

The Chancellor of the Trnava University issues pursuant to Article 7, Section 9 of the *internal regulation* entitled *Internal Quality Assurance System of the Trnava University* the Present Internal Regulation Entitled

***Directive of the Chancellor of the Trnava University No. 3/2022
Indicative Indexes of Quality Assurance at the Trnava University***

Article 1

Subject-matter of the Present Regulation

Internal regulation entitled *Indicative Indexes of Quality Assurance at the Trnava University* (hereinafter only referred to as the "the Indicative Indexes Regulation") regulates indicative indexes for qualitative evaluation and those for quantitative evaluation including specification of the method of measurement or calculation thereof and the value of standards thereof as well as the procedures and methods for evaluation thereof.

Article 2

Indicative Indexes

- (1) Periodic monitoring and evaluating the quality of all activities of the University shall be carried out on the basis of indicative indexes for quality assurance and evaluation which determine the degree of compliance of the implementation of the internal system of the University with the standards in place for the internal system.
- (2) An indicative index shall be a quantitative or a qualitative figure of the degree of compliance of the activities of the University in the fields of education, creative activities and other related activities with the criteria of the standards on the internal system of the University;
- (3) Indicative quality indexes shall be key and indicative quality indexes.
- (4) Key Indicative Quality Indexes (hereinafter only referred to as 'the KIQI') shall be the main quality indicators that directly meet the specific strategic objectives of the University. The KIQIs are evidence for the contents of the periodic evaluation reports. The KIQI file, manner of measurement or calculation and the value of standard thereof and the tools to be used for data collection shall be governed by Annex 1 which forms an integral enclosure to the Present Regulation.
- (5) Complementary Indicative Quality Indexes (hereinafter only referred to as the 'CIQI') shall be the other quality indexes that complement the evidence for the content of the periodic evaluation reports. The CIQI file which is a data file of quantitative statistical indexes as well as qualitative ones contains indexes organized according to the processes of the University's internal system. The CIQI is regulated by Annex 2 which forms an integral enclosure to the Present Regulation.

Article 3

Rules for the Use of Indicative Indicators
in the Preparation of Periodic Evaluation Reports

- (1) Each process in the fields of higher education, creative activities and other related

activities of the University in the periodic evaluation reports referred to in Article 14, Section 1 of the Regulation on the Internal System of the University shall be evaluated at the university level through all those key indicative quality indicators (KIQUI) that apply to the same. Such evaluation may be supplemented by data from a set of those complementary indicative quality indexes (CIQUI) that relate to that process. If no KIQUI applies to a particular process, such a process shall only be evaluated through the CIQUI.

(2) Periodic evaluation reports of the Faculty pursuant to Article 14, Section 2 of the Regulation on the Internal System of the University contain the following documents for the periodic evaluation reports of the University:

- a) evaluation report on the study programmes provided, the study results and the study success rate of the Faculty and on the fulfilment of quality requirements according to the standards for the study programme (Article 14, Section 2, Item a) of the Regulation on the Internal System of the University);
- b) an evaluation report on the creative activity of the Faculty and the results thereof (Article 1, Section 2, Item b) of the Regulation on the Internal System of the University);
- c) data relating to the faculty and used in the evaluation of all CIQUI according to Annex 1 to the Present Regulation;
- d) data for all CIQIs according to Annex 2 to the Present Regulation which are not stored in the central warehouse of the internal system or the Annual Report and which relate to the faculty.

Article 4 Key Indicative Quality Indicators

(1) There shall be a defined standard in place for each CIQUI. The indicator standard means the value that the University determines on the basis of the average values of the indicator concerned over the past six years taking, however, at the same time into account long-term developments and trends so as to meet or even exceed the expectations for meeting the quality standards of higher education in the European ESG area, the standards and accreditation criteria of the Slovak Accreditation Agency for University and College Education and the University's own policies and strategic objectives for quality assurance of university education. If such a standard may not be established, another appropriate calculation or expert estimate shall be used instead.

(2) Standards for CIQUI are set at university level (institutional level).

(3) The CIQUI shall also be evaluated at other levels (*e.g.* faculty, workplace, field of study, study programme), if so specified in the description of the index. The value of the standard shall not in that case be specified. For this assessment, the value of the standard for the institutional level shall be used *mutatis mutandis* according to the specific focus of such level.

(4) The lowest cut-off value of CIQUI (lower limit of tolerance) for meeting the standard of each measurable (quantitative) indicator is set at 70 per cent. A different specific cut-off value for each indicator may be set in the description of the index.

(5) In terms of quantitative evaluation, there are two basic types of CIQUI Indexes:

- a) the first type of indicator is the one for which above-standard fulfilment (*i.e.* more

positive reality than the standard) means exceeding the value of the standard upwards (e.g. degree of graduates finding jobs, share of foreign teachers etc.).

When evaluating this type of index *i.e.* for the purpose of calculating the percentage of meeting the standard set for a given indicator (identified as P), the following formula is used:

$$P = \text{real index value found} / \text{standard value} \times 100$$

where:

- *If the actual value of the first type index exceeds the value of the standard – this means that the fulfilment rate P exceeds 100 percent (above-the-standard).*
- *If the actual value of an index of this type is within the range between 0,7 to 1,0 of the value of the standard determined (including these values), it means that the standard has been partially or completely met, namely in the percentage rate P according to the relation (1). If the value of the index amounts of 0,7 of the value of the standard, it means 70-percent fulfilment and if the value equals to 1,0, it is 100 percent fulfilment.*
- *If the actual value of an indicator of this type is less than 70 per cent (or 0,7 times) of the standard, the value of the indicator has exceeded the lower limit of tolerance, indicating a failure to meet the standard.*

b) the second type of indicator is the one in case of which the above-standard performance (*i.e.* the more positive than the standard) means exceeding the value of the standard downwards (e.g. failure to study, obsolescence of the technology etc.).

When evaluating this type of index *i.e.* to calculate the percentage of meeting the standard set for a given indicator (identified as P), the following formula is used:

$$P = (1 - \text{value of the index actually found/standard value}) \times 100$$

where:

- *If the actual value of the second type of indicator is lower than the value of the standard – it means that fulfilment thereof exceeds 100 percent (above-the-standard).*
- *If the actual value of an indicator of this type is within the range between 1,0 and 1,3 times the value of the standard (including these values), it means that it has been partially or completely fulfilled to the extent given by the calculated percentage of P according to formula (2). If the actual value of the index 1,3 of the value of the standard is found, it means 70-percent fulfilment and if the value equals to 1,0, it is then 100 percent fulfilment.*
- *If the true value of this type of indicator found exceeds 1.3 times the value of the standard, the overall compliance rate will be less than 70 per cent and thus the value of the index exceeds the lower tolerance limit indicating a failure to meet the standard.*

(6) The evaluation of the CIQI is carried out in the form of a web chart. The individual rays of the graph show the CIQI values in a given area as percentages of the standard. In the case of a higher number of CIQI, it is recommended to divide the area into logical units and evaluate the same in separate graphs. An example of the evaluation of one area is given in

Annex 3 which forms an integral part of the Present Regulation. Such a graphic evaluation shall then be supplemented by appropriate comments and assessments within the framework of the periodic evaluation reports.

(7) The CIQI for education focuses on:

- a) interest in studies,
- b) study success and failure rates,
- c) employment rate of graduates,
- d) assessment of education on the part of students,
- e) life-long learning

(8) The CIQI for the area of creative activity focuses on:

- a) funding creative activities,
- b) evaluation of creative outputs,
- c) post-graduate studies

(9) The CIQI for the area of related activities focuses on:

- a) efficient financial resources,
- b) information system;
- c) nation-wide and regional cooperation,
- d) consultancy services and support related to the course of study.

(10) The template of the evaluation questionnaire for the evaluation of the subject is Annex 4 which forms an integral part of the Present Regulation.

(11) The Internal Quality Assessment Board shall once every two years review the Present Regulation and implementation thereof and may propose amendments thereof to the Chancellor of the University.

(12) The deadlines for the measurement of data for individual indicators are set by the academic year schedule as well as by the deadlines as set out in the regulation on the Internal System of the University.

Article 5 Final Provisions

(1) The Present Regulation shall be approved, repealed and amended by the Chancellor of the University, once the same was discussed by the Chancellor's Collegium.

(2) The Present Regulation including any amendments hereof shall enter into force, once signed by the Chancellor of the University. The same shall take effect once published on the official notice board of the University.

(3) The Present Regulation including any amendment hereto is published in the Slovak language as well as in other languages in which study programmes are implemented at the University. The text in the Slovak language shall be considered authentic.

Trnava
this 25th day of
February 2022

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prof. PaedDr. René Bílik, CSc.
Chancellor of the University

List of Annexes:

Annex No. 1 Key Indicative Quality Indexes

Annex No. 2 Complementary Indicative Quality Indexes

Annex No. 3 Example of the Evaluation of the CIQI in the Field of Education

Annex No. 4 Template of the Evaluation Questionnaire for the Evaluation of the Subject