

### **INTERNAL EVALUATION OF CURRICULA**

1. The procedure of the internal evaluation of curricula regulates the process of the internal evaluation of curricula (hereinafter: internal evaluation) and the compilation and publication of reports.
2. Internal evaluation is a systematic analysis of the learning processes and outcomes. The results of the analysis shall be considered upon developing curricula and improving the learning process.
3. The areas of internal evaluation are the following:
  - 3.1. Content and structure of the curricula;
  - 3.2. Learning process;
  - 3.3. Students;
  - 3.4. Lecturers;
  - 3.5. Learning environment and resources;
  - 3.6. Support services.
4. Internal evaluation is divided into partial and full evaluation.
5. Partial evaluation is carried out annually and its aim is to focus on one or many areas of internal evaluation that need some improvement.
6. Feedback and input for the partial evaluation is gathered from:
  - 6.1. feedback forms filled in by and studies conducted among students and other target groups;
  - 6.2. other studies and analyses;
  - 6.3. the main employers and other agencies;
  - 6.4. feedback seminars and other discussions and panels.
7. The collected feedback and input shall be assembled, analysed, and based on the results of the analysis, improvement activities shall be included in the Academy's action plan.
8. If needs to improve the curricula appear during the academic year, they shall be formulated as amendments to the curricula and approved or confirmed at the spring meeting of the Council of the Academy. The amendments shall be enforced in the new academic year. Other amendments to modules or subjects shall be brought in the implementation plan of the modules or in the syllabus of a module or subject. The study organisation related amendments shall be planned based on the needs and these are generally implemented the following academic year.
9. Full internal evaluation is usually carried out after every three academic years, and its aim is to analyse and evaluate the curricula by focusing on all areas of internal evaluation.
10. Internal evaluation reports shall be compiled by the curriculum coordinators. One report may include the analysis of one or all curricula of the college. In the latter case, all curriculum coordinators contribute to the compilation of the report.
11. The internal evaluation report shall be discussed by the Council of the College and the Learning Committee, and the results of the discussion help insert improvement activities into the Academy's action plan. The amendments related to the content of the studies shall be implemented similarly to what is stated in section 8.
12. The support services necessary for conducting internal evaluation and the monitoring and developing of the process, shall be provided by the Department of Academic Affairs.

13. Internal evaluation reports shall be made public on the Academy's intranet.