



Trnava University

THE INTERNAL SYSTEM OF TRNAVA UNIVERSITY

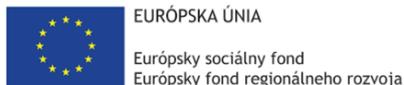


Adriana Krupová
2023

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The Internal System of Trnava University

2023
Trnava University



EURÓPSKA ÚNIA

Európsky sociálny fond
Európsky fond regionálneho rozvoja



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Introduction

The issue of the quality of higher education has resonated in the academic environment, but also in the wider social environment for several years. Legislative frameworks for concentrated work in the field of quality assurance of provided study programmes at higher education institutions are represented by relevant laws and related quality standards adopted by the Slovak Accreditation Agency for Higher Education.

If we look at the issue of quality from the point of view created by these legally binding documents, then the present publication is our institutional response to a legal obligation. But, I am convinced, we do not and cannot be just about this, so to speak, 'compulsory driving'. We did not build an internal quality system at the Trnava University just to do the work required of us by law. If that were the case, it would, above all, be a formal step, and we could say to ourselves that 'we are done with all this'. However, things are different. In particular, we were driven by a deep interest in what the connection signals – a culture of quality. At its core are meanings associated with the etymology of the word culture (from Latin cultus): cultivation, ennobling, but also (from Latin colere, cultum) meanings associated with the words "honor" or "cherish". Therefore, if we look at the issues contained in this publication with respect for the meaning and meaning of the words we use, then it is evident that by emphasizing a culture of quality, we signal above all our long-term care for quality research, which is the starting point for the quality content of the study programs offered.

Hand in hand with this, we also announce care for our students, for a cultivated dialogue between them and teachers, for the environment in which we provide education, for equal opportunities for all, for lifelong learning of employees, scientists, teachers and everyone else, for the collegial and creative atmosphere at the university. It is, I think, clear that the internal quality system at the Trnava University, as we present it here, is above all our own and original institutional instrument designed precisely for this ennobling activity and care. In this sense, it is an expression of a never-ending process, an expression of vibrant university life. It is a summary of the current state of affairs and at the same time an open perspective for further cultivation. I believe that the creative consensus, on the basis of which it was created, will be a good and solid basis for making the Trnava University an attractive educational and scientific research offer for both students and creative workers-academics.

prof. PaedDr. René Bílik, CSc.
Trnava University Chancellor

1. Quality Culture

1.1. Background and present status

The quality culture of the Trnava University (hereinafter referred to as "TU") is a set of basic starting points, principles, values, standards of behaviour and attitudes to guide university employees, students and other stakeholders to achieve a high quality of the University activities in the realm of higher education, creative activities and related activities. (Cl. 6, Sec. 1 of the Internal Regulation "Internal Quality Assurance System of the Trnava University").

The development of the quality culture and the concept of the university internal system is influenced by the social, political, cultural, regional, national and globalised environment. At the same time, the University internal system was established in the context of the creation and history of this institution, its tendency to philosophy and arts, values, vision and mission.

The pillars of the vision of the university consist of the personal and institutional values shared within the academic community and communicated to the public. The quality-focused culture is intrinsic to the re-establishing of the university in 1992 amidst the results of the change of the political regime in 1989. Hence, the Trnava University provides higher education by activities inseparable from the fight for democracy. Therefore, it is and it seeks to remain a unique **emissary of ideas of academic freedom, democracy, value-oriented education, science and freedom of thought.**

The university based the educational, scientific and research, artistic and project activities on Christian principles of respect for life, human respect for others, the aim to serve the truth, freedom and the ideals of humanity of the mankind, the protection of moral and spiritual values, the education in the spirit of ecumenism, pluralism of opinions, tolerance and mutual respect. The university builds on the level of education and science in the world and is committed to cooperation with universities, colleges and scientific institutions home and abroad.

This objective is upheld by all faculties of the university.

The Faculty of Arts develops four areas: social sciences, humanities, history and archaeology, and history of arts. The Faculty carries out unique [archaeological research](#), its interdisciplinary team documents and monitors endangered Slovak sites under water. The field of psychology focuses on the [research of autism](#).

The Faculty of Education prepares future teachers, social pedagogues and schoolmasters. The offered study programmes encompass programmes in philology, focusing on the English language and anglophone cultures. The Faculty of Education is the only faculty in Slovakia to provide a unique study programme the Slovak Sign Language. There is ongoing research in the field of pedagogy, namely extensive research in the field of didactics, research focused on specific educational and training problems, research focused on the early education, school policy, and research-oriented activities and the organizational aspects of the implementation of information and communication technologies in the education.

The Faculty of Theology welcomes the ecumenical work, and continuously [fosters interreligious dialogue](#) with the Jewish religious community. It develops prospective study programmes needed in the society. It is the sole faculty in Slovakia to provide the study program Counselling, with the ongoing preparation of law school programme of direct client services.

In the spirit of Christianity and humanism, the Faculty of Health and Social Care prepares future employees with a university degree for non-medical health-related services and social care. The research done by the Faculty contributes to a better life of higher quality, with significant research of [brain injuries](#) and [the prevention of cancer](#). In the practical learning, the Faculty established a [Telemedicine Simulation Centre](#).

The Faculty of Law is the centre of legal education and scientific research in the field of law, with emphasis on the principles and culture of impartiality, transparency, non-discrimination, equal opportunities and respect for ethical standards of teaching, science and research. The Faculty provides basic and supplementary study of all public and private law, EU law, and the supporting legal disciplines of history of law, legal philosophy and ethics. It strongly supports the internationalisation of teaching, science and research, an individualised approach and cooperation in the standardization and application of law.

By doing so, the University influences the development of society in such important areas as philosophy, law, pedagogy, social affairs, health care, theology, psychology, history. It provides education in fourteen fields of study and 131 study programmes. The tertiary-level education covers twelve out of fourteen academic fields, which represents up to 85.71%. Habilitation and inauguration procedures are available for sixteen academic fields of habilitation and inauguration stage.

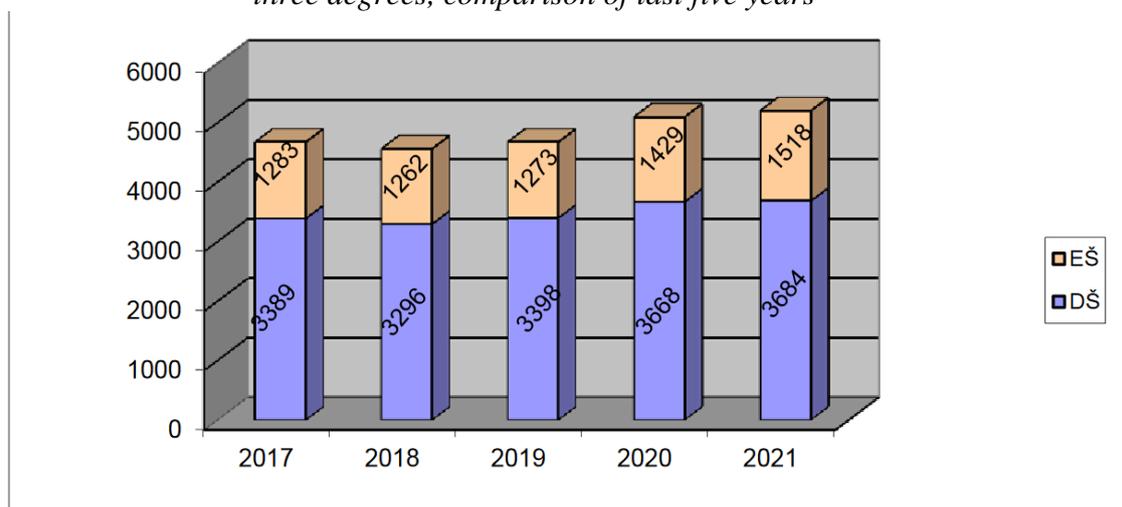
The periodic evaluation of research, development, artistic and other creative activities in the relevant fields of research in the past gained the University the right to call itself a "Research University".

The University is also a leader in shaping the theory and practice of the quality of higher education, contributing to the formation of the higher education. In 2016, it won the National Quality Award, and also holds the ECTS and DS Label certificates.

For the sake of external evaluation by rating, the University has been for long time actively involved in the U-Multirank initiative, a multidimensional and multilevel global rating scale created by the European Commission. This scale complemented the activities leading to the adoption of measures to improve the quality of education.

Over the last five years, the University has had a stable number of students in both forms of study (full-time and part-time), with approximately 5 000 students in total, and a slight interannual increase in both forms of study. In 2017, 4,672 students in total studied at the University, in 2018 there were 4,558 in total, in 2019 the number increased slightly to 4,671 students, in 2020 there were 5,097 students in total and 5,202 students in 2021. The graph below shows the evolving number of students.

Number of UoT Students in full-time and part-time study programmes, all three degrees, comparison of last five years



• external study programmes • full-time students

Figure 1 - Evolution of the number of students in 2017-2021, data for both forms of study, all three degrees

The society, internal and external stakeholders, naturally expect the university fulfils the values and principles it embodies and overtly declares. Apart from the education and research, the University is entrusted with a **third mission** - its direct social influence. The University develops lifelong learning, it actively organizes events for the general public, especially the events to popularize research and science. It cooperates with selected state-run and regional institutions, non-profit organizations. The scholars join public debates, and appear in regional and national media. The University cares for responsible approach to the environment, environmentally responsible behaviour of its students and employees. The University management respects all laws in force, uses its financial and intangible resources efficiently towards its further development.

Every year, the University supports charity projects and projects of regional and local community development. The University is an opinion-shaping institution involved in the preparation of documents and standpoints both in the region, but also at the national level, and reached the status of a sought-after strategic partner which answers specific needs and challenges of the society.

The objectives of its third mission and the social responsibility are detailed in [the long-term planned objectives herein, Part F. Social responsibility.](#)

The University is an active member of international organizations: European University Association (EUA), Danube Chancellor's Conference (DRC), Magna Charta Observatory, European Association of Erasmus Coordinators (EAEC) and ESN Trnava – Erasmus Student Network.

The University is a member of the Slovak Chancellors' Conference and a member of the association of ten Slovak universities, "the Consortium of Slovak Universities U10+" since 2021.

The development of the internal system is also influenced by the important opinion/policy/strategy-shaping role of the university both at the regional, but also at the national,

European and the international level. In the context of further development of the internal University system, significant long-lasting experience with the application of quality management systems should be mentioned, as it was recognized by the awarded National Quality Award of the Slovak Republic in 2016. In this regard, the University aims to increase the demand for the culture of quality, its implemented internal system therefore meets the demanding national and international criteria.



Figure 2 - Diploma and award of the award-winning Trnava University, the National Quality Award 2016

1.2. Milestones of the development of quality culture at the Trnava University

2007

- Involvement of TU in the **international evaluation of the EUA**, introduction of **elements of procedural management**

2009 - 2011

- Analytical activities in **order to identify areas of improvement** in the **action plans** and to determine the **key indicators** of those critical areas, preparation for the implementation of the model of the CAF complex quality management system, obtaining a project financed from the EU structural funds "Streamlining the Administration and Management of the University Making Use of Information Technologies" containing the section "Supporting the Quality Culture Principle", inclusion of the topic "quality" among the three main priorities of the University in the Concept of Development of the TU for 2012-2015, adopted goal: "to prepare a comprehensive model of internal quality assurance of the TU in accordance with the standards and quality criteria in the Slovak Republic and the EU"

2013

- **First CAF Model Self-Assessment Report**
- Acquisition of the European Credit Transfer and Accumulation System (ECTS label) and the Diploma Supplement (DS label).
- Implementation of Section 87a of Act No. 131/2002 Coll. on Universities and Colleges
- Established **TU Quality Assurance Board**
- **Statute of the TU Quality Assurance Board** Approved
- Chancellor 's **Instruction on Quality Assurance of Provided University Education Issued at TU**
- Approval and implementation of **Trnava University Directive** No. 1/2014 **on Quality Assurance in University Education** at the University

2014

- Modified **Directive of the Trnava University** No. 1/2014 **on Quality Assurance of University Education** at the Trnava University (modification in accordance with the Criteria for Evaluation of the Internal Quality Assurance System of University Education issued by the Ministry of Education, Science, Research and Sports of the Slovak Republic)
- **faculty regulations** on quality assurance of university education created

2015

- Establishment of a **Quality Assurance Analysis and Strategy Unit**
- First involvement of the Trnava University in **the international U-Multirank evaluation**
- Acquiring the title **Effective user of the CAF model** for TU from July 20, 2015 for a period of two years

2016

- First **CAF Model Self-Assessment Report**
- **the Trnava University** was awarded **the National Award of the Slovak Republic for Quality** for 2016 in category C **“Public Sector Organizations”**

2017/18-

- **Internal self-assessment report of the TU**

2019

- **1st place** in the international multidimensional ranking of **U-Multirank within the ranking of participating universities from Slovakia** in sequence according to the pre-set selected criteria by the U-Multirank platform
- Preparation of an updated **innovative model of quality management and evaluation** at TU in terms of content and procedure

2020

- Establishment of the **Board for Internal Quality Assessment of Higher Education of the Trnava University** (hereinafter referred to as the 'IGB') within the framework of legislative changes and follow-up legally binding documents thereof
- Approval of **the Statute** of the Internal Quality Evaluation Board

2021

- Approval of the **rules of procedure** of the Internal Quality Evaluation Board and the **first meeting of the Board**
- Approval and implementation of Directive 16/2021 **Internal Quality Assurance System in the University Education at the Trnava University**
- Approval and implementation of Directive 17/2021 **Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes at the Trnava University**
- Approval and implementation of Directive No. 25/2021 **Principles of the selection procedure for hiring researchers, professors and managers of the Trnava University**

2022

- Approval and implementation of **Directive 1/2022 on Habilitation and Inauguration Procedures by the Chancellor of the Trnava University**
- Approval and implementation of Directive 2/2022 **General criteria for positions of Professors and Associate Professors at the Trnava University**
- Approval and implementation of Directive No. 3/2022 **Directive of the Chancellor of Trnava University No. 3/2022 Indicators of quality assurance at Trnava University** including annexes: *Annex No. 1 - Key Indicative Quality Indicators (KIQI)*, *Annex No. 2 - Additional Indicative Quality Indicators (AIQI)*, *Annex No. 3 - Example of KIQI evaluation for education*, *Annex No. 4 - Model Study Course Evaluation Questionnaire*
- **Submission of proposals to harmonise** study programmes with SAAHE (Slovak Agency for Universities and Colleges) standards for the study programme (including proposals for cancellation) for **the approval of the IQB**
- **Submission** of proposals for the harmonization of habilitation and inauguration procedures (hereinafter referred to as "HI") based on the HI audit result; including proposals for withdrawal of accreditation) with SAAHE standards applicable to HI **for approval by IQB**
- **Submission of Periodic Evaluation Reports of the faculties** (background documents for the Periodic Evaluation Report of the University) pursuant to Article 14, Section 2 of the Regulation on the Internal System of the University for 2021 including proposals for measures to improve the deficiencies as the basis for the Periodic Assessment Report of the University to the Chancellor of the University
- **Submission by the Chancellor of TU of a draft Periodic Assessment Report of the University (hereinafter referred to as "PAR")** in the areas of education, creative activity and related activities containing the evaluation of the processes referred to in Article 9, Section 4, 5 and 6 of the Regulation on the Internal System of the University and Proposals for Measures to Improve the Identified Deficiencies to the Chancellor of the University by the relevant Vice-Chancellors (evaluation of the quality of education; according to the approved structure of PAR) to the **Scientific Council of the University and approval of the Periodic Assessment Report by the Scientific Council of the University.**
- **Submission of information of Working task Force to the Chancellor and Vice-Chancellors of the University on the status of the University's internal regulations**, mutual compliance thereof and compliance thereof with general statutes and standards of the Slovak Accreditation Agency for Universities and Colleges including organizational, harmonization, substantive and procedural draft amendments to the University's internal regulations (quality assurance of education);
- **Submission (for discussion or approval) by IBQ by the Chancellor of TU:**
 - a) **information to be discussed on the status of the internal regulations of the University and the procedure for their harmonisation** (mutual compliance

thereof and compliance thereof with general statutes and standards of the Slovak Accreditation Agency for Universities and Colleges);

- b) for approval, the **proposal of the PAR of the University**;
 - c) for approval, **a proposal to confirm the harmonisation of the internal system of the University with the standards of the Slovak Accreditation Agency for Universities and Colleges for the internal system**, the study programme and habilitation and inauguration procedures;
 - d) for approval, **a proposal of information sent by the Chancellor of the University to SAAHE pursuant to Sec. 37 par. 1 of Act No. 269/2018 Coll.**
- **Approval or taking note by the IBQ of:**
 - a) **information on the status of the internal regulations of the University and the procedure for their harmonisation** (mutual compliance thereof and compliance thereof with general statutes and standards of the Slovak Accreditation Agency for Universities and Colleges);
 - b) **approval of the university's draft PAR** (including internal feedback from the IBQ on the draft measures);
 - c) for approval, **a proposal to confirm the harmonisation of the internal system of the University with the standards of the Slovak Accreditation Agency for Universities and Colleges for the internal system**, the study programme and habilitation and inauguration procedures;
 - d) **approval of the proposal for sending information by the Chancellor of the University to SAAHE pursuant to Sec. 37 par. 1 of Act 269/2018 Coll. on Quality Assurance in Higher Education**
 - e) **Amendment No. 1 to the Internal Regulation Internal Quality Assurance System of the Trnava University, dated November 18, 2021**
 - f) **approval of Amendment No. 1 to the Internal Regulation "Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University", dated November 9, 2021**
 - g) **Amendment No. 1 to the Directive of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures, dated January 17, 2022**
 - h) **approval of Amendment No. 1 to the Statute of the Council for Internal Evaluation of the Quality of Higher Education of the Trnava University dated March 9, 2021**
 - i) **approval of the internal evaluation report on the implementation of the internal system**
 - **Submission of SAAHE application for the conformity assessment of the TU internal system**

A detailed compliance procedure for harmonizing the internal system is available in document ["GUIDANCE FOR THE IMPLEMENTATION OF ACT on QUALITY OF EDUCATION at TU"](#) (*central repository of the internal system, slovak language document*), and also available [in the Chapter 5 of this publication](#) (*translation to English language*).

2. Internal system

2.1 Structure of the internal University system

Based on the experience with construing and implementing its own internal quality system of higher education already in 2014, a new internal system of the University was created in line with updated legal norms and SAAHE standards for the internal system.

The Trnava University implemented its current transparent internal system open to innovations in 2019-2022. By implementing this internal system, the University has created the opportunity to **reassess the accuracy of its mission and strategic objectives, and has established processes applicable to the entire institution aimed at the quality assurance and evaluation in the higher education.**

The application of the internal system at the University:

- a) **harmonized all study programmes with the SAAHE standards for study programmes.**
- b) **harmonized the habilitation and inauguration procedures with the SAAHE standards these procedures.**
- c) **A new structure, an Internal Assessment Board for the Quality of Higher Education was introduced, employees and other stakeholders obtained new competences.**

The internal system of TU is an integrated set of **policies, structures and processes** regulated by the internal rules of University activities in the realm of **higher education, creative activities and other related activities**. Through its internal system, the University **ensures and develops the quality of higher education in accordance with the mission of the University.**

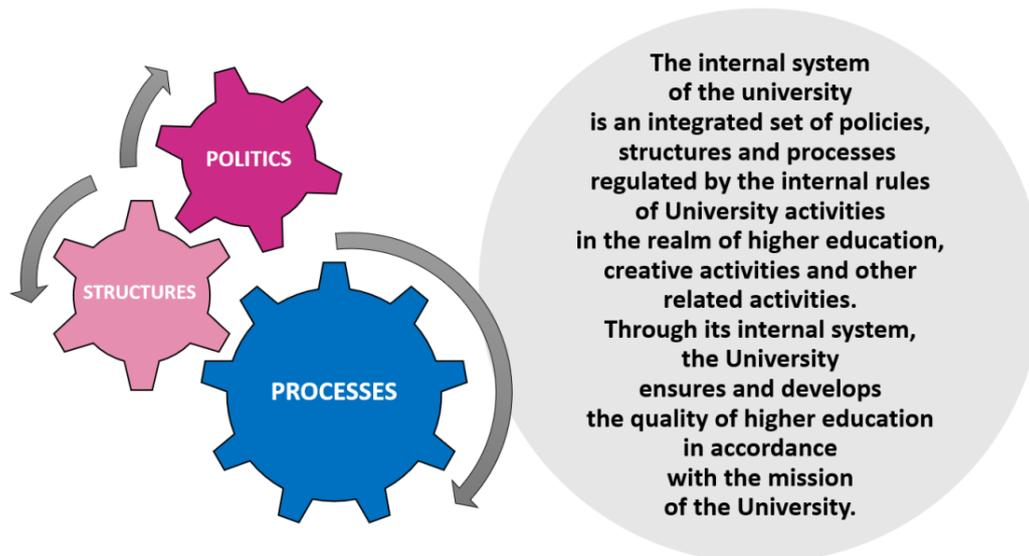


Figure 3 - Graphical representation to explain the concept of the internal University system

The internal system of the University **at the national level** is based on **generally binding legal regulations of the Slovak Republic** and the [standards of the quality of education](#). **At the international level**, it is based on the [European ESG 2015 standards](#) and the [EFQM model](#).

The basis of the internal university system at TU is the synergy of functions of **educational activities, creative activities** and other **related activities** at the university level.



Figure 4 - Processes applied in the main areas of university activities

An essential element of **the internal system** of the University **regarding the quality assurance** is the implementation of standards and criteria through the **instruments of the internal system of the University**, particularly the [internal regulations](#).

The basic component of **quality evaluation** is **the periodic monitoring and evaluation**

of the quality of all activities, combining the diagnostic [self-assessment](#), [external feedback](#) and [the evaluation of relevant data](#) used to adopt subsequent decisions on further development and direct support of TU activities. To assess the quality a series of Quality Assurance and Evaluation Indicators was adopted. The informative indicators shall be developed to allow to evaluate if the standards are met based on standard-related criteria in all processes of the internal university system. The indicative quantitative indicators for the evaluation, their measurement, or calculation, and their standard values, are defined in a separate internal regulation of the University called [Indicative quality assurance indicators at the Trnava University](#).

The main objective of the internal university system is to **assume the primary responsibility for the quality of the provided higher education**, to continuously **improve the quality of activities** and to **develop the culture of quality** at all levels and parts of the university.

The model of the internal system implemented at the Trnava University is shown in figures:

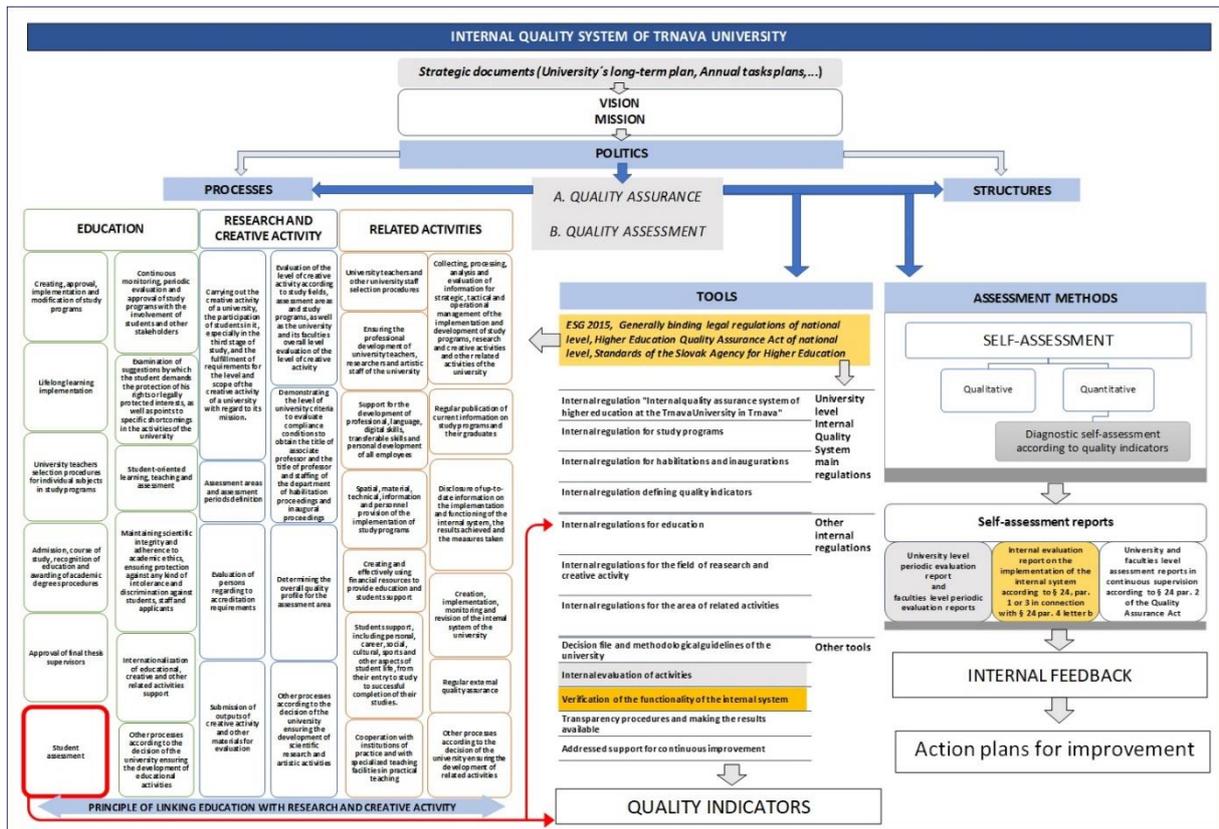


Figure 5 - Description of the internal system of the Trnava University (image in original quality available on [the website of the internal system of the Trnava University](#))

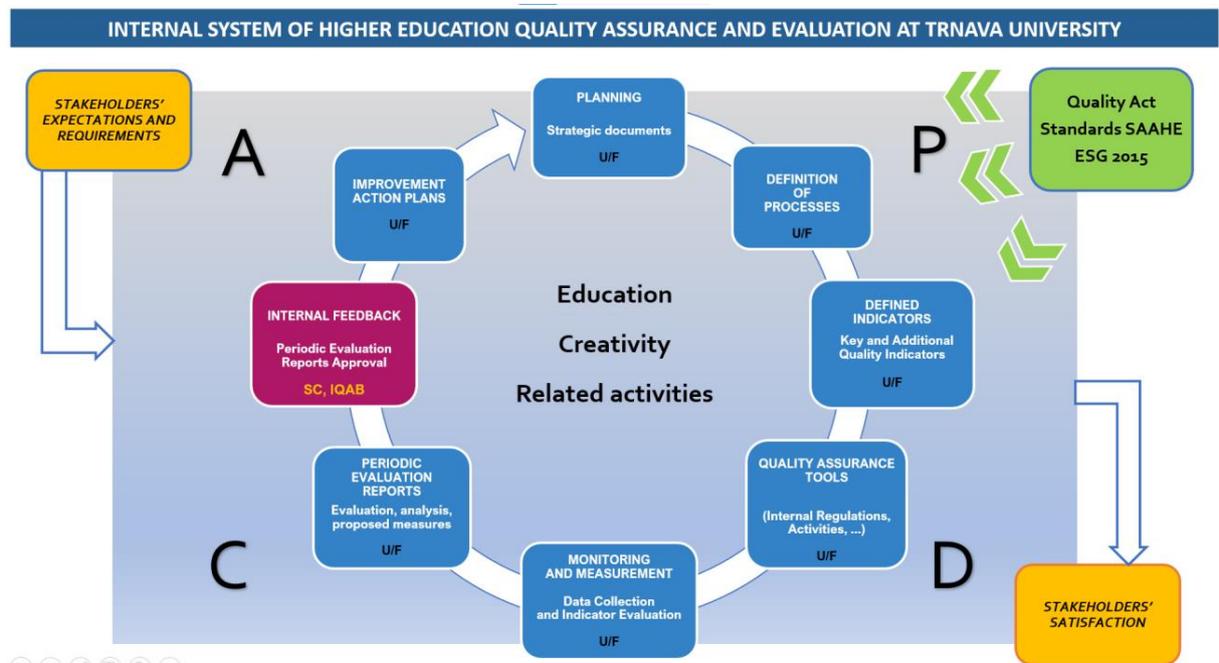


Figure 6 - Procedural aspect of the internal system of the Trnava University (image in original quality available on [the website of the internal system of the Trnava University](#))

The instruments detailed below shall in particular ensure the functionality of the internal system of the University in all processes within the education, creative activities and related activities:

- a) a series of internal regulations, decisions and guidelines of the University and parts thereof, the main internal quality assurance regulations being:
 - [Internal Quality Assurance System of University Education at the Trnava University, Amendment 1](#)
 - [Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University, Amendment 1](#)
 - [Directive 1/2022 of the Chancellor of Trnava University on habilitation and inauguration procedures, Amendment 1](#)
 - [Statute of the Internal Quality Evaluation Board of the Trnava University, Amendment 1](#)
- b) internal evaluation of University activities
 - [Evaluation reports – website, central repository of the internal system](#)
- c) regular verification of the functionality of the Internal University system and its consistent improvement
 - [IOB approvals of the Periodic Evaluation Report of Trnava University and its feedback](#)
 - [Opinion of the Permanent Study-Field Task Group \(IOB\), IOB feedback, saved on the central data repository of the internal system](#)
- d) procedures for ensuring the transparency of the internal University system and to make the quality assurance results achieved by the University available to the academics and the public
 - [website Internal system of the Trnava University and faculty websites – section: Internal quality system, central repository of the internal system](#)
- e) targeted support for the consistent improvement of the quality of University activities and the development of the culture of quality

TU internal system is regulated in the **main internal regulation** [Internal Quality Assurance System of the Trnava University](#) and its [Amendment 1](#). By this internal regulation, the Trnava University established the **basis for the integration of policies, structures and processes into a coherent interconnected system**.

The specific scope of the internal regulation The internal system of university education provided at the Trnava University is shown in Figure 7.

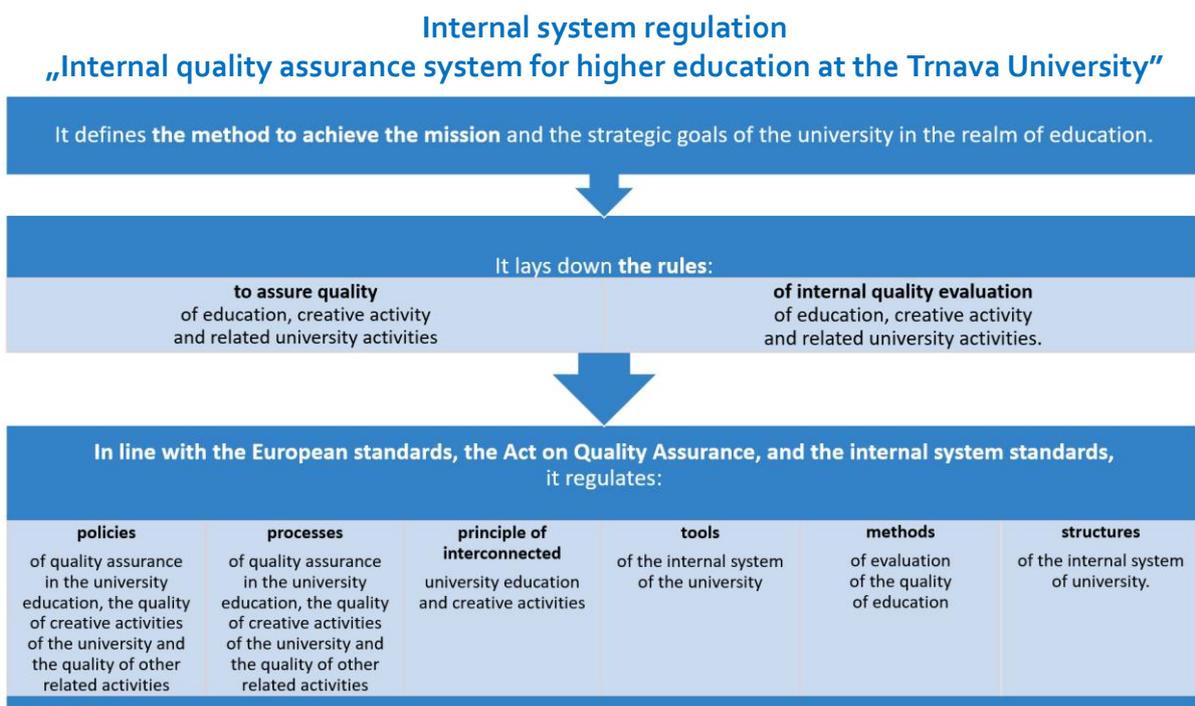


Figure 7 - Regulation on the Internal quality assurance system of higher education of the Trnava University

The IQB deemed the [internal university system compliant](#). The evaluation report on the internal system of the University is available [in the central repository thereof](#).

The internal system of the University is detailed on the website of the Trnava University: <https://www.truni.sk/en/quality/internal-quality-system> (English version of the website); <http://www.truni.sk/kvalita/vnutorny-system-kvality> (Slovak version of the website).

Documents related to the internal University system are published in the [central repository of the internal system of the University](#).

2.2. Internal system policies

In its strategic documents, particularly in its [statute](#) and [Long-Term Intention](#), TU has a clearly defined **the mission** it consistently fulfils and for this purpose it has set **strategic objectives** for the educational activities, creative activities and other related performed activities.

The policies of the internal system constitute a fundamental framework for fulfilling the mission and strategic objectives towards the continuous quality assurance.

The policies regarding the quality assurance of the internal system are deliberately designed sets of principles and procedures adopted by the university to guide university processes, the university personnel, students and external stakeholders in fulfilling the mission and to consistently ensure and develop the quality of higher education and related activities.

The policies rely on basic principles, such as the acceptance of **the primary responsibility for the quality** of provided education at all units, levels and all aspects, **the interconnection of the higher education with the latest scientific knowledge, student-oriented education, the education aligned with the current requirements of the practice, the development of internationalisation and the recognition and protection of values based on the existential background.**

The assumption of the primary responsibility means the **policies, structures and processes** of the entire institution are intertwined into a coherent whole – the internal system, they further reassure the stakeholders – the university, **its management, teachers, employees, applicants, students, graduates, partners, employers, the state and the public** that the university **professionally, impartially and transparently** ensures and evaluates the quality of the provided education to meet stakeholders' legitimate **expectations** regarding the quality of the provided education.

TU policies pursuant to Cl. 9, sec. 3 of the Internal Regulation on the internal system:

- a) The primary responsibility of the University for the quality of the provided higher education and for the development of the culture of quality.
- b) Achievement of excellent results and continuous improvement of the University activities in the field of education, creative activities and other related activities.
- c) The internal system of the University interconnected with its Long-Term Intention and other strategic documents.
- d) Recognition and protection of professed values in the education, creative activity and other related activities, essentially based on the existential background, as opposed to a relativistic view of the reality of life.
- e) Independent scientific research, openness, equality and responsibility in education, creative activities and other related activities.
- f) Education interconnected with creative activities.
- g) Student-oriented education.
- h) The creation of an environment of harmonized opportunities for applicants with specific needs in the admission process as well as for students with specific needs in all processes throughout the life cycle of studies.
- i) Support provided to students from disadvantaged backgrounds.
- j) Involvement of students and other external stakeholders in the quality assurance and evaluation.
- k) Internationalisation of educational, creative and other related activities.
- l) Protection against intolerance and discrimination of students, employees and applicants.
- m) Efficient and transparent mechanisms for reviewing complaints filed by students seeking protection of their rights or legally protected interests, with the participation of student representatives.
- n) Adherence to scientific integrity and academic ethics, active suppression of plagiarism and other academic fraud.
- o) Establishing and development of beneficial relationships with stakeholders.
- p) Stabilization and development of the research projects of the University with a scientific and research effect on the national university environment and its internationalisation in developing

partnerships based on the bilateral and multilateral cooperation, international funding calls and cooperation in joint ventures.

- q) Increasing the proportion and level of provided third-cycle university education, and the subsequent habilitation and inauguration procedure in disciplines which represent the scientific and research specialization of the University.
- r) Regular monitoring, evaluation and review of the internal system of the University to achieve the strategic objectives.
- s) Transparent standardization of internal evaluation policies and processes carried out according to clearly defined rules and criteria, is clearly documented at all stages and its outputs are easily available for the public.
- t) Implementation of internal evaluation based on an appropriate interconnection between the diagnostic self-evaluation method, feedback and evaluation of relevant data.
- u) Fact-based decision-making focused on results.
- v) Procedures introduced in the quality management of the education.
- w) Application of the leadership principle in management.
- x) Development of the social responsibility and the role of the University in its third mission, including an efficient and continuous cooperation with students, other stakeholders, and the public.
- y) Ensuring compliance of the University activities with generally binding law, the European standards, quality standards of education, and internal regulations of the University.
- z) Effective performance of administrative activities and reduced administrative burden in the implementation of the internal university system.

To help institutions and individuals (teachers, students and other stakeholders) to accept and understand quality policies and objectives, and to assume their responsibilities, the University adopted its own method to implement the policies.

The method of implementation of policies is ensured by the approval system of internal regulations by advisory and self-governing bodies of the University ([*Directive 7/2014 of the Chancellor of the Trnava University on the rules of issuing internal regulations of the Trnava University and individual regulatory acts of the Chancellor of the Trnava University, Submission and processing methods for draft documents under the agenda of the advisory bodies of the Chancellor of the Trnava University*](#)) and their subsequent publication ([*Decree 16/2013 of the Chancellor of the Trnava University on the principles of publishing information on the website of the Trnava University*](#)) in website sections: 1. [Essential documents](#) – selected main regulations and reference documents; 2. [University Intranet](#) – all internal regulations; 3. [Official bulletin](#) – publicly available regulations in force. Resolutions and guidelines of the University and parts thereof constitute additional instruments to implement policies apart from the issued internal regulations. For example, [*Instruction of the Chancellor of the Trnava University to elaborate the request of compliance of assessment of TU internal system with SAAHE standards for internal system, dated 21.9.2022.*](#)

Procedures to adopt entitlements, competences and responsibilities of TU faculties, departments and units were defined by the interlinked [structure of internal regulations adopted in the Trnava University and related to the education, creative projects, and associated activities](#). Internal regulations of the University are followed by internal regulations of faculties and university departments.

2.3. Structures of the internal system

The Trnava University has created **structures** of a coherent internal system applicable to the whole institution. Based on the registered amendments and additions to the University Statute, the University created its internal body known as the **Internal Assessment Board of the Quality of Higher Education of the Trnava University**, which became a permanent and independent body of internal system of the University in accordance with the standards of quality of education.

TU IQB monitors and evaluates the internal system of the University, its study programmes, habilitation and inauguration procedures and related activities from the perspective of their compliance with the Act on Universities and Colleges, the Quality Assurance Act, and other generally binding legal regulations, standards of quality of education, European standards, as well as the TU Statute and its Long-Term Intention. The main conditions to create IQB at the University were:

- **the involvement of stakeholders** amongst the University agents,
- **guarantee an independent, unbiased and objective assessment and approval of** study programmes; the approvers differ from those who draft the study programme,
- **guarantee the expertise-based assessment and approval of** study programmes.

The system introduced to appoint IQB members is detailed on the website dedicated to the internal system of the University, [section IQB TU – Principles of IQB creation](#).

Study programme councils (*Program councils of faculties – list of members: [Faculty of Arts](#); [Faculty of Health and Social Care](#): [Social Care](#), [Laboratory and Testing Methods in Health Care](#), [Public Health](#), [Nursing](#); [Faculty of Theology](#); [Faculty of Law](#); [Faculty of Education](#))* **and academic discipline councils** (*[Faculty of Arts](#), [Faculty of Law](#), [Faculty of Health and Social Care](#); [Faculty of Theology - Catholic Theology](#), [Systematic Philosophy](#); [Faculty of Education](#))*) are established at the faculty level, with the quality management responsibilities defined at all management levels.

The axis of symmetry of the system configured as stated above consists of:

INDEPENDENCE - IMPARTIALITY - EXPERTISE

The rights of individual authorities of the internal university system are regulated by:

- *Act 131/2002 Coll. on Higher Education, as amended;*
- *Act 269/2018 Coll. on higher education quality assurance, amendments and supplements to Act 343/2015 Coll. on public procurement, as amended;*
- *Standards and Guidelines for Quality Assurance in the European University Education Area;*
- *Standards for the internal quality assurance system of higher education adopted by the Slovak Accreditation Agency for Higher Education;*
- *Study Programme Standards adopted by the Slovak Accreditation Agency for Higher Education;*

- *Standards for habilitation procedures and procedure for the appointment of Professors adopted by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "standards for habilitation and inauguration procedures"), and*
- *internal regulations of the Trnava University, especially:*
 - *Internal Regulation in line with Sec. 15, par. 1 (b) of Act on Universities and Colleges: [Internal Quality Assurance System of Higher Education of the Trnava University, Amendment 1](#)*
 - *Internal Regulation in line with Sec. 15, par. 1 (b) of the Act on Universities and Colleges: [Rules for the Creation, Modification, Approval and Quality Evaluation of Study Programmes of the Trnava University, Amendment 1](#)*
 - *Internal Regulation in line with Sec. 15, par. 1 (b) of the Act on Universities and Colleges: [Directive 1/2022 of the Chancellor of Trnava University on habilitation and inauguration procedures, Amendment 1](#)*
 - *internal regulation [Directive 3/2022 of the Chancellor of Trnava University: Indicators of quality assurance at Trnava University, Annex No. 1 - Key Indicative Quality Indicators \(KIQK\), Annex No. 2 - Additional Indicative Quality Indicators \(AIQK\), Annex No. 3 - Example of evaluation of KIQK in the field of education, Annex No. 4 - Model of evaluation questionnaire for the evaluation of a course](#)*
 - *[Statute of Internal Quality Evaluation Board for Higher Education at the Trnava University, Amendment 1](#) , and*
 - *[Rules of Procedure of Internal Quality Evaluation Board for Higher Education at the Trnava University.](#)*

I. The main structures of the internal University system in line with Sec. 17, par. 3 of the Internal Regulation on the internal University system:

- *Chancellor*
- *Vice-Chancellors*
- *Internal Quality Evaluation Board*
- *the Scientific Council of the University*
- *Academic Senate of the University*
- *Management Board of the University*
- *faculty deans*
- *treasurer and other managers in line with Sec. 10 of the Statute of the University*
- *University department for Quality Assurance Analysis and Strategies*

II. The structures in the internal University system shall also be these bodies and people:

- *Chancellor and vice-Chancellors*
- *Chancellor's collegium*
- *dean's committee*
- *scientific councils of faculties*
- *academic senates of faculties*
- *habilitation and inauguration board*
- *study-field councils*
- *study programme boards*

- *individuals in charge of development and assurance of quality of habilitation and inauguration programmes*
- *individuals in charge of study programmes*
- *teachers of profile courses*
- *teachers of study courses*

III. The structures of the internal University system shall further be understood as stakeholders in line with Cl. 27, par. 48 of Guidelines of evaluation by the Slovak Accreditation Agency for Higher Education:

a) INTERNAL STAKEHOLDERS

- *heads of university departments and units*
- *university employees – university teachers, researchers and other staff, including administrative and technical staff*
- *coordinators for students with specific needs*
- *students*

b) EXTERNAL STAKEHOLDERS

- *stakeholders involved in teaching, research, workplaces contracted for teaching purposes, research, or contracted for students' internships*
- *representatives of employers*
- *applicants*
- *graduates*
- *domestic and foreign partners*

The competences and responsibilities assumed by the individual structures of the internal University system have to ensure and evaluate the quality of higher education and are detailed on the website of the internal University system [and its section Rights and responsibilities](#).

The Internal Quality Evaluation Board of University Education of the Trnava University

The Internal Quality Evaluation Board for the Quality of Higher Education of the Trnava University (hereinafter referred to as "IQB") is a permanent academic body of the University, which is, in accordance with the quality standards of education, an independent structure of the internal system of the University with the competences and responsibilities established by the IQB statute (Cl. 2, Sec. 3 of the Statute of the Internal Quality Evaluation Board for the Quality of Higher Education at the Trnava University).

IQB Rights and Objectives

The IQB monitors and evaluates the compliance of the internal system of the University, study programmes thereof, habilitation and inauguration procedures and related activities with

- *Act 131/2002 Coll. on Universities and Colleges and Amendments to Certain Acts as amended,*
- *Act 269/2018 Coll. on Quality Assurance of Higher Education as amended by Act 343/2015 Coll. on Public Procurement and Amendments to certain acts as amended, and other general binding legal regulations,*
- *standards of quality of education issued by the Slovak Accreditation Agency for Universities and Colleges,*
- *European standards in place in university education; and*
- *the Statute of the University and Long-term Intention thereof.*

IQB members

IQB consists of 15 members, out of which 10 members form the central working group of the board and 5 members form ad hoc task group dedicated to academic discipline, or permanent working group thereof.

The central working group consists of internal stakeholders, namely 4 university employees and 2 university students, and external stakeholders, namely 1 employers' representative, 1 student who graduated from the University, 1 domestic partner of the University and 1 foreign partner of the University.

The subject working group is represented by: 1 University employee, 1 representative of employers, 1 University graduate, 1 domestic partner of the University and 1 foreign partner of the University.

The tenure of the IQB members shall be **six years**.

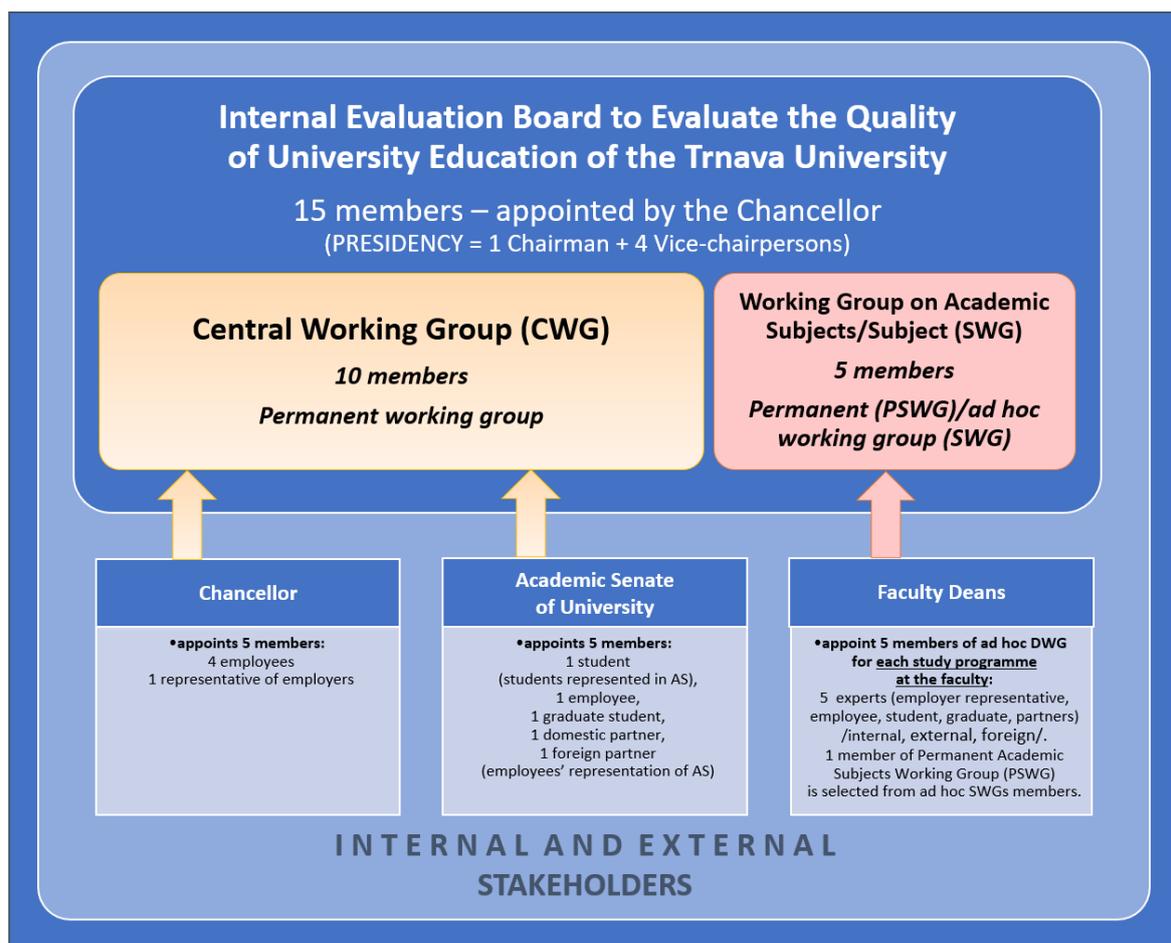


Figure 8 - System of appointment of IQB at TU

<i>Internal and external stakeholders</i>	Central Working Group	<i>Applicant</i>			IBQ AS A WHOLE <i>(Central and Subject)</i>
		Central Working Group THE SENATE	Central Working Group CHANCELLOR	Subject working group FACULTIES	
TU employees	4	0	4	1	5
STUDENTS	2	2	0	0	2
Employers	1	0	1	1	2
TU GRADUATES	1	1	0	1	2
Domestic Partners	1	1	0	1	2
Foreign Partners	1	1	0	1	2

Table 4- System of appointing IQB members at TU

IQB Management

The Chairperson of the IQB shall direct and coordinate the work thereof to the full extent of his/her powers, competences and responsibilities, plan and convene meetings of the Internal Quality Evaluation Board, propose agenda thereof and chair its meetings, monitor the performance of the tasks of the Internal Quality Evaluation Board adopted by resolutions thereof, sign resolutions and other acts of the Internal Quality Evaluation Board.

The Vice-Chairs of the Internal Quality Evaluation Board shall deputize for the Chair of the Internal Quality Evaluation Board in his/her absence and shall perform the tasks of the Internal Quality Evaluation Board to the extent as determined by the Chair thereof.

The IQB Secretary shall ensure organisational, material and professional tasks related to the work of the Internal Quality Evaluation Board.

IQB Statute

The IQB Statute is fully compliant with:

- *Act 131/2002 Coll. on Universities and Colleges and Amendments to certain acts as amended,*
- *Act 269/2018 Coll. on Quality Assurance in University Education amending Act 343/2015 Coll. on Public Procurement and amendments of certain acts, as amended,*
- *European Standards of University education, and*
- *educational quality standards issued by the Slovak Accreditation Agency for Universities and Colleges.*

The IQB statute **shall be binding for all parts, organs and organisational units of the University, for the personnel and students thereof.**

The Statute of the Internal Quality Evaluation Board at the Trnava University **was approved by resolution AS TU 15R 7/04032021 dated 4 March 2021 of the Academic Senate** of the Trnava University. The Statute entered into force on 9 March 2021.

The full version of IQB Statute is available [here](#) and its Amendment 1 is available [here](#).

IQB Rules of Procedure

IQB Rules of procedure shall lay down detailed rules concerning, in particular, the status and competence of the Board, the convening and management of its meetings, the composition of the Board and the agenda of its meetings.

IQB Rules of procedure **were approved by tis Resolution 1/2021 dated March 22, 2021**, which entered into force and effect on March 22, 2021.

The full text of IQB Rules of procedure is available [here](#).

The IQB Documentation

Documents of the Internal Quality Evaluation Board for the University Education at the Trnava University:

- ***Statute of the Internal Quality Evaluation Board for the University Education at the Trnava University***
- ***Amendment 1 to the Statute of the Internal Quality Evaluation Board for the University Education at the Trnava University dated March 9, 2021***
- ***Rules of procedure of the Internal Quality Evaluation Board for the University Education at the Trnava University***
- ***Standards and guidelines for quality assurance in the European Higher Education Area (ESG 2015)***
- ***standards of quality of education by the Slovak Accreditation Agency for Universities and Colleges (including standards for the internal system, standards for the study programme and standards for habilitation and inauguration procedures)***
- ***Internal Quality Assurance System of University Education of the Trnava University***
- ***Amendment No. 1 to the Internal Regulation "Internal Quality Assurance System of the Trnava University", dated November 18, 2021***
- ***Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University***
- ***Amendment No. 1 to the Internal Regulation Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University, dated November 9, 2021***
- ***Directive 1/2022 of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures***
- ***Amendment No. 1 to the Directive of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures, dated January 17, 2022***
- ***Directive 3/2022 of the Chancellor of Trnava University Indicative indicators of quality assurance at the Trnava University***
 - Annex No. 1 - Key Indicative Quality Indicators (KIQI)***
 - Annex No. 2 - Additional Indicative Quality Indicators (AIQI)***
 - Annex No. 3 - Example of KIQI evaluation in the realm of education***
 - Annex No. 4 - Model Study Course Evaluation Questionnaire***

The minutes of IQB meetings and other related documentation are published on the central repository of the Internal Quality System with individually assigned access rights.

University Department for Quality Assurance Analysis and Strategies

The competence of the Department of Quality Assurance Analysis and Strategies at TU within **the assurance and internal quality evaluation** at the University is determined by the statute of the University, internal regulations of the University **and internal regulations on the internal system. (Cl. 24, Sec. 1 of the regulation on internal system)**. The main activities of the unit are specified in the internal regulation *No. 2/2021 Organisational Rules of the Chancellor's Office at the Trnava University* and *Regulation 9/2021 Annex No. 1 to the Organisational Rules of the Chancellor's Office at the Trnava University*.

The University Department of Quality Assurance Analysis and Strategies **provides guidance on the agenda and development of the internal University system** (Cl. 24, Section 2 of the internal regulation on the internal system).

In particular, the Quality Assurance Analysis and Strategies Unit shall:

(a) in the field of the internal quality assurance system

- *prepare the documents and comprehensive analyses for the maintenance, application, functionality, control, evaluation and guidance of the internal quality system of the University in accordance with the applicable internal regulation on the internal system of the University (hereinafter referred to as the "internal system regulation");*
- *ensure the monitoring of trends and selected indicators of the performance and success of the University's activities for the needs of the management of the University, faculties and units thereof;*
- *prepare the documents for the review of the internal quality system by the management of the TU in cooperation with the responsible owners of the evaluated processes and activities;*
- *ensure a quality-oriented survey of the selected target groups' views in all areas of activity and process the results of the survey in the form of a report for the management of the University, faculties and units thereof;*
- *ensure the creation of a university evaluation report on the implementation of the internal system in accordance with Article 15, Section 3 of the Internal System Directive;*
- *prepare proposals for regulations or amendments to the internal legislation of the University in the field of quality; cooperate with the Board for Internal Quality Assessment of the Trnava University in obtaining proposals and suggestions for improving quality in all areas of the University's activity;*
- *provide methodological support to the faculties and workplaces of the University;*
- *develop activities to promote the exchange of experience in the field of quality assurance in the university's internal environment (internal benchmarking);*
- *organizationally participate in the provision of training and seminars related to quality assurance and improvement at the University, implement training on the quality assurance system for new employees of the University;*
- *submit comments and proposals on the functioning of the quality assurance system to the Chancellor of the University at regular intervals during the academic year;*
- *ensure the promotion of quality assurance materials and the publication of outputs on the University's website;*

- *provide organisational and administrative support for the activities of the Internal Quality Evaluation Board of the Trnava University*

b) in the field of external quality assessment

- *with regard to the activities referred to in par. 1, it implements activities for the preparation of documentation for external evaluation/accreditation of TU at the national, foreign, international, and European Union level.*

c) in the field of foreign, international and European Union evaluation/accreditation

- *follow developments in the foreign, international and European Union evaluation/accreditation and to provide information to the management of the University;*
- *comprehensively provide documentation according to the methodology established for the specific type of evaluation/accreditation;*
- *ensure the organization and technical progress of the evaluation/accreditation.*

d) in the field of national, foreign, international and European Union rankings

- *perform comprehensive activities related to the national, foreign, international and European Union rankings;*
- *ensure the provision of data to rankings in which the University is involved and actively cooperate with the ranking organisers;*
- *follow trends in rankings and prepare information and background material for university management decisions;*
- *provide information on the score achieved by the University in the rankings; to develop activities to ensure the University qualifies for the rankings.*

2.4. Internal System Processes

The internal evaluation of processes in the internal University system is essential for the higher education quality assurance at the University. The processes of the internal system are combined into a coherent system.

TU has defined the processes of quality assurance and internal evaluation in interrelated areas: education, creative activity and related activities. (Clause 9, par. 4 of the internal regulation [*Internal Quality Assurance System of Higher Education of the Trnava University*](#)).

As for the **education**, the quality is assured and evaluated by the following processes:

- a) the creation, approval, implementation and adaptation of study programmes;
- b) implementing the life-long learning;
- c) selection of teachers of the individual courses of study programmes;
- d) admission procedures, course of study, recognition of the achieved education and the awarding of academic degrees;
- e) approval of the supervisors of final theses;
- f) evaluation of students to avoid any unjustified differences in similar cases;
- g) continuous monitoring, periodic evaluation and approval of study programmes involving students, employers from the relevant economic sector or social practice, and other stakeholders;
- h) review of the claims filed by student seeking protection of their rights or legally protected interests, it also points out specific shortcomings in the university activities.
- i) learning, teaching and student-oriented evaluation;
- j) preservation of the scientific integrity and adherence to the academic ethics, protection against any intolerance and discrimination against students, employees and applicants;
- k) support of the internationalisation of educational, creative and other related activities.

As for the **creative activities**, the quality is assured and evaluated by the following processes:

- a) creative activities done by the university, participation of students therein, namely during the doctoral studies, meeting the requirements at the level and scope of the creative activity taking into account the mission of the University;
- b) defined evaluated areas and evaluation period;
- c) personnel assessment for the accreditation requirements;
- d) submission of outputs of creative activities and other data for the evaluation;
- e) evaluation of the level of creative activity by fields of study, evaluation criteria and study programmes, as well as the overall assessment of the level of creative activity of the University and its workplaces;
- f) proving the level of University Criteria to evaluate the compliance with conditions to be granted the degree of Associate Professor and Professor, and the criteria for hiring personnel for the habilitation and inauguration procedures;

- g) definition of the overall quality profile for the evaluated area.

As for **the related activities**, the quality shall be assured and evaluated by the following processes:

- a) selection procedure for university teachers and other university staff;
- b) professional development of university teachers, researchers and artists employed by the University;
- c) support the enhancing of professional, language and digital skills, transferable skills and personal development of all employees;
- d) premises, material, technical, data and human resources for the implementation of study programmes;
- e) creation and effective use of financial resources to provide the education and to support students;
- f) services offered to students including the personal, career, social, cultural, sport and other aspects of student's life from the admission to the successful completion of studies;
- g) cooperation with institutions of the labour market and with educational facilities specialised in practical teaching, including external educational institutions involved in the implementation of the third-level study programme;
- h) collecting, processing, analysing and evaluating information for strategic, tactical and operational management of the implementation and development of study programmes, creative activities and other related activities of the university;
- i) regular publication of updated information on study programmes and students who graduated thereof;
- j) publication of updated data about the implementation and functioning of the internal University system, the achieved results, and adopted measures;
- k) creation, implementation, monitoring and review of the internal University system;
- l) regular external quality assurance.

INTERNAL UNIVERSITY SYSTEM PROCESSES		
Clause 9, par. 4 – 6 of Internal Regulation 16/2021 “Internal System of Quality Assurance in University Education at the Trnava University”		
Processes in EDUCATION	Processes in CREATIVE ACTIVITIES	Processes in RELATED ACTIVITIES
<ul style="list-style-type: none"> a) The creation, approval, implementation and adaptation of study programmes; b) Implementing the life-long learning; c) Selection of teachers of the individual courses of study programmes; d) Admission procedures, course of study, recognition of the achieved education and the awarding of academic degrees; e) Approval of the supervisors of final theses; 	<ul style="list-style-type: none"> a) creative activities done by the university, participation of students therein, namely during the doctoral studies, meeting the requirements at the level and scope of the creative activity taking into account the mission of the University; b) defined evaluated areas and evaluation period; c) personnel assessment for the accreditation requirements; 	<ul style="list-style-type: none"> a) selection procedure for university teachers and other university staff; b) professional development of university teachers, researchers and artists employed by the University; c) support the enhancing of professional, language and digital skills, transferable skills and personal development of all employees; d) premises, material, technical, data and human resources for the implementation of study programmes;

<p>f) Evaluation of students to avoid any unjustified differences in similar cases;</p> <p>g) Continuous monitoring, periodic evaluation and approval of study programmes involving students, employers from the relevant economic sector or social practice, and other stakeholders;</p> <p>h) Review of the claims filed by student seeking protection of their rights or legally protected interests, it also points out specific shortcomings in the university activities.</p> <p>i) Learning, teaching and student-oriented evaluation;</p> <p>j) Preservation of the scientific integrity and adherence to the academic ethics, protection against any intolerance and discrimination against students, employees and applicants;</p> <p>k) Support of the internationalisation of educational, creative and other related activities</p>	<p>d) submission of outputs of creative activities and other data for the evaluation;</p> <p>e) evaluation of the level of creative activity by fields of study, evaluation criteria and study programmes, as well as the overall assessment of the level of creative activity of the University and its workplaces;</p> <p>f) proving the level of University Criteria to evaluate the compliance with conditions to be granted the degree of Associate Professor and Professor, and the criteria for hiring personnel for the habilitation and inauguration procedures;</p> <p>g) definition of the overall quality profile for the evaluated area</p>	<p>e) creation and effective use of financial resources to provide the education and to support students;</p> <p>f) services offered to students including the personal, career, social, cultural, sport and other aspects of student's life from the admission to the successful completion of studies;</p> <p>g) cooperation with institutions of the labour market and with educational facilities specialised in practical teaching, including external educational institutions involved in the implementation of the third-level study programme;</p> <p>h) collecting, processing, analysing and evaluating information for strategic, tactical and operational management of the implementation and development of study programmes, creative activities and other related activities of the university;</p> <p>i) regular publication of updated information on study programmes and students who graduated thereof;</p> <p>j) publication of updated data about the implementation and functioning of the internal University system, the achieved results, and adopted measures;</p> <p>k) creation, implementation, monitoring and review of the internal University system;</p> <p>l) regular external quality assurance</p>
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Figure 9 - Graphical representation of the processes of the TU internal system

The originality of the concept of the internal system of the University is also determined by the fact that [internal regulations are assigned to individual processes](#), which ensures the quality of the process; each has been assigned indicative quality indicators to evaluate the quality of the process. Complete indicative indicators are listed in the internal regulation [Indicators of quality assurance at the Trnava University](#). The evaluation of listed processes was carried out for the first time for the monitored period 2021, the results were published in the [Periodic Evaluation Report, 2021](#).

This principle is illustrated in the following figures:

PROCESSES IN EDUCATION*	QUALITY ASSURANCE IN THE PROCESS**	PERIODIC PROCESS QUALITY MONITORING AND EVALUATION***	CONTINUOUS IMPROVEMENT OF PROCESS****
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*pursuant to Clause 9, Sec. 4 of the internal regulation 16/2021 on internal university system "Internal system of quality assurance in university education at the Trnava University"	**The evidence submitted for the education are especially the internal regulations on processes in the realm of education	*** The evidence submitted for the education are the Periodic Evaluation Reports and Proposed measures to remove identified defects; IQB feedback	****The evidence submitted for the education are the measures adopted in this domain, and the Action Improvement Plans (AIP)
CREATION, APPROVAL, IMPLEMENTATION AND ADAPTATION OF STUDY PROGRAMMES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
LIFE-LONG LEARNING	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
SELECTION OF TEACHERS OF THE INDIVIDUAL COURSES OF STUDY PROGRAMMES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
ADMISSION PROCEDURES, COURSE OF STUDY, RECOGNITION OF THE ACHIEVED EDUCATION AND THE AWARDING OF ACADEMIC DEGREES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
APPROVAL OF SUPERVISORS OF FINAL THESES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
EVALUATION OF STUDENTS TO AVOID ANY UNJUSTIFIED DIFFERENCES IN SIMILAR CASES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
CONTINUOUS MONITORING, PERIODIC EVALUATION AND APPROVAL OF STUDY PROGRAMMES INVOLVING STUDENTS, EMPLOYERS FROM THE RELEVANT ECONOMIC SECTOR OR SOCIAL PRACTICE, AND OTHER STAKEHOLDERS	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
REVIEW OF THE CLAIMS FILED BY STUDENT SEEKING PROTECTION OF THEIR RIGHTS OR LEGALLY PROTECTED INTERESTS, IT ALSO POINTS OUT SPECIFIC SHORTCOMINGS IN THE UNIVERSITY ACTIVITIES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
LEARNING, TEACHING AND STUDENT-ORIENTED EVALUATION	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
PRESERVATION OF THE SCIENTIFIC INTEGRITY AND ADHERENCE TO THE ACADEMIC ETHICS, PROTECTION AGAINST ANY INTOLERANCE AND DISCRIMINATION AGAINST STUDENTS, EMPLOYEES AND APPLICANTS	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
SUPPORT OF THE INTERNATIONALISATION OF EDUCATIONAL, CREATIVE AND OTHER RELATED ACTIVITIES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP

Figure 10 - Summarized functions of the internal system of quality assurance of education

PROCESSES IN CREATIVE ACTIVITY*	QUALITY ASSURANCE IN THE PROCESS**	PERIODIC PROCESS QUALITY MONITORING AND EVALUATION***	CONTINUOUS IMPROVEMENT OF PROCESS****
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*pursuant to Clause 9, Sec. 5 of the internal regulation 16/2021 on internal university system "Internal system of quality assurance in university education at the Trnava University"	**The evidence submitted for this domain are especially the internal regulations on processes in the realm of education	*** The evidence submitted for this domain are the Periodic Evaluation Reports and Proposed measures to remove identified defects; IQB feedback	****The evidence submitted for this domain are the measures adopted in this domain, and the Action Improvement Plans (AIP)
CREATIVE ACTIVITIES DONE BY THE UNIVERSITY, PARTICIPATION OF STUDENTS THEREIN, NAMELY DURING THE DOCTORAL STUDIES, MEETING THE REQUIREMENTS AT THE LEVEL AND SCOPE OF THE CREATIVE ACTIVITY TAKING INTO ACCOUNT THE MISSION OF THE UNIVERSITY	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
DEFINED EVALUATED AREAS AND EVALUATION PERIOD	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
PERSONNEL ASSESSMENT FOR THE ACCREDITATION REQUIREMENTS	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
SUBMISSION OF OUTPUTS OF CREATIVE ACTIVITIES AND OTHER DATA FOR THE EVALUATION	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
EVALUATION OF THE LEVEL OF CREATIVE ACTIVITY BY FIELDS OF STUDY, EVALUATION CRITERIA AND STUDY PROGRAMMES, AS WELL AS THE OVERALL ASSESSMENT OF THE LEVEL OF CREATIVE ACTIVITY OF THE UNIVERSITY AND ITS WORKPLACES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
DEFINITION OF THE OVERALL QUALITY PROFILE FOR THE EVALUATED AREA	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP

Figure 11 - Summarized functions of the internal system of creative activities

PROCESSES IN RELATED ACTIVITY*	QUALITY ASSURANCE IN THE PROCESS**	PERIODIC PROCESS QUALITY MONITORING AND EVALUATION***	CONTINUOUS IMPROVEMENT OF PROCESS****
*pursuant to Clause 9, Sec. 5 of the internal regulation 16/2021 on internal university system "Internal system of quality assurance in university education at the Trnava University"	**The evidence submitted for this domain are especially the internal regulations on processes in the realm of education	*** The evidence submitted for this domain are the Periodic Evaluation Reports and Proposed measures to remove identified defects; IQB feedback	****The evidence submitted for this domain are the measures adopted in this domain, and the Action Improvement Plans (AIP)
SELECTION PROCEDURE FOR UNIVERSITY TEACHERS AND OTHER UNIVERSITY STAFF	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
PROFESSIONAL DEVELOPMENT OF UNIVERSITY TEACHERS, RESEARCHERS AND ARTISTS EMPLOYED BY THE UNIVERSITY	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
SUPPORT THE ENHANCING OF PROFESSIONAL, LANGUAGE AND DIGITAL SKILLS, TRANSFERABLE SKILLS AND PERSONAL DEVELOPMENT OF ALL EMPLOYEES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
PREMISES, MATERIAL, TECHNICAL, DATA AND HUMAN RESOURCES FOR THE IMPLEMENTATION OF STUDY PROGRAMMES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
CREATION AND EFFECTIVE USE OF FINANCIAL RESOURCES TO PROVIDE THE EDUCATION AND TO SUPPORT STUDENTS	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP

SERVICES OFFERED TO STUDENTS INCLUDING THE PERSONAL, CAREER, SOCIAL, CULTURAL, SPORT AND OTHER ASPECTS OF STUDENT'S LIFE FROM THE ADMISSION TO THE SUCCESSFUL COMPLETION OF STUDIES	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
COOPERATION WITH INSTITUTIONS OF THE LABOUR MARKET AND WITH EDUCATIONAL FACILITIES SPECIALISED IN PRACTICAL TEACHING, INCLUDING EXTERNAL EDUCATIONAL INSTITUTIONS INVOLVED IN THE IMPLEMENTATION OF THE THIRD-LEVEL STUDY PROGRAMME	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
COLLECTING, PROCESSING, ANALYSING AND EVALUATING INFORMATION FOR STRATEGIC, TACTICAL AND OPERATIONAL MANAGEMENT OF THE IMPLEMENTATION AND DEVELOPMENT OF STUDY PROGRAMMES, CREATIVE ACTIVITIES AND OTHER RELATED ACTIVITIES OF THE UNIVERSITY	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
REGULAR PUBLICATION OF UPDATED INFORMATION ON STUDY PROGRAMMES AND STUDENTS WHO GRADUATED THEREOF	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
CREATION, IMPLEMENTATION, MONITORING AND REVIEW OF THE INTERNAL UNIVERSITY SYSTEM	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP
REGULAR EXTERNAL QUALITY ASSURANCE	Internal regulations on the process - list	KIQI AIQI	Adopted measures AIP

Figure 12 - Summarized functions of the internal system in the field of related activities

An example of quality assurance and evaluation of the selected process is provided in Figures 12 and 13.



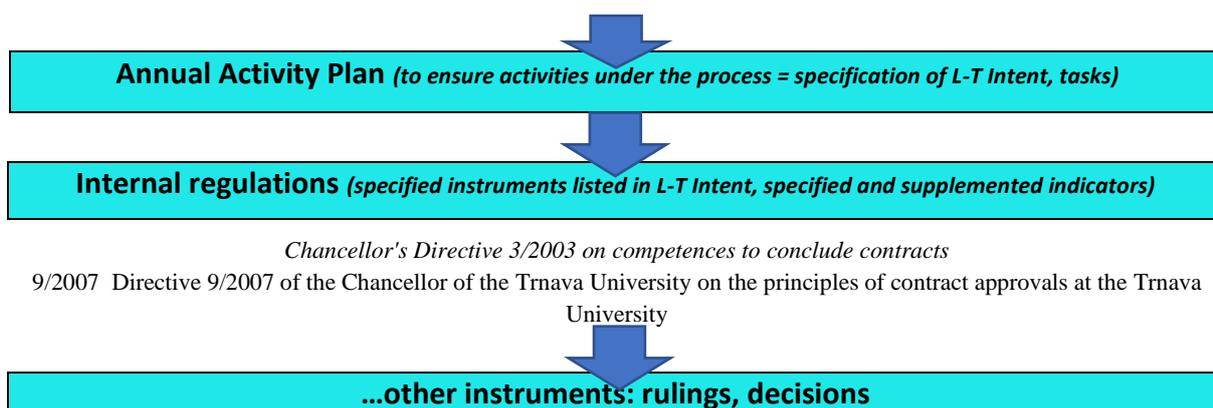


Figure 13 - Example of quality assurance of selected process

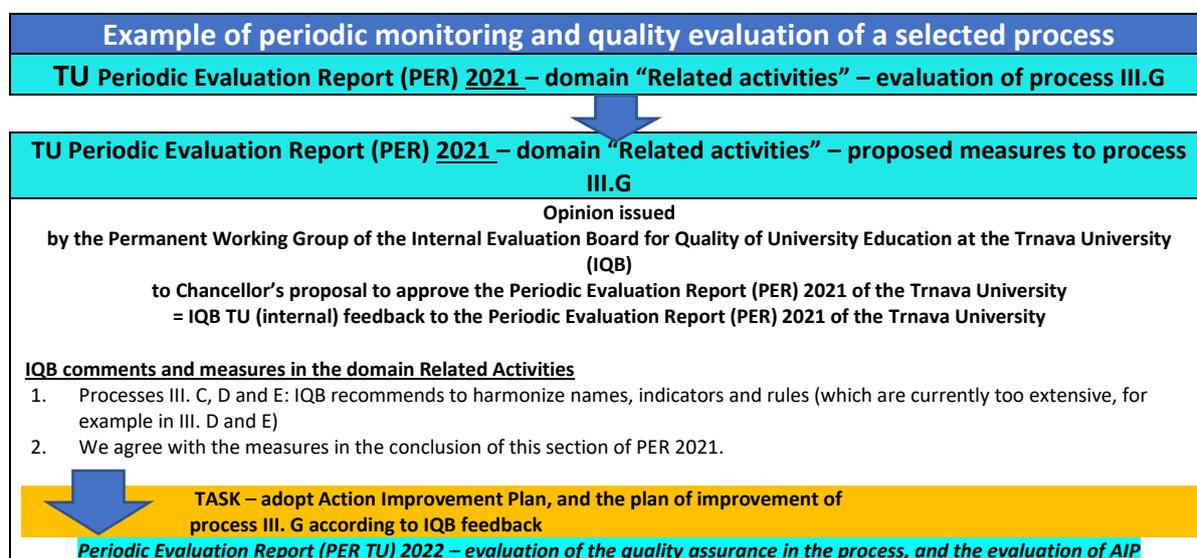


Figure 14 - Example of periodic monitoring and quality evaluation of a selected process

3. Quality Assurance

TU ensures the quality of the higher education it provides by overseeing the processes defined in the previous chapter. The main instruments for ensuring the quality of the internal system consist of internal regulations, decisions and guidelines of the University and its workplaces. This chapter provides an overview of the internal regulations that ensure quality in the individual processes.

3.1. Education

In the field of education, TU ensures quality through the following processes and internal regulations assigned thereto:

a) Creation, approval, implementation and modification of study programmes

- 16/2021 Internal Quality Assurance System of University Education of the Trnava University
- 28/2022 Amendment No. 1 to the Internal Regulation "Internal Quality Assurance System of the Trnava University", dated November 18, 2021
- 17/2021 Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University
- 29/2022 Amendment No. 1 to the Internal Regulation Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University, dated November 9, 2021
- 7/2021 Statute of the Internal Quality Evaluation Board for University Education of the Trnava University
- 31/2022 Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021
- 2021 (excl. no.) Rules of Procedure of the Internal Evaluation Board for the Quality of University Education at the Trnava University

b) To engage in lifelong learning

- 2002 Organizational Rules of the University of the Third Age at the Trnava University

c) Selection of teachers for individual study courses

- 17/2021 Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University
- 29/2022 Amendment No. 1 to the Internal Regulation Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University, dated November 9, 2021
- 32/2022 Principles of Hiring University Teachers, Researchers, Professors, Associate Professors and Managers of the Trnava University
- 33/2022 Principles for appointing a student representative in hiring procedures for the appointment of positions of professors and associate professors at the Trnava University
- 2/2022 General criteria to appoint professors and associate professors at the Trnava University

- d) Admission procedures, course of study, recognition of education and of awarded academic degrees**
- 7/2018 Study Regulations of the Trnava University
 - 7/2022 Directive 7/2022 of the Chancellor of the Trnava University "Admission Rules at the Trnava University"
 - 3/2019 Scholarship Rules of the Trnava University
 - 5/2007 Directive 5/2007 of the Chancellor of the Trnava University on Diploma Supplement issued at the Trnava University
 - 2/2013 Directive 2/2013 by the Chancellor of the Trnava University on post-graduate study
 - 8/2021 Directive 8/2021 of the Chancellor of the Trnava University - Adoption of an aptitude test as a compensatory measure at the Trnava University
 - 11/2021 Measure on the protection of personal data in the process of conducting state exams and defense of rigorous works, defense of habilitation works, habilitation and inaugural lectures by videoconference or by other information and communication technologies
 - 23/2021 Decree 23/2021 of the Chancellor of the Trnava University on the cost of tuition fees and study fees at the Trnava University in the academic year 2022/2023
- e) Approval of final thesis supervisors**
- 7/2018 Study Regulations of the Trnava University
 - 2/2013 Directive 2/2013 by the Chancellor of the Trnava University on post-graduate study
 - 20/2021 Directive 20/2021 of the Chancellor of the Trnava University on bibliographic registration, check of originality, accessibility, preservation and essential elements of final, rigorous and habilitation theses
- f) Evaluation of students precluding unjustified differences in similar cases**
- 7/2018 Study Regulations of the Trnava University
 - 3/2019 Scholarship Rules of the Trnava University
 - 2/2013 Directive 2/2013 by the Chancellor of the Trnava University on post-graduate study
 - 3/2007 Decree 3/2007 of the Chancellor of Trnava University on granting academic distinction to graduate students of the Trnava University
 - 4/2020 Directive 4/2020 of Chancellor of the Trnava University "Chancellor's Award granted by the Chancellor of the Trnava University given to students at the ceremony to open the academic year at the Trnava University"
- g) Continuous monitoring, periodic evaluation and approval of study programmes with the participation of students, employers from the relevant sector of the economy or social practice and other stakeholders**
- 16/2021 Internal Quality Assurance System of University Education of the Trnava University
 - 28/2022 Amendment No. 1 to the Internal Regulation "Internal Quality Assurance System of the Trnava University", dated November 18, 2021
 - 17/2021 Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University
 - 29/2022 Amendment No. 1 to the Internal Regulation Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University, dated November 9, 2021

- 7/2021 Statute of the Internal Quality Evaluation Board for University Education of the Trnava University
- 31/2022 Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021
- 2021 (excl. no.) Rules of procedure of the Internal Quality Evaluation Board for the University Education at the Trnava University
- 7/2018 Study Regulations of the Trnava University
- 2/2013 Directive 2/2013 by the Chancellor of the Trnava University on post-graduate study

h) Review of incentives filed by student to claim the protection of their rights or legally protected interests, and to point out specific shortcomings in the activities of the university

- 10/2017 Directive 10/2017 of the Chancellor of the Trnava University on handling complaints filed within the competence of the Trnava University

At the faculty level, the FH&SC has adopted a regulation:

- *Decree 5/2021 of the Dean of FH&SC, TU, on filing and handling complaints, including the results of FH&SC TU surveys*

In the academic year 2020/2021, the Faculty of Law published the following rules (and related templates) to secure the I.H. process, more details on <http://iuridica.truni.sk/podnety-oznamenja>:

- *Guideline 1/2020 by FoL Dean on the activities of the study committee at Faculty of Law of the Trnava University*
- *Guideline 3/2020 by FoL Dean on filing and handling complaints at the Faculty of Law of the Trnava University*
- *Guideline 1/2021 of the Dean of the Faculty of Law, the Trnava University*

i) Learning, teaching and student-oriented assessment

- 16/2021 Internal Quality Assurance System of University Education of the Trnava University
- 28/2022 Amendment No. 1 to the Internal Regulation "Internal Quality Assurance System of the Trnava University", dated November 18, 2021
- 17/2021 Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University
- 29/2022 Amendment No. 1 to the Internal Regulation Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University, dated November 9, 2021
- 7/2018 Study Regulations of the Trnava University
- 3/2019 Scholarship Rules of the Trnava University
- 17/2013 Chancellor's Directive 17/2013 on supporting students and applicants to study with specific needs, and on competencies of coordinator for students with specific needs
- 4/2020 Directive 4/2020 of Chancellor of the Trnava University "Chancellor's Award granted by the Chancellor of the Trnava University given to students at the ceremony to open the academic year at the Trnava University"
- 8/2014 Directive 8/2014 of the Chancellor of the Trnava University "Martin Palkovič Award for outstanding results in pedagogical activities awarded to the Chancellors of the Trnava University"

- 2/2019 Decree 2/2019 of the Chancellor of the Trnava University on accommodation of students of the Trnava University and Criteria for accommodation of students of the Trnava University
- 4/2019 Directive 4/2019 of the Chancellor of the Trnava University on conditions for organizing and conducting students' scientific and research activities at the Trnava University

j) Preservation of scientific integrity and adherence to academic ethics, ensuring protection of students, employees, and applicants against any intolerance and discrimination

- 10/2013 Disciplinary Rules for students of the Trnava University
- 11/2013 Procedural Rules of the Disciplinary Committee for students of the Trnava University
- 3/2015 Decree 3/2015 of the Chancellor of Trnava University dated 9. 2. 2015 - Code of Ethics
- 3/2021 Rules of Procedure of the Ethics Committee of the Trnava University
- 20/2021 Directive 20/2021 of the Chancellor of the Trnava University on bibliographic registration, check of originality, accessibility, preservation and basic formalities of final, rigorous and habilitation theses
- 11/2022 Directive 11/2022 of the Chancellor of the Trnava University, by which the culture of scientific integrity is strengthened and control prevents the granting of a degree in case of proven plagiarism

k) Promoting the internationalisation of educational, creative and other related activities

- 17/2021 Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University
- *29/2022 Amendment No. 1 to the Internal Regulation Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University, dated November 9, 2021*
- 7/2018 Study Regulations of the Trnava University
- 3/2019 Scholarship Rules of the Trnava University
- 2/2020 Directive 2/2020 of the Chancellor of the Trnava University on the Implementation of the Erasmus+ Programme at the Trnava University
- 2/2019 Decree 2/2019 of the Chancellor of the Trnava University on accommodation of students of the Trnava University and Criteria for accommodation of students of the Trnava University

References:

- [Long-Term Intention of the Trnava University, 2021-2026](#)
- [Internal Quality Assurance System of University Education at the Trnava University, Amendment 1](#)
- [Internationalisation Strategy 2020-2026 at the Trnava University](#)
- [Internationalisation strategy of the Trnava University, 2020 - 2026](#) (document in English)

3.2.Creative activities

In the field of creative activities, TU ensures quality through the following processes and internal regulations assigned thereto

- a) Performance of creative activities of the university, participation of students therein, especially in the third-level studies and the compliance with requirements for the level and scope of creative activities of the university regarding its mission**

- 32/2022 Principles of Hiring University Teachers, Researchers, Professors, Associate Professors and Managers of the Trnava University
- 33/2022 Principles for appointing a student representative in hiring procedures for the appointment of positions of professors and associate professors at the Trnava University
- 1/2022 Directive 1/2022 of the Chancellor of the Trnava University on habilitation and inauguration procedures
- 30/2022 *Amendment No. 1 to the Directive of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures, dated January 17, 2022*
- 2/2022 General criteria to appoint professors and associate professors at the Trnava University
- 2000 Principles of the Trnava University on awarding the title of "visiting professor"
- 9/2010 Principles and procedure for awarding the title of "Doctor honoris causa" at the Trnava University
- 7/2016 *Amendment No. 1 to Decree 9/2010 by the Chancellor of the Trnava University – Principles and procedure for awarding the title "Doctor honoris causa" at the Trnava University*
- 19/2013 Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teachers-artists
- 5/2022 *Amendment No. 1 to the Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teachers-artists*
- 1/2008 Principles of awarding the honorary degree "Profesor emeritus" (Emeritus Professor) at the Trnava University
- 7/2007 Directive 7/2007 by the Chancellor of the Trnava University: "Principles of awarding grants at the Trnava University"
- 4/2009 Decree 4/2009 by the Chancellor of the Trnava University establishing the grant fund rules
- 1/2010 *Amendment No. 1 to Decree 4/2009 of the Chancellor of the Trnava University establishing the statute of the grant fund*
- 7/2012 Decree 7/2012 by the Chancellor of Trnava University on the principles of editorial and publishing activities at the Trnava University
- 3/2013 Directive 3/2013 by the Chancellor of the Trnava University on remuneration of employees of the Trnava University responsible for the preparation and submission of international scientific projects
- 4/2019 Directive 4/2019 of the Chancellor of Trnava University on conditions for organizing and conducting student scientific and research activities at the Trnava University
- 2/2001 Principles of funding full-time post-graduate students at the Trnava University
- 2/2013 Directive 2/2013 by the Chancellor of the Trnava University on post-graduate study

b) Definition of assessed areas and the evaluation period

- 7/2021 Statute of the Internal Quality Evaluation Board for University Education of the Trnava University
- 31/2022 *Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021*
- 2021 (excl. no.) Rules of procedure of the Internal Quality Evaluation Board for the University Education at the Trnava University

c) Assessment of persons with regard to the accreditation requirements

- 2/2022 General criteria to appoint professors and associate professors at the Trnava University

- 1/2022 Directive 1/2022 of the Chancellor of the Trnava University on habilitation and inauguration procedures
- 30/2022 Amendment No. 1 to the internal regulation Amedment No. 1 to the Directive of the Chancellor of the Trnava University on habilitation and inauguration procedures, dated January 17, 2022
- 2021 (excl. no.) Rules of procedure of the Internal Quality Evaluation Board for the University Education at the Trnava University
- 7/2021 Statute of the Internal Quality Evaluation Board for University Education of the Trnava University
- 31/2022 Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021
- 32/2022 Principles of Hiring University Teachers, Researchers, Professors, Associate Professors and Managers of the Trnava University
- 33/2022 Principles for appointing a student representative in hiring procedures for the appointment of positions of professors and associate professors at the Trnava University
- 19/2021 Directive of the Chancellor of the Trnava University "Anton Hajduk Excellence Award for Creative Activity awarded to the Chancellors of the Trnava University"
- 4/2021 Amendment No. 2 to the Rules of Procedure of the Scientific Council of the Trnava University
- 7/2016 Amendment No. 1 to Decree 9/2010 by the Chancellor of the Trnava University – Principles and procedure for awarding the title "Doctor honoris causa" at the Trnava University
- 11/2014 Rules of Procedure of the Scientific Council of the Trnava University, as amended by Amendment No. 1 to the Rules of Procedure of the Scientific Council of the Trnava University
- 19/2013 Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teachers-artists
- 5/2022 Amendment No. 1 to the Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teachers-artists
- 9/2010 Principles and procedure for awarding the title of "Doctor honoris causa" at the Trnava University
- 2000 Principles of the Trnava University on awarding the title of "visiting professor"

d) Submission of outputs of creative activities and other documents for evaluation

- 11/2014 Rules of Procedure of the Scientific Council of the Trnava University, as amended by Amendment No. 1 to the Rules of Procedure of the Scientific Council of the Trnava University
- 4/2021 Amendment No. 2 to the Rules of Procedure of the Scientific Council of the Trnava University
- 7/2021 Statute of the Internal Quality Evaluation Board for University Education of the Trnava University
- 31/2022 Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021
- 2021 (excl. no.) Rules of Procedure of the Internal Evaluation Board for the Quality of University Education at the Trnava University
- 16/2021 Internal Quality Assurance System of University Education of the Trnava University

- *28/2022 Amendment No. 1 to the Internal Regulation "Internal Quality Assurance System of the Trnava University", dated November 18, 2021*
- *32/2022 Principles of Hiring University Teachers, Researchers, Professors, Associate Professors and Managers of the Trnava University*
- *33/2022 Principles for appointing a student representative in hiring procedures for the appointment of positions of professors and associate professors at the Trnava University*
- *1/2022 Directive 1/2022 of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures*
- *30/2022 Amendment No. 1 to the Directive of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures, dated January 17, 2022*
- *2/2022 General criteria to appoint professors and associate professors at the Trnava University*
- *17/2021 Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University*
- *29/2022 Amendment No. 1 to the Internal Regulation Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University, dated November 9, 2021*
- *3/2022 Directive 3/2022 of the Chancellor of the Trnava University Indicative quality assurance indicators at the Trnava University*
Annex No. 1 - Key Indicative Quality Indicators (KIQI), Annex No. 2 - Additional Indicative Quality Indicators (AIQI), Annex No. 3 - Example of AIQI evaluation in the field of education, Annex No. 4 - Model Study Course Evaluation Questionnaire.

e) Evaluation of the level of creative activity by fields of study, assessment areas and study programmes, and the overall assessment of the level of creative activity of the University and its components

- *11/2014 Rules of Procedure of the Scientific Council of the Trnava University, as amended by Amendment No. 1 to the Rules of Procedure of the Scientific Council of the Trnava University*
- *4/2021 Amendment No. 2 to the Rules of Procedure of the Scientific Council of the Trnava University*
- *7/2021 Statute of the Internal Quality Evaluation Board for University Education of the Trnava University*
- *31/2022 Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021*
- *2021 (excl. no.) Rules of Procedure of the Internal Evaluation Board for the Quality of University Education at the Trnava University*
- *16/2021 Internal Quality Assurance System of University Education of the Trnava University*
- *28/2022 Amendment No. 1 to the Internal Regulation "Internal Quality Assurance System of the Trnava University", dated November 18, 2021*

f) Demonstration of the level of the University evaluation criteria applicable to the fulfilment of the conditions to obtain the title of the Associate Professor and the title of Professor, and the human resources in the field of habilitation and inauguration procedures

- *19/2013 Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teachers-artists*
- *5/2022 Amendment No. 1 to the Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teachers-artists*

- 7/2021 Statute of the Internal Quality Evaluation Board for University Education of the Trnava University
- 31/2022 Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021
- 2021 (excl. no.) Rules of Procedure of the Internal Evaluation Board for the Quality of University Education at the Trnava University
- 32/2022 Principles of Hiring University Teachers, Researchers, Professors, Associate Professors and Managers of the Trnava University
- 33/2022 Principles for appointing a student representative in hiring procedures for the appointment of positions of professors and associate professors at the Trnava University
- 1/2022 Directive 1/2022 of the Chancellor of the Trnava University on habilitation and inauguration procedures
- 30/2022 Amendment No. 1 to the Directive of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures, dated January 17, 2022
- 2/2022 General criteria to appoint professors and associate professors at the Trnava University

g) Determination of the overall quality profile for the assessed area

- 19/2013 Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teacher-artists
- 5/2022 Amendment No. 1 to the Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teachers-artists
- 7/2021 Statute of the Internal Quality Evaluation Board for University Education of the Trnava University
- 31/2022 Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021
- 2021 (excl. no.) Rules of Procedure of the Internal Evaluation Board for the Quality of University Education at the Trnava University
- 32/2022 Principles of Hiring University Teachers, Researchers, Professors, Associate Professors and Managers of the Trnava University
- 33/2022 Principles for appointing a student representative in hiring procedures for the appointment of positions of professors and associate professors at the Trnava University
- 1/2022 Directive 1/2022 of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures
- 30/2022 Amendment No. 1 to the Directive of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures, dated January 17, 2022
- 2/2022 General criteria to appoint professors and associate professors at the Trnava University

3.3.Related activities

In the field of related activities, TU ensures quality particularly through the following processes and internal regulations assigned thereto:

a) Procedure to select university teachers and other university personnel

- 2/2022 General criteria to appoint professors and associate professors at the Trnava University

- 1/2022 Directive 1/2022 of the Chancellor of the Trnava University on habilitation and inauguration procedures
- 30/2022 *Amendment No. 1 to the Directive of the Chancellor of the Trnava University on Habilitation and Inauguration Procedures, dated January 17, 2022*
- 32/2022 Principles of Hiring University Teachers, Researchers, Professors, Associate Professors and Managers of the Trnava University
- 33/2022 Principles for appointing a student representative in hiring procedures for the appointment of positions of professors and associate professors at the Trnava University
- 4/2014 Chancellor's Decree 4/2014 on determining the number and structure of positions of professors and associate professors at the Trnava University
- 19/2013 Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teachers-artists
- 5/2022 *Amendment No. 1 to the Principles adopted by the Trnava University on awarding titles of associate professor and professor to teachers and scientists or teachers-artists*
- 22/2022 Principles of election of a candidate for the position of rector and acceptance of a motion to dismiss the rector
- 27/2022 Catalog of work activities of the Trnava University

b) Ensuring professional development of university teachers, researchers and artistic personnel of the university

- 14/2014 Workplace Rules of the Trnava University
- 15/2014 Directive 15/2014 of the Chancellor of the Trnava University regulating salaries at the Trnava University
- 11/2016 *Amendment No. 1 to the Directive 15/2014 of the Chancellor of the Trnava University laying down the regulations on salary at the Trnava University*
- 6/2020 *Amendment No. 2 to the Directive 15/2014 of the Chancellor of the University of Trnava in Trnava laying down the regulations on salary at the Trnava University*
- 10/2022 *Amendment No. 3 to the Directive 15/2014 of the Chancellor of the University of Trnava in Trnava laying down the regulations on salary at the Trnava University*
- 8/2016 Directive 8/2016 of the Chancellor of the Trnava University on reimbursing travel costs at business trips
- 11/2019 *Amendment No. 1 to the Directive 8/2016 of the Chancellor of the Trnava University on reimbursing travel costs at business trips at the Trnava University*
- 25/2022 *Amendment No. 2 to the Directive 8/2016 of the Chancellor of the Trnava University on reimbursing travel costs at business trips at the Trnava University*
- 24/2021 Collective agreement of the Trnava University for years 2022 - 2023
- 24/2021 *Annex No. 1 to the Collective agreement 2022 – 2023*
- 6/2022 *Amendment No. 1 to the Collective agreement 2022 – 2023*

c) Support to enhance professional, language and digital skills, transferable skills and the personal development of all employees

- 12/2018 Guideline by the Chancellor of the Trnava University on the evaluation of non-pedagogical employees
- 8/2016 Directive 8/2016 of the Chancellor of the Trnava University on reimbursing travel costs at business trips
- 11/2019 *Amendment No. 1 to the Directive 8/2016 of the Chancellor of the Trnava University on reimbursing travel costs at business trips at the Trnava University*

- *25/2022 Amendment No. 2 to the Directive 8/2016 of the Chancellor of the Trnava University on reimbursing travel costs at business trips at the Trnava University*
- *24/2021 Collective agreement of the Trnava University for years 2022 - 2023*
- *24/2021 Annex No. 1 to the Collective agreement 2022 – 2023*

d) Premises, Material, Technical, Information and Personnel for the Implementation of Study Programmes

- 2013 (excl. no.) Statute of the Trnava University
- 2016 (excl. no.) *Amendment No. 1 to the Statute of the Trnava University*
- 2016 (excl. no.) Statute of the Trnava University from 2013 as amended by Amendment No. 1
- *5/2021 Amendment No. 2 to the Statute of the Trnava University*
- *21/2022 Amendment No. 3 to the Statute of Trnava University*
- 1/2021 Organizational Regulations of the Trnava University
- 2/2021 Organizational rules of the Rectorate of Trnava University
- *9/2021 Amendment No. 1 to the Organizational Rules of the Rectorate of Trnava University*
- 12/2022 Decree of the Chancellor of the Trnava University no. 12/2022 on the principles of creation and use of the fund to support the internal quality system
- 3/2004 Decree 3/2004 of the Chancellor of the Trnava University – Organizational and operational rules of the automated personal identification system
- *17/2014 Amendment No. 4 to the Decree 3/2004 of the Chancellor of the Trnava University establishing the Organizational and Operational Rules of the Automated Personal identification System*
- *7/2017 Amendment No. 5 to the Decree 3/2004 of the Chancellor of the Trnava University, as amended, establishing the Organizational and Operational Rules of the Automated Personal Identification System*
- 6/2004 Directive 6/2004 of the Chancellor of the Trnava University on the foundation and operation of the library and information services
- 8/2006 Full version of the Decree 3/2004 of the Chancellor of the Trnava University, as amended, establishing the Organizational and Operational Rules of the Automated Personal Identification System
- 13/2012 Directive 13/2012 of the Chancellor of the Trnava University on the rules of use and administration of the computer and voice network of the Trnava University
- 1/2015 Rules of the Student Home of Peter Pázmaň
- 8/2015 Directive 8/2015 of the Chancellor of the Trnava University on the rules of use and administration of computers in the university network
- 9/2019 Directive 9/2019 of the Chancellor of the Trnava University on the internal system of verification of notifications of antisocial activities at the Trnava University and on the protection of persons reporting such activities
- 3/2020 Directive 3/2020 of the Chancellor of the Trnava University Statutes of the Committee of Occupational Health and Safety at the Trnava University
- 6/2021 Decree 1/2021 of the Chancellor of the Trnava University on the principles governing the creation and use of the maintenance and repair fund
- 13/2021 Directive 13/2021 of the Chancellor of the Trnava University on the provision of meals to employees of the Trnava University
- *35/2022 Amendment No. 1 to the Directive of the Chancellor of the Trnava University No. 13/2021 on the provision of meals to employees of the Trnava University*
- 24/2022 Instruction of the Chancellor of the Trnava University No. 1/2022 on a proper inventory of assets, liabilities and receivables of the Trnava University

- 24/2021 Collective agreement of the Trnava University for years 2022 - 2023
- 24/2021 *Annex No. 1 to the Collective agreement 2022 – 2023*

e) **Creation and effective use of financial resources to provide the education and support to students**

- 34/2022 Statute of the Board of Trustees of the Trnava University
- 16/2003 Directive 16/2003 of the Chancellor of the Trnava University on conducting business activities of the University
- 4/2005 *Amendment No. 1 to the Directive 16/2003 of the Chancellor of the Trnava University on conducting business activities of the Trnava University*
- 2/2007 *Amendment No. 2 to the Directive 16/2003 of the Chancellor of the Trnava University on conducting business activities of the Trnava University, as amended by Amendment No. 1*
- 3/2011 *Amendment No. 3 to the Directive 16/2003 of the Chancellor of the Trnava University on conducting business activities*
- 5/2020 *Amendment No. 4 to the Directive 16/2003 of the Chancellor of the Trnava University on conducting business activities of the Trnava University*
- 19/2022 *Amendment No. 5 to the Directive 16/2003 of the Chancellor of the Trnava University on conducting business activities of the Trnava University*
- 20/2003 Directive 20/2003 of the Chancellor of the Trnava University on depreciation of tangible and intangible assets
- 4/2011 *Amendment No. 1 to the Directive 20/2003 of the Chancellor of the Trnava University on depreciation of tangible and intangible assets*
- 4/2013 *Amendment No. 2 to the Directive 20/2003 of the Chancellor of the Trnava University on depreciation of tangible and intangible assets*
- 17/2006 Directive 17/2006 of the Chancellor of the Trnava University on the rules of property management of the Trnava University
- 10/2011 *Amendment No. 1 to the Directive 17/2006 of the Chancellor of the Trnava University on the rules of property management of the Trnava University*
- 5/2016 *Amendment No. 2 to the Directive 17/2006 of the Chancellor of the Trnava University on the rules of property management of the Trnava University*
- 22/2021 *Amendment No. 3 to the Directive 17/2006 of the Chancellor of the Trnava University on the rules of property management of the Trnava University, as amended by Amendment No. 1, dated 28. 1.2011 and Amendment No. 2, dated 1. 3. 2016*
- 13/2006 Directive 13/2006 of the Chancellor of the Trnava University on the keeping accounting records at the Trnava University
- 6/2011 *Amendment No. 1 to the Directive 13/2006 of the Chancellor of the Trnava University on the keeping accounting records at the Trnava University*
- 5/2013 *Amendment No. 2 to the Directive 13/2006 of the Chancellor of the Trnava University on the keeping accounting records at the Trnava University*
- 17/2022 *Amendment No. 3 to the Directive 13/2006 of the Chancellor of the Trnava University on the keeping accounting records at the Trnava University*
- 14/2006 Directive 14/2006 of the Chancellor of the Trnava University on the circulation of accounting records and information at the Trnava University
- 7/2011 *Amendment No. 1 to the Directive 14/2006 of the Chancellor of the Trnava University on the circulation of accounting records and information at the Trnava University*
- 14/2011 *Amendment No. 2 to the Directive 14/2006 of the Chancellor of the Trnava University on the circulation of accounting records and information at the Trnava University*

- *2/2018 Amendment No. 3 to the Directive 14/2006 of the Chancellor of the Trnava University on the circulation of accounting records and information at the Trnava University*
- *18/2022 Amendment No. 4 to the Directive 14/2006 of the Chancellor of the Trnava University on the circulation of accounting records and information at the Trnava University*
- 15/2006 Directive 15/2006 of the Chancellor of the Trnava University on principles of recording costs and revenues and their accrual at the Trnava University
- *8/2011 Amendment No. 1 to the Directive 15/2006 of the Chancellor of the Trnava University on principles of recording costs and revenues and their accrual at the Trnava University*
- *16/2022 Amendment No. 2 to the Directive 15/2006 of the Chancellor of the Trnava University on principles of recording costs and revenues and their accrual at the Trnava University*
- 16/2006 Directive 16/2006 of the Chancellor of the Trnava University on the registration of foreign reserves and foreign currency exchange at the Trnava University
- *9/2011 Amendment No. 1 to the Directive 16/2006 of the Chancellor of the Trnava University on the registration of foreign reserves and foreign currency exchange at the Trnava University*
- *15/2022 Amendment No. 2 to the Directive 16/2006 of the Chancellor of the Trnava University on the registration of foreign reserves and foreign currency exchange at the Trnava University*
- 3/2008 Decree of the Rector of the Trnava University to ensure the availability of the conversion rate and dual display of prices, fees and payments during the transition to the euro at the Trnava University
- 1/2011 Directive 1/2011 of the rector of Trnava University to ensure a uniform procedure for processing and recording accounting documents for value added tax purposes.
- *3/2018 Amendment No. 1 to the Directive of the Chancellor of Trnava University No. 1/2011 to ensure a uniform procedure for processing and recording accounting documents for value added tax purposes*
- 1/2016 Directive 1/2016 of the Chancellor of the Trnava University to ensure basic financial control
- *1/2019 Amendment No. 1 to the Directive of the Chancellor of the Trnava University No. 1/2016 to ensure basic financial control*
- 8/2016 Directive 8/2016 of the Chancellor of the Trnava University on reimbursing travel costs at business trips
- *11/2019 Amendment No. 1 to the Directive of the Chancellor of the Trnava University No. 8/2016 on reimbursing travel costs at business trips at the Trnava University*
- *25/2022 Amendment No. 2 to the Directive of the Chancellor of the Trnava University No. 8/2016 on reimbursing travel costs at business trips at the Trnava University*
- 1/2018 Directive 1/2018 of the Chancellor of the Trnava University to ensure on handling immovable property of the public institution - Trnava University
- 5/2018 Directive 5/2018 of the Chancellor of the Trnava University defining public officials and managers of the University who are obliged to submit the tax declaration, and the submission method
- 2020 (no. excl.) Directive of the Chancellor of the Trnava University on the rules for planning and implementing the development of information and communication technologies in the infrastructure of the Trnava University
- 10/2020 Decree 10/2020 of the Chancellor of the Trnava University on the tuition and fees associated with studying at the Trnava University for the academic year 2021/2022
- 6/2021 Decree 1/2021 of the Chancellor of the Trnava University on the principles governing the creation and use of the maintenance and repair fund
- 10/2021 Prospective investment plan for the period of 2021-2026 of the Trnava University
- 14/2021 Decree 14/2021 of the Chancellor of the Trnava University on the financial performance of the Trnava University

- 15/2021 Directive of the Chancellor of the Trnava University on the principles of public procurement at the Trnava University
 - 8/2022 *Amendment No. 1 to the Directive 15/2021 of the Chancellor of the Trnava University on the principles of public procurement at the Trnava University*
 - 21/2021 Directive 21/2021 of the Chancellor of the Trnava University to ensure basic financial control
 - 23/2021 Decree 23/2021 of the Chancellor of the Trnava University on the tuition and fees associated with studying at the Trnava University for the academic year 2022/2023
 - 9/2022 Rules for providing rewards and reimbursement of expenses to members of the Board of Trustees of the Trnava University
 - 12/2022 Decree 12/2022 of the Chancellor of the Trnava University on the principles of creation and use of the fund to support the internal quality system
 - 24/2022 Instruction of the Chancellor of the Trnava University No. 1/2022 on a proper inventory of assets, liabilities and receivables of the Trnava University
 - 26/2022 Price list of rent for residential and non-residential premises of the Trnava University
- f) **Services offered to students including the personal, career, social, cultural, sport and other aspects of student's life from the admission until the successful completion of studies**
- 2018 (excl. no.) Statute of the Student Services Centre
 - 2006 (excl. no.) Organizational rules of TYPI UNIVERSITATIS TYRNAVIENSIS
 - 2006 (excl. no.) Organizational Rules of the Information Systems Centre of the Trnava University
 - 2006 (excl. no.) Organizational Rules of the University Library of the Trnava University
 - 1/2015 Rules of the Student Home of Peter Pázmaň
 - 2015 (excl. No.) Rules of the Student Home of Peter Pázmaň
- g) **Cooperation with institutions on the labour market and with teaching facilities specialized in practical teaching, including External Educational Institutions Involved in the Implementation of the Third-level Study Programme**
- 3/2003 Directive of the Chancellor of the Trnava University on competences to conclude contracts
 - 2/2005 *Amendment No. 1 to Chancellor's Directive 3/2003 on competences to conclude contracts*
 - 13/2022 *Amendment No. 2 to Chancellor's Directive 3/2003 on competences to conclude contracts*
 - 9/2007 Directive 9/2007 of the Chancellor of the Trnava University on the principles of contract approvals at the Trnava University
 - 18/2011 *Amendment No. 1 to the Directive 9/2007 of the Chancellor of the Trnava University on the principles of contract approvals at the Trnava University*
- h) **Collecting, processing, analysing and evaluating information for strategic, tactical and operational management of the implementation and development of study programmes, creative activities and other related activities of the University**
- 3/2022 Directive 3/2022 of the Chancellor of the Trnava University Indicative Quality Assurance Indicators at the Trnava University
 - *Annex 1 - Key Indicative Quality Indicators (KIQI)*
 - *Annex 2 - Additional Indicative Quality Indicators (AIQI)*
 - *Annex No. 3 - Example of the evaluation of the Key Indicative Quality Indicators in the field of education*
 - *Annex No. 4 - Model Study Course Evaluation Questionnaire*

- 7/2021 Statute of the Internal Quality Evaluation Board for Higher Education, the Trnava University
- 31/2022 Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021
- 6/2019 Decree 6/2019 of the Chancellor of the Trnava University by which the Registry Rules of the Trnava University is issued
- 12/2021 Amendment No. 1 to the Decree 6/2019 of the Chancellor of the Trnava University issuing the Registry Rules of the Trnava University
- 15/2013 Directive 15/2012 of the Chancellor of the Trnava University on free access to information about the University and reimbursement of costs for making information about the University available
- 2/2014 Information Security Policy of the Trnava University, and the Security Project

i) Regular publication of up-to-date information on degree programmes and their graduates

- 17/2021 Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University
- 29/2022 Amendment No. 1 to the Internal Regulation Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University, dated November 9, 2021
- 16/2013 Decree 16/2013 of the Chancellor of the Trnava University on the principles of publishing information on the website of the Trnava University

j) Publication of up-to-date information on the implementation and functioning of the internal University system, the achieved results and adopted measures

- 16/2021 Internal Quality Assurance System of University Education of the Trnava University
- 28/2022 Amendment No. 1 to the Internal Regulation "Internal Quality Assurance System of the Trnava University", dated November 18, 2021
- 16/2013 Decree 16/2013 of the Chancellor of the Trnava University on the principles of publishing information on the website of the Trnava University

k) Establishment, implementation, monitoring and revision of the internal quality system

- 16/2021 Internal Quality Assurance System of University Education of the Trnava University
- 28/2022 Amendment No. 1 to the Internal Regulation "Internal Quality Assurance System of the Trnava University", dated November 18, 2021
- 7/2021 Statute of the Internal Quality Evaluation Board for University Education of the Trnava University
- 31/2022 Amendment No. 1 to the Statute of the Internal Quality Evaluation Board for University Education at the Trnava University, dated March 9, 2021
- 2021 (excl. No.) Rules of procedure of the Internal Quality Evaluation Board for Higher Education at the Trnava University
- 2013 (excl. No.) Statute of the Trnava University
- 2016 (excl. No.) Amendment No. 1 to the Statute of the Trnava University dated 20 May 2013, which entered into force on 27 May 2013
- 2016 (excl. No.) Statute of the Trnava University dated 2013, as amended by Amendment 1
- 5/2021 Amendment No. 2 to the Statute of the Trnava University
- 21//2022 Amendment No. 3 to the Statute of the Trnava University dated May 20, 2013, which entered into force on 27 May 2013

- 8/2007 Directive 8/2007 of the Chancellor of the Trnava University on the rules of the legislative process at the Trnava University
- 1/2021 Organizational Rules of the Trnava University
- 2/2021 Organizational Rules of the Chancellor's Office of the Trnava University
- 9/2021 *Amendment No. 1 to the Organisational Rules of the Chancellor Office of the Trnava University*
- 2/2012 Directive 2/2012 of the Chancellor of the Trnava University on awarding employees of the Trnava University for extraordinary results in scientific, research and pedagogical activities
- 5/2014 Chancellor's Directive 5/2014 on awarding medals by the Trnava University and by the Chancellor of the Trnava University
- 6/2014 Directive 6/2014 of the Chancellor of the Trnava University on issuing and rules of use of insignia and gowns at the Trnava University
- 7/2014 Directive 7/2014 of the Chancellor of the Trnava University on the rules for issuing internal regulations of Trnava University and individual regulatory acts of the Chancellor of the Trnava University
- 10/2017 Directive 10/2017 of the Chancellor of the Trnava University on handling complaints filed within the competence of the Trnava University
- 20/2022 Instruction of the Chancellor of the Trnava University to prepare for the assessment of the compliance of the TU's internal application system with the standards for the internal system of the Slovak Accreditation Agency for Higher Education

1) Regular external quality assurance

- 16/2021 Internal Quality Assurance System of University Education of the Trnava University
- 28/2022 *Amendment No. 1 to the Internal Regulation "Internal Quality Assurance System of the Trnava University", dated November 18, 2021*

4. Periodic monitoring and quality evaluation

The internal system of TU includes periodic monitoring and evaluation of the quality of all its activities on the basis of **indicative quality assurance and evaluation indicators**, set out in the internal regulation:

Directive 3/2022 of the Chancellor of the Trnava University "Indicative Quality Assurance Indicators at the Trnava University", with its integral parts: Annexes 1 through 4:

Annex No. 1 - Key Indicative Quality Indicators (KIQI)

Annex No. 2 - Additional Indicative Quality Indicators (AIQI)

Annex No. 3 - Example of KIQI evaluation in the realm of education

Annex No. 4 - Model Study Course Evaluation Questionnaire

Regular monitoring and internal evaluation of processes in the field of education, creative activities as well as related activities and their quality with the participation of stakeholders and followed by the adoption of measures. The Trnava University ensures the functionality of the internal system and **supports the development of the culture of quality of higher education both internally and externally.**

4.1. Quality Indicators

The quality assurance and evaluation methods applied by the university are based on **the concepts of comprehensive quality management** and **the EFQM model**.

In 2022, in accordance with the concept of the EFQM model, considered to be the essential element of **the diagnostic self-assessment**, which is the basic method of quality monitoring and evaluating for all University activities pursuant to Clause 12, Section 9 of the *Internal Regulation on The Internal Quality Assurance System of the Trnava University* also established a comprehensive set of **indicative indicators for the quality assurance and evaluation of the university education provided by TU**.

An indicative indicator is a quantitative or qualitative data based on which the University periodically determines the degree of compliance of the implementation of the internal system of the University with the standards for the internal system, or the **degree of compliance** of the University educational, creative and other activities **with the criteria for the internal system laid by the standards**, which is also applied by the university to analyse how the indicators evolve.

Indicative TU **indicators of quality** are

- **Key Indicative Quality Indicators**
- **Additional Indicative Quality Indices**

Key Indicative Quality Indices are the main quality indicators that **directly meet the specific strategic objectives of the University**. The key indicative quality indicators are evidence **for the content of the periodic evaluation reports**.

Additional quality indicators are the other quality indicators that complement the evidence for the content of the periodic evaluation reports. The set of additional indicators is **a data set of quantitative statistical indicators** combined with **qualitative** indicators.

Internal regulation setting out key and additional indicative quality indicators and the method of their evaluation is available upon logging to the intranet: *Directive 3/2022 of the Chancellor of the Trnava University "Indicative quality assurance indicators at the Trnava University"*

Data entry forms for determining the values of key and additional indicative indicators by authorised responsible persons are available on the **central repository of the Internal System**.

4.2. Evaluation reports

Evaluation reports used at TU for monitoring and evaluation of educational, creative and related activities, and the evaluation reports monitoring and evaluating the internal system of the University and faculties, shall mean:

1. *Periodic evaluation reports of the University*

Periodic evaluation report according to Article 14, Section 1 of *Internal Regulation No. 16/2021 "Internal Quality Assurance System of University Education of the Trnava University"* applies to the education, creative activities and related activities.

The periodic evaluation report shall be prepared **once a year to evaluate the internal system of the University**.

2. *Periodic evaluation reports of faculties*

Periodic evaluation reports are adopted at the faculty level pursuant to Article 14, Section 2 of Internal Regulation No. 16/2021 *"Internal Quality Assurance System of the Trnava University"*, which provides the basis for the periodic evaluation reports of the University.

3. *Internal evaluation reports of degree programmes according to the internal regulation on degree programmes*

4. *Annual activity reports (at the institutional and the faculty level)*

5. *Further (previous) evaluation reports within the internal system*

A. *CAF Model Reports*

- Self-assessment report TU 2013 based on the CAF model (and available on TU intranet)
- Self-assessment report TU 2016 based on the CAF model (and available on TU intranet)

B. *Evaluation reports according to the TU internal system*

- Evaluation Report 2017-2018 (available on TU intranet)
- Annual Evaluation Report 2015
- Annual Evaluation Report 2014

4.3.Improvement Action Plans

The improvement action plans are adopted by the University management in response to the internal feedback to the periodic evaluation report issued by the Internal Evaluation Board of TU.

Internal feedback of the Internal Evaluation Board assessing the quality of Higher Education at the Trnava University included in the Periodic Evaluation Report of the Trnava University for 2021 concluded:

The periodic evaluation report of quality-related activities of the University in 2021 is prepared precisely, based on the original approach of the University, and the insight to the University environment, its potential and perspective. It is appropriately supported by factual, quantitative and qualitative indicators compliant with the SAAHE standards. The outcomes of the report were evaluated as an excellent fulfilment of the task under the new accreditation system according to Act 269/2018 Coll. on Quality Assurance in Higher Education, European Standards, Standards of the Slovak Accreditation Agency for University and Colleges, and the set of internal regulations of the University. PER 2021 is assessed positively and recommended for approval by the Board. The recommendations of the Board set out in Part II are considered to be a guideline for improving the activities of the University and parts thereof towards a higher quality of education, scientific activity and strengthened social mission of the University.

Based on the regular, annual proposals of measures to improve the internal system, the improvement of processes to ensure the quality of higher education, the overall functionality of the internal system of TU and therefore the development of the culture of quality in the University environment, will be secured.

5. The timeline of the implementation of the internal quality assurance system applicable to higher education at the Trnava University

METHOD OF IMPLEMENTATION OF THE ACT ON QUALITY ASSURANCE IN HIGHER EDUCATION PROVIDED BY TU - central level

Slovak Accreditation Agency for University and Colleges (SAAHE)

Activities of the Agency	DOCUMENTATION	Date	Resp.	Status
Publication date of the first draft of standards	<i>Draft standards for the internal system of the university, standards for the study programme, and standards for the habilitation procedure and the inauguration procedure.</i>	OCT 2019	SAAHE	completed
The draft standards are debated and commented by universities, the Ministry of Education, etc.		DEC 2019	SAAHE	completed
Publication of the evaluated comments on the standards	<i>Evaluated comments to the first draft of standards</i>	MAR 2019	SAAHE	completed
Publication of the draft SAAHE tariff schedule	<i>Draft tariff schedule on SAAHE services</i>	MAR 2019	SAAHE	completed
Publication of the draft methodology for the evaluation of standards	<i>Reference documents for debates regarding the draft methodology-14-7-2020 (Draft guideline)</i>	JULY 2020	SAAHE	completed
The draft methodology was debated ("Reference documents for debates regarding the draft guideline")		JULY 2020	SAAHE	completed
Standards approved on 2.7.2020 (entry into force), and effective from 1.9.2020	<i>SAAHE standards for the internal system of the university, standards for the study programme, and standards for habilitation and inauguration procedure.</i>	JULY 2020	SAAHE	completed
Draft methodology for the evaluation of standards was published	<i>SAAHE Methodology for the evaluation of standards</i>	SEPT 2020	SAAHE	completed
Amendments to the methodology for the evaluation of standards	<i>SAAHE Methodology for the evaluation of standards in its amended version dated 18 February 2021 SAAHE Methodology for the evaluation of standards dated 22 September 2022</i>	FEB 2021 SEPT 2022	SAAHE	completed

Table 5 - SAAHE activities regulating the implementation of the internal system

Trnava University in Trnava

PRELIMINARIES OF THE IMPLEMENTATION OF STANDARDS	DOCUMENTATION	Date	Resp.	Status
Analysis of legal regulations and the internal system	<i>Summarized criteria and standards for the internal quality system applicable to domains: "education" and "support activities" set out in 1. ESG 2015 2. Act 269/2018 Coll. on Quality Assurance in</i>	MAY 2020	Z.Nevolná, V.Rábik, M.Lichner, M.Majdan, D.Naništová, A.Krupová	completed

Preliminary summary of criteria and standards according to ESG 2015, the Quality Act and draft SAAHE standards	<i>Higher Education 3. Draft SAAHE standards</i>	MAY 2020	A.Krupová	completed
Chancellor's council meetings regarding the internal system	<i>Minutes of meeting, attendance lists provided at meetings held by Chancellor's council regarding the quality of higher education at TU</i>	MAY 2020 - DEC 2020	Z.Nevolná, V.Rábik, M.Lichner, M.Majdan, D.Naništová, A.Krupová	completed
Draft INT. QUAL. SYSTEM MODEL at the Trnava University	<i>Diagram of TU INT. QUAL. SYSTEM (draft)</i>	SEPT 2020	A.Krupová	submission of comments completed
TU INT. SYSTEM policies - draft	<i>TU INT. SYSTEM policies of quality assurance (draft)</i>	SEPT 2020	A.Krupová	submission of comments completed
Identification of areas where quality assurance procedures will be introduced - proposal	<i>Listed areas where procedures of university education quality assurance should be established under the internal system, and the criteria of the SAAHE Methodology for Evaluation of Standards assigned thereto (proposal)</i>	SEPT 2020	Z.Nevolná, V.Rábik, M.Lichner, M.Majdan, D.Naništová, A.Krupová	submission of comments completed
The criteria for the evaluation of standards were assigned to the identified areas where the quality assurance procedures should be established - proposal				completed
Classification of internal regulations according to the main processes (Education, Creative activities, Auxiliary activities)	<i>Internal regulations of TU in Trnava - education</i>	SEPT 2020	A.Krupová	completed
	<i>Internal regulations of TU in Trnava - creative activity</i>	SEPT 2020	A.Krupová	completed
	<i>Internal regulations of TU in Trnava - auxiliary activities</i>	SEPT 2020	A.Krupová	completed
Proposed draft procedure to implement Act 269/2018 Coll. on Quality Assurance in Higher Education and legal regulations arising therefrom	<i>Procedure for the implementation of Act 269/2018 Coll. on Quality Assurance in Higher Education and the related legal regulations at the Trnava University (draft)</i>	SEPT 2020	A.Krupová	completed
Established temporary working groups for the implementation of standards (for the internal system, for the study programme, for habilitation and inauguration procedures, for other related support activities).	<i>Launch of temporary working groups announced on 1.10.2020 (TWG) by the TU dean, Appointment Decrees of TWG presidents, Nominations of members of temporary working groups (the deans of faculties based on e-mail sent on 5.10.), Appointment Decrees of TWG members</i>	OCT 2020	TU Chancellor	completed
TWG competences defined		OCT 2020	TU Chancellor	completed
First joint meeting of all established TWGs	<i>E-mail invitation to the first joint meeting of all established TWGs, Information to the "First online meeting of working groups for the implementation of standards at the Trnava University on 27.10.2020 at 12:00 via MS Teams"</i>	OCT 2020	TU Chancellor	done
Preparation of guidelines on audit processing	<i>Summarized criteria for assessing the compliance of the internal system (IS) of the university with the standards for the internal system</i>	NOV 2020	A.Krupová	completed

First individual meetings of working groups, the IS Implementation Group included	<i>E-mail invitation, minutes of meeting</i>	NOV 2020	Z.Nevolná, V.Rábik, M.Lichner, M.Majdan, D.Naništová, A.Krupová	done
Onset and foundation of the Internal Evaluation Board for the Quality of Higher Education at the Trnava University (IQB)	<i>Principles for the establishment and functioning of the Internal Evaluation Board for the Quality of Higher Education at the Trnava University (IQB)</i>	NOV 2020	M.Šmid, A.Krupová	done
Call for nominations to IQB	<i>Call for nominations to IQB (e-mail)</i>	NOV 2020	M.Šmid, A.Krupová	done
Amendments to TU Statute to have IQB established	<i>AMENDMENT No. 2 to the Statute of the Trnava University dated 20 May 2013, which entered into force on 27 May 2013 (draft);</i>	NOV – DEC 2020	M.Šmid, A.Krupová	completed
Approval of the draft amendment No. 2 to TU Statute by Chancellor's Council and the Academic Senate of TU	<i>Chancellor's Council RESOLUTION 3/12-26112020; Minutes of AS meeting dated 17 December 2020</i>	NOV 2020	TU Chancellor's Council and AS TU	approved by Chancellor's Council and AS TU
Registration form sent to the Ministry of Education, Science, Research and Sport	<i>Registration form regarding AMENDMENT No. 2 to the Statute of the Trnava University sent to the Ministry of Education, Science, Research and Sport of the Slovak Republic</i>	DEC 2020	TU Chancellor	completed
Draft IQB Statute	<i>Draft IQB Statute</i>	DEC 2020 FEB 2021	M.Šmid, A.Krupová	done
Preparation of the internal regulation governing the proposals, approval, monitoring and evaluation of the quality of study programmes at the Trnava University in line with Sec. 15 par. 1, b) of the Act on Universities and Colleges	<i>Proposal, approval, monitoring and evaluation of the quality of study programmes at the Trnava University</i>	DEC 2020 OCT 2021	Z.Nevolná	completed
Preparation of an internal regulation governing the implementation of creative activities of the University, including habilitation and inauguration procedures pursuant to Sec. 15 par. 1, b) of the Act on Universities and Colleges	<i>3 internal regulations governing the implementation of creative activities of the University, including habilitation and inauguration procedures pursuant to Sec. 15 par. 1, b) of the Act on Universities and Colleges</i>	DEC 2020 – OCT 2021	V. Rábik	completed
Approval of the proposed nominations of members to the Internal Quality Board of TU on behalf of AS TU in Trnava	<i>Minutes of the 15th regular online meeting of the Academic Senate of the Trnava University</i>	JAN 2021	AS TU	done
Preparation of the draft Rules of Procedure of IQB	<i>Draft IQB Rules of Procedure</i>	JAN 2021	M.Šmid, A.Krupová	completed
Preparation of the draft principal internal regulation pursuant to Sec. 15 par. 1, b) of the Act on Universities and Colleges	<i>Draft internal regulation: "Internal quality assurance system of higher education of the Trnava University"</i>	FEB 2021 – OCT 2021	A.Krupová	completed

Registration of AMENDMENT No. 2 to the Statute of the Trnava University with the Ministry of Education, Science, Research and Sport of the Slovak Republic	<i>Approval of registration of AMENDMENT No. 2 to the Statute of the Trnava University by the Ministry of Education, Science, Research and Sport of the Slovak Republic</i>	FEB 2021	MESR&S TU	completed
IQB Statute - discussion, incorporation of changes, approval of the draft by Chancellor's Council, submission to AS	<i>IQB Statute discussed at Chancellor's Council; Chancellor's Council RESOLUTION 5/15-23022021</i>	FEB 2021	TU Chancellor; TU Chancellor's Council	completed
Approval of draft IQB Statute by the Academic Senate, TU	<i>AS minutes of meeting</i>	MAR 2021	AS TU	done
Appointment Decrees of IQB members sent to IQB members	<i>Appointment Decrees of IQB members</i>	MAR 2021	TU Chancellor	completed
First IQB meeting and approval of IQB Rules of Procedure	<i>Minutes of the 1st online meeting of the Internal Quality Board for Higher Education of the Trnava University</i>	MAR 2021	IQB TU	completed
The project "Innovation of the internal quality assurance system of the Trnava University by developing human resources, revision of internal regulations, acts adopted by the University and systemic education provided by e-learning courses" submitted to the Ministry of Education, Science, Research and Sport of the Slovak Republic	<i>Request (code NFP312010BLB4) of non-refundable financial aid for the "Innovation of the internal quality assurance system of the Trnava University by developing human resources, revision of internal regulations, acts adopted by the University and systemic education provided by e-learning courses" sent to the Ministry of Education, Science, Research and Sport of the Slovak Republic</i>	SEPT 2021	A.Krupová	done
Approval of internal regulations concerning the internal system pursuant to Sec. 15 par. 1 b) of Act on Universities and Colleges	<i>Approved internal regulations: 16/2021 Internal system of quality assurance of higher education of the Trnava University; 17/2021 Rules for creation, modification, approval and evaluation of the quality of study programmes of the Trnava University; 25/2021 Principles of hiring university teachers, researchers, professors, associate professors, and senior management of the Trnava University; Directive 1/2022 of the Chancellor of the Trnava University on habilitation and inauguration procedures; 2/2022 General criteria for appointing professors and associate professors at the Trnava University.</i>	OCT 2021 – FEB 2022	Z.Nevolná, V.Rábik, M.Lichner, M.Majdan, D.Naništová, A.Krupová	completed

Preparation of the draft internal regulation on indicative quality indicators, adoption and incorporation of the comments of Chancellor's Council - "the Committee of Deans"	<i>Draft internal regulation: Directive 3/2022 of the Chancellor of the Trnava University Indicative quality assurance indicators at the Trnava University, including 4 annexes, meeting of the Committee of Deans to discuss draft directive 3/2022 (meeting dates specified in the project documentation on the Innovation of the internal system of the University)</i>	OCT 2021 – MAR 2022	A. Krupová (draft regulation), the Committee of Deans (discussion, comments, draft standards for the individual indicators)	completed
Approval of the final version of regulation by the Chancellor's Council	<i>Minutes of the meeting dated February 15, 2022 held by Chancellor's Council - Chancellor's Council RESOLUTION 4/24-15022022 (approval of the draft internal regulations "Indicative quality assurance indicators at the Trnava University", as amended at the meeting on February 15, 2022)</i>	FEB 2022	A. Krupová, Chancellor's Office, the Committee of Deans	completed
Preparation of input data for legal analysis (by internal legal team) and the analysis of the internal system	<i>Updated list of internal rules in force, subdivided under the internal system into the education, creative activities and related activities - reference data for the internal legal team</i>	OCT 2021	A.Krupová	completed
Revision and harmonization of the internal regulations of the University with legal regulations and SAAHE standards	<i>Outputs provided by the internal legal team</i>	OCT 2021 – AUG 2022	Internal Legal Team	completed
harmonization of all study programmes with SAAHE standards: 1st stage – the faculty approves a study programme and the Faculty Dea submits it to the Chancellor of the University (Note: Should some study programmes require approval of modifications by SAAHE, a separate procedure is explained by Chancellor's letter delivered to Deans of the faculties)	<i>• TU Chancellor's letter 760 - 2021 dated 21.12.2021 and sent to the Deans of faculties regarding study programmes with modifications subject to approval by SAAHE (Further actions by the faculty: a) preparation, assessment of compliance with standards; b) programme board; c) dean/college; d) faculty academic senate; e) faculty scientific council)</i>	DEC 2021	Deans of TU faculties, IQB TU, AS TU, SC TU	completed
harmonization of all study programmes, habilitation procedures and inauguration procedures with SAAHE standards: 2nd stage – IQB – SP approval followed by its submission to the Chancellor of the University	<i>• Meeting of IQB TU_1/2022 – TU_96-2022 dated 31.01.2022 (Approval of requests of prior approval of modification to study programmes) • Meeting of IQB TU_2/2022 – TU_359-2022/1 dated 16.05.2022 (Approval of harmonization of study programmes with SAAHE standards) • Meeting of IQB TU_3/2022 - TU_359-2022/2 dated 17.05.2022 (Approval of harmonization of study programmes with SAAHE standards) • Meeting of IQB TU_4/2022</i>	JAN 2022 - AUG 2022	IQB	completed

	<p>– TU_400-2022 dated 31.05.2022 (Approval of harmonization of habilitation and inauguration procedures with SAAHE Standards for habilitation procedures and the appointment of professors)</p> <p>• Meeting of IQB TU_5/2022</p> <p>– TU_485-2022 dated 30.06.2022 (Approval of harmonization of habilitation and inauguration procedures with SAAHE Standards for habilitation procedures and the appointment of professors)</p> <p>• Meeting of IQB TU_6/2022</p> <p>TU_541-2022 dated 01.08.2022 (Approval of harmonization of habilitation and inauguration procedures with SAAHE Standards for habilitation procedures and the appointment of professors)</p>			
Compliance of all study programmes with SAAHE standards - final version: TU Chancellor	Finalized files on meetings: IQB TU_1/2022; IQB TU_2/2022; IQB TU_3/2022; IQB TU_4/2022; IQB TU_5/2022; IQB TU_6/2022	AUG 2022	TU Chancellor	completed
Compliance of all internal regulations of TU and parts thereof with generally binding legal regulations and Standards of the Slovak Accreditation Agency for University and Colleges	Resolution No. 16 – IQB TU 6/2022 dated 1.8.2022 (Acknowledgement of notice of the compliance of internal regulations of TU and parts thereof with generally binding legal regulations and SAAHE Standards, and of the adoption of a new TU Statute submitted by TU Chancellor)	AUG 2022	IQB	completed
Approval of TU Chancellor's proposal to confirm the harmonization of the internal system of the University with the Act on Universities and Colleges, as amended, with Act 269/2018 Coll. on Quality Assurance in Higher Education, and SAAHE Standards for the Internal System, comments and approval of the Periodic Evaluation Report 2021 of the Trnava University (PER TU 2021) and approval of other documents according to the regulation on the internal system referred to in Clause 14, Sec. 14 (IQB TU feedback to PER TU 2021)	Minutes of meeting and related records of IQB meeting dated 1.8.2022; Document "Opinion issued by IQB TU permanent work group o academic disciplines regarding TU Chancellor's proposal to approve PER TU 2021", with IQB feedback to PER TU 2021 expressed in Part II; Resolution No. 17 – IQB TU 6/2022 (Approval of the proposed PER TU 2021 by IQB); Resolution No. 18 – IQB TU 6/2022 (Approval of the proposed IQB feedback to PER TU 2021), Resolution No. 19 – IQB TU 6/2022 (Approval of the proposal to confirm the harmonization of the internal system of the University),	AUG 2022	IQB	completed
Compliance with the obligation to notify about the compliance of the internal system with the SAAHE standards by 31. 8.2022 - Section 37 of the Quality Assurance Act	Chancellor's letter TU_604-2022 dated 1.8.2022 to SAAHE - notification of the internal University system harmonization with SAAHE standards	AUG2022	TU Chancellor	completed

<p>Activities according to the approved Agenda and Time Schedule for the Preparation of University Requests for Internal System Assessment, including the Internal Evaluation Report on the Implementation of the Internal System.</p>	<p><i>The Agenda and Time Schedule for the preparation of the request of assessment of compliance of the internal quality assurance system pursuant to Section 24 of Act 269/2018 Coll., including the Internal Evaluation Report on the implementation of the internal system of the university, Minutes of the meeting 14 09 2022 on the preparation of the request of assessment of compliance of TU internal system with SAAHE standards for the internal system</i> <i>Members of the working team, assigned competences and responsibilities under the Internal Evaluation Report TU, appointment decrees issued for team members, Minutes of the first meeting of the working team for internal evaluation report preparation dated 27.09.2022</i> <i>20/2022 Instruction of the Chancellor of Trnava University on the preparation of request of assessment of compliance of TU internal system with SAAHE standards for the internal system</i></p>	<p>SEPT 2022 - DEC 2022</p>	<p>TU Chancellor TU Vice-rectors TU Deans Representatives of TU faculties TU students</p>	<p>completed</p>
<p>Request of assessment of the internal system addressed to SAAHE until 31.12.2022, with the internal evaluation report on the implementation of the internal system prepared by the University and included therein</p>	<p><i>Submission of the request through SAAHE information system dated 16.12.2022..</i> <i>TU Chancellor's letter addressed to SAAHE (confirmed upload of request in SAAHE IS).</i> <i>PR information at the university's website, published January 26, 2023. (https://www.truni.sk/news/tu-poziadala-saavs-o-posudenie-suladu-vnutorneho-systemu-zabezpecovania-kvality)</i></p>	<p>DEC 2022</p>	<p>TU Chancellor</p>	<p>Completed</p>
<p>Educational activities and training for TU faculties, as well as within the implementation of the project "Innovation of the internal system of ensuring the quality of higher education of the Trnava University by developing personnel capacities, revising the internal regulations and acts of the university and systematic education in the form of e-</p>	<p><i>The agency's call to pay the fee for the assessment of the compliance of the internal system - the initiation of proceedings in the matter of the assessment of the internal system of the TU in Trnava of the Trnava University by developing personnel capacities, revising the internal regulations and acts of the</i></p>	<p>JAN 2022- JUNE 2023</p>	<p>IQB Lecturers of TU faculties</p>	<p>Completion planned June 2023</p>

<i>learning courses" for increasing awareness and improving the implementation of the internal system at TU</i>	<i>university and system education in the form of e-learning courses" to increase awareness and improve implementation of the internal system at TU</i>			
The agency's request to pay the fee for the internal system compliance assessment - initiation of proceedings regarding the internal system assessment of the TU in Trnava	<i>SAAHE invoice, accounting documents</i>	FEB 2023	Bursar, Economic departments of TU	Completed
Proceedings regarding the assessment of the internal system of the Trnava University by the SAAHE agency	<i>Correspondence - SAAHE agency and rector of TU, Internal system of TU, Internal evaluation report on the implementation of the internal system of TU, evaluation report of the working group, opinion of TU on the evaluation report of the working group, other documents</i>	FEB 2023 - DEC 2023	Agency SAAHE	Completion planned June 2023

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Table 6 - Procedure to implement the internal quality assurance system of higher education at the Trnava University

List of main regulations governing the internal system of the Trnava University

1. [Directive 16/2021 on the Internal Quality Assurance System of University Education at the Trnava University](#)

[Amendment No. 1 to Directive 16/2021 Internal Quality Assurance System of University Education at the Trnava University](#)

2. [Directive 17/2021: Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University](#)

[Amendment No. 1 to Directive 17/2021 Rules for Creation, Modification, Approval and Evaluation of the Quality of Study Programmes of the Trnava University](#)

3. [Directive 1/2022 of the Chancellor of the Trnava University on habilitation and inauguration procedures](#)

[Amendment No. 1 to Directive 1/2022 of the Chancellor of the Trnava University on habilitation and inauguration procedures with annexed](#)

4. [Statute of the Internal Evaluation Board for the Quality of University Education of the Trnava University](#)

[Amendment 1 to the Statute of the Internal Evaluation Board for the Quality of University Education at the Trnava University](#)

5. [Directive 3/2022 of the Chancellor of Trnava University Indicative Quality Assurance Indicators at the Trnava University](#)

[Annex No. 1 - Key Indicative Quality Indicators \(KIQI\)](#)

[Annex No. 2 - Additional Indicative Quality Indicators \(AIQI\)](#)

[Annex No. 3 - Example of KIQI evaluation in the realm of education](#)

[Annex No. 4 - Model Study Course Evaluation Questionnaire](#)

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