

DESCRIPTION OF THE STUDY PROGRAMME

PUBLIC POLICY AND PUBLIC ADMINISTRATION

FULL-TIME FORM - ATTENDANCE METHOD

PhD. III. DEGREE

English language, Slovak language

Name of the College	Danubius College
Seat of the College	Fučíkova 269, 925 21 Sládkovičovo
ID number of the College	36264113
Name of the Faculty	Fakulta verejnej politiky a verejnej správy
Seat of the Faculty	Richterova ul. 1171, 925 21 Sládkovičovo

The college's authority to approve a degree programme:

DANUBIUS COLLEGE Quality Commissioner's Office and DANUBIUS COLLEGE Project and Research Centre

Dátum schválenia študijného programu alebo úpravy študijného programu:

By Decision No. 2019/17108:19-A1110 of the Accreditation Commission dated 15 November 2019, the Faculty of Public Policy of the Higher School of Economics received accreditation in the study programme Public Policy and Public Administration at the third level of higher education.

Date of the last change to the programme description:

Not applicable

Reference to the results of the last periodic evaluation of the study programme by the college by the school:

Not applicable

Link to the evaluation report for the application for accreditation of a study programme under § 30 Act No 269/2018 Coll. :

Not applicable

Basic data about the study programme

Name of the study programme and number according to the register of study programmes	Public Policy and Public Administration Code: 183993
Number according to the FoET 2013 Study Programme Register	0312 https://www.minedu.sk/18673-sk/studijne-a-ucebne-odbory-sauo/
Degree of higher education SKKR/EKR	Third degree (PhD.) 8
ISCED-F code of the education degree: 2011	864 ,

Place(s) of study programme delivery	Richterova ul. 1171, 92521 Sládkovičovo
Name and number of the field of study in which the degree programme will lead to higher education, ISCED-F code of the field of study	Code of the Field of Study ISCED : 313 Field of Study: 6718 Political Science
Type of study programme	Academically oriented
Awarded academic title	PhD.
Form of studies	Full-time, part-time
The language or languages in which the study programme is conducted	English language, Slovak language
Standard duration of studies in academic years	3 years - PhD studies
Capacity of Study programme (planned amount of students), real amount of applicants and amount of students	-

2. PROFILE OF THE GRADUATE

2 a) The college will describe the learning objectives of the program of study as the student's abilities at the time of completion of the program of study and the major learning outcomes.

LEARNING OBJECTIVES

The Faculty's priority mission is to provide quality higher education for the 21st century and also to provide education that is of European and world-class standard. In the teaching process, the faculty contributes to the professional level of students for the needs of the practice of public policy, public administration, the public sector sector sector , the institutions of the European Union. In addition to education, the faculty develops science and culture in the spirit of national, humanitarian and democratic traditions. In this activity, it follows and contributes to the global development of science and culture. The Faculty of Public Policy and Public Administration opens up space for the education and training of civically mature, theoretically, methodologically and organisationally capable managers who are able to perform tasks at various levels of public policy and public administration implementation, manage specialised workplaces, cooperate with representatives of other sectors, implement laws and decisions in practice, cooperate in the reform of public administration and its continuous improvement, participate in the preparation of concepts and decisions in public policy, analyse individual policies and their impact.

LEARNING OBJECTIVES are defined as:

Main (general) objectives: they are a priority, to be achieved by the student during the course of the educational programme. They express the intention of the educational programme.

Specific (concrete) objectives are more precise - specified definitions, formulations created by direct decomposition of general objectives into smaller elaborated items. They allow for a gradual, graduated, internally linked and interconnected achievement of general objectives through student activity in individual activities.

Specific objectives meet the following requirements:

- they are consistent (lower goals are subordinate to higher goals),
- they are appropriate (matching the requirements of the objectives with the possibilities and abilities of the teacher-student as well as with the material conditions provided, etc.),
- they are unambiguous (multiple meanings of the objectives, different explanations are not allowed),
- they are expressed in terms of performance (we predetermine in advance the final state - the performance to be achieved by the student),
- they are controllable (we compare the student's achievement with the set objectives),
- respect the taxonomy of objectives (level of acquisition of knowledge, skills, attitudes).

Specific (concrete) objectives stand the lowest and represent educational objectives of individual educational activities, activities. In other words, specific objectives must be formulated in such a way that no other interpretation is possible, that they cannot be interpreted in different ways, that they do not have multiple meanings. Specific objectives express relative performance in a given area of personal development.

The process of transforming a general goal into a specific goal (or the creation of a specific goal) is accomplished by operationalization, by which the teacher essentially determines the desired quality of the student's performance. In doing so, he or she takes into account the actual conditions in which the educational process is carried out, as well as the individual levels of the student's cognitive, affective and psychomotor development.

When operationalising a general objective into a specific one, it is necessary to formulate a sentence answering four questions: what is the student to know (to know, to know, to acquire, know, be aware of). What does it mean to know? (in own words, describe, suggest, compare, list, interpret, locate, compare). To what extent does he/she have to know it? (using a concept map, poster, map, recall, in pairs, in a group, individually, with teacher's help, etc.). Under what conditions should he/she be able to do this? (Expressing measures such as time, number, precision, extent, etc.).

BASIC PRINCIPLES OF EDUCATIONAL OBJECTIVES

The sustainable development of the educational objectives of the Faculty of Public Policy and Public Administration of the School of Public Policy and Public Administration in the Public Policy and Public Administration study programme is based on four fundamental principles, which are based on the following areas:

1. the development of public policy and public administration as a scientific discipline
2. the development of public policy and public administration as an academic discipline
- a programme of study
3. developing strengths and improving weaknesses (SWOT analysis)
4. quality building system

Within the framework of the above principles, college lecturers follow new trends in the field of public policy and public administration, participate in the development of their own scientific and creative activities and propose solutions for improvement.

In order to meet the strategic objectives, it is necessary to monitor the research potential of the FPP AND PA as well as to actively participate in internal scientific research projects (VEIGA) and publish their results.

Reference to the Science Education and Internal Grants Agency:

<https://www.vsdanubius.sk/Veda/Vedecke-projekty-a-granty/Statut-Vedeckej-a-edukacnej-internej-grantovej-agentury>

<https://www.vsdanubius.eu/files/60/eu/statute-veiga-vsd.pdf>

The Sustainable Development Goals Strategy implements in its procedures the actual requirements of the stakeholders, which are:

- Students (mobility, satisfaction with the quality of education provided, support for gifted-excellent students, support for students with specific learning needs, creation of a competitive and motivating environment, etc.)
- the framework principles of the higher levels (governing board and management of the college, legislation, accreditation requirements, etc.)
- the needs of college teachers (administrative conditions, technical conditions, salary conditions, culture of the environment, mobility, etc.)
- the external environment (practice, collaborating institutions, transfer of good practices, orientation towards the wider public, external stakeholders-employers, partner organisations).

The sustainable development of the objectives of the Public Policy and Public Administration study programme is also based on effective communication, publication of information, provision of information policies, modernisation of processes, whether managerial, core or supporting.

PROCESS-ORIENTED ACHIEVEMENT OF LEARNING OBJECTIVES:

FPP AND PA OF DANUBIUS COLLEGE identified

three management processes:

- governance (dean, dean's college, scientific council, academic senates)
- planning (academic year timetable, pedagogical activity plan)
- control, evaluation, assessment of all processes
- four key processes:
- teaching process (student orientation, social climate of teaching, interactive teaching methods, preparation of teaching materials, student-teacher feedback and evaluation of results, plan)
- the process of implementation of science and research (research and project activity, publication and conference activity, innovation and accreditation of study programmes)
- the process of involving students in scientific research activities (ERASMUS and other mobility, student thesis competitions)
- the process of improving the competence of college teachers (habilitation, inauguration, mobility, lifelong learning)
- three support processes
- the economics and administration of the HEIs
- computerisation (automated support systems)
- services (library and information, publishing, public relations, etc.)

THE DEVELOPMENT OF PUBLIC POLICY AND PUBLIC ADMINISTRATION AS A SCIENTIFIC DISCIPLINE

Public policy and public administration is one of the youngest cross-cutting disciplines in the social sciences. The study of public policy and public administration synthesizes and uses the latest theoretical and methodological knowledge of various social sciences. Public policy and public administration builds its own conceptual and methodological apparatus to identify governance processes.

Public policy and public administration goes beyond the specific knowledge of individual disciplines and through the identification of problems seeks to understand and find ways to effectively manage in practical life the state, region, municipality or interest self-government in civil society.

The approach to public policy and public administration is thus on a scale from basic research, with a high level of abstraction, towards more sophisticated empirical analytical studies. It applies comparative research to practical applications directly entering into political and administrative communication and decision-making in the public sphere.

The preferred goal of scientific research activities at the Faculty of Public Policy and Public Administration of the Faculty of Public Administration is the preparation of a quality graduate whose knowledge, skills and knowledge correspond to the current state of scientific knowledge and are compatible with the requirements of practice. His/her acquired education should correspond to the expected competences in the exercise of profession in the position of a state or public administration worker. The management of the Faculty of Public Policy and Public Administration emphasises the active development and application of quality management elements at both vertical and horizontal levels of the organisational structure so as to permanently initiate processes of educational improvement.

The faculty also tries through various partial tasks and their implementation to achieve a qualitative shift in the scientific and research field and therefore develops steps in the following areas:

- Establishment of a high quality staff scientific research base.
- Seeking to obtain beneficial EU grant schemes.
- Deepening the domestic, but especially the foreign scientific research database of cooperating institutions.
- Efforts to present research results in reputable library and information resources.
- Application level to implement the knowledge gained through research in the educational process.

Research in the field of public policy and public administration is based both on the general needs of the school as a whole, but also reflects the needs for the progressive improvement of the educational process and can be largely divided into the following areas:

- Public policy
- Public administration (state administration, local government and local government of interest)

Public policy

Systemic societal changes in Slovakia have led to the involvement of various actors from the public, private and non-profit sectors in the development and implementation of decisions on public affairs. These changes have been brought about by the gradual democratisation of the political system. As a theoretical discipline, public policy is strongly interdisciplinary. Singling out the subject matter and methods of public policy makes it possible to further clarify its position in the system of social sciences. Public policy as a science will continue to evolve, and all steps of this development will have to be continuously and systematically analysed and evaluated for the optimisation of political decision-making processes. This

direction is also in the research, publication and creative activities of the department's staff in the field of public policy.

Public Administration

An important element of a democratic society is the way in which state and local government institutions are organized and administered. Public Administration analyses the processes taking place in public administration and carries out an analysis of the emergence of new functions in public administration. In general, public administration is also concerned with the building of self-governing systems, the activities of state, local and other public authorities. Public administration as a theoretical discipline, in contrast to the study of public administration by the legal and economic sciences, focuses on the process as a whole and seeks to make scientific generalizations about these processes. Public administration research focuses on the alignment of competencies, powers and financial resources in order to activate the public on democratic public policy principles.

THE DEVELOPMENT OF PUBLIC POLICY AND PUBLIC ADMINISTRATION AS AN ACADEMIC DISCIPLINE - A PROGRAMME OF STUDY

The intention of the faculty management is to increase the degree of internationalization of education and through the use of new forms of teaching and its continuous updating to prepare the graduates of the faculty for a successful career not only at home but also in a multicultural environment, in the European and global dimension; to create conditions for increasing the interest of students from abroad for study stays at the faculty and to achieve the two-way mobility of students; to stimulate interest in greater involvement of the faculty's scientific and pedagogical staff in teaching mobility with their use in the teaching process and to encourage the participation of foreign visiting professors in teaching; to stimulate the teaching of subjects in the field of public policy, political science, economics, sociology. Stimulate the participation of teachers and departments in international research projects and tasks.

The main emphasis in the development of international cooperation and foreign relations is placed on their systematic nature, which is also intended to contribute to the development of the teaching and research activities of the faculty. After evaluating the previous experience of the faculty's pedagogical activities, increased attention is paid to the interconnectedness of studies with foreign universities.

The development of public policy and public administration as an academic discipline accentuates two requirements:

- close cooperation with practice
- innovative methods of the educational process

reference to faculty input:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/42/sk/vstupne-informacie-FPP and PA.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/16/eu/eng_vstupne-informacie-fvpvs.pdf

Close cooperation with practice, assumes the formation of future graduates who are expected to perform professionally in the field of public policy and public administration not only at national but also at international level. The curriculum is designed to ensure that graduates are oriented to the full range of possibilities offered by practice.

The teacher has set teaching objectives in each subject. Each subject has defined procedures for meeting these objectives in information sheets, which determine the optimal teaching methods, organisational forms, feedback and supporting technical means of the entire teaching process.

One of the most important elements in the development of public policy and public administration as a programme of study is the theory of teaching, which has its own principles, is purposeful, systematic and effective.

The main didactic principles are:

- the principle of motivation, awareness and activity
- the principle of demonstration
- the principle of appropriateness and individual approach
- the principle of the durability and operability of the results of the teaching process
- the principle of systematicity
- the principle of scientificity
- the principle of consistency and sequence
- the principle of linking school to life and theory to practice
- the principle of all-round development of the student's personality
- the principle of an optimal teaching environment

Didactic principles teachers develop through teaching methods, which form the backbone of the teacher's communication with the student. Different subjects also require the use of different methods. The optimal methods are determined by the educator so that the criteria are met:

- didactic aspect (verbal, demonstration, practical)
- from the logical point of view - in terms of thought operations (induction, deduction, analysis, synthesis, comparison, analogy)
- from the procedural aspect - in terms of the stages of the teaching unit (motivational, exposure, fixation, application)

Without a properly established didactic method and its criteria, it is not possible to effectively meet the objectives of teaching.

In the teaching process are also important organizational forms of teaching, by which we mean the organizational arrangement of conditions for the implementation of the content of education in the application of one or more teaching methods and principles.

Educators use several organizational forms, such as collective, individual, mixed, school-based, extracurricular, etc.

The basic mission in education at FPP AND PA is an individual approach, which is based on the needs of the student and his/her personal educational goals.

This system provides opportunities to use all supporting electronic means in education and contacts, such as visual, audiovisual and, in the recent period, especially interactive multimedia communication. The internetisation of education enables the effective transformation not only of teaching forms into electronic form, but also the creation of teaching materials, which has advantages for the student, especially in terms of economics and time-space.

DEVELOPING A QUALITY EDUCATION SYSTEM

According to § 87a of Act No. 131/2002 Coll. No. 269/2018 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended and Act No. 269/2018 Coll. on quality assurance of higher education, the quality of higher education is the responsibility of the higher education institution. FPP AND PA has also implemented, developed, implemented, used and functional internal quality system according to the HQS. The main objective of the internal quality system is to develop the importance of quality and quality assurance in the activities of the college and its organizational units. The internal quality system, which is regulated by the internal regulations of the college, includes:

- the college's policy on quality assurance in higher education (hereinafter referred to as 'quality assurance')
- the college's quality assurance procedures.

Reference to the internal quality system of the FPP AND PA OF DANUBIUS COLLEGE:

<https://FPP and PA.vsdanubius.sk/Kvalita>

<https://fvpvs.vsdanubius.eu/About-us/Quality-system>

The internal regulation governing the quality assurance system of the VŠD Internal Management and Quality System Manual, approved on 1 January 2018 (updated edition 2021), specifies the organisation of the internal quality system, the division of responsibilities of the components in the field of quality assurance, the characteristics of student involvement in the internal quality system, the methods of implementation, use, monitoring and review of the college's quality assurance policies.

Quality assurance procedures are developed and applied in the following areas:

- curriculum development, approval, monitoring and periodic evaluation,
- criteria and rules for the assessment of students,
- quality assurance of college teachers,
- the provision of material, technical and information resources to support student learning appropriate to the needs of the study programmes,
- collecting, analysing and using the information necessary for the effective management of the delivery of study programmes,
- regular publication of up-to-date, objective, quantitative and qualitative information on study programmes and their graduates.

One of the strategic orientations of the FPP AND PA is to achieve quality in the services provided by the private higher education institution. The main mission of the internal quality system is to develop the importance of quality in all processes of FPP AND PA, to create appropriate conditions for increasing the loyalty and professional development of the faculty staff, to continuously improve the satisfaction of students with the services provided and to achieve recognition of the faculty in the eyes of the public.

The quality of the educational process of the FPP AND PA OF DANUBIUS COLLEGE is monitored internally at the management level primarily from two levels:

1. according to predefined criteria, the management of the faculty conducts an internal audit of the existing staffing for a specific study programme in which it mainly monitors that the key subjects of the study programme are adequately and according to the capabilities of the department provided by highly qualified scientific and pedagogical staff.

2. The Faculty is trying to implement an internal system of evaluation of the quality of the educational process, which will consist of several phases:

(a) an opportunity for students to comment anonymously on the quality of the pedagogical process in general as a whole (evaluation of the study programme)

(b) the possibility for students to comment specifically on the compulsory courses and on the level of individual teaching staff members as they implement them (course evaluation).

In this way, too, the school as a whole is striving to raise the standards of its academic staff and, of course, to dynamically increase the quality of the educational process. By using modern information technology, the chosen goal is thus achieved. All outputs are the subject of a wider discussion at the level of the school management and, of course, its individual components - faculties.

Every functional quality management system respects two aspects that complement each other:

- the needs and interests of the faculty
- the needs and expectations of stakeholders.

To ensure a quality management system, the faculty performs the following steps: identifies and describes the quality assurance processes of the faculty and determines the key ones that decisively influence the perception and evaluation of quality.

- Identifies the stakeholders of the educational process and its requirements. The success and application of graduates in practice (in the labour market) is an important indicator for evaluating the quality of their training in the educational process. The priority objective of education is to produce a quality graduate, satisfying the requirements of the labour market. The labour market employability of graduates is of interest not only to the school, the state, but also to the graduates themselves, i.e. to all stakeholders.

- It develops policy and formulates quality objectives on the basis of SWOT analysis of the faculty, feedback received from students, graduates, employers, on the basis of risk analysis.

- Establishes responsible persons and competences .
- Establishes quality criteria for the educational process.
- Identifies, designs and manages faculty processes to ensure that stakeholder requirements and expectations are met
- Defines indicators and methods for monitoring, measuring and evaluating quality.
- Designs content and timelines for quality evaluation processes and develops evaluation scenarios.
- Develops procedures for corrective and preventive actions for quality improvement.

Reference to the quality management system of the FPP AND PA:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/42/sk/system-manazerstva-kvality-FPP and PA.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/16/eu/eng_system-manazerstva-kvality-fvpvs.pdf

The FPP AND PA Quality Commissioner's Office in cooperation with the FPP AND PA Quality Council and in cooperation with the FPP AND PA Programme Committee regularly monitors the quality status of the Faculty and conducts a SWOT and risk analysis once a year. The identified risks, weaknesses and threats, together with the results of feedback from students, employers, alumni are the starting points for setting the quality policy objectives for the next academic year. Within the quality policy objectives at faculty level, the person responsible for the implementation of the objective and the time limit are identified.

Faculty quality manager: Doc. PhDr. Natália Kováčová, PhD.

Internal auditor: Doc. Ing. Ján Králik, CSc.

Documentation custodian: Alžbeta Bondorová

reference to the Quality Commissioner's Office:

<https://FPP and PA.vsdanubius.sk/Kvalita/Utvár-splnomocnenca-kvality>

Reference to Dean's Directive No. 1/2022 FPP AND PA on the scope and activities of the FPP AND PA Programme Committee:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/12/sk/smernica-programova-komisia-FPP and PA.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-programova-komisia-fvpvs.pdf

Quality board of DANUBIUS COLLEGE

DANUBIUS COLLEGE:

Doc. JUDr. Ivan Podhorec, PhD. – Quality manager of DANUBIUS COLLEGE
Doc. PhDr. Petronela Šebestová, PhD. – Internal auditor of DANUBIUS COLLEGE
Beata Podolská – Documentation custodian of DANUBIUS COLLEGE
Ing. Rauf Gusejnov
Ing. Eva Jurinová

FSŠ:

Quality manager: Doc.PhDr. Petronela Šebestová, PhD.
Internal auditor: PhDr. Hermína Mareková, PhD.
Documentation custodian: Lucia Schmidtová

FPP AND PA:

Quality manager: Doc. PhDr. Natália Kováčová, PhD.
Internal auditor: Doc. Ing. Ján Králik, CSc.
Documentation custodian: Alžbeta Bondorová

LFJJ:

Quality manager: Doc. JUDr. Rastislav Funta, PhD. LL.M.
Internal auditor: PhDr. Tomáš Klokner, PhD.
Documentation custodian: Vieru Horváthová

Students' part

Bc. Marián Vass (FSŠ)
Ing. Zuzana Balková (LFJJ)
Miloš Kozič (FPP AND PA)

link to the DANUBIUS COLLEGE QUALITY COUNCIL:

<https://www.vsdanubius.sk/Sucasti/Organy-VSD/Rada-kvality>

FPP AND PA Program Committee:

Chairman:
Prof. PhDr. Monika Čambáliková, CSc.

Members:

Doc. PhDr. Natália Kováčová, PhD.,
Doc. Ing. Dušan Masár, PhD.,

Students:

Monika Zárecká (2. year)
Eduard Genserek (4. year)
Juraj Vohnout (PhD student)

LIST OF MEMBERS OF THE COMMITTEES OF THE DANUBIUS COLLEGE
QUALITY COMMISSIONER'S OFFICE

prof. Ing. Peter Plavčan, CSc.
Chairman

doc. JUDr. Rastislav Funta, PhD., College professor, LLM
Vice-Chairman

Internal members of the committee for research and project activities and curriculum development and modification:

prof. JUDr. Jozef Králik, CSc., LLM. – Dean of FLJJ DANUBIUS COLLEGE

doc. PhDr. Petronela Šebestová, PhD. College professor, MPH – Dean of FSS

doc. PhDr. et Mgr. Peter Ondria, PhD. – Dean of PP and PA

prof. PhDr. Monika Čambáliková, CSc. – Faculty of Public Policy and Public Administration

Ing. Rauf Gusejnov – Bursar of DANUBIUS COLLEGE

Beáta Podolská (secretary of USVSKV DANUBIUS COLLEGE)

doc. JUDr. Podhorec, PhD.

Students' part

FSS of DANUBIUS COLLEGE

Martin Gablovský Bc

Bc. Klaudia Grzná Mgr

FPP AND PA of DANUBIUS COLLEGE

(Bc.)Monika Zárecká

(Mgr).Eduard Genserek

FPJJ of DANUBIUS COLLEGE

Lukáš Lajčiak Bc.

Maroš Semko Mgr.

External members for research-project activities and curriculum development and modification:

Doc. PhDr. Rastislav Kazanský, PhD. – Faculty of Political Science and International Relations, College of Matej Bell in Banská Bystrica

Doc. Ing. Jiří Dušek, PhD. – College of European and Regional Studies , České Budějovice

Prof. PhDr. Monika Mačkinová, PhD. – Comenius College, Pedagogic Faculty, Bratislava

Mgr. Ing. Tomáš Šipoš, PhD. - Charles College, Faculty of Law, Prague

JUDr. Daniel Širhal, MPH – Deputy Secretary-General AZZZ SR

Methods:

The following methods are mainly used to monitor and evaluate the quality of the FPP AND PA OF DANUBIUS COLLEGE:

A) control of the pedagogical process in the form of hospitalizations

B) evaluation of subjects,

C) evaluation of study programmes,

D) by employers and graduates

link to sample questionnaires:

[https://FPP and PA.vsdanubius.sk/Kvalita/Vzory-dotaznikov-hospitacii-hodnotenia-predmetov-a-studijného-programu](https://FPP_and_PA.vsdanubius.sk/Kvalita/Vzory-dotaznikov-hospitacii-hodnotenia-predmetov-a-studijného-programu)

<https://fvpvs.vsdanubius.eu/About-us/Quality-system>

Improving the quality of the educational process - the role of the teacher

- evaluation of teachers:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/49/sk/vzor-hodnotenie-pedagogov.pdf>

- FPP AND PA staff satisfaction assessment:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/49/sk/vzor-dotaznik-spokojnosti-zamestnancov-fakulty.pdf>

(Conclusions are available from the faculty in print)

DANUBIUS COLLEGE has developed a system (rules and requirements) for the quality assurance of college teachers, including their qualification progression and for the assessment of the level of competence of all new teachers in accordance with Directive No.5/2017 Rules for the course of adaptation of new employees of Danubius College. The basic rules for the establishment, management and termination of employment relationships of DANUBIUS COLLEGE are set out in Directive No.10/2014 Labour Regulations of DANUBIUS COLLEGE. Furthermore, the Work Regulations set out the basic duties and powers of employees, representation, performance of other gainful activities, working hours, business travel, remuneration of employees, working conditions, management of work discipline and liability for damages.

Reference to Chancellor's Directive No.10/2014 Work Regulations of DANUBIUS COLLEGE:

https://www.vsdanubius.sk/files/243/sk/smernica_c_10_2014_pracovny-poriadok_vsd.pdf

Reference to the Rector's Directive 5/2017 Rules for the process of adaptation of new employees of Danubius College:

<https://www.vsdanubius.sk/files/254/sk/smernica-rektora-vsd-c-5-2017-pravidla-pre-pribeh-adaptacie-n.pdf>

Reference to Danubius College Rector's Directive No. 4/2014 Principles of the selection procedure:

<https://www.vsdanubius.sk/files/243/sk/2014-smernica-rektora-vss-c4-zasady-vyberoveho-konania-vsd.pdf>

link to SACHP (available in Ais2):

<https://ais2.vsdanubius.sk/ais/start.do>

LEARNING OUTCOMES/RESULTS

Qualified graduate, employable in the labour market.

Graduates of the third (doctoral) level of the study programme Public Policy and Public Administration acquire skills and knowledge that enable them to effectively perform tasks in the field of public policy and public administration, manage workplaces, effectively cooperate with representatives of other sectors, implement laws, actively participate in the reform of public administration and its further functioning, participate in the preparation of concepts and regulations in public policy, analyse concepts, real policies and the effects of individual sectoral policies, and propose solutions to problem areas. Graduates are able to formulate tendencies of further development of public policy and public administration and their components (parts) in the intentions of socio-political, economic and social development of the Slovak Republic using knowledge and experience from other countries of the European Union, they are able to apply and creatively improve and develop theories and research, development and innovation procedures in the field and create new ones. They have the prerequisites to solve complex research problems, to actively and creatively design, process and assess scientific projects at home and abroad. Graduates acquire knowledge of the principles of scientific work and the application of scientific knowledge to practice, of

how to present scientific knowledge in the context of the development of public policy and public administration as a scientific discipline, and are prepared to apply the theory of public policy and public administration in social practice.

During their studies, PhD students participate in domestic and foreign scientific conferences and publish the results of their research in scientific journals, conference proceedings, etc., thus acquiring new knowledge and information, following the development trends in science, being able to critically reflect on the results of scientific research, being able to identify the world scientific and innovative developments in the field and in related fields and use it for the further development of their own field with the integration of knowledge from different areas of science and research.

Doctoral graduates are required to be able to work independently as scientists with the added value of finding professional solutions. Graduates of the third degree in Public Policy and Public Administration have a high level of professional erudition in the field, with an emphasis on the development of their specialisation as a scientific discipline. Graduates of this programme are proficient in scientific methods of research and the acquisition of the latest knowledge in the following scientific fields: political science, sociology, law, economics. They are able to carry out applied analysis and then implement it for the needs of practice with a view to optimising alternative solutions. Graduates should be able to formulate, through their personal scientific contribution, tendencies for further development of public policy and public administration and their components in the context of the socio-political, economic and social development of society, using international knowledge and experience.

Graduates of the 3rd cycle of higher education studies of the study programme Public Policy and Public Administration will acquire initial knowledge and knowledge in the scope and at the level adequate for the degree of study according to the Qualifications Framework in the European Higher Education Area. This foundation determines the graduate's readiness for analytical tasks in the agenda of public affairs and organisations operating in this sphere, guaranteeing knowledge of the political, legal, economic, social and administrative space within the Slovak Republic as well as Europe. The graduate is able to lead research teams, is able to teach specialized subjects at college, is able to select, thematize and name current research problems and find constructive solutions.

By completing the study programme, the student will acquire the ability to work as a team and improve his/her communication techniques, as the study programme also includes participation in professional student events, scientific conferences, discussions and workshops. Graduates of the study programme will be able to communicate in national and international forums using professional language at both written and oral levels.

Graduates of the PhD. degree possess the following abilities and skills:

- He/she is comprehensively familiar with the processes of public policy functioning, its priorities or significance.
- The graduate is prepared to understand the interdisciplinary contexts of the functioning of modern public administration systems and perceives the constant need for the development and dynamics of public policy theory perceived as an independent modern scientific discipline.
- During the studies, the graduate has mastered the principles of scientific work with the ability to apply research results to practice, methods of scientific problem formulation, ethical principles and principles of scientific activity, the ability to scientifically create and bring new ideas, as well as the ability to present the results of their own and collective research activities at home and abroad.
- The graduate demonstrates financial, economic and media literacy.

- The graduate is able to cooperate and organise work in working groups, is able to cooperate and take decisions, is able to think creatively and flexibly.
- He/she is able to analyse needs, identify and name problems, propose solutions based on relevant work with information, and is able to design, implement, monitor and evaluate the different components of public policy.
- Able to conduct empirical research and interpret its results and apply research recommendations in practice.

Opinions and understanding of reality:

During their studies, PhD students participate in domestic and foreign scientific conferences and publish the results of their research in scientific journals, conference proceedings, etc., thus acquiring new knowledge and information, following development trends in science, being able to critically reflect on the results of scientific research, being able to identify global scientific and innovative developments in the field and in related fields and use them for the further development of their own field with the integration of knowledge from different areas of science and research.

Communication skills:

Graduates are able to communicate with colleagues in the fields of public policy and public administration and related sciences, the wider scientific community and the public at large on issues in the field of their own specialization, and are able to plan and initiate solutions to complex problems or projects, including the formulation of goals, means and methods in the field of research. They are able to work both independently and as members of creative scientific teams. They have the prerequisites for interdisciplinary, interdisciplinary cooperation with related scientific disciplines. They are able to present and popularise the results of their research and are also prepared for college teaching.

Graduates of the Public Policy and Public Administration III degree programme are able to:

Graduates are able to communicate with colleagues in the field of public policy and public administration and related sciences, the broader scientific community and the public at large on issues in the field of their own specialization, they are able to plan and initiate the solution of complex problems or projects, including the formulation of objectives, means and methods in the field of research in the field. They are able to work both independently and as members of creative scientific teams. They have the prerequisites for interdisciplinary, interdisciplinary cooperation with related scientific disciplines. They are able to present and popularise the results of their research and are also prepared for college teaching.

They are able to:

- issue individual legal acts
- organise the preparation and conduct of all types of elections and other activities provided by the public administration
- participate in public policy-making
- hold senior posts at all levels of public administration
- be active in political parties, associations, movements, trade unions
- assert themselves at international level, work in supranational institutions
- work in the media
- working in the non-profit sector
- plan and organise processes and activities in public administration
- apply theoretical knowledge to improve and make public administration function more efficiently

- process and statistically evaluate complex analyses using modern computing methods and master the technique of working with bulk data
- use the principles and principles of communication skills both within the organisation and in the employee-citizen relationship
- propose new solutions arising from crisis areas in sectoral policies and public administration

a link to the graduate's profile and employment:

<https://FPP and PA.vsdanubius.sk/Uchadzaci/Profil-studenta-a-uplatnenie-absolventa>

<https://fvpvs.vsdanubius.eu/Applicants/Positions-for-graduates>

reference to the employability of graduates of the third degree of FPP AND PA Danubius College on the labour market:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/50/sk/uplatnitelnost-absolventov-doktorandskeho-studia.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/13/eu/eng_application_of_graduates_phd.pdf

2 b) The college indicates the occupations for which the graduate is prepared at the time of graduation and the potential of the study programme in terms of graduate employment

Applicability of graduates of the third (PhD.) degree of FPP AND PA VŠ Danubius on the labour market:

The applicability of third degree graduates in the study programme "Public Policy and Public Administration" has long been a subject of social debate in many contexts. Public sector institutions, as potential employers of the graduates in question, mostly value such professional knowledge necessary for the exercise of the profession, which can be characterized as application skills. Primarily valued by potential employers is the ability of graduates to integrate effectively in terms of job roles across the full spectrum of the functioning of public sector institutions.

Work activities and areas of potential employment of third cycle graduates in the Public Policy and Public Administration study programme:

A) Work activities in the field of public sector functioning using a third (PhD) level higher education degree:

- Public administration professional in sectoral policies.
- Professional worker in local government in sectoral policies.
- Regional government practitioner in sectoral policies.
- State and Senior State Counsellor in each sectoral policy.
- Specialist in parliamentary and government policy.
- Specialist (manager) in the methodology for the implementation of EU funds.
- Auditor General in local government.
- Assistant professor at a college.
- Research and development manager.
- Specialist in science, research and innovation development.

B) Relevant public sector job areas for possible employment according to the occupational register:

Area of self-government:

Cultural and advisory worker

Cultural Outreach Workers are involved in all activities that relate to current as well as potential patrons of cultural events and arts institutions. Their goal is to provide quality and

dynamic programs of education and participation. They ensure that cultural events, arts institution collections, or live performances continue to serve as valuable educational resources for all age groups. Cultural Outreach staff develop, implement and evaluate programs and events for classes, groups or individuals.

Specialist civil servant for general internal administration

Prepares reports on the activities of the municipal bodies and the municipal authority. Can list and describe the legislation on remuneration of public servants and describe the procedure for setting up, splitting up or merging a municipality. Checks compliance with the rules on the disposal of municipal property.

Professional cultural administration worker

Develop and implement policies aimed at improving and promoting cultural activities and events. They manage resources and communicate with the public and the media to facilitate interest in and highlight the importance of cultural programs in the community.

Procurement Officer

Purchasing agents select and purchase supplies, materials, services or goods. They organize procurement procedures and select suppliers.

Government Environmental Protection Officer

Carries out defined tasks in the field of environmental protection and care to the extent and under the conditions laid down in the relevant legislation.

Procurement manager

Purchasing managers are responsible for purchasing goods, equipment and services for their company and strive to secure the most competitive prices. They are also responsible for negotiating contracts, checking the quality of products and analysing suppliers, as well as for the use and resale of goods and services.

Government:

Specialist in the field of control activities in the public employment, social and family services

Managers of public employment services supervise the activities of the public employment agency. They supervise staff who help people find employment or provide career counselling.

Public procurement officer

Purchasing agents select and purchase supplies, materials, services, or goods. They organise procurement procedures and select suppliers.

Procurement process specialist

Purchasers select and purchase supplies, materials, services or goods. They organise procurement procedures and select suppliers.

International Relations Manager

International Relations Specialists ensure the development of cooperation between international public organisations and public administrations. They facilitate communication between their organisation and foreign organisations and develop cooperation strategies, promoting mutually beneficial cooperation.

Management:

Executive Director

Executive directors are the right hand and deputy of the company's CEO. They ensure the smooth running of the company's day-to-day operations. They develop the company's policies, rules and objectives.

Reference to the labour market applicability of graduates of the third (PhD) degree of FPP AND PA Danubius College:

https://FPP_and_PA.vsdanubius.sk/files/FPP_and_PA/50/sk/uplatnitelnost-absolventov-doktorandskeho-studia.pdf

https://fvpvs.vsdanubius.eu/files/fvpvs/13/eu/eng_application_of_graduates_phd.pdf

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

Association of Employers' Unions and Associations of the Slovak Republic (in printed form)

Confederation of Trade Unions of the SR (in printed form)

3. APLICABILITY AND EMPLOYMENT

3 a) Evaluation of the employability of graduates of the study programme

In order to obtain feedback on the quality of the education provided, the faculty uses a questionnaire form, whose evaluation actors are the graduates of the Public Policy and Public Administration study programme. The questionnaire questions in question are oriented towards the relatedness of the job position and the field of study, the employability of the graduate, the level of employed graduates, etc.. The faculty conducts the survey once per academic year. The standard form for the survey of the level of education (by graduates) is provided on the faculty website under the title Graduate Questionnaire. The information and analysis from the alumni satisfaction monitoring is part of the faculty performance evaluation and serves as input for preventive and corrective actions and for continuous improvement of processes and outcomes.

(Note: the faculty does not currently have this data as the Public Policy Public Administration third degree program does not yet have graduate students).

3b) Potentially, list successful graduates

As of the academic year 2021/22, we do not record any PhD graduates.

3 c) Employers' evaluation of the quality of the study programme

In order to obtain feedback on the quality of the education provided, the faculty uses a questionnaire form in which employers are the evaluators. The questionnaire questions in question are oriented towards the level of employed graduates and expectations within the defined criteria. The faculty conducts the survey once per academic year. The standard survey form for the level survey (by employers) is provided on the faculty's website under the title Employer Questionnaire. Information and analysis from employer satisfaction monitoring is part of the faculty performance evaluation and serves as input into preventive and corrective actions and continuous improvement of processes and outcomes.

(Note: faculty do not currently have this data as the Public Policy Public Administration third degree program does not yet have graduate students).

Date granted: 15.11.2019

4. STRUCTURE OF THE STUDY PROGRAMME

4. a) The college shall describe the rules for the formation of curricula in the study programme

In relation to the profile of the graduate of the Public Policy and Public Administration study programme, the study programme consists of three heterogeneous areas, which, according to their different importance, form the intellectual base of the graduate of the field. These are, first of all, the subjects that form the core of knowledge at the relevant level of

higher education. Danubius College clearly respects the general description of the field of study laid down by the relevant decision-making and competent bodies of the state. These subjects are subsequently expanded by a group of compulsory electives, which thus complete the profile of the graduate. An integral part of this is the elective courses which, according to the credit system of higher education, can be taken at any faculty of DANUBIUS COLLEGE.

Each subject is defined by an unmistakable code and title. The essential details of the course can be found in the information sheets of the Public Policy and Public Administration study programme. The core is thematically oriented:

- *Public Policy in the Context of Democracy*
- *Methodological foundations for the study of public policy and social science practices*
- *The functioning of public administration in an economic context*
- *Legislation and the legal foundations of public administration*

Reference to the recommended syllabus 2022/23:

https://FPP_and_PA.vsdanubius.sk/files/FPP_and_PA/19/sk/odporucany-studijny-plan-vpvs-d-bc-mgr-phd.pdf

https://fvpvs.vsdanubius.eu/files/fvpvs/14/eu/eng_study_plan_d.pdf

Representatives of students, employers and other stakeholders are also involved in curriculum evaluation and curriculum development with regard to the fulfilment of accreditation criteria. The Quality Commissioner's Office, together with the FPP AND PA Programme Committee, regularly monitors the quality status of the Faculty and conducts a SWOT analysis and risk analysis once a year. The identified risks, weaknesses and threats, together with the results of feedback from students, employers, alumni are the starting points for setting the quality policy objectives for the next academic year. Within the quality policy objectives at faculty level, the person responsible for the implementation of the objective and the time limit are identified. Stakeholder feedback information is evaluated and processed separately and published on the faculty's website and the final part of each document contains findings, objectives and measures for improving the state of quality in the educational process and increasing the quality of the study programme. The student part of the Academic Senate participates in the decision-making processes of DANUBIUS COLLEGE and in the approval of study programmes. Student representatives appointed by the student part of the Academic Senate are invited to attend the Scientific Council's deliberations on the proposal of study programmes.

Stakeholder input is an important factor for the continuous improvement of the focus, content, methods, forms and organisation of the SP. Communication takes place by e-mail, in person, questionnaires, etc. (external stakeholders: graduates, employers, partner organisations).

reference to the Study Regulations of DANUBIUS COLLEGE (Article 19):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

The key curriculum development process is elaborated in the ISO Quality Manual 2009:2015.

PROCESS CARD

DEVELOPING A STUDY PLAN - Public Policy and Public Administration

Name of the College:

Danubius College - Faculty of Public Policy and Public Administration

Identification and name of the process:

Curriculum development for the study programme Public Policy and Public Administration
- key process

Identification and name of the supporting process:

Approval, monitoring, evaluation of the curriculum, which is based on the curriculum and implements the description of the Public Policy and Public Administration programme of study, which is included in the Political Science Department.

Process Owners:

Principal (supervisor) and co-responsible college teachers for the Public Policy and Public Administration programme of study

Prof. PhDr. Monika Čambáliková, CSc., sponsor (100% employment)
Prof. Ing. Peter Plavčan, CSc. (FSP DANUBIUS COLLEGE)
Doc. PhDr. et Mgr. Peter Ondria, PhD. (100% employment)
Doc. Ing. Dušan Masár, PhD. (100% employment)
Doc. Ing. Ján Králik, CSc. (100% employment)
Doc. PhDr. Natália Kováčová, PhD. (100% employment)

college teachers from the external environment participating in the teaching of curriculum subjects:

Prof. PhDr. Ján Koper, PhD.
Prof. PhDr. Peter Čajka, PhD.
Doc. PhDr. Branislav Kováčik, PhD., EMBA

List of the final thesis supervisors:

1. ČAJKA PETER Prof. PhDr. PhD.
2. ČAJKOVÁ ANDREA, Doc. PhDr. PhD.
3. ČAMBÁLIKOVÁ MONIKA, Prof. PhDr. CSc.
4. DUŠEK JIŘÍ, Doc. Ing. Ph.D.
5. KAZANSKÝ RASTISLAV, Doc. PhDr. PhD. MBA
6. KLÁTIK JAROSLAV, Doc. JUDr. PhD.
7. KOPER JÁN, Prof. PhDr. PhD.
8. KOVÁČIK BRANISLAV, Doc. PhDr. PhD.
9. KOZIAK TOMÁŠ, Doc. PhDr. PhD.
10. KRÁLIK JÁN, Doc. Ing. CSc.
11. LIPTÁKOVÁ KATARÍNA, Doc. Ing. PhD.
12. MASÁR DUŠAN, Doc. Ing. PhD.
13. NEČAS PAVEL, Dr. h. c. prof. Ing. PhD., MBA
14. ONDRIA PETER, Doc. PhDr. et Mgr. PhD.
15. PLAVČAN PETER, Prof. Ing. CSc.
16. PERÁČEK TOMÁŠ, Doc. JUDr. PhDr. PhD.
17. KOVÁČOVÁ, NATÁLIA doc. PhDr. PhD.
18. PODHOREC IVAN, Doc. JUDR. PhD.

Link to the List of supervisors:

https://FPP_and_PA.vsdanubius.sk/files/FPP_and_PA/40/sk/zoznam-skolitelov-doktorandskeho-studia.pdf

Internal PhD students:

PhDr. Dušan Ďurčák (internal PhD student)

JUDr. Ing. Matej Šebesta, MBA (internal PhD student)

Support process owners: List of thesis supervisors:

Process card: Education

Process inputs:

Long-term strategic plan for the development of DANUBIUS COLLEGE for the period 2021 - 2030:

<https://www.vsdanubius.sk/Dokumenty/Dlhodoby-zamer-rozvoja-VSD-na-obdobie-2021-do-2030>

Description of the Public Policy and Public Administration study programme:

<https://www.portalvs.sk/sk/studijne-odbory/povodne-zobrazit/30107>

National Qualifications Framework of the Slovak Republic and its link to the EQF:

https://www.minedu.sk/data/files/289_Narodny%20kvalifikacny%20ramec%20SR_final.pdf

National Occupational Framework:

<https://www.sustavapovolani.sk/register-zamestnani/>

Decree No. 614/2002 Coll. on the credit system of study:

https://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2002/614/vyhlasene_znenie.html

Act No. 131/2002 Coll. on Higher Education:

<https://zakony.judikaty.info/predpis/zakon-131/2002>

Výstupy z procesu:

Plán štúdie:

[https://FPP and PA.vsdanubius.sk/files/FPP and PA/19/sk/odporucany-studijny-plan-vpvs-d-bc-mgr-phd.pdf](https://FPP%20and%20PA.vsdanubius.sk/files/FPP%20and%20PA/19/sk/odporucany-studijny-plan-vpvs-d-bc-mgr-phd.pdf)

https://fvpvs.vsdanubius.eu/files/fvpvs/14/eu/eng_study_plan_d.pdf

Process indicators

relevance, balance, continuity, continuity, knowledge, skills, attitudes - effectiveness, timeliness

Definition of indicators

Reviewing indicators and documenting process changes

(Internal quality management system manual, Internal regulation governing the quality assurance system)

Stakeholder review of the process

Students, staff, alumni, employers (feedback, evaluation, definition of strengths and weaknesses and resulting goal setting for the next academic year)

4 b) The college draws up recommended study plans for individual ways in study

The recommended curriculum of the FPP AND PA OF DANUBIUS COLLEGE is linked to decisions about its own future, its mission, goals, values, curriculum offerings, delivery and continuous improvement. Clear rules are given, freedom to make decisions, and accountability is required to demonstrate compliance and continuous improvement. FPP AND PA has set its own path in line with social responsibility (ISO 26000 Corp. Soc. Responsibility). We place emphasis on accountability, transparency, ethical behaviour, respect for the interests of stakeholders, compliance with the law as well as the protection of and respect for human rights.

The study programme is designed so that its graduates can master at a professional and scientific level the issues studied in the field of public administration in a broader context with public policy and legal standards in a democratic state and the economic aspects of its functioning in accordance with public policy and modern organisational theories. Graduates will acquire the principles of methodology and methodology of scientific work, the ability to orient themselves in the issues of public policy and public administration, are able to apply theoretical knowledge, clearly and concisely present the results of their work. Each subject of the doctoral study programme is defined by an unmistakable code and name. The essential data on the subject can be found in the information sheets of the doctoral programme in Public Policy and Public Administration.

The study area emphasizes:

- Theory of public policy and public administration, including methodological issues in their study and application
- the democratisation of public policy and public administration, the relationship between expertise and democracy, the quality of the human element (in the broader sense of human resources) in public policy and public administration, the citizen as a subject (client) in the process of the real functioning of public policy and public administration in practice
- public policy processes, the public policy event as a global process, the public policy event and decision-making defined to a specific public policy objective
- the constitutional and legal foundations of public administration, current legislation concerning public administration, especially state administration and local self-government, its improvement taking into account the latest theoretical knowledge, the requirements of practice and the experience of other countries of the European Union
- the introduction of elements of the market mechanism into public administration, new forms of financing, the organisation, management and evaluation of public administration.

Scientific part:

- principles of scientific work, its content, ethical and social aspects
- scientific formulation of a topical problem in the field of public policy and public administration as preparation for the elaboration of a doctoral thesis, theoretical and empirical research
- mastering the research-application link (sequence) using standard research methods and knowledge of the requirements of practice
- the ability to scientifically solve interdisciplinary problems related to the content of public policy and public administration, with particular attention to the issues of political science, sociological legal and economic aspects of public policy and public administration
 - presentation of research results (scientific work) in professional journals and at scientific events at home and abroad

The core of the study and scientific part consists of compulsory subjects:

- Public Policy in the Context of Democracy
- Methodological Foundations of Public Policy and Social Science Practices
- The functioning of public administration in economic contexts
- Legislation and legal foundations of public administration
- Dissertation with defence
- Written project for the dissertation examination

For the proper completion of the doctoral degree, 180 credits must be obtained at the standard three-year length of full-time study and four-year length of part-time study. The curriculum consists of a study part and a scientific part, which are mutually irreplaceable. The doctoral

student is required to complete a minimum of 60 credits for the study part and 120 credits for the research part of the standard three-year full-time and four-year part-time programme.

4 c)...e) Study plan

Code	Name of the course	Profile course	Semester	Number of hours of direct teaching					Credits*	Student workload in hours	Course completion	Teacher
				L-Lectures	S - Seminars	W-Workshops	LW – Laboratory workshops	Field Exercises / Professional Practice (h/semester)				
Compulsory courses ¹												
VP VPD	Public policy in the context of democracy	YES	1.	0	2	-	-	-	9	270	H	doc. PhDr. et Mgr. Peter Ondria, PhD. doc. PhDr. Branislav Kováčik, PhD., EMBA
VP MVPSP	Methodological foundations of public policy and social science practices	YES	2.	0	2	-	-	-	9	270	H	prof. PhDr. Monika Čambáliková, CSc.
VP FVSES	The functioning of public administration in an economic context	YES	2.	0	2	-	-	-	9	270	H	doc. Ing. Ján Králik, CSc. doc. Ing. Dušan Masár, PhD.
VP LPVS	Legislation and legal foundations of public administration	YES	3.	0	2	-	-	-	9	270	H	doc. PhDr. et Mgr. Peter Ondria, PhD. FPJJ- Dr. habil. JUDr Rastislav Funta, Ph.D., LL.M.
				0	8	-	-	-	36	1080		
Compulsory optional courses ²												
VP GP	Geopolitics in practice	NO	1.	0	2	-	-	-	5	150	H	prof. PhDr. Ján Koper, PhD. prof. PhDr. Peter Čajka, PhD.
VP RVP	Governance and control mechanisms in public administration	NO	2.	0	2	-	-	-	5	150	H	doc. Ing. Ján Králik, CSc.

¹ Successful completion of the compulsory courses is a condition for successful completion of a given part of the study or the entire study programme (in the study part of the doctoral study, a maximum of 60 % of the number of credits, i.e. 36 credits).

² A condition for successful completion of part or the entire study programme is the acquisition of a specified number of credits for the following subjects of the student's choice in the structure determined by the study programme (in the study part of the doctoral programme, at least 25 % of the number of credits, i.e. at least 15 credits).

VP PET	International and European labour law	NO	3.	0	2	-	-	-	5	150	H	doc. PhDr. et Mgr. Peter Ondria, PhD. FPJJ- Dr. habil. JUDr Rastislav Funta, Ph.D., LL.M.
				0	6	-	-	-	15	450		
Optional courses												
VP SPKV	Social partnership and collective bargaining	NO	1.	0	2	-	-	-	3	90	H	prof. PhDr. Monika Čambáliková, CSc..
VP KMP	Municipal policy	NO	4.	0	2	-	-	-	3	90	H	doc. Ing. Ján Králik, CSc.
STUDY PART IN TOTAL					18				57	1710		
SCIENTIFIC PART												
Compulsory courses												
VP DPO	Dissertation with defence						40			1200	OB	Chairman of the Committee
VP PDPDS	Written dissertation project and dissertation examination						10			300	SS	Chairman of the Committee
VP VVA	Scientific publication output / output of international quality (category A) as part of an edited book or proceedings (chapter/paper) registered in the WoS or SCOPUS databases						20			600	ABS	Supervisor
							70			2100		
Compulsory optional courses												
VP VMNG	Publication of the monograph						20			600	ABS	Supervisor
VPVMNGS	Publication of a monograph co-authored by						15			450	ABS	Supervisor
VP KMNG	Publication of chapters in a monograph						12			360	ABS	Supervisor
VP UČ	Publication of a teaching text						12			360	ABS	Supervisor
VPKPWS1	Professional output of publishing activity as a part of a book publication or proceedings registered in WoS or SCOPUS databases (1)						15			450	ABS	Supervisor
VPKPWS2	Professional publication output as part of a book publication or proceedings registered in WoS or SCOPUS databases (2)						15			450	ABS	Supervisor
VP OR	Expert review						8			240	ABS	Supervisor
VPUPŠRZ 1	Publication of a scientific thesis/study in a peer-reviewed journal/proceedings (1)						10			300	ABS	Supervisor
VPUPŠRZ 2	Publication of a scientific thesis/study in a peer-reviewed journal/proceedings (2)						10			300	ABS	Supervisor

VPUVPNČ Z1	Publication of a scientific thesis/study in a non-peer-reviewed journal/proceedings (1)		10	300	ABS	Supervisor
VPUVPNČ Z2	Publication of a scientific thesis/study in an unreviewed journal/proceedings (2)		10	300	ABS	Supervisor
VP ADZP	Completion of a home/foreign stay (1 month)		10	300	ABS	Supervisor
VP VDK1	Presentation at a domestic conference (1)		10	300	ABS	Supervisor
VP VDK2	Presentation at a domestic conference (2)		10	300	ABS	Supervisor
VP VZK 1	Presentation at a conference abroad (1)		12	360	ABS	Supervisor
VP VZK 2	Presentation at a conference abroad (2)		12	360	ABS	Supervisor
VP CRI 1	References-citation in a publication registered in citation indexes (1)		10	300	ABS	Supervisor
VP CRI 2	References-citation in a publication registered in citation indexes (2)		10	300	ABS	Supervisor
VP CZVČ	References-citation in a foreign scientific journal		6	180	ABS	Supervisor
VP CDVČ1	References-citations in a domestic scientific journal		6	180	ABS	Supervisor
VP CDVC2	References-citations in a domestic scientific journal		6	180	ABS	Supervisor
VP VBP	Bachelor thesis supervision		10	300	ABS	Supervisor
VP VPBP	Preparation of the thesis report		15	450	ABS	Supervisor
VP RZPR	Editorial and compilation work		8	240	ABS	Supervisor
VP SVPR	Co-investigator of scientific project		8	240	ABS	Supervisor
			274	8460		
SCIENTIFIC PART IN TOTAL			344	10560		

4 f) The college will describe the rules for the verification of learning outcomes and the assessment of students and the possibilities of corrective procedures against this assessment

Doctoral studies are conducted according to an individual study plan under the guidance of supervisor. The content focus, objectives, course completion requirements and evaluation methods of the study plan courses are detailed in the course information sheets in the Ais2 system. The course can be evaluated continuously during the semester or in its final part, or completion of the course must be a condition for the award of credits. The student is informed of the conditions for the award of the course assessment at the beginning of each course of

the semester in question. The assessment (grade, classification level) reflects the quality of the acquisition of knowledge or skills in accordance with the aim of the course as stated in the course information sheet.

Completed courses (study part-compulsory courses) are evaluated by a grade and the award of credits. The grade reflects the quality of the acquisition of knowledge or skills in accordance with the course objective stated in the course identification sheet. The dates of the final evaluation of each course are announced by the respective department. The evaluation of student performance on the examination is carried out by six grading levels:

- A- excellent (outstanding results) = 1
- B- very good (above average results) = 1.5
- C- good (average results) = 2
- D- satisfactory (acceptable results) = 2.5
- E- satisfactory (results meet the minimum criteria) = 3
- FX- insufficient (further work required) = 4

- A= 94 - 100 points = 1
- B= 87 - 93 points = 1.5
- C= 80 - 86 points = 2
- D= 73 - 79 points = 2.5
- E= 65 - 72 points = 3
- FX = 0 - 64 points = 4

The student completes the compulsory subjects of the study plan by examination before a committee composed of at least three members. The performance of the scientific part of the PhD student is supervised by his/her supervisor.

The subjects of the dissertation examination and the defence of the project for the dissertation examination shall be evaluated with a mark and the overall result of the dissertation examination shall be evaluated as 'pass' or 'fail'. If a doctoral student fails the dissertation examination, he/she has the right to retake the examination once, not earlier than three months from the date of the failed examination. The date of the retake examination shall be determined by the chairperson of the State Examination Committee. Repeated failure in the dissertation examination shall be grounds for expulsion from doctoral studies.

At the end of each academic year, the supervisor shall submit to the dean an annual evaluation of the doctoral student's fulfilment of the study plan (including the number of credits awarded) with a statement as to whether or not he/she recommends the doctoral student's continuation of his/her studies. In doing so, the supervisor shall assess the status and level of the doctoral student's study plan, compliance with deadlines, and, if necessary, make a proposal for modifying the doctoral student's individual study plan. On the basis of the doctoral student's annual evaluation, the dean decides whether the doctoral student may continue his/her studies and on any changes to his/her study programme.

The faculty has established, by special regulation, a specialised committee for each field of study, which monitors and evaluates doctoral studies.

Rules for the assessment and evaluation of final theses:

64% and below: descriptive style dominates without argument or evidence to support the application of theory to practice. Theoretical approaches are presented without comment and own opinions, superficial evaluation of theoretical approaches. Analysis is not rigorous to provide a realistic view of the situation in the environment. Conclusions and recommendations are included in the thesis, but are not adequately argued. References to the literature are not correct and do not respect faculty guidelines. From a linguistic and grammatical point of view, the thesis contains errors. In general, the structure and content of the thesis are of a very low standard.

72%-65% :The thesis is well oriented and the decision for the choice of the topic is clearly justified. The presentation of theoretical knowledge is without critical evaluation. Conclusions and recommendations are superficial. The formality is satisfactory, the style of expression is descriptive, the list of references is sufficient.

73%-79%: the choice of topic and is clearly justified. Wide selection of literature, minimal critical evaluation of theoretical knowledge and concepts. The analysis of the problem under study is supported by arguments and comparisons. There is a reasonable amount of relevant supporting evidence used to complement the application of theory to practice. The conclusions are mostly of a recommendatory nature. There is a lack of supporting arguments for the realism of the stated conclusions. The formality is appropriate, the style of expression is satisfactory, and the list of references is appropriate.

80 - 86 %: the actual topic of the thesis and its content are clear, the author presents a critical and reflective assessment of the application of the theory in practice. The conclusions are logically related to the material presented and are well supported by arguments with suggestions for new perspectives on the processes involved. Recommendations are appropriate and well argued, identifying potential barriers to implementation. The thesis contains no or almost no grammatical errors.

87%-93%: the doctoral thesis presents clear ideas about the importance of the chosen topic. The report contains a wide range of literature that has been critically reviewed and applied. A well presented, reasoned and creatively evidenced analysis of the chosen theory to practice. Discussion of alternative perspectives with clear reflection on the theories used. Conclusions follow logically from arguments and supporting evidence presented is well justified. Recommendations are original, appropriate and well documented with clear prioritisation, identification of barriers to implementation and options for overcoming them. The thesis is supplemented by a list of domestic and international literature in the given format.

94%-100%: The thesis presents clear and logical ideas about the strategic implications of the topic under study. Clear focus, choice of topic justified with enthusiasm and a certain amount of originality. Thoughtful and meaningful, relevant evidence is supported with arguments to develop the findings along with adequate use of material. A wide range of literature used creatively to develop and maintain the applicability of the topic to practice. Theoretical approaches and models well chosen and sufficiently creatively considered. In-depth and critical analysis handled with expertise and sufficient justification incorporating original ideas with alternative views at both a conceptual and practical level. Reflections and evaluations of theories and approaches are sufficiently demonstrated and are logically derived from the application of theories. Conclusions are logically developed from the arguments and evidence presented and are well justified. Recommendations include

innovative and creative ideas in the form of suggestions that are appropriate, realistic, and sufficiently justified with a clear set of priorities. The thesis contains no grammatical errors or formal flaws, and is presented in a professional and innovative manner.

reference to the Directive on Doctoral Studies (Articles 6-7):

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/smernica-phd-vsd-fvpavs.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-o-doktorandskom-studiu.pdf

link to the Course Information Sheets(in the Ais2 system):

<https://ais2.vsdanubius.sk/ais/start.do>

reference to the Study Regulations of DANUBIUS COLLEGE (Articles 50-53):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

a link to the point classification:

<https://FPP and PA.vsdanubius.sk/Studenti/Bodova-klasifikacia>

a link to a model individual study plan:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/individualny-studijny-plan-doktoranda.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_individualny-studijny-plan-doktoranda.pdf

https://fvpvs.vsdanubius.eu/files/fvpvs/14/eu/eng_study_plan_d.pdf

4 g) Conditions for the recognition of studies or part of studies

If a doctoral student has completed part of his/her studies at a workplace other than his/her own (e.g. abroad), credits earned at that workplace are counted in full if the that workplace in the context of the fulfilment of his/her study plan and if the credit systems of the sending and receiving workplace are compatible (transfer of credits). If there is a change in the form of doctoral studies or a change in the study programme, the doctoral student may be credited with the credits previously earned if this is in accordance with his/her new study plan. The transfer or award of credits shall be decided by the dean after the opinion of the departmental committee. In the full-time form of doctoral studies, a doctoral student must obtain a minimum of 40 credits for his/her progression from the first to the second year of study and a minimum of 40 credits per academic year for his/her progression from the second to the third year of study, taking into account the recommended credit structure. In the external form of doctoral studies, a doctoral student must obtain a minimum of 30 credits per academic year in the first three years of study. Otherwise, the recognition of completed courses and the transfer of credits and grades are governed by the DANUBIUS COLLEGE Study Regulations. Failure to comply with the conditions shall be grounds for the supervisor to submit a proposal to the Dean in the annual evaluation for the exclusion of the doctoral student from the studies.

reference to the Study Regulations of DANUBIUS COLLEGE (Art.50 par.8-11):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

reference to the Directive on Doctoral Studies (Articles 6-7):

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/smernica-phd-vsd-fvpavs.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-o-doktorandskom-studiu.pdf

link to the doctoral student annual evaluation template:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/rocne-hodnotenie-doktoranda.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_rocne-hodnotenie-doktoranda.pdf

4 h) The college will list the thesis topics of the degree programme (or a link to the list).

Published on the website:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/temy-dizertacnych-prac-2022-2023.pdf>

4 i) Rules for assigning, processing, opposing, defending and evaluating final theses in the study programme

reference to the Guidelines for Doctoral Studies (Part 3):

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/smernica-phd-vsd-fvpavs.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-o-doktorandskom-studiu.pdf

GUIDELINE No.1/2019 on final bachelor, master, rigorosum and dissertation theses at FPP AND PA of Danubius College in Sládkovičovo:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/32/sk/vs-danubius-smernica-k-pisaniu-zaverecnych-prac.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_vs-danubius-smernica-k-pisaniu-zaverecnych-prac.pdf

Directive of the Chancellor of Danubius College No. 8/2014 on the basic requirements of theses, control of their originality, preservation and accessibility at Danubius College:

<https://www.vsdanubius.sk/Studium/AIS/Zaverecne-prace>

Study Regulations of DANUBIUS COLLEGE (Art.25):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

related documents:

<https://FPP and PA.vsdanubius.sk/Studenti/Zaverecne-prace>

- opportunities and procedures for participation in student mobility:

DANUBIUS COLLEGE Study Regulations (Art. 29):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

Directive of the Chancellor of DANUBIUS COLLEGE No. 2/2021 Implementation of the Erasmus + Programme:

<https://www.vsdanubius.sk/files/348/sk/smernica-rektora-vsd-c-2-2021-realizacia-programu-erasmus+-na-.pdf>

<https://www.vsdanubius.eu/International/Erasmus+>

Erasmus+ Programme Guide:

https://www.vsdanubius.sk/files/99/sk/erasmus+_2022-programme-guide_sk.pdf

Chancellor's Directive No. 4/2021 on the Recognition of Study Abroad and Admission of Foreign Students under Exchange Mobility Programmes at DANUBIUS COLLEGE:

<https://www.vsdanubius.sk/files/348/sk/smernica-rektora-c4-o-uznavani-studia-v-zahranici-a-prijimanie.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-rektora-c-2-2016-realizacia-programu-erasmus+-na-vsd.pdf

Foreign relations, related documents:

<https://www.vsdanubius.sk/Zahranicne-vztahy/Suvisiace-predpisy-a-dokumenty>

- the rules for observing academic ethics and drawing consequences:

Code of Conduct for Teaching and Professional Staff and Students of FPP and PA DANUBIUS COLLEGE:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/12/sk/eticky-kodex-fvp-vs.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_eticky-kodex-fvp-vs.pdf

DANUBIUS COLLEGE Code of Conduct and Ethical Standards in the Integrity of Science:

<https://www.vsdanubius.sk/files/354/sk/etick-kodex-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_etick-kodex-vsd.pdf

Rokovací poriadok disciplinárnej komisie FPP AND PA OF DANUBIUS COLLEGE:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/12/sk/rokovaci-poriadok-disciplinarnej-komisie-FPP and PA.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_rokovaci-poriadok-disciplinarnej-komisie-fvpvs.pdf

Disciplinary Regulations of DANUBIUS COLLEGE:

<https://www.vsdanubius.sk/files/111/sk/disciplinarny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_disciplinarny-poriadok.pdf

Disciplinary Committee FPP AND PA:

<https://FPP and PA.vsdanubius.sk/Sucasti-fakulty/Disciplinarna-komisia>

- procedures applicable to students with special needs:

<https://www.vsdanubius.sk/files/157/sk/metod-usmernenie-podpora-studentov-a-uch-o-studium-so-spec-potrebami-.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_metod-usmernenie-podpora-studentov-a-uch-o-studium-so-spec-potrebami.pdf

Status of the support centre for students with specific needs:

<https://www.vsdanubius.sk/files/152/sk/statut-pc-pre-studentov-so-spec-potrebami.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_statut-pc-pre-studentov-so-spec-potrebami.pdf

- student complaints and appeals procedures

DANUBIUS COLLEGE Study Regulations:

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

5. INFORMATION SHEETS OF STUDY PROGRAMME COURSES

Available in Ais2 system:

6. THE CURRENT ACADEMIC YEAR SCHEDULE AND THE CURRENT TIMETABLE

TIMETABLE OF THE ACADEMIC YEAR 2021/2022

Winter semester	15.10.2021 – 11.02.2022
Teaching	15.10.2021 – 11.12.2022
Examination period	10.12.2021 – 11.02.2022
Summer semester	12.02.2022 – 31.08.2022
Teaching	18.02.2022 – 14.05.2022
Exam period	14.5. 2022 – 30.6.2022
Main holidays	1.07.2022 – 22.08.2022

STATE FINAL EXAMINATIONS :

Bachelor's State Examination:

1st term - 26.5.2022

2nd term - 9.6.2022

3rd term - 26.8.2022

Master's State Exam:

1st term - 27.5.2022

2.term - 10.6.2022

3.term - 26.8.2022

reference to the Study Regulations of DANUBIUS COLLEGE (Article 16):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

odkaz na Študijný a skúšobný poriadok FPP AND PA OF DANUBIUS COLLEGE (čl.1):

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/12/sk/studijny-a-skusobny-poriadok.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-a-skusobny-poriadok.pdf

link to the Academic Year Timetable:

<https://FPP and PA.vsdanubius.sk/Studenti/Harmonogram-akademickeho-roka>

Course schedule : 2021/2022

Winter semester	
6.10.2021	Public Policy in the Context of Democracy-Kováčik
21.10.2021	Social Partnership and Collective Bargaining-Cambáliková
3.11.2021	Geopolitics in practice-Cajka
2.12.2021	Legislation and legal foundations of public administration-Ondria
15.1.2021	International and European labour law-Ondria, Funta

Summer semester	
24.2.2022	Methodological Foundations of Public Policy and Social Science Practices-Čambáliková
10.3.2022	Management and control mechanisms in public administration -Králik
24.3.2022	The functioning of public administration in economic contexts-Králik , Masár
7.4.2022	Municipal politics in Slovakia-Králik, Kováčová

Consultation hours and contacts: (published on the faculty website)

Prof. PhDr. Monika Čambáliková, CSc.

monika.cambalikova@vsdanubius.sk

Friday 10.00 -13.00 hrs.

(as per agreement with the teacher)

Doc. PhDr. et Mgr. Peter Ondria, PhD.

peter.ondria@vsdanubius.sk

Monday 10.00 -12.00 hrs.

Thursday 12.00 -14.00 hrs.

Doc. Ing. Dušan Masár, PhD.

dusan.masar@vsdanubius.sk

Wednesday 12.00 -14.00 hrs.

Thursday 10.00 -13.00 hrs.

Doc. Ing. Ján Králik, CSc.

jan.kralik@vsdanubius.sk

Thursday 11.00-12.30 hrs.

Doc. PhDr. Natália Kováčová, PhD.

natalia.kovacova@vsdanubius.sk

Tuesday 11.00 -14.00 hrs..

Prof. PhDr. Ján Koper, PhD.

jan.koper@vsdanubius.sk

(as per agreement with the teacher)

Prof. PhDr. Peter Čajka, PhD.

peter.cajka@vsdanubius.sk

Tuesday 15.00-16.00 hrs.

Doc. PhDr. Branislav Kováčik, PhD.,EMBA

branislav.kovacik@vsdanubius.sk

(as per agreement with the teacher)

7. STAFFING OF THE STUDY PROGRAMME

7 a) The main person responsible for the implementation, development and quality of the study programme (with position and contact details).

Prof. PhDr. Monika Čambáliková, CSc.
sponsor

monika.cambalikova@vsdanubius.sk

7 b) List of persons providing profile subjects of the study programme with assignment to the subject with a link to the central register of college staff, with contact details (they may also be listed in the study plan)

Prof. PhDr. Monika Čambáliková, CSc., sponsor

<https://www.portalvs.sk/regzam/detail/16102>

Doc. PhDr. et Mgr. Peter Ondria, PhD.

<https://www.portalvs.sk/regzam/detail/822>

Doc. Ing. Dušan Masár, PhD.

<https://www.portalvs.sk/regzam/detail/820>

Doc. Ing. Ján Králik, CSc.

<https://www.portalvs.sk/regzam/detail/815>

Doc. PhDr. Natália Kováčová, PhD.

<https://www.portalvs.sk/regzam/detail/16145>

The study programme curriculum clearly defines the profile subjects, which, according to the qualification requirements of Article 6 (2) and (3) of the SAAVŠ Accreditation Standards - Standards for the SP, are covered by teachers in the capacity of professor or associate professor.

Person providing profile subjects:

- Supervises the quality of the provision of the profile course,
- is responsible for the up-to-dateness of the profile course information sheet,
- is responsible for the content of the course and its timeliness
- coordinates the activities of teachers in the event that more than one teacher participates in a given subject.

Profile subjects of the study programme:

Code	Name of the course	Profile course
VP VPD	Public policy in the context of democracy	YES
VP MVPSP	Methodological foundations of public policy and social science practices	YES
VP FVSES	The functioning of public administration in an economic context	YES
VP LPVS	Legislation and legal foundations of public administration	YES
VP DPO	Dissertation with defence	YES

7 c) Link to the SCHP of persons providing profile subjects of the study programme

Available in the Ais2 system.

<https://ais2.vsdanubius.sk/ais/start.do>

7 d) List of teachers of the study programme with assignment to the subject and link to the central register of college staff, with contact details (may be included in the study plan).

Prof. PhDr. Monika Čambáliková, CSc., sponsor (100% employment)

Doc. PhDr. et Mgr. Peter Ondria, PhD. (100% employment)

Doc. Ing. Dušan Masár, PhD. (100% employment)

Doc. Ing. Ján Králik, CSc. (100% employment)

Doc. PhDr. Natália Kováčová, PhD. (100% employment)

Dr. habil. JUDr Rastislav Funta, Ph.D., LL.M (LFJJ)

college teachers from the external environment participating in the teaching of curriculum subjects:

Prof. PhDr. Ján Koper, PhD.

Prof. PhDr. Peter Čajka, PhD.

Doc. PhDr. Branislav Kováčik, PhD.,EMBA

link to the Courses of the curriculum:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/19/sk/odporucany-studijny-plan-vpvs-d-bc-mgr-phd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/14/eu/eng_study_plan_d.pdf

link to teachers' contacts:

<https://FPP and PA.vsdanubius.sk/Sucasti-fakulty/Katedry>

a link to the Central Register of Employees:

https://www.portalvs.sk/regzam/?do=filterForm-submit&college=728000000&sort=surname&employment_state=yes&filter=Vyh%C4%BEada%C5%A5

link to the list of PhD supervisors:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/zoznam-skolitelov-doktorandskeho-studia.pdf>

7 e) List of thesis supervisors with assignment to topics (with contacts).

1. ČAJKA PETER Doc. PhDr. PhD. (UMB) peter.cajka@umb.sk

2. ČAJKOVÁ ANDREA, Doc. PhDr. PhD.(UCM) andrea.cajkova@ucm.sk

3. ČAMBÁLIKOVÁ MONIKA, Prof. PhDr. CSc.

4. DUŠEK JIŘÍ, Doc. Ing. Ph.D. (VSERS) dusek@vsers.cz

5. KAZANSKÝ RASTISLAV, Doc. PhDr. PhD. MBA (UMB) rastislav.kazansky@umb.sk

6. KLÁTIK JAROSLAV, Doc. JUDr. PhD. (FPJJ DANUBIUS COLLEGE)
klatik.jaroslav@vsdanubius.sk

7. KOPER JÁN, Prof. PhDr. PhD. (UMB) jan.koper@umb.sk

8. KOVÁČIK BRANISLAV, Doc. PhDr. PhD.EMBA, (UMB) branislav.kovacik@umb.sk

9. KOZIÁK TOMÁŠ, Doc. PhDr. PhD.

10. KRÁLIK JÁN, Doc. Ing. CSc.

11. LIPTÁKOVÁ KATARÍNA, Doc. Ing. PhD.,(UMB) katarina.liptakova@umb.sk

12. MASÁR DUŠAN, Doc. Ing. PhD.

13. NEČAS PAVEL, Dr. h. c. prof. Ing. PhD., MBA, (UMB) pavel.necas@umb.sk

14. ONDRIA PETER, Doc. PhDr. et Mgr. PhD.
 15. PLAVČAN PETER, Prof. Ing. CSc. (FSS DANUBIUS COLLEGE)
 peter.plavcan@vsdanubius.sk
 16. PERÁČEK TOMÁŠ, Doc. JUDr. PhDr. PhD.(FPJJ DANUBIUS COLLEGE)
 tomas.peracek@vsdanubius.sk
 17. KOVÁČOVÁ, NATÁLIA doc. PhDr. PhD.
 18. PODHOREC IVAN, Doc. JUDR. PhD. (FPJJ DANUBIUS COLLEGE)
 ivan.podhorec@vsdanubius.sk

(SACHP Supervisors in Ais2+ system in print)

Master thesis topics 2021/2022

(available in Ais2)

Topic	Supervisor
Jozef Tiso and his participation in the deportations of Jews and Roma during the Slovak State	Doc. Ing. Ján Králik, CSc.
Efficiency of administrative proceedings of state administration bodies when dealing with offences	Doc. JUDr. Ivan Podhorec, PhD.
The impact of public administration on entrepreneurial activity in small enterprises	prof. Ing. Peter Plavčan, CSc.
An integrated approach to politics concerning sport	prof. PhDr. Peter Čajka, PhD.
Education as a factor influencing social mobility	Doc. PhDr. Branislav Kováčik, PhD.
The importance of share capital in capital companies	doc. JUDr. PhDr. Tomáš Peráček, PhD.
Training in public safety and order authorities in the EU - a comparison of standards in selected EU member states (possibly in comparison to the USA or in comparison with each other within the EU)	Doc. PhDr. et Mgr. Peter Ondria, PhD.
The German legal portion right s-reprospective, present, future	doc. JUDr. PhDr. Tomáš Peráček, PhD.
The development of the acceptance of mediation in Germany and Europe	Doc. JUDr. Ivan Podhorec, PhD.

The function of a supervisor for an accredited study programme in a given field of study may be performed by teachers in the position of associate professor and professor, or by other experts after approval by the Scientific Council of the school or faculty, if the doctoral study is carried out at the faculty. The conditions for approval as a supervisor include at least one category A publication (according to the detailed rules of comprehensive accreditation of universities in the relevant group of fields of study) in the last 5 years.

A supervisor shall serve as a supervisor until dismissal by the Faculty's Scientific Council, resignation at his/her own request, termination of employment with the employer for whom he/she serves as a supervisor, or withdrawal of the right to pursue doctoral studies. If the supervisor is unable to fulfil his/her duties due to a long-term absence, the Scientific Council shall appoint another supervisor for the doctoral student. During the interruption of the doctoral student's studies, the performance of the doctoral supervisor's duties shall also be interrupted.

Supervisor:

- professionally guides the doctoral student during the doctoral studies
- proposes the topics of dissertation theses, which the faculty announces before the start of the admission procedure for doctoral studies
- methodologically guides the doctoral student in drawing up the study plan
- submits the study plan for approval to the departmental committee
- manages and professionally guarantees the implementation of the doctoral student's study plan
- guides the doctoral student in his/her publishing activities, in his/her participation in conferences and in his/her involvement in project tasks, and comments on his/her participation in mobility
- determines the focus of the dissertation project
- comments on requests from the doctoral student to change the topic/title of the doctoral thesis, to interrupt his/her studies, to change the study programme within the same or a related field of study
- submits the doctoral student's annual evaluation to the doctoral committee
- on the basis of the annual evaluation, make a recommendation to the dean on whether or not the doctoral student should continue his or her doctoral studies
- record the doctoral student's specified number of credits for the courses of the scientific part of the study programme in the academic information system (AiS2)
- after mutual consultation with the doctoral student, submits to the dean a written proposal for the implementation of the doctoral student's study stay in other domestic or foreign institutions of science, education, research, technology or art within the doctoral student's individual study plan
- recommends the acceptance of the doctoral candidate's application for the doctoral examination
- draws up an opinion on the written thesis for the doctoral examination, an opinion on the doctoral thesis and the working characteristics of the doctoral student entrusted to it
- submits proposals for the opponent of the written thesis for the dissertation examination and proposals for the opponents of the dissertation to the chair of the dissertation committee
- participates in the state (dissertation) examination of the doctoral candidate and in the defence of his/her dissertation.

Reference to the Study Regulations (Part VII, Article 41):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

link to teachers' contacts:

<https://FPP and PA.vsdanubius.sk/Sucasti-fakulty/Katedry>

a link to the Central Register of Employees:

https://www.portalvs.sk/regzam/?do=filterForm-submit&college=728000000&sort=surname&employment_state=yes&filter=Vyh%C4%BEada%C5%A5

Dissertation

A doctoral student may apply for permission to defend his/her dissertation during the doctoral studies or within the time limit set in the academic year schedule published by the faculty on its website. The doctoral student is obliged to submit his/her application in

sufficient time for the dissertation defence to take place at the latest on the day of the completion of the standard length of studies. The defence of the doctoral thesis shall take place no later than three months after the application for permission to defend the doctoral thesis has been submitted. A student who is continuing his/her studies at a so-called extra-standard length of study is obliged to submit an application for the defence of his/her doctoral thesis within the time limit set by the faculty so that the defence of the doctoral thesis is completed within the extra-standard length of study. The doctoral candidate shall attach to the application for permission to defend his/her thesis: a) a brief curriculum vitae,

b) the dissertation in a number of copies to be determined by the faculty,

c) an abstract of the dissertation in a number of copies to be determined by the faculty,

(d) a list of published works with full bibliographical data and unpublished scientific works or public and non-public displays of artistic works and performances and their reviews, including, where appropriate, testimonials about them from the relevant institutions of science, education, research, technology or art,

(e) a justification of the differences between the original and the submitted dissertation, if the doctoral candidate submits a new dissertation in the same doctoral programme after an unsuccessful defence.

The dean shall forward the request for permission to defend the thesis to the chair of the thesis committee and, on the basis of the chair's opinion, shall request the drafting of opposing opinions from the proposed opponents.

The dissertation is the final thesis within the meaning of the Higher Education Act. The defence of the dissertation is a state examination (Section 54(14) and Section 63 of the Higher Education Act), it is public and takes place before a defence committee, which is appointed by the dean on the proposal of the thesis committee preferably from among the members of the thesis committee. At least one member of the committee shall be from outside the faculty. The dean of the faculty shall forward the doctoral student's application together with the dissertation, which contains the elements laid down in the internal regulations of the FPP AND PA, to the thesis committee after receiving the application for permission to defend the dissertation within a deadline of 15 days. The chair of the thesis committee, in accordance with the internal regulations of the faculty, shall, within 20 days, state whether he/she recommends the dissertation for defence, propose to the dean of the faculty the composition of the thesis defence committee and the opponents of the dissertation. If the chair of the subject-matter committee finds that the doctoral student's application for permission to defend the dissertation or the dissertation does not meet the prescribed requirements, he or she shall invite the doctoral student to remedy the deficiencies within a specified period of time. The Dean of the Faculty, after receiving the proposal of the chair of the dissertation committee, shall appoint the defence committee and its chair, including the opponents of the dissertation. The dean of the faculty shall send the dissertation to the appointed opponents together with a request for an opinion. Upon receipt of all the reports from the opponents, the dean shall forward the doctoral student's application for the defence of the dissertation together with all the requisites, including the reports of the opponents, to the chair of the defence committee within 7 days. The chair of the defence committee shall propose to the dean the time and place for the defence of the dissertation no later than 20 days after he/she has received the materials for the defence of the dissertation. Based on the proposal, the Dean of the Faculty shall determine the time and place of the dissertation defence. The relevant faculty unit shall arrange for the publication of the announcement of the dissertation defence. In addition to the chairperson, the defence committee shall have at least three other voting members. The supervisor and the opponents shall participate in the defence of the dissertation without voting rights, unless they are appointed as members of the committee. The doctoral candidate shall submit his/her dissertation for defence in the Slovak language. With the

written consent of the thesis committee, the thesis may also be submitted in another language. The defence of the dissertation may also take place in the case of one negative opinion, but the opponent who has drawn up the negative opinion must be present at the defence. If there are several negative opinions, the defence may only take place after the deficiencies in the opinions have been corrected and the dissertation has been reassessed by the already approved referees. A successful defence of the dissertation shall be the end of the doctoral studies. The results of the dissertation defence in the Record of the State Examination are filled in by the chair of the defence committee (or a recorder authorised by him/her) in the AIS. The printed record will be signed by the chairperson and the members of the committee and handed over to the Dean of the Faculty together with the opinions of the opponents and the supervisor. The result of the defence shall be valid on the basis of a secret ballot and the decision of the committee members present in accordance with the Faculty's rules for dissertation defences and the Higher Education Act. The Dean of the Faculty shall, on the basis of the results of the secret ballot of the dissertation defence committee, award or not

a link to the list of members of the Trade Union Commission:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/odborova-komisia.pdf>

reference to the Guidelines for Doctoral Studies (Part 3):

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/smernica-phd-vsd-fvpavs.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-o-doktorandskom-studiu.pdf

GUIDELINE No.1/2019 on final bachelor, master, rigorosum and dissertation theses at FPP AND PA of Danubius College in Sládkovičovo:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/32/sk/vs-danubius-smernica-k-pisaniu-zaverecnych-prac.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_vs-danubius-smernica-k-pisaniu-zaverecnych-prac.pdf

Reference to the Study Regulations of DANUBIUS COLLEGE (Part VII):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

7 f) Link to SCHP thesis supervisors.

Dostupné v systéme Ais2 + v printovej podobe:

<https://ais2.vsdanubius.sk/ais/start.do>

7 g) Student representatives who represent the interests of students in the study programme (name and contact details).

PhDr. Dušan Ďurčák (internal PhD student)

JUDr. Ing. Matej Šebesta, MBA (internal PhD student)

Mgr. Juraj Vohnout (external PhD student)

Student section of the Academic Senate:

<https://FPP and PA.vsdanubius.sk/Sucasti-fakulty/Akademicky-senat>

7 h) Academic advisor of the study programme, (with contact details and information about access to counselling and the counselling schedule).

The study advisors coordinate communication resulting from requests for information about uncertainties, most often regarding the focus or content of the study programme, educational and professional or career problems and personal counselling. In terms of form, counselling is provided both in person and remotely (by telephone, e-mail, IT communication via an online application),

Doc. Ing. Dušan Masár, PhD., Associate Dean for Studies and Development, Study Programme Advisor

dušan.masar@vsdanubius.sk

phone no. 031 773 28 84

Doc. PhDr. Natália Kováčová, PhD., Associate Dean for International Relations, Science and Accreditation, Study Programme Advisor

natalia.kovacova@vsdanubius.sk

phone no. 031 773 28 84

Consultations without limitation: in person, by e-mail, by telephone:

<https://FPP and PA.vsdanubius.sk/Sucasti-fakulty/Dekanat>

Link to Study Advice:

<https://FPP and PA.vsdanubius.sk/Studenti/Studijne-poradenstvo>

7 i) Other study programme support staff - assigned study officer, careers advisor, administration, accommodation office, etc (with contacts).

The Associate Dean for Studies and Development is responsible for the preparation and conduct of the admission procedure, the opening of the academic year, matriculation and graduation, the coordination of teaching in the Bachelor's and Master's degree programmes in full-time and part-time study, the technical-organisational and professional provision of the rigorosum procedure, the technical-organisational provision of teaching in the respective winter or summer semester, the timetable and the schedule of the respective winter or summer semester, and the technical-organisational provision of the academic year. schedule of teaching in a given academic year, ensuring the implementation of the examination period within the respective winter or summer semester in a given academic year of study, interruption of studies, dropping out of studies, solving problems related to the study agenda of the FPP AND PA resp. It also coordinates the processes of analysing the study results of FPP AND PA students for the respective academic year, ascertaining the status and evaluating the workload of college teachers and researchers working at the FPP AND PA, submitting documents to the FPP AND PA and DANUBIUS COLLEGE academic self-government bodies for the negotiations in the field of pedagogical activities and social care of FPP AND PA students.

Doc. Ing. Dušan Masár, PhD., Associate Dean for Studies and Development,
dušan.masar@vsdanubius.sk

phone no. 031 773 28 84

Administrative matters of the study are the responsibility of the Study Department.

Study Officer: Alžbeta Bondorová

Contact: 0908 968 261

Alzbeta.bondorova@vsdanubius.sk

The Dean's office (Alžbeta Bondorová) of the FPP AND PA provides administrative tasks for the Dean of the FPP AND PA, prepares documents for the decision-making activities of the Dean and the Vice-Deans of the FPP AND PA, the agenda related to the archives, including the receipt and registration of written documents, in accordance with the requirements of the legal regulation, in relation to archiving and shredding obligations. The staff of the Study Department are subordinate to the Dean of the Faculty and the Vice-Dean for Studies, Development and Accreditation. They submit student applications to the Vice-Dean for Studies, Development and Accreditation for recognition of grades, transfer from related study programmes or interruption of studies.

The Study Officer is primarily responsible for:

- the organisation of studies, the registration of students and learning outcomes and the related
- administrative tasks,
- enrolment in studies,
- maintaining and archiving the students' agenda and records,
- receiving applications for social grants and ensuring that applications are processed properly and on time in accordance with the legislation in force,
- organising and administering the state examination agenda,
- advising students on the study agenda,
- prepares, draws up and issues study and graduation certificates,
- draws up information and statistical reports on the activities carried out,
- organising graduation ceremonies for students and graduates of the faculty,
- telephone, mail and personal consultation with students and faculty.

Career counselling:

The FPP AND PA within the Public Policy and Public Administration programme helps students with their application in the labour market by creating a reflective self-assessment of the skills achieved during their studies at our faculty and therefore the quality of the acquired education, especially in the context of employers' requirements. Employers demand not only expertise in public policy and public administration, but also problem-solving skills and, above all, continuous learning. The development of graduate self-assessment is therefore needed, especially in the so-called hard and soft skills. For this reason, we have also gradually included in the Public Policy and Public Administration programme the subjects Verbal and Nonverbal Communication, Social Protocol, Conflict and Mediation and others, which are repeatedly identified by graduates as important tools for acquiring the skills required and directly necessary for employment in the current labour market. In consultations with our graduates, we often learn that despite our tremendous efforts to prepare graduates for employment through all available forms of skills training, students do not always feel fully prepared. In the analysis we prepared, we found that this, particularly in the recent period, was particularly the case in the area of social and communication skills, which have been on the wane over the past years of online learning and the COVID 19 pandemic. The absence of face-to-face interactions and the practice of interactive communication in a team setting was at least balanced by teachers' efforts to maximise theoretical knowledge. This unfortunately resulted in a reduced ability of our graduates to work in a team and a reduced appreciation of their own skills in this area, lower than the employer's expectation.

Careers guidance at our faculty also examines the ratio of applications for part-time and full-time study. Given that our school is a private college, it is also not experiencing an increase in higher numbers of external students, which places qualitatively different demands on career counselling than for full-time students. External students are often employed in a field where they need to improve their qualifications by studying at our faculty and thus support their career development in a job where they are already established in some way. The situation with full-time students is of course different, there they need to be frequently processed with the knowledge of their acquired skills (as we mention above) and to confront them with the requirements put forward by employers. We are still working intensively with both groups of students in career counselling, with positive results of at least satisfactory

employment of our graduates in the ever-changing and flexible labour market in the public sphere.

PhDr. Zuzana Kulašiková, PhD., career counsellor

zuzana.kulasikova@vsdanubius.sk

phone no. 031 773 28 85

link to careers counselling:

<https://FPP and PA.vsdanubius.sk/Sucasti-fakulty/Karierne-poradenstvo>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-karierove-poradenstvo.pdf

Ing. Rauf Gusejnov, economic department / bursar,

rauf.gusejnov@vsdanubius.sk

Economic department:

Ing. Eva Pacovská, eva.pacovska@vsdanubius.sk

phone no. 031 773 28 21

Angelika Kollarova, angelika.kollarova@vsdanubius.sk

phone no. 031 773 28 22

Martina Huláková, martina.hulakova@vsdanubius.sk

phone no. 031 773 28 24

HR department

Ing. Eva Jurínova, eva.jurinova@vsdanubius.sk

phone no. 031 773 28 16

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_organizacny-poriadok-fvpvs-vsd.pdf

8. SPATIAL, MATERIAL AND TECHNICAL PROVISION OF THE STUDY PROGRAMME AND SUPPORT

8 a) List and characteristics of the study programme classrooms and their technical equipment with assignment to learning outcomes and subject matter (laboratories, project and art studios, ateliers, workshops, interpreting booths, clinics, seminaries, priests' seminaries, science and technology parks, technology incubators, school enterprises, practice centres, training schools, teaching-training facilities, sports halls, swimming pools, sports grounds).

Danubius College fulfils the criteria for spatial, material, technical and informational provision of all study programmes at a high level. Students have access to parking, a canteen, a cafeteria, refreshment vending machines, designated smoking areas, sanitary facilities, as well as free curatorial seating in the building's communication areas.

DANUBIUS COLLEGE also provides accommodation for external students if necessary.

The DANUBIUS COLLEGE building is fully equipped with a computer network in all classrooms and offices of the school. It has its own digital telephone exchange with GSM gates and security equipment. Most of the classrooms are equipped with stationary data projector, projection screen and sound equipment. Laptops are available for teachers and also portable data projectors for classroom teaching process.

DANUBIUS COLLEGE has set up a computing and data laboratory, the design of which was based on the concept of virtual cluster at critical levels in high availability mode. Among the unique instrumentation facilities can be named:

- 9x Dell PowerEdge Blade Server M630 with powerful processing power for behavioral modeling
- Blade Chassis Dell PowerEdge M1000e Enclosure - rack required support with redundant elements for running servers (power supply, cooling, LAN and SAN elements)
- Enterprise SAN Storage integrated with Dell PowerVault MD3860f disk array.
- VMware Vsphere Ent + vCenter standard - software tool for creating a group of logical servers
- Blade servers are adequately equipped with LAN, SAN and Wifi infrastructure for connectivity within the Research and Design Center as well as smaller system software solutions.
- Complete video conferencing system with modular accessories for remote connectivity

DANUBIUS COLLEGE has a radio and television studio with interpreter booths and an editing room. The RTVS is built for independent research and development in the field of investigative field research with a focus on regional social disparities and research on the effectiveness of education for at-risk groups. The recording studio is also a support centre for the visualisation of research outputs. The R&D infrastructure is based on a portable camera system for use in the studio and in the field and consists of technologies for processing the acquired video images in the laboratory.

Unique sets of recording and processing equipment have been set up in the TV studio:

- Professional High Density (HD) cameras with local recording storage, which are used in the studio application, but also as reportage cameras for post recording and production in outdoor environments.
- In particular, the PANASONIC AG-HPX371EJ Full HD camera with P2 card recording is a unique device
- tripods with the ability to move the camera while recording
- Graphics Workstation HP Z440, NVIDIA QUADRO K2200 for efficient processing of video images

To support the teaching process, DANUBIUS COLLEGE has set up a PC classroom where 49 computers with permanent internet connection are installed. The DANUBIUS COLLEGE software is based on Microsoft software. Teachers have at their disposal work computers with the MS Teams system installed, which enables the transfer of the teaching process to the online space and has found its use especially in times of a difficult pandemic situation.

For the needs of education, both students and teachers use the Academic Information System (AIS 2) as a supporting information system designed to manage the basic processes of the college. Through the system, students register for course examinations, find out their timetable, keep track of the grades they have received from their teachers, final thesis reports, etc. The system performs many other tasks, it just depends on the requirements what functions of the system will be used. Each student as well as the teacher has access to his/her roles based on his/her own password. The AIS 2 system is constantly evolving and new applications are being added. The most used modules are:

- Electronic application (from electronic application to electronic returns to enrolment),
- comprehensive registration of studies,
- registration of study programmes,
- registration of final theses (with automatic transfer of all final theses of students to the central register of final theses),
- an administrative subsystem for the creation and evaluation of student surveys.

At the management level, AIS 2 serves as a tool to ensure study planning and as a resource for reporting on teaching and for measuring the educational performance of departments and staff.

Reference to the DANUBIUS COLLEGE Annual Report 2021:

<https://www.vsdanubius.sk/files/44/sk/vyrocnna-sprava-o-cinnosti-vsd-2021.pdf>

8 b) Characteristics of information provision of the study programme (access to study literature according to course information sheets), access to information databases and other information resources, information technologies, etc.).

Danubius College has built a Library-Information and Editing and Publishing Centre (KIEVS), which provides students with automated library-information services such as: attendance loans, absentee loans, specialized research from its own library resources, as well as from external OPACs. The library has access to domestic and foreign databases through the CVTI SR. It also provides interlibrary loan service, reprographic services and binding of documents in laminated or comb binding. KIEVS (library unit): the library has 87 titles of periodicals of domestic and foreign provenance, 10,000 monographs in printed and electronic form. The library collection also consists of special literature such as laws, manuals, final reports, standards, ASPI legal databases, etc. Acquisition of information documents is carried out according to the requirements of individual faculties of DANUBIUS COLLEGE, but also according to the requirements of students. The library profile is oriented towards social, legal, economic, health and humanities sciences. The FPP AND PA has an accredited study programme in Public Policy and Public Administration, which is multidisciplinary in nature. The compulsory subjects of the study programme are covered by the recommended study literature available in the library. Some publications of a domestic nature authored by FPP AND PA college teachers are also published in electronic form on the faculty's website:

<https://FPP and PA.vsdanubius.sk/Veda/Elektronicka-publikacie>

Library documents are acquired by purchase, exchange or donation. Publications in the library can also be purchased by placing an order on the e-shop:

<https://publikacie.vsdanubius.sk/>

Since 2013, KIEVS has been using a library information system called DAWINCI to manage the library collection, borrowing management and record of publishing activities. The system provides users with access to the library collection through the On-Line Catalogue via a web interface. Similarly, it handles the registration of CREPČ's publication activity. KIEVS is involved in the central project of automated collection of publication activity for the needs of the Ministry of Education and Science of the Slovak Republic. The identification medium for registering readers is the student ID card.

The Faculty participates in the creation of an electronic journal called Forum of Foreign Languages, Political Science and International Relations. The journal publishes scholarly articles, studies, professional papers, discussion papers and reviews.

<https://www.vsdanubius.sk/Veda/Forum-cudzich-jazykov-politologie-a-medzinarodnych-vztahov>

<https://www.vsdanubius.eu/Research/Forum-of-foreign-languages-politology-and-international-relations>

odkaz na knižnično-edičné centrum:

<https://www.vsdanubius.sk/Sucasti/Fakulty-a-dalsie-sucasti/KIEVS-Kniznica>

8 c) Characteristics and scope of distance learning applied in the curriculum with assignment to courses. Approaches, manuals of e-learning portals. Procedures for transition from full-time to distance learning.

Due to the pandemic situation of COVID- 19, the face-to-face form of teaching was temporarily suspended and replaced by distance learning, using the MS TEAMS platform, as part of the Office 365 suite, which was adopted by academic staff and students. The staff received several training sessions to become familiar with the new platform so that the faculty was able to continue the learning process on a continuous basis.

8 d) Partners of the college in the provision of educational activities of the study programme and characteristics of their participation.

- DANUBIUS COLLEGE has signed an agreement with the Association of Employers' Unions and Associations of the Slovak Republic.
- Stakeholders (students, graduates, employers) cooperate in the development of the study programme.
- Stakeholders comment on the quality of the study programme.

The study part of the doctoral student's individual study plan shall include the implementation of pedagogical activity or other professional activity related to pedagogical activity (hereinafter referred to as pedagogical activity) of full-time doctoral students. The maximum number of hours per week shall be 4 hours on average per academic year in which the teaching is carried out the pedagogical activity as well as other professional activity of a doctoral student in full-time study at the department within the legally stipulated scope shall be determined by the head of the training institute or a person authorised by him/her. The training institute is obliged to provide the premises and conditions at the faculty for the preparation of the doctoral student for teaching activities. This obligation does not apply to a student in the external form of doctoral studies. The scientific part of a doctoral student's study programme consists of individual or team scientific work. The scientific part includes the most important tasks characterising the content and the procedure for dealing with the topic of the doctoral thesis. The doctoral student's scientific programme mainly includes written work for the dissertation examination, the elaboration of the dissertation, active participation in conferences, symposia, studentscientific activities, seminars and other professional events, publishing and research activities.

Partners in the provision of educational activities are institutions of public administration, i.e. state administration, municipalities and public corporations. Organisations operating within the third sector are also involved. The students acquire practical experience or practice in the field of public policy and public administration in the individual departments of activities in these non-profit entities. Primarily, the partners are actors in the non-profit sector, and secondarily, a participatory framework with the commercial sector is established. The propositions for the professional practice of students of the FPP AND PA of the Danubius College of Applied Sciences are developed in accordance with the accreditation dossiers of the bachelor and master study programme in Public Policy and Public Administration.

(Note: The elective course Professional Practice is part of the study plan of the study programme Public Policy and Public Administration at the master's degree level, not the doctoral degree level).

8 e) Characteristics of social, sporting, cultural, spiritual and community facilities

The sporting, cultural , social and spiritual activities of the students of FPP AND PA OF DANUBIUS COLLEGE are based on the demand of the students and are realized on the

basis of the possibilities of the private college. Sporadically, sports activities are organised with social gatherings based on the strengthening of interpersonal relations. The management of the college promotes a college environment culture based on motivation, teamwork or agility in the student-teacher relationship. FPP AND PA students like to participate in the opening ceremony of the school year, which is organized for the purpose of familiarization with the school environment and free discussions with teaching as well as non-teaching staff. We are of the opinion that the opening of the school year and other festive activities are primarily intended for college students.

8 f) Opportunities and conditions for the participation of students of the study programme in mobility and internships (with contacts), guidelines for application, rules for the recognition of this learning.

DANUBIUS COLLEGE offers its students foreign study mobility within the Erasmus+ educational mobility programmes. DANUBIUS COLLEGE's Vice-Rector for International Relations, in cooperation with DANUBIUS COLLEGE's faculties, organises information days and workshops, and offers the possibility of personal or online consultation. Students are offered promotional materials, which are usually also published on the college's website. The FPP AND PA has seen a dynamic increase in contacts with foreign universities and institutions with a related professional focus in the past period. On a bilateral level, Erasmus agreements have been concluded with several universities abroad. The school cooperates with several domestic and foreign universities and scientific institutions (Bratislava, Nitra, Prešov, Prague, České Budějovice, Kutná Hora, Ostrava, Olomouc, Brno, Plzeň, Kolín, Píla (PL), Chorzow (PL).Náležitosti ohľadom uznávania štúdia na zahraničnej vysokej škole bližšie upravuje Smernica rektora č. 4/2021 a Študijný poriadok DANUBIUS COLLEGE.

Contact: Dr. habil. JUDr Rastislav Funta, Ph.D., LL.M., Associate-Chancellor, rastislav.funta @vsdanubius.sk

reference to the Study Regulations of DANUBIUS COLLEGE (Article 29):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

Reference to the Rector's Directive No. 4/2021 on the Recognition of Study Abroad and Admission of Foreign Students under Exchange Mobility Programmes at DANUBIUS COLLEGE:

<https://www.vsdanubius.sk/files/348/sk/smernica-rektora-c4-o-uznavani-studia-v-zahranici-a-prijimanie.pdf>

references to foreign relations:

<https://www.vsdanubius.eu/International/Erasmus+>

<https://www.vsdanubius.sk/files/97/sk/zoznam-erasmus+-inter-institucionalnych-dohod.pdf>

<https://www.vsdanubius.sk/Zahranicne-vztahy/Aktualne-ponuky/Vyberove-konanie-Program-Erasmus+>

<https://erasmus-plus.ec.europa.eu/about-erasmus/what-is-erasmus>

<https://www.vsdanubius.sk/Zahranicne-vztahy/Dolezite-webstranky>

<https://www.vsdanubius.sk/Zahranicne-vztahy/Spolupraca>

9 THE REQUIRED ABILITIES AND SKILLS OF THE APPLICANT FOR THE STUDY PROGRAMME

9 a) Required competences and prerequisites for admission

The basic condition for admission to doctoral studies in the study programme is the completion of the second cycle study programme and successful completion of the entrance examination. The dean of the faculty shall publish the topics of the dissertations at least two months before the last day for the submission of applications for doctoral studies. A supervisor shall be appointed for each of the announced topics. The thesis topics and information on the number of applicants that the faculty plans to admit to the study of the relevant study programme shall be published by the faculty on the official notice board and in a mass manner in accordance with Act No 211/2000 Coll. on free access to information and on amendment and supplementation of certain acts. The applicant shall complete the application form for doctoral studies in accordance with the Higher Education Act. The applicant shall attach to the application form:

- (a) a curriculum vitae,
- (b) a declaration/certificate of permanent residence,
- (c) certified copies of evidence of educational qualifications,
- (d) a proposal for the dissertation project,
- e) a list of his/her published articles or a list of the results of other professional or artistic activities, or reviews of these works and activities (publication activity prior to the start of doctoral studies is not a prerequisite, but is taken into account in the admissions process),
- f) other documents required by the faculty (proof of payment of the admission fee, etc.).

An applicant who fails to demonstrate fulfilment of the basic conditions for admission to the study at the time of verification of fulfilment of the conditions for admission may be admitted to the study conditionally, provided that he/she is obliged to demonstrate fulfilment of the basic conditions for admission to the study no later than on the date set for enrolment in the study. Applicants for studies who have completed a previous degree abroad are obliged, pursuant to Section 106 of the Higher Education Act, to submit recognition of evidence of education obtained outside the territory of the Slovak Republic. The decision on the recognition of educational documents must be submitted by the admitted candidate no later than on the day of enrolment. In the event that the applicant does not meet the specified conditions published on the website of the relevant faculty, the faculty will return the application form together with the attached documents with a brief justification to the applicant for doctoral studies. The faculty shall send the applicant a written invitation to the entrance examination at the latest 14 days before the date of the admission procedure, and shall also inform him/her of the content of the entrance examination. A copy of the invitation shall be included in the applicant's personal file. The faculty decides on the method and content of the admission procedure for doctoral studies. The admission examination shall take place at the faculty before an admissions board of at least three members. It shall consist of a chairperson and at least two members appointed by the dean on the proposal of the chairperson of the admissions committee. The admissions board shall evaluate the result of the admissions examination at a closed meeting. It shall determine the ranking of applicants according to their success in the entrance examination. In determining the ranking, it shall also take into account the extent and quality of the applicant's professional publishing or artistic activity and the results of his/her other professional or artistic activity (e.g. results in student scientific and professional thesis competitions or student art exhibitions, etc.). The

faculty will publish the results of the applicant's ranking with a numerical code on the official notice board or on the faculty's website.

reference to the Study Regulations of DANUBIUS COLLEGE (Part VII, Article 48):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

reference to the Directive on Doctoral Studies (Part II, Article 4):

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/smernica-phd-vsd-fvpavs.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-o-doktorandskom-studiu.pdf

9 b) Admission procedures

Applicants for PhD studies at the FPP AND PA OF DANUBIUS COLLEGE must have completed a second cycle college degree in Public Policy and Public Administration or a related field of study. The admission examination takes the form of oral interviews at the Faculty before an admissions board of at least three members. It shall consist of a chairperson and at least two members appointed by the dean on the proposal of the chairperson of the committee. The admissions board shall evaluate the result of the admissions examination at a closed meeting. It shall determine the ranking of applicants according to their success in the entrance examination. In determining the ranking, it shall also take into account the extent and quality of the applicant's professional publishing or artistic activity and the results of his/her other professional or artistic activity (e.g. results in student scientific and professional thesis competitions). The faculty will publish the results of the ranking with the applicant's numerical code on the official notice board or on the faculty's website. A record of the result of the admission examination shall be drawn up. The Admissions Committee shall submit a proposal for the admission of successful candidates to the Dean. The dean's decision on admission to doctoral studies shall specify the study programme, field of study, form of study and duration of study. The decision must contain a statement of the reasons for the decision, an indication of the possibility of applying for a review of the decision, and shall be delivered to the applicant by registered letter, in his/her own hand (Section 58 of the Higher Education Act) within 30 days of the date of the admission examination. The Rector shall reverse the decision if it was made in breach of the Higher Education Act. An admitted applicant becomes a doctoral student on the date of enrolment, the date, place and time of which are determined by the Dean. All the procedures related to the cycle of education - from the admission procedure to obtaining the documents of education - are regulated in more detail by the Study Regulations of DANUBIUS COLLEGE.

The institute of the self-payer:

DANUBIUS COLLEGE provides a doctoral scholarship within the meaning of Section 54(18) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts. For full-time doctoral students, the tuition fee is set at EUR 1,800/academic year, which represents the source of financing of the doctoral scholarship (the faculty's own resources). DANUBIUS COLLEGE provides a full-time doctoral student with a scholarship for the duration of the doctoral studies, from the date of enrolment in the doctoral studies until the date of completion of the studies, up to a maximum of the standard duration of the studies. The scholarship is awarded to students throughout the academic year. No scholarship shall be awarded to a full-time doctoral student during the interruption of doctoral studies and after the standard duration of studies has expired.

Reference to the Directive on Doctoral Studies: (Part II , Art.4,9):

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/smernica-phd-vsd-fvpavs.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-o-doktorandskom-studiu.pdf

reference to the Study Regulations of DANUBIUS COLLEGE (Part VII, Article 48):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

9 c) Recent admissions results

The dean decides on admission to the study programme. The decision on the outcome of the admission procedure must be made in writing within 30 days of verification that the conditions for admission have been met. It must contain a statement of reasons, a statement of reasons, an indication of the possibility of requesting a review of the decision and the signature of the dean or a vice-dean authorised by the dean. The decision on the outcome of the admission procedure must be hand-delivered to the applicant. An applicant whose place of residence is unknown shall be served by posting the decision on the official notice board of the faculty for 15 days. The last day of this period shall be deemed to be the date of service.

Reference to the Directive on doctoral studies: (Part II, Article 4):

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/40/sk/smernica-phd-vsd-fvpavs.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-o-doktorandskom-studiu.pdf

reference to the Study Regulations of DANUBIUS COLLEGE (Part VII, Article 48):

<https://www.vsdanubius.sk/files/155/sk/studijny-poriadok-vsd.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf

10. FEEDBACK ON THE QUALITY OF EDUCATION PROVIDED

10 a) Procedures for monitoring and evaluating students' views on the quality of the study programme

Engaging students in the integrated quality system of FVP VS

The faculty tries to implement an internal system of evaluation of the quality of the educational process, which includes:

the possibility for students to anonymously comment on the quality of the pedagogical process in general as a whole (evaluation of courses by students of 1-3rd year full-time form, 1-4th year external form)

a link to the questionnaire templates:

<https://FPP and PA.vsdanubius.sk/Sucasti-fakulty/Vnutorny-system-kvality/Vzory-dotaznikov-hospitacii-hodnotenia-predmetov-a-studijneho-programu>

In order to evaluate the quality of teaching, FPP AND PA obtains feedback from students through the use of a questionnaire form. Full-time and part-time students are thus given the opportunity to express their opinions on the evaluation of the quality of teaching of compulsory subjects of the study programmes by means of a questionnaire. At the time of the pandemic situation, questionnaires were sent out to students by e-mail. The technique used to obtain information on the evaluation of the courses of the study programme is the collection of questionnaire data at the last lecture of the semester by the lecturer, directly during the teaching process.

Link to Assessment and Quality Monitoring:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/42/sk/hodnotenie-a-monitorovanie-kvality-FPP and PA.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/16/eu/eng_hodnotenie-a-monitorovanie-kvality-fvpvs.pdf

reference to internal and external stakeholders:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/42/sk/interne-a-externe-zainteresovane-strany-FPP and PA-2020-2021.pdf>

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

Results of the evaluation of the courses of the study programme 2021/2022

For the individual areas of teaching quality, the Faculty of Public Policy and Public Administration has prepared instruments for their measurement (questionnaires), which can be used to determine the level of the pedagogical process, satisfaction with the quality of teaching and satisfaction with the pedagogical performance of the teacher. The mission of the course evaluation is to assess the quality of the structure and concept of the evaluated course, the teacher's approach to the students, etc. The main actors in the process of evaluation of the educational process, satisfaction with the teaching process are the students of the FPP AND PA, who express their opinions anonymously through a questionnaire.

link to the course evaluation questionnaire:

<https://FPP and PA.vsdanubius.sk/Sucasti-fakulty/Vnutorny-system-kvality/Vzory-dotaznikov-hospitacii-hodnotenia-predmetov-a-studijneho-programu>

link to student feedback- course evaluations:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/49/sk/spatna-vazba-hodnotenie-predmetov-vpvs-phd2021-22.pdf>

(Note: joint conclusions and evaluations of full-time and part-time studies, as there are two PhD students enrolled in the full-time form)

Results of the quality assessment of the study programme 2021/2022

(Assessment is ongoing for third and fourth year students)

Link to the curriculum evaluation questionnaire:

<https://FPP and PA.vsdanubius.sk/Sucasti-fakulty/Vnutorny-system-kvality/Vzory-dotaznikov-hospitacii-hodnotenia-predmetov-a-studijneho-programu>

The Office of the Quality Commissioner, in cooperation with the DANUBIUS COLLEGE Quality Council and in cooperation with the FPP AND PA Programme Committee, regularly monitors the quality status of the Faculty and conducts a SWOT and risk analysis once a year. The identified risks, weaknesses and threats, together with the results of feedback from students, employers, alumni are the starting points for setting the quality policy objectives for the next academic year. Within the quality policy objectives at faculty level, the person responsible for the implementation of the objective and the time limit are identified.

Reference to the FPP AND PA 2021/2022 Quality Policy Objectives:

<https://FPP and PA.vsdanubius.sk/files/FPP and PA/49/sk/ciele-politiky-kvality-FPP and PA-2021-2022.pdf>

https://fvpvs.vsdanubius.eu/files/fvpvs/16/eu/eng_ciele-politiky-kvality-fvpvs-2021-2022.pdf

11. REFERENCES TO OTHER RELEVANT INTERNAL REGULATIONS AND INFORMATION RELATING TO THE STUDY OR THE STUDENT'S PROGRAMME OF STUDY

all documents are available in printed form at the Faculty Secretariat and are signed by the appropriate authority

- Directions:
<https://fvpvs.vsdanubius.eu/Research/Directions>
- Quality system:
<https://fvpvs.vsdanubius.eu/About-us/Quality-system>
- Study plan:
<https://fvpvs.vsdanubius.eu/Division-and-Departments/Students>
- Departments:
<https://fvpvs.vsdanubius.eu/Division-and-Departments/Departments>
- Graduates:
<https://fvpvs.vsdanubius.eu/Applicants/Positions-for-graduates>
- Erasmus:
<https://www.vsdanubius.eu/International/Erasmus+>
- Research:
<https://www.vsdanubius.eu/Research>
- Statutes of DANUBIUS COLLEGE:
<https://www.vsdanubius.sk/files/156/sk/statut-vsd-2022.pdf>
- Internal quality management system manual. Internal regulation governing the quality assurance system:
<https://FPP and PA.vsdanubius.sk/files/FPP and PA/43/sk/prirucka-vnutorneho-systemu-kvality-vsd.pdf>
- FPP AND PA Program Committee:
<https://fvpvs.vsdanubius.sk/Kvalita/Programova-komisia-fakulty>
- Dean's Directive No. 1/2022 FPP AND PA on the scope and activities of the FPP AND PA Program Committee:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-programova-komisia-fvpvs.pdf
- Statute of the Quality Council of DANUBIUS COLLEGE:
https://fvpvs.vsdanubius.eu/files/fvpvs/16/eu/eng_statut-kvality-vsd.pdf
- Statute of the Project and Research Centre:
<https://www.vsdanubius.sk/files/340/sk/statut-vyskumneho-a-projektoveho-centra-vsd.pdf>
- DANUBIUS COLLEGE QUALITY COUNCIL:
<https://www.vsdanubius.sk/Sucasti/Organy-VSD/Rada-kvality>
- DANUBIUS COLLEGE's long-term development plan for the period 2021 to 2030+
<https://www.vsdanubius.sk/Dokumenty/Dlhodoby-zamer-rozvoja-VSD-na-obdobie-2021-do-2030+>
- Statute of the FPP AND PA DANUBIUS COLLEGE:
<https://FPP and PA.vsdanubius.sk/files/FPP and PA/12/sk/statut-FPP and PA.pdf>
- Study Regulations of DANUBIUS COLLEGE:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf
- Study and Examination Regulations of the FPP AND PA DANUBIUS COLLEGE :
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-a-skusobny-poriadok.pdf
- Organizational Regulations of the FPP AND PA DANUBIUS COLLEGE:

https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_organizacny-poriadok-fvpvs-vsd.pdf

- Recommended study plan 2022/23:
<https://fvpvs.vsdanubius.eu/Division-and-Departments/Students>
- DANUBIUS COLLEGE Scholarship Regulations:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_studijny-poriadok-vsd.pdf
- FPP AND PA Scholarship and Incentive Regulations:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_stipendijny-a-motivacny-poriadok-fvpavs.pdf
- DANUBIUS COLLEGE Code of Conduct and Ethical Standards in the Integrity of Science:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_etick-kodex-vsd.pdf
- Code of ethics for teaching and professional staff and students:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_eticky-kodex-fvp-vs.pdf
- Final theses:
<https://FPP and PA.vsdanubius.sk/Studenti/Zaverecne-prace>
- FPP AND PA Doctoral Regulations:
<https://FPP and PA.vsdanubius.sk/files/FPP and PA/33/sk/rigorozny-poriadok-FPP and PA.pdf>
- Directive No.1/2019 on final bachelor's, master's, rigorous and dissertation theses at FPP AND PA of Danubius College in Sládkovičovo:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_vs-danubius-smernica-k-pisaniu-zaverecnych-prac.pdf
- Full text of the Directive on Doctoral Studies of the Faculty of Public Policy and Public Administration dated 11.10.2019:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-o-doktorandskom-studiu.pdf
- Danubius College Chancellor's Directive No. 1/2021, Tuition and Fees Associated with Study at Danubius College for the 2021/2022 Academic Year:
<https://FPP and PA.vsdanubius.sk/files/FPP and PA/12/sk/smernica-rektora-skolne-a-poplatky-2021.pdf>
- Support for students and applicants with specific needs. Methodological guidance:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_metod-usmernenie-podpora-studentov-a-uch-o-studium-so-spec-potrebami.pdf
- Chancellor's Directive 5/2017 Rules for the process of adaptation of new employees of Danubius College
<https://www.vsdanubius.sk/files/254/sk/smernica-rektora-vsd-c-5-2017-pravidla-pre-priebeh-adaptacie-n.pdf>
- Disciplinary Regulations of DANUBIUS COLLEGE:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_disciplinarny-poriadok.pdf
- Rules of Procedure of the Disciplinary Committee of the FPP AND PA DANUBIUS COLLEGE:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_rokovaci-poriadok-disciplinarnej-komisie-fvpvs.pdf
- Dean's Office of the Faculty:
<https://fvpvs.vsdanubius.eu/Division-and-Departments/Deans-Office>
- Academic Senate of FPP AND PA DANUBIUS COLLEGE:

- <https://fvpvs.vsdanubius.eu/Division-and-Departments/Academic-senate>
- Scientific Council of FPP AND PA DANUBIUS COLLEGE:
<https://fvpvs.vsdanubius.eu/Division-and-Departments/Academic-council>
- Disciplinary Committee of the FPP AND PA DANUBIUS COLLEGE:
<https://fvpvs.vsdanubius.eu/Division-and-Departments/Disciplinary-commision>
- information sheets of the subjects:
<https://ais2.vsdanubius.sk/ais/start.do>
- student profile and graduate employability:
<https://fvpvs.vsdanubius.eu/Applicants/Positions-for-graduates>
- Ais2:
<https://ais2.vsdanubius.sk/ais/start.do>
- DANUBIUS COLLEGE LIBRARY:
<https://www.vsdanubius.sk/Sucasti/Fakulty-a-dalsie-sucasti/KIEVS-Kniznica>
- Publication activity of FPP AND PA DANUBIUS COLLEGE:
<https://www.vsdanubius.sk/Veda/Publikacna-cinnost/Fakulta-verejnej-politiky-a-verejnej-spravy>
- Status of scientific and educational internal grant agency DANUBIUS COLLEGE:
<https://www.vsdanubius.eu/files/60/eu/statute-veiga-vsd.pdf>
- DANUBIUS COLLEGE annual reports for individual years
<https://www.vsdanubius.sk/Sucasti/Organy-VSD/Spravna-rada-VSD/Vyrocne-spravy-VSD>
- DANUBIUS COLLEGE Annual Report 2021:
<https://www.vsdanubius.sk/files/44/sk/vyrocna-sprava-o-cinnosti-vsd-2021.pdf>
- DANUBIUS COLLEGE Registry Regulations:
<https://www.vsdanubius.sk/files/241/sk/registraturny-poriadok-vsd.pdf>
- career counselling:
https://fvpvs.vsdanubius.eu/files/fvpvs/15/eu/eng_smernica-karierove-poradenstvo.pdf
- study counselling:
<https://FPP and PA.vsdanubius.sk/Studenti/Studijne-poradenstvo>
- job vacancies, position interviews:
<https://www.vsdanubius.sk/Dokumenty/Vyberove-konania>
- information on processing of personal data:
<https://www.vsdanubius.sk/files/313/sk/informacie-o-spracuvani-osobnych-udajov.pdf>