

J. Selye University



**Directive on
Internal Quality Assurance System Processes at JSU**

(Full text, informative material, as amended by Amendment No 1)

Komárno 2021

Quality assessment at J. Selye University (“the University” or “JSU”) is governed by Act 269/2018 on higher education quality assurance, amendments to Act 343/2015 on public procurement, and amendments to certain laws, as amended (“the Higher Education Quality Act”), Act 131/2002 on higher education institutions and amendments to certain laws, Standards for Study Programmes (“the Standards”) issued by the Slovak Accreditation Agency for Higher Education (“the SAAHE”), Standards for Habilitation Proceedings and Proceedings for the Appointment of Professors issued by the SAAHE (“the HIP”), Standards for the Higher Education Internal Quality Assurance System issued by the SAAHE, Methodology for Evaluation of Standards (“the Methodology”) issued by the Slovak Accreditation Agency for Higher Education, internal regulations contained in “Internal Education Quality Assurance System of JSU”, and the Rules of JSU’s Quality Assurance Council.

Article 1

Specification of the subject-matter

1. This Directive lays down the policy and procedures for development, modification, and approval of JSU’s study programmes and submission of applications to the SAAHE as well as the processes for evaluation of compliance with the Standards at JSU.
2. JSU submits applications to the Slovak Accreditation Agency for Higher Education for accreditation of study programmes in the fields and for the levels of study in respect of which JSU is not authorized to deliver study programmes under Section 30 of the Higher Education Quality Act.
3. JSU submits accreditation applications to the SAAHE’s Fields of Habilitation and Inauguration Proceedings (“the HIP Department”) in compliance with Section 31 of the Higher Education Quality Act.
4. JSU develops, modifies, and approves study programmes through internal accreditation procedures in the fields and for the levels of study in respect of which JSU is authorized to deliver study programmes under Section 2 of the Higher Education Quality Act.
5. JSU evaluates compliance with the Standards in accordance with Section 31 of the Higher Education Quality Act.

Article 2

Definition of terms

1. For the purposes of this Directive, the following terms are defined in paragraphs (a) to (l) of this Article

- a) *Study Programme Accreditation* means the grant by the SAAHE of authorization to deliver a study programme (“the SP”) and to award its graduates relevant academic degrees.
- b) *Habilitation Proceedings and Inauguration Proceedings Accreditation* means the grant by the SAAHE of the authorization to carry out habilitation and inauguration proceedings in relevant fields.
- c) *Teaching specialization* means a set of courses and rules applicable to one school subject, which has been designed for a teacher training combination study programme.
- d) *The guarantor* is a person appointed as a professor or an associate professor in the relevant or related field of study at the University where he/she is responsible for the quality and development of a given study programme according to the criteria laid down by the Ministry of Education, Science, Research, and Sports of the Slovak Republic within the accreditation process regulated by the Slovak Accreditation Agency until 1 January 2020.
- e) *The right to develop, deliver, and modify SPs* means that where the University holds a decision granted by the Ministry of Education, Science, Research and Sports of the Slovak Republic and authorizing the University, without any time limitation, to grant academic degrees within respective SPs at respective levels, the University is entitled to develop, deliver, and modify study programmes in respective fields and for respective levels of study.
- f) *Creative activity* means the University’s research, development, artistic, and other creative activities relevant for the fulfilment of the University’s mission, particularly in relation to learning objectives and outcomes.
- g) *Teaching staff* means all persons who carry out study programmes regardless of whether they are employed as university teachers, researchers, artists, or are doctoral candidates or practitioners, and regardless of whether they work at the University for fixed weekly working hours or on a weekly part-time basis.
- h) *Teacher training foundations* mean, in teacher training combination study programmes, a set of basic education and psychology courses, social science and scientific courses, and didactics. Teacher training foundations and a combination of two teaching specializations form a teacher training combination study programme.
- i) *A study programme modification* means adding or removal of compulsory courses or compulsory elective courses, changes in the requirements conditioning due completion of studies, or changes in information sheets of compulsory courses or compulsory elective courses (except for the change of the teacher, recommended literature, or course evaluation).
- j) *Internal Study Programme Accreditation* means the grant by JSU’s Quality Assurance Council

(“the QAC”) of authorization to deliver a study programme and to award its graduates relevant academic degrees. JSU develops, modifies, and approves study programmes in the fields and for the levels in respect of which JSU is authorized to deliver study programmes under Section 2 of the Higher Education Quality Act.

- k) *Stakeholders* are university officials, persons, and associations or organizations that may influence educational processes, creative and other related activities or be influenced thereby. There are two types of stakeholders: internal stakeholders (students and university staff) and external stakeholders (employers and other representatives of relevant sectors of the economy and social practice, university graduates, domestic and foreign partners of the University, etc.).
- l) *The person responsible for a profile course* is the person who is responsible for the course, delivers lectures, and performs other fundamental training activities within at least one profile course and is responsible for quality assurance activities as concerns the course and its development so that the required learning outcomes of the study programme are achieved.
- m) *Persons responsible for the development and assurance of quality of habilitation and inauguration proceedings* are a group of five persons responsible for the development and assurance of quality of habilitation and inauguration proceedings. They carry out scientific work at the University for a fixed weekly working time in relevant fields of habilitation and inauguration proceedings or in related fields. At least two of them are appointed as professors and hold the professor degree; other persons are appointed as associate professors and hold the associate professor degree. Each of them may be responsible for the development and assurance of quality of no more than one discipline subject to habilitation and inauguration proceedings and this only at one university in Slovakia.
- n) *The person responsible for a study programme, or its part*, is the person who has relevant competences and bears the main responsibility for the implementation, development, and assurance of quality of the study programme or otherwise defined part thereof (specialisation, part of the joint program with a combination of two study disciplines, teacher training foundations). These persons are specified in Article 3 of this Directive.

Article 3

Responsible persons

1. The persons responsible for individual study programmes, or determined parts thereof, are:
 - a) person responsible for a study programme (“PRSP”),
 - b) person responsible for a profile course (“PRPS”)

- c) person responsible for the teacher training foundations (“PRTTF”)
 - d) person responsible for a teacher training profile course (“PRTTPC”)
 - e) person responsible for teaching specialisation (“PRTS”)
 - f) person responsible for the teaching specialisation profile course (“PRTSPC”)
 - g) person responsible for development and assurance of quality of a field of study subject to habilitation and inauguration proceedings (“PRHIP”).
2. PRSPs, PRPSs, PRTTPCs, PRTSPCs, PRTTFs, and PRTSs are persons responsible for delivery, development, and assurance of quality of study programmes. PRHIPs are the persons responsible for conduct, development, and assurance of quality of HIPs. Rights and obligations of PRSPs, PRPSs, PRTTPCs, PRTTFs, PRTTPCs, PRTSs, PRTSPCs, and PRHIPs are defined in the Rector’s directive regulating competencies of the persons responsible for study programmes and HIPs.
 3. The Directive does not contain separate specification of processes for the persons responsible for teacher training foundations (PRTTFs) and persons responsible for teaching specialisations (PRTSs), they shall always proceed in compliance with the instructions applicable to PRSPs.
 4. Persons responsible for teacher training profile courses (PRTTPCs) and persons responsible for teaching specialisation profile courses (PRTSPCs) shall proceed as it is defined for PRPSs.

Article 4

Submission of initiatives for continuous improvement of JSU’s internal quality assurance system

1. One of the fundamental principles of sustainability of the University’s internal quality assurance system is the principle of constant quality improvement which is based on identification of the needs and expectations of students, staff, and other stakeholders. The University strives to continuously improve all aspects of its educational processes, creative activities, and services.
2. JSU has dedicated an e-mail address for submission of initiatives for continuous improvement of JSU’s internal quality assurance system.
3. Such initiatives are dealt with by Faculty QACs and the JSU QAC, and/or temporary working groups (TWGs) of the JSU QAC.
4. Acceptance of an initiative is followed by adoption of adequate quality improvement measures. Those who submit initiatives are informed about their acceptance provided that their e-mail address is available. Adopted measures are published in periodic reports on internal quality assurance system evaluation.

Part I
Procedures for approval of new SPs and HIPs at JSU

Article 5

**Development of new study programmes in the fields and for the levels of study in respect of which
JSU is authorized to develop, deliver, and modify study programmes.**

1. The process of development of new SPs where JSU is authorised to develop, deliver, and modify study programmes in a relevant field and for a relevant level of study within the framework of the internal accreditation:
 - a. If a new SP is requested by the University, Faculty, employers, or other stakeholders, a Dean may order a new SP.
 - b. The Dean will propose the person responsible for the SP.
 - c. The PRSP will propose the persons responsible for the study programme's profile courses.
 - d. The PRSP and PRPCs are from the same Faculty, usually from the same department, which arranges the SP.
 - e. The Faculty QAC approves the person proposed by the Dean to be appointed as the person responsible for the study programme and the persons responsible for the profile courses within the new study programme on the basis of the SAPCH (Scientific/Artistic and Pedagogical Characteristics of a Person), the general criteria for appointment of professors and associate professors, specific requirements of the selection procedure for appointment of professors and associate professors at the Faculty, and based on whether the responsible persons demonstrate required creative activity achievements in the relevant field of study subject to the study programme depending on its level according to Article 7 of the Standards.
 - f. Should the Faculty QAC issue a negative opinion on the person responsible for the SP or a profile course, the Dean will propose another person.
 - g. The person responsible for the SP, persons responsible for SP profile courses, and other SP teachers will develop SP documentation in compliance with Section 30 of the Higher Education Quality Act.
 - h. Students, employer representatives, and other stakeholders also participate in preparation of the SP documentation.
 - i. The process of SP documentation development is documented in minutes.
 - j. The Dean then submits completed documentation to the Faculty QAC. If the QAC issues a

favourable opinion, the Dean will submit the SP documentation to the Rector. Should the QAC's opinion be negative, the SP documentation will be subject to further development.

2. The processes for assessment and approval of new SPs that JSU is authorized to develop, deliver, and modify in a relevant field and for a relevant level of study:
 - a. The Rector assesses the study program documentation submitted by the Dean as to its compliance with the University's mission and strategic goals set in JSU's long-term plan under Article 2 (1) of the Standards and the University's budget.
 - b. If the SP subject to development complies with the University's long-term plan, strategic goals, and budget and responsible persons are not employed with JSU for fixed weekly working hours, the Rector will announce a new selection procedure for appointment of professors or associate professors in relevant fields.
 - c. The Rector will submit the SP documentation to the JSU QAC for a review.
 - d. The JSU QAC will review the documentation and the QAC Chairperson will propose TWG members.
 - e. The QAC should approve TWG members so that it is ensured that the review will be conducted by at least three persons, an expert in the field of study concerned, a student, and an employer (and/or another stakeholder).
 - f. During the conduct of its activities, the QAC may request additional information, supporting documents, and/or evidence from the Faculty, or may request access to the documentation, other information sources, written documents verifying learning outcomes, final theses of students, or request a meeting with stakeholders, etc.
 - g. The temporary working group will assess through expert reviews compliance with the Standards and corrective actions in compliance with Clauses 2 to 12 of Article 2 of the Standards and this in particular based on submitted supporting documents, other available data, information obtained through a visit to the Faculty or department, and consultations with stakeholders and will include its conclusions in its opinion.
 - h. During the conduct of its activities, the TWG may request additional information, supporting documents, and/or evidence or request access to the documentation, other information sources, written documents verifying learning outcomes, final theses of students, request a meeting with stakeholders, etc.
 - i. The additional information requested by the JSU QAC and the TWG will be provided by the Faculty or another organizational unit of JSU (Rector's office, ITSC, SH, or UL or their specific units).
 - j. The QAC will issue a resolution on approval or rejection of the study programme.

- k. Should the resolution be positive and JSU is authorized to develop, deliver, and modify the study programme in the relevant field and for the relevant level of study, the Rector will inform the Dean about approval of the study programme.
3. The processes for assessment and approval of new SPs where JSU is authorized to develop, deliver, and modify study programs in a relevant field and for a relevant level of study are contained in Annex No 1.
4. The documentation of a new study programme in a field and for a level of study in respect of which JSU is authorized to develop, deliver, and modify study programmes consists of:
 - a. The study program documentation under Section 30 of the Higher Education Quality Act developed using preferably the SAAHE's current forms and AIS2 forms
 - b. Other materials submitted to the JSU QAC, i.e. the minutes under Clause 1 (i) of Article 5 hereof, a table with an overview of involved persons, as presented in Annex No 4 hereof, and a table with an overview of the creative activity outcomes achieved by responsible persons at the required level Article 7 of the Standards in the relevant field of study for which the study program is intended, which should comply with at least the minimum lower evaluation limit conditioning their inclusion into the category of creative activities as per individual SP levels under Article 25 of the Methodology.

Article 6

Development of a new study programme in a field and for a level of study in respect of which JSU is not authorized to develop, deliver, and modify study programmes

1. The University may apply for accreditation of a study programme in the field and for the level of study in respect of which it is not authorized to deliver study programmes.
2. Where JSU is not authorized to develop, deliver, and modify study programmes in the field and for the level of study, the process of development of new SPs is identical to the process described in Clause 1 (a) to (j) of Article 5 hereof.
3. Where JSU is not authorized to develop, deliver, and modify study programmes in the field and for the level of study, the processes for review and approval of new SPs are identical to those described in Clause 2 (a) to (j) of Article 5 hereof.
4. Where JSU is not authorized to develop, deliver, and modify study programmes in the field and for the level of study and the JSU QAC issues a positive resolution, the Rector will check the resources for a review of the study programme and the risks associated with filing an application with the SAAHE and either apply or not apply with the SAAHE for accreditation of the study programme.

5. Where JSU is not authorized to develop, deliver, and modify study programmes in the field and for the level of study, the processes described in Annex No 1 will apply to development, assessment, and approval of new SPs.
6. Where JSU is not authorized to develop, deliver, and modify study programmes in the field and for the level of study, the documentation of a new SP is identical to that specified in Clause 4 (a) and (b) of Article 5 hereof.

Article 7

Application for accreditation of habilitation proceedings and inauguration proceedings

1. The University may apply for accreditation of habilitation proceedings and inauguration proceedings with the SAAHE in compliance with the Higher Education Quality Act.
2. The process of preparation of habilitation proceedings and inauguration proceedings is regulated by the rules described in Clause 1 (a) to (j) of Article 5 hereof, *mutatis mutandis*, with the term “SP” being replaced by “HIP”.
3. The processes of reviewing and approval of habilitation proceedings and inauguration proceedings are regulated by the rules described in Clause 2 (a) to (j) of Article 5 hereof, *mutatis mutandis*, with the term “SP” being replaced by “HIP”.
4. Should the JSU QAC issue a positive resolution on the application for accreditation of habilitation proceedings and inauguration proceedings, the Rector will check the resources for a review of the HIPs and risks associated with filing the application with the SAAHE and subsequently, the Rector will either apply or not apply with the SAAHE for the accreditation of habilitation proceedings and inauguration proceedings.
5. The processes for preparation, review, and approval of accreditation of habilitation proceedings and inauguration proceedings are described in Annex No 1.
6. The documentation accompanying the application for accreditation of habilitation proceedings and inauguration proceedings is regulated, *mutatis mutandis*, by the rules described in Clause 4 (a) and (b) of Article 5 hereof with the term “SP” being replaced by “HIP”.

Part II

Processes for harmonization, periodic reviews, and approval of modifications of SPs and HIPs and cancellation of SPs and HIPs at JSU

Article 8

Harmonization of study programmes

1. The University will harmonize its study programmes with the Higher Education Quality Act and the Standards until 31 August 2022 and inform the SAAHE accordingly without undue delay.
2. The University harmonizes the study programmes it already provides always within 12 months from the effective date of amendments to relevant standards.
3. All SPs of JSU are subject to harmonization with the Standards but only those SPs which may be provided without any time limitation and the SPs in respect of which the SAAHE has approved applications for prior consent to study programme modifications under Section 30 (9) of the Higher Education Quality Act may be amended.
4. The process of preparation of documentations to the SPs subject to harmonization by JSU:
 - a. The Dean orders harmonization of SPs under subclauses 1 and 2 by departments and responsible persons.
 - b. Where the SP guarantor does not meet the criteria applicable to PRSPs, the Dean may propose that the Rector announce a new selection procedure for appointment of a professor or associate professor in the relevant field.
 - c. Where the SP guarantor meets the PRSP criteria under the Standards, the guarantor will propose the persons who will be responsible for study programme profile courses.
 - d. The persons responsible for the SP and persons responsible for study programme profile courses are from the same Faculty, usually from the department that delivers the SP.
 - e. The Faculty QAC approves the person responsible for the SP proposed by the Dean and the persons responsible for profile courses of the new study programme on the basis of the SAPCH (Scientific/Artistic and Pedagogical Characteristics of a Person), the general criteria for appointment of professors and associate professors, specific requirements of the selection procedure for appointment of professors and associate professors at the Faculty, and based on whether the responsible persons demonstrate creative activities outcomes at the required level in the relevant study programme's field, depending on its level, according to Article 7 of the Standards.
 - f. Where the Faculty QAC issues a negative opinion in respect of the person responsible for the SP or

- a person responsible for a profile course, the Dean will propose another person or suggest that the Rector announce a selection procedure.
- g. Where the Faculty QAC issues a positive opinion in respect of the person responsible for the SP and persons responsible for profile courses and the PRSP is not the guarantor, the Dean will propose to the Faculty's Scientific Council the change of the guarantor.
 - h. The person responsible for the SP and the persons responsible for study programme profile courses together with other teachers of the SP shall harmonize the SP with the Standards according to internal regulations of JSU. The documents pertaining to the study programme subject to harmonization shall be drawn up in compliance with Section 30 of the Higher Education Quality Act.
 - i. Students, employer representatives, and other stakeholders also participate in harmonization of SPs.
 - j. Harmonization of SPs is documented in minutes.
 - k. The Dean then submits the documentation to the Faculty QAC. If the Faculty QAC issues a favourable opinion, the Dean will submit the SP to the Rector. Should the QAC's opinion be negative, the SP will be subject to further development.
5. JSU's processes for reviewing and approval of SPs subject to harmonization:
- a. The Rector assesses the study program documentation submitted by the Dean as to its compliance with the University's mission and strategic goals set in JSU's long-term plan under Clause 1 of Article 2 of the Standards.
 - b. If the SP subject to harmonization complies with the University's long-term plan and strategic goals, the Rector will submit the SP documentation to the JSU QAC for a review.
 - c. The JSU QAC will review the documentation and the QAC Chairperson will propose TWG members.
 - d. The QAC should approve TWG members so that it is ensured that the review will be conducted by at least three persons, including an expert in the field of study concerned, a student, and an employer (and/or another stakeholder).
 - e. During the conduct of its activities, the QAC may request that the Faculty submit additional information, supporting documents, and/or evidence or may request access to the documentation, other information sources, written documents covering verification of learning outcomes, final theses of students, or request a meeting with stakeholders, etc.
 - f. The temporary working group will assess through expert reviews compliance with the Standards and corrective actions in compliance with Clauses 2 to 12 of Article 2 of the Standards and this particularly based on submitted supporting documents, other available data, information obtained through a visit to the Faculty or Department, and consultations with stakeholders and will include

- its conclusions in its opinion.
- g. During the conduct of its activities, the temporary working group may request additional information, supporting documents, and/or evidence or may request access to the documentation, other information sources, written documents covering verification of learning outcomes, final theses of students, or request a meeting with stakeholders, etc.
 - h. The additional information requested by the JSU QAC and the TWG will be provided by the Faculty or another organizational unit of JSU (Rector's Office, ISC (Information Services Centre), SH (Student Home), or UL (University Library) or their units).
 - i. The QAC issues a resolution on approval or rejection of the study programme subject to harmonization.
 - j. If the resolution is positive, amendments to the SP will be implemented by the beginning of the next academic year with effect for newly admitted students.
6. The processes within preparation, reviewing, and approval of SPs subject to harmonization are contained in Annex No 2.
7. The documentation of a SP subject to harmonization consists of:
- a) The study program documentation under Section 30 of the Higher Education Quality Act developed using preferably the SAAHE's current forms and AIS2 forms
 - b) Other materials submitted to the JSU QAC, i.e. the minutes under Clause 1 (i) of Article 5 hereof, a table with an overview of involved persons, as presented in Annex No 4 hereof, and a table evidencing the creative activity outcomes at the required level under Article 7 of the Standards achieved by responsible persons in the relevant field of study for which the study program is intended, which should comply with at least the minimum lower evaluation limit conditioning their inclusion into the category of creative activities as per individual SP levels under Article 25 of the Methodology.

Article 9

HIP harmonization

1. The University will harmonize its HIPs with the Higher Education Quality Act and the Standards until 31 August 2022 and inform the SAAHE accordingly without undue delay.
2. The University harmonizes its HIP rules always within 12 months from the effective date of any amendments to relevant standards.
3. The processes of preparation of documentation for the habilitation proceedings and inauguration

proceedings subject to harmonization is regulated, *mutatis mutandis*, by the rules described in Clauses 4 and 5 of Article 8 hereof, with the term “SP” being replaced by “HIP”.

4. The processes for preparation, review, and approval of accreditation of habilitation proceedings and inauguration proceedings are presented in Annex No 2.
5. The documentation to the HIPs subject to harmonization is to comply, *mutatis mutandis*, with the documentation specified in Clause 7 (a) and (b) of Article 8 hereof, with the term “SP” being replaced by “HIP”.

Article 10

Monitoring, periodic reviews, and approval of SP modifications at JSU

1. The University continuously monitors, regularly evaluates, and modifies SPs to ensure that they are consistent with the Standards and that the achieved learning goals and outcomes are consistent with the needs of students, employers, and other stakeholders, the current knowledge and current state of their application, and with current technological possibilities and that graduates’ level, particularly in terms of achieved learning outcomes, is consistent with the required level of the qualification framework.
2. The monitoring and evaluation of study programmes also involves obtaining of relevant feedback from students and representatives of the employers employing graduates of individual study programmes.
3. The results of feedback assessment pursuant to Clause 2 are reflected through the adoption of improvement measures, including those suggested by students.
4. The results of the feedback assessment, the measures taken, and any planned or follow-up activities resulting from the evaluation of study programmes are communicated to stakeholders and made public.
5. SPs are periodically reviewed and subject to approval in accordance with formalized internal system processes at intervals corresponding to standard lengths of study and in compliance with the methodology for continuous monitoring, periodic evaluation, and periodic approval of study programmes described in Clause 2 of Article 13 of the Methodology.
6. The steps taken within the periodic review and approval process in respect of modifications of SPs at JSU correspond to the steps described in Clauses 4, 5, and 7 of Article 8 of this Directive in the context of harmonisation, with the exception of Clause 4 (f) of Article 8 hereof, i.e. if the Faculty QAC’s opinion on the person responsible for an SP and the persons responsible for profile courses is favourable, the SP is adjusted without the involvement of the Faculty’s Scientific Council.
7. Processes within periodic reviews and approval of amendments to SPs are described in Annex No 2.

Article 11

Monitoring, periodic reviews, and approval of amendments of HIPs at JSU

1. The University continuously monitors, regularly assesses, and amends HIPs to ensure compliance with HIP Standards.
2. The results of the feedback assessment, the measures taken, and any planned or follow-up activities resulting from HIP assessments are communicated to stakeholders and made public.
3. The steps taken within the process of monitoring, periodic reviews, and approval of modifications of HIPs at JSU correspond to the steps described in Clauses 4, 5, and 7 of Article 8 hereof, *mutatis mutandis*, with the term “SP” being replaced by “HIP”, except for Clause 4 (f) of Article 8 hereof, i.e where the Faculty QAC issues a favourable opinion on the PRHIP, the HIP is amended without the involvement of the Faculty’s Scientific Council.
4. Processes within periodic reviews and approval of amendments of HIPs are described in Annex No 2.

Article 12

End of authorization to deliver SPs and HIPs

1. If an SP guarantor does not meet the criteria applicable to PRSPs according to the Standards, or if a HIP guarantor does not meet the criteria applicable to PRHIPs according to the Standards, or if the selection procedure for appointment of an associate professor or professor is unsuccessful, or if the Faculty’s Scientific Council does not approve the change of the guarantor, the Dean may submit a proposal to the Faculty QAC to cancel the SP or HIP concerned.
2. If the Faculty QAC issues a positive opinion in respect of the Dean’s proposal for cancellation of an SP or HIP, the Dean will forward the SP or HIP cancellation proposal to the Rector.
3. The Rector or the JSU QAC Chairperson may submit a proposal to the JSU QAC for the cancellation of a SP or HIP.
4. If the JSU QAC approves a proposal to cancel a SP or HIP, the Rector shall notify the SAAHE accordingly.
5. The procedures for revoking and terminating the authorisation to deliver a SP or HIP are set out in Annex No 2.

Part III
Assessment of quality and compliance with the Standards at JSU

Article 13
Quality assessment at JSU

1. Assessments focus primarily on the development of indicators over time in the context of JSU's mission and objectives and to demonstrate continuous improvement.
2. The University shall harmonize its internal system with the Higher Education Quality Act and the internal system standards and shall inform the SAAHE accordingly by 31 August 2022 at the latest.
3. The University will apply, not later than by 31 December 2022, with the SAAHE for the first review of its internal system.
4. The University harmonizes its internal system always within 12 months from the effective date of any given amendment of relevant standards.
5. In evaluating compliance with the Standards, the University relies on the set of indicative indicators referred to in Article 14.

Article 14
Indicators for assessing compliance with the Standards

1. Results and development of education start indicators (according to Article 16 of the Methodology), which indicate the consistency of the offer and interest in studying in the degree programs provided by the University.
2. Results and development of admission procedure indicators, the course and completion of studies (according to Article 17 (1) of the Methodology), which are used to monitor the suitability of methods of selection and assessment of capacity for studies, to evaluate the situation and progress of students within the educational process, and the rate of early termination of studies.
3. Indicators for learning, teaching, and student-oriented evaluation (according to Article 17 (2) of the Methodology) serve to evaluate the situation and perception of student-oriented education and student support.
4. Teacher indicators (according to Article 17(3) of the Methodology) are used to monitor the structure of teaching staff with focus on the qualifications, age, and circulation of teachers.

5. Indicators of creative activities, and habilitation proceedings and inauguration proceedings (according to Article 17 (4) and Part V of the Methodology) are used to assess creative activities in connection with the education provided at a particular higher education level and in a particular field of study, or to evaluate the compliance with the standards applicable to habilitation proceedings and inauguration proceedings.
6. Learning outcome indicators (according to Article 18 of the Methodology) indicate the compliance of the achieved education with the requirements of the labour market, the perception of learning outcomes by employers, and related trends.
7. Other indicators supporting JSU's mission and goals.

Article 15

Quality assessment and compliance report

1. Regular assessments take place once a year.
2. Usually, the trend during the last 10 years is monitored.
3. The data for the reports are obtained from the sources referred to in the internal regulation – Article 4 of the Internal Higher Education Quality Assurance System of JSU, and from other databases.
4. Deans, Questor, and Heads of other organizational units, other departments or sections of JSU order the assessment of quality and compliance with the Standards according to the law and JSU's internal regulations.
5. Reports assess the values of indicators (as referred to in Article 14) in the context of a specific curriculum and HIPs by faculty. Faculties are responsible for their assessment and carry it out in cooperation with other organizational units of JSU or other departments.
6. Quality monitoring and assessment also involves obtaining relevant feedback from students, graduates, representatives of employers employing graduates, and JSU's staff.
7. At least once a year, students have the opportunity to comment on the quality of teaching and on the teachers in respective study programmes through an anonymous questionnaire. Faculties are responsible for conducting and evaluating individual surveys.
8. The University monitors the success rate of graduates by study programme. At least once a year, employers have the opportunity to comment on the quality of study program graduates through an anonymous questionnaire. The JSU Career Counselling Centre ("the CCC") is responsible for conducting and evaluating the survey.
9. Students and staff have the opportunity at least once a year to comment through an anonymous

questionnaire the quality of the services of the JSU Information Services Centre (“the ISC”), the JSU Student Home (“the SH”), the JSU University Library (“the UL”), the CCC, and the JSU Sports Centre. Relevant organizational sections and JSU units are responsible for carrying out and evaluating such surveys.

10. The annual reports drawn up by organizational units providing services (the ISC, SH, and UL), the CCC, and the JSU Sports Centre also include an evaluation of the premises, equipment, material, technical, instrumental and information equipment forming the basis for study programs and services.
11. Reports are drawn up in compliance with the process specified in Annex No 3.
12. The report on evaluation of a SP is subject to approval by the Faculty QAC. The Dean of the relevant Faculty shall submit the report to relevant Vice-Rectors of JSU.
13. The report on the evaluation of activities of other organizational sections and other units or departments shall be forwarded by their heads to relevant Vice-Rectors of JSU.

Article 16

Review and approval of annual quality assessment and compliance reports

1. Report review and approval processes:
 - a) Vice-Rectors draw up evaluation reports based on the reports submitted by JSU’s Faculties and organizational units.
 - b) The Rector submits the report drawn up by Vice-Rectors for the entire University to the JSU QAC for a review and approval.
 - c) The QAC approves TWG Chairperson and members so that involvement of at least three persons, including a student, is guaranteed.
 - d) During the conduct of its activities, the QAC may request that Faculties submit additional information, supporting documents, and/or evidence or request access to the documentation and other information sources, submission of written documents covering verification of learning outcomes, final theses of students, or may request a meeting with stakeholders, etc.
 - e) The temporary working group will assess through expert reviews compliance with the Standards and corrective actions based on, in particular, submitted supporting documents, other available data, information obtained through a visit to the Faculty, Department, or another JSU organizational unit concerned and consultations with stakeholders and will record its conclusions in an opinion.
 - f) During the conduct of its activities, the QAC may request additional information, supporting

documents and/or evidence or request access to the documentation, other information sources, submission of written documents covering verification of learning outcomes, final theses of students, or request a meeting with stakeholders, etc.

- g) The additional information requested by the JSU QAC and the TWG will be provided by the Faculty or another organizational unit of JSU (Rector's office, ISC, SH, or UL or their specific departments) concerned.
 - h) The QAC issues a resolution on approval or non-approval of the evaluation report.
 - i) If the resolution is positive, the report is approved and published; should the resolution be negative, the report will be subject to further elaboration.
2. The processes within preparation, reviewing, and approval of reports are contained in Annex No 3.

Article 17

Internal quality assurance system reviewing and approval

1. The processes to review and approve the internal quality assurance system ("the IQAS")
- a) Vice-Rectors draw up evaluation reports based on the reports submitted by JSU's Faculties and organizational units.
 - b) The Rector submits the report drawn up by Vice-Rectors for the entire University to the JSU QAC for a review and approval.
 - c) The IQAS review and approval process is similar to that described in Clause 1 (c) to (g) of Article 16.
 - d) The QAC issues a resolution on approval or non-approval of the IQAS.
 - j) If the resolution be positive, the Rector will apply with the SAAHE for a review of the internal quality assurance system; should the resolution be negative, the IQAS will be subject to further development.
2. The IQAS evaluation processes at JSU are described in Annex No 3.

Part IV
Final provisions

Article 18
Final provisions

1. Deans of JSU's Faculties shall establish QACs at their respective Faculties and develop their own internal documents and process schemes in compliance with this regulation no later than by 31 July 2021.
2. Heads of JSU organizational units shall develop their own internal documents and process schemes in compliance with this regulation no later than by 31 July 2021.
3. This Directive is binding upon all Faculties of JSU delivering study programmes and carrying out habilitation proceedings and inauguration proceedings and upon JSU's organizational units providing services to students and JSU staff.
4. This internal regulation was subject to a discussion at a meeting of the Academic Senate held on 1 July 2021.
5. This internal regulation was approved at a meeting of the Scientific Council held on 8 July 2021.
6. This internal regulation becomes valid and takes effect on the day of its approval by the JSU Scientific Council.

at Komárno on 17 May 2021

Dr. habil. PaedDr. György Juhász, PhD.
Rector of JSU

This document has been drawn up based on Directive on Internal Quality Assurance System Processes of JSU (effective since 8 July 2021) and Amendment No 1 (effective since 10 February 2022).

Annexes

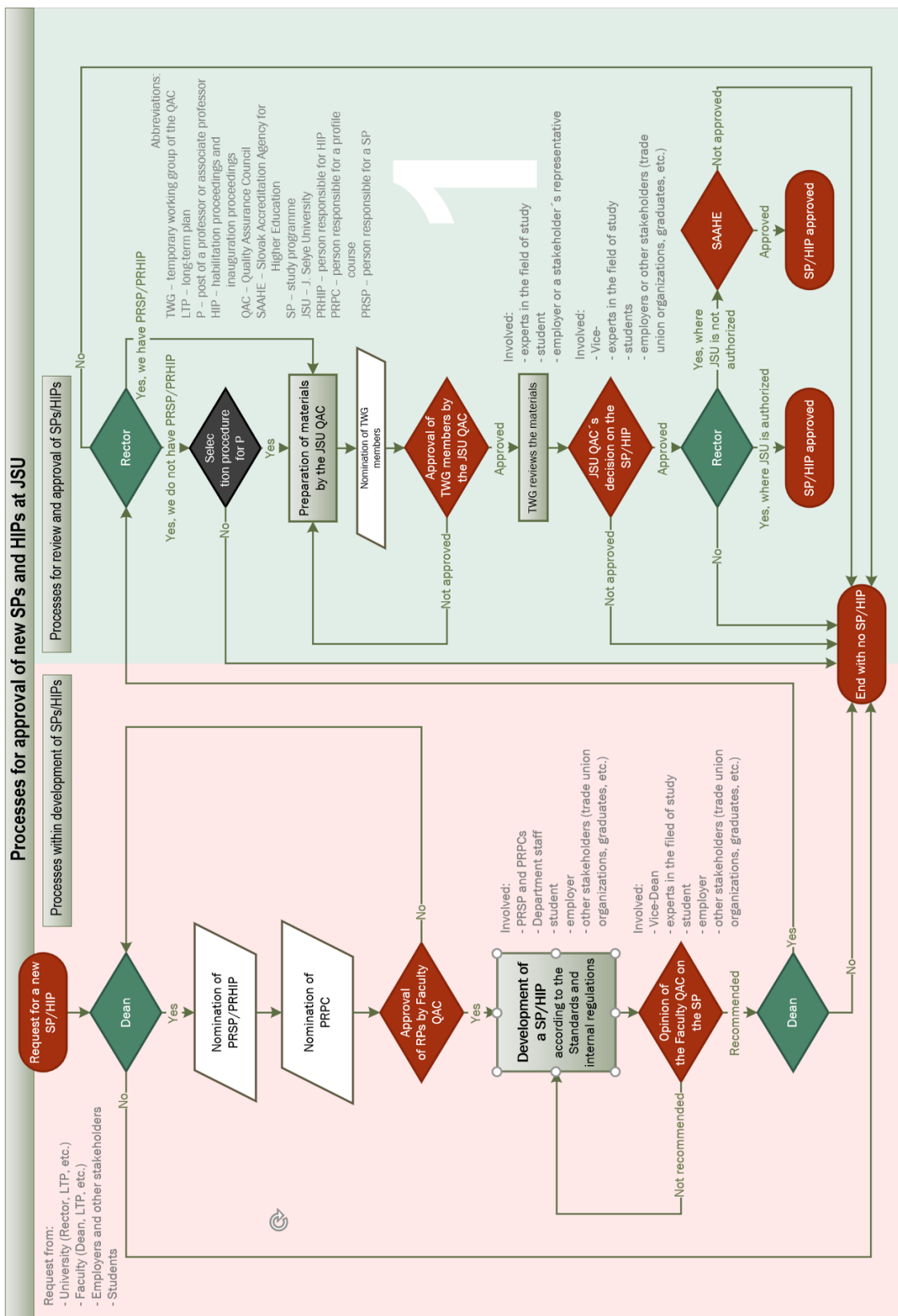
Explanatory notes to process charts contained in Annexes.

1. Oval means the beginning and the end in flowcharts.
2. Parallelogram indicates input data.
3. Grey-ombre rectangle indicates a process, creation.
4. Rhombus indicates decision-making.
5. Red colour indicates the bodies making decisions within the quality assurance system
6. Green colour indicates heads of Faculties and the University.
7. Black colour indicates a selection procedure, i.e. a decision related to quality assurance but governed by other legislation.
8. White colour indicates input data.

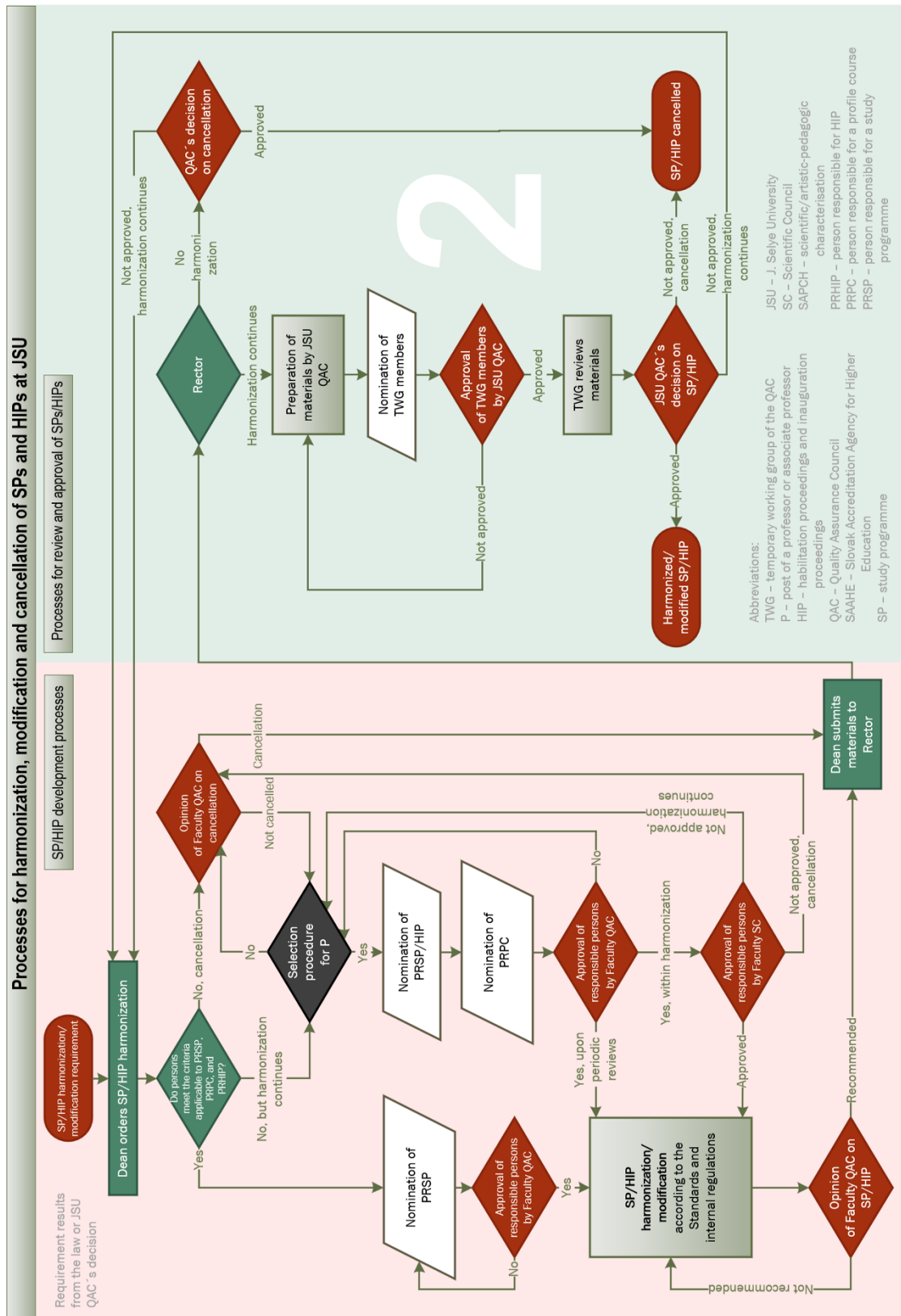
Abbreviations in annexes:

1. TWG - temporary working group of the QAC
2. LTP - long-term plan
3. P - post of a professor or associate professor
4. HIP - habilitation proceedings and inauguration proceedings
5. QAC - Quality Assurance Board
6. SAAHE - Slovak Accreditation Agency for Higher Education
7. SP - study programme
8. JSU – J. Selye University
9. IQAS - internal quality assurance system
10. SAPCH - scientific/artistic-pedagogic characterisation
11. PRHIP - person responsible for HIP
12. PRPC - person responsible for a profile course
13. PRSP - person responsible for a study programme

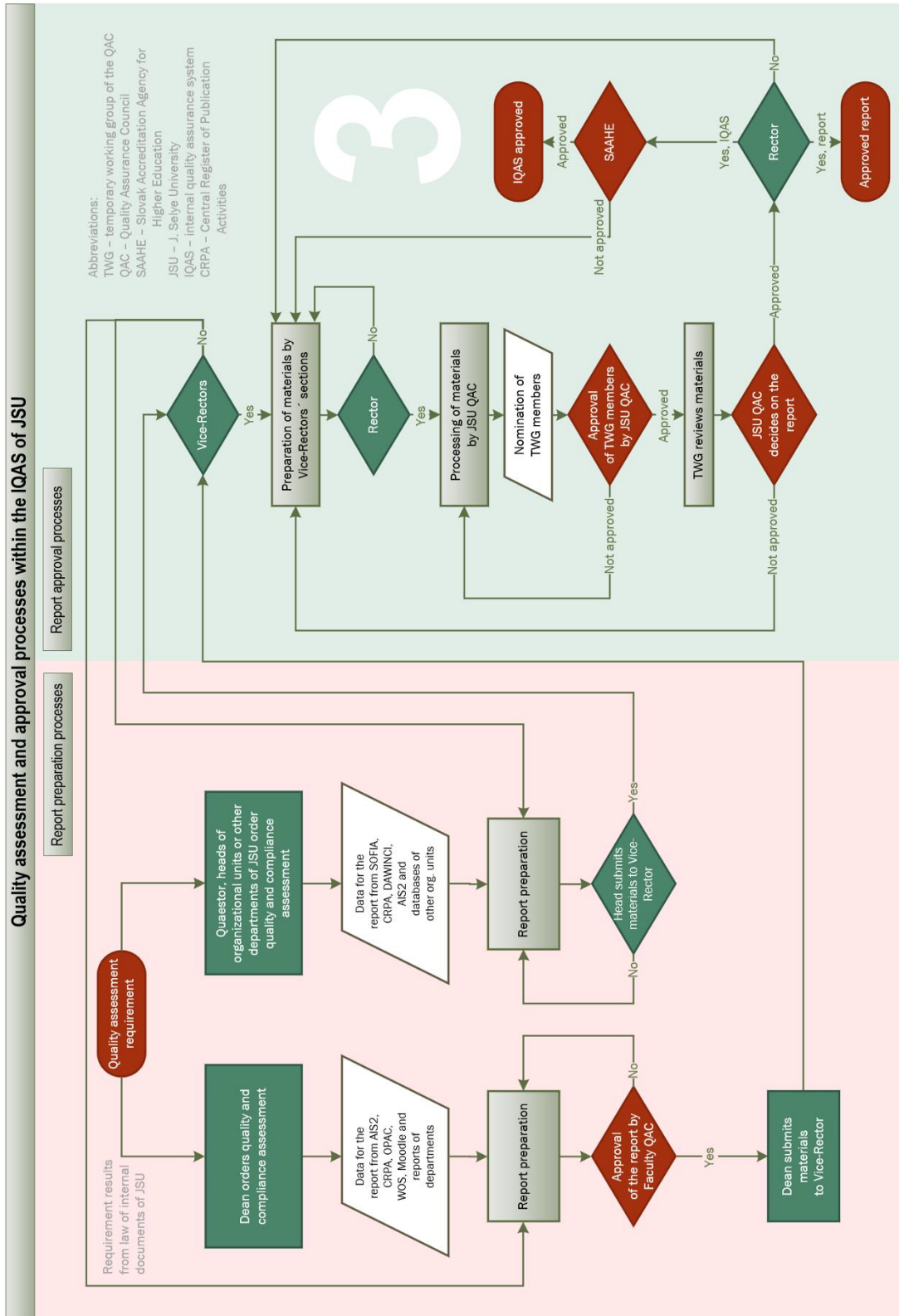
Annex No 1: Processes for approval of new SPs and HIPs at JSU



Annex No 2: Processes for harmonization, modification, and cancellation of SPs and HIPs at JSU



Annex No 3: Quality Assessment and Approval Processes within the Internal Quality Assurance System of JSU



Annex No 4.: **Table of involved persons:**

List of involved persons	
Field of study:	
Study programme:	
Level of study:	
Persons involved in development of a draft SP	Persons involved in reviewing and approval of the SP
Dean:	Rector:
Persons responsible for delivery, development, and assurance of quality of the SP (PRSP and PRPCs, or PRHIP):	Members of the JSU QAC
Other employees involved in development of the SP:	TWG members:
Students involved in development of the SP:	
Employers involved in development of the SP:	
Other stakeholders involved in development of the SP:	
Members of the Faculty QAC:	