

## Information sheet for the course Introduction to Study

<b>University:</b> <i>Alexander Dubček University of Trenčín</i>	
<b>Faculty:</b> <i>Faculty of Social and Economic Relations</i>	
<b>Course unit code:</b> <i>KMaREZ/lz4Pd/11</i>	<b>Course unit title:</b> <i>Introduction to Study</i>
<b>Type of course unit:</b> <i>compulsory</i>	
<b>Planned types, learning activities and teaching methods:</b> <i>Lecture: 2 hours weekly/28 hours per semester of study; face to face (prezenčná metóda)</i> <i>Seminar:</i>	
<b>Number of credits:</b> <i>4</i>	
<b>Recommended semester:</b> <i>1<sup>st</sup> semester, 1<sup>st</sup> year</i>	
<b>Degree of study:</b> <i>I. (bachelor)</i>	
<b>Course prerequisites:</b> <i>none</i>	
<b>Assesment methods:</b> <i>During the semester there will be two written tests with a value of 20 points. Evaluation A is awarded to a student who scores at least 38 points, to obtain evaluation B - 35 points, to obtain evaluation C – 32 points, to obtain evaluation D – 29 points and to obtain evaluation E – 26 points. Credits are not awarded to a student who scores less than 12 point on any of the written tasks.</i>	
<b>Learning outcomes of the course unit:</b> <i>A student completing the course obtains an overview of the system of study at the university and faculty, about the possibilities of participation in the Erasmus and study abroad programs, internships, scientific activities, library services, about moral norms and culture of behavior that is expected of university students. Objective of the course is to provide basic information about the study in order to help admitted students to adapt more easily to the higher education system and to take advantage of the opportunities that faculty provides to its students as well as to familiarize students with the employment options after graduation. The student will acquire theoretical information and skills necessary for successful self-education while studying at the university, student should know the possibilities of selfrealization after graduation. The student will understand the organization and the possibilities in the study that is offered at the faculty. The student will acquire the orientation in basic conditions which are essential for the successful completion of the semester/academic year, and will know how to search for information related to the study. After successful completion of this course the student will have a clear idea of the study program Human resources and personnel management, its scientific basis and links with other economic programs as well as familiarity with individual study subjects, their contents, requirements, and follow-up linkages.</i>	
<b>Course contents:</b> <i>1. Basic information about the system of study on the FSEV TnUAD. 2. Personnel management and human resources as a study program. 3. Personnel management and human resources as a profession. 4. The potential of graduates in the labor market. 5. Organisation study. The enrollment. 6. Study regulations of TnUAD. 7. The rights and obligations of the student. Scholarships. Disciplinary Board. 8. Academic Information System. Credit system. 9. Scientific activity, program ŠVOČ. The use of information resources. 10. Academic mobility. Erasmus, internships abroad. 11. Study for students with special needs.</i>	

12. Possibility to study via student mobility program and internships.

13. Free themes chosen by students. Consultations.

**Recommended of required reading:**

*Vojtovič, S. a kol.: Personálny manažment v organizácii. Aleš Čeněk, Praha 2013*

*Vojtovič, S.: Personálny manažment. Historické súvislosti vzniku a rozvoja. Iris, Bratislava 2006*

*Kútik, J. – Vojtovič, S. – Jankacká, K.: Záverečné práce. Metodika vypracovania bakalárskych a diplomových prác. TnUAD, Trenčín 2010*

*Smernica o špecifických potrebách študentov. TnUAD, Trenčín 2013 Dostupné na: <http://fsev.tnuni.sk/index.php?id=259>*

*Štipendijný poriadok Fakulty sociálno-ekonomických vzťahov Trenčianskej univerzity A. Dubčeka v Trenčíne [on-line]. TnUAD, Trenčín 2012 Dostupné na: <http://fsev.tnuni.sk/index.php?id=259>*

*Študijný poriadok Trenčianskej univerzity A. Dubčeka v Trenčíne [on-line]. TnUAD, Trenčín 2013 Dostupné na: <http://fsev.tnuni.sk/index.php?id=259>*

*Vyhláška Ministerstva školstva Slovenskej republiky č. 614/2002 Z. z. o kreditovom systéme štúdia*

*Zákon č. 455/2012 o vysokých školách v znení neskorších predpisov.*

**Language:** Slovak

**Remarks:**

*The course is offered in the winter semester of the thirist year of full-time undergraduate studies and in the winter semester of the thirist year of external undergraduate studies. This course is mandatory.*

**Evaluation history:**

A	B	C	D	E	FX
7.7	14.64	29.74	32.82	10.79	4.31

**Lectures:**

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