



ACADEMY OF THE POLICE FORCE IN BRATISLAVA

Sklabinská No.1, 835 17 Bratislava

DESCRIPTION OF THE STUDY PROGRAMME

Study Programme: Security and Legal Services in Public Administration

Form of study: part-time

Level of study: doctoral

Name of the university:	Academy of the Police Force in Bratislava
Seat of the university:	Sklabinská No.1, 835 17 Bratislava
University identification number:	00735 779
Name of the faculty:	Central office (without faculties)
Seat of the faculty:	Central office (without faculties)

The authority of the university for approval of the Study Programme:

The Accreditation Board of the Academy of the Police Force in Bratislava

Date of approval or modification of the Study Programme: **30. 08. 2022**

Date of the latest modification of the Study Programme: **22. 08. 2022**

Reference to the results of the latest periodic evaluation of the Study Programme by the university:

[Evaluation reports pursuant to the par. 87a of the Act on Universities](#)

Reference to the evaluation report for the application for accreditation of the Study Programme pursuant to the par. 30 of the Act No. 269/2018 Coll.

1. The essential data on the Study Programme

a) Name of the Study Programme and number according to the register of study programmes:

Security and Legal Services in Public Administration 9216V02

b) Level of university education and ISCED-F education level code:

Third level 864

c) Place/-s of implementation of the Study Programme:

Sklabinská No. 1, 835 17 Bratislava, Slovak Republic

d) Name and number of the field of study in which upon the completion of the Study Programme a higher education is obtained, or a combination of two fields of study in which the completion of the Study Programme results in a higher education, ISCED-F codes of the field/fields of study:

Field of study: 9205 Security Sciences

Study Programme: 101074 Security and Legal Services in Public Administration

- e) Type of the Study Programme: academically oriented, professionally oriented; translation, translation combined (with indication of qualification); teacher, teacher combined study programme (with indication of teaching qualification); artistic, engineering, doctoral, preparation for the performance of a regulated profession, joint study programme, interdisciplinary studies:

Academically oriented Study Programme

- f) Academic degree awarded:

Doctor (Philosophiae Doctor), (PhD.)

- g) Form of study:

Part-time

- h) In the case of joint study programmes, cooperating universities and the definition of the fulfilment of student's study obligations at a specific university (par 54a of the Act on Universities):

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- i) Language or languages in which the Study Programme is undertaken:

Slovak language

- j) Standard length of study expressed in academic years:

Four academic years

- k) Capacity of the Study Programme (planned number of students), actual number of applicants and number of students:

The capacity of the Study Programme is determined by reference numbers laid down by the Ministry of the Interior of the Slovak Republic.

In the academic year 2020/2021, the planned number of the first-year doctoral students in the study programme "Security and Legal Services in Public Administration" in the part-time form was 8 students, with 2 applicants accepted including 2 applicants who enrolled in the university.

In the academic year 2021/2022, the planned number of the first-year doctoral students in the study programme "Security and Legal Services in Public Administration" in the part-time form was 8 students, with 4 applicants accepted including 4 applicants who enrolled in the university.

2. Graduate profile and educational objectives

- a) The university shall describe the educational objectives of the Study Programme as the student's abilities at the time of completion of the Study Programme and the main learning outcomes:

Graduates of the Study Programme have extensive, complex knowledge for independent scientific and creative activity in the field of legal and security and legal services in public administration. Graduates shall be able to apply scientific research methods, formulate

scientific problems and present the results of their research in the field of processes that take place within the activities of security public administration services. They have new scientific knowledge and can apply new multidisciplinary and interdisciplinary complex approaches to addressing issues of legal and security and administrative processes related to protection of persons and property. In relation to the current security needs of the society they are able to individually conduct a complex security research of the administrative and security situation and propose optimal methods to address the detected negative phenomena and situations. They are able to effectively apply a systemic approach when applying the results of theoretical and empirical research methods in administrative and security theory and in the professional activity of security public administration services. Based on the methods of scientific knowledge, they can analyse situations in the field of security and administration and propose conceptual measures to optimally ensure the legal and administrative and security protection of persons and property. Graduates are characterised by critical and independent thinking.

With regard to theoretical knowledge graduates of the Study Programme:

- Apply the methods of scientific work, its legal, professional and ethical principles when addressing the issues in the field of security public administration services.
- They have sufficient scientific knowledge with a focus on research into administrative and security situations, causes and conditions of such situations, control of crises and the application of the results in the field of administrative and security protection of persons and property.
- They can correctly apply the methods of system analysis, operational planning and specific information systems for the management of entities of security public administration services.
- They have a practical grasp of research methods for the evaluation of the current administrative and security situation, the state of crises and the forecasts of their development.
- They can choose new working procedures for the development of legislative standards for the establishment and determination of the scope of specific organizational structures in the system of security public administration services as well as in the concepts of their development in the Slovak Republic, while respecting the requirements of their compatibility with foreign security services.

Practical abilities and skills

With regard to practical skills graduates of the Study Programme:

- Formulate scientific problems and hypotheses and implement specific research methods and techniques, conduct empirical research and manage the activities of a research team focused on research in the field of administrative and security situation.
- Following the conclusions from the research activity, they can implement new working procedures, specify, propose and apply complex solutions in the system of legal and security and legal services.
- They have a practical grasp of research methods and use these methods to seek new complex solutions in the field of security and administrative protection of persons and property.

With regard to competences graduates of the Study Programme:

- Determine the focus of research and coordinate the team applying modern procedural steps, psychological and social procedures, technologically qualitative and economically efficient management practices.

- Graduates individually present the results of their research in the field of processes and activities within the system of security public administration services in an international context and propose measures to harmonize the legal standards of the Slovak Republic with international legislation.

Additional knowledge, skills, and competences

Graduates of the Study Programme are able to:

- Independently develop research projects in the field of processes and activities implemented by entities of security and legal services in public administration.
 - Work in the process of education and verification of professional competence for the performance of work activities in the field of security and legal services in public administration.
- b) The university shall indicate the professions for which graduates are prepared at the time of graduation and it shall also indicate the potential of the Study Programme from the point of view of employability of its graduates:

A manager at levels of central and local government and territorial self-government and at specialized workplaces, in particular in the fields of fire protection, civil protection, defence and crisis management. A scientific researcher or an analyst and conceptual worker in the field of security public administration services. A university teacher in the field of study “Security Sciences” or related fields.

- c) Relevant external stakeholders who have provided a statement or expressed a favourable opinion on the compliance of the awarded qualification with the sector-specific requirements for the performance of the profession:

The awarded qualification of a graduate of the Study Programme does not lead to any regulated profession.¹

3. Employability

- a) *Evaluation of the employability of graduates of the Study Programme:*

The Doctoral Study Programme Security and Legal Services in Public Administration in the part-time form of study has been designed for graduates of the Master's Study Programme for members of the Police Force as well as for civilian students. The Academy of the Police Force plans to evaluate the employability of its graduates from the academic year 2022/2023 as regards their employability and the use of their acquired education within the Ministry of the Interior of the Slovak Republic.

- b) *Alternatively, the Academy plans to list successful graduates of the Study Programme:*

All graduates who perform their work in the state administration can be considered successful.

¹ Regulated profession in Slovakia is a profession, professional activity or group of professional activities if the pursuit of such activity is subject by virtue of legislative provisions to the possession of specific professional qualifications except for the general professional qualification which is the level of education, especially in the group of social, economic and legal science. The regulated profession is also a profession with the right to use professional titles by the members of recognised professional organisation. Regulated professions in the Slovak Republic: <https://www.minedu.sk/regulovane-povolania-v-slovenskej-republike/>

c) Evaluation of the quality of the Study Programme by employers (feedback):

The Academy of the Police Force plans to evaluate graduates of doctoral studies through the feedback from their employers from the academic year 2022/2023 as regards the graduates' employability and the use of their acquired education within the Ministry of the Interior of the Slovak Republic.

Feedback

a) Procedures for monitoring and evaluation of students' opinions on the quality of the Study Programme:

In the light of the duration of study part (one and a half academic year of teaching subjects), the Academy of the Police Force plans to receive feedback on the teaching provided from the academic year 2022/2023. The feedback will also monitor the guidance of a student by a supervisor as well as the evaluation of students' inclusion in the department as part of their doctoral studies.

b) Results of students' feedback and related measures to improve the quality of the Study Programme:

Starting from the academic year, external doctoral students of the Academy of the Police Force will be able to evaluate the education provided in a special survey as part of the feedback on the quality of teaching provided during the first year of their part-time doctoral study and also on the supervisor's approach in other years of their study from the academic year 2022/2023.

Students' opinions on the quality of teaching

The evaluation report is available to not only students, but also to employees and the general public. Individual opinions of students also provide feedback for individual departments and teachers, who discuss those opinions at their department meetings and take measures accordingly. The outcomes of the evaluations are also submitted to the management of the Academy of the Police Force whose members subsequently take the necessary measures based on justified comments to improve the quality of the teaching provided within their respective spheres of competence.

In addition to the periodic evaluation, students have the opportunity to comment on the teaching that is provided through an anonymous mailbox located in the building of the Academy, in which they can put their remarks, comments, complaints, commendations or suggestions for improvement. The mail sent in this way is handed over to the Rector of the Academy who shall inform the members of the Academic Senate about the mail content at the next meeting, where the measures and solutions regarding the facts mentioned in the mail from students shall be proposed.

The Rector of the Academy also meets students and employees personally during the "Afternoon with the Rector", which is organized one day a month during the summer and winter semesters.

c) Results of graduates' feedback and related measures to improve the quality of the Study Programme:

The Academy of the Police Force plans to evaluate the employability of graduates of part-time doctoral studies from the academic year 2022/2023 as regards their employability and the use of their acquired education within the Ministry of the Interior of the Slovak Republic.

4. The structure and content of the Study Programme

a) *The university shall describe the rules for the development of Study Plan of the Study Programme:*

The Doctoral Study Programme as a Study Programme of the third level of higher education² focuses on acquiring knowledge based on the current state of scientific knowledge and, in particular, on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science or technology. Graduates of the Doctoral Study Programme receive the third-level university degree³.

Doctoral studies are performed according to the individual Study Plan under the guidance of a supervisor. They take place at the Academy, which is a training centre. Doctoral studies can also be carried out in cooperation with another higher education institution or non-higher education institution which has acquired the right to participate in the implementation of the Study Programme in the given field of study (hereinafter referred to as an "external educational institution"). The external educational institution participates in the Doctoral Study Programme under the agreement on cooperation in the field of doctoral studies between the Academy and the external educational institution. Each doctoral student (hereinafter referred to as "PhD student"), who has applied for the dissertation topic suggested by the external educational institution, enters into the individual agreement on the doctoral studies for a PhD student⁴.

The Academy shall establish a Field Study Committee for each field of study that monitors and assesses the doctoral studies. The Academy may agree with another higher education institution or an external educational institution on the establishment of a joint Field Study Committee. If the doctoral studies are provided in cooperation with the external educational institution, the institution shall have appropriate representation in the Field Study Committee⁵.

The programme is structured and organised on the basis of the presumed need for specific knowledge, skills and competences of students (third level of a higher education) during their studies and consequently on the basis of needs of its graduates, who, through their studies, shall acquire a professional competence for the practice of their profession. The units of study are implemented within the units of the Study Programme – lectures, exercises, seminars, professional experience, consultations, final theses. During the third level study the graduates shall receive in total at least 180 credits. The structure and content of the units of the Study Programme by the subjects can be found in the Study Plan and in information sheets of the subjects, including the number of credits, which are part of the annex to the accreditation file.

The Study Programme is realized in four academic years. The structure and the content of the subjects are determined by the graduate's profile, which complies with the objectives and priorities of the Bologna process, and which is highly focused on the application of acquired knowledge, skills and competences in the field of security practice.

The Study Programme Security and Legal Services in Public Administration is a Study Programme of the field of study Security Sciences. The content of the Study Programme

² Section 5 par. 2 of the Act No. 131/2002 Coll. on Universities and amending and supplementing certain acts, as amended

³ Section 1 par. 54 of the Act on Universities

⁴ Section 12 par. 54 of the Act on Universities

⁵ Section 17 par. 54 of the Act on Universities

unquestionably corresponds to the description of the field of study, as the main themes of the knowledge within the related field of study are maintained in accordance with the Decree No. 244/2019 Coll. of the Ministry of Education, Science, Research and Sports of the Slovak Republic on the system of fields of study in the Slovak Republic.

b) *The university shall draw up recommended Study Plans for individual courses of studies:*

The Study Programme has been designed in such a way that the professional content and the structure of profile study subjects and other educational activities of the Study Programme enable the achievement of learning outcomes in accordance with the graduate profile created in accordance with the security practice requirements. The recommended Study Plan for the third level of higher education in the field of "Security Sciences" and the Study Programme "Security and Legal Services in Public Administration" are available on the website of the Academy:

[Study Plan](#)

The recommended Study Plan has been drawn up in accordance with the Act No. 131/2002 Coll. on Universities and amending and supplementing certain acts, as amended. The recommended Study Plan contains 35 compulsory subjects, 31 compulsory optional subjects, 7 optional subjects.

Explanations for the abbreviations:

CS Compulsory Subject

COS Compulsory Optional Subject

OS Optional Subject

E The subject is completed by an examination

IA The subject is completed with an interim evaluation

SE State Examination

WS Winter Semester

SS Summer Semester

c) *The Study Plan usually includes:*

- *individual parts of the Study Programme (modules, subjects and other relevant school and extracurricular activities, provided that they contribute to the achievement of the desired learning outcomes and bring credits) in the structure of compulsory, compulsory optional and optional subjects.*

Individual parts of the Study Programme have been drawn up in compliance with the Government Regulation No. 296/2010 Coll. The content of the Study Programme is in line with the defined minimum requirements for the content of education. The recommended Study Plan includes the names of compulsory subjects, compulsory optional subjects, optional subjects, credits to be awarded, primary educational activities and their hour duration, the recommended semester, student's workload in hours and names of teachers. Information sheets of the subjects contain the objectives of education and learning outcomes, identification of the subject, rules for interim and final evaluations of the subject, recommended literature, distribution of time burden between the methods and educational activities. Information sheets are publicly available in the academic information system MAIS (Modular Academic Information System). In the process of alignment of the Study Programme with the standards of the Slovak Accreditation Agency for the Higher Education, the information sheets and the recommended Study Plan are part of the internal accreditation file.

Compulsory subjects:

- 1. Methodology of Science**
- 2. Strategic Management**
- 3. Legislation of Resolution of Crisis Situations in Public Administration**
- 4. Management of Security Risks**
- 5. Publications 1**
- 6. Dissertation Examination**
- 7. Publications 2**
- 8. Elaboration of the Dissertation Thesis and its Defence**
- 9. Publications 3**

Compulsory optional subjects:

- 1. Supervision of students' works – Students' Scientific and Professional Activities 1**
- 2. Supervision of final Bachelor theses 1**
- 3. Active participation in the tasks of a project within the scientific-research activity 1 (VVÚ 1)**
- 4. Membership and activities in organizational and other committees of scientific events 1**
- 5. Supervision of students' works – Students' Scientific and Professional Activities 2**
- 6. Supervision of final Bachelor theses 2**
- 7. Active participation in the tasks of a project within the scientific-research activity 2 (VVÚ 2)**
- 8. Membership and activities in organizational and other committees of scientific events 2**
- 9. Supervision of students' works – Students' Scientific and Professional Activities 3**
- 10. Supervision of final Bachelor theses 3**
- 11. Active participation in the tasks of a project within the scientific-research activity 3 (VVÚ 3)**
- 12. Membership and activities in organizational and other committees of scientific events 3**

- *The university shall indicate **the profile subjects** of the respective course of study (specialisation):*

Profile subjects are marked in the recommended Study Plan. Profile subjects of the Study Programme include:

- 1. Methodology of Science**
- 2. Legislation of Resolution of Crisis Situations in Public Administration**
- 3. Scientific Propaedeutics**
- 4. Management of Security Risks**
- 5. Concept of the Development of Public Administration System**
- 6. Concept of the Development of an Integrated Rescue System**
- 7. Methodology of Security Research**
- 8. Modelling of Security Systems**

State examinations:

- 1. Elaboration of the dissertation thesis and its defence – CS**

- *For each educational part/subject, the university shall define the learning outcomes and the related criteria and rules for their evaluation in order to achieve all educational objectives (they can only be listed in information sheets of the subjects in the section the Study Accomplishments and in the section the Conditions for the completion of the subject):*

All information sheets shall contain the definitions of learning outcomes and the related criteria and rules for their evaluation in order to achieve all educational objectives of the Study Programme. Information sheets are publicly available in the academic information system MAIS:

<https://mais.akademiapz.sk/maisportal/predmetyStudia.mais>

- *Prerequisites, co-requisites and recommendations for the development of the Study Plan:*

There are no prerequisites or co-requisites in this Study Programme.

- *For each educational part of the Study Plan/subject, the university shall indicate the educational activities employed (a lecture, a seminar, an exercise, a final thesis, a project work or laboratory work, traineeship, an excursion, field practice, professional experience, a state examination and others, or combinations thereof) suitable for the achievement of learning outcomes.*

Educational activities related to a particular subject are listed in information sheets in accordance with the Decree No. 614/2002 Coll. on credit system study.

Educational activities such as lectures, seminars, exercises are designed on the basis of the defined learning outcomes. A lecture is a formal presentation, the aim of which is to explain the terms related to the subject and introduce new knowledge concerning the topics in question. Lectures are considered a key method of the knowledge transfer to a large number of students. The aim of seminars is to conduct a dialogue with the students, while the teacher's role is to coordinate the resulting discussion; and students are expected to have the necessary knowledge on the topic in question. Students have the opportunity to ask questions and propose solutions. During seminars, students can present papers prepared individually or in groups according to the teacher's instructions. As part of exercises, students have, among other things, the opportunity to acquire practical skills through individual assignments, using information technology and specific resources. Exercises usually take place in specialised classrooms of the Academy.

- *Methods by which the educational activity is carried out – in-person classroom learning, distance learning, combined learning (in accordance with the subject information sheet):*

Teaching methods for the specific subject are included in the related information sheet. As regards the academically oriented Study Programme Security and Legal Services in Public Administration, the Academy conducts and prefers in-person classroom learning, i.e. 100 % of the direct teaching activity of a teacher and 100 % of a student activity. In the case of abnormal events, such as an adverse epidemiological situation at the national or international level, a combined or distance learning activity shall be provided.

- *Curricula of the subject:*

The curricula of the subject are listed in the subject information sheet available on the website of the Academy (<https://mais.akademiapz.sk/maisportal/predmetyStudia.mais>).

The curricula have been designed in such a way that a student acquires and demonstrates sufficient knowledge, skills, and competences, and these curricula comply with a graduate profile.

- *Student workload (“range“ for individual subjects and educational activities separately):*

The student workload, i.e. the estimated time the student needs to complete all educational activities (especially lectures, seminars, projects, self-study) necessary to achieve the defined learning outcomes, are presented in subject information sheets, where one credit corresponds to 25 to 30 hours of the workload and work of the student according to the European Credit Transfer and Accumulation System (hereinafter referred to as “ECTS system”).⁶ The student direct workload means their participation in classes and contact with the subject teacher during the semester.

The academic year begins on 1 September and ends on 31 August of the following year. It is divided into two semesters (winter and summer), each of which ends with an examination period. The whole duration of the higher education teaching is a minimum of 12 and a maximum of 14 weeks per semester. The duration of the examination period is usually 7 weeks. The Rector of the Academy approves the schedule of the academic year as proposed by the Vice-Rector for Pedagogical Activities. The schedule of the academic year specifies, in particular, the periods of teaching, semester examinations and state examinations. Teaching is organised according to the teaching schedules elaborated for individual semesters, which are approved by the Vice-Rector for Pedagogical Activities. As a rule, 28 hours of direct teaching per week are planned for lectures, seminars, exercises and other forms of teaching.

The part-time form of study is organised in such a way that a range of the study according to the recommended Study Plan corresponds to 750 to 1440 hours per academic year from the point of view of time consumption related to the student work and depending on the Study Programme, including self-study and creative activity. Information on the rules for the evaluation of the student workload and calculation of the student workload as regards the assignment and processing of their individual tasks is available on the website of the Academy:

[Information on the rules for the evaluation of the student workload and calculation of the student workload as regards the assignment and processing of individual tasks is available in the Study Regulations](#)

- Credits allocated to each part based on the learning outcomes achieved and the related workload:

The credit system shall be applied in all the forms of doctoral studies in compliance with the approved Study Regulations of the Academy. Credit is a unit of a PhD student’s workload. PhD students shall obtain credits for the following activities during their studies:

- a) Completion of subjects determined by the Study Plan in the study part of doctoral studies;
- b) Elaboration of a written work for the dissertation examination;
- c) Proven activities in the field of scientific research work (publications, active participation in seminars, conferences, as a co-researcher in the field of scientific tasks, etc.);
- d) Pedagogical activities, presentation of selected lectures, teaching seminars and practical exercises, supervising or opposing students’ works – Students’ Scientific and Professional Activities and final theses of Bachelor’s degree study programmes;
- e) Elaboration of the dissertation thesis and its acceptance for the defence.

ECTS credits expressed in figures represent the volume of learning based on the defined learning outcomes and their associated workload. During the study at the third level of higher education in the field of study Security Sciences and the Security and Legal Services in Public Administration Study Programme, the student shall obtain a minimum of 180 credits.

⁶ ECTS system: <https://op.europa.eu/en/publication-detail/-/publication/da7467e6-8450-11e5-b8b7-01aa75ed71a1>

The structure of the Study Programme is as follows:

Number of credits for compulsory subjects	39 credits (22 %)
Number of credits for compulsory optional subjects	96 credits (53 %)
Number of credits for state examinations including the defence of the dissertation thesis	45 credits (25 %)

- *The university shall appoint a person who guarantees the teaching of the subject (or a partner organisation) and indicate the contact details:*

The name list of persons who guarantee the teaching of individual subjects of the Study Programme is provided in a separate document on the website of the Academy:

[The name list of persons – doctoral level of study](#)

- *The university shall appoint the teachers of the subject (or participating partner organisations and persons) (may be listed in the subject information sheet):*

Teachers participating in the teaching of individual subjects are listed in related subject information sheets, including a specification of the type of educational activity they perform. Information sheets are publicly available in the academic information system MAIS:

<https://www.akademiapz.sk>

<https://mais.akademiapz.sk/maisportal/predmetyStudia.mais>

- *A place of learning (if the Study Programme is carried out at several workplaces):*

The Academy does not have remote field offices for the subject teaching in other regions. The conditions in the premises are suitable for the implementation of pedagogical, scientific and other activities within the Study Programme. The number and size of the Academy's buildings are sufficient as they are distributed and concentrated in one campus (a more detailed description of the number and size of the Academy's buildings is included in the section 8a).

- d) *The university shall specify the number of credits that must be obtained and other conditions that must be fulfilled for the proper completion of studies in the doctoral level programme, including the terms of state examinations, rules for the repetition of study as well as the rules for the extension or interruption of studies:*

PhD students shall obtain 180 credits for the proper completion of their studies. PhD students may apply for the dissertation examination after they obtain 75 credits during their studies. PhD students shall obtain 15 credits for the successful passing the dissertation examination. PhD students may apply for the defence of their dissertation theses after they obtain 150 credits during their studies. PhD students shall obtain 30 credits for the elaboration of the dissertation thesis and its defence.

PhD students are obliged to obtain the necessary number of credits in the Study Programme, the distribution and total number of which are determined by the accredited Study Programme. The standard workload of PhD students corresponds to 48 credits per academic year and 24 credits per semester. Credits are allocated to each subject listed in the Study Programme. The number of credits expresses the quantitative level of PhD students' workload in relation to the particular subject. PhD students may enrol in a higher year of part-time study within the Study Programme after they obtain a minimum of 38 credits, a maximum of 72 credits. Credits for repeatedly registered subjects are not included in this number.

Other requirements related to the rules for the repetition of studies and the rules for the extension or interruption of studies are given in the Instructions of the Rector issuing the Principles for the organisation of doctoral studies at the Academy of the Police Force in

Bratislava until the academic year 2016 – 2017 and in the Instructions of the Rector of the Academy of the Police Force in Bratislava issuing the Principles for the organisation of doctoral studies at the Academy of the Police Force in Bratislava No. 11 from 23.06.2014 from the academic year 2016 – 2017 available on the website of the Academy:

[Instructions of the Rector of the Academy of the Police Force in Bratislava issuing the Principles for the organisation of doctoral studies at the Academy of the Police Force in Bratislava No. 11 from 23.06.2014 from the academic year 2016 – 2017](#)

[Instructions of the Rector issuing the Principles for the organisation of doctoral studies at the Academy of the Police Force in Bratislava until the academic year 2016 – 2017](#)

e) *For each Study Plan, the university shall state the conditions for the completion of individual parts of the Study Programme and the student's progress in the Study Programme in the structure:*

- *The number of credits for compulsory subjects required for the proper completion of the study/completion of part of the study.*

The numbers of credits for compulsory subjects are designed in the “Study Guide 2022/2023”, which is available on the website of the Academy: ([Study Guide](#)). During the four years of their studies PhD students shall obtain 39 credits for the completion of compulsory subjects, which represents 22 % of the total number of credits required for the completion of studies.

- *The number of credits for compulsory optional subjects required for the proper completion of studies/completion of part of studies:*

The numbers of credits for compulsory optional subjects are designed in the “Study Guide 2022/2023”, which is available on the website of the Academy: ([Study Guide](#)). During the four years of their studies PhD students shall obtain 96 credits for the completion of compulsory optional subjects, which represents 53 % of the total number of credits required for the completion of their studies.

- *The number of credits for optional subjects required for the proper completion of studies/completion of part of studies:*

There are no optional subjects in doctoral studies.

- *The number of credits for the dissertation thesis and its defence required for the proper completion of studies:*

PhD students shall obtain 30 credits for their dissertation theses and their defence.

- *The number of credits for professional experience required for the proper completion of studies/completion of part of studies:*

During the four-year study, PhD students compare their knowledge gained through continuous studies with their inclusion in the application practice.

f) *The university shall describe the rules for the verification of learning outcomes and the evaluation of students and for the possibility of correction procedures in relation to this evaluation:*

The verification of learning outcomes and evaluation of students are implemented in accordance with the Academy's Guidelines on the Doctoral studies, which are available on the website of the Academy:

[Instructions of the Rector of the Academy of the Police Force in Bratislava issuing the Principles for the organisation of doctoral studies at the Academy of the Police Force in Bratislava No. 11 from 23.06.2014 from the academic year 2016 – 2017](#)

[Instructions of the Rector issuing the Principles for the organisation of doctoral studies at the Academy of the Police Force in Bratislava until the academic year 2016 – 2017](#)

g) *Requirements for the recognition of studies or a part of studies:*

The requirements for recognition of studies or a part of studies are laid down in the Study Regulations of the Academy available on the website of the Academy:

[Study Regulations](#)

h) *The university shall indicate the topics of final theses of the Study Programme (or a reference to the list of topics):*

The topics of final theses shall be given in such a way that from the title of each topic of final dissertation thesis it is clear that the work will have a character corresponding to the third level of higher education in compliance with the “Directive on the requirements for final, rigorous and habilitation theses, their bibliographic registration, originality control, preservation and accessibility“, which is available on the website of the Academy:

<https://www.akademiapz.sk/sk/sluzby/evidencia-zaverecnych-prac>

The topics of final theses of the Study Programme in the academic year 2021/2022 are available on the website of the Academy:

[List of the topics of dissertation theses](#)

i) *The university shall describe or refer to:*

- *Rules for assigning, processing, opposing, defending and evaluating final theses in the Study Programme:*

Based on the proposal of the chairpersons of the Field Study Committees, the Rector at least two months before the last date for the submission of applications shall publish the topics of dissertation theses that can be applied for as part of the admission procedure. For each topic the name of the Study Programme, the form of study, the name of the supervisor, application deadline and the date of admittance examination are indicated. If an external educational institution offers the topic, the name of this institution is also indicated. The topics of dissertation theses, together with the specified requirements, are published on the Academy's official notice board and according to a special regulation⁷. The proposed topics of dissertation theses are based on the defined content of the core of the particular field of study and are submitted to the Rector after discussion with the guarantor of the Study Programme in the Field Study Committee.

Supervisors of doctoral studies are appointed by the Rector of the Academy on a proposal from the Chairperson of the Field Study Committee after the approval of the Scientific Council of the Academy. The rules for approval of supervisors of doctoral programmes are determined by the Scientific Council of the Academy and are part of the documentation provided to the Accreditation Committee in relation to the assessment of the competence of the university to offer a doctoral study programme⁸.

⁷ Section 5 par. 57 of the Act on Universities and Act No. 211/2000 Coll. on Free Access to Information and on amendments to certain acts (Freedom of Information Act)

⁸ Section 4 par. 54 of the Act on Universities

The function of a supervisor for a given field of study can be performed by university teachers acting as Professors and Associate Professors, research employees with a recognized qualification level I or IIa or other experts upon the approval by the Scientific Council of the Academy, who are actively working in the given or related field of doctoral studies and have been, according to the rules for the approval of supervisors, approved by the Scientific Council of the Academy. The supervisor may supervise no more than 5 PhD students.

The requirements for final theses are laid down in the "Directive on the requirements for final, rigorous and habilitation theses, their bibliographic registration, originality control, preservation and accessibility", which is available on the website of the Academy: <https://www.akademiapz.sk/sk/sluzby/evidencia-zaverecnych-prac> (also a "Template for final theses" can be found here).

The form of the opponent's review of the final thesis is elaborated in compliance with the "Directive on the requirements for final, rigorous and habilitation theses, their bibliographic registration, originality control, preservation and accessibility", which is available on the website of the Academy: <https://www.akademiapz.sk/sk/sluzby/evidencia-zaverecnych-prac>

The procedure for dealing with disciplinary offences related to plagiarism and fraud committed by the students of the Academy is governed by the "Disciplinary Rules" and the "Statute of the Ethics Committee", which are available on the website of the Academy: [Disciplinary Rules](#)

- *Options and procedures for the mobility of students:*

The Erasmus+ programme allows both civilian students and students in a service relationship to participate in a mobility programme. The coordinator/administrator of the Erasmus+ programme informs the heads of departments about the student's participation in the mobility programme.

Before taking part in the mobility programme, students shall prepare an individual Study Plan for the planned period of mobility:

- a) Students shall request the Rector to extend the examination period to take semester examinations and obtain evaluations for the semester in which they completed their mobility.
- b) Students shall personally ensure the approval of the Study Plan of the student participating in the mobility programme by the teacher and the head of the relevant department.

Students are obliged to take all semester exams and complete the evaluations no later than at the beginning of the examination period of the following semester. After the completion of semester examinations and evaluation outside the examination period, the examining teacher shall request the administrator of the MAIS system to enable the entry into the record of the student's examinations and evaluations registered in the MAIS system.

The detailed description of the implementation of the ERASMUS+ programme at the Academy is available on the website of the Academy:

<https://www.akademiapz.sk/sk/studium/mobilita-studentov/vymenny-pobyt-erasmus>

<https://www.akademiapz.sk/sk/studium/studijna-prirucka>

- *Rules of academic ethics and drawing the consequences:*

During their studies, within their seminar works or while working on projects for individual subjects, students are continuously encouraged to respect the principles and rules applied for

the elaboration of final theses (including correct citation and citing of bibliographic sources respecting ethical principles). Thereby they acquire the necessary knowledge and skills for the elaboration of their final theses.

Preservation of scientific integrity and adherence to academic ethics, vigilance against plagiarism and other academic frauds, enable their detection and guarantee the drawing of consequences through control mechanisms.

This activity is carried out by pedagogical employees with the help of control information systems such as EZP and EPHORUS-TURNITIN during the review of semester papers, advancement examinations, final theses, rigorous theses and state examinations. In the event of violations of scientific integrity, academic ethics, plagiarism or fraud at the initiative of an employee, a student, or a member of the academic community, such violations shall be addressed by the Disciplinary Committee or the Ethics Committee.

The Disciplinary Rules for students govern the procedure for imposing disciplinary measures for disciplinary offences pursuant to the Act No. 131/2002 Coll. on Universities and amending and supplementing certain acts, as amended. In addition, the Disciplinary Rules govern the status and activities of the Disciplinary Committee, the method of discussing disciplinary offences and the imposition of disciplinary measures. The Disciplinary Rules apply to all students of the Academy at all levels and in all forms of study.

The Disciplinary Committee has six members. The Chairperson and other members of the Disciplinary Committee (academics) shall be appointed by the Rector following the approval by the Academic Senate, with half of the members of the Disciplinary Committee being students. The Chairperson of the Disciplinary Committee is the Vice-Rector for Pedagogical Activities. In the case of his absence, a member of the Committee authorised by the Chairperson may represent him. The Disciplinary Rules and the Statute of the Ethics Committee are available on the website of the Academy:

[Disciplinary Rules](#)

- *Procedures applicable to students with special needs:*

The Academy shall ensure the protection against any kind of intolerance and discrimination of students, employees, members of the Police Force and applicants, in particular on the basis of sex/gender, race, skin colour, language, age, sexual orientation, religion or belief. It regularly updates and verifies the compliance with the Student Code of Ethics. The Student Code of Ethics is available on the website of the Academy:

[Student Code of Ethics](#)

- *Procedures for submission of complaints and appeals by students:*

The Academy shall continuously ensure the processing and adjustment of the effective review mechanisms of complaints by which students assert the protection of their rights or legally protected interests, which they consider to have been infringed, or review mechanisms for the cases where students point to specific deficiencies in activity or inactivity of the Academy.

The review of students' complaints is transparent and is carried out also with the participation of students' representatives. The submitters of complaints are provided with the feedback on results of the complaint review and the measures taken. Any complaints shall be decided by the Rector of the Academy on the basis of the recommendations of the Academic Senate, the Ethics Committee or the Disciplinary Committee. Students can lodge a complaint and an appeal through their representatives in the Academic Senate.

5. Information sheets of the subjects in the Study Programme
(in the structure according to the Decree No. 614/2002 Coll.).

Information sheets are publicly available in the MAIS academic information system and are also part of the internal accreditation file. Information sheets of the subjects of the Study Programme are available on the website of the Academy:

<https://www.akademiapz.sk>

<https://mais.akademiapz.sk/maisportal/predmetyStudia.mais>

6. The current schedule of the academic year and the current timetable.

The schedule of the academic year is available on the website of the Academy, in the MAIS information system and in the current Study Guide on the website of the Academy:

<https://www.akademiapz.sk/sk/studium/studijna-prirucka>

The current timetable is available on the website of the Academy:

<https://mais.akademiapz.sk/maisportal/rozvrhy.mais>

7. Personnel responsible for the Study Programme

- a) The person responsible for the implementation, development and quality of the Study Programme (including the function and contact details of the person in question):

Guarantor of the Study Programme:

Prof. Dr. Jozef Balga, PhD.

Position of the employee: Professor (<https://www.portalvs.sk/regzam/detail/44>)

Head of Department

Administrative Law Department

Academy of the Police Force in Bratislava

Tel.: +4219610 57374

E-mail: jozef.balga@akademiapz.sk

Co-guarantors of the Study Programme:

Prof. Ing. Jana Müllerová, PhD.

Public Administration and Crisis Management Department

Position of the employee: Professor (<https://www.portalvs.sk/regzam/detail/9438>)

Head of Department

Academy of the Police Force in Bratislava

Tel.: +4219610 57223

E-mail: jana.mullerova@akademiapz.sk

doc. Ing. Michal Orinčák, PhD.

Position of the employee: Associate Professor

(<https://www.portalvs.sk/regzam/detail/10088>)

Public Administration and Crisis Management Department

Academy of the Police Force in Bratislava

Tel.: +4219610 57475

E-mail: michal.orinčak@akademiapz.sk

Lt. Col. doc. JUDr. Mgr. Janka Hašanová PhD.

Position of the employee: Associate Professor (<https://www.portalvs.sk/regzam/detail/64>)

Administrative Law Department

Academy of the Police Force in Bratislava

Tel.: +4219610 57364

E-mail: janka.hasanova@akademiapz.sk

Lt. Col. doc. Ing. Mária Sabayová, PhD.

Position of the employee: Associate Professor (<https://www.portalvs.sk/regzam/detail/75>)

Social Sciences Department

Academy of the Police Force in Bratislava

Tel.: +4219610 57213

E-mail: maria.sabayova@akademiapz.sk

- b) The name list of persons who guarantee the teaching of profile subjects of the Study Programme, including their assignment to the subject and link to the Register of employees of higher education institutions; and contact details of the persons (persons may also be listed in the Study Plan):

The name list of persons who guarantee the teaching of profile subjects is publicly available on the website of the Academy:

[The name list of persons who guarantee the teaching of profile subjects – doctoral level of studies](#)

- c) Reference to scientific/artistic and pedagogical characteristics of persons who guarantee the teaching of profile subjects of the Study Programme:

Scientific/artistic and pedagogical characteristics of persons who guarantee the teaching of profile subjects of the Study Programme are publicly available on the website of the Academy:

<https://www.akademiapz.sk/sk/akademia/katedry>

- d) The name list of persons, including their assignment to the subject and link to the Register of employees of higher education institutions with contact details (may also be listed in the Study Plan):

The list of Study Programme teachers is available on the website of the Academy:

[The name list of persons who guarantee the teaching of profile subjects – doctoral level of studies](#)

- e) The name list of supervisors of the dissertation theses, including their assignment to the topics (plus contact details of the supervisors):

The name list of supervisors of the dissertation theses, including their assignment to the topics is available on the website of the Academy in the MAIS information system:

<https://mais.akademiapz.sk/maisportal/home.mais>

- f) Reference to the scientific/artistic-pedagogical characteristics of the supervisors of dissertation theses:

Scientific and pedagogical characteristics of the supervisors of dissertation theses are publicly available on the website of the Academy:

<https://www.akademiapz.sk/sk/akademia/katedry>

- g) Student representatives who represent the interests of students of the Study Programme (name and contact details):

Representation of students of the Academy in the Student Council for Higher Education in Slovakia for the period of office (2021 – 2024):

Noel Lahdo

Elected by the student majority of the Academic Senate of the Academy on 09. 11. 2022 – a member of the Student Council for Higher Education in Slovakia

noel.lahdo@akademiapz.sk

Daniela Ostrihoňová

Elected by the student majority of the Academic Community of the Academy on 08.12.2021 – a member of the Student Council for Higher Education in Slovakia

daniela.ostrihonova@akademiapz.sk

- h) Study Counsellor for the Study Programme (with contact details and information on access to counselling and the consultation schedule):

The Study Counsellor performs their function at the Study Department of the Academy.

Head:

Mgr. Mária Humenská, PhD. – Block U/382

Tel.: 0961 057 335

maria.humenska@minv.sk

Doctoral studies – Department of Science and Scientific Projects

Mgr. Michaela Holičová – block U/398

Tel.: 0961 057 413

michaela.holicova@minv.sk

Office hours

Monday from 13:00 to 14:00

Tuesday from 13:00 to 14:00

Wednesday from 09:00 to 11:00 and from 13:00 to 14:00

Thursday from 13:00 to 14:00

Friday from 09:00 to 11:00

- i) Other support employees of the Study Programme – assigned study officer, career adviser, administration, accommodation department, etc. (including contact details):

Department of Science and Scientific Projects in the section of doctoral studies is responsible for:

- professional processing of background documentation and analyses regarding doctoral studies for the Vice-Rector for Science and the foreign relations;
- processing of analytical documents for the Field Study Committees upon their request;
- organisation of doctoral events and conferences focused on scientific research activity and processing of conference proceedings;
- management and administrative processing of agenda and processes related to the start, progress and completion of doctoral studies;
- receipt and registration of opponent's reviews;
- elaboration of background documentation for agreements for the performance of a work assignment for the opponents of dissertation theses, members of committees appointed as opponents of dissertation theses and members of committees for the defence of dissertation theses;
- preparation of certificates of completion of doctoral studies and diplomas;
- involvement in organising graduation ceremonies;
- administrative management of documents related to doctoral studies and processing of summary information;

- keeping administrative files and involvement in preparation of certificates, diplomas and diploma supplements issued by the Academy,
- organisation and technical and material support of meetings of the Field Study Committees for doctoral studies.

Study Department

It ensures the organisation of the educational process within the study programmes. It cooperates with the Department of Science and Scientific Projects in the field of coordination of teaching planning processes and the timetable of doctoral studies.

Library of the Academy

The library is a specialised information workplace within the Ministry of the Interior of the Slovak Republic with a focus on Security and Legal Protection of Persons and Property and Security and Legal Services in Public Administration. It provides library-information services to pedagogical, scientific, professional and other employees and to students of the Academy, to employees of the Ministry of the Interior of the Slovak Republic and the Police Force, as well as other interested people from the public. It provides obtaining, processing, protection of information sources and ensures that they are made available for the particular field of study and for the selected related fields of study.

The library employees are responsible for:

- a computer training for the first-year students at the beginning of the academic year: a lecture combined with a presentation regarding the search in the catalogue followed by practical search examples with students in small groups directly in the library, a guided visit in the library premises, individual user support if appropriate are provided on regular basis;
- delivery of essential information about librarian services to e-mail addresses of the first-year students of part-time studies;
- continuous e-mail communication with users regarding practical questions (password reset, problems with displaying PDF format, logging into the library catalogue, etc.);
- continuous provision of information about news and updates in the portfolio of library services both online and physically: elaboration of manuals available on the library's website, delivery of personalised messages regarding new online resources, preparation of information leaflets about new tools or functionalities of the library catalogue and their practical use, update of notice boards in order to inform about the latest literature in the library fund or campaigns of the Ministry of the Interior of the Slovak Republic and other state institutions in connection with the security and legal focus of the study;
- familiarisation with the library services and continuous support in providing information to foreign students and foreign visitors in both English and German.

Accommodation Department

It performs tasks in the section of accommodation of students and employees of the Academy in its accommodation facilities in accordance with generally binding regulations and internal standards and accommodation regulations of the accommodation facilities of the Academy. Information on accommodation is available on the website of the Academy:

<https://www.akademiapz.sk/sluzby/socialne-zalezitosti/ubytovanie>

Contact person:

Mgr. Lukáš Znášik, tel.: +421 9610 57318

E-mail: lukas.znasik@akademiapz.sk

Contact address:

Študentský domov APZ in Bratislava

8. Premises, material and technical support of the Study Programme

- a) The list and characteristics of the study programme classrooms and their technical equipment assigned to learning outcomes and to the subjects (laboratories, project and art studios, studios, workshops, interpreter booths, clinics, priest seminars, science and technology parks, technology incubators, school enterprises, practice centres , training schools, teaching and training facilities, sports halls, swimming pools, sports fields):

Premises:

The conditions in the premises are suitable for the implementation of pedagogical, scientific and other activities within the Study Programme. The number and size of the Academy's buildings are sufficient, as they are distributed and concentrated in one campus. The Academy does not have remote field offices in other regions.

The Academy uses premises with the total built area of 32,352 m². These are mainly objects of teaching premises, an administrative building, training polygons (especially the criminalistics polygon for the purposes of the implementation of actions carried out at the crime scene and the historical polygon), the courtroom to raise awareness of students of the practical aspects of criminal proceedings, civil proceedings and administrative court proceedings, special interrogation rooms for child victims and other particularly vulnerable victims of crimes, an operational centre for the educational purposes of operators of the emergency number 112, a library, an assembly hall, a physical education facility, a canteen, a dormitory, an employee dormitory, objects of building administration, garages and a boiler room.

The current conditions of the academy's buildings, classrooms, accommodation, catering and sports facilities meet standard conditions in terms of hygiene, fire protection, safety and health protection at work.

There are 68 classrooms, including 10 lecture rooms, 21 seminar (standard) classrooms, 13 specialized classrooms and 24 special classrooms with a total capacity of 2 838 seats available for scientific and pedagogical activities of the Academy. In addition, the Academy uses 8 meeting rooms and cabinets with a total capacity of 166 seats for conducting scientific and theoretical events and meetings of academic bodies. The learning premises are used for the teaching process in all accredited study programmes carried out by the Academy.

Lecture rooms include rooms marked P 1 to P 10. Their total capacity is 1 062 seats. The largest rooms include rooms P 4 and P 5, both with a capacity of 200 seats, and rooms P 2 and P 3 with a capacity of 140, or 145 seats. In the case of need, especially during consultation gatherings of students of part-time form of study, the assembly hall of the Academy with a capacity of 300 seats is also used as a lecture room. The total capacity of all premises allocated for lectures can thus be up to 1 362 seats. Rooms P 2, P 5, P 9 and P 10 are lecture rooms with multimedia equipment, all of which are continuously furnished with the state-of-the-art computing and didactic technology.

Seminar (standard) classrooms located in blocks U, A, B and C of the Academy area and in the student dormitory have a total capacity of 765 seats, which represents an average of 36 seats per classroom. In selected classrooms, teachers can also use technology provided to individual departments for this purpose which can be installed directly at the place of teaching (in particular data projectors and laptops).

In the future, a slight increase in the capacity of the premises for the teaching process is envisaged. The existing learning, accommodation as well as catering premises for the needs of students of the Academy will be technologically upgraded.

The layout of the total capacity of the lecture rooms of the Academy

Location	Room marking	Seat capacity	Area in m²
Ground floor	P-1 – Lecture room	37	64,58
	P-2 – Lecture room	140	137,97
	P-3 – Lecture room	145	138,31
	P-4 – Lecture room	200	210,45
	P-5 – Lecture room	200	210,45
	P-6 – Lecture room	54	64,56
	P-7 – Lecture room	46	68,75
	P-8 – Lecture room	46	93,44
	P-9 – Lecture room	124	87,16
	P-9-A – Seminar (standard) room	30	87,16
	P-10 – Lecture room	30	86,40
Block A	AU – Assembly hall	300	496,73
	A-302 – Specialised classroom	30	50,05
	A-315 – Specialised classroom	30	17,49
	A-317 – Specialised classroom	10	32,78
	A-318 – Special classroom	31	48,68
	A-330 – Specialised classroom	36	49,01
	A-333 – Specialised classroom	30	48,90
	A-403 – Special classroom	15	36,05
	A-405 – Courtroom	30	54,30
	A-419 – Special classroom	40	15,68
	A-419/Polygons – Special classroom	28	15,79
	A-419/U-220 Polygons – Special classroom	70	66,94
	A-420 – Special classroom	12	36,69
A-421 – Special classroom	40	65,12	
Block B	B-203 – Special classroom	16	57,83
	B-210 – Special classroom	18	55,93
	B-219 – Language classroom	10	18,08
	B-222 – Language classroom	8	36,97
	B-224 – Language classroom	14	39,50
	B-304 – Special classroom	20	36,90
	B-410 – Special classroom CO	30	74,59
	B-411 – Seminar (standard) room	79	88,36
	C-215 – Special classroom (APVV – on-duty actions)	32	70,00
Block C	C-216 – Seminar (standard) room	32	71,28
	C-217 – Seminar (standard) room	20	56,64
Block U	U-104 – Seminar (standard) room	32	68,48
	U-105 – Seminar (standard) room	35	65,63
	U-106 – Seminar (standard) room	30	65,63
	U-107 – Seminar (standard) room	34	66,00
	U-109 – Seminar (standard) room	34	66,00
	U-110 – Special classroom	30	90,83

	U-113 – Special classroom	20	66,83
	U-114 – Special classroom	20	89,48
	U-115 – Seminar (standard) room	48	91,50
	U-116 – Language classroom	17	36,23
	U-117 – Special classroom	20	90,75
	U-118 – Seminar (standard) room	30	87,00
	U-119 – Language classroom	34	85,52
	U-121 – Seminar (standard) room	32	65,34
	U-123 – Special classroom	34	60,79
	U-202 – Language classroom	13	43,07
	U-203 – Seminar (standard) room	34	64,24
	U-204 – Seminar (standard) room	36	64,61
	U-205 – Seminar (standard) room	38	64,97
	U-206 – Seminar (standard) room	34	63,29
	U-207 – Special classroom	10	113,17
	U-210 – Seminar (standard) room	34	84,70
	U-211 – Special classroom	28	61,51
	U-213 – Language classroom	30	90,15
	U-217 – Seminar (standard) room	40	92,04
	U-218 – Seminar (standard) room	34	92,27
	U-219 – Seminar (standard) room	32	92,12
	U-220/Polygons – Special classroom	42	94,46
H	H – Special classroom – training device	30	192,00
IN	IN – Standard (seminar) room – dormitory	47	51,20

Material and technical support:

The learning premises, in which the teaching of the Study Programme is directly carried out, are normally equipped with the corresponding material resources enabling the use of visual aids in teaching.

Large-capacity lecture rooms are equipped with projection technology using computer technology with the possibility of connecting to the internet. The lecture rooms P 4, P 5, P 9 and P 10 are equipped with a set consisting of a data projector, a laptop, an interactive whiteboard and sound equipment. The lecture room P 2 is equipped with 2 sets consisting of a data projector and an electrically controlled screen and sound equipment.

Some seminar (standard) classrooms and rooms for scientific and research activities and for students' scientific and professional activities are also equipped with built-in data projectors (a total of 21 classrooms at the Academy with a total capacity of 765 seats).

Special classrooms (there are 24 classrooms at the Academy with a total capacity of 717 seats) are materially and technically equipped to enable the organisation of professional teaching in the Study Programme with the use of technical means employed in police and security practice.

Three special classrooms are equipped with 70 computer sets, one classroom is equipped with 30 computer sets, one classroom is equipped with 25 computer sets, and one classroom is equipped with 15 computer sets. In addition, all special classrooms are equipped with a data projector and a printer. Two special classrooms of the four special classrooms listed are

connected to the internet via a publicly available computer network used by the Academy, and two classrooms are connected to the MVNET computer network of the Ministry of the Interior of the Slovak Republic.

Language teaching is conducted in 7 language classrooms equipped with computers, data projectors and sound equipment. The above mentioned classrooms are also used for other study programmes, in particular specialised classrooms managed by the Department of Languages and the Department of Informatics and Management.

In addition to the firmly built-in didactic technology, each department usually has 2 sets of portable data projectors, laptops and the necessary computing technology (computers, printers, scanners, copy machines...).

Each university teacher of the Academy has a personal computer and each department is equipped with at least one printer. All computers have internet access.

As regards the software equipment, the Academy has purchased licenses for the operating system and the office suite MS OFFICE from the company Microsoft, which support the educational process, scientific and other activities.

Students of the Study Programme use training web services available to the Ministry of the Interior of the Slovak Republic, especially the training database of the special program "Central Lustration Console", used during the performance of police duties. The Study Programme is materially supported also by the TAP programme, which is mainly used for the processing and evaluation of tests during the admission procedure, and also for the creation and evaluation of examination tests during the interim evaluation of students' knowledge in the course of the academic year (MS FORMS programme is also used for this purpose). In relation to the processing of semestral works by students and to their control and evaluation the EPHORUS-TURNITIN programme is available. A multi-license for access to the databases of legal regulations, court decisions and scientific literature JUDIKÁTY.info, which is accessible to all teachers and students, has been currently purchased.

- b) Characteristics of the information support of the Study Programme (access to study literature according to information sheets of the subjects), access to information databases and other information sources, information technologies, etc.):

Library of the Academy:

The following facilities are available to library users:

- a study library which contains a stock of study literature – textbooks, scripts and conference proceedings published by the Academy of the Police Force in Bratislava;
- a scientific library which contains scientific literature from other publishers according to the profile of the Academy;
- a periodicals reading room – 101 magazine titles, 2,600 free-choice items – scientific literature;
- a relaxation study room – i.e. "silent zone" for relax or peaceful learning.

A total of 63 seats are available in the periodicals reading room and in the science library study room and 10 seats in the relaxation study room.

Information technology equipment for library users:

- the periodicals reading room – 8 computers for users – search in the library's electronic catalogue, internet, access to the MV_Net;
- the study room of the scientific library – 3 computers for users – search in the library's electronic catalogue, internet;
- the study library – 1 computer – search in the library's electronic catalogue.

Other equipment – a self-service copier, a self-service printer.

Opening hours of the library:

Study library – ground floor – block A

- textbooks, scripts and other teaching aids from the variety of required and recommended literature.

Time of borrowing:

- Monday, Wednesday and Thursday from 12:30 to 15:30
- Tuesday from 8:00 to 11:30 and from 12:30 to 15:30
- Friday from 8:00 to 11:30

Scientific library on the first floor of the block A

scientific literature, textbooks and scripts of other higher education institutions and universities, monographs, conference proceedings, yearbooks, university qualification and final theses, research reports

Time of borrowing:

- Monday from 8:00 to 11:30 and from 12:30 to 15:30
- Tuesday – Thursday from 8:00 to 11:30 and from 12:30 to 18:00
- Friday from 8:00 to 11:30

Periodicals reading room on the first floor of the block A

- information sources for in-person classroom learning;
- periodicals: journals, domestic and foreign scientific magazines,
- Collection of laws of the Slovak Republic, general encyclopaedias and encyclopaedias for specific fields of study, dictionaries, legal regulations,
- core textbooks and scripts published by the Academy.

Time of borrowing:

- Monday from 8:00 to 11:30 and from 12:30 to 15:30
- Tuesday – Thursday from 8:00 to 11:30 and from 12:30 to 18:00
- Friday from 8:00 to 11:30

Access to the study literature:

Library stock replenishment

In order to ensure quality conditions for independent study, the stock of study literature is permanently and systematically updated. The library employees monitor newly published literature that corresponds to the profile of the library stock and purchase new titles, with the purchases being discussed with the heads of departments.

The library stock currently contains 69 418 items: scientific monographs, professional monographs, textbooks, scripts, conference proceedings, diploma and scientific qualification theses defended at the Academy, journals, legislative documents, periodicals, statistical reports, yearbooks, dictionaries, encyclopaedias and electronic resources.

The library also receives 101 titles of professional domestic and foreign magazines. As an added value, the library provides documentary records of articles from selected journal titles and texts from the proceedings included in the catalogue. When searching for literature on a desired topic, in addition to books, relevant articles and texts are also displayed in the search results, so there is no need to search individual issues, or journal registers and the contents of proceedings.

Information about the library stock is available in the electronic catalogue (database of books, articles from journals and proceedings, research reports, qualification and final theses), which

is accessible on the website of the Academy (<https://akademiapz.sk/sk/kniznica-vseobecne-informacie>) and also in the library study rooms. The library creates a repository of full texts of publications published by the Academy and, with the author's consent, attaches the texts to the documentation record of the publication in the library's catalogue. In addition, full texts of the articles from the magazine *Policajná teória a prax* and *Notitiae iudiciales Academiae Collegii Aedilium* in Bratislava are also made available. It is thus possible to search for full texts via the library catalogue.

At the beginning of each semester, the library processes library information sheets in order to update the required and recommended literature for the Study Programme, supplemented by signatures that facilitate students' quick access to scripts and textbooks without the need to search for them in the catalogue. Library information sheets for all years and study programmes are printed and physically available in the library's borrowing departments, and at the same time they are accessible in electronic form on the library's website as well as in computers in the study rooms.

Resources are available on the website of the Academy in the section Library (<https://akademiapz.sk/sk/kniznica-vseobecne-informacie>)

- Encyclopaedia of Crime and Punishment
- Encyclopaedia of Juvenile Delinquency and Justice
- Encyclopaedia of Criminology and Criminal Justice
- OECD Factbook (current year)
- Česká národní bibliografie
- PQDT Open

The mentioned resources are accessible only in the premises of the Academy in the study room on the first floor, in computers connected to the Chello network or to the network of the Ministry of the Interior of the Slovak Republic after entering the address www.infozdroje.sk.

Both employees and students are provided with information (in the form of an e-mail with a detailed manual) on the possibility of accessing foreign full-text databases as part of the offer of free remote access for registered users via the Centre of Scientific and Technical Information (CVTI).

The essential information about the library – contacts, opening hours, catalogue, special information for students – for example, library information sheets, sale of study literature, etc. can be found on the website of the Academy. Notifications for students and employees related to the provision of the library services are updated on a daily basis. Links to the instructions on the borrowing procedure, manuals for searching in the library catalogue, links to available electronic resources, lists of magazines available electronically, etc. were created.

Library services:

The library provides its services during the specified borrowing period and in accordance with the principles of general access of readers and users to documents and information. All basic library and information services – in-house studying as well as borrowing of books – are free of charge.

Other library services that affect the quality of students' independent preparation include:

- consultation services (in particular help with searching in the catalogue, while information is provided in person in the library or by phone and e-mail);
- search activities;
- reprographic services and document printing;

- continuous transmission of information about new online information sources, online trainings in the field of scientific publishing in the form of personalized e-mails;
- elaboration of practical manuals for working with the catalogue, with the library's electronic resources, as well as with external online databases according to the current offer;
- professional support in accessing foreign databases according to the specific needs.

The library stock is kept in storage rooms and can be borrowed on demand. The collection of the reference library (scientific monographs, professional monographs, dictionaries, encyclopaedias, textbooks, scripts, etc.) and magazines are freely accessible – they are available in the periodicals reading room, final theses are available for personal borrowing in the scientific library. The library also participates in the information education of students (lecture for the first-year students). Upon request, short excursions and briefings are organized directly in the library.

Registration of publication activity of the employees of the Academy:

The library provides registration of the publication activity of scientific and pedagogical employees, full-time and part-time PhD students, and other employees of the Academy. It also provides the search and the subsequent recording of responses to the published works of the employees of the Academy.

- c) Characteristics and scope of distance education applied in the Study Programme with assignment to subjects. Access, manuals of e-learning portals. Procedures for the transition from full-time to distance education:

The distance education at the Academy and work in this environment reflect the global pandemic situation, when the need to use modern teaching strategies is felt, especially at a time when it is not possible to carry out in-person classroom learning in the Academy premises.

Distance learning is a form of guided self-study employed by the Academy for part-time doctoral studies. It includes the implementation of online lectures, seminars and consultations, online evaluation of students, the use of electronic study materials, presentations and interactive elements, as well as feedback tools in the form of questionnaires and surveys.

Among the basic tools for the implementation of distance education used by the Academy is the MS Teams application. A smooth communication between teachers and students at the Academy is ensured via regular e-mail communication.

Distance education (including corresponding procedures) is carried out according to the measures of the Rector, which is available to students through the academic information system MAIS, as well as on the website of the Academy.

The MS Teams application is mainly used for the purpose of online teaching of lectures and seminar exercises of individual subjects, maintaining oral communication, to which each teacher and student logs in exclusively through their university user account. The student is also entitled to participate in online consultation lessons published by each teacher through the MS Teams application.

- d) Partners of the university as regards the provision of educational activities of the Study Programme and the characteristics of their participation:

As part of pedagogical activities, representatives of external entities are actively involved in direct teaching, lectures, seminars, exercises, practical forms of teaching, participation in the implementation of students' professional practice, state examinations, elaboration of topics

and opposing students' final theses, in particular the Ministry of the Interior of the Slovak Republic, the Presidium of the Police Force, National Security Office, the Ministry of Defence of the Slovak Republic, representatives of other universities and other external entities.

The list of concluded agreements, contracts and memoranda of partners of the Academy is published in a separate attachment on the website of the Academy:

[The list of contracts concluded](#)

e) Description of social, sports, cultural, and spiritual activities:

Sport:

The Academy has a sports complex for physical education, which includes a fitness studio, a small indoor gym and a large gym with dimensions for all kinds of indoor sports in order to organise (among other things) university league competitions. There are also extensive outdoor sports fields for ball games and an athletics track. The extensively reconstructed modern outdoor area (athletics track – Olympic size) is also used for conducting physical fitness tests of members of the Police Force assigned to executive units of the Police Force. Students may use the area without restrictions through their membership in the Sports Club of Police at the Academy of the Police Force in Bratislava and participate in the related sports activities. The outdoor area is used (among other things) for regular sports events that strengthen the bond between the Academy, employees and students.

The Academy envisages the reconstruction of the 25 -meter swimming pool. As regards the professional and service training of police officers, the shooting simulator of the Academy and the shooting range of the Ministry of the Interior of the Slovak Republic for short hand weapons, located next to the Academy building, are employed.

Among other things, the above-mentioned premises are used for regular sports activities and events, the most important of which are:

“Sports Day of the Rector of the Academy of the Police Force in Bratislava“, “Academy of the Police Force in Bratislava Challenge“, “MINIKATED Day Camp“, “Telescopic Baton“, “Shooting Day“, “Iron Firefighter“, “Crossfit“, “Running up the Stairs“, “Football Tournament“, preparation students for competitions within university and similar leagues (volleyball, basketball, floorball...), or for one-off activities and events such as “KARATE – Winter Universiade of the Slovak Republic“.

Religious services at the Academy of the Police Force:

Spiritual Vicariate of the Ordinariate of the Armed Forces, the Armed Units and the Ministry of the Interior of the Slovak Republic

Dislocated workplace

Chaplain:

Lt. Col. PaedR., ThLic. Ľudovít Spuchľák, PhD.

E-mail: ludovit.spuchlak@minv.sk

Telephone: 09610 57 264

Office: Block U, the second floor; door number 324

Office hours: consultations where appropriate

Chaplain of the Office of Ecumenical Pastoral Service of the Ministry of the Interior

Dislocated workplace of the Academy:

Cpt. Mgr. Milan Bartko, evangelical pastor

E-mail: milan.bartko@minv.sk

Telephone: 09610 57 153

Office: Block A, the third floor; door number 422

Office hours: consultations where appropriate upon agreement

There is also a chapel in the premises of the dormitory. There are masses and divine services with police chaplains conducting both catholic and evangelic spiritual services held – the vicariate of the Ordinariate and the ecumenical pastoral service.

Information is available on the website of the Academy:

<https://www.akademiapz.sk/akademia/duchovna-sluzba>

- f) Possibilities and conditions for participation of the Study Programme students in mobility and traineeships (with contact details), instructions for the submission of applications, rules for recognition of this type of education:

As regards mobility of students abroad, the Academy is involved in the Erasmus+ programme. Both students and employees within the EU have the opportunity to participate in exchange programmes at partner institutions with the aim of increasing the quality of education and internationalization. Each student who is enrolled in the Academy or a recent graduate, has the opportunity to participate in mobility abroad through the Erasmus+ programme for the purposes of study or traineeship at one of the partner universities available and published on the university website. An applicant shall take part in the selection procedure which evaluates whether the student speaks a foreign language, most often English, or a language of the receiving country. Average study results for the closed period are one of the main criteria. The objective of the selection procedure is to verify the language preparedness of students and to select the best students in the case there are more applicants than the funds available for the implementation of mobility. Priority is given to the impartiality and objectivity of the selection, therefore the commission is composed of the Vice-Rector for Science and Foreign Relations as the Erasmus+ institutional coordinator, the Vice-Rector for Pedagogical Activities, the Erasmus+ coordinator/administrator and teachers from the Department of Languages of the Academy. The Selection Commission is established on the basis of the Rector directive. Before the start of the mobility, each mobility participant shall pass a language test based on the license granted in the "OLS" (Online Language Support) system. In addition, each applicant shall prepare an individual Study Plan, which is approved by the Rector of the Academy. By the specified date, students shall submit an application for mobility at the selected university abroad (Student Application Form), a Learning Agreement, a copy of the European Insurance Card and a copy of insurance abroad. Students are obliged to achieve at least a minimum number of credits and fulfil their student obligations during the mobility abroad. After returning from mobility, students are obliged to fill out a report in the Mobility tool electronic system. Students are obliged to hand in the original certificate of completion of the mobility from the receiving institution (Confirmation) and a transcript of records with the grades and the number of ECTS credits awarded (Transcript of records) to the Erasmus+ coordinator.

Instructions regarding the submission of an application as well as other information are available on the website of the Academy. A consultation with the coordinator is also possible. Deadlines for submitting applications are published twice per academic year and are promoted through the website of the Academy on the social network as well as via mass academic e-mail for students. The rules for mobility are set by the instruction of the Rector of the Academy issuing the Directive on the implementation of the ERASMUS+ programme at the Academy of the Police Force in Bratislava, which is available on the website of the Academy:

[Directive on the implementation of the ERASMUS+ programme](#)

Recognition shall be carried out by means of individual assessment of the conformity of subjects at the department level before the start of mobility and by means of approval by the university management after returning from mobility (it is approved by the Vice-Rector for Science and Foreign Relations of the Academy in cooperation with the Vice-Rector for

Pedagogical Activities of the Academy). Reference to the page with contact details of authorised employees for the Erasmus+ programme on the website of the Academy:
<https://www.akademiapz.sk/Kontakty-ERASMUS>

Reference to the page with information about the student mobility on the website of the Academy:
<https://www.akademiapz.sk/sk/studium/mobilita-studentov/vymenny-pobyt-erasmus>

Reference to the page with information about the partner institutions on the website of the Academy:
<https://www.akademiapz.sk/Partnerske-vysoke-skoly-erasmus>

9. Required skills and prerequisites of an applicant for studies in the Study Programme

a) Required skills and prerequisites for admission to doctoral study programmes:

Pursuant to par. 44 of the Act No. 131/2002 Coll. on Universities and amending and supplementing certain acts, as amended, the Academy shall submit for approval by the Ministry of the Interior of the Slovak Republic the admission requirements as well the numbers of students to be accepted. The data are published on the website of the Academy in compliance with the section 5 par. 57 of the Act No. 131/2002 Coll. on Universities and amending and supplementing certain acts, as amended:

[Admission Requirements for doctoral studies](#)

b) Admission procedure:

A prerequisite for admission to doctoral studies is the completion of the second-level Study Programme or the first-level and the second-level of the Study Programme of higher education combined into a single unit⁹ in the relevant or the related field of study. Additional admission requirements, aspects for determining the necessary qualifications of applicants and the number of students to be accepted in the relevant academic year are approved by the Ministry of the Interior of the Slovak Republic following the proposal of the Rector¹⁰.

The admission procedure at the Academy is fair, transparent and reliable, and the selection of applicants is based on appropriate methods for the assessment of their aptitude for university studies, while the requirements for the admission procedure are inclusive and equal opportunities are guaranteed to each applicant who demonstrates the necessary prerequisites for the completion of studies. The admission procedure at the Academy is implemented in compliance with the Act No. 131/2002 Coll. on Universities and amending and supplementing certain acts, as amended, in order to ensure that applicants with the necessary skills and prerequisites are admitted to study. As part of the admission procedure, the applicant demonstrates the fulfilment of the essential and other conditions for admission to study, the verification of which allow such selection of applicants who show the highest level of skills for studies.

[Admission Requirements for doctoral studies](#)

c) Results of the admission procedure for the last period:

The public availability of the approved rules and requirements for admission to the relevant Study Programme, which are expressed in the proposal for determining the requirements for admission to studies, in the criteria for determining the necessary competence and in the

⁹ Section 3 par. 53 of the Act on Universities

¹⁰ Section 5 par. 44 (f) and (g) of the Act on Universities

number of students to be accepted, is ensured by their publication on the website of the Academy. Adherence to the rules and requirements for admission to studies is guaranteed by their specific verification as part of the admission procedure by the Admissions Committee.

The interim and overall results of the admission procedure for the last period are publicly available on the website of the Academy:

[Results of the admission procedure 2022/2023](#)

10. Feedback on the quality of education provided

- a) Procedures for monitoring and evaluation of students' opinions on the quality of the Study Programme:

Students' opinions on the quality of teaching, the work of teachers and satisfaction of students with academic studies are available on the website of the Academy. Students' opinions on the quality of teaching, the work of teachers and their satisfaction with academic studies in the academic year 2020/2021:

[Students' opinions on the quality of teaching, the work of teachers and their satisfaction with academic studies in the academic year 2020/2021](#)

Archived reports:

<https://www.akademiapz.sk/sk/node/1022>

- b) Results of students' feedback and related measures to improve the quality of the Study Programme:

Each year, students of the Academy have the opportunity to participate in the evaluation of the level of teaching quality and the work of teachers. In addition, they have an opportunity to express their opinions regarding their satisfaction with academic studies by means of an anonymous online questionnaire. Students evaluate the relevant academic year (subjects, teachers, approach, etc.) in which they were provided with education. The evaluation of the feedback is stated in the evaluation report "Students' opinions on the quality of teaching, the work of teachers and their satisfaction with academic studies". The evaluation report contains opinions and evaluation of the respondents of each year of the Study Programme, specifically from the point of view of the content of education, the teaching process, the professional level and pedagogical competence of the teachers teaching individual subjects, the overall assessment of the quality of teaching in the relevant year. Additional questions are also evaluated. Through the additional questions students express their personal opinions as regards their most or least favourite subjects, their preference of teachers, their satisfaction with academic studies, and they also have the opportunity to express their suggestions, attitudes and other study-related stimuli. The evaluation report is discussed by the Academic Senate with the participation of student representatives, and is subsequently published on the official website of the Academy:

[Students' opinions on the quality of teaching](#)

The evaluation report is available to not only students, but also to employees and the general public. Individual opinions of students also provide feedback for departments and teachers, who discuss the opinions at departments meetings and take measures accordingly. The outcomes of the evaluations are also submitted to the management of the Academy of the Police Force whose members subsequently take the necessary measures based on justified comments to improve the quality of the teaching provided within their respective spheres of competence.

In addition to the periodic evaluation, students have the opportunity to comment on the teaching that is provided through an anonymous mailbox located in the building of the Academy, in which they can put their remarks, comments, complaints, commendation or suggestions for improvement. The mail sent in this way is handed over to the Rector of the Academy who shall inform the members of the Academic Senate about the mail content at the next meeting, where the measures and solutions regarding the facts mentioned in the mail from students shall be proposed.

The Rector of the Academy also meets students and employees personally during the "Afternoon with the Rector", which is organized one day a month during the summer and winter semesters.

- c) Results of graduates' feedback and related measures to improve the quality of the Study Programme:

The feedback from the Academy's graduates is obtained by means of a short questionnaire in order to monitor the "Employability of graduates", and the results are published in the form of table and a graph on the website of the Academy:

[Employability of graduates 2020/2021](#)

11. References to other relevant internal regulations and information regarding the study or students of the Study Programme (e.g. a Study Guide, Accommodation Rules, Directive on Charges, Student Loan Guidelines, etc.).

[Statute of the Academy of the Police Force in Bratislava](#)

[Rules of Functioning of the Academy of the Police Force in Bratislava](#)

[Rules of Functioning of Workplaces of the Academy of the Police Force in Bratislava](#)

[Study Regulations of the Academy of the Police Force in Bratislava](#)

[Scholarship Regulations of the Academy of the Police Force in Bratislava](#)

[Disciplinary Rules of the Academy of the Police Force in Bratislava](#)

[Conditions of Employment of the Academy of the Police Force in Bratislava](#)

[Rules of Procedure of the Scientific Council of the Academy of the Police Force in Bratislava](#)

[Directive for Scientific Activity of the Academy of the Police Force in Bratislava](#)

[Principles for the Selection Procedure of Employees at the Academy of the Police Force in Bratislava](#)

[Rules for Awarding Medals and other Awards of the Academy of the Police Force in Bratislava](#)