



INTERNAL EVALUATION REPORT

**ON THE INTERNAL QUALITY ASSURANCE SYSTEM
FOR HIGHER EDUCATION
AT MATEJ BEL UNIVERSITY IN BANSKÁ BYSTRICA**

Approved: Council for the Internal Quality System of MBU

Date: 13. 10. 2022

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List of Abbreviations

| | |
|-------|--|
| AS | Academic Senate |
| AY | Academic Year |
| CIS | Course Information Sheet |
| CIQS | Council for the Internal Quality System |
| ESG | European Standards and Guidelines |
| EU | European Union |
| FA | Faculty of Arts |
| FE | Faculty of Economics |
| Fed | Faculty of Education |
| FL | Fakulty of Law |
| FNS | Faculty of Natural Sciences |
| FPSIR | Faculty of Political Science and International Relations |
| FS | Field of Study |
| HIP | Habilitation and Inauguration Proceedings |
| IA | Internal Audit |
| IQAS | Internal Quality Assurance System for Higher Education |
| IP | Interested Parties |
| IS | Internal System |
| ISP | Individual Study Plan |
| MAA | Manager for Accreditation Activities |
| MBU | Matej Bel University in Banská Bystrica |
| MESRS | Ministry of Education, Science, Research and Sports |
| PRSP | Person Responsible for the Study Programme |
| PWG | Permanent Working Group |
| SAAHE | Slovak Accreditation Agency for Higher Education |
| SC | Scientific Board |
| SP | Study Programme |
| SR | Slovak Republic |
| TWG | Temporary Working Group |

Guidance for Internal Evaluation Report

The Internal Evaluation Report (IER) is prepared in accordance with the guide for Internal Evaluation Report on the Implementation of the Internal System of a Higher Education Institution published by the Slovak Accreditation Agency for Higher Education.

With the Internal Evaluation Report, MBU wants to provide sufficient assurance to the working group of the Executive Board of the Agency and to the public that its internal procedures, structures and processes ensure and improve the quality of education provided in accordance with the standards for the internal system and demonstrate the compliance of implemented study programmes with the standards for the study programme and the compliance of habilitation and inauguration proceedings with the standards for habilitation and inauguration proceedings.

The fulfilment of requirements of each standard is treated in individual chapters and subchapters of this Internal Evaluation Report in the following logical sequence:

1. a textual **description of compliance** with the relevant standard;
2. **related policies**, structures, processes and internal rules for the standard, if the description cannot comprehensively demonstrate how the standard is met;
3. if the description or follow-up policies contain a reference to other documented information that is issued as **an internal regulation**, the internal regulation shall be indicated in underlined type in this IER;
4. **a reference to the documented information** is always included below the description and the follow-up policies, and the reference is always preceded by a # mark.

The methods of monitoring the implementation of each standard are applied at the appropriate hierarchical level of the internal quality system of MBU. **Comprehensive monitoring of compliance and implementation** is ensured through the performance of internal audits of the internal system and through its external assessment, which is the responsibility of the Council for the Internal Quality System (CIQS).

Partial monitoring of compliance and implementation is carried out in the body or workplace to which such competence has been given. The principal bodies and posts involved in compliance monitoring shall always be those **with substantive responsibility for the standard in question**. The basic bodies included in the internal system are:

- senior management of MBU,
- senior management of the Faculties,
- senior staff of the organisational units of MBU and its Faculties,
- persons responsible for SPs and fields of study of HIP,
- the Council for the Internal Quality System of MBU,
- Permanent Working Groups and Temporary Working Groups of CIQS MBU,
- Internal and external assessors of CIQS MBU,
- Internal auditors of CIQS MBU,
- Faculty Quality Councils,
- MBU Scientific Board and Scientific Boards of the Faculties,
- Academic Senate of MBU and Academic Senates of the Faculties,
- advisory bodies of the Rector and Deans,
- the relevant permanent working groups of MBU and the Faculties.

An assessment of the evolution of the indicators is not the subject of this Report. **Annex 3 contains the list and results of the monitoring of the internal quality system**, study programmes, habilitation and inauguration procedures, education and creative activities. These results are drawn up

as a set of indicators. Their interpretation is part of the partial reports that MBU prepares in accordance with the higher education legislation. **The interpretation reports are as follows:**

- University and Faculty reports on education,
- periodic reports on study programmes,
- periodic reports of habilitation and inauguration proceedings,
- periodic report on the internal quality system,
- University and Faculty reports on science and research,
- University and Faculty reports on internationalisation,
- University and Faculty reports on development and computerization,
- the annual report of MBU for the relevant year.

The responsibility for taking measures shall always rest with the body that has subject-matter competence for the standard or matter under discussion. If any quality improvement measure is adopted at the appropriate hierarchical level of the internal quality system, it shall be recorded in the minutes of the meeting of that body.

Each main chapter of this Internal Evaluation Report shall conclude with **a critical self-assessment** (reflection) and **indicative measures for further improvement**.

1 Basic Information on MBU

1.1 The Name of the University

Matej Bel University in Banská Bystrica

1.2 Address

Národná 12, 974 01 Banská Bystrica

1.3 Legislative and Legal Framework

Matej Bel University in Banská Bystrica was established on 1 July 1992 by the Act of the Slovak National Council No. 139/1992 Coll. of 27 February 1992, through the merger of the University of Economics of Services and Tourism in Banská Bystrica and the Faculty of Education in Banská Bystrica.

1.4 Statutory Officers

Rector

doc. Ing. Vladimír Hiadlovský, PhD.

Vice-Rector for Education, Accreditation
and Internal Quality System:

prof. Ing. Ján Závadský, PhD.

Vice-Rector for Development and
Computerisation:

doc. Ing. Marek Drímal, PhD.

Vice-Rector for International Cooperation
and Lifelong Learning:

doc. PhDr. Katarína Chovancová, PhD.

Vice-Rector for Science and Research:

prof. PhDr. Peter Terem, PhD.

Bursar:

Ing. Ladislav Monček

1.5 Contact person (contact for the purpose of assessing IQS)

- a) **prof. Ing. Ján Závadský, PhD.**
Manager for Internal Quality System
Tel.: +421-446 1166
E-mail: jan.zavadsky@umb.sk
- b) **Mgr. Katarína Babel'ová**
Manager for Accreditation Activities
Tel.: +421-446 1121
E-mail: katarina.babelova@umb.sk

1.6 The Structure of the University, workplaces and localities

RECTORATE OF THE UNIVERSITY

Link to the website

<https://www.umb.sk/univerzita/pracoviska-umb/rektorat-umb/>

FACULTIES

Faculty of Economics

Dean: **prof. Ing. Peter Krištofík, Ph.D.**

Faculty of Arts

Dean: **doc. Mgr. Martin Schmidt, PhD.**

Faculty of Political Science and International Relations

Dean: **doc. PhDr. Branislav Kováčik, PhD., EMBA**

Faculty of Natural Sciences

Dean: **doc. RNDr. Jarmila Kmeťová, PhD.**

Faculty of Education

Dean: **doc. PaedDr. Lenka Rovňanová, PhD.**

Faculty of Law

Dean: **doc. Dr. iur. JUDr. Ing. Michal Turošík, PhD.**

Link to the website

<https://www.umb.sk/univerzita/fakulty-umb/>

OTHER UNIVERSITY WORKPLACES

- Institute of Automation and Communication (IAC)
- University Library (UL)
- Administration of Special-Purpose Facilities (ASPF)
- Centre for High Performance Computing (CHPC)
- Belianum, Matej Bel University Press in Banská Bystrica
- University Centre for International Projects (UCIP)
- Confucius Institute for Business at Matej Bel University in Banská Bystrica
- Europe Direct MBU Banská Bystrica

Link to the MBU website

<https://www.umb.sk/univerzita/pracoviska-umb/>

- University of the Third Age (UTA)
- Methodological Centre for Slovaks Living Abroad (MC MBU)
- Career Centre

Link to the MBU website

<https://www.umb.sk/studium/absolvent/celozivotne-vzdelavanie-umb/>

1.7 History of MBU

In 1973, a detached workplace of the Faculty of Commerce of the University of Economics in Bratislava was established in Banská Bystrica, from which in 1977 the Faculty of Economics of Services and Tourism was established as its fifth Faculty, with its seat in Banská Bystrica. As of 30 June 1992, by the Act No 139/1992 Coll., the University of Economics in Bratislava was divided into the University of Economics in Bratislava and the University of Economics of Services and Tourism in Banská Bystrica which was later renamed into the Faculty of Economics and together with the Faculty of Education in Banská Bystrica they were the founding faculties of the new Matej Bel University in Banská Bystrica. Historically, the first rector of Matej Bel University in Banská Bystrica was prof. PhDr. Ján Findra, DrSc.

The years 1995 – 1997 represent the period of the greatest development of MBU, as it is associated with the establishment of new faculties. Based on the decision of competent bodies on 1 March 1995, Faculty of Natural Sciences and Humanities was divided into two faculties: Faculty of Humanities and Faculty of Natural Sciences. In the same year, on the basis of resolutions of the Government of the Slovak Republic, the following MBU faculties were established: Faculty of Law, Faculty of Political Science and International Relations and Faculty of Finance. In the year 2005, Faculty of Finance merged with the Faculty of Economics. In 1997, the Faculty of Philology was established and after its 10 years existence it was merged with the Faculty of Humanities in 2007. Since 1 January 2014, the Faculty of Humanities has been legally succeeded by the Faculty of Arts.

The current – fifth rector of Matej Bel University in Banská Bystrica is assoc. prof. Ing. Vladimír Hladlovský, PhD.

1.8 Context of the Internal System of the University

1.8.1 *Departmental, regional, research, cultural and other specifics influencing IQS MBU*

Matej Bel University in Banská Bystrica strives to be a recognised educational institution with unique study programmes, attractive and friendly for students from Slovakia and abroad, popular centre of lifelong adult education, including foreign Slovaks, a centre of science and research activities in central Slovakia with internationally recognised research teams and projects, a disseminator of national culture with well-developed artistic and sporting activities at home and abroad, a dynamic and flexible institution, accountable to the needs of society and oriented towards their fulfilment, convincing and trustworthy to a wide network of partners and practice, an institution efficiently managed and integrated, with strong intra-university links and economically stable, an institution demanding but also caring towards its staff and their professional development, confirming its commitment to consistently carry out the protection of its autonomy, moral, scientific and worldview independence from political and economic power and respect for academic freedoms, to develop its academic excellence, quality and reputation in all areas of activity and to implement feedback mechanisms for this at all levels of management and activity, to compare the level and results of its activities with leading universities, with quality standards recognised at European level and with the needs of society, and to promote international cooperation and collaboration with practice as a source of change and development trends, to promote the growth of expertise, the development of creativity and inventiveness, flexibility, critical and constructive dialogue and continuous evaluation as basic sources and processes of innovation, to build internal integrity based on the cooperation of stronger unique departments within the University, but also on their interconnectedness, the will for dialogue, respect, trust and co-responsibility for results, as a prerequisite for its effective functioning, success and university belonging.

Link to the MBU Statute

<https://www.umb.sk/univerzita/univerzita/o-univerzite/statut-umb.html>

1.8.2 Specific needs and expectations of internal and external interested parties

Each MBU Faculty develops its own policy and internal regulations that respect the specificities of its study programmes, habilitation and inauguration proceedings, its staff, students and other interested parties. In cases where the Faculty does not establish its own quality assurance policies, it shall follow the MBU quality policies.

In its internal system, MBU **has defined the powers, authority and responsibility of the different structures, senior staff, other staff and other interested parties** for quality assurance of higher education and related activities. The involvement of external interested parties in quality assurance is guaranteed.

MBU has adopted the principle that **the minimum interested parties at any stage of development, modification or approval of study programmes will be employers, students and graduates**. External interested parties are employers and graduates. Another involvement of external interested parties is **the participation of external assessors** in temporary working groups according to the Statute of the Council for the Internal Quality System of MBU. According to Directive on External Assessment of the Internal Quality System, the external assessment of the internal quality system is carried out by interested parties – **independent distinguished and internationally recognised experts** – who provide an external perspective and propose suggestions for the improvement of the internal quality system of MBU.

Any interested party, student, employee, employer or graduate in particular, can **submit a suggestion for improving the quality** of MBU through the Internal Quality System Office or the Internal Quality System Coordinators at individual University components. Their list and contact details are available on the MBU website in the section “ The Internal Quality System of MBU”. Regular monitoring, evaluation and revision of the internal system is ensured at MBU, in which all interested parties participate.

The content and qualification level of graduates of study programmes meet **the sector-specific expectations of employers** and other external interested parties, as evidenced by the proposal for the establishment of a new study programme, the description of the study programme, the internal evaluation report of the study programme, the evaluation report of the study programme elaborated by interested parties and the Council's report on the fulfilment of the standards and criteria for the study programme.

The implementation of study programmes, student assessment and learning outcomes are in compliance with current knowledge, technological capabilities, the needs of society, the needs of students and the expectations of employers and other external interested parties, and MBU creates a supportive and effective learning environment for the students. An essential attribute of any educational activity at MBU is the inclusion of interested parties in the processes of development, approval and modification of study programmes in accordance with the Statute of the Council for the Internal Quality System at MBU and Directive on Design, Modification and Approval of Study Programmes and Submission of Applications to SAAHE, in order to keep knowledge up-to-date with the needs of society, technological opportunities, employers' expectations and students' needs, as evidenced by the **descriptions of study programmes** published on the MBU website or on the websites of the University components.

Modifications of study programmes are the result of their continuous monitoring and periodic evaluation and are proposed with **the participation of students, employers and other interested parties**. All modifications of study programmes shall be carried out with the participation of interested parties in accordance with Directive on Design, Modification and Approval of Study Programmes and Submission of Applications to SAAHE.

1.8.3 Demography of MBU and its development

Both the number of students and the number of graduates at MBU have been decreasing since the year 2010. In comparison with the year 2010, the number of MBU students in 2021 decreased by 5 644 (45 %) and the number of graduates decreased by 3 152 (37 %). In 2021, the number of graduates accounted for 27 % of the number of students, compared to 40 % in 2010.

Table 1 Development of the number of students and graduates at MBU

| Year | Number of MBU students as of 31 October in the relevant year | Number of MBU graduates as of 31 August of the relevant year |
|------|--|--|
| 2010 | 12 478 | 4 988 |
| 2011 | 12 168 | 4 518 |
| 2012 | 11 387 | 3 910 |
| 2013 | 10 416 | 3 982 |
| 2014 | 10 041 | 3 275 |
| 2015 | 9 096 | 3 256 |
| 2016 | 7 984 | 2 853 |
| 2017 | 7 056 | 2 842 |
| 2018 | 6 951 | 2 222 |
| 2019 | 6 712 | 2 088 |
| 2020 | 6 987 | 1 966 |
| 2021 | 6 834 | 1 836 |

1.8.4 Additional contextual information

From 2013 to 2019, a quality system according to the requirements of the international standard for ISO 9001 was implemented at MBU. According to this standard, MBU has built, implemented, maintained and continuously improved the quality management system, including the necessary processes and their interconnections in accordance with the requirements of this international standard. In this period, MBU has identified the necessary processes for the quality management system and their application in the organisation as a voluntary commitment as follows:

- determined the required inputs and expected outputs from these processes;
- determined the sequence and interconnection of these processes;
- determined and applied criteria and methods (including monitoring, measurement and performance indicators) necessary to ensure the effective operation and management of these processes;
- determined the resources needed for these processes and ensure their availability;
- allocated responsibility and authority for these processes;
- managed risks and opportunities identified according to the requirements of ISO 9001, section 6.1;
- evaluated these processes and implemented necessary changes to ensure that the intended results are achieved;
- improved the processes and the quality management system;
- maintained necessary documentation to support the operation of these processes;
- maintained documentation to provide confidence that the processes were carried out as planned.

Since 2013, the MBU Quality Council has been operating. In the year 2020 it was transformed into the Council for the Internal Quality System of MBU with a new structure and competences. The original MBU Quality Council was primarily an expert, advisory, initiating and coordinating body of MBU in the field of implementation of quality systems. Its activities were mainly focused on

maintaining and improving the certified quality management system according to the requirements of the international standard ISO 9001. With the constitution of CIQS, the original Quality Council was abolished.

Link to the archive of the certified management system of MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/archivne-dokumenty-vsk-umb/>

1.9 The process of alignment of IQS of MBU

The implementation of the requirements resulting from the university legislation and SAAHE Standards into the internal quality system of MBU was ensured through the following basic steps of alignment:

1. Establish and approve the Statute of the Council for the Internal Quality System of MBU.
2. Elaborate and approve Directive on Design, Modification and Approval of Study Programmes and Submission of Applications to SAAHE.
3. Elaborate and approve internal regulation on the Internal Quality Assurance System of University Education at MBU.
4. Elaborate and approve Directive on the External Assessment of MBU IQS.
5. Submit to CIQS the internal regulations of the Faculties regulating the competence of its bodies in designing, modifying and approving study programmes and HIP.
6. Elaborate and approve Directive on Continuous Monitoring, Periodic Assessment and Periodic Approval of SPs.
7. Elaborate and approve Directive on Scheduling Workload for University Teachers.
8. Update the principles for filling the positions of associate professors and professors to ensure quality of the selection of candidates by setting criteria, transparency and objectivity of the selection committee's work.
9. Approve the MBU Long-Term Goal, which will take into account the requirements of the SAAHE Standards.
10. Approve Long-Term Goals of the Faculties which are related to the MBU Long-Term Goal (and which are in compliance with the MBU Long-Term Goal) and take into account SAAHE Standards.
11. Define principles of quality assurance of higher education as part of the internal regulation on the Internal Quality Assurance System of Higher Education at MBU.
12. Elaborate and approve Directive on Internal Audit Procedures of the Internal Quality System of MBU.
13. Fill the position of the Secretary of CIQS.
14. Approve proposals of candidates for PWG for individual fields of study in the SBs of the Faculties and submit them to the Chair of the MBU SB so that it is clear which candidate is proposed by the Faculty to which PWG of CIQS and which candidate is in the first place and which candidate is his/her alternate.
15. Appoint Faculty representatives into CIQS.

16. In MBU AS approve two students from the student part of the MBU AS, on the proposal of its Chair.
17. In MBU SB approve proposals of candidates for permanent working groups for SBs of the Faculties.
18. From approved candidates, appoint members of PWG the by the Chair.
19. Elect the chairperson for each PWG by its members, with the first meeting of members of the permanent working group convened and administratively coordinated by the Internal Quality System Manager.
20. Appoint members of CIQS.
21. Propose internal and external assessors by the Faculties in such a way as to ensure the participation of interested parties, but at least students and employers. In the third level (PhD.) study programmes and in habilitation and inauguration fields of study, at least one foreign assessor who is an internationally recognised expert in the relevant field of study.
22. Approve internal and external assessors and maintain their list on the MBU website.
23. Design the website for CIQS.
24. Include a list of Faculty contact persons on the CIQS website for submitting suggestions for continuous improvement of IQS.
25. Design an account: *zlepsovanie.kvality@umb.sk*.
26. Issue Methodological Instruction on Alignment of SPs with SAAHE Standards, which will specify deadlines and the extent of alignment.
27. In Faculty bodies, determine and approve the list of SPs that will be aligned with quality standards and those SPs that will not be aligned.
28. Elaborate internal accreditation files (documented information about SPs) as required by Directive on Design, Modification, and Approval of SPs and Submission of Applications to SAAHE.
29. Approve internal accreditation files in the Faculty bodies individually for each aligned SP.
30. After their approval by Faculty bodies, submit internal accreditation files to CIQS.
31. Assign internal accreditation files to the Chairs of the Board's PWGs and appoint temporary working groups for reviewing the alignment of SPs with Quality Standards.
32. Elaborate CIQS evaluation reports for the aligned SPs.
33. Discuss the evaluation reports in permanent working groups and approve them in CIQS.
34. CIQS's decision on the implementation of the SP once it is aligned with SAAHE Standards.
35. Translate the following documents: Study Regulations, Schedule of AY, Course Information Sheets, the Study Plan, Directive on Final, Rigorous and Habilitation Theses at MBU, Descriptions of SPs on the MBU website and admission requirements. Translate these documents into those languages in which the given SP is offered and publish the documents on the Faculty website.
36. Issue Methodological Instruction for the Alignment of HIP with SAAHE Standards, which will determine deadlines and the extent of alignment.

37. Determine and approve, in the Faculty bodies, the list of HIP fields of study that will be aligned with SAAHE Standards and those that will not be aligned.
38. Elaborate all documented information on HIP fields of study required by Directive on Design, Modification, and Approval of SPs and Submitting Applications to SAAHE.
39. Approve the documented information in the Faculty bodies individually for each aligned field of study of HIP.
40. Submit documented information on aligned HIPs to CIQS.
41. Assign documented information to the Chairs of TWGs CIQS and appoint temporary working groups to assess the alignment of HIP fields of study with SAAHE Standards.
42. Elaborate evaluation reports for aligned fields of study of HIP.
43. Discuss the HIP evaluation reports in permanent working groups and approve them in CIQS.
44. CIQS's decision on the implementation of fields of study of HIP once they have been aligned with SAAHE Standards.
45. Elaborate internal audit programme for IQS.
46. Train internal quality auditors for IQS, SP and HIP.
47. Initiate internal audits of IQS, SP and HIP.
48. Conduct non-periodic external assessment of IQS according to directives for external assessment of the internal quality system of MBU.
49. Communicate to SAAHE the alignment of the IQS with SAAHE Standards.
50. Request SAAHE to conduct assessment of IQS MBU.

Link to Methodological Instruction No. 4/2021 on Alignment of Study Programmes and Fields of Study of Habilitation and Inauguration Proceedings at Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6362>
- Document repository of IER (*Note*: Authorised access required)
<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

2 Quality Assurance Policies

Since the publication of SAAHE Standards on 1 September 2020, Matej Bel University in Banská Bystrica has implemented the requirements resulting from these standards into its internal quality system, which has led to its gradual alignment. During the implementation, **risks arising from these critical areas of implementation were effectively managed:**

1. Participation of interested parties in the process of modifications and alignment/designing SPs.
2. Participation of other interested parties in the approval of SP or its modifications.
3. External and impartial assessment of compliance with SAAHE Standards prior to approval of SP.
4. Internal oversight mechanisms set up to monitor compliance with SAAHE Standards through internal audits.
5. Updating of the website and publication of information on SP, HIP and IQS.
6. Profile of a graduate in compliance with the National Qualifications Framework.
7. Profile courses are based on profiles of the graduate.
8. Profile subjects are provided by teachers in the positions of associate professor and professor (not necessarily for professionally oriented SPs).
9. Equal quantitative criteria for obtaining the degree of associate professor and professor, as well as for the appointment of teachers for the positions of associate professor and professor.
10. Teachers of profile subjects must demonstrate their creative activity, which relates to relevant profile subjects.
11. Each SP must have one person responsible for the development and quality assurance of SP.
12. Four other teachers of profile subjects who demonstrate creative activity related to SP shall be assigned to the person responsible for SP.
13. It is necessary to demonstrate the degree of correspondence of SP with the core courses of a given SP according to the Decree.
14. For indicated occupations in which a graduate may be employed upon completion of the SP, they need only be those where their linkage to the objectives and outcomes in the specific subjects of SP is demonstrated.
15. When the CIS is modified as a part of alignment, only literature, teacher's name, and scope of instruction may be changed in CIS without approval. Other modifications to CIS are modifications to SP and must be approved in accordance with the standards.
16. For HIP fields of study, five persons responsible for the quality of HIP are equivalent, but the Faculty may designate a coordinating/leadership role for one of these persons by an internal regulation.
17. Each aligned SP must be approved by CIQS and the CIQS must agree with aligned HIP field of study.
18. Measure and evaluate IQS, SP and HIP fields of study at least within the range of indicators specified in the SAAHE methodology for evaluating Standards.

2.1. Responsibility for the Quality of Provided Education

MBU has defined policies for quality assurance of higher education and creative activity, developed its long-term goal, as well as long-term goals of its components. The quality policies are implemented in the internal regulations of MBU, a list of which is an annex to the Internal Quality Assurance System for Higher Education at MBU in Banská Bystrica. MBU has established and applies quality assurance policies as part of the strategic management of the University. MBU has assumed primary responsibility for the quality of education provided at all parts of MBU at all levels and in all aspects, in accordance with SAAHE Standards, and has defined specific responsibilities and powers **for persons responsible for the quality of study programmes, the quality of HIP fields of study,**

teachers of profile courses and other persons included in IQS in selected internal regulations (Annexes 4.1 to 4.9 of this IER). Responsibility for compliance with quality policies stems from the Organisational Regulations, where senior staff are held accountable for the implementation of internal regulations and compliance with university legislation, as well as for the proper performance of tasks. Each senior member of staff is responsible for ensuring that all staff under his/her authority are familiar with and comply with the quality policies and internal regulations of MBU. There is also a faculty IQS coordinator at each unit of UMB and communication channels are established for making suggestions for improving the internal quality system.

Link to Directive on Design, Modification and Approval of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

Link to the CIQS Statute

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/statut-rady-pre-vsk-umb/>

Link to Directive No. 2/2021 on External Assessment of the Internal Quality System of Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6341>
- Document repository of IER (*Note*: Authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

Link to Directive on Internal Audit of IQS MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-5-2021-zasady-a-postupy-interneho-audit-u-vnutorneho-systemu-kvality-umb.html>

Link to guidelines for interested parties

<http://brozury.umb.sk/books/hamt/mobile/index.html>

Link to Directive No. 2/2022 on Rules of Assessment of the Quality of Education at Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6748>
- Document repository of IER (*Note*: Authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

Link to Directive on Continuous Monitoring, Periodic Assessment and Periodic Approval of SP

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-4-2022-priebezne-monitorovanie-periodicke-hodnotenie-a-periodicke-schvalovanie-studijnych-programov-a-pravidelny-monitoring-vyhodnocovanie-a-revidovanie-vnutorneho-systemu/>

2.2. Mission of the University

MBU has a **clearly defined mission** in its strategic documents, especially in its long-term goal. MBU fulfils its mission as defined in its strategic documents. In accordance with its Long-Term Goal, MBU responds to the changing expectations and requirements of society. MBU perceives the interconnection of its three pillars, which are education, research and the third mission of universities. In line with its third mission, it engages in community and regional development, in addressing local and societal issues, and actively contributes to the development of civil society, in particular through the use of a service learning strategy, the essence of which is the meaningful linking of educational goals with community work, i.e. learning through service in the community. The Long-Term Goal of MBU and the Long-Term Goals of the Faculties are discussed by Scientific Boards and approved by the

Academic Senates for a period of at least 6 years according to a special regulation¹. **The mission of the MBU is clearly formulated in the long-term goal and defines the position of MBU in the European educational and research area**, in providing quality broad-spectrum higher and further education, in creative scientific research and contributing to the development of science, education, knowledge, in contributing to the formation of moral and socially responsible personalities and in strengthening its third mission.

Link to the Long-Term Goal of MBU

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6525>
- Document repository of IER (*Note*: Authorised access required)
<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

2.3. Strategic objectives of the University

The strategic objectives of MBU are in compliance with its mission in the strategic documents. The strategic objectives are defined in the UMB's Long-Term Goal for the years 2021-2026, which specifies tools and indicators that measure and evaluate the achievement of the strategic objective. The indicators defined in the SAAHE Standards, assessment methodology may also be appropriately used in determining the indicators. The Long-Term Goal contains the mission of MBU and the strategic objectives, in particular according to the following areas: education and study programmes; science, research, habilitation and inauguration proceedings; international cooperation; public relations; development, informatisation and management; governance and the internal university environment and the interconnectivity between the long-term goal and the internal quality system of MBU. **The link between the study programmes and the education provided is demonstrated in the proposal for a new study programme**, where the person responsible for the study programme is required to demonstrate this link against specific strategic objectives. The proposal for a new study programme is **part of the internal accreditation file in the central repository of MBU**.

Link to the proposal for a new study programme:

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6453&cmsDataID=6323>

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6454&cmsDataID=6324>

2.4. Structure of the Internal System

MBU has formalised and implemented policies **in the form of a set of policies linked to the standards for the internal quality system as a set of internal regulations of the University or its components** (criterion IS 2.4.1). Each Faculty of MBU develops its own internal regulations following the internal regulations of MBU, which respect the specificities of its study programmes, habilitation and inauguration proceedings, its staff, students and other interested parties. In cases where the Faculty does not determine its own quality assurance policies, it shall follow the internal regulations of MBU.

MBU has **created appropriate structures for a coherent internal quality assurance system** for higher education for the whole institution (criterion IS 2.4.2). The formalised bodies, their responsibilities and powers in relation to the internal system are defined in the Statute of the University of Matej Bel in Banská Bystrica and the Statutes of the MBU Faculties. The organisational structure is defined by the Organisational Regulations of the University of Matej Bel in Banská Bystrica and the Organisational Regulations of the MBU components. The scope of the definition is sufficient to create

¹ Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts

prerequisites for the integrity and improvement of the internal quality system. A special body for ensuring compliance of the internal quality system with SAAHE Standards is the CIQS MBU, whose responsibilities and powers are defined in the Statute of the Council for the Internal Quality System of the University of Matej Bel in Banská Bystrica.

In its internal system, MBU **has defined the powers, authority and responsibility of individual structures, senior staff, other staff and other interested parties for quality assurance** of higher education and related activities (criterion IS 2.4.4). A specific internal regulation for the processes of the internal system is Directive on Design, Modification and Approval of Study Programmes and the Submission of Applications to SAAHE.

Link to the Statute of MBU in Banská Bystrica

<https://www.umb.sk/univerzita/univerzita/o-univerzite/statut-umb.html>

Link to MBU CIQS website

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/rada-pre-vsk-umb-a-jej-stale-pracovne-skupiny/>

Link to Directive on Design, Modification and Approval of Study Programmes

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

The processes of the internal quality system of MBU are always codified as an internal regulation of MBU or its components. The list of internal regulations consists of statutes, regulations, directives, management standards, internal governing acts, methodological instructions and orders. The process of designing, recording, updating, publishing, storing and archiving the register is regulated by specific internal regulations such as the Directive on the Issuance of University Management Standards, the Register Regulations and the Operating Regulations of the Electronic System for the Management of the Register and the Archive Regulations. Each MBU component is responsible for keeping its internal regulations up to date. Any new internal regulation of MBU or its components that relates to the internal quality system must be in accordance with MBU internal regulations and SAAHE Standards to ensure the integrity of the internal system.

Link to basic internal regulations of MBU

<https://www.umb.sk/univerzita/dokumenty.html>

2.5. Resources for the Operation of the University's Internal System

A set of indicators relating to the staff policy is set out in Annex 3 of this Internal Evaluation Report.

MBU has **sufficient staff resources** allocated for the functioning of the internal system, which correspond to its size and the scope of the educational, creative and other related activities carried out. **MBU and its components have created enough positions in their organisational structure to ensure that all activities and processes of the internal quality system are covered.** For the processes of selection, recruitment, adaptation, evaluation, training, remuneration and dismissal of staff, MBU has established specific internal regulations, which are set out in the MBU Internal Quality Assurance System. Any MBU component may create a follow-up policy aimed at **verifying the capacity of employees to accomplish performance which would cover their tariff wage**. MBU has **sufficient financial resources** allocated for the operation of the internal system, which correspond to its size and the range of educational, creative and other related activities undertaken. **MBU and its components shall create and approve budget for the calendar year** which ensures the sustainability of the internal quality system. The MBU financial resources are spent in accordance with internal regulations included

in the Internal Quality Assurance System of MBU. MBU has sufficient material resources allocated for the functioning of the internal system, which correspond to its size and the scope of the educational, creative and other related activities carried out. The management of material resources, including the infrastructure for educational and creative activities, is carried out in accordance with internal regulations included in the Internal Quality Assurance System of MBU.

Link to the Internal Quality Assurance System of MBU:

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

2.6. Policies, Structures and Processes of the Internal System

Student involvement in quality assurance is guaranteed at MBU and the student involvement in quality assurance is implemented in a number of processes and structures. The Council for the Internal Quality System of MBU, as a decision-making body, has two student representatives selected from the student section of the AS MBU when approving study programmes and their modifications. Furthermore, each permanent working group of the Council for the Internal Quality System of MBU has a student as a member. Students are also involved in the creation and modification of each study programme and are approved by the relevant body or a designated authority of the Faculty. These processes are defined in regulations such as Directive on Design, Modification and Approval of Study Programmes and Submission of Applications to SAAHE, and the MBU Statute of the Council for the Internal Quality System. Another involvement of students is to obtain their feedback by evaluating courses, lecturers and study programmes according to Directive on the Rules for the Assessment of the Quality of Education at MBU. Students are also involved in creative activities through their participation in publications and projects. Students are involved in decision-making processes specified in the rules of procedure of academic senates, scientific boards and disciplinary committees and in solving ethical problems according to the Statute of the Ethics Committee of Students of the University of Matej Bel in Banská Bystrica. Elementary involvement of students at the level of courses is their activation and motivation by the teacher and control of this activation and motivation by the person responsible for the SP or its integral part according to the internal regulations of the Faculties. The involvement of students is also ensured by study advisors, whose tasks are defined by the internal regulations of the Faculties. **The involvement of external interested parties** in quality assurance is also guaranteed. MBU has adopted the principle that the minimum interested parties at any stage of creation, modification or approval of study programmes will be employers and graduates as external interested parties. Another involvement of external interested parties is the participation of external assessors in temporary working groups according to the MBU Statute of the Council for the Internal Quality System.

Link to Directive on Design, Modification and Approval of Study Programmes

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

Link to the MBU CIQS Statute

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/statut-rady-pre-vsk-umb/>

Link to Directive No. 2/2021 on External Assessment of the Internal Quality System at Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6341>
- Document repository of IER (*Note*: Authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

Link to Directive on Internal Audit of IQS MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-5-2021-zasady-a-postupy-interneho-auditu-vnutorneho-systemu-kvality-umb.html>

Link to guidelines for interested parties

<http://brozury.umb.sk/books/hamt/mobile/index.html>

Link to Directive No. 2/2022 on Rules for Assessment of the Quality of Education at Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6748>
- Document repository of IER (*Note*: Authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

Link to Directive on Continuous Monitoring, Regular Assessment and Periodic Approval of SP

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-4-2022-priebezne-monitorovanie-periodicke-hodnotenie-a-periodicke-schvalovanie-studijnych-programov-a-pravidelny-monitoring-vyhodnocovanie-a-revidovanie-vnutorneho-systemu/>

At MBU, **the link between education and creative activities** is guaranteed, with the level and focus of creative activities corresponding to the level of higher education and the learning outcomes. Creative activities are linked to education, at least in such a way that teachers providing profile subjects carry out creative activities in relation to the main learning outcomes. In habilitation and inauguration proceedings, the persons assuring the quality these procedures must demonstrate creative activity in relation to the field of study of the habilitation and inauguration proceeding. In particular, the MBU has established internal regulations for creative activity as set out in the MBU Internal Quality Assurance System.

At MBU, **support for the internationalisation of educational, creative and other related activities** is guaranteed to be in compliance with the mission and strategic objectives of MBU, the goals and outcomes of education and the needs of interested parties. In particular, the University has adopted internal regulations to support internationalisation, such as Directive on Joint Study Programmes, Directive on ERASMUS+ Mobility, Principles for Employment of University Teachers in the Position of Visiting Professors and Methodological Instruction for Promotion and Implementation of International Projects. The status and development of the indicators demonstrating the internationalisation of educational and creative activities are presented in Annex 3 of this Internal Evaluation Report.

At MBU, **protection against any kind of intolerance and discrimination against students** is guaranteed. A student may file a complaint, file a grievance or report any anti-social activity that would discriminate against him/her. The methods of dealing with such reports are in the Internal Quality Assurance System of MBU. To prevent intolerance and discrimination, MBU has also adopted the Statute of the MBU Ethics Commission, the Code of Ethics for Employees and the Code of Ethics for Students. For students with specific needs, it has adopted the Study Guide for Students with Specific Needs. The basic reference framework governing the rules of study is the Study Regulations of the University of Matej Bel in Banská Bystrica and the Study Regulations of its components. At MBU, **protection against any kind of intolerance and discrimination of employees** is guaranteed. To prevent intolerance and discrimination against employees, MBU uses all internal regulations that create the framework for labour relations, in particular the Labour Regulations and the Collective Agreement. The Directive on the Internal System for Filing and Reviewing Reports of Anti-Social Activity pursuant to Act No 54/2019 Coll. on the protection of notifiers of anti-social activity and the Directive on the Handling of Complaints are applied to the filing of complaints of discrimination. Issues of intolerance and discrimination are also dealt with by the Ethics Commission of MBU in accordance with the

University Statute. **Protection against any kind of intolerance and discrimination of applicants** is also guaranteed at MBU. In order to eliminate intolerance and discrimination against applicants, MBU has adopted rules which guarantee equal treatment of all applicants. These are, in particular, the conditions of admission to studies (bachelor, master and doctoral (PhD.) degree), the Directive on the Procedure for obtaining the scientific and artistic and pedagogical degrees of associate professor and professor (candidates for the degree of associate professor and professor), the Directive on the Procedure for Awarding the Scientific Degree of Doctor of Science, the Principles for awarding the degree of *doctor honoris causa*, and the Directive on the Final, Rigorous and Habilitation Theses (candidates for the rigorous procedure). If there is discrimination, any candidate may lodge a complaint, which will be appropriately examined in accordance with Directive on the Internal System for the Filing and Reviewing Reports of Anti-Social Activity pursuant to Act No 54/2019 Coll. on the protection of notifiers of antisocial activity and Directive on Handling of Complaints. Candidates for the positions of university teachers are selected in accordance with the principles of the selection procedure for filling positions of university teachers, researchers, professors, associate professors and senior staff.

Link to the Study Regulations

<https://www.umb.sk/studium/student/known-how-pre-studenta/studijne-predpisy.html>

Link to the Study Regulations for the Students with Specific Needs

<https://www.umb.sk/studium/student/student-so-specifickymi-potrebami/informacie-pre-studentov-so-specifickymi-potrebami.html>

Link to the information for applicants

<https://www.umb.sk/studium/uchadzac/>

Link to the information on the Ethics Commission of MBU

<https://www.umb.sk/univerzita/univerzita/o-univerzite/akademicka-etika-umb/eticka-komisia/>

At MBU it is guaranteed **to maintain scientific integrity and adherence to academic ethics**, to be vigilant against plagiarism and other academic frauds, to detect them and to draw consequences. MBU has adopted its own Code of Ethics and established the Ethics Commission. In addition to the Code of Ethics, in the event of a breach of academic ethics, consequences are drawn in accordance with Disciplinary Regulations of the University of Matej Bel for Students and Disciplinary Regulations of its components, or in accordance with the Higher Education Act, which allows for the withdrawal of an academic degree. It is also possible to use Study Regulations, Directive on Final, Rigorous and Habilitation Theses or the modification in the internal regulations of the Faculties related to final and qualification theses. The protection of intellectual property according to Directive on the Protection of Intellectual Property at MBU also supports the maintenance of scientific integrity and the observance of academic ethics.

Link to the information on the Ethics Commission of MBU

<https://www.umb.sk/univerzita/univerzita/o-univerzite/akademicka-etika-umb/eticka-komisia/>

Link to Study Regulations of MBU (Study Regulations, Disciplinary Regulations)

<https://www.umb.sk/studium/student/known-how-pre-studenta/studijne-predpisy.html>

At MBU, **effective and transparent mechanisms are guaranteed for reviewing complaints** by which a student seeks protection of his/her rights or legally protected interests or points out specific deficiencies in the activities or inaction at MBU. Transparent mechanisms are included in particular in Directive on Handling Complaints and the Directive on Handling Petitions and in other internal regulations referred to in the Internal Quality Assurance System of MBU.

Link to the Information on Filing and Handling Complaints

<https://www.umb.sk/univerzita/verejnost-a-media/peticie-a-staznosti/staznosti/>

The Legal Services and Internal Control Department ensures **compliance and control of compliance of the processes and internal regulations of the MBU with the generally binding regulations.**

Link to Legal Services and Internal Control Department of MBU

<https://www.umb.sk/univerzita/pracoviska-umb/rektorat-umb/usek-rektora/oddelenie-pravnych-sluzieb-a-vnutornej-kontroly.html>

At MBU, **continuous improvement of the quality** of activities carried out by MBU is guaranteed. The procedure and framework for continuous quality improvement is defined in the Internal Quality Assurance System of MBU, and any IP, in particular student, employee, employer and graduate, can submit any suggestion for quality improvement of MBU activities through the IQS Office or IQS coordinators at individual University components, whose list and contact details are listed on the MBU website in the section Internal Quality System of MBU. In accordance with the principles of continuous development of the internal quality system, a separate address zlepsovanie.kvality@umb.sk has been designed. **The development of a quality culture is guaranteed at MBU at all components and levels.** Each part of MBU develops its own quality policies respecting the specificities of the SP, its staff, students and other interested parties. These policies are adopted as a set of its own internal regulations.

Link to the Internal Quality Assurance System of MBU::

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

Link to the Quality Improvement

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/zlepsovanie-vsk-umb-16322/>

Link to IQS MBU Office

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/kontakty-na-referat-vsk-umb.html>

At MBU, **the linkage of the internal system with the Long-Term Goal of MBU** is guaranteed. The Long-Term Goal of MBU and the Long-Term Goals of its components contain a separate chapter on the link between the Long-Term Goal and the internal quality system.

Link to the Long-Term Goal of MBU:

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6525>
- Document repository of IER (*Note*: Authorised access required)
<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

The efficient performance of administrative activities related to quality assurance and the unburdening of teachers, students and other creative employees of the MBU with unjustified bureaucracy is guaranteed. MBU has adopted the principle of lean management, which is based on minimising all unjustified procedures and documented information that are beyond the requirements of generally binding regulations. If an interested party believes that there is unjustified bureaucracy, he or she may file a petition to reduce it.

Link to Contact Points for Submitting Suggestions for Improvement

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/zlepsovanie-vsk-umb-16322/podavanie-podnetov-na-zlepsovanie-kvality.html>

2.7. Compliance of habilitation and inauguration proceedings

UMB meets the standards for habilitation and inauguration proceedings. Demonstration of compliance of habilitation and inauguration proceeding with the SAAHE Standards for Habilitation Proceeding and the Proceeding for Appointing Professors shall be carried out as appropriate according to Directive on Design, Modification and Approval of Study Programmes and Submission of Applications to SAAHE, according to which a report on the fulfilment of the Standards and Criteria for Habilitation and Inauguration Proceedings shall be prepared. Non-periodic assessment of the compliance of habilitation and inauguration proceedings with the standards is carried out according to Directive on Principles and Procedures for Internal Audit of the Internal Quality System and according to Directive on Continuous Monitoring, Periodic assessment and Periodic Approval of Study Programmes and Periodic Monitoring, Assessment and Revision of the Internal System.

Basic steps involved in the alignment of the fields of study of HIP were identical to those involved in the alignment of study programmes. However, CIQS does not approve fields of study of HIP; it only agrees to apply for accreditation of the relevant field of study of HIP once it has been aligned.

First, a list of fields of study of HIP that will be aligned with SAAHE Standards and those that will not was identified and approved by the Faculty bodies. Then, all documented information about the fields of study of HIP required by Directive on Design, Modification, and Approval of SPs and Submitting Applications to SAAHE was developed and approved by the Faculty bodies for each HIP field of study to be aligned. The Dean of the Faculty submitted documented information on the aligned fields of study of HIP to CIQS. The Chair of CIQS assigned this documented information to the Chairs of the PWGs CIQS. The Chair of CIQS appointed temporary working groups to assess the alignment of the fields of study of HIP with SAAHE Standards. The temporary working groups elaborated assessment reports for the aligned fields of study of HIP and these were discussed by the permanent working groups. Finally, the CIQS decided whether to agree to apply for their accreditation with SAAHE.

The list of aligned fields of study of HIP is attached as Annex 2 to this evaluation report.

The results relating to the habilitation and inauguration proceedings are in Annex 3 of this Internal Evaluation Report.

Link to the Minutes of the PWG

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/rada-pre-vsk-umb-a-jej-stale-pracovne-skupiny/stale-pracovne-skupiny-rvsk-umb/>

Reference to TWG Evaluation Reports and Internal Accreditation Files

<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/OdboryHIK/Forms/AllItems.aspx>

(*Note*: Authorised access required)

Link to the Minutes of CIQS

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/rada-pre-vsk-umb-a-jej-stale-pracovne-skupiny/zapisnice-zo-zasadnuti-rvsk-umb.html>

Link to Directive on Submitting of Applications to SAAHE

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

Link to Directive on Regular Evaluation of Fields of Study of HIP

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-4-2022-priebezne-monitorovanie-periodicke-hodnotenie-a-periodicke-schvalovanie-studijnych-programov-a-pravidelny-monitoring-vyhodnocovanie-a-revidovanie-vnutorneho-systemu/>

Link to Directive on the Internal Audit of IQS

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-5-2021-zasady-a-postupy-interneho-auditu-vnutorneho-systemu-kvality-umb.html>

2.8. Quality Assurance on the Part of Contractual Partners

The internal quality assurance system at MBU, in compliance with the criterion for evaluation of standards IS 2.8.1 defines that the quality assurance policies are bindingly **applied by all contractual partners of MBU or other third parties** that participate in or have an impact on the quality of education, creative activities and other related activities.

According to criterion IS 2.8.1 above, anyone who enters into an employment relationship with MBU or its component as an individual, or into a contractual relationship as an organisation, and will participate in the processes and structures of the IQS (internal and external assessors, members of working groups, members of audit teams, interested parties in creating study programmes and their modification, as well as in organising practice, etc.) shall be required to learn about IQS and shall be familiar with those quality policies of MBU and the quality policies of its components in an appropriate extent to ensure that they have a sufficient understanding of quality assurance in higher education.

The University's contractual partners participate in the implementation of pedagogical (teacher training study programmes) as well as professional practices (non-teacher study programmes), which are part of the recommended study plans of selected study programmes. The contract between the University and the contractual partner includes the definition of the framework obligations of the contractual partner as well as of MBU in relation to the implementation of pedagogical or professional practices. In the case of pedagogical practices, in addition to the contractual conditions, their implementation is also determined by the annually updated guidelines (organisational instructions) issued by the Faculty of Education, which bears the main responsibility for the core courses in pedagogical-psychological and social-scientific subjects, the so-called teacher's common base. In the case of professional practice in selected study programmes, the practice is provided on the basis of an agreement/memorandum with the receiving organisation, where the basic details of the practice (length, method of implementation), the aim of the practice, as well as the framework tasks for the student and learning outcomes are clearly specified.

The content of pedagogical as well as professional practices, learning outcomes and evaluation conditions are included in the course information sheets of the practices.

At the beginning of the pedagogical and professional practices, the contractual partners, through the practice coordinators, are informed of all the conditions and guidelines issued for the implementation of pedagogical and professional practice. Practice coordinators at relevant Departments continuously supervise the compliance with the educational quality policies defined in the internal quality system and all the listed documents.

Contracts concluded between the University and its partners are published on the websites of the components concerned, in addition to the central register of contracts.

Link to contracts concluded between the University and its partners

<https://www.crz.gov.sk/>

Link to the website of concerned components

<https://www.fpv.umb.sk/rozvoj/partneri-fpv-umb/>

2.9. Monitoring, Evaluating and Revising the Internal System

Regular monitoring, evaluating and revising of the internal system is ensured at MBU, in which participate all interested parties. MBU has adopted a policy of internal and external assessment of its internal quality system. Internal periodic and non-periodic assessment is carried out according to Directive on Internal Audit Principles and Procedures of the Internal Quality System of MBU and according to Directive on Continuous Monitoring, Periodic Assessment and Periodic Approval of the SP and Periodic Monitoring, Assessment and Revision of the Internal System. External assessment is carried out in accordance with Directive on External Assessment of the IQS of MBU. The reports on

periodic and non-periodic assessment of the IQS are approved by CIQS of MBU. **Regular monitoring, assessment and revision of the internal system shall take into account whether the internal system leads to the achievement of the strategic objectives** in the field of quality assurance which MBU has set out in its strategic documents, in particular in the Long-Term Goal. The evaluation of the strategic objectives set out in the Long-Term Goal is carried out by the component of MBU which has adopted them, usually under the responsibility of the Deans and the Rector or the Vice-Deans and Vice-Rectors. Strategic objectives are evaluated at least once a year. The evaluation of the strategic objectives must be recorded in the minutes or submitted as a separate document to the meeting of the UMB component - the body which approved the strategic objectives.

UMB uses **a set of indicators based on SAAHE Standards Evaluation Methodology** for continuous monitoring of the SP, regular evaluation and periodic approval of the SP and regular monitoring, evaluation and revision of the internal quality system. Their list is presented in the Internal Quality Assurance System of MBU and the results according to these indicators are in Annex 3 of this Internal Evaluation Report. Comments on these indicators are contained in the Report on Education at MBU and the Report on Science and Research at MBU for the respective reporting period.

Link to Directive on Continuous Monitoring, Assessment and Revising IQS

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-4-2022-priebezne-monitorovanie-periodicke-hodnotenie-a-periodicke-schvalovanie-studijnych-programov-a-pravidelny-monitoring-vyhodnocovanie-a-revidovanie-vnutorneho-systemu/>

Link to the Report from Assessment of IQS, SP and HIP and adopted measures

<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note*: Authorised access required)

Link to the Report on Education at MBU and the Report on Science and Research at MBU

<https://www.umb.sk/univerzita/dokumenty.html>

Link to the Internal System of Quality Assurance at MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

2.10. Public Access to Formalised Policies and Processes and to the Documentation of the Internal System

MBU provides **easy public access to formalised policies and processes** and other documentation of the internal quality system. All information on the internal quality system is published on the IQS website or linked to the websites of the MBU components. All information that MBU is obliged to publish on the basis of general binding regulations is always published on the MBU website in the section that is factually relevant to the document or information being published. The procedures set out in the Internal Quality Assurance System of MBU also apply to the publication of information. The way in which information is made available shall respect **the specific needs of persons with disabilities**. The publication and accessibility of information at MBU is ensured in such a way that it is also accessible to persons with disabilities. Procedures are set out in the Study Guide for Students with Specific Needs. **Documentation of the internal system that is relevant to students is published in all the languages in which the study programmes are provided**. MBU and its components also publish all relevant information for students in the languages in which the programme is delivered.

Link to the Internal System of Quality Assurance of MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

Link to information for students with specific needs

<https://www.umb.sk/studium/student/student-so-specifickymi-potrebami/>

Link to the IQS MBU website

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/>

2.11. Self-Evaluation of Quality Assurance Policies

The internal system of quality assurance of higher education at Matej Bel University in Banská Bystrica was created on the day of the establishment of Matej Bel University. The structures and processes that constituted the internal quality system at that time have undergone many changes. The organisational structure, all self-governing and advisory bodies were created and innovated whenever there was an amendment to the higher education legislation or to the rules of accreditation of higher education institutions. Thus, the internal system has always been determined by the primary normative documents, but also by the long-term goal and strategic goals of MBU leading to high quality education, creative activities and related supporting activities. Today, specific requirements for internal quality systems are mainly defined by the ESG 2015 document and the resulting Standards of the Slovak Accreditation Agency for Higher Education. Therefore, the internal system of MBU is undergoing fundamental changes associated with the creation of completely new quality assurance bodies, the definition of new procedures and the creation of new internal regulations. All structures and processes are being created to ensure the quality of education and creative activity of MBU as efficiently as possible. The change affects all MBU staff and external interested parties.

The basic framework of the internal quality system of UMB is presented in Figure 1, containing only the main structures of the IQS MBU.

The IQS MBU is formed by all its organizational units, by organizational units of MBU components, all advisory and self-governing bodies of MBU and Faculties, the processes of the University are determined by internal regulations and legislation, active elements in our system are all internal (students, employees) and external interested parties (graduates, employers, ministries, accreditation agency, partner organizations, etc.), i.e. persons and organisations having expectations, requirements and influence on the quality of education, creative activities and all related supporting activities. This complex whole operates in internal (internal communication) and external (external communication) interactions.

The highest body in relation to quality assurance is **the Council for the Internal Quality System of MBU**, whose core competence is the approval and periodic approval of study programmes, approval of applications for new SPs in fields of study and degree levels where MBU has not been granted authorisations and approval of applications for accreditation of new fields of study for habilitation and inauguration proceedings. The Council is constituted in accordance with its **Statute**. The Council has 4 **permanent working groups (PWGs)**, whose members have undergone Faculty selection and approval by the Scientific Boards. They have approved the Chairs of TWGs from among themselves. The permanent working groups are expert committees reviewing incoming applications for alignment or new SPs and HIP fields of study. Each PWG forms a Temporary Working Group (TWG) for a specific application from a list of **internal and external assessors** approved by the Council.

The external assessors are independent of MBU and are always the heads of TWGs. TWG prepares the assessment reports which are discussed in PWG and submitted to CIQS MBU for decision.

At the Faculty level, Faculty bodies for the internal quality system have been created, which are mainly responsible for internal approval of applications related to the creation of SPs or submission of applications to SAAHE before they are submitted to CIQS MBU. The highest autonomous competence of the Faculty bodies for the IQS is the approval of modifications to the SPs, the periodic evaluation of the SPs and HIP, taking action in relation to obtaining feedback from relevant interested parties and discussing suggestions for quality improvement. The Faculties also have **Faculty coordinators of IQS**

and persons responsible for accepting suggestions for quality improvement. Of course, there are persons (academic staff) responsible for SPs, SP teachers and support staff. The management of each Faculty also has a vice-dean, whose responsibility is the internal quality system at Faculty level, as the Faculty coordinators of IQS are primarily designated to ensure organisational communication between the Faculty and the Rectorate levels of IQS. At many components of MBU, the coordinators are also the respective vice-deans.

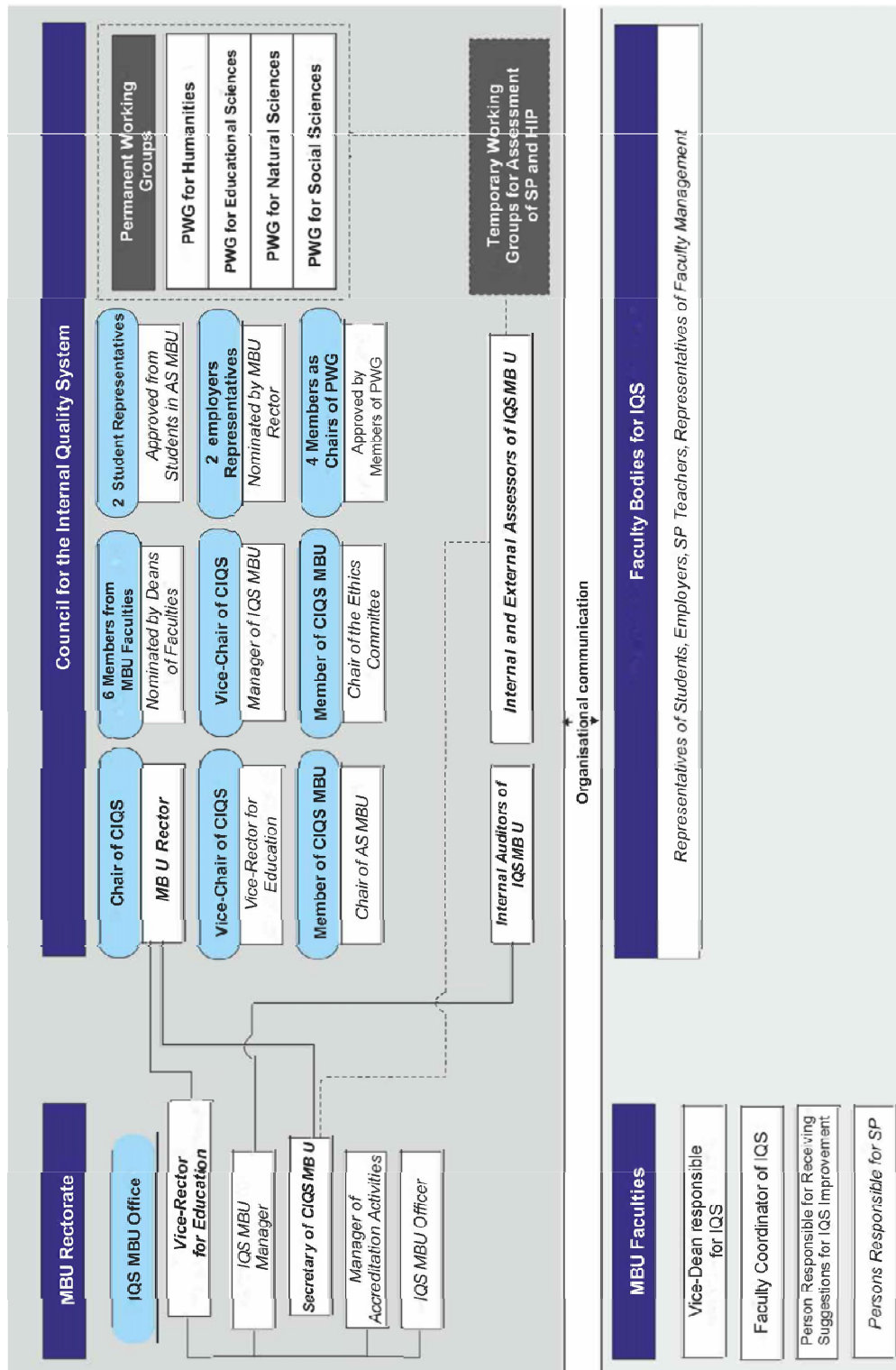


Figure 1 Basic framework of the IQS

Internal auditors of IQS are also working under CIQS MBU, whose task is to ensure continuous supervision over compliance with the SAAHE Standards. In addition, UMB is also subject to **external quality assurance**, in particular through the assessment of its IQS at UMB by independent experts in quality of higher education.

Administration and organisational communication at the level of the Rector's Office of MBU is realised by the staff of **the IQS MBU Office**. Here the IQS MBU Manager, the Secretary of CIQS MBU, the Manager for Accreditation Activities and the Officer for Quality play a key role.

Link to the Internal Quality System website

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/>

Interested parties, as defined by SAAHE Standards, are MBU interested parties, persons, communities or organizations that can influence or be influenced by the process of education, creative and other related activities. A distinction is made between internal interested parties (students and employees of MBU) and external Interested parties (employers and other representatives of relevant sectors of the economy and social practice, MBU alumni, UMB's national and international partners, etc.).

The internal quality assurance system of the University of Matej Bel in Banská Bystrica is based on the identification of the needs and expectations of interested parties who are interested in the results of educational, creative and other related activities. Ensuring the quality of education by engaging internal interested parties (mainly students, university teachers and support staff) and external interested parties (mainly employers, alumni and partners from national and international organisations) is the pillar of the quality culture at MBU.

UMB has adopted the principle that **employers, students and graduates will be the minimum interested parties at any stage of creation, modification or approval of study programmes**. External interested parties are employers and graduates. These processes are part of Directive on Design, Modification and Approval of Study Programmes and the Submission of Applications to SAAHE. Another involvement of external interested parties is the participation of external assessors in temporary working groups according to the Statutes of the Council for the Internal Quality System. The external assessment of the internal quality system according to Directive on External Assessment of the Internal Quality System, where the interested parties are independent eminent and internationally recognised experts, provides external insight and suggestions for the improvement of the internal quality system of MBU. MBU has also adopted Directive on the Principles of Cooperation between MBU and Citizens' Associations, which also represent a relevant interested party. Of course, **feedback from relevant stakeholders on the education provided is sought**, which is described in Directive on the Rules for the Evaluation of the Quality of Education.

UMB has issued **guidelines** for key interested parties, which are a basic orientation for all those involved in the creation, approval and modification of study programmes or fields of study for habilitation and inauguration proceedings. These guidelines are intended for:

- employer representatives confirming the indicated occupations that may be pursued by a graduate of the study program,
- the employer's representative involved in the creation and modification of the SP,
- the employer's representative who is a member of the temporary working group and is involved in the preparation of the study programme evaluation report,
- the employer's representative and a member of the Faculty or University Council for the Internal Quality System,
- for a graduate student who is involved in the creation and modification of the study programme,
- a graduate who agrees to have his/her data published on the University or Faculty website,
- for the graduate who evaluates the quality of education,

- for a student who participates in the creation and modification of the study programme,
- for the student who is a member of a temporary working group and participates in the preparation of a study programme evaluation report,
- for the student and the member of the Faculty or University Council for the IQS,
- for the student who evaluates the quality of education,
- for external assessors and temporary working group leaders,
- for teachers and members of the temporary working group.

Link to Guidelines for Interested Parties

<http://brozury.umb.sk/books/hamt/mobile/index.html>

The implementation of the internal quality system is carried out in accordance with SAAHE Standards and its continuous development will ensure its improvement and the achievement of good practice. The remit of the internal quality system is defined by the organisational structure of MBU and its components at its seat, as well as outside its seat. The internal quality system is applicable to all processes of higher education and all processes of creative activity.

The quality assurance of higher education at MBU is demonstrated by linking the internal regulations of MBU or the internal regulations of its components to SAAHE Standards for the internal quality system.

Each component of MBU may regulate the way of fulfilling the standards and criteria for the internal quality system by its own policies and set of internal regulations, respecting the specificities of study programmes, staff, students and other interested parties. The quality policies of the MBU components shall not conflict with the quality assurance of higher education at MBU.

The basic principles of the internal quality system of MBU are related to the legislative regulations and SAAHE Standards:

a) Context of the internal quality system

MBU shall identify all external and internal contexts that are relevant to its Long-Term Goal and strategic direction and that affect its ability to achieve the intended outcomes of the internal quality system.

b) Interested parties of the internal quality system

Awareness of interested parties has an impact on MBU's ability to provide higher education, research, development, artistic activities and other creative activities, therefore MBU identifies relevant interested parties in relation to the internal quality system and the requirements of relevant interested parties for the internal quality system. MBU shall monitor and review information on these interested parties and their relevant requirements.

c) Internal quality system structures and processes

MBU has implemented, maintains and continuously improves its internal quality system, including necessary processes and their interrelationships, in accordance with legislative requirements and SAAHE Standards. MBU has identified necessary processes and structures for the internal quality system and their application in the organisation.

d) Leadership in the internal quality system

MBU senior management ensures that responsibility and authority for relevant roles of the internal quality system are assigned, communicated and understood and demonstrates leadership and commitment with recognition of the internal quality system by:

- accepting responsibility for the effectiveness of the internal quality system;
- ensuring that the internal quality system policies are developed and are compatible

- with the context and the Long-Term Goal of MBU;
- ensuring that the requirements of the internal quality system are integrated into the processes of higher education and creative activity;
- ensuring the availability of the necessary resources for the internal quality system;
- communicating the importance of an effective internal quality system;
- engaging, guiding and supporting individuals to contribute to the effectiveness of the internal quality system
- promoting improvement;
- encouraging other relevant management roles to demonstrate the application of their own leadership to their areas of responsibility.

e) **Policies and objectives of the internal quality system**

MBU develops, implements and maintains internal quality system policies that are appropriate for purpose, taking into account all internal and external contexts and its strategic direction, that provide a framework for measuring and evaluating objectives relevant to all functions, levels and processes required for the internal quality system, that contain a commitment to complying with applicable legislative requirements and SAAHE Standards, and that contain a commitment to continuous improvement of the internal quality system.

f) **Resources for the internal quality system**

MBU shall identify and provide necessary resources for the development, implementation, maintenance and continuous improvement of the internal quality system, taking into account the capabilities and limitations of existing internal and external resources.

g) **Management of the processes of higher education, research, development, artistic and other creative activities**

UMB plans, implements and manages the processes of higher education, research, development, artistic and other creative activities by determining the requirements for these processes, establishing criteria for their evaluation, determining the resources necessary to achieve compliance with the requirements, implementing process management according to the criteria and maintaining and storing documented information to the extent necessary to demonstrate evidence of the processes.

h) **Evaluation of effectiveness of the internal quality system**

MBU determines what needs to be monitored and measured, what methods of monitoring, measurement, analysis and assessment are needed, when monitoring and measurement must be carried out, and when the results of monitoring and measurement must be analysed and assessed. MBU evaluates the performance and effectiveness of the internal quality system.

i) **Improvement of the internal quality system**

MBU continuously improves the suitability, adequacy and effectiveness of the internal quality system, considering the results of analysis and assessment to determine whether there are needs or opportunities that must be managed as part of continuous improvement.

Link to the Internal Quality Assurance System of MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

Tables 2 and 3 define key **internal and external interested parties and their needs and expectations**. However, these may differ depending on particular study programmes.

Table 2 Needs and expectations of selected internal interested parties related to IQS MBU

| Internal interested party | Needs and expectations of selected internal interested parties | Framework responsibility for their fulfilment |
|--------------------------------------|--|---|
| <i>Employee – university teacher</i> | <ul style="list-style-type: none"> – Sufficient financial and non-financial remuneration – Suitable working environment – Provision of didactic aids – Motivating organisational communication – Opportunity for training – Participation in the development of learning content – Support for creative activities | <ul style="list-style-type: none"> – Direct supervisor – Senior management |
| <i>Employee – research worker</i> | <ul style="list-style-type: none"> – Sufficient financial and non-financial remuneration – Suitable working environment – Motivating organizational communication – Appropriate research infrastructure – Support for creative activity | <ul style="list-style-type: none"> – Direct supervisor – Senior management |
| <i>Non-teaching employee</i> | <ul style="list-style-type: none"> – Sufficient financial and non-financial remuneration – Suitable working environment – Motivating organizational communication – Equal treatment of all teaching and non-teaching employees | <ul style="list-style-type: none"> – Direct supervisor – Senior management |
| <i>Senior staff member</i> | <ul style="list-style-type: none"> – Sufficient financial and non-financial remuneration – Suitable working environment – Motivating organizational communication – Organisational culture that enables the implementation of own visions – Arousing natural authority in subordinate employees | <ul style="list-style-type: none"> – Senior management |
| <i>Student</i> | <ul style="list-style-type: none"> – Appropriate infrastructure for education – Mutual respect between student and teacher – Up-to-date educational content – Applicability to the labour market – Opportunity to participate in the activities of the university – Equal treatment and non-discrimination – Internationalisation of studies – Offering extra-curricular activities – Evaluation of the quality of education – Participation in the development of educational content | <ul style="list-style-type: none"> – University teacher – Person responsible for the study programme – Senior management |
| <i>Internal auditor of IQS</i> | <ul style="list-style-type: none"> – Organisational communication supporting audit performance – Respect for the auditor by the audited part – Acceptance of internal audit findings and conclusions – Opportunity for training | <ul style="list-style-type: none"> – Manager pre the internal quality system |

In addition to internal interested parties at MBU IQS, **external interested parties** also play a key role. MBU has identified their **needs and expectations**.

Table 3 Needs and expectations of selected external interested parties related to IQS MBU

| External interested party | Needs and expectations of selected external interested parties | Framework responsibility for their fulfilment |
|--|--|--|
| <i>Representative of the employer</i> | <ul style="list-style-type: none"> – The opportunity to assess the quality of education – Participate in the design and modification of the content of education – To validate the indicated professions – Recruitment of employable graduates – Active participation in internal quality system bodies – Recruiting students for practice | <ul style="list-style-type: none"> – Person responsible for the study programme – Senior management |
| <i>Graduate</i> | <ul style="list-style-type: none"> – The opportunity to assess the quality of education – Participate in the design and modification of the content of education | <ul style="list-style-type: none"> – Person responsible for the study programme – Senior management |
| <i>Organisation collaborating on the research</i> | <ul style="list-style-type: none"> – Compliance with ethical principles and research integrity – Openness of science – Appropriate research infrastructure – Internationalisation – Participation in the transfer of research results into practice | <ul style="list-style-type: none"> – Person responsible for the study programme – Senior management |
| <i>Organisation collaborating on the research education and practice</i> | <ul style="list-style-type: none"> – The opportunity to assess the quality of education – Acceptance of teacher and student mobility – Participate in the design and modification of educational content – Recruiting students for practice | <ul style="list-style-type: none"> – Senior Management |
| <i>External assessor of CIQS</i> | <ul style="list-style-type: none"> – Open access to documented information – Sufficient financial and non-financial remuneration – Appropriate organisational communication | <ul style="list-style-type: none"> – CIQS secretary |
| <i>Internal auditors of IQS independent of MBU</i> | <ul style="list-style-type: none"> – Organisational communication supporting audit performance – Respect for the auditor by the audited part – Acceptance of internal audit findings and conclusions – Opportunity for training | <ul style="list-style-type: none"> – Manager for the internal quality system |
| <i>SAAHE</i> | <ul style="list-style-type: none"> – Compliance with standards – Good communication with the University – Access to documented information – Communication supporting assessment – Respect for the working group – Acceptance of the findings and conclusions of the assessment | <ul style="list-style-type: none"> – Person responsible for the study programme – Senior management – Manager of accreditation activities |

| | | |
|-------|--|---------------------|
| MESRS | <ul style="list-style-type: none"> - Compliance with university legislation - Excellent science - Compliance with budgetary rules - Good communication with the university - Access to documented information | - Senior management |
|-------|--|---------------------|

Indicative measures for the improvement of policies for the quality assurance

1. Ensure education of persons responsible for the development and quality of study programmes on the internal quality system of MBU
Deadline: June 2023
Responsibility: IQS Office
2. Ensure training of persons responsible for the development and quality of habilitation and inauguration proceedings on the internal quality system of MBU
Deadline: June 2023
Responsibility: IQS Office
3. Define the same set of indicators for assessing strategic objectives of MBU and its components defined as main tasks.
Deadline: December 2023
Responsibility: IQS Office
4. Procure specific software to support the structures and processes of the internal quality system of MBU.
Deadline: December 2023
Responsibility: IQS Office
5. Design a model of the structure and processes of the internal quality system that is comprehensible to all MBU interested parties.
Deadline: December 2024
Responsibility: IQS Office
6. Optimise resources to ensure the internal quality system of MBU.
Deadline: Ongoing
Responsibility: Senior management of MBU
7. Where appropriate, request a change in the name of the fields of habilitation and inauguration in accordance with the system of fields of study.
Deadline: December 2024
Responsibility: Senior management of the Faculties
8. To prepare the first report on the periodic monitoring, assessment and revision of the internal quality system of MBU.
Deadline: January 2023
Responsibility: IQS Office
9. Ensure public access to formalized policies, processes and documentation of the internal system so that it is consistent across all MBU components.
Deadline: December 2023
Responsibility: Senior management of the Faculties

3 Design, modification and approval of study programmes

Formalized policies, structures and processes for the design, modification and approval of study programmes are demonstrated by the basic documents of the internal quality system of MBU, namely: the Internal Quality Assurance System for Higher Education of Matej Bel University in Banská Bystrica, the Statute of the Council for the Internal Quality System of MBU and Directive No.1/2021 on Design, Modification and Approval of Study Programmes and Submission of Applications to the Slovak Accreditation Agency for Higher Education.

Link to the Internal System of Quality Assurance of Higher Education at MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

Link to the CIQS Statute

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/statut-rady-pre-vsk-umb/>

Link to Directive on Design, Modification and Approval of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

3.1. Policies, structures and processes for design, modification and approval of study programmes

The basic framework of processes, structures and policies for the design, modification and approval of study programmes is defined in the document the Internal Quality Assurance System for Higher Education of Matej Bel University in Banská Bystrica in Article 4 and Article 5. The procedural aspect of the design, modification and approval of study programmes in the field and degree of study in which MBU is authorised to carry out study programmes is defined in Directive on Design, Modification and Approval of Study Programmes and Submission of Applications to the Slovak Accreditation Agency for Higher Education in Part Three entitled *Design, modification and approval of study programmes in the fields and degrees in which MB is authorised to carry out study programmes*. In the event that MBU is not authorised to carry out study programmes in a given field of study and degree, it shall follow Part Four of the Guideline when applying to SAAHE for accreditation of such a programme.

The powers, authority and responsibility of particular structures, employees and other interested parties for ensuring the quality of the study programme are demonstrated in the Directive on Design, Modification and Approval of Study Programmes and Submission of Applications to SAAHE – Articles 3 to 7 and the CIQS Statute.

In the event that a component of MBU is interested in **accreditation of a new study programme** in the field and degree of study in which it is authorised to conduct study programmes, it will proceed in accordance with Articles 8 - 11 of the Guideline. If it does not have this authorisation, it shall proceed in accordance with Article 16 of the Guideline.

The procedure for the accreditation of a new study programme is identical in both cases, except that in the case of a study programme in a field of study and degree in which MBU is not authorised to carry out study programmes, at the end of the whole process MBU submits an application for accreditation of the study programme to SAAHE.

At the beginning of the process of accreditation of a study programme is **the preparation of a proposal for the design of a new study programme**, which is submitted to the Dean by the head of department which will provide the study programme. The proposal shall also include a suggestion for a person responsible for the programme or its coherent part, who will ensure the preparation of documented information on the study programme. The person responsible for the SP or its integral part may only be a university teacher who, at the time of submission of the proposal, meets the requirements

of Article 6, paragraph 4 of SAAHE Standards for Study Programmes. In the case of teaching, translation and interpreting study programmes provided as dual honours study programmes, the proposal for the design of a new SP must contain separate information on the two major approbations and the core courses of pedagogical-psychological subjects for teacher training programmes and separate information on the two approbations and the core courses for translatology subjects for dual honour translation and interpreting study programmes.

The Dean of the Faculty subsequently submits the study programme proposal to CIQS MBU for approval. The Chair of CIQS shall forward the submitted proposal to the permanent working group that is competent for assessing submitted proposal of the study programme. The permanent working group will review the submitted proposal and then recommend/recommend with comments/ or not recommend to proceed with the preparation of the internal accreditation file. The person responsible for the SP is in charge of the preparation of the internal accreditation file, while other teachers of the study programme may also participate in its preparation. The content of the internal accreditation file is defined in Article 10 of the Directive. Interested parties - students, graduates and employers - are also involved in the preparation of the file (Directive 1/2021, Article 10, paragraphs 6, 13-15).

Once **the internal accreditation file has been prepared**, the Dean of the relevant Faculty submits it for approval to the IQS Faculty's bodies, which have a defined authorisation for such assessment by the internal regulation. In the case of study programmes carried out in a combination of two or more fields of study provided at different Faculties, the internal accreditation file shall be approved by the IQS bodies of each of the Faculties concerned where the fields of study in question are accredited. The same procedure must be followed for dual honours study programmes, where the approval of the IQS process bodies of all Faculties concerned is also required. In the case of a joint study programme with another higher education institution at home or abroad, the internal accreditation file shall be approved only by the IQS bodies of the Faculty submitting the proposal.

If the internal accreditation file is approved by the authorities of the Faculty or Faculties concerned for the IQS processes, the application for the granting of authorisation to carry out the SP, together with the internal accreditation file, shall be submitted by the Dean of the Faculty concerned to the Chair of CIQS without undue delay after its approval. In the case of dual honour teacher training, translation and interpreting SPs, the application for authorisation to undertake FTEs shall be signed by the Deans of all the Faculties concerned whose staff is included in a teaching base, a translational base or an approbation in the SP draft.

Upon a receipt of the application and the internal accreditation file from the Dean (or Deans in the case of dual honour teacher training or translation and interpreting SPs), the Chair of MBU CIQS shall request, within 10 working days, the Chair of PWG of CIQS whose permanent working group's field of study corresponds with the fields of study of new study programme, to nominate members and the head of TWG to review the documented information on the study programme and to elaborate a report on the fulfilment of the standards and criteria of the SP. The establishment of the proposed TWG will be decided by the CIQS at its meeting. In the case of a combination of two fields of study or first degree programmes conducted as interdisciplinary studies, the Chair of CIQS shall submit a request for the establishment of a temporary working group to those permanent working groups whose field of study corresponds with the SP. The members and the head of the temporary working group shall be proposed by the chairs of the permanent working groups as a joint proposal, after discussion. For teacher training SPs, the Chair of CIQS shall submit the request for the creation of a TWG to the chair of the permanent working group established for teacher training SPs. The members and the head of the temporary working group shall be proposed by the chair of the permanent working group established for teacher training programmes.

When proposing the temporary working group, it must be ensured that it includes a representative of the employers as one of the interested parties selected from the list of external assessors, as well as a student who is an internal assessor. For the third degree (PhD.) study programmes of higher education,

an external assessor from abroad who is an internationally recognised personality must also be a member of the temporary working group.

The proposal for the composition of the temporary working group shall be approved by CIQS at its meeting without undue delay after receipt of the proposal by the permanent working group, the temporary working group having a minimum of 3 members for Bachelor's, Master's and Engineer's degree programmes and a minimum of 5 members for the third degree (PhD.) of higher education degree programmes. The number of members must always be odd and may include members of the other permanent working parties, but in the case of teacher training programmes, the number of members of the temporary working party may be even.

The head of the temporary working group, in a co-operation with the members of the temporary working group, shall draw up a report on the fulfilment of the SP standards and criteria, and may request additional information or on-the-spot verification when verifying the facts. This request must be made directly to the Secretary of CIQS, who will arrange for the head of the temporary working group to obtain the required information by requesting it from the dean who submitted the request for authorisation to conduct the SP. The report on the fulfilment of the standards and criteria of the SP shall be submitted by the head of the temporary working group, after approval by its members, to the chair of the permanent working group whose field of study complies with the new SP and, in the case of a dual honou teacher training SP, to the chair of the permanent working group for teacher training SPs.

The Chair of the permanent working group shall present a report on the fulfilment of the standards and criteria of the SP to the members of the permanent working group before it is submitted to the CIQS meeting. The members of the permanent working group shall comment on the report and, in the case of comments, they forward them to the chair of the permanent working group for submission to the CIQS meeting. If the report on the fulfilment of the standards and criteria of the study programme requires that possible deficiencies shall be remedied, the secretary of CIQS may, with the agreement of the chair of the permanent working group, requests the Dean of the faculty concerned to forward it to the person responsible for the SP who shall draw up a written statement on individual deficiencies, the manner and timing of their correction, so that they achieve compliance with SAAHE Standards. The written opinion shall be delivered to the Chair of the permanent working group after the deficiencies have been corrected and accepted by the person responsible for the SP. This written statement shall be submitted to the members of the permanent working group together with the report on the fulfilment of the standards and criteria of the study programme for comments. The report on the fulfilment of the standards and criteria of the programme of study shall be approved at the CIQS meeting without undue delay after its receipt by the permanent working group, but at the latest within 60 working days. The report shall be of are a recommendatory nature and shall include a statement as to whether it is proposed to:

- (a) grant an authorisation to carry out the study programme in a given field of study and degree of study and to award an academic degree to its graduates,
- (b) grant an authorisation to carry out the study programme in a given field of study and degree of study and to award an academic degree to its graduates after the deficiencies have been elimater,
- (c) not to grant an authorisation to carry out the study programme and not to award an academic degree to its graduates.

If CIQS **decides to grant the authorisation to carry out the study programme** in the relevant field of study and degree of study, it issues a decision on accreditation. If CIQS decides that there is a need to eliminate the deficiencies identified in the report on the fulfilment of the standards and criteria of the study programme, it may vote again on the granting of the authorisation to carry out the study programme only after the deficiencies have been corrected. Only one re-vote is allowed. If CIQS decides not to grant the authorisation to carry out the study programme, it shall state in its decision the reasons for which the authorisation has not been granted. The applicant may request a review of the decision not to grant the authorisation to carry out the SP by the Rector of MBU within 30 days of the CIQS's

decision. The Rector of MBU assesses the compliance of the CIQS decision with the relevant legislation of the Slovak Republic and the internal regulations of MBU. The Rector may request the statement from the UMB Scientific Board during the assessment process. The MBU Rector either confirms the decision or cancels it and returns it to CIQS for reconsideration. After its reconsideration, the decision of the CIQS is final and is not subject to appeal.

In the event of the necessity **to modify the study programme**, the person responsible for the SP or its integral part submits to the Dean of the Faculty where the given SP is carried out a proposal for the modification of the SP. The proposal for modification of the study programme shall include:

- (a) a proposal for addition, deletion or transfer of a compulsory course in the recommended curriculum,
- (b) a proposal for addition, deletion or transfer a compulsory elective course in the recommended curriculum,
- (c) a proposal to change the conditions for the regular completion of studies,
- (d) a proposal for changes to the course information sheet:
 - a proposal to change the number of teaching units of the course,
 - a proposal to modify the number of credits of the course,
 - a proposal to change the content (syllabus) of the course.
- e) a proposal to change the person responsible for the study programme or is integral part.

A proposal for the modification of the study programme pursuant to points (a) to (d) shall be submitted by the person responsible for the study programme or its integral part to the Dean of the Faculty where the programme is being implemented. The Dean of the Faculty shall submit a proposal for the change of person responsible for the study programme or its integral part to the Faculty bodies responsible for IQS processes.

Before approving the proposal to modify SP, the person responsible for the SP or its integral part must obtain the approval of the opinions of the IPs who were determined when the SP was created or when it was aligned with SAAHE Standards. Consent opinions are not formalised but must be in writing. A minimum requirement for the participation of IPs in the approval of modifications to the SP is to ensure the participation of students, employers and graduates. Proposals for the addition, deletion or transfer of a compulsory course and a compulsory elective course in the recommended curriculum, changes to the conditions for the proper completion of studies, as well as changes to the person responsible for the SP or its integral part, are approved by the Faculty bodies responsible for IQS processes, to which the Faculty has defined these responsibilities and powers in its internal regulation. A proposal to change the number of teaching units and to change the content (syllabus) of a course in the CIS shall be approved by the person responsible for the SP or its integral part. If the proposal to modify the SP concerns a dual honour teacher training or translation and interpreting SP, it shall be approved by the Faculty bodies responsible for IQS or by the person responsible for the SP or its integral part thereof in which the study combination and core courses focused on teacher training or translation studies is being taught.

3.2 Design, Modification and Approval of Study Programmes and the Compliance of related Policies, Structures and Processes for with Standards

MBU has established internal regulations for formalized policies, structures and processes for the creation, modification and approval of study programmes that represent the fulfilment of partial criteria that are related to the standards for the internal system. The procedural aspect of designing, modifying, and approving SPs with standards is described in subchapter 3.1 of this IER.

The internal regulations governing the process of designing, modifying and approving study programmes are designed to fully respect SAAHE Standards. **The involvement of students, employers**

and other relevant interested parties in the design, modification and approval of study programmes in accordance with SAAHE Standards is demonstrated by Directive on Design, Modification and Approval of Study Programmes and Submission of Applications to SAAHE - Articles 8 to 15 and the Statute of the Council for the Internal Quality System of MBU - Articles III to VI.

Transparent, fair assessment and approval of the study programme is demonstrated by Directive on Design, Modification and Approval of Study Programmes and Submission of Applications to SAAHE - Articles 9, 11, 14 and 15 and the Statute of the Board for the Internal Quality System of the UMB - Articles VIII to X. **A professionally elaborated assessment and approval of the study programme** is demonstrated by Directive for Design, Modification and Approval of Study Programmes and Submission of Applications to SAAHE, Articles 8 to 17, and the Statute of the Council for the Internal Quality System of MBU, Articles III to X. **The objective and independent assessment and approval of the study programme**, in which conflicts of interest and possible bias are avoided, is demonstrated by the Statute of the Council for the Internal Quality System of MBU in Article IV and paragraph 14 and in Article VI and paragraph 9.

Link to the Statute of CIQS

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/statut-rady-pre-vsk-umb/>

Link to Directive on Design, Modification and Approval of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

The compliance of study programmes with the study programme standards is mainly demonstrated by the internal evaluation report of the study programme, which is part of the internal accreditation file. The internal evaluation report form is available on the SAAHE website. **The permanent compliance of study programmes with the standards for the SP** is demonstrated by the report on the fulfilment of the standards and criteria for the study programme prepared by the chair of the temporary working group in cooperation with the other members of the group during the assessment of the SP. Further information on the assessment of the SPs is elaborated in section 3.1 of this report.

Link to the internal evaluation report form available on the SAAHE website

https://saavs.sk/wp-content/uploads/2020/11/2_T_Z_VHSSP_1_2020-Vnutorna-hodnotiaca-sprava-SP.docx

Link to the MBU document repository - form of the report on the fulfilment of the SP standards (Annex to Directive 1/2021)

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6459&cmsDataID=6329> (*Note*: Authorised access required)

Study programmes have a clearly specified and communicated **qualification acquired by successful completion of the programme**, the level of which corresponds to the requirements of the relevant level of the qualification framework, as evidenced by the proposal for the design of a new SP, the description of the study programme and the internal evaluation report of the study programme. These documents are part of the internal accreditation file.

The content and level of the qualification meets the sector-specific expectations of employers and other external interested parties, as evidenced by the proposal for a new programme of study, the description of the programme of study, the internal evaluation report of the programme of study, the interested party evaluation report of the programme of study (part of the internal accreditation file) and the Council's report on the fulfilment of the standards and criteria for the programme of study.

Study programmes have a clearly specified graduate profile and clearly defined and communicated **learning objectives and learning outcomes** that are verifiable and **learning outcomes that are relevant to the mission of MBU, the relevant level of the qualification framework and the**

field of knowledge as evidenced by the proposal for the design of the new study programme, the description of the study programme, the internal evaluation report of the study programme, the learning objectives and learning outcomes, the course information sheets and the recommended curriculum (part of the internal accreditation file). The forms for each document are part of Directive on Design, Modification and Approval of the SP.

Link to the form for the proposal for design of a new SP (Annex to Directive No 1/2021)

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6453&cmsDataID=6323>

Link to the outline of the study programme description on the SAAHE website

https://saavs.sk/wp-content/uploads/2020/11/3_T_Z_OSP_1_2020-Opis-studijneho-programu-osnova.docx

Link to the form for an internal evaluation report on the SAAHE website

https://saavs.sk/wp-content/uploads/2020/11/2_T_Z_VHSSP_1_2020-Vnutorna-hodnotiaca-sprava-SP.docx

Link to Directive on Design, Modification and Approval of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

Link to the form for SP IP evaluation report (Annex to Directive No 1/2021)

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6457&cmsDataID=6327>

Link to the form for learning objectives and learning outcomes (Annex to Directive No 1/2021)

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6466&cmsDataID=6336>

Link to the form for course information sheet (Annex to Directive No 1/2021)

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6464&cmsDataID=6334>

Link to the form for recommended curriculum (Annex to Directive No 1/2021)

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6465&cmsDataID=6335>

There is a clear **link between education and creative activities** in the SP, with the level and focus of creative activities corresponding to the level of higher education and the learning outcomes, which is demonstrated by the scientific and pedagogical characteristics of teachers providing profile subjects of the SP, the characteristics of the outcomes of creative activities and the proposal for the creation of a new SP (part of the internal accreditation file).

The SPs **provide students with transferable competences** that influence students' personal development and can be used in their future career and life as active citizens in democratic societies, as demonstrated by the learning objectives and learning outcomes, the CIS and the recommended curriculum of the SPs (part of the internal accreditation file).

Link to the form for the scientific and pedagogical characteristics on the SAAHE website

https://saavs.sk/wp-content/uploads/2021/01/T_Z_VUPCH_SjAj-1_2020-opravaI.xlsx

Link to the form for the characteristics of the outcomes of creative activities on the SAAHE website

https://saavs.sk/wp-content/uploads/2021/01/T_Z_VTC_SjAj-1-2020.xlsx

Link to the form for the proposal of design of a new SP (Annex to Directive No 1/2021)

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6453&cmsDataID=6323>

Link to the form for learning objectives and learning outcomes (Annex to Directive No 1/2021)

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6466&cmsDataID=6336>

Link to the form for the recommended curriculum (Annex to Directive No 1/2021)

<https://www.umb.sk/app/cmsSiteBoxAttachment.php?ID=6465&cmsDataID=6335>

3.3 European Approach to Quality Assurance of Joint Study Programmes

In compliance with the mission and strategic goals of MBU, the University **supports the internationalisation of educational, creative and other related activities**, which is also related to the support of accreditation and implementation of joint degree study programmes into practice, all in accordance with Directive on Joint Study Programmes. The joint SPs are listed in Annex 1 of IER.

The application of the principles of the European quality assurance approach to joint study programmes is demonstrated by the internal evaluation report of the joint study programme (part of the internal accreditation file).

Reference to Directive on Joint Study Programmes

<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note*: authorised access required)

Link to the form for the internal evaluation report on the SAAHE website

https://saavs.sk/wp-content/uploads/2020/11/2_T_Z_VHSSP_1_2020-Vnutorna-hodnotiacna-sprava-SP.docx

3.4 Compliance of Study Programmes with Standards for a Study Programme

MBU **creates, implements, and modifies SPs in fields of study and degrees in accordance with the rights granted**, as evidenced by all documented information about SP according to Directive on Design, Modification and Approval of SPs and Submitting Applications to SAAHE. At MBU, **the content of the SP is ensured to be consistent with the description of the field of study** at the relevant degree, as evidenced by the proposal for the creation of a new SP, the description of the SP, the internal evaluation report of the SP, the CIS and the recommended curriculum of the SP. **The programmes of study are assigned to the relevant field(s) of study** and degree being pursued at MBU and its components and they are in compliance with the standards for SPs, as evidenced by all documented SP information pursuant to Directive on Design, Modification and Approval of SPs and Submission of Applications to the SAAHE.

As of 31 December 2021, MBU had 348 accredited SPs for I, II and III degrees of study, which represents a decrease of 41 SPs from the previous AY. Out of these, 233 full-time and 115 external study programmes (1 full-time SP fewer and 40 external SPs fewer than on 31.10.2020). In the first degree of study, 132 SPs, out of which 97 SPs in full-time form and 35 SPs in external form of study; in the second degree of study, 132 SPs have been accredited, out of which 96 SPs in full-time form and 36 SPs in external form of study; in the third degree of study, 84 SPs have been accredited, out of which 40 SPs in full-time form and 44 SPs in external form of study.

As of 31 March 2021, 3 MBU Faculties have submitted a total of 21 applications for accreditation of SPs to SAAHE. As of 31.12.2021 SAAHE has granted accreditation to 14 programmes. A total of 55 rights to provide the study programme have been revoked at MBU with effect from 16 February 2021. In accordance with current legislation, the Ministry of Education and Science of the Slovak Republic was informed about the revoked SPs, which indicated the changes on the portal of universities (www.portalvs.sk) and on the SAAHE website. As of the period under review, the rights in 4 SPs in the third degree of study in the external form were suspended at MBU. The validity of the rights expires on 31 August 2022.

UMB has now been providing a total of 353 study programmes realised in 17 fields of study (fields of study valid from 1 September 2019). Out of these, there are 133 SPs in 16 fields of study in the first degree, 130 SPs in 16 fields of study in the second degree and 90 SPs in 14 fields of study in the third degree. At MBU, continuation in a higher degree of study after the completion of the first degree is not possible in 5 SPs, in the third degree after the completion of the second degree in 20 SPs.

Reference to Directive on Design, Modification and Approval of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

Link to the annual report

<https://www.umb.sk/univerzita/univerzita/o-univerzite/vyročne-spravy-umb.html>

Self-assessment of design, modification and approval of study programmes

Revolutionary changes in the provision of higher education have taken place at MBU in the last two years. These changes are closely related to the adaptation of all study programmes to the new accreditation standards issued by the Slovak Accreditation Agency for Higher Education. At MBU, this process started in 2020 and ended on 26 August 2022 with the announcement of the compliance of its internal quality system with the standards of the accreditation agency. The new standards for the provision of higher education are quite demanding and therefore adjustments have been made in almost all of them, consisting mainly in the addition or deletion of some compulsory and compulsory elective courses based on communication with students, graduates and the representatives of employer. These changes were not only a necessity in order to comply with the accreditation standards, but the university teachers, who are responsible for the quality of study programmes in question, wanted **to modernise the study programmes offered by these changes, to substantially improve their quality, to increase their competitiveness internationally and, above all, to improve the employability of graduates**. At the same time, they have enabled **all university interested parties to be part of improving the quality of our university and its study programmes**. Each MBU Faculty has its own Quality Council where suggestions for improvement can be addressed. All information is published on the University's website under "Internal Quality System" or on the respective Faculty's website. Everyone can thus become part of the process of continuous quality improvement, which is one of the main pillars of the policies of our internal quality system.

Pursuant to Section 37 of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendment and Supplementation of Act No. 343/2015 Coll. on Public Procurement and on Amendment and Supplementation of Certain Acts, as amended, on 26 August 2022, MBU **informed the Slovak Accreditation Agency for Higher Education that it has aligned its internal system of quality assurance of higher education** (hereinafter also referred to as the "the internal system") with this Act and the standards for the internal system within 24 months of their entry into force.

In accordance with the Standards for the Internal Quality Assurance System for Higher Education, MBU has established and implemented quality assurance policies for the quality assurance and follows them consistently. **For this purpose, MBU has appropriate structures and processes which are interwoven and create a coherent internal system** that relates to the whole University and its components. The internal system defines the powers, authority and responsibilities of particular structures, senior staff, other staff and other interested parties to ensure the quality of higher education and related activities. Basic information on the internal system, including internal regulations and documents demonstrating activities of the individual structures of the internal system, are available at the University's website.

In the process of aligning its internal system, and in particular in the process of aligning the study programmes and fields of study of habilitation and inauguration proceedings, the number of programmes and fields of study **has been significantly optimised**. Out of 334 study programmes, the Council for Internal Quality Assurance System of Matej Bel University in Banská Bystrica (hereinafter also referred to as the "CIQS"), as the highest body, approved 182 study programmes and agreed to submit an application for conformity assessment for only 8 out of the original 22 fields of habilitation and inauguration proceedings. The MBU Faculties will also teach 18 new study programmes, which have

been granted accreditation by the Slovak Accreditation Agency for Higher Education on the basis of an applications submitted by 31 March 2021.

All study programmes were assessed objectively and transparently by temporary working groups headed by persons independent of MBU, as were the individual fields of study of habilitation and inauguration proceedings.

We believe that MBU, by harmonising its internal quality assurance system for higher education, **has demonstrated its ability to provide quality higher education** and that it has an irreplaceable role in the structure of Slovak higher education institutions.

Indicative measures to improve the design, modification and approval of study programmes

1. Provide education of selected students about the internal quality system of MBU with orientation to design, modification and approval of study programmes.
Deadline: June 2023
Responsibility: IQS Office
2. Provide education of selected graduate students on the internal quality system of MBU with an orientation to design, modification and approval of study programmes.
Deadline: June 2023
Responsibility: IQS Office
3. Provide training to selected employer representatives on the internal quality system of MBU with orientation to design, modification and approval of study programmes.
Deadline: June 2023
Responsibility: IQS Office
4. Conduct internal audits of study programmes focused on the compliance of study programmes with the standards for the study programme. Focus internal audits on assessing the procedural aspects of design, modification and approval of study programmes.
Deadline: Within the standard length of the study programme
Responsibility: IQS Office
5. Provide training for members of the temporary and permanent working groups of CIQS on the MBU internal quality system with an orientation to design, modification and approval of study programmes.
Deadline: June 2023
Responsibility: IQS Office
6. Provide training to Faculty councils members on the MBU internal quality system with an orientation to design, modification and approval of study programmes.
Deadline: June 2023
Responsibility: IQS Office.

4 Student-Centered Learning, Teaching and Assessment

By implementing its own IQS, MBU fulfils the SAAHE Standards - Article 4 for IQS of higher education and Article 4 of the Standards for SP, formally through Article 6 of the internal regulation of the MBU IQS.

4.1. Active Role, Autonomy, Creativity and Independence of Students

UMB has implemented Article 4(a) of SAAHE Standards for IQS and points 3 and 4 of Article 4 of the Standards for SP. **The active role, autonomy and independence of students in education and learning is encouraged at MBU** in the implementation of the SP, **which is also reflected in the assessment of students**. A university teacher may have received further training in the promotion of his/her pedagogical competences in order to systematically encourage the active role, autonomy and independence of students in education and in the learning process, which is also reflected in the assessment of students in accordance with the partial sections, time burden, number of credits and conditions for passing the course, in each course information sheet in the electronic academic information system. The competences are demonstrated by the acquired education in the personal file of the university teacher and are also part of the teacher's scientific, artistic and pedagogical characteristics, which are electronically accessible for the public. Control activities are carried out in accordance with the internal regulations of the MBU components, while the supporting function is performed by the Study Guide - Academic Ethics.

Link to the Internal Quality Assurance System of MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

Link to the Study Guide of MBU

<https://www.umb.sk/studium/student/know-how-pre-studenta/sprievodca-studiom/texty-do-sprievodcu/akademicka-etika.html>

4.2. Respecting the Needs and Diversity of Students and Flexibility in Learning Trajectories

UMB has implemented Article 4(b) of SAAHE Standards for IQS and points 1 and 2 of Article 4 of the Standards for SP. **The diversity of students and their needs is respected** in the implementation of the SP at MBU. MBU and its components respect diversity, equality and apply inclusive policies at different levels of education such as the design of the SP, admissions to study, the study itself and study support, assessment and individualisation of learning with regard to racial, cultural and gender specificities, health and social disadvantage.

MBU also allows for **flexibility in study trajectories with regard to the possibility of reconciling work/family life** with study at MBU, for example through module system of SPs, internships, recognition of qualifications and certificates for certain parts of study, and the system of university and faculty course offer. The basic document for ensuring the rules of study is the Study Regulations, which also allow for the granting of an individual study plan; its rules are transparent and sufficiently comprehensible, ensuring equal access to students.

Link to the Study Regulations

<https://www.umb.sk/studium/student/know-how-pre-studenta/studijne-predpisy.html>

4.3. Flexible use of Learning and Assessment Concepts, Forms and Methods

UMB has implemented Article 4(c) of SAAHE Standards for IQS and points 5 and 6 of Article 4 of the Standards for SP. **A range of pedagogical methods, forms and concepts and assessment methods are used flexibly** in the implementation of the SP at MBU. Their knowledge and application is part of the pedagogical education of every university teacher, which he/she has acquired in the framework of supplementary pedagogical education or through many years of teaching practice. The basic attributes are listed in the course information sheets in the academic electronic information system.

The appropriateness and effectiveness of the pedagogical methods, forms and concepts used and the methods of assessment are regularly evaluated and improved. The evaluation of the suitability of the methods used and their improvement is verified, for example, by means of visits, observations, etc., followed by the creation of records, in accordance with Article 3 of Directive No 4/2022 on Continuous Monitoring and Periodic Assessment of the SP. The Study Guide - Academic Ethics has a supporting function.

Control activities are carried out in accordance with the internal regulations of MBU components.

Link to Directive on Continuous Monitoring, Assessment and Revision of IQS

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-4-2022-priebezne-monitorovanie-periodicke-hodnotenie-a-periodicke-schvalovanie-studijnych-programov-a-pravidelny-monitoring-vyhodnocovanie-a-revidovanie-vnutorneho-systemu/>

4.4. Guidance and Support for the Student

MBU has implemented Article 4(d) of SAAHE Standards for IQS and Article 4(8) of the Standards for SP. **Students are provided with appropriate guidance and support from their teachers.** Each university teacher must publish for students the contact details and regular consultation hours on the relevant component's website. The contact details of each teacher are available on the MBU website. E-mail communication between students and MBU staff shall be made from the assigned MBU address. Student support is also provided by study advisors according to the internal regulations of the MBU components.

Mutual respect in the student-teacher relationship is also promoted at MBU by observing the Code of Ethics of the Employee of the University of Matej Bel in Banská Bystrica and the Code of Ethics of the Student of the University of Matej Bel in Banská Bystrica, which also serve as a prevention of conflictual or potentially conflictual situations that would reduce this respect.

Communication with MBU students on study issues during the AY, in accordance with the study regulations, is ensured by the study department, coordinators of the credit system of study, coordinator for work with students with specific needs, study advisors and departments.

The Study Department mainly provides:

- communication with applicants for studies, administration of the admission procedure,
- handling of complaints, complaints, applications from students of all forms and degrees of study,
- maintaining study documentation,
- advisory, administrative, information, organisational and control activities of study matters.

The coordinator of the credit system of studies mainly ensures:

- participating in the preparation of agreements (contracts) on cooperation in educational activities and student contracts for study abroad,
- dealing with academic and administrative issues related to student mobility,
- advising students on study opportunities at the Faculties of MBU, other universities in the Slovak Republic and abroad.

The coordinator for work with students with specific needs:

- provides information on study opportunities for persons with specific needs,
- participates in the creation of conditions for the study of persons with specific needs.

The study advisor provides information and advice on drawing up personal study plans and solving study problems of MBU students, cooperates with the study coordinator. MBU has established the University Counselling and Support Centre of MBU.

Reference to the Code of Ethics of MBU Employees

<https://www.umb.sk/univerzita/zamestnanec-umb/>

Link to the MBU Student Code of Ethics

<https://www.umb.sk/studium/student/know-how-pre-studenta/eticky-kodex-studenta.html>

Link to the Study Regulations

<https://www.umb.sk/studium/student/know-how-pre-studenta/studijne-predpisy.html>

Link to the activities of the coordinator for work with students with specific needs

<https://www.umb.sk/studium/student/student-so-specifickymi-potrebami/>

Link to the work of a study advisor

<https://www.umb.sk/studium/student/know-how-pre-studenta/studijni-poradcovia.html>

Link to the University Counselling and Support Centre of MBU

<https://www.umb.sk/studium/student/know-how-pre-studenta/univerzitne-poradenske-a-podporne-centrum-umb.html>

4.5. Methods of Verifying Learning Outcomes

MBU uses and ensures the implementation of methods of verification of learning outcomes. MBU has implemented Article 4(e) of SAAHE Standards for IQS and Article 4(7) of the Standards for SP. **Examiners are thoroughly familiar with existing methods of verifying the achievement of learning outcomes, methods of testing, examination and assessment of student performance.** The Study Regulations is the basic document for the assessment of students, all methods of verification of the achievement of learning outcomes are listed electronically in the course information sheets.

Examiners have the support of MBU and its components to further improve their knowledge and skills, and pedagogical competence. Any teacher may request from his/her line manager regarding further adult education from MBU or other providers. The line manager may, in accordance with the Working Regulations, allow the employee schedule his/her work in such a way that s/he will be able to participate in such training.

MBU has implemented Article 4(f) of SAAHE Standards for IQS and Article 4(7) of the Standards for SP. MBU ensures that the **criteria, methods and deadlines for assessment and grading are known in advance and easily accessible to students**. Each university teacher is obliged to communicate the criteria and conditions for passing the course in accordance with the CIS at the initial learning activities and to ensure, in accordance with the Study Regulations, that the academic information system sets out the dates of assessment in a timely, uniform and sufficient manner, while the scale of assessment and grading is made available to students in the Study Regulations, which are drawn up and approved in accordance with the Law on Higher Education Institutions.

MBU has implemented Article 4(g) of SAAHE Standards for IQS and Article 4(8) of the Standards for SP. MBU ensures that each university teacher must make it possible for students to know the rate of achievement of the expected learning outcomes by disclosing the results of verification and assessment to them upon request and by the end of the semester of a relevant AY when the student has fulfilled the obligation. Verification and assessment results are produced in the form of assessments that correspond to the defined learning outcome. They are available in the form of physical documents, electronic records in LMS Moodle, MS Teams or in an academic information system. These IQS

policies, structures and processes are aligned to the Study Regulations, the recommended curriculum and the CIS in the electronic academic information system and ensure that assessment enables students to demonstrate **the extent and level to which they have achieved the expected learning outcomes**, provides **feedback to students on the extent and level of achievement of the learning outcomes**, and is linked to **recommendations and guidance on the learning process** where necessary. The teacher is responsible for informing students of the achievement of the learning outcomes in a relevant subject.

MBU has implemented Article 4(h) of SAAHE Standards for IQS and Article 4(7) of the Standards for SP. Each MBU teacher enables MBU students to know the extent to which they have achieved the expected learning outcomes as also set out in 4.5.3. Assessment is **consistent and fairly applied** in relation to all MBU students, carried out in accordance with pre-approved procedures and producing reliable conclusions that do not lead to unjustified variations in similar cases.

Link to the Study Regulations

<https://www.umb.sk/studium/student/know-how-pre-studenta/studijne-predpisy.html>

Link to the MBU repository

<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note:* authorised access required)

MBU has implemented Article 4(i) of SAAVS Standards for IQS and Article 8(9) of SAAHE Standards for SP. At MBU, the assessment **takes due account of the circumstances of students with specific needs** according to the Study Guide for Students with Specific Needs and the Study Regulations allowing for the award of an individual study plan. See also chapter 4.4.

Teachers at MBU are encouraged to take into account the circumstances of the situation and the learning opportunities of students, apply an individual approach, and are guided by internal regulations. In cooperation with study counsellors, they also grant ISP to students with specific needs. Details are provided in the annexes to this report and in the MBU Annual Report.

Link to the Annual Report

<https://www.umb.sk/univerzita/univerzita/o-univerzite/vyrocnne-spravy-umb.html>

MBU has implemented Article 4(j) of SAAHE Standards for IQS and Article 4(9) of the Standards for SP. At MBU, it is ensured that, **where circumstances allow, student assessment is carried out by more than one assessor**. The rate of student assessment by multiple assessors depends on the content of the course and the number of teachers involved. Only those persons who are listed as teaching the course in the academic information system may assess.

4.6. Remedies for Assessment Results

MBU has implemented Article 4(k) of SAAHE Standards for IQS and Article 4(10) of the Standards for SP. **Remedies for assessment results are available to MBU students**, and fair treatment of those seeking remedy is guaranteed.

Any MBU student may submit a complaint if unfair treatment has occurred, under Directive on Handling of Complaints. If there is anti-social activity and an MBU student wishes to have protected person status, he/she may also proceed under the terms of Act No. 54/2019 Coll. on the Protection of Notifiers of Anti-Social Activity.

The primary entity for MBU student complaints and their resolution may also be the study advisor, if MBU components provide for this in an internal regulation. The MBU student feedback process is also guided by the document the Study Guide - Student feedback, quality improvement, suggestions.

MBU has established and implements formal remedies for evaluation results in the interest of fair treatment of applicants for remedy. The Disciplinary Regulations of the University of Matej Bel in Banská Bystrica for Students and a set of follow-up documents have been developed: the Disciplinary Commission of the University of Matej Bel in Banská Bystrica for Students, the Rules of Procedure of the Disciplinary Commission of the University of Matej Bel in Banská Bystrica for Students.

MBU has adopted the principle of continuous quality improvement as one of the basic principles of sustainability of its internal system in its IQS. This principle is primarily based on the identification of needs and expectations of the MBU's interested parties in the form of both feedback and receiving suggestions, as well as process innovation. For this purpose, MBU has set up a separate e-mail address.

Link to Directive on Handling of Complains

<https://www.umb.sk/univerzita/verejnost-a-media/peticie-a-staznosti/staznosti/>

Reference to formal remedies for assessment results

<https://www.umb.sk/studium/student/know-how-pre-studenta/studijne-predpisy.html>

Link to student feedback

<https://www.umb.sk/studium/student/know-how-pre-studenta/sprievodca-studiom/texty-do-sprievodcu/spatna-vazba-od-studentiek-a-studentov-zlepsovanie-kvality-podnety.html>

Link to the MBU repository of data

<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note*: authorised access required)

Feedback link via email to collect suggestions

zlepsovanie.kvality@umb.sk

Self-assessment of student-centred learning, teaching and assessment

Student numbers in faculties are also largely affected by exclusions for failure and dropout. The change of study programme equally affects student numbers in specific study programmes. Therefore, from the academic year 2019/2020 onwards, we also track the proportions of students who have been expelled for non-achievement, dropped out, or changed their programme of study in the first, second and third degree of study in the first year of study and in the subsequent years of study. In designing the tables, we have fully respected the methodology for assessing the standards, which clearly defines which indicators need to be examined annually. However, in the Faculties, students may fail or drop-out in other ways. Examples include expulsion for disciplinary reasons, which can also be for non-payment of tuition fees or other serious reasons, not just for failure (some faculties have included this category of termination in expulsion for failure). The next category consists of students who have failed to appear for registration or those who have not completed their studies by the deadline. These students were assigned to the "dropout" section. Students who did not turn up even after being invited to enrol in the second year of their studies were also assigned to the drop-out section.

In the academic year (AY) 2020/2021, a total of 2,195 students were enrolled in the first year of the first degree of studies at MBU as of 31 October 2020. Of these, 534 were expelled for failure, which is 24.33 % (in the previous AY, 1 861 students were expelled, 334 of whom were expelled, which was 17.95 %). The highest proportion of expelled students to enrolled students was in the Faculty of Economics at 29.44% (141 students out of 479 enrolled students), while in AY 2019/2020 it was 32.27% in the Faculty of Law and the least as in the last AY in the Faculty of Political Science and International Relations at 17.65% (30 students out of 170 students).

In the first year, a total of 254 students dropped out, which is 11.57% of the 2,195 students enrolled in the first year of the first degree of studies (in the previous AY this number was 229 students, which represented 12.31% of the enrolled students). The highest number of dropouts in the period under review was Faculty of Arts = 104 students, which is 16.88 % of the total number of students enrolled in

the first year of the first cycle of studies at the Faculty (in the previous AY the proportion was 16.23 %, which was 80 out of the total number of 493 students enrolled at the Faculty). The higher number of drop-outs at the Faculty was influenced by the fact that students who did not show up for enrolment in the higher year of study but had to complete their studies with effect from 31 August of the year in question were also taken into account. The lowest number of drop-outs was at the Faculty of Political Science and International Relations = 21, representing 12.35% (in the previous year, the highest number of drop-outs at this Faculty was = 30, representing 20.13%).

In the first year of study, a total of 15 students decided to change their study programme, which is 0.68% of the total number of students enrolled in the first year of the first degree of study (in AY 2019/2020, this number was 11 students, which represented 0.59% of the total number of enrolled students). Of these, 14 students were from FA and 1 student was from FE.

It follows from the above that up to 803 students from MBU, which is 36.58% of the total number of students enrolled in the 1st year of the 1st degree of studies (in AY 2019/2020 it was 574 students, which was 30.84%) have significant problems with their studies in the first year, which end with the termination of their studies at the Faculties or in a tiny percentage with a change of the study programme. Compared to the previous reporting period, the indicator increased significantly with 229 students dropping out of their studies.

As of 31 October 2020, a total of 2 642 students were enrolled in the subsequent years of the first degree of study at the MBU Faculties, which represents an increase of 235 students compared to the previous year (AY 2019/2020: 2 407 students). Of these, 241 students were expelled from their studies due to failure (in the previous AY it was 169 expelled students = 7.02%). The highest number of expelled students was in FE = 12.09% (78 students) and in FA - 10.48% (63 students). A total of 84 students dropped out, which is 3.18 % of the total number of students enrolled in the subsequent years of the first degree of studies (in the previous AY it was 72 students, which was 2.99 %). The highest dropout rate was recorded at the Faculty of Natural Sciences - 5.84%, which is 16 students, and the lowest at the Faculty of Law - 1.29%, which is 5 students. No one decided to change the study programme in the subsequent years of the first degree of studies. In AY 2019/2020 this was 5 students, which was 0.21%.

The above results show that in the subsequent years of the first degree of studies, students have "less" problems in managing their study duties, they are more oriented in their duties, they are better able to plan their tasks, etc. However, compared to the previous year, when there were a total of 246 drop-outs (10.22%) of the total number of students enrolled in the indicator under review, the number of such students has increased significantly to 325 students (12.30%). It is clear from the results, that it is necessary to pay special attention to this issue and to take such measures that will stop the increasing number of students who drop out of studies at individual MBU Faculties.

As of 31 October 2020, a total of 901 students were enrolled in the first year of the second degree of study, of which 42 students were excluded, representing 4.66% (compared to 895 students in the previous AY, of which 42 students were excluded, representing 4.69%). In terms of percentage, the highest number of students excluded was at FE = 8.90% (21 students out of 236 students enrolled in the first year of the 2nd degree of study). By comparison, in the previous AY, the highest proportion of such students was recorded at the Faculty of Natural Sciences - 8.86% (7 students out of 79 enrolled in the first year of the second degree of studies) and the lowest proportion was recorded at the FPSIR - 1.11% (1 student out of a total of 90 enrolled students). A total of 17 MBU students left their studies out of the total number of students enrolled in the first year of the second degree of studies, which is 1.89% (while in the previous AY 39 students left their studies, which was 4.36% of the total number of students enrolled in the first year of the second degree of studies). The highest number of students who decided to leave their studies was from FEd - 5 students, which is 2.73% of the number of students enrolled in the first year of the second degree of studies at the Faculty (in the previous year it was 12 students from FPSIR = 12.12%) and the lowest number of students from FL - 1 student of the number of students enrolled in the first year of the second degree of studies at the faculty, which is 0.93% (in the previous

year it was the lowest number of students at FNS - 1 student, which was 1.27%). No one applied for a change of study programme in the period under review. In AY 2019/2020, there were a total of 6 students from FA and FPSIR, which accounted for 0.67%. In the monitored indicator, a total of 59 students out of the total number of students enrolled in the first year of the second degree of studies decided to drop out of their studies, which is 6.55% of students.

A total of 1 052 students were enrolled in the second and subsequent years of study in the second degree, of which the MBU Faculties expelled a total of 42 students for failure, which is 3.99% (in the previous year, out of 1 303 students, a total of 52 students were expelled for failure, which was 3.99%). In terms of percentages, we achieved an absolute match compared to the previous year. The highest number of students were expelled at FL - 8.33%, which is 11 students out of the total of 132 students of the Faculty enrolled in the subsequent years in the 2nd degree of studies (while in the previous year it was at FE - 9.09%) and the least as in the previous AY it was at FA, where no one was expelled from the study (in AY 2019/2020 the percentage was - 0.94%). In AY 2020/2021, a total of 25 students dropped out of the study, which is 2.38% of the total number of enrolled students in the subsequent years of the 2nd degree of studies (while in AY 2019/2020 it was 20 students, which accounted for 1.53%). As in the previous year, the highest number of dropouts was at FPSIR - 6.93%, which is 7 students out of the total number of students enrolled in the subsequent years of the 2nd degree of studies (last year it was 5.04%, which was 6 students out of 119 students enrolled in studies), at FL in the 2nd degree of studies in the second and subsequent years of studies students did not drop out of their studies (this was the situation in the previous AY at FEd). In the AR 2020/2021 students did not use the opportunity to change their study programme. Last year, 2 students (from FPSIR and FL) changed their study programme, which represented 0.15%).

These results show that students in the 2nd degree of studies encounter problems in their studies that lead to the completion of their studies to a much lesser extent than students in the 1st degree. This is largely influenced by the fact that students in the 2nd degree are already oriented in their studies and are able to anticipate problems better. Despite the fact that the 2nd degree students do not drop out as often as the 1st degree students, it is important to take into account the fact that the drop-out rate in the second and subsequent years of study has increased compared to the previous year. Whereas last year the percentage of early graduates was 5.68% (including 2 students who changed their study programme, which ultimately cannot be considered as completion of studies at MBU) this year the percentage is 6.37% (excluding the percentage of students who changed their study programme).

As of 31 October 2020, a total of 55 students were enrolled in the first year of the 3rd degree of studies (compared to 62 students as of 31 October 2019). Out of these, a total of 7 students have been expelled due to non-attendance which is 12.73% of the total enrolled students (in AY 2019/2020 it was 1 student from FA). These are 5 students (26.32%) from FL out of 19 students and 2 students from FEd (22.22%) out of 9 enrolled students of the Faculty. A total of 8 students (1 less than in the previous year) decided to drop out of their studies, which is 14.55% of the total number of students enrolled in the first year of the 3rd degree of studies (in the previous AY, it was 9 students who decided to drop out, which was 14.52%). The highest number of students dropped out at the Faculty of Arts - 33.33%, which is 2 out of 6 students enrolled in the first year of the 3rd degree of studies (last year it was at the Faculty of Law, where 31.25% dropped out, which was 5 out of 16 students enrolled; in this year at the above mentioned Faculty, a total of 21.05% of students dropped out, which is 4 out of 19 students enrolled). No one dropped out at the FPSIR and the FEd. In the first year of the 3rd degree of studies, as in the previous year, there was no change of study programme at any MBU Faculty. Compared to the previous year, there was a significant increase in the number of drop-outs in the first year of the 3rd degree of studies. While in AY 2019/2020, 16.13% of students (10 students out of 62 enrolled in the first year of studies) dropped out of studies, in AY 2020/2021, this figure is as high as 27.27% of students (15 students out of 55) enrolled in the first year of the 3rd degree of studies. It follows that this fact needs

an increased attention in the case of 3rd degree studies as well. Measures should be taken to stop the increase in the number of students who are unable to continue their studies.

A total of 123 students were enrolled in the second and subsequent years of study (including the above-standard length of study) at the 3rd degree (131 full-time and part-time students in AY 2019/2020). Of these, a total of 8 students were expelled due to failure, representing 6.50% of the total enrolment (in AY 2019/2020 it was - 2.29%, which were 3 students from FA, FPSIR and FE). The highest number of students were expelled at the FE - 13.64% (3 students out of 22 enrolled) and at the FPSIR - 11.54% (3 students out of 26 enrolled). No student was expelled from the study at FA, FNS and FL. A total of 3 students from FA, FPSIR and FNS decided to leave their studies in this AY, which is 2.44% (while in the previous AY it was 10 students, which represented 7.63% of the total number of students enrolled in the second and subsequent years of the 3rd degree of studies). In AY 2019/2020, the highest number of dropouts was recorded at FPSIR - 5 students out of the total enrolment of 28, which was - 17.86%. No one decided to change their study programme in this AY. In comparison, 4 students of FA decided to change their study programme in AY 2019/2020, which represented 18.18% of the total number of students enrolled in the second and subsequent years of the 3rd degree of studies at the Faculty and at the same time 3.05% of the total number of students enrolled in the subsequent years of the 3rd degree of studies at MBU.

In this case, we note that there has been a decline in students choosing to drop out. While in AY 2019/2020 it was 12.98%, which consisted of 17 students, in AY 2020/2021 it is 8.94% (the number included 4 students who were changing their study programme, but even if they were subtracted (which would be 9.92%) the percentage would be lower this year). In the 3rd degree of studies, it is necessary to pay particular attention to full-time students, as these students are entitled to a scholarship. It is uneconomic to invest in the education of a student who is unable to fulfil the requirements of the programme of study and must therefore be withdrawn or drop out.

Looking only at full-time students, as of 31 October 2020, a total of 20 students were studying in the first year of their studies (as of 31 October 2019, the total was 26 students). In AY 2020/2021, 1 student from FE left the study in the 1st year of full-time doctoral studies. In the academic year 2019/2020, no students were withdrawn from studies, did not abandon their studies or change their study programme.

Table 4 Weighted study average of students at MBU faculties according to years of study in AY 2020/2021 (as of 31 October 2020, outputs including FX assessment) - full-time form of study

| Faculty | 1st degree of studies – full time students | | | Above-standard length of study – 1st degree of studies – full time students | 2nd degree of studies – full time students | | Above-standard length of study – 2nd degree of studies – full-time students | Average |
|----------------|--|-------------|-------------|---|--|-------------|---|-------------|
| | 1. YS | 2. YS | 3. YS | | 1. YS | 2. YS | | |
| FE | 2,68 | 2,16 | 2,37 | 2,35 | 2,00 | 1,81 | 1,44 | 2,12 |
| FA | 2,56 | 2,14 | 1,75 | 1,99 | 1,63 | 1,35 | 1,70 | 1,87 |
| FPSIR | 1,62 | 1,78 | 1,51 | 1,95 | 1,58 | 1,52 | 2,40 | 1,77 |
| FNS | 2,33 | 2,10 | 1,87 | 2,26 | 1,48 | 1,40 | | 1,91 |
| FEEd | 2,26 | 1,71 | 1,51 | 2,54 | 1,39 | 1,23 | | 1,77 |
| FL | 2,72 | 2,09 | 1,77 | 1,92 | 1,70 | 1,76 | | 1,99 |
| Average | 2,36 | 2,00 | 1,80 | 2,17 | 1,63 | 1,51 | 1,85 | 1,90 |

YS = year of study

In the second and subsequent years of full-time doctoral studies, a total of 50 students were enrolled in AY 2020/2021 (compared to 58 students in the previous AY). One student in the second or subsequent year of full-time doctoral studies from FPSIR was excluded from the study for failure, which was 12.50% of the total number of students enrolled in the second or subsequent years of the Faculty's studies (no one was excluded from the study in the previous AY). No students were recorded as dropping out and changing their study programme in AY 2020/2021. In AY 2019/2020, 4 students dropped out of studies - which was 6.90% of the total number of full-time PhD students in the second and higher years of study (FE, FA, FNS and FL 1 student each). 1 student from FA (10.00% of the number of full-time students of the Faculty and 1.72% of the total number of full-time students of MBU) changed the study programme within his/her Faculty. No student in the second and subsequent years of full-time doctoral studies was excluded from the study.

In the case of the 3rd degree of studies, it is necessary to avoid situations where students are forced to drop out for various reasons. One option is to pay more attention to the admission of students, especially in external studies. Another option is to possibly adjust deadlines for fulfilling study obligations, etc. Closely related to early termination of studies is the issue of dealing with disciplinary offences, which are dealt with by the disciplinary commissions of the Faculties and, in the case of appeals, by the disciplinary commission of MBU. A detailed overview of disciplinary offences committed by students of individual Faculties of MBU and disciplinary measures imposed is given in Annex 3. The quality of the studies provided is also reflected in the weighted study average. On the basis of this, students of the Faculty can be awarded so-called benefit scholarships or other benefits such as the "red" diploma, etc. The data are detailed in Tables 4 and 5. The weighted study average for all Faculties of MBU in Banská Bystrica for full-time studies is 1.90. The best grades in the period under review were achieved by students of all Faculties in the second year of the 2nd degree of full-time studies. On the contrary, students in the first year of the 1st degree of studies performed the worst. This fact may be due to the fact that first-year students have to "get used" to new methods of learning, assessment, but also to a different approach to study preparation. It is necessary for them to adjust to a new model of preparation for classes - timetable, continuous assessment, but especially final assessment, which is concentrated in a maximum of 7 weeks, during which students have to master all the obligations set out in the course information sheet of each subject. From the point of view of the Faculties, the best assessment results - 1.77 - were recorded by FNS and FE_d. The best weighted study average was achieved by FE_d students in the second year of the second degree of full-time study.

Table 5 *Weighted study average of students of MBU Faculties according to years of study for AY 2020/2021 (as of 31 October 2020, outputs including FX assessment) - external form of study*

| Faculty | 1st degree of studies – external students | | | | Above-standard length of study – 1st degree – external students | 2nd degree of studies – external students | | | Above standard length of study – 2nd degree – external students | Average |
|-----------------------|---|-------------|-------------|-------------|---|---|-------------|-------------|---|-------------|
| | 1. YS | 2. YS | 3. YS | 4. YS | | 1. YS | 2. YS | 3. YS | | |
| FE | 2,78 | 2,19 | 2,29 | 2,40 | 2,67 | 2,44 | 2,11 | 2,91 | | 2,47 |
| FA | 2,40 | 1,78 | 1,87 | 1,75 | 4,00 | 1,92 | 1,41 | 1,50 | | 2,08 |
| FPSIR | 1,55 | 1,50 | 1,72 | 2,06 | | 1,38 | 1,39 | 2,07 | | 1,67 |
| FNS | | 1,87 | 1,62 | 2,14 | 1,25 | 1,52 | 2,31 | 1,61 | | 1,76 |
| FE_d | 1,91 | 1,53 | 1,49 | 1,20 | | 1,59 | 1,51 | | | 1,54 |
| FL | 2,69 | 2,17 | 1,81 | 1,50 | | 1,97 | 1,95 | 1,83 | | 1,99 |
| Average | 2,27 | 1,84 | 1,80 | 1,84 | 2,64 | 1,80 | 1,78 | 1,98 | | 1,92 |

YS = year of study

In the case of students studying at the faculties in the external form of study, the university-wide weighted study average was 1.92. The best results were recorded, as in the case of full-time students, for students in the second year of the 2nd degree of studies and the worst in the first year of the 1st degree of studies. Again, this is consistent with the full-time form of study. The comment regarding the adjustment of students to higher education can also be applied to this form of study. In terms of the average for the Faculty, the best rating was obtained by FEd students, where the weighted study average was 1.54. In terms of the weighted study average, FE can be ranked as the most rigorous, where the students for the Faculty were ranked with an average grade of 2.47. The all-faculty weighted study average for both FE and FA was more strongly influenced by the average of students in the above standard length of study, which was "represented" by a worse evaluation in the case of these two Faculties. The best weighted study average was achieved by FEd students in the third year of the 1st degree of the external form of study.

Indicative measures for the improvement of learning, teaching and student oriented assessment

1. Provide training for university teachers to enhance their teaching competencies.
Deadline: June 2023
Responsibility: IQS Office
2. Ensure that students are informed through persons responsible for study programmes that students have the opportunity to make suggestions in the context of improving the quality of higher education.
Deadline: ongoing
Responsibility: Persons responsible for the study programme
3. Ensure continuous monitoring of study programmes through persons responsible for study programmes, focusing on the use of concepts, forms, methods of learning and assessment.
Deadline: ongoing
Responsibility: Persons responsible for the study programme

5 Admission Procedure for Study, Course of Study, Recognising and Awarding Academic Degrees

MBU's implementation of IQS fulfils Article 5 of the IQS Standards and the SP Standards.

5.1. Rules and Course of Study

The admission procedure, the course of studies, the recognition of education and the awarding of academic degrees at MBU are carried out in accordance with generally binding regulations, in particular the Higher Education Act and the Act on Quality Assurance of Higher Education. MBU has adopted policies, structures and processes of the internal system that guarantee the fulfilment of the criteria. At MBU, **consistent rules are established, applied, published and easily accessible for all phases of the student's study cycle**, in particular for the admission procedure, the course and assessment of studies, the recognition of education, the termination of studies, the award of degrees and the issuance of diplomas and other evidence of acquired education. **The offer for applicants is published in advance** and provides objective and complete information on the SPs, the requirements and criteria for admission and other conditions of study.

The course of study and evaluation of studies, recognition of education, termination of studies, awarding of degree and diploma and other evidence of education are set out in internal regulations and documents such as CIS, the recommended curriculum, the Study Regulations, the AY schedule, the Study Guide, fees and tuition fees, and up-to-date announcements for student and staff applicants, Directive on final, rigorous and habilitation theses, MBU Scholarship Regulations, Directive on awarding of social scholarships to students, Directive on unified framework for the transparency of qualifications and competences, on the recognition of studies and on the recognition of educational documents, through the academic information system and the MBU websites.

Link to the Internal Quality Assurance System of MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

Reference to the Study Regulations

<https://www.umb.sk/studium/student/know-how-pre-studenta/studijne-predpisy.html>

Link to the MBU repository of data

<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note*: authorised access required)

5.2. Offer of Study Programmes

In accordance with the main mission of MBU (chapter 2.2.), the Long-Term Goal for education, science and research reflects the current strategic documents, plans, or programmes at the global, European and national levels (Modern and Successful Slovakia, the Recovery and Resilience Plan of SR, National Open Science Strategy, Open Government Initiative Action Plan) and at the regional level (strategic priorities for the development of Banská Bystrica Self-Governing Region for the period 2021-2027 with a perspective to the year 2030, defined in the document Initial Report for the Processing of the Programme of Economic and Social Development/ Integrated Territorial Strategy of the Banská Bystrica Self-Governing Region for 2021-2027).

In compliance with the third mission, MBU is engaged in community and regional development, in solving local and society-wide problems and actively contributes to the development of civil society, in particular through the use of the Service Learning strategy, the essence of which is the meaningful linking of educational goals with community work, i.e. learning through service in the community.

In accordance with its mission and strategy, MBU has designed and aligned SPs, and as of 1 September 2022, it has 200 aligned SPs and SPs with granted SAAHE accreditation. An overview of accredited study programmes is published and available on the MBU website, with the option to search for a specific SP.

It is the intention of MBU to align the offer of SPs in the future not only with the fulfilment of the MBU strategy, but also with the interests of existing and future interested parties in order to achieve synergy development effects.

Link to MBU study programmes

<https://www.umb.sk/studium/uchadzac/studijne-programy/akreditovane-studijne-programy.html>

Reference to the Long-Term Goal of MBU for the years 2021 – 2026

<https://www.umb.sk/univerzita/univerzita/o-univerzite/poslanie-a-vizia-umb.html>

5.3. Admission of Students

The admission procedure at MBU is fair and transparent, it is reliable and the selection of applicants is based on appropriate methods of assessing their suitability for study.

At MBU, conditions for the admission of students are clearly defined and published for all study programmes and in the languages in which they are conducted. The admission process is set out in the Study Regulations and further conditions and deadlines are always published by MBU and the MBU component where the admission procedure takes place.

The admission conditions at MBU are inclusive and equal opportunities are guaranteed to any applicant who demonstrates the necessary prerequisites for graduation. The assessment of applicants is transparent and guarantees equal opportunities for all applicants. In the preparation of the admission procedure and in particular of written tests or other duties for applicants, persons who have a conflict of interest with the applicants are excluded from this preparation. The results of the admissions procedure shall be published in accordance with the Methodological Instruction on Basic Principles for Handling Personal Data.

Reference to the Study Regulations

<https://www.umb.sk/studium/student/know-how-pre-studenta/studijne-predpisy.html>

Reference to the MBU Statute:

<https://www.umb.sk/univerzita/univerzita/o-univerzite/statut-umb.html>

5.4. Study of Students with Specific Needs

At MBU, it is guaranteed that support measures are provided and an environment is created to equalise the opportunities to study at MBU **for students with specific needs and students from disadvantaged background**. These procedures are set out in the Study Guide for Students with Specific Needs and Directive on the Creation and Use of Fund to Support the Study of Students with Specific Needs.

Link to the activities of the coordinator for work with students with specific needs

<https://www.umb.sk/studium/student/student-so-specifickymi-potrebami/>

Link to the work of a study advisor

<https://www.umb.sk/studium/student/know-how-pre-studenta/studijni-poradcovia.html>

Link to the University Counselling and Support Centre at MBU

<https://www.umb.sk/studium/student/know-how-pre-studenta/univerzitne-poradenske-a-podporne-centrum-umb.html>

5.5. Quality of Defended Final and Rigorous Theses

MBU ensures that **the qualitative level of defended theses and rigorous theses corresponds to their degree**, requires an appropriate level of creative activities, and plagiarism and other academic fraud are effectively detected and principally sanctioned. The production of theses and dissertations is regulated by an internal regulation, Directive on Final, Dissertation and Habilitation Theses, and Code of Ethics has been adopted to eliminate fraud. Each thesis shall be adequate at the appropriate level of higher education to the Framework for Qualifications of the European Higher Education Area, requiring that:

- students in the first cycle of education (1st degree of studies) are able to apply their knowledge and understanding in a way that indicates a professional approach to their work or profession and have competences usually demonstrated through the presentation and defence of arguments and problem solving in their field of study, so that in the bachelor's thesis they propose a solution to a specific problem based on known methods and procedures,
- students in the second cycle of education (2nd degree of studies, joint 1st and 2nd degree of studies) are able to apply their knowledge and understanding as well as their creative problem-solving skills in new or unfamiliar settings, in broader contexts related to their field of study, so that in the thesis they propose an original solution by combining known procedures and methods or propose a new procedure and method for solving a problem,
- third cycle (3rd degree of studies) students have contributed original research to the expansion of the frontiers of scientific knowledge through the completion of an extensive body of work, some of which is worthy of peer-reviewed publication at national or international level, with the dissertation making a clear and identifiable contribution to the development of the theory and practice of the discipline.

The person who is responsible for the quality of the SP or its integral part approves topics of the theses, controls the process of their creation and provides consultations to all university teachers or professionals outside the University who supervise the theses at MBU.

Each MBU student is aware of the conditions of thesis writing, its structure and expectations during their studies well in advance of the submission of the thesis.

Link to the MBU repository of data

<https://umb.sk/sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note:* authorised access required)

5.6. Recognition of Higher Education Qualifications

At UMB, it is guaranteed that **the recognition of higher education qualifications, periods and parts of studies, prior learning, including non-formal learning, is transparent, consistent and reliable** and is in accordance with the generally binding regulations and principles of the Convention on the Recognition of Qualifications relating to Higher Education in the European Region so as to promote student mobility. The University complies with the generally binding regulations concerning the recognition of qualifications and prior learning, which is regulated by the Study Regulations of MBU, as well as of the individual MBU Faculties and Directive on Unified Framework for Transparency of Qualifications and Competences, on the Recognition of Studies and on the Recognition of Evidence of Education (Directive No 5/2005 - HEIs on a unified framework for the transparency of qualifications and competences, on the recognition of studies and on the recognition of evidence of education). MBU decides on the recognition of a part of the study at a higher education institution abroad only if it is pursuing a programme of study in the same or a related field of study. If there are any doubts about the authenticity of the submitted documents on study abroad, MBU asks the Centre for the Recognition of Educational Documents of the Ministry of Education of the Slovak Republic for their statement, which

will issue a professional opinion on the recognition of part of the study at a higher education institution abroad. Recognition of evidence of education obtained abroad depends on whether the evidence of education is submitted for recognition for academic or professional purposes, whether it is issued by an EU Member State or a non-EU Member State. In recognising degrees from abroad, MBU accepts that there is currently no legal standard governing the translation of degrees; they are used in the wording and language in which they were awarded.

In the case of Erasmus+ mobilities, the recognition of achievements expressed in terms of the number of credits is dealt with in accordance with Directive No. 4/2019 on Erasmus+ mobilities at MBU. Upon completion of the mobility, the Erasmus+ coordinator will arrange for the recognition of the credits obtained and resolve any discrepancies.

The prerequisites, criteria and procedure for awarding ECTS credits for extracurricular activities of MBU students are defined in Directive No. 11/2021 on the awarding of ECTS credits for extracurricular activities at Matej Bel University in Banská Bystrica. The awarding of ECTS credits at MBU is an expression of the recognition of the results of non-formal and informal learning within formal education, it supports the flexibility of learning trajectories and the achievement of learning outcomes. Extracurricular activities of MBU students can be implemented as part of formal and non-formal education and informal learning. These activities develop students' professional competences and transferable competences, but are not part of accredited SPs, i.e. they are not regulated within the curricula of courses. These may be student internships, volunteer activities, artistic activities, active participation in scientific, professional or artistic conferences, workshops, seminars, non-formal education programmes or other activities that have not yet been awarded ECTS credits within the framework of the SP at MBU or other domestic or international institutions.

Reference to the MBU depository for Directives No. 5/2005, No. 4/2019, 11/2021

<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (Note: authorised access required)

5.7. Awarding Academic Degrees, Issuance of Diplomas as Evidence of Education

At MBU, it is guaranteed that graduates are awarded an appropriate academic degree, issued with a diploma and other evidence of education that indicates and characterises the qualifications obtained, including achieved learning outcomes, the context, level and content of the successfully completed studies. These procedures shall be governed by the Directive on Issuing Evidence on Completion of Studies.

Pursuant to the law, graduates of the university studies at MBU are awarded an academic degree:

- upon successful completion of the Bachelor's study programme – Bachelor degree (abbreviated as "Bc."),
- upon successful completion of the engineering study programme – Engineer degree (abbreviated as "Ing."). After successful completion of the Master's study programme – Master degree (abbreviated as "Mgr."),
- upon successful completion of the doctoral study programme - "Philosophiae Doctor" degree (abbreviated as "PhD").

Graduates of the Master's Degree or graduates of similar Master's Degrees abroad may take the rigorous examination, which includes the defence of a rigorous thesis in the field of study in which they received their higher education or in a related field of study. After passing the examination, MBU awards them the following academic degree:

- in study programmes on natural sciences: "Doctor of Natural Sciences" (abbreviated as "RNDr."),
- in study programmes on social-science and arts: "Doctor of Philosophy" (abbreviated as "PhDr."),

- in study programmes on law: 'Doctor of Laws' (abbreviated as 'JUDr.'),
- in teacher training and physical education programmes: 'Doctor of Education' (abbreviated as 'PaedDr.'),
- in theological SPs, except SPs in Catholic theology: 'Doctor of Theology' (abbreviated as 'ThDr.').

A uniform procedure is ensured at the MBU for the issuance of graduation documents, registration and archiving of documents, including their formalities in accordance with Directive No. 3/2022 on the issuance of graduation documents at MBU in accordance with Section 68 of the Higher Education Act. MBU issues the following documents of graduation from the SP in the relevant field of study:

- university diploma,
- a supplement to the diploma,
- a certificate of state examination.

The university diploma is issued by MBU in a combination of the state language and the English language, and is proof of completion of studies in an accredited study programme in the relevant field of study and the award of an academic degree. Graduates of joint programmes of study receive documents of graduation on the basis of an agreement between the cooperating universities and in accordance with Directive No. 17/2016 on Joint Study Programmes at MBU.

The supplement to the diploma is a document that contains details of the completed SP, and is issued to the graduate at the same time as the diploma, usually at an academic ceremony, in one package together with the state examination certificate. The state examination certificate is evidence of the examination, its components and its result.

Certificates of graduation shall be public documents and shall be issued within 45 days of the regular completion of studies, unless the graduate agrees to a later issue of these documents. All graduation certificates in the field of study shall bear the name and surname of the student with the degrees awarded to date.

Reference to Directive No 3/2022 on the Issuing Evidence of Graduation and its annexes with specimens of the diploma, diploma supplement and state examination certificate

- the MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6785>
- document repository of IER (*Note*: authorised access required)
<https://umb.sk/sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

Link to the MBU website with information on the recognition procedure

<https://www.umb.sk/studium/uchadzac/uznavanie-dokladov-o-vzdelani.html>

Self-Assessment of the Admission Procedure, the Course of Studies, the Recognition of Education and the Award of Academic Degrees

We have assessed interest in study programmes based on the ratio of the number of applications received to the approved planned number of admitted applicants, regardless of the number of enrolled students, which reflected the initial interest in studying a given study programme. However, this does not reflect real situation, which can only be assessed through the enrolment indicator. An evaluation in relation to the number of students enrolled could serve in the future to take measures that would increase the interest of future applicants in studying offered study programmes. Last but not least, this requirement also follows from the currently applicable standards for the internal quality assurance system and the SP standards, which are aimed at improving higher education for the benefit of students.

The interest in studying at MBU in the first degree of study in AY 2021/2022 is presented in Annex 3 according to the relative indicator of the ratio of the number of applicants to the admission plan. As this relative indicator does not take into account the absolute interest of applicants, its testimonial value is incomplete and it provides only one viewpoint on the interest in studies, focusing on the overrun of the admission plan. Several relevant factors need to be taken into account when assessing the overall interest in studies.

In recent academic years there have not been significant changes in applicants' preferences as far as the choice of study programmes is concerned. There are only marginal changes in individual posts in each academic year. There is continuous interest in forensic and criminal chemistry in full-time form of study, which was ranked 3rd in AY 2021/2022. There is also continuous interest in the following study programmes: language studies, both teacher training or translation and interpreting study programmes; psychology in full-time form of study, economics and business management in full-time form of study, etc. There has been a significant increase in interest in the full-time study programme international relations in English, which ranked first in AY 2020/2021, but still did not meet planned capacity in terms of the number of students enrolled.

Interest in studying at MBU in the 2nd degree of study in AY 2021/2022 is in Annex 3. As in the case of the 1st degree, interest is expressed in terms of the relative ratio of the number of enrolled students to the admission plan. Again, the same commentary as for the 1st degree applies. In terms of the number of applications submitted in relation to the planned number of admissions, the most attractive study programmes can be considered as follows: the full-time study programme in psychology and the external study programme in teaching for primary education. There is also a continuing interest in teaching physical education in the external form of study. As in the 1st degree, there is still interest in the specialisation in languages, both teacher training and translation and interpreting. In the current year, there has been an increased interest of applicants in the study programme focused on public sector economics. A comprehensive overview of applicants' interest in the first and second degree of study at the Faculties is presented in Annex 3.

The Faculty of Economics (FE) in the AY 2021/2022 implemented the following study programmes taught in the English language in: economics and business management in the 1st degree of full-time form (51 students, 5 students more than in the previous AY), marketing business management in the 2nd degree of full-time form of study (12 students, which is 18 students fewer than in the previous AY 2020/2021), finance, banking and investment in the 2nd degree of full-time form of study (16 students, which is an increase of 15 students), economics and business management in the 3rd degree of external form of study (2 students, 1 student more than in the previous AY). In other study programmes, the Faculty did not register any students in AY 2021/2022 as of 31 October 2021. Compared to the previous AY, the number of students increased by 2 students - in the 1st degree of studies the number of students increased by 5 students, in the 2nd degree of studies the number of students decreased by 3 students and in the 3rd degree of studies the number of students remained unchanged.

The Faculty of Political Science and International Relations (FPSIR) provided the following study programmes taught in the English language: international relations in the 1st and 2nd degrees of studies and in the joint study programme on international relations, which was implemented in the 2nd degree of studies. The number of full-time students in the international relations study programme at the 1st degree of studies was the same (4) as in the previous AY. There was a decrease of 4 students in the 2nd degree of studies of international relations study programme compared to the previous year. The total number of students studying in the joint degree programme on international relations at the 2nd degree of studies was 9 as of 31 October 2021, which represented an increase of 8 students compared to the previous AY. In the other study programmes, the Faculty had no registered students in the assessment period. As in the previous AY, the Faculty registered a total of 14 students in study programmes offered in a foreign language - 4 students in the 1st degree of studies and 10 students in the 2nd degree of studies.

As of 31 October 2021, a total of 6,834 students were studying at MBU (153 fewer students than as of 31 October 2020, a decrease of 2.19%); out of these, 4,744 students were studying in the 1st degree of studies (108 fewer students than in the previous AY), which is 69.42% of the total number of students; in the 2nd degree of studies, 4,744 students were studying in the 2nd degree (108 fewer students than in the previous AY), which is 69.42% of the total number of students. 1 925 students (32 fewer than in the previous AY), representing 28.17 % of the total number of students; and 165 students (13 fewer than in the previous AY) in the 3rd degree of studies, representing 2.41 % of the total number of students. The number of students as of 31 October 2021, excluding students on mobilities enrolled at the MBU Faculties, was 6 792. The MBU faculties had 42 incoming students admitted on mobility (24 more incoming students on mobility than in the previous AY). Despite the increase in students enrolled in mobility at the MBU Faculties, we can still observe a reduced interest in this sphere compared to previous years, preceding the global epidemiological situation related to COVID 19.

As in the previous year, when checking and comparing the data in AiS2 from the Central Register of Students (CRS), it was found out, that comprehensive data for individual Faculties with a breakdown into forms and degrees of study is recorded by CRS without students on mobility. The number of students listed in AiS2 without mobility was 6 792, while the number of students without mobility listed in CRS outputs was 6 797. The difference of 5 students was due to the fact that in the case of 2 students from FE and 2 students from FPSIR the decision on exclusion from studies became valid after 31 October 2021 and in the case of 1 student from FNS, who did not appear for enrolment, she was sent an invitation to appear for enrolment, to which she did not respond and finally her studies were terminated with the effect from 2 November 2021 (the delivery not arrived after the deadline). There was one other difference between the AiS2 and CRS outputs in the enrolment of women. The difference was due to an administrative error on the part of FL where one female student was mistakenly registered as male at the "transfer".

The development of the number of students revealed that in AY 2021/2022, after a one-year break when we managed to stop the decreasing trend of enrolled students at the MBU Faculties, we again recorded a decreased tendency in the period under review and we continue the trend of annual decreasing number of students enrolled for studies. As of 31 October 2021, there were 153 fewer students enrolled in a given AY than as of 31 October 2020, when 6,987 students were enrolled (an increase of 4.10% compared to the previous AY). In 2015/2016 and 2016/2017, this decrease ranged from approximately 900 to 1,100 students compared to the previous year; since AY 2017/2018, this significant decrease has been reduced, as only 105 students were recorded in AY 2018/2019 compared to AY 2017/2018. In AY 2019/2020 compared to AY 2018/2019, enrollment decreased by 239 students.

As of October 31, 2021, the enrollment was 6,834 students, which is 153 fewer than the enrollment as of October 31, 2020 (6,987 students). There are a total of 5,544 full-time students (229 fewer than in AY 2020/2021) and a total of 1,290 part-time students (76 more than the number as of 31 October 2021).

For AY 2021/2022, we have partially succeeded in increasing the interest in the external form of study and thus stopping the decline in the number of enrolled students. In the case of the full-time form, however, we have to admit a reduced interest. Therefore, it is necessary to increase efforts to maintain the interest of applicants in the study programmes we offer in the external form of study and thus increase the number of enrolled students. On the other hand, we have to try to influence the decline in interest on the part of applicants in the full-time form of study. We assume that the decline in the number of enrolled students is a nationwide phenomenon, which reflects, among other things, the demographic curve, the increasing interest of Slovak applicants in studying at foreign universities, especially in the Czech Republic, the socially lucrative offer of studies and the application of graduates, the difficulty of studying, marketing activities of private universities and other circumstances. This decline can also be seen in Tables 10 and 11, which show the interest of graduates of the MBU Faculties in studying at the

2nd and 3rd degree of studies, but also the interest of graduates of other universities in studying at the MBU Faculties.

As of 31 August 2021, a total of 958 graduates had successfully completed their 1st degree of studies at the Faculties, which is 80 more than in the previous academic year. Out of this number, a total of 725 1st degree graduates have expressed interest in continuing their studies at MBU and a total of 725 1st degree graduates have enrolled in the MBU Faculties for the 2nd degree of studies, which is 75.68 % (compared to the previous year, the number of enrolled 2nd degree graduates – own graduates – has decreased by 26). Since AY 2020/2021 we have started to distinguish the number of 1st degree graduates from other Faculties of MBU enrolled for 2nd degree of studies at another Faculty of MBU - 23 in AY 2021/2022 (in the previous year it was 15). Another indicator is the number of graduates of other universities enrolled in the 2nd degree of studies at the Faculties of MBU, which was 155 students in the given AY (in the previous AY it was 135 students). A total of 178 graduates from other Faculties of MBU and other higher education institutions enrolled in the 2nd degree of studies at the MBU Faculties, which is 28 more graduates enrolled in the 2nd degree of studies than in the previous academic year.

The Faculty of Law has the highest number of graduates in the first degree of studies of its own Faculty continuing their studies by enrolling in the second degree of studies (94.62%) as in the previous AYs. Compared to the previous AY, the percentage of interest in the Faculty has increased from 89.38%. The second Faculty whose graduates of the 1st degree of studies continue in the 2nd degree at the same Faculty is the Faculty of Political Science and International Relations (91.95%). In the previous year the Faculty of Natural Sciences was in second place in terms of its own graduates enrolled in the 2nd degree of studies (87.36%), however in the current year the Faculty takes the last place in terms of the interest of its own graduates in the 2nd degree of studies - 53.19%. Similarly, we can observe a more significant decrease in interest on the part of FE graduates, where 65.00% of graduates wanted to continue their studies (in the AY 2020/2021 it was 84.62%) and FA, where 68.52% of 1st degree graduates were interested in continuing their studies at their own Faculty (in the previous AY it was 86.96%). A slight increase in interest in continuing studies, which can also be referred to as loyalty to one's alma mater, reported FE - 83.98%, which was ranked the lowest in the assessment of the indicator in the last AY (82.78%). As far as the Faculty of Economics is concerned, it can be stated that it has long maintained approximately the same trend of interest on the part of its graduates in continuing their studies.

From the data presented in Annex 3, it can be concluded that in the previous AY, the interest of "our" graduates in studying at the 2nd degree can be assessed as even, with the percentage ranging from 82.78% to 89.38%. In contrast, in the current AY this interest was significantly differentiated. The percentage of this indicator has a wider range from 53.19% to 94.62%. The current situation in the faculties related to the alignment of the study programmes with the standards in force and the measures resulting from this could have influenced the current results to a large extent. In spite of this, Faculties, especially those where a significant decline can be observed, must make efforts to increase the interest of their own graduates in continuing their studies at their alma mater. At the same time, effective measures must be undertaken to maintain the interest of our graduates in continuing their studies at a higher degree of studies. It is necessary to apply such marketing tools that would arise the interest of applicants not only from our own graduates, but also from graduates of other universities in Slovakia and especially from abroad.

Since AY 2020/2021 we have also started to observe the indicator of interest of 2nd degree graduates in 3rd degree of studies from the Faculty's own graduates, from other Faculties of MBU, as well as from graduates of other universities in studying at MBU. We take into account the fact that the Faculties are not interested in significantly increasing the number of students in the 3rd degree of full-time studies. In this case, much more than in the case of the 1st and 2nd degree, the quality of students must prevail over the quantity. It is in the interests of all concerned to select the highest quality applicants

who, as a rule, further develop, in the future, not only the quality of the study programme they are studying, but also the quality of the entire University and our society.

As of 31 August, we registered 846 graduates of the 2nd degree of studies (197 less than in the previous AY). A total of 44 students (11 fewer than in AY 2020/2021), or 5.20%, were enrolled in the first year of study in the 3rd degree as of that date. Enrolment in the 3rd degree of studies has been significantly affected by limited funding opportunities for full-time doctoral students, as these students are legally entitled to receive a doctoral scholarship and Faculties must take this into account when planning their numbers.

The number of enrolled students of the 3rd degree of study also included 21 graduates from other universities who enrolled for their studies at the MBU Faculties, and 2 graduates who completed their 2nd degree of study at another Faculty of MBU. These data are the same as in the previous AY, the only difference is the number of 21 graduates who enrolled at their alma mater after completing their 2nd degree of studies.

As of 31 October 2021, a total of 165 students were studying at the MBU Faculties in the 3rd degree of studies, which is 13 fewer than in the previous AY. Of these, 67 students were enrolled in full-time studies (3 students less than in the previous academic year) and 98 in external studies (10 students less than in the previous academic year). The 68 full-time students included 61 students studying at the standard length of study who are entitled to a doctoral scholarship in accordance with the Higher Education Act. There was also 1 full-time PhD student enrolled at FNS who is not entitled to receive a scholarship at the Faculty in accordance with the international agreement. His scholarship is paid at a partner university in Spain. It follows from the above that the University's Faculties paid scholarships to 60 full-time 3rd degree students, 5 students were studying at above-standard length of study and 2 students were admitted for mobility in AY 2021/2022. An overview of PhD students studying at the Faculties of MBU is available in Annex 3.

In the AY under review, the scholarship for of full-time doctoral students at the relevant MBU Faculties were paid in accordance with the approved proposal of the state budget subsidy and non-subsidy resources of the MBU for the respective academic year. The Faculty shall finally decide how to redistribute allocated funds for doctoral students' scholarships. In the academic year under review, we did not register doctoral students funded by the Slovak Academy of Sciences or doctoral students paid from the projects of the Agency for the Promotion of Science and Research. One full-time PhD student was awarded a government scholarship as in the previous AY. The number of self-paying doctoral students remained unchanged compared to the previous AY.

Indicative measures to improve admission procedure, course of study, recognition of education and award of academic degrees

1. Maintaining up-to-date information on the MBU website and the websites of MBU components related to the admission procedure.
Deadline: Ongoing
Responsibility: Senior management of the Faculties and MBU
2. Ensure systematic activities of the university coordinator for students with specific needs by allocating sufficient financial resources.
Deadline: Ongoing
Responsibility: University Coordinator for Students with Specific Needs

3. Elaborate a new structure of the report on supporting students with specific needs in accordance with SAAHE Standards.
Deadline: February 2023
Responsibility: University Coordinator for Students with Specific Needs
4. As part of the internal audits of the internal quality system, focus on the quality of the final and rigorous theses as well.
Deadline: December 2023
Responsibility: IQS Office

6. Teachers

By implementing its own IQS, MBU complies with SAAHE Standards - Article 6 *Teachers* included in the Standards for the Internal System, as well as Article 6 *Teachers of the Study Programme* and Article 7 - *Creative Activities of the University* included in the quality standards related to the study programme, formally in accordance with Article 8 of the internal regulation of IQS of MBU.

6.1. Selection of Teachers

MBU carries out the process of selecting university teachers in accordance with the Standards. MBU has records regarding the progress and results from selection procedures as of 1 September 2020, which are available on the MBU website in the section *Publication of results from selection procedures*. MBU has implemented Article 6(a) of SAAHE Standards for IQS. MBU ensures that the **selection of university teachers is transparent, objective and professionally competent**. The procedures, responsibilities and authorities in the process of selection of university teachers are determined by the internal regulations for the principles of the selection procedure for filling the positions of university teachers, university researchers, professors, associate professors and managerial employees, the rules for establishing the positions of researchers - postdoctoral fellows, the principles of determining the structure and number of researcher positions, the principles of concluding employment contracts for university teachers in the function of visiting professor.

The selection of MBU university teachers is carried out on the basis of previously published requirements and criteria, which are always available on the MBU website or its components in such a way that they are sufficiently comprehensible for applicants, in accordance with the requirements for the position and ensure the sustainability of the quality of education and creative activities. They are also available on the following portals: <https://euraxess.ec.europa.eu/> and www.minedu.sk.

The selection of university teachers is in accordance with the mission and Long-Term Goal of MBU and with generally binding regulations, in accordance with the Higher Education Act, the Labour Code, the Act on Quality Assurance of Higher Education and other generally binding regulations relating to the employment relations of a public university. The filling of teaching positions is carried out in accordance with the Mission and Long-Term Goal of MBU, the positions are always assigned to the given field of study to which the SP and the HIP are assigned.

Link to the results of selection procedure

<https://www.umb.sk/univerzita/praca-na-umb/volne-pracovne-miesta.html>

Link to MBU repository of data

<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (**Note:** *Authorised access is required*)

Reference to the selection procedure policy

<https://www.umb.sk/univerzita/praca-na-umb/zasady-vyberoveho-konania.html>

Reference to the rules for establishing, structuring and determining the number of job positions

<https://www.umb.sk/univerzita/praca-na-umb/volne-pracovne-miesta.html>

Link to descriptions of study programmes

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/opisy-studijnych-programov/>

Link to study programmes and HIP

<https://www.umb.sk/studium/uchadzac/studijne-programy/>

<https://www.umb.sk/veda-a-vyskum/habilitacie-a-inauguracie/>

Link to Directive on Design, Modification and Approval of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

Reference to the Mission and Long-Term Goal of MBU

<https://www.umb.sk/univerzita/univerzita/o-univerzite/poslanie-a-vizia-umb.html>

MBU has implemented Article 6(b) of SAAHE Standards for IQS. **The selection of university teachers is open and allows for inter-institutional, inter-sectoral and international mobility.** These procedures, (also in section 6.1.1.), are also defined by the ERASMUS+ Mobility Directive as well as by the arrangements and offers for the support and implementation of international projects.

Links to teacher mobility opportunities and the International Projects Centre

- <https://www.umb.sk/medzinarodne-vztahy/som-zamestnanec-umb/ponuky-mobilit-pre-zamestnancov/>
- <https://www.umb.sk/univerzita/pracoviska-umb/univerzitne-centrum-pre-medzinarodne-projekty-ucmp/>

Link to the MBU repository of data

<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note:* Authorised access is required)

6.2. Structure, Number and Qualification of Teachers

MBU has implemented Article 6(c) of SAAHE Standards for IQS and Article 6(1) of the Standards for SP. As a prerequisite for the achievement of learning outcomes, MBU 's teacher positions are filled by specifying the subjects and areas of creative activity in which candidates must demonstrate their achievements in the requirements and criteria before they are selected. In the education process, MBU verifies the qualifications and a level of creative activities of teachers by means of regular evaluation procedures and reports according to individual areas of MBU or its components (e.g. the report on education, the report on science and research, the report on international cooperation and mobility, etc.).

Furthermore, verification of teachers' qualifications, practical experience, transferable competences and pedagogical skills in educational practice is carried out from the point of view of students according to the guidelines for the rules for the evaluation of the quality of education at MBU and from the point of view of persons responsible for the quality of education according to the internal regulations of MBU units focused on hospitality activities, which demonstrates that MBU has teachers **whose qualifications, the level of creative activities, practical experience and transferable competences, pedagogical skills** enable them to achieve the learning outcomes.

MBU systematically ensures that the **distribution of the teachers' workload and their working capacity** enable the provision of study programmes and corresponds to the number of students.

In relation to the quality assurance of education and creative activities, basic rules for workload distribution are determined with regard to the specifics of MBU units and SP provided by them. These rules are differentiated according to the nature of relevant SP and the workplace, with appropriate allowances being made for direct teaching activities depending on the teacher's other work duties connected with the performance of his/her academic or other duties.

Link to Reports on Education and Reports on Science and Research at MBU

<https://www.umb.sk/univerzita/dokumenty.html>

#Link to the Report on Science and Research

<https://www.umb.sk/veda-a-vyskum/veda-a-vyskum-umb/sprava-o-vede-a-vyskume/>

#Link to Directive No. 2/2022 Rules on Assessment of the Quality of Education at Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6748>

- Document repository of IER (*Note*: Authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

Link to *Methodological Instruction on Scheduling Teachers' Workload*

- MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6675>
- Document repository of IER (*Note*: Authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

Reference to *Directive on Design, Modification and Approval of SP*

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

6.3. Linking Education with Teachers' Creative Activities

MBU systematically ensures, that the link between education and teachers' creative activities is strengthened.

MBU takes into account Article 6(d) of SAAHE Standards for IQS and Article 7(2) of the Standards for SP. At MBU, **the link between education and the creative activities of MBU teachers is being strengthened**, the focus and level of outcomes of creative activities correspond to the level of the qualification framework at which the education is being provided, and this is in compliance with the learning outcomes. The results of creative activities are being demonstrated in accordance with the methodology for the evaluating the Standards, in accordance with the SP standards and in accordance with the standards for HIP, according to required indicators. See references in chapter 6.2.

Reference to *Directive No. 2/2022 Rules on Assessment of the Quality of Education at Matej Bel University in Banská Bystrica*

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6748>
- Document repository of IER (*Note*: Authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

MBU takes into account points 1 and 2 of Article 7 Creative Activities of the SAAHE Standards for SP. UMB ensures that **sets of indicators are set and systematically monitored**. MBU measures and evaluates its internal system, learning and creative activity, according to the indicators of the methodology for the evaluation of the standards, according to point 2(e). These include **education indicators relating to creative activity and HIP, and are used to assess creative activity in relation to providing education at at particular degrees of study and in relation to the relevant field of study, or to assess the fulfilment of the HIP standards**, in particular the number of teachers' publications:

- for the last 6 years in particular fields of study and categories of publication outputs,
- registered in the Web of Science or Scopus databases in the last 6 years in individual fields of study and categories of publication outputs (or equivalent, e.g. in the arts).

Furthermore, the number of publication outputs of the 3rd degree (PhD) students that are registered in Web of Science or Scopus databases for the last 6 years in individual fields of study and categories of publication outputs (or equivalent e.g. in arts).

Furthermore, the number of citations and responses to teachers' publication outputs:

- for the last 6 years,
- registered in the Web of Science and Scopus databases in the last 6 years. Other criteria include:

- the number of creative outputs of international excellence according to the field of study practice,
- evaluation of the level of creative activity of the University's workplace,
- the amount of financial support received from domestic and international grant schemes and other competitive sources in the field of study,
- the number of students in the 3rd degree of studies (PhD.) per supervisor (average and maximum),
- the number of students in the 3rd degree of studies (PhD.) in the related HIP field of study,
- the number of supervisors of the doctoral degree in the field of study to which the HIP field(s) of study is/are assigned,
- the number of approved proposals for the award of the title of professor at the MBU Scientific Board in the current year,
- the number of approved proposals for the degree of associate professor at the Scientific Board in the current year,
- the number of discontinued HIPs (proceedings initiated that were not approved by the Faculty Scientific Board, withdrawn by the applicant, or otherwise discontinued) in the current year.

Each component of MBU measures and evaluates its performance according to educational input indicators, educational indicators and educational output indicators. Furthermore, each MBU component determines its own evaluation indicators.

Each component of MBU must clearly assign responsibility to specific individuals, functions or organisational units, **that are responsible for collecting and evaluating the data** needed to calculate the indicator.

Where appropriate, for each indicator, **the data base from which the data are derived** and from which the learning or creative activity can be measured and evaluated must also be identified. For each indicator, where it is permitted and appropriate, **an expected and a desired value** shall also be set **for a given time period**, which shall be calendar or AY, so that the rate of achievement of the intended targets can be determined in the final evaluation.

A report, including a proposal for action, must be drawn up on the results per indicator, which may also form part of the annual report or partial activity reports, at least once a year, and the results are updated in the relevant information system.

Each component of the MBU must ensure that the results of the indicators are also updated for a partial period, where necessary, especially for the non-periodic assessment of the internal system. **All MBU interested parties** are involved in the collection and processing of information.

According to the evidence in the annex to this report, but also in Chapter 5 of the document Annual Report on the Activities of the University of Matej Bel in Banská Bystrica for the year 2021, MBU ensures long-term continuous research and artistic activities in the relevant fields of study in which the given SP is carried out, as well as long-term and continuous success in obtaining financial support for the relevant research or artistic activities from domestic and international grant schemes in the third cycle of studies.

Link to the Annual Report

<https://www.umb.sk/univerzita/univerzita/o-univerzite/vyrocnne-spravy-umb.html>

6.4. Developing Language, Pedagogical, Digital Skills and Transferable Competences

MBU has implemented Article 6(e) of the SAAHE Standards for IQS and Article 6(6) of the Standards for SP. **MBU teachers develop their professional, linguistic, pedagogical, digital skills and transferable competences.** Each teacher may request his/her immediate supervisor to participate in any activity, inform him/her of participation and completion of training, so that a record of the maintenance or upgrading of qualifications (certificate, diploma, certificate of attendance, etc.) is filed

in his/her personal file in the personnel office. Up-to-date information on training opportunities at MBU and in external organisations is published on the MBU website and at the MBU components.

MBU created a separate Centre for Lifelong Learning of Matej Bel University in Banská Bystrica. Further education in the field of digital skills is also offered by the Institute of Automation and Communication of Matej Bel the University in Banská Bystrica, which offers educational courses in LMS Moodle. The University Library of Matej Bel University in Banská Bystrica also provides teacher qualification development.

Links for staff training

- <https://www.umb.sk/univerzita/zamestnanec-umb/kurzy-pre-zamestnancov-umb/>
- <https://www.umb.sk/studium/absolvent/celozivotne-vzdelavanie-umb/>
- <https://www.umb.sk/univerzita/pracoviska-umb/ustav-automatizacie-a-komunikacie-umb/>
- <https://kniznica.umb.sk/univerzitna-kniznica-umb/kniznicny-poriadok-univerzity-mateja-bela.html>

6.5. Assignment of teachers for providing study programmes

MBU meets SAAHE Standards for the provision of study programmes and implemented Article 6(f) of the Standards for IQS. **The assignment of teachers to provide SPs and learning activities, to teach individual subjects of study and to supervise final and rigorous theses is transparent** and guarantees a level of qualification, competence, practical experience, focus and results of creative activities that corresponds to the level and outcomes of learning, in accordance with Directive on Design, Modification and Approval of SPs. The management of final theses is carried out at MBU in accordance with the Study Regulations and Standards. The persons supervising the theses shall carry out active creative or practical work at a level appropriate to the degree of the SP in the professional and thematic field of the theses supervised. Supervisors of dissertation theses are persons in the function of professor or associate professor or other similar function in a research institution cooperating contractually in the provision of the third degree of studies with MBU or its component. The work capacity and workload distribution shall be determined in accordance with Annex 3 of Directive on design, modification and approval of SPs.

Link to the Study Regulations

<https://www.umb.sk/studium/student/known-how-pre-studenta/studijne-predpisy.html>

Reference to Directive on Design, Modification and Approval of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

MBU has implemented Article 6(f) of SAAHE Standards for IQS and Article 6(3) of the Standards for SP. Profile study subjects **are, as standard, provided by university teachers in the function of professor or associate professor**, who work at MBU on these weekly working hours. The fulfilment of criteria is evidenced by the employment contract (agenda of the HR Office), the description of the SP, CIS (MBU academic information system), the internal evaluation report of the SP and the report on the fulfilment of the standards and criteria for the SP. Article 7 *Person in charge of the profile subject* of Directive 1/2021 on design, modification and approval of SPs is followed at MBU.

Link to the Descriptions of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/opisy-studijnych-programov/>

Link to MBU repository of data

<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (**Note:** Authorised access is required)

MBU has implemented Article 6, point 4 of SAAHE Standards for SPs in accordance with Article 6 of Internal Regulation Directive No. 1/2021 on design, modification and approval of SPs.

MBU has implemented Article 6(3) of SAAHE Standards for SP and Article 6(f) of SAAHE Standards for IQS. **The assignment of MBU teachers to provide SP and educational activities, to teach individual courses of study, and to supervise final and rigorous theses is transparent** and guarantees a level of qualification, competence, practical experience, focus, and results of creative activities that is appropriate to the level and outcomes of the education. Profile subjects in the SP with an orientation towards **professional education** are also provided by teachers who are experienced professionals from the relevant sector of the economy or social practice and who work at MBU on a set weekly working hours or on part-time basis; fulfilment of the criteria is demonstrated by the employment contract, the description of the SP, CIS (the electronic academic information system of MBU), the internal evaluation report of the study programme and the report on the fulfilment of the standards and criteria for the study programme (the agenda of persons responsible for providing the SP and CIQS).

Links to the CIQS agenda and evaluation reports

- <https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/rada-pre-vsk-umb-a-jej-stale-pracovne-skupiny/>
- <https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (**Note:** Authorised access required)

MBU has implemented Article 6, point 5 of SAAHE Standards for SPs. Supervising final theses and dissertations at MBU is carried out in accordance with the Study Regulations, Directive on Final, Rigorous and Habilitation Theses and the Standards for the SPs.

MBU has implemented Article 6(2) of SAAHE Standards for SPs and also Article 6(g) of the Standards for IQS. The professional qualifications of MBU teachers ensuring the SP **are higher than those achieved by the completion of the SP**, in accordance with Article 7(4) of Directive 1/2021. Evidence is included in the MBU Annual Evaluation Report. Further evidence is included in the annex to this report.

Link to the Annual Report

<https://www.umb.sk/univerzita/univerzita/o-univerzite/vyrocnne-spravy-umb.html>

6.6. Distribution of Workload for University Teachers

MBU has implemented Article 6(h) of SAAHE Standards for IQS. **The distribution of workload for MBU university teachers enables the quality assurance and development of the SP**, the provision of teaching and other related educational activities. As standard, procedures for planning and controlling the workload of teachers are comprised in the Working Regulations and Directive on the recording working time and recording attendance, under the responsibility of the MBU Faculties. MBU has created and implemented Methodological Instruction No. 5/2021 on Scheduling of Teachers' Workload, which determines the responsibilities for the scheduling workload components and indicators, which are differentiated and individually adapted at the Faculties and MBU components according to the specificities of the SP, the personal and professional complexity of educational activities and learning outcomes.

The senior management of the Faculties and heads of organisational units are directly responsible for scheduling the workload of the MBU teachers in the SP in cooperation with the persons who have the relevant competences and bear the main responsibility for the implementation, development and quality assurance of the SP or otherwise defined integral part of the SP. The senior staff shall ensure that the number of teachers and their working capacity correspond to the number of students and the staffing and professional demands of the educational and creative activities linked to the SP.

MBU teachers are also involved in the process of workload scheduling and its evaluation, taking into account their individual potential to participate in the fulfilment of the defined objectives and outputs of SP education and their contribution to the creative activity of the workplace.

The components of the workload of MBU teachers in the SP, consist mainly of:

- educational activity: direct (e.g. full-time or distance learning) and indirect teaching activity (e.g. supervising students in the preparation of final theses, participation in state examination boards, support for student learning, development of study support materials, consultancy, competitions), etc,
- creative activities: research (e.g. leading and participating in project research teams), development (e.g. the process of introducing innovations), artistic (e.g. the creation and publication of visual works of art) and publishing, including reviewing other publications, disseminating the results of activities, etc.,
- personal development: development of personal competences and skills in educational and creative activities (professional, linguistic, pedagogical, digital skills and transferable competences),
- other activities: provision of activities of the internal quality system, institutionalized entrepreneurial activities in the field (e.g. projects for practice) to which the SP programme is assigned, performance of academic and managerial functions, organizational and technical support, etc.

MBU, its faculties and their organizational units systematically follow the sets of educational indicators that measure and evaluate education and creative activity in the process of scheduling the workload of teachers in the SP. These include, in particular, indicators that relate to student-centred learning, teaching and assessment; indicators that relate to teachers; indicators that relate to creative activity and HIP.

The faculties of MBU and their organisational units can define their own indicators for measuring and evaluating learning and creative activities and support each other in sharing their experience in best practice processes.

Link to Methodological Instruction on Scheduling Teachers' Workload

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6675>
- Document repository of IER (*Note*: Authorised access required)
<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Fo rms/AllItems.aspx>

Self-Assessment of Teachers and Creative Activity

During 2021, MBU and its individual components faced the challenges of institutional and legislative preparation of the new internal quality system, including the phase of gradual alignment of the internal quality system, individual study programmes and fields of study of habilitation and inauguration proceedings with SAAHE Standards. Directive No.7/2021 on Doctoral Studies at MBU in Banská Bystrica and Directive on the Establishment of Doctoral Study Commissions have been approved and entered into force and effect as of 1 November 2021. Directive No.10 /1/2022 on the Procedure for Obtaining the Scientific-Pedagogical and Artistic-Pedagogical degrees of associate professor and professor at Matej Bel University in Banská Bystrica was prepared at the end of the year 2021 and came into force as of 1 February 2022. The changes have continued or will continue in the coming period until the end of August 2022 and until the end of the year 2022, respectively.

In 2021, 16 Slovak universities were ranked in the SCImago Institutions Rankings. MBU recorded a slight decrease compared to the previous year, finishing in 794th place, we are in 11th place among Slovak institutions. The best ranked is the Slovak Academy of Sciences (581st place), followed by Comenius University in Bratislava (627th place) and the University of Veterinary Medicine and Pharmacy in Košice (670th place) in third place. In the year 2020, MBU ranked worldwide 780th overall, and we were 10th among Slovak universities.

The Nature Index is a ranking database of research institutions in the field of natural sciences, which observes about the affiliations of highly qualified authors, working on the basis of collecting author data from research articles published in an independently selected group of 82 leading scientific journals. The intention of this ranking is to provide one of many ways of assessing research excellence and the performance of research institutions. In 2021, MBU was ranked 6th among Slovak institutions in The Nature Index.

In the Ranking Web of Universities (Webometrics), MBU is ranked 2416th (in 2020 it was 2335th). In the ranking of Slovak universities, MBU is ranked 7th, the best ranked Slovak university is Comenius University in Bratislava (732nd place).

Matej Bel University was ranked 8th in the UniRank ranking for the year 2021, compared to other Slovak universities. UniRank evaluates the quality, credibility and popularity of the websites and social media profiles of approximately 14,000 universities and colleges in 200 countries around the world. It is based on unbiased web metrics provided by independent web sources. It is based on web presence and popularity in terms of estimated traffic, credibility of sources, and popularity tied to quality. The goal is to provide a global ranking of the world's universities and colleges based on their presence and popularity on the web, through estimated web traffic, credibility and link quality, and their popularity and reach. The top spot in the current UniRank 2021 ranking goes to the Massachusetts Institute of Technology (MIT). Among Slovak universities, the best is Comenius University in Bratislava (ranked 842nd overall), the second place belongs to the Slovak University of Technology in Bratislava (ranked 1422nd overall), and the third place belongs to the Technical University in Košice (ranked 2171st overall). MBU has seen a decline, ranking 3554th in the current ranking (last year it took 2104th place).

In the World University Rankings, which have been compiled by THE (Times Higher Education) since 2004, MBU is ranked 1201st in 2021, together with three other Slovak universities (University of Žilina and Slovak University of Agriculture in Nitra). Among Slovak universities, the best ranked, 1001st-1200th, were Comenius University in Bratislava and the University of P. J. Šafárik in Košice.

Table 6 shows the qualification structure of MBU teachers in 2021.

Table 6 Structure of creative employees at MBU (as of 31 December 2021)

| Workplace | Pedagogical staff | | | | | | Research workers/of whom women | Total/of whom women |
|-----------|--------------------|--------------------|------------------|--------------------------|--------------------------|----------------------|--------------------------------|---------------------|
| | prof/of whom women | doc./of whom women | AP/of whom women | Assist-ant/of whom women | Lecturer s/of whom women | Total/ of whom women | | |
| FE | 15/9 | 29/17 | 64/46 | 0 | 0 | 108/72 | 5/1 | 113/73 |
| FA | 16/6 | 33/11 | 66/37 | 0 | 8/5 | 123/59 | 2/2 | 125/61 |
| FNS | 14/1 | 28/8 | 39/14 | 1/0 | 0 | 82/23 | 3/1 | 85/24 |
| FPSIR | 3/0 | 15/7 | 22/13 | 0 | 0 | 40/20 | 1/0 | 41/20 |
| FEd | 13/6 | 20/14 | 37/28 | 0 | 0 | 70/48 | 0 | 70/48 |
| FL | 6/1 | 8/3 | 26/13 | 0 | 0 | 40/17 | 0 | 40/17 |

| MBU | 67/23 | 133/60 | 254/151 | 1/0 | 8/5 | 463/239 | 11/4 | 474/243 |
|-----------------------------------|---------------------|-----------------------|-------------------------|-----------------|-------------------|-------------------------|------------------|-------------------------|
| Recalculated number/of whom women | 65,2 22,5 | 130,12 59,1 | 242,05 147,35 | 0,6 0 | 7,7 4,7 | 455,67 233,65 | 10,3 4 | 455,97 237,65 |

AP = assistant professor

The structure, but also the categories of science and research outputs are closely related to the existing research areas, staffing and a long-term research orientation of particular departments, research teams and individuals. In 2021, the scientific and research activities at Matej Bel University in Banská Bystrica were concentrated in 13 areas:

- Humanities
- Teaching and Pedagogical Sciences
- Social and Behavioural Sciences
- Economics and Management
- Law and International Relations
- Historical Sciences and Ethnology
- Mathematics and Statistics
- Environmental Science and Ecology
- Informatics
- Earth Sciences
- Chemistry, Chemical Technology and Biotechnology
- Sports Sciences
- Arts

Although the trend in the development of publishing activity at MBU is relatively stable or increasing in important categories, it cannot be ignored that such a trend is also evident at other Slovak universities. At the same time, it should be noted that many creative employees are demotivated by the development of the volume of financial means allocated for education, science and research by the state organs, from the trends in the development of rules that should have a long-term character and that should clearly evaluation criteria throughout the whole accreditation period; and finally from the pressure of scientometric indicators. It is confirmed that budgetary/economic criteria in particular are an important motivator for publication activity.

There is a positive trend of increasing the number of scientific journals registered in the WoS and Scopus databases. The MBU management continues to advise all creative staff to carefully consider publishing in database journals with a questionable history or reputation. MBU has already published a Statement on Predatory Publishers and Journals in 2016 (with an update in 2017), published on the MBU website.

Within the Scopus database, the number of publications registered by the MBU creative staff has been on an upward trend since 2013 as follows: in 2013 - 101 publications by creative workers of our institution were registered in the Scopus database; in 2014 – 127 publications; in 2015 – 157 publications; in 2016 – 216 publications; in 2017 – 233 publications; in 2018 – 243 publications; in 2019 – 217 publications; in 2020 – 251 publications were registered in the Scopus database. Last year, MBU saw a decline, with 233 publications registered in the Scopus database. It is important to strengthen the favourable trend of recent years in the next period and to motivate creative staff to publish in high-quality journals and publications registered in the Scopus and WoS databases.

In 2021, 12 habilitation (nine creative employees of MBU) and 6 inauguration (five creative employees of MBU) proceedings were carried out at MBU. By comparison, in 2020, there were 5 habilitation proceedings and 9 inauguration proceedings at MBU.

At its meetings in 2021, the Scientific Board of MBU approved 6 proposals for the appointment of professors as follows:

- doc. PhDr. Peter Čajka, PhD. (FPSIR MBU) in the field of international relations
- doc. PhDr. Josef Malach, PhD. (FE University of Ostrava) in the field of pedagogy
- doc. PhDr. Miriam Niklová, PhD. (Fed MBU) in the field of pedagogy
- doc. PhDr. Peter Mičko, PhD. (FA MBU) in the field of Slovak history
- doc. PhDr. Katarína Chovancová, PhD. (FA MBU) in the field of general linguistics
- doc. Mgr. Jaroslav Ušiak, PhD. (FPSIR MBU) in the field of international relations

The following employees became new MBU professors in 2021:

- prof. Ing. Peter Krištofik, PhD. (FE MBU) in the field of finance
- prof. Ing. Zdenka Musová, PhD. (FE MBU) in the field of economics and business management
- prof. PaedDr. Miroslav Kmeť, PhD. (FA MBU) in the field of Slovak history
- prof. PaedDr. Ivan Pavlov, PhD. (Fed MBU) in the field of andragogy
- prof. JUDr. Ingrid Mencerová, PhD. (FNS MBU) in the field of criminal law
- prof. PhDr. Peter Čajka, PhD. (FPSIR MBU) in the field of international relations.

The faculties of MBU apply incentive systems to support the activities of creative employees in the field of science and research to varying degrees, using their own financial resources. The motivation system is implemented at the Faculties on continuous basis by adjusting the personal evaluation and/or by one-off rewards and the Deans of the relevant Faculties are competent in this area.

A significant step towards supporting the motivation of creative staff to engage in international research projects was the adoption of Methodological Instruction No.7/2015 on the Support and Implementation of International Projects, which sets the instruments of support and rewards in the preparation of Horizon 2020 project intentions (and other international research projects), as well as the rules for the reallocation of personnel and indirect costs in the implementation of Horizon 2020 projects and other international research projects. In 2018, this Methodological Instruction was supplemented and modified as Methodological Instruction No. 2/2018 on the Support and Implementation of International Projects. In 2020, Methodological Instruction No. 5/2020 was adopted to unify the procedure for the use of personal expenses of Erasmus Plus project participants and a guide for the creation of projects for new creative employees in order to support and motivate new MBU staff in engaging in international project activities.

The Faculty of Arts has a faculty incentive mechanism to support scientific research activities (Directive No. 2/2016 on the Support of Publishing Activities at the Faculty of Arts of the MBU). Competence in rewarding creative staff for extraordinary results in the field of science and research is directly in the hands of the heads of departments.

At the Faculty of Economics, Directive S-01-21 Rules on Tangible Stimulation for Employees came into force on 1 September 2021 (evaluated reference period at UL MBU from 1 February 2022 to 31 January 2023).

FNS has a system in place to reward individuals who achieve exceptional results in science and research. The Rules of Financial Remuneration of University Teachers and Researchers of FNS MBU for Science, which were approved on 30 August 2016, are applied. The Rules set out a point system that follows the Methodology for the Allocation of State Budget Subsidies to Public Universities. The Faculty does not financially reward employees for SCI citations as they do not have a direct impact on the MBU budget. The sum of the recalculated value of publication outputs will determine the point value

for each staff member. Based on the point value obtained, individual staff members are rewarded once a year in the form of end-of-year rewards.

The basic tool for supporting the scientific activities at FPSIR is the incentive system approved by the Dean's Board on 27 May 2015, the aim of which is to increase the involvement of employees in achieving excellent results in the field of scientific research and producing valuable and high quality outputs of category A, B and C.

The Faculty of Education is governed by Directive No. 2/2019 the Dean's Award at FEd MBU. The Dean's Awards is for a prestigious scientific publication, for significant citation, as well as for a significant artistic work.

Since 2018, the Faculty of Law of MBU has established the System of Evaluation and Remuneration of Scientific and Research Activities of Teaching Staff.

Indicative measures for improving teachers and creative activity

1. Consistently implement the MBU's Long-Term Goal in the field of Science and Research for the years 2021 - 2026, which reflects global, European and national trends in three strategic priorities and which reflects the implementation of a new system of quality assessment of universities in the Slovak Republic in order to ensure the competitiveness of MBU in the third decade of the 21st century.
Deadline: December 2023
Responsibility: senior management of MBU and senior management of Faculties
2. Ensure that plans for qualification development in 2022 are fulfilled.
Deadline: December 2022
Responsibility: senior management of MBU and senior management of Faculties
3. Increase emphasis on changing publication strategies of creative staff and PhD students in view of the upcoming changes related to the introduction of the new quality assessment system of universities and increase the quality and number of published scientific outputs recorded in major databases (with the emphasis on quartiles).
Deadline: December 2023
Responsibility: senior management of MBU and senior management of Faculties
4. Assess indicators of creative activities in context of the implementation of education at the individual degrees of study and fields of study. Evaluate indicators when assessing the fulfilment of standards related to the habilitation and inauguration proceedings (Methodology for the Assessment of Standards, Article 17, point 4: Creative Activities and Habilitation and Inauguration Proceedings).
Deadline: December 2023
Responsibility: senior management of MBU and senior management of Faculties

7 Resources for Study Provision and Student Support

MBU has **sufficient financial resources allocated for the comprehensive provision of study programmes and related creative, support and other activities** that are in compliance with its mission. Documented information demonstrating the fulfilment of this criterion is provided in the Internal Quality Assurance System of MBU.

Reference to economic performance in the annual report

<https://www.umb.sk/univerzita/univerzita/o-univerzite/vyroczne-spravy-umb.html>

Link to the Internal Quality Assurance System of MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

Spatial, material, technical, infrastructural and institutional provision of educational, creative and other related activities corresponded to learning outcomes, the number of students and their specific needs. **The spatial, material, technical, infrastructural and institutional provision of educational, creative and other related activities correspond with learning outcomes.** Documented information demonstrating fulfilment of this criterion is provided in the Internal Quality Assurance System of MBU. The spatial, material, technical, infrastructural and institutional provision of educational, creative and other related activities **corresponds with the number of students and their specific needs**. Each MBU component where study programmes are carried out shall ensure that resources are provided to achieve learning outcomes. The extent of resources provided is also indicated in Description of the Study Programme, which is published for each programme of study on the UMB website or on the websites of its components. The Description of the Study Programme includes information such as the list and characteristics of classrooms and their technical equipment, the characteristics of the information provision of the study programme, the characteristics and scope of distance learning applied in the study programme, the partners of the university in providing the educational activities of the study programme and the characteristics of their participation, the characteristics of the opportunities for social, sporting, cultural, spiritual and social activities and the possibilities and conditions for the participation of students of the study programme in mobilities and internships.

Link to the Internal Quality Assurance System of MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

Link to the information for students with specific needs

<https://www.umb.sk/studium/student/student-so-specifickymi-potrebami/>

Link to the Descriptions of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/opisy-studijnych-programov/>

MBU has **active contractual partnerships** that are necessary to achieve learning outcomes. MBU and its components actively enter into national and international partnerships. Each contractual partnership is evidenced by a contract or memorandum, which are registered, stored and archived at the MBU's component that has entered into the contractual partnership, in accordance with the Registry Regulations and the Operating Rules of the Electronic Registry and Archive Management System. The registration of active contractual partnerships is ensured by the relevant Faculty and the Rector's Office.

Link to contracts and memoranda

<https://www.umb.sk/rozvoj/partneri-umb/>

MBU and its components provide information resources and library collections to the minimum extent defined in the course information sheets and at the same time provide access to reputable citation databases necessary for the creative activity of university teachers. MBU has established procedures to ensure that access to information resources, library collections and services **is appropriate to the learning outcomes and the focus of creative activities, that it is easy and appropriate to the number of students.**

Link to the Descriptions of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/opisy-studijnych-programov/>

Link to University Library services and funds

<https://kniznica.umb.sk/sluzby-a-fondy/>

Each component of MBU where study programmes are carried out has its **Study Department** which, among other things, provides counselling and support to students. The establishment of Study Departments, their responsibilities and powers are determined by the Organisational Regulations of the unit. Information on the study departments is also provided in the Study Guide and on the websites of the individual MBU components. Students are also supported by study advisers. Students have an **easy access to counselling and other support services** and administrative resources that meet their diverse needs and are a prerequisite for their progress in their studies and their personal and career development.

MBU has a qualified support staff providing tutoring, counselling, administrative and other support services and related activities for students, with a capacity appropriate to the number of students and their diverse needs.

Link to the Study Departments

<https://www.umb.sk/kontakty/kontakty-studijne-oddelenia/>

Link to the counselling and support

<https://www.umb.sk/studium/student/univerzitne-poradenske-a-podporne-centrum-umb.html>

Link to the University's Career Centre

<https://www.umb.sk/univerzita/karierne-centrum-umb/ponuka-pre-studentov/>

Link to the Operational Assistance Centre

<https://www.umb.sk/aktuality/operacne-centrum-umb-pre-pomoc-ukrajine-oc-umb/>

At MBU it is guaranteed that **students have adequate social welfare** during their studies. These procedures are laid down in the Scholarship Regulations of Matej Bel University in Banská Bystrica and Directive on the awarding social scholarships to students. **Students have adequate sports, cultural, spiritual and social life during their studies.** Student activation and the offer for sports, cultural, spiritual and social activities is published on the MBU website and the websites of its components.

Link to scholarships and loans

<https://www.umb.sk/studium/student/stipendia-a-pozicky.html>

Link to leisure time activities

<https://www.umb.sk/studium/student/volny-cas/>

Link to accommodation and catering

<https://www.umb.sk/studium/student/sprava-ucelovych-zariadeni-umb/>

Link to the Study Regulations (at the bottom of the page)

<https://www.umb.sk/studium/student/stipendia-a-pozicky.html>

At UMB, it is guaranteed that **all resources are also provided for components outside the seat of MBU**, where study programmes or educational activities are carried out. All internal regulations, resource allocation and management are the same for all MBU components and their departments at MBU and non-MBU sites. The budget is approved by the Academic Senate of MBU, whose actions and decisions are recorded in the minutes.

Link to the economic results stated in Annual Report

<https://www.umb.sk/univerzita/univerzita/o-univerzite/vyrocnne-spravy-umb.html>

MBU's resources are accessible to students and students are informed of their accessibility. Information on the accessibility of resources is published on the MBU website and on the websites of its components. The primary source of information is the academic information system or timetables published on the Faculties' websites (availability of classrooms, lecture halls, laboratories, etc.), LMS Moodle (resources for learning), MS Teams (resources for consultation and active learning), library collection, application software (in relation to the teaching subject). Information on the accessibility of resources for students is always provided by the university teacher at the initial learning activities. The availability of resources is also indicated in the descriptions of the study programmes.

Link to the Descriptions of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/opisy-studijnych-programov/>

The use of all resources is efficient and effective, which is done in accordance with the management rules and Directive on Circulation and Processing of Accounting Documents, methodological instruction determining the form and date of submission of the annual management report and methodological instruction on the financial security of the reproduction fund, directive on entrepreneurial activity, the principles for the creation and use of financial funds, directive on the publishing contracts, amendments to contracts, invoices and orders, and directive on financial control and control and auditing.

Link to the economic results stated in Annual Report

<https://www.umb.sk/univerzita/univerzita/o-univerzite/vyrocnne-spravy-umb.html>

Self-Assessment of Resources for Study Provision and Student Support

The University Library of Matej Bel University in Banská Bystrica (hereinafter referred to as UL MBU) is the central library and information workplace of Matej Bel University in Banská Bystrica. The main objective of its activities is to provide information for the pedagogical and scientific research processes at the University, as well as to create conditions for the support of lifelong learning. In 2021, several organisational changes took place in UL MBU, which were related to the personnel policy of the MBU with an emphasis on reducing the salary budget. As a consequence, all library departments were affected as well. Six posts in the library were abolished and their work activities were incorporated into other departments. As of 31 December 2021 there were 31 employees working in UL MBU. In 2021, 800 new users registered in UL MBU and 1 840 renewed their registration. The total number of registered users as of 31 December 2021 was 4 436 users.

The University Centre for International Projects (UCIP) was established in 2015 as a coordinating unit to support the increased participation of creative employees of MBU in international research projects, primarily in Horizon 2020 projects, but also partly in other international grant schemes such as INTERREG, COST, Erasmus+ and others. UCIP creates conditions for building knowledge and skills of creative staff in order to improve both the quality and quantity of project applications for international research projects. UCIP provides a comprehensive service in the preparation and implementation of

international projects. UCIP mainly implements projects in the role of coordinator, international inter-faculty projects and projects of strategic importance. In order to maximize the expertise in service delivery at UCIP, its staff, in addition to the standard overview in the field of science and research, existing grant schemes, etc., individually specialize in specific grant schemes. In the light of their focus, they regularly attend training courses and seminars organised by the donors of the grant schemes concerned and subsequently implement them in their activities.

The Institute of Automation and Communication (IAC) is a university-wide workplace that provides tasks related to the operation of information and communication technologies (ICT) and information systems (IS) of MBU. These tasks include: *1. Operation and maintenance of the information systems of MBU, 2. Development of information and communication technologies (ICT) and information systems (IS), 3. Support of users in working with ICT and IS of MBU, 4. Ensuring the operation of the regional node of SANET network and some services at the national level.* In 2021, IAC had an average of 18 full-time and part-time staff (14.5 per working load) and was divided into two departments. The staff provided operation and maintenance of 35 key central information systems of MBU so that they were available continuously 365 days a year, 7 days a week, 24 hours a day. In addition to the central systems, IAC provides infrastructure and technical support for other IS used by individual MBU departments for research and teaching support. An integral part of the department's activities is the continuous development of MBU's information systems to match current trends in IT with an emphasis on financial efficiency and an adequate level of security.

In 2021, accommodation was provided in five student dormitories (SD), SD1, 3 in Tajovského street 40 and 51, SD2 in Komenského street 20, SD4 in Trieda SNP 53 and SD5 in Ružová street 15 with total capacity of 2 437 beds. For full-time students the capacity of 2 265 beds was reallocated to SDs 1, 3, 4, 5. Annual Report of Matej Bel University in Banská Bystrica for the year 2021. For the academic year 2021/2022, a total of 2 940 applications were received from students of the 1st, 2nd and 3rd degrees of study (i.e. full-time students, foreign full-time students, short-term forms of study). Accommodation was allocated to 2 612 students, i.e. 89 % of the applications processed positively. As of 31 December 2021, 2 256 students have been accommodated. As in previous years, we have not avoided the allocation of extra beds this year; during the winter semester the extra beds were cancelled and students were allocated regular beds.

In 2021, catering and additional services were provided in the canteen in the premises of the student dormitory in Tajovského street 40 and in the dispensing point in Tr. SNP 53. A total of 34 826 hot main meals were served, of which 16 308 were served to students. There was a decrease of 6 408 hot meals in comparison with the year 2020, as stated in the Annual Report of Matej Bel University in Banská Bystrica for the year 2021. The total cost of the activity of the student canteen for 2021 was 201 thousand EUR. The amount of € 223 thousand and the revenue of € 223 thousand were achieved. For 2021, a positive economic result of 22 thousand € is reported. Catering services were provided by an average of 11 employees.

In 2021, MBU proceeded in the financial, economic and property area in accordance with the relevant provisions of Act No. 523/2004 Coll. on Budget Rules of Public Administration, Act No. 131/2002 Coll. on Higher Education Institutions, Act No. 431/2002 Coll. on Accounting and Act No. 343/2015 Coll. on Public Procurement. The main source of funding for MBU in 2021 was, in accordance with Act No. 131/2002 on Higher Education, a subsidy from the state budget provided through the chapter of the Ministry of Education, Science, Research and Sport of the Slovak Republic in accordance with the Subsidy Agreement No. 0101/2021 and its eleven amendments. The total income under the subsidy agreement in 2021 was EUR 25 244 712 in total, both current and capital subsidies.

In AY 2020/2021, after reviewing the applications sent and in accordance with the legislation in force, the Rector awarded social scholarships to 329 male and female students (353 in the previous AY). Compared to the previous year, the number of those receiving a social scholarship decreased by 24 students, which represents 6.80 % (compared to 23.43 % in the previous year). The amount of the

scholarship paid amounted to € 55 860, compared to € 611 590 in the previous year, which is a decrease of € 52 960. The decrease in the number of students receiving social scholarship is also influenced by the decrease in the number of students studying at MBU in AY 2020/2021. As in previous years, the highest proportion of students receiving social scholarship to the number of students enrolled in the 1st and 2nd degree of full-time studies was at FEd (6.96%) and the lowest proportion at FPSIR (4.43%). Of the total amount paid out for social scholarships, as in previous years, the highest proportion of funds was paid to students receiving social scholarship at FE and the lowest proportion of funds was paid out at FPSIR. This fact is related to the total number of students studying at the Faculties and receiving a social scholarship.

The MBU Scholarship Fund Committee met twice in AY 2020/2021 (26 October 2020 and 22 April 2021). In accordance with Article 4 of the Scholarship Regulations of MBU in Banská Bystrica, the Rector financially supported and awarded a total of 125 students for exceptional activities (113 students in the previous AY) by paying scholarships from the MBU Scholarship Fund in the amount of € 73 460 (€ 53 521 in the previous AY). The comparison with the previous year shows that 12 more students were rewarded and there was an increase of € 19 939 in the amount paid to students from the scholarship fund.

Indicative measures to improve resources for study provision and student support

1. Information support, digitisation and popularisation of the results of science and research.
Deadline: Continuously
Responsibility: Senior management of MBU and senior management of MBU Faculties
2. Continue the project of creating and funding postdoctoral positions.
Deadline: December 2023
Responsibility: Senior management of MBU and senior management of MBU Faculties
3. Develop services and tools of MBU University Library with added value for creative staff, in data management and analysis, collaboratory management, data visualisation, support for digital publishing, i.e. to support the development of open and digital science.
Deadline: Continuously
Responsibility: Director of UL MBU

8 Collecting and Processing of Information

MBU ensures that **information is systematically collected, processed, analysed and evaluated** to be used in the effective strategic, tactical and operational management of the implementation and development of study programmes, creative activities and other related activities of MBU, for which it uses an appropriate set of indicators specified in the Internal Quality Assurance System of UMB.

Link to the Internal Quality Assurance System of MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

At MBU, **sets of indicators are set and systematically monitored**. MBU measures and evaluates its internal system, education and creative activity. The minimum requirement is to measure and evaluate the indicators that are defined in the methodology for the evaluation of SAAHE Standards through this set of indicators:

- entry indicators, which indicate the match between the offer and the interest in studying the university's study programmes,
- educational indicators, which relate to the admission, course of studies and completion of studies and serve to monitor the appropriateness of the methods of selection and assessment of eligibility for studies, the evaluation of the status and development of students in the process of education and the drop-out rate, i.e. the rate of early termination of studies,
- learning indicators relating to student-centred learning, teaching and assessment,
- learning indicators that relate to teachers and are used to monitor the structure of the teaching staff, focusing on the qualifications, age and turnover of teachers,
- learning indicators relating to creative activity and the habilitation and inauguration proceedings which are used to assess creative activity in relation to the delivery of education at each level and to the field of education, or to assess the fulfilment of the standards for the habilitation and inauguration proceedings,
- learning outcome indicators, which indicate the relevance of educational attainment to labour market requirements and employers' perceptions of learning outcomes and related trends.

The results according to these indicators are included in Annex 3 of this Internal Evaluation Report. Partially, results are evaluated at the Faculty level and also at the level of the study programme, which is reported in the periodic reports on the SP.

Link to the Internal Quality Assurance System of MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/vnutorny-system-zabezpecovania-kvality.html>

Link to the evaluation reports on IQS, SP and HIP and adopted measures

<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note*: authorised access required)

Link to Report on Education and Report on Science and Research at MBU

<https://www.umb.sk/univerzita/dokumenty.html>

Interested parties are involved in the collection and processing of information. In particular, relevant feedback from students, graduates and employer representatives on quality is collected according to Directive on Assessment of the Quality of Education. Another involvement is the gathering of information in the process of creating, modifying and approving SPs, as well as in the process of

evaluation of IQS MBU by independent internal auditors and external quality experts according Directive on External Assessment of IQS, where external assessors are mainly involved.

Oink to Directive on Regular Monitoring, Evaluation and Revision of IQS

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-4-2022-priebezne-monitorovanie-periodicke-hodnotenie-a-periodicke-schvalovanie-studijnych-programov-a-pravidelny-monitoring-vyhodnocovanie-a-revidovanie-vnutorneho-systemu/>

Link to Evaluation Reports on IQS, SP and HIP an adopted measures

<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note*: authorised access required)

Link to Report on Education and Report on Science and Research at MBU

<https://www.umb.sk/univerzita/dokumenty.html>

Link to Directive No. 2/2021 External Assessment of the Internal Quality System at Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6341>
- Document repository of IER (*Note*: authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx>

Link to Directive on Internal Audit of IQS MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-5-2021-zasady-a-postupy-interneho-auditu-vnutorneho-systemu-kvality-umb.html>

Link to the guidelines for interested parties

<http://brozury.umb.sk/books/hamt/mobile/index.html>

Link to Directive No. 2/2022 Rules of Evaluation of the Quality of Education at Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6748>
- Document repository of IER (*Note*: authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx>

Self-Assessment of Collecting and Processing of Information

Each MBU component measures and evaluates its activities according to the indicators of input to education, indicators of education and indicators of output from education, each part of MBU must clearly assign responsibility to specific persons, functions or organisational units responsible for collecting, gathering and evaluating the data necessary for the calculation of the indicator, the results according to the individual indicators are part of the reports, which are as separate documents or as part of the annual report or sub-reports (pedagogical activities, science and research, international cooperation, etc.) The reports on the results in each area shall also include a proposal for measures to improve the quality of education and creative activity. The results of the evaluation according to the set of indicators are included in Annex 3 to this internal evaluation report.

Indicative measures for improving collecting and processing of information

1. Provide application software for central implementation of surveys aimed at assessing the quality of education by the participation of selected interested parties on the quality of education.

Deadline: December 2023

Responsibility: Senior management of MBU

2. Create an independent position of an analytical support officer.

Deadline: December 2023

Responsibility: Senior management of MBU

9 Publishing of Information

MBU shall ensure that **clear, accurate, adequate and up-to-date quantitative and qualitative information about study programmes** relevant to applicants, students, staff, employers and other external interested parties and general public are published. MBU publishes all information regarding its internal quality system. Specific information for students is also published in LMS Moodle, in the academic information system or in MS Teams.

#Link to the information on studies

<https://www.umb.sk/studium/>

#Link to the Descriptions of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/opisy-studijnych-programov/>

#Link to information for students with specific needs

<https://www.umb.sk/studium/student/student-so-specifickymi-potrebami/>

#Link to information on IQS MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/>

MBU ensures that **up-to-date information on the implementation and operation of the internal system**, the results achieved and the measures taken. Method of publishing this information is set out in the Internal Quality Assurance System of MBU.

#Link to the information on IQS MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/>

#Link to the evaluation reports of IQS, SP and HIP and the measures taken

<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note*: Authorised access required)

MBU ensures that **the information on study programmes is published in all languages in which they are carried out**. MBU and its components publish all relevant information for students in the languages in which the programme is provided.

#Link to the English language version of the university website

<https://www.umb.sk/en/>

#Link to the websites of the MBU Faculties

<https://www.umb.sk/univerzita/fakulty-umb/>

#Link to the descriptions of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/opisy-studijnych-programov/>

MBU ensures that **published information is easily accessible, including disabled persons**.

#Link to the information for students with specific needs

<https://www.umb.sk/studium/student/student-so-specifickymi-potrebami/>

Self-assessment of Publishing of Information

MBU has published course information sheets where information on course assessment is stated. This is also a requirement of Decree 614/2002 on the credit system of studies, where it is stated in Section 2, paragraph 1 and letter d) that the information on the programmes of study offered shall contain detailed information on offered study programmes, including the course information sheets.

MBU and its components have published admission conditions in accordance with Article 5(2) of the Study Programme Standards. In order to fulfil the requirement to publish easily accessible and clearly structured information on the study programme, in particular on its learning objectives and outcomes, the requirements for applicants, the method of selection and recommended personal qualifications, the level of the national qualification framework, the field of study, the academic degree awarded, the rules of teaching and learning, the conditions of graduation, assessment procedures and criteria, programme resources, success rates, learning opportunities for students, as well as information on the professions that can be pursued by successful graduates of the study programme and on the employment of graduates of the study programme, MBU publishes descriptions of the study programmes.

In terms of the results of the evaluation feedback and the actions taken and follow-up actions resulting from the evaluation of the study programme are communicated to interested parties and are published, in this case, always for the last 3 years.

According to the requirements of the standards for the internal system, MBU has published in particular the internal regulation Internal Quality Assurance System for Higher Education at MBU and related other directives and internal regulations that are related to education.

Indicative measures to improve publishing of information

1. Ensure publishing teachers' scientific-artistic and pedagogical characteristics (VUPCH) on the relevant Faculties' websites according to the structure provided by SAAHE.
Deadline: December 2023
Responsibility: Senior management of the Faculties
2. Create a special section of the MBU website where detailed reports on the results of the quality assessment can be published.
Deadline: December 2023
Responsibility: IQS Office

10 Continuous Monitoring, Periodic Evaluation and Periodic Approval of Study Programmes

MBU's implementation of its own IQS fulfils Article 10 of the Standards for the Internal System. MBU has implemented Article 10(a) of the IQS Standards. At MBU, **the SPs are continuously monitored, periodically evaluated and periodically approved**, with the involvement of employers, students and other interested parties:

Link to the Descriptions of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/opisy-studijnych-programov/>

Link to Directives on Continuous Monitoring, Evaluation and Revision of IQS

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-4-2022-priebezne-monitorovanie-periodicke-hodnotenie-a-periodicke-schvalovanie-studijnych-programov-a-pravidelny-monitoring-vyhodnocovanie-a-revidovanie-vnutorneho-systemu/>

Link to Directive No. 2/2022 Rules on Evaluating the Quality of Education at Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6748>
- Document repository of IER (*Note*: Authorised access required)

<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx>

Link to Directive No. 2/2021 External Assessment of the Internal Quality System at Matej Bel University in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6341>
- Document repository of IER (*Note*: Authorised access is required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx>

Link to Directive on Internal Audit of the IQS MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-5-2021-zasady-a-postupy-interneho-auditu-vnutorneho-systemu-kvality-umb.html>

Link to Guidelines for Interested Parties

<http://brozury.umb.sk/books/hamt/mobile/index.html>

MBU has implemented Article 10(b) of the IQS Standards. MBU ensures that the delivery of the SP, student assessment and learning outcomes are **in compliance with current knowledge, technological capabilities, the needs of society, the needs of students, and the expectations of employers and other external interested parties**, and that MBU creates a supportive and effective learning environment for students. An essential attribute of any educational activity at MBU is the inclusion of IPs in the processes of creation, approval and modification of SPs according to the Statute on IQS MBU and Directive on Desing, Modification and Approval of SPs in order to ensure up-to-date knowledge which is in line with the needs of society, technological possibilities, expectations of employers and students, as demonstrated by the descriptions of the SPs on the MBU website or its components. The internal assessment procedures according to Directive on Internal Audit Policies and Procedures of IQS MBU enable realising non-periodic assessment of any IQS area, creative activity or education, at any time at the initiative of any interested party. If any non-compliance is found or any recommendation is made, it is always included in the internal audit report, in accordance with document Annex 03 of Directive No. 5/2021.

Link to the Statute of CIQS

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/statut-rady-pre-vsk-umb/>

Link to Directive on Internal Audit of IQS MBU

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-5-2021-zasady-a-postupy-interneho-auditu-vnutorneho-systemu-kvality-umb.html>

MBU has implemented Article 10(c) of SAAHE Standards for IQS. MBU shall ensure that it has **sufficient spatial, personnel, material, technical, infrastructural, informational and financial resources to carry out the SP and other related activities**. The internal assessment procedures under Directive on Internal Audit Policies and Procedures of IQS MBU shall also allow for periodic and non-periodic assessment of quality assurance elements for the implementation of the SP and other related activities, at any time, upon the initiative of any of the IPs. All above mentioned aspects are included in the annual report.

Link to the Annual Report

<https://www.umb.sk/univerzita/univerzita/o-univerzite/vyroczne-spravy-umb.html>

MBU has implemented Article 10(d) of the IQK Standards. **MBU students have the opportunity to comment, at least once a year**, on the quality of the SPs, the quality of teachers, the quality of support services and the quality of MBU environment. These procedures are part of Directive on rules for the assessment of the quality of education. A comprehensive evaluation is included in Chapter 13 of the MBU Annual Report. MBU students participated in the nationwide “Academic Quarter Hour” evaluation, in the evaluation of courses in the electronic academic information system and in evaluations organised by MBU Faculties, specifically for the period 2021. Selected indicators are included in the Annexes of this report.

Link to Directive No. 2/2022 Rules for Assessment of the Quality of Education at MBU in Banská Bystrica

- The MBU website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6748>
- Document repository of IER (*Note:* authorised access required)
<https://umb.sk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx>

MBU has implemented Article 10(e) of the IQS Standards. At MBU, **modifications of study programmes** are guaranteed as a result of their continuous monitoring and periodic evaluation and are proposed with the participation of students, employers and other interested parties according to Directive on Design, Modification and Approval of SPs. If non-periodic and periodic assessment identifies non-conformities or any needs for improvement, the modification of the SP must only be carried out in accordance with Articles 13, 14 and 15 of the Directive. The lists of IPs for the SPs are part of the agenda of the MBU Faculties, PWG CIQS, and are stored in the central depository of IQS MBU. MBU has also developed the document titled Guidelines for selected IPs and MBU implements this document for its internal needs.

Link to Directive on Design, Modification and Approval of SPs

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-1-2021-vytvaranie-uprava-a-schvalovanie-studijnych-programov-14493.html>

Link to Guidelines for Interested Parties

<http://brozury.umb.sk/books/hamt/mobile/index.html>

MBU has implemented Article 10(f) of SAAHE Standards for IQS. At MBU, it is guaranteed that SPs are **periodically approved in a period corresponding to their standard length of study**. The process is governed by Directive No. 4/2022 on Continuous monitoring, periodic evaluation and periodic approval of SPs.

Link to Directive on Continuous Monitoring, Periodic Evaluation and Revision of IQS

<https://www.umb.sk/univerzita/univerzita/vnutorny-system-kvality/usmernenia-a-zakladne-vnutorne-predpisy-vsk-umb/smernica-c-4-2022-priebezne-monitorovanie-periodicke-hodnotenie-a-periodicke-schvalovanie-studijnych-programov-a-pravidelny-monitoring-vyhodnocovanie-a-revidovanie-vnutorneho-systemu/>

Self-Assessment of Continuous Monitoring, Periodic Evaluation and Periodic Approval of Study Programmes

The periodic approval of the SP is always carried out at the latest before the date on which the decision to carry out the SP is to expire, in accordance with Article 3 of Directive No. 4/2022. The SP is authorised to be carried out by the Council for IQS MBU only with a time limitation that is identical to the standard length of study at the given degree of higher education. A record of the authorisations granted and decisions issued is kept by the manager of accreditation activities. The documentation for the periodic approval of SPs is delivered by the manager of accreditation activities to the secretary of the CIQS MBU and subsequently to the chairpersons of tPWGs, which includes:

- periodic evaluation reports of SPs,
- documented information on modifications to SPs,
- minutes from Faculty meetings for IQS related to SPs,
- other documents demonstrating the quality assurance and development of SPs.

After the periodic approval of SP by the Council for CIQS MBU, a new decision on the granting of the authorization for its implementation will be issued.

The periodic evaluation of the SP is carried out according to the internal regulation of the IQS MBU, where the interval of the periodic evaluation of SP corresponds to one AY. The results shall be reported with the relevant description of SP. Implementing Article 4 of the MBU Directive No 4/2022, the periodic evaluation of the MBU SP shall always take place no later than 60 days after the end of the AY under review, if it is an AY in which the time limitation to carry out the SP does not expire or has been re-granted. If the SP is in an AY where the authorisation to carry out SP ends within the time limit specified in the decision of CIQS MBU, it must take place at the latest 90 days before the end of the AY under evaluation, evaluating only the results that can be evaluated at that time. The output is a report with standardised content, a template is attached to the Directive, prepared by the person responsible for the SP in liaison with the teachers or staff members designated by the Dean to provide appropriate assistance. Coordination of the preparation and submission of the periodic report shall be carried out by the Faculty coordinator of IQS. The periodic report shall be submitted by the person responsible for the SP to the chair of the Faculty body for IQS.

The continuous monitoring of the SP, according to the internal regulation of IQS MBU, and according to the rules for the evaluation of the quality of education, Article 3 of Directive No. 4/2022, is carried out as:

- internal audit, which results in an internal audit programme, an individual internal audit plan, an internal audit report and a proposal for measures to improve the quality of education (in accordance with Directive No. 5/2021 on the principles of internal audit of IQS);
- hospitalisation activities, the rules of which are determined by the Faculty concerned with regard to the specificities of its SP and may be regulated by its own internal regulations;

- evaluation of the quality of education, which results in feedback from the IP and a proposal for measures to improve the quality of education;
- external assessment resulting in an external assessment report and a proposal for measures to improve the quality of education (Directive No. 2/2021);
- activities in quality assurance and quality development of SP or an integral part thereof for which the person responsible for the SP has primary responsibility.

Ongoing monitoring is carried out at MBU as activities of the person responsible for the SP according to Article 6 of Directive 1/2021 on design, modification and approval of SPs. The person responsible for the SP shall communicate appropriately and at regular intervals with selected IPs, in particular with its teachers and students. One of the possible measures is to propose a modification of the SP. Similarly, continuous monitoring, regular evaluation and revision of the fields of study of HIP are also managed at MBU. MBU has also developed the document titled Guidelines for Selected Interested Parties and implements it for its internal use.

Indicative measures to improve continuous monitoring, periodic evaluation and periodic approval of study programmes

1. Elaborate reference report on the periodic evaluation of the study programme.
Deadline: November 2022
Responsibility: IQS Office
2. Elaborate reference report on the periodic evaluation of the Dual Honours Study Programme.
Deadline: November 2022
Responsibility: IQS Office
3. During the periodic approval of the SP, ensure the participation of persons responsible for the study programme at the meeting of CIQS MBU, if measures have been ordered during the standard length of study in the study programme.
Deadline: Deadline for periodic approval of the SP
Responsibility: Chair of CIQS MBU

11 Regular External Quality Assurance

MBU has implemented Article 11 of SAAHE Standards for Quality Assurance of the IQS of Higher Education formally according to Article 13 of the Internal Regulation of the IQS MBU, by implementing criterion VS 11.1.1. in practice MBU undergoes **regular external quality assurance assessment** in order to make sure that the IQS of MBU is developed and implemented in accordance with the standards, according to Directive on External Assessment of the Internal Quality Assurance System of MBU.

The basic external quality assurance is the assessment of **SAAHE** according to generally binding regulations, at regular or extraordinary intervals according to Article 3 of Directive No. 2/2021. **The Rector's Office of MBU** is responsible for communication with SAAHE.

SAAHE evaluates and decides on the compliance of the IQS MBU with the Standards, the granting/non-granting of accreditation to the SP or HIP, the imposition of corrective action. MBU, through the persons responsible for IQS, provides the SAAHE working group with assistance according to the law.

By implementing Article 4 of Directive No. 2/2021, MBU ensures external assessment of IQS, as a non-binding and non-recommendatory assessment of SAAHE, expressed as a demand from IQS MBU, also through **accredited certification bodies for management systems or organisations that are official members of the European Association for Quality Assurance in Higher Education** and at the time of the external assessment have been granted a valid accreditation by the Slovak National Accreditation Service for quality management or by a national accreditation body of another EU country.

External assessments, periodic or non-periodic, in relation to any subject of assessment (SP, HIP, IQS), must be recorded in the assessment programme by the Secretary of CIQS MBU and assessment results must be discussed and decided at the CIQS MBU meeting.

It must be clear which standards and criteria MBU does not meet or what examples of good practice in higher education may be potential for MBU to improve its IQS.

By implementing Article 5 of Directive No. 2/2021, MBU ensures external assessment, with a recommendation character for the continuous development of its IQS, also by persons who are independent experts in quality assurance. An independent quality assurance expert is a person who:

- does not have an employment relationship with MBU or any of its components,
- does not act or has not acted as a member of the SAAHE working group in assessing compliance of IQS MBU with the Standards,
- is not a member of self-governing, academic, decision-making and advisory bodies of MBU or its components,
- has been working at a domestic or foreign higher education institution for at least 10 years and has management experience of at least 3 years or is an expert who has worked or is working in the field of quality assurance for at least 5 years.

The proposal of quality experts, together with documentation confirming the fulfilment of criteria, is submitted to the Chair of CIQS MBU by its members, and a list of them is kept by the Secretary of CIQS MBU. CIQS MBU may request one or more quality experts to carry out periodic or non-periodic assessments of IQS MBU, SP and HIP.

The expert shall be guided in his/her assessment by the principles of assessment according to the internal regulation of IQS MBU; he/she may use the appendices of the assessment report or prepare his/her own report as appropriate when drawing up the assessment report. The report must make clear what SAAHE standards and criteria MBU does not meet or what examples of good practice in higher education may be potential for MBU to improve its IQS. The assessment report shall be submitted by the quality expert to CIQS MBU. The results of the assessment of MBU's IQS must be discussed at the CIQS MBU meeting, and a decision must be taken on their implementation or rejection.

MBU has also developed the document titled Guidelines for Selected Interested Parties and implements for its internal use.

The last comprehensive accreditation carried out by the previous accreditation agency in 2014 resulted in an obligation to follow up and ensure that the indicator on the obligations of doctoral students is met.

Link to Directive No. 2/2021 External Assessment of the Internal Quality System at Matej Bel University in Banská Bystrica

- The UMB website
<https://www.umb.sk/app/cmsFile.php?disposition=i&ID=6341>
- Document repository of IER (*Note*: Authorised access required)
<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx>

Link to the European Association for Quality Assurance in Higher Education www.enqa.eu

Link to the UMB repository of data with IQS MBU agenda

<https://umbsk.sharepoint.com/sites/VnutornySystemKvalityUMB/RadaVSK/VnutornePredpisyVHS/Forms/AllItems.aspx> (*Note*: authorised access required)

Self-assessment of regular external quality assurance

As the process of external assessment of IQS MBU is still formal, the process and results of the implementation are not given and the link is replaced by available information. The initial steps of the practical implementation of SAAHE Standards are currently guided by the internal IQS MBU document Main Tasks of MBU for the year 2022, where Task No. 5/2022 "Ensure independent external assessment of the internal quality system by organisations for assessment and certification of quality systems or by renowned quality assurance experts independent of MBU according to Directive No. 2/2021 External assessment of the internal quality system of MBU in Banská Bystrica, under the responsibility of the Rector, Deans of Faculties and the Vice-Rector for Education, Accreditation and Internal Quality System."

Indicative measures for improving regular external quality assurance

1. Ensure independent external assessment of the internal quality system by organisations for assessment and certification of quality systems or by renowned quality assurance experts independent of MBU according to Directive No. 2/2021 External Assessment of the Internal Quality System of MBU in Banská Bystrica.
Deadline: February 2023
Responsibility: Senior management of MBU
2. Carry out at least one internal audit on the internal quality system at each Faculty in accordance with Directive No. 5/2021 Principles and Procedures of Internal Audit of the Internal Quality System at MBU in Banská Bystrica by external auditors.
Deadline: December 2023
Responsibility: Senior management of MBU
3. Implement training of internal auditors of IQS from outside MBU.
Deadline: June 2023
Responsibility: IQS Office

12 List of Annexes to IER

1. List of study programmes
2. List of habilitation and inauguration proceedings
3. Set of indicators on IQS MBU
 - 3.1 Education indicators
 - 3.2 Staffing indicators
 - 3.3. Indicators of creative activities