Description of the study programme

Name of the university: **University of St Cyril and Methodius in Trnava**
University address: **Námestie J. Herdu 2, 917 01 Trnava**
University identification number: **036078913**
Faculty name: **Institute of Management**
Faculty address: **V Jame 3, 917 01 Trnava**

University body responsible for approving the study programme: **Internal Quality Assessment Board of UCM in Trnava**
Date of approval of the study programme or amendment to the study programme:
Date of the last amendment to the study programme description[1] :
Link to the results of the most recent periodic evaluation of the study programme by the higher education institution:
Link to the evaluation report on the application for accreditation of the study programme pursuant to Section 30 of Act No. 269/2018 Coll.[2] :

1. Basic information about the study programme

a) Name of the study programme and number according to the register of study programmes.
Project Management, new study programme

b) Level of higher education and ISCED-F code for the level of education.
first, 655

c) Location(s) where the study programme is delivered.
University of St. Cyril and Methodius in Trnava

d) Name and number of the field of study in which completion of the study programme leads to a higher education qualification, or a combination of two fields of study in which completion of the study programme leads to a higher education qualification, ISCED-F codes of the field(s) of study[3] .
6213 Economics and Management

e) Type of study programme: academically oriented, professionally oriented; translation, combined translation (specifying specialisations); teacher training, combined teacher training study programme (specifying specialisations); arts, engineering, doctoral, preparation for a regulated profession, joint study programme, interdisciplinary studies: professionally oriented

f) Academic title awarded: Bc. – Bachelor

[1] *If the change does not constitute an amendment to the study programme pursuant to Section 30 of Act No. 269/2018 Coll.*
[2] *This is stated only if accreditation of the study programme has been granted in accordance with Section 30 of Act No. 269/2018 Coll.*
[3] *According to the International Standard Classification of Education. Fields of Education and Training 2013.*

g) Form of study[4] : full-time

h) In the case of joint study programmes, the cooperating higher education institutions and the specification of which study obligations the student fulfils at which higher education institution (Section 54a of the Higher Education Act).

i) Language or languages in which the study programme is conducted[5]: English, Slovak

j) Standard duration of study expressed in academic years: 3 (full-time study)
The professionally oriented Project Management study program is proposed as a three-year course with regard to its application nature and emphasis on practically usable competences. The aim of the program is to prepare graduates for immediate application in practice, while the shorter length of study enables a more flexible and faster entry into the labor market. Currently, it is possible to observe a long-term high demand for qualified project managers across several sectors of the economy, which supports the need for effective training of experts in a shorter time horizon. The three-year form of study also reflects international trends in the field of professionally oriented education and provides graduates with the opportunity for further professional development.

k) Capacity of the study programme (planned number of students), actual number of applicants and number of students.

Planned number of first-year students in the 2026/2027 academic year	Actual number of applicants in the 2026/2027 academic year	Number of students in the 2026/2027 academic year across all years of the study programme
25 (first year)	New study programme	New study programme

2. Graduate profile and learning outcomes

a) The university shall describe the learning outcomes of the study programme as the student's abilities upon completion of the study programme and the main learning outcomes[6] .

Profile of a graduate of the bachelor's degree programme:
Graduates of the professionally oriented Bachelor's degree programme *in Project Management* are professionally prepared to carry out activities in the field of project management in the business, public and non-profit sectors. The graduate profile is based on the integration of knowledge from economics, management, finance and law with the application of project methodologies in the context of private enterprises and organisations.

Graduates understand the fundamental economic and managerial contexts of how economic entities operate in national and international environments and are able to apply this knowledge in the preparation, implementation and evaluation of projects. They

[4] *Pursuant to Section 60 of Act No. 131/2002 Coll. on Higher Education Institutions.*
[5] *This refers to the languages in which all learning outcomes are achieved, all related subjects of the study programme are taught, and the state examination is conducted. The higher education institution shall separately provide information on the possibility of studying parts/subjects in other languages in Section 4 of the description.*
[6] *The learning objectives of the study programme are achieved through measurable learning outcomes in the individual parts (modules, subjects) of the study programme. They correspond to the relevant level of the Qualifications Framework in the European Higher Education Area.*

master the principles of planning, organising, coordinating and controlling project activities and understand the importance of the effective and economical use of resources.

The study programme is designed to be application-oriented. Emphasis is placed on the practical application of project methodologies, digital management tools and financial planning, as well as on respecting the economic, legal, ethical and sustainability aspects of project activities.

Graduates are prepared to carry out professional activities at the level of executive and support positions in the field of project management, to participate in the implementation of projects and to coordinate small work teams. At the same time, upon fulfilling the requirements, they are well-placed to continue their studies in the follow-up Master's programme in Economics and Management.

The graduate profile is in line with the learning outcomes corresponding to Level 6 of the Slovak Qualifications Framework (SKKR).

Learning objectives and main outcomes
The aim of the professionally oriented Bachelor's degree programme in *Project Management* is to prepare graduates to carry out professional and independent activities in the field of project management within the business, public and non-profit sectors. The programme focuses on the systematic development of knowledge in economics, management, finance and law, linked to the practical application of project methodologies and tools. Emphasis is placed on the ability to plan, organise, implement, monitor and evaluate projects with regard to the efficient use of resources, cost-effectiveness, sustainability and compliance with legal and ethical principles.

The programme develops graduates' analytical and practical skills, promotes the use of digital project management tools and prepares students for professional roles in the field of project management.

The main learning outcomes are:

<u>At the knowledge level:</u>
Graduates of the professionally oriented Bachelor's degree programme *in Project Management* possess comprehensive knowledge of the functioning of economic entities: businesses, public and non-profit organisations. They understand the economic system in its broader context, particularly the principles of macroeconomics, microeconomics, law and financial relationships within the functioning of economic entities. They have a command of the fundamentals of business economics, marketing and management, and human resources, and are able to apply this knowledge in the analysis and management of processes within businesses, public and non-profit organisations.

Through specialised modules, graduates acquire comprehensive knowledge of managing the entire project cycle, from preparation, planning and resource allocation to the control of time, costs, risks and quality (*Introduction to Project Management*). They master the principles and tools of project financing, including the creation of project budgets, cash flows, and the rules governing the drawdown and eligibility of expenditure in both the public and business sectors (*Programme and Project Financing*). Is familiar with the procedures for developing business and innovation plans and their translation into economic and financial assessments, including the evaluation of costs, benefits and risks (*Entrepreneurship and Innovation*), and understands the mechanisms,

structure and programme rules for project funding from European funds (*European programmes and funds*).

They also acquire knowledge of project implementation, monitoring and evaluation processes, particularly regarding the monitoring of the fulfilment of activities, milestones, outputs and outcomes, including change management and reporting (*Project Implementation and Monitoring*). They master the principles of financial planning, budgeting and project effectiveness evaluation, including cost, benefit and return on investment indicators (*Financial Management of Projects*).

The practical focus of the study programme is ensured by the interconnection of the core modules *Semester Project I. – III. and Professional Practice I., II.* Together with the compulsory subject Bachelor's Project, they form a coherent applied strand of study and enable the gradual application of theoretical knowledge from macro- and microeconomics, management, finance and project management when solving real-world project tasks in partner companies, public and non-profit organisations.

Graduates of the professionally oriented Project Management study programme master the economic, managerial and legal principles of project management and understand the methodological frameworks of IPMA, PMI and PRINCE2, which they are able to apply and combine appropriately according to the needs of project practice in the corporate, public and non-profit sectors. These methodological frameworks are naturally integrated into practical teaching and are used primarily in the core subject modules.

The programme has a distinctly practical focus, simulates real-world project conditions and is based on the systematic use of digital project management tools (MS Project, Jira, Asana, ERP systems). The programme takes into account IPMA REG standards, thereby ensuring quality, up-to-date content and practical relevance in project education, as well as international comparability and recognition of acquired competences in more than 70 countries. The principles of continuous professional development (CPD) are also integrated into the teaching, within which students acquire and record credit hours in practically and theoretically oriented subjects.

<u>At the skills level:</u>
Graduates are able to analyse and evaluate economic and managerial phenomena and processes, identify problems and propose solutions in accordance with the principles of efficiency and sustainability. They are able to apply project management methods in the planning, implementation, monitoring and evaluation of projects in both the business and public sectors.

They are proficient in the creation and evaluation of business and innovation projects, budgeting, financial planning and basic methods of investment appraisal. They are able to prepare project documentation in accordance with PMI and PRINCE2, including a schedule, risk analysis and project budget.

Effectively uses IT tools for managing resources, time, tasks and communication within project teams. Is able to communicate and present project findings in both Slovak and English and prepare specialist documentation for decision-making.

<u>In terms of professional competencies:</u>
Graduates are able to independently and responsibly carry out professional activities in the field of project management, coordinate a small project team, take responsibility

for the quality and results of assigned tasks, and make decisions with regard to economic, legal and ethical considerations. They develop their professional competence, monitor new trends and apply them in practice. They are prepared to work in businesses, public institutions and the non-profit sector.

In terms of transferable skills:
Graduates possess well-developed critical and analytical thinking, communication and presentation skills, digital literacy, and the ability to work both in a team and independently. They are able to adapt to changing practical conditions, take responsibility for results, and continue to develop through lifelong learning.

b) The university indicates the professions for which the graduate is prepared upon completion of their studies and the potential of the study programme in terms of graduate employability.

- Project Manager (Junior), ISCO-08 1219,
- Project Manager Assistant / Project Coordinator, ISCO-08 3340,
- Project Analyst (junior), ISCO-2421003.

c) Relevant external stakeholders who have provided a statement or an assent regarding the compliance of the qualification obtained with sector-specific requirements for the performance of the profession[7] .

This is not the case

3. Employability

a) Assessment of the employability of graduates of the study programme
This is not the case, new study programme

b) Where applicable, list successful graduates of the study programme.
This is not the case, new study programme

c) Employers' assessment of the study programme's quality (feedback).
As part of the quality assessment of the study programme by stakeholders and in line with the internal processes currently being developed, the study programme was evaluated by representatives from potential employers. Future employers appreciate the way the study programme and course structure link theory with practice and reflect current trends in project management, whilst highlighting the fact that the courses in the curriculum are in line with the market's need for graduates with a narrower specialisation. Specific comments from stakeholder representatives are included in Appendix 04.

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

a) The university shall describe the rules for drawing up study plans within the study programme.
The rules for drawing up study plans are defined in the Study Regulations: § 9 Study Programme and Study Plan:

[7] *In the case of regulated professions, in accordance with the requirements for obtaining professional competence under specific regulations.*
[8] *Selected characteristics of the study programme's content may be stated directly in the Course Information Sheets or supplemented by information from the Course Information Sheets.*

https://www.ucm.sk/files/sk/univerzita/legislativa/72025-studijny-poriadok-univerzity-sv-cyrila-metoda-trnave43.pdf

The content of the study programme is clearly defined in the aforementioned document. Each study programme includes a recommended study plan, which is designed so that, by following it, the student fulfils all the requirements of the study programme for successful completion within the standard duration of study. Apart from the form of assessment of study results, the study plan is drawn up by the student themselves or in collaboration with a study advisor, within the framework of the specified rules and in accordance with these study regulations, so as to comply with the rules of the study programme and the conditions of these regulations. The student's study plan itself determines which modules the student will undertake as part of their studies, sets out their sequence, and specifies the forms of assessment of academic performance. The recommended study plan for individual study programmes is published on the UCM AIS. Information on studies, the study programme, the recommended study plan, the content of individual modules within the study programme, the method of their completion and the requirements for their successful completion form part of the Academic Information System (hereinafter "AIS"). The AIS also collates information on the academic results of students across all parts of the university.

b) *The university shall draw up recommended study plans for the individual study pathways[9] .*

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c) *The study plan shall generally specify:*
- *the individual components of the study programme (modules, courses and other relevant academic and extracurricular activities, provided that they contribute to the achievement of the desired learning outcomes and award credits) structured as compulsory, compulsory-optional and elective courses,*
- *the study programme shall identify **the core subjects** of the relevant study pathway (specialisation),*
- *for each educational component/subject, define the learning outcomes and the associated criteria and rules for their assessment so that all the educational objectives of the study programme are met (these may only be listed in the Course Information Sheets under the sections 'Learning Outcomes' and 'Course Completion Requirements'),*
- *prerequisites, co-requisites and recommendations for drawing up the study plan,*
- *for each educational component of the study plan/course, specify the educational activities used (lecture, seminar, tutorial, dissertation, project work, laboratory work, placement, field trip, fieldwork, professional placement, state examination and others, or combinations thereof) suitable for achieving the learning outcomes,*
- *the methods by which the educational activity is carried out – face-to-face, distance learning, blended learning (in accordance with the Course Information Sheets),*
- *course syllabus[10] ,*
- *student workload ('scope' for individual courses and learning activities separately)[11] ,*
- *credits allocated to each component based on learning outcomes achieved and the associated workload,*
- *the person responsible for the module (or partner organisation and person[12]) with contact details,*
- *course lecturers (or participating partner organisations and individuals) (may also be listed in the course IL),*
- *the location where the module is taught (if the study programme is delivered across multiple sites).*

The recommended study plan for the Project Management study programme for the first cycle of higher education at the Institute of Management at UCM in Trnava is available in Priloha_12b_Odporucany_studijny_plan_SP_UCM_PROMA_IM_UCM

d) *The higher education institution shall specify the number of credits required for successful completion of the programme and other conditions that the student must fulfil during the course of study and for its successful completion, including the conditions for state examinations, rules on repeating the programme, and rules on extending or interrupting studies.*

The number of credits required for successful completion of the programme and other conditions that students must fulfil during the course of study and for its successful completion, including the requirements for state examinations, the rules for repeating a year and the rules for extending or interrupting studies are set out in the UCM Study Regulations in Trnava:

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[9] *In accordance with Decree No. 614/2002 Coll. on the credit system of study and Act No. 131/2002 Coll. on higher education institutions and amending certain acts.*

[10] *During the assessment, the lecturers responsible for the course shall allow the working group access to the course study materials and the content of individual learning activities.*

[11] *We recommend specifying the workload associated with both contact and non-contact teaching in accordance with the ECTS Users' Guide 2015.*

[12] *E.g. when organising professional placements or other educational activities carried out outside the university.*

https://www.ucm.sk/files/sk/univerzita/legislativa/72025-studijny-poriadok-univerzity-sv-cyrila-metoda-trnave43.pdf

The standard study load for a full-time student for the entire academic year is 60 credits, and 30 credits per semester of the academic year. Students earn credits upon successfully completing a course enrolled in as part of their study programme. A student may only earn credits for each course once during their studies. The number of credits a student earns for completed courses is accumulated (added up). One of the conditions for progressing to the next stage of study is the accumulation of the required number of credits. Credits earned for completing a part of the course of study under a study agreement at another faculty or higher education institution, either domestically or abroad, are also transferred (counted) towards the student's total number of accumulated credits, based on a transcript of academic results issued to the student by the faculty or higher education institution where they were earned. The transcript of the part of the study programme completed in this way forms part of the student's personal study records.

The Project Management bachelor's degree programme specifies the following number of credits, the attainment of which is a condition for the successful completion of the programme:

- Total number of credits for the entire programme – 180 credits,
- Number of credits per year/semester – 60/30 credits,
- Number of credits for the Bachelor's state examination – 10 credits (Bachelor's thesis with defence).

The basic condition for the successful completion of studies is the completion of the study programme in accordance with the relevant curriculum. Completion of each level of study consists of the successful completion of the programme and passing the state examination. The organisation of the state examination at UCM is governed by the Study Regulations of the University of St. Cyril and Methodius in Trnava.

https://www.ucm.sk/files/sk/univerzita/legislativa/72025-studijny-poriadok-univerzity-sv-cyrila-metoda-trnave43.pdf

The state examination is taken by the student before a state examination board consisting of at least four members. The chair of the state examination board, drawn from the ranks of university professors and associate professors, is appointed by the Rector of UCM, and the members of the board are university lecturers as well as leading experts from other institutions. Successful completion of the state examination is a prerequisite for the proper completion of the bachelor's degree programme. The state examination is public. The only non-public part of the state examination is the committee's decision on the results of the state examination. Students register in writing for the state examination date in accordance with the study schedule for the given academic year after fulfilling the requirements of the study programme.
The content of the state examination at the bachelor's level consists of the preparation and defence of a bachelor's thesis and, as part of its academic component, the successful completion of the state examination in selected subject areas. The dates of the state examination are set out in the study schedule for the academic year. The examination board is quorate if the chair of the board and at least two other members are present. In bachelor's degree programmes, in addition to university teachers holding the positions of associate professor or professor and other experts from industry approved by the university's scientific council, assistant professors with a third-level university education are also entitled to sit on the state examination board. At least one member of the board must hold the position of associate professor or professor. The chair of the board oversees the conduct of the state examination and is responsible for the board's activities. The results of the state examination in individual subjects are

graded separately. Components of the state examination are graded on a scale from A to FX. A student is assessed as having passed in all other cases, provided they have not been awarded an FX grade on any occasion. The state examination is assessed as a fail if the student has been awarded an FX grade in any component of the state examination. A student who has been awarded an FX grade in one or more subjects in the state examination shall retake the state examination only for those subjects so graded. In the event of a failed defence of the final thesis, the examination board shall simultaneously decide whether the thesis is to be returned to the student for revision. The state examination may be retaken twice, provided that the total period from the first enrolment in the programme to the successful completion of the state examination does not exceed the standard duration of study by more than two years. Further rules on repeating the course of study and rules on extending and interrupting the course of study are described in detail in the UCM Study Regulations, in the third part of the document: https://www.ucm.sk/files/sk/univerzita/legislativa/72025-studijny-poriadok-univerzity-sv-cyrila-metoda-trnave43.pdf

Proof of successful completion of higher education studies and the award of an academic degree consists of a diploma, a state examination certificate and a diploma supplement. The University issues graduates with a higher education diploma stating the field of study, study programme and academic degree in both Slovak and English. The university diploma is usually awarded to UCM graduates at the graduation ceremony. Upon request, UCM may issue certificates of completion in other languages. For outstanding results throughout their studies, the Rector awards the 'Rector's Prize' to the best UCM graduates. For a final thesis of exceptional quality, the Rector of UCM awards the 'Rector's Commendation'.

e) The university shall specify, for each study programme, the conditions for completing individual parts of the study programme and the student's progression through the study programme in the following structure:

- the number of credits for compulsory subjects required for successful completion of the degree is 170 credits / completion of a part of the degree is 28 credits per semester,
- the number of credits for compulsory-optional subjects required for successful completion of the degree is 10 credits / completion of a part of the degree is 2 credits,
- the number of credits for the final thesis and its defence required for successful completion of the programme is 10 credits,
- the number of credits for professional practice required for successful completion of the programme is 30 credits.

f) The university shall set out the rules for verifying learning outcomes and assessing students, as well as the options for appeal procedures against such assessments.

The conditions for passing individual modules are defined in the Module Information Sheets, which are available in the university's AIS. In addition to defining the specific conditions for passing a module, this document also contains the module's objectives, learning outcomes, teaching schedule, recommended reading and the grading scale for passing the module. It is the duty of the lecturers of individual courses to inform students of the assessment criteria at the start of the semester; the requirements for completing the course must not be changed during the course. Course information sheets and documents are published in the AIS. At the same time, the lecturer clearly defines the rules regarding student absences from the teaching process at the start of the course.

In most cases, student assessment is carried out by one or two lecturers, i.e. through continuous assessment during the semester and in the final examination for the course.

A student may submit a written request to the Dean to change the examiner, or request a panel examination for the course in question only after all resit dates have been exhausted, but no later than ten days after entering 'FX' in the AIS for the final resit date. The panel examination takes place before a panel consisting of at least three members

and a designated chair, who are appointed by the Dean of the Faculty upon the recommendation of the Head of Department. The panel examination does not count towards the examination dates.

Detailed information on this matter is available in the UCM Study Regulations: https://www.ucm.sk/files/sk/univerzita/legislativa/72025-studijny-poriadok-univerzity-sv-cyrila-metoda-trnave43.pdf

and in the University's internal regulations: Internal Quality Assurance System at UCM: https://www-old.ucm.sk/docs/legislativa/2022/Vnutorny_system_zabezpecovania_kvality_vysokoskolskeho_vzdelavania_na_UCM_40.5NS.pdf

g) Conditions for the recognition of studies or parts of studies.

All information and conditions regarding the recognition of studies at UCM are governed by:

- Guidelines on the recognition of completed modules: https://www-old.ucm.sk/docs/legislativa/2023/2023-7-Smernica_o_uznavani_absolvovanych_predmetov.pdf

- Guidelines on the recognition of educational qualifications at UCM: https://www-old.ucm.sk/docs/legislativa/2023/2023-8-Smernica_o_uznavani_dokladov_o_vzdelani_na_UCM.pdf

h) The university shall specify the topics for final theses for the study programme (or provide a link to the list).

The Project Management study programme (1st cycle) has announced the following thesis topics for the 2026/2027 academic year:

Thesis topics for the degree programme for the 2026/2027 academic year	
Supervisor's name	Thesis title
JUDr. Ing. Tomáš Malatinec, PhD., Assoc. Prof.	1. Measuring the impacts of projects co-financed by European Union funds in a selected organisation 2. Assessment of the absorption capacity of a selected organisation in drawing down European Union funds 3. Application of environmental criteria in project contracts within a selected organisation 4. Application of sustainability principles in project management in a selected organisation
Ing. Lea Šlampiaková, PhD., Assoc. Prof.	1. Financial risk management in projects of a selected enterprise 2. Assessment of the effectiveness, costs and benefits of CSR project activities in a selected organisation 3. Evaluation of the effectiveness of a selected investment project 4. The impact of current ESG regulations on the financial management of projects in a selected company
Ing. Stanislava Honzová, PhD.	1. Development of a project financial model as a strategic decision-making tool in a selected company 2. Optimisation of the capital structure for project financing in a selected organisation 3. Quantitative evaluation of the return on project investments using discounting methods in a selected organisation 4. Modelling the financial sustainability of a project using scenario analysis in a selected organisation
Mgr. Zuzana Šutová, PhD.	1. Knowledge management and lessons learnt from projects in a selected organisation 2. Standardisation of project processes and its benefits for project management in a selected company 3. The role of the project manager in resolving crisis situations in projects within a selected organisation 4. The impact of project planning quality on the economic outcomes of projects in a selected organisation
Ing. Silvia Drahošová, PhD.	1. Processes for selecting and assigning project managers to projects in a selected organisation

	2. Options and methods for evaluating project managers in a selected organisation 3. Remuneration of project managers and project teams in a selected organisation 4. Experience with the application of sustainability principles in projects within a selected organisation
PhDr. Ján Ganobčík, PhD., MSc.	1. Implementation of changes in project management within a selected company 2. The organisation's readiness for changes in project management within a selected organisation 3. Application of marketing communication in the individual phases of a project in a selected company 4. The impact of internal communication on the success of change implementation in a selected institution
PhDr. Martin Halmo, PhD.	1. Implementation of agile methodologies in project management in a selected company and their contribution to project efficiency in the context of digital transformation 2. The use of hybrid project management approaches in the context of modern trends and their application in a selected company 3. The use of digital project management tools to enhance the effectiveness of team collaboration in projects within a selected company 4. Implementation of information systems in project management in a selected company and their impact on cost control and risk management
Ing. Martina Hudecová, PhD.	1. Implementation of the principles of diversity, equality and inclusion in project management at a selected company 2. Inclusive marketing communication of the project in a selected company 3. The impact of an inclusive working environment on project effectiveness in a selected company 4. Factors influencing the effectiveness of project processes in a selected company
Ing. Jozef Kučera, PhD., MSc.	1. Optimisation of the project cost planning and control process in a selected organisation 2. Implementation of the PRINCE 2 project management methodology in a selected organisation 3. Application of project management methods in the renovation of sports facilities in a selected organisation 4. Conflict management and communication flows in multicultural project teams in a selected company
PhDr. Kristína Melušová, PhD.	1. Tourism development through projects of a selected local action group 2. Participatory planning and implementation of civic projects in a selected local authority 3. Strategic project planning in a selected border region 4. Management of an international project team in a selected cross-border project

i) The university will describe or refer to:

rules governing the submission, processing, external review, defence and assessment of final theses in the degree programme:

- https://imucm.sk/wp-content/uploads/2023/10/VP_01-2022_Usmernenie_k_bakalarskym_a_diplomovym_pracam.pdf
- https://imucm.sk/wp-content/uploads/2023/10/Citacne-pravidla.pdf
- https://imucm.sk/wp-content/uploads/2023/10/2023-14-Smernica_o_nalezitostiach_zaverecnych_pracach-1.pdf
- https://imucm.sk/wp-content/uploads/2023/10/2019_smernica_o_plagiatorstve.pdf
- https://imucm.sk/wp-content/uploads/2023/10/Smernica_o_kvalifikacnych_poziadavkach.pdf
- https://www.ucm.sk/files/sk/univerzita/legislativa/72025-studijny-poriadok-univerzity-sv-cyrila-metoda-trnave43.pdf

options and procedures for participating in student mobility programmes:

- https://imucm.sk/medzinarodna-spolupraca/

rules on academic integrity and disciplinary measures:

- https://www.ucm.sk/files/sk/univerzita/legislativa/72025-studijny-poriadok-univerzity-sv-cyrila-metoda-trnave43.pdf
- https://www.ucm.sk/files/sk/univerzita/organy-skoly/komisie/eticka-komisia/2018_eticky_kodex_ucm.pdf
- https://imucm.sk/wp-content/uploads/2023/10/2019_smernica_o_plagiatorstve.pdf

- https://imucm.sk/wp-content/uploads/2025/08/Usmernenie-k-pouzivaniu-antiplagiatorskeho-systemu-Turnitin.pdf
- https://www-old.ucm.sk/docs/legislativa/2021/7_21_eticky_kodex_studentov.pdf

procedures applicable to students with special needs:

- https://www-old.ucm.sk/docs/legislativa/2023/2023-41_Smernica_na_zabezpecenie_AP.pdf

procedures for students to submit complaints and appeals:

- Obtaining relevant feedback from stakeholders
- Guidelines on handling questions, comments, opinions, requests, complaints and suggestions at UCM
- Guideline on the receipt and handling of complaints regarding anti-social behaviour
- Guideline on equal treatment and protection against discrimination – gender equality

The University has an Ombudsman who, amongst other things, handles complaints, reports, suggestions and petitions from University staff, as well as from other individuals and legal entities, provided these relate to the tasks and activities carried out by the University or its constituent parts:

- Guidelines on the Handling of Complaints

Complaints concerning breaches of the UCM Code of Ethics are dealt with by the Ethics Committee.
The UCM Ethics Committee is a permanent advisory body to the Rector:

- https://www.ucm.sk/sk/univerzita/organy-skoly/dalsie-poradne-organy/eticka-komisia.html
- https://www.ucm.sk/files/sk/univerzita/legislativa/rokovaci-poriadok-etickej-komisie_4_2025.pdf
- https://www.ucm.sk/files/sk/univerzita/legislativa/eticky-kodex_2_2025.pdf

Complaints concerning breaches of the UCM Disciplinary Regulations are dealt with by the UCM Disciplinary Committee. It considers disciplinary offences committed by students enrolled on the university's study programmes and submits a proposal for a decision to the UCM Rector:

- https://www.ucm.sk/sk/disciplinarna-komisia-ucm/,
- https://www-old.ucm.sk/docs/legislativa/2023/2023-3-Disciplinarny_poriadok_pre_studentov_UCM.pdf
- https://www.ucm.sk/files/sk/univerzita/uradna-tabula/2023-4-rokovaci_poriadok_disciplinarnej_komisie_pre_studentov_ucm.pdf

5. Course information sheets for the study programme

Structured in accordance with Decree No. 614/2002 Coll.

Course information sheets for the Project Management study programme for the first cycle of higher education at the Institute of Management at UCM in Trnava are available in Appendix 11.

6. **Current academic year calendar and current timetable** (or hyperlink).

Current academic calendar at UCM in Trnava:
https://imucm.sk/zdokumentovane-informacie-im/

7. Staffing of the study programme

a) Person responsible for the implementation, development and quality of the study programme (including position and contact details).

JUDr. Tomáš Malatinec, PhD., Associate Professor – position: Associate Professor,
Office: V Jame 3, Trnava 917 01, room JC 37, Telephone: 033 5565 636,
Email: tomas.malatinec@ucm.sk

b) List of persons responsible for teaching the core subjects of the study programme, with subject assignments and links to the central Register of Higher Education Staff, including contact details (they may also be listed in the curriculum).

Person teaching specialist subjects	List of core subjects for the MTH study programme	University Staff Register / contact
Assoc. Prof. PhDr. Andrea Čajková, PhD.	• Introduction to Project Management • Professional Practice I. • Professional Practice II.	https://www.portalvs.sk/regzam/detail/22212 email: andrea.cajkova@ucm.sk
JUDr. Ing. Tomáš Malatinec, PhD., Associate Professor	• European programmes and funds • Project implementation and monitoring	https://www.portalvs.sk/regzam/detail/22902 email: tomas.malatinec@ucm.sk
Ing. Lea Šlampiaková, PhD., Associate Professor	• Financial management of projects	https://www.portalvs.sk/regzam/detail/69812 email: lea.slampiakova@ucm.sk
Ing. Stanislava Honzová, PhD.	• Programme and Project Funding	https://www.portalvs.sk/regzam/detail/81301 email: stanislava.honzova@ucm.sk
Mgr. Zuzana Šutová, PhD.	• Entrepreneurship and Innovation • Professional Practice I.	email: zuzana.sutova@ucm.sk
Ing. Silvia Drahošová, PhD.	• Semester Project I., II., III. • Professional Practice II.	email: silvia.drahosova@ucm.sk

c) Link to the academic/artistic and pedagogical profiles of the staff teaching the core subjects of the study programme.

The VUPCH profiles of those teaching the core subjects of the Project Management study programme are available in Appendix 17a.
https://imucm.sk/personalne-obsadenie-im/

d) List of teachers on the study programme with subject assignments and links to the central register of higher education staff, including contact details (may form part of the curriculum).

Person responsible for the courses	List of subjects in the MTH study programme	University staff register/contact
Assoc. Prof. PhDr. Andrea Čajková, PhD.	• Introduction to Project Management • Strategic Planning and Project Portfolio • Modern Trends in Project Management • Professional Practice I. • Professional Practice II.	https://www.portalvs.sk/regzam/detail/22212 email: andrea.cajkova@ucm.sk

JUDr. Ing. Tomáš Malatinec, PhD., Associate Professor	• European programmes and funds • Law for Managers • Business Economics • Project implementation and monitoring • Bachelor's project • Public procurement	https://www.portalvs.sk/regzam/detail/22902 email: tomas.malatinec@ucm.sk
Ing. Lea Šlampiaková, PhD., Associate Professor	• Business Economics • Financial Project Management • Ethics and Sustainability • Accounting • Corporate Finance and Economics	https://www.portalvs.sk/regzam/detail/69812 email: lea.slampiakova@ucm.sk
Ing. Stanislava Honzová, PhD.	• Microeconomics • Programme and Project Financing • Risk and Opportunity Management • Finance • Tax system	https://www.portalvs.sk/regzam/detail/81301 email: stanislava.honzova@ucm.sk
Mgr. Zuzana Šutová, PhD.	• Statistical and Decision-Making Methods for Project Management • Project management standards • Entrepreneurship and Innovation • Professional Practice I.	email: zuzana.sutova@ucm.sk
Ing. Silvia Drahošová, PhD.	• Term Project I. • Semester Project II. • Semester Project III. • Professional Placement II.	email: silvia.drahosova@ucm.sk
PhDr. Ján Ganobčík, PhD., MSc.	• Marketing and Project Communication • Change Management • Risk and Opportunity Management • Semester Project II • Semester Project III	https://www.portalvs.sk/regzam/detail/49892 email: jan.ganobcik@ucm.sk
PhDr. Martin Halmo, PhD.	• Modern trends in project management • Term Project I. • Project Controlling and Reporting • Enterprise information systems and IT tools • Approaches to project management	https://www.portalvs.sk/regzam/detail/32697 email: martin.halmo@ucm.sk
Ing. Martina Hudecová, PhD.	• Macroeconomics • Diversity, equality and inclusion in projects • Project processes • Statistical and decision-making methods for project management	https://www.portalvs.sk/regzam/detail/69762 email: martina.hudecova@ucm.sk
Ing. Jozef Kučera, PhD., MSc.	• Management • Programme and project financing • Financial management of projects • Human resources and competencies	https://www.portalvs.sk/regzam/detail/ email: jozef.kucera@ucm.sk
PhDr. Kristína Melusová, PhD.	• Introduction to Project Management • European programmes and funds • Strategic planning and project portfolio • Project implementation and monitoring • Entrepreneurship and Innovation	https://www.portalvs.sk/regzam/detail/75161 email: kristina.melusova@ucm.sk

e) List of thesis supervisors with assigned topics (including contact details).

Supervisor's name	Thesis title	Contact
JUDr. Ing. Tomáš Malatinec, PhD., Associate Professor	1. Measuring the impacts of projects co-financed by European Union funds in a selected organisation 2. Assessment of the absorption capacity of a selected organisation in drawing down European Union funds	email: tomas.malatinec@ucm.sk

	3. Application of environmental criteria in project contracts within a selected organisation 4. Application of sustainability principles in project management within a selected organisation	
Lea Šlampiaková, MSc, PhD, Associate Professor	1. Financial risk management in projects at a selected company 2. Evaluation of the effectiveness, costs and benefits of CSR project activities in a selected organisation 3. Evaluation of the effectiveness of a selected investment project 4. The impact of current ESG regulations on the financial management of projects at a selected company	email: lea.slampiakova@ucm.sk
Ing. Stanislava Honzová, PhD.	1. Development of a project financial model as a strategic decision-making tool in a selected company 2. Optimisation of the capital structure for project financing in a selected organisation 3. Quantitative assessment of the return on project investments using discounting methods in a selected organisation 4. Modelling the financial sustainability of a project using scenario analysis in a selected organisation	email: stanislava.honzova@ucm.sk
Mgr. Zuzana Šutová, PhD.	1. Knowledge management and lessons learnt from projects in a selected organisation 2. Standardisation of project processes and its benefits for project management in a selected company 3. The role of the project manager in resolving crisis situations in projects within a selected organisation 4. The impact of project planning quality on the economic outcomes of projects in a selected organisation	email: zuzana.sutova@ucm.sk
Ing. Silvia Drahošová, PhD.	1. Processes for selecting and assigning project managers to projects in a selected organisation 2. Options and methods for evaluating project managers in a selected organisation 3. Remuneration of project managers and project teams in a selected organisation 4. Experience with the application of sustainability principles in projects within a selected organisation	email: silvia.drahosova@ucm.sk
PhDr. Ján Ganobčík, PhD., MSc.	1. Implementation of changes in project management in a selected company 2. The organisation's readiness for changes in project management within a selected organisation 3. Application of marketing communication in the individual phases of a project within a selected company 4. The impact of internal communication on the success of change implementation in a selected institution	email: jan.ganobcik@ucm.sk
PhDr. Martin Halmo, PhD.	1. Implementation of agile methodologies in project management within a selected company and their contribution to project efficiency in the context of digital transformation 2. The use of hybrid project management approaches in the context of modern trends and their application in a selected company 3. The use of digital project management tools to enhance the effectiveness of team collaboration in projects within a selected company 4. Implementation of information systems in project management in a selected company and their impact on cost control and risk management	email: martin.halmo@ucm.sk
Ing. Martina Hudecová, PhD.	1. Implementation of the principles of diversity, equality and inclusion in project management within a selected company 2. Inclusive marketing communication of the project in a selected company 3. The impact of an inclusive working environment on project effectiveness in a selected company	email: martina.hudecova@ucm.sk

	4. Factors influencing the effectiveness of project processes in a selected company	
Ing. Jozef Kučera, PhD., MSc.	1. Optimisation of the project cost planning and control process in a selected organisation 2. Implementation of the PRINCE 2 project management methodology in a selected organisation 3. Application of project management methods in the renovation of sports facilities in a selected organisation 4. Conflict management and communication flows in multicultural project teams within a selected company	email: jozef.kucera@ucm.sk
PhDr. Kristína Melušová, PhD.	1. Tourism development through projects of a selected local action group 2. Participatory planning and implementation of civic projects in a selected local authority 3. Strategic project planning in a selected border region 4. Management of an international project team in a selected cross-border project	email: kristina.melusova@ucm.sk

f) Link to the academic/artistic and pedagogical profiles of thesis supervisors.

Supervisor's name	Link to the supervisor's VUPCH profile
JUDr. Ing. Tomáš Malatinec, PhD., Associate Professor	https://imucm.sk/personalne-obsadenie-im/judr-ing-tomas-malatinec-phd/
Ing. Lea Šlampiaková, PhD., Associate Professor	https://imucm.sk/personalne-obsadenie-im/ing-lea-slampiakova-phd/
Ing. Stanislava Honzová, PhD.	https://imucm.sk/personalne-obsadenie-im/ing-stanislava-honzova-phd/
Mgr. Zuzana Šutová, PhD	https://imucm.sk/personalne-obsadenie-im/mgr-zuzana-sutova-phd/
Ing. Silvia Drahošová, PhD.	https://imucm.sk/personalne-obsadenie-im/ing-silvia-drahosova-phd/
PhDr. Ján Ganobčík, PhD., MSc.	https://imucm.sk/personalne-obsadenie-im/phdr-jan-ganobcik-msc/
PhDr. Martin Halmo, PhD.	https://imucm.sk/personalne-obsadenie-im/phdr-martin-halmo-phd/
Ing. Martina Hudecová, PhD.	https://imucm.sk/personalne-obsadenie-im/ing-martina-hudecova-phd/
Ing. Jozef Kučera, PhD., MSc.	https://imucm.sk/personalne-obsadenie-im/ing-jozef-kucera-phd-msc/
PhDr. Kristína Melušová, PhD,	https://imucm.sk/personalne-obsadenie-im/phdr-kristina-melusova-phd/

g) Student representatives who represent the interests of students on the study programme (name and contact details).

Student representatives who represent the interests of students at the UCM Institute of Management in the University Academic Senate:
Stela Sušková – suskova4@ucm.sk
Lukáš Šoka – soka1@ucm.sk

Student representative representing the interests of students on the Quality Council of the UCM Institute of Management in Trnava
Veronika Lapšanská – lapsanska1@ucm.sk
Stanislav Tekula – tekula1@ucm.sk

Student representatives who represent students' interests on the Committee for Handling Questions, Statements, Opinions, Requests, Suggestions and Proposals:
Michal Jasek – jasek3@ucm.sk
Barbora Kolláriková – kollarikova4@ucm.sk

h) Study Programme Advisor (including contact details and information on access to advisory services and consultation hours).

PhDr. Martin Halmo, PhD. – Coordinator of Studies and Continuing Education, Office: V Jame 3, Trnava 917 01, Room JC 37, Telephone: 033 5565 639, Email:martin.halmo@ucm.sk ; Consultation timetable: https://imucm.sk/personalne-obsadenie-im/

i) Other support staff for the study programme – assigned study officer, careers advisor, administration, accommodation office and similar (with contact details).

- Study Department: Study Officer, Mgr. Veronika Mikušová, Office: Nám. J. Herdu 2, room 105, Telephone: 033 5565 616, Email:veronika.mikusova@ucm.sk Consultation timetable for students: https://imucm.sk/studijna-referentka/
- International Relations Coordinator at the Institute of Management: JUDr. Ing. Tomáš Malatinec, PhD., Associate Professor. Office: V Jame 3, room JC 37, Telephone: 033 5565 636, Email:tomas.malatinec@ucm.sk ; Consultation timetable: https://imucm.sk/konzultacne-hodiny/
- UCM Career Centre – PhDr. Katarína Ďurková, PhD., Office: Nám. J. Herdu 2, Room 101a, Telephone: 033 5565 635 and 033 5565 632, Email: katarina.durkova@ucm.sk; Consultation timetable https://kariera.ucm.sk/
- Psychological support and counselling (Psychological Counselling Centre): provided for UCM students and staff by:
    - Doc. PhDr. Slávka Démuthová, PhD., slavka.demuthova@ucm.sk
    - Mgr. Ivana Václaviková, PhD., ivana.vaclavikova(at)ucm.sk
    - Mgr. Jana Holienková, PhD., jana.holienkova@ucm.sk
- University-level Mobility Coordinator: UCM International Relations Department: https://www.ucm.sk/sk/oddelenie-medzinarodnych-vztahov/ - Mgr. Nikoleta Vanková, MBA, nikoleta.vankova@ucm.sk
- University Library of the University of St. Cyril and Methodius in Trnava: https://www.ucm.sk/sk/univerzitna-kniznica.html
- Technical support: Centre for Information and Communication Technologies: https://www.ucm.sk/sk/centrum-ikt/,
    - Mgr. Matej Lackovič, MBA – Head of CIKT matej.lackovic@ucm.sk
    - Mgr. Nora Dostálová – ISIC cards: nora.dostálova@ucm.sk

Student Hall of Residence – Mgr. Janka Gajdová:janka.gajdova@ucm.sk , https://www.ucm.sk/sk/ine-pracoviska/studentsky-domov.html

8. Premises, equipment and technical support for the study programme

a) List and description of the study programme's teaching facilities and their technical equipment, with links to learning outcomes and subjects (laboratories, project and art studios, studios, workshops, interpreting booths, clinics, seminaries, science and technology parks, technology incubators, student enterprises, practical training centres, training schools, teaching and training facilities, sports halls, swimming pools, sports grounds).

The Institute of Management at UCM in Trnava conducts its educational activities in the Jame 3 building. The Jame 3 building is undergoing gradual renovation, the aim of which is to modernise the infrastructure in order to improve conditions for the educational process and to upgrade information and communication technologies. For the delivery of the educational process, the Institute of Management has standard classrooms at its disposal, equipped with multimedia projectors and screens. The classrooms are suitable for the delivery of the educational process.

In addition to the aforementioned rooms, students at the Institute of Management have the opportunity, subject to agreement with the individual faculties operating at UCM in Trnava, to use their facilities as well, specifically the following: an HD television studio at the Faculty of Media and Communication (FMK), which contains complete television equipment for recording and signal transmission; The Geographic Information Systems (GIS) laboratory at the Faculty of Natural Sciences (FPV) is equipped with 12 high-performance workstations running GIS software. The radio studio, Radio Aetter, at the Faculty of Media and Communication (FMK) broadcasts live programmes featuring UCM

students. It can be listened to at https://www.aetter.sk/; The Translation Laboratory at the Faculty of Arts (FF) is equipped with 10 translation booths for the purpose of teaching interpreting. Computer Laboratories I, II and III, equipped with modern computers (9+9+22), and the Computer Science Laboratories with licensed software; The Geographic Information Systems Laboratory is equipped with 12 high-performance computers with licensed geoinformation software. The Centre for Media Literacy (IMEC), established in 2010 on the initiative of the Faculty of Mass Media Communication. Also, the University Science Park (UVP), which integrates UCM's scientific infrastructure into a larger entity enabling the resolution of multidisciplinary scientific projects and the optimisation of operations, including innovation and sustainable growth.

b) Characteristics of the study programme's information provision (access to study literature as per course information sheets), access to information databases and other information sources, information technologies, and so on.

The https://www.ucm.sk/sk/centrum-informacnych-zdrojov-ucm-v-trnave (CIZ) serves as an academic library, whose main mission is to acquire, process, preserve and disseminate information, literature and other cultural resources.

UCM Information Resources Centre (CIZ)

- It comprehensively provides library services, information services, publishing services and personal data protection at UCM;
- provides comprehensive library, information and bibliographic services to academic and teaching staff and students of the university, as well as to the wider professional public; acquires, processes, makes available and preserves a collection of domestic and foreign primary and secondary information sources; provides specialised bibliographic and information services; bibliographically registers and preserves the collection of theses and other qualification works by students and academic staff of the university; processes and records the publication activities of the university's academic staff;
- cooperates with authors, publishers and printers; draws up licence agreements with authors and contracts with publishers and printers; plans budgetary resources and other matters in accordance with the annual publishing plan.

The Information Resources Centre performs the following functions:

- The function of an academic library, whose main mission is to acquire, process, preserve and disseminate information, literature and other cultural assets.
- It carries out publishing activities, which are a significant area of activity for members of the academic community, through which the freedom of scientific research and the publication of its results are realised. The role of publishing activities is to ensure the publication of study materials, scientific works, journals and other literature intended for the university's needs.

The UCM Information Resources Centre comprises:

- Library Services Department – all library items are catalogued in the library information system; the library currently holds 56,374 items.
- The Information Services Department at CIZ UCM has subscribed to the following databases using EU funds and funding from the Ministry of Education: SpringerLink, SpringerNature, ScienceDirect, Scopus and Web of Science. Students also have access to the GALE InfoTrack database and the following portals: the SUMMON multi-search engine, the Scientia Portal, NAVIGA, and Information and Media Literacy.
- Publishing Services Department – publishing activities constitute a significant area of work for members of the academic community, through which the freedom of scientific research and the publication of its results are realised; the role of publishing activities is to ensure the publication of study materials, scientific works, journals and other literature intended for the university's needs.
- VIRTUAL STUDY ROOM – the virtual study room is the result of cooperation between the CVTI SR in Bratislava and UCM in Trnava. The study room provides online access to electronic versions of documents from the UCM library collection in Trnava.

- The Institute of Management has created its own repository, the Institute of Management's virtual study room (online archive – virtual library https://imucm.sk/virtualna-studovna-im/), through which it makes study literature available in electronic form.

c) Characteristics and scope of distance learning applied in the study programme, with links to specific modules. Access procedures and manuals for e-learning portals. Procedures for transitioning from face-to-face to distance learning.

The Institute of Management switched to fully online learning during the second wave of the pandemic, as the first students enrolled during this period. Teaching was switched to an online system within one week of the outbreak of the second wave of the pandemic (i.e. October 2020),

- the Institute of Management made full use of the G Suite platform for online teaching, including Google Meet; only one subject was taught via the MS Teams platform,
- from September 2021, the entire UCM in Trnava switched to using the Microsoft 365 service: https://www.ucm.sk/sk/microsoft365/, including the Microsoft Teams service. Instructional videos from Microsoft are available: link1, link2, link3

Guidelines on distance learning at UCM:
https://www-old.ucm.sk/docs/legislativa/2021/8_21_distancna_vyucba.pdf

Guidelines on the examination period at the Faculty of Informatics, UCM in Trnava:
https://imucm.sk/wp-content/uploads/2025/04/VP-IM-01-25-Usmernenie-k-priebehu-skuskoveho-obdobia-na-IM.pdf
https://imucm.sk/wp-content/uploads/2025/04/VP-IM-01-25-Usmernenie-k-priebehu-skuskoveho-obdobia-na-IM.pdf

d) University partners in the delivery of the study programme's educational activities and a description of their involvement.

IBM spol. s.r.o
IBM Slovensko, spol. s r.o. is the national branch of IBM World Trade Corporation, a company wholly owned by foreign capital, which was established at the end of 1992 following the division of IBM ČSFR. During its time on the Slovak market, it has significantly expanded its portfolio of products and services in the field of information technology. The headquarters of IBM Slovakia is located in Bratislava. Currently, the IBM Slovakia headquarters in Bratislava and branches in Banská Bystrica and Košice are staffed by employees, the majority of whom are systems and service engineers, consultants, analysts and project managers, providing pre-sales and post-sales support to IBM customers. IBM Slovakia's main business activities include the sale of a wide range of IT technologies, from servers and data storage systems to software and IT services, including consultancy services. The Delivery Centre is also part of IBM Slovakia's organisational structure, focusing on the provision of IT services and support activities for the implementation of IT projects. It is also part of IBM's global network of delivery centres. IBM Slovakia delivers integrated, flexible and effective solutions, which it offers through a wide network of resellers, agents and business partners. Full information about IBM Slovakia is also available on the website http://www.ibm.com/sk.

Description of the collaboration:
The UCM Institute of Management in Trnava has signed a Memorandum of Cooperation with IBM, under which IBM actively supports the UCM Institute of Management in utilising available resources through the IBM Academic Initiative programme. Also under the Memorandum of Cooperation, the contracting parties have agreed to mutually share information on current opportunities for students and the IM UCM educational institution to participate in the IBM Internship Programme, IBM Traineeship and IBM University Placement programmes, and to enable teachers and students at the IM UCM educational institution to take certification exams in their field of specialisation on preferential financial terms through the IBM Professional Certification Programme.

Specific activities carried out:
IBM has equipped the Institute of Management with a computer room by donating 15 desks and 30 chairs to the institute (20 September 2020).

Slovak Business Agency
The Slovak Business Agency is a key specialised institution in the Slovak Republic in terms of supporting small and medium-sized enterprises. It was established in 1993 as a joint initiative of the EU and the Slovak Government. It is a unique platform for the public and private sectors. The founding members of the association are the Ministry of Economy of the Slovak Republic, the Association of Entrepreneurs of Slovakia and the Slovak Trade Union. The SBA's mission is to provide comprehensive assistance to entrepreneurs, support entrepreneurship at national, regional and local levels, and strengthen the competitiveness of entrepreneurs within the EU single market and in third-country markets.

Description of cooperation:
The Institute of Management has signed a memorandum of cooperation with the Slovak Business Agency. The Institute of Management cooperates closely with the SBA on two levels, namely:
- business education through the provision of lecturers with practical experience within the context of first-cycle study programmes – academically oriented,
- active cooperation in the form of lectures and seminars during the Science and Technology Week event.

Specific activities carried out:
Cooperation during Science Week, during which the SBA organised, through the National Entrepreneurship Centre (NPC) project, an educational course entitled 'School of Entrepreneurship' for all first- and second-year students of the Institute of Management, featuring workshops led by industry experts. The project also resulted in students receiving a certificate of completion for the School of Entrepreneurship, which enhanced their CVs: 8–12 November 2021.
https://www.sbagency.sk/en/node/3696

- organised an online networking event, "*The Entrepreneur's Living Library*", which gave students an insight into the lives of successful entrepreneurs – 23 December 2021,
- organised a discussion entitled "*Trends in Tourism Utilising Water* Transport", which took place at UCM – 22 March 2022,
- organised a workshop for secondary school students specialising in tourism at the United Secondary School of Hotel Services and Commerce in Púchov – 30 March 2022,
- organising the networking *event* "*Entrepreneur's Living Library II*", which gave students an insight into the lives of successful entrepreneurs – 6 April 2022,
- organised the workshop "*Around the World* II" – 20 April 2022,
- organised an educational excursion to Cafe VERONIA and the Academy of Coffee in Sereď, "*An Adventurous Journey Through the World of* Coffee" – 21 April 2022.

Battery Shop
It is the first community reuse centre in Slovakia. Baterkáreň is a social enterprise that combines a small shop with a community reuse centre. The aim is to teach people to live more sustainably, to change their attitude towards shopping, goods and waste, as sustainable living is also about disposing of things responsibly or consciously reducing the waste we produce to the bare minimum. Baterkáreň teaches people how to live a more conscious and sustainable life, motivating and inspiring them through education, events, products and services.

Description of the collaboration:

The Institute of Management has signed a memorandum of cooperation with Baterkářna. The Institute of Management cooperates closely with Baterkárna, primarily within the framework of first-cycle courses (Semester Project II–III), specifically in assisting with the creation and collaboration on projects with students, with a focus on steering projects towards sustainable and socially responsible business practices.

Specific activities carried out:

- organised a clothes swap on 24 November 2021,
- organised the 'Christmas Labka' collection on 20 December 2021,
- provided material support for the project "Active Leisure Time with Children from Ukraine" https://www.un.org/en/academic-impact/university-slovakia-expresses-solidarity-ukrainians – period March–May 2022,
- provision of materials for the project "Active Leisure Time with Children from the Asylum House in Trnava" – period from February 2022 – ongoing collaboration
- expert lecture at IM UCM on the topic of sustainability, 2023.

AHRS (Association of Hotels and Restaurants of Slovakia)
The Association of Hotels and Restaurants of Slovakia is a voluntary, non-political, interest-based and professional organisation whose aim is to defend the common interests of its members vis-à-vis state administration bodies and other organisations, enhance their professional standing, and influence public opinion and the views of tourism management bodies within the state administration and local government regarding the Slovak hotel industry, gastronomy and tourism. Through its activities, the association strives to ensure a professional standard of business and to improve the quality of services provided in the hotel and tourism sectors. In line with its mission, the association primarily shares new insights into the hotel industry both at home and abroad, comments on draft laws and regulations relating to the hotel and tourism sectors, organises professional training for hospitality staff, ensures the joint promotion of member establishments at trade fairs and exhibitions, provides legal and advisory services, collaborates with the media to present the activities of the association and its members, and organises meetings for hoteliers with a professional programme at least twice a year. Every year, the Association announces the prestigious Hotelier of the Year competition and showcases the best examples of best practice to the general public

Description of the collaboration:
The most significant aspect of the collaboration is the opportunity to obtain up-to-date information relevant to the study programme's focus (participation in conferences organised and co-organised by AHRS, distribution of the HORECA magazine, etc.). Networking between educational institutions specialising in tourism (secondary and higher education).

Specific activities carried out (participation in events):

- AHRS Conference 6–7 September 2021,
- HORECA Conference 21–22 September 2021,
- Meeting of educational institutions focusing on tourism (secondary and higher education) 5 November 2021,
- HORECA Conference 17–19 October 2022,
- HORECA Conference 15–17 May 2023,
- HORECA Conference 11–13 November 2024
- HORECA Conference 10–12 November 2025.

Ministry of Transport of the Slovak Republic
The Ministry of Transport of the Slovak Republic (MD SR), amongst other activities, also performs tasks within the scope of its defined remit in the field of tourism, through its Water Transport Section.

The Water Transport Section performs the following tasks in particular:

- develops concepts, programmes and projects for the development of water transport, including programmes and projects co-financed by EU funds,
- represents the Ministry in inter-ministerial and international working groups in the field of water transport,
- it formulates and implements the principles of state transport policy in the field of water transport,
- cooperates with the relevant local government authorities, taking into account the interests of inland navigation,
- drafts generally binding legislation in the field of inland waterway transport and maritime transport,
- creates conditions for the development of inland navigation, maritime navigation and public ports,
- coordinates the activities of organisations falling within the remit of the section, for which the Ministry acts as the founding authority or exercises shareholder rights in accordance with specific regulations.

Description of cooperation:
The UCM Institute of Management has a memorandum of cooperation with the Ministry of Transport and Construction of the Slovak Republic. This provides an opportunity to deepen students' practical knowledge, with a view to capitalising on their interest in working in the water transport sector. The Ministry of Transport and Construction of the Slovak Republic will actively participate in the educational and professional activities of the UCM Institute of Management.

The main aim of the joint memorandum is:
- to participate in the development and adaptation of the study programmes offered in line with the requirements of business practice,
- participation in the teaching process in selected areas of study,
- participation in joint research activities within the framework of national and European projects,
- jointly organising scientific and professional conferences and symposia, promotional activities and mutual participation in them,
- support for students' professional development,
- participation in the assignment and supervision of final thesis topics.

Specific activities carried out:
In 2023, staff from the Institute of Management took part in the promotional event "*Study Water Transport and* Tourism" organised by the Ministry of Transport of the Slovak Republic in cooperation with the newly established Ministry of Tourism and Sport of the Slovak Republic.

Trnava Tourism
Trnava Tourism is a destination management organisation for the Trnava region and its surroundings. Its primary objectives are to continuously strive to enhance the appeal of the TRNAVA Region's tourism offering, to support the creation and sustainability of new tourism products, to provide a tourist information service for visitors to the TRNAVA Region via its tourist information centre in the Town Tower at Trojičné námestie 1, to implement innovations in the TRNAVA Region, enhancing the competitiveness of the destination's traditional products and, last but not least, improving services, particularly in the HoReCa sector in Trnava and the surrounding region.

Description of the collaboration:
The aim of the cooperation with IM MTH Trnava Tourism is to participate in the creation and adaptation of the study programmes offered in line with the requirements of business practice. Support for establishing partnerships between IM UCM and the HoReCa sector

in Trnava and the surrounding region, and, last but not least, support for promoting the TRNAVA Region.

Specific activities carried out:

- involvement of third-year students in completing their bachelor's work placements in the 2023, 2024 and 2025 summer semesters.

By ChameleonLand

For 18 years, this civic association has been organising day camps for children in Bratislava and the surrounding area.

Description of the collaboration:

IM MTH has signed a memorandum of cooperation with By ChameleonLand. The aim of the cooperation is to improve the facilitation skills of teachers and students. It also offers students the opportunity to obtain an Animator certificate free of charge and to gain practical experience in the field of facilitation.

Specific activities carried out:

- Animator Course 10 May 2020

Hotel pod Lipou

Description of the collaboration:

IM MTH has signed a memorandum of cooperation with Hotel pod Lipou. The aim of the cooperation is to show students how a hotel operates in practice. This involves delivering specialist lectures and collaborating on the involvement of students in their bachelor's/professional placements.

Specific activities carried out:

- Specialist lecture on the topic 'Covid-19 in the context of staff retention in the hospitality sector' – 11 November 2021,
- Field trip to Hotel pod Lipou – 25 November 2021,
- Involvement of third-year students in completing their bachelor's work placement in the 2023 summer semester.

Regional Development Cluster

Description of cooperation:

IM MTH has signed a memorandum of cooperation with the Regional Development Cluster. The aim of the cooperation is to demonstrate to students how spas operate in practice. Delivering specialist lectures and collaborating on the involvement of students in bachelor's/specialist placements. The Regional Development Cluster, in collaboration with the Institute of Management, organises various specialist events

Specific activities carried out:

- students involved in adding points of interest to the goslovakia.sk and gocamping.sk databases in 2022,
- a professional lecture at the UCM Institute of Management – 28 September 2023 in Trnava, focusing on the practical use of the digital database, adding points of interest (POIs), examples of possible linking of points, and the creation of small tourism products as tools to support regional development.
- The UCM Institute of Management in Trnava took part in the second edition of the Caravan Bike Travel 2023 international fair,

- involving third-year students in their bachelor's degree placements for the 2023, 2024 and 2025 academic years.

Číž Natural Iodine Spa
Description of cooperation:
The Institute of Management at UCM has signed a memorandum of cooperation with the Natural Iodine Spa. The aim of the cooperation is to demonstrate to students how the spa operates in practice. Delivery of specialist lectures and cooperation in involving students as part of their bachelor's/specialist work placements.

Specific activities carried out:
- Involvement of third-year students in completing their bachelor's work placement in the summer semester of 2023.

Partners of the Institute of Management: https://imucm.sk/partneri-a-spolupraca/

e) Characteristics of opportunities for social, sporting, cultural, spiritual and community engagement.
IM UCM students have the opportunity to participate in leisure activities organised by the university. The university supports students in the fields of dance (the university folk ensemble), amateur drama (the university amateur theatre group THE.ART.RE), literary expression (the magazines Parazól and Atteliér), and sport (Hit UCM – the university's women's first-division volleyball team).
https://www.ucm.sk/sk/studuj-ucm/bakalarske-magisterske-studium/aktivity-studentov/
To support students' cultural and sporting activities, a Rector's Fund has been established at UCM to provide financial support for student activities.
https://www-old.ucm.sk/docs/legislativa/2021/30_21_Smernica_o_postupe_pri_predkladani_a_schvalovani_ziadosti.pdf

f) Opportunities and conditions for students on the study programme to participate in mobility schemes and placements (including contact details), application guidelines, and rules for the recognition of such learning.
- The university has an International Relations Office: https://www.ucm.sk/sk/oddelenie-medzinarodnych-vztahov/,
- The conditions are governed by the Erasmus+ Administration Guidelines: https://www.ucm.sk/files/sk/univerzita/medzinarodne-vztahy/erasmus/erasmus-vseobecne-informacie/24_2021_administracia_erasmus.pdf
The Institute of Management has established the position of International Relations Coordinator at the Institute of Management: JUDr. Ing. Tomáš Malatinec, PhD., Associate Professor. Office: v Jame 3, room JC 37, Telephone: 033 5565 636, Email: tomas.malatinec@ucm.sk; Consultation timetable: https://imucm.sk/konzultacne-hodiny/

9. Required skills and prerequisites for applicants to the study programme

a) Required skills and prerequisites for admission to the programme.
The basic conditions for admission to the programme are set out in Section 2 of the UCM Admissions Regulations.
According to Section 53(3) of the Act, the basic condition for admission to a bachelor's degree programme is the completion of full secondary education or full secondary vocational education.
An applicant for a bachelor's degree programme must be able to demonstrate knowledge and skills at the level of a completed secondary education. It is necessary to demonstrate a sufficient level of knowledge in the subject in relation to the content and performance standards defined in the ISCED 3A National Curriculum, or to the Target Requirements for the school-leaving examination in profile subjects for the given study programme.
A condition for the applicant's admission to the programme is the submission of a written or electronic application for study in the prescribed manner by the specified deadline, complete with all required documents. The application must also include proof of

payment of the fee for activities related to the admissions procedure in accordance with Section 92 of the Act and Section 33 of the UCM Statutes.
There are no written or oral admission interviews for the Project Management study programme. The Admissions Committee bases its decisions on the qualitative indicators listed below and ranks students according to their best results, including other achievements (e.g. placings in district, regional and national academic competitions and contests).

b) Admission procedures.

The admissions procedure at IM UCM begins for applicants upon receipt of their written application for study. It is conducted in accordance with Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, Sections 56 to 58. The admissions process enables an applicant who demonstrates that they meet the specified conditions for admission to become a student on their chosen study programme. An applicant who fails to demonstrate that they meet the basic conditions for admission at the time of verification may be admitted conditionally, provided that they are required to demonstrate that they meet the basic conditions for admission no later than the date set for enrolment.
The admission procedure is governed by the general conditions approved by the University Academic Senate for the relevant academic year. UCM shall publish, in good time and no later than two months before the final deadline for submitting applications, the deadline for submitting applications for study in the academic year preceding the academic year in which the study is to commence, in the case of a bachelor's degree programme or a study programme pursuant to Section 53(3) of the Act, and for other study programmes no later than two months before the final date set for the submission of applications. The general conditions for admission to study within the meaning of Act No. 131/2002 Coll. on Higher Education Institutions and the Obligations of Higher Education Institutions are published on the website of the institute and the university. Applications for higher education are accepted within the published deadline, usually by the end of April of the relevant academic year.

Admission requirements for bachelor's degree programmes:
There are no written or oral entrance interviews for the Project Management study programme. The admissions committee ranks applicants qualitatively based on an assessment of their results in core subjects: Slovak language and literature, History (or equivalent subject), Economics (or equivalent subject), a foreign language (one of the world's major languages) during secondary school. Another qualitative criterion will be the overall result of the school-leaving examination (or its equivalent) and achievements during secondary school.

Applicants for the 2026/2027 academic year must submit their application electronically via the AIS2 system on the IM UCM website by 30 April 2026. Applicants must save the application uploaded to the AIS2 system (the application status 'REGISTERED' is insufficient).
Applicants must specify only one study programme on a single application form.

Application attachments:
- CV,
- achievements during secondary school (e.g. placings in district, regional and national academic competitions and contests),
- proof of payment; in the case of electronic payment (bank transfer), the applicant must upload proof of payment to the application attachments, not a bank statement,
- certified educational documents:
  a) Applicants who will be taking their school-leaving exams in 2026 must upload a transcript of marks (from the electronic student record) for Years 1 to 3 (4-year course) or Years 2 to 4 (5-year course) to the online application. If it is

not possible to upload the transcript of marks, or if the applicant fails to upload it correctly, they must submit certified copies of their school reports for these years (certified by the secondary school, or by a notary or registry office) to the IM admissions officer (by post or in person). The applicant must submit a certified copy of the school report (certified by a notary or the registry office) from the final year of secondary school and a certified copy of the school-leaving certificate to the IM admissions officer (by post or in person) immediately upon completion of their studies at the relevant secondary school, no later than 12 June 2026.

b) Applicants who took their school-leaving examination before 2026 must submit to the IM admissions officer (in person or by post) certified copies (by a notary or registry office) of their school reports for Years 1 to 4 (4-year course) or Years 2 to 5 (5-year course), together with their school-leaving certificate by 30 April 2026.

Documents attached to the application will not be returned to the applicant; they will remain permanently part of the applicant's study records, which are archived at IM UCM in Trnava.
No claim can be made for a refund of the admission fee.
The decision on the outcome of the admissions procedure will be delivered to the applicant in writing and handed over in person.

The Rector shall appoint a single admissions committee for the relevant bachelor's degree programmes, appoint the committee members and set the agenda for its meetings. The admissions committee must consist of at least four members. The admissions committee shall rank applicants qualitatively based on the average marks on their school reports for each year of study and on the basis of the average marks from the above-mentioned core subjects from secondary school. Another qualitative criterion is the overall result of the school-leaving examination (or its equivalent) and achievements during secondary school, which must be documented by the prescribed deadlines. The admissions procedure for undergraduate programmes concludes on the date of the UCM Rector's decision regarding the acceptance or rejection of all applicants. UCM issues its decision on the outcome of the admissions procedure for undergraduate programmes within 30 days of verifying that the admission requirements have been met. The decision on the outcome of the admissions procedure will be delivered to the applicant in writing and handed over in person.

Students who have completed their studies at foreign institutions and all international students must submit recognised documents certifying their completed studies in accordance with Act No. 422/2015 Coll. on the recognition of educational documents and professional qualifications and on amendments to certain acts. In the event of a time lag between the issue and recognition of the required documents, students shall inform the study officer at the UCM Institute of Management and agree on specific conditions for the submission of recognised documents.

The conditions for the admission of international applicants to the Slovak-language Bachelor's degree programmes are the same as for students from the Slovak Republic. International students studying in programmes taught in the Slovak language must demonstrate a good command of the Slovak language (minimum level B1). This knowledge must be demonstrated by a certificate or other form of certification.

All applicants must have full legal capacity in accordance with the applicable legislation of the Slovak Republic. Recent admission results (number of applications).

c) Admissions results for the most recent period.

This is not the case – new study programme.

10. Feedback on the quality of education provided

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

The aim of the regular monitoring and evaluation of study programmes is to ensure the continuous improvement of the quality of the educational process in accordance with UCM's mission, its long-term strategic development plan and the standards of the educational process.

Monitoring and evaluation of the Project Management study programme will focus on a comprehensive assessment of teaching within the context of individual modules. For each module completed, students will have the opportunity to individually assess:

a) their opinion on the usefulness of the module within the context of the study programme they are studying,
b) whether, in their view, the content of the course provided the necessary information on the subject matter,
c) the lecturer's preparedness and expertise in terms of their ability to answer students' supplementary questions,
d) the teacher's ability to convey information clearly (to teach, explain and clarify the subject matter),
e) the teacher's approach (willingness to advise and help explain),

Students will have the opportunity to rate the above on a scale of 1 to 5, where 1 is the highest rating and 5 is the lowest. Students will also have the opportunity to provide feedback via an open-ended response section, where they can elaborate on (describe) their ratings on the scale or add their own observations, suggestions, inspiration, praise, or propose ways to improve teaching, as is the case within the study programmes offered at IM UCM https://imucm.sk/ziskavanie-spatnej-vazby-od-studentov/

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

This is not the case – new study programme.

In the university directive aimed at obtaining relevant feedback from stakeholders, in the section focused on obtaining feedback on the quality of the study programme from the strongest internal stakeholders, namely students, a target has been set to achieve a minimum 30% response rate for feedback. This target has thus always been met within the bachelor's degree programme (academically oriented study programmes) since 2021. https://imucm.sk/ziskavanie-spatnej-vazby-od-studentov/. Similarly, the Institute of Management will proceed in the same manner when gathering relevant feedback from students on the professionally-oriented study programme at the bachelor's level.

The study programme, or its individual modules, teaching facilities and the lecturer's approach, are reviewed on the basis of the information obtained, with the involvement of students and other stakeholders as described. The information gathered is analysed and teaching is adapted to ensure that it remains up-to-date, relevant and engaging for students.

The University of St. Cyril and Methodius in Trnava follows the guideline 'Obtaining relevant feedback from stakeholders' when gathering feedback: https://www.ucm.sk/files/sk/univerzita/legislativa/smernica-ziskavanie-relevantnej-spatnej-vazby-od-zainteresovanych-stran-ucm-tt_20_2024.pdf

The faculties and the UCM Institute of Management have established their own quality assessment structures, which, in collaboration with the management of the faculties and the institute, coordinate and manage the process of monitoring and evaluating the study programmes delivered. The inputs for the monitoring process are the suggestions, expectations and interests of all stakeholders from within and outside the faculties and the Institute (requirements of professional practice, the labour market, employers, the region, etc.).
The function of evaluation is also to verify and assess the consistency of the study programme's title with its content focus, the consistency of the curriculum's content (courses and their sequence) with the graduate profile, the adequacy of the scope of teaching for the subjects, the alignment of the study programme with practical requirements, as well as the fulfilment of the study programme's other objectives. Should any inconsistency or obsolescence be found, or should it be concluded that there is duplication of subject content within the study programme, the person responsible for the study programme and the lecturer responsible for the subject will be asked to rectify this during the preparation of the next revision of the study programme. https://imucm.sk/zrealizovane-opatrenia-podla-spatnej-vazby/
Similarly, the Institute of Management will proceed in the same manner when gathering relevant feedback within the framework of the professionally-oriented bachelor's degree programme.

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

This is not the case – new study programme.

11. **Links to other relevant internal regulations and information relating to the study programme or students** (e.g. study guide, accommodation regulations, fee guidelines, guidelines for student loans, etc.).

Scholarship Regulations:
https://www.ucm.sk/files/sk/univerzita/legislativa/stipendijny-poriadok-ucm-uplne-zn68.pdf

Disciplinary Regulations:
https://www-old.ucm.sk/docs/legislativa/2023/2023-3-Disciplinarny_poriadok_pre_studentov_UCM.pdf

Accommodation Regulations:
https://www.ucm.sk/files/sk/univerzita/legislativa/62025-ubytovaci-poriadok-studentskeho-domova-univerzity-sv-cyrila-metoda-trnave-49.pdf

Guidelines on ensuring a universally accessible academic environment for students with specific needs:
https://www-old.ucm.sk/docs/legislativa/2023/2023-41_Smernica_na_zabezpecenie_AP.pdf

Guidelines on plagiarism:
https://www-old.ucm.sk/docs/legislativa/2019_smernica_o_plagiatorstve.pdf

UCM Student Code of Ethics:
https://www-old.ucm.sk/docs/legislativa/2021/7_21_eticky_kodex_studentov.pdf

Procedure for submitting and approving applications for grants for students' sporting and cultural activities:

https://www-old.ucm.sk/docs/legislativa/2021/30_21_Smernica_o_postupe_pri_predkladani_a_schvalovani_ziadosti.pdf

Tuition fees and study-related charges:
https://www.ucm.sk/sk/studuj-ucm/skolne-poplatky-spojene-so-studiom/

Guidelines on tuition fees and study-related charges:
https://www-old.ucm.sk/docs/legislativa/skolne_a_poplatky_spojene_so_studiom_2020.pdf