



# **INTERNAL HIGHER EDUCATION QUALITY ASSURANCE SYSTEM**

at Ján Albrecht Music and Art Academy  
Banská Štiavnica

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## **1 INTRODUCTION**

This internal regulation regulates the Internal Quality Assurance System of higher education (Internal Quality System IQS) at Ján Albrecht Academy of Music and Art – Banská Štiavnica (HUAJA) in accordance with special regulations and Standards for internal higher education quality assurance system of the Slovak Accreditation Agency for Higher Education (SAAVŠ).

HUAJA also ensures the quality of higher education through its own internal quality system (IQS), which was already introduced in 2012. The IQS was developed on the basis of its own specific conditions of education at HUAJA and was also based on the Evaluation Criteria for the Internal System of Ensuring Higher Education, adopted at the 71st Meeting of the Accreditation Commission on 3-7 July 2013 and from the key norms and standards of ESG (European Standards and Guidelines for Quality Assurance) and its later revised versions. IQS was continuously innovated through the implementation of the Standards for the internal system of quality assurance of higher education, developed by the Slovak Accreditation Agency for Higher Education (SAAVS). IQS ensures permanent monitoring of the education quality system and gradually improves it, and in view of the current state, it supplements the outputs, results and verification in practice.

The goal of IQS is the development of specific creativity in the field of music and art, supporting the growth of educational quality coefficients, overall intellectual development and sociocultural awareness at HUAJA. A special ambition is to stimulate the development of its own institutional policy in the field of ensuring the quality of artistic and general education, fulfilling the expectations of members of the academic community, workers and students of the university and their awareness of ongoing processes in the field of higher education.

HUAJA in accordance with § 48b, par. 1 of the Act on Universities issues this IQS internal regulation, which updates the internal quality system and at the same time regulates the conditions of its application at HUAJA and its individual organizational components.

The internal quality system regulated by this internal regulation includes:

- a) HUAJA's policy in the field of ensuring the quality of higher education,
- b) HUAJA procedures in the area of quality assurance of higher education.

The intention of IQS HUAJA is to ensure the quality system of higher education in such a way as to enable ongoing additions and innovations in relation to its implementation in practice.

The intention of IQS is to permanently monitor and improve the quality of education in order to achieve better employment of graduates in the environment of rapidly changing requirements on the labour market, not only in the domestic but also in the foreign environment. An important part of this process is streamlining and improving the quality of education at HUAJA and related pedagogical, artistic and scientific outputs.

## 2 INTERNAL QUALITY SYSTEM

### 2.1 Policies according to the standards for the internal quality system

*The internal higher education quality assurance system* is a set of policies, structures and processes through which HUAJA fulfills its mission, ensures and develops the quality of higher education, creative activities and other related activities.

a) The IQS at HUAJA, with regard to the *quality assurance policy of the internal quality system*, contains a set of principles that guide the activities of HUAJA, its employees, students and external cooperating parties. The goal of applying the quality assurance policy is to ensure and develop the quality of higher education and related activities.

b) HUAJA has *defined its mission and strategic goals*, which it consistently fulfils, and related activities in its strategic documents, especially in the long-term plan and related internal regulations.

c) *The processes of the internal system* are procedures, rules, regulations and the sequence of individual steps through which the quality assurance and development of higher education is carried out. IQS defines the powers, scope and responsibility of individual structures, senior employees, other employees and other interested parties for ensuring the quality of higher education and related activities.

d) To ensure IQS, HUAJA has *sufficient personnel, financial and material resources* that correspond to its size and the scope of educational, creative and other related activities.

e) *IQS structures* are HUAJA collective bodies, contractual partners or persons with defined competences, scope and responsibility for the defined scope of quality assurance of higher education and related activities.

f) *Creative activity* is artistic, scientific, educational, research and development activity in the field of art and science and other creative activity that is relevant from the point of view of fulfilling HUAJA's mission, especially in relation to the goals and outcomes of education.

g) *Stakeholders* are persons, institutions or organizations that can influence the process of education, artistic, scientific, creative and other related activities or be influenced by them. Stakeholders are:

- internal: HUAJA students and employees,
- external: employers, representatives of artistic and scientific institutions and other representatives of social practice, graduates of HUAJA, domestic and foreign partners of HUAJA.

h) HUAJA does not belong to faculties. HUAJA includes:

- rectorate (incl. economic and administrative workplaces: rector's department, vice-rectors' department, administrative agenda department, foreign relations department with Erasmus department, concert management department),
- study department,
- departments: Department of Music Interpretation and Composition – Classical Music, Department of Music Performance and Composition – Jazz Music, Department of Music Theory and Applied Disciplines,
- information center – Academic library
- an excellent the Center for Development and Research in the Field of Art and Science

## 2.2 Priorities of IQS

### **IQS HUAJA's main priorities include:**

- ensuring the quality of higher education by creating criteria and methods for evaluating the quality of education,
- ensuring the quality of higher education by involving students and external stakeholders,
- the application of a system of transparent and comparable criteria that correspond to the level of higher education and educational outcomes in view of the focus of creative activity and the successful application of graduates in practice,
- three-level higher education – bachelor's, master's and doctoral and gradual acquisition of accreditation for habilitation and inauguration proceedings,
- mobility support (students, teachers) also within the Erasmus+ program and other programs,
- support of internationalization and based on the experience of ensuring the quality of higher education at advanced European related art higher education institutions also in the form of mutual cooperation (e.g. by comparing criteria and methodologies, implementing joint international artistic, scientific and educational activities),
- ensuring protection against any kind of intolerance and discrimination of students (e.g. due to orientation, health handicap, worldview, nationality and others),
- ensuring academic ethics and integrity and compliance with moral principles (e.g. by excluding plagiarism and other academic fraud on the basis of guaranteeing inferences),
- ensuring the protection of the rights or legally protected interests of students by transparently reviewing suggestions, including with the participation of student representatives.

HUAJA signed up to the Declaration on strengthening the culture of scientific integrity in Slovakia and became its signatory (October 12, 2021) as part of guaranteeing compliance with the principles of moral ethics. HUAJA has thus publicly committed to complying with “the highest ethical standards in the field of scientific integrity with the intention of strengthening the ethical aspect of scientific activity, which belongs to the essence of science, as well as increasing the trust of the public and the international research community in Slovak research workplaces.”

The main attributes of IQS HUAJA, which are related to the quality of education as a permanent dynamic and long-term process, are regular monitoring, evaluation, ranking, rating, application of SWOT analysis at HUAJA, as well as revision of the internal system, in which all interested parties participate.

Since the academic year 2014/2015, HUAJA has been monitoring the application of graduates in practice.

The structure and content of the accredited study programs in the three degrees of study in the field of Art make the study at HUAJA specific also with regard to the breadth of application of future graduates in practice. The combination of practical and theoretical subjects, which is unique in this form in Slovakia, will enable the implementation of several professions in the field of music, art and culture not only in the domestic but also in the foreign space.

HUAJA's main goal is to provide study programs that are attractive to domestic and foreign students and that will enable them to acquire the kind of education and skills they will be able to use at home and abroad.

## **2.3 Objectives and implementation of IQS**

Specific objectives:

- implementation of the internal education quality assurance system at HUAJA,
- pilot verification and evaluation of the internal system for measuring the quality of education,
- verification of measures to eliminate information inequalities in HUAJA's relationship with the public,
- respecting the Basic Principles, Standards and Guidelines (ESG), which are based on several fundamental principles of quality assurance, both internal and external, in relation to higher education within the European Higher Education Area (EHEA) and in accordance with the trends of the Association of European Conservatories (AEC).

Realization of goals:

- HUAJA has the primary responsibility for the quality and assurance of the education provided,
- develops and improves the quality of study programs with regard to the application of students and other recipients of higher education throughout the EHEA,
- implements effective and efficient organizational structures for the provision and support of study programs,
- ensures transparency and the use of external expertise in the area of process quality assurance,
- ensures diversity and innovation in educational processes,
- ensures compatibility with quality at the domestic and international level.

The implementation and innovation of IQS makes it possible to ensure a high quality of education, as well as development and research in the field of art and science, taking into account the development of HUAJA also in relation to the expectations and satisfaction of the needs of students, teachers, artistic and scientific employees.

## **3 HUAJA POLICY IN QUALITY ASSURANCE IN HIGHER EDUCATION BASED ON IQS**

HUAJA is a specific university art educational institution due to the number of study programs provided and the number of students. Right from the beginning, it places great emphasis on ensuring the quality of education. The offered bachelor's, master's and doctoral degree programs in the field of Music are specific by a large degree of individual teaching. Many subjects are provided by teachers using an individual approach (one teacher – one student), or in small groups (2-8 students to 1 teacher). With this method of teaching, there is direct personal contact between teacher and student, which gives teaching and learning an individual character and a unique dimension of creativity. This also ensures a transparent system between the teacher and the student and the possibility of direct communication, which leads to a constant review of the quality of education and the mutual satisfaction of expectations on the part of the teacher and the student.

When assessing the quality of education, they play an important role:

- the current state of laws and legal norms, as well as the standards applicable to the field of higher education,
- internal documents and internal regulations of HUAJA,
- information on the content, structure and educational outcomes of accredited study programs,
- published criteria and rules for student evaluation,
- published criteria and rules for filling positions of university teachers.

When evaluating the quality of education, they play an important role:

- assessment and success in achieving set goals and objectives,
- reports and other documents about realized projects or artistic events,
- reports and other documents of external institutions,
- published outputs from the Central Register of Publication Activities (CREPČ) and from of the Central Register of Artistic Activities (CREUČ),
- minutes from selection procedures for filling the positions of university teachers,
- feedback from the press or media on the artistic activity of students and teachers,
- feedback from students, graduates and the professional public,
- statistical data on students, graduates and academic mobility,
- evaluation of educational activities in terms of accreditation of study programs,
- filling out the graduate profile,
- employment of graduates on the labour market and in the artistic field,
- artistic, publishing, project and other creative activities of teachers and students
- qualification growth and structure of teachers,
- student awards and achievements,
- awards and achievements of teachers and staff,
- attendance at internal events (concerts, workshops, international scientific and artistic events).

### **3.1 Relationship between higher education, research and development activities in the field of art and science**

HUAJA places great emphasis on the connection between education, artistic and scientific activity. It has its own excellent scientific workplace, the Center for Development and Research in the Field of Art and Science (CVVUV), which coordinates development and research in the field of art and art-scientific disciplines.

The *Center for development and research in the field of art and science* is focused on solving research tasks according to the needs of individual specializations. The results are presented in the form of artistic outputs (concerts, cultural events), seminars, conferences, workshops with international participation and also published outputs (books, anthologies, catalogues, audio-visual media, scores, etc.).

CVVUV emphasizes the use and implementation of research results in the field of art and science in the educational process, which is enriched by attractive forms with the participation of important internationally recognized personalities. Several artistic and scientific outputs were presented and published within the CVVUV.

In 2012, HUAJA founded its own scientific and artistic journal *Ars pro toto*, in which scientific outputs, reviews of artistic projects and outputs, organized on HUAJA soil with international participation, are published, and which also has a defined space for publishing the results of teachers, students, concert, artistic, scientific and other activities at HUAJA.

CVVUV, in cooperation with the Publishing Department, published and regularly publishes publications (books, text-books, DVDs, anthologies, CDs, scores), which are used either directly in the educational process or serve for the promotion and dissemination of artistic and scientific outputs. CVVU presents the results of own original research at home and abroad as part of international events, which is naturally also reflected in the pedagogical process.



### **3.2 Organization and security of the IQS**

1. The level of quality of the educational process is reflected by the ongoing study results of the students of the given study program, but also by the interest of the students in the offered SP, the attractiveness of which increases the level of teachers and the pedagogical process.

The organization of IQS implementation is provided by:

- Rector
- Vice-rector for artistic activity and internal quality system
- Vice-rector for studies
- Vice-rector for development and research in the field of art and science
- Quality Council
- Study department
- Center for Development and Research in Art and Science (CVVUV)
- Information center – Academic library
- Coordinator for foreign relations and Institutional coordinator of the Erasmus+ program
- Arts and Sciences Council
- Board of Trustees
- Academic Senate
- Head of department
- Teachers, staff and students.

By implementing IQS, HUAJA collects, analyzes and uses relevant information for the effective management of study programs and other activities. Effective collection and analysis of information on study programs and activities of HUAJA has an impact on the evaluation of study programs and is reflected in the proposal of their modifications and changes. HUAJA monitors and evaluates key indicators of education and learning, characteristics of interested parties and students, progress (advancement) of students in their studies, their success and dropping out of studies, student satisfaction, application of graduates, opinions of graduates and employers, information on resources and student support. HUAJA uses appropriate tools and methods to collect and process information about study programs, such as anonymous questionnaires, interviews with students and teachers, collective participation in the evaluation of important student outputs, etc. Students, teachers, employers and other interested parties of the study program are involved in obtaining information and analysis about the status, as well as subsequent measures to eliminate possible deficiencies.

IQS can only be effective when the links and information transfer between its individual articles are clearly defined. At least once in a given academic year, HUAJA monitors and evaluates the effectiveness of the internal quality system at a meeting of the Quality Council. The output is a minutes that contains an analysis of the achieved goals, suggestions for eliminating shortcomings and other procedures for fulfilling HUAJA's goals. The minutes are transparent and publicly available on the HUAJA website.

HUAJA ensures the quality of education on the basis of IQS by dividing the competences, responsibilities, tasks and powers of the individual components involved in the assessment.

The following participate in the effective functioning of IQS:

- rector,
- vice-rector for artistic activity and internal quality system,
- vice-rector for studies,
- vice-rector for development and research in the field of art and science,
- Quality Council,
- Board of Trustees,
- Arts and Sciences Council,



- Academic Senate,
- other internal and external stakeholders.

The study department continuously monitors and evaluates:

- weighted academic average during the course of study,
- study results,
- checks the fulfillment of conditions for acceptance and continuation of studies,
- monitors and checks the conditions for completing final theses and state exams,
- draws students' attention to the possibilities of the optimal route within the S,P
- continually alerts students to partial non-fulfillment of study obligations, which may lead to the termination or exclusion of studies,
- informs students about the possibilities of interrupting their studies,
- collects information on suggestions for improving the SP from pedagogues,
- collects information on suggestions for improving the SP from students,
- submits proposals for improving the SP to the vice-rector for studies,
- submits proposals for the improvement of artistic and scientific activities to the vice-rector for development and research in the field of science and art,
- collects information on excellent results achieved by students in the field of artistic activity, scientific activity, active access to extracurricular activities beyond the scope of study duties, representation of HUAJA at home and abroad (competitions, concerts, artistic and scientific activities, receiving awards and prizes, publishing in domestic and foreign magazines, anthologies and other publications, etc.),
- collects information on excellent results achieved by students in the field of artistic activity, scientific activity, active access to extracurricular activities beyond the scope of study duties, representation of HUAJA at home and abroad (competitions, concerts, artistic and scientific activities, receiving awards and prizes, publishing in domestic and foreign magazines, anthologies and other publications, etc.
- performs other tasks according to the vice-rector for studies.

### **Center for Development and Research in Art and Science (CVVUV) excellent workplace**

The center for development and research in the field of art and science is focused on solving research tasks. The specific focus of HUAJA and the specific type of research is very closely connected with practice. The outputs of research and education are also works of art and activities (partly book publications, catalogs, sheet music, scores, CDs, DVDs), which are realized not only on the internal academic grounds, but also in cooperation with the city, galleries, museums, libraries, concert institutions, cultural institutions, as well as the banking and business sectors. In this direction, we can talk about applied research (e.g. cultural performances within the events of the city, region, Slovakia, business entities, etc.). Individual results are also presented at an international forum, where the results of research in the field of art and science are presented, for example, as part of joint international music festivals, art events, workshops, symposia, conferences and seminars). An important part of the transfer of research results in the field of art and science is also the use of space for further education in attractive forms with the participation of important internationally recognized personalities.

CVVU, in cooperation with the Publishing Department, responds flexibly and supports the publication of books, anthologies, scripts and thematically focused publications for study purposes based on surveys and needs from teachers and students.

### **Information center – Academic library**

- collects information on suggestions for improving information and library services from educators, scientists and artists,
- collects information on suggestions for improving information and library services from students,
- collects information on proposals for replenishment of library funds by educators, scientific and artistic workers,
- collects information on proposals for replenishment of library funds by students,
- collects information on suggestions for improving artistic and scientific activity by educators, scientific and artistic workers,
- collects information on suggestions for improving artistic and scientific activity by students,
- submits proposals for the improvement of information and library services to the director of CVVUV,
- submits proposals for replenishment of library funds to the director of CVVUV,
- submits proposals for the improvement of artistic and scientific activities to the director of CVVUV.

HUAJA has a clearly defined division of responsibility and authority of all parts of the university involved in quality assurance.

At least once a year, the Artistic and Scientific Council evaluates the results of the evaluation of the quality of education based on anonymous questionnaires and reports evaluated by individual organizational components.

### **3.3 Involvement of students in IQS**

In accordance with Act no. 131/2002 on universities, HUAJA students have the opportunity to comment on the assessment of the pedagogical process and teachers in the form of an anonymous questionnaire every year, which is also one of the activities of our institution, how to improve the quality of education. The student's right to comment anonymously on the quality of teachers and education is enshrined in the Study Regulations.

The preparation and evaluation of the questionnaires is provided by the rector's department for education, and the final report is available to the management, teachers of HUAJA and all members of the academic community.

The vice-rector for studies, in cooperation with teachers, evaluates the report and takes measures that contribute to the improvement of quality.

Student representatives (designated by the student part of the academic community) as interested parties are involved in the IQS Quality Council, the Academic Senate and the Disciplinary Commission. At the same time, they are guaranteed the opportunity to participate in the selection process for the filling of academic staff positions and other processes at HUAJA. Student representatives are also involved in the processes for creating, modifying and approving study programs.

## 4 QUALITY ASSURANCE PROCEDURES

HUAJA has developed effective procedures for the implementation, use, monitoring and review of the university's quality assurance policies.

### 4.1 Creating, approving, monitoring and evaluating study programs

HUAJA has developed an effective system for the creation, approval, monitoring and regular evaluation of study programs.

HUAJA has developed formal procedures and a timetable for periodic evaluation (internal and external) of individual modules and study programs in terms of goals and expected educational outcomes.

HUAJA enables the participation of teachers, students and representatives of employers (e.g. from elementary art schools, conservatories, orchestras and other art institutions) in the creation, approval, monitoring and evaluation of the study program.

HUAJA annually:

- monitors the employment of graduates on the labor market based on their feedback,
- analyzes the needs of employers of graduates,
- monitors the content of the information sheets and their connection with the profile of the graduate,
- monitors the level of knowledge and skill development of students before, during and after completing the study program,
- evaluates the creation of teaching texts, reflecting the latest knowledge in the field and the results of research and the needs of practice,
- analyzes the admission procedure conditions for accredited study programs,
- adjusts the topics of the final theses with regard to the current state of the field, as well as the requirements of practice.

The monitored indicators are:

- degree of satisfaction with the study program on the part of teachers and students
- the success rate of applying graduates on the labor market,
- rate of modifications and changes to information sheets,
- rate of modifications and changes of study programs.
- The rector, vice-rector for studies, guarantor and co-guarantor of the study program and other interested parties (student representatives and external interested parties such as practitioners, employers of art institutions, etc.) are responsible for the creation, approval, monitoring and regular evaluation of study programs.

The rector determines the evaluation date, usually once a year.

### 4.2 Provision of study programs (SP) by persons providing study programs (OZSP) and teachers providing profile subjects (UZPP)

According to the number of accredited SPs, HUAJA has designated persons providing the study program who are professors, assistant professors or senior assistants in the position of assistant professors. These OZSPs have relevant competences and bear the main responsibility for the implementation, development and quality assurance of the study program or otherwise defined comprehensive part of the study program.

If it is a bachelor's study program, the person providing the SP (guarantor / OZSP) works as a professor or assistant professor in the relevant field of study for the established weekly working

hours. At the same time, this person does not bear the main responsibility for the implementation, development and quality assurance of the study program at another university in the Slovak Republic. One and the same person can bear the main responsibility for the implementation, development and quality assurance of a maximum of three study programs.

Persons who lead final and diploma theses perform active creative activity or practical activity at the level corresponding to the level of the study program in the subject of the professional and thematic focus of the supervised theses. Supervisors of dissertations are persons in the position of professor or in the position of assistant professor, or another similar position in a research institution contractually cooperating in the provision of a third degree study program with HUAJA.

HUAJA monitors annually:

- active artistic and scientific activity of OZŠP and UZPP,
- responses to their artistic and scientific work,
- awards and achievements,
- membership in artistic and scientific councils, societies, artistic and scientific councils and juries, editorial boards, etc. at home and abroad,
- fulfillment of their activities in central registers
- pedagogical activities and their outputs,
- the awards of the students they led as trainers,
- permanent education and career growth.

The monitored indicators are:

- degree of student satisfaction with the method of teaching profile subjects of OZŠP and UZPP,
- qualitative and quantitative area of their artistic, scientific activity and creation,
- the number of responses to their artistic and scientific work,
- awards and achievements achieved,
- membership in artistic and scientific councils, societies, artistic and scientific councils and juries, editorial boards, etc. at home and abroad,
- the success rate of their students and graduates,
- achieved career growth.

### **4.3 Criteria and rules for student evaluation**

HUAJA has developed transparent and publicly available student evaluation criteria and rules that support the achievement of educational goals and expected educational outcomes.

HUAJA establishes and implements an effective, clear and consistent policy for the selection, processes, powers and responsibilities of examination and evaluation committee members.

HUAJA publishes and observes the rules and conditions for advancement to higher degrees of study and for the award of an academic degree.

HUAJA regularly evaluates the degree of success of the university studies provided, the results of students, the involvement of students in research, development, artistic and other creative activities, mobility programs and other activities of the university.

HUAJA monitors annually:

- compliance with student assessment rules,
- the powers and responsibilities of the members of the examination and evaluation committees,
- compliance with the rules and conditions for advancement to higher degrees of study and for the award of an academic degree,

- student results and involvement in HUAJA's creative activities.

The monitored indicators are:

- degree of student satisfaction in the area of communication with teachers (through survey questionnaires),
- the success rate of students in state exams and defenses of final theses,
- degree of student involvement in research, development, artistic and other creative activities, mobility programs and other activities of the university.

The vice-rector for studies and guarantor of the study program is responsible for setting the criteria and rules for student evaluation.

The term of the evaluation is determined by the vice-rector, usually once a year.

#### **4.4 Criteria and rules for ensuring the quality of university teachers**

The basic starting point for evaluating the level of education is the quality of human resources of artistic pedagogical and scientific pedagogical and non-pedagogical employees. HUAJA ensures a purposeful and effective increase in the professional level of employees. It monitors the growth of the qualification level of employees through the qualification plans of individual employees, ensures the competence of human resources through cooperation with domestic and foreign institutions, especially in the fulfillment of scientific and research tasks.

HUAJA has developed clear rules and requirements for ensuring the quality of university teachers, for the qualification process of teachers and for evaluating the level of competence of all new teachers.

HUAJA has developed a mechanism for the use of teacher evaluation results by students and other teaching staff.

HUAJA provides its teaching staff with opportunities for further development and improvement of their teaching skills.

HUAJA monitors annually:

- qualification growth of artistic-pedagogical and scientific-pedagogical employees,
- effectively increasing their professional level,
- active activity in educational, artistic, scientific, organizational, etc. activities,
- quality of education
- satisfaction of artistic-pedagogical and scientific-pedagogical employees.

The monitored indicators are:

- qualification plan of individual employees,
- degree of student satisfaction with the quality of teaching by university teachers (through anonymous forms),
- teaching quality control (hospitalization and anonymous student surveys),
- employee satisfaction survey.

The rector and vice-rectors are responsible for ensuring the quality of university teachers.

The rector determines the evaluation date, usually once a year.

#### **4.5 Ensuring sufficient material, technical and informational resources to support the education of students corresponding to the needs of study programs**

HUAJA regularly evaluates the provision of material, technical and informational resources to support the education of students in their fields of study (library, classrooms, practice areas, equipment, information technology and resources, etc.).

HUAJA supports cooperation with extracurricular external entities in securing physical and human resources to support the education of students corresponding to the needs of the study programs.

HUAJA regularly:

- updates material, technical and information security to support education,
- complements the library fund and study materials,
- monitors the needs of educators and students in the field of information resources to support education.

The monitored indicators are:

- the library fund and its replenishment according to the needs of students and teachers,
- student satisfaction with material, technical (instrumental equipment, audio-visual technology, etc.) and information resources
- the scientific and artistic journal HUAJA ArsProToto and the HUAJA website, which inform about the latest changes in the field of material, technical and informational resources to support student education.

The rector and pro-rectors of HUAJA are responsible for providing material, technical and informational resources to support the education of students corresponding to the needs of the study programs.

The rector determines the evaluation date, usually once a year.

#### **4.6 Collection, analysis and use of information necessary for effective management of study programs**

HUAJA has established systems for collecting, analyzing and using the information needed to effectively manage the implementation of study programs.

HUAJA has created an information system for collecting data on the quality, success and profile of students, student performances and results, employment of graduates on the labor market.

HUAJA uses tools for monitoring and evaluating the quality of study programs. The information obtained is used to improve the quality of education and to take specific measures when deficiencies are detected.

HUAJA regularly:

- monitors and evaluates students' suggestions regarding the quality of study programs,
- prepares a self-evaluation report in all areas of its activity (with special attention to the level of education, science and research, as well as the state of management),
- maintains a dialogue between the student/graduate and management in order to ensure the highest possible level of student and graduate satisfaction,
- ensures a functional information system for students.

The monitored indicators are:

- analysis of study results,
- analysis of students' incentives to secure study subjects through a questionnaire survey and personal interviews,

- analysis of graduate satisfaction (through a questionnaire survey and personal interviews at joint meetings once a year).

The vice-rector for studies is responsible for the collection, analysis and use of information necessary for the effective management of the implementation of study programs.

The rector determines the evaluation date, usually once a year.

#### **4.7 System for publishing current, objective, quantitative and qualitative information about study programs and their graduates**

Every year, HUAJA prepares and publishes annual reports on its activities and financial assurance, in which it processes in detail information on artistic, scientific and educational activities, as well as on management and financial security.

##### ***Annual reports***

<https://huaja.org/dokumenty/>

HUAJA regularly publishes up-to-date quantitative and qualitative information about the offered study programs and educational outcomes.

HUAJA publishes quantitative and qualitative information about graduates of study programs.

HUAJA provides objective and impartial information regarding the higher education provided. In communication with the public and when publishing information, it uses the website of the faculty and printed materials.

HUAJA publishes the terms of admission to study, the number of admitted students, costs and the difficulty of study in the study programs, the profile of the graduate and other current information about the study.

HUAJA regularly publishes:

- current information about study programs
- conditions of admission to study
- educational outcomes,
- quantitative and qualitative information about graduates of study programs.

The monitored indicators are:

- regular publication of current information about study programs and their graduates,
- publication of the results of a questionnaire survey of student satisfaction with study programs,
- publication of the results of the questionnaire survey of graduates' satisfaction and their application in practice.



## 5 CONCLUSION

HUAJA's artistic-pedagogical, scientific-pedagogical and administrative employees are obliged to follow this internal regulation and cooperate within their competences in ensuring the tasks resulting from the obligation to ensure the quality of higher education through the Internal Quality System.

At least once a year, the Artistic and Scientific Council comments on the results of the evaluation of the quality of education based on anonymous questionnaires and reports evaluated by individual organizational components, which are published in the minutes of the meeting and published on the HUAJA website.

This internal regulation was discussed at the Academic Senate and the Artistic and Scientific Council, approved by the Board of Trustees 12/16/2022 and becomes effective on the day of its approval.

prof. PhDr. Egon Krák, ArtD.  
Rector

prof. PhDr. Zuzana Martináková, PhD.  
Chairman of the Board of Trustees