The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Description of the study programme

Name of the higher education institution: University of St. Cyril and Methodius in Trnava
Address of the higher education institution: Námestie Jozefa Herdu 2, 917 01 Trnava
Identification number of the higher education institution: 36078913
Name of the faculty: Faculty of Social Sciences
Address of the faculty: Bučianska 4/A, 917 01 Trnava

Institution body for approving the study programme:
Date of the study programme approval or the study programme modification:
Date of the latest change[1] in the study programme description:

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

Reference to the results of the latest periodic review of the study programme by the institution:
Reference to the assessment report of the application for accreditation of the study programme under § 30 of Act no. 269/2018 Coll.[2]:

1) Basic information about the study programme

a) Name of the study program and its number according to the register of study programmes.
   European Studies and Policies
b) Degree of higher education and ISCED-F education degree code
   Third
c) Place(s) of delivery of the study programme.
   Faculty of Social Sciences UCM in Trnava
d) 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[3].
   6718 Political sciences
e) Type of the study programme: academically oriented, professionally oriented; translation, translation combination study programme (listing the specializations); teaching, teaching combination study programme (listing the specializations); artistic, engineering, doctoral, preparation for regulated profession, joint study programme, interdisciplinary studies.
   academically oriented
f) Awarded academic degree.
   PhD. – philosophie doctor
g) Form of study[4].
   Full-time
h) 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).
i) Language or languages in which the study programme is delivered[5].
   English
j) Standard length of the study expressed in academic years.

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[3] It is stated only if the accreditation of the study programme has been granted according to § 30 of Act no. 269/2018 Coll.

4 According to the International Standard Classification of Education. Fields of Education and Practice 2013.

[5] According to § 60 of Act no. 131/2002 Coll. on Higher Education Institutions.

[6] It means the languages in which all learning outcomes are achieved and all related courses of the study programme as well as the state examinations are carried out. The institution independently provides information on the possibility of partial study parts/courses in other languages in part 4 of the description.

3 years

k) Capacity of the study programme (planned number of students), the actual number of applicants and students.
   PNS 2, ANA 4, S6

2.) Graduate profile and learning objectives

a) **The institution defines the learning objectives of the study programme such as student's abilities at the time of completion of the programme and the main learning outcomes[6].**

The study program European Studies and Policies aims to provide a comprehensive framework of knowledge, skills and competences in the field of national and European policy to an adequate extent of the III. degree. With its content focus and additional activities (see below), the presented study program responds to the needs of modern practice, which increasingly requires comprehensive training of PhD. graduates in the field of European public policy-making. The study program is therefore developed on the basis of communication with experts from practice as well as employers, and is enriched by activities for the overall development and training of national and European leaders. For this reason, the real results of the educational process focus on the preparation of PhD. graduates with complexity of their skills and competencies with a practical focus, who are ready for independent analytical, academic and research work. A prerequisite for acquiring such transferable competencies is the fact that PhD. students already have a set of knowledge, skills and competences in the field of political science and European studies, i.e. sufficient knowledge needed to analyse the political, social, economic and international aspects of different forms of governance and of individual policies or political actors. PhD students will acquire these skills and competences within the European Studies and Policies study program thanks to its interdisciplinary nature focused on the complex knowledge in the areas of the government and its institutions, the European Union, international relations, gender issues and security, supplemented by knowledge - expertise related to political and social processes at different levels of government.

The graduates of the PhD degree program in European Studies and Policies thus gain an expertise but moreover, practise their wide range of theoretical knowledge in the educational process, which enables them to get expertise in the processes of national and supranational politics, education and training processes and research activities. Within their research activities, they can apply individual international political theories to analyse selected processes taking place within or outside the state. Within their study and expert practise with the Department, they are able to interconnect the acquired knowledge with practice, also thanks to the possibility of gaining practical experience for their future career already during the study. The student can directly apply theoretical knowledge and acquired skills during individual teaching activities (see below), as well as apply to several possibilities of professional practice at home and abroad, thus verifying them and deepening them into a form of practical competencies.

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[7] *Learning objectives are achieved in the study programme through measurable learning outcomes in individual parts (modules, subjects) of the study programme corresponding to the relevant level of the Qualifications Framework in the European Higher Education Area.*

A graduate of the 3rd degree (PhD) of the European Studies and Policies study program deepens his / her knowledge and skills gained from a previous MA study in political science, to an extent and level adequate to the level of study according to the Qualifications Framework in the European Higher Education Area. This scope provides the graduates with extended readiness for analytical tasks in the agenda of national and international organizations. The graduate has an extended and deepened professional and scientific basis necessary for solving individual tasks and, thanks to practically focused teaching and research practise (see below), is able to contribute and participate in the creation of various sectoral policies of a European nature.

As the PhD study program also includes participation in several expert PhD conferences, discussions and workshops, the graduate is able to communicate in domestic and international forums. The graduate deepens the acquired professional and scientific language, skills and competencies necessary for the creation and implementation of European policies, how to use them in creating new policies so as to demonstrate an understanding of the context and consequences of the problem and alternative decisions in designing solutions. Furthermore, the graduate has in-depth knowledge and competencies important for comparing the functioning of policies in an international framework, especially in the European Union, and thus is able to design procedures and tools for solving individual practical problems. The graduate is able to actively characterize the existing socio-political problems based on data and previous research and specify the attributes that are related to them, is able to apply the acquired skills oriented to the decomposition of the phenomenon, as the acquisition of this skill is transferable to any other research. In a research work, the graduate of this study program is, thanks to the acquired experience within the research and publishing activities, able to obtain relevant and correct data with regard to own previous operationalization of constructs. From the overall point of view, the doctoral graduate is able to act in practical professional life as an expert who approaches current socio-political phenomena and challenges with critical thinking, with the ability to identify, name, analyse a scientific problem, then on the basis of relevant data and with regard to current knowledge to carry out research of a specified phenomenon.

Due to the setting of the PhD study and related research/teaching activities taken within it, the graduate is able to organize work in working teams, cooperate in the preparation of public policy at European, national and local levels, analyse needs, identify and name problems, design, create, implement, monitor and evaluate policies, conduct empirical research and interpret its results and apply research recommendations in practice.

The graduate is prepared to understand the interdisciplinary context of the functioning of modern political systems and regimes. And, as the European dimension of policy-making is based on synergy and convergence, graduates are prepared to look for solutions for modern Europe, which is served by a number of practical activities carried out directly in the teaching process.

The doctoral study prepares graduates for a wide range of jobs not only in the academic, but also outside the academic, i.e. in political, research, non-governmental and other professional spheres. The graduate acquires an extensive set of skills that can be applied in different situations and occupations (see below). Although doctoral graduates are generally expected to pursue academic / research careers, the skills acquired by doctoral students are not presented exclusively in an academic context. However, they are still applicable to a wide range of positions and tasks in the national politics, European institutions, local government or non-governmental sector.

The range of knowledge enables the graduate to enter practical life or pursue an academic or research career. Graduates of the study program European Studies and Policies are successful in finding their employment in state administration bodies, self-government bodies, public bodies, scientific research and pedagogical institutions, supranational institutions, analytical organizations, but also in the private sector, and/or in the field of volunteering, in various positions (see below).

The package of knowledge, skills and competences (see attachments) covers several areas, such as teamwork, time management, research skills within the given study program, work with professional resources and relevant information, skills in the field of professional text preparation, academic writing and related presentation skills. As part of presenting the results of their research at various domestic and foreign events, they acquire a high level of communication skills and the ability to lead a quality professional discussion.

Time management is developed during the study, as the study itself is divided between several time limits (for example to complete a research or dissertation project) with different deadlines, so time management is an important skill for future PhD-graduate practice. During their studies, students develop their skills in writing expert texts as well as grants, thus acquiring the necessary skills for future. As doctoral students work independently (under the supervision of their supervisors and senior colleagues) on independent scientific and grant assignments, the study also brings development of skills and competencies in the field of data analysis, independent decision-making and, problem solving. Senior students of doctoral studies are involved in the mentoring program for BA / MA students, thanks to which their leadership skills are developed.

This program joins efforts to prepare European policy experts who will focus on achieving qualitative results based on deeper quantitative studies. As the presented study program deals with the solution of the problems of human society at present, the content of individual subjects therefore reflects the current events. For this reason, through several activities PhD students are motivated and challenged during their PhD studies to address issues in crisis situations in society, such as the current COVID-19 pandemic, i.e. such as public policies aimed at achieving economic stability and growth, environmental quality management or ongoing social and political changes. In general, the aim of the doctoral degree is to prepare the graduate to solve these problems systematically and at the same time to establish a broader theoretical context. Graduates and their ability to compare and work with individual European policies and political discourses are in-depth and have the competence to collaborate on background and database studies that will determine societal priorities. Graduates thus have the potential to become impartial professionals in the field of policy analysis, European studies and processes, who could find employment in analytical units or similar government departments or European institutions.

The student qualifications achieved after completing the third cycle of the European Higher Education Area (level 8) are as follows:
- The student demonstrates knowledge at the highest level in a given area of work or field of study, as well as in the interdisciplinary of the study program;
  The student demonstrates the extensive and most specialized skills and techniques, including the ability to synthesize and evaluate, required to address fundamental research and/or innovation problems and to expand and redefine the existing knowledge or professional practices;

- The student thus demonstrates the ability to design, construct, implement and modify a substantial part of research with scientific integrity and in compliance with academic ethics;
- The student demonstrates the ability to be sufficient authority, with own innovation, autonomy, scientific and professional integrity and a lasting commitment to develop new ideas or practices that are at the forefront of a given work or study environment, including research;
- The student is able to adequately share the information obtained, own ideas for solving problems, with both professional and general public;
- In general, the graduate demonstrates a systematic understanding of the field of study and has mastered the skills and methods of scientific research associated with the field and corresponding to the current state of knowledge in the field;
- Thanks to the above-mentioned developed skills and competencies, the doctoral student is fully competent to contribute his/her original research to the development of previous scientific knowledge, through his/her publishing and conference activities at home and abroad associated with appropriate publications at least at the level of peer-reviewed/ indexed outputs;
- The student has a comprehensive framework of knowledge, personal and educational skills (including soft-skills) as well as the competencies needed to enter professional life or pursue further academic careers.

In accordance with the wording of the European Qualifications Framework, a competence means that the student has demonstrated the ability to use the acquired knowledge, skills or other abilities in the study, respectively later in work situations as well as in their further professional or personal development. The competencies listed in this Attachment and in Attachment 13 are a set of generic and specific (subject-specific) competencies, the development of which is the subject of the learning process and the study program. Thus, in accordance with the wording of the European Qualifications Framework, the learning outcomes express the level of competence that the student has achieved, verified by the achieved evaluation, which is verifiable and uniform for the entire study (see attached information sheets of individual subjects).

Attachment 13 "Learning Objectives and Outcomes" demonstrates compliance with the rules generally applicable to the setting of learning objectives and outcomes (in accordance with the European Qualifications Framework), in that the required learning outcomes adequately reflect the context, level, scope and content of the curriculum; the individual objectives are formulated concisely, precisely and are mutually consistent; the expected results are also formulated from the student's point of view to be understandable and from the teacher's point of view to be verifiable in relation to what the student has actually achieved. In addition, the learning objectives and outcomes formulated in the above Attachment prove that they are achievable within the set (for each level) study (work) workload. Submitted Attachment 15 "Description of the Study Programme" documents the fulfilment and requirements for mutual and practical connection of learning objectives and outputs with appropriate educational activities, evaluation methods and evaluation criteria.

b) **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.**
Professions of the graduate of the doctoral study program European Studies and Policies, as selected:

- Executive / General Counsel of the State Administration, Self-Government, Public Sector, Volunteering and the Non-Profit Sector;
- Manager in scientific research and pedagogical institutions;
- Independent analyst in multinational institutions, analytical organizations, think tanks;
- Executive for specialized professions at European Union level and its institutions;
- Political Analyst;
- Media manager;
- Professional lecturer / specialist - lecturer of further education;
- European Employment Services (EURES) Manager;
- State Administration Officer for Education;
- Regional and Rural Development Manager;
- Expert / specialist in the field of international relations;
- Specialist / manager for EU funds methodology;
- Specialist / manager of EU funds programming;
- EU funds control specialist / manager;
- Specialist / manager in the field of science, research and innovation development;
- Legislation specialist / manager;
- Local government specialist / manager for education and sports;
- Specialist / manager for foreign policy and trade, diplomatic and consular activities;
- EU Funds Manager;
- R&D specialist / manager;
- Specialist / manager of state administration for general internal administration;
- Specialist / manager of the parliamentary and governmental agenda;
- EU Funds Initiative Specialist / Manager;
- EU Funds Irregularities Specialist / Manager;
- Specialist / manager of monitoring EU operational programs;
- Specialist / manager of administrative issues;
- Continuing education manager / specialist;
- Manager / specialist for staff training and development;
- Manager / specialist for training and human resources development;
- Human Resources Development Manager / Specialist;
- Employee education and training manager / specialist;
- Training & Development Manager;

- Training & Human Resources Development Manager;
- Supervisor of administrative staff.

c) Relevant external stakeholders who have provided the statement or a favourable opinion on the compliance of the acquired qualification with the sector-specific requirements for the profession[7].

3.) Employability

a) Evaluation of the study programme graduates employability.

The implementation of the study program so far proves that a substantial part of the graduates of doctoral studies have been actively involved in the work cycle, i.e. within the achieved qualification and expertise of the graduate, as the graduates still successfully perform internships during their studies, especially in state institutions such as the National Council of the Slovak Republic, the Office of the Government, the Representation of the EP in Slovakia, resp. in foreign institutions, i.e. in connection with the acquired education, the employment of doctoral graduates is relatively extensive (see above). This proves that the doctoral study of the European Studies and Policies program is designed so that its graduate is professionally prepared to perform the tasks of theory and practice in accordance with current needs of social development not only in Slovakia but within the European Union and its institutions and therefore the graduate doctoral study has the prerequisites to perform methodological and analytical work and the ability of active, conceptual, creative activity, e.g. analysis of methods, design and organization of research, management work in state administration and self-government.

Within its core, the study program educates experts ready to participate in the creation of policies and processes at the level of state administration, international organizations, and/or in the private sector and prepares them for the positions of modern leaders. The graduate acquires a sufficient basis of theoretical knowledge in political science, especially European policies and theories of Europeanization and the history of integration trends of the European Union and language skills to be able to enter and apply in several areas of society (pedagogical activity, public administration, civic associations , mass media, international organizations, etc.). The graduate is prepared to be able to independently, creatively and effectively solve problems, present alternatives and communicate effectively with partners at home and abroad. Another possibility is a professional work in the field of political counselling, scientific research, political life, pedagogical and journalistic work. State and public administration structures (state and self-governing institutions of the national, regional and local level), as well as third sector entities, civic associations and foundations, are important areas of employment for European Studies and Policies graduates.

For this reason, doctoral students are involved in the research activities of the Department and participated in, for example, solving the following project tasks:

- VEGA 1/0339/17: Comparison of the dynamics of institutional consolidation of far-right parties and movements in the Czech Republic and Slovakia, solution period: 2017-2019, Head of the project team: doc. PhDr. Jaroslav Mihalik, PhD.
- Erasmus + Jean Monnet Chair: Migration - the Challenge of European States, solution period: 2016-2019, head of the project team: prof. Valeriu Mosneaga, DrSc., Mgr. and Mgr. Ondrej Filipec, Ph.D.
- Visegrad Fund: Practical Aspects of Civic Participation and Referendum in the Visegrad Group Countries after 1989, solution period: 2017-2018, head of the project team: doc. PhDr. Jaroslav Mihalik, PhD.
- FP7 MyPlace: Memory, Youth, Political Legacy and Civic Engagement, solution period: 2011-2015, head of the project team: prof. Mgr. Ladislav Machacek, CSc.
- FP7 MyWeb: Measuring Youth Well-Being, solution period: 2014-2016, project leader: doc. PhDr. Jaroslav Mihalik, PhD.
- H2020: European Cohort Development Project, solution period: 2018-2019, head of the project team: doc. PhDr. Jaroslav Mihalik, PhD.

Doctoral graduates in European Studies and Policies are also prepared for a professional career as a university teacher and academic and research carriers. Graduates of the master's degree are ready to enter the internship and at the same time have all the prerequisites to continue their post-doctoral studies at the universities in Europe and around the world.

The above profile of the PhD graduate also defines the most important knowledge, abilities and skills that the graduate of the study program acquires in the third stage of university education. In addition to the basic knowledge that students acquire by completing the core subjects of the study program, they have the opportunity to complete their profile by studying compulsory elective subjects, special trainings and learning modules, study and teaching mobilities. In this way, they expand the range of their knowledge in accordance with individual interests, and/or by its professional expertise. PhD students also complete the necessary language training, which is inevitable for making internationally valued research. Students also deepen their language knowledge and skills by completing professional internships at foreign institutions and by completing Erasmus + study stays at European universities.

Graduates of the PhD degree gain extensive knowledge not only in the field of European Studies and Politics, but also in the basics in some related scientific disciplines, which will be able to use in professional practice, if necessary to further deepen them. As a result, they are optimally prepared to work in the institutions of the European Union, respectively for other international organizations, state bodies, public administration, political parties, civic associations as well as the mass media.

As the content of education follows the industry-specific expectations in terms of knowledge, skills and competencies from the perspective of the labour market, the Department sets goals and outcomes based on information about the employment of its graduates in the labour market, especially in terms of their position in connection with the study. The processes set up in this way enable the Department to obtain information on the needs of the labour market in the area in which it prepares professionals, and thus to update and innovate the set of graduates' competencies. This contributes to the flexibility of the content of teaching and thus to the modulation of the teaching program, to the inseparability of the results of non-

formal learning achieved from theoretical training and thus contributes to the segmentation of qualifications and recognition within the European framework. In the sense of the above, in the implementation of individual levels of education, it is necessary to reflect and adapt the desired qualification requirements to the individual levels of education provided. For this reason, the Department implementing this study program ensures that students (graduates), in addition to certification of university degree, obtain several other certifications of completion of various forms of education in various areas of development of their competencies, thus ensuring that graduates have more qualifications that increase their attractiveness in the labour market. At the same time, the processes set up in this way set students up for the process of their lifelong learning.

In accordance with the wording of the European Qualifications Framework and the National Qualifications Framework of the Slovak Republic, the core competencies set by the graduate after completing this study program ensure that they can solve problems, coordinate procedures in teams and independently and responsibly make decisions in a changing environment, be responsible for their actions and decisions, taking into account the wider social consequences, able formulate information on the progress and results of solving tasks, as well as communicate their expert opinions with other experts.

Transferable key competencies of graduates of the study program assigned by employers to the qualified performance of the jobs listed in section 2b):

- Organizing and planning the work;
- Ability to make decisions and take responsibility;
- Strategic and conceptual thinking;
- Analytical thinking;
- Creativity;
- Communication competencies;
- Media, economic and financial literacy;
- Civic and leadership competences;
- Digital literacy;
- Teamwork;
- Analysing and problem solving;
- Cultivated and professional written and oral expression;
- Flexibility in thinking (adaptability, flexibility, improvisation skills).

The implementation of the submitted study program through formal and non-formal education also meets the requirements set out in the Future of Jobs Report (2020) of the World Economic Forum. In the document, the Forum published ten areas that need to be focused on in education, ideally in the following order:

- Comprehensive problem solving;
- Critical thinking;
- Creativity;

- Time and Self -Management;
- Optimization of mutual cooperation;
- Emotional intelligence;
- Ability to make decisions and evaluate;
- Negotiation;
- Flexibility of thought.

The graduate of the third educational cycle thus demonstrably has the following set of knowledge, skills and competences (listed below) in comparison with the previous cycles:

- Graduates are students who have demonstrated expert knowledge and understanding of facts and information, which is based on the knowledge and understanding usually based on and following the completed second cycle, while these are expanded, enriched by the third cycle;
- Graduates become students who know how to apply their knowledge and understanding of facts and information in an expert innovative and creative way, i.e. demonstrate the expert ability to solve problems creatively not only in familiar environments but also in broader contexts in an interdisciplinary sense (i.e. not only related to their field of study);
- Graduates are students who have demonstrated during the theoretical and practical teaching process their ability to integrate knowledge, manage complexity and formulate conclusions even with incomplete or limited information. Thanks to the acquired experience, students are aware of their social responsibility in the process of applying their knowledge and decisions in practical work and social life;
- Following the above, graduates become students who can communicate clearly and unambiguously the conclusions and reasons for their taking;
- In connection with the experience gained with various forms and methods of education, graduates thus become students who have developed educational skills that allow them to continue their studies with a high degree of independence and autonomy, recognizing the importance of lifelong learning.

The graduate also acquired these competencies due to the consistent implementation of innovative and creative methods in both formal and non-formal education (see Attachment 16a for more details).

Despite the short implementation of the educational process within the study program (since 2018), the field of study has educated several successful professionals who demonstrate the acquired knowledge (general, professional), skills (cognitive and practical) and competences (responsibility, independence, social competences) in their professional practice.

b) **If applicable, indicate the successful graduates of the study programme.**
Successful graduates III. degree of the study program European Studies and Policies:

- Mgr. Denisa Karabová, PhD. - "European Dialogue" NGO, the President
- PhDr. Monika Práznovská, PhD. - Member of Local Parliament, Chairwoman of the Commissions, School Board, Municipality of Šoporňa

- Mgr. Nikola Šimuneková, PhD. - Chief State Councillor, Section of Road Transport and Roads, Ministry of Transport and Construction of the Slovak Republic
- Mgr. Ingrid Borárosová, Ph.D - project manager at "Policy Institute" ThinkTank Bratislava
- Mgr. Boris Kolman, Iuventa, National Agency, expert for Erasmus +
- PhDr. Alexandra Matejková, PhD., Institute of Sociology of the Slovak Academy of Sciences

c) Evaluation of the study programme quality by employers (feedback).

Representation of the Slovak Republic to the EC, Ministry of the Interior of the Slovak Republic, Ministry of Culture of the Slovak Republic, Ministry of Foreign and European Affairs of the Slovak Republic, National Council of the Slovak Republic, Ministry of Labour, Social Affairs and Family of the Slovak Republic, Organization for Security and Cooperation in Europe, Agricultural Paying Agency , European Dialogue, representatives of the Slovak self-government, IUVENTA.

4.) Structure and content of the study programme[8]

a) The institution describes the rules for the design of study plans within the study programme.

The rules for the creation of study plans in the study program are set out in the Internal Regulations of the University of St. Cyril and Methodius in Trnava 8/2020 UCM Study Regulations, specifically Part Two - Study Organization, § 9 Study Program and Study Plan
(https://www.ucm.sk/docs/legislativa/studijny_poriadok_ucm_2020.pdf):

b) The institution compiles the recommended study plans for individual study paths[9].

4) The student's study plan determines the time and content sequence of subjects and the forms of evaluation of study results. In addition to the form of evaluation of study results, the study plan is compiled by the student alone or in cooperation with the study advisor within the specified rules and in accordance with these study regulations.

5) The student compiles the study plan himself or with the help of a study advisor from the offer of study program subjects so that he/she meets the rules of the study program and the conditions of these rules.

6) The student's study plan determines which subjects the student completes within the study, determines their time sequence and determines the forms of evaluation of study results.

7) A part of each study program is a recommended study plan, which is compiled so that the student meets all the conditions of the study program for successful completion in the standard length of study.

8) The recommended study plan of individual study programs is published in AIS UCM.

9) Information about the study, the study program, the recommended study plan, the content of individual units of the study program, the method of their completion and the requirements for their successful completion are part of the academic information system (hereinafter "AIS"). AIS also gathers information on the learning outcomes of students from all parts of the university.

The compiled recommended study plan for the doctoral study program European Studies and Policies is part of the Application and is based on other valid accreditations. All changes and modifications are available in the relevant part of the application - The Study Program Modification Proposal.

c) *The study plan generally states:*
   - *individual parts of the study programme (modules, courses, and other relevant school and extracurricular activities, if they contribute to the achievement of the required learning outcomes and allow to obtain credits) in the structure of compulsory, compulsory optional and optional courses,*
   - ***profile courses** of the relevant study path (specialization) within the study programme,*
   - *for each learning part/course the learning outcomes, related criteria and rules of their assessment so that the learning objectives of the study programme are met (they can be stated only in the Course information sheets, in the Learning outcomes section and in the Course completion requirements),*
   - *prerequisites, co-requisites and recommendations for the design of the study plan,*
   - *for each learning part of the study plan/course the applied educational activities (lecture, seminar, exercise, final work, project work, laboratory work, internship, excursion, field practice, professional practice, state exam, etc. or their combinations) suitable for achieving learning outcomes,*
   - *methods by which the educational activity is delivered – present, distant, combined (in accordance with the Course information sheets),*
   - *outline/syllabus of the course[10],*
   - *student workload ("extent" of individual courses and educational activities separately)[11],*
   - *credits allocated to each part based on the learning outcomes achieved and the workload involved,*
   - *the person responsible for the course (or a partner organization/person[12]) with an indication of the contact details,*
   - *course teachers (or participating partner organizations/persons) (may also be mentioned in Course information sheets),*
   - *places where the courses are taught (if the study programme is delivered at several workplaces).*

See attachments to the Recommended study plan of the Study Programme; Educational Objectives and Outputs; Subject Information Sheets.

d) *The institution states the number of credits, the achievement of which is a condition for proper completion of studies and 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.*

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[11] *During the assessment, teachers responsible for the course will allow the working group access to the study materials of the course and the content of individual educational activities.*

[12] *We recommend indicating the workload of contact and non-contact teaching in accordance with the ECTS Users' Guide 2015.*

[13] *E.g. when providing the professional practice or other educational activities carried out outside the university.*

The condition for the proper completion of studies in the PhD study program European Studies and Policies is the achievement of 180 credits. From this it is necessary to obtain 80 credits in the form of compulsory courses, compulsory electives courses and 20 credits are obtained by the student by successfully defending the final thesis (10 credits), resp. state exam in political science (5 credits) and state exam in European studies (5 credits).

The specific requirements of the study are defined in the UCM Internal Regulation 8/2020 UCM Study Regulations (https://www.ucm.sk/docs/legislativa/studijny_poriadok_ucm_2020.pdf):
- § 7 Study schedule
- § 8 Study credit system
- § 9 Study program and study plan
- § 10 Subjects of the study program
- § 11 Enrolment and completion of subjects
- § 12 Set of educational activities
- § 13 Individual study schedule
- § 14 Completion of study subjects
- § 15 Evaluation of study results
- § 16 Control stages of the study
- § 17 Final thesis
- § 18 State examination
- § 19 Overall evaluation of the study
- § 20 Completion of studies
- § 22 Interruption of studies
- § 23 Leaving the study

e) *For individual study plans, the institution states the requirements for completing the individual parts of the study programme and the student's progress within the study programme in the given structure:*
   - *number of credits for compulsory courses required for proper completion of studies/completion of a part of studies,*
     100 credits; The information provided is contained in Attachment 15 Description of the Study Programme and in individual information sheets.
   - *number of credits for compulsory optional courses required for the proper completion of studies/completion of a part of studies,*
     The information provided is contained in Attachment 15 Description of the Study Programme and in individual information sheets.
   - *number of credits for optional courses required for the proper completion of studies/completion of a part of studies,*
     The information provided is contained in Attachment 15 Description of the Study Programme
   - *number of credits for the final thesis and the defence of the final thesis required for the proper completion of studies,*
     The information provided is contained in Attachment 15 Description of the Study Programme and in individual information sheets.
   - *number of credits for professional practice required for the proper completion of studies/completion of a part of studies,*

The information provided is contained in Attachment 15 Description of the Study Programme and in individual information sheets.

f) *The institution describes the rules for verification of learning outcomes, students' assessment and the possibilities of appealing against the assessment.*
Specific rules for verification of educational outcomes and evaluation of students as well as the possibilities of corrective procedures against assessment are given in the UCM Internal Regulation 8/2020 UCM Study Regulations: https://www.ucm.sk/docs/legislativa/studijny_poriadok_ucm_2020.pdf

The doctoral study is further regulated by the UCM Doctoral Study Directive (Internal Regulation of the University of St. Cyril and Methodius in Trnava 42/2021; ; Microsoft Word - AS06_29-06-21 Bod 4 SmernicaPhD-upravene.doc (fsvucm.sk) as well as the determining the level of outputs of creative activity at FSV UCM according to SAAVŠ standards:
http://fsvucm.sk/files/HIK/predpisy%202021/Krit%C3%A9ri%C3%A1%20na%20ur%C4%8Dovanie%20%C3%BArovne%20v%C3%BDstupov%20tvorivej%20%C4%8Dinnosti%20na%20FSV%20pod%C4%BEa%20%C5%A1tandardov%20SAAV%C5%A0.docx

In accordance with the UCM Study Regulations in Trnava, the main forms of evaluation of the achieved results in the study are continuous control of the study during the teaching part of the study and final evaluation after the end of the teaching part of the semester. A special form of evaluation of the achieved study results is the state exam. The ratio between the continuous control of the study and the final control of the study is determined by the binding information sheet of the course. Continuous assessment of the student usually takes the form of control questions, written tests, assignments, individual papers, seminar papers, projects and more. The final assessment usually takes the form of a written, practical, oral or combined way of verifying the student's learning outcomes. The teacher is obliged at the beginning of the semester, no later than two weeks after the start of teaching, to provide students with specific information about teaching the subject in accordance with the decree on the study credit system and course information sheet with detailed requirements and evaluation of student work. The dates of the final evaluation of study subjects will be published by the departments no later than 14 days before the end of teaching in the relevant semester in AIS. The student is obliged to apply for the regular date and corrective dates of the final evaluation in AIS. The student is obliged to register for the regular term of the final evaluation in the relevant semester in which the course is enrolled. Students can meet the conditions of evaluation in individual subjects of the study program no later than the end of the examination period of the given academic year. The final evaluation may also include the results of the continuous control of the study during the semester according to the data in the information sheet of the course.
In exercising the right to choose one's own pace of study, the student must obtain:
a) after completing the first semester in the first year of study in the full-time form of study at least 10 credits, in the external form of study at least 8 credits, if the dean, resp. the rector does not determine otherwise in bachelor's and master's and engineering study programs,
b) for each additional two consecutive semesters of study full-time study credits in the sum of 40, in the external form of study credits in the sum of 30 in bachelor's, master's and engineering study programs, except for the last year / semester of study.

The student has met the conditions for continuing the study if
a) met the conditions of the control stages of the study,

b) obtained credits for subjects that he had registered for the second time,

(c) does not exceed the authorized length of study in the next enrollment period.

The student may request the dean in writing to change the examiner, or request a commission examination of the subject only after all corrective deadlines have been used up, but no later than within ten days of enrolling FX in the last corrective term in AIS. The commission examination takes place in front of a commission, which consists of at least 3 members and has a appointed chairman of the commission, who is appointed by the dean of the faculty on the proposal of the head of the department. The commission exam is not included in the exam dates.

g) Conditions for recognition of studies or a part of studies.

Conditions for recognition of studies, and/or its parts are regulated in the Internal Regulation UCM 17/2021 Directive on the Recognition of Completed Courses (https://www.ucm.sk/docs/legislativa/2021/Smernica_o_uznavani_absolvovanych_predmetov.pdf).

The Directive serves as a document defining the procedure of students, university and faculty workplaces in the process of recognition of completed subjects within university studies. Bachelor's, master's and doctoral students may apply to the dean of the faculty, the director of the institute, after prior opinion of the head of the relevant department, for recognition of courses in the study program if he has completed a course with the same content at the same level at UCM or another university.

Recognition of education documents is governed by the UCM Internal Regulation 16/2021 Directive on the recognition of education documents at UCM (https://www.ucm.sk/docs/legislativa/2021/Smernica_o_uznavani_dokladov_o_vzdelani_na_UCM.pdf).

h) *The institution states the topics of final theses of the study programme (or a link to the list).*

• rules for the assignment, processing, opposition, defence and evaluation of final theses in the study program

- Internal regulation UCM 31/2021 Directive on the requisites of final theses, their bibliographic registration, storage and access to UCM: https://www.ucm.sk/docs/legislativa/2021/31_21_Smernica_o_nalezitostiach_zaverecnych_prac.pdf

• opportunities and procedures for participation in student mobility,

Internal regulation UCM 24/2021 DIRECTIVE ON ADMINISTRATION OF ERASMUS + PROGRAM https://www.ucm.sk/docs/legislativa/2021/24_2021_administracia_erasmus+.pdf

• rules for adhering to academic ethics and drawing conclusions,

- Internal regulation UCM 43/2021 Disciplinary code for students of the University of St. Cyril and Methodius in Trnava: https://www.ucm.sk/docs/legislativa/2021/2021-43-Disciplinarny_poriadok_pre_studentov_Univerzity_sv._Cyrila_a_Metoda_v_Trnave.pdf
- Internal regulation UCM 9/2019 Directive on plagiarism: https://www.ucm.sk/docs/legislativa/2019_smernica_o_plagiatorstve.pdf
- Rector's measure UCM 15/2020 Rector's measure to prevent plagiarism at UCM: https://www.ucm.sk/docs/legislativa/2020-15-zamedzenie_plagiatorstva_na_ucm.pdf
- Internal regulation UCM 8/2020 Study regulations: https://www.ucm.sk/docs/legislativa/studijny_poriadok_ucm_2020.pdf
- Internal regulation UCM 7/2021 Code of Ethics for UCM students: https://www.ucm.sk/docs/legislativa/2021/7_21_eticky_kodex_studentov.pdf

- Internal regulation UCM 2/2018 Code of Ethics of the University of St. Cyril and Methodius in Trnava: https://www.ucm.sk/docs/legislativa/2018_eticky_kodex_ucm.pdf
- procedures applicable to students with special needs,
  - Internal regulation UCM 11/2019 Directive to ensure a generally accessible academic environment for students with special needs: https://www.ucm.sk/docs/legislativa/zabezpecenie_vseobecne_pristupneho_akademickeho_prostredia_pre_studentov_so_specifickymi_potrebami.pdf
  - Internal regulation UCM 11/2019 Directive to ensure a generally accessible academic environment for students with special needs: https://www.ucm.sk/docs/legislativa/zabezpecenie_vseobecne_pristupneho_akademickeho_prostredia_pre_studentov_so_specifickymi_potrebami.pdf
- Student complaints and appeals procedures.
  - Internal regulation UCM 25/2021 Directive on equal treatment and protection against discrimination - gender equality: https://www.ucm.sk/docs/legislativa/2021/25_21_rodova_rovnost.pdf
  - Internal regulation UCM 18/2021 Obtaining relevant feedback from interested parties: https://www.ucm.sk/docs/legislativa/2021/Ziskavanie_relevantnej_spatnej_vazby_od_zainteresovanych_stran.pdf
  - Internal regulation UCM 15/2021 Directive on handling questions, statements, opinions, requests, suggestions and proposals at UCM: https://www.ucm.sk/docs/legislativa/2021/Smernica_o_vybavovani_podnetov_na_UCM.pdf
  - Internal regulation UCM DIRECTIVE on receiving and handling complaints about anti-social activities: https://www.ucm.sk/docs/legislativa/smernica_o_prijimani_a_vybavovani_podnetov_o_protispolocenskej_cinnosti.pdf
  - Internal regulation UCM 14/2021 Directive on handling complaints at UCM: https://www.ucm.sk/docs/legislativa/2021/Smernica_o_vybavovani_staznosti_na_UCM.pdf
  - Internal regulation UCM 25/2021 Directive on equal treatment and protection against discrimination - gender equality: https://www.ucm.sk/docs/legislativa/2021/25_21_rodova_rovnost.pdf
  - Internal regulation UCM 18/2021 Obtaining relevant feedback from interested parties: https://www.ucm.sk/docs/legislativa/2021/Ziskavanie_relevantnej_spatnej_vazby_od_zainteresovanych_stran.pdf
  - Internal regulation UCM 15/2021 Directive on handling questions, statements, opinions, requests, suggestions and proposals at UCM: https://www.ucm.sk/docs/legislativa/2021/Smernica_o_vybavovani_podnetov_na_UCM.pdf
  - Internal regulation UCM DIRECTIVE on receiving and handling complaints about anti-social activities: https://www.ucm.sk/docs/legislativa/smernica_o_prijimani_a_vybavovani_podnetov_o_protispolocenskej_cinnosti.pdf
  - Internal regulation UCM 14/2021 Directive on handling complaints at UCM: https://www.ucm.sk/docs/legislativa/2021/Smernica_o_vybavovani_staznosti_na_UCM.pdf

i) *The institution describes or refers to:*
  - *rules for the assignment, processing, opposition, defence and evaluation of final theses in the study programme,*

- *opportunities and procedures for participation in student mobility,*
- *rules for adherence to academic ethics and rules for drawing consequences,*
- *procedures applicable to students with special needs,*
- *procedures for filing complaints and appeals by students.*

5.) Course information sheets of the study programme

In the structure according to Decree no. 614/2002 Coll.

The information sheets of the subjects of the study program form part of the application on the prescribed UCM form.

6.) **Current academic year plan and current schedule** (or hyperlink).

Schedule of the academic year 2021/2022:

The schedules of the current academic year are published in the AIS Academic Information System.

a) Persons responsible for the study programme

b) A person responsible for the delivery, development, and quality of the study programme (indicating the position and contact details).

Prof. Valeriu Mosneaga, DrSc., full professor, valeriu.mosneaga@ucm.sk

c) List of persons responsible for the profile courses 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 (they may also be listed in the study plan).

d) Prof. Valeriu Mosneaga, DrSc.
    valeriu.mosneaga@ucm.sk
    https://www.portalvs.sk/regzam/detail/23965

e) Doc. Josette Baer-Hill, PhD.
    josette.baer.hill@ucm.sk
    https://www.portalvs.sk/regzam/detail/38607

f) Doc. Karen Henderson, PhD.
    karen.henderson@ucm.sk
    https://www.portalvs.sk/regzam/detail/22292

g) Doc. PhDr. Jaroslav Mihálik, PhD.

jaroslav.mihalik@ucm.sk
https://www.portalvs.sk/regzam/detail/14522

h) Doc. PhDr. Tatiana Tökölyová, PhD.
tatiana.tokolyova@ucm.sk
https://www.portalvs.sk/regzam/detail/5301

Profile subjects are assigned in Attachment 1 of the Recommended Study Plan.

f) Reference to the research/art/teacher profiles of persons responsible for the profile courses of the study programme.

VUPCH of the persons providing profile subjects of the study program are part of the application.

g) 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).
List of teachers of the study program with assignment to the subject and links to the central register of university staff, with contacts (see Appendix 1)

h) List of the supervisors of final theses with the assignment to topics (indicating the contact details).
The list of final thesis supervisors is available online: doc. PhDr. Jaroslav Mihálik, PhD., doc. PhDr. Tatiana Tőkőlyová, PhD., doc. Dr. Karen Henderson, PhD., prof. Arkadiusz Modrzejewski, PhD., doc. JUDr. Bystrík Šramel, PhD., doc. PhDr. Andrea Čajková, PhD., Prof. Ing. Václav Vybíhal, CSc., prof. PhDr. Blanka Říchová, CSc., doc. Mgr. Peter Juza, PhD. CSc. (attached also as a separate appendix 03b).

i) Reference to the research/art/teacher profiles of the supervisors of final theses.
VUPCH of the supervisors of final theses are available online: doc. PhDr. Jaroslav Mihalik, PhD., Doc. PhDr. Tatiana Tőkőlyová, PhD., Doc. Dr. Karen Henderson, PhD., Prof. Arkadiusz Modrzejewski, PhD., Doc. JUDr. Bystrík Šramel, Ph.D., doc. PhDr. Andrea Čajková, Ph.D., Prof. Ing. Václav Vybíhal, CSc., Prof. PhDr. Blanka Richova, CSc., Doc. Mgr. Peter Juza, PhD. CSc. Student representatives representing the interests of students of the study programme (name and contact details).

Mgr. Monika Kmeťová, email: kmetova1@ucm.sk
Mgr. Tomáš Janči, email: janci@ucm.sk
Mgr. Stela Olejárová, email: olejarova1@ucm.sk

j) Study advisor of the study programme (indicating contact details and information on the access to counselling and on the schedule of consultations).
PhDr. Michal Imrovič, PhD., Vice-Dean for Academic Affairs, michal.imrovic@ucm.sk

k) Other supporting staff of the study programme – assigned study officer, career counsellor, administration, accommodation department, etc. (with contact details).

- PhDr. Soňa Svetlíková, PhD., doctoral students´ officer, sona.svetlikova@ucm.sk

- Mgr. Alena Banárová, study department officer, alena.banarova@ucm.sk
- Mgr. Michal Garaj, PhD., Secretary of the Department, michal.garaj@ucm.sk
- PhDr. Dalibor Mikuš, PhD., Erasmus + Mobility Coordinator, dalibor.mikus@ucm.sk
- Mgr. Soňa Krahulcová, Head of the UCM student dormitory, sona.krahulcova@ucm.sk
- PhDr. Darina Kubíčková, PhD., Coordinator for students with special needs, darina.kubickova@ucm.sk

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7.) 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).

- The implementation of the study program, in terms of its focus, requires classrooms equipped with common technology used in modern teaching at the university, namely a computer with an active internet connection, data projector and sound system. The Department has such equipment in all classrooms, including the study room in the FSV UCM Library.
- Every year, the Faculty invests in material and technical equipment as well as in areas designated for teaching. All areas intended for teaching are equipped with computer technology, data projector, screen and sound system.
- The Faculty of Social Sciences UCM in Trnava has excellent technical equipment and facilities that bring students comfort during their studies. Students can use a specialized Faculty Library, a multimedia classroom, a large or small auditorium, a laboratory for marketing and communication research in public administration, a multimedia conference room, meeting rooms and special classrooms. All areas of the Faculty are covered by a wifi signal, for the students and employees to connect to the Internet. Employee offices are also equipped with computer technology with internet connection, including printers.
- The spatial equipment of the Faculty is reflected in modern lecture rooms with a sufficient capacity of larger and smaller groups of students. Students can use the relaxation areas or gym.

b) 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.).

- access to study literature according to course information sheets is provided in several ways, especially through the Library at FSV UCM, the University Library, through individual teachers and via internet databases (if necessary, registration of the database is provided by the teacher).
- Within FSV, students have at their disposal a specialized faculty library located directly in the Faculty building.
- As of 31 December 2020, the Library fund of the Faculty Library consisted of 9,348 library units. They comprised 7,136 books and bound periodicals, 82 audio-visual and electronic documents, and 2,130 final theses. The Faculty invested EUR 1,750.61 in the purchase of the library fund in 2020. Library units are continuously replenished from Faculty funds, grant funds and donations. Members of the academic workplace actively contribute to the creation of teaching texts, scripts and monographs required for increasing the quality of teaching. The literature covers mainly the field of political science, public administration and politics, social services, but also contains a wide range of other scientific disciplines.
- During their studies, students can use various online databases, which ease them fulfilling their student duties when writing position papers as well as during their self-study. Students also have free use of the Microsoft Office 365 application package.
- The faculty has a virtual library available on the web for students, which contains E-publications for individual subjects of the study program. Link: http://fsvucm.sk/12_133_247/e-publikacie
- Library Systems Officer: Katarína Procházková katrina.prochazkova@ucm.sk

c) 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.
- Characteristics and scope of distance education applied in the study program with subjects assigned.
- Approaches, manuals of e-learning portals. Procedures for the transition from full-time to distance teaching.
- Distance teaching is carried out in full in comparison with the scope of full-time study and in compliance with all the requirements of the study program.
- Distance teaching is provided through a university-based platform that is accessible to all students, teaching and collaborating partners, free of charge and exclusively for study purposes. This platform is also used to share hard-to-find study materials and materials, to communicate with students as well as to take oral or test exams.
- In this form, all supporting and complementary activities are implemented by our partners, to the extent corresponding to the scope of the full-time form.
- Distance study at FSV UCM in Trnava is regulated by the "Directive on the distance method of teaching" https://www.ucm.sk/docs/legislativa/2021/8_21_distancna_vyucba.pdf.
- http://fsvucm.sk/files/%C5%A1t%C3%BAdium/dokumenty/Smernica%20o%20distancnej%20forme%20statnych%20skusok%203_2021.docx
- Dean's guidelines on the principles of distance learning at FSV UCM

- http://fsvucm.sk/files/rozvrhy/2021_2022/Usmernenie%20dekana_%20Z%C3%81SADY%20DI%C5%A0TAN%C4%8CNEJ%20V%C3%9DU%C4%8CBY%20NA%20FSV%20UCM% 20 (2) .pdf
- FSV switched to full distance education during the first wave of the pandemic. It must be stated that the transition to distance learning was smooth and, despite the unpreparedness for such a situation, also relatively fast:
- All teaching was transferred to the online system in the first weeks of March 2020.
- In the first weeks, it was possible to use more platforms for teaching. The platform ZOOM, Google Meet, Moodle was used.
- UCM later switched to using the Microsoft 365 service: https://www.ucm.sk/sk/microsoft365/ and within it also the Microsoft Teams service. Tutorial videos from Microsoft are available: link1, link2, link3.
- Shortly before the transition to online teaching, instructional trainings focused on teaching in the online space were carried out at the level of individual FSS departments.

d) Institution partners in providing educational activities for the study programme and the characteristics of their participation.
GROW WITH GOOGLE, Slovak Coaches Association, Representation of the Slovak Republic to the EC, Ministry of the Interior of the Slovak Republic, Ministry of Culture of the Slovak Republic, Ministry of Foreign and European Affairs of the Slovak Republic, National Council of the Slovak Republic, Ministry of Labor, Social Affairs and Family Organization for Security and Cooperation in Europe, Agricultural Paying Agency, Slovak Institute for Security Policy
As above, the partners are involved in the provision of educational activities of the study program in several ways, namely:
- by providing short-term internships for PhD students with an emphasis on the application of acquired theoretical knowledge and skills in practice;
- they are further involved in the preparation and organization of professional discussions, workshops and trainings specialized in the development of acquired knowledge and skills within the assigned topic related to the content of education;
- the involvement of students in project and educational activities carried out by the partners, which includes the possibility of students participating in the implementation of their activities at home and abroad, thus enabling PhD students to verify their acquired knowledge and skills and acquire transferable competencies in the field;
- providing counselling and assistance in workplace activities focused on personal development of students in their preparation for future careers.

e) Characteristics of the possibilities for social, sports, cultural, spiritual and social activities.
The Faculty organizes a number of events in three main forms:
- Events indirectly linked to the content of the study, namely social, sports, cultural, spiritual and social activities, the main task of which is to strengthen the educational institution's relationship with students, develop their soft skills and support teamwork (e.g. Dean's Cup Football Tournament, Sports FSS UCM day, Valentine's volleyball tournament, Barbecue and other activities such as the 2019 EU Olympics for high school students - in case of interest, the students of the study program also have the opportunity to participate in its course)
- Events directly linked to the content of the study but in the form of an informal part of the educational process (e.g. various discussions with experts, film club, trainings focused on public speaking as a personal brand, public speaking culture, rules of good presentation such as assertiveness in terms of communication skills, and others).

- Events as a real and direct part of teaching (as trainings and workshops directly linked to the thematic focus of the subject and directly linking the acquired knowledge with their practical application, such as creative workshops in creating branding in Slovakia, determining national identity, workshops on the role of Slovakia in the so-called green deal, trainings and workshops focused on civic participation in the EU environment, etc. focused on discussion, reflection and design of concrete solutions for the future of Europe)

f) 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.

Doctoral students actively and regularly participate in a number of educational, training and other activities that increase their skills and competencies in the field of their profiling, such as:

- Training for youth workers in inclusive projects;
- Youth exchange - preventing radicalization and combating extremism ("Say No to Extremism");
- Strategic Partnership on Gamification and Youth Work in the Field of Media Literacy (GaMEfy project);
- Strategic partnership - Youth Inspires Politics project - awareness of the possibilities of youth participation at the level of public life;
- Strategic partnership project DIGI YOUTH - digitization and youth work;
- Strategic partnership EUR VOICE project - active citizenship and youth participation;
- Peer2Peer media literacy training for youth workers;
- Faces of Diversity media literacy training for youth workers;
- Learning Trnava project - part of a strategic, networking, PR & Event team (project within the UNESCO platform - Learning cities);
- Cooperation with OZ Nenápadní hrdinovia (Inconspicuous Heroes NGO) - bringing the stories of victims of communism and heroes of the previous regime, and others, i.e. trainings and activities carried out by doctoral students of the Department in the position of experts and trainers in cooperation with partner organizations at home and abroad.

The activities are prepared by the department independently or in cooperation with its partners, which include e.g. SAIA, ERASMUS +, OZ European Dialogue, Learning Trnava, Representation of the Slovak Republic to the EC, Ministry of the Interior, Ministry of Culture, Ministry of Foreign and European Affairs, National Council SR, Ministry of Labor, Social Affairs and Family of the Slovak Republic, Organization for Security and Cooperation in Europe, Agricultural Paying Agency, Slovak Institute for Security Policy.

The Department of Political Science creates active environment for its students, so that during their studies they can acquire several practical skills in various institutions and organizations and thus combine the acquired theoretical knowledge with practice. The Department of Political Science continues its active cooperation in direct teaching and research / project activities with the following institutions: National Council of the Slovak Republic, Ministries (Foreign Affairs and European Affairs; Labour, Social Affairs and Family, Ministry of Economy), EP Office in Slovakia, EC Representation in Slovakia, the Fire and Rescue

Corps in Žilina, Self-governing Region (Trnava), Municipal Offices (Unín, Kátlovce), Political Party (Progresívne Slovensko), Iuventa, Youth Council of Slovakia, Európsky Dialóg NGO, and SAIA.

The Department followed the cooperation with the Ministry of Foreign Affairs of the Slovak Republic and expanded its cooperation with several Slovak embassies, especially with the Slovak Embassy in Ukraine, with several non-governmental organizations such as the Media Initiative for Human Rights, Crimea SOS and the Slovak non-governmental organization „Sme Spolu". The Department also continued in cooperation with the Faculty of Arts, Comenius University in Bratislava and the Slovak Society for Foreign Policy (SFPA). The Department has started cooperation with Television TA3 on the preparation and implementation of the discussion program "Ako ďalej Európa" ("What's next, Europe?"), which is focused on the discussion of MEPs for the Slovak Republic and representatives of citizens and students about the future of the EU. The discussion is part of a wider project in the context of the ongoing Conference on the Future of the EU. It is a presentation of the views of citizens, students and MEPs on the topics that resonate in the CoFoE citizens 'panels and a discussion of the current state of the area in EU legislation, as well as possible changes or adjustments to future contracts based on citizens' suggestion.

The Department has started a new cooperation in the field of providing training for PhD students - the future leaders, and developing soft skills of students with the Slovak Coaches Association, GrowWithGoogle within the New Generation of Founders program, with experts from practice in building personal brand within the project "With Tina" (Tina Nekudová) . In order to deepen students' knowledge and skills in the field of research and work with data, the Department has launched cooperation with the authors and implementers of the Open Data Lab project focused on working with open data.

On February 25, 2019, the Framework Agreement on Cooperation between FSS UCM in Trnava and the Institute of Political Sciences of the Slovak Academy of Sciences in Bratislava was renewed with the aim of expanding and deepening the scientific foundations of political phenomena and European unification processes and the need to disseminate political science in the pedagogical process.

The Department of Political Science FSS UCM in Trnava actively cooperates in expanding scientific research cooperation, namely with the Institute of Sociology SAS, Faculty of Political Science and International Relations UMB, Faculty of Education UMB, Department of Political Science FF UPJŠ, Department of Political Science TNUNI, Institute of Psychology FF UNIP, Depaterment of ethic and civic education of the Faculty of Education (Comenius University in Bratislava), as well as foreign universities (Czech Republic, Poland, Greece, Slovenia, Canada, Bulgaria), and others.

Conditions for the participation of doctoral students in mobility and internships:
- all full-time students can apply after completing at least the first year. The selection procedure takes into account not only the study results of the candidate for the internship, but also his participation in activities carried out within and outside the teaching process, his language and communication skills. The interest of the given student in the field in which he / she would perform the internship / mobility is taken into account.

Rules for recognition of this education:

- During the internship/mobility, the PhD student works in accordance with a previous agreement with teachers in the so-called mode of Individual study plan. In the case of international mobility through SAIA or ERASMUS + programs, the university follows the generally applicable rules for applying for and recognizing credits.

Application instructions:

- PhD students apply on the basis of the currently announced valid application conditions, which are regularly announced by the partners themselves. The Department then publishes these conditions to students in various communication ways. The University has a Department of External Relations: https://www.ucm.sk/sk/medzinarodne-vztahy/, https://www.ucm.sk/sk/oddelenie-vonkajsich-vztahov/.

The conditions are regulated by the Erasmus + Administration Directive: https://www.ucm.sk/docs/legislativa/2021/24_2021_administracia_erasmus+.pdf

- The Faculty communicates with several partners, universities or institutions between which the mobility of students and teachers takes place. The agenda is in the competence of the Vice-Dean for Foreign Relations PhDr. Edita Poórová, Ph.D. edita.poorova@ucm.sk http://fsvucm.sk/150_127/prodekanka-pre-zahra, http://fsvucm.sk/150_520/erasmus and also the created position of Erasmus faculty coordinator: contact to the faculty coordinator: PhDr. Dalibor Mikuš dalibor.mikus@ucm.sk
- All information is available at: http://fsvucm.sk/150/press
- A selection procedure for mobility is held on a regular basis. Recognition of subjects is in accordance with internal regulations.

8.) Required abilities and admission requirements for the study programme applicants

a) Required abilities and necessary admission requirements.

The basic condition for admission to doctoral studies or to study a study program according to § 53 par. 3 of the Act is to obtain a full university education II. Degree in this field of study or a related one.

b) Admission procedures.

The basic conditions for admission to the study program of the third degree according to § 53 par. 1 of the Act is a university MA degree, where the sum of the number of credits obtained for the previous university study which received the university education and the number of credits required for the proper completion of the third degree study program for which the applicant applies must be at least 300 credits.

The basic condition for admission to doctoral studies is successful completion of a master's degree program.

Applicants must submit as a compulsory part of the application for doctoral university studies a university diploma, a state examination certificate, a supplement to the diploma for graduates of study programs, for graduates of study fields a certificate of passed exams and credits (certified copies), confirmation of payment of admission procedure and CV. In justified cases, graduates of study programs of other fields of study may also apply for study, but their admission may be linked to the verification of abilities within the admission procedure.

c) Results of the admission process over the last period.

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

	2019/2020				2020/2021			
SP	Expected number of students	Number of applications	accepted	enrolled 31.10.2019	SP	Expected number of students	Number of applications	accepted	enrolled 31.10.2020
ESPO	3	5	3	3	ESPO	3	6	3	3

9.) Feedback on the quality of provided education

a) Procedures for monitoring and evaluating students' opinions on the study programme quality.

The collection of information for monitoring and evaluating students' opinions on the quality of the study program is carried out in periodic cycles.

FSV regularly collects, processes, analyses and evaluates information on: study, students, study programs, study results, changes in study programs, subjects, evaluation of education and teachers by students, etc., but also about teachers, working and at least once a year. burden, qualification growth, creative activity, evaluation of education by teachers, etc. It includes monitoring, evaluation and improving the quality of teachers' work and scientific activities.

FSV UCM also uses informal tools to gather information on the quality of study programs and teachers (e.g. regular informal meetings "Spend a word with the Dean", as well as personal interviews with students, or e-mail communication, through workshops, academic meetings, commission meetings, hospitalization as well as online chat on social networks, etc.)

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

The results of student feedback are processed by the Study Program Board (RŠP), which ensures at least once a year that feedback is obtained from an internal stakeholder, in this case students. RŠP, after obtaining relevant feedback and its subsequent analysis, at least once a year, will ensure that the internal stakeholder (students, employees) is informed about the results of inquiries, but especially about acceptance or non-acceptance of suggestions to improve the quality of the study program in indirect written form (written report published), or in direct form group interviews (published date and time of the event). At the same time, it will propose measures to increase the quality of the study program.

The final report on the measures taken will be part of the final report of the Faculty Quality Board. The quality council of the faculty prepares documents and analyses for current information of the university management, prepares documents for the meetings of the Scientific Board of the Faculty of Social Sciences UCM, prepares documents for periodic quality assessment by the Council for Internal Quality Assessment

In addition, FSV UCM provides and creates active conditions for its students so that during their studies they can acquire specific knowledge necessary for practice and at the same time transform them into practical skills through internships in various institutions and organizations and thus link theoretical knowledge with practice. Subsequently, the Faculty receives feedback from the internship providers in the form of proposals to

supplement or expand the content of the study program. The heads of departments also hold meetings with internship representatives on a regular basis (at least once a year) in order to find out the feedback to the level of students and to implement the necessary innovations in the information sheets of the courses.

c) Results of graduate feedback and related measures to improve the study programme quality.

In addition, the Department providing the study program / RŠP periodically (1x / year graduates, 1x / 3 years employers) will ensure obtaining feedback on the quality of the study program. The collection and processing of information about the study program is carried out by appropriate tools and methods such as questionnaires, etc. every two years to the Faculty Quality Board. The final report on the measures taken on the basis of the feedback will be published on the faculty's website.

The final report on the measures taken will be part of the final report of the Faculty Quality Board. The quality council of the faculty prepares documents and analyzes for current information of the university management, prepares documents for the meetings of the Scientific Council of the Faculty of Social Sciences UCM, prepares documents for periodic quality assessment by the Board for Internal Quality Assessment

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10.) References to other relevant internal regulations and information concerning the study or the study programme student (e.g study guide, accommodation regulations, fee directive, guidelines for student loans, etc.).

- UCM study regulations in Trnava
  https://www.ucm.sk/docs/legislativa/studijny_poriadok_ucm_2020.pdf

- UCM Admission Procedure
  https://www.ucm.sk/docs/legislativa/2021/29_21_Poriadok_prijimacej_konania_na_UCM.pdf

- Directive on distance learning
  https://www.ucm.sk/docs/legislativa/2021/8_21_distancna_vyucba.pdf

- Disciplinary code for students of the University of St. Cyril and Methodius in Trnava
  https://www.ucm.sk/docs/legislativa/2021/2021-43-Disciplinarny_poriadok_pre_studentov_Univerzity_sv._Cyrila_a_Metoda_v_Trnave.pdf

- Plagiarism Directive
  https://www.ucm.sk/docs/legislativa/2019_smernica_o_plagiatorstve.pdf

- Rector's measure no. 15/2020 - Prevention of plagiarism at UCM
  https://www.ucm.sk/docs/legislativa/2020-15-zamedzenie_plagiatorstva_na_ucm.pdf

The outline description of the study programme is used to process Annex 2 of the application for granting the accreditation of the study programme.

- Directive on the recognition of completed courses
  https://www.ucm.sk/docs/legislativa/2021/Smernica_o_uznavani_absolvovanych_predmetov.pdf

- Directive on the requirements for final theses, their bibliographic registration, storage and access to UCM
  https://www.ucm.sk/docs/legislativa/2021/31_21_Smernica_o_nalezitostiach_zaverecnych_prac.pdf

- UCM Scholarship Regulations
  https://www.ucm.sk/docs/legislativa/2021/2021_stipendijny_poriadok_ucm.pdf

- Guidelines for ensuring a generally accessible academic environment for students with special needs
  https://www.ucm.sk/docs/legislativa/zabezpecenie_vseobecne_pristupneho_akademickeho_prostredia_pre_studentov_so_specifickymi_potrebami.pdf

- Accommodation regulations of the UCM student dormitory
  https://www.ucm.sk/docs/legislativa/2021/2021-27_Ubytovaci_poriadok_ucm.pdf

- Directive on tuition and fees associated with UCM studies
  https://www.ucm.sk/docs/legislativa/skolne_a_poplatky_spojene_so_studiom_2020.pdf

- UCM students' code of ethics
  https://www.ucm.sk/docs/legislativa/2021/7_21_eticky_kodex_studentov.pdf