ACADEMY OF PERFORMING ARTS IN BRATISLAVA
VENTÚRSKA 3, 813 01 BRATISLAVA

Internal education quality assurance system at the Academy of Performing Arts in Bratislava

Internal Regulation of the Academy of Performing Arts in Bratislava
[issued pursuant to § 15 (1) (b) of the Act No 131/2002 Coll.
on higher education and on amendments and supplements to certain acts, as amended]

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VŠMU
VYSOKÁ ŠKOLA MÚZICKÝCH UMENÍ

In accordance with the Act No. 269/2018 Coll. on the quality assurance of higher education and on amendments and supplements to the Act No. 343/2015 Coll. on public procurement and on amendments and supplements to certain acts, as amended (hereinafter referred to as the "Quality Assurance Act") and in accordance with the provisions of § 15 (1) (b) of the Act No 131/2002 Coll. on higher education and on amendments and supplements to certain acts, as amended (hereinafter referred to as the "Higher Education Act"), the Academy of Performing Arts in Bratislava is issuing the following "Internal Education Quality Assurance System at the Academy of Performing Arts in Bratislava" internal regulation.

Article 1
Introductory provision

1. Within its internal system the Academy of Performing Arts in Bratislava (hereinafter referred to as "Academy of Performing Arts") creates an environment of quality culture which is expressed by the permanent commitment of the management of the Academy of Performing Arts to ensure and continuously improve the quality of the provided university education. This internal regulation contains procedures for its implementation in accordance with the mission of the Academy of Performing Arts, the Long-Term Development Plan of the Academy of Performing Arts for 2019 - 2025 and the standards for the internal quality system issued by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAVS") as well as the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). The internal system is regulated and supplemented by a number of separate internal regulations a list of which is attached as Annex 1 to this Regulation.
2. The perception of quality at the Academy of Performing Arts is built on three basic pillars:
   (a) the first one is evaluation of activities by comparing the valid standards and plans on how the particular activity should be carried out, with the actual results achieved and the subsequent proposals for its improvement;
   (b) innovation understood as going beyond the usual, standard or established practice that leads to better results or to their easier and faster achievement;
   (c) natural tendency towards excellence based on originality and professionalism of artistic creation and scientific research and their acceptance by the professional artistic and scientific community.
3. The structure of the internal system is governed by § 3 of the Quality Act.
4. The internal quality system of the Academy of Performing Arts regulates the rules of:
   (a) creation, approval, implementation and modification of each study programme,
   (b) selection of teachers of individual subjects of study programmes,
   (c) admission procedure,
   (d) approval of thesis supervisors and thesis tutors,
   (e) assessment of students in such a manner that no unjustified differences arise in similar cases,
   (f) monitoring and regular evaluation of study programmes, involving students, employers from the relevant sector of arts, culture and creative industries, and other stakeholders,
   (g) reviewing complaints by which a student seeks protection of his/her rights or points out to specific deficiencies in the activities or inactivity of the Academy of Performing Arts,

(h) performance of creative activities and participation of students in them and the requirements for the level and scope of the creative activities of the Academy of Performing Arts with regard to its mission,

(i) cooperation with external educational institutions involved in the execution of a third-degree study programme, if the Academy of Performing Arts executes a third-degree study programme in cooperation with an external educational institution or is interested in executing it in cooperation with an external educational institution,

(j) determining the requirements for the selection of university teachers,

(k) ensuring the professional development of university teachers, researchers and artists,

(l) verification of sufficient spatial, material, technical, informational and personnel support for the execution of study programmes,

(m) collection, analysis and use of information necessary for an efficient execution of a study programme,

(n) regular publication of up-to-date, adequate and qualitative information on study programmes and their graduates.

5. Application of the internal quality assurance system is obligatory for all entities of the Academy of Performing Arts that re involved in the quality assurance of higher education.

6. Each part of the Academy of Performing Arts may regulate the way of fulfilling the standards and criteria for the internal quality system through its own policies and a set of internal regulations, respecting the specific features of study programmes.

7. The masculine gender is used in the remaining part of this internal regulation. The masculine gender in this context refers to both male and female persons.

PART I
QUALITY ASSURANCE POLICY OF THE ACADEMY OF PERFORMING ARTS

Article 2
Basis of the Quality Assurance and Development System of the Academy of Performing Arts

1. The main basis of the quality assurance and development system at the Academy of Performing Arts is the **Long-Term Plan of the Academy of Performing Arts for 2019 - 2025** which sets the goals of the Academy of Performing Arts for the forthcoming years. It follows up on previous long-term plans, it is based on the mission of the school defined in the **Statute of the Academy of Performing Arts**, on the priorities and analyses of the Rector's advisory bodies, the Academic Senate of the Academy of Performing Arts, the Scientific and Artistic Council of the Academy of Performing Arts, the Administrative Board of the Academy of Performing Arts, as well as on the experience gained so far. The internal education quality assurance system of is one of the strategic priorities of the development of the Academy of Performing Arts.

2. Another basis is the quality verification, which is based mainly on the summary reports of quality commissions at the faculties, prepared on the basis of self-assessment reports from individual departments and studios, on the evaluation of the fulfilment of the long-term plan goals, priorities for individual years, but also on short-term tasks assumed by the Academy of Performing Arts and its parts, and on the annual and evaluation reports of the Academy of Performing Arts, its faculties and workplaces with school-wide scope.

3. Quality assurance leads to measures that aim to:

   (a) improve the quality of the education process at all levels of study (and the associated regular monitoring, evaluation and subsequent adjustments to the study programmes) with the aim to enhance the employability of graduates,

   (b) provide education by highly qualified teachers - top artists and experts in the fields of music, theatre, dance, film and science,

   (c) define the authority, scope of powers and responsibilities of individual structures, senior staff, other staff and other stakeholders for quality assurance of higher education and related activities.

Article 3
Personnel, financial and material resources to ensure the internal quality system

1. The Academy of Performing Arts has allocated adequate financial resources for personnel and material support for functioning of the internal quality system, for comprehensive provision of study programmes and other related activities.

Article 4
Organisational structure of the quality assurance system

1. The quality culture in the environment of the Academy of Performing Arts presupposes the personal involvement of every employee of the Academy of Performing Arts in pursuing the commitment to ensure and continuously improve the quality of the provided higher education.
2. The following persons and bodies shall have the competence, powers and responsibilities within the internal system in the scope determined by the Quality Act, the Statute of the Academy of Performing Arts, this internal regulation and other internal regulations of the Academy of Performing Arts in Bratislava:

   (a) Rector and Vice-Rectors,

   (b) Internal Quality Assessment Board of the Academy of Performing Arts,

   (c) Scientific and Artistic Council of the Academy of Performing Arts,

   (d) Academic Senate of the Academy of Performing Arts,

   (e) Administrative Board of the Academy of Performing Arts,

   (f) Deans and Vice-Deans of faculties,

   (g) internal faculty quality assessment commissions,

   (h) heads of departments/studios,

   (i) scientific and artistic councils of the faculties,

   (j) academic senates of the faculties,

   (k) persons responsible for study programmes and for habilitation and inauguration procedures,

   (l) quaestor, secretaries of faculties and other senior staff of the Academy of Performing Arts,

(m) methodologists and administrators of the internal system.

Article 5
Rector and Vice-Rectors

1. The Rector shall in particular:
   (a) be responsible for implementation of the internal system at the Academy of Performing Arts,
   (b) issue internal regulations, directives or orders to ensure the implementation of the internal system within the scope determined by the Quality Assurance Act, other legal regulations and this internal regulation,
   (c) appoint members of the Internal Quality Assessment Board of the Academy of Performing Arts,
   (d) initiate changes and supplements to the internal system.
2. Vice-Rectors shall be responsible to the Rector for the implementation of the internal system at the Academy of Performing Arts in those areas in which they carry out the relevant agenda.

Article 6
Internal Quality Assessment Board of the Academy of Performing Arts

1. The main mission of the Internal Quality Assessment Board of the Academy of Performing Arts (hereinafter referred to as the "Quality Board") is to implement and improve the internal system of assessment of the quality of education, artistic, scientific and research activities at the Academy of Performing Arts, to develop and evaluate the quality assessment standards.
2. The Quality Board shall in particular:
   (a) oversee the processes to achieve a coherent institutional quality assurance system,
   (b) continuously evaluate the functionality and results of the internal quality system at the Academy of Performing Arts and propose to the Rector of the Academy of Performing Arts corrective, preventive and innovative measures related to the functioning, evaluation and modification of the internal quality system,
   (c) review the efficiency of all activities and processes that are a part of the internal quality system of the Academy of Performing Arts and propose improvements in individual processes,
   (d) discuss and decide on the request of the Dean of the faculty/Rector or relevant Vice-Rector for internal accreditation of a study programme, modification of a study programme or lifting of the restriction on internal accreditation of a study programme, or cancellation of a study programme, and approve the corrective measures resulting from the assessment of such requests,
   (e) approve corrective measures resulting from corrective measures imposed by SAAHE,
   (f) assess the requests for accreditation in the fields of habilitation and inauguration procedures in which the Academy of Performing Arts is authorised to carry out study programmes and in new fields of habilitation and inauguration procedures before sending them to SAAHE,
   (g) regularly monitor and supervise the compliance with the standards for a study programme and the standards for habilitation and inauguration procedures at individual faculties.

3. Details of the Quality Board's activities are regulated by the **Statute of the Internal Quality Assessment Board of the Academy of Performing Arts**.

Article 7
Scientific and Artistic Council of the Academy of Performing Arts, Academic Senate of the Academy of Performing Arts, Administrative Board of the Academy of Performing Arts, scientific and artistic councils of faculties, academic senates of faculties

1. The scope of powers of the Scientific and Artistic Council of the Academy of Performing Arts, Academic Senate of the Academy of Performing Arts and the Administrative Board of the Academy of Performing Arts, as well as the scope of powers of the scientific and artistic councils of faculties and academic senates of faculties in the area of quality assurance and internal quality assessment at the Academy of Performing Arts is determined by the Higher Education Act, the Quality Act, the Statute of the Academy of Performing Arts and this internal regulation.
2. Details of the activities and of the form of discussion of the Scientific and Artistic Council of the Academy of Performing Arts, Academic Senate of the Academy of Performing Arts and the Administrative Board of the Academy of Performing Arts, as well as the scope of powers of the scientific and artistic councils of faculties and academic senates of faculties are governed by the rules of organisation and the rules of procedure of such bodies and by other internal regulations of the Academy of Performing Arts and its faculties.

Article 8
Dean and Vice-Deans

1. The Dean shall in particular:
   (a) be responsible for implementation of the internal system at the faculty,
   (b) proposes candidate members of the Quality Board,
   (c) appoint members of the internal faculty quality assessment commission,
   (d) designate the person who has the main responsibility for the relevant study programme,
   (e) designate the persons responsible for the habilitation and inauguration procedures at the faculty,
   (f) decide on a proposal for accreditation of a study programme, modification of a study programme, lifting of a restriction on internal accreditation of a study programme or cancellation of a study programme and adopt an opinion on it; in the case of a negative opinion on the proposal, he/she is obliged to justify his/her decision to the internal faculty quality assessment commission and return the proposal to the person responsible for the study programme for reworking/completion,
   (g) submit to the Quality Board a request for granting an internal accreditation of a study programme, for modification of a study programme, for lifting of a restriction on internal accreditation of a study programme, or for cancellation of the relevant study programme,
   (h) submit a request for habilitation and inauguration procedures carried out at the faculty to the Quality Board for assessment,
   (i) within the scope determined by this internal regulation, issue binding directives, orders and measures to ensure the implementation of the internal system at the faculty,
   (j) initiate changes and supplements to the internal system and submit them to the Rector.

2. Vice-Deans shall be responsible to the Dean for the implementation of the internal system at the faculty in those areas in which they carry out the relevant agenda.

Article 9
Heads of departments/studios

1. The heads of departments/studios shall:
   (a) be responsible for the teachers to teach the subjects provided by the department/studio,
   (b) be responsible for evaluating the quality of subjects provided by the department/studio,
   (c) carry out appraisal interviews with the academic staff working at the relevant department/studio,
   (d) submit proposals to the Dean for improving the situation and for solving problems within the educational, creative and related activities of the department/studio,
   (e) actively create such conditions for the academic staff working at the department/studio
   (f) that enable their professional growth, qualification development, improvement of the quality of educational and creative activities, participation in national and international projects or for international educational activities,
   (g) address student suggestions regarding the quality of educational activities provided by the department/studio,
   (h) participate in the creation of the department/studio self-assessment report which is a part of the annual survey of the quality of educational activities at the faculty,
   (i) collaborate in the preparation of new study programmes and in the modification of the existing study programmes.

Article 10
Internal Faculty Quality Assessment Commission

1. The Internal Faculty Quality Assessment Commission (hereinafter referred to as the "Quality Commission") shall be established at the level of individual faculties of the Academy of Performing Arts.
2. The Quality Commission shall in particular:
   (a) cooperate in the process of self-evaluation of educational activities at a particular faculty of the Academy of Performing Arts and inform the Quality Board if this process is not progressing in a standard way,
   (b) prepare a summary report of the faculty on the quality of educational activities, based on self-evaluation reports from individual departments and studios, and submit it to the Dean of the Faculty who shall submit it to the Quality Board,
   (c) submit additional documentation to accreditation files if requested to do so by the Quality Board during the SP approval process,
   (d) may participate in the internal evaluation of other activities of a given faculty based on Dean's suggestions or on request of the Quality Board.

3. The Quality Commission has seven members. Its members shall always include one of the Vice-Deans who is also the chairman of the Commission, as well as an expert from outside the faculty, a student and academic staff from the faculty.
4. The Quality Commission shall be established by the Dean on the basis of proposals of persons responsible for the execution of the SP, heads of departments and studios. After they have been discussed by the Dean's College, the Dean shall notify the Quality Board of the names of individual members of the Quality Commission.
5. Membership in the Quality Commission is incompatible with the position of the person bearing the main responsibility for execution of a study programme, other persons responsible for execution of a study programme, the head of a department or studio, and with membership in the Quality Board.
6. The rules governing the Commission are based, as appropriate, on the **Methodology of the Internal Quality Assessment Board of the Academy of Performing Arts for the Evaluation of Standards**.
7. More details on the activities of the Quality Commission may be found in the **Statute of the Internal Faculty Quality Assessment Commission**.

Article 11
Persons responsible for the study programme and for habilitation and inauguration procedures

1. The persons responsible for the study programme and for the habilitation and inauguration procedures shall be appointed by the Dean of the faculty.
2. The competences and responsibilities of the persons responsible for the study programme and for the habilitation and inauguration procedures are governed by the **Competences and Responsibilities of Persons Participating in the Internal Quality Assurance System at the Academy of Performing Arts** internal regulation.

Article 12
Quaestor, faculty secretary and other senior staff of the Academy of Performing Arts

1. The responsibilities of the quaestor, the secretary of the relevant faculty and other senior staff in the area of quality assurance and internal quality assessment at the Academy of Performing Arts are determined by the Statute of the Academy of Performing Arts, the statutes of the faculty, the internal regulations of the Academy of Performing Arts and its faculties, and this internal regulation.
2. The quaestor, the secretary of the faculty and other senior staff shall assist other persons specified in the Article 4 of this internal regulation in the performance of their tasks arising from quality assurance and internal quality assessment at the Academy of Performing Arts.
3. Other persons specified in the Article 4 of this internal regulation have the authority to impose tasks related to the quality assurance of higher education to the quaestor or to the secretary of the faculty only within the scope of their competences or in cooperation with persons with relevant competences.

Article 13
Methodologists and administrators of the internal system

1. Methodological and administrative staff of the internal system shall provide support to the Rector, Vice-Rectors, Deans and Vice-Deans in any activities related to the implementation of the internal system at the Academy of Performing Arts and its faculties.
2. Their main tasks include in particular the collection, analysis and evaluation of information necessary for the processes of monitoring and regular internal or external evaluation of study programmes within the meaning of the Article 20 of this regulation.

PART II
RULES OF THE INTERNAL SYSTEM

Article 14
Quality assurance and internal quality assessment process

1. The academic body whose task is to ensure and evaluate the quality and continuity of higher education and creative artistic, scientific and research activities at the Academy of Performing Arts is the Quality Board of the Academy of Performing Arts, whose activities are governed by **the Statute of the Internal Quality Assessment Board of the Academy of Performing Arts**. The set of procedures, criteria and indicators through which the Quality Board of the Academy of Performing Arts evaluates the fulfilment of standards at the Academy of Performing Arts and measures to ensure compliance with the standards are regulated by the **Methodology of the Internal Quality Assessment Board of the Academy of Performing Arts for the Evaluation of Standards**.
2. At the faculties, the process of the internal quality assurance system is coordinated by the Internal Faculty Quality Assessment Commission which is governed by **the Statute of the Faculty Quality Commission**.

Article 15
Rules for creation, approval, execution, modification and cancellation of study programmes

1. Procedures related to the preparation and approval of new study programmes and to the modification or cancellation of the existing study programmes are regulated by the internal regulation **Rules for the Preparation, Modification, Approval and Cancellation of Study Programmes at the Academy of Performing Arts**.

Article 16
Rules for the selection of teachers of individual subjects of study programmes

1. The instruction at the Academy of Performing Arts is mostly individual. Each teacher of a particular subject shall have the prescribed qualifications. When selecting teachers, the Academy of Performing Arts applies objective procedures determined by the Higher Education Act and resulting from the **Principles of the Selection Procedures for University Teachers, Researchers and Artists, Professors and Associate Professors and Senior Staff of the Academy of Performing Arts in Bratislava**.
2. Teaching activities shall be organised, managed and controlled by the head of the relevant department/studio. He/she shall delegate the responsibility for teaching individual subjects to members of the department.

Article 17
Admission procedure rules

1. The Academy of Performing Arts uses fair and transparent processes to admit applicants.
2. In the study programmes in the field of *art* the faculties of the Academy of Performing Arts verify the fulfilment of the conditions for admission by an entrance examination which includes a talent test. In the study programmes in the field of *arts and cultural sciences*, the entrance examination is written or oral. The admission procedure for doctoral studies shall always include an entrance examination.
3. Details of the admission procedure for the first-, second- and third-degree study programmes are specified in the internal regulations of the faculties and are published on the website of the Academy of Performing Arts in accordance with the law.

Article 18
Rules for the approval of thesis supervisors and thesis tutors

1. All supervisors of bachelor's and master's theses shall have been approved by the head of the relevant department/studio, while the qualification of a supervisor of a bachelor's or master's thesis shall be at least one degree higher than the qualification for the acquisition which the thesis is intended. The creative activities of a thesis supervisor shall be in accordance with the SAAHE standards for the study programme.
2. The rules for the selection of tutors in doctoral studies are governed by the internal regulation **Rules of Approving Tutors in Doctoral Study Programmes at the Academy of Performing Arts in Bratislava**.
3. The function of a tutor for the fields of study in which the Academy of Performing Arts conducts doctoral studies may be performed by teachers of the Academy of Performing Arts working in the given study programme, with the artistic-pedagogical or scientific-pedagogical title of professor, associate professor, or other experts from external institutions and artistic or research practice after they have been approved by the relevant scientific and artistic council.
4. Tutors who supervise theses in doctoral study programmes at the Academy of Performing Arts shall carry out active creative activities at an appropriate level in the expert and thematic focus of the supervised theses.
5. The details of the tutors resulting from the specific features of individual study programmes are regulated by the relevant departmental committee in its regulations.

Article 19
Student assessment rules

1. The rules for the evaluation of study results in study programmes of the 1st and 2nd degree of study are governed by the Rules of Study of the Academy of Performing Arts in Articles 15 and 17.
2. The rules of evaluation in study programmes of the 3rd degree are governed by the internal regulations of doctoral study programmes of the respective departments.
3. The rules for the evaluation of students of study programmes at all levels of higher education provided at the Academy of Performing Arts are set in such a way that unjustified differences do not arise in similar cases.

Article 20
Rules of monitoring and regular evaluation of study programmes

1. The Academy of Performing Arts carries out monitoring and regular evaluation of study programmes through the Quality Board which receives information from the Faculty Quality Commissions by collecting data, assessing and evaluating it.
2. Details on the form of monitoring and regular evaluation of study programmes are specified in the internal regulations **Principles of collection, analysis and use of information for the evalu-**

ation of the quality of education at the Academy of Performing Arts in Bratislava and **Principles for obtaining feedback for the purpose of evaluating the quality of education at the Academy of Performing Arts in Bratislava**.

3. Pursuant to the internal regulations referred to in the point 2 of this Article, the Academy of Performing Arts and its faculties shall monitor and at least once a year analyse, evaluate, take measures and publish quantitative indicators on students of individual study programmes down to the level of curricula/specialisations.
4. Through their departments and studios the faculties of the Academy of Performing Arts shall monitor and at least once a year analyse, evaluate, take measures and publish quantitative indicators of the performance of individual workplaces carrying out study programmes and curricula, as well as quantitative indicators of the performance of full-time and part-time university teachers.
5. Evaluation of the quality of education and of the employability of graduates of study programmes is carried out once a year, usually six months after the date of graduation.

Article 21
Rules for reviewing student complaints

1. If a student of the Academy of Performing Arts seeks protection of his/her rights or legally protected interests, which he/she believes have been violated by the actions or inaction of the university, a part of the university or the university staff, or a student points out to specific deficiencies in the actions or inaction of the Academy of Performing Arts, he/she submits a complaint according to the internal regulation of the Academy of Performing Arts - **Mechanism for reviewing complaints of students of the Academy of Performing Arts**.

Article 22
Creative activities of the university and student involvement in them

1. The aim of the Academy of Performing Arts is to maintain a qualitative level of artistic and research activities corresponding to a university of artistic orientation of European standard with international acceptance with a view to ensuring the continuity of its development. The creative activities of the Academy of Performing Arts are performed through the creative activities of students and creative activities of teachers and research and artistic staff.
2. The creative activities of students of the Academy of Performing Arts are primarily focused on the creation and presentation of their artistic performances and works in the preparation of year, bachelor´s, master´s or doctoral theses, as well as artistic-research and scientific-research projects. The Academy of Performing Arts confronts the work of its students in a national and international context through regular organisation of festivals and educational events.
3. A specific feature of the Academy of Performing Arts as an art college is the creative artistic activity of teachers and doctoral students as performers, which they carry out primarily in an external environment outside the school. Such creative activity is one of the criteria for the evaluation of the artistic and professional level of the teaching staff in the study programmes in the field of study of Art.

4. Scientific-research and other professional activities of teachers and doctoral students are carried out at the school, but also in an external environment. Such creative activity is one of the criteria for the evaluation of the professional level of the teaching staff in the study programmes in the field of study of Arts and Cultural Sciences.

5. Depending on the nature of the output, the creative activities of teachers and doctoral students of the Academy of Performing Arts are registered in the Central Register of Artistic Activities (CREUČ) and the Central Register of Publication Activities (CREPČ).

6. The Academy of Performing Arts creates adequate conditions for artistic and scientific outputs of students, doctoral students, teachers and for top creative staff. The Academy of Performing Arts regularly cooperates with renowned art and research institutions as well as with companies operating in the cultural and creative industries and involves students and teachers in such activities.

7. The Academy of Performing Arts supports young teachers, research and artistic staff and doctoral students by announcing calls within the Internal Grant Programme.

Article 23
Rules for determining the requirements
for the selection of university teachers at the Academy of Performing Arts

1. The rules and principles of determining the requirements for the selection of university teachers at the Academy of Performing Arts are specified in the internal regulation **Principles of the Selection Procedures for University Teachers, Research and Artistic Staff, Professors and Associate Professors and Senior Staff of the Academy of Performing Arts in Bratislava** and shall apply to all faculties and workplaces of the Academy of Performing Arts in Bratislava. In addition to the above-stated regulation, the **General Criteria for Filling the Positions of Professors and Associate Professors** and **the Specific Conditions for Filling the Positions of Professors and Associate Professors at the Academy of Performing Arts** regulate the conditions for filling the positions of professors and associate and professors.

Article 24
Rules ensuring the professional development of
university teachers and researchers

1. The Academy of Performing Arts creates adequate conditions that enable university teachers, research or artistic staff of the Academy of Performing Arts to develop their professional skills and thus enable their further qualification growth and personality formation.

2. On the basis of the principle of the primary responsibility of each university teacher, researcher or artist, each university teacher, researcher or artist is responsible for his or her own education in terms of his/her professional development. To this end, the employee shall:

   (a) enhance his/her professional development through self-study,

   (b) actively seek out courses and organised activities aimed at developing professional, managerial, language, digital or other relevant skills that could contribute to his/her development,

   (c) actively seek opportunities for mobility abroad for training purposes through Erasmus+ or other mobility programmes.

3. The employee shall inform his/her line manager of the completion of the training activity so that records of maintenance or improvement of his/her qualifications (certificate, diploma, confirmation of attendance, etc.) are included in his/her personal file and taken into account for his/her further career development.
4. The Rector, Dean or other senior managers shall allow employees to participate in educational activities, possibly also during their working hours and at the employer's expense, if possible.
5. The Academy of Performing Arts carries out the development of its employees by external contractors or directly, by its own employees. The Academic Library of the Academy of Performing Arts also participates in staff training.
6. The Academy of Performing Arts proactively informs its employees about opportunities for professional development through internal communication tools and also through the Academy of Performing Arts´ website.

Article 25
Rules for the collection, analysis and use of information necessary for an efficient execution of a study programme

1. One of the prerequisites for an efficient internal system is timely access to relevant information. In addition, feedback from stakeholders in terms of identifying their expectations, monitoring and improving the level of fulfilment and satisfaction, is also essential for the Academy of Performing Arts to progress in the field of education quality.
2. As a part of the quality assurance and internal quality assessment processes, as defined in the Article 20 of this regulation, the Academy of Performing Arts shall primarily evaluate:
   (a) data obtained by automated recording in the information systems of the Academy of Performing Arts, such as the academic information system (AiS2) or the economic information system SAP Sofia,
   (b) information obtained from publicly accessible registers, such as the Central Register of Artistic Activities (CREUČ), the Central Register of Publication Activities (CREPČ), the Central Register of Students (CRŠ) and the Register of Higher Education Staff (REGZAM) and other information sources,
   (c) data obtained through anonymous and non-anonymous questioning and recording the subjective opinions and feelings of stakeholders.
3. Stakeholders shall include in particular:
   (a) students,
   (b) university teachers and employees of the Academy of Performing Arts,
   (c) graduates,
   (d) employers in the relevant area.
4. The school has established key performance indicators (KPIs) that quantify the overall performance of the school in relation to its mission and strategic priorities determined by the Statute of the Academy of Performing Arts, its long-term plan or other relevant documents. Such indicators are monitored with the intention to determine how education in study programmes meets the expectations and requirements of stakeholders, and to identify any ideas for improvement that will result in improving the quality of education.
5. The rules for the collection and analysis of information necessary for an efficient execution of a study programme are contained in the internal regulations **Principles for obtaining feedback for the purpose of evaluating the quality of education at the Academy of Performing Arts in Bratislava** and **Principles of collection, analysis and use of information for the evaluation of the quality of education at the Academy of Performing Arts in Bratislava**.

Article 26
Rules for verifying sufficient spatial, material, technical, information and personnel support for the execution of study programmes

1. The Academy of Performing Arts monitors and periodically verifies the spatial, material, technical, information and personnel support of the provided study programmes in order to ensure their compliance with the standards for the study programme, with the learning outcomes, with the number of students and with their needs.

2. The following persons and bodies shall be involved in verifying sufficient spatial, material, technical and information support:
   (a) Quality Board and Faculty Quality Committees,
   (b) Rector and Vice-Rectors,
   (c) Deans and Vice-Deans,
   (d) heads of departments/studios,
   (e) quaestor and secretaries of faculties,
   (f) other senior staff of the Academy of Performing Arts,
   (g) student representatives.
3. The main responsibility for continuous verification in the area of staffing lies with the Rector at the level of the Academy of Performing Arts, and with the Deans at the level of the faculties. The basic criterion for determining the structure and number of posts is the efficient and economical functioning of the Academy of Performing Arts and adequate staffing of the provided study programmes.
4. The Academy of Performing Arts monitors sufficient spatial, material, technical, information and personnel support for the execution of study programmes through systematic collection of relevant data and its regular updating. The sources of information for verification include mainly:
   (a) self-assessment reports of departments and studios,
   (b) the results of anonymous or non-anonymous enquiries of students, staff or other stakeholders.
5. The results of the monitoring and verification shall be evaluated. If any deficiencies have been identified, the Academy of Performing Arts takes measures to remedy them.
6. Requests from departments/studios for the provision of spatial, material and technical support or for the adoption of corrective measures shall be dealt with by the secretary of the faculty concerned who is responsible for the economic and administrative operation of the faculty, based on a written request of the head of the department/studio.
7. Operational requirements of the faculties for the provision of spatial, material and technical support shall be solved on the basis of a written request of the Dean or the secretary of the faculty by the quaestor of the Academy of Performing Arts who is responsible for the economic and administrative operation of the Academy of Performing Arts.

Article 27
Rules for publication of up-to-date, adequate and qualitative information on study programmes and their graduates

1. The website of the Academy of Performing Arts, its faculties and other workplaces shall provide up-to-date and adequate information about all areas of the school's activities, especially about the education provided in accredited study programmes. The target groups of the website include applicants for study, students, graduates, employees, professional and general public. Visitors from abroad represent a special target group and may use the English version of the website.
2. The website consists of four separately administered and interlinked web pages with unified graphic templates and their own way of administration. Information of school-wide importance

is contained in a common school-wide website which is administered by the Rector's Office of the Academy of Performing Arts. Outputs from it are made to three faculty websites. Special sections are devoted to the Academic Library of the Academy of Performing Arts and the Centre for Arts and Science of the Academy of Performing Arts.

3. All four websites are divided into three main sections which are dedicated to information about the provided education, information for students and staff and institutional information. The website contains, among others, information about the organisational structure of the Academy of Performing Arts and its communication contacts, about the management and the academic self-government bodies and other bodies of the school, about study opportunities and organisation, about artistic and scientific activities and their presentation at events, about project and grant activities, about international relations, cooperation and academic mobility, about access to information and educational resources, about legislation important for universities with special attention to internal regulations.
4. The Rector's Office of the Academy of Performing Arts shall be responsible for the operation of the website through the relevant Vice-Rector, whose agenda includes public relations, and the staff of the Department of Information and Communication Technology.
5. The relevant senior staff of the Academy of Performing Arts shall be responsible for the content of the website in relation to its correctness, completeness and timeliness. They shall carry out their tasks both personally and with the help of editors appointed for such purpose.

Article 28
Evaluation reports

1. **Evaluation Report on the Quality of Education at the Academy of Performing Arts** in the relevant academic year, including annexes, shall be elaborated at the level of the Academy of Performing Arts as a part of the internal system. Relevant Vice-Rectors shall be responsible for the preparation of regular evaluation reports at the level of the Academy of Performing Arts. Their elaboration shall be under the responsibility of the Rector.
2. **Evaluation Report on the Quality of Education at the Faculty** in the relevant academic year, including annexes, shall be elaborated at the faculty level as a part of the internal system Relevant Vice-Deans shall be responsible for the preparation of regular evaluation reports at the faculty level. Their elaboration shall be under the responsibility of the respective Deans.
3. For the needs of the internal system, the evaluation reports referred to in the paragraphs 1 and 2 above shall be discussed by the relevant Scientific and Artistic Council and approved by the Quality Board in accordance with the Higher Education Act. The Quality Board may request additional information on the submitted reports from the Rector or the Dean. The result of the discussion of the regular evaluation reports of the faculty forms a basis for the decision-making of the Quality Board on the internal accreditation of faculty's study programmes and regular monitoring of compliance with the standards. The Quality Board may request submission of an extraordinary evaluation report.

Article 29
Evaluation report
on the internal quality assurance system

1. Once a year the Academy of Performing Arts shall prepare an evaluation report on the internal quality assurance system. The report shall contain the changes made to the internal system and the measures taken.
2. The Vice-Rector is entrusted by the Rector with the preparation of the evaluation report on the internal quality assurance system.
3. The Rector shall submit the evaluation report on the internal quality assurance system to the Quality Board which shall discuss and approve it.

Article 30
Final and repealing provisions

1. The internal quality assurance system of the Academy of Performing Arts also includes other internal regulations listed in the Annex 1 which can be updated.
2. This internal regulation was discussed by the College of the Rector of the Academy of Performing Arts at its session held on 8 December 2021, by the Academic Senate of the Academy of Performing Arts at its session held on 21 January 2022 and by the Quality Board at its session held on 27 January 2022.
3. This internal regulation was approved by the Scientific and Artistic Council of the Academy of Performing Arts on 8 February 2022.
4. This internal regulation shall enter into force and take effect on 8 February 2022.
5. On the date of entry into force of this internal regulation the Internal Quality Assurance System for Higher Education at the Academy of Performing Arts in Bratislava of 12 March 2014 shall cease to be valid and effective.

Bratislava, 8 February 2022

doc. Mária Heinzová, ArtD.
Rector of the Academy of Performing Arts in Bratislava
President of the Scientific and Artistic Council of the Academy of Performing Arts

Annex 1:

List of internal regulations which govern and supplement the internal education quality assurance system at the Academy of Performing Arts in Bratislava

1. Statute of the Internal Quality Assessment Board of the Academy of Performing Arts
2. Rules for preparation, modification, approval and cancellation of study programmes at the Academy of Performing Arts
3. Rules for drafting and assessment of supporting documents for obtaining the rights to habilitation and inauguration procedures and the proposal for the annulment of habilitation and inauguration procedures at the Academy of Performing Arts in Bratislava
4. Methodology of the Internal Quality Assessment Board of the Academy of Performing Arts for the Evaluation of Standards
5. Statute of the Internal Faculty Quality Assessment Commission
6. Competences and Responsibilities of Persons Participating in the Internal Quality Assurance System at the Academy of Performing Arts
7. General Criteria for Filling the Positions of Professors and Associate Professors at the Academy of Performing Arts
8. Specific conditions for Filling the Positions of Professors and Associate Professors at the Academy of Performing Arts Mechanism for reviewing complaints of students of the Academy of Performing Arts in Bratislava
9. Principles for obtaining feedback for the purpose of evaluating the quality of education at the Academy of Performing Arts in Bratislava
10. Principles of the collection, analysis and use of information for the evaluation of the quality of education at the Academy of Performing Arts
11. Establishment of Departmental Doctoral Study Committees at the Academy of Performing Arts in Bratislava and their Rules of Organization and Rules of Procedure
12. Rules of Approving Tutors in Doctoral Study Programmes at the Academy of Performing Arts in Bratislava
13. Rules for Periodic Evaluation of Creative Activities of the Academy of Performing Arts
14. Code of Ethics of the Academy of Performing Arts
15. Rules of Procedure of the Ethics Committee of the Academy of Performing Arts
16. Principles of the Selection Procedures for University Teachers, Researchers and Artists, Professors and Associate Professors and Senior Staff of the Academy of Performing Arts in Bratislava