

ACADEMIC CALENDAR AND ASSESSMENT CYCLE FOR QUALITY ASSURANCE IN THE ACADEMY

Assessment instruments

The assessment process is carried out through these instruments:

- Questionnaire for evaluation of the program by students.
- Questionnaire for evaluation of student services and administration of the Academy by students.
- Questionnaires for infrastructure assessment by students;
- Questionnaires for staff assessment of infrastructure.
- Questionnaire for evaluation of academic staff (subjects and subject teachers) by students.
- Peer evaluation.
- Self-evaluation (questionnaire for the evaluation of the subject and reflection from the evaluation of the subject and the teacher of the subject by the students);
- Evaluation by the academic staff, for the services and administration of the university.
- Evaluation by Alumni.
- Assessment by Businesses/employers.

Evaluation cycle

The assessment cycle is carried out in these periods:

- Evaluation of the program by students is done once a year.
- Evaluation of student services and administration by students is done once a year.
- Assessment of the infrastructure by students and teachers is done once a year;
- The evaluation of the teacher and the subject by the students is done once a semester;
- The evaluation of the teacher by the colleague is done once a year;
- The evaluation of the subject by the teachers of the subject and the reflection of the students' assessment of the subject and the teacher is done every semester;
- The evaluation of the administration by the teachers is done once a year;
- The evaluation of the program by external actors (Alumni and Businesses) is done once every three years.

Review of questionnaires

The review of quality assurance questionnaires is done at different times according to the following calendar.

Review of questionnaires	2023/24	2024/25	2025/26
	December	December	December
Academic staff and subjects' evaluation questionnaire by students	April	April	April
Evaluation questionnaire of infrastructure and administration by academic staff	April	April	April
Peer evaluation questionnaire	April	April	April
Evaluation questionnaire of the program, administration, student services and infrastructure by students	April	April	April
Program evaluation questionnaire by external stakeholders	Once in three years (the review month is determined by the quality assurance committee)		

Academic calendar for quality assurance in Academia

The quality assurance assessment cycle at the Academy is done according to the following calendar.

Evaluations per academic year	2023/24	2024/25	2025/26
	January	January	January
Evaluation of the academic staff and the course by the students	May	May	May
Assessment of infrastructure and administration by academic staff	June	June	June
Peer evaluation	May	May	May
Evaluation of the Program, administration, student services and infrastructure by students	May	May	May
Program evaluation questionnaire by external stakeholders	Once in three years		