VŠTE.
Vysoká škola technická
a ekonomická v Prešove

Regulation No. 13/2026	Internal Regulation of the Institute of Technology and Business in Prešov

Directive VŠTE No. 13/2026 on Information Management for the Governance and Delivery of Study Programmes

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Valid from:	05.11.2026	**Effective from:**	05.11.2026	**Effective until:**	indefinite
Approved by			Academic Senate of VŠTE in Prešov on 03.11.2026 (Section 31(2)(b) of the Act) and subsequently the Board of Trustees of VŠTE in Prešov on 05.11.2026		
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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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Replaces document	original wording of Directive VŠTE No. 13/2026 of 20 April 2026				
Number of pages	7	**Number of annexes**	0		

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Directive on Information Management for the Governance and Delivery of Study Programmes

Institute of Technology and Business in Prešov

Directive VŠTE No. 13/2026 on Information Management for the Governance and Delivery of Study Programmes (Smernica VŠTE č. 13/2026 o manažmente informácií pre riadenie a uskutočňovanie študijných programov)

2026

Article 1 Introductory Provisions

The purpose of this Directive is to determine the course of the activities relating to the collection, analysis and use of information necessary for the governance and delivery of study programmes. The main objective is to create and regularly update a system for publishing transparent information on the processes of ensuring education in accredited study programmes at the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov").

This Directive forms part of the internal quality assurance system of higher education of VŠTE in Prešov and lays down the rules for the collection, analysis and use of information for the governance of study programmes pursuant to Section 3(3)(n) of Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (hereinafter the "Quality Assurance Act"), and in connection with Section 18(1)(a) and Sections 129 to 137 of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act").

1.1 Terms and Abbreviations

- CVTI SR – Slovak Centre of Scientific and Technical Information
- MŠVVaM SR – Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter also the "Ministry")
- OZŠP – person responsible for the study programme, person responsible for the delivery, development and quality assurance of the study programme
- SAAVŠ – Slovak Accreditation Agency for Higher Education
- SVŠ – Directive of the higher education institution
- VŠTE in Prešov – Institute of Technology and Business in Prešov
- ÚK – Chancellor's Office
- REK – Rector's Office (Rectorate)
- AiS2 – academic information system AiS2
- Act – Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act)

– Decree – Decree of the MŠVVaM SR No. 205/2026 Coll. implementing certain provisions of the Higher Education Act

1.2 Responsibility and Cooperation

With regard to responsibility and cooperation, the Vice-Rectors of VŠTE in Prešov are responsible for managing this process.

With regard to its validity, this Directive is binding on all units of VŠTE in Prešov that ensure the delivery of study programmes.

Article 2 Procedure

The gathering and publication of information on higher education institutions is a prerequisite for the effective governance of study programmes. At the level of the MŠVVaM SR, the policy of central registration of basic data on higher education institutions, fields of study, study programmes, students, employees and students' final theses is institutionally regulated (the register of higher education institutions, the register of fields of study and the register of study programmes, the Central Register of Students, the Central Register of Employees and the register of final theses pursuant to Sections 129 to 137 of the Act). The published information is used for the purposes of the admission procedure of applicants for studies, the placement of graduates in practice, the comparison of the quality of higher education institutions, and the analysis of higher education by the professional and lay public. Higher education institutions, the MŠVVaM SR, SAAVŠ and CVTI SR are bound by the obligation to collect, analyse and publish information.

VŠTE in Prešov provides data to the registers kept by the Ministry in the structure, scope and time limits set out in Section 18(1)(a) of the Act, Sections 129 to 137 of the Act, Annex No. 2 to the Act and Sections 10 to 14 of the Decree, and is responsible for the completeness and accuracy of the data provided (Section 129(12) of the Act). VŠTE in Prešov is the controller and operator of the student register (Section 133 of the Act), which it keeps in AiS2; it provides data from the student register to the Central Register of Students (Section 132 of the Act) and data on university teachers, researchers and artistic staff to the Central Register of Employees (Section 134 of the Act). The Chancellor of VŠTE in Prešov, in cooperation with the Study Department and IS Administration, is responsible for providing data to the registers; the Rector may determine the details.

The primary source of information on students, applicants, courses, assessment and final theses is AiS2. Personal data are processed in the course of collecting, analysing and using information under this Directive to the extent and for the purposes set out in Section 140 of the Act, Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection and on Amendments to Certain Acts, as amended; the results of anonymous student questionnaires are processed and made available to students pursuant to Section 91(1) and Section 140(5) of the Act. The information systems of VŠTE in Prešov are operated in accordance with the requirements of Act No. 69/2018 Coll. on Cybersecurity and on Amendments to Certain Acts, as amended, to the extent that they apply to VŠTE in Prešov. Electronic documentation on studies is retained for at least 25 years from the completion of studies (Section 18(1)(j) of the Act) in accordance with the Records Management Rules of VŠTE in Prešov.

In the case of study programmes and educational programmes delivered by the distance or blended method, including programmes delivered by VŠTE in Prešov under the trade name EUVERSA (Article 2(5) of the Statute of VŠTE in Prešov), a further source of information is data from the e-learning environment of VŠTE in Prešov, in particular on student activity and on the progression and completion of courses, the results of student surveys on courses and the evaluation of the use of the AI tutor and other artificial intelligence systems of VŠTE in Prešov (Article 12 of Directive VŠTE No. 26/2026 on the Distance Method and E-Learning and Article 7f(5) of Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff). For the purposes of this Directive, these data are processed in aggregated form; records of interactions with the AI tutor and the AI consultant are used only to the extent set out in Article 7c(6) of Directive VŠTE No. 23/2026.

2.1 Information on the Process

Preceding processes: unsolicited suggestions for increasing the effectiveness of the governance and delivery of study programmes.

Subsequent processes: an evaluation report containing proposals for the use of the suggestions.

2.1.1 Processes and Sub-processes

The process consists of the following sub-processes:

- requesting suggestions from actors in the internal/external environment,
- receipt of requested and unsolicited suggestions,
- processing of suggestions,
- evaluation of suggestions,
- creation and updating of the box of opportunities,
- initiation of updates (of programmes, course syllabi, texts, etc.),
- carrying out class observations.

2.1.2 Suggestions

Suggestions from actors in the internal/external environment may be requested in three ways:

- periodic internal suggestions,
- non-periodic internal suggestions,
- external suggestions.

Where periodic suggestions need to be requested (student evaluation of the teaching process by means of an anonymous questionnaire at least once a year pursuant to Section 91(1) of the Act, class observation records, self-evaluation records and others), the Vice-Rector for Studies asks a selected group of actors for cooperation. Where non-periodic suggestions need to be requested, he or she proceeds in the same way as in the first case. When approaching actors in the external environment (in particular employers and graduates), the Vice-Rector acts with the consent of the Rector.

2.1.3 Receipt of Suggestions

Requested and unsolicited suggestions are received at the REK secretariat. The secretariat staff member forwards them on an ongoing basis to the Vice-Rector for Studies. The same procedure applies where a suggestion is delivered by e-mail or via AiS2 (Section 95(4) of the Act).

The Vice-Rector for Studies is responsible for processing the suggestions received, where necessary in cooperation with the Vice-Rector for Science and Research, the Vice-Rector for Internationalisation and External Relations, or other bodies of VŠTE in Prešov.

In the case of student evaluation of the teaching process, the suggestions are processed by the heads of departments or another authorised employee, who deliver the processed information to the Vice-Rector for Studies. The heads of departments proceed in the same way in the class observation process. Student suggestions are examined in accordance with Section 3(3)(g) of the Quality Assurance Act and with Directive VŠTE No. 10/2026 on Student Involvement in the Internal Quality System (Smernica VŠTE č. 10/2026 o zapojení študentov do VSK).

2.1.4 Evaluation of Suggestions

The Vice-Rector for Studies is responsible for evaluating the suggestions, where necessary in cooperation with the Vice-Rector for Science and Research, the Vice-Rector for Internationalisation and External Relations, or other bodies of VŠTE in Prešov.

Processed and evaluated suggestions are moved to a separate file or are used for updating.

The creation and updating of the separate file is managed by the Vice-Rector for Studies, who is responsible for its ongoing updating. The content of the separate file is evaluated as necessary, but at least once a year. The Vice-Rector for Studies reports on the resulting state once a year at the Rector's Collegium or in another suitable collegial format.

Where updates are initiated (of programmes, course syllabi, texts, etc.), the Vice-Rector for Studies discusses this possibility with the management of VŠTE in Prešov. Subsequently, on the basis of the management's decision and instructions, he or she passes the information on to the individual actors (OZŠP, course teachers, heads of departments, authors of texts, etc.). Modifications of study programmes are carried out in accordance with Directive VŠTE No. 4/2026 and are recorded in the register of study programmes within the time limit set out in Section 135(7) of the Act and Section 14 of the Decree. Class observations at VŠTE in Prešov are carried out on the basis of an ad hoc decision of the Rector or the Chair of the Board of Trustees of VŠTE in Prešov, or of staff authorised by them. In courses delivered by the distance method, class observations are also carried out in electronic courses in the e-learning environment of VŠTE in Prešov and, in synchronous teaching, via the videoconferencing system of VŠTE in Prešov (Article 12(1) of Directive VŠTE No. 26/2026).

2.2 Resources for the Performance of Processes and Monitoring

2.2.1 Resources

Apart from standard resources, there are no specific resource requirements.

2.2.2 Monitoring and Measurement

Monitoring and measurement of the processes takes place on the basis of this SVŠ at least once a year. The evaluation report (which may form part of a more extensive report) is submitted to the relevant body at least once a year. The report is drawn up by the Vice-Rector for Studies of VŠTE in Prešov, where necessary in cooperation with the Vice-Rector for Science and Research, the Vice-Rector for Internationalisation and External Relations, or other bodies of VŠTE in Prešov.

Article 3 Final Provisions

3.1 Linkage of the Regulation and Related Regulations

This SVŠ directly follows on from the following documents:

- Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), in particular Section 18(1)(a), (h) and (j), Section 91, Section 95, Sections 129 to 137 and Section 140,
- Decree No. 205/2026 Coll. implementing certain provisions of the Higher Education Act, in particular Section 7 and Sections 10 to 14,
- Act No. 269/2018 Coll. on Quality Assurance in Higher Education, as amended, in particular Section 3(3)(f), (g), (n) and (o),
- Regulation (EU) 2016/679 (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection, as amended,
- Act No. 69/2018 Coll. on Cybersecurity, as amended,
- Act No. 395/2002 Coll. on Archives and Registries, as amended,
- SAAVŠ Standards for the Internal Quality Assurance System of Higher Education, Educational Programmes Leading to a Micro-credential and Short-cycle Study Programmes (Article 5 Admission Procedure, Course of Studies, Recognition of Education and Award of Academic Degrees; Article 8 Gathering and Processing of Information; Article 10 Ongoing Monitoring, Periodic Evaluation and Periodic Approval of Study Programmes),
- SAAVŠ Standards for the Study Programme (Article 9 Gathering and Processing of Information on the Study Programme; Article 11 Ongoing Monitoring, Periodic Evaluation and Periodic Approval of the Study Programme),
- Statute of VŠTE in Prešov (Štatút VŠTE v Prešove),
- Internal Quality System of VŠTE (Vnútorný systém kvality 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 (Smernica VŠTE č. 4/2026 na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie),
- Directive VŠTE No. 10/2026 on Student Involvement in the Internal Quality System (Smernica VŠTE č. 10/2026 o zapojení študentov do VSK),

– Long-Term Strategic Plan of VŠTE in Prešov 2026–2032 (Dlhodobý zámer VŠTE v Prešove 2026–2032),
– Directive VŠTE No. 15/2026 on the Publication of Information on Study Programmes and Educational Programmes (Smernica VŠTE č. 15/2026 o zverejňovaní informácií o študijných a vzdelávacích programoch),
– Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff (Smernica VŠTE č. 23/2026 o využívaní generatívnej umelej inteligencie študentmi a akademickými pracovníkmi),
– Directive VŠTE No. 26/2026 on the Distance Method and E-Learning (Smernica VŠTE č. 26/2026 o dištančnej metóde a e-learningu),
– Records Management Rules of VŠTE in Prešov (Registratúrny poriadok VŠTE v Prešove).

3.2 Documentation

3.2.1 Management, Maintenance and Archiving

The originals of this SVŠ are kept at REK and ÚK and with the Chair of the Board of Trustees of VŠTE in Prešov. The designated staff members of REK and ÚK are responsible for maintaining this SVŠ.

3.2.2 Amendment and Repeal Procedure

The Vice-Rector for Studies is responsible for the amendment and repeal procedure of this Directive. Amendments are made by way of addenda.

3.2.3 Distribution List

This SVŠ is drawn up in three originals, which are kept at REK, ÚK and with the Chair of the Board of Trustees of VŠTE in Prešov.

The SVŠ is also published on the website of VŠTE in Prešov and is therefore accessible to all stakeholders.

3.2.4 Annexes

There are no annexes.

3.3 Repealing Provisions and Validity

This internal regulation repeals Rector's Directive No. 09/2022 VSK 05-03 Handling of Information for the Governance and Delivery of Study Programmes at the College of International Business ISM Slovakia in Prešov (Smernica rektora č. 09/2022 VSK 05-03 Disponovanie informáciami pre riadenie a uskutočňovanie študijných programov na Vysokej škole medzinárodného podnikania ISM Slovakia v Prešove) of 1 April 2022.

Original wording: This internal regulation was approved by the Board of Trustees of VŠTE in Prešov on 20 April 2026.

This internal regulation enters into validity and effect on 20 April 2026.

This Directive forms part of the internal quality assurance system of higher education of VŠTE in Prešov. 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 03.11.2026. This

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version was subsequently approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector on 05.11.2026. Effective from 05.11.2026.

Prešov, 03.11.2026

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

Chair of the Academic Senate of VŠTE in Prešov

Prešov, 05.11.2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov