

Technical University in Zvolen

R-4948/2022

**Guidelines for Affected Parties on the Internal Quality Assurance
System at the Technical University in Zvolen**
in the harmonisation of study programmes with quality standards

Guideline No. 1/2022 to Organizational Directive No. 4/2021

Internal Quality Assurance System for the Higher Education
of the Technical University in Zvolen

2022

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Article 1

Introductory provisions

Guideline No. 1/2022 to the Organizational Directive No. 4/2021 Internal Quality Assurance System of Higher Education of the Technical University in Zvolen (hereinafter referred to as "OD 4/2021") contains guidelines for the affected parties of the Internal Quality Assurance System at the Technical University in Zvolen (hereinafter referred to as "the TUZVO") for the preparation and approval of the study programme (hereinafter referred to as "SP") evaluation report in the process of harmonisation of the SP with the quality standards.

Article 2

Elaboration and approval of the evaluation report of the study programme

- 1) The independent evaluation of the SP (whether it meets or does not meet the applicable Standards of a study programme approved by the Executive Board of the Slovak Accreditation Agency for Higher Education) shall be carried out by a group of assessors appointed by the Chairman of the Board for Internal Quality Assurance System (hereinafter referred to as the "IQAS") from among the members of the permanent working group for a given field of study.
- 2) The group of SP assessors shall have at least three members. The group of assessors shall include internal members from the TUZVO, external members from outside the TUZVO and students of the relevant field. In accordance with OS 4/2021, a temporary assessor may also be a member of the group of assessors.
- 3) Members of the group of assessors shall not have a conflict of interest, ensuring that the persons assessing the SP are different from the persons preparing the proposal for the internal accreditation of the SP or the proposal for modification of the SP.
- 4) Members of the group of assessors shall prepare the evaluation reports of the SP after studying the accreditation file of the SP. On the basis of their recommendation on the fulfilment of the standards, the IQAS shall decide by vote on the harmonisation of the SP with the quality standards.
- 5) The accreditation file is usually composed of the description of the SP, the internal evaluation report of the SP, the recommended study plan, course information sheets, scientific-artistic-pedagogical characteristics (hereinafter referred to as "VUPCH") of persons responsible for the implementation, development and quality assurance of the SP, VUPCH of persons providing profile courses, VUPCH of persons providing other courses, characteristics of the outputs of creative activities (hereinafter referred to as "VTC"), etc.

Guidelines for assessors

- a) Upon receipt of the appointment as a SP assessor, immediately notify rvsk@tuzvo.sk of your decision to prepare an SP evaluation report, or provide a justification that you cannot prepare an SP evaluation report within the specified timeframe.
- b) Sign the agreement to elaborate the evaluation report for a given SP and the declaration on honour that you do not have a conflict of interest (Annex 1)
- c) Within 14 days of electronic access to the SP's accreditation file, prepare a report on the fulfilment of the SP's quality standards and criteria (Annex 2).
- d) If you have any questions or require further information and supporting documents for the elaboration of the SP evaluation report, contact the Secretary of the IQAS.
- e) At the conclusion of the SP evaluation report, advise the IQAS to comment:
 - A: agreement with the harmonisation of the SP being implemented,
 - B: agreement with the harmonisation of the implemented SP after incorporation of the comments
 - C: disagreement with the harmonisation of the SP being implemented.
- f) Send the completed SP evaluation report (Annex 2) electronically to rvsk@tuzvo.sk and simultaneously deliver the printed and signed SP evaluation report to the Secretary of the IQAS together with Annex 1.

Article 3 Final provisions

The Guidelines for the affected parties on the internal quality assurance system at the Technical University in Zvolen in harmonising study programmes with quality standards were approved at the Internal Quality Assurance System Council meeting on 06.06.2022, after discussion at the meeting of the University Management of the Technical University in Zvolen on 25.04.2022. They come into force and effect on the date of their approval.

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Dr. h. c. prof. Ing. Rudolf Kropil, PhD.
Chairman of the IQAS, the TU in Zvolen

Annex 1

Consent to the elaboration of the study programme evaluation report and
declaration on honour on the conflict of interest

Signed by (title, name, surname)
.

I agree with the elaboration of the study programme evaluation report:

Faculty or USP	
Field of study	
Study programme	
Study degree	
Form of study	

as* internal member of the group of assessors from the TUZVO staff,

external member from outside the TUZVO,

name and the legal form of organisation, address of the organisation's registered office, job position

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Student of the TUZVO.

Faculty or USP, field of study, study programme, degree of study, year of study

.
.

* delete as appropriate

At the same time I declare on honour that I have **no conflict of interest**.

Place:

Date:

.
handwritten signature

Annex 2

Evaluation report of the study programme prepared by the assessor

Assessor (titles, name, surname):
.....

Part 1 Information on study programme

<i>Faculty</i>				
<i>Field of study</i>				
<i>Name of the programme</i>				
<i>Degree of study</i>				
<i>Standard length of study</i>				
<i>Academic title</i>	<input type="checkbox"/> Bc.	<input type="checkbox"/> Mgr. Art.	<input type="checkbox"/> Ing.	<input type="checkbox"/> PhD.
<i>Form of study</i>	<input type="checkbox"/> full-time study		<input type="checkbox"/> part-time study	
<i>Language</i>				
<i>Place of study</i>				
<i>Capacity of the study programme (planned number of students)</i>				

With the name of the study programme:

- agree,
- agree with comments,
- disagree (give reasons).

<i>Comments or reasons for disagreement:</i>
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Part 2 Evaluation of the graduate profile and education objectives of the study programme

With the graduate profile and key objectives as competences achieved during the study:

- agree,
- agree with comments,
- disagree (give reasons).

<i>Comments or reasons for disagreement:</i>
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Part 3 Evaluation of the employability of graduates of the study programme

With the employability of the graduates of the study programme:

- agree,
- agree with comments,
- disagree (give reasons).

Comments or reasons for disagreement:

Part 4 Evaluation of the structure and content of the study programme

With the structure and content of the study programme:

- agree,
- agree with comments,
- disagree (give reasons).

Comments or reasons for disagreement:

Part 5 Evaluation of the course information sheets and specified learning outcomes

With the course information sheets and specified learning outcomes of the programme of study:

- agree,
- agree with comments,
- disagree (give reasons).

Comments or reasons for disagreement:

Part 6 Academic year timetable and current teaching schedule

With the academic year timetable and current teaching schedule:

- agree,
- agree with comments,
- disagree (give reasons).

Comments or reasons for disagreement:

Part 7 Staffing of the study programme

With the quality of the staffing of the study programme:

- agree,
- agree with comments,
- disagree (give reasons).

Comments or reasons for disagreement:

Part 8 Spatial, material and technical assurance of the study programme

With the spatial, material and technical assurance of the study programme:

- agree,
- agree with comments,
- disagree (give reasons).

Comments or reasons for disagreement:

Part 9 Required skills and abilities of the applicant

With the required skills and abilities of the applicant, with the admission procedure:

- agree,
- agree with comments,
- disagree (give reasons).

Comments or reasons for disagreement:

Part 10 Feedback on the quality of provided education

With forms of feedback on the assessment of the quality of provided education:

- agree,
- agree with comments,
- disagree (give reasons).

Comments or reasons for disagreement:

Part 11 Evaluation of the extent to which the needs and expectations of the SP's contribution to society are being met

Having studied the information provided, I conclude that the needs and expectations that I, as assessor, am asked to evaluate were:

- met,
- met with comments,
- not met (give reasons).

<i>Comments or reasons for non-fulfilment:</i>
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Part 12 Recommendation to the Internal Quality Assurance System to express (select one option):

- A:** consent to the harmonisation of the study programme,
- B:** consent to the harmonisation of the study programme after incorporation of the comments,
- C:** disagreement with the harmonisation of the study programme.

I have prepared the report as*

- internal member of the group of assessors from the staff of the TUZVO,
- external member from outside the TUZVO,
- student of the TUZVO.

*delete as appropriate

Place:

Date:

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handwritten signature