

**Armed Forces Academy
of General Milan Rastislav Štefánik**

Č.: Q-50



**Internal System
of Quality Assurance**

**SAPIENTIA, BONUM, PATRIA
MÚDROŠŤ, DOBRO, VLASTĚ
WISDOM, GOOD, HOMELAND**

Liptovský Mikuláš
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The Armed Forces Academy of General Milan Rastislav Štefánik (hereinafter referred to as the "Armed Forces Academy") issues internal regulation - Internal System of Quality Assurance in accordance with Act no. 131/2002 Coll. on Universities and on Amendments to Certain Acts as amended (hereinafter referred to as the "Universities Act") and Act No. 269/2018 Coll. on Quality Assurance in Higher Education and change and supplementing Act No 343/2015 on public procurement and amending and supplements to certain acts, as amended (hereinafter referred to as the "Higher Education Quality Assurance Act").

FIRST PART BASIC PROVISIONS

Article 1 Definitions

- (1) Quality assurance and internal evaluation is based on the Long-Term Intention for the period of 2022-2032 (No. Q-333, 2021) and it relies on the definition of the mission of the Armed Forces Academy. It is also based on the Quality Assurance Policy document (No. Q-43, 2021) and on the Standards for higher education quality assurance.
- (2) Quality, in the sense of this internal regulation, means the degree and method of fulfilling standards in accordance with the mission and goals of the Armed Forces Academy.
- (3) Quality assurance is systematic care for the quality of education, creative and related activities, its maintenance and improvement. It represents the processes of establishing requirements, carrying out the activities to implement them, regular evaluation and development of quality in education, science, creative and related activities.
- (4) Internal evaluation verifies the quality of fulfilment of the mission and goals of the Armed Forces Academy. It represents the processes of regular review and evaluation of educational, creative and related activities based on established standards.

Article 2 Principles of Quality Assurance

- (1) Quality assurance and internal evaluation is divided into the following areas:
 - a) education and training,
 - b) science and creative activity,
 - c) related activities.
- (2) The goal of the Internal System of Quality Assurance is to achieve the desired results and to continuously improve the activities of the Armed Forces Academy in accordance with the Long-Term Intention for the period of 2022 – 2032.
- (3) The purpose of quality assurance and internal quality assessment is to support the development of the Armed Forces Academy in the field of education, training, science, creative and related activities; support the development of the student and his/her preparation for his/her future profession; the development and co-operation between teacher and students in a correct academic environment with a suitable background.
- (4) Quality assurance and internal quality assessment guarantees protection against intolerance and discrimination of students, employees and study applicants.
- (5) Quality assurance and internal quality assessment in the field of education and training includes:
 - a) determination and evaluation of quality indicators of the higher education and training,
 - b) determination and evaluation of quality indicators of lifelong education and training,
 - c) internal quality assessment of the study programme,
 - d) internal quality assessment of lifelong education,
 - e) determination, implementation and evaluation of the effectiveness of measures for maintaining and improving the quality of education and training.

- (6) Quality assurance and internal quality assessment in the field of science and creative activity includes:
 - a) determination and evaluation of quality indicators of the scientific research and creative activity,
 - b) determination, implementation and evaluation of the effectiveness of measures for maintaining and improving the quality of scientific research and creative activity.
- (7) Quality assurance and internal quality assessment in the field of related activities includes:
 - a) determination and evaluation of quality indicators of related activities focusing on personnel, financial, administrative and technical security,
 - b) determination, implementation and evaluation of the effectiveness of measures for maintaining and improving the quality of related activities.
- (8) Internal quality assessment is based on a critical assessment of relevant facts obtained from the information system of the Armed Forces Academy, other verified external information sources, data obtained through feedback from employees, students, graduates, other entities involved, from analyses of established procedures and measures taken.
- (9) Internal quality assessment includes:
 - a) measures recommended for the development of the evaluated field,
 - b) recommended corrective and preventive measures in case of identified deficiencies.
- (10) Inputs for internal quality assessment consist of:
 - a) Long-Term Intention for the period of 2022-2032,
 - b) Annual Report on Activities,
 - c) Annual Management Report,
 - d) data from information system, other public sources,
 - e) evaluation of study programmes,
 - f) evaluation of lifelong education programmes,
 - g) evaluation of training,
 - h) evaluation of science and creative activities,
 - i) evaluation of related activities,
 - j) expert opinions,
 - k) polls, questionnaires, surveys.

PART TWO

Quality Assurance and Internal Assessment

Article 3

Quality Assurance and Internal Assessment of Education and Training

- (1) Education and training quality assurance and internal evaluation processes and structure include activities related to accreditation and implementation of study programmes, lifelong education programmes and training. They are elaborated in detail in the internal documents of the Armed Forces Academy.
- (2) Quality assurance of education and training are made up of:
 - a) decision-making and procedural arrangements of the bodies of the Armed Forces Academy related to quality assurance of education and training,
 - b) evaluation of study programmes, lifelong education programmes and training,
 - c) evaluation of conditions, progress and results of recruitment procedure,
 - d) evaluation of career readiness of graduates,
 - e) feedback on the quality of education and training received from employees, students, graduates and other entities involved.
- (3) Vice-Rector for Education of the Armed Forces Academy (hereinafter referred to as the "Vice-Rector for Education") shall direct quality assurance and internal evaluation of the higher education and the members of the Study Programme Board shall guarantee it.

- (4) Study Programme Board usually consists of designated persons, teachers of profile subjects, representatives of interested parties and students. It is established separately for each study program and its activity is regulated by an internal directive.
- (5) Vice-Rector for Education shall direct quality assurance and internal evaluation of lifelong education and the Director of Education Centre of the Armed Forces Academy shall guarantee it.
- (6) Vice-Rector for Military Issues of the Armed Forces Academy (hereinafter referred to as the "Vice-Rector for Military Issues") shall direct quality assurance and internal evaluation of training and the Commandant of School Units shall guarantee it.
- (7) The basis for the internal evaluation of the quality of education and training is the Report on Education and Training prepared by persons responsible for education and training in cooperation with the guarantors.
- (8) Report on Education and Training is prepared annually by the Vice-Rector for Education after the end of the academic year and submitted to the Quality Assurance Board after consultation with the Scientific Board of the Armed Forces Academy.
- (9) Report on Education and Training forms the basis for the processing of the Annual Report on Activities and Report on Internal System of Quality Assurance.
- (10) Report on Education and Training contains information about:
 - a) internal evaluation of the quality of the study programme,
 - b) internal evaluation of the quality of the lifelong education,
 - c) internal evaluation of the quality of the training,
 - d) measures to improve quality of education and training.
- (11) Internal evaluation of the quality of the study programme includes:
 - a) evaluation of meeting the standards for the study programme,
 - b) evaluation of study results and activities of students and graduates,
 - c) assessment of the international dimension of the study programme,
 - d) evaluation of the admission procedure,
 - e) assessment of the course and the results of the state final examination,
 - f) evaluation of cooperation with praxis process,
 - g) evaluation of pedagogical, scientific, organizational and technical support of the study programme,
 - h) description of the measures taken to eliminate the identified deficiencies,
 - i) defining the strengths and weaknesses of the study programme,
 - j) defining the possibilities of further development of the study programme,
 - k) evaluation of the need for update or change of the study programme in case of its continuation.
- (12) Internal evaluation of the quality of the lifelong education includes:
 - a) evaluation of meeting the goals for lifelong education,
 - b) evaluation of study results and activities of students and graduates,
 - c) evaluation of internationally implemented programmes,
 - d) evaluation of pedagogical, scientific, organizational and technical support of the programmes,
 - e) description of the measures taken to eliminate the identified deficiencies,
 - f) defining the strengths and weaknesses of the programmes,
 - g) defining the possibilities of further development of the programmes.
- (13) Internal evaluation of the quality of the training includes:
 - a) evaluation of meeting the goals for military programme,
 - b) evaluation of study results and activities of students and graduates,
 - c) evaluation of pedagogical and technical support of the military programme,
 - d) description of the measures taken to eliminate the identified deficiencies,
 - e) defining the strengths and weaknesses of the military programme,
 - f) defining the possibilities of further development of the military programme,
 - g) evaluation of the need for update or change of the military programme in case of its continuation.

Article 4

Quality Assurance and Internal Assessment of science and creative activities

- (1) Science and creative activities quality assurance and internal evaluation processes and structure include activities related the preparation and evaluation of elements, tools and components of long-term conceptual development of science in the field of security and defence technologies, including student creative activity. They are elaborated in detail in the internal documents of the Armed Forces Academy.
- (2) The quality of science and creative activities is ensured by:
 - a) decision-making and process procedures of the bodies of the Armed Forces Academy related to ensuring the quality of science and creative activities,
 - b) direct support of research and development projects,
 - c) evaluation of science and creative activities outputs.
- (3) Vice-Rector for Science of the Armed Forces Academy (hereinafter referred to as the "Vice-Rector for Science") shall direct quality assurance and internal evaluation of the science and creative activities. The Board of Guarantors is the advisory body of the Vice-Rector for Science.
- (4) The Board of Guarantors usually consists of designated persons with the main responsibility for individual study programmes and its activity is regulated by an internal directive.
- (5) Report on Science and Creative Activities is prepared annually by the Vice-Rector for Science after the end of the calendar year and submitted to the Quality Assurance Board after consultation with the Scientific Board of the Armed Forces Academy.
- (6) The Report on Science and Creative Activities forms the basis for the development of science in the area of security and defence technologies; it forms the basis for the processing of the Annual Report on Activities and the Report on the Internal Quality Assurance System.
- (7) Report on Science and Creative activity includes:
 - a) evaluation of meeting the standards for the creative activities,
 - b) assessment of interconnection between science and creative activities and education and training,
 - c) evaluation of the quality of creative activity within the framework of university study programmes,
 - d) evaluation of students' creative activities,
 - e) assessment of the national and international dimension of the solved projects,
 - f) assessment of the success rate in acquiring projects,
 - g) evaluation of pedagogical, organizational and technical support of the creative activities,
 - h) evaluation of cooperation at national and international level,
 - i) description of the measures taken to eliminate the identified deficiencies,
 - j) defining the strengths and weaknesses,
 - k) defining the possibilities of further development of science and creative activities.

Article 5

Quality Assurance and Internal Assessment of related activities

- (1) Processes and structures for quality assurance and internal assessment of related activities include activities related to the support and long-term development of education, training, science and creative activities. They are elaborated in detail in the internal documents of the Armed Forces Academy.
- (2) Quality assurance and internal assessment of related activities includes:
 - a) human resources and working environment,
 - b) internal administration and services.
- (3) Quality of related activities is ensured by:

- a) decision-making and procedural procedures of the bodies of the Armed Forces Academy focused on support services,
 - b) direct support of education, training and creative activities,
 - c) efficient use of resources,
 - d) evaluation of performance efficiency,
 - e) the current state of material and technical security.
- (4) The Bursar of the Armed Forces Academy (hereinafter referred to as the "Bursar") shall direct quality assurance and internal assessment of related activities and processes Report on Related Activities. Documentation for the Report is provided by the chiefs and directors of the Academy according to their affiliation to the assessed area.
- (5) Report on Related Activities is prepared annually after the end of the calendar year and submitted to the Quality Assurance Board.
- (6) Report on Related Activities forms the basis for the processing of the Annual Report on Activities, Annual Management Report and Report on Internal System of Quality Assurance.
- (7) Report on Related Activities includes:
- a) assessment of interconnection among related activities and education, training, science and creative activities,
 - b) evaluation of the use of funds,
 - c) evaluation of the condition of buildings and facilities, modernization and material provision of the teaching and training base, implemented public procurements, provision and level of accommodation and meals,
 - d) evaluation of interpersonal relationships, human resources and work environment,
 - e) evaluation of service provision in the field of information and communication technologies,
 - f) evaluation of the provision of library and information services,
 - g) description of the measures taken to eliminate the identified deficiencies,
 - h) defining the strengths and weaknesses,
 - i) defining the possibilities of further development of related activities.

PART THREE **Internal System of Quality Assurance**

Article 6 **Functions, competences and duties in securing and evaluating internal quality assurance system**

- (1) Quality assurance and internal assessment is carried out in accordance with the requirements of the Universities Act, the Higher Education Quality Assurance Act, Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), Standards for the Higher Education Internal Quality Assurance System, Standards for Study Programmes, Standards for Habilitation (Junior Professorship) Proceedings and Proceedings for the Appointment of Professors and Methodology for the Evaluation of Standards.
- (2) The Armed Forces Academy has created a functional system and organizational framework for ensuring and assessing the internal quality assurance system.
- (3) The functions, competences and duties of the bodies of the Armed Forces Academy as elements of the internal quality assurance system are governed by the law, statute, organizational order and other internal regulations.
- (4) The elements of internal quality assurance system are:
 - a) bodies of the Armed Forces Academy, whose activity is related to ensuring the quality of education, training, science, creative and related activities,
 - b) reference groups – students, graduates, employees,
 - c) interested parties.

- (5) Vice-Rector for Quality Assurance and Development of the Armed Forces Academy (hereinafter referred to as the "Vice-Rector for Quality Assurance and Development") shall direct the internal system of quality assurance and the Quality Assurance Board shall guarantee it.
- (6) The Quality Assurance Board methodically manages and coordinates processes related to the creation, implementation, assurance and evaluation of the internal quality assurance system at the Armed Forces Academy and is responsible for the preparation and processing of documents necessary for the implementation of a functional internal quality assurance system.
- (7) Every year after the end of the calendar year, the Quality Assurance Board prepares a Report on Internal System of Quality Assurance, which, after discussion in the Scientific Board of the Armed Forces Academy and the Academic Senate of the Armed Forces Academy, is submitted to the Rector.
- (8) Report on Internal System of Quality Assurance includes:
 - a) evaluation of the fulfilment of standards for the internal quality assurance system,
 - b) evaluation of the internal quality system in the institutional context,
 - c) evaluation of feedback for internal quality assessment,
 - d) description of the measures taken to eliminate the identified deficiencies,
 - e) defining the strengths and weaknesses, opportunities and risks,
 - f) defining the possibilities of further development of the Armed Forces Academy and the internal system of quality assurance.
- (9) Internal system of quality assurance consists of:
 - a) Annual Report on Activities processed on the basis of:
 - Report on Education and Training,
 - Report on Science and Creative Activities,
 - Report on Related Activities,
 - Report on Internal System of Quality Assurance,
 - b) Annual Management Report.
- (10) The processing of the Annual Report on Activities is managed by the Vice-Rector for Quality Assurance and Development, and the Rector of the Armed Forces Academy (hereinafter referred to as the "Rector") annually submits is to the Academic Senate of the Armed Forces Academy for approval.
- (11) Annual Report on Activities includes the following areas:
 - a) significant activities in the evaluated period,
 - b) study programmes, interest in studies,
 - c) education and training,
 - d) students, graduates, employees,
 - e) creative activities,
 - f) international activities,
 - g) related activities,
 - h) quality assurance and evaluation of implemented activities.
- (12) The processing of the Annual Management Report is managed by the Bursar, and the Rector annually submits is to the Academic Senate of the Armed Forces Academy for approval..
- (13) Annual Management Report contains:
 - a) financial statements,
 - b) analysis of subsidies and costs,
 - c) state of property,
 - d) recapitulation of settlement with the state budget.

PART FOUR
Final provisions

Article 7
Final provisions

- (1) The Internal System of Quality of the Armed Forces Academy of General Milan Rastislav Štefánik No. Q-508 from June 12, 2018 shall be cancelled on the day this internal regulation takes effect.
- (2) The Internal System of Quality Assurance will be further developed within the internal documents of the Armed Forces Academy.
- (3) The Internal System of Quality Assurance in accordance with the Section 9(1)(l) of the Universities Act was discussed at the session of the Academic Senate of the Armed Forces Academy on February 17, 2022.
- (4) The Internal System of Quality Assurance in accordance with the Section 12(1)(b) of the Universities Act was approved by the Scientific Board of the Armed Forces Academy at its meeting on February 23, 2022.
- (5) The Internal System of Quality Assurance in accordance with the Section 43(6)(a) of the Universities Act was approved by the Ministry of Defence of the Slovak Republic on March 10, 2022.
- (6) The Internal System of Quality Assurance takes effect on the day of its approval by the Ministry of Defence of the Slovak Republic.