**INTERNAL ASSESSMENT REPORT OF THE STUDY PROGRAMME**

**Name of the higher education institution:** *University of Presov*

**Name of the faculty/university workplace:** *Select an option.*

**Type of the study programme:** *specify*

**Name of the study programme**: *specify*

**Name of the study field:** *specify*

**Degree of study:** *specify*

**Form of study:** *specify*

**Method of study:** *specify*

1. **Self-assessment of Standard 2 – Proposal of a new study programme and a proposal of a study programme modification**

**SP 2.1.** The proposal of a new study programme or a modification of the study programme is elaborated and submitted by the formalized processes of the internal quality assurance system of higher education institution (hereinafter referred to as the "internal system"). If the institution does not have an internal system approved, the quality assurance rules are set out directly in a given proposal of the study programme.

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| *Self-assessment of compliance* [[1]](#footnote-1) | *References to evidence [[2]](#footnote-2)* |
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**SP 2.2.** The study programme is elaborated following the mission and strategic goals of the institution, these are determined in a long-term plan of the institution.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 2.3.** There are designated persons responsible for the delivery, development, and quality assurance of the study programme.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 2.4.** Students, employers, and other stakeholders are involved in the preparation of the proposal of the study programme.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 2.5**. The study programme is assigned to the field of study, the extent of its content consistency with the concerned field of study is justified. In the case of study programmes combining two fields of study or interdisciplinary studies, the study programme is assigned to the relevant fields of study and the degree of its content consistency with the relevant fields of study is justified.

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**SP 2.6**. The study programme clearly defines and communicates the level of qualification that students acquire upon their successful completion. The qualification corresponds to the appropriate level of education under the qualifications framework.

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**SP 2.7.** The study programme clearly defines a graduate ‘s profile. Within its framework the descriptors define the learning outcomes that are verifiable and appropriate to the institution‘s mission, to the given level of the qualification framework, and to the subject field according to the relevant field of study or a combination of fields of study in which graduates obtain their higher education degree.

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**SP 2.8.** The learning outcomes and qualifications obtained by completing the study programme meet the sector-specific professional expectations for the pursuit of the profession. The study programme indicates the professions for which the acquired qualification is necessary. This is confirmed by the statements of relevant external stakeholders or by the agreement of the legal entity indicated in the description of the relevant field of study, if required by the description, or by a favourable opinion of the relevant ministry for the delivery of the study programme, in case of a state higher education institution, or in case of a qualification for the performance of regulated professions.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 2.9.** The professional content, structure, and sequence of the profile courses and other educational activities of the study programme and the conditions for successful completion of the study enable the learning outcomes specified in the graduate profile to be achieved and ensure the access to the latest knowledge, skills, and competences, including *transferable competencies* that affect their personal development and that can be used in their future careers and life as active citizens in democratic societies. In case of professionally oriented bachelor's degree programmes, the content of the study programme is designed to enable the achievement of the employers´ expected learning outcomes with an emphasis on the development of practical professional skills in the given sector of the economy or social practice.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 2.10.** The study programme has a standard length of study, a specified workload for each study subject expressed in ECTS credits, and hours of face to face teaching, except where the nature of the educational activity does not require it. The standard length of study, workload, and hours of contact instruction allow learning outcomes to be achieved and they correspond to the form of the study programme.

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**SP 2.11.** In the case of a professionally oriented bachelor's degree programme, their content includes the compulsory professional practice of students in a contracted organization for a total of at least one semester. The practice is designed to develop practical professional skills. It enables students to undertake activities through which they acquire the work procedures typical for the relevant level of qualification and the relevant field of study. It allows students to participate in professional processes, projects and through specific tasks acquire, knowledge, skills, and competencies relevant for the respective professions. The professional practice may be carried out as continuous or divided into several shorter periods, depending on the needs of the relevant study programme and the conditions of the cooperating organization in which the professional practice takes place.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 2.12.** The study programme has a clearly defined level and nature of research/artistic/other activities required for the successful completion of studies, especially concerning the final thesis.

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1. **Self-assessment of Standard 3 – Approval of the study programme**

**SP 3.1.** The study programme is approved by the formalized processes of the internal system. The study programme assessment and its approval, involving students, employers, and other stakeholders, is guaranteed to be independent, unbiased, objective, professionally based, transparent, and fair. The persons assessing and approving the study programme are guaranteed to be different from the persons preparing the study programme proposal.

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| *Self-assessment of compliance* | *References to evidence* |
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1. **Self-assessment of Standard 4 – Student-centred learning, teaching, and assessment**

**SP 4.1.** The rules, forms, and methods of teaching, learning, and students' assessment within the study programme enable the achievement of learning outcomes while respecting the diversity of students and their needs.

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**SP 4.2.** There is a flexibility in learning paths and in the achievement of learning outcomes. The study programme allows adequate education outside the university in domestic and foreign institutions, particularly through a mobility support. The results of this education are recognized by the institution.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 4.3.** The variety of forms and methods used in teaching, learning and assessing of learning outcomes stimulates students to take an active role in the process of learning and developing their academic careers. In higher education institutions, students are adequately, and in relation to the learning outcomes and level of the qualification framework of the study programme, involved in research/artistic/other activities.

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**SP 4.4.** Within the study programme a sense of autonomy, independence, and self-evaluation is reinforced, while providing adequate guidance and support by teachers based on mutual respect.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 4.5.** The study programme is delivered in a way that reinforces the internal motivation of students to continuously improve leading to the observance of principles of the academic ethics or professional ethics in the case of a professionally oriented bachelor's degree programme.

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**SP 4.6.** The study programme has prescribed rules, criteria, and methods for the assessment of learning outcomes in the study programme that are available to the public in advance. The assessment results must be recorded, documented, and archived.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 4.7.** Assessment methods and criteria are known in advance and accessible to students, they are included in the different parts/subjects/modules of the programme, and they are suitable for a fair, consistent, transparent verification of acquired knowledge, skills, and competencies.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 4.8.** The assessment provides students with a reliable feedback on the degree of fulfilment of learning outcomes, where appropriate with advice on learning progression.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 4.9.** If circumstances allow, the assessment of students in the study programme is carried out by several teachers.

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**SP 4.10.** Students can appeal against their assessment results; a fair handling of the appeal is guaranteed.

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1. **Self-assessment of Standard 5 – Student admission, progression, recognition, and certification**

**SP 5.1.** The study programme is delivered by pre-defined and easily accessible rules of study at all stages of the study cycle, e.g. student admission, progression and assessment, recognition of education, certification, awarding of a diploma, and other evidence of formal qualifications. The specificities arising from the specific needs of students are taken into account.

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**SP 5.2.** The study programme specifies the requirements for applicants and the selection process, the requirements correspond to the level of the qualification framework. The admission procedure is reliable, fair, and transparent. The criteria and requirements for applicants are published in advance and easily accessible. The admission procedure is inclusive and ensures equal opportunities for every applicant demonstrating feasibility for completion. The selection process of applicants is based on appropriate methods of assessing their eligibility for the study.

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**SP 5.3.** The rules for the delivery of the study programme regulate and facilitate the recognition of the study and parts of the study by the Convention on the Recognition of Qualifications concerning Higher Education in the European Region so that domestic and foreign student mobility is promoted.

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**SP 5.4.** Effective use of tools ensuring *scientific integrity*, prevention and dealing with plagiarism and other *academic fraud* is guaranteed in the delivery of the study programme.

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**SP 5.5.** Students of the study programme have effective mechanisms for examining incentives seeking protection of their rights or legally protected interests, which they believe have been violated. Students can also point to specific deficiencies in the activity or inactivity of the higher education institution. The examination of incentives is transparent and takes place with the participation of student representatives. The complainants are provided with feedback on the results of their examination and the measures taken.

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**SP 5.6.** The successful completion of the study programme is confirmed by the institution by the award of an academic title, by the issuance of a university diploma, and by the issuance of further documentation (diploma supplement) explaining the qualifications obtained. These documents comply with applicable regulations.

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| *Self-assessment of compliance* | *References to evidence* |
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1. **Self-assessment of Standard 6 – Teaching staff**

**SP 6.1.** The institution has sufficient teaching staff with the required qualification, workload allocation, research/artistic/other activities, practical skills, teaching skills, and transferable competencies that enable them to achieve learning outcomes, and whose language competencies correspond to the language requirements of the study programme.

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**SP 6.2.** The qualifications of teachers involved in the study programme are at least one degree higher than the qualifications achieved by its completion. This requirement may be waived in justified cases, such as foreign language tutors, in-service teachers, practitioners, and doctoral candidates.

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**SP 6.3.** Profile courses are normally provided by staff members in the position of professors or associate professors employed at the university in the relevant field of study or in a related field for fixed weekly working hours**.** In vocational education programmes, profile study courses are also provided by university teachers who are experienced professionals from the relevant economic or social fields and who work at the university for a fixed weekly or part-time period. From the point of teachers‘ age, the sustainability of the teaching staff in profile courses of the programme is guaranteed.

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**SP 6.4.** The institution has a designated staff member with the necessary competencies to guarantee responsibility for the delivery, development, and quality assurance of the study programme or an otherwise defined integral part of the study programme according to Art. 6 (7 to 11), and who is also responsible for a profile course. This person is in the position of a professor in the relevant field of study for fixed weekly working hours; in the case of a bachelor's degree programme, he/she works as a professor or as an associate professor in the relevant field of study for fixed weekly working hours. At the same time, this person is not responsible for the delivery, development, and quality assurance of the study programme at another university in the Slovak Republic. The same person may have primary responsibility for the delivery, development, and quality assurance of up to three study programmes. This number does not include cases of concurrence according to Art. 7 (3), letter b) to h) of these standards.

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**SP 6.5.** The staff supervising *final* theses are active in research/artistic/other activities or in a professional practice at the level corresponding to the degree of the study programme in the field of professional and thematic scope of the supervised theses. Dissertation supervisors are staff members in the position of professor or associate professor or in another similar position in a contracted research institution cooperating with a higher education institution in the delivery of a third-degree study programme.

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**SP 6.6.** The teaching staff develop their professional, language, pedagogical, digital skills, and transferable competencies.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 6.7.** In the case of teaching combination study programmes, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards, separately for each specialization of the combination in compliance with the relevance of the subjects to the field of study, and separately for pedagogical foundations.

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**SP 6.8.** In the case of translation combination study programmes, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards, separately for each specialization of the combination, in compliance with the language relevance, and separately for translation studies foundations.

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**SP 6.9.** In the case of programmes combining two fields of study or two first-degree study programmes delivered as interdisciplinary studies, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards for each field of study in which its graduates receive a higher education degree.

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**SP 6.10.** In the case of joint study programmes, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards for that part of the study programme that the institution provides.

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**SP 6. 11.** In the case the institution delivers study programmes in a given field of study at several faculties or at several addresses, the institution engages teachers according to Art.6 (1 to 6) of the Study Programme Standards, separately for each faculty and separately for each address where the study programme is delivered as a whole.

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1. **Self-assessment of Standard 7 – Research/artistic/other activities of higher education institution**

**SP 7.1.** Teachers providing profile courses within a study programme demonstrate outcome of their research/technological development/artistic activities in the relevant field(s) of study in which the study programme is delivered at the required level, depending on its degree:

**a)** at least at *internationally significant level* in the case of a third-degree programme;

**b)** at least at *internationally recognized level,* in the case of a second-degree programme or a programme combining the first and second degree;

**c)** at least at *nationally recognized level* in the case of a first-degree.

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* 1. **SP 7.2.** The institution’s outcomes of research/artistic/other activities are demonstrated through the most important outcomes of the teachers in charge of the profile courses of the study programme.

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**SP 7.3.** In case the institution delivers several study programmes in a given field of study, it demonstrates the outcome of their research/artistic/other activities according to Art.7 (1 to2) of the Study Programme Standards, separately for each study programme, except for concurrence with cases under Art. 7 (3).

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**SP 7.4.** In case the institution delivers several study programmes in a given field of study at different addresses, it ensures the demonstration of the outcomes of their research/artistic/other activities for each address separately.

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**SP 7.5.** In case of athird-degree study programme delivery, the institution demonstrates long-term continuous research or artistic activity in the field of the study programme. The workplace has to show the existence of long-term and continuous success in receiving financial grants for research or artistic projects, and the existence of follow-up or new projects from domestic and international grant schemes or other sources.

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**SP 7.6.** The compliance with the requirement according to Art.7 (5) of the Study Programme Standards may be replaced by the institution undergoing a periodic review of research, artistic, and other activities in each field of research every six years, and if it has been, on the grounds of the latest assessment, granted to use the label “research university.“

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| *Self-assessment of compliance* | *References to evidence* |
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1. **Self-assessment of Standard 8 – Learning resources and student support**

**SP 8.1.** The institution has sufficient spatial, material, technical, and information resources for the study programme which ensure the achievement of learning objectives and learning outcomes. These include: lecture halls, classrooms, study rooms, laboratories, and laboratory equipment and other necessary equipment, technical facilities and equipment, studios, workshops, design and art studios, interpreting booths, clinics, priests‘ seminars, science and technology parks, technology incubators, school enterprises, practice centres, training schools, training classrooms, sports halls, swimming pools, sports grounds, libraries, access to study literature, information databases and other information sources, information technology, external services, and their corresponding funding.

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**SP 8.2.** In case educational activities are provided by distance or combined methods, the institution has systems for the management of course content and the management of such education; students are guaranteed access to the course content and other study materials.

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**SP 8.3.** The institution has professional support staff whose competencies and numbers meet the needs of students and teachers and which are related to learning objectives and learning outcomes.

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**SP 8.4.** The institution maintains binding partnerships that enable relevant stakeholders to participate in a quality assurance, delivery and development of the study programme.

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| *Self-assessment of compliance* | *References to evidence* |
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**SP 8.5.** The institution has sufficient teaching staff, spatial, material, technical and information resources for the study programme, separately for each address at which the study programme or part thereof is to be delivered, and in proportion to the learning objectives and outcomes of a given part of the programme.

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**SP 8.6.** The institution responds effectively to the diversity of students‘ needs and interests. It provides students with support for a successful study progression and with a career guidance.

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**SP 8.7.** The institution provides students with appropriate social security, sport, cultural, spiritual and social activities during their studies.

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**SP 8.8.** Students are granted support and access to domestic and foreign mobility, and to internships.

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**SP 8.9.** The institution provides individualized support and suitable conditions for special needs students.

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**SP 8.10.** In professionally oriented study programmes, the programme has contractual partners in the form of organizations providing professional practice and practical training for students. These organizations have sufficient spatial, material, technological conditions, and staff so that the planned learning outcomes can be achieved.

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1. **Self-assessment of Standard 9 – Information management**

**SP 9.1.** The institution collects, analyses, and makes use of relevant information for the effective management of their programmes and other activities.

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**SP 9.2.** Effective collection and analysis of information about study programmes and other activities play a role in the evaluation of the study programme, in its design or in its modification.

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**SP 9.3.** The following are monitored and assessed in a study programme: indicators of teaching and learning performance, applicants’ and students‘ profiles, students‘ progression, success and drop-out rates, students’ satisfaction, graduates‘ employability, opinions of students and employers, information about learning resources and support available to students.

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**SP 9.4.** Appropriate tools and methods are used to collect and process information on the study programme. Students, teachers, employers, and other stakeholders are involved in the collection, analysis, and in the follow-up measures in the study programme.

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1. **Self-assessment of Standard 10 – Public information**

**SP 10.1.** Institutions provide readily accessible and clearly structured information about the study programme, mainly about their intended learning objectives and learning outcomes, requirements for applicants, selection criteria, recommended personality requirements, the level of the national qualifications framework, the field of study, the qualification they award, teaching and learning rules, the programme‘s completion conditions, assessment procedures and criteria, programme resources, pass rates, learning opportunities available to students, information about jobs available to successful graduates and graduate‘s employability.

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**SP 10.2.** This information is easily accessible students, their supporters, prospective students, graduates, other stakeholders, and to the public in all the languages in which the study programme is delivered. The form the information is available considers special needs applicants and students.

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1. **Self-assessment of Standard 11 – Ongoing monitoring and periodic review of study programmes**

**SP 11.1.** The institution regularly monitors, reviews, and appropriately modifies the study programme in order to comply with the Study Programme Standards so that the learning objectives and learning outcomes are in line with the needs of students, employers and other stakeholders, and in line with the latest knowledge in the field of study and the technological possibilities, so that the graduate level, by means of achieved learning outcomes, is in line with the required level of National Qualifications Framework and the stakeholders' expectations.

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**SP 11.2.** The monitoring and reviewing of the study programme include obtaining relevant feedback from the programme stakeholders, who also participate in the preparation of the feedback methodology. Students have, at least once a year, the opportunity to comment on the quality of teaching and the teachers of the study programme in an anonymous questionnaire.

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**SP 11.3.** The feedback results referred to in paragraph 2 are reflected in improvement measures. Students are guaranteed a role in the design of the measures.

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**SP 11.4.** The feedback results and the measures taken, and any planned or follow-up activities resulting from the evaluation of the study programme should be discussed with the stakeholders and interested parties and are accessible to the public.

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**SP 11.5.** The study programme is periodically approved in compliance with the formalized processes of the internal system at a period corresponding to its standard length of study.

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1. *In the* ***Self-assessment of compliance*** *section, the higher education institution briefly describes the policies and procedures for the compliance of the relevant standard or refer to specific provisions of the existing internal regulation, procedure, record (s), information system, contract, etc., which it has implemented in its compliance. It briefly evaluates the result and degree of compliance with the standard and the intentions to ensure compliance in the relevant field in the implementation of the study programme.* [↑](#footnote-ref-1)
2. *In the* ***References to evidence*** *section, the higher education institution provides a list of evidence (related internal regulations, internal records, parts of the study programme description, information sheets, scientific-pedagogical or artistic-pedagogical characteristics, place in the information system, place on the website, student record, etc.) by which it can demonstrate compliance with the standard, including an electronic reference to evidence. If the evidence cannot be made available to the working group online, it shall submit it during the on-site assessment.* [↑](#footnote-ref-2)