## **University of Presov**

# Basic Principles of Assurance and Evaluation of the Internal Quality System of the University of Presov



# **University** of Presov

# Rector's Directive 3/2025

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## Basic Principles of Assurance and Evaluation of the Internal Quality System of the University of Presov

# PART ONE Introductory provisions

# Article 1 Introductory provision

This internal regulation defines principles of assurance and evaluation of the Internal Quality System (hereinafter referred to as "IQS") of the educational, creative and other related activities of the University of Presov (hereinafter referred to as "UP") in accordance with Article 49 of the Statute of the University of Presov, Section 15 paragraph 1 b) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, Section 3 of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and Amendments and Additions to the Act. No. 343/2015 Coll. on Public Procurement and Amendments and Additions to Certain Acts, as amended. This internal regulation is further based on The Standards and Guidelines for Quality Assurance in the European Higher Education Area ESG 2015, on The Standards of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE") and it also considers other national, European or international standards concerning assurance and evaluation of IQS at universities.

# Article 2 Assurance and evaluation of IQS

- 1. The aim of the assurance and evaluation of IQS of UP is to support the development of UP in the European concept of the quality of education and scientific, research, development, innovative or further creative activities, which support personal development and prepare for life in the current globalized society. At the same time, they support academic staff and researchers, their development and cooperation with students in the academic environment and preparation of graduates who can find a job on the international labour market, can apply new knowledge, preserve, spread, and further pass on the present results, which were achieved by the mankind in the scientific, technical, cultural, and social fields.
- 2. Quality means meeting the standards, which UP puts on its own activities realized in accordance with its mission and aims.
- Quality assurance means systematic and structured care for the quality of education, scientific, research, development, innovative, creative and other related activities, its preservation and improvement.
- 4. Quality evaluation means verification of the degree of goal fulfilment and keeping of standards by performing the activities, which are pre-determined for UP.
- 5. Assurance and evaluation of IQS is based on the definition of the mission and aims of UP stated in its status and on the concept of UP development formulated in a long-term strategy (in the top strategy), from which functional strategies are derived, i.e. the strategy of education development, the strategy of science and research, the strategy of internationalization, the strategy of environmental sustainability, the strategy of gender equality and the vision of further development in the artistic or creative activities of the university, which form the strategic management of the

- PU. This structure is continuously developed as needed. In this regard, the task of senior employees is to cooperate with each other and thereby achieve synergy. Assurance and evaluation of IQS continuously reacts to the current impulses of the academic community and other UP bodies, permanent advisory bodies of the Rector, faculty bodies and other organizational units of UP.
- 6. During the assurance and evaluation of IQS activities, UP cooperates with other universities and scientific institutions, public administration bodies, internal and external assessors of the Board for the Internal Quality Assurance System of the University of Presov (hereinafter referred to as "IQS Board of UP") and other relevant bodies.
- 7. Assurance and evaluation of IQS is realized according to the fields of study, fields of science and areas of education carried out at UP, faculties and at the other organizational units of UP.
- 8. Assurance and evaluation of IQS is implemented according to the organizational structure in Appendix 1.
- 9. The Rector of UP, who is also the Chair of the IQS Board of UP has the main responsibility for the quality of ongoing processes related to the evaluation of IQS. The Rector of UP is represented by the Vice-Rector of UP, who is also the Vice-Chair of the IQS Board, to the extent determined by the Rector of UP. The scope, bodies, and main activities of the IQS Board of UP are defined in detail in its Statute, which is a separate internal regulation of UP.
- 10. The Vice-Rector for Development, Information Technologies and Quality Assurance of UP, in cooperation with other Vice-Rectors of UP, discusses at meetings mainly:
  - a) creation of the overall conception of the assurance and evaluation of IQS,
  - b) preparation of methodological guidelines for the faculties and other organizational units of UP,
  - c) preparation of strategic materials, which are submitted for discussion and approval to significant bodies of UP,
  - d) materials related to IQS and materials requiring the Rector's directives in relation to IQS,
  - e) coordination of the elaboration of IQS policy into measurable long-term and operational goals of UP, individual faculties and other organizational units of UP,
  - f) continuous evaluation of the results of IQS monitoring with regard to the fulfilment of the accepted goals and accepting of the standpoints in the case the goals are not fulfilled,
  - g) preparation of annual reports on the quality of the educational activities, which are submitted for discussion to the management of UP,
  - h) implementation of the audits of the adopted strategies and their further development.
- 11. The Quality Manager, whose activity falls under the section of the Vice-Rector for Development, Information Technologies and Quality Assurance of UP, is responsible for:
  - a) elaboration, implementation, and maintenance of the processes necessary for the evaluation of IQS,
  - b) increasing of awareness about IQS at all levels of UP,
  - c) internal audit plan preparation at UP,
  - d) active cooperation with the relevant control bodies in solving incentives and complaints, which are related to the functioning of IQS, to its development and improvement.
- 12. At the faculty level, the Dean is responsible for IQS. He also applies the fulfilment of the quality principles through the Faculty Quality Board of which the Dean is the Chair. The scope, bodies and main activities of this body are regulated in the Statutes of the individual faculties of UP.

13. At the organizational unit level, their Directors are responsible for IQS, who apply the fulfilment of the quality principles inside their own workplaces by means of the IQS Board of UP.

## Article 3

## Principles of assurance and evaluation of IQS

- 1. Assurance and evaluation of IQS respects the culture of the organization and the environment of faculties and other organizational units of UP, respects the specifics in the fields of study and fields of science as well as the areas of education carried out at UP.
- 2. Assurance and evaluation of IQS is realized transparently in accordance with factual, professional, and ethical criteria, in other words with principles contained in the relevant internal regulations of UP.
- 3. Assurance and evaluation of IQS is based on the verified qualitative and quantitative data, is always placed in context, and encompasses critical assessment of the found data.
- 4. Requirements, on which the goals of IQS and its assurance are based, are:
  - a) fulfilment of requirements in accordance with the SAAHE standards,
  - b) fulfilment of the goals contained in the strategic policy of UP (long-term strategy of UP, strategy of the development of education, science and research, internationalization and environmental sustainability of UP) including the policy of the individual faculties and other organizational units of UP,
  - c) fulfilment of the main principles of IQS policy through the following tools and supporting activities:
    - ca) management of UP in cooperation with the management of faculties and other organizational units of UP have institutional responsibility for the offer, provision of quality education and for the development of science and research,
    - cb) IQS through fulfilment of its principles contributes to the fulfilment of the long-term and short-term goals of UP in all areas of its scope,
    - cc) IQS is based on the creativity and on the activity of all employees of UP as well as on the good cooperation with internal and external assessors,
    - cd) IQS supports the inseparability of education and science relaying also on the results of its own research and development,
    - ce) IQS derives from and assures compliance with national and international quality standards, that means the standards of the SAAHE, ESG and others,
    - cf) IQS is a rationally operating control system with emphasis on quality, which contributes to the effectiveness of the processes, improvement of the processes and production of its outcomes in the desired quality.
- 5. Assurance and evaluation of IQS serves to support:
  - a) the organization of IQS,
  - b) the academic integrity, freedoms and alertness to academic fraud,
  - c) protection against intolerance of any kind or discrimination of students or employees,
  - d) the management of UP, faculties, other organizational units of UP and all employees as well as students, so that they can continuously improve IQS,
  - e) participation of the internal and external assessors in IQS.

- 6. If assurance and evaluation of IQS aims at the faculty activities or activities of other organizational units of UP, all parties involved shall participate in the evaluation and they shall also comment on the results of the evaluation.
- 7. Assurance and evaluation of IQS shall also rely on the feedback from cooperating universities and other research institutions, public administration bodies, internal and external assessors of the IQS Board of UP and other relevant bodies.
- 8. An integral part of any IQS assurance and evaluation is the implementation of internal audits to determine whether UP meets the requirements, whether it is effectively applied and maintained.
- 9. Besides planned internal audits according to the elaborated annual plans, the internal auditors also carry out unplanned internal audits in the critical areas of IQS.
- 10. The results of the audits or findings, the fulfilment of the accepted precautions and the situation in the fulfilment of the accepted corrective and preventive precautions are included in the annual evaluating reports.
- 11. Ideas for the creation and improvement of IQS goals are submitted continuously, during the whole year, to the direct superior, who consequently submits them to the Quality Manager or to the relevant Vice-Rector. After their summarization, these ideas are considered in the preparation of goals for the relevant calendar year or the longer time horizon.
- 12. The rules, procedures and criteria of assurance and evaluation of IQS are published and regularly updated in the public section of UP official website.

## **Article 4**

## Sources of assurance and evaluation of IQS

- 1. Assurance and evaluation of IQS is usually based on:
  - a) basic policies, conceptual, balance, analytical and other documents, or on the regulations of UP, faculties and other organizational units of UP,
  - b) data from information systems and sources available at UP, faculties or at other organizational units of UP and data from other publicly available sources,
  - c) own evaluation reports concerning IQS, usually elaborated on the basis of the pre-established framework curriculum,
  - d) expert assessments and audits,
  - e) questionnaire surveys,
  - f) semi-structured interviews,
  - g) indicators monitored in the long-term strategy and annual reports of UP,
  - h) registers according to Section 18 paragraph 4 of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments and Additions to the Act. No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended.
- 2. Assurance and evaluation of IQS is further based on the documents and regulations approved by the Academic Senate of UP, Scientific Board of UP or by the IQS Board of UP, which specify the requirements and procedures of the assurance and evaluation of IQS.

## **PART TWO**

## System of assurance and evaluation of IQS of UP activities

#### Article 5

## Assurance and evaluation of IQS of educational activity in study programmes

- 1. The minimum requirements for assurance and evaluation of IQS of UP educational activities are mainly determined by the following laws, decrees and other documents, in other words regulations:
  - a) Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended,
  - b) Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments and Additions to the Act. No. 343/2015 Coll. on Public procurement and on Amendments and Additions to Certain Acts, as amended,
  - c) Decree No. 614/2002 Coll. on Credit System Study,
  - d) admission requirements,
  - e) approved accreditation file and pedagogical documentation,
  - f) Study Regulations of University of Presov,
  - g) Code of Ethics of University of Presov,
  - h) Rector's Directive No. 2/2021 Directive on the Creation, Modification, Approval, Cancellation of Study Programmes and Submission of Applications for Accreditation of Study Programmes and Fields of the Habilitation Proceedings and Inauguration Proceedings at University of Presov.
- 2. The support for the development of the quality of the educational activity in study programmes (hereinafter referred to as "SPs") is provided through:
  - a) evaluation of SPs,
  - b) feedback of the members of academic community and graduates on the quality of teaching, organization of the study, study conditions and infrastructure,
  - c) evaluation of theses,
  - d) monitoring of conditions, proceedings and results of the admission procedure, including equal access to the admission process and study as well as application of SPs' graduates.
- 3. UP, faculties and other organizational units of UP shall plan, provide, continuously monitor and, when needed, improve the effectiveness of the supporting services, of the creation and availability of the study literature, the quality of the didactic technique, of information systems and of other available sources to support the education (hereinafter referred to as "sources").
- 4. The faculties and other organizational units of UP elaborate the long-term strategies of the development based on the long-term strategy of UP development, in which they define the plans relating to sources, material and technical equipment of the educational activity of UP.
- 5. UP, selected faculties and other organizational units manage libraries and study rooms, which provide literature necessary for the education of the students.
- 6. Presov University Press regularly approves the publishing plan, which provides the publishing of literature that enhance the quality of education and creative activity of UP.
- 7. UP provides students internet access and computer classrooms, all objects of UP are also covered by a Wi-Fi signal.

- 8. UP manages the modular academic information system MAIS, which provides students with information about their study.
- 9. Study advisers are assigned to the individual SPs to help students in choosing study subjects and in solving their problems.
- 10. There are coordinators for students with special needs at UP, faculties and other organizational units of UP, who provide support services for students according to the type of their specific needs.
- 11. UP, selected faculties and other organizational units of UP regularly monitor and improve support services corresponding to the needs of students' education.
- 12. Assurance and evaluation of IQS of the educational activity in SPs through the internal evaluation report of SPs is performed by people responsible for SPs, at least once every two years since they were granted the rights to carry out SPs during the period of validity of its accreditation.
- 13. Requirements of the overall organization and procedure of assurance and evaluation of IQS of the educational activity in SPs and fields of habilitation proceedings and inauguration proceedings are defined by separate directives governing the accreditation processes for SPs and fields of habilitation proceedings and inauguration proceedings at university.
- 14. The rules for assurance and evaluation of IQS of educational activity in SPs by students and graduates at UP are determined by the relevant internal regulations of UP.
- 15. Interest in study, conditions, proceedings, and results of the admission procedure as well as monitoring of the process and results of the study take place mainly on the basis of data from UP academic information system, the feedback from students and graduates and the evaluation of state exams commissions and employers.

## Article 6

## Assurance and evaluation of IQS of the lifelong learning programmes

- 1. Assurance and evaluation of IQS of the lifelong learning programmes is mainly based on:
  - a) feedback from the participants and graduates on the quality of teaching, organization and conditions of the lifelong learning programme,
  - b) statement of the executor of the lifelong learning programme,
  - c) statement of the employer and other parties involved.

## **Article 7**

## Assurance and evaluation of IQS of the creative activity

- 1. Conceptual development of the creative activity at UP is assured and evaluated mainly through strategies to support science and research as well as publishing activity.
- 2. Strategies to support science and research contribute to the development of disciplines carried out at UP, to the development of excellence and its creative activity, as well as of students and academic and scientific staff in various phases of their scientific growth.
- 3. Preparation of UP strategies to support science and research, except for the mission, aims and long-term strategy of UP, is mainly based on the evaluation of the implementation of the existing strategies and on the results of the creative activity, which were achieved by UP in the considered period. UP bodies, bodies of the faculty and the other organizational units of UP and mainly

- academic and scientific staff of UP, who are recognized professional authorities, are all involved in the preparation.
- 4. Assurance and evaluation of IQS of PU creative activity is realized according to the groups of fields of science, whose content is related to the implemented SPs in the individual areas of education and is organized in such a way as to enable their connection with faculties and other organizational units of UP.
- 5. Assurance and evaluation of IQS of creative activity respects the specifics of each study field and is usually carried out as an international comparison.
- 6. During assurance and evaluation of IQS of creative activity, it is monitored whether the introduced field of science is excellent in international, or in justified cases, in national comparison. This evaluation is usually carried out as a comparison of the outputs of the creative activity with significant foreign or domestic universities or research institutions.
- 7. Assurance and evaluation of IQS of creative activity at UP is usually based on:
  - a) its own evaluation Report on creative activity of the faculties and other organizational units of UP (hereinafter referred to as "Report on creative activity"),
  - b) expert assessment of the results by independent, internationally recognized experts,
  - c) indicators of the quality of creative activity.
- 8. The Report on creative activity, taking into consideration the specifics of the faculty, other organizational units of UP or pursued fields of science, as a rule, describes and evaluates:
  - a) mission, vision and aims in the field of creative activity,
  - b) strategic management of the development of creative activity,
  - c) measures taken with the aim to support the development of creative activity,
  - d) connection of creative and educational activities,
  - e) personal assurance and qualification growth of creative staff,
  - f) students' scientific activity with emphasis on doctoral students,
  - g) projects of UP, national and foreign scientific projects,
  - h) cooperation of individuals and departments at UP, national and international level,
  - i) social significance of realized creative activity,
  - i) the most significant achievements of realized creative activity,
  - k) method and results of the internal evaluation of creative activity,
  - 1) strengths, weaknesses, opportunities, and risks in the field of creative activity.
- 9. The Report on creative activity is generally based on the following documents:
  - a) report on educational activity,
  - b) report on research and development,
  - c) report on external relations,
  - d) evaluation of science and research development strategy,
  - e) evaluation of education strategy,
  - f) evaluation of internationalization strategy,
  - g) other internal documents or UP regulations.
- 10. The Report on creative activity is elaborated by the relevant faculty or other organizational unit of UP. The Faculty Quality Board consults the given report and consequently, it is forwarded by its Chair to the Chair of the IQS Board of UP for further discussion with the aim of assurance and evaluation of IQS of the creative activities at UP in accordance with quality standards.

- 11. The Chair of the IQS Board of UP presents the Report on creative activity to the IQS Board of UP for discussion. The Chair can also request the Scientific Board of University of Presov to discuss the report.
- 12. The Report on creative activity is regularly published and updated in the public section of UP website.
- 13. The Report on creative activity serves as a basis for development of fields of science, mainly in relation to the preparation of the long-term strategy of UP and strategies to support science and research.

## Article 8

## Assurance and evaluation of IQS of related activities

- 1. Assurance and evaluation of IQS of related activities means evaluation of activities supporting educational and creative activity of UP.
- 2. The subject matter of assurance and evaluation of IQS of related activities is usually:
  - a) organizational management of UP,
  - b) use of UP resources (mainly human and financial resources),
  - c) UP infrastructure and material equipment,
  - d) information systems to support UP activities,
  - e) UP information and advisory services,
  - f) knowledge and technology transfer services,
  - g) UP libraries services,
  - h) UP publishing and editorial activity,
  - i) student residences services,
  - j) UP conditions for sports or recreational activities.
- 3. Assurance and evaluation of the related activities concentrates mainly on the assessment of the activity of other organizational unites and special purpose-built facilities of UP. If the Dean of the faculty or the Director of other organizational units of UP agree, the part of the evaluation may also involve the evaluation of assurance and effectiveness of the related activities at faculties and other organizational units of UP.

## **Article 9**

## Strategic documents, regulations, annual and evaluating reports of UP

- 1. Mainly these following strategic documents, regulations, annual and evaluating reports are a part of assurance and evaluation of IQS of UP:
  - a) long-term strategy of UP and the annual plan for its implementation,
  - b) evaluation of UP long-term strategy,
  - c) annual report on the activities of UP and annual report on UP management,
  - d) report on the internal evaluation of IQS, which contains the level of assurance and evaluation of quality in education, research, development, internationalization and in other key areas of UP activities,
  - e) similar documents elaborated by faculties and other organizational units of UP.
- 2. The report on the internal evaluation of IQS mainly consists of the following parts:
  - a) description of the overall evaluation process,

- b) main results of the evaluation or evaluations,
- c) preventive or corrective measures taken,
- d) assessment of strengths and weaknesses, opportunities and risks,
- e) recommendations for further development and assurance and evaluation of IQS.
- 3. Main results of the report on the internal evaluation of IQS are described in the annual report on UP activity.

## PART THREE

System of assurance and evaluation of IQS of activities of faculties and other organizational units of UP

## **Article 10**

# Assurance and evaluation of IQS of activities of faculties and other organizational units of UP

- 1. The Rector entrusts one of UP employees, usually one of the Vice-Rectors, with the coordination of the activities related to assurance and evaluation of IQS of UP.
- 2. Assurance and evaluation of IQS of activities of faculties or other organizational units of UP are realized in such a way that fulfils the requirements of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments and Additions to Act No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended, of the Standards of Slovak Accreditation Agency for Higher Education (Standards for the Higher Education Internal Quality Assurance System, Standards for Study Programmes, Standards for Habilitation Proceedings and Inauguration Proceedings), of other legal regulations related to UP activities, of internal UP regulations or relevant directives of the Rector of UP.
- Assurance and evaluation of IQS of activities of faculties or other organizational units of UP
  beyond the scope of this internal regulation is determined by the internal regulation of the relevant
  faculty or by the Dean's directive or by the organizational rules of other units of UP or by the
  directive of its Director.
- 4. The Dean of the relevant faculty creates the Faculty Quality Board and entrusts one employee of the faculty, usually one of the Vice-Deans, with the coordination of the activities related to assurance and evaluation of IQS of the faculty. Directors of the other organizational units of UP follow the similar proceedings in the processes of assurance and evaluation of IQS of their activities, but except for the obligation to create the Faculty Quality Board. All related processes in this case are managed by the IQS Board of UP.

## **PART FOUR**

Final provisions

# Article 11 Final provisions

1. This internal regulation repeals the Basic Principles of Assurance and Evaluation of the Internal Quality System of the University of Presov dated November 2, 2021.

2.	This internal regulation	was app	roved by	y the	Academic	Senate	of the	University	of i	Presov	on
	December 17, 2024.										

3. This internal regulation shall enter into force and effect on January 1, 2025.

In Presov, December 17, 2024

PaedDr. Mgr. Helena Galdunová, PhD. Chair of the Academic Senate of UP

Dr. h. c. prof. PhDr. Peter Kónya, PhD. Rector of UP

## Organizational structure of the IQS of UP

