

PROCESS CARD NO. 1 EDUCATION

Process Name:	EDUCATION
Process owner:	VICE-RECTOR FOR EDUCATION

1. Inputs to the process:	Their suppliers	Previous processes
Decision on Accreditation of a Study Programme	➔ Ministry of Education of the Slovak Republic	➔
Student application for study and related documents	➔ Student	➔
Request for review of the decision not to take admission	➔ Student	➔
Study literature / learned texts	➔ Author / Teacher	➔ 2. Scientific and research activities 3. Editorial and publishing activities
Reimbursement of study-related fees	➔ Student	➔
Application for recognition of examinations and credits	➔ Student	➔
Application for study permission according to an individual study plan	➔ Student	➔
Notice of drop-out	➔ Student	➔
Originality check protocol	➔ Student	➔
Proposal of the topic of the final thesis	➔ Supervisor	➔ 2. Scientific and research activities
Final Thesis	➔ Student	➔
Opinion on the final thesis	➔ Opponent	➔
Request for review of the decision of the Disciplinary Committee	➔ Student	➔

2. Outputs of the process:	Their customers	Downstream processes
Accreditation file	➔ MFHEA	➔
Study schedule	➔ Student	➔
Decision on non-admission to study	➔ Student	➔
Invitation to entrance exams	➔ Student	➔
Conditions of admission to study	➔ Student	➔
Student Registration Sheet	➔	➔
Request for payment of tuition fees	➔ Student	➔
Notification of payment of tuition fees due to study of 2 or more study programs	➔ Student	➔
Tuition fee waiver/reduction decision	➔ Student	➔
Decision on an individual study plan	➔ Student	➔
Student ID	➔ Student	➔
Schedule	➔ Student/Teachers	➔
Study Record	➔ Student	➔
List of thesis topics	➔ Student	➔
Final Exam Requirements	➔ Student	➔
Diploma Supplement	➔ Student	➔
Diploma	➔ Student	➔
Exit letter for final year students	➔ Student	➔
Application for the imposition of a disciplinary measure	➔ The chairman of the disciplinary Commission	➔
Decision imposing a disciplinary measure	➔ Student	➔
Subject Assessment Form	➔ Vice-Rector for Development and Quality	➔ Improving the internal quality system
Study Programme Evaluation Form	➔ Vice-Rector for Development and Quality	➔ Improving the internal quality system
Class Visit Form (Teaching observation Record)	➔ Vice-Rector for Development and Quality	➔ Improving the internal quality system
Student satisfaction assessment	➔ Vice-Rector for Development and Quality	➔ Improving the internal quality system

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3. Abbreviations and terms used:

Shortcuts

GMBS - Global management business school
 PC - Process Card
 SP - Study program

4. Process Implementation Procedure:

The management of GMBS has developed an effective system for creating, approving, monitoring and regularly evaluating study programmes.

GMBS has developed formal procedures and a timetable for periodic evaluation (internal and external) of individual modules and study programmes in terms of objectives and expected learning outcomes.

Within the framework of the system of monitoring the quality and evaluation of study programmes, the GMBS enables the participation of students, representatives of employers and other relevant organisations in the creation, approval, monitoring and evaluation of study programmes.

The process of creation, approval, monitoring and evaluation of study programmes consists of sub-processes:

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4.1. CREATION AND ACCREDITATION OF STUDY PROGRAMMES

4.1.1. Study programme proposal

The head of the department submits a proposal for a new study programme on his/her own initiative or at the initiative of another employee of the department.

The proposal states the reasons for the new programme in accordance with the long-term intention of the GMBS and the workplace, declaring the ability of the workplace to provide a study programme with regard to:

- the presented interest in the given study programme, the prospect of the graduate and the feasibility within the existing field of study,
- the profiling of the workplace and the results of scientific research activities in the given field of research,
- personnel coverage of the study programme, especially the quality of the "minimum" staffing with regard to the level of study and the number of teachers,
- material, technical and informational provision of the study programme, including study literature (availability of existing literature, or declares in the form of an editorial plan of the workplace the competence of the GMBS workplaces' own contribution to the creation of teaching texts).

4.1.2. Opinion on the New Study Programme (SP)

The Rector submits the proposal to the management meeting. The management meeting shall adopt and provide its opinion, and may accept the proposal and formally submit it to the other GMBS governing bodies for consideration, or reject it.

4.1.3. Processing of applications and documents for accreditation of a study programme (accreditation file)

The department that proposes the study programme is responsible for the entire preparation of the study programme and the processing of the related documentation of the accreditation file in accordance with the requirements of the MFHEA. The activities are carried out in coordination with members of the management, especially the Vice-Rector for Education and the Vice-Rector for Science and Development.

The management of the department is responsible for the personnel and material provision of the study programme.

The department prepares a study plan (recommended study plan) for the new study programme. The study plan determines the time and content sequence of the study programme units and the forms of evaluation of study results. This activity is carried out by the Department in cooperation with the proposed sponsor of the study programme.

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4.1.4. Opinion of the Academic Senate on the new SP

The Rector submits the accreditation file for assessment at a meeting of the Academic Senate. The Academic Senate approves the proposal of the study programme and recommends it for discussion and approval by the GMBS Scientific Board.

4.1.5. Opinion of the Scientific Council on the new SP

The GMBS Scientific Council approves the proposal of study programmes if their discussion does not fall within the competence of the GMBS Scientific Council. Student representatives designated by the student part of the academic senate of the higher education institution are invited to the discussion of the Scientific Council on the proposal of study programmes.

4.1.6. Accreditation

After the approval of the SP by the Scientific Council, the Rector of the GMBS submits an application for accreditation to the MFHEA. The MFHEA will assess the competence of the GMBS to carry out the study programme.

In the case of granting a right with a time limit and a requirement for the school to take measures to eliminate deficiencies and report on their outcome within the set deadline. If the nature of the deficiencies identified in the accreditation requires it, the Rector of the GMBS directly manages all activities to eliminate the identified deficiencies, so as to ensure the demonstration of the corresponding competence of the GMBS until the next comprehensive accreditation. The result report is prepared by the sponsor of the study programme.

4.1.7. Publication and promotion of the study program

The Vice-Rector for Education, in cooperation with the Vice-Rector for Quality and Development, shall ensure the publication of the accredited study programme and changes in the accredited study programmes at least:

- on the website of the GMBS,
- in the publication Information on Studies at DTI University,
- on social media

4.2. ORGANIZATION OF THE ACADEMIC YEAR

The academic year is organized according to the current Study Schedule. The academic year is divided into a winter semester and a summer semester and holidays. Further details are set out in the GMBS [Study Regulations in Article 13](#), Academic Year and its Organization.

4.2.1. Academic Year Schedule / Study Schedule

The Vice-Rector for Education will prepare a framework schedule for the GMBS academic year. The schedule is sent for comments to all workplaces that will participate in the provision of study programmes of the relevant part in the relevant academic year. The study schedule is approved by the Rector's Collegium of GMBS.

The Vice-Rector for Education (or another authorized employee) will ensure the publication of the approved schedule for the given academic year.

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4.3. ADMISSION PROCEDURE

The basic conditions of the GMBS admission procedure are set out in the [GMBS Study Regulations in Articles 3 to 4](#).

4.3.1. Preparation of the admission procedure

The preparation of the admission procedure includes steps that precede the selection of applicants for higher education in accredited study programmes. It begins with the development of the conditions of admission to study and ends with the submission of documents to the admissions committee.

The basic conditions and instructions for determining further conditions for admission to study are set out in [Article 4 of the Study Regulations](#).

The Vice-Rector for Education, in agreement with the programme sponsors, proposes additional conditions of admission to study for individual study programmes, deadlines for submitting applications, including a proposal for the number of admitted applicants.

4.3.2. Disclosure of admission requirements

After approval, the Vice-Rector for Education publishes the conditions of admission to study in accordance with [Article 5 of the Study Regulations](#), as well as the deadlines for sending applications and other deadlines related to the admission process, the method of verifying the fulfilment of the published conditions for admission, and if the verification of ability for study includes an entrance examination, also the form and framework content of the examination and the method of evaluating its results. The information will be published by the workplace through the website and other means of information.

4.3.3. Appointment of Chairpersons and Members of Examination Boards

The Rector prepares a proposal for the members of the admissions committee and members of the examination committees, including their chairpersons. The proposal will be forwarded to the GMBS Academic Senate for discussion.

4.3.4. Preparation and sending of the application

An applicant who is interested in studying in one of the published study programmes prepares and sends an application for study. The online application is available on the GMBS website. Mandatory annexes in accordance with the conditions of admission to study in the given field of study are defined by the school in the conditions for admission.

4.3.5. Registration of the application

The admission procedure begins with the delivery of the application for higher education. The application must be received by the deadline specified in the conditions for study.

The relevant employee of the Study Department (Study Officer) assesses whether the application for higher education meets all the prescribed requirements and implements further steps accordingly. The Rector decides on the acceptance of an application delivered after the deadline individually.

4.3.6. Request for completion of requisites

If the received application for study does not meet all the necessary requirements, the employee of the Study Department will prepare an application for supplementing information/documents stating all unfulfilled conditions that need to be confirmed by documentation.

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4.3.7. Preparation of the decision on non-admission to study

If, on the basis of the submitted documents, it is clear that the applicant does not meet the set conditions resp. has not submitted all the documents after the invitation, the study officer will prepare a decision on non-admission to study.

4.3.8. Submission of the application to the admissions committee

If the application contains all the necessary formal requirements and the applicant meets the conditions for admission to higher education, the study officer will submit the applicant's application to the admissions committee.

4.3.9. Preparation of the invitation to the entrance exam

If the application contains all the necessary formal requirements, the applicant meets the conditions for admission to university studies and the entrance examination is also part of the admission procedure, the study officer will send the applicant an invitation to the entrance examination.

4.3.10. Implementation of the entrance examination

All materials for the entrance examination will be handed over by the relevant study officer to the admissions committee.

The entrance examination takes place on the specified date. The Rector decides on an alternative date.

The entrance examination takes place in accordance with the conditions for admission. Its subject and control is in the direct competence of the Admissions Committee. The plan of the entrance examination and the documents for the processing of the written part of the examination are provided by the Vice-Rector for Education in cooperation with the heads of departments.

The admissions committee and all authorized organizers of the entrance examination must ensure an objective and transparent verification of the applicants' ability to meet the conditions for admission to study.

The results of the entrance examination and the proposal for admission/non-admission of the applicant will be stated by the admissions committee after evaluating the results of the examination in the Entrance Examination Protocol.

In accordance with the protocol, the Rector decides on admission or non-admission and sends the applicant a decision on admission/non-admission to study in cooperation with the staff of the Study Department.

If the admission procedure does not include an entrance examination, the study officer submits the application for university studies with the relevant documents and a draft decision on admission/non-admission to study to the admissions committee. The admissions committee will assess all available background materials and, as an advisory body to the Rector, propose to the Rector a decision on whether or not to admit the applicant.

4.3.11. Sending a decision on admission/non-admission to study

The signed decisions are prepared for dispatch at the Study Department. The decision on the result of the admission procedure must be made in writing within 30 days of the verification of the fulfilment of the conditions for admission to study. The decision must contain the operative part, the reasons and instructions on the possibility of submitting an application for review of the decision.

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4.3.12. Adoption of a decision on admission/non-admission to study

The decision must be delivered to the applicant electronically.

4.3.13. Appeal procedure

The appeal procedure includes steps ranging from sending an application for review of the decision to issuing a re-opinion on admission/non-admission.

An applicant may send a request for review of a decision on non-admission to study in writing within eight days from the date of its delivery and address it to the Rector.

The Rector may grant the request if he/she finds that the decision was issued in violation of the law, the internal regulation of the GMBS or other conditions of admission to study. He/she will hand over the documents to the study officer for the preparation of a decision on admission to study.

Based on the Rector's decision, the Study Officer prepares either a decision on admission to study or a decision on non-admission to study. The Study Officer prepares and sends the decision on admission/non-admission to study signed by the Rector.

4.4. ENROLMENT

Enrolment in the study follows the successful completion of the applicant's admission procedure. Upon completion of the enrollment, the applicant officially becomes a university student. Upon delivery of the decision on admission to study, the applicant has the right to enrol in study.

The framework enrolment procedure is set [out in Articles 10 and 15 Enrolment and Rules for Completing of Subjects.](#)

In accordance with the provisions of the Study Regulations, the GMBS constituents ensure the organization of enrolment through study departments.

In accordance with the schedule of the academic year and the instructions of the Vice-Rector for Education, the Study Officer prepares and sends an electronic invitation to enrolment and enrolment instructions with the decision on admission. The invitation includes a call for payment of fees associated with study. Upon enrolment, the student submits a confirmation of payment of fees associated with study.

The invitation to enrol in higher grades was issued by the relevant clerk of the state. departments electronically together with the study plan.

The GMBS has the right to request information from admitted applicants whether they will enrol in the study. The student is obliged to electronically confirm their interest in administrative enrolment in the year within 10 days. If the applicant states in the return form that he or she will not participate in the enrolment, or if he or she does not attend the enrolment and does not justify his or her absence, his or her right to study expires. The GMBS may accept another candidate.

4.4.1. Electronic enrolment for studies

In accordance with the study plan, the student will make an electronic enrollment for study in the LMS. It consists of enrolling in subjects according to the sent study plan and checking the results for the last academic year in the LMS.

Studies according to an individual study plan are approved by the Rector on the basis of an application.

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4.4.2. Administrative Entry

The applicant/student is required to attend the administrative enrollment.

After enrolment in the first years, the study department will issue a student card to the student.

The condition for enrolment in higher grades is an administrative control of the study by the study officer:

- a) obtaining the prescribed number of credits in the prescribed composition for compulsory, compulsory elective and elective subjects,
- b) respecting the prerequisites and continuity in enrolling subjects in the student's study plan,
- c) respecting the provisions that study according to the study programme must not exceed its standard length by more than two years.

After the administrative control of the study, if the student has met all the conditions set out in the Study Regulations and has not been granted a discharge (he is not a student of the final year), he or she can enrol in the next year.

When enrolling subjects in the study report, the applicant submits the necessary documents in accordance with the enrolment instructions.

The Study Officer will create/update the student's personal file, into which all relevant documents related to the student's studies will be filed.

4.4.3. Student registration

The Student Affairs Office will ensure the registration of the student in the Student Register.

4.5. ORGANIZATION OF EDUCATIONAL ACTIVITIES

Activities from the enrolment of the student to the granting of the discharge necessary for the final examination are defined by [Articles 16 to 20 of the Study Regulations of the GMBS](#).

4.5.1. Developing a teaching schedule

The teaching schedule is prepared by the Vice-Rector for Education in accordance with the Academic Year Schedule, enrolment results and valid study plans, taking into account spatial and personnel capacities.

Access to subjects in E-learning and enrolment in subjects in accordance with the Academic Year Schedule and Timetable is provided by the Educational Portal Administrator.

4.5.2. Publication of the conditions for completing the subject

In accordance with the content of the subject information sheet, each teacher specifies the conditions for completing the subject, the forms and scope of teaching, the method, dates and completion of the subject and the procedures for continuous subject evaluation, subject evaluation, the competences of individual teachers, the types, content and detailed outline of lectures, exercises/seminars, recommended literature and other requirements related to the completion of the subject.

4.5.3. Conducting lectures and exercises

The student participates in lectures and other forms of teaching. Participation in individual forms of education is determined by the [Study Regulations, Articles 16 to 23](#).

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5.4 Credits and Exams

The granting of credit and examination is within the competence of the subject teachers, in the case of the participation of several teachers, the competences are determined by the subject sponsor. [Article 17](#) sets out the framework rules for the verification of students' knowledge by credit and examination.

4.6. FINAL THESES

The framework rules for final theses are set out in [Article 21 of the Study Regulations](#).

4.6.1. Topics of final theses and relation to scientific research activities

Thesis supervisors or students propose thesis topics in the LMS within the deadline set by the Vice-Rector for Education. Through the assignment of final theses, the guaranteeing workplaces of study programs enable the direct involvement of students in the scientific and research activities of the school and the interconnection of pedagogical and scientific research activities.

All listed topics must be designed in accordance with the focus of individual study programs and must follow up on scientific projects solved at GMBS in individual areas of research.

Students of the penultimate years in individual study programmes choose their topic by a specified date, usually by 30 April of the relevant academic year.

Individual topics of final theses can be part of the solution of current scientific research projects and the student's cooperation in solving their final thesis is also welcome within the project.

4.6.2. Processing and submission of the final thesis

The GMBS Directive Rules for the Processing of Final Theses lays down the rules on the requisites of final theses, their bibliographic registration, storage and access.

The student submits the final thesis to the LMS within the set deadline and asks for an originality protocol.

The head of the department determines the opponent of the thesis, or ensures that the opinions of external opponents are uploaded to the LMS.

The supervisor and the designated opponent will prepare written reports for the final thesis so that they are available on the LMS and accessible to the student no later than 3 working days before the thesis defense.

4.7. FINAL EXAMS

After obtaining the prescribed number of credits in the prescribed composition, writing the final thesis, preparing the opinions of the supervisor of the final thesis and the opponent (and after meeting other conditions), the student receives a discharge for study.

Further details are set out in [Article 22 of the Study Regulations](#). The confirmation of obtaining a discharge will be entered by the Study Department in the Study Report. After obtaining the discharge, a separate final exam process follows.

Each study programme must include the completion of a final examination as one of the conditions for its successful completion. The framework rules for final examinations are defined in [Article 21 of the Study Regulations](#). The exam consists of the defense of the final thesis.

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The exam is conducted in front of an examination board. The subject of the exam and the announcement of its results are public. The decision of the Examination Board for the State Examination (hereinafter referred to as the "Examination Committee") on the results of the State Examination shall take place at a closed meeting of the Examination Committee.

The examination on the regular date, determined by the study schedule, may be taken by a student who has fulfilled the obligations set out in the study programme during the study check carried out in the last year of study.

4.7.1. Composition of Examination Committees

The Scientific Council proposes the staffing of examination committees and approves other experts who have the right to take exams at state examinations. On the recommendation of the Scientific Council, the Rector shall appoint the chairpersons and members of the examination committees.

The examination board has at least four members, at least two of whom are university teachers working in the positions of professor or associate professor. In third-cycle study programmes, it is desirable that at least one member of the committee is from another university, preferably from abroad. Multiple examination boards may also be established for one study programme.

4.7.2. Preparation of the final exam

The study officer publishes the requirements for the final exams of the study program in the LMS.

The student registers for the LMS exam no later than three weeks before the exam date.

The study officer prepares a list in which he assigns individual students to examination boards. The list also includes the date of the exam.

The study officer informs students according to study groups about the assignment to the examination committees through the LMS.

Study officers will prepare documents (transcript of the result of study, final theses with assessments and originality protocols, minutes, supporting documents) for the members of the examination committees.

4.7.3. Taking the final exam

The student defends the final thesis in front of the examination committee. All conditions for successful completion are defined in [Article 21 of the Study Regulations](#).

4.7.4. Preparation of the minutes of the final examination

The output of the exam is primarily a record of the final exam (a form made in the LMS), which is signed by all members of the examination committee. The exam record signed by all members of the examination committee will then be signed by the Rector.

The study officer will ensure the archiving of the state examination record.

4.7.5. Repetition of the final exam

If the examination board evaluates the final exam with an insufficient grade (FX), the student has failed the exam and can repeat it twice. In case of repeated failure, the study will be terminated due to failure to meet the conditions of the study program. The Rector will set a date for the student to repeat the exam no earlier than two months from the day on which the exam was or should have been held.

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4.7.6. Graduation

If the student has passed the exam, GMBS will issue a diploma and a diploma supplement.

4.8. DISCIPLINARY PROCEEDINGS

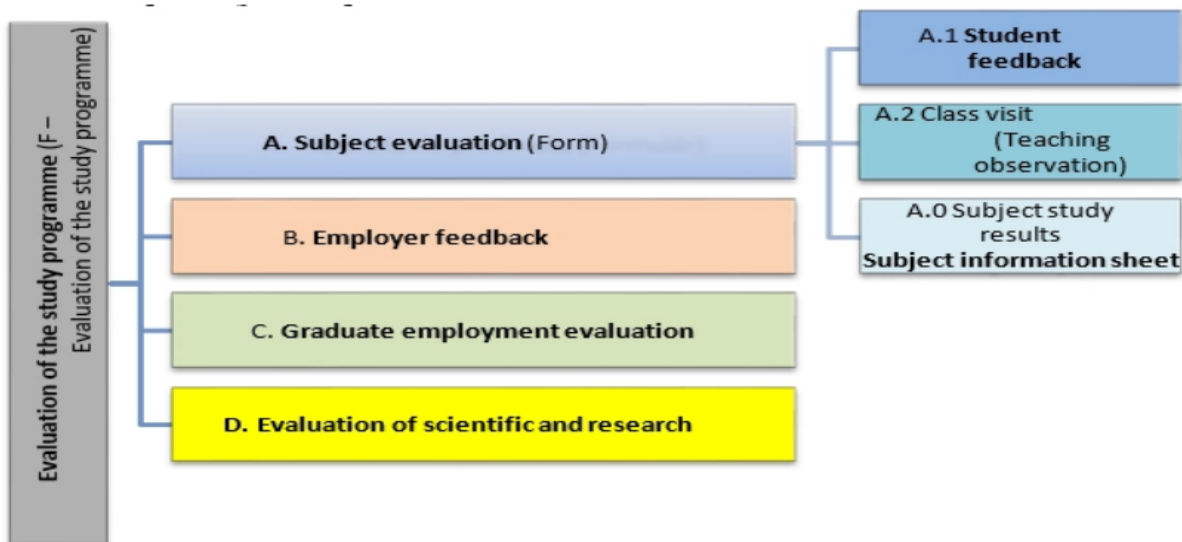
Disciplinary proceedings are governed by the Disciplinary Code. It determines the position, competence and subject of the Disciplinary Committee as an academic self-government body for discussing disciplinary offences of students. The Disciplinary Code also regulates the procedure for imposing disciplinary measures and the procedure for reviewing the Rector's decisions imposing disciplinary measures.

4.9. EVALUATION OF STUDY PROGRAMMES

The management of GMBS has created a formal and effective system of evaluation of study programmes, sets a time schedule for their evaluation with annual periodicity and sets goals for further improvement of the quality of study programmes, using internal and external sources of evaluation. The system of evaluation of the quality of study programmes is planned and managed by the Vice-Rector for Quality and Development.

The evaluation of the study programme consists of:

- Subject evaluations based on study results, observation activities, student feedback (blue phase)
- Employer feedback assessments (orange phase)
- Evaluation of success and feedback of graduates (green phase)
- Evaluations of scientific and research activities in the relevant field of science of the workplace (yellow phase).



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Figure: Study programme evaluation system

The objectives of the study programme are defined and monitored through the quality indicators of the study programme. The evaluation of study programmes takes place on an annual basis. When creating the time plan, the schedule of the academic year and the time and content continuity of the color phases of the evaluation are accepted.

; A: Subject evaluation

The subject sponsor integrates and evaluates A.0, A.1 and A.2 results into the subject evaluation.

Form A.0: Current Subject Information Sheet

The teacher, in cooperation with the staff of the Study Department, encloses an up-to-date information sheet of the subject with the completion of its success.

Form A.1: Student Feedback Questionnaire Questionnaire placed in the LMS. Evaluation is provided by the subject sponsor in cooperation with the study department.

Form A.2: Class visit (Teaching observation)

The application of the Class visit tool is decided by the sponsor of the study programme in the Schedule of Observations, while all subjects of the study programme must be evaluated once every 3 years. The sponsor of the study programme determines the observed and supervising employee and the approximate date of the visit.

Form B: Employer feedback

Form B is applied during professional practice, when a professionally qualified person of the inviting organisation assesses the quality of education on the basis of direct experience with the student's knowledge and competences at a given stage of education. At the same time, it expresses the requirements for innovation of the study programme.

The collection is provided by the teacher, who evaluates the student's Professional Experience. The evaluation is provided by the sponsor of the study programme.

Form C: Alumni Feedback Questionnaire

Form D: Evaluation of scientific and research activities

The processing is provided by the head of the department according to the field of research in cooperation with the Vice-Rector for Science and Research.

Form: Evaluation of the study programme

The sponsor of the study programme integrates and evaluates the results A, B, C, D into the comprehensive evaluation of the study programme and proposes measures for

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further improvement of education in accordance with the criteria for accreditation of study programmes and the criteria of the internal quality assurance system.

5. Performance indicators:	Procedure	Frequency
Quality of the study program	→ Attractiveness of the study programme – number of applicants, students, graduates.	Yearly
	→ Employability of graduates	
Subject Evaluation	→ Evaluation of employers' feedback	Semester
	→ Number of supervised final theses / number of supervisors of final theses	
	→ Success rate	
	→ Evaluation of student feedback – results for the content of the subject, organization of education, forms of education, staffing, study literature, spatial, material, technical and information provision of the study programme	
	→ Evaluation by teaching observation (class visit) - subject content, organization of education, forms of education, staffing, study literature, spatial, material, technical and informational provision of the study program	

6. Related documentation:
Statute of the GMBS Manual of the Internal Quality Management System of GMBS Study Regulations of GMBS Disciplinary Code of GMBS

7. Attachments:
F PC 01/1-0 Form A: Subject Evaluation
F PC 01/3-0 Form A.1: Student Feedback Questionnaire
F PC 01/4-0 Form A.2: Class visit
F PC 01/5-0 Form B: Employer feedback
F PC 01/6-0 Form C: Graduate Feedback Questionnaire
F PC 01/8-0 Form: Study Programme Evaluation

8. Validity of the document:			
	Drafted	Assess	Endorsed
Name and surname			
Function			

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Date			
Signature			