Faculty of Sport - Guidelines for Following and Developing Quality of the Study

Comission for Self-evaluation and Quality of the Study

Ljubljana, 2012

Starting-points

On the basis of the book of rules for the quality following and assurance system of the University of Ljubljana, the higher education institutions themselves are responsible for development of the quality culture. The quality culture means the total value of the quality and collective responsibility, and a commitment of all members of the institution, both, the staff and the students, as well as other participants included. The quality culture is based on the mission, vision and strategy goals and values of the higher education institution. For developing the quality culture, development of the quality system, which includes all the activities of University of Ljubljana, ul members and organizational units at every level, is necessary. In addition to this, highly devoted administration is of crucial importance.

The system of quality following and developing has to include all areas of activity, and its purpose is exactly defined:

- to help to attain goals,
- to detect weaknesses and strengths of each process,
- to serve as a tool for systematical optimization in all areas.

To fulfill the above goals, the quality system assures:

- common procedures and mechanisms for attainment of higher quality in,
- all defined areas of functioning,
- systematic and unified data collecting,
- valuation of analysed data and application of proper improvement measures,
- active collaboration of all participants in individual processes by their implementation, evaluation and improvement (students, professors, researchers, other employees, external staff ...).

The quality assurance goals have to be allocated by areas and the criteria and procedures for the quality assessment have to be formed. Critera may be qualitative or quantitative, defined at the annual level or long-termed.
The establishment of the quality loop is of the highest importance for the efficiency of the quality system. It means, that measures have to be formed within the quality loop periodically, to abolish the perceived imperfections, to assure improvements and to preserve achievements.

All of the above should be the basis for setting quality aims at the faculty level as well as at the level of individual study program.

Previous finding on quality assurance at the Faculty of sport

Faculty of sport senate has discussed reports on quality at the faculty of sport for the academic year 2008-2009, at its session in 2010. Some senators have, in the debate on report, constructively proposed several improvements of the report, and changings in the methodology of its preparation. According to the senate discussion conclusions, the following measures have been proposed:

1. The basis of the self-evaluation procedure, quality supervision and quality concern, are properly set goals in the areas of study, scientific research, organization and social-communicaton.

Measure 1: the Senat of the Faculty of sport orders Vice-deans and heads of the departments to set the revision of goals, which will meet three key criteria related: objectivity, reality and measurability.

2. The faculty begins with the content and organizational evaluation of the bologna process.

Measure 2: Vice-dean of studies, with the assistance of heads of departments of individual study programs and the commission for self-evaluation and quality, must prepare procedures for the analysis of new study programs (some suggestions: theory- to-practice ratio; method, quality and clearness of the content presentation; relationship and communication between student-teacher …)

3. The faculty prepares the student competency analysis.

Measure 3: on the basis of experiences gained in the didactics of sport education an analysis is going to be prepared of the student professional competency for carrying out a teaching profession at the beginning and at the end of the study, for all study subjects (defining the model of a good sport teacher).

4. All teachers are invited to call for diploma works on the topics of self-evaluation and quality.

Measure 4: selected teachers have to prepare topics on self-evaluation and quality of study at the Faculty of sport.

According to the measures proposed by the senate, and informations and documents, presented at the university of Ljubljana conference on quality, held on December 7– 9, 2010 in Ljubljana, the proposal has been prepared, for following and developing quality at the Faculty of sport. Guidelines for following and developing quality of study at the Faculty of sport would enter into force after their adoption at the Senat of the Faculty of sport. They would serve as a basis for the preparation of the report on quality for the academic year 2010-2011.

Following and developing the quality of study at Faculty of sport

Hereinafter, there are listed: the areas, the indicators and the way of following them in the fields of teaching and research, international cooperation, further education and training, tutorial system, human recources, operation of the library, operation of the faculty comissions, faculty premises and investments.

Area	Indicators	Detailed description, data source
Teaching		
1st cycle study programmes		
	The offer of study programmes (full-time study and part-time study)	The number of announced programmes and study places
	The number of students enrolled on individual study programmes	Student Office
	Characteristics of the population enrolled	The average score by the students enrolled and minimal score required for the enrolment in individual study programme; source: Statistical Office of the Republic of Slovenia
	Student transition between study years on the individual study programmes	Student Office
	The number of graduates on individual study programmes	Student Office
	The number of mentors or the average number of graduates per individual mentor	Student Office
	Employability of graduates of individual study programmes	The number of unemployed; the number of employed in jobs adequate to their education; source: Employment Service of Slovenia
	The average number of students entered for an exam	Student Office
	The average exam score per an individual exam	Student Office
	The average number of students per university teacher on individual study programmes	The average number, the minimal and the maximal number, deviation from the faculty average for individual study programmes
	The average number of students per university co-worker on individual study programmes	The average number, the minimal and the maximal number, deviation from the faculty average on individual study programmes

	The number of offered and realized optional subjects at the professional and faculty level	Student Office
	Student satisfaction with a study programme and the performers of the programme	Student survey
	Student opinion on quality of programme implementation.	Student familiarity with ECTS (European Credit Transfer and Accumulation System) of the individual subject, with the ways of examination, evaluation criteria, textbooks, appropriate burden on student, appropriate exams ranking within the examination period, study aid – satisfaction with the tutoring, complexity of the study, complexity of the individual subject regarding the number of ECTS of the subject, teaching methods, actuality of discussed topics etc; source: Student survey
	Achievement of the planned competencies	Student survey (student self-evaluation of different years of study – to what extent the competencies are achieved that were planned in the study programme); and following feedback from employers on the regular basis
	Student satisfaction with extracurricular activities	Student survey
	Student satisfaction with the offer of sport activities	Student survey
	Career counseling	The number of students being counseled regarding their careers, connecting students with potential employers, number of presentations of a study program at different institutions; connections between enrolled students from different places and presentation of study programmes in these places; source: Subscription service of the University of Ljubljana, Vice-deans
	The number of experts from praxis included in the realisation of the teaching process	Vice-dean

Teaching		
2nd cycle study programmes		
	The number of new accredited Master's degree programmes	Student Office and Programme coordinators
	The offer of study programmes (full-time study and part-time study)	The number of announced programmes and study places
	The number of students enrolled on individual study programmes	Student Office and Programme coordinators
	Characteristics of the population enrolled	The average score by the students enrolled and the minimal score required for the enrolment in the individal study programme; prior education
	Student transition between study years on individual study programmes	Student Office and Programme coordinators
	The number of master graduates on individual study programmes	Student Office and Programme coordinators
	Employability of master graduates of individual study programmes	The number of unemployed; the number of employed in jobs adequate to their education, source: Employment Service of Slovenia
	The average number of students entered for an exam	Student survey
	The average exam score per an individual exam	Student survey
	The average number of students per university teacher on individual study programmes	The average number, minimal and maximal number, deviation from the faculty average for individual study programmes
	The average number of students per university co-worker on individual study programmes	The average number, the minimal and the maximal number, deviation from the faculty average on individual study programmes
	The number of mentors or the average number of Master graduates per individual mentor	Student Office and Programme coordinators
	The number of offered and realized optional subjects at the higher professional and at the faculty degree	Student Office and Programme coordinators
	Student satisfaction with the programme and the performers of the programme	Student survey

		Student opinion on quality of the programme implementation.	Student familiarity with ECTS of the individual subject, with the ways of examination, evaluation criteria, textbooks, appropriate burden on student, appropriate exams ranking whitin the examination period, study aid – satisfaction with tutoring, complexity of study, complexity of the individual subject regarding the number of ECTS of the subject, teaching methods, actuality of topics discussed etc.; source: Student survey and Programme coordinators
		Achievement of the planned competencies	Student survey (student self-evaluation – to what extent the competencies are achieved, that were planned in the study programme); following feedback from employers on the regular basis; source: Programme coordinators
		Student satisfaction with extracurricular activities	Student survey
		Career counseling	The number of students, being counseled regarding their careers, connecting students with potential employers, the number of presentation of the study programme at different institutions
		The number of experts from praxis included in the realization of the teaching process	Programme coordinators
		The average length of the study on the individual level and the number of dropout students	Student Office
		The number of employed graduates five years after finishing the study (application of the FSS - Faculty of Social Sciences Methodology)	Student Office
		The number of employed graduates regarding the field of employment (primary school, secondary school, kindergarten, societies, NSA - National Sport Associations, self-employed sport professionals, companies …)	Student Office

Teaching			
3rd cycle study programmes			
	The number of students enrolled in PhD study	Programme coordinator	
	Characteristics of the population enrolled	The average score by students enrolled on the elective exam and the minimal score required for entry into the programme; prior education of the candidates, predoctoral performance	
	Student transition between study years	Programme coordinator	
	The number of PhD graduates	Programme coordinator	
	Employability of PhD graduates	The workplaces of PhD graduates; source: University of Ljubljana	
	The average score per an individual exam		
	The number of mentors (or, the number of PhD graduates per mentor)	Student Office and Programme coordinator	
	The number of offered and realized optional subjects		
	Student satisfaction with the programme and with the implementers of the programme	Student survey, Programme coordinator	
	Student opinion on quality of the programme implementation.	Student familiarity with ECTS of individual subject, with the ways of examination, evaluation criteria, textbooks, appropriate burden on student, study aid – satisfaction with the turoting, complexity of study, complexity of the individual subject regarding the number of ECTS of the subject, teaching methods, actuality of discussed topics etc.; source: Student survey, Programme coordinator	
	Achievement of planned competencies	Student survey; following feedback from the employers on the regular basis, source: Programme coordinator	
	Career counseling	Connecting PhD graduatess with potential employers	
	The number of experts included in the implementation of the teaching process	Programme coordinator	
	The number of PhD students included in the implementation of the teaching process	Programme coordinator	

Area	Indicators	Detailed description, data source
Research and development work (R&D)		
	The number of newly acquired national research projects, STReP – Specific Targeted Research Program, basic and applicative projects	Vice Dean for research
	The number of newly acquired ESF (European Social Fund) projects	Vice Dean for research
	The number of international projects reported by the faculty	Vice Dean for research
	The number of international projects, in which the faculty is the participating institution	Vice Dean for research
	The number of programme groups at the faculty	Vice Dean for research
	Percentage of the researchers employed at the faculty included in research projects	Vice Dean for research
	The number of published scientific contributions in journals with SSCI higher than 0	Vice Dean for research
	The number of published scientific contributions in (other) internationally acclaimed journals	Journals indexed in international databases
	The number of independent scientific contributions in international monograph publications	Foreign language contribution
	The number of independent scientific contributions in nacional monograph publications	Slovene language contribution
	The number of published scientific monograph publications	
	The number of contributions at international conferences	Contribution in the proceedings wrote in foreign language
	The number og contributions at national conferences	Contribution in the proceedings wrote in slovene language
	The number of art exhibitions in Slovenia	
	The number of art exbitions abroad	
	The average score per a researcher	SICRIS (Slovenian Current Research Information System), points for projects managing to be considered
	The number of junior researchers	Vice Dean for research
	The number of postdoctoral students	

Area	Indicators	Detailed description, data source
International cooperation		
	The number of foreign students at 1, 2 and 3 cycle programmes	From which countries and faculties, to which study programmes, comparability of foreign programmes with ours regarding the competencies etc.; source: The International Office
	The number of our students, who go to study abroad (at 1, 2 and 3 cycle programmes)	From which programmes, to which faculties, comparability of foreign programmes with ours regarding competencies and so on; source: The International Office
	The number of foreign professors at our faculty (1, 2 in 3 cycle programmes)	The International Office
	The number of our professors, who go to work to foreign universities	The International Office
	The number of signed bilateral agreements	The number of bilaterals, which are actual regarding the exchanges
	The number of joint international programmes of 1 and 2 cycle programmes	Vice Dean for education
	The number of subjects offered in foreign language at 1, 2 and 3 cycle programmes	Vice Dean for education

Area	Indicators	Detailed description, data source
Further education and training		
	The number of accredited IE programmes (Improvement of Education-Programs)	Vice Dean for education
	The number of accredited programmes for continuing professional development	Vice Dean for education
	The number of realizations of individual IE programs	Vice Dean for education
	The number of realizations of individual programmes of continuing professional development	Vice Dean for education
	The number of participants who complete an individual IE programme	Vice Dean for education

	The number of participants who complete an individual programme of continuing professional development	Vice Dean for education
	The number of institutions included in the partner schools network	Vice Dean for education
	The number of teachers, educators included in the partner school network	Vice Dean for education

Area	Indicators	Detailed description, data source
Tutorial system		
	The number of students-tutors at levels 1, 2 and 3	Student and teacher tutors
	The number of teachers-tutors at the levels 1, 2 and 3	Student and teacher tutors
	The average number of students per and individual student-tutor at the levels 1, 2 and 3	Student and teacher tutors
	The average number of studetns per an individual teacher-tutor at the levels 1, 2 and 3	Student and teacher tutors
	Student satisfaction with the tutorial system	Help in the selection of optional modules, extracurricular activities etc.; source: Student survey

Area	Indicators	Detailed description, data source
Human resources		
	The number of employed teachers	Secretary and Human Resources department
	The number of employed administrative assistants	Student and teacher tutors
	The number of employed independent professional workers	Student and teacher tutors
	The number of full professors, associate professors, and assistant professors	Student and teacher tutors
	The number of higher education associates collaborants	Student and teacher tutors
	The percentage of employees who advance to the title	Student and teacher tutors
	The number of external collaborants per individual study programmes	Student and teacher tutors
	The number of workers who participate in professional development	Student and teacher tutors
	The number of employees in the Student Office	Student and teacher tutors
	The number of employees in the Computer Centre	Student and teacher tutors
	The number of employees in the Mediatheque	Student and teacher tutors
	The number of employees working professionally in National Sport Associations (NSA)	Student and teacher tutors
	The number of employees functioning in managing authotirites of NSA	Student and teacher tutors
	The number of employees functioning in other organizations (OCS – Olympic Committee of Slovenia, FSO – Foundation for Financing Sport Organizations in Slovenia, Councils of Experts at the Ministries …)	Student and teacher tutors
	The number of employees awarded with the Bloudek Award or some other prestigious award	Student and teacher tutors

Area	Indicators	Detailed description, data source
Library		
	The number of employees in the library	Head of the library
	The number of library units	Monographs, serials etc.
	Student satisfaction with the library facilities	Student survey
	Employees satisfaction with the library facilities	Student survey
	Access to databases	Head of the library
	The number of computers in the library per student	Head of the library

Area	Indicators	Detailed description, data source
Investments and faculty premises		
	The renovation of faculty premises	Secretary
	The acquisition of equipment	Secretary
	The number of computers in the computer room per student	Secretary
	The access to wireless internet	Secretary
	The access to up-to-date computer tools (for example Moodle teaching room, interactive whiteboards, meters of energy consumption for the needs of teaching praxis and the like)	Secretary

Areas	Indicators	Detailed description, data source
Operation of faculty commissions		
	Te number of commissions	Secretary
	The number of employees included in different commissions	Secretary
	The number of meetings (regular meetings)	Secretary
	The number of reports (the number of realized decisions)	Secretary

How to move forward?

The above document can be just a starting point for the beginning of the process, at which just a few formal tasks have been completed so far. But concrete and positive moves have certainly not been completed yet. We expect this time, that the strategy of following and developing quality of the study will be supported by the Senate of Faculty of Sport, the management administration, Chairs, teachers and students. If we want to move forward, we must set ourselves to concrete goals, establish criteria and start working.

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