

Description of the study programme – outline

Name of the higher education institution Matej Bel University in Banská Bystrica

Address of the higher education institution Banská Bystrica

Identification number of the higher education institution CRN: 30232295 / School ID 714 0000 00

Name of the faculty Faculty of Education

Address of the faculty Ružová 13, Banská Bystrica:

Institution body for approving the study programme:

Approval of the study programme takes place on two levels in accordance with the regulations. The study programme is approved by:

- 1. The Board for the Internal Quality System of MBU** in accordance with the [Statute of the Internal Quality System Board of FoE UMB, Directive No. 1/2021 Creation, modification and approval study programs and submission of applications to Slovakia Accreditation Agency for Higher Education, Directive No. 7/2017 on doctoral study](#) and [Methodological Instruction No.1/2022 on Quality Assurance of Doctoral Studies at FoE UMB](#).
- 2. Board for the Internal Quality System (BIQS) MBU** in accordance with [The Statute of Board for the Internal Quality System of MBU, Directive MBU No. 1/2021 Creation, modification and approval of study programmes and submission of applications of the Slovak Accreditation Agency for Higher Education, Methodological Instruction No. 4/2021 for the Harmonisation of Study Programmes and Study Fields in Habilitation Proceedings and Study Fields in Inauguration Proceedings at MBU in Banská Bystrica pursuant to Act No. 269/2018 Coll. until 31 August 2022](#), and [Directive No. 1/2017 on doctoral study](#).

Date of the study programme approval or the study programme modification:	
Date of the latest ¹ change to the study programme description:	
Link to the results of the periodical evaluation of the study programme performed by the higher education institution:	
Link to the evaluation report pertaining to the request for accreditation of study programme pursuant to Sec. 30 of Act. no. 269/2018 Coll.²:	

1. Basic information about the study programme

Name of the study programme	Social Work
Level of higher education and ISCED-F education level code	3 864 – doctoral study programme

¹Unless it is a study programme change pursuant to Sec. 30 of Act. no. 269/2018 Coll.

²Provide only if study programme accreditation was granted pursuant to Sec. 30 of Act No. 269/2018 Coll.

Place(s) of delivery of the study programme:	Ružová 13, 974 11 Banská Bystrica
Name and number of the field of study in which higher education is obtained by completing the study programme, or a combination of two fields of study in which higher education is obtained by completing the study programme, ISCED-F codes of the field/fields.	7761 Social Work
Type of study programme:	academically oriented
Awarded academic degree:	philosophiae doctor / PhD.
Form of study:	internal
In the case of joint study programmes, cooperating institutions and the range of study obligations the student fulfils at each of the given institutions (§ 54a of the Act on Higher Education Institutions).	
Language or languages in which the study programme is delivered:	Slovak language
Standard length of the study expressed in academic years:	3 years
Capacity of the study programme (planned number of students), the actual number of applicants and students:	Planned number of students: the faculty plans the total number of students in doctoral study programmes based on its financial possibilities. The actual number of applicants in the 2021/2022 academic year in the Social Work study programme was 0.

2. Graduate profile and learning objectives

Graduate profile including indicated occupations

The graduate of the Social Work doctoral study programme is qualified to perform research, publish, participate in projects, perform analyses, and provide expert opinions. They can contribute to innovations and development in as well as promotion of social work as a science, and propose new ideas and procedures based on research and project activity. The graduate can formulate information about the outputs and conclusions of their research activities on the international level and participate in research as a team member.

In terms of knowledge, the graduate

- has systematic and complex knowledge of social work as a science, social policy on the national and global levels, and focuses on a specific area in terms of research;
- understand the rules and methods of scientific communication;
- is familiar with epistemology of science, research methodology and new trends in social work research and practice. The graduate draws from this in research to broaden the knowledge in this area.
- masters scientific methods and procedures on the internationally recognised level;
- can select and determined the methods of basic and applied research in social work;

- can recommend specialised resources in different areas of social work necessary for performing research and broadening the knowledge in this area.

The graduate has the following abilities:

- scientific thinking in the context of multidisciplinary, interdisciplinary, and transdisciplinary approaches to social work, and communicate the results of their dissertation thesis in a scientifically appropriate way.
- can formulate new hypotheses and strategies for further research and broadening knowledge in social work;
- can identify the current social issues and research them in theory and specialised literature;
- can follow international scientific innovations and development in social work;
- can design and implement a basic or applied research project independently;
- can interpret the gained results in accordance with the current scientific requirements and draw conclusions for the purpose of social work;
- can critically analyse, review, and apply new knowledge in social work in both theory and practice;
- can formulate own scientific findings in a discussion, compare and interpret them in the context of the current scientific knowledge and trends, and based on their findings, propose measures applicable in practice.
- can enforce social justice and equality through critically informed procedures, research, education, policy, and other methods and approaches;
- based on a consultation with the client, the graduate can set intervention goals and intentions based on a critical evaluation of the strong points, needs, and challenges faced by the clients and target groups.
- can evaluate the practice of social work with individuals, families, groups and communities as well as identify current social issues and the respective scientific knowledge;
- applies the knowledge of human behaviour and social environment, human in their environment, and other multidisciplinary theoretical frameworks to involve clients and target groups in social work;
- can perform data analysis using software in research;
- has advanced skills in using presentation tools and uses them in teaching as well as at scientific events.

The graduate has the following competences:

- self-awareness and self-regulation allowing them to deal with personal prejudices and value differences in working with different clients and groups;
- independent, critical, and analytical thinking applied in changing conditions as well as to analyse, formulate, and enforce policies aimed at promoting human rights, social, economic, and environmental justice;
- internalised ethical principles applied in research work;
- the ability to plan, develop, create, and disseminate research through publication and presentation;
- self-reflection and self-regulation allowing them to manage their personal values and remain professional in practice, and build on this experience in research activities;
- the ability to work in a research team;

- the ability to perform research and create concepts in the areas of social work and policy;
- the ability to analyse, apply, and develop theoretical frameworks promoting knowledge creation, analysis, investigation as well as the creation of practices, policies, and systems aimed at improving social conditions;
- the ability to cooperate with the state, self-governments, NGOs, and community institutions and organisations in order to investigate and improve procedures, policies, and social conditions;
- promotes the ideas of human right protections as well as social, economic, and environmental justice on individual and system levels;
- performs educational activities in the area of social work and related disciplines (teaching Bachelor and Master degree students) and uses a variety of didactic, interactive, and experiential strategies;
- supervises Bachelor's theses, Students' Research Conference works, and other scientific activities.

Learning objectives and outcomes

The learning objectives and outcomes of the profile courses can be found in the respective appendix. The attached documents prove that the programmes and profile disciplines in the following levels of study are linked in terms of topics across all degrees of study. The detailed structure of the learning outcomes can be found in the course information letters attached.

The institution indicates the professions for which the graduate is prepared at the time of completion and the potential of the study programme from the point of view of graduate's employability.

The Social Work doctoral study programme provided by the Faculty of Education (FOE) MBU. is original by focusing on the development of the doctoral candidate's research competences in the science of social work. The students are trained to become researchers and university teachers, which includes involvement in legislative and methodological procedures addressing different areas of social work. Their methods and approaches in social work are based on scientific evidence. The doctoral study programme involves intensive study of (social, political, economical, and legal) theoretical and research concepts in social work. It systematically develops the student's ability to communicate and present the research results on national and international levels. The preparation of future researchers also focuses on their ability to analyse, research, and provide expert opinions for the purpose of social work as a science. The study programme is also unique in terms of the workplace's nature and supervisors' foci (youth work, policy of employment and labour market, supervision, behavioural addictions, service learning and volunteering). Doctoral students receive significant support from the interdisciplinary Doctoral School operating at the Faculty of Education MBU in Banská Bystrica, which focuses on education sciences, psychology, and theology).

The Social Work doctoral study programme at FoE MBU benefits from long-term close cooperation with the faculty experts in education sciences. The Doctoral School has been established with the support of the KEGA grant scheme and provides an elaborate system of doctoral student training. Doctoral students are involved in research projects managed by the Department of Social Work at FoE MBU. During their studies, they also actively participate in teaching and publishing.

A graduate of this doctoral study programme is qualified to work as a social work researcher, methodologist for the social area, social work analyst, expert in social work (social legislation, social services, employment services, penal and post-penal care).

Organisations operated by the Ministry of Education, Science and Research of Slovak Republic, Ministry of Education, Science and Research of Slovak Republic, and Ministry of Interior of the SR represent the primary area of employment for the graduates. The graduates are also qualified to work under local and regional self-governments, state, and the non-profit sector.

In terms of the graduates' employability potential, this study programme trains experts addressing the current social issues, demographic changes, as well as the transition from institutional to community care in social services. According to [the European Commission's Country Report on Slovakia of 2019](#) the number of social workers is insufficient and their salaries need to be raised in order to increase the attractiveness of this occupation.

Relevant external stakeholders who have provided the statement or a favorable opinion on the compliance of the acquired qualification with the sector-specific requirements for the profession

Name of the organisation	Seat of the organisation
Ministry of Labour, Social Affairs and Family of the SR	Špitálska 4,6,8; 816 43 Bratislava
Research Institute for Child Psychology and Pathopsychology	Cyprichova 42, 831 05 Bratislava

3. Employability

Assessment of the employability of the study programme's graduates

As of 31 December 2021, there are three graduates of the Social Work doctoral study programme at FoE MBU (internal study). All three graduates have been working as social workers since, two of them are currently on maternal leave.

Successful graduates of this study programme:

The graduates of the Social Work doctoral study programme at FoE MBU are practising social workers.

Mgr. Matej Almáši, PhD. – social pedagogue in Centre for Educational and Psychological Counselling and Prevention, Zvolen

Mgr. Marika Siekelová, PhD. – social worker in the Early Intervention Centre

Mgr. Anna Kniezová, PhD. – social worker in OZ Spoloč (civic association) and Volunteer Centre n. o. (non-profit organisation).

Evaluation of the study programme quality by employers

Quality assessment of the study programme has been performed by employers who created evaluation reports. Please, find them attached in the accreditation file along with the notes on incorporating the comments and proposals. Not only the comments submitted by the employers were reviewed, but a meeting with them was also held to discuss the study programme and receive detailed feedback. Before the meeting, the employers were provided the documentation about this study programme (and other degrees and forms of study). The employers appreciated the documentation, programme quality, and expressed their interest in long-term cooperation. The employers did not have further recommendations.

4. Structure and content of the study programme

The rules for designing the study programme's curricula

The rules for the design of study plans within this field of study are specified in [Directive No. 1/2021 Creation, modification and approval of study programmes and submission of applications to the Slovak Accreditation Agency for Higher Education](#), [Directive FoE MBU No. 4/2021 Creation, modification and approval of study programmes and submission of applications for habilitation and inauguration proceedings to BIQS MBU](#), and MBU Study Regulations.

In the creation of study plans, the following rules are adhered to:

- Profile disciplines are supervised by teachers holding the functional positions of associate professors and professors.
- The number of credits assigned to individual courses reflect their position in the structure of the study programme and correspond with the student's load (compulsory course, elective course), i.e. profile and compulsory courses are assigned the highest number of credits.
- In-person teaching (lectures, seminars, exercises, field training) determines the number of lessons necessary to fully develop the competences; it is usually lower in elective courses and higher in compulsory and profile courses.
- The courses and defined learning outcomes are logically linked in terms of topics and competences across the levels of study (see the Concurrence of Study Programmes attached).
- The learning outcomes correspond with the number of assigned credits.
- The evaluation procedures will focus on real verification of the student's skills (not only knowledge) whose levels of complexity and variety are monitored.
- The level of cognitive and affective educational goals corresponds with the degree of study and follows the Dublin descriptors.
- The instructors are teaching disciplines, which they are researching and publishing about and/or working in them in practice. Alternatively, they have undergone specialised training in the area.

The institution compiles the recommended study plans for individual study paths

In the structure defined by Directive No. 1/2021 Creation, modification and approval of study programmes and submission of applications to Slovakia Accreditation Agency for Higher Education, the recommended study plan can be found. Flexibility in the curricula allows for multiple paths of study offering a variety of elective and voluntary courses. To reach the necessary number of credits, the student chooses from the offer of voluntary courses within their own study programme. They can also choose from the broad variety of elective and voluntary courses offered by different study programmes at the faculty or even university levels. The offer includes courses taught in foreign languages. Pursuant to [Directive No. 11/2021 on awarding ECTS credits for extra-curricular activities at Matej Bel University in Banská Bystrica](#), credits for extracurricular activities are also awarded to students. They are actively encouraged to participate.

Number of credits required for proper completion of studies

180 credits

Number of credits for compulsory courses

Study part – 36

Scientific part – 68

Number of credits for professional practice

0 credits

Number of credits for compulsory optional courses

Study part – 16

Scientific part – 24
Number of credits for optional courses
Study part – 8 Scientific part – 28
Number of credits for the final thesis and its defence
40 credits
Other requirements that the student must meet within the study programme and for its proper completion, including the requirements for state examinations, rules for re-study and rules for the extension, interruption of study.
The requirements and rules for successful completion of the study and state examinations as well as other study-related rules are defined in: And MBU Study Regulations . Methodological Instruction FoE MBU No. 1/2010 on recognition of credits from previous study , Directive No. 9/2021 on final, rigorous, and habilitation theses at MBU in Banská Bystrica , Directive No. 7/2021 on doctoral studies and Methodological Instruction No.1/2022 on Quality Assurance of Doctoral Studies at FoE UMB .
Rules for verification of learning outcomes, students assessment and the possibilities of appealing against the assessment.
The rules for verification of learning outcomes, student assessment, and submitting complaints regarding study (managed by the FoE MBU Admission Office and Vice-Dean for Pedagogical Activities) are defined in the MBU Study Regulations . MBU Student Disciplinary Regulations Statute of the Student Ethics Committee
<i>Further possibilities for (non)anonymous appealing include the FoE MBU Electronic Inbox for Complaints and Proposals (administered by the Vice-Dean for Development and Quality Assurance). pursuant to Directive No. 3/2021 on the evaluation and development of the quality of education at FoE MBU.</i>
Conditions for recognition of studies or a part of studies.
Conditions for recognition of studies or a part of studies are defined in: MBU Study Regulations , Methodological Instruction FoE MBU No. 1/2010 on recognition of credits from previous study , Directive No. 9/2021 on final, rigorous, and habilitation theses at MBU in Banská Bystrica , Directive No. 11/2021 on awarding ECTS credits for extra-curricular activities at MBU
Topics of final theses of the study programme
The following dissertation thesis topics are planned to be offered: <ul style="list-style-type: none"> • Application practice of social and legal protection of children in the SR in the conditions of the Centre for Children and Families • Civic Dimension in Social Work Education • Volunteering as a tool for social inclusion • Possibilities and limits of using online supervision in social work • Presentation of unemployment (or other selected social phenomenon) in Slovak press – challenges and risks for social work
Rules for the assignment, processing, opposition, defence and evaluation of final theses in the study programme,
The rules are defined in Directive No. 9/2021 on final, rigorous, and habilitation theses at MBU in Banská Bystrica as well as the MBU Study Regulations Detailed instructions are provided in Methodological Instruction No. 4/2019 on creation and defence of final and qualification theses at FoE MBU . These documents provide detailed specification of the recommended final thesis designs and structure for the respective type

of thesis and level of study. Final and qualification theses follow the IMRaD structure. All the aforementioned documents are available to students on the faculty website.

Opportunities and procedures for participation in student mobility

Support of individual student mobility is one of the main MBU priorities in the area of internationalisation. This priority is specified in [Strategy of Internationalisation Erasmus Policy Statement UMB](#), [Directive No. 4/2019 on Erasmus+ mobility at MBU](#), [the Long-Term Plan of MBU in Banská Bystrica for 2021–2026](#) and [Long-Term Plan of FoE MBU](#).

FoE MBU also supports blended virtual mobility in accordance with the valid Slovak and European legislation. University and FoE MBU have concluded about 130 and 69 bilateral agreements respectively. The Office of International Cooperation and Mobility also offers internships.

FoE students can select an international mobility or study abroad from the offer published on the [faculty website](#), which is regularly updated.

Rules for adherence to academic ethics and rules for drawing consequences

At MBU, there is an Ethical Committee, which addresses the questions and issues related to adherence to academic ethics (employees and students). Relevant information about the Ethical Committee and its tasks can be found at the [university website](#).

Students must adhere to the [MBU Student Code of Ethics](#). Every student can take [online training in ethical decision-making](#) in accordance with the MBU rules

Other relevant document defining the rules are [MBU Disciplinary Code](#) and [FoE MBU Student Disciplinary Code](#), which specifies the position and activity of the FoE MBU Disciplinary Committee. All the aforementioned documents are available to students on the faculty and university websites.

Procedures applicable to students with specific needs

Students with specific needs follow the [MBU Study Guide for Students with Special Needs and the instructions published at the university website](#). Students with specific needs (SSN) can find information on the [FoE MBU website](#).

FoE MBU has a SSN coordinator who supports students and helps them adapt to the university environment, and resolve any study-related issues. In 2011, MBU has established the [Centre for Students with Specific Needs](#), which provides specialised pedagogical consultancy and assistance. It provides services to MBU students with specific needs, staff as well as study applicants.

Procedures for filing complaints and appeals by students

Filing complaints and rules for committee examination are defined in the MBU [Study Regulations](#). Further possibilities for (non)anonymous appealing include the FoE MBU Electronic Inbox for Complaints and Proposals (administered by the Vice-Dean for Development and Quality Assurance) pursuant to [Directive No. 3/2021 on the evaluation and development of the quality of education at FoE MBU](#).

Complaints related to violation of the student/employee Codes of Ethics can be submitted directly to the [Ethical Committee](#) in writing.

5. Course information sheets of the study programme

Structured according to Decree no. 614/2002 Coll. – see attached.

6. Current academic year plan and current schedule

Year plan

The academic calendar can be found on the [students' section of the website](#).

Current schedule

<https://www.pdf.umb.sk/studenti/studujem/doktorandske-studium/>

7. Persons responsible for the study programme

A person responsible for the delivery, development, and quality of the study programme

prof. PaedDr. Peter Jusko, PhD., professor, peter.jusko@umb.sk, 048/4464481

List of persons responsible for the profile courses of the study programme with the assignment to the course

<i>Name/contact</i>	Course	<i>Central Register of University Staff (CRUS) – link</i>
prof. PaedDr. Peter Jusko, PhD., peter.jusko@umb.sk 048/4464481	Applied Social Policy	https://www.portalvs.sk/reizam/detail/8350
doc. PhDr. Ladislav Vaska, PhD. ladislav.vaska@umb.sk 048/4464783	Theoretical Concepts in Social Work	https://www.portalvs.sk/reizam/detail/4935
doc. PhDr. Alžbeta Brozmanová Gregorová, PhD., alzbeta.gregorova@umb.sk 048/4464784	Action and Evaluation Research in Social Work	https://www.portalvs.sk/reizam/detail/11604
PhDr. Katarína Kurčíková, PhD. katarina.kurcikova@umb.sk 048/4464525	Presentation Skills in Science	https://www.portalvs.sk/reizam/detail/11509
PhDr. Michaela Šavrnichová, PhD. michaela.savrnichova@umb.sk 048/4464525	New Social Risks in the Context of Social Work	https://www.portalvs.sk/reizam/detail/18262

c) Reference to the research/art/teacher profiles (RATP) of persons responsible for the profile courses of the study programme

RATP of persons responsible for the profile courses have been attached to the respective accreditation file. Accreditation applications are registered in the internal AIS2 Academic Information System. Students have access to information on the teachers' personal websites under the respective faculties as well. Currently, this includes members of the [Department of Social Work FoE MBU](#), [Department of Psychology FoE MBU](#), [Department of Pedagogy and Andragogy FoE MBU](#), and [Department of Elementary and Pre-School Pedagogy FoE MBU](#).

List of teachers of the study programme with the assignment to the course and provided with a link to the central Register of university staff and with contact details (may be a part of the study plan).

The courses assigned to specific teachers have been attached in the Recommended Study Plan attachment.

<i>Name/contact</i>	Course	<i>Central Register of University Staff (CRUS) – link</i>
prof. PaedDr. Peter Jusko, PhD., peter.jusko@umb.sk	Applied Social Policy	https://www.portalvs.sk/reizam/detail/8350

048/4464481		
prof. PaedDr. Štefan Porubský, PhD. stefan.porubsky@umb.sk 048/4464859	Scientific Communication and Writing	https://www.portalvs.sk/regzam/detail/11290
doc. PhDr. Ladislav Vaska, PhD. ladislav.vaska@umb.sk 048/4464783	Theoretical Concepts in Social Work	https://www.portalvs.sk/regzam/detail/4935
Prof. PaedDr. Dana Hanesová, PhD.; dana.hanesova@umb.sk 048/446 4762	Scientific Discourse in English	https://www.portalvs.sk/regzam/detail/11254
Prof. PhDr. Eva Sollárová, PhD.; Eva.sollarova@umb.sk	Personal Autonomy	https://www.portalvs.sk/regzam/detail/10579
Prof. PhDr. Bronislava Kasáčová, PhD.; Bronislava.kasacova@umb.sk	Ethics of Science	https://www.portalvs.sk/regzam/detail/11139
Prof. PaedDr. Miroslav Krystoň, PhD. Miroslav.kryston@umb.sk	Theory of Adult Education	https://www.portalvs.sk/regzam/detail/11132
doc. PhDr. Alžbeta Brozmanová Gregorová, PhD., alzbeta.gregorova@umb.sk 048/4464784	Action and Evaluation Research in Social Work	https://www.portalvs.sk/regzam/detail/11604
doc. PaedDr. Katarína Vančíková, PhD.; katarina.vancikova@umb.sk	Reflective Diary	https://www.portalvs.sk/regzam/detail/11250
Doc. PhDr. Lubor Pilárik, PhD. lubor.pilarik@umb.sk	Multivariate Data Analysis Statistics	https://www.portalvs.sk/regzam/detail/10644
Doc. PhDr. Ján Kaliský, PhD. jan.kalisky@umb.sk	Philosophy of Science and Knowledge Critical Thinking	https://www.portalvs.sk/regzam/detail/11504
PhDr. Katarína Kurčíková, PhD. katarina.kurcikova@umb.sk 048/4464525	Presentation Skills in Science	https://www.portalvs.sk/regzam/detail/11509
PhDr. Michaela Šavrnochová, PhD. michaela.savrnochova@umb.sk 048/4464525	New Social Risks in the Context of Social Work	https://www.portalvs.sk/regzam/detail/18262
Mgr. Jana Šolcová, PhD., jana.solcova@umb.sk 048/4464784	Activation Educational Methods in the University Environment	https://www.portalvs.sk/regzam/detail/18247
PhDr. Marek Stachoň, PhD., marek.stachon@umb.sk 048/4464350	Philosophy of Social Knowledge	https://www.portalvs.sk/regzam/detail/11657
Mgr. Ing. Eva Virostková Nábělková, PhD. Eva.nabelkova@umb.sk	Statistics	https://www.portalvs.sk/regzam/detail/11511
Mgr. Denisa Šukolová, PhD.,	Qualitative Data Analysis	Practising expert

List of the supervisors of final theses with the assignment to topics (indicating the contact details)		
Name/function	Telephone/e-mail	Titles of the currently supervised theses in the respective level of study
prof. PaedDr. Peter Jusko, PhD.,	peter.jusko@umb.sk 048/4464481	Evaluation of Protective and Risk Factors in Social and Legal Protection of Children in the Slovak Republic
doc. PhDr. Ladislav Vaska, PhD.	ladislav.vaska@umb.sk 048/4464783	Usability of approaches in social work supervision
doc. PhDr. Alžbeta Brozmanová Gregorová, PhD.,	alzbeta.gregorova@umb.sk 048/4464784	Volunteer management practices in organisations and their links to volunteer satisfaction and motivation
Reference to the research/art/teacher profiles of the supervisors of final theses		
Thesis supervisors' RATPs are filed in AIS2. Students have access to information on the teachers' personal websites under the respective faculties as well. Currently, this includes members of the Department of Social Work FoE MBU , Department of Psychology FoE MBU , Department of Pedagogy and Andragogy FoE MBU , and Department of Elementary and Pre-School Pedagogy FoE MBU .		
Student representatives representing the interests of students of the study programme (name and contact details)		
Mgr. Jana Vrťová, jana.vrtova@umb.sk Mgr. Daniela Ivanová, daniela.ivanova@umb.sk		
Study advisor of the study programme		
In doctoral studies, the supervisors perform the role of study advisors. The supervisor is available and provides the student with consulting and support in accordance with Directive No. 2/2021 on support for adaptation to studies		
Other supporting staff of the study programme		
Function	Name/titles	Telephone/e-mail
Study officer	Mgr. Ivona Bajsová	048/4464248 Ivona.bajsova@umb.sk
Credit System of Study coordinator	Mgr. Marián Lakomčík	048/446 4262 marian.lakomcik@umb.sk
International relations and mobility officer	Ing. Anita Dienesová	048/446 4226 anita.dienesova@umb.sk
Coordinator for students with specific needs	doc. PaedDr. Vlasta Belková, PhD.	048/446 4755, 048/4464759 vlasta.belkova@umb.sk
Psychological consulting	doc. PaedDr. Lada Kaliská, PhD.	048/446 4717 lada.kaliska@umb.sk
	prof. PhDr. Eva Sollárová, PhD.;	eva.sollarova@umb.sk
	PaedDr. Jana Stehlíková, PhD.	048/446 4718 jana.stehlikova@umb.sk
	PaedDr. Lucia Pašková, PhD.	048/446 4722 lucia.paskova@umb.sk

	Mgr. Michaela Souček Vaňová, PhD.	048/446 4714 michaela.vanova@umb.sk
	PhDr. Beata Žitniaková Gurgová, PhD.	048/446 4725 beata.gurgova@umb.sk
	Mgr. Zuzana Heinzová, PhD.	048/446 4711 zuzana.heinzova@umb.sk
Pastoral counselling	doc. ThDr. Albín Masaryk, PhD.	048/446 4911 albin.masarik@umb.sk
	doc. PaedDr. Viktória Šoltéssová, PhD.	048/446 4230, 048/446 4917 viktoria.soltesova@umb.sk
Social consulting	doc. PhDr. Alžbeta Brozmanová Gregorová, PhD.,	048/446 4784 alzbeta.gregorova@umb.sk
	Mgr. Jana Šolcová, PhD.,	048/446 4784 jana.solcova@umb.sk
	PhDr. Katarína Kurčíková, PhD.	048/446 4525 katarina.kurcikova@umb.sk
	PhDr. Michaela Šavrnöchová, PhD.	048/446 4525 michaela.savrnochova@umb.sk
Legal consulting	Mgr. Jakub Dzimko	048/446 3149 jakub.dzimko@umb.sk
	JUDr. Ľubica Saktorová PhD., LL.M., M.A.	lubica.saktorova@umb.sk
Social-pedagogical consulting	PhDr. Patrícia Zólyomiová, PhD.	048/446 4761 patricia.zolyomiova@umb.sk
	doc. PaedDr. Vlasta Belková, PhD.	048/446 4755, 048/4464759 vlasta.belkova@umb.sk
Social network communication	Mgr. Jana Šolcová, PhD.,	048/446 4784 jana.solcova@umb.sk

Other kinds of support and consulting for students

FoE MBU manages the [FoE MBU Doctoral School](#) under the auspices for the Vice-Dean for Science, Research, and Art. The Doctoral School is staffed by a panel of experienced supervisors and teachers supporting continuous development of doctoral students and their supervisors across all disciplines and programmes. The goal of the Doctoral School is mainly to promote research and cross-cutting competences in doctoral students regardless of their field of study, to develop interdisciplinarity of doctoral research, and socialise doctoral students by:

1. organising common educational events for doctoral students aimed at developing their scientific thinking, research abilities, academic writing, publication and presentation skills, and other cross-cutting skills pursuant to Par. 5 a) of this article,
2. organising meetings for doctoral students, exchange of experience, and supporting consultations in order to help them adapt in the individual stages of their study or research; and providing them with feedback.

The faculty ensures that the student has access to relevant and up-to-date knowledge in the discipline, including its methodology and the required interdisciplinary contexts: through

the DS field-of-study committees and the faculty departments, it organises expert lectures and workshops led by prominent domestic and foreign experts.

Through the supervisors and university electronic systems, doctoral students can access relevant scientific resources. Once a year, feedback on the content and quality of teaching and DS consulting is collected. With the support of supervisors, the faculty creates favourable conditions for the doctoral students to gain relevant experience abroad. It organises educational activities for existing and future doctoral supervisors to improve their leadership and facilitation skills, mentoring, supervision, and didactic skills.

The faculty ensures that the student is supported in terms of skill and ability development, allowing them to perform high quality research and produce high quality scientific outputs. By means of the doctoral school, it organises educational events and scientific activities for doctoral students. Supervisors allow every doctoral student to participate in actual research, project teams, and cooperation concerning creative activities in Slovakia and abroad. Doctoral students receive methodological feedback under the auspices of the Vice-Dean for Science, Research, and Art. Doctoral students present their research projects during common events (usually at the end of their first year of study). Common internal dissertation thesis defence is also held (usually 1–2 before submitting the dissertation thesis)³. Supervisors, other experts, and field-of-study committees provide the doctoral students with constructive and relevant feedback after allowing them to present their research intentions, results, dissertation thesis projects, etc. The faculty and supervisors create opportunities for the doctoral students to publish. Doctoral students are required to join relevant scientific networks and organisations. The scientific part of the study plan in the new study programmes requires the students to publish their research in a foreign language in a recognized journal abroad. The respective credits cannot be gained by publishing less valuable papers in domestic journals repeatedly. Doctoral students receive tailored consulting. The methodological and organisational DS capacity is constantly improved by precise assignment of responsibility to the respective managing and administrative employees. Doctoral students and their supervisors are always provided with up-to-date methodological documents.

The faculty also supports the doctoral students in improving their pedagogical activities and didactic competences. They teach under supervision of their supervisor or another experienced teacher who sits in their classes and provides feedback and consulting. Their professional teaching competences are improved by means of internal education and a course in university pedagogy is available as well. Doctoral students can also improve their teaching skills by providing mentoring and tutoring to younger internal students and organising study-related activities.

A new MBU project supported by the Ministry of Education, Science and Research of Slovak Republic allowed for the establishment of the [University Consulting and Support Centre](#) in September 2021. It provides social, psychological, and legal consulting for students and applicants with specific needs or from socially disadvantaging environments. The centre provides professional consulting to students and applicants in a safe space and adheres to the highest ethical principles of consulting practice. Consulting is provided in cooperation with MBU staff, external experts, and students trained in the respective areas (under professional supervision). MBU students can easily access consulting and support services addressing a variety of their needs. The goal is to help them in their study, and promote emotional, social, intellectual, and professional development. The centre provides personal

³ In accordance with Article 15 Par. 5 of the MBU Directive on Doctoral Studies, the date and instructions for internal dissertation defences are published on the faculty's doctoral studies website.

and remote consulting for students and special-pedagogical consulting for students and applicants with special needs. The [MBU Career Centre](#) provides career consulting (individual and group), workshops and training focused on career management; students can also try out the assessment centre to get acquainted with the procedures. The centre facilitates contact between students and potential employees by means of job fairs, expert lectures, workshops, and excursions. The MBU Career Centre regularly updates their social networks and websites to provide information on job vacancies, internships, and professional practice

8. Spatial, material, and technical provision of the study programme and support

a) List and characteristics of the study programme classrooms and their technical equipment with the assignment to learning outcomes and courses (laboratories, design and art studios, studios, workshops, interpreting booths, clinics, priest seminaries, science and technology parks, technology incubators, school enterprises, practice centres, training schools, classroom-training facilities, sports halls, swimming pools, sports grounds).

FoE MBU has 140 personal computers, 181 notebooks+AiO and 9 tablets for education, research, and daily operation. All creative employees have PCs with an Internet connection. Other technical equipment includes scanners (19), photocopiers (4) , printers (64), multifunctional printers (24), dataprojectors (50), interactive whiteboards (6), cameras (19), photo cameras (24), CD players (5) , DVD players (4), projection screens (12), video-conference systems (28), software (72).

The material and technical equipment of teachers responsible for the study programme is excellent. Each teacher has their own PC set or notebook with the Internet connection and each office has a telephone line. The employees have access to a printer, scanner, photocopier, DVD player, and webcam to provide state-of-art implementation of the study programme.

Departments have state-of-art didactic technology in their own classrooms (data projectors, TV). Shared lecture halls and seminar rooms also provide PCs connected to the Internet, data projectors, and interactive whiteboards. In 2021, 26 classrooms were equipped with videoconference systems for hybrid and remote teaching.

There are 6 public computers for students. 2 classrooms are also equipped with 20 PCs. 8 other classrooms are equipped with multimedia technology. Students can connect to the Internet from almost all places in the FoE premises (access points). Software includes MS Windows (OS), Office 365, ESET, KASPERSKY (antivirus program), ADOBE READER, PDF CREATOR, SPSS (set of statistical programs). All this material and technical equipment guarantees optimal conditions for the educational process.

Teaching takes place in 37 classrooms; 10 are specialised (e.g. gym). The two largest classrooms (for 2x78 students) have been renovated including the furniture. All classrooms are fully equipped with ICT (plasma TV, data projector) and 60 computers independently used by all departments at the faculty. Replacement, maintenance, and repair of faculty furniture are continuous. To improve the quality of teaching, FoE has created several specialised classrooms/labs: a classroom for the Department of Social Work – 30 students; two classrooms for the Department of Music Culture – 40 students; concert and dance hall (for psychosocial training focused on psychomotor development); two classroom for the Department of Elementary and Pre-School Pedagogy; two classrooms for the Department of Fine Arts – modelling room, room for plastic and spatial creation, special multimedia studio; and specialised classrooms for social-psychological training.

To improve the study and work environment, FoE has provided the following: wheelchair access to all faculty premises including parking, camera system, student parking in front of the faculty, renovation of C and AB buildings including entrance halls. In the premises, there is a copy centre providing printing, binding, laminating and sells stationery. In the students' home No. 5, there is a pedagogical study room (first floor, 55 seats). In-person study is possible.

Characteristics of the study programme information management (access to study literature according to Course information sheets, access to information databases and other information sources, information technologies, etc.).

All information about the study programme including CIS is available in AIS2 and on the faculty website. Course syllabi, credit requirements, qualitative assessment, etc. are published on the teachers' personal faculty websites or in LMS Moodle (respective course). The course of study from entrance examination to state examination is controlled through AIS2. In-person and distance teaching is supported by LMS MOODLE, communication and feedback is provided by AIS2 and e-mail. Each student has a university e-mail address with access to University library and research databases. All student homes provide Internet in student rooms, most classrooms have wi-fi (coverage is continually improved). Students have Internet access at FoE MBU halls as well. The Department of Social Work publishes up-to-date announcements for students on its website. Information about the courses and downloadable materials can be found in LMS Moodle. All software purchased by MBU is available to students as well. Besides MS Office 365 and specific graphic or music programs, they include research-related software: SPSS 19.0, UNISTAT (statistical processing); ATLAS-TI (processing qualitative research data), etc. All university PC s provide access to publishing databases (licence purchased by MBU). In education science courses, mainly WOS, SCOPUS, EBSCO, SCIENCE DIRECT databases are used.

Teachers responsible for the study programme actively create study material for the individual courses. They are (co)authors of university textbooks and materials on social work. In OZ Pedagóg shop, students can purchase publications created by FoE MBU employees. There is sufficient material, technical, and informational equipment to implement the proposed study programme; moreover, it is continuously innovated and updated. Students and teachers have access to libraries and study rooms offering specialised literature, textbooks, monographs, Slovak and foreign journals about social work, social sciences, humanities, and education sciences. These sources are regularly updated based on the proposals of teachers responsible for the study programme. Information sources are also accessible online. Software is regularly updated.

Library and information services are provided by the MBU University library with centres at Tajovského 40 and 51, and branches at individual faculties. These libraries provide absence and presence book loans, consulting, research, reference service, copying, and Internet access 54 hours/week plus online services and access to electronic information sources 24/7. The libraries comprise more than 277,000 scientific and scholarly monographs, textbooks, proceedings, encyclopaedias, dictionaries, etc. New items are acquired based on the current study and research needs. The fund includes 251 periodicals (120 from abroad). Final and qualification theses defended at the university have been available online since 2009. More than 700 textbooks and other teaching materials published by the university is available in the MBU Virtual Study Room. Library website provides access to ACM, ProQuest Central, ProQuest Ebook Central, SpringerLink, Springer Nature, and Wiley Online Library databases. Fulltext access to Cambridge Journals, Emerald, and HSTalsk is also supported. Office of Absence Loans at Tajovského 40 is the central office. 87,000 documents can be loaned and taken outside the library. Office hours: Monday – Friday 9.00 am – 4.00 pm.

Interlibrary loan service is also offered. The Universal Study Room at Tajovského 51 offers more than 16,500 books and 134 periodicals available for presence study. All fields of study are covered. Office hours: Monday – Wednesday (8.30 am – 9.00 pm), Thursday – Friday (8.30 am – 4.00 pm). European Documentation Centre is a part of the study room. The study room also manages the deposit of printed final and qualification theses.

The Pedagogical Study Room at Tajovského 15 offers more than 6,500 books and 39 periodicals available for presence study + 125 didactic games and tools. Office hours: Monday – Wednesday (9.00 am – 9.00 pm), Thursday – Friday (9.00 am – 4.00 pm). Specialised resources on social work are available in the Pedagogical Study Room.

Characteristics and extent of distance education applied in the study programme with the assignment to courses. Access, manuals of e-learning portals. Procedures for the transition from contact teaching to distance learning.

The form of study is stated in each course information sheet (CIS). If the CIS specifies the form as combined or distance, the teacher is obliged to create an interactive e-learning course in LMS Moodle. The use of the portal is regulated by Directive No. 3/2016 on e-learning at MBU, which is available in the interface after opening (<https://lms.umb.sk/>). Each student receives detailed instruction on e-learning support. They can also address their teachers/study advisors during consulting hours if necessary. At the beginning of the semester, each teacher updates the course and sends sign-in information to the students (passwords). Besides syllabi and requirements for completion, there are also links to MS Teams (distance teaching), ZOOM, lecture videos, tasks, fora & discussion, polls, study materials, etc. Students can even be assessed through Moodle courses. In case of need (e.g. current pandemic situation), presence teaching fluently transforms into distance teaching in all courses and levels of study. Quality of distance teaching is continuously monitored and improved based on students' input collected by surveys.

d) Institution partners in providing educational activities for the study programme and the characteristics of their participation.

This programme is implemented in close cooperation with relevant institutions (research and expert), e.g. Research Institute of Child Psychology and Pathopsychology, MLSAF/Department of Education, Implementation Agency, Institute for Labour and Family Research/ Addictology Clinic of 1st Faculty of Medicine in Prague (CZ). FoE MBU is actively influencing and shaping concepts and legislation in cooperation with the respective ministries (labour, social affairs and family, justice, home affairs, education, health) and practice in the social sphere.

Currently, the Slovak Association of Social Work Educators resides at the Department of Social Work FoE MBU and doc. PhDr. Ladislav Vaska, PhD. is its president. Through this organisation we cooperate with other workplaces that educate students in social work and we also participate in the national round of Students' Research Conference in the field of social work. The department is a member of the European Association of Schools of Social Work and builds cooperation with partner schools abroad. The main goal of cooperation with these partners is to improve the quality of social work education.

As part of our international cooperation, we are developing collaborations with partners in Europe and beyond. Our partners for teacher and student exchange, invited lectures and lecture stays include the following academic workplaces: Masaryk University, Brno; University of Hradec Králové; Palacký University in Olomouc; University of Ostrava; University of Jan Evangelista in Ústí nad Labem Uniwersytet Kazimierza Wielkiego w Bydgoszczy; Uniwersytet Slaski w Katowicach; Evangelische Hochschule Dresden,

Universitatea Babeş-Bolyai, Cluj-Napoca, Mykolas Romeris University, Vilnius, Lithuania and others.

Characteristics of the possibilities for social, sports, cultural, spiritual and social activities.

MBU offers a rich variety of social and cultural events, sports, and spiritual activities. In terms of sport activities, students can join several sport clubs (athletics club, women's basketball team, gymnastics club, university hockey team, mountaineering club, karate club, judo club). The Sports for All club offers a swimming pool, sports games: floorball, football, volleyball, fitness, Power Zumba, Country dance, jumping, classic and sports massage. More information can be found at <http://www.sportklub.umb.sk/>.

There are three [artistic ensembles](#) based at MBU: the Mladost University Choir, the Mladost University Folk Ensemble and the Mladost Chamber Orchestra. All MBU students are welcome although the ensembles work primarily work with FoE MBU students. The ensembles are run by the Department of Music Culture FoE MBU. Students can join the UNIS university theatre, which is open for all those interested in acting and theatre. University Dance Centre offers dance courses for students.

For over 20 years, MBU has actively cooperated with the [Volunteer Center](#), a Banská Bystrica based non-profit organisation, which motivates students to participate in the Center's own volunteer programmes, as well as those of other organizations, and supports their involvement in the community. MBU students can also participate in the [Duke of Edinburgh's International Award](#). FoE MBU is the only Slovak university involved in this project. It is a complex developmental programme providing young people (14–24) with the opportunity to develop their skills and character for real life, achieve their potential, and become successful. MBU students can not only participate in DofE, but also learn the methodology and became programme leaders.

As for free time, FoE MBU provides several [premises where students can spend their free time](#), e.g. cafeteria and students' room (catering), relaxation and study room No. B003 (including a kitchenette where students can heat up their own food). The Kolečko café employing disabled people to sensitise the customers towards other people's needs. The Chillpoint relaxation zone has been created by the students themselves (building A, second floor), but there are also a canteen and another cafeteria nearby the FoE MBU Dean's Office. The PuFkáčik children's corner is available for the public, employees' and students' children. In addition to the activities offered directly by the faculty and the university, rich opportunities for spending free time are also provided by the City of Banská Bystrica, with which MBU actively cooperates, keeping students regularly informed about such opportunities via social networks and bulletin boards in the faculty premises.

Possibilities and conditions for participation of the study programme students in mobilities and internships (indicating contact details), application instructions, rules for recognition of this education.

Possibilities and conditions for student participation in mobilities and internships are guided by Directive No. 4/2019 on Erasmus+ mobility at UMB. They are regularly published in a [separate section](#) of the FoE MBU website. Besides Erasmus+, other schemes are also offered, e.g. in active cooperation with SAIA. The Office of International Cooperation and Mobility also offers internships. Every September, FoE MBU organises Mobility Days to inform students about mobilities and internships. Students also receive the information on application deadlines in advance in the faculty newsletter. Calls for mobility applications are regularly published at the beginning of the winter semester. The interested students apply for the mobility and submit a cover letter. They can select 3 receiving institutions in their application. Based on the submitted documents, students are pre-selected and invited to a personal interview. Students select universities at which their can study their programme

and specialisation abroad. In cooperation with the department coordinators and the Office of International Cooperation and Mobility, students prepare a preliminary study plan. Based on the pre-selection results, grant applications are created and submitted yearly to the Erasmus+ Programme National Agency. Students receive the decision when the Agency assigns the grant. Afterwards, administrative preparation starts, which consists of communication with partner institutions and nomination of students. The student sends the Learning Agreement and other documents to the partner institution according to their request (academic transcript, proof of accommodation, language certificate). The Office of International Cooperation and Mobility prepares the financial contract and assists the student in the process of getting insurance, accommodation, and travelling. Upon the student's return, the assessment received at the receiving institution is recorded in AIS. Other than compulsory courses are filed as requested by the student (COC or OC).

Recognition of credits within the ECTS system is possible thanks to the precise monitoring of mobility activities before, during, and after the mobility is completed. Prior to mobility, maximum attention is paid to motivating students and facilitating communication between students and host institutions so that a realistic personalized learning agreement can be developed for each student, taking into account the requirements that students have to meet at their home institution and the opportunities offered by the host institution. The learning agreement remains a key and binding document in the next phases of mobility implementation as well. During the mobility, the Office of International Cooperation and Mobility and department coordinators provide continuous support to the student. Any discrepancy between the learning agreement and reality at the receiving institution are resolved so that the student can receive all ECTS credits necessary to complete their study. The student has enough time to notify the faculty of curricular discrepancies to resolve it in cooperation with all participants. After the mobility is completed, the Office of International Cooperation, Mobility, faculty Study Offices, and department coordinators confirm that ECTS credits received abroad have been recognized. FoE MBU also supports recognition of blended virtual mobility in accordance with the valid Slovak and European legislation. Since 2021, MBU has been a part of inter-university volunteer and service learning programme called [FLY](#), under which students can participate in international volunteering and service learning projects during summer.

9. Required abilities and admission requirements for the study programme applicants

Required abilities and necessary admission requirements

Studying the Social Work doctoral study programme requires mainly abilities related to social work as a helping profession and research in the field.

The basic prerequisite for admission to the study programme is successful completion of the Master degree in the Social Work study programme. Completed Master degree in a related field of study is also acceptable if the guarantor of the Social Work study programme at FoE MBU approves it.

Further prerequisites include specific personality attributes and professional competences related to social work. This includes communication, social, and emotional competences, the ability to organise and plan work, the ability to make decisions bear responsibility, creativity and flexibility, the ability to offer and accept constructive criticism, emotional stability, social maturity, engagement, strategic and conceptual thinking, the ability to cooperate, self-reflection, and self-development.

Specific prerequisites are related to the applicant's study skills i.e. core knowledge gained during the Master studies and the ability to fulfil the tasks required by doctoral studies –

social work, digital skills, learning abilities, critical and analytical thinking, mathematical literacy, presentation skills, the ability to use the acquired knowledge in work and study situations and for the purpose of one's professional and personal development, and to do so responsibly and independently. PhD courses are taught in Slovak, therefore the command of Slovak or Czech languages is necessary (oral and written).

The study plan of the Social Work doctoral study programme includes a compulsory course entitled Scientific Discourse in English and part of the study literature for other courses is also in English, therefore, the intermediate level of English is necessary. Last but not least, the study requirements include the ability and will to learn and develop professionally and personally.

Admission procedures

The general conditions of admission to study under the law and the obligations of universities are published on the FoE MBU website together with a list of all study programmes offered. The Academic Senate at FoE MBU annually approves the Principles of Admission Examinations at the FoE UMB in Banská Bystrica. Applications will be accepted by the published deadline.

To be considered for admission, the applicant has to submit a diploma proving they have completed their Master's degree in social work or a related field. The specific conditions and requirements for the admission examination and its parts are published in due time. These requirements are related to the personal prerequisites expected from the applicants to ensure successful study, efficient use of study funds, and the capacities of the faculty.

The applicant fills in the application for doctoral studies pursuant to the University Act. The applicant also attaches:

- a) CV,
- b) statement or confirmation of permanent residence
- c) certificates of education – legally verified copies; If the applicant has completed their Master degree at the same MBU faculty, copies do not need legal verification;
- d) dissertation thesis project proposal,
- e) list of published papers or other specialised or artistic activities – or their reviews (publishing activity prior to PhD study is not compulsory, but taken into consideration in the admission procedure),
- f) other documents required by the faculty (confirmation of payment for the admission procedure, etc.).

If the applicant cannot confirm that all basic requirements have been met during the admission procedure, they can still receive conditional admission, but they have to provide all necessary confirmations by the day of enrolment.

Applicants who have completed their high school studies abroad (outside SR) are obliged to present a confirmation of acceptance of their foreign certificate pursuant to Act No. 422/2015 on recognition of education documents and on recognition of professional qualification as amended. The accepted applicant has to provide the recognised certificate of education by the day of enrolment at latest.

If the applicant does not meet the requirements published at the faculty website, their application will be returned along with the attached documents and a brief justification.

Otherwise, the applicant receives a written invitation to the entrance examination at least 14 days before the entrance examination takes place. It includes information on the topics addressed at the examination. A copy of the invitation is a part of the applicant's personal file.

In terms of the admission procedure, dissertation thesis topics in the respective study programme for the upcoming year are published. Topics along with short annotation are approved by the respective field-of-study committee.

Information on the number of admitted doctoral students is published by the faculty for all study programmes together.

During the admission examination, the submitted dissertation thesis project is defended by the applicant who also has to prove their knowledge and skills in three areas:

- a) specialised knowledge in the field with the emphasis on the topic of their dissertation thesis project,
- b) knowledge of research methodology and ability to grasp how research works. The examination focuses on their 1) knowledge of research methods, procedures, and instruments related to the topic of their dissertation thesis project (DTP), 2) previous activities related to research, projects, publications, or professional practice related to their DTP (participation in research and other projects including Students' Research Conference, active participation in conferences and seminars, completed courses and training, other field-related activities, list of publication/artistic activity including outputs in specialised press or websites, internships and stays abroad at relevant institutions including Erasmus, volunteering, etc.).
- c) Command of a foreign language allowing the applicant to study foreign literature and present their own research internationally.

The principles of the admission procedure for the Social Work study programme at FoE MBU respect these requirements:

Objectiveness. During the admission interview, at least three committee members are present. They proceed according to a template specifying the criteria for the observed areas and evaluation methods. The method and content of the admission procedure shall be implemented by the faculty in such a way that applicants with the best prerequisites for carrying out quality research and studies are admitted. Conditions for selection are equal. It takes place in front of an admission committee common for all study programmes, in the case of a higher number of applicants, several joint committees are present. A relevant scoring system has been created for the purpose of evaluation. All applicants are ranked in order according to their preferred forms of study (internal and external) Applicants with the highest scores are admitted, regardless of the study programme.

The number of students admitted to individual doctoral study programmes is not determined in advance, it depends on the results of the admission examinations. There is an exception: if the workplace offering the respective study programme has received funding for a doctoral student position under a project or other external resources, the position is open.

- **Transparency.** The criteria and requirements for applicants are published in advance and easily accessible. The Dean decides on alternative or additional dates for admission examinations. Within 30 days after the admission examinations, applicants will be notified of their acceptance or non-acceptance.
- **Fairness and compliance with the principle of equal treatment of applicants.** The admission procedure is inclusive and ensures equal opportunities for every applicant demonstrating their ability to study successfully. In the case of foreign students, the

procedure is individual and follows the Act on Higher Education. Applicants with specific needs receive all necessary assistance. Recognition of previous education and the respective documents (transparent recognition of university qualifications, periods and parts of study, previous education including non-formal and informal education) follows the generally binding regulations as well as the Convention on the Recognition of Qualifications concerning Higher Education in the European Region.

- *Competency.* The responsible Vice-Dean and chairpersons of the field-of-study committees appoint admission committee members. The admission committee has at least three members representing all relevant field-of-study committees, which depends on the number of applicants and contents of the admission examinations.

C) Admissions results from the recent period

In the 2021/2022 academic year, three internal doctoral student positions were open. No applicant enrolled in the Social Work study programme during the previous period.

10. Feedback on the quality of education

Procedures for monitoring and evaluating students' opinions of the study programme's quality

Procedures for monitoring and evaluating students' opinions of the study programme's quality follow Directive No. 2/2022 on the rules for education quality assessment at MBU in Banská Bystrica and [Directive No. 3/2021 on the evaluation and development of the quality of education at FoE MBU](#).

The following procedures and tools are used for evaluation and development of the quality of education at FoE MBU with different, but periodical frequency:

- a survey of students' satisfaction with the quality of teacher and instruction within a specific course
- a survey of students' satisfaction with the quality of professional practice in the specialised training facility at FoE MBU
- a satisfaction survey for students with special needs
- an evaluation of students' satisfaction with the quality of instruction during their mobility abroad
- a satisfaction survey for foreign students on mobility at FoE MBU
- identifying needs and ideas on improving the quality (performed by study advisors)
- electronic inbox for complaints and proposals
- evaluation of the pedagogical process and teacher by means of pedagogical observation
- a survey of students' satisfaction with the spatial, material, and technical equipment available for their study programme
- evaluation of the professional practice by the specialised training facilities at FoE MBU
- students' evaluation of study programmes
- graduates' and employers' evaluation of study programmes
- tracking the study programme graduate's employability in practice,
- other surveys and evaluations according to current needs.

All the aforementioned procedures are analysed on multiple levels (main guarantor, head of the department, Vice-Dean) in accordance with the respective Directive. All quality evaluation surveys are processed into reports. Each report summarises the results and proposes respective measures aimed at improving the quality of education. All reports are archived and published in a [dedicated section of the FoE MBU website](#).

Further procedures related to quality assurance and feedback collection in doctoral studies follow [Methodological Instruction No.1/2022 on Quality Assurance of Doctoral Studies at FoE UMB](#).

Feedback on the quality of provided education and relevant measures

At the Department of Social Work, sit-in pedagogical observation is performed every semester to collect feedback on the quality of teaching. Informal meetings and interviews with students are held. Self-reflection and other activities are performed by the staff. The head of the department summarises the activities in a report. The following strong points of doctoral studies can be pointed out in these reports in the recent years: significant activation of students during seminars, thorough teaching preparation, interesting presentation and up-to-date topics, practical demonstrations, open questions used in teaching, suitable space for students' feedback. The identified shortcomings included: the time for students' questions is limited due to the lesson duration, not all students are responding to activation properly, concept explanation could be made slightly easier given the students' previous knowledge levels, some students are not motivated enough to participate in activities.

During remote teaching, FoE MBU collected data repeatedly. The results can be found in the Report on Pedagogical Activity. The survey was completely anonymous, therefore students of the Social Work study programme cannot be identified. 156 students responded to the students' satisfaction survey concerning the quality of distance study in the 2020/21 summer semester. 85% of students were satisfied with the quality of remote teaching. 81% appreciated their teachers' approach. 91% students stated that classes were streamed through MS Teams or similar applications in accordance with the schedule and video recordings were uploaded to Moodle. Responses concerning specifically the Department of Social Work were exclusively positive. This positive evaluation probably results from the measures taken by FoE MBU at the beginning of the situation. FoE MBU immediately trained teachers to work with Moodle and other online environments. Courses in Moodle were checked; teachers who re-worked their courses in accordance with the online requirements were motivated and awarded – teachers who failed to do so were invited for individual consulting.

The measures adopted at the Department of Social Work FoE MBU included:

- organising extracurricular activities to activate students during classes
- taking mental hygiene and time load into account in the creation of the schedule
- providing students with more space to express their opinions mainly during seminars
- giving students feedback out-of-the-class during consulting hours
- each course (including internal form of study) at the department has been assigned a Moodle course
- in terms of harmonisation, the method and form of continuous assessment in some courses were adjusted
- the feedback concerning the admission office was forwarded to the Vice-Dean for Pedagogical Activities
- mutual pedagogical observation continues in all semesters and doctoral students (who teach) are involved.

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

Feedback from graduates was collected in terms of harmonisation; they are attached to the evaluation reports for this programme. A common meeting was held and individual graduates were also contacted and interviewed. They appreciated the modification of the study programme, mainly its connection with the Doctoral School at FoE MBU as well as more focus on orientation and research training. They came up with the idea to address qualitative research in social work based on which a separate course in qualitative analysis was created.

11. References to other relevant internal regulations and information concerning the study or the study programme student

All links to relevant study support documents can be found on the faculty website in the following sections:

I WANT TO STUDY (<https://www.pdf.umb.sk/studenti/chcem-studovat/>),

I HAVE JUST BEGUN MY STUDIES (<https://www.pdf.umb.sk/studenti/zacinam-studovat/>),

I AM STUDYING (<https://www.pdf.umb.sk/studenti/studujem/>)

I AM FINISHING MY STUDIES (<https://www.pdf.umb.sk/studenti/koncim-studium/>).