SYSTEM OF QUALITY ASSURANCE
AT CONSTANTINE THE PHILOSOPHER UNIVERSITY IN NITRA

SEMINAR ON INNER SYSTEMS OF
QUALITY ASSURANCE
(PROJECT SIHE)
TRNAVA
1.-2.12.2016

System of Quality Assurance at Constantine the Philosopher University in Nitra

Principles:

1. Principle oriented to students
2. Principle oriented to needs of practice and labour market
3. Principle of teaching staff quality support and development
4. Principle of research and education partnership and internationalisation
5. Principle of education and research system interconnection
6. Principle of access to information
7. Principle of quality management process optimization
8. Principle of leadership and purpose constancy
9. Principle of social responsibility

Management:

1. University level: Rector, Quality Board, Rector´s Advisory Board, Academic Senate, Scientific Board.
2. Faculty level: Dean, Dean´s Advisory Board, Scientific Board of Faculty and/or Academic Senate of Faculty, Expert Commission of Faculty.
3. Department level: guarantor of study programme, head of department/institute/office, staff/university teacher.

System of education quality at UKF based on ESG (SKV ESG)

Management: Rector, Quality Board, Rector´s Advisory Board, Academic Senate, Scientific Board

Documents and directives: Regulations of study at UKF, Evaluation principles of teachers and education process by university students, and other inner acts of quality management in education

System of quality in scientific, research and artistic activity (SKVUČ)

Management: Rector, Quality Board, Rector´s Advisory Board, Academic Senate, Scientific Board

Documents and directives: Employee award and full time study Doctoral students award for extraordinary results in scientific and artistic activities, Directive on project preparation and solution, and other inner acts of quality management in scientific, research and artistic activity

System of Quality Assurance at Faculties of Constantine the Philosopher University in Nitra

Management:

Faculty level: Dean, Dean´s Advisory Board, Scientific Board and/or Academic Senate, Expert Commissions

Department level: : guarantor of study programme, head of department/institute/office, staff/university teacher.

Inner act, act of management and faculty documents

System of Management Quality Processes at UKF in Nitra

Management processes (MP)

| MP 01 Long-term and strategic planning | MP 02 Tactical and operating management | MP 03 Assessment and evaluation |

Main processes (HP)

Main processes of education

HPESG.2	HPESG.2	HPESG.3	HPESG.4	HPESG.5	HPESG.6	HPESG.7	HPESG.8	HPESG.9	HPESG.10
HPESG.2.01 to HPESG.2.n	HPESG.2.01 to HPESG.2.n	HPESG.3.01 to HPESG.3.n	HPESG.4.01 to HPESG.4.n	HPESG.5.01 to HPESG.5.n	HPESG.6.01 to HPESG.6.n	HPESG.7.01 to HPESG.7.n	HPESG.8.01 to HPESG.8.n	HPESG.9.01 to HPESG.9.n	HPESG.10.01 to HPESG.10.n

Main processes of scientific, research and artistic activity

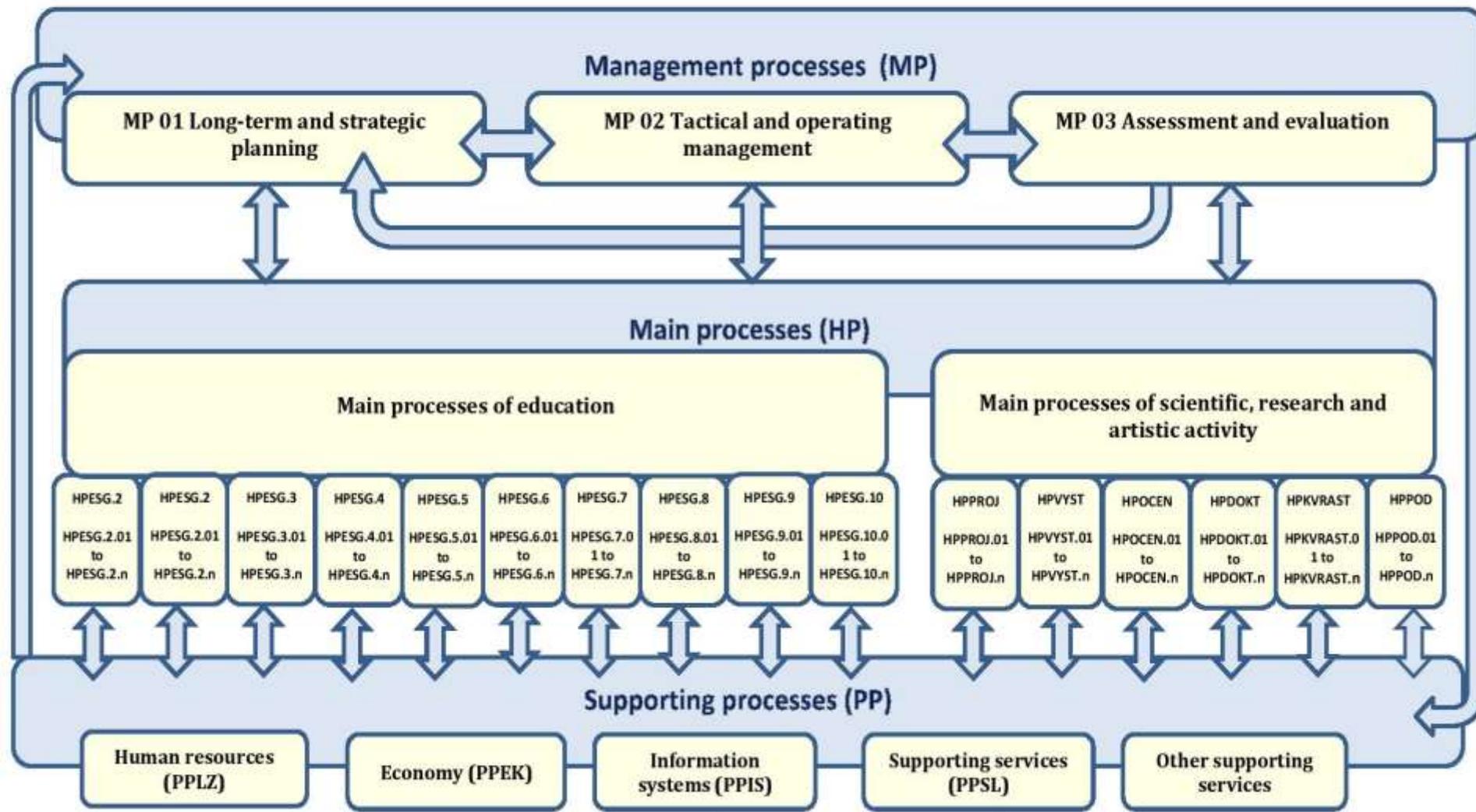| HPPROJ	HPVYST	HPOCEN	HPDOKT	HPKVRAST	HPPOD
HPPROJ.01 to HPPROJ.n	HPVYST.01 to HPVYST.n	HPOCEN.01 to HPOCEN.n	HPDOKT.01 to HPDOKT.n	HPKVRAST.01 to HPKVRAST.n	HPPOD.01 to HPPOD.n

Supporting processes (PP)

| Human resources (PPLZ) | Economy (PPEK) | Information systems (PPIS) | Supporting services (PPSL) | Other supporting services |

Evaluation and monitoring of system of quality assurance

1. **Self assessment:**

- Annual reports UKF – once a year cycle
- Monitoring SRC UKF and its parts including policy of quality, directions, and processes, - cycle ones in 3 years – until now 2 monitors realised in 2012, 2015 – reports available at:

  https://www.ukf.sk/images/studium/kvalita-vzdelavania-ukf-2012.pdf
  https://www.ukf.sk/images/studium/kvalita_vzdelavania/System_riadenia_kvality_UKF_monitoring_2015_obalka_a_text.pdf

- Self evaluation based on model – university level as well as faculty levels (currently preparation of SS CAF UKF for 2014-2016 period – 20 members of CAF team)
- Internal Benchmarking (Information System "Output Indicators„)

2. **External evaluation:**

- External evaluation AC SR – complex accreditation in 2014 – based on criteria of inner system of evaluation of quality assurance of university education (MŠVVaŠ - Ministry of education)
- External evaluation (ÚNMS SR) – self assessment report based on CAF model for the period of 2014-2016 – External evaluation in 2017

System of quality based on ESG (SKV ESG)

- ✓ *21/2013* Inner directive *Assurance of quality in education, scientific, research, and artistic activities at UKF in Nitra*

- ✓ Supplement No. 2 k VP 21/2013: *approved by AS UK (academic senate) on 26.9.2016*

- ✓ Implementation of revised ESG to SKV ESG of faculties

Implementation of ESG 2
„Design and approval of study programmes "

Procedures and tools concern minimally:

- Creation of study programmes and their content at faculties,
- Defining formal procedures for approval of study programmes to other subjects than those who realise education within their framework,
- Implementation of a variety of education forms (full-time, part-time, distant, e-learning),
- Preparation and publication of expected results of education which are based and consistent with National qualification framework and National system of professions,
- Involvement of students, eventually graduates, and employers to process of preparation of study programmes.

Implementation of ESG 3
„ Student-centred learning, teaching and assessment "

Procedures and tools concern mainly:

- Flexible ways and methods of facilitation of curricula which reflect the needs and diversity of students, and delineated results of education and their assessment,
- Managing of measurement and evaluation of the obtained results in accordance with delineated expectations of results of education,
- determination and publication of clear criteria and methods of student assessment,
- providing feedback to students,
- the existence and disclosure of rules related to absence from school, even before its commencement,
- the existence of procedures and tools to solve problems and complaints from students,
- promoting respect in relation student - teacher,
- ensuring adequate advice, services and learning support for students,
- implementation of a learning process and student assessment in accordance with common procedures defined in the University Study Regulations of UKF.

Implementation of ESG 4
„Student admission, progression, recognition and certification"

Criteria, directives and procedures for monitoring concern at least:

- Collection of data on the students´ growth and progress,
- Monitoring and providing information necessary for the growth and progress of each individual student,
- Support of mobilities including the existence of transparent recognition procedures of subjects and credits earned abroad,
- Recognition of qualification in framework of university education,
- Obtaining of documents explaining qualification gained by the student via education, together with obtained results of study, as well as context, level and content of his/her study which were followed and successfully completed.

Implementation of ESG 5
„Teaching staff "

Procedures concern minimally:

- Providing teachers who represent knowledge, skills and competencies required for achieving expected results of education in students,
- Receiving feedback by teachers on their pedagogical performance,
- Existence of criteria and defining procedures of recruitment of teachers in such a way that minimal level of required competencies is guaranteed,
  in accordance with study programme/field of study for teaching courses to be taught by the potential teacher,
- Creating opportunities for further development of professional skills and knowledge of teachers,
- Self assessment of teachers (their knowledge, skills, competencies, efficiency of methods used, etc.),
- Existence of system of work with teachers showing lower efficiency, including the system of excluding teachers showing long term inefficiency from teaching process.

Implementation of ESG 6
„Learning resources and student support"

Procedures and tools concern minimally:

* Existence and clearly defined sources for support of students´ education (physical and human supportive resources),
* Choice of adequate and suitable study resources for each subject of the study programme offered at UKF,
* Granting access to teaching tools and other supportive mechanisms of efficient teaching and learning,
* Monitoring of students´ needs and expectations and resulting supportive resources,
* Assurance of students´ feedback on teaching tools and mechanisms,
* Realisation of regular monitoring, revision and improvement of efficiency of supportive services for students.

Implementation of ESG 7 „Information management"

Means and tools for gathering, analysis and application of particular information for efficient management of study programmes and other activities concern minimally:

- Existence and application of information systems and tools for monitoring of study success in students,
- Existence and application of information systems and tools for creation of student population´ profile,
- Existence and application of information systems and tools for monitoring perspective employment of graduates of a given study programme,
- Existence and application of information systems and tools for monitoring students' contentment with their study programmes and forms of education,
- Existence and application of information systems and tools for monitoring the efficiency and performance of teachers,
- Existence and application of information systems and tools for providing study resources for students,
- Existence and application of information systems and tools for identification of key aspects of performance at UKF and its faculties.

Implementation of ESG 8
„Public information"

Procedures and tools concern minimally:

- Disclosure of information about the courses offered,
- Disclosure of information about awarding academic degrees,
- Disclosure of the expected learning outcomes and learning outcomes of students,
- Disclosure of publication of information on the procedures for the evaluation of teaching, learning, and grading.
- Disclosure of information on the profile of the current student population at UKF and faculties, disclosure of information about educational opportunities available to students,
- Disclosure of the opinions and professional career of former students - graduates

Implementation of ESG 9
„On-going monitoring and periodic review of programmes"

Procedures and tools concern minimally:

- reviewing content and learning resources in order to ensure the timeliness of the study program,
- of reflecting the changing needs of society and practices in accordance with the National System of Professions and the National Qualification System,
- taking into account the student's workload and its progression,
- taking into account the effectiveness of student assessment processes,
- monitoring and evaluation of expectations, needs and satisfaction of students in relation to the given study program,
- evaluation and optimization of educational environment and support services in the context of their suitability for the purposes of the study program.

Implementation of ESG 10
„Cyclical external quality assurance"

- UKF participates in the cyclical external quality assurance of education.
- In the legislative framework of the Law on Higher Education, the internal system of quality evaluation is part of complex accreditation.
- In the process of complex accreditation the university is assessed by the Accreditation Commission of Ministry of Education (MŠVVaŠ) in accordance with applicable criteria.
- Through external evaluation of the university and its components, it makes sure that the progress made since the last activities related to the external quality assurance process is taken into account only as a further step for the next planned activities.
- The university and its components have their procedures and tools defined to implement criteria and outcomes of the external evaluation into the planning of further development activities and in improving the quality of universities

Thank you for your attention!