

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Description of the study programme – outline¹

Name of the higher education institution Alexander Dubček University of Trenčín

Address of the higher education institution Študentská 2, 911 50 Trenčín

Identification number of the higher education institution 719000000

Name of the faculty Faculty of Social and Economic Relations

Address of the faculty Študentská 3, 911 50 Trenčín

Institution body for approving the study programme: *Internal Evaluation Council of TnUAD*

Date of the study programme approval or the study programme modification: 22.6.2022 Zápisnica č. 4/2022 zo dňa 22. 06. 2022

Date of the latest change² in the study programme description: 22.6.2022 Zápisnica č. 4/2022 zo dňa 22. 06. 2022

Reference to the results of the latest periodic review of the study programme by the institution:

<https://tnuni.sk/univerzita/organy-univerzity/rada-pre-vnutorne-hodnotenie-tnuad/>

Reference to the assessment report of the application for accreditation of the study programme under § 30 of Act no. 269/2018 Coll.³:

c) Internal Assessment Report of the Study Programme

1. Basic information about the study programme

- a) Name of the study program and its number according to the register of study programmes.
Human resources and personnel management 168447
- b) Degree of higher education and ISCED-F education degree code.
III. degree; according to ISCED 97 „5A“, by ISCED 2011 „864“
- c) Place(s) of delivery of the study programme.
Študentská 3, 911 50 Trenčín
- d) Name and number of the field of study in which higher education is obtained by completing the study programme, or a combination of two fields of study in which higher education is obtained by completing the study programme, ISCED-F codes of the field/fields⁴.
8. economics and management /0311 Economics
- e) Type of the study programme: academically oriented, professionally oriented; translation, translation combination study programme (listing the specializations); teaching, teaching combination study programme (listing the specializations); artistic, engineering, doctoral, preparation for regulated profession, joint study programme, interdisciplinary studies.
Academically-oriented
- f) Awarded academic degree.
philosophiae doctor, „PhD.“
- g) Form of study⁵.
Full-time
- h) In the case of joint study programmes, cooperating institutions and the range of study obligations the student fulfills at each of the given institutions (§ 54a of the Act on Higher Education Institutions).
There is no joint study program conducted.
- i) Language or languages in which the study programme is delivered⁶.
Slovak language
- j) Standard length of the study expressed in academic years.
3 AY full-time form
- k) Capacity of the study programme (planned number of students), the actual number of applicants and students.
For the academic year of 2021/22, the planned numbers of students in the first year of study - full-time form: 3.

¹ The institution compiles a description of the study programme as an annex to the application for accreditation of the study programme.

- When submitting an application pursuant to § 30 (1) of Act no. 269/2018 Coll. the higher education institution states in the description only the data available at the time of application.

- Once the accreditation (or the internal approval of the study programme by the institution programme approval authority with the right to design programmes within the given field and degree) has been granted, the institution permanently makes the description available to the stakeholders of the study programme.

- The institution may choose the form of processing, visualization, and publication of the description, suitable for students, teachers and another users.

- In individual parts of the description, the institution may refer to another internal document that sufficiently describes the relevant area and is publicly available.

- In individual parts of the description, the institution may refer to a place in the information system which contains the relevant up-to-date information.

- The institution ensures that the description is up-to-date (if the change in the description is in the nature of a modification of the study programme and the change is made in accordance with § 30 (9) of Act No. 269/2018 Coll., the institution makes the change and publishes it only after approval by the Agency).

² If the change is not a modification of the study programme according to § 30 of Act no. 269/2018 Coll.

³ It is stated only if the accreditation of the study programme has been granted according to § 30 of Act no. 269/2018 Coll.

⁴ According to the International Standard Classification of Education. Fields of Education and Practice 2013.

⁵ According to § 60 of Act no. 131/2002 Coll. on Higher Education Institutions.

⁶ It means the languages in which all learning outcomes are achieved and all related courses of the study programme as well as the state examinations are carried out. The institution independently provides information on the possibility of partial study parts/courses in other languages in part 4 of the description.

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Full-time form:

Number of applicants: 1

Current number of students: 1

Planned number of **full-time** students **in total** (in the first, second and third year of study): 7

Current number of **full-time** students **in total** (in the first, second and third year of study): 5

2. Graduate profile and learning objectives

a) The institution defines the learning objectives of the study programme such as student's abilities at the time of completion of the programme and the main learning outcomes⁷.

The aim of the study program "Human Resources and Personnel Management" (III. degree) is to provide graduates with the knowledge, practical skills and research competences in the field of human resource management so that graduates acquire the systematic skills within the field of study, in particular the ability to conceive, design, implement and adapt a broader research process with academic integrity; to create a larger body of work that contributes to the knowledge borders expansion through original research and merits a peer-reviewed publication at national or international level. The study program "Human Resources and Personnel Management" (III. degree) is based on the following TnUAD educational objectives (point 3.1. Educational objectives - the TnUAD Long-term plan Amendment until 2025)

- to expand the offer of up-to-date forms and methods of education in accordance with the requirements of practice and the Industry 4.0 strategy (combined, online learning through multiple electronic platforms, teaching in foreign, especially English language);
- to involve public and private sector experts more intensively in the educational process, lecturing activities and professional seminars;
- to expand and improve the quality of students' individual way of study, using the wider support of available IT technologies in the form of non-contact teaching;
- to implement the issues of academic and scientific ethics and integrity in educational process;
- to involve PhD students in research and innovation activities with an international dimension and impact;
- to intensify and broaden the cooperation with industry in the areas of research provided.

Outcomes:

Outcome 1: Graduates of the study program Human Resources and Personnel Management (III. degree) acquire the following **theoretical knowledge**:

The nature of the study program "Human Resources and Personnel Management" (III. degree) enables graduates to acquire a systematic, coherent and comprehensive set of knowledge regarding the current state of scientific knowledge in the theory and practice of human resources management and personnel management, as well as in the field of sophisticated methods and procedures of science and research at a level corresponding to international criteria. The graduate will thus be able to carry out research and development, formulate solutions to economic and managerial issues, develop relevant knowledge of managerial processes and create new scientific knowledge in terms of human resource management and personnel management.

The acquired theoretical knowledge enables graduates to:

- **O 1.1 Assess** the conditions and contexts influencing the development patterns of human resources concept in terms of current labor market trends.
- **O 1.2 Generate** new scientific knowledge on human resource management and personnel management.
- **O 1.3 Propose, validate and implement** innovative research practices within the human resource management in organizations corresponding to the following conditions and contexts.

Outcome 2: Graduates of the study program Human Resources and Personnel Management (III. degree) acquire the following **skills**:

- **O 2.1** The graduate is able to **formulate** challenges to scientific knowledge, **identify** scientific problems, **formulate** research questions, and **derive** research designs on the basis of focused, thoughtfully varied, however critical inquiry.
- **O 2.2** To **identify** information sources and **apply** available information systems appropriately in their use.
- **O 2.3** To **analyze** research results using statistical methods, **evaluate** and **interpret** them.
- **O 2.4** To **apply** the principles of scientific ethics and integrity in scientific research tasks performance as well as the social, scientific and ethical aspects in the formulation of research intentions, interpretation and generalization of research results.
- **O 2.5** Thanks to linguistic competence to **publish** scientific papers in the field of human resource management and personnel management in relevant, respected, international, peer-reviewed scientific journals and proceedings registered in international professional databases CCC, WOS, Scopus and others.
- **O 2.6** To **apply** own scientific research results to the design of innovations in selected areas of human resource management and personnel management.
- **O 2.7** To **propose** scientific projects in the field of human resources and personnel management and coordinate the work of research team.
- **O 2.8** To **apply** and **transfer** the acquired knowledge to the pedagogical process and practice and to contribute to the development of economic theory and management practice, in a national and international context.

Outcome 3: Graduates of the study program Human Resources and Personnel Management (III. degree) acquire the following **competences**:

- **V 3.1 Self-reliance.** Graduates are self-reliant in planning their own scientific research growth in terms of social responsibility.
- **V 3.2 Responsibility.** Graduates are responsible for the quality of their work, tasks performance and duties and their own personal development, as well as for the education and development of other people.
- **V 3.3 Communication skills.** Graduates are able to listen actively, ask stimulating questions and provide feedback, present and defend the results of their own research and development in a sophisticated manner in interaction with others or in front of the professional community, including in writing or in a foreign language.
- **V 3.4 Innovative, creative, independent, critical, analytical and conceptual way of thinking.** Graduates are characterized by innovative, creative, independent, critical, analytical and conceptual way of thinking, applied in changing conditions and they independently present their research and development results to professional community in Slovak Republic and abroad.

⁷ Learning objectives are achieved in the study programme through measurable learning outcomes in individual parts (modules, subjects) of the study programme corresponding to the relevant level of the Qualifications Framework in the European Higher Education Area.

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- **V 3.5 Leadership.** Graduates demonstrate the ability to work effectively as a member or leader of a multidisciplinary research team. They are able to motivate team members and build strong working relationships within the team and with other stakeholders.
- **V 3.6 Diversity/inclusion.** Graduates accept diversity in terms of gender, nationality, race, linguistic origin, social background, level of achievement or disability. They are able to outline and implement mutually beneficial integration of individuals in multidisciplinary research teams.

b) The institution indicates the professions for which the graduate is prepared at the time of completion and the potential of the study programme from the point of view of graduate's employability.

Graduates of the study program "Human Resources and Personnel Management" (III. degree) will find employment in state/governmental and public organizations, in private companies and non-profit organizations engaged in research and development and in academic environment as

- University teacher, scientist and researcher;
- Research and development manager;
- Human resources development scientist.

c) Relevant external stakeholders who have provided the statement or a favorable opinion on the compliance of the acquired qualification with the sector-specific requirements for the profession⁸.

These are not regulated professions.

Ensuring an independent, objective, and professional assessment of the study program for the relevance of the acquired qualification to the sector-specific requirements of the profession will be provided by relevant stakeholders:

- TREXIMA Bratislava, s.r.o.,
- PricewaterhouseCoopers Slovensko, s.r.o., Bratislava,
- students,
- graduate.

3. Employability

a) Evaluation of the study programme graduates employability.

For the first time, PhD students successfully completed their studies in 2020. KAP in 2021 was not available for the III. level (on the website of the Ministry of Education in document the Breakdown of subsidies to public universities for 2021 (xlsx)). However, four of the five graduates responded to the feedback survey and all were employed in 2021.

b) If applicable, indicate the successful graduates of the study programme.

For the first time, students of the III. Degree PhD. Study program graduated in 2020. Therefore, the number of graduates is so far low (5 graduates in total).

Ing. Katarína Škrovánková (Štefčíková), PhD.

Project Development Officer and Professor Assistant
Alexander Dubčeka University in Trenčín

Ing. Natália Letková, PhD.

Specialist Officer
Regional Public Health Office

Ing. Júlia Kostrová (Bartošová), PhD.

Independent Counsellor
Department of Organization. District Authority Martin.
Ministry of Interior of Slovak Republic

c) Evaluation of the study programme quality by employers (feedback).

FULL-TIME FORM OF STUDY

In the study program quality survey in the academic year of 2020/21, employers rated the full-time study program as excellent in each of the following criteria.

The employers' survey evaluation on the study program quality along with the measures were discussed at the Dean's Collegium meeting on 25 January 2022 and are annexed to the Minutes of the Dean's Collegium meeting.

Date of the survey: Academic year 2020/21

Goal: Identification of employers' evaluations based on criteria; identification of the most serious shortcomings and suggestions for further improvement of the study program.

Respondents: Representatives of employers.

The evidence: The evaluation documents (employer's feedback) are saved at the Dean's Secretariat.

Average score: 1,0

The most frequently cited shortcomings by employers: Employers have not reported any deficiencies. One employer stated that it was not possible to assess the quality of the study program on the basis of a questionnaire. The abilities and vices of employees are individual.

⁸ In the case of regulated professions in accordance with the requirements for the acquisition of professional competence pursuant to a special regulation.

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Suggestions for study programme improvement: *Despite the fact that employers have not indicated serious shortcomings, we suggest, based on the opinion of graduates and students, to make the courses of the study program more oriented towards the skills necessary for scientific research. We suggest that the needs of employers who are oriented towards scientific research should be regularly surveyed. We propose to organize regular meetings between PhD students and the guarantor. We propose to implement a professional experience as a compulsory requirement in the study program.*

4. Structure and content of the study programme⁹

a) The institution describes the rules for the design of study plans within the study programme.

The curriculum formation rules are guided by the principles described in:

- *in the Study Regulations of Alexander Dubček University of Trenčín 2-U-001;*

Reference:

<https://tnuni.sk/studenti/studijny-poriadok/>

- *in the Rules for the internal system of quality assurance and evaluation of higher education, creative activities and other related activities at TnUAD in Trenčín*

Part Three Directive for the outline, modification and approval of study programs at TnUAD, Part Four Procedure regulations of the Internal Evaluation Council and its working groups and Part Five Procedure regulations of the Study Program Council.

Reference:

<https://tnuni.sk/univerzita/organy-univerzity/rada-pre-vnutorne-hodnotenie-tnuad/>

- *in the Organizational Directive on Doctoral Studies Organization at Alexander Dubček University of Trenčín 3-U-046.*

Reference:

<https://fsev.tnuni.sk/index.php?id=259>

Representatives of students and employers worked together to develop the Curriculum.

The student's study plan determines the time and content sequence of courses and the assessment forms of learning outcomes.

b) The institution compiles the recommended study plans for individual study paths¹⁰.

The study program is compiled in accordance with:

- *with the Regulation No. 614/2002 Coll. on the study credit system and*

- *Act No. 131/2002 Coll. on Higher Education and*

- *with the organizational directive 2-U-001 Study Regulations of Alexander Dubček University of Trenčín.*

Reference:

<https://tnuni.sk/studenti/studijny-poriadok/>

- *with the Rules for the internal system of quality assurance and evaluation of higher education, creative activities and other related activities at TnUAD in Trenčín*

Reference:

<https://tnuni.sk/univerzita/organy-univerzity/rada-pre-vnutorne-hodnotenie-tnuad/>

c) The study plan generally states:

The curriculum shall normally indicate:

- *individual parts of the study program (modules, courses and other relevant curricular and extra-curricular activities, since they contribute to the achievement of the desired learning outcomes and generate credits) in the structure of mandatory and mandatory elective courses.*

Doctoral studies consist of study activities, pedagogical-educational activities and creative activities in the field of science. The doctoral student's individual study plan is drawn up by the supervisor and submitted for approval to the Specialization committee (§ 54 (17) of the Act).

The study part of the doctoral studies consists mainly of lectures, seminars, and individual study of professional literature necessary in terms of the PhD thesis focus.

The scientific part of the doctoral studies consists of individual or team scientific work of a PhD student, which is related to the topic of PhD thesis. The scientific part of the doctoral study is professionally supervised by the supervisor.

The Curriculum with mandatory and mandatory elective courses is listed in Table 4c. Profile courses are marked P.

⁹ Selected characteristics of the content of the study programme can be stated directly in the Course information sheets or supplemented by the information of the Course information sheets.

¹⁰ In accordance with Decree no. 614/2002 Coll. on the study credit system and Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts.

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4c Human Resources and Personnel Management, full-time form of study, study activity, III. degree

Number	Course	Person providing the course Portal VS Contact	Number of credits	L/S	Finish ed by	Profi- le	Semesters						
							1.	2.	3.	4.	5.	6.	
1.	Labor market trends and employment strategies development	assoc. prof. Ing. Adriana Grenčíková, PhD. https://www.portalvs.sk/regzam/detail/10942 adriana.grencikova@tnuni.sk	6	2/1	e	P	X						
2.	Strategic human resources management	assoc. prof. Mgr. Sergej Vojtovič, DrSc. https://www.portalvs.sk/regzam/detail/10951 sergej.voitovic@tnuni.sk	6	2/1	e	P	X						
3.	Scientific work methodology	assoc. prof. PhDr. Zoltán Rózsa, PhD. https://www.portalvs.sk/regzam/detail/15688 zoltan.rozsa@tnuni.sk	7	2/1	e	P	X						
4.	Research project management	Ing. Katarína Havierníková, PhD. https://www.portalvs.sk/regzam/detail/10945 katarina.haviernikova@tnuni.sk	6	0/2	e	P		X					
5.	Scientific research and its presentation in a foreign language	assoc. prof. PhDr. Zoltán Rózsa, PhD. https://www.portalvs.sk/regzam/detail/15688 zoltan.rozsa@tnuni.sk	8	1/2	e	P	X						
6.	Quantitative analysis in personnel management	assoc. prof. RNDr. Eva Grmanová, PhD. https://www.portalvs.sk/regzam/detail/10939 eva.grmanova@tnuni.sk	6	1/2	e	P		X					
7.	Work performance management	assoc. prof. PhDr. Zoltán Rózsa, PhD. https://www.portalvs.sk/regzam/detail/15688 zoltan.rozsa@tnuni.sk	6	1/2	e	P		X					
Mandatory courses in total			45										
Mandatory elective course - first			5	1/1	e			X					
Mandatory elective course - second			5	1/1	e			X					
Mandatory elective courses in total			10										
Dissertation exam			10						X				
PhD thesis defense			15										X
Total number of credits required			80										

Note: the profile course is marked P

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Group of compulsory elective courses

Number	Course name	Person providing the course Portal VS Contact	Number of credits
1	Microeconomic and macroeconomic theories	assoc. prof. Ing. Jozef Habánik, PhD. https://www.portalvs.sk/regzam/detail/11001 jozef.habanik@tnuni.sk	5
2	Change management	prof. Ing. Dr. Valentinas Navickas https://www.portalvs.sk/regzam/detail/16660 valentinas.navickas@tnuni.sk	5
3	Production and management structures in organizations	assoc. prof. Mgr. Sergej Vojtovič, DrSc. https://www.portalvs.sk/regzam/detail/10951 sergej.vojtovic@tnuni.sk	5
4	Current trends in human resources management	assoc. prof. Ing. Adriana Grenčíková, PhD. https://www.portalvs.sk/regzam/detail/10942 adriana.grencikova@tnuni.sk	5

Allocation of credits to students for teaching and learning activities

Teaching and learning activities	Number of credits	Fulfillment
At least three months of study abroad (depending on credits earned, max. 15)	15	
Study abroad (depending on credits earned, max. 10)	10	
Authorship or co-authorship of textbooks and study texts (more than 3 AS)	10	
Authorship or co-authorship of textbooks and study texts up to 3 AS	3 (for each AS)	
Bachelor thesis supervision	4 (for each thesis)	
Review elaboration for a bachelor thesis	2 (for each thesis)	
Student Scientific activities thesis supervision	3 (for each thesis)	
Individual teaching activity - for the period of study min. 48 hours	4 (for each 48 hours)	
Minimum number of credits required	25	

Individual teaching activity of at least 48 hours per study period is a mandatory obligation.

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Allocation of credits to students for creative activity in the field of science

Creative activity in the field of science	Number of credits	Fulfillment
Study in a peer-reviewed scientific journal registered in the databases of Web of Science with IF > 0.25 or Scopus with HI ≥ 10 or in a current issue journal	20	
Other peer-reviewed studies in a scientific journal registered in the Web of Science or Scopus database	10	
Paper in the international scientific conference proceedings (abroad), registered in the Web of Science or Scopus database	8	
Paper in the domestic scientific conference proceedings registered in the Web of Science or Scopus database	6	
Publication in a scientific monograph (min. 3 AS)	15	
Publication in a scientific monograph up to 3AS (min. for 1 AS)	5 (for each AS)	
Paper in scientific proceedings	5	
Publication in a foreign peer-reviewed scientific journal	8	
Publication in a domestic peer-reviewed scientific journal	5	
Paper in the international scientific conference proceedings (abroad) not being registered in the Web of Science or Scopus database	4	
Paper in the domestic scientific conference proceedings (abroad) not being registered in the Web of Science or Scopus database	2	
Participation in a foreign scientific project solution	15	
Participation in a domestic scientific project solution	10	
Solving a task for practice or a development project	6	
Paper in PhD Students Conference Proceedings	4	
Professional work experience (min. 4 weeks)	10	
For each citation in the Web of Science or Scopus database	1	
Minimum number of credits required	75	

Mandatory obligation: professional experience. If the PhD student has been working in the field of human resources management or personnel management for at least one year, he/she can ask the study program supervisor to count this experience as professional experience.

Additional obligatory duties are specified in ON 3-U-046 Directive on the Organization of Doctoral Studies at TnUAD and in ON 3-FSEV-011 Organizational directive for the PhD thesis elaboration.

The final number of credits for teaching and creative activity in the field of science is decided by the supervisor.

Rules for the study:

Concerning students admitted before 2022, the obligations of internship and teaching may be appropriately substituted with other activities proposed by the supervisor and approved by the Doctoral Study Board.

- **profile courses** of the relevant study path (specialization) within the study programme, Profile courses are listed in the Curriculum and in the Course information sheet. In Curriculum they are marked with the symbol P. Reference:
- for each learning part/course the learning outcomes, related criteria and rules of their assessment so that the learning objectives of the study programme are met (they can be stated only in the Course information sheets, in the Learning outcomes section and in the Course completion requirements), Conditions to pass the course are included in Course information sheets. Reference: [b\) Study Plan](#)
- prerequisites, co-requisites and recommendations for the design of the study plan, There are no prerequisites.
- for each learning part of the study plan/course the applied educational activities (lecture, seminar, exercise, final work, project work, laboratory work, internship, excursion, field practice, professional practice, state exam, etc. or their combinations) suitable for achieving learning outcomes, Identification of learning activities is part of the Curriculum and Course information sheets. Reference: [b\) Study Plan](#)
- methods by which the educational activity is delivered – present, distant, combined (in accordance with the Course information sheets), The methods of education are: full-time form - face-to-face (offline) and combined method. They are stated in the Course information sheets. Learning through discussions, brainstorming, problem solving, teamwork, lectures given by practitioners and so on.

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Reference: [b\) Study Plan](#)

- outline/syllabus of the course,
Courses outlines and recommended readings are included in the Course information sheets.
Reference: [b\) Study Plan](#)
- student workload ("extent" of individual courses and educational activities separately)
Student's workload is included in the Course information sheets.
Reference: [b\) Study Plan](#)
- credits allocated to each part based on the learning outcomes achieved and the workload involved
Assigned credits are part of the study plan and Course information sheets.
Reference: [b\) Study Plan](#)
- the person responsible for the course (or a partner organization/person) with an indication of the contact details,
The person providing the course with the contact details is listed in the study plan.
Reference: [b\) Study Plan](#)
- course teachers (or participating partner organizations/persons) (may also be mentioned in Course information sheets),
Course teachers are listed in the Course information sheets.
Reference: [b\) Study Plan](#)
- places where the courses are taught (if the study programme is delivered at several workplaces).
Študentská 3, 911 50 Trenčín

d) The institution states the number of credits, the achievement of which is a condition for proper completion of studies and other requirements that the student must meet within the study programme and for its proper completion, including the requirements for state examinations, rules for re-study and rules for the extension, interruption of study.

The condition for the proper completion of PhD studies is the completion of all mandatory courses, two mandatory elective courses, obtaining a minimum number of credits for learning and teaching activities, obtaining a minimum number of credits for creative activities in the field of science, passing the dissertation examination and passing the PhD theses defense. Professional experience and teaching activity to the extent indicated are mandatory. Other mandatory obligations are specified in ON 3-U-046 "Directive on the organization of doctoral studies at TnUAD", which specifies the minimum conditions for ongoing studies.

Reference: <https://fsev.tnuni.sk/index.php?id=259>

The PhD thesis (dissertation) is the final thesis. A doctoral student may apply for the dissertation examination if he/she has obtained at least 70 credits. The PhD student is obliged to submit a written PhD dissertation project along with the application for the dissertation examination. One opponent who has a scientific rank (CSc. or DrSc.) or the academic degree of PhD shall evaluate the written PhD thesis for the dissertation examination. The content of the oral part of the dissertation examination is a debate on the dissertation project and answering the questions and comments of the opponent's opinion and the members of the dissertation examination committee. The result of the dissertation examination shall be evaluated according to the appropriate grading scale. For successful completion of the dissertation examination, the PhD student shall be awarded 10 credits.

A PhD student may submit a request for permission to defend his/her dissertation (PhD thesis) to the Dean if he/she has earned at least 150 credits, not including the credits allocated for acceptance of the dissertation for defense. Upon receiving the application for permission to defend the dissertation, the Dean of the Faculty shall immediately forward the PhD student's application along with the dissertation, which contains the prescribed requirements, as determined by the Dissertation committee. Within 30 days, the Specialization committee shall give its opinion on whether the PhD student has met the conditions for the completion of his/her studies and whether the dissertation meets the requirements imposed on it. If the opinion of the Specialization committee is positive, its chairperson shall propose to the Dean the composition of the PhD thesis defense committee and two opponents. The dissertation defense committee shall be appointed by the Dean. The chair of the PhD thesis defense committee shall announce the time and place of the dissertation defense at least 30 days before the defense. In the event of a positive outcome of the dissertation defense, the committee shall also vote on the evaluation of the dissertation according to the appropriate grading scale and the PhD student shall receive an additional 15 credits. For the proper completion of studies in the 3rd cycle of the study program, it is necessary to obtain 180 credits (including the defense of the dissertation).

- Repeated enrolment of the course is in the Study Regulations of Alexander Dubček University of Trenčín 2-U-001.
Reference: <https://tnuni.sk/studenti/studijny-poriadok/>

e) For individual study plans, the institution states the requirements for completing the individual parts of the study programme and the student's progress within the study programme in the given structure:

Number of credits for

- study activity: 80
- learning and teaching activities: 25
- creative activity in the field of science: 75.

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Table 4e Part 1, Mandatory courses

- number of credits for compulsory courses required for proper completion of studies/completion of a part of studies 45

Course Serial number	Course name	Number of credits	Student's workload in hours according to ECTS (1credit=25h)	
			contact	noncontact
1	Labor market trends and employment strategies development	6	36	114
2	Strategic human resources management	6	36	114
3	Scientific work methodology	7	36	139
4	Research project management	6	24	126
5	Scientific research and its presentation in a foreign language	8	36	164
6	Quantitative analysis in personnel management	6	36	114
7	Work performance management	6	36	114

Table 4e Part 2 State Exam

Course Serial number	Course name	Number of credits
1	Dissertation exam	10
2	PhD thesis defense	15

Table 4e Part 3 Mandatory elective courses

- number of credits for compulsory optional courses required for the proper completion of studies/completion of a part of studies 10,

Course Serial number	Course name	Number of credits	Student's workload in hours according to ECTS (1credit=25h)	
			contact	noncontact
1	Microeconomic and macroeconomic theories	5	24	101
2	Change management	5	24	101
3	Production and management structures in organizations	5	26	99
4	Current trends in human resources management	5	24	101

- number of credits required for the completion of studies/completion of a part of the studies for the common foundations and for the relevant specialization, in the case of a teaching combination study programme or a translation combination study programme, ---- N/A
- number of credits for the final thesis and the defense of the final thesis required for the proper completion of studies, The number of credits in Curriculum is: the dissertation examination 10 PhD thesis defense 15.
- number of credits for professional practice required for the proper completion of studies/completion of a part of studies, Number of credits for professional experience: 10. Concerning students admitted before 2022, the obligation of internship may be appropriately substituted with other activities as proposed by the supervisor and approved by the Doctoral Study Board.
- number of credits required for the proper completion of studies/completion of a part of the studies for project work with the indication of relevant courses in engineering study programmes, ---- N/A
- number of credits required for the proper completion of studies/completion of a part of the studies for artistic performances in addition to the final thesis in art study programmes. ---- N/A

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

f) The institution describes the rules for verification of learning outcomes, students assessment and the possibilities of appealing against the assessment.

Verification of learning outcomes and their assessment is provided:

- in the Study Regulations of Alexander Dubček University of Trenčín 2-U-001 Study results evaluation, credit; examinations, state examinations, final theses, oral and practical part of the state examination, overall student evaluation. The possibilities of reparative procedures consist in the examination or the evaluated credit by an additional retake exam.

Reference:

<https://tnuni.sk/studenti/studijny-poriadok/>

- in the Organizational Directive on Doctoral Studies Organization at Alexander Dubček University of Trenčín 3-U-046.

Reference:

<https://fsev.tnuni.sk/index.php?id=259>

- The assessment rules are set out in the Course information sheet, which is published in the AIS. Students are usually informed about the assessment within the first lecture. The possibilities for reparative procedures are determined by the next retake exam.

g) Conditions for recognition of studies or a part of studies.

The conditions for the recognition of the study or part of it are described in the Study Regulations of Alexander Dubček University of Trenčín 2-U-001.

Reference:

<https://tnuni.sk/studenti/studijny-poriadok/>

h) The institution states the topics of final theses of the study programme (or a link to the list).

Doctoral thesis topics that have been announced for the academic year 2022/23:

- The impact of the COVID-19 pandemic on disparities in youth labour supply.
- Study in medical schools abroad in the context of physician labour emigration.
- Effectiveness of employment services and active labour market measures for disadvantaged groups.
- Wage differentials across Slovak regions.
- Specifics of human resources management in the light of lean production.
- Social responsibility as a source of competitive advantage in human resources management.
- Causes and motives of nurses' migration to work abroad.

i) The institution describes or refers to:

rules for the assignment, processing, opposition, defense and evaluation of final theses in the study programme,

The defense of PhD thesis dissertation belongs to state examinations and is part of the study.

Announcement of topics, application for topics, reviews, originality checking conditions, defense, final thesis evaluation is:

- in the Study Regulations of Alexander Dubček University of Trenčín 2-U-001.

Reference:

<https://tnuni.sk/studenti/studijny-poriadok/>

- in the Organizational Directive on Doctoral Studies Organization at Alexander Dubček University of Trenčín 3-U-046.

Reference:

<https://fsev.tnuni.sk/index.php?id=259>

- In the Organizational directive for the PhD thesis elaboration 3-FSEV-011

Reference:

<https://fsev.tnuni.sk/index.php?id=547>

- in the Information for Students - available on the faculty's website

Studies/ PhD Students/ PhD thesis and Studies/ PhD Students/State Examinations

<https://fsev.tnuni.sk/index.php?id=545>

opportunities and procedures for participation in student mobility,

Student mobility is arranged by the Erasmus+ faculty coordinator and the Erasmus Centre department. Erasmus+ at TnUAD has its own web subpage with detailed information.

Reference:

https://erasmus.tnuni.sk/index.php?id=185&no_cache=1

The rules for academic mobility are in the Study Regulations of TnUAD - Academic Mobility.

Reference:

<https://tnuni.sk/studenti/studijny-poriadok/>

rules for adherence to academic ethics and rules for drawing consequences,

To academic ethics is paid a great deal of attention. The rules of academic ethics and the derivation of consequences are formulated:

- in the Code of Ethics of Alexander Dubček University of Trenčín

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Reference:

<https://tnuni.sk/univerzita/organy-univerzity/poradne-organy-rektora/eticka-komisija-tnuad/?L=1/RK>

- in the Ethics Committee Statute of TnUAD

Odkaz:

<https://tnuni.sk/univerzita/organy-univerzity/poradne-organy-rektora/eticka-komisija-tnuad/?L=1/RK>

- in the Declaration on Strengthening the Scientific integrity culture in Slovakia

Odkaz:

<https://tnuni.sk/univerzita/organy-univerzity/poradne-organy-rektora/eticka-komisija-tnuad/?L=1/RK>

- in the Disciplinary Regulations of TnUAD

Reference:

<https://tnuni.sk/univerzita/organy-univerzity/disciplinarna-komisija/>

- **procedures applicable to students with specific needs,**

For students with specific needs the Organizational Directive for applicants and students with specific needs at Alexander Dubček University of Trenčín applies.

According to the Organizational Directive for applicants and students with specific needs at Alexander Dubček University of Trenčín, a student with specific needs, who agrees to an assessment of his/her specific needs, is entitled to support services according to the extent and type of a specific need, in particular: provision of the possibility to use specific educational resources, special conditions to pass the entrance examination, individual educational approaches, in particular individual teaching of selected courses for students, special conditions for performing study duties without reducing the requirements for study performance, individual approach of university teachers, tuition fees remission in justified cases if the study is longer than the standard length of the relevant study program.

Reference:

<http://cp.tnuni.sk/index.php/zakony>

- **procedures for filing complaints and appeals by students**

The following internal standards shall govern student complaints and appeals procedures:

- Study Regulations of Alexander Dubček University of Trenčín 2-U-001

Reference:

<https://tnuni.sk/studenti/studijny-poriadok/>

- Rules for the internal system of quality assurance and evaluation of higher education, creative activities and other related activities at TnUAD in Trenčín.

Reference:

<https://tnuni.sk/univerzita/organy-univerzity/rada-pre-vnutorne-hodnotenie-tnuad/>

5. Course information sheets of the study programme

In the structure according to Decree no. 614/2002 Coll.

Course information sheets of the study program are created and the reference link to the information sheets is:

[b\) Study Plan](#)

6. Current academic year plan and current schedule (or hyperlink).

Reference link to the published study timetable:

https://fsev.tnuni.sk/index.php?id=586&no_cache=1

Reference link to the schedule:

<https://fsev.tnuni.sk/index.php?id=254>

[Dalsie relevantne dokumenty](#)

7. Persons responsible for the study programme

- a) **A person responsible for the delivery, development, and quality of the study programme (indicating the position and contact details).**

The person who has primary responsibility for the delivery, development and quality of the study program:

assoc. prof. PhDr. Zoltán Rózsa, PhD.; zoltan.rozsa@tnuni.sk;

032 7400 452, <https://www.portalvs.sk/regzam/detail/15688>

Meets the qualification requirements for filling the position of professor resulting from the required level for obtaining the title of professor of the relevant university.

From November 24, 2021, a professor has been working in the position.

- b) **List of persons responsible for the profile courses of the study programme with the assignment to the course and provided with a link to the central Register of university staff and with contact details (they may also be listed in the study plan).**

Persons providing profile courses along with contact details are listed in the Curriculum.

assoc. prof. PhDr. Zoltán Rózsa, PhD. <https://www.portalvs.sk/regzam/detail/15688>

zoltan.rozsa@tnuni.sk

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

assoc. prof. Mgr. Sergej Vojtovič, DrSc. <https://www.portalvs.sk/regzam/detail/10951>
sergej.vojtovic@tnuni.sk

assoc. prof. Ing. Adriana Grenčíková, PhD. <https://www.portalvs.sk/regzam/detail/10942>
adriana.grencikova@tnuni.sk

assoc. prof. RNDr. Eva Grmanová, PhD. <https://www.portalvs.sk/regzam/detail/10939>
eva.grmanova@tnuni.sk

Ing. Katarína Havierníková, PhD. <https://www.portalvs.sk/regzam/detail/10945>
katarina.haviernikova@tnuni.sk

Meets the qualification requirements for filling the position of docent resulting from the required level for obtaining the title of docent of the relevant university.
Since 1 March 2022, he has been working as an associate professor.

c) Reference to the research/art/teacher profiles of persons responsible for the profile courses of the study programme.

Reference:

d) VUPCH ucitelia zabezpečujúci profilové predmety

d) List of teachers of the study programme with the assignment to the course and provided with a link to the central Register of university staff and with contact details (may be a part of the study plan).

A list of teachers with assignment to courses and a link to the central University Employee Register is included in the Curriculum.

e) List of the supervisors of final theses with the assignment to topics (indicating the contact details).

assoc. prof. Ing. Adriana Grenčíková, PhD., adriana.grencikova@tnuni.sk
The impact of the COVID-19 pandemic on disparities in youth labour supply

assoc. prof. Emília Krajňáková, CSc., emilia.krajnakova@tnuni.sk
Study in medical schools abroad in the context of physician labour emigration.

prof. Ing. Eva Rievajová, PhD., eva.rievajova@euba.sk
Effectiveness of employment services and active labour market measures for disadvantaged groups.
Wage differentials across Slovak regions.

assoc. prof. PhDr. Zoltán Rózsa, PhD., zoltan.rozsa@tnuni.sk
Specifics of human resources management in the light of lean production.
Social responsibility as a source of competitive advantage in human resources management.

assoc. prof. Sergej Vojtovič, DrSc., sergej.vojtovic@tnuni.sk
Causes and motives of nurses' migration to work abroad.

f) Reference to the research/art/teacher profiles of the supervisors of final theses.

Reference:

Dalsie relevantne dokumenty

g) Student representatives representing the interests of students of the study programme (name and contact details).

Human Resources and Personnel Management Study Program Board:
Nikol Dojčanová
student representative, 1st year of Master study; study program HRaPM
e-mail: nikol.dojcanova@student.tnuni.sk

Ing. Jaroslav Belás
student representative, 2nd year of PhD study; study program HRaPM
e-mail: jaroslav.belas@tnuni.sk
since February 2022

h) Study advisor of the study programme (indicating contact details and information on the access to counseling and on the schedule of consultations).

The study advisor for the PhD degree is assoc. prof. Ing. Adriana Grenčíková, PhD.
Study counselling is also provided by supervisors of PhD students. Current consultation hours are listed on the faculty's website.

Reference:

<https://fsev.tnuni.sk/index.php?id=531>

i) Other supporting staff of the study programme – assigned study officer, career counselor, administration, accommodation department, etc. (with contact details).

- Career advisor: PhDr. Eva Živčicová, PhD., eva.zivcicova@tnuni.sk
- Career advisor: Ing. Magdaléna Tupá, PhD., magdalena.tupa@tnuni.sk
- Study Officer: Andrea Barišová, andrea.barisova@tnuni.sk
- Administration: Ing. Alica Luptáková, alica.luptakova@tnuni.sk;

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

- Faculty technician: Roman Minaroviech, roman.minaroviech@tnuni.sk
- Accommodation office - <https://tnuni.sk/studenti/ubytovanie/>
- Mobilities: https://erasmus.tnuni.sk/index.php?id=185&no_cache=1
- Erasmus+ Faculty Coordinator: Ing. Marcel Kordoš, PhD., marcel.kordos@tnuni.sk
- Social office: <https://tnuni.sk/studenti/stipendia-a-pozicky/>
- Specific student needs: <http://cp.tnuni.sk/>
- Faculty Library: Bibiana Prišticová, bibiana.pristicova@tnuni.sk
- University Library: http://kniznica.tnuni.sk/index.php?id=aktuality&no_cache=1

8. Spatial, material, and technical provision of the study programme and support

- a) List and characteristics of the study programme classrooms and their technical equipment with the assignment to learning outcomes and courses (laboratories, design and art studios, studios, workshops, interpreting booths, clinics, priest seminaries, science and technology parks, technology incubators, school enterprises, practice centers, training schools, classroom-training facilities, sports halls, swimming pools, sports grounds).

The focus of the Faculty is determined by the material and technical provision for executing the study programs. The basic pillar of the material and technical provision is a separate faculty building, which has lecture rooms, seminar rooms, computer laboratories, video conference rooms, as well as a recreation area for students. All classrooms are equipped with display technology (data projector, screen, laptop with internet + sound system) and ceramic descriptive dust-free whiteboards.

Faculty Library

The Faculty has its own Faculty library, which offers students literature related to the study program. At present, the library collection includes more than 4500 library units.

Internet connection and video conference rooms

The Internet connection speeds of the faculty buildings main node reaches 10Gbit/s and all faculty PCs are connected to the network with a speed of 1Gbit/s. Computer labs as well as offices are connected to the internet via SANET. The building is covered with WiFi signal by professional CISCO and HP devices for making the Internet available to students with the possibility of using the "Education roaming" service (eduroam). Communication within the Faculty/University is provided by CISCO IP telephones. In order to improve the quality of teaching and communication between different departments of TnUAD, 2 video conference rooms have been built at the Faculty.

As part of the comprehensive revitalization of the faculty building, new modern lecture and seminar rooms as well as computer laboratories with complete ICT support were renovated.

Lecture and seminar rooms:

- the Faculty has its own separate lecture hall with 204 seats (interpreter's booths are included),
- a lecture room with a capacity for 68 students,
- there are 9 seminar rooms in the faculty building.

Computer laboratories:

- Study room / lecture room with capacity for approx. 40 students with PC stations for 32 students, which is functionally connected to the faculty library (C01).
- Personnel Information Systems laboratory with a capacity of 20+1. It is equipped with 21 up-to-date PCs, Human personnel information system from Hour Ltd. Žilina with all available modules and created databases of training companies, (C03).
- Geographical Information Systems (GIS) laboratory with capacity for 10+1. It is equipped with 11 powerful graphic stations with 24" LCD monitors and a complete continuous vector map of Slovak Republic at a scale of 1:50 in all layers, (C08).
- WEB 2 internet applications laboratory with capacity for 20 students (C06).
- Training center for personnel activities with a capacity of 10 students. It is equipped with Human personnel information system from Hour, Ltd.(CS 301).
- 2 video conference rooms.
- 2 language laboratories based on up-to-date computer and presentation technology, each with a capacity of 20 students (CS 302, CS 303).
- The basic software equipment of the Faculty is provided by MICROSOFT products. Teaching software for is provided according to the justified requirements of the lecturers.

Language classrooms

The language classrooms are equipped with complete software facilities: Lingea language network dictionaries and translators, a large Spanish-Slovak dictionary, a large Russian-Slovak dictionary, a French-Slovak economic dictionary, a large French-Slovak dictionary, a legal dictionary, a German-Czech dictionary, a German-Czech technical dictionary, a German-Slovak medical dictionary, Economic Dictionary German-Slovak, Lexicon Platinum German-Slovak, Economic Dictionary English-Slovak, Medical Dictionary English-Slovak, Technical Dictionary English-Czech, Legal Dictionary English-Czech, Dictionary of Business, Dictionary of Law, Dictionary of Medicine, Collins Cobuild, Lexicon Platinum English-Slovak. Eurotalk - Talk more, Eurotalk - Talk to talk, Eurotalk - World talk, Eurotalk - Talk to business, Eurotalk - Movie talk, Eurotalk - Language lab network software and Language Teacher (SP, IT, GB, RU, FR, DE)

Print dictionaries are also available for students:

- English large dictionary, English economic dictionary, German large dictionary, German economic dictionary, French large dictionary, French dictionary, Spanish large dictionary, Spanish dictionary, Russian large dictionary, Russian dictionary.
- In addition to the specific software used in the language and computer laboratories, the Faculty uses the following software for teaching: MS Office, MS Visio, Statistica, Kros Alpha, Kros Omega, Kros Olymp, Human. All faculty computer stations are protected by ESET NOD 32.

- b) Characteristics of the study programme information management (access to study literature according to Course information sheets, access to information databases and other information sources, information technologies, etc.).

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Study literature is provided through the University library and the Faculty library of FSEV. Students have access to literature in the library collection of the University and Faculty libraries. The library collection acquisition is carried out regularly every year in close cooperation with the library and teaching staff and students' requirements. The university library also archives and provides publication activities of the scientific and teaching staff of the Faculty. Students use a responsive online catalogue with a built-in client area and forms for ordering MVS and research.

Students are provided with electronic information resources to which TnUAD has access. The University library website informs them about the access to electronic information resources. Students can also access some databases through e-learning. The University library organizes seminars, lectures and meetings of an informative and educational nature for students. Regular information education sessions are held for students, where students learn about the library's services, how to search for the literature they need and what information sources are available to them. The University library promotes an individual approach to students, providing one-to-one consultations on obtaining information sources, e.g., from databases, through MVS, e-books, etc.

c) Characteristics and extent of distance education applied in the study programme with the assignment to courses. Access, manuals of e-learning portals. Procedures for the transition from contact teaching to distance learning.

The study program is carried out by offline and combined methods. The combined method is implemented through the educational platform MS Teams or e-learning. Link to register in e-learning: https://elearning.tnuni.sk/Postup_registrovania.pdf

For all taught courses there is a team in MS Teams, or a page in e-learning, where the student has available basic information and documents for the course (Course inf. sheets, lectures in Power Point, literature). In times of crisis, educational activities carried out by the offline method can be smoothly provided by the online method in accordance with the Higher Education Act 131/2002.

d) Institution partners in providing educational activities for the study programme and the characteristics of their participation.

The study program evaluation was provided by:

TREXIMA Bratislava s.r.o.;
PricewaterhouseCoopers Slovensko, s.r.o., Bratislava;
students;
graduate.

A Memorandum on Cooperation has been signed with the following companies:

TREXIMA Bratislava s.r.o.;
PricewaterhouseCoopers Slovensko, s.r.o., Bratislava;

e) Characteristics of the possibilities for social, sports, cultural, spiritual and social activities.

Accommodation

The Faculty in cooperation with the University provides accommodation for students in its own reconstructed Student dormitory Záblatie and in 2 contractual accommodation facilities:

- School dormitory at Sports High School in Trenčín,
- Hostel JANKA.

Children's corner at University of Trenčín

The University Children's Corner provides short-term care (up to 4 hours) for children of TnUAD employees and students with parental responsibilities (children from 3 to 12 years old) and thus enables them to reconcile family, work and student life. In case of vacancies, it can also offer flexible care for other parents. The internal goal set by University of Trenčín is to extend social services for employees and students who, by providing flexible care for their children, can participate more effectively in working and educational process, attend lectures, seminars and exams. In this way, the University supports the education provision for a group of students with parental responsibilities. The University's children's play area has a capacity for up to 21 children and can also provide space for children with special educational needs.

Reference: https://detskykutik.tnuni.sk/index.php?id=45&no_cache=1

Student Centre and TrenchTown Radio

The premises reconstruction created the first unique open space for students at the University with an area of approximately 85 m2 divided into a working and relaxation area, which is complemented by a separate glass meeting room. The main idea of the Student Centre of Alexander Dubček University of Trenčín is to create a common space for students' extracurricular activities oriented towards student mobility, to create an informal lecture space for interesting motivational speakers, successful graduates, young entrepreneurs and last but not least to create a space for student companies and start-up companies. The Student Centre offers a coworking space for small innovative companies from Trenčín that can collaborate with our students. The built-up creative space supports active students of the University in their personal development and in their successful application in professional experience. The Student Centre is equipped with functional furniture, basic presentation technology, a printer with copier and fast wi-fi connection.

The Student Centre includes a technical room and a student radio studio. Student Radio TrenchTown is an internet student radio of Alexander Dubček University of Trenčín, whose team consists of active students at the University, who develop their personal and professional growth through their activity in the radio and provide preparation and moderation of shows, technical aspect of the broadcast and music dramaturgy. Student Radio operates on the University campus as an independent medium that contributes to the information and educational function, especially for students and staff during the winter and summer semesters of the academic year. The concept of student radio is integrated into the TnUAD Student Centre as a separate technical room and studio, which shares the common space of a glass-enclosed meeting room. In addition to popular music, the student radio offers its listeners regular student-produced shows. The broadcasts focus mainly on news from university life, news from the fields of studies, economy, politics, health, technology and other topical issues from home and the world.

Reference:

<https://tnuni.sk/aktuality/>

<https://www.facebook.com/people/%C5%A0tudentsk%C3%A9-centrum-Tren%C4%8Dianskej-univerzity/10006182825227/>

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

<http://radio.tnuni.sk/index.php?id=15>

Astronomical observatory of prof. Alojz Cvach

Astronomical observatory of prof. Alojz Cvach is a special-purpose facility of Alexander Dubček University of Trenčín, Trenčín Regional Authority, whose aim is to popularize natural, technical and humanities sciences. In addition to the observatory, there is also an astronomy circle. The observatory offers students the opportunity to observe the night sky, popular lectures, discussions with experts on topics in various fields of science and technology, tourism lectures, club activities, etc. The observatory, in cooperation with other entities operating in Trenčín, organizes various activities, such as:

- the scientific-popularization conference "Maximilian Hell Days",
- the spring school of particle physics for high school students "Masterclasses",
- "Observatory on the Move",
- "Sun in Summer",
- "Music Observatory".

Reference:

<https://tnuni.sk/aktuality/>

https://hvezdaren.tnuni.sk/index.php?id=45&no_cache=1

University Pastoral Centre of St. Andrej Svorad Benedict

Students of the Faculty can use services of the University Pastoral Centre of St. Andrej Svorad Benedict at Alexander Dubček University of Trenčín, which has been established at our university since 2009 and is part of the nationwide network of U-Pe-Ce at all Slovak universities. UPC creates space and provides opportunities for personal development and meeting not only for students and employees of TnUAD, but also for the public. In addition to leisure activities (library, table football, audio system, zone of silence with spiritual and social literature), students can also take advantage of psychological, pastoral, spiritual counselling.

Reference:

<https://tnuni.sk/aktuality/>

<https://tnuni.sk/univerzita/univerzitne-pracoviska/univerzitne-pastoracne-centrum-sv-andreja-svorada-a-benedikta-pri-trencianskej-univerzite-alexandra-dubceka-v-trencine/>

Sports facilities

The university has two reconstructed gyms with the possibility to play basketball, floorball, futsal, volleyball, table tennis, badminton. Part of the gym on Student Street is a fitness center.

Relaxation areas for students

Green staging areas are a common feature of modern universities, raising the standard of students' study facilities. For this reason, a green relaxation zone for students and staff was built and opened on the faculty campus in 2020 to provide a space for students to relax outside the teaching process.

In addition to the green staging area, students of the Faculty have at their disposal the so-called "Student Living Room", which can be used not only for relaxation, but also for various informal ways of studying, learning and communication with the use of audio-visual technology.

Students with specific needs

Alexander Dubček University of Trenčín provides studies for students with specific needs in the form of support services in accordance with the provisions of §100 of Act No.131/2002 Coll. on Higher Education and the Organizational Directive for applicants and students with specific needs at TnUAD in Trenčín. The University has a counselling center where applicants for studies with specific needs can obtain information on study fields specifics and study opportunities in relation to their needs. The main task of the Counselling Centre of Alexander Dubček University of Trenčín is to provide equal study opportunities to all students as far as possible. Students with specific needs have a special rest room with a bed and basic hygiene needs at the Faculty. For students with reduced mobility, wheelchair access to the Faculty building is provided by a stair platform and a stairlift.

f) **Possibilities and conditions for participation of the study programme students in mobilities and internships (indicating contact details), application instructions, rules for recognition of this education.**

Erasmus+ Program

Erasmus+ Program helps organize exchanges of students and PhD students between participating and partner countries. By studying abroad under Erasmus+, students can improve their communication, language and intercultural skills and acquire social skills that are highly valued by employers. The period spent studying in a participating country can be combined with a traineeship.

Erasmus+ studies can be attended by students of TnUAD in Trenčín of bachelor's, engineering/master's, or PhD degree studies. A student who is a citizen of Slovak Republic, an EU Member State or other countries participating in the program or who is a permanent resident in Slovak Republic, stateless or has refugee status in Slovak Republic. A student studying at a Slovak HEI/University with permanent residence outside the Slovak Republic cannot participate in mobility to the country of permanent residence. A student may go abroad for the purpose of study for a minimum of 3 to a maximum of 12 months. The same student can receive grants for studies or internships of a maximum total duration of 12 months for each level of study. A student may undertake Erasmus+ traineeships, Erasmus+ studies, or a combination of these (but the total duration must not exceed 12 months) within the same degree study program. Student is required to bring a minimum of 12 credits from one placement per semester

NEWS since Summer Semester 2021/22 - VIRTUAL or MIXED MOBILITY - this can be a shorter stay abroad preceded or followed by a virtual (online) phase of learning. Although various universities open their doors to international students only virtually for the time being, students can complete their stay in the host country in accordance with the relevant health regulations and entry rules, thus combining physical mobility with digital (online) learning.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

The application form should be handed in to the Erasmus coordinator (Rector's Office, Department of International Mobility and International Relations, 3rd floor, Building A). Deadline for receipt of applications for Session 2021/2022: until 01 April 2021; for LS 2021/2022 until 30 October 2021. Applicant can choose a university from the list of partner universities with which TnUAD has concluded a bilateral agreement - list of universities at: <https://erasmus.tnuni.sk/index.php?id=195>. The student is obliged to take the language test "OLS" if he/she will study in English, German, Italian, Spanish.

An Erasmus+ traineeship is a period spent by a student in a company or other organization in an Erasmus+ eligible country. The goal of the traineeship is to help individuals adapt to labor market requirements, acquire professional/practical skills and better understand the economic and social conditions of the host country, in conjunction with the work experience and language skills acquisition.

Applications are accepted by the Erasmus+ coordinator of TnUAD continuously throughout the academic year. Erasmus+ internships are open to students of TnUAD of bachelor's, engineering/master's, PhD degree as well as to graduates who complete the internship within 1 year after graduation (part of the Erasmus+ graduate internship).

A student can go abroad for an internship for a minimum of 2 and a maximum of 12 months. Due to the allocation of funding for Erasmus+ internships, financial support is currently provided for internships for a period of approximately 3 months (90 days). Internships longer than 3 months are implemented with zero grant (financial support). The length of the internship is consulted by a student in advance with the TnUAD Erasmus+ coordinator. The same student can receive grants for studies or internships of a maximum total duration of 12 months for each level of study. A student can carry out an Erasmus+ internship during the academic year (if his/her faculty/ CUP allows it) also during holidays.

The student fills out an application form (basic personal data, details of studies, language skills, previous mobility, etc.). The application form must be validated by the study department in the section "Study results". The application form must be brought in person or sent scanned to the TnUAD Erasmus+ coordinator. Applications are accepted by the TnUAD Erasmus+ Coordinator continuously throughout the academic year. Student will take part in internal language skills testing in the language in which the internship will be conducted (usually in English or German, no testing is conducted in Czech).

Contacts:

Erasmus+

Alexander Dubček University in Trenčín
Študentská 2, 911 50 Trenčín

University coordinators:

Ing. Petra Nekorancová, Ing. Dana Jamborová

E-mail: erasmus@tnuni.sk

Tel.: +421 (32) 7400 140

Faculty Coordinator:

Ing. Marcel Kordoš, PhD.

E-mail: marcel.kordos@tnuni.sk

Tel.: +421 (32) 7400 470

Reference:

<https://tnuni.sk/aktuality/>

https://erasmus.tnuni.sk/index.php?id=185&no_cache=1

Guidelines for the courses recognition within the Erasmus+ mobility at FSEV TnUAD

According to ON 2-U-001, Article 26 (13) of the Study Regulations of Alexander Dubček University of Trenčín, a student who is going on a study stay implemented within the framework of European educational programs as well as bilateral agreements at foreign universities must have a proposed and approved study plan, which is proposed by the Faculty coordinator. Upon return from mobility, student will be granted full credit, without any additional requirements for a student, for those courses which, on the basis of the approved study plan, he/she has successfully completed during the study stay. More detailed conditions of the study stay, implemented within the framework of European educational programs as well as bilateral agreements at foreign universities, are determined by the Organizational Directive on the Erasmus+ program at TnUAD, according to which the student, after returning from the Erasmus+ study stay at the partner university, consults the recognition of credits with the Faculty Erasmus+ coordinator, or submits copies of documents with the Study department.

Before departure for Erasmus+ mobility, student completes the table "Study plan during Erasmus+ mobility" in Annex 1 of this Methodology based on the recommendation of the FSEV Faculty coordinator regarding the courses selection. The particular courses will also be written by the student in the "Letter of Agreement" for confirmation by both universities. It is also possible to make ad hoc adjustments during mobility - the "During Mobility" part of the contract upon confirmation by both institutions.

Student may also select a course for recognition from the upcoming semester, which will subsequently be recognized in the corresponding semester.

After returning from mobility, student submits the completed Table (Annex 1) along with the Transcript of Records confirmed by the foreign institution to the Vice-Dean of the Faculty of FSEV. For the course to be recognized, the course taken at FSEV must not have a lower number of credits (ECTS) than the course taken at the foreign institution.

Course recognition system:

Mandatory courses - it is assumed that the name of the course is identical at the foreign institution + the course content and the content of the course in Course information sheet is identical by at least 70 %. For the purpose of course recognition, student will bring the Course information sheet confirmed by the foreign institution.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Mandatory elective course - will be recognized as a course taken at a foreign institution of an economic nature adequate to the student's field of study.

English language is recognized without compensation by English language teacher for a study in English at foreign institution.

Optional courses - automatically recognized without refund.

Note:

If it is not possible to replace the FSEV course recorded in the AIS system in particular semester for a course taken at a foreign university, the Erasmus mobility participant is obliged to take it at FSEV after the end of the mobility.

Attachments:

- Study plan during Erasmus mobility - <https://fsev.tnuni.sk/index.php?id=593>
- Mobility for study - <https://erasmus.tnuni.sk/index.php?id=195>
- Mobility for traineeships - <https://erasmus.tnuni.sk/index.php?id=201>

9. Required abilities and admission requirements for the study programme applicants

a) Required abilities and necessary admission requirements

The admission requirements for the next academic year are submitted and approved by the Academic Senate of FSEV (usually in November or December of the previous academic year). They are published afterwards.

The basic condition for admission to doctoral studies in the PhD degree of study program 'Human Resources and Personnel Management' is the completion of the Master/Ing. (2nd) degree of the study program 'Human Resources and Personnel Management' or the completion of the Master/Ing. (2nd) degree in one of the study programs within the field of study 'Economics and Management'. The selection of applicants is made on the basis of the results of the admission interview in front of the Admission committee according to the applicants' proven knowledge of the field of study, as well as the applicant's ability to explain to the Admission committee the content, methods of solution, structure and expected results of the selected dissertation thesis. - The admission interview includes a written paper presentation prepared by the applicant on the selected topic of the dissertation thesis in the range of about 15 pages (of which 1 page is an annotation in the world language) and a scientific debate in accordance with the issues on the object of the study program Human Resources and Personnel Management. - During the admission interview, the applicant's language skills in the selected world language are also assessed.

Method of verifying the competences: admission test in the form of an admission interview.

For foreign applicants: the admission conditions are the same as for students from Slovak Republic.

Admission conditions approved by AS FSEV

Reference:

https://fsev.tnuni.sk/index.php?id=587&no_cache=1

b) Admission procedures are part of the standards:

- Statute of the Faculty of Socio-Economic Relations at Alexander Dubček University of Trenčín.

Reference:

<https://fsev.tnuni.sk/index.php?id=561>

- Study Regulations of Alexander Dubček University of Trenčín 2-U-001

Reference:

<https://tnuni.sk/studenti/studijny-poriadok/>

- Organizational Directive on Doctoral Studies Organization at Alexander Dubček University of Trenčín 3-U-046.

Reference:

<https://fsev.tnuni.sk/index.php?id=259>

c) Results of the admission process over the last period.

Admission results for the year of 2021/22:

Full-time form of study:

Applications in total: 1

Admitted duly and conditionally in total: 1

10. Feedback on the quality of provided education

a) Procedures for monitoring and evaluating students' opinions on the study programme quality.

The starting point for assessing the study programs quality are feedback surveys of relevant stakeholders organized through questionnaires.

There is a study programs quality evaluation structure at TnUAD.

Reference:

https://fsev.tnuni.sk/index.php?id=587&no_cache=1

b) Results of student feedback and related measures to improve the study programme quality.

Student feedback is regularly conducted annually via a questionnaire in the AIS system - full-time form of study.

The periods for the implementation of student feedback in the academic year of 2020/21:

22.10.2020- 22.12.2020, 1.3.2021- 14.5.2021.

In winter semester, 3 students participated in the feedback evaluation.

In summer semester, 3 students participated in the feedback evaluation.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Average evaluation in winter semester: 1.30.

Average evaluation in summer semester: 1.37.

In the PhD study program Human Resources and Personnel Management in the full-time form, the study part is only within the first year of study. Therefore, only students in the first year of study are assessed by the feedback. In the academic year of 2020/21 there were 3 students in the first year of study. All students in their first year of study completed the feedback evaluation.

In Human Resources and Personnel Management PhD full-time degree program, the average evaluations in all blocks were less than or equal to the arithmetic mean within the evaluation of blocks regarding the whole Faculty.

In winter semester, space and technical facilities were rated the highest (average rating of 1.00). For one course, students indicated that e-learning is not used but MS Teams is used in teaching. So, we consider this rating irrelevant.

In summer semester, students rated the personnel provision of courses, assessment of learning outcomes, and the spatial and technical facilities of classrooms as the best (mean rating 1.00). For one course, students indicated that e-learning is not used but MS Teams is used in teaching. So, we consider this rating irrelevant. Students appreciated the communication with lecturers and the space for discussion.

Improvement measure:

We propose to add e-learning support for courses.

Feedback from students was discussed at the Dean's Collegium meeting on 25.1.2022.

Date of the conducted survey: Academic year 2020/21

Goal: PhD students satisfaction survey

Respondents: PhD students in the academic year of 2020/21 in their first year of study

Evidence: Questionnaires - on site

Reference: full-time form

https://fsev.tnuni.sk/index.php?id=587&no_cache=1

Average rating by students: 1,30, resp. 1,37

Students' suggestions for change: meetings with the person who has primary responsibility for the delivery, development and quality of the study program

c) Results of graduate feedback and related measures to improve the study programme quality.

We surveyed the graduates' feedback in 2021:

By a questionnaire sent to graduates, being created in Forms.

Goal: Determining the employability of PhD graduates

Respondents: PhD degree graduates - in the academic year of 2020/21

Questionnaire results in Forms:

Reference:

https://fsev.tnuni.sk/index.php?id=587&no_cache=1

Share of unemployed graduates: 0%

Reason for graduate's unemployment: ---

Place of employment: 60% in the place of residence

11. References to other relevant internal regulations and information concerning the study or the study programme student (e.g study guide, accommodation regulations, fee directive, guidelines for student loans, etc.).

- Study Regulations TnUAD 2-U-001
Published: <https://fsev.tnuni.sk/index.php?id=259>
- Disciplinary Regulations TnUAD 2-U-008
Published: <https://fsev.tnuni.sk/index.php?id=259>
- Procedure Regulations of the Disciplinary Board for Students 2-FSEV-003
Published: <https://fsev.tnuni.sk/index.php?id=259>
- Declaration on the study credit system 155/2013
Published: <https://fsev.tnuni.sk/index.php?id=259>
- ECTS - credit system (PDF file)
Published: <https://fsev.tnuni.sk/index.php?id=259>
- Directive on doctoral studies organization at TnUAD in Trenčín 3-U-046
Published: <https://fsev.tnuni.sk/index.php?id=259>
- Organizational directive for the PhD thesis elaboration 3-FSEV-011
Published: <https://fsev.tnuni.sk/index.php?id=547>
- Information on the study
Published: <https://fsev.tnuni.sk/index.php?id=259>
- Organizational directive Final theses (bachelor and master theses) 3-FSEV-001
Published: <https://fsev.tnuni.sk/index.php?id=256>
- Organizational Directive Determination of tuition fees for the academic year of 2021/2022 and fees associated with studying at TnUAD 3-U-004
Published: <https://tnuni.sk/studenti/skolne-a-poplatky/>
- Scholarship Regulations of TnUAD in Trenčín 2-U-002
Published: <https://tnuni.sk/studenti/stipendia-a-pozicky/>
- Organizational Directive for applicants and students with specific needs at TnUAD in Trenčín 3-U-002
Published: <http://cp.tnuni.sk/index.php/zakony>
- Organizational Directive for the ERASMUS+ program at TnUAD in Trenčín 3-U-051
Published: https://erasmus.tnuni.sk/fileadmin/documents/3-U-051_OS_k_programu_ERASMUS_na_TnUAD.pdf
- Organizational Directive on Studies Administration Responsibility by AIS at TnUAD in Trenčín 3-U-013

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

- *Organizational directive on Graduation documents formalities at TnUAD in Trenčín 3-U-015*
- *Principles of TnUAD representatives' election to the Student Council of Universities of Slovak Republic 3-U-019*