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Regulation No.	Internal Regulation of the Institute of Technology and Business in Prešov
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General Principles for the Design of Educational Programmes at the Institute of Technology and Business in Prešov

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Valid from:	29 October 2026	**Effective from:**	29 October 2026	**Effective until:**	indefinite
Approved by			Academic Senate of VŠTE in Prešov on 9 October 2026 (Section 31(2)(b) of the Act) and subsequently the Board of Trustees of VŠTE in Prešov on 29 October 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 the General Principles of 20 April 2026				
Number of pages	10		**Number of annexes**	0	

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

General Principles for the Design of Educational Programmes at the Institute of Technology and Business in Prešov

Institute of Technology and Business in Prešov

2026

The Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") issues, in accordance with Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts (hereinafter the "Adult Education Act") and Decree No. 405/2024 Coll. implementing certain provisions of that Act, with Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act") and with Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Certain Acts, as amended (hereinafter the "Quality Assurance Act"), the internal regulation "General Principles for the Design of an Educational Programme" (hereinafter the "internal regulation").

Article 1 Introductory Provision

1. This internal regulation forms part of the internal quality assurance system of higher education at VŠTE in Prešov under Section 31(1)(b) of the Act and Section 3 of the Quality Assurance Act (hereinafter the "IQAS"). This internal regulation governs the assurance and development of the quality of adult education at VŠTE in Prešov and lays down the general principles for the design of an educational programme, which shall be applied in the process of submitting applications for the approval of an educational programme and for the modification of an educational programme intended for the professional public at VŠTE in Prešov.

2. In accordance with Section 3(3)(q) of the Quality Assurance Act, this internal regulation lays down the rules for the design, approval, delivery and modification of educational programmes leading to a micro-credential and of other adult education programmes. It does not apply to study programmes under Section 56 of the Act or to short-cycle study programmes under Section 66 of the Act, the design, modification, approval and cancellation of which are governed by Directive VŠTE No. 4/2026 and by the Internal Quality System of VŠTE in Prešov (Vnútorný systém kvality VŠTE v Prešove).

Article 2 Design of an Educational Programme and Its Principles

1. An educational programme is a coherent programme for defining, fulfilling and verifying the objectives, content, methods and forms of education, its assessment, organisation and management. The content of an educational programme corresponds to an accredited study programme of VŠTE in Prešov or to a part thereof.

2. The minimum extent of an educational programme is 1 credit. One credit corresponds to 25 hours of study workload including self-study (Section 2(j) of the Act), where one teaching hour represents 45 minutes.

3. An educational programme may be delivered as:

a) a non-modular educational programme (not divided into modules),

b) a modular educational programme (divided into modules).

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

A module is an independent, coherent, binding, time-bound and content-bound educational unit of an educational programme. An educational programme that is not arranged in a modular structure must be completed by the participant in its full content and extent 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 extent of one module is 1 credit, i.e. 25 hours of study workload.

4. An educational programme may be:

a) an accredited educational programme (an educational programme submitted, after approval by the Convention of VŠTE (hereinafter the "Convention"), for accreditation to the Alliance of Sector Councils and accredited by that Alliance) (an accredited educational programme leads to the acquisition of a new professional qualification),

b) a non-accredited educational programme (an educational programme approved only by the Convention, or an educational programme submitted to the Alliance of Sector Councils and not accredited by that Alliance),

c) an educational programme leading to a micro-credential (approved only by the Convention).

5. An educational programme may be provided by:

a) the Centre for Lifelong Learning of VŠTE in Prešov (hereinafter the "CLL"),

b) or an external institution.

6. An educational programme provided by the CLL is drawn up by the professional guarantor of the educational programme in cooperation with the lecturer(s) and in coordination with the CLL.

7. An educational programme provided by an external institution is prepared by the responsible person of the external institution in accordance with the procedure set out in a special regulation of VŠTE in Prešov (Directive VŠTE No. 12/2026 on Quality Assurance of Educational Programmes Leading to a Micro-credential).

8. The organisation, competences and staffing of the CLL are determined by a special regulation of VŠTE in Prešov (Directive No. 6/2025 Organisational Rules of the Centre for Lifelong Learning).

9. The description of an educational programme contains in particular:

a) the name of the educational programme and the names of the modules, if the educational programme is divided into modules,

b) the requirements for admitting a participant to the educational programme,

c) the professional guarantor of the educational programme,

d) the lecturers of the educational programme,

e) the extent of the educational programme in hours and in credits,

f) the form of education,

g) the methods of education,

h) the definition of the target group of the educational programme,

i) the graduate profile of the educational programme (learning outcomes),

j) the curriculum and syllabi of the educational programme,

k) information on the material, technical and spatial provision of the educational programme,

l) the manner of completion of the education,

m) the type of educational programme.

ad a) 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 whole educational programme. The name of a module may not be identical to the name of the whole educational programme. In the case of a modular educational programme, a description of the modular educational programme and a justification of the modular structure must be provided.

ad b) The requirements for admitting a participant to the educational programme contain the minimum requirements for the education, experience and other competences of the applicant.

ad c) The professional guarantor of an educational programme is a natural person who, on the basis and within the scope of his or her professional competence and lecturing competence, is responsible for the quality of the educational programme, the quality of its delivery and the coordination of the lecturers. The professional guarantor may or may not act as a lecturer. The required level of qualification and required experience of the professional guarantor are as follows:

- first- or second-cycle higher education in a field of study whose content corresponds to the educational programme, and at least two years of experience in the field to which the educational programme relates,
- first- or second-cycle higher education in a field of study whose content does not correspond to the educational programme, and at least four years of experience in the field to which the educational programme relates,
- experience is not required in the case of an innovative professional qualification.

ad d) A lecturer is a natural person who carries out educational activities in the educational programme on the basis and within the scope of his or her professional competence and lecturing competence. The required level of qualification is the same as for the professional guarantor.

ad e) The extent 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.

ad f) The form of education may be:

- face-to-face (lectures are delivered physically or online via the videoconferencing system of VŠTE in Prešov and the participant is present in the educational process and in direct contact with the lecturer

at the same time in the same place, at the same time in different places by means of communication tools based on computer networks, or by a combination of both approaches),

– distance (education takes place by means of materials without the participation of a lecturer; the participant adapts the educational process to his or her own needs without a time set by the educational institution; it is delivered through the e-learning environment of VŠTE in Prešov in accordance with Directive VŠTE No. 26/2026 on the Distance Method and E-Learning),

– blended (where education combines the face-to-face and distance forms).

ad g) The methods of education may include, for example: lecture, explanation, discussion, case study analysis. The methods of education are defined separately for each form of education.

ad h) Defining the target group of the educational programme is the step in which the specific participants are defined on the basis of their education, competences and needs, taking into account the requirements for admission to the educational programme. The aim is to adapt the content and methods of education to the needs of this group so that their professional or personal skills are developed effectively.

ad i) The graduate profile of the educational programme contains the knowledge, skills and competences (learning outcomes) that the 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 the case of 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 the profiles form the overall graduate profile. Learning outcomes are defined in cooperation with employers so as to reflect the needs of the labour market (Section 3(3)(a) of the Quality Assurance Act).

ad j) The curriculum of the educational programme is designed so that the subject matter can be covered within the set extent. It contains the professional topics, the extent – the number of hours (in the case of units larger than one lecture) and the lecturer. Where several lecturers alternate on certain topics, all of them are listed. The syllabi contain the professional topics structured by teaching hour (45 minutes).

ad k) Information on the material, technical and spatial provision of the educational programme comprises a description of the premises, a description of the technical equipment, the study materials provided to participants and, in the case of the distance form, the web address of the e-learning materials.

ad l) The educational programme may be completed by a final examination or without a final examination. The final examination may be in written, oral, practical or combined form. The professional guarantor of the educational programme is responsible for the content of the information sheet.

ad m) The type of educational programme may be:

– an educational programme leading to a new professional qualification (submitted for accreditation to the Alliance of Sector Councils),

– an educational programme leading to a certificate of completion (without submission for accreditation to the Alliance of Sector Councils),

– an educational programme leading to a micro-credential (without submission for accreditation to the Alliance of Sector Councils).

Article 3 Approval of an Educational Programme Provided by VŠTE in Prešov

1. An application for the approval of an educational programme provided by VŠTE in Prešov, for its modification, cancellation (except on the ground set out in paragraph 13 of this Article) or for the periodic approval of the educational programme is submitted by the professional guarantor through the CLL.

2. The Head of the CLL or an authorised employee of the CLL submits the application to the meeting of the Convention. The Convention decides on the application in accordance with the internal quality assurance system of higher education at VŠTE in Prešov.

3. The procedure is governed by a special regulation of VŠTE in Prešov (Directive VŠTE No. 12/2026).

4. After approval of the educational programme by the Convention, an educational programme leading to a new professional qualification may be submitted for accreditation to the Alliance of Sector Councils. On behalf of VŠTE in Prešov, the Head of the CLL or an authorised employee of the CLL is responsible for administering the accreditation process through the Alliance of Sector Councils.

5. The professional guarantor is obliged to provide due cooperation.

6. An educational programme approved by the Convention is registered in the documentation kept by the Convention and subsequently in the Register of Accredited Educational Programmes, the Register of Educational Programmes Leading to a Micro-credential or the Register of Non-accredited Educational Programmes, as applicable. The administrator of these registers is the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter the "Ministry").

7. The entry of data in the relevant register is arranged by the Chair of the Convention or an authorised employee of the CLL on the basis of documents from the Convention.

8. An educational programme approved by the Convention is published on the website of VŠTE in Prešov (www.vste.sk) in accordance with Directive VŠTE No. 15/2026 on the Publication of Information on Study and Educational Programmes.

9. The decision on the approval of an educational programme is valid for 5 years from the date of its issue.

10. No later than 90 days before the expiry of the 5-year period for which the educational programme has approval for delivery, the professional guarantor is obliged, in accordance with paragraph 1 of this Article, to apply for the periodic approval of the educational programme. The application also includes a periodic report on the delivery of the educational programme.

11. The information contained in the periodic report is set out in a special regulation.

12. The procedure for periodic approval is governed by a special regulation of VŠTE in Prešov.

13. If the professional guarantor fails to submit an application for the periodic approval of the educational programme within the set period, the educational programme ends upon the expiry of its period of validity.

Article 4 Approval of an Educational Programme Provided by an External Institution

1. An application for the approval of an educational programme provided by an external institution, for its modification, cancellation (except on the ground set out in paragraph 13 of this Article) or for the periodic

approval of the educational programme is submitted to VŠTE in Prešov by the statutory representative of the external institution through the CLL.

2. The Head of the CLL or an authorised employee of the CLL submits the application to the meeting of the Convention. The Convention decides on the application in accordance with the internal quality assurance system of higher education at VŠTE in Prešov.

3. The procedure is governed by a special regulation of VŠTE in Prešov (Directive VŠTE No. 12/2026).

4. After approval of the educational programme by the Convention, an educational programme leading to a new professional qualification may be submitted for accreditation to the Alliance of Sector Councils. On behalf of VŠTE in Prešov, the Head of the CLL or an authorised employee of the CLL is responsible for administering the accreditation process through the Alliance of Sector Councils.

5. The professional guarantor is obliged to provide due cooperation.

6. An educational programme approved by the Convention is registered in the documentation kept by the Convention and subsequently in the Register of Accredited Educational Programmes, the Register of Educational Programmes Leading to a Micro-credential or the Register of Non-accredited Educational Programmes, as applicable. The administrator of these registers is the Ministry.

7. The entry of data in the relevant register is arranged by the Chair of the Convention or an authorised employee of the CLL on the basis of documents from the Convention.

8. An educational programme approved by the Convention is published on the website of VŠTE in Prešov (www.vste.sk).

9. The decision on the approval of an educational programme is valid for 5 years from the date of its issue.

10. No later than 90 days before the expiry of the 5-year period for which the educational programme has approval for delivery, the statutory representative of the external institution is obliged, in accordance with paragraph 1 of this Article, to apply for the periodic approval of the educational programme. The application also includes a periodic report on the delivery of the educational programme.

11. The information contained in the periodic report is set out in a special regulation.

12. The procedure for periodic approval is governed by a special regulation of VŠTE in Prešov.

13. If the statutory representative of the external institution fails to submit an application for the periodic approval of the educational programme within the set period, the educational programme ends upon the expiry of its period of validity.

Article 5 Delivery and Completion of Education

1. The applicant (VŠTE in Prešov through the CLL, or an external institution) is responsible for the organisation and delivery of the educational programme.

2. An educational programme may be completed without a final examination or upon successful completion of a final examination. The manner of completion forms part of the description of the educational

programme. In both cases, attendance at no less than 75 % of the extent of the educational programme is a condition for successful completion of the educational programme.

3. If the educational programme is also to be submitted for accreditation to the Alliance of Sector Councils, it must be completed by a final examination. The final examination may be in written, oral, practical or combined form.

4. The written and oral forms of the final examination of an accredited educational programme are held within 15 working days of the end of the education in the accredited educational programme.

5. The examination is held before a committee of at least three members. The committee is appointed by the Rector of VŠTE in Prešov. The chair of the examination committee is the professional guarantor of the educational programme; the other members must meet the professional competence requirements of a professional guarantor or a lecturer. The examination may also be held online; Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification applies mutatis mutandis to its conduct and to the verification of the participant's identity, unless a special regulation provides otherwise.

6. Upon completion of the educational programme, VŠTE in Prešov issues graduates with a Certificate of Completion of the Educational Programme. If successful completion of a final examination is a condition, the certificate may be issued only after the final examination has been passed.

7. An educational programme whose content corresponds to accredited study programmes of VŠTE in Prešov or parts thereof and has an extent of at least 1 credit may be completed by obtaining a micro-credential.

8. A micro-credential is a document certifying the learning outcomes acquired by a natural person on the basis of completing an educational programme (Section 8 of the Adult Education Act). A micro-credential obtained by completing education that meets the conditions set out in the qualification standard confers a professional qualification.

9. Credits obtained by completing an educational programme leading to a micro-credential may be recognised in the study of a study programme of VŠTE in Prešov under the conditions and to the extent set out in Section 81 of the Act and in the Study Rules of VŠTE in Prešov (Directive VŠTE No. 21/2026 Študijný poriadok).

10. If a participant is unable, for serious reasons, to attend the final examination on the set date, he or she may take it on an alternative date set by the relevant certified educational institution.

11. A participant who has failed the final examination shall be allowed by the relevant certified educational institution to retake the final examination, in no more than two resit attempts.

12. The delivery and completion of education are governed in detail by the Adult Education Act and by the internal regulations of VŠTE in Prešov.

13. After the end of an accredited educational programme, the Head of the CLL or an authorised employee of the CLL of VŠTE in Prešov enters the following data in the Register of Graduates of Accredited Educational Programmes:

a) the name and surname of the graduate,

b) the date of birth,

c) the name of the certified educational institution,

d) the name and extent of the accredited educational programme completed,

e) the registration number and date of issue of the certificate of completion of the accredited educational programme,

f) the start and end dates of the period during which the graduate attended the accredited educational programme,

g) the venue of the accredited educational programme,

h) the graduate's e-mail address.

14. The administrator of the Register of Graduates of Accredited Educational Programmes is the Ministry.

15. After the end of a non-accredited educational programme, the Head of the CLL or an authorised employee of the CLL of VŠTE in Prešov enters the following data in the Register of Graduates of Non-accredited Educational Programmes:

a) the name and surname of the graduate,

b) the date of birth,

c) the name of the certified educational institution,

d) the name and extent of the non-accredited educational programme completed,

e) the start and end dates of the period during which the graduate attended the non-accredited educational programme,

f) the graduate's e-mail address.

16. The administrator of the Register of Graduates of Non-accredited Educational Programmes is the Ministry.

17. If the educational programme is delivered by an external institution, the data for the Register of Graduates of Accredited Educational Programmes or the Register of Graduates of Non-accredited Educational Programmes are provided to the Head of the CLL or an authorised employee of the CLL of VŠTE in Prešov by the professional guarantor of the educational programme.

18. The personal data of participants and graduates are processed in accordance with Regulation (EU) 2016/679 (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection; records are kept in AiS2 or in the documentation of the CLL and are retained in accordance with the Records Management Rules of VŠTE in Prešov (Registratúrny poriadok).

Article 6 Related Regulations

1. Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts and Decree No. 405/2024 Coll.; Act No. 300/2025 Coll. (Higher Education Act), in particular Section 2(j), Section 66, Section 78, Section

81 and Section 138(6); Act No. 269/2018 Coll., as amended, in particular Section 3(3)(q) and (r); 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. Internal regulations of VŠTE in Prešov: Statute of VŠTE in Prešov (Štatút VŠTE v Prešove); Internal Quality System of VŠTE in Prešov; Statute of the Convention of VŠTE (Štatút Konventu VŠTE); Directive VŠTE No. 3/2026 on the Basic Principles of Assurance and Evaluation of the Internal Quality System; Directive VŠTE No. 4/2026 on the Creation, Modification, Approval and Cancellation of Study Programmes and the Submission of Applications for Accreditation; Directive VŠTE No. 12/2026 on Quality Assurance of Educational Programmes Leading to a Micro-credential; Directive VŠTE No. 15/2026 on the Publication of Information on Study and Educational Programmes; Directive VŠTE No. 21/2026 Study Rules; Directive VŠTE No. 26/2026 on the Distance Method and E-Learning; Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification; Directive No. 6/2025 Organisational Rules of the Centre for Lifelong Learning; Records Management Rules of VŠTE in Prešov.

Article 7 Repealing Provisions

1. No internal regulation is repealed by this internal regulation. This wording replaces the wording of this internal regulation approved on 20 April 2026.

Article 8 Final Provisions

1. This internal regulation is binding on all units of VŠTE in Prešov at which educational programmes are delivered.

2. The financial costs and fees associated with an educational programme are determined by a special internal regulation of VŠTE in Prešov.

3. The templates of applications, of the description of an educational programme and of the periodic report are updated together with this internal regulation; the current templates are published by VŠTE in Prešov on its website.

4. The Academic Senate of VŠTE gave a favourable opinion on the original wording of this internal regulation on 17 April 2026.

5. The original wording of this internal regulation was approved by the Board of Trustees of VŠTE on 20 April 2026.

6. The original wording of this internal regulation entered into force and effect on 20 April 2026.

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

7. 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

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

Chair of the Academic Senate of VŠTE in Prešov

Prešov, 29 October 2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov