THE BASES FOR QUALITY ASSURANCE AT ESTONIAN ACADEMY OF SECURITY SCIENCES

1. The primary aim of the quality assurance system of the Estonian Academy of Security Sciences (EASS) is to support high-quality instruction, research and development activities in the field of internal security and thus contribute to the development of stability and security in the Republic of Estonia and the international area of security affecting it.


3. At EASS, quality is understood as the compliance with the set goals and requirements established in various regulations, compliance with the needs and expectations of various interest groups, primarily the students, employers and the society, as well as the possibilities of the academy. The higher the satisfaction among the interest groups, the more successful the academy’s main activity.

4. Quality is a highly complex concept encompassing all aspects of the organisation’s activities. The quality of the main processes at the academy depends among other things on the students and their preparation and motivation, the qualification of lecturers and other staff, the quality of the support processes, learning environment and other necessary resources.

5. The quality assurance system at the academy does not function separately but it is comprehensively integrated into all the academy activities, thus quality management is also a part of performance management.

6. The quality and performance indicators of the academy are balanced on the basis of a scorecard and defined in the development plan of EASS and various sectoral state strategies (development plan of internal security, lifelong learning strategy, Knowledge-Based Estonia).

7. Information on the performance and quality of the activities is collected through a functional and comprehensive feedback system, internal assessment and surveys.

8. The external assessment of higher and vocational education is regulated by the state and includes the institutional accreditation of higher education institutions, curriculum group quality assessment and accreditation of vocational education study curriculum groups. External assessment is conducted by the Estonian Higher Education Quality Agency as an independent evaluation agency at Archimedes Foundation pursuant to the valid rules.

9. The quality assurance of instruction at EASS is supported by mutually related and interoperable documents, regulations, processes and procedures. The quality assurance system of instruction is provided in Appendix 1. The documents named and linked in the description may regulate several aspects of instruction, however, in the scheme, they are placed in the most important stage that they regulate.

10. More detailed procedures of the quality assurance of research and development activities at EASS are established in the document “Research, development and innovation (RDI) process” (decision of...
the Research, Development and Innovation Committee of 18.04.2017). The description of the quality assurance system of the research, development and innovation activities is provided in Appendix 2.

11. The responsibility of quality commission at EASS is assumed by the Rector’s Office led by the rector.
APPENDIX 1. Quality Assurance System of Instruction provided at EASS.

ASSESSMENT, FEEDBACK AND ADJUSTMENT

Feedback and analysis
- Regulation of the collection and consideration of feedback
- Feedback seminars (regular, twice a year)
- Employers seminars
- Procedures for the assessment of the academic staff at EASS (in Est.)
- Planning various improvement activities, incl. trainings
- Developing various action plans

Assessment
- Assessment methods and criteria in curricula, implementation plans and syllabi
  - The terms and procedure of accreditation of prior and experiential learning
  - Procedure for the internal evaluation of curricula
  - Various external evaluations conducted by EKKA, incl. institutional accreditation

Surveys, monitoring
- Alumni’s and employers’ feedback survey (every 3 years)
- Survey of the employment of graduates who graduated 3-5 years ago
- Graduates’ recruitment monitoring 6 months after graduation
- Other commissioned surveys

IMPLEMENTATION

Instruction
- EASS Guidelines for the Compilation of Student Papers (in Est.)
- Procedure for the compilation of final thesis (in Est.)
- Procedure for the compilation of Master’s thesis (in Est.)
- Procedure for the final examination (in Est.)
- Internship guidelines
- The terms and procedure for organising study trips (in Est.)
- Procedure for Erasmus+ student mobility programme
- Procedure of handling the cases of indecent academic behaviour of a student of EASS, including the procedure of handling the cases of plagiarism

Strategic planning
- Development plan of EASS
- Implementation and action plans (in Est.)
- Common integrated internal security education model
- Principles of academic ethics at EASS

Students and academic staff
- Student admissions terms and procedures (in Est.)
- Procedure and terms of recruitment of staff at EASS (in Est.)
- Description of the career of an academic position at EASS (in Est.)

Content of instruction
- Curriculum statute
- Curricula of degree studies and continuing education (in Est.)
- Implementation plans and syllabi of modules
- Guidelines for integrating general competences (in Est.)

Study organisation
- Study regulations
- Procedures for providing continuing education at EASS

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APPENDIX 2. Quality assurance system for research, development and innovation activity.

**FEEDBACK AND ADJUSTMENTS**

**IMPROVEMENT – INNOVATION**
- Defining and establishing new initiatives
- Updating the input or collecting new input
- Considering the feedback
- Training needs

**RESULT – BENEFIT – IMPACT**
- Improvement of processes and/or services in the area of internal security
- Professional innovation, sectoral development, incl. impact analyses, process adjustments
- Improving the content and methodology of instruction
- Improved awareness and useful solutions
- Input to drafts and other analyses, incl. supporting the agencies
- Creating added value, e.g. creating study materials based on research results
- Acknowledging innovation

**IMPLEMENTATION**
- Research groups
- Conferences, seminars
- Participation in national and international expert groups
- RDI activities of the academic staff in their workload
- Participation in projects
- Publication submissions (materials in need of publication)
- Conducting surveys and analyses

**ASSESSMENT**
- Evaluation of the academic staff (in Est.)
- Interim and final reports of projects (depending on the project life cycle)
- Peer-reviewing and pre-reviewing research articles
- Regular monitoring of EASS implementation plan (once a year)
- Calculation of the workload of the academic staff (once a year)
- Competition for innovation performance pay
- Reporting
- Performance and development discussions
- RDI committee

**PLANNING**
- National curricula.
- Internal security development plan 2015-2020 (in Est.)
- Horizon 2020, Secure Society programme
- Action plan of the area of administration of MoI (ATK)
- Topics for final theses and research studies suggested by the agencies
- International cooperation initiatives
- Cooperation projects with other higher education institutions

- EASS development plan goals
- EASS research and development priorities
- EASS implementation plan 2019-2021
- RDI projects
- Innovation competition
- Other initiatives
- Student initiatives and inclusion

**EXTERNAL INPUT**
- International cooperation initiatives

**INTERNAL INPUT**
- EASS research and development priorities
- EASS implementation plan 2019-2021
- RDI projects
- Innovation competition
- Other initiatives
- Student initiatives and inclusion