The Council of the Slovenian Quality Assurance Agency for Higher Education, based on indent three of the eleventh paragraph of Article 51.h of the Higher Education Act (Official Gazette of the Republic of Slovenia, No  [32/12](https://mail.nakvis.si/owa/redir.aspx?C=gwB9_cE1Ke6xj066dG6TlV5O7r0jXZwnH2C1RvceIP9mHE6WH1jVCA..&URL=http%3a%2f%2fwww.uradni-list.si%2f1%2fobjava.jsp%3fsop%3d2012-01-1406) – official consolidated text, [40/12](https://mail.nakvis.si/owa/redir.aspx?C=IbArTnqPiM2ZcoohppRsC6U7CLqE7xIwjy989WT8DWFmHE6WH1jVCA..&URL=http%3a%2f%2fwww.uradni-list.si%2f1%2fobjava.jsp%3fsop%3d2012-01-1700) – ZUJF, [57/12](https://mail.nakvis.si/owa/redir.aspx?C=mHZ9L2qFBWUetcPIC6RuUgW7VYlhC-lWekJ1piv2apJmHE6WH1jVCA..&URL=http%3a%2f%2fwww.uradni-list.si%2f1%2fobjava.jsp%3fsop%3d2012-01-2410) – ZPCP-2D, [109/12](https://mail.nakvis.si/owa/redir.aspx?C=w8BYo3TBSsVbikf_E85fGQo9fPvDWQhnQwoRkXzR_qFmHE6WH1jVCA..&URL=http%3a%2f%2fwww.uradni-list.si%2f1%2fobjava.jsp%3fsop%3d2012-01-4320), [85/14](https://mail.nakvis.si/owa/redir.aspx?C=Nn4xLIINLo9TpDMlE-CgfMXwWBbygpbKRJygZ5hBMsRmHE6WH1jVCA..&URL=http%3a%2f%2fwww.uradni-list.si%2f1%2fobjava.jsp%3fsop%3d2014-01-3443), [75/16](https://mail.nakvis.si/owa/redir.aspx?C=LD5WrjeHdV5qzyxvLHx7IFFeFxT-Kf02iUtO07ys2EtmHE6WH1jVCA..&URL=http%3a%2f%2fwww.uradni-list.si%2f1%2fobjava.jsp%3fsop%3d2016-01-3209)  [61/17](https://mail.nakvis.si/owa/redir.aspx?C=dV7ks80hpHqSeyWkNs4u_dbQK1pWACHJ17ve1o07OHJmHE6WH1jVCA..&URL=http%3a%2f%2fwww.uradni-list.si%2f1%2fobjava.jsp%3fsop%3d2017-01-2917) - ZUPŠ, and 65/17; hereinafter referred to as: the ZViS), at its 124th meeting on 15 March 2018 adopted the following

CRITERIA

for External Evaluation of Higher Vocational Colleges

**I. GENERAL PROVISIONS**

Article 1

(Purpose and tasks)

According to these Criteria, the Slovenian Quality Assurance Agency for Higher Education (hereinafter: the Agency) shall assess the compliance with conditions for external evaluation of higher vocational colleges (hereinafter: colleges). They comply with the quality assurance standards and guidelines that apply in the European Higher Education and Higher Vocational Education Area.

The principal task of the Agency is to establish whether colleges comply with legal provisions and these Criteria or meet the standards of quality determined therein, and comply with other regulations of the Agency.

Important tasks of the Agency shall be regular cooperation with stakeholders in higher education, counselling in the establishment of the quality systems of colleges and continuous promotion of quality in higher education.

Article 2

(Basis)

The Agency shall apply these Criteria to perform its duties consistent with:

* the act regulating the field of higher vocational education and the act regulating the field of higher education,
* the Standards and Guidelines for Quality Assurance in the European Higher Education Area - ESG (hereinafter: the European standards),

and with:

* the Criteria for the Allocation of Credits to Study Programmes under the European Credit Transfer System,
* the Criteria for Transferring Between Study Programmes,
* the Criteria for Entry in the Register of Experts.

Article 3

(Decision-making of the Agency)

The Agency shall decide on the following:

* external evaluations of colleges, adopting an opinion whether a college complies with the standards of quality determined by these Criteria.

The Agency shall adopt its decisions autonomously and independently, consistently applying legislation, criteria and standards:

* in order to ensure objective assessment of all colleges and objective decision-making;
* by regarding self-evaluation reports of colleges as the basis for external evaluation;
* by publishing reports of groups of experts, opinion on compliance with quality standards, annual reports and analyses, and
* by keeping publicly accessible records of assessed colleges.

**II. QUALITY STANDARDS**

The quality standards and the content of the assessment of compliance with these standards shall be defined according to individual areas of assessment. The content of the assessment of the compliance with individual quality standards shall be defined in more detail in the form for external evaluation that is an integral part of these Criteria.

**II.1 EXTERNAL EVALUATION**

Article 4

(External evaluation)

The Agency shall carry out an external evaluation of a college every five years (regular external evaluation). An external evaluation procedure shall conclude with an opinion on the compliance with the quality standards determined by these Criteria.

External evaluation is a procedure of a comprehensive assessment of the operation of a college in the period since the last external evaluation or since the establishment.

Assessed shall be especially the progress and development in all areas of assessment, but especially the internal quality assurance system of a college. The basis for the assessment of the progress and development shall be the self-evaluation report which shall include the evaluation of the overall work and the evaluation of the education, professional, development or artistic work in the fields of study programmes.

Article 5

(Areas of assessment)

The quality of colleges shall be assessed by the following areas:

1. operation of the college,

2. human resources,

3. students,

4. material conditions,

5. internal assurance and improvement of quality and delivery of study programmes.

Article 6

(Operation of the college)

Standard 1:

The college shall successfully fulfil its mission in the local, Slovenian and international area. By achieving strategic objectives, it provides a quality of the higher education activity and its development.

*Assessed shall be the following:*

1. *compliance of strategy with the mission, local, national and European orientations;*
2. *feasibility and integrity of the strategy,*
3. *adequacy of the assessment method of the fulfilment of strategy;*
4. *regular professional and development cooperation with other colleges or other professional organisations.*

**Standard 2:**

The internal organisation of the college ensures the participation of lecturers, other professional staff, non-education staff, students, graduates, employers and other stakeholders in the management and development of higher vocational education activity.

*Assessed shall be the representation of stakeholders in the bodies of college and the exercise of their rights and duties.*

**Standard 3:**

The college shall demonstrate a quality of its education, professional and development or artistic activity and the related important achievements in the fields where it implements it.

*Assessed shall be the quality, development and progress of the education, professional, development or artistic activity in view of the cooperation in development projects or achievements of students and graduates.*

Standard 4:

Practical training of students in a work environment shall be well organized and well delivered. There shall be resources available for its delivery.

*Assessed shall be the following:*

1. *delivery of practical training;*
2. *concluded agreements with different partners (companies, institutes, institutions and other organisations; hereinafter: companies) on practical training of students;*
3. *continuous testing of proficiency and competences of mentors of the training;*
4. *satisfaction of the participants in the practical training.*

**Standard 5:**

The college shall monitor the needs for knowledge and employment needs in the environment. It shall provide information regarding the employment opportunities in the fields suitable for the competences or the learning outcomes of graduates.

*Assessed shall be the following:*

1. *cooperation of the college with the environment and employers, and with its graduates;*

*monitoring of employment rates, employability and competitiveness of graduates;*

*development of job centres, graduate clubs or other forms of organization.*

**Standard 6:**

The internal quality system shall enable the closing of the quality loop on all areas of operation of the college.

*Assessed shall be the following:*

*a) understanding the meaning and the role of an internal quality assurance system;*

*b) self-evaluation report for the last concluded self-evaluation period, measures based on the self-evaluation in the period since the previous external evaluation (or establishment), and a plan which contains improvements for the following self-evaluation period;*

*c) how the internal quality assurance system enables and promotes the development, integration and update of the educational, professional, development or artistic activity and the impact of this activity on the environment.*

**Standard 7:**

The college shall promptly notify the stakeholders and the public about the study programmes and its activity.

*Assessed shall be the accessibility, content, reliability, comprehensibility and accuracy of the information about the activity of the college, especially the information regarding study programmes, their delivery and the scientific or artistic activity from the fields of these programmes.*

**Article 7**

(Human resources)

**Standard 8:**

Lecturers and other professional staff for a quality delivery of education, professional, development or artistic work shall be provided.

*Assessed shall be the following:*

*a) ensuring of educational and professional development of lecturers and other professional staff since the previous external evaluation;*

*b) achievements of lecturers in their professional field;*

*c) type of employment of lecturers and other professional staff.*

**Standard 9:**

Professional-technical and administrative staff (hereinafter: non-education staff) shall be provided for efficient assistance and counselling.

*Assessed shall be the following:*

*a) type and suitability of the assistance and counselling to students and other stakeholders;*

*b) number, work area and education structure of non-education staff;*

*c) education and training of non-education staff.*

Article 8

(Students)

**Standard 10:**

The college offers students appropriate assistance and counselling.

*Assessed shall be the following:*

*a) the consideration of the diversity and needs of students in the establishment and determination of the content of counselling or assistance;*

*b) timely and efficient notification of students;*

*c) monitoring of the satisfaction of students with the services;*

*d) assistance in the conclusion of contracts on practical training.*

**Standard 11:**

Students shall have appropriate conditions for a quality of study, of professional, development or artistic work, practical training and extracurricular activities.

*Assessed shall be the following:*

*a) delivery and conditions of the study according to the needs and expectations of students;*

*b) enabling suitable professional, development or artistic work of students;*

*c) conditions for extracurricular activity if full-time students are enrolled in the college;*

*d) enabling suitable and quality practical training of students.*

**Standard 12:**

The college shall effectively protect students' rights.

*Assessed shall be the following:*

*a) operation of the bodies of the college in this area;*

*b) mechanisms for the recognition and prevention of discrimination of vulnerable groups of students and discrimination based on personal circumstances and beliefs of students;*

*c) participation of student representatives in the bodies of the college with other students.*

**Standard 13:**

Students shall participate in the assessment and the update of content and the implementation of the college activity.

*Assessed shall be the following:*

*a) participation of students in the drafting of the mission, strategic guidelines, self-evaluation of the college and study programmes;*

*b) methods of ensuring participation in the self-evaluation and update of the activity.*

Article 9

(Material conditions)

**Standard 14:**

The premises and the equipment shall enable a quality implementation of all activities.

*The premises and the equipment shall be assessed by considering the needs for the educational, professional, development or artistic activity, method of delivery of study programmes and the number of students enrolled.*

**Standard 15:**

Adjustments shall be provided for students with various forms of disability.

*Assessed shall be the following:*

*a) adjustments of the premises and the equipment;*

*b) communication and information accessibility;*

*c) adjustments of study materials and the delivery of the study.*

**Standard 16:**

Adequate and stable financial resources shall be provided for the delivery and further development of the higher vocational education activity.

*Assessed shall be the financial plan for the following period for which an agreement has been concluded with a competent ministry, and the effectiveness in the implementation of financial plans.*

**Standard 17:**

The library of the college shall have the suitable study and professional literature and shall provide quality library services.

*Assessed shall be the following:*

*a) suitability of professional and study literature;*

*b) library stock, accessibility of the material, information bibliographic support and access to databases;*

*c) professional assistance by library employees;*

*č) development of the library activity.*

**Article 10**

(Internal assurance and improvement of quality and delivery of study programmes)

**Standard 18:**

The college shall evaluate the content, composition and realisation of the study programme delivery plan.

*Assessed shall be the following:*

1. *whether the self-evaluation of a study programme delivery plan enables its development and update so that the programme remains topical and relevant and a quality educational environment is created;*
2. *methods and procedures of collecting information or proposals for the transformation of a study programme delivery plan* *and its analyses;*
3. *appropriateness of notifying the stakeholders about achieving the planned tasks or the findings and results of the self-evaluation of a study programme.*

**Standard 19:**

The self-evaluation reports shall demonstrate the achievement of tasks planned on the basis of the findings of the self-evaluation of a study programme.

*Assessed shall be the achievement of tasks related to the self-evaluation of a study programme in the last three years and:*

* *the participation of stakeholders in adopting the measures for improvements, in monitoring their achievement and in the preparation of the self-evaluation report, and*
* *the closing of the quality loop.*

**Standard 20:**

The college shall monitor the delivery of the study, review the study programme delivery plan and improve it in view of the development of the professional field. It shall evaluate the achievement of set objectives, competences or learning outcomes and the needs for graduates. The transformations and the updates of the study programme delivery plan shall take into consideration the basic objectives of the programme and maintain the coherence of its contents or subjects.

*Assessed shall be whether the study programme delivery plan is still complete with regards to its content and composition upon the development of the content and the transformation, and whether the coherence of the syllabuses and the curriculum with the objectives and competences of the study programme is maintained.*

**Standard 21:**

The method, form and extent of the delivery of the study programme shall correspond to its content and composition; therefore, the study content, delivery practices and resources (human resources and material resources) shall be adjusted and provided in a high-quality manner.

*Assessed shall be the following:*

1. *methods and forms of teaching, their development or adjustment (including resources) to:*

* *various groups of students,*
* *various study needs and study methods (student- and education-centred teaching),*

1. *number of completed contact hours determined by the study programme, or other types of work with students;*
2. *study materials and their adjustment to the methods and forms of teaching and the students' needs;*

*č) participation of students in project work;*

1. *practical training of students;*
2. *suitability of timetables, numbers of office hours and the accessibility of lecturers and professional staff to students;*
3. *suitability and qualifications of the staff in accordance with Article 7 of the Criteria;*
4. *material conditions connected with the implementation of the study programme in accordance with Article 9 of the Criteria.*

**Standard 22:**

Protection of rights of stakeholders in the study process shall be provided.

*Assessed shall be the following:*

1. *whether all students, upon regular completion of their duties determined by a study programme, can advance and complete their studies without disruptions;*
2. *whether all lecturers and other professional staff are guaranteed their right to autonomy in their teaching and research activities, and provided assistance and counselling in the development of their career;*
3. *notification of stakeholders in accordance with standard 7 of Article 6 of the Criteria.*

**III. PROCEDURE**

**III.1 GENERAL PROVISIONS**

Article 11

(Competence)

External evaluations of colleges shall be carried out by the Agency.

The opinion on the compliance with the quality standards determined by these Criteria shall be adopted by the Agency Council.

Article 12

(Plan of external evaluations of colleges)

The Agency Council shall adopt a plan of external evaluations of colleges every five years. On the basis of the five-year plan, it shall adopt an annual plan of external evaluations of colleges. These annual plans shall be made public.

Article 13

(Initiation of the procedure)

A procedure of external evaluation of a college shall be initiated at the request of a college in accordance with the envisaged annual and five-year plan.

If a college does not initiate an external evaluation procedure, the Agency Council shall invite it *ex officio* to do so and set the time limit for the submission of an application. If a college fails to submit an application for external evaluation within this time limit, the Agency Council shall notify a competent ministry thereof.

**Article 14**

**(Groups of experts)**

In the evaluation procedures, the Agency Council shall appoint groups of independent experts consisting of at least three members, at least one of whom is a foreign expert and one a student.

Foreign experts shall be evaluators of foreign agencies entered in the EQAR register (European Quality Assurance Register for Higher Education) or experts from the field of quality assessment in higher education and higher vocational education.

The candidates for experts of the Agency and experts shall be trained by the Agency.

In cooperation with the Agency, a group of experts shall perform a visit to the college. It shall be announced at least fifteen days in advance. The college must enable efficient work to the group of experts and shall submit all documents required for the assessment.

The assessment by a group of experts shall be autonomous. The findings shall be evident from the evaluation report which shall be provided on the prescribed form and composed according to the areas of assessment referred to in the Criteria by taking into consideration all standards of quality and provisions for their assessment as well as statutory provisions.

**III.2 APPLICATION FOR EXTERNAL EVALUATION AND SUPPLEMENTS**

**Article 15**

The external evaluation application shall be prepared in accordance with the ZViS and these Criteria. It shall be completed electronically in the form prescribed in the Criteria, and shall be signed electronically with a qualified digital certificate (SIGEN-CA, AC-NLB, HALCOM-CA, POSTAR-CA, SIGOV-CA). The college shall first register the certificate in the security scheme. The supplements shall be attached to the electronic application in electronic form.

The supplements for evaluation shall be the following:

1. memorandum of association of the college;
2. strategic plan of the college;
3. quality manual of the college or another relevant document;
4. self-evaluation report for the last concluded self-evaluation period and a document demonstrating the achievement of tasks based on the findings from the self-evaluation report for the last concluded self-evaluation period and a plan containing measures for the following self-evaluation period;
5. staffing tables and evidence of the quality of lecturers - appointment to the title and consents of the Council of experts of the Republic of Slovenia for vocational and technical education;
6. college plan for the education and training of lecturers and other professional staff;
7. report of the college regarding the scientific, development or artistic work of providers of study programmes in the last five years;
8. plan of the college for the education, knowledge advancement or training of non-education staff;
9. financial plan or appropriate document (e.g. annual work plan) for the following accreditation period or for the period for which an agreement has been concluded with a competent ministry;
10. report on the development of library activity since the last accreditation;
11. list of records kept by the college.

Supplements under items 6, 7, 8, and 10 do not have to be attached if the plan and reports are contained in the self-evaluation report of the college.

The application is in the Slovenian language. If the attachments are in a foreign language, the Agency may require from the college to submit a translation of a part or of all attachments. In questionable cases, the Agency shall require from the college to provide a certified translation.

Notwithstanding the provision of the preceding paragraph, the summary of the application shall be submitted as an attachment in the English language as well if this is necessary for an objective assessment.

The application shall be submitted to the Agency. The Agency shall consider the application in accordance with the adopted annual plan.

Notwithstanding the provision of the preceding paragraph, extraordinary evaluation procedures shall have priority.

**III.3 PROCEDURE UP TO THE ISSUING OF THE OPINION**

**III.3.1 External evaluation of a college**

**Article 16**

A procedure for the external evaluation of a college shall begin by submitting the application of a college in accordance with the adopted plan of external evaluations of colleges, continue by an external evaluation or a visit to a college, and conclude by the adoption of an opinion on compliance with quality standards prescribed by these Criteria.

The number of members in the group of experts and the number of days of individual visits shall be determined by the Agency in view of the size of a college, the diversity of its activities and the number of study programmes delivered. The self-evaluation report is the basis for the external evaluation.

A group of experts shall perform a visit to the college, whereby it shall assess the compliance with the quality standards more thoroughly and in more detail. It shall present its findings to the college on the last day of the visit. In five business days after the presentation, the college may state its opinions on the findings in writing or explain the situation. The group of experts shall consider any well-founded remarks of the college in the preparation of the evaluation report.

The group of experts shall prepare an evaluation report based on the assessment of the self-evaluation report of a college, application with supplements and any other documentation which was required upon visiting the college, and the findings from the visit. The evaluation report shall contain an assessment of the compliance with the Criteria according to the areas of assessment and quality standards for the external evaluation of the college.

The evaluation report shall be sent to the college for comments. If the college does not provide any comments within one month of the receipt of the report, the evaluation report shall become final. If comments are provided, the group of experts shall prepare the final evaluation report in which it shall present its opinion regarding all the comments.

The self-evaluation report, the comments of the colleges referred to in the preceding paragraph and the final evaluation report of the group of experts shall be submitted to the Agency Council within one month of the preparation of the final evaluation report. The Agency Council shall decide on the external evaluation of the college within three months of receiving the documentation, whereby it shall not take into consideration any comments or new evidence of the college sent to the Agency after the issuing of the final evaluation report.

**III.3.2 Extraordinary evaluation of a college**

**Article 17**

**(initiative for extraordinary evaluation)**

The initiative for the initiation of the procedure of an extraordinary evaluation may be submitted by the Agency as well as by founders, the ministry competent for higher education, students or other stakeholders when they have reason to suspect there are major violations in the operation of the college.

The implementation of an extraordinary evaluation of a college shall be decided on by the Agency Council.

**Article 18**

**(Procedure)**

The procedure for the extraordinary evaluation of a college shall be carried out in accordance with same procedure as for the external evaluation of a college, with the following exceptions:

a) the procedure shall be initiated by the Agency on its own initiative or based on the received initiative to perform an extraordinary evaluation when it has reason to suspect:

b) before initiating the procedure, the Agency shall:

invite the college to provide explanations regarding the statements in the received initiative without revealing the identity of the applicant; the college shall provide explanations within one month of the receipt of the invitation; and

– submit an initiative for external evaluation and the response of the college to the ministry competent for higher education for an opinion.

c) after the receipt of the response of the college and the opinion of the ministry, the Agency Council shall adopt a decision regarding the implementation of the extraordinary evaluation. The Agency shall notify the college about the decision on the initiation of an extraordinary evaluation procedure and publish the decision at its website; an appeal against the decision shall not be possible. The college shall be invited to fill out an application form and attach supplements required for an external evaluation of a college.

Even if the college does not attach the documentation referred to in Item c of this article, the Agency Council shall appoint a group of experts and continue the procedure. The Agency Council may adopt a decision regarding the implementation of the extraordinary evaluation also without receiving the response of the college and the opinion of the ministry.

**III.4 DECISIONS OF THE AGENCY COUNCIL**

**III.4.1 External evaluation of a college**

**Article 19**

The Agency Council shall:

* adopt an opinion whether a college complies with the standards of quality determined by these Criteria,
* adopt an opinion that major flaws and inconsistencies in the operation of the college have been identified as regards the compliance with the quality standards determined by these Criteria, and set a time limit for their elimination,
* adopt an opinion that the college does not comply with the quality standards determined by these Criteria when major flaws or inconsistencies in the operation of the college have been identified in the entire period since the last evaluation or establishment.In such case, it shall propose to the Ministry to initiate a procedure of re-accreditation in accordance with point 5 of Article 26 of the Post-Secondary Vocational Education Act (Official Gazette of the Republic of Slovenia, nos [86/04](http://www.uradni-list.si/1/objava.jsp?sop=2004-01-3840) and[100/13](http://www.uradni-list.si/1/objava.jsp?sop=2013-01-3603); hereinafter: the ZVSI).

After the expiration of the time limit referred to in the second indent of the preceding paragraph, the Agency Council shall perform another evaluation on the basis of which it may adopt an opinion that the college complies with the quality standards determined by these Criteria, or an opinion that the college does not comply with the standards determined by these Criteria if it again establishes major flaws or inconsistencies in the operation of the college or in its quality assurance system. If it again establishes major flaws or inconsistencies, it shall propose to the Ministry to initiate a procedure of re-accreditation in accordance with point 5 of Article 26 of the ZVSI.

**III.4.2 Extraordinary evaluation of a college**

**Article 20**

The Agency Council may, based on an extraordinary evaluation of a college:

* adopt an opinion that a college complies with the standards of quality determined by these Criteria,
* adopt an opinion that major flaws and inconsistencies in the operation of the college have been identified as regards the compliance with the quality standards determined by these Criteria, and set a time limit for their elimination,
* adopt an opinion that the college does not comply with the quality standards determined by these Criteria when major flaws or inconsistencies in the operation of the college have been identified in the entire period since the last evaluation or establishment. In such case, it shall propose to the Ministry to initiate a procedure of re-accreditation in accordance with point 5 of Article 26 of the ZVSI.

After the expiration of the time limit for the elimination of the major flaws or inconsistencies referred to the second indent of the first paragraph of this Article, the Agency Council shall act and decide as it is determined in the second paragraph of Article 19.

**Article 21**

**(Major deficiencies or inconsistencies and time limit for the elimination of such deficiencies)**

Major flaws or inconsistencies shall be determined when a college does not comply with statutory provisions or quality standards indicated in these Criteria. They have an inhibitory effect on the quality of a college and are of such nature that, according to the assessment of a group of experts or the Agency Council, their consequences cannot be remedied in three months.

They include in particular:

1. operation of the college:

* unsuitable resources for the practical training of students in the work environment,
* inappropriate recognition of practical training,
* internal organization of the college which does not enable the exercise of rights and duties of all stakeholders,
* disabled operation or development of an internal system of quality, quality culture and the closing of the quality loop;

2. human resources:

* insufficient staff in terms of number and professionalism,
* lack of provision of the professional development of human resources and pedagogical development of lecturers and other professional staff;

3. students:

* lack of consideration of the diversity and needs of students,
* disabling the participation of students in the self-evaluation of a college;

4. material conditions:

* unsuitable library services,
* delivery of the studies at an inappropriate location (in inappropriate (non-accredited) premises with inadequate equipment);

5. internal quality assurance and improvement of a study programme:

* inadequate evaluation of the study programme and inadequate relevant self-evaluation report;

6. delivery of the study programme:

* insufficient (too small) number of hours of delivery of the study programme (lectures, practical classes and practical training),
* inappropriate method of delivery of the study programme when students are unable to obtain certain competences or learning outcomes determined by the study programme,
* unsuitable practical training of students.

When the Agency Council adopts an opinion that major flaws and inconsistencies in the operation of the college have been identified regarding the compliance with the quality standards determined by these Criteria, it shall set a time limit for their elimination. The college shall prepare a plan for the elimination of the determined major flaws or inconsistencies indicated in the opinion within two months of the receipt of the decision of the Agency Council. The plan must include measures and related tasks to eliminate the inconsistencies or major flaws, persons responsible for the implementation of measures and tasks and detailed deadlines for their implementation, whereby the college must take into consideration the deadlines imposed by the Agency Council in its opinion. In the period until the re-evaluation, the college must promptly notify the Agency about the completed tasks from the plan.

**Article 22**

**(Notifications to college and ministry)**

The Agency Council shall submit the adopted opinion to the college, which may respond to it within 30 days of the receipt.

The Agency Council shall send the adopted opinion and any response of the college to the ministry competent for higher education.

**Article 23**

**(Form for external evaluation of college)**

**A. JOINT INFORMATION**

|  |  |
| --- | --- |
| Name of college: |  |
| Representative (name, position): |  |
| Street name and number: |  |
| Postal code and town/city: |  |
| Phone number: |  |
| E-mail address: |  |
| Website: |  |

**The college is:**

**an independent public education institution**

**an organisational unit of an education institution**

**a private education institution**

**a company**

**an organisational unit of an institution, company or other legal person**

**Dislocated units:**

|  |  |
| --- | --- |
| Name of dislocated unit: |  |
| Street name and number: |  |
| Postal code and town/city: |  |

**Study programmes and students in the current year:**

|  |  |  |  |
| --- | --- | --- | --- |
| Study programme | Total number of enrolled students | Number of full-time students | Number of part-time students |
|  |  |  |  |
|  |  |  |  |

**B. AREAS OF ASSESSMENT**

**B.1. OPERATION OF THE COLLEGE**

STANDARD 1: The college shall successfully fulfil its mission in the local, Slovenian and international area. By achieving strategic objectives, it shall provide a quality of the higher vocational education activity and its development.

**a) compliance of the strategy with the mission, national and European orientations**

**b) feasibility and integrity of the strategy**

**c) adequacy of the assessment method of the fulfilment of strategic planning**

**d) regular professional and development cooperation with other colleges or other professional organisations**

|  |
| --- |
| *Provide a link featuring the formally adopted mission, vision and strategy with the strategic plan (if the strategy is not published, please attach it).*  *(The document shall clearly demonstrate the educational, professional or artistic objectives. In relation to the mission and vision, the further strategic planning of the college activity, monitoring of set objectives and objectives with implementation deadlines and persons responsible shall be assessed; the strategic plan shall also include a timeline for the monitoring of activities and improvement of achieving objectives since the external evaluation. The following shall also be assessed:*   * *success in fulfilling the mission in the local, Slovenian and international higher education area;* * *participation of internal stakeholders (management, lecturers and staff, scientific staff, students and other staff of the college) and external stakeholders (graduates, employers, competent ministries, chambers, associations etc.) in strategic planning;* * *effective implementation of strategic plans since the last external evaluation or a connection between the set objectives and the actual development of the college;* * *successful regular professional and development cooperation with other colleges or other professional organisations.* |

**STANDARD 2: The internal organisation of the college ensures the participation of lecturers, other professional staff, non-education staff, students, graduates, employers and other stakeholders in the management and development of higher vocational education activity.**

|  |
| --- |
| *Please attach a formally adopted memorandum of association. (Provide a link to the document.)*  *(Assessed shall be the representation of stakeholders in the bodies of the college, especially students, and the implementation of the rights and obligation of all, whereby it is important to provide:*   * *equality,* * *interpersonal cooperation and respect,* * *acknowledging the needs of stakeholders.*   *The college shall be organized and shall operate in accordance with the law and its memorandum of association, which clearly defines the competences, tasks, rights (to participation, legal protection or to an appeal…) and obligations of the management, staff and students in the bodies of the college.)* |

**STANDARD 3: The college shall demonstrate a quality of its education, professional and development or artistic activity and the related important achievements in the fields where it implements it.**

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| --- |
| *(Assessed shall be the quality, development and progress of the education, professional, development or artistic activity in view of the study programmes delivered by the college. Important achievements are those which the relevant profession recognizes as such as they have a profound and significant influence on the development of the profession and therefore contribute to the development of knowledge or art. They are a product of quality professional, development or artistic activity.)*  Describe the development and progress of the education, professional, development or artistic activity of the college and indicate important achievements (publications, patents, services, awards, works of art, recognitions, professional projects, achievements of students and graduates, obtaining of standards, public recognition and other achievements) in the period since the last external evaluation. Evaluate the meaning (influence, value of the recognition, impact, applicability) of the achievements. |

**STANDARD 4: Practical training of students in a work environment shall be well organized and implemented as such. There shall be resources available for its delivery.**

**a) delivery of practical training**

Please provide a description of the practical training delivery arrangements at the level of the college and attach any document demonstrating it (for example, the annual work plan, relevant rules etc.). *(If it has been published, provide a link and pages where it is demonstrated.)*

*(The description or the documents shall clearly demonstrate the organization of practical training, its providers and the tasks of all participants (lecturers - practical training organisers, mentors in practical training and students). In relation to that, the delivery of this training in the work environment shall be assessed.)*

Potential additional explanation of the college regarding the (delivery of) practical training:

**b) concluded agreements with different partners (companies, institutes, institutions and other organisations; hereinafter: companies) on practical training of students**

Please provide a list of companies where the practical training of students was carried out, and describe the manner of establishing contacts or verifying the suitability of companies where the practical training of students is carried out.

*(Assessed shall be the suitability of companies where students perform their practical training, and cooperation between the college or organiser of practical training and companies. Assessed on a visit shall be specific tripartite agreements on the practical training of students and any other agreements on the cooperation between the college and companies.)*

**c) continuous checking of proficiency and competences of mentors of training**

Please describe the way of checking the proficiency and competences of the mentors of training.

*(Assessed shall be the way in which colleges check the proficiency of the mentors of training, their suitability and competences. It shall be checked whether the college organises training sessions, discussions and other forms of working meetings with mentors.)*

**d) satisfaction of the participants in the practical training**

Indicate how you monitor (establish?) the satisfaction of the participants in practical training *(link where the relevant documentation or self-evaluation report is published).*

*(Assessed shall be the satisfaction of all participants: students, mentors of training, lecturers - organizers of practical training at colleges and in companies.)*

**STANDARD 5: The college shall monitor the needs for knowledge and employment needs in the environment. It shall provide information regarding the employment opportunities in the fields suitable for the competences or the learning outcomes of graduates.**

**a) cooperation of the college with the environment and employers, and with its graduates**

Describe the cooperation with the environment and employers and with your graduates, the methods of monitoring the suitability of competences or learning outcomes, their assessment and the application of findings, and explain how you coordinate the enrolment of students with the needs for graduates:

*(Provide a potential link or title of a document demonstrating this.)*

*(Assessed shall be whether this cooperation is a suitable basis for the constant monitoring of the needs for knowledge or graduates, monitoring the adequacy of acquired competences or learning outcomes, prompt notification of students regarding this topic and helping students to plan their professional path.)*

**b) monitoring of employment rates, employability and competitiveness of graduates**

Describe the mechanisms for monitoring the employment rates, employability and competitiveness of graduates, the indicators used, the source of target data and the purposes for which they are used. *(Provide the title of a document demonstrating this.)*

*(Assessed shall be the adequacy of monitoring employability, employment rates, competences and career of graduates and the rationality of application of the acquired findings for planning the enrolment in view of the needs in the labour market.)*

**c) development of job centres, graduate clubs or other forms of organization**

*(Assessed shall be career centres, graduate clubs or other forms of organization and their operation.)*

Potential explanation of the college:

**STANDARD 6: The internal quality system shall enable the closing of the quality loop in all areas of operation of the college.**

**a) understanding the meaning and the role of an internal quality assurance system**

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| --- |
| *Attach the manual of a college or another relevant document: (Provide a link where it is published.)*  *(The manual shall demonstrate the internal quality system of the college. It shall be assessed whether the quality loop has been closed, which shall be reflected as:*   * *the methodologic, comparable and verifiable collection of data, their analysis and assessment of quality of the activity of the college,* * *monitoring the satisfaction of lecturers and staff, scientific staff, professional and other staff, students and external stakeholders,* * *participation, accountability and fulfilment of rights and obligations of stakeholders in the self-evaluation procedures,* * *planning, fulfilling and monitoring measures for the provision and improvement of the quality of the activity of the college or for the improvement of the development and progress, eliminating flaws and inconsistencies.)* |

**b) self-evaluation report for the last concluded self-evaluation period, measures based on the self-evaluation in the period since the previous external evaluation (or establishment), and a plan which contains improvements for the following self-evaluation period**

|  |
| --- |
| *Attach the self-evaluation report and a document demonstrating the planning of the self-evaluation for the previous concluded and for the following self-evaluation period.* *(Provide a link to the published report.)*  *(The self-evaluation period shall be defined by the college in view of the fact whether the self-evaluation shall be performed every year, every two years etc. The planning of the self-evaluation may be evident from the self-evaluation plan or the annual work plan of the college or another relevant document.)*  *(Provide a document demonstrating the planning of the self-evaluation and a potential link.)*    *(The self-evaluation report shall demonstrate that the college assesses:*   * *the contents of study programmes,* * *the adequacy of the delivery of study programmes,* * *the success of students (their progress, transfer, obtaining competences or learning outcomes...),* * *the professional, development or artistic work of the college,* * *the sufficiency and diversity of material and human resources, and financial success,*   *and that it*   * *documents the established inconsistencies and flaws and proposals for improvements,* * *eliminates the established inconsistencies and flaws, and improves the quality of the education, professional, development or artistic activity and other activities of the college,* * *analyses its achievements.*   *The fulfilment of roles, rights and duties of stakeholders set in advance shall be also assessed in the self-evaluation.)*    Provide a description of the development and progress of the internal quality system of the college in the period since the previous external evaluation or establishment, and connect it with the planning of the self-evaluation, findings of the self-evaluation, with the implementation of the measures, and the roles, rights and duties of the stakeholders: |

**c) the internal quality assurance system enables and promotes the development, integration and updating of the educational, professional, development or artistic activity and the impact of this activity on the environment**

*(The basis for the assessment shall be the self-evaluation report and information about the education, professional, development or artistic work.*

*It shall be a more detailed assessment of the development of the activity of the college in terms of content. It shall determine:*

*- whether the internal quality system provides accurate and critical assessments of the situation, which supports the development of the education, professional, development or artistic activity and its contents, and*

*- the satisfaction of stakeholders with the internal quality system.)*

Any additional documentation (reference to it; it shall be assessed at the visit) and any additional explanations:

Collecting, analysing and assessing information:

|  |
| --- |
| Mark the methods of collecting information:  formal discussions (annual work interviews with lecturers, other professional staff and non-education staff, office hours for students etc.),  surveys,  sessions,  informal conversations (in daily work),  open days,  meetings,  other.  If you marked “other”, please provide a short description of how: |

**STANDARD 7: The college shall promptly inform the stakeholders and the public about the study programmes and its activity.**

Information on the activity of the college:

*(Provide a link where the information is published and other forms, for example, electronic notifications, brochures, booklets:)*

Please provide a description of who decides which information is provided to stakeholders and the broader public and how, how it is refreshed, who participates in this and how:

*(Assessed shall be the content, reliability, comprehensibility and accuracy of the information regarding the activity of the college and the accessibility of this information to the candidates for the study, students, graduates, lecturers and other professional staff, non-education staff, other stakeholders and the broader public.)*

Information on study programmes and their delivery:

*(Provide a link featuring the published information, a link to the publication on the rights and duties of students, and other forms, for example electronic notifications, booklets, brochures:)*

(Besides the general information on study programmes, enrolment and selection procedures, course and conclusions of studies, it shall be assessed whether the candidates for studies, students and other stakeholders receive sufficient information regarding:

* *methods of teaching and studies, competences or learning outcomes obtained by students or graduates,*
* *methods and possibilities for professional, development or artistic work of students,*
* *employability of graduates, needs for their knowledge or the possibilities for continuing the studies.)*

Potential explanation of the college:

**B.2 HUMAN RESOURCES**

**STANDARD 8: Lecturers and other professional staff for a quality delivery of education, professional, development or artistic work shall be provided.**

**a) provision of pedagogical and professional development of lecturers and professional staff since the previous external evaluation**

|  |
| --- |
| *Please attach a plan of the college for education or training of lecturers and professional staff (if it is not included in the self-evaluation report).*  *(Assessed shall be the assistance of the college to lecturers and professional staff in the development of their career (which also includes the training of lecturers regarding the assessment of the students’ knowledge, developing and implementing quality teaching methods, preparing study materials etc.; considering the work with various groups of students or their needs). It shall be determined whether the college has the relevant registers and evidence (regarding the education, training etc.).*  Potential additional explanation of the college: |

**b) achievements of lecturers in their professional field**

*Please attach a report of the college on the professional or artistic work in the last five years:*

*(The quality of the work shall be assessed mainly in relation to the field of the subjects they teach, in relation to the content of the study programme, study or artistic field, and specific features of the field. It shall be demonstrated by professional publications, professional projects, art works, exhibitions, products and services that are recognized, relevant, topical and impactful, in the field in which these persons are active as lecturers.)*

Note: the information in the report may be presented in aggregated form, the links to relevant databases shall be provided.

Indicators of exchange of lecturers and other professional staff:

|  |  |  |  |
| --- | --- | --- | --- |
| Academic year  Indicator | 20xx/yy | 20xx-1/20yy-1 | 20xx-2/yy-2 |
| Number of visiting lecturers participating in the education, professional, development or artistic work at the college |  |  |  |
| Number of lecturers participating in the education, professional, development or artistic work abroad as visiting lecturers |  |  |  |
| Number of lecturers and professional staff being trained abroad |  |  |  |

|  |
| --- |
| Potential explanation of the college: |

Mobility programmes:

|  |  |  |  |
| --- | --- | --- | --- |
| Ref. no. | Title of mobility programme | Duration from to | Number of participating lecturers and other professional staff |
|  |  |  |  |

Other forms of international cooperation:

|  |  |  |  |
| --- | --- | --- | --- |
| Ref. no. | Form of cooperation | Duration from to | Number of participating lecturers and other professional staff |
|  |  |  |  |

Potential explanation of the college:

**c) type of employment of lecturers and other professional staff**

**Number of appointments in 20xx:**

|  |  |  |
| --- | --- | --- |
| Title/Name | No. employees whose appointment to the title expired in 20xx/yy | No. of all appointments in 20xx/yy |
| Lecturer |  |  |
| Instructor |  |  |
| Laboratory assistant |  |  |

|  |
| --- |
| *(The director or headmaster, lecturer - organiser of practical training must be in a full-time employment relationship in accordance with item 2 of Article 26 of the ZVSI.)*  Potential additional explanation: |

Number of lecturers in an employment relationship on 31 December 20xx:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employment relationship | Lecturer | | Instructor | | Laboratory assistant | |
| No. | FTE | No. | FTE | No. | FTE |
| Full-time employment relationship |  |  |  |  |  |  |
| Part-time employment relationship |  |  |  |  |  |  |
| Overtime work obligations |  |  |  |  |  |  |
| Contractual staff |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |

|  |
| --- |
| *Please attach any tables regarding human resources or provide a link to the document.*  Share of lecturers, instructors of subjects in the study programme, who are employed by the college, is \_\_%.  *(All instructors (including contractual) of all study programmes implemented by the college (that is 100%), shall be considered in the calculation; the required percentage shall be calculated on this basis.)*    Number of lecturers in a full-time employment relationship or a corresponding extent of employments for a shorter working time than the full-time employment (FTE) for the study programme is \_\_\_\_\_.  *(Full-time employment includes the total workload of lecturers (education and other.)*  Potential additional explanation of the college: |

**STANDARD 9: Non-education staff shall be provided for efficient assistance and counselling.**

**a) type and suitability of the assistance and counselling provided to students and other stakeholders**

|  |
| --- |
| Indicate the type of assistance for every group of stakeholders separately (students, lecturers, other professional staff): |

**b) number, work area and education structure of non-education staff**

|  |
| --- |
| *(It shall be assessed whether the number, work area and educational structure of non-education staff correspond to the difficulty of tasks they perform, number of students enrolled and the diversification of the college or the fields where the college performs its activity.)* |

List of non-education staff (by positions of employment):

|  |  |  |  |
| --- | --- | --- | --- |
| Ref. no. | Position of employment | Number of contractual staff | Number of persons in an employment relationship |
|  |  |  |  |

|  |
| --- |
| *(The student affairs clerk must be in a full-time employment relationship in accordance with item 2 of Article 26 of the ZVSI.)*  Potential additional explanation of the college: |

**c) education and training of non-education staff**

|  |
| --- |
| *Please attach a plan of the college for education, further education or training of non-education staff (if it is not included in the self-evaluation report).*  *(The assistance of the college in the development of the career of non-education staff shall be assessed, especially the assistance in work with various groups of stakeholders by taking account of their needs. It shall be examined whether the college has registers regarding the implementation of the plan and has evidence of the training or education.)*  Potential additional explanation: |

**B.3 STUDENTS**

Number of all students enrolled in the college is \_\_\_.

Analysis of students enrolled in the study year 200xx/20yy (all years shall be considered):

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number and share of students | Full-time | | Part-time | | Distance | | Total no. |
| No. | % | No. | % | No. | % |
| Study programme 1 |  |  |  |  |  |  |  |
| Study programme 2 |  |  |  |  |  |  |  |
| Study programme 3 ... |  |  |  |  |  |  |  |
| Study programmes total |  |  |  |  |  |  |  |

Enrolment of foreign students in the college per academic year:

|  |  |  |
| --- | --- | --- |
| 20xx/20yy | 20xx-1/20yy-1 | 20xx-2/20yy-2 |
|  |  |  |

**STANDARD 10: The college shall provide students appropriate assistance and counselling.**

**a) the consideration of the diversity and needs of students in the establishment and determination of the content of counselling or assistance**

|  |
| --- |
| Please provide a description of how counselling is adjusted and in which fields the students are offered assistance:  *(It shall be assessed whether the college takes into consideration the diversity of students and their needs (full-time, part-time, special needs, foreign students, students with various forms of disability). It regards:*   * *types and content of assistance* *and counselling services,* * *methods of assistance and counselling,* * *accessibility of services or non-education staff,* * *accessibility of lecturers and other professional staff.)*   Mark the type of counselling services or assistance provided:  assistance with studies  tutor system,  mentorship in various forms,  other;  assistance in the inclusion of students in the professional, development or artistic activity of the college;  assistance to students in the organized acquisition of knowledge, skills and competences at other colleges;  recognition of knowledge, skills and competences acquired at other colleges;  assistance with student exchanges, encouraging students to participate at exchanges and efforts to increase their numbers;  assistance in efficient organisation of students and exercising of their rights,  counselling students in planning their career;  other.  Potential additional explanation: |

**b) timely and efficient notification of students**

*(Students shall promptly receive information for an uninterrupted and effective study as well as information concerning the operation of the college, including the operation of the internal quality system. The notification process shall be assessed by taking into consideration Standard 7 regarding the assessment field of the »operation of a college«.)*

Potential explanation of the college:

**c) monitoring of the satisfaction of students with the services**

Please indicate how:

**d) assistance in the conclusion of contracts on practical training**

Please indicate how:

**STANDARD 11: Students shall have appropriate conditions for quality study, professional, development or artistic work and extracurricular activities.**

**a) delivery of the study and its conditions according to the needs and expectations of students**

*(The expectations and needs of students regarding the course of the study or the delivery of the study programme and its conditions shall also be assessed according to the form and type of the study (full-time, part-time, online or distance learning).)*

Please indicate how this is determined and what has been discovered (provide the documentation demonstrating it):

**b) enabling suitable professional, development or artistic work of students**

Please indicate how it is enabled:

*(Assessed shall be the participation of students in projects and other events important for the development of the college.)*

**c) conditions for extracurricular activity if full-time students are enrolled in the college**

Please indicate which types of extracurricular activities are provided:

**d) enabling suitable and quality practical training of students**

Please indicate how it is enabled:

*(Students must be ensured appropriate and quality practical training in companies to the extent of 400 hours per year. If a student cannot find an appropriate employer, the college shall assist him or her.)*

**STANDARD 12: The college shall protect students' rights.**

**a) operation of the bodies of the college in this area**

**b) mechanisms for the recognition and prevention of discrimination of vulnerable groups of students and discrimination based on personal circumstances and beliefs of students**

Please provide a description of the mechanisms for the recognition and prevention of discrimination:

*(Assessed shall be the transparency, timeliness and objectivity of the operation of the college bodies in the protection of students' rights and timely notification of students about it.)*

Potential explanation of the college:

**c) participation of student representatives in the bodies of the institution with other students**

*(Assessed shall be the organisation, transparency, timeliness and prompt cooperation of students' representatives with other students – obtaining opinions and correct representation of the principal interests of students.)*

Potential explanation of the college:

**STANDARD 13: Students shall participate in the assessment and the update of content and the implementation of the college activity.**

**a) participation of students in the drafting of the mission, strategic guidelines, and self-evaluation of the college and study programmes**

*(Assessed shall be whether the students participate in:*

* *drafting the mission and strategic guidelines of the college,*
* *self-evaluation of the of the activity of the college, making suggestions for improvements and further development and whether their suggestions are addressed and considered,*
* *evaluation of the delivery of study programmes.)*

Potential explanation of the college:

**b) methods of ensuring participation in the self-evaluation and update of activities**

*(Student surveys, their analysis and notification of students about the findings is just one form of obtaining the opinions of students.)*

*Please indicate how the participation of students is ensured and attach any related documentation:*

**B.4 MATERIAL CONDITIONS**

**STANDARD 14:**  **The premises and the equipment of the college shall enable a quality delivery of all activities.**

*(The premises and the equipment shall be assessed by taking into consideration the needs for the education, professional, development or artistic activity, number of students enrolled and the needs of human resources. The maintenance and update of the equipment and software shall also be assessed, especially when the college delivers online or distance learning.)*

Potential explanation of the college:

**STANDARD 15: Adjustments shall be provided for students with various forms of disability.**

**a) adjustments of the premises and the equipment**

**b) communication and information accessibility**

*(The adaptations of the premises and the equipment as well as the communication and information accessibility shall provide a suitable form of students' participation in the study and enable the fulfilment of their needs.)*

Potential explanation of the college:

**c) adjustments of study materials and the delivery of the study**

*(Assessed shall be whether the adaptations provide the students with a suitable form of studies and enable the fulfilment of their needs.)*

Provide a short description of the implementation of the studies and the completion of study obligations:

**STANDARD 16: Adequate and stable financial resources shall be provided for the implementation and further development of the higher vocational education activity.**

|  |
| --- |
| *Please attach the financial plan or other relevant document (e.g. annual work plan) for the following period for which an agreement has been concluded with a competent ministry, and the success rate of the implementation of financial plans.*  *(Assessed shall be whether the financial plan enables an uninterrupted operation and development of the college and whether it has been drafted with consideration of the following:*   * *financing sources of the college,* * *number and anticipated number of students enrolled,* * *number of lecturers, other professional staff and non-education staff,* * *infrastructure for education and professional, development or artistic activity for the relevant field,* * *infrastructure for the support activity,* * *development and improvement of the quality of the college's activity,* * *further development and potential planned expansion of the higher vocational education activity.)*   Please evaluate the success of the financial plan realization: |

**STANDARD 17: The library of the college shall have the suitable study and professional literature and shall provide quality library services.**

**a) suitability of professional and study literature**

**b) library stock, accessibility of the material, information bibliographic support and access to databases**

|  |
| --- |
| *(The suitability of the literature, library stock and the accessibility of the material, information support and the access to databases shall be assessed upon taking into consideration the following:*   * *professional or artistic fields of the college,* * *types of study programmes delivered,* * *method of the study or delivery of study programmes,* * *number and needs of students, lecturers and professional staff, and other staff.)*   The opening hours of the library are from \_ to \_ (by days)  Potential explanation of the college: |

**c) professional assistance by library employees**

|  |
| --- |
| Please indicate the type of assistance and counselling provided by the library and provide a short description of their contents:  *(During the visit at the college, the evidence regarding the education of library staff shall be assessed. Any evidence regarding the training of library staff for counselling and assistance to students and other stakeholders shall also be assessed.)*  Potential explanation of the college: |

**č) development of the library activity**

|  |
| --- |
| *(The development of this activity shall be assessed in the field of study programmes.)*  If necessary, assess the success rate of the fulfilment of the development of the library activity in the period since the last accreditation: |

**B.5 INTERNAL ASSURANCE AND IMPROVEMENT OF QUALITY AND DELIVERY OF STUDY PROGRAMMES**

**STANDARD 18: The college shall evaluate the content, composition and realisation of the study programme delivery plan.**

**a) the self-evaluation of a study programme delivery plan enables its development and update so that the programme remains topical and relevant and a quality educational environment is created;**

|  |
| --- |
| *Attach self-evaluation reports for the last three years and documents demonstrating the realisation of tasks based on the findings of the self-evaluation report for the last concluded self-evaluation period (when they are not a part of the self-evaluation report) and the plan of measures for the following self-evaluation period.*  *The planning of the self-evaluation may be evident from the self-evaluation plan or the annual work plan of the college or another relevant document. (Provide a document demonstrating the planning of the self-evaluation (pages from\_to\_), and a potential link.)*  *(It shall be assessed whether the planning of the self-evaluation of the study programme delivery plan and the related tasks are centred mainly at the:*   * *assessment of the suitability of the delivery of the study programme, methods and forms of education work and the work of students,* * *assessment of the students’ load, their progress and the completion of the study, and state-approved documents,* * *comparison of the achieved competences or learning outcomes with the plans, or the assessment of the justification of their changes,* * *assessment of the suitability of testing and evaluating knowledge,* * *assessment of the study conditions or the study environment and consultation services,* * *assessment of the expectations, needs and satisfaction of students, lecturers, professional staff, non-education staff as well as stakeholders from the environment,* * *determination of the needs for knowledge and employment needs in the environment in accordance with Standard 5 of Article 6 of the Criteria,* * *analysis of the enrolment, transition and completion of the study,* * *assessment of the scientific, development or artistic work and the topicality and extent of achievements in the field of the study programme.)*   Potential explanation of the college: |

**b) methods and procedures of collecting information or proposals for the transformation of a study programme delivery plan and its analyses**

|  |
| --- |
| Potential explanation of the college: |

**c) appropriateness of notifying the stakeholders about the realisation of the planned tasks or the findings and results of the self-evaluation of a study programme.**

Potential explanation of the college:

**STANDARD 19: The self-evaluation reports shall demonstrate the realisation of tasks planned on the basis of the findings of the self-evaluation of a study programme**

|  |
| --- |
| *Assessed shall be the realisation of tasks related to the self-evaluation of a study programme in the last three years and:*   * *the participation of stakeholders in adopting the measures for improvements, in monitoring their achievement and in the preparation of the self-evaluation report, and* * *the closing of the quality loop.)*     Potential explanation of the college: |

**STANDARD 20:** **The college shall monitor the delivery of the study, review the study programme delivery plan** **and improve it in view of the development of the professional field. It shall evaluate the achievement of set objectives, competences or learning outcomes and the needs for graduates. The transformations and the updates of the study programme delivery plan shall take into consideration the basic objectives of the programme and maintain the coherence of its contents or subjects.**

*(Assessed shall be whether the study programme delivery plan is still complete with regards to its content and composition upon the development of the content and the transformation, and whether the coherence of the syllabuses and the curriculum with the objectives and competences of the study programme is maintained.)*

Potential explanation of the college:

**STANDARD 21:** **The method, form and extent of the delivery of the study programme shall correspond to its content and composition; therefore, the study content, delivery practices and resources (human resources and material resources) shall be adjusted and provided in a high-quality manner.**

**a) methods and forms of teaching, their development or adjustment (including resources):**

* **various groups of students,**
* **various study needs and study methods (student- and education-centred study and teaching),**

**- needs of lecturers and other professional staff**

Potential explanation of the college:

**b) number of completed contact hours determined by the study programme, or other types of work with students**

Explanation of the college (obligatory when it regards other forms of work with students):

**c) study materials and their adjustment to the methods and forms of teaching and the students' needs**

*(It shall be assessed whether the study materials are adapted to online learning, distance learning or other forms of learning, and the needs of students, mostly students with various forms of disability.)*

Potential explanation of the college:

***č) participation of students in project work***

Explanation of the college:

**d) practical training of students**

Attach a plan for practical training of students or a suitable relevant document (for example, an annual work plan), if it is not evident from the study plan. *(Indicate any website where the plan has been published.)*

*(The plan shall clearly demonstrate the organization of the practical education, its instructors and the tasks of all participants (lecturers and other professional staff, mentors of the practice, organizers of practical education and students). In relation to that, the delivery of this training in the working environment of outside of the college shall be assessed. It shall determine the following:*

* *delivery of training in a working environment,*
* *content of practical training,*
* *cooperation of the college with companies, and*
* *keeping records about it.)*

Potential explanation of the college regarding the (delivery of) practical training:

Qualifications of the mentors of the practice and the appropriateness of the content of practical education and achieving competences or learning outcomes:

*(At the visit, the evidence regarding the qualifications of mentors of the practice and the documentation on the monitoring of the suitability of practical education and the achievement of learning outcomes and competences shall be assessed.)*

Please provide a description of the cooperation of the college with the mentors of the practice:

Satisfaction of the participants in the practical training:

*(Assessed shall be the satisfaction of all participants: students, mentors of the training, organizers of practical training at colleges and in companies.)*

Potential explanation of the college:

**e) suitability of timetables, numbers of office hours and the accessibility of lecturers and other professional staff to students**

Potential explanation of the college:

**f) suitability and qualifications of the staff in accordance with Article 7 of the Criteria**

|  |
| --- |
| *(The suitability of lecturers and other professional staff for the delivery of the study programme and the qualifications of non-education staff shall be assessed in accordance with Article 7 of the Criteria.)*  Potential explanation of the college: |

|  |
| --- |
| *(At the visit at the college, the employment relationship agreements of lecturers and professional staff shall be examined. Assessed shall be the proportion of lecturers and students, mobility of teachers, professional staff and students.)*  Potential additional explanation of the college: |

**g) material conditions related to the delivery of the study programme in accordance with Article 9 of the Criteria**

|  |
| --- |
| Potential explanation of the college: |

**STANDARD 22:** **Protection of the rights of stakeholders in the study process shall be provided.**

**a) all students, upon regular completion of their duties determined by a study programme, can advance and complete their studies without disruptions;**

|  |
| --- |
| *(For the assessment, the following is especially important:*   * *distribution of exam dates,* * *criteria and evaluation methods are published in advance,* * *fairness and transparency in the evaluation,* * *different methods of evaluation and the assistance of the college in the development of the knowledge of lecturers in this field,* * *possibility of an appeal to the evaluation, and the transparency of appeal procedures.)*   Explanation of the college: |

**b) all lecturers and other professional staff shall be guaranteed autonomy in their teaching and research activities, and provided help and counselling in the development of their career**

Explanation of the college:

**c) notification of stakeholders in accordance with standard 7 of Article 6 of the Criteria**

Potential explanation of the college:

**IV. FINAL AND TRANSITIONAL PROVISIONS**

Article 24

(Validity of criteria and consideration of applications submitted prior to the entry into force of these criteria)

On the day of entry into force of these Criteria, the Criteria for External Evaluation of Higher Vocational Colleges (Official Gazette of the Republic of Slovenia, no 9/2011; hereinafter: the previous Criteria) shall cease to apply.

The applications submitted prior to the entry into force of these Criteria shall be considered in accordance with the previous Criteria.

These Criteria shall enter into force on the day following their publication in the Official Gazette of the Republic of Slovenia.

No. 0072-6/2010/49

Ljubljana, 15 March 2018

President of the

Council of the National Agency for Quality Assurance in Higher Education

of the Republic of Slovenia

Franc Čuš, Ph.D.