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Regulation No. 12/2026	Internal Regulation of the Institute of Technology and Business in Prešov

Directive VŠTE No. 12/2026 on Quality Assurance of Educational Programmes Leading to a Micro-credential

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Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
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Directive VŠTE No. 12/2026 on Quality Assurance of Educational Programmes Leading to a Micro-credential

Institute of Technology and Business in Prešov

Directive VŠTE No. 12/2026 on Quality Assurance of Educational Programmes Leading to a Micro-credential (Smernica VŠTE č. 12/2026 o zabezpečovaní kvality vzdelávacích programov vedúcich k získaniu mikroosvedčenia)

2026

PART ONE

Basic Provisions

Article 1 Subject Matter

1. The purpose of Directive No. 12/2026 on Quality Assurance of Educational Programmes Leading to a Micro-credential (hereinafter "Directive No. 12/2026") is to lay down detailed descriptions of the procedures for the creation, delivery, modification, approval, periodic evaluation and periodic approval of educational programmes leading to a micro-credential within the sub-framework of higher education qualifications.

2. Directive No. 12/2026 forms part of the internal quality assurance system of higher education at the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") pursuant to Section 31(1)(b) of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act") and Section 3(3)(q) of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (hereinafter "Act No. 269/2018"). Through this Directive, the quality of adult education at VŠTE in Prešov is assured and developed in the above-mentioned field.

3. Directive No. 12/2026 governs the procedures for assessing applications by certified educational institutions for consent to provide an educational programme within the sub-framework of higher education qualifications and the sub-framework of professional qualifications which corresponds to one or more accredited study programmes of VŠTE in Prešov. It also governs the procedures for withdrawing consent to the provision of an educational programme within the sub-framework of higher education qualifications and the sub-framework of professional qualifications from a certified educational institution, and the procedures for cancelling educational programmes leading to micro-credentials.

4. Matters concerning educational programmes leading to micro-credentials which are not governed by Directive No. 12/2026 are governed by Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended (hereinafter "Act No. 292/2024"), by Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 405/2024 Coll. implementing certain provisions of Act No. 292/2024 on Adult Education and on Amendments to Certain Acts, as amended (hereinafter "Decree No. 405/2024"), by the Act, by Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the

Higher Education Act (hereinafter "Decree No. 205/2026"), by Act No. 269/2018 and by the Standards for the Internal Quality Assurance System of Higher Education, Educational Programmes Leading to a Micro-credential and Short-cycle Study Programmes (effective from 1 September 2026) issued by the Slovak Accreditation Agency for Higher Education (hereinafter "SAAVŠ").

5. Procedures relating to the preparation and approval of new educational programmes and to the modification, restriction or cancellation of existing educational programmes which do not concern the award of a micro-credential are governed by Directive No. 12/2026 mutatis mutandis.

Article 2 Definitions

1. Certified educational institution – an institution to which the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter the "Ministry") has granted authorisation to provide educational programmes and which has a valid entry in the register of certified educational institutions published on the Ministry's website.

2. Credits – numerical values expressing the amount of work required to attain the required learning outcomes. A credit obtained within an educational programme leading to a micro-credential corresponds to a credit under Section 2(j) and Section 78 of the Act and Section 7 of Decree No. 205/2026. Such a credit may be recognised by a higher education institution within higher education (Section 81(1)(d) and (e) of the Act; the conditions and extent of recognition are governed by Section 81 of the Act and by Directive VŠTE No. 21/2026 Study Rules). A credit obtained within higher education studies may be recognised within an educational programme leading to a micro-credential. An educational programme leading to a micro-credential must have a scope of at least one credit, where one credit corresponds to 25 hours of study workload including self-study (Section 2(j) of the Act) and one hour of instruction is 45 minutes.

3. Lecturer – a natural person who carries out educational activity in educational programmes; in the case of an accredited educational programme, the lecturer carries it out on the basis of and within the scope of the professional competence and lecturing competence acquired (Section 2(t) of Act No. 292/2024). The required level of qualification and the required experience of the professional guarantor and the lecturer are laid down in Section 4(1) and (2) of Decree No. 405/2024.

4. Micro-credential – a document certifying the learning outcomes that a natural person has achieved by completing an educational programme. A micro-credential is issued by the educational institution. A micro-credential may be used on its own or in combination with other certificates. An educational institution may recognise a micro-credential as part of the formal education it provides. A micro-credential obtained by completing education that meets the conditions set out in a qualification standard confers a professional qualification. Under Section 8(1) of Act No. 292/2024, a micro-credential is a public document.

5. Module – an independent, integral, binding, time-bound and content-bound educational unit of an educational programme. An educational programme which is not structured into modules must be completed by the participant in its full content and scope as approved. In the case of an educational programme composed of several modules, the participant may complete only those modules which he or she has not completed in the past. The minimum scope of one module is 1 credit, i.e. 25 hours of instruction.

6. Professional guarantor – a natural person who, on the basis of and within the scope of the professional competence and lecturing competence acquired, is responsible for the quality of an accredited educational programme, for the quality of its delivery and for coordinating the activity of lecturers (Section 2(s) of Act No. 292/2024). The required level of qualification and the required experience of the professional guarantor and the lecturer are laid down in Section 4(1) and (2) of Decree No. 405/2024. At VŠTE in Prešov, the professional guarantor is referred to by the abbreviation "GVP".

7. Graduate profile of an educational programme leading to a micro-credential – a statement of clearly defined and communicated objectives and outcomes of the educational programme which are verifiable and derive from the relevant study programme. The graduate profile sets out the summary of knowledge and skills through which the participant acquires the competence to perform work in a particular occupation and which he or she acquired by successfully completing the educational programme (Section 3(6) of Decree No. 405/2024).

8. Sub-framework of higher education qualifications – a group of qualifications obtained through higher education and the corresponding qualification level (Section 5(2)(c) of Act No. 292/2024).

9. Educational programme – education leading to a micro-credential with a minimum scope of 25 teaching hours, which may be provided by a higher education institution or by a certified educational institution with its consent (Section 8(2) of Act No. 292/2024). An educational programme is valid for 5 years from its approval (hereinafter "EP").

10. Learning outcome – the knowledge, skills and competences that a natural person has acquired during education (Section 2(g) of Act No. 292/2024).

PART TWO

EP Assurance Processes

Article 3 Creation of an EP

1. The GVP is a person who, on the basis of and within the scope of the professional competence and lecturing competence acquired, is responsible for the quality of an accredited educational programme, for the quality of its delivery and for coordinating the activity of lecturers.

2. The GVP is appointed by the Chair of the VŠTE Convention (hereinafter the "Convention"). Appointment is conditional on fulfilment of the conditions set out in Article 2(6) of Directive No. 12/2026.

3. Within his or her competence, the Chair of the Convention may, after discussion in the plenary of the Convention, remove the GVP if:

- a) from a certain moment the GVP no longer meets the qualification requirements laid down in Article 2(6) of this Directive and the related legislation,
- b) the GVP does not perform his or her duties to the extent determined for him or her.

4. The office of GVP terminates automatically if:

- a) VŠTE in Prešov has lost its authorisation to deliver the EP,

– b) a documented request to resign from the office of GVP has been submitted to the Chair of the Convention,

– c) the GVP has died or been declared dead.

5. Within his or her competence, the task of the GVP is to ensure:

– a) the coordination of the preparation of the EP content together with the other lecturers and the designated stakeholders participating in the preparation and delivery of the EP,

– b) supervision of the material and procedural aspects of EP creation in accordance with the requirements arising from the relevant legislation and with the requirements consistent with the internal accreditation processes,

– c) oversight of the quality of the EP and its delivery,

– d) in cooperation with the heads of departments and other units of VŠTE in Prešov at which the EP is delivered, the designation of the lecturers who will participate in the delivery of the EP,

– e) the development of the EP in terms of content and methodology so as to ensure consistency with the current level of knowledge in the relevant field of education, extending into the specific scientific discipline while respecting the requirements of practice.

6. Submission of a proposal for the creation of an EP within the sub-framework of higher education qualifications provided by VŠTE in Prešov or by a certified educational institution with the consent of VŠTE in Prešov is the exclusive competence of the GVP.

7. The proposal for the creation of an EP must state the name of the EP, the name of the module or modules if the EP is divided into modules, the name, surname and professional profile of the GVP, the staffing of the EP (lecturers), a brief justification of the proposal for the creation of the EP and a declaration of conformity of the EP with the sub-frameworks of higher education qualifications provided by VŠTE in Prešov or by a certified educational institution with the consent of VŠTE in Prešov.

8. The GVP submits the proposal to the Chair of the Convention through the Centre for Lifelong Learning of VŠTE in Prešov (hereinafter "CCV"). The guarantor of the EP submits the proposal stating the department or unit at which the EP will be delivered.

Article 4 Approval of an EP

1. The following procedure is used when approving a proposal for the creation of an EP:

– a) the proposal for the creation of the EP is submitted to the Convention for deliberation by its Chair,

– b) if, after the EP has been discussed by the Convention, the Convention raises comments on the submitted proposal, the Chair of the Convention delivers these comments to the GVP within 3 working days,

– c) after receiving the comments from the Convention, the GVP incorporates the comments into the proposal and submits the proposal thus amended to the Chair of the Convention, who resubmits it to the Convention for deliberation,

– d) after deliberation and final approval or rejection of the proposal for the creation of the EP, the Convention informs the GVP of this fact in writing within 3 working days.

2. After a positive assessment of the proposal for the creation of the EP, together with the written notification of this fact, the Chair of the Convention instructs the GVP to prepare the Comprehensive Accreditation File of the EP (hereinafter "KAS").

3. The KAS must contain:

– a) the name of the EP,
– b) the name of the module or modules, if the EP is divided into modules,
– c) the name, surname and professional profile of the GVP,
– d) the staffing of the EP (lecturers),
– e) the requirements for admitting a participant to the EP,
– f) the expected workload of the EP (expressed in credits required to attain the learning outcomes),
– g) the language of instruction,
– h) the scope of education,
– i) the form of education,
– j) the methods of education,
– k) the content of education,
– l) the graduate profile,
– m) the form of the final examination,
– n) information on material, technical and spatial provision,
– o) the criteria for obtaining the micro-credential and the form of their assessment,
– p) the name, level and form of study of the study programme to which the micro-credential is assigned,
– q) the level of education corresponding to the Slovak Qualifications Framework,
– r) the level of education corresponding to the European Qualifications Framework,
– s) the type of quality assurance on the basis of which the EP leading to a micro-credential is delivered.

4. Pursuant to Article 3(5)(a) of this Directive, the GVP, among other things, coordinates the preparation of the KAS and is responsible for its formal and substantive correctness.

5. The Chair of the Convention sets the GVP a deadline for preparing the KAS.

6. Reviewers (stakeholders) also contribute to the process of creating the EP, and each stakeholder is obliged to give written consent to his or her participation in the creation of the EP.

7. Reviewers for the creation of an EP are appointed by the Chair of the Convention. Reviewers are selected from the Convention's list of reviewers. Another stakeholder proposed by any member of the academic community of VŠTE in Prešov may also be appointed as a reviewer.

8. When making appointments, the Chair of the Convention ensures that the reviewers have no conflict of interest in relation to the proposal under assessment.

9. The minimum number of reviewers is determined by the requirement that there be at least:

- a) one external representative of the academic environment (as a rule from another higher education institution operating in the territory of the Slovak Republic) working in the field of study, or a related field of study, to which the EP will be linked,
- b) one representative of employers whose activity is adequately related to the subject matter of the EP,
- c) one representative of the students of VŠTE in Prešov.

10. In accordance with paragraph 6 of this Article, the GVP submits the KAS for comment to the reviewers (stakeholders) who, by their written consent, have enabled their participation in its creation. The reviewers evaluate the KAS and forward any comments to the GVP in the form of a written report on the evaluation of the KAS by stakeholders.

11. After receiving the report on the evaluation of the KAS by stakeholders, the GVP together with the responsible persons incorporates any comments made by the stakeholders if these were not consulted during the preparation process.

12. The GVP submits the KAS to the Chair of the Convention for further procedural steps.

13. The Chair of the Convention assesses the KAS and draws up an evaluation report on it for the Convention. The Chair may entrust the assessment and the drawing up of the evaluation report to the Vice-Chair of the Convention or to another qualified person.

14. The evaluation report must contain a conclusion as to whether the submitted KAS for the EP complies with generally binding legislation and with the Standards for the Internal Quality Assurance System of Higher Education, Educational Programmes Leading to a Micro-credential and Short-cycle Study Programmes (effective from 1 September 2026) issued by SAAVŠ (hereinafter "AŠ").

15. If the submitted KAS for the EP does not comply with the AŠ, the evaluation report states which deficiencies, if any, need to be remedied and, where appropriate, which recommendations should be taken into account in the delivery of the educational programme after its approval.

16. The Chair of the Convention attaches the evaluation report on compliance with the AŠ to the KAS and submits it to the Convention for assessment. Taking the evaluation report into account, the Convention discusses the KAS and adopts an opinion.

17. After deliberation, the Convention may adopt the following opinions in the form of a proposal:

- a) to grant authorisation to deliver the EP,
- b) to grant authorisation to deliver the EP after the deficiencies have been remedied,
- c) not to grant authorisation to deliver the EP.

18. If the Convention decides to grant authorisation to deliver the EP, its Chair draws up a written opinion within 7 days of the decision and notifies the GVP, the head of the department or unit to which the application belongs, and the CCV. The decision is signed by the Rector of VŠTE in Prešov.

19. If the Convention has to decide again in accordance with paragraph 17(b) of this Article, it does so only after the deficiencies identified by the Convention have been remedied.

20. If the Convention decides under paragraph 17(c) of this Article, it is obliged to state in the report the reasons which led it to the negative opinion. The decision not to grant authorisation to deliver the EP is signed by the Rector.

21. After authorisation to deliver the EP has been granted, the Chair of the Convention ensures that the KAS, including the evaluation report on the AŠ and the minutes of the Convention's decision and the written opinion(s) of the Convention on the grant of authorisation(s) to deliver the EP, is published on the website of VŠTE in Prešov and in other databases designated for this purpose – the Adult Education Information System (hereinafter "ISVD").

22. In relation to an EP, the Convention issues a decision on the approval of the EP, always limited in time to 5 years. The CCV is responsible for keeping records of the decisions issued.

Article 5 Delivery of an EP

1. In order to ensure the required learning outcomes, all EPs are delivered in such a way that the CCV is responsible for their methodological management, organisation and coordination, while the department/unit for which the EP has been approved, together with the GVP and the lecturers of the EP, also participates in the organisational arrangements.

2. The CCV keeps records of the education delivered, records of the participants, records of the final examination protocols and, upon successful completion, issues the micro-credential to the graduate in accordance with Section 8 of Act No. 292/2024 and Decree No. 405/2024 implementing certain provisions of Act No. 292/2024.

3. The status, mission, organisational structure, management and main activities of the CCV are governed by a separate regulation, Directive No. 6/2025 Organisational Rules of the Centre for Lifelong Learning of the Institute of Technology and Business in Prešov (Organizačný poriadok Centra celoživotného vzdelávania).

4. Directive VŠTE No. 23/2026 on the Use of Generative AI by Students and Academic Staff (Smernica VŠTE č. 23/2026 o využívaní generatívnej AI študentmi a akademickými pracovníkmi) applies mutatis mutandis to the use of artificial intelligence by participants and lecturers in the delivery of the EP and in the final examination (Section 8 of the Act).

5. EPs may also be delivered in the distance or blended form through the e-learning environment of VŠTE in Prešov, including in a foreign language; when they are offered to prospective participants from abroad, the trade name EUVERSA pursuant to Article 2(5) of the Statute of VŠTE in Prešov may be used, but the education provider and the contracting party of the participant is always VŠTE in Prešov. Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu) applies to the delivery of EPs in the distance or blended form; the final examination of an EP may be taken online in accordance with Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification (Smernica VŠTE č. 27/2026 o online skúškach a overovaní totožnosti).

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Article 6 Modification of an EP

1. Submission of a proposal to modify an EP within the sub-framework of higher education qualifications provided by VŠTE in Prešov or by a certified educational institution with the consent of VŠTE in Prešov is the exclusive competence of the GVP.

2. In the proposal to modify the EP, the GVP gives a brief justification of the proposal together with the proposed solutions.

3. The GVP submits the proposal for modification to the Chair of the Convention through the CCV. The GVP submits the proposal stating the department or unit at which the EP is delivered.

4. The modifications approved by the Convention are:

- a) modification of the learning outcomes defined by a modification of the graduate profile and the content of education,
- b) modification of the conditions for completing the educational programme defined by a modification of the scope of education and of the workload expressed in credits required to attain the learning outcomes.

5. The Chair of the Convention submits the application containing the proposal to modify the EP to the Convention for assessment. In justified cases, in particular where the proposed modification of the EP may be in potential or actual non-compliance with the AŠ, the Chair of the Convention or a qualified person authorised by the Chair may draw up an opinion or an evaluation report on the proposed modification of the EP, which is submitted to the Convention for assessment together with the proposal to modify the EP. The Convention discusses the proposal for modification and adopts an opinion.

6. After deliberation, the Convention may adopt the following opinions in the form of a proposal:

- a) it proposes to approve the modification without comments,
- b) it proposes to approve the modification with comments,
- c) it proposes not to approve the modification.

7. If the Convention proposes to approve the modification with comments, the GVP incorporates these comments and notifies the Chair of the Convention.

8. The Secretary of the Convention sends the minutes of the Convention's vote to the GVP, to the head of the department or unit to which the application for modification of the EP belongs, and to the CCV.

9. If the Convention takes a final decision on the modification of the EP, the decision is signed by the Rector of VŠTE in Prešov.

10. Changes in the staffing of the EP, in particular of the GVP and the lecturer(s), are not approved by the Convention. If the GVP or lecturer(s) change, the head of the department/unit to which the EP belongs notifies the Convention of this change, stating the new GVP or lecturer(s). The head of the department/unit also informs the CCV of this fact.

11. After each modification or update of the EP, the Chair of the Convention ensures that the modifications of the EP, the minutes of the Convention's decision and the written opinion(s) of the Convention on the

approval/non-approval of the modification of the EP, or on the update of the EP, are published on the website of VŠTE in Prešov and in other databases designated for this purpose (ISVD).

Article 7 Periodic Evaluation and Periodic Approval of an EP

1. In accordance with the formalised processes arising from the AŠ, the EP is periodically evaluated and approved, the evaluation period for the periodic evaluation and approval of the EP being 5 years.

2. The output of the periodic evaluation of the EP is the periodic report on the EP.

3. The periodic report on the EP is drawn up by the GVP in cooperation with the lecturers of the EP and other staff providing appropriate cooperation, and with the CCV.

4. The periodic report on the EP contains, in particular, information on:

- a) the number of registered participants,
- b) the number of successful graduates,
- c) the number of unsuccessful participants, with the reasons for their failure,
- d) the guarantor's evaluation of the delivery of the educational programme,
- e) the graduates' evaluation of the educational programme,
- f) the evaluation of the educational programme by employers / practitioners,
- g) further information on other relevant facts (at the discretion of the GVP).

5. The GVP sends the application for periodic approval of the EP to the Chair of the Convention sufficiently in advance, but no later than 90 days before the expiry of the 5-year period set for the delivery of the EP under Article 4(22). The GVP attaches the periodic evaluation report on the EP to the application.

6. The process of periodic evaluation and approval of the EP is governed by the provisions of Article 4 of this Directive mutatis mutandis.

7. After periodic approval of the EP, the Convention issues a decision on the approval of the EP with the time limitation under Article 4(22) of this Directive. The decision is signed by the Rector of VŠTE in Prešov.

8. If the EP is not periodically approved, the Convention, in accordance with its Statute, determines corrective measures to remedy the deficiencies together with a deadline for remedying them. If the deficiencies are still not remedied thereafter, the Convention cancels the educational programme. The decision on cancellation is signed by the Rector.

9. Once a year, the CCV delivers a report on the delivery of EPs leading to micro-credentials to the management of VŠTE in Prešov.

PART THREE

Cancellation of an EP

Article 8 Cancellation of EPs Delivered at VŠTE in Prešov

1. An EP leading to a micro-credential is cancelled:

– a) upon expiry of the period of validity of the decision on the approval of the EP,

– b) upon approval of a proposal for cancellation of the EP submitted by the head of the department/unit at which the EP is delivered,

– c) within 3 calendar months of the death, or declaration of death, of the person responsible for the educational programme.

2. The cancellation of an EP under paragraph 1(b) of this Article is decided by the Convention at its meeting, and the decision on the cancellation of the EP also states the date as of which the EP is cancelled.

3. After approval of the proposal for cancellation of the EP, the Secretary of the Convention informs the CCV, which ensures that the information on the educational programme on the website of VŠTE in Prešov is updated.

4. If an EP has been cancelled under paragraph 1(b) of this Article, a new application for the accreditation of an EP leading to a micro-credential may be submitted no earlier than one year after its cancellation.

PART FOUR

Transfer and Processes of Transfer of the Authorisations of VŠTE in Prešov to Other Certified Entities

Article 9 Assessment of Applications by Certified Educational Institutions for Consent to Provide an EP

1. VŠTE in Prešov may assess applications by certified educational institutions for consent to provide an educational programme leading to a micro-credential within the sub-framework of higher education qualifications and the sub-framework of professional qualifications which corresponds to one or more accredited study programmes of VŠTE in Prešov.

2. The certified educational institution (hereinafter "CVI") submits to VŠTE in Prešov an application for assessment of an EP leading to a micro-credential (hereinafter "application for assessment"), which must contain:

– a) the proposal of the educational programme,

– b) the identification data of the applicant, namely name and registered office, name and surname of the statutory body,

– c) the organisation identification number (Section 8(8) of Act No. 292/2024),

– d) a document demonstrating the quality assurance system of the educational institution,

– e) the certification number and its period of validity.

3. The application is processed by the CCV through a designated member of staff.

4. If the application for assessment does not contain the required particulars, VŠTE in Prešov, through the CCV, invites the applicant to supply the missing particulars within 30 days of delivery of the request. If the applicant fails to supply the missing particulars within this period, VŠTE in Prešov rejects the application for assessment in documented form.

5. If the application is formally complete, the CCV, through the Secretary of the Convention, informs the Chair of the Convention of the receipt of an application that meets all the necessary requirements.

6. The Chair of the Convention proposes and submits for assessment and approval a proposal for the composition of a working group (hereinafter "PS") with a brief description of its individual members.

7. The minimum number of reviewers in the PS is determined by the requirement that there be at least:

- a) one external representative of the academic environment (as a rule from another higher education institution operating in the territory of the Slovak Republic), or an internal representative of VŠTE in Prešov, working in the field of study, or a related field of study, to which the EP will be linked,
- b) one representative of employers whose activity is adequately related to the subject matter of the EP,
- c) one representative of the students of VŠTE in Prešov.

8. The head of the PS is the external or internal reviewer under paragraph 7(a) of this Article, who draws up an evaluation report in cooperation with the members of the PS. When verifying the facts, the head of the PS may request additional information or on-site verification. Such a request must be made directly to the Chair of the Convention. Finally, the head of the PS draws up an evaluation report whose conclusion is the statement of the PS as to whether it proposes:

- a) to grant the CVI consent to provide the EP within the sub-framework of higher education qualifications,
- b) to grant the CVI consent to provide the EP within the sub-framework of higher education qualifications after the deficiencies, which are duly substantiated, have been remedied,
- c) not to grant the CVI consent to provide the EP within the sub-framework of higher education qualifications, together with the reasons for such a proposal.

9. The Chair of the Convention attaches the evaluation report of the PS on compliance with the AŠ to the other documents and submits it to the Convention for assessment. Taking the evaluation report into account, the Convention discusses the application of the CVI and adopts an opinion.

10. After deliberation, the Convention may adopt the following opinions in the form of a proposal:

- a) to grant the CVI authorisation to deliver the EP,
- b) to grant the CVI authorisation to deliver the EP after the deficiencies have been remedied,
- c) not to grant the CVI authorisation to deliver the EP.

11. If the Convention decides to grant the CVI authorisation to deliver the EP, its Chair draws up a written opinion within 7 days of the decision and notifies the CCV. The CCV prepares a draft decision on consent to the provision of the educational programme for the CVI, which is issued by VŠTE in Prešov and signed by the Rector of VŠTE in Prešov.

12. If the Convention has to decide again in accordance with paragraph 10(b) of this Article, it does so only after the deficiencies identified by the Convention have been remedied.

13. If the Convention decides under paragraph 10(c) of this Article, it is obliged to state in the report the reasons which led it to the negative opinion. The decision not to grant the CVI authorisation to deliver the EP is signed by the Rector.

14. A repeated application for consent for a CVI to provide an EP leading to a micro-credential within the sub-framework of higher education qualifications and the sub-framework of professional qualifications which corresponds to one or more accredited study programmes delivered at VŠTE in Prešov may be submitted after a period of not less than 6 months.

15. After authorisation to deliver the EP has been granted, the Chair of the Convention ensures that the documents of the CVI, including the evaluation report on the AŠ and the minutes of the Convention's decision and the written opinion(s) of the Convention on the grant of authorisation(s) to deliver the EP, are published on the website of VŠTE in Prešov and in other databases designated for this purpose (ISVD).

16. A CVI which has been granted consent to provide an EP leading to a micro-credential within the sub-framework of higher education qualifications and the sub-framework of professional qualifications which corresponds to one or more accredited study programmes delivered at VŠTE in Prešov submits, through the CCV, an annual report on the education provided.

17. An application for consent to provide an EP is processed within a maximum of 90 days of its delivery.

18. The CCV keeps records of the EPs provided by CVIs which have been granted consent to provide an educational programme and publishes information on these programmes on the website of VŠTE in Prešov.

19. In relation to a CVI, the Convention issues a decision on the approval of the EP, always limited in time to 5 years. The CCV is responsible for keeping records of the decisions issued.

Article 10 Withdrawal of Consent to Provide an EP from a CVI

1. Consent to provide an EP leading to a micro-credential within the sub-framework of higher education qualifications and the sub-framework of professional qualifications which corresponds to one or more accredited study programmes delivered at VŠTE in Prešov, granted by the Convention to a CVI, terminates:

- a) upon expiry of the period for which the consent was issued (Section 12 of Act No. 292/2024),
- b) upon deletion from the register of certified educational institutions,
- c) on the day of delivery of the Convention's decision on withdrawal of consent on the basis of a substantiated complaint and the conclusions of extraordinary supervision,
- d) upon dissolution of the CVI,
- e) within 3 calendar months of the death, or declaration of death, of the person responsible for the educational programme,
- f) upon expiry of the period of registration in the register of educational institutions.

2. A substantiated complaint seeking the withdrawal of a CVI's consent to provide an EP leading to a micro-credential is received by VŠTE in Prešov.

3. A substantiated complaint is a non-anonymous complaint describing the non-compliance of the EP delivered with generally binding legislation, with the AŠ or with the internal regulations of VŠTE in Prešov, accompanied by evidence of the non-compliance.

4. The complaint is recorded by the CCV. The CCV forwards such a complaint to the Secretary of the Convention, who informs the Chair of the Convention of the complaint received.

5. The Chair of the Convention submits to the Convention a proposal for the composition of a PS which will carry out extraordinary supervision of the compliance of the EP delivered.

6. The conclusion of the extraordinary supervision may be a proposal that the Convention:

- a) withdraws the CVI's consent to provide the EP leading to a micro-credential within the sub-framework of higher education qualifications, such a proposal having to be duly substantiated with regard to the breach of specific provisions of generally binding legislation and the internal regulations of VŠTE in Prešov,
- b) maintains the CVI's consent to provide the EP leading to a micro-credential within the sub-framework of higher education qualifications,
- c) maintains the CVI's consent to provide the educational programme leading to a micro-credential within the sub-framework of higher education qualifications after the deficiencies have been remedied within a set deadline, on non-compliance with which the consent is withdrawn with due substantiation with regard to the breach of specific provisions of generally binding legislation and the internal regulations of VŠTE in Prešov.

7. Withdrawal of consent after non-compliance with the deadline is decided by the Convention.

8. The minimum number of reviewers in the PS is determined by the requirement that there be at least:

- a) one external representative of the academic environment (as a rule from another higher education institution operating in the territory of the Slovak Republic), or an internal representative of VŠTE in Prešov, working in the field of study, or a related field of study, to which the EP will be linked,
- b) one representative of employers whose activity is adequately related to the subject matter of the EP,
- c) one representative of the students of VŠTE in Prešov.

9. The head of the PS is the external or internal reviewer under paragraph 8(a) of this Article, who, in cooperation with the members of the PS, carries out extraordinary supervision of the compliance of the EP delivered. The conclusion of the extraordinary supervision may be a proposal that the Convention:

- a) withdraw the CVI's consent to provide the EP within the sub-framework of higher education qualifications (giving due reasons for this decision),
- b) maintain the CVI's consent to provide the EP within the sub-framework of higher education qualifications,
- c) maintain the CVI's consent to provide the EP within the sub-framework of higher education qualifications after the deficiencies have been remedied within a set deadline, on non-compliance with which the consent is withdrawn with due substantiation with regard to the breach of specific provisions of generally binding legislation and the internal regulations of VŠTE in Prešov.

10. Withdrawal of consent after non-compliance with the set deadline is decided by the Convention.

11. Only the Convention may withdraw a CVI's consent to provide an EP leading to a micro-credential within the sub-framework of higher education qualifications and the sub-framework of professional qualifications which corresponds to one or more accredited study programmes delivered at VŠTE in Prešov, the basis for the Convention's decision being the conclusions of the PS under paragraph 9 of this Article.

12. The decision on withdrawal of consent is issued by VŠTE in Prešov and signed by the Rector of VŠTE in Prešov. The withdrawal of a CVI's consent to provide an EP leading to a micro-credential within the sub-framework of higher education qualifications and the sub-framework of professional qualifications which corresponds to one or more accredited study programmes delivered at VŠTE in Prešov takes effect on the day of delivery of the decision on withdrawal of consent to the CVI.

13. From the day of delivery of the decision on withdrawal of consent, the CVI may not deliver the EP.

14. The CCV ensures that the information on the EP whose consent has been withdrawn is updated on the website of VŠTE in Prešov and in the ISVD.

15. A CVI may reapply for consent to provide an EP within the sub-framework of higher education qualifications and the sub-framework of professional qualifications which corresponds to one or more accredited study programmes delivered at VŠTE in Prešov no earlier than one year after the day of withdrawal of consent.

PART FIVE

Final Provisions

Article 11 Related Regulations

1. Directive No. 12/2026 is based in particular on the following legislation: Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll. (in particular Section 2(j), Section 8, Section 31(1)(b) and (2)(b), Section 78 and Section 81); Decree No. 205/2026 Coll. (in particular Section 7); Act No. 269/2018 Coll., as amended (in particular Section 3(3)(q), Section 23(9), Section 24 and Section 24a); Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended (in particular Sections 8, 9 and 12); Decree No. 405/2024 Coll.; the Standards for the Internal Quality Assurance System of Higher Education, Educational Programmes Leading to a Micro-credential and Short-cycle Study Programmes (effective from 1 September 2026).

2. Directive No. 12/2026 is based in particular on the following internal regulations of VŠTE in Prešov: the Statute of VŠTE in Prešov (Štatút VŠTE v Prešove); the Internal Quality System of the Institute of Technology and Business in Prešov (Vnútorný systém kvality na Vysokej škole technickej a ekonomickej v Prešove); the Statute of the VŠTE Convention (Štatút Konventu VŠTE); Directive VŠTE No. 3/2026 on the Basic Principles of Assurance and Evaluation of the Internal Quality System (Smernica VŠTE č. 3/2026 o východiskových princípoch zabezpečovania a hodnotenia vnútorného systému kvality); Directive VŠTE No. 4/2026 on the Creation, Modification, Approval and Cancellation of Study Programmes and the Submission of Applications for Accreditation of Study Programmes and Fields of Habilitation and Inaugural Procedure (Smernica VŠTE č. 4/2026 na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie

akreditácie študijných programov a odborov habilitačného konania a inauguračného konania); Directive VŠTE No. 10/2026 on Student Involvement in the Internal Quality System (Smernica VŠTE č. 10/2026 o zapojení študentov do vnútorného systému kvality); Directive VŠTE No. 15/2026 on the Publication of Information on Study and Educational Programmes (Smernica VŠTE č. 15/2026 o zverejňovaní informácií o študijných a vzdelávacích programoch); Directive VŠTE No. 21/2026 Study Rules (Smernica VŠTE č. 21/2026 Študijný poriadok); Directive VŠTE No. 23/2026 on the Use of Generative AI by Students and Academic Staff; Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu); Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification (Smernica VŠTE č. 27/2026 o online skúškach a overovaní totožnosti); Directive No. 6/2025 Organisational Rules of the Centre for Lifelong Learning; the General Principles for the Creation of Educational Programmes at VŠTE (Všeobecné princípy tvorby vzdelávacích programov na VŠTE).

Article 12 Repealing Provisions

1. This regulation does not repeal any internal regulation. The procedures under Directive No. 12/2026 also apply to educational programmes leading to a micro-credential approved before this version took effect; their periodic evaluation and approval is carried out in accordance with Article 7.

Article 13 Final Provisions

1. The annexes to Directive No. 12/2026 are Annex 1 Proposal of an EP Leading to a Micro-credential at VŠTE in Prešov and Annex 2 Proposal of an EP Leading to a Micro-credential (applicant external institution). The annexes and forms are updated together with the Directive; the current templates are published by VŠTE in Prešov on its website.

2. The Academic Senate of VŠTE expressed a favourable opinion on Directive No. 12/2026 on 17 April 2026.

3. Directive No. 12/2026 was approved by the Board of Trustees of VŠTE on 20 April 2026.

4. Directive No. 12/2026 entered into force and took effect on 20 April 2026.

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5. The Academic Senate of VŠTE in Prešov expressed its opinion on this version and, as the body designated by the Statute under Section 31(2)(b) of the Act whose members include students, approved it on 9 October 2026. This version was subsequently approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector on 29 October 2026. Effective from 29 October 2026.

Prešov, 09 October 2026

PDl20

PhDr. ThLic. Ing. Jozef Polačko, PhD., MBA, University Associate Professor

Chair of the Academic Senate of VŠTE

Prešov, 29 October 2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE

Annexes:

Annex 1 Proposal of an EP Leading to a Micro-credential at VŠTE in Prešov

Annex 2 Proposal of an EP Leading to a Micro-credential (applicant external institution)

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Annex 1 Proposal of an Educational Programme Leading to a Micro-credential at VŠTE in Prešov

Applicant

Item	Data
Name	Institute of Technology and Business in Prešov
Registered office	Masarykova 22, 080 01 Prešov

Educational programme

Item	Explanation / data
Name of the educational programme	The name of the educational programme characterises its content focus. The names and content focus of the modules must relate to the main name and focus of the entire educational programme.
Name of the module (if the EP is modular)	A module is an independent, integral, binding, time-bound and content-bound educational unit of an educational programme. An educational programme which is not structured into modules must be completed by the participant in its full content and scope as approved. In the case of an educational programme composed of several modules, the participant may complete only those modules which he or she has not completed in the past. The minimum scope of one module is 1 credit, i.e. 25 hours of instruction.
Language of instruction	
Form of education	The form of education is face-to-face, distance or blended. The face-to-face form is stated if the participant is present in the educational process and in direct contact with the lecturer and the education takes place a) at the same time in the same place, b) at the same time in different places by means of communication tools, in particular tools based on the use of computer networks, or c) by a combination of options a) and b). The distance form is stated if the participant adapts the educational process to his or her own needs without the time being set by the educational institution. The blended form is stated if the education proceeds by a combination of the face-to-face and distance forms.
Scope of education	The scope of education is expressed as a number of hours. The minimum scope of an educational programme is 25 hours. 1 credit = 25 hours. The scope of education represents the number of hours of the educational programme in the case of a non-modular programme, or the numbers of hours of the individual modules if the educational programme is divided into modules.
Methods of education	Method means the ways in which education is delivered (e.g. lecture, explanation, discussion, case study, work with literature, etc.); all methods used in the educational programme are stated. The methods of education are defined separately for each form of education.
Form of the final examination	The final examination takes a written form, a practical form

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	or a combination of both. The final examination constitutes a separate part of the educational programme administered by VŠTE in Prešov for the completion of the educational programme.
Name, level and form of study of the study programme to which the micro-credential is assigned	An educational programme leading to a micro-credential is linked to one study programme only.
Level of education (sub-framework) corresponding to the Slovak Qualifications Framework	The Slovak Qualifications Framework is used to confirm the knowledge, skills and competences of a natural person by recognising the learning outcomes of previous formal education pursuant to Section 9 of Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended.
Level of education corresponding to the European Qualifications Framework	The European Qualifications Framework (EQF) is a framework for all types of qualifications consisting of eight levels based on learning outcomes and serves as a translation tool between different national qualifications frameworks (NQF). It helps to improve the transparency, comparability and portability of people's qualifications and makes it possible to compare qualifications from different countries and institutions. The EQF applies to all types and levels of qualifications, and the use of learning outcomes clarifies what a person knows, understands and is able to do. The level increases with the level of competence, level 1 being the lowest and 8 the highest. The EQF is above all closely linked to national qualifications frameworks and thereby provides a comprehensive map of all types and levels of qualifications in Europe, which are increasingly accessible through qualification databases. In accordance with Section 5(2)(d) of Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended, professional qualifications are assigned to EQF levels 2 to 7. (Source: Slovak Qualifications Framework and National Qualifications System, Ministry of Education, Research, Development and Youth of the Slovak Republic.)
Type of quality assurance on the basis of which the educational programme leading to a micro-credential is delivered	The internal quality assurance system of higher education, whose compliance with the standards was confirmed by SAAVŠ in its Decision No. 2024/54:321-OAC of 29 February 2024 (final as of 9 April 2024).

Staffing of the educational programme/module of the educational programme

Item	**Explanation / data**
Professional guarantor	
Lecturers (staffing of the EP)	
Requirements for admitting a participant to the educational programme	The requirements for admitting a participant to the educational programme contain the minimum requirements for the education, experience and other competences of the applicant, e.g. language competences. The minimum requirement is that the participant has reached the age of 16, in accordance with Section 9(2) of Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended.

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Expected workload expressed in credits required to attain the learning outcomes	State the number of credits.

Graduate profile

The graduate profile of the educational programme contains the knowledge, skills and competences that a graduate of the educational programme will acquire. When defining the graduate profile, specific, measurable or observable activities are stated, for example to be able to explain, illustrate, apply, analyse, develop, design. In a modular programme, the graduate profile is defined for each module individually – it must always relate to the specific name and curriculum of the module, but together they form the overall graduate profile.

Content of education

Syllabi of the educational programme containing at least the outline and a brief description of the individual thematic units.

Information on material, technical and spatial provision

The information on material, technical and spatial provision states:

- a) the address of the place where the education will take place,
- b) a description of the premises for the education of at least three participants,
- c) a description of the technical equipment for the education, including teaching aids,
- d) study materials and, in the case of the distance form, a link to e-learning materials.

Criteria for obtaining the micro-credential and the form of their assessment

The criteria are predefined requirements and rules for completing the educational programme, including the course of the final examination, and assessment criteria allowing differentiation of the varying levels of graduates (the grading scale is recommended to follow Directive VŠTE No. 21/2026 Study Rules).

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Annex 2 Proposal of an Educational Programme Leading to a Micro-credential (Applicant External Institution)

Applicant (certified educational institution)

Item	Data
Name	
Registered office	
Organisation identification number (IČO)	
Statutory body	
Document demonstrating the quality assurance system of the educational institution, certification number and its period of validity	

Educational programme

Item	Explanation / data
Name of the educational programme	The name of the educational programme characterises its content focus. The names and content focus of the modules must relate to the main name and focus of the entire educational programme.
Name of the module (if the EP is modular)	A module is an independent, integral, binding, time-bound and content-bound educational unit of an educational programme. An educational programme which is not structured into modules must be completed by the participant in its full content and scope as approved. In the case of an educational programme composed of several modules, the participant may complete only those modules which he or she has not completed in the past. The minimum scope of one module is 1 credit, i.e. 25 hours of instruction.
Language of instruction	
Form of education	The form of education is face-to-face, distance or blended. The face-to-face form is stated if the participant is present in the educational process and in direct contact with the lecturer and the education takes place a) at the same time in the same place, b) at the same time in different places by means of communication tools, in particular tools based on the use of computer networks, or c) by a combination of options a) and b). The distance form is stated if the participant adapts the educational process to his or her own needs without the time being set by the educational institution. The blended form is stated if the education proceeds by a combination of the face-to-face and distance forms.
Scope of education	The scope of education is expressed as a number of hours. The minimum scope of an educational programme is 25 hours. 1 credit = 25 hours. The scope of education represents the number of hours of the educational programme in the case of a non-modular programme, or the numbers of hours of the individual modules if the

	educational programme is divided into modules.
Methods of education	Method means the ways in which education is delivered (e.g. lecture, explanation, discussion, case study, work with literature, etc.); all methods used in the educational programme are stated. The methods of education are defined separately for each form of education.
Form of the final examination	The final examination takes a written form, a practical form or a combination of both.
Name, level and form of study of the study programme to which the micro-credential is assigned	
Level of education (sub-framework) corresponding to the Slovak Qualifications Framework	The Slovak Qualifications Framework is used to confirm the knowledge, skills and competences of a natural person by recognising the learning outcomes of previous formal education pursuant to Section 9 of Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended.
Level of education corresponding to the European Qualifications Framework	The European Qualifications Framework (EQF) is a framework for all types of qualifications consisting of eight levels based on learning outcomes and serves as a translation tool between different national qualifications frameworks (NQF). It helps to improve the transparency, comparability and portability of people's qualifications and makes it possible to compare qualifications from different countries and institutions. The EQF applies to all types and levels of qualifications, and the use of learning outcomes clarifies what a person knows, understands and is able to do. The level increases with the level of competence, level 1 being the lowest and 8 the highest. The EQF is above all closely linked to national qualifications frameworks and thereby provides a comprehensive map of all types and levels of qualifications in Europe, which are increasingly accessible through qualification databases. In accordance with Section 5(2)(d) of Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended, professional qualifications are assigned to EQF levels 2 to 7. (Source: Slovak Qualifications Framework and National Qualifications System, Ministry of Education, Research, Development and Youth of the Slovak Republic.)
Type of quality assurance on the basis of which the educational programme leading to a micro-credential is delivered	

Staffing of the educational programme/module of the educational programme

Item	**Explanation / data**
Professional guarantor	
Lecturers (staffing of the EP)	
Requirements for admitting a participant to the educational programme	The requirements for admitting a participant to the educational programme contain the minimum requirements for the education, experience and other competences of the applicant, e.g. language competences. The minimum requirement is that the participant has

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	reached the age of 16, in accordance with Section 9(2) of Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended.
Expected workload expressed in credits required to attain the learning outcomes	State the number of credits.

Graduate profile

The graduate profile of the educational programme contains the knowledge, skills and competences that a graduate of the educational programme will acquire. When defining the graduate profile, specific, measurable or observable activities are stated, for example to be able to explain, illustrate, apply, analyse, develop, design. In a modular programme, the graduate profile is defined for each module individually – it must always relate to the specific name and curriculum of the module, but together they form the overall graduate profile.

Content of education

Syllabi of the educational programme containing at least the outline and a brief description of the individual thematic units.

Information on material, technical and spatial provision

The information on material, technical and spatial provision states:

- a) the address of the place where the education will take place,
- b) a description of the premises for the education of at least three participants,
- c) a description of the technical equipment for the education, including teaching aids,
- d) study materials and, in the case of the distance form, a link to e-learning materials.

Criteria for obtaining the micro-credential and the form of their assessment

The criteria are predefined requirements and rules for completing the educational programme, including the course of the final examination, and assessment criteria allowing differentiation of the varying levels of graduates (grading scale).