



Faculty of Public Policy and Public Administration

Quality monitoring and assessment

Methods:

To monitor and assess the quality, the Faculty of Public Policy and Public Administration uses mainly the following methods:

- A) Control of the pedagogic process by means of course visitation
- B) Assessment of the course
- C) Assessment of study programmes
- D) Controls by employers and graduates

Control of the pedagogic process by means of course visitation

The function of monitoring the pedagogical process is to monitor and regularly evaluate the quality of the pedagogical process at FPP AND PA OF DC. Visits are part of the regular evaluation of staff and are carried out once a year as part of the process of monitoring, evaluation, assurance, and improvement of the quality of education at the faculty. Visits are attended by the head of the teacher's department, or a person designated by him/her. A visit record is to be prepared for the visit, which is then evaluated. Controlling visits may be paid to any teaching staff or researcher providing teaching at the FPP AND PA OF DC. Visiting is carried out by direct personal participation of the visitor in the pedagogical process (lecture, exercise, seminar, etc.). The criteria for the evaluation of the controlled teacher are mainly the quality of the presentation of the relevant professional issue, the pedagogical skills of the controlled teacher, the observance of the teaching schedule, the observance of the teaching time, the use of appropriate didactic means, the connection of theoretical knowledge with practical experience, etc. A standard form of the record of the visit is attached as an appendix entitled Control visit record of teaching. The results of visits are used by the management of the faculty to assess the quality of the teaching process and to adopt specific recommendations for its improvement and measures to eliminate possible shortcomings.

Assessment of the subjects

The mission of the course evaluation is to assess the quality of the structure and design of the evaluated course with an emphasis on comparing the content focus, structure and quality of the course with the latest scientific knowledge and practical experience in the relevant field. The course evaluation process is the responsibility of the programme guarantor together with the relevant course tutors and the evaluation is carried out regularly once per academic year. The criteria for the evaluation of the course are primarily the content, the scope of teaching and the form, and the relevance of the course to the fulfilment of the graduate profile of the study programme.

Assessment of study programmes

The main task of curriculum monitoring is to improve the quality of the curriculum by optimizing its composition and its functional components (subject, teacher) based on information obtained primarily from questionnaires and hospitalizations. The quality criteria evaluated for a given study programme are primarily the content of the programme, the consistency of the curriculum content (subjects and their continuity) with the graduate profile, the consistency of the study programme with the requirements of practice, as well as the fulfilment of the other objectives of the study programme. The evaluation of the study programme is carried out continuously at least once per academic year by the relevant department in cooperation with the study programme guarantor. If deficiencies are identified, the study programme guarantor submits proposals for their elimination in writing to the Dean of the Faculty.

A standard form for the evaluation of the study programme is given in the annex called **Evaluation of the study programme**. The results of the study programme evaluation are used by the faculty management in deciding on updating and changes to the study programme to improve the quality of the given study programme, as well as in the preparation of new study

programmes.

A standard form for the survey of the quality of education (courses and study programme) by students is provided in the annex entitled **Questionnaire on the Quality of Education**.

Assessment by employers and graduates

In order to obtain feedback on the quality of the education provided, the faculty uses a questionnaire form in which graduates, and employers are the evaluation actors. The questionnaire questions in question are oriented towards the relatedness of the job position and the field of study, the employability of the graduate, the level of employed graduates, etc. The faculty conducts the survey once per academic year. The standard form for the survey of the level of education (by employers and graduates) is given in the appendix entitled Graduate Questionnaire and Employer Questionnaire. The information and analysis from the monitoring of alumni and employer satisfaction is part of the faculty performance evaluation and serves as input into preventive and corrective actions and into continuous improvement of processes and outcomes.

Education quality assessment questionnaires that are to be filled in by students

Basic data:

COURSE:

CODE OF THE COURSE:

EDUCATION FORM: a) lecture b) seminar c) workshop

NAME OF THE TEACHER

STUDY PROGRAMME / YOUR FIELD OF STUDY:

YEAR:

1. At the beginning of the semester, clearly articulates the requirements and criteria for course completion and monitors their fulfillment.
2. Adheres to the established schedule of classes and time.
3. Conducts instruction in a clear manner.
4. During the semester, continuously ascertains the level of knowledge of students.
5. Leads students to work independently and think creatively.
6. Motivates students to deepen their knowledge of the subject.
7. Stimulates interest in the subject e.g. with examples from practice, up-to-date information from practice.
8. Creates a positive atmosphere in the classroom.
9. Has adequate professional knowledge that can be adequately made available to students.
10. Can be openly discussed.
11. Is responsive to students.
12. He/she objectively assesses students' knowledge.
13. He/she convinces me that studying his/her subject is worthwhile.
14. I would like to take other courses with this teacher.

Rating scale:

A - very high quality (maximum level of agreement)

B - high quality (high level of agreement)

C - medium quality (average level of agreement)

D - low quality (low level of agreement)

E - very low quality (very low level of agreement)

F - I did not participate in her/his teaching

Assessment of the study programme by students

STUDY PROGRAMME / YOUR FIELD OF STUDY:

YEAR:

Content of the study programme

1. The suitability (composition) of the subjects constituting the study programme in relation to the declared profile of the graduate.
2. The logical sequence and continuity of courses.
3. The content of the study programme responds to current knowledge.
4. The possibility of choosing compulsory elective courses developing professional profiling.
5. Opportunities to study professional subjects in a foreign language.

Study programme provision conditions

1. Teaching schedule.
2. The quality of the study department's service in providing information and assistance to students.
3. Availability and use of internet and computer technology.
4. The availability of literature resources in the university library.
5. Material and technical facilities for studies (classrooms, study rooms, etc.).
6. Possibility to complete part of the studies abroad.
7. Possibility to choose elective courses within the university.
8. Information about the conditions and course of study of the study programme.

Identification data

1. Degree of study.
2. Form of study.
3. "So far - during your studies - you have been in a position of being evaluated.

Now please take the position of evaluators and give an overall rating of A-F for the programme of study." **Thank you.**

Rating scale:

- A - very high quality (maximum level of agreement)
- B - high quality (high level of agreement)
- C - medium quality (average level of agreement)
- D - low quality (low level of agreement)
- E - very low quality (very low level of agreement)
- F - don't know

Questionnaire for graduates

Dear graduate,

You have received a questionnaire, through which we would like to know your opinion on the quality of your education and your further application in practice, after graduation. Cooperation with you can significantly contribute to the improvement of the quality of education at your Alma Mater - Danubius College.

In order to process the questionnaire, please fill in the following data first.

1. Year of graduation

2. Highest completed degree: Bc. Mgr.

Study programme completed:

3. Gender: Male Female

4. *In the following section, fill in information about your current job and your opinion on the quality and use of your education in it.*

Your current employment situation:

Employed on a permanent basis

employed on a part-time basis

Graduate work experience, internship

Entrepreneurship, self-employed

continuing my doctoral studies

Unemployed

other

5. *How long has it been since you graduated from your university studies before you got a job?*

0 - 3 months

3 - 6 months

6 - 9 months

9 - 12 months

I was already working during my studies

I did not look for a job in the first months after graduation

6.. *Are you working in your graduated field?*

1. Yes

2. No

3. in a related field

7.. *What job and organisation do you work in (title)?*

.....
.....
.....
.....

8. *Overall, how would you rate your satisfaction with your current job? (Circle on the scale) completely satisfied 1 2 3 4 5 completely dissatisfied*

9. *Your current job is located in the region of:*

Bratislava

Trnava

Trenčín

Nitra

- Banská Bystrica
- Žilina
- Prešov
- Košice
- I work abroad

10. How would you evaluate the use of the knowledge, skills and competences acquired throughout your university studies in your current job?

- I apply them fully
- I apply them partially
- I apply them little
- I do not apply them at all

11. Are you planning to look for another job in the near future?

- Definitely yes
- Rather yes
- rather not
- definitely not
- don't know

*12. Would you choose to study again at the DC? (circle on the scale)
definitely yes 1 2 3 4 5 definitely no*

13. If you had to decide again, would you study the same programme of study?

- Yes
- No
- I don't know

14. If you answered "no" to question 13, please give the reasons for your dissatisfaction.....

.....

Thank you for cooperation 😊

Questionnaire for the employers

1. In your opinion, what is the overall level of DC graduates employed by You?

- Very high Slightly above average Average Rather low Low

2. What do you expect from our graduates for a good job in practice?

- Good theoretical knowledge
 readiness to apply knowledge in practice
 Bringing innovation to work in their field
 Ability to make flexible judgements, make independent decisions
 Ability to communicate effectively
 openness to new knowledge and further education

3. How do you assess the expected requirements from graduates in relation to these priorities?

Quality theoretical knowledge

- High level Medium level Low level Not at all

Readiness to apply knowledge in practice

- High level Medium level Low level Not at all

Bringing innovation to his field of work

- High level Medium level Low level Not at all

Ability to form judgements flexibly, make independent decisions

- High level Medium level Low level Not at all

Ability to communicate effectively

- High level Medium level Low level Not at all

Openness to new knowledge and further education

- High level Medium level Low level Not at all

4. What are your expectations in relation to changes in preparing our students for your needs? Which areas would you like to:

Quality theoretical knowledge

- strengthen keep limit

Readiness to apply knowledge in practice

- strengthen keep limit

Bringing innovation to his field of work

- strengthen keep limit

Ability to form judgements flexibly, make independent decisions

- strengthen keep limit

Ability to communicate effectively

- strengthen keep limit

Openness to new knowledge and further education

- strengthen keep limit

Note: The record of controlling visits to courses is published in the form template section

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