**Application for the change in the data on the study programme according to § 39 par. 2 of Act no. 269/2018 Coll.**

The higher education institution applies to a change in the data on the study programme according to § 39 par. 2 of Act no. 269/2018 Coll. in the Agency’s information system (<https://is.saavs.sk/>).

*If the higher education institution does not have access to the Agency’s information system, it will request access via the address* *ziadosti@saavs.sk**, informing the Agency of the name, surname, e-mail address and telephone contact of the person authorized to enter the SAAHE IS on behalf of the institution and submit applications.*

[Specimen of the application for change in the data on the study programme according to § 39 par.2 of Act no. 269/2018 Coll.](https://saavs.sk/wp-content/uploads/2021/12/Predloha-ziadosti-o-zmenu-udajov-o-studijnom-programe-podla-%C2%A7-39-ods.2-zakona-c.-2692018-Z.-z..pdf)

The Agency accepts applications for change in the data on the study programmes from 1 January 2022 until the first information is submitted by the higher education institutions according to [§ 37 para. 1](https://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2018/269/20220101.html#paragraf-37.odsek-1) that it has complied its internal system with the Standards for the internal system, but no later than 31 August 2022, only if these changes result from the need to comply the study programme with the Standards for the Study programme.

The higher education institution can apply for:

A) a change in a Study Field or a combination of two Study Fields in which a higher education degree is obtained by completing a study programme, if this change is justified in connection with the transformation of the system of Study Fields,

B) a change of the place of provision of the study programme from a place in the seat other than the seat of the higher education institution or faculty to a place in the seat of the higher education institution or faculty,

C) change of the name of the higher education institution or faculty at which the study programme takes place,

D) change the name of the study programme, if the new name better describes the content of higher education.

It is also possible to apply several changes to the study programme data in one application.

A higher education institution when creating an application in SAAHE IS in parts I., II. and V. fill in the required data (marked \*). After creating the application (Create button), valid data about the study programme will be started in the application from the register of study programmes. The higher education institution checks the correctness of the read data and in part V. of the application it characterizes and justifies the required data changes as follows:

A) If the higher education institution requests a change of Study Field or a combination of two Study Fields in the application in item V.A.1. will present a proposal for a new Study Field. Proposal of the second Study Field in item V.A.2. it is possible to propose only if it is a study programme in a combination of Study Fields. A higher education institution in item V.A.3. justifies the change of the Study Field or Study Fields in connection with the transformation of the system of Study Fields and the degree of content compliance of the study programme with the proposed Study Field or Fields following Art. 2 para. 5 of Standards for the Study programme. The application in Part IX. attaches assignment evidence of the programme to the proposed Study Field (e.g description of the study programme, recommended study plan, etc.).

B) If the higher education institution requests a change of the place of provision of the study programme from a place in the seat other than the seat of the higher education institution or faculty, to a place in the seat of the higher education institution or faculty, in the item V.B.1. selects from the list the faculty at whose headquarters the programme will take place. If the programme will not take place at the faculty but at the higher education institution seat, in item V.B.1 it will choose "it does not take place at the faculty" or "the higher education institution is not divided into faculties". In Part V.B.2, the higher education institution justifies the change of the place of providing the study programme and in Part IX. attaches evidence of this change (description of the study programme, registered Statute of the higher education institution, approved Statute of the faculty).

C) If the higher education institution requests a change of the name of the higher education institution or the faculty at which the study programme takes place, in the application in item V.C.1. states the new name of the higher education institution or faculty according to the code list of higher education institutions. In item V.C.2. states the reasons for the change and in Part IX. attaches evidence of name change (registered Statute of the higher education institution, approved Statute of the faculty). It is possible to change the name of a higher education institution or faculty in the register of study programmes if these data are updated in the code list of higher education institutions or the code list of faculties on the university portal. Before applying, the higher education institution will ensure the previous registration of a change in the name of the higher education institution in the code list of higher education institutions, or a change in the name of the faculty in the code list of faculties.

D) If the higher education institution requests a change in the name of the study programme in the application in part V.D.1. will state the proposal of the new name of the study programme, in item V.D.2. characterizes the changes in the content due to the compiance of the study programme with the Standards for the Study programme and in item V.D.3 justification better compliance of the new title with the content of the education. A higher education institution for application in part IX. attaches supporting evidence of a change in the name of the study programme (e.g. a description of the study programme and a recommended study plan with an indication of planned changes, etc.). A change in the name of the study programme can be entered in the register of study programmes only if the change results from the need to comply with the study programme with the Standards for the Study programme and the new name better describes the content of higher education.

After applying (the Submit application button), the Agencys information system generates an application form, which the higher education institution sends to the Agency via e-mail after being signed by the statutes.

Application for change in the data on the study programme according to §39 par. 2 is free of charge.

Questions regarding the submission of applications can be sent to the Agency at the email address ziadosti@saavs.sk.