

The Pan-European University in Bratislava



Rector's Directive No. 3/2022

Evaluation of Educational Activity by Students and Graduates of the Pan-European University

Bratislava, January 2022

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EVALUATION OF THE EDUCATIONAL ACTIVITY BY STUDENTS AND GRADUATES OF THE PAN-EUROPEAN UNIVERSITY

Article (1) Introductory Provision

This Internal Regulation establishes the rules for the evaluation of educational activities by students and graduates of the Pan-European University (hereinafter referred to as “the PEU”).

Article 2 Objective of the Evaluation

The evaluation of educational activities by students and graduates shall:

- a) Contribute to strengthening the academic environment, improving educational activities, and improving the preparation, organization, content, course and continuity of studies in the study programs, as well as related support services;
- b) Provide the academic community with feedback on the quality of educational activities;
- c) Provide the basis for the assurance and internal evaluation of the quality of the activities of the faculties. ¹

0 Article 3 Type of Evaluation

The evaluation of educational activities by students and graduates of the PEU takes place at the level of:

- a) Evaluations of teaching in the study programs by students;
- b) Evaluations of the provision of educational activities and other related support activities by students;
- c) Evaluation of studies by graduates.

Article 4 Evaluation of Teaching in Bachelor’s and Master’s/Engineering Study Programs

1. The evaluation of teaching in Bachelor’s and Master’s study programs is organized by the faculty as a general survey, divided mainly pursuant to individual study programs, in which all students, who have participated in teaching in a given semester or academic year, can participate.
2. Compulsory and compulsory optional subjects, i.e. core subjects of the study program, are subject to evaluation. Optional subjects can also be evaluated.

¹ The PEU Internal Regulation (2/2022), Internal Quality Assurance System of Higher Education at the PEU

3. The evaluation is carried out at least once per academic year; the evaluated period is usually a semester or an academic year.
4. As a rule, the following is subject to evaluation:
 - a) The quality of provision and implementation of the teaching of the subject, focusing mainly on the clear definition of goals and requirements, the organizational provision of teaching, teaching stimuli for independent thinking and team cooperation, creating space for discussion, the continuity of the curriculum with other subjects, demands on home preparation and quality; and availability of study materials;
 - b) The quality of the pedagogical activity of individual teachers, mainly consisting in the ability to attract interest and motivate students, organizational skills, the selection of relevant subjects, the clarity and comprehensibility of the explanation, the ability to communicate with students, and the demanding nature of the requirements on students.
5. Persons responsible for the implementation, development and quality assurance of the study program,² authorized teachers, students authorized by the Academic Senate of the faculty and employees authorized by the Dean of the faculty, participate in the content preparation of the evaluation.
6. Authorized students, teachers and other employees participate in the organization of the evaluation and processing of the obtained data.
7. Persons responsible for the implementation, development and quality assurance of the study programs, employees authorized by the Dean of the faculty, heads of affected workplaces, authorized teachers and students authorized by the Academic Senate of the faculty, participate in the interpretation of the evaluation results.
8. The student has the right to participate in the evaluation anonymously.
9. The evaluation takes place in a paper or electronic form.
10. A range of questions is used for evaluation; space is provided for free verbal expression of notes and comments.
11. When evaluating, it is necessary to pay attention to the reliability of the obtained data. Multiple participation of one student in the evaluation of one subject is excluded.
12. The results of the evaluation always include data on the number of students, who participated in the evaluation, and the number of enrolled students.
13. The faculty publishes the evaluation results and their interpretation on its website, without prejudice to the provisions of Sections 14 and 15. Any possible statements of persons responsible for the implementation, development and quality assurance of the study programs, heads of affected workplaces and other persons, regarding published verbal comments in the area of their competence, are published similarly.
14. The results regarding individual teachers can only be published, if at least ten (10) percent of the number of students enrolled in the relevant subject, but at least five (5) students, have expressed their opinion in the survey about the teachers in question.

²The PEU Internal Regulation (2/2022), Internal Quality Assurance System of Higher Education at the PEU, and the Internal Regulation (4/2022), Rules for the Creation, Implementation and Modification of Study Programs

In cases justified by the number of enrolled students, the internal regulations of the faculty may set a different proportion/number of students as the minimum limit.

15. Free verbal expression of the facts pursuant to Section 4 (b) relating to the persons of individual teachers may be published regardless of the fulfillment of the requirements pursuant to Section 14, but only if it is not anonymous statement (before publication, it is necessary to verify, who is the author of this statement).
16. The teacher is guaranteed the right to publish his/her statement on the results or the verbal statement that concerns him/her in the same way.
17. Details of the preparation, schedule, organization, authorization of persons, collection and processing of data, interpretation, and the place and date of publishing the evaluation results at the faculty are determined by the internal regulation of the faculty or the Dean's instruction.
18. The evaluation methodology and recommended procedures for organization and form (aimed at ensuring the quality and comparability of results within the PEU) can be determined by the Rector's internal regulation.

Article 5

Evaluation of Teaching in Doctoral Study Programs

1. The evaluation of teaching in doctoral study programs is organized by the faculties within the individual study programs.
2. The evaluation is carried out at least once every three (3) years.
3. Provision of Article 4 (4) applies *mutatis mutandis* to the evaluation pursuant to this Article.
4. Provision of Article 4 (5) to (18) shall also apply to the evaluation pursuant to this Article. For the purposes of this Article, persons responsible for the implementation, development and quality assurance of the study programs under the Article 4 (5), (7) and (13) are understood to be the Doctoral Study Program Committee.

Article 6

Evaluation of the Provision of Study and Other Related Support Activities

1. The evaluation of the provision of study and other related support activities is organized by the PEU or by the faculty as a generally accessible detection, in which every student of the PEU or the relevant faculty can participate.
2. The PEU implements the evaluation of the provision of study and other related support activities at least once every five (5) years.
3. Provision of Article 4 (11) applies *mutatis mutandis* to the evaluation pursuant to this Article.
4. If the evaluation is organized by the PEU, its results are discussed with the faculties.
5. Details of the preparation, requirements, content focus, schedule, organization, and processing and interpretation of the evaluation results are determined by the Rector's

internal regulation, if the implementation is organized by the PEU, or by the internal regulation of the faculty, if the implementation is organized by the faculty.

6. The faculty can stipulate in its regulation that the evaluation of the provision of study and other related support activities is part of the evaluation pursuant to Article 3 (a).

Article 7 Evaluation of Studies by Graduates

1. Evaluation of studies by graduates is organized by the PEU on a qualitative and quantitative level.
2. The PEU and its faculties carry out study evaluations by graduates at least once per academic year.
3. The goals, field of study, subject of evaluation, number and structure of graduates included in the survey, as well as a form of processing the results, are determined in the relevant survey project. The details of the project are discussed with the faculties.
4. Graduates are contacted based on the contact data listed in the Student Register.³
5. The survey is conducted in such a way as to guarantee the anonymity of the participating graduates.
6. The Provisions of Article 4 (11) shall apply *mutatis mutandis* to the evaluation pursuant to this Article, with the fact that, for the purposes of this Article, the term “student” means a graduate.
7. The evaluation results are discussed with the faculties.
8. The faculty can carry out its own evaluation of studies by graduates. Details on the preparation, requirements, content focus, schedule, organization, and processing and interpretation of the evaluation results can be determined by the faculty’s internal regulation. The requirements of the project implemented by the faculty are discussed with the PEU.

Article 8 Application of Evaluation Results

1. The results of the evaluation of the educational activity by students and graduates are used in accordance with the objectives as referred to in Article 2.
2. The results of evaluations organized by the PEU or faculties are taken into account when preparing the application for accreditation of study programs, creating and modifying accredited study programs,⁴ evaluating the study program⁵, and preparing strategic documents listed in the rules of the Quality Assurance and Internal Evaluation System of the PEU.

3 Section 73 of the Act No. 131/2002 Coll. on Higher Education, as amended

4 Article 8 to 8b of the Statute

5 The PEU Internal Regulation No. 2/2022, Internal Quality Assurance System of Higher Education at the PEU, and the Internal Regulation No. 4/2022, Rules for the Creation, Implementation and Modification of Study Programs

3. The results of the evaluations carried out within the faculty are discussed primarily with the heads of the affected workplaces. If necessary, they take measures to improve the quality of educational activities within their competences.
4. The Dean will provide the Academic Senate of the faculty and the Rector with a report on the course and use of the evaluation results of educational activities by students and graduates, which was carried out at the faculty in a given academic year, in a form of the structured report. This report specimen is determined by the internal regulation of the Rector, which is commented on by the Internal Quality System Evaluation Board.
5. Upon the faculty reports and the results of investigations organized by the PEU, the Rector will submit a summary report on the evaluation of educational activities by students and graduates to the Internal Quality System Evaluation Board and the Academic Senate of the PEU for the given academic year.

Article 9
Final Provision

1. This Internal Regulation was approved by the Scientific Council of the PEU on 14 February 2022.
2. This Internal Regulation takes effect on 01 March 2022.
3. This Internal Regulation enters into force on 01 April 2022.

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The Rector