

**University of Veterinary Medicine and Pharmacy in Košice**

**Internal Quality System  
at the University of Veterinary Medicine and Pharmacy in Košice**

**Internal Rule No. 57**

## **Article 1**

### **Introductory provision**

1. The Internal Quality System at the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as “UVMP”) is based on the statutory provisions defined in Section 87a of the Act No 131/2002 Coll. on Universities and on amendments and supplementations of certain acts, as amended (hereinafter referred to as “Act on Universities”), and on the quality assessment criteria.
2. Application of the UVMP Internal Quality System is mandatory for all UVMP employees and students.

## **Article 2**

### **Objective of the UVMP Quality Assurance**

1. The main objective of the UVMP quality assurance is to develop the importance of quality and the assurance thereof within individual activities carried out by the university.

## **Article 3**

### **Internal Quality System Organisation**

1. Internal Quality System organisation is ensured, at the UVMP level, by the following academic self-administration bodies and committees:
  - a) rector,
  - b) Academic Senate,
  - c) Scientific Council,
  - d) Quality Assessment Committee,
  - e) Pedagogical Committee,
  - f) Committee for Scientific and Research Activities,
  - g) Committee for Clinical Activities.

## **Article 4**

### **Quality Assessment Committee**

1. Quality Assessment Committee activities are governed by the Quality Assessment Committee Statute (Annex No. 1).

## **Article 5**

### **Content of the UVMP Internal Quality System**

1. UVMP Internal Quality System includes:
  - a) the UVMP policy for university education quality assurance (hereinafter referred to as "Quality Assurance"),
  - b) UVMP Quality Assurance procedures.

## **Article 6**

### **Quality Assurance**

1. The UVMP quality assurance policy contains:
  - a) basic tools for the achievement of the main objective of the Internal Quality System (Annex No. 2),

- b) characteristics of the relationship between university education and the research, developmental, and other creative activities at the UVMP (Annex No. 3),
  - c) Internal Quality System organisation,
  - d) distribution of quality assurance responsibilities among the UVMP units (Annex No. 4),
  - e) characteristics of the student engagement in the Internal Quality System (Annex No. 5),
  - f) methods of implementation, use, monitoring, and revaluation of the UVMP quality assurance principles (Annex No. 6).
2. The objective of the UVMP Internal Quality System is to ensure the fulfilment of the university's key mission defined in the university's long-term strategy. Specific methods are elaborated, as the tools, for the evaluation of the educational activities and the scientific and research activities.
  3. Quality Assurance is based on the interconnection between the scientific and research activities and the educational activities, with the efficient transfer of new knowledge to the teaching process.
  4. UVMP Internal Quality System organisation is based on clearly defined relations and on the transfer of information between individual system sections, which is subject to regular evaluation.
  5. UVMP, as the mono-faculty university, has defined the distribution of responsibilities and competencies among individual Internal Quality System sections.
  6. UVMP has elaborated the procedures for the engagement of students in the activities aimed at ensuring the university education quality assurance. Each student is entitled to evaluate anonymously the quality of study subjects, quality of teachers, and submit suggestions for potential changes leading to the quality improvement.
  7. UVMP has elaborated the procedures for the implementation, use, monitoring, and revaluation of quality assurance principles.

## **Article 7**

### **Quality Assurance Procedures**

1. Quality Assurance procedures are elaborated and applied in the following areas:
  - a) creation, approvals, monitoring, and regular evaluation of study programmes,
  - b) criteria and rules for evaluation of students,
  - c) university teachers quality assurance,
  - d) other employees quality assurance,
  - e) ensuring material, technical, and information resources to support education of students, corresponding to the students' needs,
  - f) collection, analysis, and use of information required for the efficient management of study programme performance,
  - g) regular publishing of the latest, objective, quantitative, and qualitative information regarding study programmes and graduates.
2. Individual study programmes are regularly evaluated at the Scientific Council meetings and in the Pedagogical Committee, which adopt measures for the study programme quality increase.
3. UVMP has elaborated transparent and publicly accessible criteria and rules for the evaluation of students. They are defined in the UVMP Study Regulations and are based on the wording of the Act on Universities and the relevant implementing rules for the execution thereof. Within the meaning of the Study Regulations, the UVMP has determined and implemented efficient, clearly formulated, and consistent policy for the selection, processes, competences, and responsibilities of the members of examination and evaluation committees. The UVMP Study Regulations also contain the rules and requirements for the

advancement to higher levels of education and for granting an academic degree. UVMP regularly evaluates the success rate of the provided university education, results achieved by students, student engagement in the research, developmental, and other creative activities, mobility programmes, and other activities of the university, mainly within annual reports.

4. UVMP has elaborated rules and requirements for the university teachers quality assurance, for the teachers qualification advancement, and for the evaluation of the competency level of new teachers. Adherence to the rules and the results of the qualification advancement are regularly evaluated at the Scientific Council meetings. Evaluation of teachers also includes the use of the results of teacher evaluation by students. To ensure the qualification advancement, development, and improvement of their pedagogical skills, UVMP creates adequate conditions for teachers.
5. UVMP has elaborated rules and requirements for assurance of quality of other employees, their qualification advancement and evaluation of their competency level.
6. In annual report, the UVMP regularly evaluates assurance of material, technical, and information resources for the support of education of students in their study programmes. The pedagogical process also includes the cooperation with external subjects within the assurance of physical and human resources to support the education of students, corresponding to the requirements of the study programmes.
7. UVMP has established and uses the systems for the collection, analysis, and use of the information required for the efficient management of study programmes performance. The university has also created the information system for the collection of data on quality, success rate, and profiles of students, performances and results of students, and on the rate of graduates' success on the labour market.
8. UVMP regularly publishes the latest information on the offered study programmes and education outputs, as well as quantitative and qualitative information on study programme graduates.
9. In compliance with the European quality assessment framework in the field of university education, UVMP performs the Quality Assessment by performing official procedures containing the complete qualitative cycle (PDCA – Planning, Doing, Checking, Acting) (Annex No. 7).

## **Article 8**

### **Concluding Provisions**

1. Annexes No. 1 to 7 represent integral parts hereof.
2. This Internal Rule becomes effective and enters into force on the execution date.
3. This Internal Rule supersedes the Internal Rule No. 57 – Internal Quality System at the University of Veterinary Medicine and Pharmacy in Košice, dated March 29, 2016.

In Košice, on September 12, 2017

Dr. h. c prof. MVDr. Jana Mojžišová, PhD.  
Rector

## **Quality Assessment Committee Statute**

### **Article 1 Introductory Provision**

1. The Quality Assessment Committee Statute defines the subject-matter of the Committee's activities, organisation method, management and meetings.

### **Article 2 Mission of the Quality Assessment Committee**

1. Quality Assessment Committee is the advisory body of the UVMP rector.
2. Quality Assessment Committee is responsible, pursuant to Section 87a of the Act on Universities, for the adherence to and use of the functional Internal Quality System. Internal Quality System may be amended by subsequent regulations and internal governing acts of the UVMP.
3. The main mission of the Quality Assessment Committee is to ensure the supervision over the implementation, monitoring, and revision of the UVMP's internal Quality Management System.

### **Article 3 Quality Assessment Committee Organisation**

1. Quality Assessment Committee members are appointed by the UVMP rector.
2. Quality Assessment Committee chairman is the vice-rector for the university development and the UVMP quality assessment.

### **Article 4 Quality Assessment Committee Meetings**

1. Quality Assessment Committee meetings are summoned by the Quality Assessment Committee chairman at least twice a year.
2. Quality Assessment Committee chairman is obliged, no later than 10 days prior to the scheduled Quality Assessment Committee meeting, to inform the Quality Assessment Committee members about the place and date of the Quality Assessment Committee meeting.
3. Quality Assessment Committee chairman is obliged, no later than 5 days prior to the announced Quality Assessment Committee meeting, to deliver the meeting's agenda and materials to be discussed at the meeting to the Quality Assessment Committee members.
4. Quality Assessment Committee members shall present their observations and submit their suggestions for modifications of the received materials to be discussed in advance, no later than one day prior to the Quality Assessment Committee meeting.
5. Quality Assessment Committee members are obliged to announce their absence at the Quality Assessment Committee meeting no later than one day prior to the meeting date.

**Article 5**  
**Responsibility of the Quality Assessment Committee**

1. Quality Assessment Committee is responsible for the preparation of key internal rules and governing acts, serving as guidelines for the quality management at the UVMP, which become effective upon the UVMP rector's signature.
2. Every year, Quality Assessment Committee prepares the annual report on quality, focused on the analysis and evaluation of the UVMP quality management system. Annual reports are published on the university's website.
3. Quality Assessment Committee continuously suggests the measures and submits the suggestions for the quality improvement to the UVMP rector.

## **Basic Tools Aimed at Achieving the Key Objective of the Internal Quality System**

Basic tools, aimed at achieving the key objective of the Internal Quality System, include:

- 1. *For the segment of educational activities***
  - a) study results evaluation,
  - b) study subjects evaluation by students,
  - c) evaluation of teachers by students,
  - d) point evaluation of creative employees in the pedagogical field.
- 2. *For the segment of scientific and research activities***
  - a) evaluation of grant success rate at individual workplaces,
  - b) point evaluation of creative employees in the publishing activities,
  - c) evaluation of publications citations.
- 3. *For the segment of clinical activities***
  - a) monitoring and evaluation of client satisfaction with the services provided at the university clinics,
  - b) monitoring and evaluation of client satisfaction with the services of university pharmacy.
- 4. *For the segment of other activities***
  - a) evaluation of employees by their manager,
  - b) gaining and documenting new competencies and work skills,
  - c) conducting of anonymous questionnaires surveys of employees

## **Characteristics of the Relationship between the University Education and the Research, Developmental, and other Creative Activities at the UVMP**

UVMP constantly performs scientific and research activities in individual defined research areas. In the period of 2014 – 2019, the scientific and research activities are carried out in the following research areas:

- OV 13 natural science,
- OV 18 medical, pharmaceutical, and non-medical science,
- OV 20 veterinary science.

Results of the scientific and research activities are published mainly in publications included in the A and B categories and implemented in the education process.

## **Distribution of Quality Assurance Responsibilities among the UVMP Units**

Individual organisational units of the UVMP are obliged to examine constantly the quality of activities performed in individual areas (educational activities, scientific and research activities, clinical activities, and other activities). Once a year, at their meetings, UVMP organisational units assess the results of the annual report on quality for the previous academic year and adopt measures to eliminate potential deficiencies.

Preparation of the annual report on quality represents the process including the involvement of the Pedagogical Committee, Committee for Scientific and Research Activities, and the Committee for Clinical Activities. The overall preparation of the annual report on quality is covered by the Quality Assessment Committee, which submits the draft annual report to the UVMP rector for approval within the UVMP management.

*Pedagogical Committee* is the advisory body of the rector for the field of educational activities for the studies in the Slovak and English languages. The roles of the Pedagogical Committee include also continuous monitoring of the results within the criteria for the field of quality of educational activities. Every year, to 31 October, the committee prepares the report containing the evaluation of study results, evaluation of study subjects by students, and evaluation of teachers by students. The report is submitted, through the vice-rector for educational activities, to the Quality Assessment Committee.

*The Committee pre Scientific and Research Activities* is the advisory body of the rector in the field of scientific and research activities and foreign contacts. Every year, to 31 October, the committee prepares the report containing the evaluation of grant success rate at individual workplaces. The report is submitted, through the vice-rector for scientific and research activities and foreign contacts, to the Quality Assessment Committee.

*Committee for Clinical Activities* is the advisory body of the rector in the field of clinical activities and contact with practice. Every year, to 31 October, the committee prepares the report, submitted through the vice-rector for clinical activities and contact with practice to the Quality Assessment Committee.

*Quality Assessment Committee* is the advisory body of the rector in the field of university development and quality assessment. The role of the Quality Assessment Committee is to evaluate individual areas of university's activities. Every year, to 31 November, the committee prepares the report on quality, submitted through the vice-rector for university development and quality assessment to the UVMP management.

*Rector of the UVMP in Košice*, as the statutory body, covers the Quality Assurance area. Annual reports on quality, containing the evaluation of all areas of UVMP activities for the previous academic year, are submitted every year to the UVMP Scientific Council for discussion, to the UVMP Board of Directors for commenting, and to the UVMP Academic Senate for approval.

After the approval by the UVMP Academic Senate, the annual report on quality is sent to individual organisational units of the UVMP.

## **Characteristics of Student Engagement in the Internal Quality System**

Students are engaged in the Internal Quality System as follows:

- through the participation in the UVMP committees (including the Quality Assessment Committee); student members are nominated by the Student Chamber of the Academic Senate of the do UVMP in Košice,
- through the possibility to present their statements on the educational process quality, by means of periodical evaluation of study subjects and teachers, or through other alternative approved evaluation processes.

## **Methods of Implementation, Use, Monitoring, and Revaluation of the UVMP Quality Assurance Principles**

UVMP implements, monitors, and reevaluates their quality assurance principles, depending on current needs, in compliance with the relevant legal regulations, while respecting the UVMP organisational structure and the competences and responsibilities resulting therefrom.

Following the approval of the annual report on quality, by 31 March, individual organizational units of the UVMP adopt specific tasks aimed at maintaining or increasing the quality in individual areas of their activities; they submit the tasks, in form of a report, to the UVMP rector.

## **Quality Assessment by the Application of the PDCA Cycle**

In compliance with the European framework for the university education quality assessment, UVMP performs the quality assessment based on the execution of official procedures comprising the complete qualitative cycle (PDCA – Planning, Doing, Checking, Acting).

The PDCA cycle consists of:

1. the UVMP long-term strategy and the SWOT analysis,
2. evaluation of educational activities ,
3. evaluation of scientific and research activities ,
4. evaluation of clinical activities,
5. evaluation of other activities.

### **1. The long-term strategy and the SWOT analysis**

Pursuant to the Act No 131/2002 Coll. on Universities and on amendments and supplementations of certain acts, universities are obliged to specify in details their mission and tasks in form of the university's long-term strategy. The university long-term strategy contains the university's intentions in individual areas of their activities and it is elaborated for the minimum period of six years. Academic senate approves the long-term strategy of a public university, submitted by the rector, after being subjected to the discussions of the scientific council of a public university, as well as the updated versions thereof (<http://www.uvlf.sk/sk/dokumenty-uvlf/dlhodob%C3%BD-z%C3%A1mer-uvlf>).

The management of the UVMP in Košice will prepare, on the basis of the discussions and suggestions in the academic community, the long-term strategy and the SWOT analysis. The long-term strategy and the SWOT analysis is subjected to the discussions of the UVMP Scientific Council, commented by the UVMP Board of Directors, and approved by the UVMP Academic Senate.

### **2. Evaluation of educational activities**

Evaluation of educational activities is carried out in the following areas:

- educational activities,
- organizational assurance of the education process,
- communication with students and increasing the quality and culture of academic life,
- foreign studies,
- doctoral studies,
- internationalisation of studies,
- communication with students and improving the quality and culture of academic life,
- creation of material and technical conditions for educational activities.

Individual organisational units of the UVMP (institute, clinic ward, department, clinic) are constantly obliged to examine the quality of educational activities.

The roles of the Pedagogical Committee also include continuous monitoring of results within the criteria for the area of educational activities quality. Every year, to 31 October, the Committee prepares the report containing the evaluation of study results, evaluation of study

subjects by students, and evaluation of teachers by students. The report is submitted, through the vice-rector for educational activities, to the Quality Assessment Committee.

### **3. Evaluation of scientific and research activities**

Individual organisational units of the UVMP (institute, clinic ward, department, clinic) are constantly obliged to examine the quality of scientific and research activities.

Every year, to 31 October, *the Committee for Scientific and Research Activities* prepares the report containing the evaluation of scientific and research activities and the grant success rate at individual workplaces. The report is submitted, through the vice-rector for scientific and research activities and foreign contacts, to the Quality Assessment Committee.

### **4. Evaluation of clinical activities**

Individual organisational units of the UVMP (clinic ward, clinic) are constantly obliged to examine the quality of clinical activities.

Every year, to 31 October, the *Committee for Clinical Activities* prepares the report submitted by the vice-rector for clinical activities and contact with practice to the Quality Assessment Committee.

### **6. Evaluation of other activities**

Individual organisational units of the UVMP are constantly obliged to examine the quality of activities carried out in other areas of the university's activities. Once a year, at their meetings, UVMP organisational units examine the results of the annual report on quality for the previous academic year and adopt the measures for the elimination of potential deficiencies.

*The Quality Assessment Committee* evaluates individual areas of the university's activities. Every year, to 30 November, the Committee prepares the annual report on quality, submitted by the vice-rector for the university development and quality assessment to the UVMP management.

*Rector of the UVMP in Košice* covers the Quality Assurance. Every year, the annual report on quality is submitted to the Scientific Council of the UVMP for discussions, to the Board of Directors for comments, and to the UVMP Academic Senate for approval.

In the field of Internal Quality System, every year the *UVMP Academic Senate* discusses and approves the annual report on quality for the previous academic year; the report comprises evaluations of all areas of the UVMP's activities. Following the approval by the UVMP Academic Senate, the report, the draft, and the plan for the elimination of deficiencies are sent to individual organisational units of the UVMP.

## PDCA cycle

