of their participation in courses.
8. The UVMP in Košice supports the qualification growth of university teachers and researchers in cooperation with the heads of the departments and clinics and science and research coordinators for dominant areas of research.
9. The procedure for obtaining scientific and pedagogical degrees and artistic and pedagogical degrees of an associate professor and a professor is regulated by the internal regulation of the UVMP in Košice “Principles of the procedure for obtaining scientific and pedagogical degree of an associate professor and a professor at the University of Veterinary Medicine and Pharmacy in Košice”.

### **Article 17**

#### **Rules for verifying sufficient spatial, material, technical, information and personnel resources for implementation of study programmes**

1. The spatial, material, technical and information resources reflect the standard requirements to implement the relevant study programmes and courses and are based mainly on the needs of workplaces ensuring the education in relevant courses of individual study programmes.
2. Directly in the university campus, there are all workplaces (departments and clinics) of the university providing the training for students.
3. The UVMP has enough lecture and seminar rooms with sufficient capacity for theoretical training and uses laboratories, technological training rooms, university slaughterhouse and clinical teaching premises, including the Clinical Skills Centre and the University Veterinary Hospital, for practical training.
4. The university special facilities (Equestrian Centre, Special Facility for Breeding and Diseases of Game, Fish and Bees in Rozhanovce, University Pharmacy) and the University Farm, a nonprofit association, in Zemplínska Teplica, are used for practical training.
5. To raise high quality graduates, the UVMP in Košice provides funds to support their studies from both subsidy and non-subsidy funds. These resources are used to provide direct training, as well as support of study resources, such as libraries or computer equipment and human resources in the form of guarantors, tutors, advisors and other consultants.
6. The library and information activities at the University of Veterinary Medicine and Pharmacy in Košice are carried out centrally in the main library – the University Library and the Editorial Centre, as well as in sub-libraries of departments and clinics, using the latest automated library systems and available information and communication technologies.
7. The university has enough supporting and administrative employees with appropriate qualification to ensure the operation of the university, departments and clinics, for whom it creates opportunities to develop their skills.
8. The personnel for the implementation of study programmes is based on the “Principles of systematization of jobs at the UVMP in Košice”, approved by the Academic Senate of the UVMP.



### **Article 18**

#### **Rules for collection, analysis and use of information necessary for effective implementation of study programmes**

1. To take competent decisions and identify what works well and what requires special attention, the UVMP in Košice has reliable information, which is obtained by procedures for collecting and analysing information about study programmes and other activities.
2. Various methods are used for data collection. Students and employees are involved in providing and analysing information and planning follow-up activities.
3. The UVMP in Košice provides information about its activities, including offered study programmes and relevant conditions for admissions to studies, estimated learning outcomes, granted academic degrees, teaching and learning process and used evaluation procedures, success rate and educational opportunities for its students, as well as information about the applicability of its graduates.
4. The most used method is the collection of information based on specialized questionnaire surveys (Annexes No. 9 – 12, No. 14). Following a request from the Vice-Rector for University Development and Quality Assurance, the Practice Guarantors will invite the academic department to make the satisfaction questionnaire available on AIS and will approach students to participate in an anonymous survey. The results of the survey will be evaluated by the Quality Assurance Office and made available for publication.

### **Article 19**

#### **Rules for regular publication of up-to-date, adequate and qualitative information about study programmes and their graduates**

1. The UVMP in Košice monitors and regularly evaluates its study programmes in order to make sure that the study programmes achieve the defined objectives and respond to the needs of students and the society. The evaluation leads to a continuous improvement of the study programmes. Any planned or follow-up activities are communicated to all concerned parties.
2. The following items are evaluated:
  - a) Content of the study programmes in the light of the latest research in the specific discipline, which ensures the timeliness of the particular study programme,
  - b) Changing needs of the society,
  - c) Workload of students, the course and completion of their study,
  - d) Efficiency of the student evaluation procedures,
  - e) Expectations, needs and satisfaction of students in relation to the study programme,
  - f) Educational environment, supporting services and their suitability for the particular study programme.
3. The study programmes are regularly revised and evaluated with the involvement of students and other concerned parties. The obtained information is analysed and the study programmes are adjusted in order to ensure they are up-to-date.
4. The revised study programmes are made public. The up-to-date, adequate and qualitative information about study programmes and their graduates are made public by means of:
  - a) Report on educational activities of the UVMP,
  - b) Report on scientific and research activities,
  - c) Report on clinical activities,
  - d) Annual report on quality of the UVMP,
  - e) The UVMP website.



**Article 20**  
**Final provision**

1. Annexes No. 1 to 16 form an integral part of this internal regulation.
2. This internal regulation shall enter into force and effect after being approved by the Academic Senate of the UVMP in Košice and discussed by the Scientific Board of the UVMP in Košice.
3. This internal regulation was discussed by the UVMP Scientific Council in Košice on 12/11/2024 and approved by the UVMP Academic Senate in Košice on 12/19/2024.
4. The internal regulation Ensuring the quality of higher education at the University of Veterinary Medicine and Pharmacy in Košice dated May 9, 2023, is canceled on the date of entry into force of this internal regulation.

In Košice, on December 19<sup>th</sup>, 2024

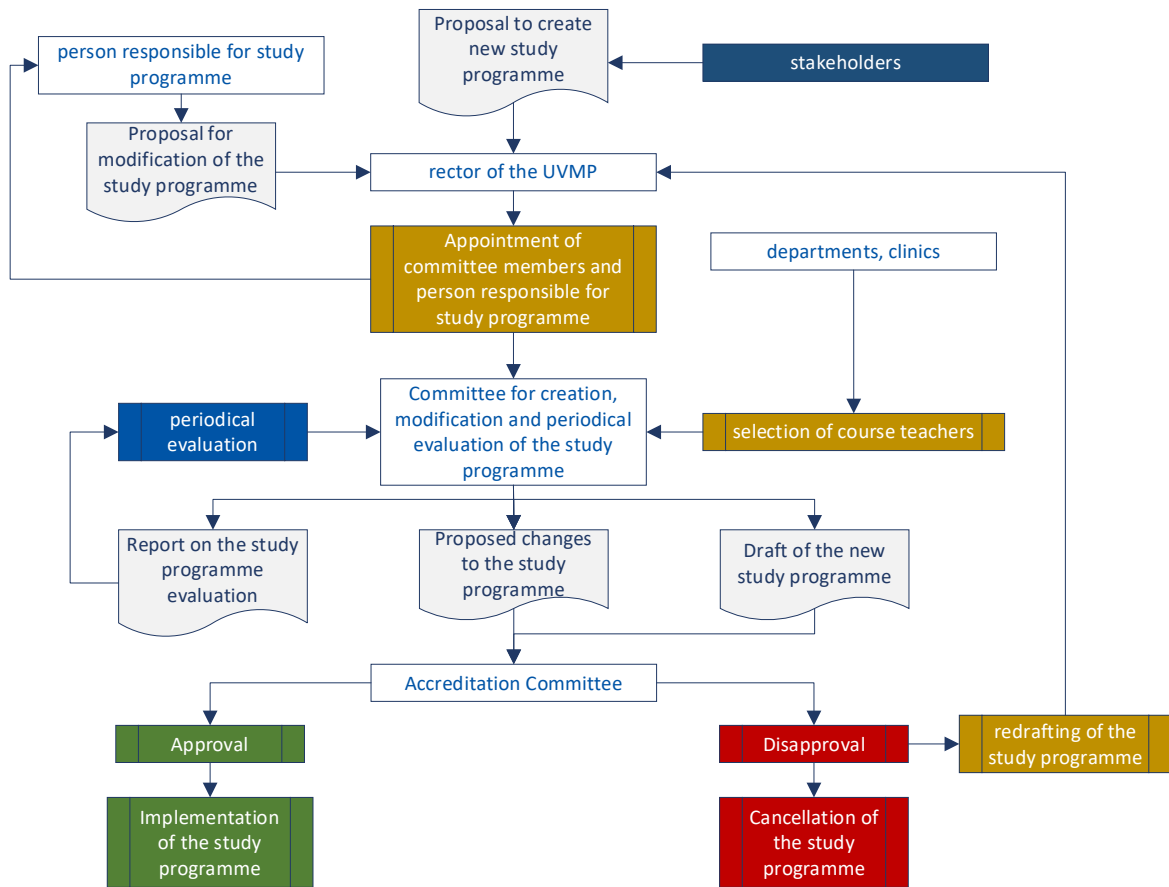
**prof. Slavomír Marcinčák, DVM, PhD.**  
Chairman of the Academic Senate  
of the University of Veterinary Medicine  
and Pharmacy in Košice

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

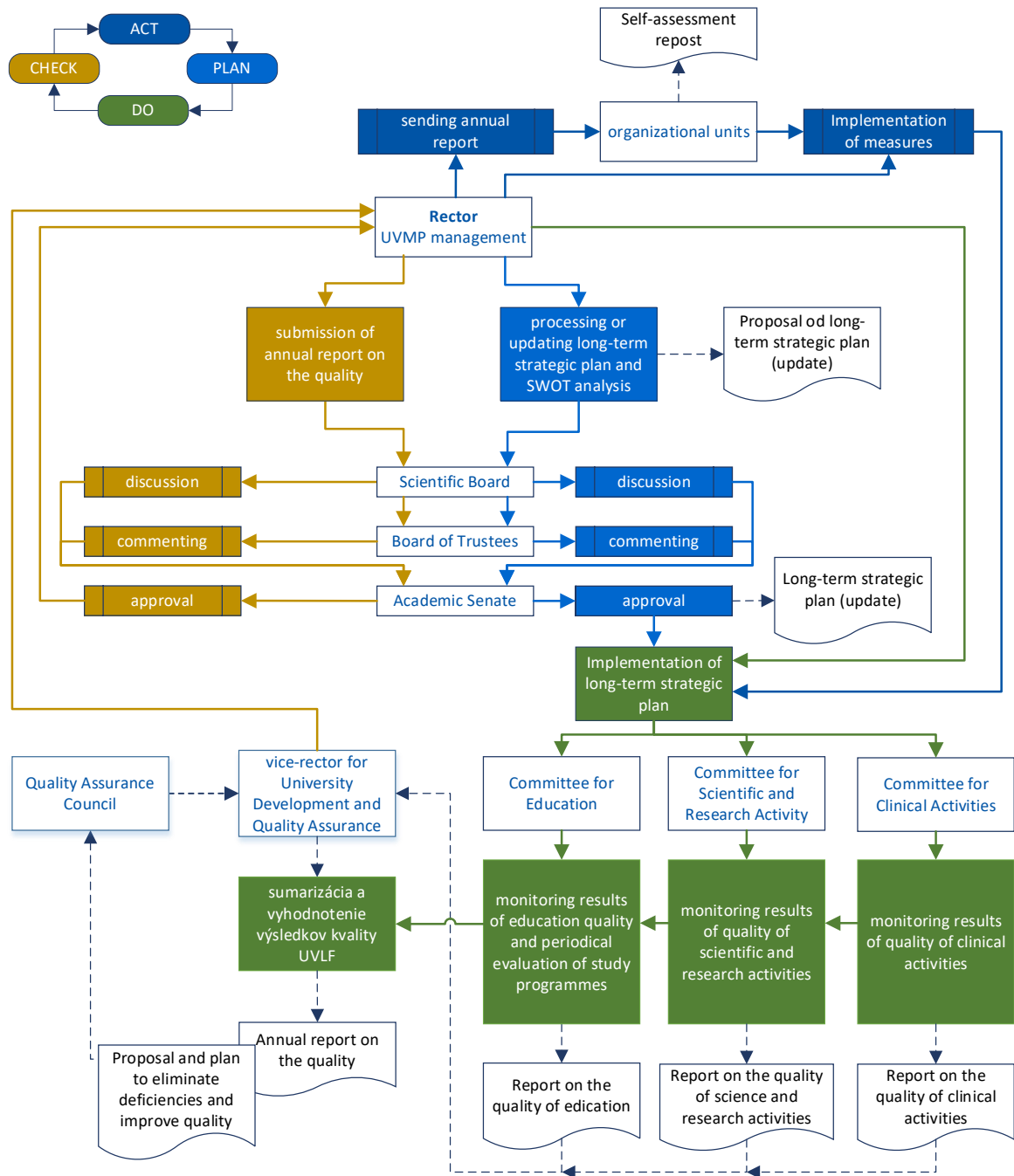


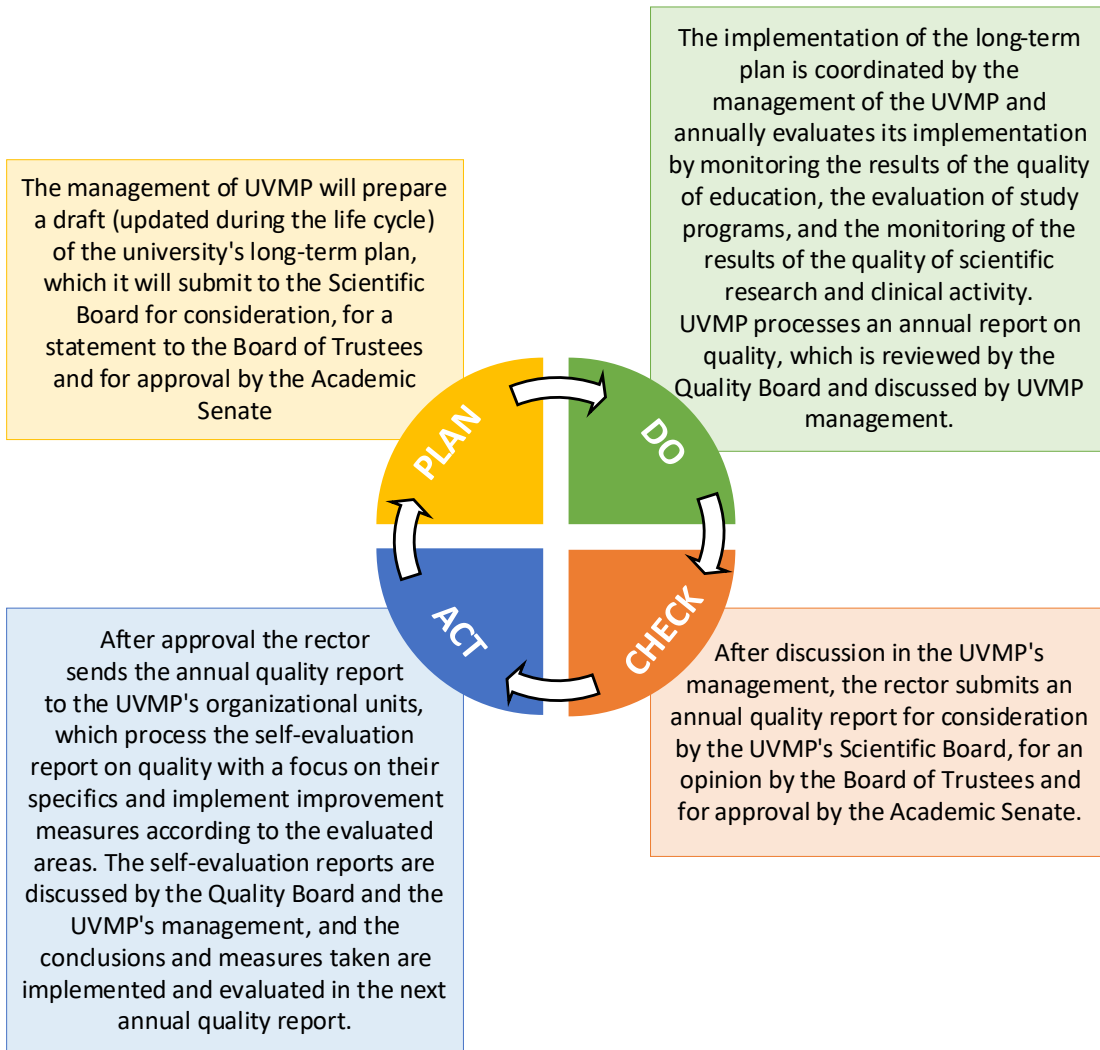


### Annex No. 1 Cycle of the creation, modification, approval and periodical evaluation of the study programme



**Annex No. 2**  
**PDCA quality assessment cycle at UVMP in Košice**





### Annex No. 3

#### Distribution of quality assurance responsibilities among UVMP units

Individual organizational units of the UVMP are obliged to examine constantly the quality of activities performed in individual areas (educational activities, scientific and research activities, clinical activities and other activities). Once a year, at their meeting, the organizational units of the UVMP assess the results of the annual report on the quality for the previous academic year and adopt measures to eliminate any possible deficiencies in accordance with the SWOT analysis of your workplace.

The preparation of the annual report on the quality is a process including the involvement of the Committee for Education, the Committee for Scientific and Research Activities and the Committee for Clinical Activities. The overall preparation of the annual report on the quality is covered by the Quality Assurance Council, which submits the draft annual report to the Rector of the UVMP for approval within the UVMP Management.

*The Rector of the UVMP in Košice*, as a statutory body, covers the quality assurance area. Every year, the annual report on the quality, which includes the evaluation of all areas of UVMP activities for the previous academic year, is submitted to the UVMP Scientific Board for discussion, to the UVMP Board of Trustees for commenting and to the UVMP Academic Senate for approval. After the approval by the UVMP Academic Senate, the annual report on the quality is sent to the individual organizational units of the UVMP.

*The UVMP Scientific Board* annually discusses the annual report on the quality.

*The UVMP Board of Trustees* annually comments on the annual report on the quality.

*The UVMP Academic Senate* annually approves the annual report on the quality.

*The Quality Assurance Council* is an advisory body of the Rector in the field of university development and quality assurance. The role of the Quality Assurance Council is to evaluate individual areas of the university areas. Every year, as of November 30<sup>th</sup>, it prepares a report on the quality, submitted through the Vice-Rector for University Development and Quality Assurance to the UVMP Management for approval.

*The Committee for Education* is an advisory body of the Rector in the field of educational activities for the studies in Slovak and English language. The role of the Committee for Education is also to continuously monitor the results within the criteria for the quality of the educational activities. Every year, as of October 31<sup>st</sup>, it prepares a report which contains the evaluation of study results, evaluation of courses by students and evaluation of teachers by students, submitted through the Vice-Rector for Education to the Quality Assurance Council.

*The Committee for Scientific and Research Activities* is an advisory body of the Rector in the field of scientific and research activities and international relations. Every year, as of October 31<sup>st</sup>, it prepares a report which contains the evaluation of grant success rate of individual workplaces, submitted through the Vice-Rector for Science, Research, PhD Study and International Relations to the Quality Assurance Council.

*The Committee for Clinical Activities* is an advisory body of the Rector in the field of clinical activities and professional relations. Every year, as of November 15<sup>th</sup>, it prepares a report, submitted through the Vice-Rector for Clinical Activities and Professional Relations to the Quality Assurance Council.

*The Committee for Creation, Modification and Periodical Evaluation of the Study Programme* is an advisory body of the Rector in the field of the creation, modification and periodical evaluation of study programmes. Every year, as of October 31<sup>st</sup>, it prepares a report, submitted through the Vice-Rector for University Development and Quality Assurance to the Quality Assurance Council.

*The Accreditation Committee* is an independent body that assesses and approves the draft study programme and periodically approves the study programme in terms of the internal system



standards and the standards for the study programme of the Slovak Accreditation Agency for Higher Education. Periodical approval of the study programme is performed in a period identical to the standard length of the study programme.



## **Annex No. 4**

### **Statute of the Quality Assurance Council of the UVMP**

#### **Article 1**

##### **Introductory provision**

The Statute of the Quality Assurance Council regulates the subject of its activities, the method of organization, management and meetings.

#### **Article 2**

##### **Mission of the Quality Assurance Council**

1. The Quality Assurance Council is an advisory body of the Rector of the UVMP.
2. The Quality Assurance Council is responsible for the maintenance and use of the functional internal system of ensuring the quality of higher education at UVMP. The internal system may be regulated by subsequent internal regulations and internal governing acts of the UVMP.
3. The basic mission of the Quality Assurance Council is to supervise the implementation, monitoring and revision of internal system of ensuring the quality of higher education at the UVMP.

#### **Article 3**

##### **Organization of the Quality Assurance Council**

1. The members of the Quality Assurance Council are appointed and withdrawn by the Rector of the UVMP.
2. The chairman of the Quality Assurance Council is the Vice-Rector for the University Development and Quality Assurance of the UVMP.

#### **Article 4**

##### **Meetings of the Quality Assurance Council**

1. A meeting of the Quality Assurance Council is convened by the chairman of the Council at least once per academic year.
2. The chairman of the Quality Assurance Council is obliged to notify its members of the date and place of a meeting of the Council no later than 10 days before the scheduled meeting.
3. The chairman of the Quality Assurance Council is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members of the Quality Assurance Council no later than 5 days before the scheduled meeting.
4. The members of the Quality Assurance Council present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Quality Assurance Council are obliged to announce their absence at a meeting of the Quality Assurance Council no later than one day before the meeting.

#### **Article 5**

##### **Rights and obligations of the Quality Assurance Council**

1. The Quality Assurance Council is responsible for the preparation of the key internal regulations and governing acts regulating ensuring the quality of higher education and related activities at UVMP, which enter into force upon signature by the Rector of the UVMP.



2. Every year (as of November 30th), the Quality Assurance Council prepares an annual quality report focused on the analysis and evaluation of the quality of individual UVMP activities. The annual report on the quality of UVMP in Košice for the academic year is submitted to the management for approval. Subsequently, the rector of the UVMP submits the annual report on the quality of the UVMP in Košice for the academic year for discussion by the Scientific Council of the UVMP in Košice, for comments by the Administrative Board of the UVMP in Košice and for approval by the Academic Senate of the UVMP in Košice (in accordance with Annex No. 3). After approval, the Annual Quality Report of the UVMP in Košice for the academic year is published on the UVMP intranet.
3. The Quality Assurance Council continuously proposes measures and submits proposals to increase the quality of performed activities to the Rector of the UVMP.



## **Annex No. 5**

### **Statute of the Committee for Education**

#### **Article 1**

##### **Introductory provision**

The Statute of the Committee for Education regulates the subject of its activities, the method of organization, management and meetings.

#### **Article 2**

##### **Mission of the Committee for Education**

1. The Committee for Education is an advisory body of the Rector of the UVMP.
2. The basic mission of the Committee for Education for the purposes of quality assurance in higher education at the UVMP is to analyse all activities related to ensuring compliance with the standards for the study programme performed within activities in education. The members of the Committee for Education propose and adopt measures to eliminate any possible deficiencies.

#### **Article 3**

##### **Organization of the Committee for Education**

1. The members of the Committee for Education are appointed and withdrawn by the Rector.
2. The chairman of the Committee for Education is the Vice-Rector for Education of the UVMP.

#### **Article 4**

##### **Meetings of the Committee for Education**

1. A meeting of the Committee for Education is convened by the chairman of the Committee at least once per academic year.
2. The chairman of the Committee for Education is obliged to notify the members of the date and place of a meeting of the Committee no later than 10 days before the scheduled meeting.
3. The chairman of the Committee for Education is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members no later than 5 days before the scheduled meeting.
4. The members of the Committee for Education present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Committee for Education are obliged to inform the chairman of the Committee about their absence at a meeting of the Committee no later than one day before the meeting.

#### **Article 5**

##### **Rights and obligations of the Committee for Education**

1. Every year, the Committee for Education prepares an annual report on the quality of education for academic year focused on the analysis and evaluation of the quality of education at the UVMP. The annual report on the quality of education for the academic year is published on the UVMP intranet and submitted to the Quality Assurance Council by 31st October (in accordance with Annex No. 3).
2. The Committee for Education continuously proposes measures and submits proposals to increase the quality of education to the Rector of the UVMP.





## **Annex No. 6**

### **Statute of the Committee for Scientific and Research Activities**

#### **Article 1**

##### **Introductory provision**

The Statute of the Committee for Scientific and Research Activities regulates the subject of its activities, the method of organization, management and meetings.

#### **Article 2**

##### **Mission of the Committee for Scientific and Research Activities**

1. The Committee for Scientific and Research Activities is an advisory body of the Rector of UVMP.
2. The basic mission of the Committee for Scientific and Research Activities for the purposes of quality assurance in higher education at the UVMP is to analyse all activities related to ensuring compliance with the standards for the study programme in the field of creative activities. The members of the Committee for Scientific and Research Activities propose and adopt measures to eliminate any possible deficiencies.

#### **Article 3**

##### **Organization of the Committee for Scientific and Research Activities**

1. The members of the Committee for Scientific and Research Activities are appointed and withdrawn by the Rector of the UVMP.
2. The chairman of the Committee for Scientific and Research Activities is the Vice-Rector for Science, Research, PhD Study and International Relations of the UVMP.

#### **Article 4**

##### **Meetings of the Committee for Scientific and Research Activities**

1. A meeting of the Committee for Scientific and Research Activities is convened by the chairman of the Committee at least once per academic year.
2. The chairman of the Committee for Scientific and Research Activities is obliged to notify the members of the date and place of a meeting of the Committee no later than 10 days before the scheduled meeting.
3. The chairman of the Committee for Scientific and Research Activities is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members no later than 5 days before the scheduled meeting.
4. The members of the Committee for Scientific and Research Activities present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Committee for Scientific and Research Activities are obliged to inform the chairman of the Committee about their absence at a meeting of the Committee no later than one day before the meeting.

#### **Article 5**

##### **Rights and obligations of the Committee for Scientific and Research Activities**

1. Every year, the Committee for Scientific and Research Activities prepares a report on the quality of scientific and research activities focused on the analysis and evaluation of the quality of scientific and research activities at the UVMP. The annual report on the quality of scientific and research activities for academic year is published on the university intranet



and submitted to the Quality Assurance Council by 31st October (in accordance with Annex No. 3).

2. The Committee for Scientific and Research Activities continuously proposes measures and submits proposals to increase the quality of scientific and research activities to the Rector of the UVMP.



## **Annex No. 7**

### **Statute of the Committee for Clinical Activities**

#### **Article 1**

##### **Introductory provision**

The Statute of the Committee for Clinical Activities regulates the subject of its activities, the method of organization, management and meetings.

#### **Article 2**

##### **Mission of the Committee for Clinical Activities**

1. The Committee for Clinical Activities is an advisory body of the Rector of the UVMP.
2. The basic mission of the Committee for Clinical Activities for the purposes of quality assurance in higher education at the UVMP is to analyse all activities related to ensuring compliance with the standards for the study programme performed within clinical activities and to propose and adopt measures to eliminate any possible deficiencies. The members of the Committee for Clinical Activities evaluate the satisfaction of clients with work at the UVMP clinics and the University Pharmacy based on completed questionnaires (Annexes 15 and 16) and propose measures to eliminate deficiencies.

#### **Article 3**

##### **Organization of the Committee for Clinical Activities**

1. The members of the Committee for Clinical Activities are appointed and withdrawn by the Rector of the UVMP.
2. The chairman of the Committee for Clinical Activities is the Vice-Rector for Clinical Activities and Professional Relations of the UVMP.

#### **Article 4**

##### **Meetings of the Committee for Clinical Activities**

1. A meeting of the Committee for Clinical Activities is convened by the chairman of the Committee at least once per academic year.
2. The chairman of the Committee for Clinical Activities is obliged to notify the members of the date and place of a meeting of the Committee no later than 10 days before the scheduled meeting.
3. The chairman of the Committee for Clinical Activities is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members no later than 5 days before the scheduled meeting.
4. The members of the Committee for Clinical Activities present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Committee for Clinical Activities are obliged to inform the chairman of the Committee about their absence at a meeting of the Committee no later than one day before the meeting.

#### **Article 5**

##### **Rights and obligations of the Committee for Clinical Activities**

1. Every year, the Committee for Clinical Activities prepares a report on the quality of clinical activities focused on the analysis and evaluation of the quality of clinical activities at the UVMP. The annual report on the quality of clinical for academic year is published on the



university intranet and submitted to the Quality Assurance Council by 15th November (in accordance with Annex No. 3).

2. The Committee for Clinical Activities continuously proposes measures and submits proposals to increase the quality of clinical activities to the Rector of the UVMP.



**Annex No. 8**  
**Statute of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme**

**Article 1**  
**Introductory provision**

1. The Statute of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme regulates the subject of its activities, the method of organization, management and meetings.

**Article 2**  
**Mission of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme**

1. The Committee for Creation, Modification and Periodical Evaluation of the Study Programme is an advisory body of the Rector of the UVMP.
2. The basic mission of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme for the purposes of quality assurance in higher education at the UVMP is to ensure such procedures for creation, modification and periodical evaluation of the study programme, selection of teachers that comply with the standards for the internal quality assurance system in higher education and the standards for the study programme.

**Article 3**  
**Organization of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme**

1. The chairman and members of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme are ad hoc appointed and withdrawn by the Rector of the UVMP from university teachers, external concerned parties and students nominated by the Chamber of Students of the Academic Senate of the UVMP.
2. The members of the Committee for Creation, Modification and Periodical Evaluation of the existing Study Programme are usually persons responsible for the implementation, development and assurance of quality of the study programme within the relevant branch of study, university teachers, external concerned parties and students nominated by the Academic Senate of the UVMP.
3. In the case of a joint study programme, the members of the committee are also university teachers of the joint study programme from the cooperating university.

**Article 4**  
**Meetings of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme**

1. The meetings of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme are convened by the chairman of the Committee as necessary.
2. The chairman of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme is obliged to notify the members of the date and place of a meeting of the Committee no later than 10 days before the scheduled meeting.
3. The chairman of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme is obliged to deliver the agenda and materials to be discussed at the meeting, if any, to the members no later than 5 days before the scheduled meeting.



4. The members of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme present their observations and submit their suggestions for modifications of the materials to be discussed in advance and in writing, no later than one day before the meeting.
5. The members of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme are obliged to inform the chairman of the Committee about their absence at a meeting of the Committee no later than one day before the meeting.

#### **Article 5**

##### **Principles for the selection of teachers for the newly established study programme**

1. The Committee for Creation, Modification and Periodical Evaluation of the Study Programme contacts a workplace with a request for a proposal of teachers and course guarantors of the proposed study programme. In the case of a joint study programme, the Rector of the UVMP addresses the Rector of the cooperating university with a request for a proposal for the teachers and guarantors of the courses of the proposed study programme.
2. The head of the department or of the clinic sends the proposal of teachers and course guarantors of the proposed study programme to the chairman of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme. In the case of a joint study programme, the head of the department contacted by the rector of the cooperating university sends a proposal for course lecturers and course guarantors to the chairman of the committee for creation, modification and periodical evaluation of the joint study programme.
3. Proposed teachers and course guarantors submit their scientific/artistic and pedagogical characteristics. Proposed teachers providing profile courses shall submit, in addition to their scientific and pedagogical characteristics, also the outputs of creative activity in the number of 5, of which at least two outputs are from the last 6 years (Article 7, paragraph 2, letter a) of the Standards for the Study Programme of the Slovak Accreditation Agency for Higher Education).
4. The members of the committee approve university teachers and course guarantors for a standard length of the relevant study programme.
5. The fulfilment of the standards for the study programme of the Slovak Accreditation Agency for Higher Education is part of the requirements and criteria.
6. The impartiality of the selection is guaranteed by clear and consistent rules for the assessment of individual candidates, which is based on objective evidence of their qualifications for the performance of educational activities.
7. A member of the Committee may not be biased against a candidate and may not have conflict of interest with him/her.
8. A vacant position may only be obtained by a candidate who achieves an absolute majority of the votes of the present members of the Committee.
9. Upon appointment by the Rector, the course guarantor prepares a course information sheet, which is sent to the person with the main responsibility for the implementation, development and quality assurance of the study programme.

#### **Article 6**

##### **Principles for the selection of supervisors of courses in an existing study programme**

1. The study office shall invite, by 15 May of the calendar year, heads of departments to send proposals for changes of course guarantors in the event of a change of staffing at the department. In the case of a joint study programme due to a change in staffing at a department, the competent staff member of the cooperating university shall immediately



- send a proposal for the course guarantor of the existing study programme to the chair of the committee for the creation, modification and periodical evaluation of the study programme.
2. The study office shall send the processed proposals to the chairpersons of the committees for the creation, modification and periodical evaluation of the study programme for approval by 15 June of the calendar year.
  3. The approved proposals will be sent by the chairpersons of the committees for the creation, modification and periodical evaluation of the study programme to the Rector, who will appoint the course guarantors and forward the information to the study office.

#### **Article 7**

#### **Rights and obligations of the Committee for Creation, Modification and Periodical Evaluation of the Study Programme**

1. The Committee for Creation, Modification and Periodical Evaluation of the Study Programme prepares a description of the study programme according to Article 5 of the internal regulation.
2. Every year, the Committee for Creation, Modification and Periodical Evaluation of the Study Programme prepares a report on the creation, modification and periodical evaluation of the study programme as of October 31st and submits it to the Quality Assurance Council.
3. The Committee for Creation, Modification and Periodical Evaluation of the Study Programme continuously proposes measures and submits proposals to increase the quality of the creation, modification and periodical evaluation of the study programme to the Rector of the UVMP.



**Annex no. 9**  
**Evaluation of the teacher and the course by students**

**1. Overall evaluation of the teaching process**

| Evaluate |  | 1<br>Excellent | 2<br>Very good | 3<br>Good | 4<br>Satisfactorily | 5<br>Insufficiently |
|----------|--|----------------|----------------|-----------|---------------------|---------------------|
| 1        | organization of course teaching:   |                |                |           |                     |                     |
| 2        | quality of course teaching:  |                |                |           |                     |                     |
| 3        | availability and quality of study materials:   |                |                |           |                     |                     |
| 4        | compliance with the conditions for completing the course and awarding the assessment (whether they were defined in time and clearly, compliance with the Study Regulations): |                |                |           |                     |                     |
| 5        | to what extent you had the opportunity to consult with the teacher and express your opinion:   |                |                |           |                     |                     |
| 6        | to what extent did the course meet your expectations:  |                |                |           |                     |                     |

**2. Other:**

**1. Overall evaluation of the teacher**

| Evaluate |   | 1<br>Excellent | 2<br>Very good | 3<br>Good | 4<br>Satisfactorily | 5<br>Insufficiently |
|----------|---|----------------|----------------|-----------|---------------------|---------------------|
| 1        | to what extent was the curriculum presented by the teacher comprehensible:  |                |                |           |                     |                     |
| 2        | teacher's speech on the professional side:  |                |                |           |                     |                     |
| 3        | to what extent did the teacher arouse your interest in the course:  |                |                |           |                     |                     |
| 4        | communication skills of the teacher, how he responded to your questions:  |                |                |           |                     |                     |
| 5        | to what extent you had the opportunity to consult with the teacher and express your opinion:                          |                |                |           |                     |                     |
| 6        | to what extent did the teacher evaluate your knowledge objectively and in accordance with the established conditions: |                |                |           |                     |                     |
| 7        | to what extent did the teacher approach all students equally:   |                |                |           |                     |                     |

**2. Other:**





**Annex No. 10/a**  
**Preclinical practice evaluation questionnaire**  
**(SP General Veterinary Medicine, SP Food Hygiene)**

1. With the range of practice hours, I was:

- absolutely satisfied
- more satisfied than dissatisfied
- about as satisfied as dissatisfied
- more dissatisfied than satisfied
- absolutely dissatisfied

2. With the content of preclinical practice, I was/was:

- absolutely satisfied
- more satisfied than dissatisfied
- about as satisfied as dissatisfied
- more dissatisfied than satisfied
- absolutely dissatisfied

3. With the approach of pedagogical supervision, I was:

- absolutely satisfied
- more satisfied than dissatisfied
- about as satisfied as dissatisfied
- more dissatisfied than satisfied
- absolutely dissatisfied

4. With the preclinical practice organization, I was:

- absolutely satisfied
- more satisfied than dissatisfied
- about as satisfied as dissatisfied
- more dissatisfied than satisfied
- absolutely dissatisfied

5. Overall evaluation of the benefit of preclinical practice:

- absolutely satisfied
- more satisfied than dissatisfied
- about as satisfied as dissatisfied
- more dissatisfied than satisfied
- absolutely dissatisfied

6. Comments and opinions on practice, or change or improvement:

.....

7. What was the most stimulating part of the practice?

.....



**Annex No. 10/b**

**Professional practice evaluation questionnaire at the state veterinary and food institute (SP General Veterinary Medicine, SP Food Hygiene)**

1. I expected from professional practice:

- about improving practical skills in laboratory diagnostics Yes/No
- verification of theoretical knowledge in real practice Yes/No
- only obtaining the necessary confirmation of completing the practice Yes/No

2. Inclusion of practice in the study plan:

- In your opinion, is the inclusion of this type of professional practice in the 3rd year of study optimal? Yes/No
- If not, in which year of study would you suggest placing the practice:  
.....
- Was the knowledge gained through previous studies at the university sufficient as a theoretical basis for completing the practice? Yes/No

3. Evaluation of professional practice:

- I will be able to apply knowledge from professional practice in further education Yes/No
- The completed practice influenced my decision when choosing a job Yes/No
- With the acquired practical skills and experience, I was:
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) both satisfied and dissatisfied
  - d) more dissatisfied than satisfied
  - e) absolutely dissatisfied
- With organizational security of professional practice, I was:
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) both satisfied and dissatisfied
  - d) more dissatisfied than satisfied
  - e) absolutely dissatisfied
- With the course of my professional experience and the approach of the State Veterinary and Food Institute employees, I was:
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) both satisfied and dissatisfied
  - d) more dissatisfied than satisfied
  - e) absolutely dissatisfied

4. Student's comments and opinions on professional practice:  
.....



**Annex No. 10/c**  
**Professional practice evaluation questionnaire at a private veterinary doctor**  
**(SP General Veterinary Medicine, SP Food Hygiene)**

1. Did a private veterinarian refuse to accept you for practice? Yes/No
2. Reason for refusal by the veterinarian:  
.....
3. I expected from professional practice:
- acquisition of practical skills in real practice Yes/No
  - verification of theoretical knowledge in real practice Yes/No
  - only obtaining the necessary confirmation of completing the practice Yes/No
4. Inclusion of practice in the study plan:
- In your opinion, is the inclusion of this type of professional practice in the 5th year of study optimal? Yes/No
  - If not, in which year of study would you suggest placing the practice:  
.....
  - Was the knowledge gained through previous studies at the university sufficient as a theoretical basis for completing the practice? Yes/No
5. Evaluation of professional practice:
- I will be able to apply knowledge from professional practice in further education Yes/No
  - The completed practice influenced my decision when choosing a job Yes/No
  - With the acquired practical skills and experience, I was:
    - a) absolutely satisfied
    - b) more satisfied than dissatisfied
    - c) both satisfied and dissatisfied
    - d) more dissatisfied than satisfied
    - e) absolutely dissatisfied
  - With organizational security of professional practice, I was:
    - a) absolutely satisfied
    - b) more satisfied than dissatisfied
    - c) both satisfied and dissatisfied
    - d) more dissatisfied than satisfied
    - e) absolutely dissatisfied
  - With the course of professional practice and the approach of the staff of a private veterinarian, I was:
    - a) absolutely satisfied
    - b) more satisfied than dissatisfied
    - c) both satisfied and dissatisfied
    - d) more dissatisfied than satisfied
    - e) absolutely dissatisfied



**6. Student's comments and opinions on professional practice:**

---



**Annex No. 10/d**

**Questionnaire for the evaluation of professional practice at the regional veterinary and food administration  
(SP General Veterinary Medicine, SP Food Hygiene)**

1. I expected from the professional practice:

- to acquire practical knowledge for performance in public administration in the field concerned Yes/No
- to verify theoretical knowledge in real practice Yes/No
- only obtaining the necessary confirmation of completion of the practice Yes/No

2. Inclusion of the practice in the study plan:

- In your opinion, is it optimal to include this type of professional practice in the 4th year of study? Yes/No
- If no, in which year of study would you propose to include the work experience:  
.....
- Was the knowledge acquired by the previous studies at the university sufficient as a theoretical basis for the practice? Yes/No

3. Evaluation of the practice:

- I will be able to apply the knowledge from the professional practice in further education Yes/No
- The work experience has influenced my decision to choose a job Yes/No
- I was .....with the practical skills and experience I gained.
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied
- I was ..... with the organisation of the practice.
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied
- I was ..... with the course of the practice and the attitude of the Regional Veterinary and Food Administration staff
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied

4. Student's comments and opinions about the practice:

.....



**Annex No. 10/e**  
**Clinical practice evaluation questionnaire**  
**(SP General Veterinary Medicine, SP Food Hygiene)**

1. Organisation of clinical practice:

- I was .....with the organisation of the clinical practice.
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied
  
- I was..... with the provision of the number of patients for clinical practice:
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied
  
- I was..... with the range of practical tasks performed during clinical practice.
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied
  
- I was ..... with the opportunity to perform practical tasks independently during clinical practice:
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied
  
- I was ..... with the attitude of the teacher/veterinarian in the implementation of the clinical practice.
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied
  
- I was ..... with the practical skills and experience I gained from the clinical placement.
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied



e) totally dissatisfied

2. I expected the clinical experience to be:

- to gain new practical skills and experience Yes/No
- to extend the practical skills acquired during the practical sessions Yes/No
- the opportunity to validate theoretical knowledge in clinical practice Yes/No
- only obtaining the necessary confirmation of completion of the placement Yes/No

3. Evaluation of the clinical practice:

- Did the clinical practice meet my expectations in gaining new practical skills and experience? Yes/No
- I consider the stipulated hours of clinical practice in the clinic to be:
  - a) insufficient
  - b) sufficient
  - c) more than necessary
- Was the theoretical knowledge acquired by the previous studies at the university sufficient for the clinical practice? Yes/No
- Did the clinical practice you completed influence your decision-making regarding your field of practice after graduation? Yes/No
- Overall, I was satisfied with the clinical experience Yes/No

4. Comments and suggestions for improving the implementation of the clinical practice:

.....



**Annex No. 10/f**  
**Questionnaire for the assessment of professional practice in the food business and slaughterhouse**  
**(SP General Veterinary Medicine, SP Food Hygiene)**

1. I expected from my professional practice:

- improve my practical skills in the subject area Yes/No
- to verify theoretical knowledge in real practice Yes/No
- only obtaining the necessary certificate of completion of the practical training Yes/No

2. Inclusion of the practice in the study plan:

- In your opinion, is it optimal to include this type of professional practice in the 4th year of study of the GVM and the 5th year of study of the FH? Yes/No
- If no, in which year of study would you propose to include the internship:  
.....
- Was the knowledge acquired by t practice internship? Yes/No

3. Evaluation of the practice:

- I will be able to apply the knowledge from the professional practice in further education Yes/No
- The work experience has influenced my decision to choose a job Yes/No
- I was satisfied with the practical skills and experience I gained:
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied
- I was ..... with the organisation of the practice.
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied
- I was satisfied with the course of the practice and the attitude of the company's employees:
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) absolutely dissatisfied

4. Student's comments and opinions about the practice:

.....





**Annex No. 10/g**  
**Food business and catering establishment internship evaluation questionnaire**  
**(SP Market and Food Quality)**

1. I expected from the internship:

- to gain knowledge in the management of the selected food business Yes/No
- to verify theoretical knowledge in real practice in the field of food quality management Yes/No
- only obtaining the necessary certificate of completion of the internship Yes/No

2. Inclusion of the internship in the study plan:

- In your opinion, is it optimal to include this type of internship in the 2nd year of study? Yes/No
- If no, in which year of study would you propose to include the internship:  
.....
- Was the knowledge acquired by the previous studies at the university sufficient as a theoretical basis for the internship? Yes/No

3. Completion of the internship:

- I will be able to apply the knowledge from the internship in my professional practice Yes/No
- The internship has influenced my decision to choose a job Yes/No

4. Student's comments and opinions about the internship:

.....



**Annex No. 10/h**  
**Questionnaire for the evaluation of the cynological internship**  
**(SP Cynology)**

1. Scope of the cynological internship:
  - I was satisfied with the extent of the cynological internship in social cynology (shows, tests) for each year Yes/No
  - I was satisfied with the extent of the cynological internship within service and sport cynology (shows, trials, shows, competitions) for each year group Yes/No
  - I was satisfied with the extent of the cynological internship in hunting cynology (exhibitions, tests) for each year Yes/No
  - I consider the specified scope of the clinical internship at the clinic to be:
    - a) satisfactory
    - b) more satisfactory than unsatisfactory
    - c) more unsatisfactory than satisfactory
    - d) unsatisfactory
    - e) don't know
  
2. I expected from the cynological internship:
  - to gain new practical skills and experience Yes/No
  - to extend the practical skills acquired during the practical training Yes/No
  - the opportunity to test theoretical knowledge in practice Yes/No
  - only obtaining the necessary certificate of completion of the practical training Yes/No
  
3. Content of the cynological internship:
  - I have been given the opportunity to perform professional tasks at a canine event:
    - a) absolutely satisfied
    - b) more satisfied than dissatisfied
    - c) equally satisfied as dissatisfied
    - d) more dissatisfied than satisfied
    - e) totally dissatisfied
  
  - about the attitude of the organisers of the cynological internship I was:
    - a) absolutely satisfied
    - b) more satisfied than dissatisfied
    - c) equally satisfied as dissatisfied
    - d) more dissatisfied than satisfied
    - e) totally dissatisfied
  
  - with the practical skills and experience I have gained by completing the cynological internship I was/am:
    - a) absolutely satisfied
    - b) more satisfied than dissatisfied
    - c) equally satisfied as dissatisfied
    - d) more dissatisfied than satisfied
    - e) totally dissatisfied
  
4. Evaluation of the cynological internship:



- Was the theoretical knowledge acquired by the previous studies at the university sufficient to complete the cynological internship? Yes/No
- Did the cynological internship influence the decision-making regarding the field of activity after graduation? Yes/No
- Overall, I was satisfied with the course of the cynological internship:
  - a) absolutely satisfied
  - b) more satisfied than dissatisfied
  - c) equally satisfied as dissatisfied
  - d) more dissatisfied than satisfied
  - e) totally dissatisfied

5. Comments and suggestions for improving the implementation of the cynological internship:

.....



**Annex No. 10/i**  
**Questionnaire for the evaluation of professional practice**  
**(SP Human-Animal Relationship and Its Use in Canister Therapy and Hippotherapy)**

1. Was the scope of professional practice sufficient? Yes/No
  
2. How did you apply the knowledge from the professional practice in further education:
  - a) excellent
  - b) very well
  - c) well
  - d) satisfactorily
  - e) poorly
  
3. To what extent has the work experience contributed to achieving better knowledge and skills in your field?
  - a) excellent
  - b) very well
  - c) well
  - d) sufficiently
  - e) nsufficiently
  
4. I evaluate the organization and course of professional practice:
  - a) excellent
  - b) very good
  - c) good
  - d) satisfactory
  - e) insufficient
  
5. I will be able to apply the knowledge from my professional practice in further education: Yes/No
  
6. The work experience I have completed has influenced my decision in choosing a job: Yes/No
  
7. Overall evaluation of the professional practice:  
.....



**Annex No. 10/j**  
**1-month pharmacy practice experience evaluation questionnaire**  
**(SP Pharmacy)**

1. During the course of my studies, I have completed (if you tick one of the recognised experience options, do not complete the questionnaire further):
- work experience in a public pharmacy Yes/No
  - experience in a hospital pharmacy Yes/No
  - recognised experience as a pharmacy technician in the health profession Yes/No
  - recognised experience as a student volunteer during an emergency situation Yes/No
  - other (e.g. recognised experience) Yes/No  
.....
2. Did a pharmacy refuse to accept you for a 1-month practice placement? Yes/No  
If yes, what reason did they give?  
.....
3. You chose the pharmacy where you did your 1-month practice on the basis of:
- your own experience with your chosen pharmacy Yes/No
  - recommendations from other students Yes/No
  - the recommendation of the university Yes/No
  - Would you recommend this pharmacy to other students? (Please give a reason if 'no') Yes/No  
.....
  - Other (specify reason)  
.....
4. Evaluation of pharmacy from the aspect of:
- deepening theoretical knowledge
    - a) excellent
    - b) very good
    - c) good
    - d) satisfactory
    - e) insufficiently
  - improving practical skills
    - a) excellent
    - b) very good
    - c) good
    - d) satisfactory
    - e) insufficiently
  - on access to new information
    - a) excellent
    - b) very good
    - c) good
    - b) good enough
    - c) poorly
  - improvements in ability to cope with workload
    - a) excellent
    - b) very good



- b) good
- c) sufficiently
- d) insufficiently
- improved communication with other staff, ability to work together as a team
  - a) excellent
  - b) very good
  - c) good
  - d) good enough
  - e) insufficient
- improvements in ability to resolve conflict situations
  - a) excellent
  - b) very good
  - c) good
  - a) sufficiently
  - b) insufficient
- on the tutor's approach to the student
  - a) excellent
  - b) very good
  - c) good
  - a) sufficiently
  - b) insufficient
- on the attitude of other pharmacy staff towards the student
  - a) excellent
  - b) very good
  - c) good
  - a) sufficiently
  - b) poorly

5. Did the 1-month work experience influence your decision when choosing a job?

Yes/No

If yes, how:

.....

6. Student's comments and opinions on the practice:

.....



**Annex No. 10/k**  
**5-month pharmacy practice assessment questionnaire**  
**(SP Pharmacy)**

1. In the course of my studies I have completed:
- work experience in a public pharmacy Yes/No
  - practice in a hospital pharmacy Yes/No
  - other (e.g. recognised experience) Yes/No
- .....

2. Did any pharmacy refuse to accept you for a 5-month practice placement? Yes/No  
If yes, what reason did they give?
- .....

3. In how many pharmacies have you completed your 5-month practice experience?
- In one pharmacy Yes/No
  - two pharmacies Yes/No
  - other (part in a pharmacy, part in another workplace): Yes/No
- .....

4. You chose the pharmacy where you did your 5-month practice on the basis of:
- your own experience with your chosen pharmacy Yes/No
  - recommendations from other students Yes/No
  - the recommendation of the university Yes/No
  - other (please specify reason)
- .....

5. Evaluation of the pharmacy from the aspect of:
- deepening theoretical knowledge
    - a) excellent
    - b) very good
    - c) good
    - d) satisfactory
    - e) insufficiently
  - improving practical skills
    - a) excellent
    - b) very good
    - c) good
    - d) satisfactory
    - e) insufficiently
  - on access to new information
    - a) excellent
    - b) very good
    - c) good
    - d) good enough
    - e) poorly
  - improvements in ability to cope with workload
    - a) excellent
    - b) very good
    - c) good



- d) sufficiently
- e) insufficiently
- improvements in communication with patients
  - a) excellent
  - b) very good
  - c) good
- a) sufficiently
- b) insufficient
- improving communication with other employees, teamwork skills
  - a) excellent
  - b) very good
  - c) good
  - d) good enough
  - e) insufficient
- improvements in ability to resolve conflict situations
  - a) excellent
  - b) very good
  - c) good
  - d) sufficiently
  - e) insufficient
- on the tutor's approach to the student
  - a) excellent
  - b) very good
  - c) good
  - d) sufficiently
  - e) insufficient
- on the attitude of other pharmacy staff towards the student
  - a) excellent
  - b) very good
  - c) good
  - d) sufficiently
  - e) poorly
- about the patient's attitude to the fact that he/she is in contact with the student
  - a) excellent
  - b) very well
  - c) good
  - d) sufficiently
  - e) poorly
- on the resulting actual application of the experience gained in the current practice:
  - a) excellent
  - b) very good
  - c) good
  - d) sufficiently
  - e) insufficiently

6. Did you get a job during your 5-month practice? Yes/No

7. Did the 5-month practice influence your decision in choosing a job? Yes/No

If yes, how:

.....

8. Student's comments and opinions on the practice:

.....





**Annex 10/I**  
**Questionnaire for the evaluation of the professional practice of a private veterinarian**  
**(SP Veterinary Nurse)**

1. Did the private veterinarian refuse to accept you for practice? Yes/No
2. Reason for refusal by the veterinarian:  
.....
3. I expected from the practice:
- to acquire practical skills in real Yes/No
  - to test theoretical knowledge in real practice Yes/No
  - only obtaining the necessary certificate of completion of the practice Yes/No
4. Inclusion of the practice in the study plan:
- In your opinion, is it optimal to include this type of professional practice in the 1st and 2nd year of studies Yes/No
  - If no, in which year of study would you suggest including the practice:  
.....
  - Was the knowledge acquired by the previous studies at the university sufficient as a theoretical basis for the practice? Yes/No
5. Evaluation of professional practice:
- I will be able to apply the knowledge from the professional practice in further education Yes/No
  - The work experience has influenced my decision in choosing a job Yes/No
  - With the acquired practical skills and experience, I was:
    - a) absolutely satisfied
    - b) more satisfied than dissatisfied
    - c) equally satisfied as dissatisfied
    - d) more dissatisfied than satisfied
    - e) totally dissatisfied
  - With organizational security of professional practice, I was:
    - a) absolutely satisfied
    - b) more satisfied than dissatisfied
    - c) equally satisfied as dissatisfied
    - d) more dissatisfied than satisfied
    - e) totally dissatisfied
  - With the course of professional practice and the approach of the staff of a private veterinarian, I was:
    - a) absolutely satisfied
    - b) more satisfied than dissatisfied
    - c) as satisfied as dissatisfied
    - d) more dissatisfied than satisfied
    - e) totally dissatisfied
6. Student's comments and opinions about the practice:  
.....



**Annex 10/m**  
**Questionnaire for the evaluation of animal protection and welfare practice**  
**(SP Animal Welfare and Protection)**

1. Was the scope of professional practice sufficient? Yes/No
  
2. How have you applied the knowledge from the professional practice in further education:
  - a) excellent
  - b) very well
  - c) well
  - d) satisfactorily
  - e) poorly
  
3. To what extent has the work experience contributed to achieving better knowledge and skills in your field?
  - a) excellent
  - b) very well
  - c) well
  - d) sufficiently
  - e) insufficiently
  
4. I evaluate the organization and course of professional practice:
  - a) excellent
  - b) very good
  - c) good
  - d) satisfactory
  - e) insufficient
  
5. I will be able to apply the knowledge from my professional practice in further education: Yes/No
  
6. The work experience I have completed has influenced my decision in choosing a job: Yes/No
  
7. Overall evaluation of the professional practice:  
.....



**Annex No. 11**  
**Evaluation of studies at UVMP by graduates of the university**

1. Completed study programme at UVMP
  - Study programme *General Veterinary Medicine*
  - Study programme *Food Hygiene*
  - Study programme *Pharmacy*
  - Study programme *Feed and Food Safety*
  - Study programme *Cynology*
  - Study programme *Human-Animal Relationship and its Use in Canister Therapy and Hippotherapy*
  - Study programme *Food Market and Quality*
  - Study programme *Animal Welfare and Protection*
  - Study programme *Veterinary Nurse*
  
2. In which year did you graduate?
  
3. How would you evaluate the quality of the theoretical knowledge you acquired during your studies at UVMP in Košice (with regard to its application in practice)?
  - a) excellent
  - b) above average
  - c) average
  - d) below average
  - e) weak
  
4. How would you evaluate the quality of the practical skills you have acquired during your studies at UVMP in Košice (with regard to their application in practice)?
  - a) excellent
  - b) above average
  - c) average
  - d) below average
  - e) weak
  
5. Have you been employed in the field you graduated from UVMP in Košice?
  - a) yes
  - b) no
  
6. If yes, in which sector of your field do you work?
  - in the Slovak Republic:
    - a) private
    - b) public
    - c) other (please specify).....
  - abroad:
    - a) private
    - b) public
    - c) other (please specify).....



7. If no, have you used the knowledge acquired at UVMP in Košice in your work in another field?
- a) yes
  - b) no
8. If you are unemployed, for what reason?
- a) I have not found a job in the field I studied
  - b) I am voluntarily unemployed
  - c) other (please specify)
- .....
9. If you are unemployed, how long has this situation lasted?
- a) up to 1 year
  - b) up to 3 years
  - c) more than 3 years
10. What problems did you perceive most when looking for a job after graduation?
- a) ignorance of legislation
  - b) lack of practical experience
  - c) lack of theoretical knowledge
  - d) lack of jobs in the field studied
  - e) lack of jobs close to where you live
  - f) low financial remuneration
  - g) lack of knowledge of a foreign language
  - h) other (please specify)
- .....
11. Would you study again the study programme you graduated from UVMP in Košice?
- a) yes
  - b) no (indicate why) .....
12. If you employ recent graduates of UVMP in Košice, how would you evaluate their theoretical knowledge and practical experience?
- a) They have more practical experience and less theoretical knowledge
  - b) They have more theoretical knowledge and less practical experience
  - c) They have enough practical experience and theoretical knowledge
  - d) They have lack important practical experience and theoretical knowledge



**Annex No. 12**  
**Employer satisfaction questionnaire**

1. Select a study programme. To view the graduate profile of the relevant study programme:.

- Feed and Food Safety (BSc.)
- Cynology (BSc)
- Animal Science (BSc)
- Veterinary Nursing (BSc)
- Human-Animal Relationship and its Use in Canister Therapy and Hippotherapy (BSc)
- Animal Welfare and Protection (MSc.)
- Market and Food Quality (MSc)
- Pharmacy (MSc)
- Food Hygiene (DVM)
- General Veterinary Medicine (DVM)
- Animal Hygiene and Environment (PhD)
- Food Hygiene (PhD)
- Immunology (PhD)
- Animal Infectious Diseases (PhD)
- Microbiology (PhD)
- Animal Parasitic Diseases (PhD)
- Veterinary Surgery, Orthopaedics and Radiology (PhD)
- Veterinary Morphology and Physiology (PhD)
- Veterinary Obstetrics and Gynaecology (PhD)
- Internal Animal Diseases (PhD)
- Animal Nutrition and Dietetics (PhD)

2. How do the graduates of the study programme meet your requirements for employees?

- excellent
- very well
- well
- less well
- unsatisfactory

3. From your point of view, what is the theoretical knowledge of the graduates of the study programme for employment in your organisation?

- excellent
- very good
- good
- less good
- unsatisfactory

4. From your point of view, with regard to the theoretical knowledge of the graduates of the study programme, what would you recommend to improve for the performance of employment in your organisation?

.....

5. From your point of view, what are the practical skills of the graduates of the study programme for employment in your organisation

- excellent



- very good
- good
- less good
- unsatisfactory

6. From your point of view, with regard to the practical skills of graduates of the study programme for employment in your organisation, what would you recommend to improve?

.....

7. If you have a suggestion to add to the profile of a graduate of the study programme, please write it.

.....



**Annex No. 13**  
**Form for submission of dissertation topics for the academic year .....**

|   |  |
|---|--|
| <b>Field of study*</b>  |  |
| <b>Study programme</b>  |  |
| <b>Form of study</b><br><i>(full-time - external)</i>   |  |
| <b>Title of the topic</b><br><i>(in Slovak language)</i>  |  |
| <b>Title of topic</b><br><i>(in English)</i>  |  |
| <b>Supervisor</b><br><i>(name and surname, titles)</i>  |  |
| <b>Workplace</b>  |  |
| <b>Details of the grant under which the PhD student will be working</b> <i>(number, agency and years of duration)</i> |  |

\* field of study according to the new system of fields of study (Decree of the Ministry of Education, Science and Higher Education 244/2019 Coll.)

Tables can be added according to the number of topics reported

Statement of the head of the department, clinic of UVMP/director of the institute of the  
Slovak Academy of Sciences:

.....  
.....

Date and signature:

Statement of the person responsible for the implementation, development and quality of the  
study programme:

.....  
.....

Date and signature:

Statement of the UVMP scientific coordinator for the relevant scientific field:

.....  
.....

Date and signature:

Please send the completed form in electronic form (word document) to the e-mail address:  
doktorandi@uvlf.sk and deliver the signed version to the Doctoral Studies Office.



**Annex No. 14**  
**Questionnaire for PhD students**

1. What were your main reasons for going for doctoral studies? Select one answer.
  - To further study the topic that I was working on during the preparation of my thesis
  - To pursue a scientific career
  - I have been approached by my supervisor to continue my PhD studies with him/her
  - Increase my employability in my field
  - Interest in teaching at university
  - I tried an internship and it was not fulfilling
  - Opportunity to use the school's research facilities
  - Employer's requirement for higher qualifications
  - I didn't want to work yet
  - Other:
  
2. Which of the following activities have you devoted the MOST time to during your PhD studies so far? Select up to three answers.
  - Writing scientific publications
  - Teaching students (including preparation)
  - Examination/correction of students' written work
  - Studying courses in the doctoral programme
  - Research unrelated to my dissertation
  - Dissertation (research and writing)
  - Administration and other non-professional activities
  - Supervising students' bachelor's and master's theses
  - Other:
  
3. What part of your doctoral studies did you devote to dissertation-related work?
  - Less than 25 %
  - 25 – 50 %
  - 50 – 75 %
  - 75 – 100 %
  
4. How often did you consult your supervisor about your dissertation?
  - At least once every two weeks
  - At least once a month
  - At least once a semester
  - Less than once per semester
  
5. Which of the following statements describe working with your supervisor? Select up to 3 answers.
  - He gave me interesting new suggestions for my dissertation
  - He helped me to get contacts abroad
  - Involved me in his scientific activities
  - Helped me to raise money for my research
  - Helped me with teaching students
  - Giving me feedback on grant applications
  - Gave me professional and moral support in writing publications
  - He didn't help me with anything
  - Other:





6. What was your role in the research grants implemented at your department? Select up to 3 answers.
- None
  - Writing part of the substantive content of the grant application
  - Administrative support in writing the grant application and/or in its implementation
  - Translation of the grant application into English
  - Data collection for research
  - Analysis of part of the data
  - Writing up (part of) the findings in a report/scientific publication
  - Only formal figure in the grant
  - Other:
7. How would you characterize the internal research grants for young researchers and PhD students provided by the university? Select 1 answer.
- I don't know, I have never applied for such a grant
  - One can learn how to apply for and manage research grants
  - They are allocated in a non-transparent way
  - It is a small amount
  - They have helped me buy literature and/or attend important conferences/events
  - Other:
8. What conferences/events have you actively participated in? Select up to 3 answers.
- I have not participated in conferences/events
  - In conferences/events organised by my school (e.g. PhD Seminar)
  - In any conferences/events in Slovakia and neighbouring countries
  - At conferences/events anywhere in the world, as long as they are relevant to my field
  - Other:
9. How did you learn to write academic texts? Select up to 2 answers.
- I have consulted the texts with a supervisor who guides me
  - From comments from reviewers during the review process
  - Advice from more experienced PhD students
  - From reading other academic texts
  - From literature on writing academic texts (self-study)
  - In seminars on academic writing (outside the curriculum)
  - Other:
10. How was co-authorship of publications implemented in your country? Select up to 3 answers.
- My supervisor and I equally shared the work on the publication and were co-authors
  - I wrote a text based on my findings and my supervisor took credit for it
  - The supervisor wrote the text and credited me
  - My supervisor suggested the structure of the text, I wrote the text and we were co-authors
  - Publications were written in author teams and were not tied to the supervisor
  - I wrote the publications myself
  - Other:



11. In which of the following ways did your doctoral studies prepare you to teach at the university level? Select up to 3 answers.
- How to prepare a class
  - How to use different forms and methods of learning
  - How to take into account the special learning needs (giftedness, learning disabilities) of students
  - How to assess students
  - How to give feedback to students
  - I was not specially prepared for teaching
  - Other:
12. What is the HIGHEST number of hours you taught per week on average during the academic year?
- 0
  - 1 – 4
  - More than 4
  - I did not teach
13. Did you spend a month or more abroad as part of your doctoral studies?
- Yes
  - No
14. What was your main motivation to go on mobility? Please select up to 2 answers.
- Access to instrumentation not available at my school
  - Collection/research of specific data relevant to my research
  - Consultation for my dissertation
  - Establishing contacts for future collaboration
  - Participating in cutting-edge research in my field
  - Getting extra time and money to complete my dissertation
  - Improving my skills in a foreign language
  - Other:
15. What are your plans after your PhD? Select up to 3 answers.
- To work as a teacher and/or scientist at a university in Slovakia
  - To work as a scientist in SAS/other research organisation in Slovakia
  - Work as a scientist or university teacher abroad
  - Work in Slovakia outside academia environment in my or a related field
  - Work in Slovakia outside the academic environment in another field
  - Work outside the academic environment abroad
  - I don't know, I haven't thought about it yet
  - Other:
16. Would you recommend your study programme to a friend?
- Yes
  - No



**Annex No. 15**

**Customer satisfaction questionnaire on the services provided by the clinics**

| <b>Question</b>  |
|--|
| 1. How satisfied are you with the location/ signage of the clinic?<br>a – I am satisfied<br>b – the signage could be better<br>c – I am not at all satisfied with the location   |
| 2. Were you satisfied with the treatment of the patient at the clinic?<br>a – I was satisfied<br>b – the approach to the patient and the owner was sufficient<br>c – I was not satisfied and visited a private veterinarian            |
| 3. Were you satisfied with the waiting time for the patient to be treated at the clinic?<br>a – I was satisfied: the waiting time was up to 30 minutes<br>b – I was not satisfied: the waiting time was more than 1 hour<br>c – I left |
| 4. Were you satisfied with the attending technical staff at the clinic?<br>a – I was satisfied<br>b – I was not satisfied  |
| 5. Is the availability of telephone contacts to the clinic convenient?<br>a – it is convenient and clear<br>b – it is not conveniently located, but I found the contacts<br>c – I did not find telephone contacts                      |



**Annex No. 16**  
**Customer satisfaction questionnaire with the services provided by the university  
pharmacy**

| <b>Question</b>   |
|---|
| 1. How satisfied are you with the opening hours of the pharmacy?<br>a – very satisfied<br>b – satisfied<br>c – dissatisfied<br>d – very dissatisfied                    |
| 2. How satisfied are you with the pharmacy's range of medicines?<br>a – very satisfied<br>b – satisfied<br>c – dissatisfied<br>d – very dissatisfied                    |
| 3. How satisfied are you with the pharmacy's range of complementary goods?<br>a – very satisfied<br>b – satisfied<br>c – dissatisfied<br>d – very dissatisfied          |
| 4. How satisfied are you with the staff's attitude towards customers?<br>a – very satisfied<br>b – satisfied<br>c – dissatisfied<br>d – very dissatisfied               |
| 5. How satisfied are you with ordering goods that are not normally in the pharmacy?<br>a – very satisfied<br>b – satisfied<br>c – dissatisfied<br>d – very dissatisfied |

