The Council of the Slovenian Quality Assurance Agency for Higher Education, based on item three of paragraph eleven of Article 51.h of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 – official consolidated text 7, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, and 75/16; hereinafter referred to as: ZViS), at its 116th meeting on 19 July 2017 adopted the following

**C R I T E R I A   
for the accreditation and external evaluation of higher education institutions and study programmes**

# 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 the conditions for the accreditation of higher education institutions and study programmes. The Criteria shall acknowledge the agreed upon standards and guidelines for quality assurance valid in the European higher education area.

The main task of the Agency shall be to determine whether the higher education institutions comply with these Criteria in addition to statutory provisions, or whether they achieve the quality standards determined with these provisions as well as other regulations by the Agency.

The important tasks of the Agency shall be regular cooperation with stakeholders in higher education, consultation in the establishment of quality systems of higher education institutions and a constant promotion of the improvement of quality of higher education. Therefore, it shall also regularly perform annual evaluations on a sample of study programmes.

**Article 2**

**(basis)**

The Agency shall use these Criteria to perform its tasks in accordance with:

* the act regulating higher education (hereinafter: ZViS),
* the Standards and Guidelines for Quality Assurance in the European Higher Education Area – ESG (hereinafter: European standards),
* the General Administrative Procedure Act,
* the act regulating professional and scientific titles,
* the act regulating the research and development activity;

as well as with:

* the criteria for a credit evaluation of study programmes according to the European credit transfer system,
* criteria for the transition between study programmes,
* minimum standards for appointment to titles of higher education teachers, scientific staff and higher education staff at higher education institutions,
* criteria for entry into the register of experts.

**Article 3**

**(decision-making of the Agency)**

The Agency shall decide on:

* the accreditations of higher education institutions;
* the accreditations of first-, second- and third-instance study programmes, joint study programmes of Slovenian higher education institutions and study programmes for improvement;
* transformations of higher education institutions;
* evaluation of a sample of study programmes, and
* review of the modifications of mandatory components of study programmes.

The Agency shall adopt decisions independently, whereby it shall consistently use the Criteria and Standards as well as legislation to:

* ensure an objective assessment of all higher education institutions and study programmes, and objective decision-making;
* consider self-evaluation reports of higher education institutions as a basis for external evaluation;
* publish reports by groups of experts, its decisions, annual reports and analyses, and
* manage publicly available registers of accredited higher education institutions and study programmes in accordance with ZViS.

**Article 4**

**(types of accreditation)**

The competences of the Agency shall include:

* initial accreditation of a higher education institution,
* accreditation of a study programme,
* re-accreditation of a higher education institution,
* accreditation of transformations of higher education institutions.

**Article 5**

**(types of external evaluations)**

A regular external evaluation of a higher education institution shall be a mandatory part of the re-accreditation procedure for a higher education institution. The external evaluation may also be performed as an extraordinary evaluation of a higher education institution or as an extraordinary evaluation of a study programme anytime during the validity of the accreditation.

The competences of the Agency shall include:

* regular evaluation of a higher education institution,
* extraordinary evaluation of a higher education institution,
* extraordinary evaluation of a study programme,
* an evaluation of a sample of study programmes.

**Article 6**

**(areas of assessment according to the types of accreditation or external evaluations)**

|  |  |
| --- | --- |
| **ACCREDITATION OR EXTERNAL EVALUATION OF A HIGHER EDUCATION INSTITUTION** | |
| *INITIAL ACCREDITATION* | *RE-ACCREDITATION WITH A REGULAR OR EXTRAORDINARY EVALUATION* |
| 1. operation of the higher education institution | 1. operation of the higher education institution |
| 2. human resources | 2. human resources |
| 3. material conditions | 3. students |
| 4. material conditions |
| 5. internal quality assurance and improvement, transformation, update and implementation of study programmes |
| **ACCREDITATION AND EXTERNAL EVALUATION OF A STUDY PROGRAMME** | |
| *ACCREDITATION* | *EXTRAORDINARY OR SAMPLE EVALUATION* |
| 1. composition and content of a study programme | 1. internal quality assurance and improvement of a study programme |
| 2. concept of the implementation of a study programme | 2. transformation and update of a study programme |
| 3. implementation of a study programme |

# II. QUALITY STANDARDS

The quality standards and the content of the assessment of achieving these standards shall be defined according to individual areas of assessment. The content of the assessment of the achievement of individual quality standards shall be defined in more detail in the forms for the accreditation and external evaluation of higher education institutions and study programmes, determined in Chapter V of these Criteria (hereinafter: the Criteria).

# II.1 ACCREDITATION OF A HIGHER EDUCATION INSTITUTION

# II.1.1 INITIAL ACCREDITATION OF A HIGHER EDUCATION INSTITUTION

In the initial accreditation procedure of a higher education institution being established (hereinafter: higher education institution), all documents proving that the statutory conditions and quality standards are met shall be submitted by its founder.

# II.1.1.1 Initial accreditation of a private higher education institution

**Article 7**

**(operation of a higher education institution)**

**Standard 1:**

The founder has formally accepted its mission, vision and strategy with a strategic plan containing clear and verifiable organization and implementation objectives enabling the planned higher education activity.

*Assessed shall be the following*:

1. *placement of the higher education institution in the higher education and broader social area;*
2. *substantial cohesion of the mission, vision and strategy in the strategic plan;*
3. *feasibility of objectives defined in the strategic plan;*

*č) proposals of study programmes, implemented by the higher education institution.*

**Standard 2:**

The provided and planned financial resources shall enable a quality of the development of higher education activities.

*Assessed shall be the financial projection of the founder which demonstrated all resources intended for the financing of all anticipated activities of a higher education institution.*

**Standard 3:**

The internal organization of the higher education institution shall be devised in a way that enables the cooperation of employees, students and other stakeholders in the management and the implementation of the activities of a higher education institution.

*Assessed shall be the suitability of the draft of the act of establishment and a draft of the articles of association of the higher education institution which shall demonstrate, among others, the rights and duties of students, higher education teachers and employees as well as other internal stakeholders, protection of equal rights and the concept of the appeal bodies of the institution.*

**Standard 4:**

Practical training of students in a working environment, if anticipated by a study programme, shall be well planned. There shall be sufficient resources provided for its implementation.

*Assessed shall be the suitability of companies, institutes, institutions and other organizations (hereinafter: the Companies) for the implementation of a practical training and the connectedness of this training with fields and disciplines the proposals of study programmes refer to.*

**Standard 5:**

The internal quality system shall be devised in a manner enabling a concluded circle of quality in all areas of the higher education institution's operation.

*Assessed shall be the quality manual or an adequate document in a draft and a plan for the establishment of an internal system of quality.*

**Article 8**

**(human resources)**

**Standard 6:**

Higher education teachers are provided for every study areas or for all obligatory and internal selective courses, determined in the proposals of study programmes.

*Assessed shall be the following*:

1. *validity of appointments to titles of scientific teachers and the suitability of the field of appointment according to the courses they shall be the instructors of;*
2. *staffing plan;*
3. *constituency of the tentative senate;*

*č) consideration of the minimum standards of the Agency in the draft of the criteria of the higher education institution for the appointment to titles of higher education teachers, scientific staff and higher education staff (hereinafter: criteria for appointments to titles).*

**Standard 7:**

The scientific, professional, research or artistic work of main instructors and instructors of study programmes corresponds to the fields and disciplines for which the institution is being established and from which stem the proposals of study programmes.

*Assessed shall be the following*:

1. *the report on the scientific, professional, research or artistic work of main instructors and instructors of study programmes in the last five years and the suitability of this work;*
2. *the programme of scientific, professional, research or artistic work for the following accreditation period;*
3. *the meeting the conditions for mentorship to doctoral students and an adequate number of mentors according to the planned number of students enrolled if the higher education institution shall implement third-instance study programmes.*

**Article 9**

**(material conditions)**

**Standard 8:**

The founder shall provide suitable premises for the implementation of the higher education activity.

*The premises shall be assessed upon the consideration of the educational, scientific, professional, research or artistic activity, study programme proposals, human resources and the anticipated number of students enrolled.*

**Standard 9:**

The founder shall provide the suitable technical, technological and other equipment for the execution of the higher education activity.

*The equipment shall be assessed upon the consideration of the educational, scientific, professional, research or artistic activity, study programme proposals, anticipated manner of their implementation (e-study, remote study…), human resources and the anticipated number of students enrolled.*

**Standard 10:**

Suitable adjustments shall be provided for students with various forms of disability.

*Assessed shall be the adjustments of the premises and the equipment as well as communication and information accessibility.*

**Standard 11:**

The library services of a higher education institution shall be provided.

*Assessed shall be the following:*

1. *study, professional and scientific literature and a development plan for the library activity and services;*
2. *qualifications of library employees.*

# II.1.1.2 Initial accreditation of a university

If a university is being established, the founder shall demonstrate a developed educational, scientific, professional, research or artistic activity. Assessed shall be the compliance with:

* the standards from Article 7 of the Criteria (operation of a higher education institution), determined for the initial accreditation of a higher education institution;
* Standard 3 from Article 12 of the Criteria and the standards from Articles 13, 14, 15, and 16 (human resources, students, material conditions, quality assurance and improvement, transformation, update and self-evaluation of study programmes), determined for re-accreditation of a higher education institution.

# II.1.2 RE-ACCREDITATION OF A HIGHER EDUCATION INSTITUTION

**Article 10**

**(re-accreditation)**

The procedure for re-accreditation of a higher education institution shall be performed through external evaluation and conclude with a decision regarding re-accreditation.

**Article 11**

**(external evaluation)**

External evaluation is a procedure of a comprehensive assessment of the operation of a higher education institution in the period since the last accreditation.

Assessed shall be the progress and development since the previous accreditation in all areas of assessment, but especially in the internal quality assurance system of a higher education institution. The basis for the assessment shall be the self-evaluation report which shall include the evaluation of the whole activity and the evaluation of the implementation and transformation of the study programme to ensure the quality of educational, scientific, professional or artistic work in the fields and disciplines of study programmes.

**Article 12**

**(operation of a higher education institution)**

**Standard 1:**

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

If this concerns the first re-accreditation, the mission, vision, and strategy of the higher education institution shall demonstrate that the obligations of the founder are continued.

*Assessed shall be*:

1. *the consistency of strategic planning with the mission, national and European guidelines;*
2. *feasibility and comprehensiveness of strategic planning;*
3. *adequacy of the assessment method of the fulfilment of strategic planning.*

**Standard 2:**

The internal organization of a higher education institution shall ensure the participation of higher education teachers and staff, scientific staff and non-educational staff, students and other stakeholders in the management and development of the activity of a higher education institution.

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

**Standard 3:**

The higher education institution shall demonstrate a quality of its scientific, professional research or artistic activity and the related important achievements in the fields and disciplines where it implements it.

*Assessed shall be the quality, development and progress of the scientific, professional, research or artistic activity.*

**Standard 4:**

Practical training of students in a work environment, if it is part of the education activity, shall be well organized and implemented as such. There shall be resources available for its implementation.

*Assessed shall be the following*:

1. *systemic regulation of the practical training of students, and of its implementation;*
2. *satisfaction of the participants in the practical training.*

**Standard 5:**

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

*Assessed shall be the following*:

1. *participation of the higher education institution with the environment or employers, and their graduates;*
2. *development of job centres, graduate clubs or other forms of organization.*

**Standard 6:**

The internal quality system shall enable the conclusion of the circle of quality on all areas of operation of the higher education institution.

*Assessed shall be the following*:

1. *understanding the meaning and the role of an internal quality assurance system;*
2. *self-evaluation report for the last concluded self-evaluation period, measures based on the self-evaluation in the period since the previous accreditation, and a plan which contains improvements for the following self-evaluation period;*
3. *how the internal quality assurance system enables and promotes the development, connecting and an update of the educational, scientific, research or artistic activity and the impact of this activity on the environment.*

**Standard 7:**

The higher education institutions shall inform the stakeholders and the public about the study programmes and their activity in a timely manner.

*Assessed shall be the approachability, content, reliability, understandability and the accurateness of the information about the activity of the higher education institution, especially the information regarding study programmes, their implementation and the scientific, professional, research or artistic activity from the fields and the disciplines of these programmes.*

**Article 13**

**(human resources)**

**Standard 8:**

Higher education teachers and staff, and scientific staff shall be provided for a quality performance of the educational, research and other work.

*Assessed shall be the following*:

1. *provision of educational and professional development of higher education teachers* *and co-workers since the previous accreditation;*
2. *scientific, professional, research or artistic achievements of higher education teachers* *and scientific staff;*
3. *criteria of the higher education institution for appointment to titles and fields for appointment;*

*č) types of employment of higher education teachers* *and higher education staff.*

**Standard 9:**

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

*Assessed shall be the following*:

1. *type and suitability of the help and counselling to students and other stakeholders;*
2. *number, work area and education structure of non-educational staff;*
3. *education and training of non-educational staff.*

**Article 14**

**(students)**

**Standard 10:**

The higher education institution shall provide the students with adequate help and counselling.

*Assessed shall be the following*:

1. *the consideration of the diversity and needs of students in the establishment and determination of the content of counselling or help;*
2. *timely and efficient notification of students;*
3. *monitoring of the satisfaction of students with the services.*

**Standard 11:**

Students shall have appropriate conditions for a quality of study, of scientific, professional, research or artistic work and extracurricular activities.

*Assessed shall be the following*:

1. *implementation of the study and its conditions according to the needs and expectations of students;*
2. *enabling suitable professional, artistic and research work of students;*
3. *conditions for extracurricular activity.*

**Standard 12:**

The higher education institution shall protect students' rights.

*Assessed shall be the following*:

1. *operation of the bodies of the higher education institution in this area;*
2. *mechanisms for the recognition and prevention of discrimination of vulnerable groups of students and discrimination based on personal circumstances and beliefs of students;*
3. *participation of student representatives in the bodies of the institution with other students.*

**Standard 13:**

Students participate in the assessment and the update of content and the implementation of the higher education institution activity.

*Assessed shall be the following*:

1. *participation of students in the drafting of the mission, strategic guidelines, self-evaluation of the higher education institution and study programmes as well as their transformation;*
2. *methods of ensuring participation in the self-evaluation and update of the activity.*

**Article 15**

**(material conditions)**

**Standard 14:**

The higher education institution shall provide suitable premises and the equipment for the implementation of its activity.

*The premises and the equipment shall be assessed by considering the needs for the educational, scientific, professional, research or artistic activity, method of implementation 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:*

1. *adjustments of the premises and the equipment;*
2. *communication and information accessibility;*
3. *adjustments of study materials and the implementation of the study.*

**Standard 16:**

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

*Assessed shall be the financial plan for the following accreditation period or for the period for which an agreement has been concluded with the competent ministry, and the successfulness in meeting the financial plans in the last four years.*

**Standard 17:**

The library of the higher education institution shall have suitable study, professional and scientific literature and shall provide quality library services.

*Assessed shall be the following*:

1. *suitability of the study, professional and scientific literature;*
2. *the library stock, availability of the material, information bibliographic support and access to databases;*
3. *professional assistance by library employees;*

*č) development of the library activity.*

**Article 16**

**(quality assurance and improvement, transformation, update and implementation of study programmes)**

In accordance with paragraph three of Article 51.r of ZViS-K, a group of experts may suggest to the Council after the first evaluation visit the study programmes, whose quality assurance and improvement, transformation and update and the implementation shall be assessed at the second visit at the higher education institution in accordance with the standards stipulated in Item II.2.2 External evaluation of a study programme.

# II.2 ACCREDITATION AND EVALUATION OF A STUDY PROGRAMME

# II.2.1 ACCREDITATION OF A STUDY PROGRAMME

**Article 17**

**(composition and content of a study programme)**

**Standard 1:**

The study programme in its composition and content shall offer the students comprehensive knowledge and shall help them achieve the objectives set, and the planned competences or learning outcomes.

*Assessed shall be the following*:

1. *consistency and the substantial cohesion of individual courses and study plans and the study programme as a whole;*
2. *connectedness (compliance) of objectives, competences or learning outcomes, determined in the study plans, with the objectives and competences of a study programme and its content regarding the type and cycle of the study;*
3. *the programme integrates scientific, professional, research or artistic content;*

*č) the order of subjects or the distribution of subjects to individual semesters and years (horizontal and vertical connectedness) and their credit evaluation.*

**Standard 2:**

The study programme shall be placed to the anticipated field and discipline in accordance with its name, purpose and content.

*Assessed shall be the connectedness of the study programme content, its relation to the applied or basic knowledge from that field and discipline as well as the conceptual selection of contents, clearly defined and reasonably connected with the current situation and development trends in science, the profession or art.*

**Standard 3:**

The study programme shall relate with the environment in which the higher education institution operates.

*Assessed shall be the following:*

1. *analyses or research of the needs of the employment environment, job market and the employability of graduates or the needs for knowledge and objectives of the society;*
2. *conditions for the practical training of students.*

Meeting this standard is not obligatory for third-instance study programmes.

**Article 18**

**(concept of the study programme implementation)**

**Standard 4:**

The concept of the study programme implementation shall correspond to its content, composition, type, cycle and purpose (objectives), so that study content, implementation practices and resources (human and material resources) shall be adapted and provided with quality.

*Assessed shall be the following:*

1. *anticipated ways, forms and course of education;*
2. *appropriateness of human resources in accordance with Article 13 of the Criteria and:*

* *thematic appropriateness of appointments to titles of higher education teachers and staff;*
* *meeting the conditions for mentorship to doctoral students and the appropriateness of mentors;*

1. *material conditions, connected with the implementation of the study programme, in accordance with Article 15 of the Criteria.*

**Standard 5:**

The conditions for the study and obligatory elements of a study programme are determined, clear and understandable. They enable the exercising of rights and meeting the obligations of all stakeholders in the study process.

*Assessed shall be the following:*

1. *conditions for enrolment to a study programme and the advancement of students;*
2. *criteria for the acknowledgement of knowledge and skills acquired before enrolling to the study programme;*
3. *methods of evaluation;*

*č) conditions for the completion of studies;*

1. *conditions for the completion of individual parts of the programme if the programme entails them;*
2. *professional or scientific title;*
3. *conditions for the transition between study programmes.*

Item d does not apply for third-instance study programmes.

**Article 19**

**(study programmes for advanced training)**

Study programmes for advanced training shall be assessed according to Articles 17 and 18 of the Criteria, except for the obtaining of the professional or scientific title (Item e of Article 18 of the Criteria), conditions for the completion of individual parts of the programme if it entails them, and the conditions for transfer between study programmes (Items d and f of Article 18 of the Criteria). Study programmes for advanced training shall not be assessed according to Standard 2 of Article 17 of the Criteria.

**Article 20**

**(joint study programmes of Slovenian higher education institutions)**

A joint study programme shall be accepted by all accredited Slovenian higher education institutions who shall participate in its implementation. For the accreditation of the joint study programme a special agreement between higher education institutions shall be assessed in addition to the compliance with Articles 17 and 18, and the agreement shall mainly define:

* the rights and obligations of higher education institutions in the implementation of the joint study programme,
* self-evaluation of a joint study programme, its transformation and update,
* share of the joint study programme an individual higher education institution shall implement,
* degree and the joint attachment to the degree;

and coordination

* of the call for enrolment, selection and enrolment of students, course and completion of the study,
* obtaining competences or learning outcomes of students and graduates of the joint study programme,
* ensuring the rights of students, enrolled in the joint programme, of higher education teachers and staff as well as other stakeholders participating in the implementation of the programme.

# II.2.2 EXTERNAL EVALUATION OF A STUDY PROGRAMME

External evaluation of a higher education programme shall be performed in the re-accreditation procedure of the higher education institution, extraordinary evaluation of a study programme or it shall be performed as an evaluation of a sample of study programmes.

External evaluation is a process of assessing the transformation and update of a study programme, its implementation and the quality assurance system of a higher education institution in the part referring to quality assurance and improvement of a study programme (self-evaluation). The basis for the assessment is a self-evaluation report containing the evaluation of the areas of assessment from this chapter.

**Article 21**

**(internal quality assurance and improvement of a study programme)**

**Standard 1:**

The higher education institution shall evaluate and update the content, composition and implementation of the study programme.

*Assessed shall be the following:*

1. *whether the self-evaluation of a study programme enables its development and update by keeping its actuality and creating a quality of the educational environment;*
2. *methods and procedures of collecting information or proposals for the transformation of a study programme and its analyses;*
3. *appropriateness of informing the stakeholders on achieving the planned tasks or the findings and results of the self-evaluation of a study programme.*

**Standard 2:**

The self-evaluation reports shall demonstrate the achievement of tasks planned based on 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, monitoring their achievement and in the preparation of the self-evaluation report, and*
* *the conclusion of the quality circle.*

**Article 22**

**(transforming and updating a study programme)**

**Standard 3:**

The higher education institution shall monitor the implementation of the study programme, it shall review and improve it by taking into consideration the development of the study, scientific, professional, research or artistic fields and disciplines (development of the profession), to which it is suitably placed, by evaluating the achievement of the set objectives, competences or learning outcomes and the needs for knowledge and the objectives of the society – depending on the type and cycle of the study programme. The transformation and the updates shall take into consideration the basic objectives of the programme and keep the connectedness of its contents or subjects.

*Assessed shall be whether the study programme is still complete with regards to its content and composition upon the development of the content and the transformation, if the connectedness of the study plans and the curriculum with the objectives and competences of the study programme is preserved and whether the contents are connected horizontally and vertically; upon the consideration of Article 17 of the Criteria.*

**Article 23**

**(implementation of a study programme)**

**Standard 4:**

The method, form and extent of the implementation of the study programme correspond with its content, composition, type and cycle, therefore, the study content, implementation practises and resources (human resources and material resources) shall be adjusted and provided with quality.

*Assessed shall be:*

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

* *various groups of students,*
* *various study needs and study methods (student- and education-centred study),*
* *needs of higher education teachers and staff;*

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

*č) work of students in scientific, professional, research or artistic projects upon taking into consideration Article 33 of ZViS;*

1. *practical training of students;*
2. *suitability of timetables, numbers of office hours and the approachability of higher education teachers and staff to students;*
3. *suitability and qualifications of the staff in accordance with Article 13 of the Criteria;*
4. *material conditions related with the implementation of the study programme in accordance with Article 15 of the Criteria.*

**Standard 5:**

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 uninterruptedly advance and complete their studies;*
2. *whether all higher education teachers and staff have their right to autonomy in their education and research and the help and consulting in the development of their career path respected;*
3. *notification of stakeholders in accordance with standard 7 of Article 12 of the Criteria.*

# II.3. TRANSFORMATIONS OF HIGHER EDUCATION INSTITUTIONS

**Article 24**

Transformations of higher education institutions are:

* transformation to another type of higher education institution;
* merger by acquisition, merger by the formation of a new entity or division of higher education institutions;
* changing the location in Slovenia.

# II.3.1 Transformation to another type of higher education institution

**Article 25**

The founders of higher education institutions may decide that the institution shall be transformed to another type (for example, a higher vocational college is transformed to a faculty).

The transformation to another type of higher education institution shall be processed in accordance with the criteria for re-accreditation of a higher education institution.

The change of the name of a higher education institution shall not be considered as a transformation to another type of a higher education institution.

The accreditation shall be granted for five years.

**II.3.2 Merger by acquisition, merger by formation of a new entity or division of higher education institutions**

**Article 26**

The founder of a higher education institution may decide to be merged by acquisition with another higher education institution, that two or more higher education institutions merge and form a new higher education institution, or that a higher education institution be divided into two or more higher education institutions.

Upon merger by acquisition, all accredited study programmes of the acquired higher education institution shall be transferred to the acquiring higher education institution. The accreditation of the latter shall remain valid for the period, determined in its last accreditation.

Upon merger by formation of a new entity from existing higher education institutions, all their accredited study programmes shall be transferred to a higher education institution which shall be formed by the merger. The accreditation of a higher education institution formed by the merger shall be valid for the period, determined in the last accreditation of the merged higher education institution whose accreditation is first to expire.

Upon the division of a higher education institution to more higher education institutions, its accredited higher education institutions shall be transferred to the higher education institutions formed by the division. The accreditation of the newly formed higher education institutions shall be valid for the period determined for the higher education institution before the division.

Merger by acquisition, merger by formation of a new entity or a division of higher education institutions shall be processed in accordance with the criteria for re-accreditation of a higher education institution.

**II.3.3 Change of location in Slovenia**

**Article 27**

The following shall be considered as a change of location:

* introduction of a new location when the higher education institution shall implement the entire study programme outside of its registered address (dislocated unit);
* additional premises or a change of the premises for the implementation of a part or the entire study programme when it is not an introduction of a dislocated unit of the institution.

For the dislocated unit, the following shall be assessed:

1. appropriateness of the premises, equipment, library or access to suitable literature and information-communication technology;
2. adjustment of the premises and the equipment for the students with various forms of disability;
3. provision of human resources which in number and quality correspond with the educational, scientific, professional, research or artistic work, related to study fields and disciplines or study programmes which the higher education institution plans on implementing at the dislocated unit;
4. provision of consulting services and non-educational staff at the dislocated unit;
5. provision of financial resources for the dislocated unit;
6. operation of the quality assurance system at the higher education unit and planning a self-evaluation of the dislocated unit.

The higher education institution may at the accredited dislocated unit implement all accredited study programmes if the provisions from the previous paragraph are met. The suitability of its implementation and its conditions shall be assessed by the Agency Council in the re-accreditation proceedings of a higher education institution and in the proceedings of the extraordinary evaluation of study programmes and higher education institutions.

The higher education institution shall inform the Agency in 30 days of the changes about additional premises or their change for the implementation of a part or a whole study programme in accordance with the second indent of the first paragraph of this article by entering the changes in the filled-out electronic form for accreditation or re-accreditation of a higher education institution and corresponding documents shall be attached.

The Agency shall promptly review the changes from the previous paragraph and when it justifiably suspects that the change is not in accordance with the second indent of the first paragraph of this article, it shall process it in accordance with the criteria for initial accreditation of a higher education institution, whereby it shall assess the meeting of the quality standards from Article 9 (material conditions); if it is necessary for the provision of a quality implementation of the studies, the Agency shall also review the meeting of other quality standards stipulated for the initial accreditation of a higher education institution.

# III. APPLICATIONS, ACCREDITATION AND EVALUATION PROCEDURES AND DECISION-MAKING

**III.1 GENERAL PROVISIONS**

**Article 28**

**(competences)**

Accreditations and external evaluations of higher education institutions shall be performed by the Agency.

Decisions on the accreditations and external evaluations at the first instance shall be adopted by the Agency Council.

The Appeal Committee of the Agency shall decide on the appeals against the decisions of the Council.

**Article 29**

**(position of a party in the proceedings and the right to the overview of documents)**

The party in the proceedings shall be the applicant; other persons may have the position of a party in the proceedings if the Agency recognizes such a status based on the demonstrated legal interest by adopting a special decision.

An appeal against the decision to reject a position of a client in the proceeding shall hold its execution and terminate the accreditation procedure.

The right to the overview of documents – applications, reports and other documents in an individual matter – shall be granted to the applicant and other persons whose position as a party in the procedure shall be recognized by the Agency.

**Article 30**

**(commencement of the procedure)**

The procedure to obtain an accreditation or a re-accreditation and accreditations of a transformation of a higher education institution, except in the event of an extraordinary evaluation or an evaluation of a sample of study programmes, shall commence following a proposal of the applicant.

**Article 31**

**(applicant)**

The application for the initial accreditation of a higher education institution shall be submitted by the founder or founders (hereinafter: founder).

In all other procedures, the higher education institution shall submit the application:

* university,
* private higher education institution.

The application to merge by acquisition of one higher education institution to another shall be submitted to the latter.

The application to merge more higher education institutions to one higher education institution shall be submitted by the higher education institution for which the higher education institutions agree upon.

**Article 32**

**(groups of experts)**

In the accreditation and evaluation procedures, the Agency Council usually appoints groups of independent experts consisting of at least three members, at least one of which is a foreign expert and one a student.

Foreign experts are 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.

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 tour or a visit to the higher education institution or an evaluation of a study programme. It shall be announced at least fifteen days in advance. The group of experts shall be enabled efficient work by the applicant who 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 accreditation and evaluation report and a report on the transformation of higher education institutions which shall be prepared on the prescribed forms, according to the areas of assessment from the criteria by taking into consideration every standard of quality and the provisions for their assessment and statutory provisions.

# III.2 APPLICATION AND ATTACHMENTS

**Article 33**

**(accreditation and external evaluation application and supplements)**

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

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

Regardless of the provision of the previous paragraph, the summary of the application shall be submitted as an attachment in the English language as well.

The application shall be submitted to the Agency. The Agency shall process applications in the order of their submission.

Regardless of the provision of the previous paragraph, the extraordinary evaluation procedures shall have priority.

The following supplements shall be submitted to the applications for accreditation and external evaluation:

**III.2.1 Initial accreditation of a higher education institution**

**III.2.1.1 Initial accreditation of a higher education institution**

The electronic form “Initial accreditation of a higher education institution” shall be filled out and attached shall be the following:

1. decision of the founder if it regards establishing a public higher education institution;
2. formally adopted mission, vision and strategy of the founder with a strategic plan;
3. proposal(s) of study programme(s) with a draft of the curriculum and study plan the higher education institution shall implement, and a research or analysis of the needs for the knowledge and objectives of society in the fields and disciplines of this (these) proposal(s);
4. financial projection of the founder;
5. draft of the act of the establishment and a draft of articles of association of a higher education institution, and a draft of a quality manual or a similar document;
6. agreements with companies regarding practical training of students;
7. valid decisions on the appointments to titles of higher education teachers for all main instructors and instructors of courses in the proposals of study programmes and the statements of their cooperation and the consent of their employers;
8. staffing plan;
9. draft of criteria for appointment to titles;
10. report of the founder regarding the scientific, professional, research or artistic work of main instructors and instructors of study programmes in the last five years;
11. programme of the founder regarding the scientific, professional, research or artistic work of the higher education institution for the following accreditation period;
12. proof of the premises and equipment: suitable proof of ownership or lease of premises and equipment (lease agreements, operating permits, statements of safety, inventory list);
13. plan for the implementation of a study programme, when the premises are at different locations;
14. development plan for the library activity, documents regarding the qualifications of library staff and the statements of their cooperation.

Agreements with companies from Item 6 shall be attached for a higher vocational study programme or for a study programme for which a practical training of students shall be anticipated.

**III.2.1.2 Initial accreditation of a university**

The electronic form “Re-accreditation of a higher education institution” shall be filled out and attached shall be the following:

* supplements from Items 1, 2, 4, 5, 7, and 10, determined for the initial accreditation of a higher education institution (Item III.2.1.1), and
* supplements from Items 6, 7, 8, 9, 10, and 11, determined for re-accreditation of a higher education institution (the supplements from this indent are also submitted by the founder).

**III.2.2 Accreditation of a study programme**

The electronic form “Accreditation of a study programme” shall be filled out and attached shall be the following:

1. decision of the university or private higher education institution senate on the adoption of the proposed study programme;
2. study plans;
3. analysis or research of the needs of the employment environment, job market and employability of graduates if a higher vocational study programme is being accredited;
4. analysis of the needs for knowledge and objectives of society, if a university study programme or a second-cycle study programme is being accredited;
5. agreements with companies regarding practical training of students;
6. plan for practical training of students or corresponding document thereof (for example, annual work plan), if it is not demonstrated in the study plan;
7. valid decision on appointment to a title, statements of cooperation, consents of employers;
8. proof on the scientific, professional, research or artistic work of the instructors of the programme or titles of websites from which this information is evident;
9. proof on the premises and the equipment necessary for the implementation of the study programme;
10. plan for the implementation of the study programme when the study programme is implemented at different locations, remotely, e-study.

Agreements or contracts with companies from Item 5 and the plan for practical training of students from Item 6 shall be supplemented for a higher vocational study programme, in which practical training of the students shall be anticipated.

Supplements from Items 3, 4, 5 and 6 do not need to be attached if a third-cycle study programme is being accredited.

**III.2.3 Accreditation of a joint study programme of Slovenian higher education institutions**

An electronic form “Accreditation of a study programme” shall be filled out and shall, in addition to the supplements, stipulated in Item III.2.2, also attach the following:

1. special agreement on the participation of higher education institutions in the implementation of the joint study programme, signed by all higher education institutions, drafted in accordance with Article 20 of the Criteria.

2. sample of the supplement to the degree.

**III.2.4 Re-accreditation of a higher education institution**

An electronic form “Re-accreditation of a higher education institution” shall be filled out attached shall be the following:

1. act on the establishment and articles of association for the higher education institution;
2. strategic plan of a higher education institution;
3. quality manual of a higher education institution or another relevant document;
4. self-evaluation report for the last concluded self-evaluation period and a document proving 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. criteria of the higher education institutions for appointments to titles;
6. staffing tables;
7. plan of the higher education institution for the education or training of higher education teachers and staff;
8. report of the higher education institution on the scientific, professional research or artistic work in the last five years;
9. plan of the higher education institution for education, knowledge advancement or the training of non-educational staff;
10. financial plan for the following accreditation period or for the period for which an agreement has been concluded with a competent ministry;
11. report on the development of library activity since the last accreditation;
12. list of registers managed by the higher education institution.

Supplements under Items 7, 8, 9, and 11 do not have to be attached if the plan and reports are contained in the self-evaluation report of the higher education institution. The provision shall also be valid for the accreditation of changes of higher education institutions.

If from the supplements to the application for a re-accreditation of a higher education institution the implementation, transformation and self-evaluation of study programmes is not demonstrated in accordance with Item II.2.2 of the Criteria, the Agency shall urge the applicant to fill out a form in accordance with the provision of Article 36 of the Criteria for study programmes which are determined by the Agency Council through a decision.

**III.2.5 Transformations of higher education institutions**

The electronic form shall be filled out or the changes shall be entered in the already filled-out form “Re-accreditation of a higher education institution”.

For a transformation to another type of higher education institution and an acquisition of a higher education institution to another higher education institution, the supplements determined in Item III.2.4 shall be attached. For a transformation of a higher education institution, the decision of a higher education institution shall be attached, and for the acquisition a special agreement between the founder of higher education institutions about the acquisition.

For the merger of higher education institutions, a special agreement between the founders of higher education institutions about the merger shall be attached as well as the supplements listed in Item II.2.1.2.

For the division of a higher education institution to several higher education institutions, the following shall be attached:

1. decision of a higher education institution on the division which shall, along with the general information on the newly formed higher education institutions, include the information on:

* which accredited study programmes shall be transferred to an individual higher education institution,
* which higher education teachers and staff, scientific staff and other professional stall shall work on at an individual higher education institution,
* transfer of the scientific, professional, research or artistic work to an individual higher education institution,
* division of premises and equipment,
* division of library activity,
* management of an individual higher education institution;

2. self-evaluation report of a higher education institution being divided, and

3. for each newly formed higher education institution, the electronic form “re-accreditation of a higher education institution” shall be filled out and the following shall be attached:

* supplements from Items 2, 5, 7, and 10, determined for the initial accreditation of a private higher education institution (Item III.2.1.1), and
* supplements from Articles 6, 7, 8, 9, 10, and 11, determined for the re-accreditation of a higher education institution.

For a dislocated unit, the following shall be attached:

1. proof regarding the premises and the equipment for the dislocated unit: suitable proof of ownership or lease of the premises and the equipment (lease agreements, operation authorizations, security statements, inventory list of the equipment);

2. plan for the implementation of a study programme at the dislocated unit;

3. data on higher education teachers and staff and non-educational staff at the dislocated unit;

4. a development plan for the library activity at the dislocated unit.

**III.2.6 Evaluation of a study programme**

The electronic form “Evaluation of a study programme” shall be filled out and the following shall be attached:

1. self-evaluation reports for the last three years and documents proving the achievement of tasks based on the findings of the self-evaluation report for the last concluded self-evaluation report (when they are not a part of the self-evaluation report) and the plan of measures for the following self-evaluation period;
2. 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.

# III.3 TYPES OF PROCEEDINGS

**III.3.1 Initial accreditation of a higher education institution and accreditation of a study programme**

**Article 34**

**(completeness of the application)**

The application shall be deemed formally complete when the prescribed electronic accreditation form shall be appropriately filled out and all applications determined in Article 33 of the Criteria are attached.

If the application is not formally complete, the Agency shall require for it to be supplemented and shall determine a deadline to remedy the flaws. If the applicant shall not remove the flaws within the set deadline, the Agency Council shall dismiss the application with a decision.

**Article 35**

**(procedure up to the issuing of the decision)**

One month after the receipt of the complete application for the initial accreditation of a higher education institution or the accreditation of a study programme, the Agency Council shall appoint a group of experts.

A group of experts shall prepare a joint report on the compliance with the criteria for the initial accreditation of a higher education institution or accreditation of a study programme (hereinafter: accreditation report) in three months of its appointment. It shall be prepared according to the areas of assessment and quality standards, determined in the criteria for initial accreditation of a higher education institution or accreditation of a study programme, namely, based on the application with supplements, other required documentation and the tour of the premises in which the institution shall perform its activity or implement its study programme.

A tour of the premises shall be mandatory when it regards an accreditation of a higher education institution. If a study programme is being accredited, a tour shall be done when it is necessary to fully determine the actual situation (when special equipment, laboratories etc. are required for the implementation of a programme).

The Agency shall send the accreditation report to the applicant who may add his remarks within one month of its receipt. If the applicant does not make any remarks to the report within this deadline, the report shall become final. If remarks are given, the group of experts shall prepare the final accreditation report within a month of the receipt of the commented report, in which it shall specify their opinion towards the remarks.

The final accreditation report and the remarks of the application from the previous paragraph shall be submitted to the Agency Council within one month from the preparation of the final accreditation report. The Agency Council shall decide in three months after its receipt on the initial accreditation of a higher education institution or the accreditation of a study programme, whereby it shall not take into consideration any comments or new evidence by the applicant, sent to the Agency after the issuance of the final accreditation report.

# III.3.2 Re-accreditation of a higher education institution

A higher education institution may obtain re-accreditation if it has been implementing study programmes for at least two years.

Article 36

(procedure up to the issuing of the decision)

A procedure for the re-accreditation of a higher education institution shall begin by submitting the application of a higher education institution in accordance with the provision of the fifth paragraph of Article 14 of ZViS, and shall continue with an external evaluation and conclude with a decision regarding the re-accreditation.

The external evaluation usually consists of two visits of the higher education institution spanning over several days each. The number of members in the groups of experts and the number of days of an individual visit shall be determined by the Agency with regards to the size of the higher education institution, diversity of its activities (number of fields and disciplines) and a number of study programmes it implements. The basis for the accreditation report is the self-evaluation report.

The group of experts shall perform its first visit and prepare a report with the findings with any suggestions for a more detailed assessment of individual areas of the institution's activity at the second visit, related with the organization, implementation, transformation and self-evaluation of certain study programmes (hereinafter: findings report), in since months of its appointment. The findings report shall be processed by the Agency Council in one month of its receipt and shall decide on the suggestions for the second visit. The Agency shall inform the higher education institution of this in one week, the institution shall in one month from the acquaintance with the decision fill out the application form “Evaluation of a study programme” (for all programmes determined by the Agency Council).

The group of experts shall generally perform the second visit three months after the decision of the Agency Council about the suggestions for them. During the second visit, it shall in more detail and in depth assess the area of operation of the institution or the study programmes which were determined by the Agency Council with a decision. The group of experts shall present its findings to the higher education institution on the last day of the visit. The higher education institution may after the presentation of the findings in five working days state their views on the findings or provide a written explanation of the situation. The group of experts shall take any valid remarks of the institution into consideration in the preparation of the evaluation report.

Regardless of the provision of the second, third and fourth paragraph of this article, the Agency Council may decide that the group of experts perform only one visit to the higher education institution. Such a decision may be adopted if it concerns a higher education institution with a small number of study programmes in related fields and disciplines, upon transformations of higher education institutions or when it is evident from the findings report of the group of experts that a second visit is not necessary.

The group of experts shall one month after the second visit prepare an evaluation report based on the assessment of the self-evaluation report of a higher education institution, application with supplements and any other documentation which was required upon visiting the higher education institutions, 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 re-accreditation of a higher education institution or an evaluation of a study programme.

When the Agency Council, in accordance with the fifth paragraph of this article, shall adopt a decision that a second visit is not necessary, the group of experts shall prepare an evaluation report based on the findings report.

The evaluation report shall be sent to the higher education institution to give remarks. If the higher education institution shall not give remarks within one month after the receipt of the report, the evaluation report shall become final. If there are remarks, the group of experts shall prepare the final evaluation report in which it shall give its opinion regarding all the remarks.

The self-evaluation report, the comments of the higher education institution from the previous paragraph and the final evaluation report of the group of experts shall be submitted to the Agency Council in one month of the preparation of the final evaluation report. The Agency Council shall decide on the re-accreditation of the higher education institution in three months after receiving the documentation, whereby it shall not take into consideration any remarks or new documents of the higher education institution sent to the Agency after the issuing of the final evaluation report.

**III.3.3****Extraordinary evaluation of a higher education institution and study programme**

**Article 37**

**(initiative for extraordinary evaluation)**

The initiative for the introduction of the procedure of an extraordinary evaluation may be submitted by the founders, the ministry competent for higher education, students or other higher education stakeholders when they have reason to suspect there are major violations in the operation of the higher education institutions or the implementation of a study programme.

The Agency Council shall decide on the execution of an extraordinary evaluation of a higher education institution or a study programme.

**Article 38**

**(procedure up to the issuing of the decision)**

The procedure of an extraordinary evaluation of a higher education institution or a study programme shall be performed the same as a re-accreditation of a higher education institution or an evaluation of a study programme in this procedure with the following exceptions:

1. the procedure is 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:

* major flaws or inconsistencies in the operation of a higher education institution or the quality assurance system of a higher education institution (extraordinary evaluation of a higher education institution);
* major flaws or inconsistencies in the organization, implementation or transformation of a study programme or its operation or the quality assurance system in the part relating to the study programme (extraordinary evaluation of a study programme);

1. before initiating the procedure, the Agency shall urge the higher education institution to provide explanations regarding the statements in the receive initiative without revealing the identity of the applicant; the higher education institution has one month from the receipt of the call to provide explanations;
2. after the expiration of the deadline mentioned in the previous item, the Agency Council shall adopt a decision regarding the execution of the extraordinary evaluation. The Agency shall notify the higher education institution about the decision on the initiation of an extraordinary evaluation procedure and publish the decision on its website; an appeal against the decision shall not be possible. The higher education institution shall be urged to fill out an application form and attach supplements required for re-accreditation of a higher education institution or evaluation of a study programme.

Even if the higher education institution does not attach the documentation from Item c of this article, the Agency Council shall appoint a group of experts and continue the procedure.

**III.3.4****Transformations of a higher education institution**

**Article 39**

**(completeness of the application)**

The application shall be formally complete when the electronic accreditation form has been appropriately filled out and all supplements determined in Article 33 of these Criteria have been attached.

If the application is not formally complete, the Agency may require its supplementation and shall determine the deadline to remedy the flaws. If the applicant shall not remedy the flaws within the set deadline, the Agency Council shall dismiss the application with a decision.

**Article 40**

**(procedure up to the issuing of the decision)**

One month after the receipt of the complete application for the accreditation of transformations of a higher education institution, the Agency Council shall generally appoint a group of experts. The procedure for the accreditation of transformations shall be conducted in accordance with Article 36 of the Criteria.

The group of experts shall prepare a joint report regarding the compliance with the criteria regarding the compliance with the criteria for the transformation of a higher education institution (hereinafter: report on changes) according to the areas of assessment and quality standards by considering Articles 25, 26, and 27 of the Criteria, namely based on the application with supplements, other required documentation and the visit to the higher education institution.

The visit to the higher education institution shall be obligatory for all transformations of a higher education institution, except for when it regards additional premises or the change of premises for the implementation of a part or the entire study programme in accordance with the second indent of paragraph one of Article 27 of the Criteria.

Regardless of the provisions of the first, second, and third paragraph of this article, the Agency Council may accredit the transformations of the higher education institution without appointing a group of experts or without visiting the higher education institutions, when it is regarding:

* the merger of accredited higher education institutions who have the same founder and do not change the location of the implementation of study programmes;
* merger by acquisition of one accredited higher education institution to another accredited higher education institution when it is evident from the agreement that the accredited situation, apart from the establishment and other joint services necessary for the operation of the higher education institutions, does not change.

In the events from the previous paragraph, the Agency Council shall decide no later than three months after the receipt of a complete application.

# III.4 DECISION OF THE AGENCY COUNCIL

**III.4.1 Initial accreditation of a higher education institution and accreditation of a study programme**

Article 41

The Agency Council may:

* grant accreditation to the higher education institution for a period of five years or
* deny the application for the accreditation of a higher education institution.

The Agency Council may grant the accreditation to the higher education institution if the statutory conditions for the establishment of a higher education institution are met as well as the quality standards regarding the areas of assessment from the criteria for the initial accreditation of a higher education institution.

The Agency Council may:

* grant accreditation to a study programme for an indefinite period or
* deny the application for the accreditation of a study programme.

The Agency Council can grant the accreditation to a study programme, if the statutory conditions are met as well as the quality standards according to the areas of assessment from the criteria for the accreditation of a study programme.

**III.4.2 Re-accreditation of a higher education institution**

**Article 42**

The Agency Council may:

* grant re-accreditation to a higher education institution for a period of five years,
* grant re-accreditation to a higher education institution for a shorter period which should not be longer than three years if major flaws or inconsistencies have been discovered in their operation or the quality assurance system, and shall set a deadline for its remedy;
* not grant re-accreditation to a higher education institution if major flaws or inconsistencies have been determined in its operation or quality assurance system in the whole period since the last accreditation.

After the expiration of the deadline in the second indent of the first paragraph of this article, the Agency Council shall again perform an evaluation based on which it shall grant re-accreditation to the higher education institution for a period of five years if no major flaws or inconsistencies have been determined in its operation or the quality assurance system. However, if those have been determined, the following may occur:

* another re-accreditation of a higher education institution for a shorter period which should not be longer than three years, and impose a deadline for the remedy of the flaws or inconsistencies, or
* the re-accreditation is not granted to the higher education institution if major flaws or inconsistencies have been determined in its operation or quality assurance system in the whole period since the re-accreditation for a shorter period.

After the expiration of the deadline from the previous paragraph, the Agency Council shall perform the evaluation for the third time, based on which it may grant re-accreditation to the higher education institution for a period of five years or does not grant it if major flaws or inconsistencies have again been determined in its operation or the quality assurance system.

If the Agency Council does not grant re-accreditation to the higher education institution, the validity of the accreditation shall expire at the end of the study year in which the decision of the Agency Council becomes final.

III.4.3 Extraordinary evaluation of a higher education institution

Article 43

The Agency Council may, based on an extraordinary evaluation of a higher education institution, do one of the following:

* grant re-accreditation to the higher education institution for a period of five years,
* grant re-accreditation to the higher education institution for a shorter period which shall not be longer than three years, if major flaws or inconsistencies have been determined in its operation or quality assurance system and shall impose a deadline for its elimination;
* does not grant re-accreditation to a higher education institution if major flaws or discrepancies have been determined in its operation or quality assurance system in the whole period since its last accreditation.

After the expiration of the deadline for the elimination of the determined major flaws or discrepancies from the second indent of the first paragraph of this Article, the Agency Council shall act and decide as it is determined in the second and third paragraph of Article 42 with the following exception:

* after the third evaluation, it may, in accordance with the second indent of the sixth paragraph of Article 51š of ZViS, withdraw the accreditation of an individual study programme if major flaws or discrepancies have been determined in the organization, implementation or transformation of a study programme, its part or an evaluation of a study programme in the whole period of the re-accreditation for a shorter period.

III.4.4 Extraordinary evaluation of a study programme

Article 44

The Agency Council may, based on an extraordinary evaluation of a study programme, do one of the following:

* determine the compliance of the implementation of the study programme;
* determine partial compliance of the implementation of the study programme;
* withdraws the accreditation of a study programme.

The Agency Council shall adopt a decision from the second indent of the previous paragraph if major flaws or discrepancies have been determined in the organization, implementation or transformation of a study programme or its part or the quality assurance system of the higher education institution – self-evaluation of a study programme, and shall impose a deadline for its elimination which should not be longer than three years.

The Agency Council shall withdraw the accreditation from a study programme if major flaws or discrepancies have been determined in the entire period of the duration of a study programme.

After the expiration of the deadline to eliminate the determined major flaws or discrepancies, the Agency Council shall again perform an evaluation, based on which it shall determine the adequacy of the implementation of the study programme if major flaws or discrepancies have not been determined in the organization, implementation of transformation of a study programme or a part of it or the quality assurance system of the higher education institution – self-evaluation of a study programme. If these were determined, the Agency Council may:

* again determine a partial compliance of the implementation of a study programme and shall impose on the higher education institution a deadline for the elimination of flaws or discrepancies, which should not be longer than three years, or
* withdraw the accreditation from a study programme if major flaws or discrepancies have been determined in the organization, implementation or transformation of a study programme or its part or the quality assurance system of a higher education institution – self-evaluation of a study programme in the period since the previous evaluation.

After the expiration of the deadline from the first indent of the previous paragraph, the Agency Council may perform the evaluation for the third time based on which it may:

* determine the compliance of the implementation of the study programme;
* withdraw the accreditation of a study programme if it again determines major flaws or discrepancies in the organization, implementation of transformation of a study programme or its part or the quality assurance system of the higher education institution – self-evaluation of the study programme.

**Article 45**

**(major flaws or discrepancies and deadlines for its elimination)**

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

These mainly include:

1. operation of a higher education institution:

* inappropriate development and execution of educational, scientific, professional, research or artistic activity in the fields or disciplines, for which the higher education institution is accredited,
* unsuitable resources for the practical training of students in the work environment (material and human resources), when it is an obligatory part of the study,
* internal organization of the higher education institution which does not provide the exercising of right and duties of all stakeholders,
* disabling of the operation or development of an internal system of quality, quality culture and the conclusion of a quality circle;

2. human resources:

* scientific, professional, research, or artistic work of higher education teachers which is not connected to the area of the courses in the study programmes the main instructors of which they are,
* unsuitability of mentors at the doctoral studies,
* professionally and numerically insufficient staffing situation,
* non-provision of the professional development of human resources and the educational development of higher education teachers and staff;

3. students:

* not considering the diversity and students' needs,
* disabling the participation of students in the self-evaluation of a higher education institution and their transformation;

4. material conditions:

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

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

* inadequacy of the evaluation of the study programme and self-evaluation report regarding this;

6. transformation and update of a study programme:

* due to the changes, the study programme is no longer complete in content and consistency, study plans and the curriculum are no longer connected to the objectives and competences of the programme,
* changes are of such nature that a new programme was formed which needs to be newly accredited (for example, a change of KLASIUS (except nationally specific areas according to KLASIUS-P-16), types, fundamental objectives and most of the competences or learning outcomes, which are gained by the programme, and names and professional titles);

7. implementation of the study programme:

* insufficient (too little) number of hours of implementation of the study programme (lectures, practical classes, seminars, practical training),
* inappropriate method of implementing a study programme, when students are disabled from obtaining certain competences or learning outcomes, determined by the study programme,
* non-integration of students into the scientific, professional, research, or artistic work in accordance with Article 33 of ZViS,
* unsuitable practical education of students;

8. non-compliance of already accredited higher education institutions with the provisions of Article 14 of ZViS in accordance with Article 38 of ZViS-K.

When the Agency Council grants the re-accreditation for a shorter period or determines a partial compliance in the implementation of a study programme and imposes on the institution deadlines for the elimination of the determined major flaws or discrepancies, the higher education institution has two months after the receipt of the decision of the Agency Council (since the finality of the decision) to prepare a plan for the elimination of the determined major flaws or discrepancies indicated in the decision. The plan must include measures and related tasks to eliminate the discrepancies or major flaws, persons responsible for the implementation measures and tasks and detailed deadlines for its implementation, whereby the institution must take into consideration the deadlines imposed by the Council in their decision. The higher education institution must in the period until the re-evaluation promptly notify the Agency about the performed tasks from the plan.

III.4.5 Transformations of higher education institutions and study programmes

**Article 46**

**(transformations of higher education institutions)**

The Agency Council may do the following for the higher education institution:

* accredit the transformation; or
* deny the application for the accreditation of the transformation.

**Article 47**

**(transformations of study programmes)**

The higher education institutions shall change its study programmes themselves. They shall inform the Agency in 30 days of the confirmation of the changes of compulsory parts of study programmes by the competent bodies, namely by entering or transferring them to a filled-out electronic form for the accreditation of a study programme and attach in the supplements a printout of the decision of the senate with which the changes have been adopted.

The Agency shall review the changes promptly and determine whether the higher education institution has complied with the statutory provisions and quality standards from the Criteria. If flaws or major inconsistencies shall be determined in the transformation of the study programme, determined in Article 45 of the Criteria, it shall act in accordance with Articles 37 and 38 of the Criteria.

The Agency Council may act in accordance with Articles 37 and 38 of the Criteria even if the higher education institution does not inform the Agency about the changes of the study programme within the deadline set in the first paragraph.

**III.4.6 Appeal**

**Article 48**

An appeal may be submitted against the decision of the Agency Council in 30 days of its delivery.

The appeal shall be sent to the Agency Council, and the Appeal Committee shall decide on it.

The Appeal Committee shall decide on the appeal in three months of the submission of the complete appeal. If the appeal shall be granted, it shall be returned to the Agency Council for a new decision.

The decision of the appeal committee may be contested by initiating an administrative dispute.

**III.4.7 Re-application for accreditation**

**Article 49**

If the Agency Council shall decline an application for the initial accreditation of a higher education institution or shall not re-accredit the higher education institution, the applicant may re-submit the application for an initial accreditation after two years from the finality of the accreditation decision.

If the Agency Council shall decline the application for the accreditation of a study programme or shall withdraw its accreditation, the higher education institution may re-submit the application for the accreditation of this programmes in one year after the finality of the accreditation decision.

In the examples from the first and second paragraphs of this article, the applications shall be processed in accordance with the Criteria for initial accreditation.

If the higher education institution shall miss the deadline for the submission of the application for re-accreditation from the fifth paragraph of Article 14 of ZViS, the founder may re-apply for the initial accreditation of a higher education institution after the finality of the dismissal decision.

# IV. EVALUATION OF A SAMPLE OF STUDY PROGRAMMES

**Article 50**

**(determination of a sample of study programmes for evaluation and procedure)**

For every following study year, the Agency Council shall determine a sample of study programmes and adopt a plan, which the Agency shall follow for the evaluation. Every year, the sample shall feature at least 2 percent of the accredited study programmes which are implemented in the Republic of Slovenia at that moment. The purpose of these evaluations shall be to consult the higher education institutions in the development of self-evaluation and improvement of the quality of study programmes.

In the establishment of the sample, the Council may consider various factors or indicators, related with the findings from previous procedures. The sample may include study programmes based on:

* individual cycles and types,
* individual study, artistic or professional fields or scientific disciplines,
* methods of implementation,
* self-evaluation procedures,
* other.

The proposals for the inclusion of individual study programmes to the sample may also be submitted by higher education institution. The Agency shall inform them at the end of the calendar year which factors shall be considered in forming the sample for the following study year and until when they need to submit the proposals. The Agency Council shall consider the proposals when higher education institutions take into consideration these factors or when there is enough room in the sample for the proposed study programmes.

When the list of study programmes, included in the samples, has been established, the Agency shall publish it on its website along with a timeline of the course of evaluations.

The procedure of the evaluation of a sample shall begin by the Agency Council notifying the higher education institutions implementing the study programmes, included in the sample. After the receipt of the notification, the higher education institutions must within two months submit to the Agency a filled-out electronic form for the evaluation of study programmes, including the supplements.

The procedure of the evaluation of a sample is conducted in accordance with the evaluation procedure for individual programmes within the re-accreditation of higher education institutions with a mandatory visit by a group of experts.

The evaluation procedure of the sample of study programmes shall be concluded with recommendations to higher education institutions for the improvement of self-evaluation, implementation or the quality of the entire study programme.

# V. APPLICATION FORMS

## Article 51

**(form for the initial accreditation of a higher education institution)**

**A. JOINT INFORMATION**

|  |  |
| --- | --- |
| Title of higher education institution being established: |  |
| Representative (name, position): |  |
| Street name and number: |  |
| Postal code and town/city: |  |
| Phone number: |  |
| E-mail address: |  |

1. Information about the founder/s:

|  |  |
| --- | --- |
| Legal entity or natural person: |  |
| Legal representative (name, position): |  |
| Street name and number: |  |
| Postal code and town/city: |  |
| Phone number: |  |
| E-mail address: |  |

**B. AREAS OF ASSESSMENT**

**B.1. OPERATION OF THE HIGHER EDUCATION INSTITUTION**

**STANDARD 1: The founder has formally adopted its mission, vision and strategy with a strategic plan with clear and verifiable organizational and implementational objectives enabling the planned higher education activity.**

1. **placement of the higher education institution into the higher education and broader social area**

|  |
| --- |
| Please show and justify the placement of the higher education institution in the Slovenian and international higher education and broader social area: |

1. **substantial cohesion of the mission, vision and strategy with the strategic plan**
2. **feasibility of the objectives determined in the strategic plan**

|  |
| --- |
| *Please attach the formally adopted mission, vision and strategy with a strategic plan. (Provide a link to the documents if they have already been published.)*    *(The mission, vision and strategy with a strategic plan shall clearly demonstrate the planned development of the higher education institution especially at the educational and scientific, professional, research or artistic area for which the institution is being established. Assessed shall be:*   * *feasibility of the objectives determined in the strategic plan for all areas of operation of the higher education institution, as well as for the internal quality system or quality assurance system, and* * *justification (support) of the strategic plan by the financial projection and analysis of other material and human resources of the founder.)*   Please provide a justification for the substantial cohesion of the mission, vision and strategy with a strategic plan and feasibility of the objectives established by the plan: |

**č) proposals of study programmes which shall be implemented by the higher education institution**

Definition of the fields of study (hereinafter: fields) and scientific disciplines (hereinafter: disciplines), for which the higher education institution is being established or of which there are proposals of study programmes:

|  |
| --- |
| Definition of a proposal for a study programme according to KLASIUS-SRV:  (Please classify the programme according to the fourth classification level or enter the 5‑digit code.)  detailed group of types – type: |
| Definition of a proposal of a study programme according to KLASIUS-P-16:  (Please classify the programme to one field, namely the dominating one. Classify it according to all classification levels or enter the 2-, 3-, and 4‑digit code. For an interdisciplinary programme, copy the table if necessary.)  broader field:    narrower field:    detailed field: |

Scientific disciplines according to the Frascati classification:

|  |  |
| --- | --- |
| Natural sciences  Engineering and technology  Medicine and Health sciences  Agricultural sciences | Social sciences  Humanities  Other |

|  |
| --- |
| *Please attach the proposal(s) of study programme(s), drafted in accordance with the law and Articles 17 and 18 of the Criteria, with a draft of the curriculum and study plans.*  *(The study programme shall demonstrate: connectedness with the missions, vision and strategy of the founder, capability for creating scientific achievements and connectedness with the environment in which the higher education institution shall be operating in (participation with the academic community, economy and non-economy in the fields and disciplines for which the institution is being established and from which the proposal for the study programme arises).)* |

|  |
| --- |
| Please describe the connectedness or participation of the founder with the environment and connect it with the planned number of students: *(Provide any websites which demonstrate such participation.)*  *Please attach the analysis of the needs for knowledge and objectives of the society in the fields and disciplines of the proposals of study programmes.*  *(A methodologically justified analysis may be performed by the founder himself or he shall order it from competent ministries, chambers or associations. The analysis must demonstrate a connection between learning outcomes in the proposals of study programmes and the findings of the profession regarding the employability of the graduates, the needs for knowledge or further training.)* |

**STANDARD 2: The provided and planned financial resources shall enable a quality of the development of higher education institutions.**

|  |
| --- |
| Please make a financial projection justifying the strategic plan:  *(Assessed shall be the financial projection of the founder which shall demonstrate the resources for financing the anticipated activities of the higher education institution, mainly educational, professional, scientific, research or artistic, by taking into consideration the following:*   * *anticipated number of students enrolled,* * *number of higher education teachers and other staff,* * *duration of the study programme, extended for one year,* * *basic infrastructure for education and professional, scientific, research, or artistic activity for the relevant field.)* |

**STANDARD 3: Internal organization of the higher education institution is devised to ensure the participation of the staff, students and other stakeholders in the management and execution of activities of the higher education institution.**

Act of establishment of the higher education institution:

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| --- |
| *Please attach a draft of the act of establishment of the higher education institution. (Provide a link to the document if it has already been published.)*  *(Assessed shall be whether the act demonstrates a suitable internal organization and concept of the internal quality system of the higher education institution. In addition to that, the constitution of the bodies of the institution shall be reviewed, namely the representation of students in them.)*    Potential short explanation to the act of establishment: |

Articles of association of the higher education institution:

|  |
| --- |
| *Please attach a draft of the articles of association of the higher education institution. (Provide a link to the document if it has already been published.)*  *(The articles of association must clearly demonstrate:*   * *rights and obligations of members of the bodies of the higher education institution,* * *rights of students to participation,* * *ensuring the equal protection of rights of all students, higher education teachers and staff as other staff – concept of the regulation of appeal bodies and appeal procedures,* * *establishment of procedures, rights and obligations of the founder and students and other stakeholders upon the cessation of operation or withdrawal of accreditation from the study programme.)*   Potential short explanation to the articles of association: |

**STANDARD 4: Practical training of students in the work environment, if anticipated by study programmes, shall be well-planned. Sufficient resources shall be provided for its implementation**.

Suitability of companies for the implementation of practical training:

|  |
| --- |
| *Please attach agreements regarding practical training (obligatory for all study programmes containing such training)*. *(Provide a link to the document if they have already been published.)*  Please provide a justification of the suitability of companies with which you have concluded agreements regarding practical training regarding their material, financial and human resources *(suitable premises and equipment and ability for appropriate mentorship to students and their financing):* |

Connectedness of practical training with the fields and disciplines, from which the proposals of study programmes come:

|  |
| --- |
| Please provide a justification of the connection: |

**STANDARD 5: The internal quality system shall be designed so to ensure a concluded quality circle on all areas of operation of the higher education institution.**

|  |
| --- |
| *Please attach the quality manual or a related document in a draft. (Provide a link to the document if it has already been published).*  *(The manual shall demonstrate the concept of:*   * *methodology for collecting date, their analysis and evaluation,* * *monitoring the satisfaction of employees, students and representatives of the external environment,* * *provision and improvement of the quality of the activity of the higher education institution,* * *planning, executing and monitoring measures for the improvement in the direction of development and progress, namely for all areas of the Agency's quality standards.)*   Please provide a description of the plan for the establishment of an internal quality system:  *(Along with the abovementioned indications the following is also important:*   * *regular collection and analysis of data on the learning outcomes of students and the entire education as well as other related activities,* * *that management, all higher education teachers and staff, students and other stakeholders assess the quality of their work and the work of other stakeholders,* * *determining the discrepancies in exercising the activity and deviations from planned activities and achievements, regular notifications to students and other stakeholders regarding the measures for quality improvement, planning of periodical self-evaluations.)* |

**B.2. HUMAN RESOURCES**

**STANDARD 6: Higher education teachers shall be provided for all study fields or for all obligatory and internal selective courses, determined in the proposals of study programmes.**

1. **validity of appointments to titles of higher education teachers and the suitability of the field of appointment according to the courses the instructors of which they shall be**

|  |
| --- |
| *Please attach valid decisions on the appointments to the title of a higher education institution, statements of their participation and consents of employers.*  *(Higher education teachers must have valid appointments to the title for the field for which the higher education institution is being established and of which are the courses in the proposals of study programme, the instructors of which they shall be.)*  Potential explanation of the founder: |

1. **staffing plan**

|  |
| --- |
| *Please attach a staffing plan of the higher education institution. (Provide a link to the document if it has already been published).*  *(The staffing plan shall demonstrate:*   * *that the staffing constitution corresponds to the cycle and type of the proposal of the study programme,* * *type of anticipated employment of higher education teachers and staff,* * *equivalent of employments of higher education teachers in accordance with the law.)*   Potential explanation of the founder: |

**Planned number of higher education teachers, instructors of subjects in the proposals of study programmes:**

Proposal of a study programme (name of the programme): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employment relationship | Full professor | | Associate professor | | Assistant professor | | Senior lecturer | | Lecturer | | Foreign language assistant | |
| No. | FTE | No. | FTE | No. | FTE | No. | FTE | No. | FTE | No. | FTE |
| Full-time employees |  |  |  |  |  |  |  |  |  |  |  |  |
| Part-time employees |  |  |  |  |  |  |  |  |  |  |  |  |
| Workload throughout the full working time |  |  |  |  |  |  |  |  |  |  |  |  |
| Contract staff |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Share of higher education teachers, instructors of subjects in the study programme, who shall be employed by the higher education institution, is \_\_%.  *(All instructors (contractual also) of study programmes, which will be implemented by the higher education institution (that is 100%), shall be considered for the calculation; the required percentage shall be calculated of that.)*  Number of higher education institutions, full-time employees or a corresponding extent of employments for a shorter working time than the full-time employment (FTE) for the study programme shall be \_\_\_\_\_.  *(Full-time employment includes the whole load of higher education teachers (besides the educational also* research *and other.)*  Share of higher education teachers, full-time employees or employees in a corresponding extent for a shorter working time than the full (FTE) at a university study programme at a university shall be \_\_\_\_\_%.  *(In the calculation, all higher education teachers of all university study programmes (also those who are contractually employed), which amounts to 100%, shall be considered, of which the share shall be calculated:*   |  |  | | --- | --- | |  | *)* |   Potential explanation of a higher education institution: |

**c) constitution of a tentative senate**

|  |
| --- |
| Please indicate the constitution of the tentative senate:  *(For the formation of a senate of a higher education institution, a sufficient number of higher education teachers is provided, if that is determined by a draft of the articles of association, and of scientific staff as well. In the rules for the appointment of senate members, equal representation of all fields and disciplines of a higher education institution shall be ensured.)*  Potential explanation of the founder: |

**č) consideration of the Agency's minimal standards in the draft of the criteria of a higher education institution regarding the appointment to titles**

|  |
| --- |
| *Please attach a draft of the criteria for appointments to titles. (Provide a link to the document if it has already been published.)*  *(The Agency's minimal standards are the fundamental conditions which may be expanded, upgraded, deepened, tightened etc.)*  Potential explanation of the founder: |

**STANDARD 7: Scientific, professional, research or artistic work of main instructors or instructors of study programme shall be suitable for the fields and disciplines for which the institution is being established and from which the proposals of study programmes arise.**

**a) report about the scientific, professional, research or artistic work of man instructors and instructors of study programmes in the last five years and the suitability of that work**

**b) programme of the scientific, professional, research or artistic work for the following accreditation period**

|  |
| --- |
| *Please attach a report of the founder on the scientific, professional, research or artistic work of the instructors and providers of study programmes in the last five years. (Provide a link of the report if it has already been published.)*  *(Copies from databases, such as cobiss, sicris, shall not constitute a report.)* |

|  |
| --- |
| *Please attach a report regarding the scientific, professional, research or artistic work of the higher education institution for the following accreditation period*. *(Provide a link of the document if it has already been published.)* |

Projects:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Seq. No. | Type of project | Project title | Duration of project | Main instructor or instructor of the study programme participating in the project | Purpose or objectives of the project |
|  |  |  | From \_ to \_ |  |  |

Important achievements:

|  |  |  |
| --- | --- | --- |
| Seq. No. | Type of achievement | Reference or short description |
|  |  |  |

|  |
| --- |
| Please provide an explanation of how the scientific, professional, research or artistic work of main instructors and instructors of study programmes and the related projects or achievements relate to the field and disciplines at which the higher education institution shall perform its activity and from which the proposals of study programmes come. Here, take into consideration the type of the higher education institution and the cycle and type of study programmes:  *(For the establishment*   * *of higher vocational colleges, mainly professional work shall be assessed,* * *of faculties, mainly scientific, research or artistic work shall be assessed,* * *of academies, mainly artistic work shall be assessed,* * *of universities, mainly scientific and research work shall be assessed.*   *The suitability of the work of higher education teachers shall be assessed mainly in relation to the courses, the main instructors or instructors of which they shall be, and the fields and disciplines at which the higher education institution shall perform its activity. It shall be demonstrated with research achievements, their publications, quotes, artistic works, exhibitions, events, products, services, which are recognized, current, modern and much-noticed, namely for the field for which they shall be educationally active. The type, cycle and content of the proposal of a study programme, study or artistic field, scientific discipline and peculiarities, characteristic for a field or discipline shall be considered in the assessment.*  *Important achievements are those which the academic community or profession from the relevant field recognizes as such, because they have a penetrating and significant impact on the development of disciplines and the profession and the development of knowledge or art. A quality scientific, professional, research or artistic activity is connected to them.*  *The programme of the scientific, professional, research or artistic work is verifiable, executable and in content pursues the objectives according to the type of higher education institution, field and cycle of the anticipated study programmes.)* |

It if regards a proposal for a third-cycle study programme, the following shall also be filled out:

**c) meeting conditions for the mentorship of doctoral students and the suitable number of mentors according to the planned number of students enrolled when the higher education institution shall implement third-cycle study programmes**

Please indicate a list of main instructors who meet the conditions for the mentorship of doctoral students and justify for each instructor the capability for mentorship:

*(Doctoral study demands a high scientific-research level, a developed research environment, suitable content and a quality mentorship. Therefore, the mentors must meet the conditions determined by ZRRD in its chapter III (Articles 27, 28, 29, and 30), and take into consideration the standards of the Agency.*

*The fundamental starting point for a quality of research work is the ability to mentor doctoral students. By determining the ability, the work obligations of the instructors and their research work are taken into consideration. The mentor's educational, scientific, and research references must comply with the field, indicate a high level and be current.*

*The highest recommended number of doctoral students per mentor is 5 per doctoral study programmes. It is also recommended that the mentor is an instructor or cooperates in the research projects or programmes, relevant for their respective field.)*

**B.3 MATERIAL CONDITIONS**

**STANDARD 8: The founder shall provide suitable premises for the implementation of the higher education activity**

*Please attach proof of ownership or lease of premises and a plan for the implementation of the study programme, if the premises are at different locations. (The premises must be leased for at least five years. The lease agreement shall clearly demonstrate that the premises will be available for the higher education institution to use for an uninterrupted execution of the activity.)*

Please indicate a list of your own premises and leased premises:

*(The suitability of the equipment shall be assessed by taking into consideration the planned activity of the higher education institution, proposals of study programmes, human resources and the anticipated number of students enrolled. Therefore, the suitability of lecture halls, laboratories, workshops and other premises, intended for the educational, scientific, professional, research or artistic activity of the higher education institution as well as the suitability of the premises, intended for the management, support services, higher education teachers and staff, students and their bodies, shall be determined.)*

**STANDARD 9: The founder shall provide the appropriate technical, technological and other equipment for the implementation of the higher education activity**

*Please attach proof of ownership or lease of the equipment.*

Please indicate a list of your own equipment and leased equipment:

*(The suitability of the equipment shall be assessed by taking into consideration the planned scientific, professional, research or artistic activity of the higher education institution, proposals of study programmes, the anticipated method of their implementation and the anticipated number of students enrolled. If the higher education institution will perform an e-study or a remote study or other special forms, the founder shall prove that it has available the equipment for such methods of the implementation of study programmes.)*

**STANDARD 10: Suitable adaptations shall be provided for students with various forms of disability**

Adaptations of the premises and the equipment as well as the communication and information accessibility:

Please provide a description of which adaptations are provided and which are planned:

*(Assessed shall be access to lecture halls, laboratories, student affairs office, library, common premises – elevators, ramps etc. and the adjustment of the premises and the devices – sanitary facilities for the disabled, driveways, parking areas, tiles with inscriptions in Braille, voice notifications in the elevator and miscellaneous).*

**STANDARD 11: Library services of the higher education institution shall be provided**

**a) study, professional, and scientific literature and the development plan for the library activity and services**

**b) qualification of library staff**

*(Assessed shall be the suitability of study, professional and scientific literature from the fields of the proposals of study programmes or the fields and disciplines, the institution shall develop, and a plan for the further development of the library of the higher education institution.)*

*Please attach a plan for the development of the library activity*: *(Provide a link to the document if it has already been published.)*

*Please attach documents proving the qualification of library staff and their statements of participation*.

## Article 52

**(form for re-accreditation of a higher education institution)**

**MARK:**

**regular re-accreditation of a higher education institution**

**extraordinary evaluation of a higher education institution**

**transformation of a higher education institution:**

**transformation to another type of higher education institution**

**acquisition, merger, division:**

* + - **acquisition**
    - **merger**
    - **division**

**dislocated unit of a higher education institution**

**initial accreditation of a university**

**A. JOINT INFORMATION**

|  |  |
| --- | --- |
| Name of higher education institution: |  |
| Representative (name, position): |  |
| Street name and number: |  |
| Postal code and town/city: |  |
| Phone number: |  |
| E-mail address: |  |
| Website: |  |
| Fields for which the higher education institution is accredited: |  |
| Disciplines for which the higher education institution is accredited: |  |

***If it concerns a university, the following table shall open:***

|  |  |
| --- | --- |
| Name of the member: |  |
| E-mail address: |  |

***Dislocated units:***

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

**B. AREAS OF ASSESSMENT**

**B.1. OPERATION OF THE HIGHER EDUCATION INSTITUTION**

**STANDARD 1: The higher education institution shall successfully fulfil its mission in the Slovenian and international higher education area. By achieving organization and implementation objectives it ensures a quality of higher education activity and its development.**

**If it regards the first re-accreditation, the mission, vision and strategy of the higher education institution demonstrate that it continues the founder's obligations.**

**a) compliance of strategic planning with the mission, national and European guidelines**

**b) feasibility and integrity of strategic planning**

**c) suitability of the method of verifying strategic planning**

|  |
| --- |
| *Provide a link featuring the formally adopted mission, vision and strategy with the strategic plan (if the strategic plan is not published, please attach it).*  *(The document shall clearly demonstrate the educational, scientific, professional, research or artistic objectives. In relation with the mission and vision, the further strategic planning of the higher education institution 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 last accreditation of the institution. The following shall also be assessed:*   * *success in fulfilling the mission in the Slovenian and international higher education area;* * *participation of internal stakeholders (management, higher education teachers and staff, scientific staff, students and other staff of the higher education institution) and external stakeholders (for examples, employers, competent ministries, chambers, associations etc.) in strategic planning;* * *success in meeting strategic plan since the last accreditation of the institutions or a connection between the set objectives and the actual development of the higher education institution.)* |

**STANDARD 2: Internal organization of the higher education institution ensures the participation of higher education teachers and staff, scientific staff and non-education staff, students and other stakeholders in the management and development of the activities of the higher education institution.**

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

**STANDARD 3: The higher education institution shall demonstrate a quality of its scientific, professional, research or artistic activity and related important achievements in the fields and disciplines in which it executes it.**

|  |
| --- |
| *(Assessed shall be the quality, development and progress of the scientific, professional, research or artistic activity according to the type and size of the higher education institution, and the type, cycle and number of study programmes it implements.*  *Important achievements are those which the relevant academic community or profession recognizes as such as they have a profound and significant influence on the development of disciplines or the professions and therefore contribute to the development of knowledge or an art. They are a product of a quality scientific, professional, research or artistic activity.)*  Present the development and progress of the scientific, professional, research or artistic activity of the higher education institution and indicate important achievements (publications, patents, services, awards, works of art, recognitions) in the period since the last accreditation and references which demonstrate them (for example: databases, magazines, quotations etc.). Evaluate the meaning (influence, value of the recognition, impact, usability) of the achievements: |

**STANDARD 4: Practical training of students in a work environment, if it is a part of the educational activity, shall be well-organized and implemented as such. The resources for its implementation shall be provided.**\*

\*Obligatory if the higher education institution implements professional study programmes and those whose mandatory part is practical training.

**a) systemic regulation of the practical training of students and its implementation**

Please provide a description of the regulation of practical training at the level of the higher education institution and attach any potential document demonstrating it (for example, the annual work plan, rules about this 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 (higher education teachers and staff, mentors at the employers, organizers of practical training and students). In relation to that, the implementation of this training in the work environment shall be assessed.)*

Potential explanation of the higher education institution regarding the course (implementation) of practical training:

**b) satisfaction of the participants of the practical training**

Please indicate how you assess the satisfaction of the participants of practical training *(link where the documentation or self-evaluation report about this is published).*

*(Assessed shall be the satisfaction of all participants: students, mentors of the training, providers or organizers of practical training at higher education institution and in companies.)*

**STANDARD 5: The higher education institution shall monitor the needs for knowledge and employments needs in the environment. It shall provide information on employment possibilities corresponding to the competences or learning outcomes of the graduates.**\*

\*Obligatory for higher education institutions which implement study programmes of the first and second cycle.

**a) cooperation of the higher education institution with the environment or employers, and their graduates**

Describe the cooperation with the environment or employers, and your graduates, methods of monitoring the suitability of competences or learning outcomes, their assessment and the use 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) developedness of career 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 higher education institution:

**STANDARD 6: The internal quality system enables the conclusion of the quality circle on all areas of operation of the higher education institution.**

**a) knowing the meaning and the role of the internal quality system**

|  |
| --- |
| *Please attach the quality manual of the higher education institution or another relevant document: (Provide a link where it is published*.*)*  *(The manual shall demonstrate the internal quality system of the higher education institution. It shall be assessed whether the quality circle has been concluded which shall be reflected as:*   * *the methodologic, comparable and verifiable collection of data, their analysis and assessment of quality of the activity of the higher education institution,* * *monitoring the satisfaction of higher education teachers 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 higher education institution or for the improvement of the development and progress, eliminating flaws and discrepancies.)* |

**b) self-evaluation report for the last concluded self-evaluation period, measures based on the self-evaluation in the period since the last accreditation and a plan for improvements for the following self-evaluation period**

|  |
| --- |
| *Please 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 higher education institution itself according to 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 higher education institution 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 higher education institution assesses:*   * *the content of study programmes, its transformation and update,* * *the appropriateness of the implementation of study programmes,* * *successfulness of students (their progress, transfer, obtaining competences or learning outcomes...),* * *scientific, professional, research or artistic work of the higher education institution,* * *sufficiency and diversity of material and human resources, and financial success*   *and that it*   * *documents the established discrepancies and flaws and the proposals for improvements,* * *eliminates the established discrepancies and flaws, and improves the quality of the educational, scientific, professional, research or artistic activity and other activities of the institution,* * *analyses its achievements.*   *The fulfilment of roles, rights and duties of stakeholders set in advanced shall be assessed in the self-evaluation.)*    Please provide a description of the development and progress of the internal quality system of the higher education institution in the period since the previous accreditation and connect it with the planning of the self-evaluation, findings of the self-evaluation, with the fulfilment of the measures and the roles, rights and duties of the stakeholders: |

**c) internal quality system shall enable and encourage the development, connecting and updating of the educational, scientific, professional, research or artistic activities and the impact of this activity on the environment**

*(The basis for the assessment shall be the self-evaluation report, information about the educational, scientific, professional, research or artistic work and the modifications of study programmes.*

*It is a more detailed assessment of the development of the activity of the higher education institution from the point of view of content. It shall be determined whether:*

*- the internal quality system gives accurate and critical assessments of the situation which supports the development of the scientific, professional, research or artistic activity and its contents, and*

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

Potential additional documentation (reference to it, it shall be assessed at the visit) and a potential additional explanation:

Collecting, analysing and assessing information:

|  |
| --- |
| Mark the methods of collecting data:  with formal discussions (annual work interviews with higher education teachers, staff, scientific staff and non-education staff, office hours for students etc.),  with surveys,  at meetings,  with information conversations (in the everyday work),  at open days,  at gatherings,  other.  If you marked “other”, please provide a short description of how: |

**STANDARD 7: The higher education institution shall inform the stakeholders and the public of its study programmes and activity in a timely manner**.

Information on the activity of the higher education institution:

*(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 and in what way they are forwarded to stakeholders and the broader public, how they are refreshed, who participates in this and how:

*(Assessed shall be the content, reliability, understandability and accuracy of the information regarding the activity of the higher education institution and their accessibility to the candidates for the study, students, graduates, lecturers and staff, scientific staff, non-education staff, other stakeholders and the broader public.)*

Information on study programmes and their implementation:

*(Indicate a link featuring the published information, and other forms, for example electronic notifications, booklets, brochures:)*

*(Besides the general information on study programmes, enrolment and selection procedures, course and conclusions of study, it shall be assessed whether the candidates for the 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 scientific, professional, research or artistic work of students,*
* *placement of study programmes in SOK, EOK and EOVK,*
* *employability of graduates, needs for their knowledge or the possibilities for continuing the studies.)*

Potential explanation of the higher education institution:

**B.2 HUMAN RESOURCES**

**STANDARD 8: Higher education teachers and staff as well as scientific staff shall be provided for a quality execution of the educational, research and other work.**

**a) provision of educational and professional development of higher education teachers and staff since the previous accreditation**

|  |
| --- |
| *Please attach a plan of the higher education institution for education and training of higher education teachers and staff (if it is not included in the self-evaluation report)*.  *(Assessed shall be the help of the higher education institution to higher education teachers and staff in the development of their career path (which also includes the training of higher education teachers regarding the assessment of the students’ knowledge, developing and implementing quality teaching methods, preparing study materials etc.; by considering the work with various groups of students or their needs). It shall be determined whether the higher education institution has the relevant registers and proof (regarding the education, trainings etc.).*  *It shall also be assessed whether academic freedom and fairness of higher education teachers and staff are possible.)*  Potential additional explanation of the higher education institution: |

**b) scientific, professional, research or artistic achievements of higher education teachers and scientific staff**

*Please attach a report of the higher education institution regarding the scientific, professional, research or artistic work in the last five years:*

*(Assessed shall be the research or artistic achievements in the period since the last accreditation. The report is not to be constituted from copies from databases, such as cobiss or sicris. Provide a link to the report if it has been published.)*

*(The quality of the work of instructors and providers of study programmes shall be assessed mainly in relation to the field of the subjects, the instructors and providers of which they are, in relation with the type, cycle, content of the study programme, study or artistic field, scientific discipline and peculiarities, characteristic for the field or discipline. It shall be demonstrated with research achievements, their publications, quotes, artistic works, exhibitions, products, services which are recognized, modern, up-to-date and impactful, namely for the field, in which they are educationally active.)*

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

Indicators of exchanges of higher education teachers and staff (considered shall be under- and post-graduate education):

|  |  |  |  |
| --- | --- | --- | --- |
| Study year  Indicator | 20xx/yy | 20xx-1/20yy-1 | 20xx-2/yy-2 |
| Number of visiting higher education teachers participating in the educational, research, professional or artistic work at the higher education institution |  |  |  |
| Number of higher education teachers participating in the educational, research, professional or artistic work abroad as visiting professors |  |  |  |
| Number of higher education teachers and staff being trained abroad |  |  |  |

|  |
| --- |
| Potential explanation of the higher education institution: |

Mobility programmes:

|  |  |  |  |
| --- | --- | --- | --- |
| Seq. No. | Title of mobility programme | Duration from to | Number of participating lecturers and staff |
|  |  |  |  |

Other forms of international cooperation:

|  |  |  |  |
| --- | --- | --- | --- |
| Seq. No. | Form of participation | Duration from to | Number of participating lecturers and staff |
|  |  |  |  |

Potential explanation of the higher education institution:

**c) criteria of the higher education institution for appointments to titles and fields for appointments**

*Please attach the criteria of the higher education institution for appointment to titles. (Provide a link containing the published criteria.)*

*(Assessed shall be if the criteria acknowledge or exceed the minimal standards of the Agency, whether the appointment procedures are efficient and transparent and whether the structure of the fields for appointments ensures a stable structure of human resources and its development.)*

Potential explanation of the higher education institution:

**Number of appointments in 20xx:**

|  |  |  |
| --- | --- | --- |
| Title | No. employees whose appointment to the title expired in 20xx/yy | No. of all appointments in 20xx/yy |
| Full Professor |  |  |
| Associate Professor |  |  |
| Assistant Professor |  |  |
| Senior lecturer |  |  |
| Lecturer |  |  |
| Teaching assistant |  |  |
| Foreign language assistant |  |  |

|  |
| --- |
| Potential additional explanation: |

Constitution of the senate:

|  |  |  |  |
| --- | --- | --- | --- |
| Seq. No. | Name and surname | Title | Scientific, professional, research or artistic field |
|  |  |  |  |

|  |
| --- |
| *(Assessed shall be whether the senate members have been chosen in a way of equal representation of all fields and disciplines of the higher education institution.)*  Potential additional explanation: |

**č) employment type of higher education teachers and staff**

Number of higher education teachers in an employment relationship on 31. December 20xx:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Employment relationship | Full Professor | | Associate Professor | | Assistant Professor | | Senior lecturer | | Lecturer | | Foreign language assistant | |
| No. | FTE | No. | FTE | No. | FTE | No. | FTE | No. | FTE | No. | FTE |
| Full-time employment relationship |  |  |  |  |  |  |  |  |  |  |  |  |
| Part-time employment relationship |  |  |  |  |  |  |  |  |  |  |  |  |
| Overtime work obligations |  |  |  |  |  |  |  |  |  |  |  |  |
| Contractual staff |  |  |  |  |  |  |  |  |  |  |  |  |
| TOTAL |  |  |  |  |  |  |  |  |  |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| Employment relationship | Scientific staff 31 December 20xx | |
| No. | FTE |
| Full-time employment relationship |  |  |
| Part-time employment relationship |  |  |
| Overtime work obligations |  |  |
| TOTAL |  |  |

Number of teaching assistants and young researchers in an employment relationship on 31 December 20xx:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employment relationship | Teaching assistant | | Young researchers in the economy | Young researcher |
| No. | FTE | No. | No. |
| 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 higher education teachers, instructors of courses in study programmes who are in an employment relationship at the higher education institution is \_\_\_\_\_%.  *(All main instructors (also those contractually employed) of all study programmes implemented by the higher education institution (that is 100%) shall be considered in the calculation; the required percentage is calculated from that.)*    Number of higher education teachers, full-time employees, or a corresponding extent of employments for shorter working hours than the full-time employment (FTE) per study programme is­­­­­­­ \_\_\_\_\_.  *(Full-time working hours consist of the entire load of the higher education teachers (besides the educational also the research and other.)*  Share of higher education teachers, full-time employees, or a corresponding extent of employments for shorter working hours than the full-time employment (FTE) per university study programme at a university is­­­­­­­­­­­­­­­­­ \_\_\_\_\_%.  *(All higher education teachers of a study programme (also those contractually employed), which amounts to 100%, are considered in the calculation, of which the share is calculated. Formula:*  *)*  Potential additional explanation of the higher education institution: |

**STANDARD 9: Non-educational staff shall be provided for efficient help and counselling.**

**a) type and suitability of help and counselling to students and other stakeholders**

|  |
| --- |
| Indicate the type of help for every group of stakeholders separately (students, higher education teachers and staff, scientific staff): |

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

|  |
| --- |
| *(It shall be assessed whether the number, work area and educational structure of non-educational staff correspond with the difficulty of tasks they perform, number of students enrolled and the diversification of the higher education institution or the fields and disciplines where they perform their activity.)* |

List of non-educational staff (according to work positions):

|  |  |  |  |
| --- | --- | --- | --- |
| Seq. No. | Work position | Number of contractual staff | Number of persons in an employment relationship |
|  |  |  |  |

|  |
| --- |
| *(The student affairs clerk must be in an employment relationship.)*  Potential additional explanation of the higher education institution: |

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

|  |
| --- |
| *Please attach a plan of the higher education institution for education, further education or training of non-educational staff (if it is not included in the self-evaluation report).*  *(The help of the higher education institution in the development of the career path of non-educational staff shall be assessed, especially the help with working with various groups of stakeholders by taking their needs into consideration. It shall be examined whether the higher education institution has registers regarding the execution of the plan and has proof of the training or education.)*  Potential additional explanation: |

**B.3 STUDENTS**

Number of all students enrolled at the higher education institution 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 | | Remote | | Total No. |
| No. | % | No. | % | No. | % |
| First cycle study programmes |  |  |  |  |  |  |  |
| Second cycle study programmes |  |  |  |  |  |  |  |
| Third cycle study programmes |  | | |  |  |  |  |
| Study programmes total |  |  |  |  |  |  |  |

Enrolment of foreign students to a higher education institution per study year:

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

**STANDARD 10: The higher education institution shall provide suitable help and counselling for students.**

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

|  |
| --- |
| Please provide a description of how counselling is adjusted and at which fields the students are offered help:  *(It shall be assessed whether the study programme shall take 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 help and counselling services,* * *methods of help and counselling,* * *accessibility of services or non-educational staff,* * *accessibility of higher education teachers and staff.)*   Mark which type of counselling services or help is provided:  help with the study:  tutor system,  mentorship in various forms,  other;  help in the inclusion of students in the scientific, professional, research or artistic activity of the higher education institution;  help to students in the organized generating of knowledge, skills and competences at other higher education institution;  recognition of knowledge, skills and competences, acquired at other higher education institutions;  help with student exchanges, encouraging students to participate at exchanges and efforts to increase their numbers;  help in efficiently organizing students and exercising their rights,  counselling students in planning their career path;  other.  Potential additional explanation: |

**b) prompt 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 higher education institution, also about the operation of the internal quality system. The notification process shall be assessed by taking into consideration standard 7 regarding the assessment field of »operation of a higher education institution«.)*

Potential explanation of the higher education institution:

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

Please indicate how:

**STANDARD 11: Students shall be provided with adequate conditions for a quality of the study, scientific, professional, research or artistic work, and for extracurricular activities.**

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

*(The expectations and needs of students regarding the course of the study or the implementation of the study programme and the conditions for which shall also be assessed according to the form and type of the study (full-time, part-time, e-education, remote study).)*

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

**b) enabling the appropriate professional, artistic and research work of students**

Please indicate how it is enabled:

*(Assessed shall be the participation of students in the research, projects and other academic events, depending on the type and cycle of a study programme upon considering Article 33 of ZViS.)*

**c) conditions for extracurricular activities**

Please indicate which types of extracurricular activities are provided:

**STANDARD 12: The higher education institution protects students' rights.**

**a) operation of the bodies of the higher education institutions in this area**

**b) mechanisms for the recognition and prevention discrimination of vulnerable groups of students and the 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 higher education institution bodies in the protection of students' rights (besides the bodies determined by law, especially the appeals body of the higher education institution, various committee connected with the study etc.) and timely notification of students about it.)*

Potential explanation of the higher education institution:

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

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

Potential explanation of the higher education institution:

**STANDARD 13: The students participate in the assessment and update of the content and implementation of the activity of the higher education institution.**

**a) participation of students in the creation of the mission, strategic guidelines, in the self-evaluation of the higher education institution and study programmes and their transformation**

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

* *drafting the mission and strategic guidelines of the higher education institution,*
* *self-evaluation of the of the activity of the higher education institution, giving suggestions for improvements and further development and whether their suggestions are processed and considered,*
* *the evaluation of the implementation of study programmes and in their modification or transformation and update.)*

Potential explanation of the higher education institution:

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

*(Student surveys, their analysis and notification of students with 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 higher education institution shall provide suitable premises and equipment for the implementation of its activity.**

*(The premises and the equipment shall be assessed by taking into consideration the needs for the educational, scientific, research or artistic activity, method of implementation of study programmes, 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 higher education institution implements an e-study or a remote study. At the visit to the higher education institution, the ownership or lease agreements shall be checked.)*

Potential explanation of the higher education institution:

**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 availability shall provide for the students a suitable form of participation in the study and enable the fulfilment of their needs.)*

Potential explanation of the higher education institution:

**c) adjustments of study materials and study implementation**

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

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

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

|  |
| --- |
| *Attach the financial plan for the following accreditation period or the period for which the agreement with the competent ministry has been concluded.*  *(Assessed shall be whether the financial plan enables an uninterrupted operation and development of the higher education institution and has been drafted upon taking into consideration of the following:*   * *resources for the financing of the higher education institution,* * *number and the anticipated number of students enrolled,* * *number of higher education teachers and staff, and other staff,* * *infrastructure for the educational and the relevant scientific, professional, research or artistic activity,* * *infrastructure for the support activity,* * *development and improvement of the quality of the higher education institution's activity,* * *further development and potential planned expansion of the higher education activity.)*   Please evaluate the success of the financial plan realization in the last four years: |

**STANDARD 17: The library of the higher education institution shall provide suitable study, professional and scientific literature, and provides quality library services.**

**a) suitability of the study, professional and scientific literature**

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

|  |
| --- |
| *(The suitability of the literature, library stock and the availability of the material, information support and the access to databases shall be assessed upon taking into consideration the following:*   * *scientific, professional, research or artistic fields of the higher education institution,* * *type and cycle of study programmes it implements,* * *method of the study or implementation of study programmes,* * *number and needs of students, higher education teachers and staff, and other staff.)*   The opening hours of the library are from \_ to \_ (according to days)  Potential explanation of the higher education institution: |

**c) professional help of library employees**

|  |
| --- |
| Please indicate the type of help and consultation in the library and provide a short description of its content:  *(During the visit at the higher education institution, the proof regarding the education of library staff shall be assessed. Any proof regarding the training of library staff for consultation and help to students and other stakeholders shall also be assessed.)*  Potential explanation of the higher education institution: |

**č) development of the library activity**

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

**B.5 QUALITY ASSURANCE AND IMPROVEMENT, TRANSFORMATION, UPDATE AND IMPLEMENTATION OF STUDY PROGRAMMES**

**Note: filled out shall be the forms for the evaluation of study programmes determined by the Agency Council with a decision.**

## Article 53

**(form for the accreditation of a study programme)**

**Mark if it regards an accreditation of a joint study programme of Slovenian higher education institutions**

**A. JOINT INFORMATION**

|  |  |
| --- | --- |
| Name of higher education institution: |  |
| Representative (name and surname, position): |  |
| Street name and number: |  |
| Postal code and town/city: |  |
| Phone number: |  |
| E-mail address: |  |
| Website: |  |
| Fields for which the higher education institution is accredited: |  |
| Disciplines for which the higher education institution is accredited: |  |

***If it concerns a university, the following table shall appear:***

|  |  |
| --- | --- |
| Name of the member: |  |
| E-mail address: |  |

Location of the implementation of study programme:

|  |  |
| --- | --- |
| Street name and number: | Postal code and town/city: |
|  |  |

*Indicate all locations where the study programme shall be implemented.*

B. GENERAL INFORMATION ABOUT THE PROGRAMME

Name of study programme:

|  |
| --- |
|  |

Type of study programme:

higher educational vocational

university

Master's

unified Master's

PhD

further education

Cycle of the study programme:

first

second

third

Duration of the study programme:

1 year  3 years  5 years

2 years  4 years  6 years

The study programme is:

a single-discipline programme

a double-discipline programme

pedagogical

non-pedagogical

interdisciplinary

other: \_\_\_\_\_\_\_\_\_\_\_

Breakdown of the study programme to individual parts:

first level (course): \_\_\_\_\_\_\_\_\_\_\_

second level (module): \_\_\_\_\_\_\_\_\_\_\_

The study programme shall educate for regulated professions in the EU.  yes  no

Date of adoption of the study programme to the higher education institution: \_\_\_\_\_\_\_\_ .

*Please attach the decision of the senate of the university or the private higher education institution regarding the adoption of the study programme.*

Definition of the fields of the study programme (hereinafter: fields) according to the KLASIUS classification:

|  |
| --- |
| Definition of study programme according to KLASIUS-SRV:  *(Please classify the programme according to the fourth classification level or enter the 5‑digit code.)*  detailed group of types – type: |
| Definition of a study programme according to KLASIUS-P-16:  *(Please classify the programme to one field, namely the dominating one. Classify it according to all classification levels or enter the 2-, 3- and 4‑digit codes. For an interdisciplinary programme, copy the table if necessary.)*  wide field:    narrow field:    detailed field: |

Definition of scientific disciplines (hereinafter: disciplines) according to the Frascati classification:

*(Mark the majority field, indicate the others in the justification.)*

|  |  |
| --- | --- |
| Natural sciences and mathematics  Engineering and technology  Medical and Health sciences  Agricultural sciences | Social sciences  Humanities  Other sciences |

Arts:

|  |
| --- |
| Explanation: |

Classification to the Slovenian Qualifications Framework (SQF), European Qualifications Framework (EQF), and European Higher Education Qualifications Framework (EHEQF):

|  |
| --- |
| Justification: |

Professional/scientific title(s):

* female form:\_\_\_\_\_\_\_\_\_\_
* male form: \_\_\_\_\_\_\_\_\_\_
* abbreviation: \_\_\_\_\_\_\_\_\_\_

**C. AREAS OF ASSESSMENT**

C.1. COMPOSITION AND CONTENT OF THE STUDY PROGRAMME

**STANDARD 1: The study programme in its composition and content offers the students comprehensive knowledge and enables them to achieve the set objectives and planned competences or learning outcomes.**

**CURRICULUM WITH A CREDIT EVALUATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No./code | **COURSES** | **HOURS** | | | | | | | **ECTS; number of CP** | | | | | | | INSTRUCTOR |
| contact hours (CH) | | | individual work of the student (IW) | Hours total | CH total | Share of CH | contact hours (CH) | | | individual work of the student  (IW) | CP total | CP for CH total | Share of CP for CH |
| L | SC | PC | L | SC | PC |
|  | **1st YEAR** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *I. OBLIGATORY SUBJECTSVEZNI PREDMETI* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total I |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *II. ORIENTATIONS* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total II |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *III. MODULES* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total III |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | *IV. ELECTIVE COURSES* |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Total IV |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Year**  **total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **2nd YEAR** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Year  total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **3rd YEAR** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Year**  **total** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **WHOLE STUDY PROGRAMME** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | I |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | II |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | III |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | IV |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | V |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | **Total for I, II, III, IV, V** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

ECTS – European Credit Transfer and Accumulation System; CP – credit point

CH – contact hours

IW – individual work of the student

L – lectures

SC – seminar classes

PC – practical classes

**a) consistency and coherence of individual courses and study plans and the study programme as a whole**

The curriculum corresponds to the objectives of the study programme and leads to the adoption of defined competences or learning outcomes:

*Please attach the study plans for all courses of the study programme.*

Potential explanation of the higher education institution:

**b) connectedness (consistency) of the objectives, competences or learning outcomes, determined in the study plans, with objectives and competences of the study programme and its content according to the type and cycle of the study**

Basic objectives of the study programme:

General competences or learning outcomes obtained in the programme:

Course-specific competences or learning outcomes obtained in the programme:

Please provide an explanation of the connectedness (consistency) of the objectives, competences or learning outcomes, determined by the study plans, with the objectives and competences of the study programme and its content:

Substantial perfection of the study programme according to its type and cycle:

(*Assessed shall be:*

* *suitability (difficulty, relation between basic knowledge and specialties (specialty)) and the actuality of scientific, professional or artistic contents,*
* *suitability of the content (difficulty, extent) and the actuality of study literature;*
* *enabling of the acquirement of suitable competences or learning outcomes,*
* *enabling of the acquirement of the appropriate professional or scientific title.*

*Recommendation: Part of the obligatory study literature should be in the Slovenian language.)*

Potential explanation of the higher education institution:

Inclusion of students to the scientific, professional, research or artistic work, connected with the study programme:

The study programme shall enable the students in accordance with Article 33 of ZViS the following *(mark accordingly)*:

project tasks in the work environment,

basic, applied or developmental research assignments.

Provide a description of the students’ participation, and the assessment and evaluation of their work:

**c) the scientific, professional, research or artistic content integrated in the programme**

The higher education institution shall operate in the field of the study programme with *(mark accordingly)*:

research programmes and projects,

scientific or artistic programmes and projects,

other (for example, projects for (non)economy or employers),

which are recognized as such by the profession and are conducted during the assessment or have been conducted in the last five years.

Basic research projects:\*

|  |  |  |  |
| --- | --- | --- | --- |
| Project title | Duration from to | Person responsible for the project | Type of project |
|  |  |  |  |

Applied research projects:\*

|  |  |  |  |
| --- | --- | --- | --- |
| Project title | Duration from to | Person responsible for the project | Type of project |

Projects in (non)economy:

|  |  |  |  |
| --- | --- | --- | --- |
| Project title | Duration from to | Person responsible for the project | Type of project |

\*It is not obligatory to fill out when it regards the accreditation of a higher education vocational study programme.

Provide an explanation of how the projects relate to the content of the study programme. Take into consideration its type and cycle:

The justification of the contents of the study programme with the achieved and up-to-date scientific, professional, research or artistic work of the course instructors *(please indicate references demonstrating that, for example: databases, journals with an impact factor, citations, websites etc.):*

**č) the order of the courses or the distribution of the courses according to semesters and years (horizontal and vertical connection) and their credit assessment**

*(Assessed shall be the extending, deepening and a meaningful integration of the content of courses from year to year, upon considering the electiveness; enabling an efficient obtainment and reviewing and assessing knowledge, orientation towards intermediate and final objectives or competences or learning outcomes, determined by the study programme and study plans.*

*The suitability of the credit assessment of courses shall be determined according to the importance, difficulty and extent of the course (suitable balance of credit points)).*

Potential explanation of the higher education institution:

Provide a justification for the vertical and horizontal connectedness of contents:

**STANDARD 2: The study programme is suitably placed in the anticipated field and discipline according to its name, purpose and content.**

*(Assessed shall be the connectedness of the contents of the study programme, their relationship to applicative or basic knowledge from the field and discipline and the idea concept of the selection of the content, clearly defined and meaningfully integrated with the current situation and developmental trends in the science, the profession or art.)*

Provide a description of how the programme is placed in the epistemic conjunction of its field and discipline or another field and discipline:

*(The epistemic conjunction is a set of issues, theories, methods, theoretic approaches and perspectives which are recognized theoretically and scientifically in a moment in history by the scientific community.*

*The description of the epistemic conjunction also includes the demonstration of mutual relationships between valid theories, methods, approaches and perspectives and a demonstration of the main problem fields where the theoretic and scientific discussion takes place.*

*The demonstration of the placement of the study programme in the epistemic conjunction also includes the demonstration of the theory or theories from which the programme arises, and the demonstration of the critical relationship (dialogue) to other relevant theories.)*

**STANDARD 3: The study programme shall relate to the environment, in which the higher education institution is active.**

|  |
| --- |
| Established is a scientific, professional or artistic cooperation of the higher education institution in the field, from which the study programme arises, with *(mark accordingly*):  higher education institutions,  institutes,  other organizations,  companies,  professional associations.  Please provide a description of the cooperation or provide a webpage title demonstrating it: |

**a) analyses or research of the needs of the employment environment, job market and the employability of graduates or the needs for knowledge and the objectives of the society**

|  |
| --- |
| Please provide a description of the connectedness or the cooperation of the higher education institution with the environment, connect it with the planned number of students and justify this number: (*Indicate a potential link demonstrating this cooperation.)*    *Please attach:*   * *an analysis of the needs of the employment environment, job market and employability of graduates if a higher education vocational study programme is being accredited;* * *analysis of the needs for knowledge and the objectives of the society if a university study programme or a second-cycle study programme is being accredited.*   *(A methodologically justified analysis can be done by a higher education institution itself or it can be commissioned at the competent ministries, chambers or associations. It shall demonstrate the connection between learning outcomes in the proposal of the study programme and the findings of the profession regarding the needs for knowledge, employability of graduates or further education – depending on the type and cycle of the study programme being accredited.)*  Potential explanation of the higher education institution regarding the connection between the planned learning outcomes and the findings of the profession: |

**b) conditions for the practical training of students**

|  |
| --- |
| *Please attach agreements with companies regarding practical training of students.*  *(The agreements shall be attached if a higher education vocational study programme and a programme containing such training as an obligatory component are being accredited.)*  *(Assessed shall be:*   * *suitability of companies in accordance with Standard 4 of Article 7 of the Criteria,* * *capability for mentorship in the working environment,* * *number and suitability of agreements.)*   Please provide a description of how professionality and qualifications of the mentors of the practice: |

Plan for the students’ practical training:

*Please attach a plan for practical training of students or a suitable related document (for example: annual work plan (if published, provide a link demonstrating it)), if it is not evident from the study plan.*

*(The plan shall clearly demonstrate the anticipated organization of the practical training, its instructors and the tasks of all participants (higher education teachers and staff, mentors of the training at the employer, organizers of the practical training and students)).*

If the proposed study programme shall train for regulated professions in the European Union, prove compliance with the relevant European legislation:

**C.2. CONCEPT OF THE IMPLEMENTATION OF A STUDY PROGRAMME**

**STANDARD 4: The concept of the implementation of a study programme corresponds with its content, composition, type, cycle and purpose (objectives), so that the study content, implementation practices and resources (material and human resources) shall be modified and provided with quality.**

**a) anticipated methods, forms and course of education**

Please mark the anticipated method of the study programme implementation and enter the planned number of enrolment places:

full-time study; number of enrolment places:\_\_\_\_\_\_\_\_\_\_

part-time; number of enrolment places:\_\_\_\_\_\_\_\_\_\_\_

remote study (e-study); number of enrolment places:\_\_\_\_\_\_\_\_

*(In the assessment of the method of the study programme implementation, the composition and the content of the study programme shall be taken into consideration (Article 17 of the Criteria) and the related suitability of the forms of work with students and the course of education. Any potential planned adaptation of the study programme implementation of the forms of work with students shall provide a quality of the implementation of the study.)*

Please indicate the anticipated forms of work with students and describe the anticipated course of education:

Remote study (e-study) or a combined form of study:

|  |
| --- |
| If a remote study (e-study) or a combined form of study shall be implemented, please indicate the software used and describe or explain the planned course of education, forms of work with students, extent of the implementation of the remote study, namely, according to individual subjects of the study programme, the anticipated methods of reviewing and assessing knowledge, the qualifications of higher education teachers and staff, as well as tutors and non-educational staff: |

**b) suitability of human resources in accordance with Article 13 of the Criteria**

|  |
| --- |
| *Please attach valid decisions on appointments to titles, proof of scientific, professional, research or artistic work of the programme instructors or provide a link demonstrating that, statements of participation and consents of employers.*  *(If a higher education institution shall accredit the first study programme and if the higher education teachers and staff do not differ from those, anticipated in the proposal of that study programme, supplemented to the initial accreditation of the higher education institution, it is not necessary to supplement documents of proof – except for those whose appointment expired during that time. They shall be supplemented for higher education teachers and staff who were not anticipated in the programme proposal.)*  *(The suitability of higher education teachers and staff for the implementation of the study programme and the qualifications of non-educational staff shall be assessed in accordance with Article 13 of the Criteria. It shall be assessed whether the areas of appointment to the title of higher education teachers and staff correspond the content, composition, type, cycle and purpose (objectives) of the study programme. When a third-cycle study programme is being accredited, the meeting of the conditions for mentorship to doctoral students and the suitability of mentors shall also be assessed.)* |

Main instructors of study programme subjects:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Seq. No. | Name and surname | Title | Field of appointment | Subject |
|  |  |  |  |  |
|  |  |  |  |  |

Higher education staff participating in the implementation of the study programme:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Seq. No. | Name and surname | Title | Field of appointment | Subject |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| Number of higher education teachers, full-time employees, or a suitable extent of employments for a shorter working time than the full-time employment (FTE), per study programme is \_\_\_\_\_.  *(The full-time employment is considered as the full load of higher education teachers (in addition to the educational, also research and other.)*  Share of higher education teachers, full-time employees, or a suitable extent of employments for a shorter working time than the full-time employment (FTE), per university study programme is­­­­­­­­­­­­­­­­­­­ ­\_\_\_\_\_%.  *(Fill out if it regards a university study programme of a university.)*  *(All higher education teachers of a study programme (even those employed contractually) are considered in the calculation, which amounts to 100%, of which the share is calculated. Formula:*  *)*  Potential additional explanation of the higher education institution: |

Meeting the conditions for mentorship to doctoral students and suitability of mentors:

Please indicate a list of instructors, mentors to doctoral students and justify for each their suitability for mentorship:

*(Assessed shall be, whether mentors meet the conditions determined by ZRRD in its chapter III (Articles 27, 28, 29, and 30), and the Agency standards.*

*The basic starting point for the quality of research work in the doctoral study is the quality of the mentorship to doctoral students. In the determination of the suitability of mentors, the work obligations of the instructors and their research work shall be considered. The mentor's educational, scientific and research references shall comply with the field, be at a high level and current.*

*The recommended maximum number of doctoral students per mentor is 5 per doctoral study programme. It is also recommended that the mentor be the instructor or a participant in the field-appropriate research projects or programmes.)*

**c) material conditions related with the implementation of the study programme in accordance with Article 15 of the Criteria**

*(Article 15 of the Criteria shall be considered; it shall also be determined whether there are sufficient premises and equipment for the anticipated number of students enrolled; especially when the higher education institution already implements other (accredited) study programmes.*

*The library of the higher education institution shall have the appropriate study, professional and scientific literature; study materials and electronic databases shall correspond with the content and cycle of the study programme.*

*The higher education institution shall have suitable library staff.)*

*Please attach proof regarding the premises and the equipment for the implementation of the study programme and the plan for its implementation when the study shall be implemented at various locations, remote study, e-study.*

Justification of the higher education institution:

**STANDARD 5: The study conditions and the obligatory components of a study programme shall be determined, evident and understandable. They shall enable the exercising of rights and the fulfilment of obligations of all stakeholders in the study process.**

**a) conditions for enrolment to a study programme and advancement of students**

Enrolment conditions:

Please indicate the enrolment conditions:

Selection criteria in the event of enrolment limits:

Determine the criteria for the selection in the event of enrolment limits:

Conditions for advancement in the programme:

Please define (determine) and explain the advancement conditions:

**b) criteria for the recognition of knowledge and skills obtained before the enrolment to a study programme**

Please indicate how this recognition shall be executed:

*(It shall be determined, whether the higher education institution shall recognize the knowledge and skills of candidates (qualifications or abilities), obtained through formal, informal or experiential learning, which fully or partially corresponds in content and difficulty with the general or subject-specific competences of the proposed study programme, namely as a fulfilled study obligation, evaluated according to ECTS.)*

**c) methods of assessment**

Please list and explain the methods and forms of reviewing and assessing knowledge:

*(It shall be assessed whether the methods and forms of reviewing and assessing knowledge are defined in a manner enabling a suitable review of achieved learning outcomes and competences, and the students continuous study and efficient monitoring of their own progress.)*

**č) conditions for the completion of the study**

Please provide a definition of the conditions:

**d) conditions for the completion of an individual part of the programme if it contains them**

|  |
| --- |
| Please provide a definition of the conditions: |

**e) professional or scientific title**

Please provide a definition of the conditions to obtain the title:

*(It shall also be assessed whether the title(s) is/are consistent with the cycle, type and content of the study programme as well as with the law regulating them and determining their formation.)*

**f) conditions for the transition between study programmes**

|  |
| --- |
| Please enter the provisions regarding the transition between study programmes:  *(It shall be assessed whether the provisions are in accordance with the criteria for the transition adopted by the Agency Council.* |

## Article 54

**(form for the evaluation of a study programme)**

**TYPE OF EVALUATION:**

**within the re-accreditation of the higher education institution**

**extraordinary**

**sample**

**A. JOINT INFORMATION**

|  |  |
| --- | --- |
| Name of the higher education institution: |  |
| Representative (name and surname, position): |  |
| Street name and number: |  |
| Postal code and town/city: |  |
| Phone number: |  |
| E-mail address: |  |
| Fields for which the higher education institution has been accredited: |  |
| Disciplines for which the higher education institution has been accredited: |  |

***If it regards a university, the following table shall appear:***

|  |  |
| --- | --- |
| Name of the member: |  |
| E-mail address: |  |

Location of the implementation of the study programme:

|  |  |
| --- | --- |
| Street name and number: | Postal code and town/city: |
|  |  |

**B. INFORMATION ABOUT THE STUDY PROGRAMME**

Name of the study programme: \_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| The system outputs the information about the study programme. |

**C. AREAS OF ASSESSMENT**

**C.1. INTERAL QUALITY ASSURANCE AND IMPROVEMENT OF THE STUDY PROGRAMME**

**STANDARD 1: The higher education institution shall evaluate and update the content, composition and implementation of the study programme.**

**a) self-evaluation of the study programme shall enable its development and update, thus keeping its actuality and creating a quality educational environment**

|  |
| --- |
| *Please attach the self-evaluation reports for the previous three years and documents demonstrating the achievement of tasks based on the findings from the self-evaluation report for the last concluded self-evaluation period (when not part of the self-evaluation report) and the plan containing measures for the following self-evaluation period.*  *(Planning the self-evaluation may be demonstrated in the self-evaluation plan, but also in the annual work plan for the higher education institution or another corresponding document. Provide a document demonstrating the planning (p. from\_­to­­\_), and a potential link to the document.)*  *(It shall be assessed whether the planning of the self-evaluation of the study programme and the related tasks are centred mainly at the:*   * *update of the content of the study programme,* * *assessment of the suitability of the implementation of the study programme, methods and forms of educational work and the work of students,* * *assessment of the students’ load, their progress and the completion of the study, and publicly valid documents,* * *comparison of the achieved competences or learning outcomes with the planned or the assessment of the justification of their changing,* * *assessment of the suitability of reviewing and evaluating knowledge,* * *assessment of the study conditions or the study environment and consultation services,* * *assessment of the expectations, needs and satisfaction of students, higher education teachers and staff, and stakeholders from the environment,* * *determination of the needs for knowledge and employment needs in the environment in accordance with Standard 5 of Article 12 of the Criteria;* * *analysis of the enrolment, transition and completion of the study;* * *assessment of the scientific, professional, research or artistic work and the actuality and extent of achievements in the field of the study programme.)*   Potential explanation of the higher education institution: |

**b) methods and procedures of collecting information or proposals for the transformation of a study programme and their analysis**

|  |
| --- |
| Potential explanation of the higher education institution: |

**c) adequacy of notifying the stakeholders regarding the planned tasks or the findings from the self-evaluation of the study programme**

Potential explanation of the higher education institution:

**STANDARD 2: Achievement of tasks planned based on the findings of the self-evaluation of a study programme shall be demonstrated in the self-evaluation reports**

|  |
| --- |
| *(Assessed shall be the achievement of tasks, connected with the self-evaluation of a study programme, in the last three years and:*   * *the participation of the stakeholders in adopting measures for improvements, monitoring their achievement and the preparation of the self-evaluation report, and* * *conclusion of the circle of quality.)*     Potential explanation of the higher education institution: |

**C.2. TRANSFORMATION AND UPDATE OF THE STUDY PROGRAMME**

**STANDARD 3:** **The higher education institution shall monitor the implementation of the study programme, shall review and improve it by taking into consideration of the development of study, scientific, professional, research or artistic field and disciplines (development of the profession), to which it is properly placed, by evaluating the achievement of the set objectives, competences or learning outcomes and the needs for knowledge and objectives of society – depending on the type and cycle of the study programme. The modifications and updates consider the basic objectives of the programme and preserve the connectedness of its content or subjects.**

*(It shall be assessed whether the study programme, after the transformation and the update, is still complete in content and consistency, whether the connectedness of study plans and the curriculum with the objectives and competences of the study programme is preserved, and whether the content is connected horizontally or vertically; upon the consideration of Article 17 of the Criteria.)*

Potential explanation of the higher education institution:

|  |
| --- |
| Please provide an explanation of how the scientific, professional, research or artistic work at the higher education institution relates to the field(s) and discipline(s) of the study programme. Consider its cycle and type:  *(It shall also be assessed how the scientific, professional, research or artistic work at the higher education institution impacts the update of the study programme.)* |

**STANDARD 4:** **The method, form and extent of the implementation of the study programme shall correspond with its content, composition, type and cycle, so that there is a quality of the adaptation and provision of the contents of the study, implementation practices and resources (human and material resources)**

**a) methods and forms of education, their development or adaptation (including resources):**

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

Potential explanation of the higher education institution:

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

Explanation of the higher education institution *(obligatory when it regards other forms of work with students):*

**c) study materials and their adaptation to the methods and forms of education and the needs of students**

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

Potential explanation of the higher education institution:

**č) students' work in the scientific, professional, research or artistic projects by taking into consideration Article 33 of ZViS**

Explanation of the higher education institution:

**d) practical training of students** \*

\*Obligatory for higher education vocational study programmes or those with an obligatory component of practical training.

Attach a plan for practical education of students or a corresponding document (for example, 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 (higher education teachers and staff, mentors of the practice, organizers of practical education and students). In relation to that the implementation of this training in the working environment of outside of the higher education institution shall be assessed. Determined shall be:*

* *the number of hours of practical education and the implementation of this training in a working environment,*
* *content of practical training,*
* *cooperation of the higher education institution with companies, and*
* *keeping records about it.)*

Potential explanation of the higher education institution regarding the course (implementation) 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 proof 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 monitored.)*

Please provide a description of the cooperation of the higher education institution with the mentors of the practice:

Satisfaction of the participants of practical training:

*(Assessed shall be the satisfaction of all participants: students, mentors of the practice, instructors or organizers of practical education at higher education institutions and in companies.)*

*Potential* *explanation of the higher education institution:*

**e) suitability of timetables, number of contact hours or the approachability of higher education teachers and staff to students**

Potential explanation of the higher education institution:

**f) suitability and qualifications of human resources in accordance with Article 13 of the Criteria**

|  |
| --- |
| *(Suitability of higher education teachers and staff for the implementation of a study programme and the qualifications of non-educational staff shall be assessed in accordance with Article 13 of the Criteria.)*  *Potential* *explanation of the higher education institution:* |

|  |
| --- |
| *(At the visit at the higher education institution, the employment relationship agreements of higher education teachers and staff shall be reviewed. It shall be assessed whether the connection between teaching and the scientific, professional, research, or artistic work provides for a quality transfer of knowledge in the educational process and at the same time the development of fields and disciplines. The relationship between teachers/students and students/higher education staff, the mobility of teachers, staff and students, and the meeting of conditions for the mentorship of doctoral students shall also be assessed.)*  Potential explanation of the higher education institution: |

**g) material conditions related with the implementation of the study programme in accordance with Article 15 of the Criteria**

|  |
| --- |
| Potential explanation of the higher education institution: |

**STANDARD 5:** **The protection of the rights of stakeholders in the study process shall be provided**

**a) all students shall be enabled an uninterrupted transition and completion of the study upon regular meeting of the requirements determined by the study programme**

|  |
| --- |
| *(For the assessment, the following is especially important:*   * *distribution of exam dates,* * *the criteria and evaluation methods are published in advance,* * *fairness and transparency in the evaluation,* * *different methods of evaluation and the help of the higher education institution in the development of knowledge of higher education teachers in this field,* * *enablement of an appeal towards the note and the transparency of appeal procedures.)*   Explanation of the higher education institution: |

**b) all higher education teachers and staff shall have their autonomy in teaching and research provided, as well as help and consultation in the development of their career path**

Potential explanation of the higher education institution:

**c) notification of the stakeholders in accordance with Standard 7 of Article 12 of the Criteria**

Potential explanation of the higher education institution:

**VI. TRANSITIONAL AND FINAL PROVISIONS**

**Article 55**

**(submission of applications)**

The applicants shall be able to submit applications in accordance with paragraph one of Article 33 of the Criteria from 20 September 2017 onward. The website of the Agency shall feature the access to the web application and all technical instructions.

If the applicant shall submit the application in a different form than the form prescribed with these Criteria, they shall be urged by the Agency to fill out the prescribed corresponding electronic form within a specified period. If the applicant shall not fill out the form to the specified deadline, the Agency shall dismiss the application.

**Article 56**

**(notifying about the transformations of study programmes)**

Higher education institution shall fill out or enter the data in the electronic form for the accreditation of the study programme they are transforming at the latest within one year after the establishment of eNakvis so that the last state of the study programme is evident. From that date onward, all changes shall be entered in the prepared form.

**Article 57**

**(entry into force)**

These Criteria shall enter into force the following day after being published in the Official Gazette of the Republic of Slovenia.

Number: 0070-1/2017/21

Date: 19 July 2017

Andreja Kocijančič, PhD

President of the Council of the Slovenian Quality

Assurance Agency for

Higher Education