



ALMA MATER
EUROPAEA

— INSTITUTUM STUDIORUM HUMANITATIS —
FAKULTETA ZA PODDIPLOMSKI HUMANISTIČNI ŠTUDIJI

**SELF-EVALUATION REPORT
FOR THE 2017/18 ACADEMIC YEAR**

Translation of the Slovenian version

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TABLE OF CONTENTS

1 OPERATION OF THE HIGHER EDUCATION INSTITUTION	5
1.1 Mission, vision and strategy of AMEU - ISH	5
1.2 The organization of AMEU - ISH.....	7
1.2.1 Bodies of AMEU - ISH	8
1.2.2 Organization of the secretariat and professional services	9
1.2.3 Library	10
1.2.4 Research Institutes.....	10
1.2.5 Publisher.....	10
1.2.6 Acts.....	10
1.3 Scientific research, project and professional work.....	12
1.3.1 Areas of Scientific Research at the AMEU - ISH and Human Resources	13
1.3.2 Completed scientific programs and projects at AMEU - ISH	14
1.3.3 Scientific research programs and projects in implementation at AMEU - ISH.....	15
1.3.4 Research Groups	16
1.3.5 Research Program Research of Cultural Formations	16
1.3.6 Scientific Research Projects of AMEU - ISH in the Evaluation Process.....	18
1.3.7 Potential Current Calls for AMEU – ISH Proposal Applications to Research and Development Projects.....	19
1.3.8 SWOT Strategic Orientation Analysis of Research and Development Excellence at AMEU - ISH 2015-2019	20
1.3.9 Scientific-research Incentives for Higher Education Teachers and Researchers for at the AMEU - ISH.....	21
1.3.10 Organization of scientific and professional events	21
1.4 Integration with the environment.....	24
1.4.1 Integration with the environment in the country and region.....	24
1.4.2 Dialogue with graduates.....	25
1.4.3 Graduate Employability	26
1.4.4 International action	28
1.4.5 ERASMUS Mobility	29
1.4.6 Career Center	31
1.4.7 Alumni Club	32
1.5 Quality Assurance.....	35
1.5.1 Importance and role of the internal quality system	35
1.5.2 Preparation of a self-evaluation report	35
1.5.3 Complementing and developing the internal quality system	37
1.6 Informing the public on study programs and activities of AMEU - ISH	39
2 STAFF	45
2.1 Teaching staff.....	45
2.1.1 Educational and professional development of higher education teachers.....	45

2.1.2 Scientific, technical, research achievements of professors and teachers and scientific workers and workers	47
2.1.3 Criteria for election to titles and areas for election	49
2.1.4 Type of employment of teaching staff and workers	51
2.1.5 Satisfaction with higher education teachers and professional assistants	52
2.2 Non-pedagogical workers	56
2.2.1 The working area of non-teaching staff and workers	56
2.2.2 Training and development of non-teaching staff	57
2.2.3. Job satisfaction analysis	58
3.1 Provision of appropriate assistance and advice.....	61
3.1.1 Taking into account the diversity and needs of the students in establishing and determining the content of counselling or assistance for them.....	61
3.1.2 Informing students in a timely and effective manner	64
3.1.3 Monitoring student satisfaction with services	65
3.2 Ensuring appropriate conditions for students	68
3.2.1 Conducting study according to the needs and expectations of the students	68
3.2.2 Facilitating student research work.....	69
3.2.3. Conditions for extracurricular activities	70
3.3 The rights of students	72
3.3.1. Functioning of the authorities.....	72
3.3.2 The mechanisms for identifying and preventing discrimination against students.....	72
3.3.3 Participation of student representatives in the bodies of the higher education institution	73
3.4 Participation of students in updating and designing content and carrying out activities	73
4 MATERIAL CONDITIONS.....	74
4.1 Educational and research facilities and equipment	74
4.1.1. Adaptation of facilities for persons with disabilities	77
4.1.2 Communication and information accessibility.....	77
4.1.3 Adjustments to Study Materials	78
4.2 Financing	78
4.3 Library	79
4.4 Publishing activities.....	81
5 QUALITY ASSURANCE.....	83
5.1 Realization of strategic objectives in the academic year 2017/18	84
5.2. Analysis of the implementation of the planned tasks on a case by case basis.....	102
5.3 Activities to achieve the objectives in 2018/19	120
5.4. Conclusions	129

List of Tables

Table 1. Sciences and fields of activity of the research groups at the AMEU - ISH according to the ARRS classification

Table 2. Research performance of the Research Program Research of Cultural Formations, evaluated by the achievements of program team members in the 2017/18 academic year

Table 3. Number and type of scientific achievements of the Research Group on Research of Cultural Formations published in the 2017/18 academic year (source: SICRIS)

Table 4. SWOT analysis of strategic orientations for research and development excellence at AMEU (AMEU - ECM, AMEU - ISH, AMEU – Dance Academy) for the period 2015-2019

Table 5. Vacancies reported by the Employment Service of Slovenia by fields and levels of education, 2017 and 2018, Slovenia *

Table 6. Bilateral agreements of AMEU - ISH and foreign institutions in Erasmus

Table 7. Advertising and appearance before information days

Table 8. Significant events at Alma Mater in the 2017/2018 academic year

Table 9. Visits to the Alma Mater website

Table 10. Alma Mater trainings in the 2017/18 academic year

Table 11. Number of SICRIS points per registered researcher in 2017/18 (source: SICRIS)

Table 12. Indicators of exchanges of higher education teachers and co-workers

Table 13. Number and type of election to titles at AMEU - ISH in the 2017/18 academic year

Table 14. Number of elections to titles by academic year

Table 15. Number of higher education teachers, co-workers and researchers in the academic year 2017/18

Table 16. Number of scientific workers employed as at 31 December 2018

Table 18. Satisfaction with collaboration and awareness

Table 19. Alma Mater general organization, elements of study and support

Table 20. Knowledge of mission and vision and other quality indicators

Table 21. List of non-teaching staff at AMEU - ISH

Table 22. Training of non-teaching staff at Alma Mater in the 2017/18 academic year

Table 23. Average satisfaction rating of Alma Mater staff members

Table 24. Number of vacancies and number of students enrolled in the first year of the doctoral study program in Humanities for study in Slovenian

Table 25. Number of places enrolled and number of students enrolled in the first year of the doctoral program Humanities for study in English

Table 26. Structure of male and female students

Table 27. Evaluation of efficiency and timely notification of students at AMEU - ISH

Table 28. Average satisfaction of students with studying at AMEU - ISH

Table 29. Satisfaction of the students of the study program Humanities of the 3rd degree with the implementation of study programs by criteria

Table 30. Assessment of meeting the expectations of students at AMEU - ISH

List of Figures

Figure 1. Organization chart of AMEU - ISH

Annexes

Annex A. 2017/18 Enrolment and Performance Analysis

Annex B. Satisfaction with lecturers' work

Annex C. Overall student satisfaction

Annex D. List of SCI publications and clean citations

Annex E. Graduate survey analysis

Annex F. Job satisfaction analysis

Annex G. Lecturers' satisfaction with working at Alma Mater

Annex H. AMEU-ISH Researcher Employee List

Annex I. Level of burden for all Alma Mater programs

Annex J. List of Erasmus partner institutions

1 OPERATION OF THE HIGHER EDUCATION INSTITUTION

The higher education institution Alma Mater Europaea - Institutum Studiorum Humanitatis, Faculty of Graduate Studies in Humanities, Ljubljana (AMEU - ISH) successfully accomplishes its mission, vision and strategy in the domestic and international environment. Clear organizational and implementation goals enable quality higher education and development.

1.1 Mission, vision and strategy of AMEU - ISH

The basic mission of AMEU - ISH is to carry out higher education, scientific and research and development activities in the field of humanities and related scientific disciplines and new border sciences, and to serve the domestic and international community as an educational and scientific research center, complementing the offer of other universities and higher education institutions with complementary programs and knowledge in this field.

The Faculty, with its organization and manner of work, provides a link between pedagogical and scientific-research work, since the specificity of its activity is the direct connection of the educational and scientific-research process, which means a continuous flow of scientific results into teaching contents. In this way, the Faculty takes care of the development of scientific disciplines and professional fields in the domestic and international environment

and promotes the flow of knowledge and methods from the most developed humanities centres to the Slovenian and Central European area.

AMEU - ISH has a clearly defined developmental vision, which is published on the official website (www.ish.si).

The vision of AMEU - ISH is to build on the recognition, elite and specific role of an institution with a long tradition in the humanities and its related disciplines by involving top lecturers and researchers in the pedagogical and research process, by offering excellent study programs, as well as by strengthening research work and organizing visible events.

The most prominent intellectual vision of AMEU - ISH is thus the integration of education and research, whilst constantly monitoring the development of the humanities and introducing new approaches and a new mindset.

1.	OPERATION OF THE HIGHER EDUCATION INSTITUTION	Explanation
1.1	The higher education institution is successfully fulfilling its mission in the Slovenian and international higher education area. By achieving organizational and implementation goals, it guarantees quality higher education and its development.	AMEU - ISH has a clear mission, vision and strategic goals published on its website. These have undergone a slight overhaul in 2017/18, in accordance with the Strategic plan 2018-2023. Goals are documented, quantified and measured. All stakeholders are involved in the achievement of the objectives.

The operation of AMEU - ISH is based on the following strategic directions outlined in the AMEU - ISH Strategic Plan 2018 - 2023:

1. *High-quality implementation and development of educational activity*
2. *Scientific research and development excellence*
3. *Expanding international cooperation and liaising with educational, research, cultural and other institutions*
4. *Quality assurance and the pursuit of excellence in education, professional engagement, research and business*
5. *Promotion of educational and research activities of AMEU - ISH*

AMEU - ISH is therefore evolving in line with its mission, vision and strategy, which are published on the official website (www.ish.si).

Alma Mater Europaea - Institutum Studiorum Humanitatis, Faculty of Graduate Studies in Humanities, Ljubljana entered in the court register on the basis of the Act of Establishment on 3 June 1992 and on the basis of the decision on entry in the register of higher education institutions at the Ministry of Education and Sport no. 601-736 / 95 of 24 November 1995 acting as an independent higher education institution (then under the name Institutum Studiorum Humanitatis - Faculty of Graduate Studies in Humanities, Ljubljana). The Faculty, as a single legal entity under private law, operates in accordance with the applicable law and is responsible for its obligations with all its assets.

The status of a legal entity has since been the same, and the founder, title and seat of the establishment has changed. On January 1, 2014, ISH, Faculty of Humanities, Ljubljana, joined under the auspices of the owner of Alma Mater Europaea - European Center Maribor (AMEU - ECM) and on April 30, 2014 became an independent organizational unit under the name Alma Mater Europaea - Institutum Studiorum Humanitatis, Faculty of Graduate Studies in Humanities, Ljubljana (short AMEU - ISH). Independent higher education institutions have since been legally linked and form an organizational and functional unit.

The Council of the Slovenian Quality Assurance Agency for Higher Education (SQAA) granted accreditation to the Master and Doctoral study programme Humanities on April 24, 2012 (decision number: 6033-82 / 2011/14 (Master's Degree Program in Humanities) and 6033-83 / 2011/17 (Doctoral Degree Program in Humanities). Both graduate programs are accredited according to the applicable regulations and criteria of the institutions of the Republic of Slovenia.

In September 2017, the SQAA Council also granted accreditation to the first-cycle university study program in Humanities (decision number: 6033-15/2016/21, September 21, 2017), which the faculty will start implementing in the academic year 2018/19.

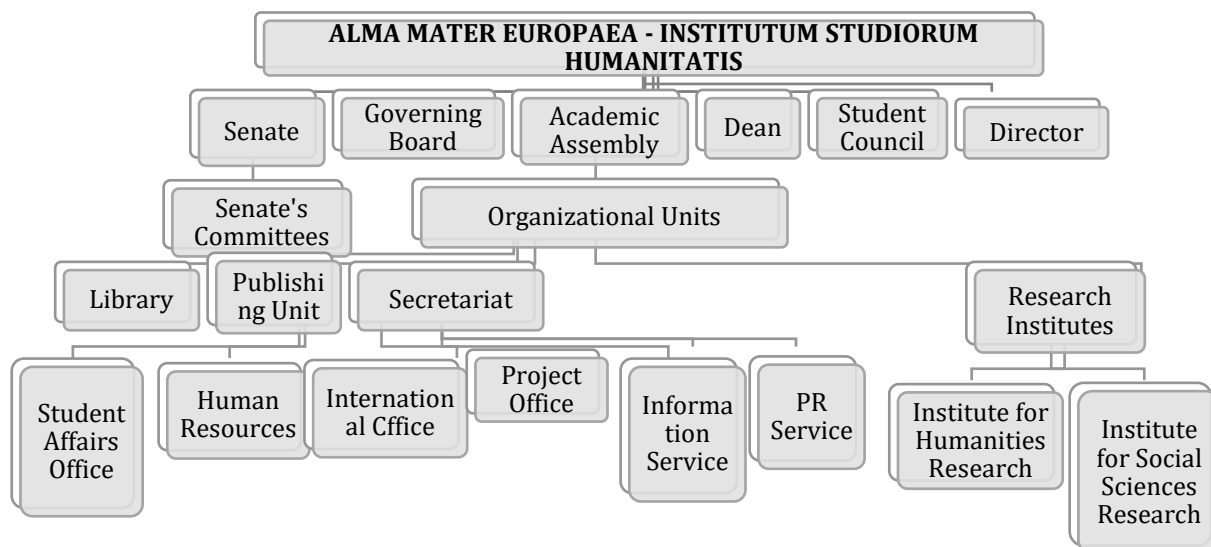
AMEU - ISH is a scientific research organization entered in the Research Organizations Register of the Slovenian Research Agency under no. 0433 and has independent research teams.

In 2017 the faculty acquired a ERASMUS Charter for tertiary education from 2014 to 2020, the number of Erasmus Charter's 272,314-EPP-1-2018-1-SI-EPPKA1-ECHE and Erasmus ID code SI LJUBLJANA39.

1.2 The organization of AMEU - ISH

The internal organization of the higher education institution AMEU - ISH is of high quality and ensures equal participation of employees, students, and representatives from the external environment in co-managing and developing the activities of the higher education institution. The internal organization of the higher education institution is defined in detail in the Statute of the AMEU - ISH, and can also be seen from the organizational chart below (Figure 1).

Figure 1. Organization chart of AMEU – ISH



The committees that AMEU – ISH’s Senate may appoint are the following:

- committee on student affairs,
- the habilitation committee,
- quality committee,
- commission for scientific research work,
- commission for graduate / master's / doctoral affairs,
- faculty / student complaints committee.

1.2.1 Bodies of AMEU - ISH

The organizational chart shows that the following bodies operate at the higher education institution:

- the Senate,
- the Academic assembly,
- Governing Board,
- Dean,
- Student council,
- Director.

The Senate is the professional body of the faculty, which decides on all professional issues of the higher education institution. The Senate elected by the Academic Assembly of the AMEU - ISH must be composed in such a way that all scientific disciplines and professional fields of the faculty are equally represented. AMEU – ISH’s Dean is a member of the Senate. The members of the Senate are also representatives of the Student Council, representing at least one fifth of the members in the Senate. A student representative is elected each year after enrolment. The mandate of the Student Council Representative is one year, with the possibility of extending the mandate if the person has the status of student. The AMEU - ISH Senate discusses and decides on issues within its jurisdiction at Senate meetings.

In the academic year 2017/18, the AMEU - ISH Senate met in 6 sessions (229th session to 234th session). During this academic year, the members of the AMEU - ISH Senate were:

- prof. dr. Polona Tratnik - President,

- Asst. prof. Sebastjan Kristovič,
- prof. dr. Darko Štrajn,
- Asst. prof. dr. Eva Klemenčič,
- prof. ddr. Igor Grdina,
- Jerica Pavšič, MSc - Doctoral Student, President of the Student Council AMEU - ISH

The Academic assembly is composed of all higher education teachers, researchers, and higher education associates participating in the study or research work at the AMEU - ISH on the basis of a relevant contract. Student representatives are also involved in its work, so that their number is at least one fifth of the members of the academic assembly. Students participate in the academic assembly on an equal basis with teachers. In the academic year 2017/18, the AMEU - ISH Academic Assembly met at its meeting on 9 March 2018 (6th convocation of the AMEU - ISH Academic Assembly).

The Governing board is the governing body of the faculty. In addition to the tasks stipulated by law, the Governing board decides on matters of a material nature and takes care of the smooth material operations of the faculty. The Board consists of three members, namely, two representative a founder and one representative of the employees. The work of the Governing board is governed by the general acts of the faculty. The mandate of the members of the Governing board shall be 4 years and they may be reappointed after this period has expired. The Governing board is chaired by the Chairman of the Governing board, who is elected by the members of the Governing board from among themselves at the constituent meeting. The Governing board met in one session during the academic year, on 5 February 2018.

The Dean is a professional body and a professional faculty leader. The Dean is appointed by the Governing board on the basis of proposals from the Senate. The dean ensures the legality of the work and the efficiency of the work of the institute within the limits of his/her authority and is responsible for his/her work to the director and the Governing board of the institution. The mandate of the Dean is 4 years. He/she may be reappointed after the end of the mandate. In the academic year 2017/18, the AMEU-ISH Dean was prof. dr. Polona Tratnik.

The Student Council is formed by AMEU - ISH students and has at least three members. The mandate of the members of the Student Council is one year, with the possibility of renewal. The members of the student council are appointed by the students of the faculty at the assembly of students. The work of the Student Council is chaired by the President, who is appointed by the members of the Student Council. In the academic year 2017/18, the students of AMEU - ISH were represented on the faculty bodies by the President of the Student Council, Jerica Pavšič, doctoral student in the Humanities study program (re-appointment).

The Director is the individual management body of the faculty. The faculty director organizes and manages the work and business of the faculty, represents the faculty and is responsible for the legality of the faculty's work. The director is appointed and dismissed by the faculty founder. The Director is appointed for a term of four years and may be reappointed after the mandate expires. In the academic year 2017/18, the Director of AMEU - ISH was prof. dr. Jurij Toplak.

1.2.2 Organization of the secretariat and professional services

The secretariat and professional services of the faculty perform administrative and technical tasks, provide services for the smooth flow of pedagogical and scientific-research work, as well as other activities related to the activity of AMEU - ISH. The Secretariat consists

of: Student Affairs Office, Human Resources, International Office, Project Office, Information Service and PR Service.

The headquarters of the Student Affairs Office and other professional services are located at Kardeljeva ploščad 1, Ljubljana, and the head of the student affairs department is Tina Kavtičnik, who is in charge of the study programmes in Humanities. The office hours of the Student Affairs Office are arranged in person by appointment and by telephone between 9.00 and 15.00 daily.

1.2.3 Library

As an independent institution of higher education, AMEU – ISH has a library of its own, which began as an organized collection of books as early as 1994 thus covering all the topics of the faculty's study and research programs.

The AMEU - ISH Library is located at Dunajska 106, Ljubljana (office building B, ground floor; adjacent building of the faculty location), and its services are accessible to all users without restrictions. The library's number is 50137 and is a full member of COBISS (Co-operative Online Bibliographic System and Services). The library is open in the afternoon, on Monday and Thursday between 15.30 and 19.00 and on Wednesday between 15.30 and 20.00, which amounts to 11.5 hours per week and is led by an associate librarian, Tomaž Ulčakar.

1.2.4 Research Institutes

At AMEU – ISH, the research activity is conducted within two research institutes. The Institute for Humanities Research (002) is headed by prof. dr. Polona Tratnik, and the Institute for Social Sciences Research (005) is led by prof. dr. Cirila Toplak.

Within the framework of the research institutes, AMEU - ISH implements the research program *Research of Cultural Formations (2013-2022)* in cooperation with the Institute for Civilization and Culture (ICK). The research programme is funded by the Slovenian Research Agency (ARRS) whilst the head of the research program is prof. dr. Polona Tratnik. The central objective of the research program is the interdisciplinary exploration of cultural formations related to art, media and politics, with a tendency to outline modernity in post-transition situations.

1.2.5 Publisher

Within the publishing house, AMEU - ISH regularly publishes scientific monographs and scientific serials, which are co-financed mainly from public funds in the framework of book projects (Public Book Agency - JAK) or projects funds for scientific serials (Slovenian Research Agency - ARRS).

1.2.6 Acts

The statutes and regulations define the competencies and responsibilities of the AMEU – ISH's bodies, the rights of its employees and students in decision-making processes.

The basic act of the AMEU - ISH is the *Statute of the Alma Mater Europaea - Institutum Studiorum Humanitatis, Faculty of Graduate Studies in Humanities, Ljubljana*.

Regulation:

- Criteria for the Title election
- Master Study Rules
- Doctoral Study Rules
- Rules for conducting distance education
- Student Disciplinary Policy
- A policy for granting special status to a student
- Student ID Policy
- Lifelong Learning Policy
- IRW (Individual Research Work) Funding Policy
- Rules on the content and format of diplomas and certificates of education
- Survey Policy

Regulations at Alma Mater, which are used for AMEU - ISH :

- Alma Mater Knowledge and Assessment Policy
- Contribution and Costing Policy at Alma Mater
- Rules on the Procedure and Criteria for Recognition of Non-Formally Acquired Knowledge and Skills at Alma Mater
- Rules for Recognition of Formal Skills at Alma Mater
- Tutoring System Policy at Alma Mater
- Graduation Policy at Alma Mater
- Policy on the management and implementation of information support at Alma Mater
- Health and Safety at Work and the Use of Equipment Rules at Alma Mater
- Alma Mater Student Council Election Rules
- Rule on Election of Student Representatives to the Senate, Academic Assembly, and Alma Mater Governing Board
- Rules on procedures and measures for the protection of personal data of the Institution
- Rules on Organizational Structure, Competences and Responsibilities at Alma Mater
- Rules of Procedure of the Ethics Commission

Other acts:

- General Act on the Organization and Systematisation of Jobs at Alma Mater
- Criteria for evaluating the work of high school teachers and colleagues Alma Mater
- Act on Forms of Immediate Educational Obligation at Alma Mater

Rules of Procedure:

- AMEU - ISH Quality Rules

1.	OPERATION OF THE HIGHER EDUCATION INSTITUTION	Explanation
1.2	The internal organization of the higher education institution ensures the participation of higher education teachers and associates, scientists and non-teaching staff, students and other stakeholders in managing and developing the activities of the higher education institution.	The Faculty acts in accordance with the law and other internal acts. The participation of all stakeholders in accordance with internal acts is ensured. Students are aware of their rights and opportunities for legal protection and are represented in all bodies of the faculty.

1.3 Scientific research, project and professional work

AMEU - ISH demonstrates high-quality scientific, professional and research activities and the related significant achievements in the field of humanities and social sciences.

The higher education institution constantly ensures that the findings of scientific, professional and research activities are included and taken into account in the development and improvement of quality in the educational process or pedagogical activity.

The main purpose of the *Scientific Research Activity Plan at Alma Mater Europaea - ECM, Alma Mater Europaea - ISH and Alma Mater Europaea - Dance Academy* is to approach more actively to the work and realization of scientific research work related to the educational program and knowledge transfer. **The objectives of the scientific research activity** are:

- Encourage all higher education teachers to engage more actively in research work, involve students in research work, transfer knowledge and exchange good practices at home and in the world with the economy and public services,
- forming active research teams and leading them in the content areas of the AMEU study programs,
- planning and preparation of applications for current calls for proposals for domestic and foreign research and development projects,
- implementation of research projects and programs at the AMEU and in partnership with academic and commercial institutions and public services,
- dissemination of the results obtained in the field of study programs, professions and research work of all higher education teachers and associates at the AMEU,
- monitoring the results of the scientific research work and implementation and evaluation of the achievement of the set goals of the scientific research activity.

AMEU - ISH has a strong tradition of research; from 1.1. 2004 onwards the program group conducts the research program *Research of Cultural Formations* (P6-0278) and has also two research groups (Institute for Research of Humanities, Institute for Social Sciences Research). Many international and national projects in the fields of philosophy, anthropology, history, cultural studies, art, religion, education, etc. were successfully completed at AMEU - ISH. With the contents of its projects, the higher education institution aims to cover the widest possible area of its activity, thus enabling all teaching assistants, researchers, and students to be involved in AMEU - ISH's research work.

In relation to education and scientific research, AMEU - ISH is for many years a member of the Association of the European Summer School in Cultural Studies (ESSCS) and cooperates and participates in **the International Summer School**, which is aimed for doctoral students in Humanities. In 2017, the international summer school was held in Bergen and was attended by 2 doctoral students and the dean of AMEU - ISH.

Founder Alma Mater has the academic and institutional patronage of the European Academy of Sciences and Arts (EASA) from Salzburg, which has over 1600 academic members and 32 Nobel Prize winners, thereby also enabling scientists at AMEU - ISH to participate in the broadest scientific and research collaboration.

The editorial boards of the scientific journals include representatives of the AMEU in the relevant academic field. Scientific research work is carried out separately within the framework of program and project teams. Depending on the organization of Alma Mater Europaea, individual program or organizational groups are organized separately within the framework of the AMEU - ISH, Kardeljeva ploščad 1, Ljubljana, within the AMEU - ECM,

Slovenska ulica 17 in Maribor or within the AMEU - Dance Academy, Kardeljeva ploščad 1 in Ljubljana.

All higher education teachers and associates are invited to act independently in research, to form project teams in cooperation with non-economic, economic and other public institutions, and to involve students in scientific-research, development-advisory and professional work that it is also published according to the level of the study program. Employees of higher education teachers and other assistants are obliged by nature of work to research and publish, stating the name of Alma Mater Europaea - ISH and to publish and disseminate their scientific contributions appropriately, all in accordance with the nature of the employment relationship. The results of the research work of all AMEU staff are published in accordance with established academic standards. The AMEU professional services keep a record of the research work of all higher education teachers and associates.

Higher education teachers and associates associated with teaching work and other researchers primarily develop research programs and projects related to educational work and development partner organizations, such as institutes and other institutions operating in the humanities and social sciences as well as new frontier sciences.

AMEU - ISH offers higher education teachers, students and researchers the **publishing activity** in the scientific journal *Monitor ISH*, and through other scientific and professional journals and conferences (e.g., the traditional conference with international participation "All about people"). The AMEU has the following available publishing capacity:

- international journal in English *Media, Culture and Public Relations* (30%),
- International Journal *Informatology* (*Informatologija*) in English and Croatian (25%),
- *International Journal of Modern Archival Theory and Practice Atlanta* in Slovenian, English, Italian and Other National Languages (co-founder and co-publisher since 2015),
- *Comparative Politics*, an international scientific e-journal in English (impact factor: 1.104) (co-founder).
- *The Bosnian Journal of Basic Medical Sciences*,
- *Lex localis - Journal of Local Self-Government*,
- *Atlanta +* (released in 2019, co-publishers).

The editorial boards of scientific journals include representatives of the AMEU from the relevant academic field. Scientific research work is carried out separately within the framework of program and project teams. Depending on the organization of Alma Mater Europaea, individual program or organizational groups are organized separately within the framework of AMEU - ECM, Slovenska ulica 17 in Maribor or within the framework of AMEU - ISH, Kardelj platform 1 in Ljubljana, AMEU - Academy of Dance, Kardeljeva ploščad 1 in Ljubljana. and AMEU Trubarjeva 1 in Koper.

Within the **publishing activity** besides *Monitor ISH*, AMEU - ISH, publishes a series of collections (TOPOS, SCRIPTA, DOCUMENTA, Dialogue with Antiquity, Excursions), whilst the **library activity** is organized within his own higher education library with a wide range of top humanistic and other literature intended for not only to teaching and research staff, students of AMEU - ISH, but also to other external users. The library also provides access to international electronic databases (e.g., Scopus, Web of Science, ProQuest Dissertations and Theses).

1.3.1 Areas of Scientific Research at the AMEU - ISH and Human Resources

AMEU - ISH is entered in the Register of research organizations at the Slovenian Research Agency (ARRS) under no. 0433. AMEU – ISH has registered **two research groups** which work within the framework of two institutes :

- 0433-005 Institute for Humanities Research (lead by Prof. Dr. Polona Tratnik),
- 0433-002 Institute for Social Sciences Research (lead by Prof. Dr. Cirila Toplak).

At the Slovenian Research Agency, research groups are registered to carry out research work in the following areas:

Table 1 . Sciences and fields of activity of research groups at AMEU - ISH according to the ARRS classification

	Code	Scientific discipline	Area
Institute for Humanities Research	6.06.00	Humanities	Cultural studies
	6.10.00	Humanities	Philosophy
	6.05.00	Humanities	Linguistics
Institute for Social Science Research	5.06.00	Social sciences	Political science
	5.05.00	Social sciences	Right
	5.11.00	Social sciences	A national question

AMEU - ISH regularly collaborates with other research groups; with the Institute for Civilization and Culture (ICK) it forms a joint program group within the framework of the research program *Research of Cultural Formations* , and in the academic year 2015/16, it, for example, successfully completed the project *Russian intellectuals in Slovenia in the aftermath of the October Revolution* (Head: Prof. Ddr. Igor Grdina) in cooperation with ICK and collaboration of the Russian Center for Science and Culture.

A list of all staff and part-time researchers at the AMEU - ISH with code, field of study and the number of points gained from scientific publications is available in Annex H: List of researchers at the AMEU - ISH.

1.3.2 Completed scientific programs and projects at AMEU - ISH

Research project: Russian intellectuals in Slovenia in the aftermath of the October Revolution (Head: Dr. Igor Grdina)

In the academic year 2015/2016, the three-year research project entitled Russian intellectuals in Slovenia in the period after the October Revolution (period: 2013-2016) was successfully completed; the project was funded by ARRS and implemented in cooperation with a partner research organization. The results of the research project were remarkable: cooperation with the Russian Academy of Sciences from Moscow, organization of regular scientific symposia and cooperation with the Russian Center of Science and Culture in Ljubljana. The results of the study are not only relevant for the Slovenian and Russian territories, but they can serve as a model example for studying contacts between culturally different spaces over time. Increasing scientific, economic, and other cooperation between the Russian Federation and Slovenia also has a historical dimension, since with the knowledge of mentality and mutual contacts in the past, it facilitates understanding of one and the other.

Since 1997, 38 ARRS projects have been successfully completed at the AMEU - ISH, 18 within the Institute for Humanities Research and 9 within the Institute for Social Sciences Research.

Among other completed **international cooperation projects and programs**, are, for example:

- Women's Studies (FP6-mobility-gender graduates-82214), 2005–2009;
- Marie Curie ITN Project (2005-2010);
- NIAS collaboration, University of Toronto - Rethinking Central and East European Cultures;
- Collegium Budapest - Multiple Antiquities;
- KWI, Essen - "Europe: Emotionen, Identitäten, Politician. Vergleichende Forschungen zu Kultur und Gesellschaft";
- Yugoslav Feminism 1919–1990 in the Red Athena section, ATHENA 3;
- GRIM Project, Trieste University;
- 'Repenser l'oeuvre de Jean-Pierre Vernant', Collège de France / EPHE.

In addition to the aforementioned ARRS project on Russian intellectuals in Slovenia (2013-2016) AMEU – ISH also completed the following **scientific research projects**:

1. Promotion of the scientific activity of the AMEU - ISH at ASEF

(project approved under the ARRS Slovenia public tender for co-financing activities related to the promotion of Slovenian science abroad in 2014), an independent project of Alma Mater Europaea

No. MU-PROM / 2014-023

Coordinator: dr. Cirila Toplak

Expert Assistant: Petra Braček Kirbiš

2. Project Hosting - Pilot Project (ISH)

(project approved by the Public Fund for the Development of Personnel and Scholarships, within the framework of the Public Call for Proposals Financing at Slovenian Higher Education Institutions - Pilot Project, 217 JR), Independent Project AMEU - ECM

Coordinator: dr. Polona Tratnik

Expert Assistant: Petra Braček Kirbiš

1.3.3 Scientific research programs and projects in implementation at AMEU - ISH

In the academic year 2017/18, AMEU - ISH implemented the following research programs and projects:

1. Research Programme: Research on Cultural Formations

Project code: P6–0278 (ICK and ISH)

Project duration: 1. 1. 2017 - 31. 12. 2022

Project leader: dr. Polona Tratnik

2. Co-funding of doctoral studies at ISH

(project approved under the Ministry of Education, Science and Sport - Public Call for Co-financing of Doctoral Studies - Generation 2016), Independent Project AMEU - ISH

Project duration: academic year 2016/17, 2017/18 and 2018/19

Project Manager: Assoc. prof. dr. Polona Tratnik

Expert Assistant: Anja Bačko and Petra Braček Kirbiš

3. Project hosting - Pilot project (Dr. Darko Darovec)

(project approved within the framework of the Public Fund for the Development of Personnel and Scholarships - Public call for co-financing at Slovenian higher education institutions - pilot project), independent project AMEU - ISH

Project duration: 01.10.2017 - 31. 03 . 2018

Project Manager: Assoc. prof. dr. Polona Tratnik

Expert Assistant: Petra Braček Kirbiš

4. Monitor ISH

(project approved under the ARRS Slovenia Call for Proposals for co-financing the publication of domestic scientific periodicals in 2019 and 2020), Alma Mater Europaea

Project leader: dr. Maja Sunčič

Expert Assistant: Petra Braček Kirbiš

5. Bilateral Project with USA: Cultural Formation Research - Photography (in collaboration with Binghamton University - State University of New York), Independent Project AMEU - ISH

Project duration: 2018 - 2019

In Logged out the project : dr. Polona Tratnik

6 . Euripides, Selected Drama

(project approved under the Call for Proposals for co-financing multi-annual challenging book projects for the period 2016 to 2018, Public Book Agency), project by the AMEU Publisher - ISH

Label: JR1-VKP-2016-2018

Project duration: 2016-2018

Project leader: dr. Maja Sunčič

7 . Scientific monographs

(project approved under the ARRS - Call for Proposals for co-financing the publication of scientific monographs in 2017), standalone project AMEU - ISH

Project duration: 2017

Project Manager: Assoc. prof. dr. Polona Tratnik

1.3.4 Research Groups

In the academic year 2017/2018, two research groups were active at AMEU - ISH:

- **Institute for Humanities Research (0433-005)**; Head prof. dr. Polona Tratnik. The members of this institute were in 2017/18: dr. Gorazd Andrejč, dr. Alja Brglez, dr. Paul David Crowther, dr. Lenart Škof, Dijana Štiglic (technician), dr. Jurij Toplak, dr. Barbara Toplak Perovič.
- **Institute for Social Sciences Research (0433-002)**, Head Assoc. prof. dr. Cirila Toplak. The members of this institute were assoc. prof. dr. Cirila Toplak and Asst. dr. Sebastjan Kristovič.

1.3.5 Research Program Research of Cultural Formations

At the end of 2016, the Institute for Humanities Research completed the third funding period for a research program with a national concession for *Research on Cultural Formations* (ARRS code: P6-0278 (A)). The research program is implemented by AMEU - ISH as the carrier and the Institute of Civilization and Culture (ICK) as the provider.

In 2016, the AMEU - ISH received an approved implementation of the Research of Cultural Formations program, led by prof. dr. Polona Tratnik, who also prepared the application form, for the next funding period 1.1.2017–31.12.2022 (later revised implementation period of the research program: 2017–2018, 2019–2024).

The research success of the P6-0278 Program in Cultural Formation Research was evaluated in the 2017/18 academic year as follows (summarized on the SICRIS (Slovenian Current Research Information System) database):

Table 2. Research success of the Cultural Formations Research Program, evaluated by the achievements of program team members in the 2017/18 academic year

Name and surname	Points considered	A''	A'	A ^{1/2}	A ₁	CI10	CI _{max}	h-index	A ₃₂	A ₃₁	A ₃₃	A ₃₄₅	A ₃
Dr. Polona Tratnik	405.88	160.00	240.00	240.00	1.51	3	1	1	0	3.18	0	0	3.18
Dr. Andrejč Gorazd	125.00	0	0	100.00	0.40	3	2	1	0	0	0	0	0
Dr. Brglez Alja	0	0	0	0	0	0	0	0	0	0.05	0	0	0.05
Dr. Centrih Lev	237.90	0	82.21	142.21	0.77	0	0	0	0	0	0	0	0
Dr. Crowther Paul David	160.00	160.00	160.00	160.00	0.76	0	0	0	0	0	0	0	0
Cugelj Špela	0	0	0	0	0	0	0	0	0	0	0	0	0
Dr. Drnovšek Jaša	35.29	0	0	0	0.09	0	0	0	0	0	0	0	0
Dr. Sebastjan Kristovič	235.29	0	160.00	160.00	0.85	2	1	1	0	0	0	0	0
Dr. Mikuz Jurij	0	0	0	0	0	0	0	0	0	0	0	0	0
Simončič Jan	0	0	0	0	0	0	0	0	0	0	0	0	0
Štiglic Dijana	0	0	0	0	0	0	0	0	0	0	0	0	0
Dr. Toplak Cirila	158.63	0	74.83	114.83	0.55	21	8	2	0	0	0	0	0
Dr. Toplak Jurij	450.62	50.28	145.00	175.00	1.45	18	13	2	0	0	0	0	0
Dr. Toplak Perovič Barbara	54.98	0	12.51	12.51	0.17	0	0	0	0	0	0	0	0
Dr. Zadnikar Gita	11.76	0	0	0	0.03	0	0	0	0	1.21	0	0	1.21
Total	1875.35	370.28	874.55	1104.55	6.58	47	13	4	0	4.44	0	0	4.44
Calculation on number of doctors	156.28	30.86	72.88	92.05	0.55	3.92			0	0.37	0	0	0.37
Calculation on FTE: 1.71	1096.70	216.54	511.43	645.94	3.85	27.49			0	2.60	0	0	2.60

Quantitative estimates		
A ₁ - posts	Points	Rating
Points considered	1922.10	4.00
A'' - outstanding achievements	370.28	0.25
A' - high quality achievements	874.56	0.58
A ^{1/2} - important achievements	1104.56	0.74
Grade A₁		5.57
Citation		Data
CI10 - number of pure citations of scientific works in the last 10 years (2009-2018)		47
CI _{max} - the Most Outstanding Work of the Last 10 Years (2009-2018)		13
h-index over the last 10 years (2009-2018)		4
A₃ - Non-ARRS funds (2013-2017)		Rating
A ₃₂ - funds under contracts with the holding		0
A ₃₁ - International Project Assets		4.44
A ₃₃ - funds from other ministries		0
A ₃₄ - Other assets		0
A ₃₅ - Other economic assets		0

Grade A₃	4.44
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The table below provides information on the total number and type of scientific achievements published by members of the program group *Research of Cultural Formations* program during this academic year.

Table 3. Number and type of scientific achievements of the Cultural Formations Research Group in the 2017/18 academic year (Source: SICRIS)

Scientific achievement	Cobiss code	Total
ARTICLES AND OTHER COMPONENTS	1.01 Original Scientific Paper	8
	1.04 Professional Article	9
	1.05 Popular article	6
	1.06 Scientific conference contribution published (invited lecture):	1
	1.08 Scientific Conference Paper Published	10
	1.09 Conference paper published	1
	1.10 Scientific Conference Summary Report Published (Invited Lecture)	1
	1.12 Conference summary of scientific paper published	14
	1.16. Independent scientific composition or chapter in a monograph	9
	1.17. Independent professional composition or chapter in a monograph	1
	1.19 Review, book review, criticism	2
	1.20 Foreword, accompanying word	1
	1.21 Controversy, discussion paper, commentary	3
1.22 Interview	10	
Total		76
MONOGRAPHS AND OTHER COMPLETED WORKS	2.01 Scientific Monograph	5
	2.02 Professional Monograph	1
	2.08 Doctoral Dissertation	1
	2.19 Radio or television broadcast	3
Total		10
WORKS DONE (EVENTS)	3.11 Radio or TV event	20
	3.14 Lecture at a foreign university	3
	3.15 Conference paper unpublished	14
Total		37
SECONDARY AUTHORSHIP	Editor	24
	Mentor in doctoral dissertations (Bologna study)	3
	Master's thesis (Bologna study)	21
	Graduate Mentor (1st Bologna Study)	11
	Translator	9
Co-mentor in doctoral dissertations	2	
Total		70

1.3.6 Scientific Research Projects of AMEU - ISH in the Evaluation Process

In the academic year 2017/18, the following projects were submitted by AMEU - ISH to the call for proposals:

- **ARRS - Co- financing of 2019 research projects:**

1. Project application "Posoško naravoverstvo "
Project type: basic (€ 100,000 per year, duration 3 years)
Project leader: dr. Cirila Toplak
 2. AMEU - ISH Project Application in collaboration with IRRIS "The Social Function of Fairy Tales"
Project type: basic (€ 100,000 per year, duration 3 years)
Project leader: dr. Polona Tratnik
 3. AMEU - ISH project application " Quality assurance of internationalization and internationalization of quality assurance in higher education: Slovenia in a comparative perspective of the Western Balkans"
Type of the project: postdoctoral fellowship (€ 50,000 per year. Duration 2 years)
Project leader: dr. Maruša Hauptman Komotar
 4. AMEU - ISH project application in collaboration with IRRIS "The current potential of Hegel's aesthetics"
Project type: basic (€ 100,000 per year, duration 3 years)
Project leader: dr. Paul Crowther
- **Marie Sklodowska-Curie Global Fellowship**
 5. Marie Sklodowska -Curie Global Fellowship, ISH in collaboration with the University of California Los Angeles
Project leader: dr. Maja Gutman
 - **MIZŠ: Call for Proposals to Promote Researchers at the Beginning of Careers 2.1**
 6. "An analysis of the cultural practices of the freelance workforce and the establishment of a prototype automated model for the mutual transfer of knowledge on the freelancer - company axis "
Project leader: dr. Maja Gutman
 - **Norway Grants Fund for Regional Cooperation**
 7. " CORE - Community Regeneration Project"
Project leader: dr. Lenart Bishop
 - **INTERREG ADRION:**
 8. " BANDITROUTES - Folk Heroes within the Adriatic-Ionian Cultural Heritage"
Project leader: dr. Darko Darovec
Expert Assistant: Petra Braček Kirbiš

1.3.7 Potential Current Calls for AMEU – ISH Proposal Applications to Research and Development Projects

In the academic year 2017/18, the following calls for proposals are open for AMEU - ISH for the possible application of research and development projects:

a. National calls for tenders:

- Public Research Agency of the Republic of Slovenia (ARRS) :
 - o Call for proposals for research projects of the Target Research Program
 - o Call for proposals for (co) financing research projects

- o Call for proposals for co-financing the publication of scientific monographs
- o Call for proposals for co-financing the publication of domestic periodicals
- o Call for proposals for co-financing activities related to the promotion of Slovenian science abroad and integration of scientific achievements

- Ministry of Education, Science and Sport
- Public Fund of the Republic of Slovenia for Human Resources Development and Scholarships
- Public Book Agency of the Republic of Slovenia (JAK)
- other calls at national level

b. International tenders:

- Erasmus +
- Marie Skłodowska Curie (programs COFUND, RISE , ...)
- Jean Monnet
- Interreg: calls for proposals for cross-border and transnational programs
- Horizon 2020
- Norway Grants Fund for Regional Cooperation
- other calls at international level

1.3.8 SWOT Strategic Orientation Analysis of Research and Development Excellence at AMEU - ISH 2015-2019

Below, we provide a SWOT analysis of the strategic orientation of Research and Development Excellence at AMEU (AMEU - ECM, AMEU - ISH, AMEU - AP) for the period 2015-2019 .

Table 4. SWOT analysis of strategic orientations of scientific research and development excellence at AMEU (AMEU - ECM, AMEU - ISH, AMEU - AP) for the period 2015-2019

Internal Strengths	Internal Weaknesses
<ul style="list-style-type: none"> • Ambitious design and implementation of a research program and research projects • Interdisciplinary composition of research teams • Orientation to basic and applied research programs and projects • Open cooperation with other research institutions • Academic and personal excellence of members and members of research teams • Active involvement of students I, II. and iii. degrees in basic and applied research programs • Balance of academic knowledge and practical skills • Rich in-house humanities library and easy access to other libraries in close proximity • Small and dynamic institutions • Pro-active research teams • The academic reputation and independence of the AMEU - ISH • Good international connections • International academic trust 	<ul style="list-style-type: none"> • Lack of staffing of full-time employees • Covering multiple subjects with the same researchers - pedagogues • Absence of a stimulating reward system for scientific research work • Underutilization of potential in the international environment • Financial weakness and vulnerability • Lack of identification of part-time and part-time academic members (full-time) with the institution • Insufficient financial impact of R&D work • Insufficient involvement of students in scientific research within the framework of the postgraduate studies • Non-responsiveness of colleagues to the needs of the social and economic environment

External Opportunities	External Threats
<ul style="list-style-type: none"> • The prestige of the European " brand " (AMEU) • The reputation of the members of the Academic Assembly • Economic environment as an opportunity for applied research projects • The need for development projects in the economy and beyond • Non-responsiveness of other existing research institutions • Recognizing and meeting the needs and interests of the regional and wider international environment <ul style="list-style-type: none"> • Two-way knowledge transfer with (economy and) others - involving the best experts in the economy and from other development organizations • Focusing on specific research areas of the humanities and social sciences • Involvement in EU and other international research projects (India, China...) • Involving invited internationally renowned scientists in research programs and projects • Mobility and exchange of members of development teams • Liaison with foreign universities and their research institutions 	<ul style="list-style-type: none"> • Unstable political and legal environment • Non-objective and biased attitude towards private independent higher education institutions in calls for scientific research work • Awareness of political and economic actors about the importance and dimensions of R&D work • The unequal position of individual regions in terms of education and research opportunities • Non-transparent and non-transparent public funding system for research programs

1.3.9 Scientific-research Incentives for Higher Education Teachers and Researchers for at the AMEU - ISH

1. The contractual obligation of all higher education teachers is also to act transparently within the framework of the AMEU - ISH.
2. Involvement of students in research work adapted to the degree and program of study.
3. Relationship between educational, scientific-research and project work with pedagogical work.
4. Active participation in scientific conferences.
5. Obligation to disseminate scientific and professional results transparently labelled as AMEU - ISH.
6. Identification of teachers with the AMEU - ISH and loyalty to the institution in scientific research, teaching and project work.
7. Technical-administrative, infrastructural, material, publicity, publishing and mentoring support in research or project work.
8. Organization and coordination of research work at the AMEU - ISH by designating a responsible person to monitor and coordinate research and project work for each scientific area before the start of the academic year.

1.3.10 Organization of scientific and professional events

During the 2017/18 academic year, AMEU - ISH organized and co-organized various scientific and professional events and meetings, including the Scientific Symposium Russian Revolution - One Hundred Years Later (October 2017, in collaboration with the Russian Center for Science and Culture) , 6th Scientific Conference with International Participation "All about people: challenges for science and education", in which more than 430 delegates from 15 countries presented about 220 contributions (in March 2017; co-organization of the AMEU - ECM), the 2018 international conference of European Society for Aesthetics (ESA) on Art and Life (June 2018; in collaboration with the Slovenian Society of Aesthetics and AMEU - ECM and the Student Council of AMEU - ISH), a joint event with dr. Damjana Ponedelek on crisis management, affairs and other serious stories (April 2018; in cooperation with the Slovenian Public Relations Society (PRSS) - Region 01 and the Student Council AMEU-ISH) .

1	OPERATION OF THE HIGHER EDUCATION INSTITUTION	Explanation
1.3	The higher education institution demonstrates quality scientific, professional, research and artistic activity and related important achievements in the fields and disciplines in which it performs.	<p>In 2017 and 2018 , research teams within the two institutes operated at AMEU - ISH ;The research program Research of Cultural Formations (in which AMEU-ISH is the leader and the ICK the contractor) was also implemented, which was rated excellent by ARRS in 2016 (24 out of 25 points), and on this basis it was approved in the next funding period.</p> <p>In addition to the research program, 4 other projects were implemented in the 2017/18 academic year, and within the national framework, 5 scientific research projects (ARRS, Ministry of Education Science and Sport) were submitted by AMEU – ISH.</p> <p>The result of the work on the program are numerous scientific articles and chapters in monographs and a number of scientific monographs of researchers published by prominent publishing houses. The research findings were also presented at various scientific and other meetings (scientific symposium, annual conference with international participation, co-organized by AMEU - ISH, ESA conference, etc.), with the active participation of AMEU – ISH’s doctoral students of humanities.</p>
	International cooperation in research projects (international programs, bilateral programs, inter-university agreements, etc.) and other projects that promote integration into	The international Research Collaboration is demonstrated by AMEU-ISH through a bilateral project with the US (in collaboration with Binghamton University - State University of New York), (2018-

	<p>the European Higher Education Area is demonstrated.</p>	<p>2019) . Together with Copenhagen University, Oslo University, Amsterdam University, London University, Goldsmiths, Giessen University and Lisbon Consortium, AMEU - ISH is the co-founder of the European Summer School for Doctoral Students (ESSCS).</p> <p>Integration into the European Higher Education Area (EHEA): The AMEU - ISH also implements the Erasmus + program for which it has obtained a charter. In addition, during this academic year, AMEU-ISH applied to the international call for proposals, co-funded by the European Commission (Marie Skłodowska Curie - Global Fellowship, Interreg Adrion) or other European institutions (Norway Grants Fund for Regional Cooperation) in order to strengthen the research activity in the EHEA and ERA (European Research Area).</p>
	<p>AMEU - ISH demonstrates research and development and professional achievements in the field of scientific disciplines.</p>	<p>In 2017/18, members of the research program presented their scientific research and professional findings of their activities in the field of humanities and related disciplines (social sciences) by publishing 76 articles and other components, 5 scientific monographs, 37 works (events) etc. Members of the research groups that operate within both institutes have also published a series of original scientific papers (A", A ', A1 / 2), professional and other articles or book chapters in monographic publications, scientific monographs, presented the research results at various conferences and performed various tasks (events) in the field of humanities and social sciences.</p>
	<p>The integration of the findings of scientific research or professional work is demonstrated in education; by constantly updating and actualising the study contents.</p>	<p>There were no major updates to the curricula in 2017/18, since they were updated earlier according to the interests of the students of the humanities. The findings of the professional work was also included in the education through the participation of doctoral students in the design of projects and the preparation of applications for tenders, thereby gaining research competencies in this field with the help of top researchers.</p>

		<p>The content from successfully acquired or completed projects are also included in the lectures by individual lectures or by visiting (foreign) lecturers and speakers. All AMEU - ISH students present their research results within the humanities section at a scientific conference with international participation "All about people", and they have the opportunity to publish their research work in Monitor ISH journal and the AMEU - ISH Gazette (and also in other journals of AMEU).</p>
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1.4 Integration with the environment

The AMEU - ISH Higher Education Institution monitors knowledge and employment needs in the environment. It provides information on job opportunities in areas that are suitable to the competencies and learning outcomes of its graduates.

1.4.1 Integration with the environment in the country and region

AMEU - ISH emerged from the knowledge that has already formed in the previous country in intellectual associations, drawing inspiration from informal international contacts, and speaking out at formally unrecognized scientific meetings such as the series of symposia entitled What is Alternative and the Autumn Screen Film School, and lectures in this field were held at freelance chairs. Even then, interdisciplinary humanities influenced the general atmosphere in society. Since its inception, ISH has been the first to introduce postgraduate lectures while also facilitating the internationalization of the humanities curriculum.

Within the higher education system, the result of this influence is, at least in part visible in the various profiles of humanities across universities in Slovenia, where today, interdisciplinarity is taken for granted. Another aspect of environmental impact is evident through the presence of graduates who work in the media, culture and other public institutions. The importance of the higher education institution was also acknowledged by the City of Ljubljana, which awarded the "plaque of the City of Ljubljana" in 2000. The results of research and application projects (carried out under ISH) have directly applied value to various social and economic subsystems - research has had a direct impact on elementary education in the field of textbook policy, and through active participation in international projects in the field of higher education ISH influenced the creation of new educational content, as well as the development of programs and policies in the field of gender equality (ensuring social and cultural development). Research has also influenced the development of migration policies and the establishment of concrete solutions for the effective implementation of new media and new technologies in education. Research is aimed at optimizing and further conserving human resources and ensuring social cohesion.

Since its inception, AMEU - ISH has therefore a long-term study and scientific research policy that seeks to maximize interinstitutional cooperation at regional, national and international levels. The Faculty has concluded cooperation agreements with pedagogical and research institutions in Slovenia and worldwide. Among the domestic institutions is a formalized

collaboration with the Institute for Civilization and Culture, with which AMEU-ISH forms a joint program research group.

AMEU - ISH strives to increase the scope of research work, also with the intent to enable students to be involved in projects; at the same time, AMEU- ISH is also constantly building a domestic and international network of institutional connections at the level of personal cooperation.

AMEU - ISH also cooperates with the Ministry of Education, Science and Sport, the Public Research Agency of the Republic of Slovenia, the Russian Center for Science and Culture in Ljubljana and is also a member of the Community of Independent Higher Education Institutions and the Slovenian Society of Aesthetics.

Through active cooperation with the environment, AMEU - ISH creates the conditions for the quality education of future humanities professionals, and through its operations and education, it contributes to social development in the region and beyond, as well as to economic development, as it pursues the goal that graduates of the humanities are important for the economic sector.

As part of the conference activity, AMEU - ISH organizes national and international conferences and symposia. Each year, it co-organizes an international scientific conference "All about people" (in March; in co-operation with the founder of Alma Mater Europaea - European Center, Maribor (AMEU - ECM), in which students, higher education teachers, associates, colleagues and researchers from AMEU - ISH participate in the humanities section.

1.4.2 Dialogue with graduates

An important aspect of integration with the environment is also a regular dialogue with graduates of AMEU – ISH and to this end, it is planned to revive the Alumni club of graduates AMEU- ISH, given that almost 200 students who now occupy important functions in society (Head of Cabinet of the Prime Minister , MEPs, etc.) completed their graduate (master or PhD) studies at the higher education institution. On this basis, AMEU - ISH will build on the visibility and eliteness of the faculty.

Given that at the moment, the establishment of the Alumni Club AMEU - ISH is still being planned, we present in the following the key characteristics of the operation of the Alma Mater Alumni Club, on the basis of which the establishment of the AMEU - ISH Alumni Club is planned.

Alma Mater graduates are organized into the Alumni Club Alma Mater. At Alma Mater, they still failed to reach the breakthrough with the number of members who would be more actively involved in events organized during the year.

The invitation to the Alma Mater Alumni Club is received twice a year, before the graduation ceremony in the form of an electronic form. It is noted that at the time the invitation was forwarded in paper form, the membership in the Alumni Club was larger, so it was decided that graduates are invited to join the Alumni club immediately after their final work. Enrolment through an electronic invitation will still be possible and two parallel records will be kept on a temporary basis.

Keeping records is still done through manually maintained tables, so it is still suggested that members should be recorded through the Student Information System (VIS system).

In 2017/18, one meeting of Alma Mater alumni was successfully organized, and a website has not yet been set up to serve students to inform about the Alma Mater Alumni Club. It would also make sense to consider if setting up a separate website for the Alumni Club makes any sense at all, given that students are mostly connected through social networks, and information is easily reached through e-mail addresses. Invitations to individual events are also always posted on Alma Mater's Facebook page, Twitter and more are planned in the future. Currently, members are briefed on various events, meetings, workshops, etc. through their e-mail addresses. Attendance at the events is still not satisfactory, so next year it is proposed to meet with extended programs and topical topics for as many fields of interest as possible for the graduates.

1.4.3 Graduate Employability

The best indicator of the good work of AMEU - ISH as an educational institution is the employability of its graduates. Information on the employability of graduates is collected through a survey, which is, presumably provided to AMEU - ISH graduates each academic year. At AMEU - ISH, the graduates survey has not been conducted so far due to the low number of graduates of Bologna degree programs in Humanities (Master, Doctoral level) (in the academic year 2016/17 and 2017/18, only individual students completed postgraduate studies, which means that their total number was extremely low). On the other hand, graduates were numerous in the 2015/16 academic year, as they were completing postgraduate studies according to the old study programs (before 11 April 2004). Since a graduate survey had not yet been conducted by AMEU - ISH. in May 2019, a graduate survey was conducted for all those students who had ever completed their studies at a higher education institution. The survey was active from May 14 to May 21, 2019. A graduate survey was conducted in the form of an online survey (1ka.si). The survey questionnaire was sent to 169 e-mail addresses (of which at least 25 were rejected e-mail addresses and of at least 25 graduates we did not have an e-mail address as they decided that they did not want to receive any notifications from our site); a total of 11 graduates answered the graduate survey.

In analysing the employability of graduates, the interaction between the supply and demand for new skills and competences must be taken into consideration, as well as the opportunities for our graduates to enter the European labour market. In the context of such interaction, new professions on the one hand and new employment areas on the other are gradually being formed. In this sense, our study programs are economically, socially, culturally and developmentally oriented at the 2nd and 3rd level of study.

Given that the survey data on graduates indicate more than 90% share of employment of graduates of AMEU - ISH (regular, contractual, other), it is noted that the educational activity also reflects the employment needs of the economy (27% of respondents answered that they are employed in the economy) and especially non-economy sector (73%).

Upon completion of their studies, AMEU - ISH graduates are qualified to work in specific branches of the **economy** and specifically in the following activities:

- public relations,
- communication in an international environment,
- human resources management,
- specific analysis and strategic planning,
- making the whole corporate image,
- collaboration in the design and management of projects that require specific analysis in the fields of ethics, cognitive actions and social realities, while at the same time seeking new solutions in economic development.

The AMEU-ISH Humanities courses are not fundamentally focused on employment within the economy, but broader issues of ethics within research environments and work with human resources can nevertheless be mentioned among current employment opportunities within the economy, next to topics related to the environment (sustainability, use of new energies) and also the needs for intercultural knowledge and competences in the context of modern business practices (analysis of markets and market cultures).

The AMEU-ISH educational activity therefore more clearly reflects the employment needs of the **non-economy sector**, since AMEU – ISH’s graduates have the opportunity to find employment after graduation in the non-business sector in the fields of education and research, culture, arts and media, and within non-governmental organizations, cultural and multimedia institutions, especially in scientific and research institutions at national and international level.

AMEU - ISH graduates are employable:

- within non-governmental organizations and societies at home and abroad,
- within the public sector (ministries, schools, advisory bodies, government),
- in non-governmental organizations and associations at home and abroad,
- in political parties and in international political organizations and in diplomacy,
- working in the wider field of culture,
- within the framework of counseling activities in the field of humanism and culture,
- in education, publishing, media, tourism, marketing and market research,
- in institutions in the field of environmental protection,
- in advertising agencies.

Further details of the graduate survey are given in Annex E.

AMEU - ECM, founder of AMEU - ISH, publishes up-to-date job offers for its graduates on its Job Postings website <https://almamater.si/address-free-services-places-s238?t=1> The AMEU - ECM website includes a link to the official AMEU - ISH website.

From the Employment Service of the Republic of Slovenia for Employment, Alma Mater provided available data on the number of reported vacancies for the years 2017-2018 separately by required profession and by required level of education. In the table below, we provide the information that relates to the field of humanities.

Table 5. Vacancies announced by the Employment Service of Slovenia by fields and levels of education, 2017 and 2018, Slovenia *

Klasius-P (Education) Klasius-SRV (level of education)	2017	2018
220 Humanities (not specified)		
161 post-secondary (previous), higher professional	5	10
162 higher education 1st level, professional higher education (previous), etc.	10	14
170 tertiary level 2, university tertiary (previous), etc.	41	54
182 Ph.D.	15	9
226 Philosophy, Logic, and Ethics		
162 higher education 1st level, professional higher education (previous), etc.	1	2
170 tertiary level 2, university tertiary (previous), etc.	10	11
181 Master of Science (Previous)	2	
	4	7

**Footnote:*

- On April 12, 2013, ZUTD-A abolished the mandatory application for a vacancy with the Employment Service, so the Employment Service no longer has data on all job vacancies in the country.

- Data on job vacancies from January 2018, when the new Rules on the manner of reporting data on job vacancy or type of work began to apply to the Employment Service of Slovenia, public announcement and job placement procedure, are no longer comparable with data from previous years.

There are still insufficient number of respondents to prepare the employability analysis for each study program at AMEU – ISH and the data on employability are therefore obtained in other ways: at informal and formal meetings, through social networks and at current events.

Due to the low response rate to the AMEU - ISH graduates' employability survey, the close monitoring of the graduate status is still a very elusive quality indicator, and much more needs to be done at national and institutional levels.

1.4.4 International action

In order to increase the internationalization abroad and at home, AMEU - ISH obtained the ECHE Charter (Erasmus Charter for Higher Education) in 2017, which is the basic document for Erasmus exchange of students, higher education teachers and non-teaching staff, as well as the condition for AMEU - ISH to apply for numerous calls, such as Jean Monet and calls from the Ministry of Education, Science and Sport. The European Summer School for Cultural Studies (ESSCS) was also revived in 2017 and is co-founded by AMEU - ISH together with Copenhagen University, Oslo University, Amsterdam University, London University, Goldsmiths, Giessen University and Lisbon Consortium. The 2017 Summer School was held in Bergen, attended by two doctoral students and a representative of the professors. AMEU - ISH will continue to strive to build international partnerships in connection with study programs, e.g. in the form of summer schools for incoming students and lecturers and by participating (and hosting) ESSCS summer school.

In the academic year 2017/18, the AMEU-ISH acquired the ARRS Bilateral Project on Cultural Formation - Photography for performance in 2018/2019 (Bilateral project with USA). In the academic year 2017/18, AMEU-ISH also hosted prof. dr. Darko Darovec from the University of Ca'Foscari in Venice within the project collaboration.

The fundamental goal that AMEU - ISH wants to fulfil in the future is that most of its students spend at least part of their studies abroad, attend international conferences, and publish in international scientific publications (the latter in postgraduate studies). AMEU - ISH will endeavour to establish joint interregional study programs with partner higher education institutions in neighbouring countries (notably Austria, Croatia).

Higher education teachers and faculty members demonstrate the ability to participate in the international research space, which is demonstrated through both publicity and research activities. Publicity is expressed through publications in international journals (including those indexed in the Social Science Citations Index), in publications with international copyright participation published by foreign publishers. Research activity, however, is expressed through participation in international projects.

AMEU-ISH has previously contracted with EHESS Paris (collaboration, program design, teacher exchange) and Lausanne University (Switzerland). Completed major past cooperation programs include:

- cooperation with the Louis Gernet Center in an interstate program with France Proteus (research-pedagogical);
- cooperation with the Center for Gender Studies of the Faculty of Political Science (FDV) Belgrade in an interstate program;
- cooperation with the European Transeuropeennes Program (Strasbourg University)
- cooperation with Euro-Balkan Institute, Macedonia;
- participation in Marie Curie EST, a program of nine European universities;
- cooperation with ATHENA 1 and 2;
- collaboration with Nijmegen University, Socrates program;
- participation in the GEMMA consortium, seven European universities, Erasmus Mundus, Erasmus program;
- ATHENA 3 Network;
- Humanities Consortium at Center for Humanities, University of Utrecht.

Completed international projects and cooperation programs include, but are not limited to:

- NIAS collaboration, University of Toronto - Rethinking Central and East European Cultures;
- Collegium Budapest - Multiple Antiquities;
- KWI, Essen - " Europe : Emotionen , Identitäten , Politician. Vergleichende Forschungen zu Kultur und Gesellschaft ";
- Yugoslav Feminism 1919-1990 in the Red Athena section , ATHENA 3
- GRIM Project, Trieste University
- ' Repenser l oeuvre de Jean-Pierre Vernant ' , Collège de France / EPHE.

1.4.5 ERASMUS Mobility

In the academic year 2017/2018, 7 mobility actions were approved by the national agency CMEPIUS (Center for the Republic of Slovenia for Mobility and European Education and Training Programs) (3 for staff and 4 for students; agreement number: KA1-HE-62 / 18). In this academic year, student mobility was not awarded due to the continued employment of students. We suggested that they attend summer schools for the purpose of practice (we have 9,000 euros available) . One scholarship has been awarded to the staff so far (another \$ 1,400 remaining) . We need to spend the remaining funds by September 2019.

Within the Erasmus mobility, prof. Dalila Honorato from Ionian University Corfu (Greece) came to us. The mobility coordinator was Dr. Goran Gumze.

In the 2017/18 year, AMEU - ISH also concluded bilateral agreements with four foreign partner institutions in the ERASMUS program (Table 6).

Table 6 . Bilateral agreements between AMEU - ISH and foreign institutions in the Erasmus program

No.	Erasmus code	Partner institution	Country	Study Degree
1	G ATHINE42	Ionian University	Greece	1, 2, 3
2	NL ROTTERD09	Codarts University of the Arts	The Netherlands	1, 2, 3
3	P LISBOA97	Pedago Lda .	Portugal	1, 2, 3

4	SK BRATISL12	BISLA International School of Liberal Arts	Bratislava	Slovakia	1,2,3
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More detailed information on partner institutions can be found in Annex J.

Assessment of the situation, suggestions and policies

At Alma Mater Europaea, we offer an Erasmus + exchange program within the international office, which contributes to the internationalization and expansion of the network at the international level.

Whilst among students and young graduates there is a strong interest in mobility, but at AMEU - ISH students are enrolled in postgraduate programs, which makes it difficult to carry out mobility, mainly because students are mostly employed. The humanities program does not have a compulsory internship, so mobility from the field of practice is difficult to implement. We intend to apply for a scholarship in 2018/19 as a consortium of AMEU - ECM, AMEU - ISH and AMEU – Dance Academy, in order to easily implement the project and the awarding of scholarships. Since we have the three institutions of approximately 1200 students, we intend to apply for approximately 40 scholarships (20 for study and 20 for internships) that we can rearrange among the three institutions according to the needs and possibilities for coordination and implementation of the mobility. The selection procedures will be less complex, but of course we want to be as objective as possible in the selection process and to provide everyone with equal opportunities. Once the commission has approved the number of scholarships, we begin the selection process. With AMEU – ISH’s students, we encountered difficulty in coordinating them because the planned summer schools could not be attended by the two selected students. One because of work responsibilities, the other because of health problems.

This year we have sent one employee abroad for the purpose of the study and we are counting on an exchange for teaching purposes.

The International Office starts informing students about mobility at the beginning of each year by sending information about Erasmus + mobility. Students are informed in November, then a workshop or information day is prepared in December, at which opportunities, partner institutions and financial content are presented to stakeholders. Applications are due by January.

Due to the small number of exchanges, we are in constant communication with the students during the exchange about the situation and activities. If there are any problems, such as changes to subjects or appointments, etc., they are kept up to date.

After completing the mobility, the student submits all required certificates. The Erasmus coordinator presents the content at the study committee meeting, and the study committee then acknowledges the student's completed activities during the mobility period. Students who go to practice are enrolled in the Diploma Supplement, and the content is agreed in advance. The International Office is also in constant communication with the Dean, so there are no major problems in the process of recognizing obligations.

As far as staff is concerned, one exchange so far has been conducted for training purposes. The remaining funds for mobility will be spent in the summer months until the end of September for lectures abroad. It seems that by the end of September we will not spend all the scholarships on students.

Priorities for Staff mobility are full-time employees, with more than 40 employees currently at the AMEU. Given the small number of approved scholarships, we do not inform the outside contract workers about them but approve them according to their own initiative and in agreement with the President of the AMEU. Based on the strategic orientation of the higher education institution, the leadership of each faculty confirms each mobility.

Upon arrival from abroad, the lecturer submits a report with all necessary documents and materials (presentations, etc.) and presents the mobility at the next session of the Senate / Academic Assembly. In the case of training and project planning, a working group will meet after returning from mobility. The lecturer briefs the group with a written report on the conclusions of the mobility and additional information and good practices from abroad, and the group then works on the next steps.

The opportunities for improving the implementation of short-term mobility within the Erasmus + program at AMEU - ISH are as follows: continuous updating of information on mobility websites, publication of courses, curricula, schedules, promotion of the program on social networks, etc.

1.4.6 Career Center

The Alma Mater operates a Career Center that provides all students with comprehensive assistance and support. Alma Mater Career Center provides all students with comprehensive support in their study and career paths. The aim of the Career Center is to increase the employability of graduates and enable them to develop their working careers.

For all students, the Alma Mater Career Center organizes career workshops aimed at acquiring knowledge and skills related to their job search. As the workshops are very well attended and well rated, Alma Mater is striving to continue their work.

In 2017, the following workshops were implemented by the Career Center Alma Mater:

- Memory Training (January 23, 2017, leader: Marko Korenjak)
- My first job (on June 1, 2017, co-organized with Mojedelo.com)
- When stress stresses (on September 15, 2017, together with PRSS - Slovenian Public Relations Society)

Psychotherapy services

Career Center Alma Mater also offers its students and graduates free academic and career counselling, as part of which they can have a detailed talk with the selected counsellor. In addition to career counselling, free individual interviews, psychotherapy, counselling and psychosocial services are offered. The basic purpose of these services is to care for the holistic development and success in the professional, interpersonal and personal fields. In this way, Alma Mater aims to provide its students with opportunities for development in the field of personality maturity and also to care for their psychophysical health.

Alma Mater operates a Counseling-Therapeutic Center for Families, Couples and Individuals (within the International Institute for Psychotherapy and Applied Psychology), located at three locations, including the AMEU - ISH location at the Kardeljeva ploščad in Ljubljana. This means that AMEU - ISH students can also receive psychotherapy assistance in this way. The Centre provides individual, partner / marital and family therapies, therapies for parents in the separation process, support groups and education. Alma Mater also offers interested students the possibility of co-funding additional vocational education through a training

program that offers students practical training and personal experience in counselling and therapy work with families, couples and individuals.

- In 2015, 161 hours of psychosocial counselling / psychotherapy were performed.
- In 2016, 236 hours of psychosocial counselling / psychotherapy were performed.
- In 2017, 239 hours of psychosocial counselling / psychotherapy were performed.
- In 2018, 219 hours of psychosocial counselling / psychotherapy were performed.

Vacancies are also being published within the Career Center, which would be of interest to the study programs offered by Alma Mater. The latter receives information on vacancies from different employers each year; otherwise, these are mostly jobs in the field of physiotherapy or nursing, whilst most of the AMEU - ISH students are employed. Alma Mater strives to continue in the future to look for jobs suitable for graduates through various job providers.

Alma Mater has increased its activities in the field of cooperation of students with potential employers, primarily by organizing round tables, organizing a scientific conference with international participation, various workshops, etc. Each year, a large number of events are organized under the auspices of Alma Mater, and many are organized by the students themselves.

Opportunity for improvement: It is suggested that the need for staff in the fields of Alma Mater study programs be monitored across different job providers. It is very important for students to cooperate with potential employers, so it is proposed to strengthen these activities for all Alma Mater study programs.

1.4.7 Alumni Club

Given that Alumni club represents an effective type of social networking of graduates, it is planned to establish a separate Alumni Club AMEU - ISH, since almost 200 students who now occupy important functions in society graduated to date. At the same time, we at AMEU - ISH will build on the visibility and elite of the faculty.

In the previous Self-evaluation Report (2016 /17), it was proposed to revive the Alumni Club AMEU - ISH, but this activity was not carried out but the implementation of this task is proposed for the upcoming academic year (2018/19).

Since the establishment of a separate Alumni Club is still being planned at AMEU - ISH, we hereafter provide the characteristics of the Alma Mater Alumni Club, on the basis of which the separate establishment of the AMEU - ISH Alumni Club is also planned.

Below, we highlight the proposed goals and strategy of the Alma Mater Alumni Club, as well as organizational proposals for its operations, by Alma Mater students, which should also be taken into account when revising the Alumni Club at AMEU - ISH.

Goals and strategy of Alma Mater Alumni Club:

Alumni clubs exist at recognized and prominent universities and numerous faculties across Slovenia, Europe and beyond. They are intended for connecting former students, maintaining contacts between the faculty - student, monitoring the careers of former graduates, giving the possibility of more accessible postgraduate studies at the faculty, and for greater recognition of Alma Mater.

The alumni club should consist of regular, honorary and supportive members and Alma Mater members. Full-time members are graduates of undergraduate and graduate programs, as

well as college and university teachers and other associates who would like to actively contribute to the integration and development of Alma Mater. Honorary members are those who have made a significant contribution to the development and visibility of Alma Mater, and the supporting members and members may be natural or legal persons who materially, morally or otherwise support and participate in the Alma Mater Alumni Club.

Organizational Suggestions for the Alma Mater Alumni Club:

- The President of Alma Mater appoints a person to be the leader of the Alma Mater Alumni Club.
- The nominee prepares a mailing proposal for all graduates, inviting them to apply online for active participation in the newly established Alma Mater Alumni Club.
- On the website, information about the Alumni Club Alma Mater is updated and also the registration form for all Bachelor, Master and Doctoral graduates of Alma Mater should be made available and also sent by e-mail.
- The President and other advisory bodies are elected from among the Alumni Club applicants.
- A set of events is made each month where Alumni Club members connect.
- Meetings of alumni and professional lectures are held once a year.
- The Alumni Club is tasked with setting up its own section at the 2017 “All about people” Conference, or at least actively participating in the conference.
- The Student Affairs Office prepares a list of all graduates (year by year) with alumni contacts so that the Alumni Club can use it.

1	OPERATION OF THE HIGHER EDUCATION INSTITUTION	Explanation
1.5	The higher education institution cooperates with the environment or employers.	<p>Through active collaboration with the environment, AMEU-ISH creates the conditions for quality education for future humanities professionals, and through its functioning and education, it contributes to the social development in the region and beyond, as well as to economic development, as it pursues the goal that graduates of humanities are also important for economic sector.</p> <p>At the level of Alma Mater, information on the competences of students and later graduates from the environment is obtained continuously and in different ways: through questionnaires, current events, social networks.</p> <p>AMEU - ISH also contributes to the development of the environment through the implementation of a research program (since 2004) and scientific research and other projects. Within the conference activity, AMEU - ISH (co) organizes various scientific conferences, scientific and professional</p>

		<p>symposia, open lectures, etc. Doctoral students are actively involved in establishing cooperation with the environment.</p> <p>AMEU - ISH also operates with the environment through high-quality publicity activities within the AMEU - ISH Publishing House (or at the Alma Mater level within the Alma Mater Press - edition of the AMEU - ISH Gazette, abstracts and contributions from a scientific conference, etc.).</p>
	The higher education institution cooperates with its graduates and monitors their competences	<p>AMEU - ISH monitors employability of its graduates through survey questionnaires; at the level of Alma Mater, also through the organization of various informal and formal meetings, interviews, social networks. Alma Mater regularly posts job openings through the Career Center, through the Alumni Club, and organizes various events through the Alumni Club (whose establishment is also planned at AMEU - ISH).</p> <p>Alma Mater graduates' competences are systematically monitored, through a survey of employers and organization of round tables, interviews, and other events to which potential Alma Mater graduates are invited. Based on the findings, curricula are updated, curriculum content adjusted, or additional student education organized (e.g., the language course in German).</p>
	The higher education institution coordinates the enrolment of students with the needs of graduates	<p>On the basis of the need to work in the market, enrolment places are adjusted to individual study programs through the Call for Enrolment for each academic year. Based on identified needs, new study programs are accredited or certain programs are no longer implemented.</p>
	A Career Center and Alumni Club have been developed.	<p>The failure to apply for a project to fund the Alma Mater Career Center has made it somewhat truncated and not too active. It is mainly used for job vacancies and for organizing various events or workshops in order to facilitate the search for a first job for Alma Mater graduates. The Career Centre mostly works with the Alma Mater Alumni Club. However, any guidance that students may need during their studies or after their studies can be received in the Student Affairs Report or at other Alma Mater services.</p>

1.5 Quality Assurance

The internal quality system enables the closing up of the quality circle in all fields of activity of the higher education institution.

1.5.1 Importance and role of the internal quality system

The quality assurance system at AMEU - ISH encompasses all the processes that are important for the quality of operation and implementation of study programs and the continuous improvement of quality. The processes at AMEU - ISH are defined and regularly monitored and evaluated on an annual basis.

The basic quality monitoring act at the AMEU –ISH is the Quality Rules, which was adopted and approved at the 242. session the Faculty Senate on 27 September 2019. The Rules of Procedure demonstrate the internal monitoring and quality assurance system at AMEU - ISH. Under the auspices of Alma Mater, training was also held in 2018 to establish an ISO 9001: 2015 management system Alma Mater.

In monitoring and assuring the quality, AMEU - ISH takes into account: Higher Education Act, Criteria for Accreditation and External Evaluation of Higher Education Institutions and Study Programs by the SQAA, Statute of AMEU-ISH, Criteria for International Cooperation, Rules of Procedure at AMEU –ISH and Polling Policy. The main purpose of quality monitoring is to determine the actual situation and to identify the pros and cons of the institution. Regular quality monitoring enables the continuous improvement of the study process, which enables the continuous development of the institution.

1.5.2 Preparation of a self-evaluation report

The self-evaluation of the higher education institution is coordinated and prepared by the Quality Commission (together with the relevant departments), whose work is further defined by the Rules of Procedure at the AMEU - ISH. In relation to self-evaluation, the Quality Commission AMEU - ISH dealt in the academic year 2017/18 with all current criteria for providing and improving the structural, procedural and resulting standards. The following activities were carried out:

- Preparation of the AMEU - ISH self-evaluation report for the 2016/17 academic year, which was discussed and adopted by the AMEU - ISH Senate at its meeting. The contents of the report were made known to all employees (professional and teaching staff) and student representatives.
- In November, Alma Mater conducted an analysis of the transition of students to study programs (including study programs conducted by the AMEU - ISH) and the consequent success of their studies.
- The Alma Mater Employee Survey (AMEU - ECM, AMEU - ISH and AMEU - Dance Academy) was conducted in June, but due to poor responsiveness, it was repeated in September. The results of the survey were communicated to the management and each lecturer for their assessment.
- At the time of the enrolment of students in the next academic year, a student survey was conducted to evaluate the teaching staff and workload (ECTS) of the students. The Quality Commission carried out an analysis of the student survey, which shows that the students of AMEU - ISH were extremely satisfied with the performers of the study process, since it was the lowest average grade given to each teacher or teacher in this academic year. performers higher than 4.5 (on a 5-point scale), which reflects the high quality of the

study process at the faculty. An ECTS load analysis was also carried out, which shows that on average, students of AMEU - ISH are satisfied with the number of hours of lectures and as a rule would not change anything.

- The Quality Commission informed the AMEU - ISH Senate of the results of the survey. The analysis of the surveys is published in a self-evaluation report, which is publicly available on the AMEU - ISH website.
- Organizing a working group to prepare for the SQAA evaluation as part of the reaccreditation of a higher education institution.
- Organizing a working group to prepare changes related to the implementation of undergraduate studies (updating of the founding act, statute, rules, rules of procedure and other acts)
- Cooperation of the Quality Commission with the Senate or other Commissions and the AMEU - ISH Student Council.
- Members of the Quality Commission attended various events in the field of quality in higher education.
- Monitoring the implementation of corrective actions provided in the (self) evaluation.

Among other things, the Quality Monitoring Committee has taken into account the following indicators:

- Educational activity (satisfaction of students and higher education teachers with the implementation of the educational process),
- Students (number of places enrolled, number of students enrolled on 1.10., Number of students enrolled by gender and region of residence, transience, satisfaction),
- Personnel (number of higher education teachers and associates in employment and contractual associates on 30 September, number of employees and contracted non-teaching staff, satisfaction),
- Material conditions (premises by location - size, equipment, library - location, equipment, number of books - books, magazines, bibliographic bases),
- Scientific research activity (number of projects, number of employees of higher education teachers on projects, Cobiss printout, number of research groups, number of Sicris points).

The AMEU - ISH conducts self-evaluation every year in accordance with the Higher Education Act. Evaluation is the basic activity to ensure the quality of processes in higher education. To evaluate means to evaluate the quality of individual study programs and fields of activity. The advantages and disadvantages of the educational process must be presented analytically with accompanying advice and quality improvement initiatives. Self-evaluation, together with the relevant expert services and commissions, is coordinated and prepared by the Quality Commission on the basis of:

- evaluation of teaching given by students and other stakeholders from the environment,
- evaluations of research activities at A Ima Mater ,
- evaluating the work of an international office at A Ima Mater ;
- evaluations of the work of the Senate, the Academic Assembly and the Student Council,
- evaluating the adequacy and diversity of resources and financial performance,
- the AMEU - ISH Strategic and Annual Plan.

For quality monitoring purposes, questionnaires and questionnaire content were also updated to monitor quality at the Alma Mater level. At AMEU - ISH, the survey questionnaires are filled out by students, high school teachers and professional staff, as well as full-time employees .

Students complete the following survey questionnaires:

- Satisfaction with the study process
- Satisfaction with the work of lecturers
- Student workload.

Higher education teachers and faculty members complete the survey questionnaire:

- Lecturers' satisfaction.

Employees complete the survey:

- Work satisfaction of employees.

Graduates complete the survey questionnaire:

- Employment of AMEU - ISH graduates

The survey is conducted through online surveys and is anonymous and voluntary. In the 2017/2018 academic year, all prospective higher education stakeholders were interviewed. Each respondent can also give opinions, suggestions, criticisms, wishes and suggestions.

Following the adoption of the self-evaluation report for the academic year 2016 /2017 the Commission will propose corrective measures, which were approved at the 232nd meeting of the Senate, of 13. 4. 2018P ROPOSED corrective action for the academic year 2016/ 2017 were carried out ; implementation of the measures was identified at the 8th meeting of the Quality Commission.

1.5.3 Complementing and developing the internal quality system

Internal system for measuring and analysing the quality of a higher education institution is constantly complementing and developing, as demonstrated through the following activities:

- Updates to the survey questionnaires and survey system (at Alma Mater level)
- Involvement of other stakeholders in the quality process at Alma Mater (round tables with potential employers and other stakeholders, informal gatherings, etc.)
- Establishment of an ISO 9001: 2015 management system (at Alma Mater level)
- Preparation of self-evaluation report based on new Criteria for accreditation and external evaluation of higher education institutions and study programs
- It is designed to monitor the competencies of all Alma Mater graduates
- Systematic updating of curricula and introduction of new, interdisciplinary-oriented content in the learning process (new elective courses within the module Digital Humanities (Master level) is planned)

Data are collected, analysed and evaluated in the following ways:

- Formal interviews (annual working interviews with higher education teachers, co-workers, research workers and non-teaching staff, working hours for students)
- By interviewing
- At meetings
- Through informal conversations in everyday work
- Open days

- In other ways.

1	OPERATION OF THE HIGHER EDUCATION INSTITUTION	Explanation
1.6	The internal quality system enables the conclusion of a quality circle in all fields of activity of the higher education institution.	The institution's internal quality system is prescribed, appropriate and efficient and comparable in the European Higher Education Area (EHEA); it contains all the processes that are important for improving the quality of functioning of the higher education institution and the implementation of study programs, and enables the conclusion of an effective quality cycle. The activities of the higher education institution are planned on an ongoing and comprehensive basis; the implementation of plans is monitored on a regular basis and weaknesses and deficiencies are corrected. AMEU - ISH follows the legal requirements as well as the internal regulations (Quality Rules).
	Knowledge of the importance and role of the internal quality system.	The quality assessment and monitoring process is reflected in the Quality Rules, which are known to all AMEU - ISH employees and made public on the AMEU - ISH website.
	The internal quality system enables and encourages the development, integration and updating of educational, scientific, professional, research activities and the environmental impact of this activity.	Based on feedback from all stakeholders, internal and external acts and changes in the environment, measures are being taken to improve both the pedagogical and scientific research and publicity activities of the AMEU - ISH. Through its activity, AMEU - ISH has a positive impact on the development of the environment at national and international levels (through scientific research, successful projects, etc.).
	The higher education institution regularly performs self-evaluation in all areas of assessment from criteria, which include: evaluation of all activities of the higher education institution; evaluation of teaching given by students and other stakeholders from the environment; evaluating the adequacy and diversity of resources and financial performance; documenting the development of the higher education institution in relation to the development of the environment; identifying weaknesses and deficiencies, correcting	In 2017/18, within the framework of self-evaluation, we conducted an evaluation according to the Criteria for Accreditation and External Evaluation of Higher Education Institutions and Study Programs, which took into account the analysis of satisfaction of all stakeholders of all activities of AMEU - ISH, reviewed the implementation of past measures and prepared a plan of new activities for achievement of the set goals.

	them and improving study programs and all activities.	
	The self-evaluation findings are presented to students, higher education teachers, co-workers and other stakeholders; all have the opportunity to propose improvements and monitor their implementation.	In the year 2017/18 was implemented one academic assembly , through which it has been possible to analyse the achieved and to propose measures for improvement and monitor their implementation. In addition, self-evaluation findings were discussed by the student council, and all other stakeholders were made aware of them through the public announcement of the self-evaluation report.
	Documented findings on the quality of the institution's operations and their analysis and proposals for improvement measures are available in self-evaluation reports and published.	Self-evaluation reports are available on the AMEU - ISH website (www.ish.si).

1.6 Informing the public on study programs and activities of AMEU - ISH

The higher education institution AMEU - ISH informs stakeholders and the public about study programs and its activity in a timely manner.

An important source of information is the Alma Mater Europaea - ISH website and the separate Alma Mater Europaea - ECM website, where all up-to-date information on the institution, study programs and enrolment, planned events and other relevant information are available to interested and the general public.

Prospective and existing students have real-time information available through the Facebook website Alma Mater Europaea - ECM, which are regularly published information about events, new programs, projects and other interesting developments both at the AMEU - ECM as AMEU-ISH.

The objective of informing the public on the study programs Alma Mater is to inform the general public about the functioning of the Alma Mater, building a positive image of the Alma Mater and to attract a sufficient number of enrolled students of all study programs.

The AMEU - ISH promotion activity is focused on education and research and is covered by the 5th strategic orientation of the AMEU - ISH 2018-2023 strategic plan (Promotion of the AMEU - ISH educational and research activity) and the related strategic objective of enhancing the promotion by informing the interested public (domestic, foreign) on AMEU - ISH educational and research activity. Such promotional activities enable the realization of all other strategic orientations of the Faculty and its strategic goals, such as: obtaining high-quality candidates for admission to the AMEU - ISH (Strategic orientation 1: High-quality implementation and development of educational activity), Establishment and strengthening of cooperation with domestic and international partners in scientific research and project area (Strategic orientation 2: Scientific research and development excellence) , which enables the expansion of international cooperation and association with educational, research, cultural and other institutions (Strategic orientation 3), as well as strengthening the quality

assurance system at the AMEU - ISH (Strategic orientation 4: Quality assurance and pursuit of excellence in education, professional engagement, research and business).

In order to achieve these goals, various activities were carried out in the academic year 2017/18, such as the presentation of AMEU - ISH at various events, promotional activities on the Internet, the presentation of study programs at secondary schools and trade shows, etc.

In order to achieve these goals, several working groups under the auspices of Alma Mater conducted a series of activities, which were divided into the following groups:

Main promotional activities:

- design and production of promotional products,
- photo documentation of pedagogical work,
- production of promotional film Alma Mater and promotional films for individual study programs,
- design and production of presentation documents (Power Point), advertising messages and promotional articles,
- sending out propaganda material to secondary schools and high school centres,
- production of demonstration promotional facilities for the presentation of Alma Mater at high schools, trade shows and events at Alma Mater,
- advertising information days on a radio station.

Online promotional activities:

- content updating of web pages,
- creation of new web pages for new study programs, international conference, etc.,
- participation of all departments in the preparation of relevant content for publication on the Internet,
- informing users about news and events on Alma Mater via social networks (Facebook,...) .

Promotional events at AMEU - ISH :

- information days,
- Freshman Week under the aegis of Alma Mater.

Presentations of AMEU - ISH (and AMEU - ECM) at secondary schools

- the preparation of a list of secondary schools, where the presentation is sensible or desirable,
- contacting principals on the possibility of presenting Alma Mater study programs,
- organising the time of presentations and defining Alma Mater representatives who will present Alma Mater programs,
- the preparation of promotional material,
- realization of presentations.

Promotional activities at trade fairs and similar events:

- the presentation at Informativa ,
- career / study fairs organized by high schools for final year students.

All of the above activities were carried out to achieve the objectives.

Information for prospective students was also delivered through promotions, which were carried out by Slovenian secondary schools or the founder (AMEU-ECM) was invited at career fairs or similar events by various Slovenian high schools. The marketing department prepared a set of secondary schools and a memo for principals and post-secondary professionals. The promotion took place in 26 schools across Slovenia in the 2017/18 academic year (21 schools in the previous year), and two schools received information via email (28 in total). The promotion again took the form of an individual presentation or a booth. All interested parties, who entrusted their e-mail addresses, were sent an invitation to Informativa and to informational days, and were also included in the address list as potential candidates interested in studying. They are also automatically included in the newsletter list.

Every year, AMEU - ISH participates in the Informative Education and Occupations Fair, held at the Ljubljana Exhibition and Convention Center, attended by over 22,000 people annually. At the Exhibition Center, Alma Mater presented herself at a 60 square meter large exhibition space, where all study programs were presented, including the undergraduate Humanities program and the postgraduate Humanities programs conducted by AMEU - ISH. This year, the perfect space was chosen, as the Alma Mater booth stood opposite the University of Ljubljana. There was also a short survey with a prize game, intended for students of lower age or those who will not study for at least two years.

Open days at Alma Mater are held twice during the information days and at the beginning of the academic year. They are intended for future students (also students interested in studying at AMEU - ISH) to get acquainted with the actual study process and other activities at Alma Mater before the start of official study.

Interested students may also obtain information directly from the paper or through the contact form on the separate AMEU - ISH website or within the Alma Mater website. Student Affairs Abstract records interest in enrolment in study programs directly and indirectly. Indirectly, candidates are informed about the study programs and their characteristics by the competent services of various institutions dealing with the provision of such information (Employment Service of the Republic of Slovenia, professional services of secondary schools in the region, etc.) on the basis of written material (leaflets) and through mass media (magazine, radio, television). The direct forms are expressed by the interests of individuals, as well as their parents, who, within their own interests, turn to the professional service of the institution and wish to obtain as much information as possible about the study programs, pedagogical characteristics and specificities of implementation, further study opportunities and employment opportunities.

The most important source of information on study opportunities are information days, on which interested parties are provided with detailed information on enrolment requirements, coursework, didactic characteristics of the teaching process at school, etc. Information days for enrolment in the academic year 2018/2019 were held at the AMEU-ISH premises in Ljubljana.

It was also observed that students interested in studying at Alma Mater on information days did not want to be on the Personal Data Protection Presence List (GDPR). Interests are more cautious than previous years sharing their contacts.

Table 7. Advertising and appearing ahead of information days

Source of advertising	Method and number of advertising
Radio City	100 posts - radio ad
Youth	½ pages and invitation to info days

Siol.net	Employability article and invitation - above average read
Facebook and Instagram posts	Powerful campaign with as many as 5 ads, regular posts and videos - 278,000 Facebook users saw a video recorded by Planet TV
Posting news on the website	Two posts and Slider
RTV SLO - TV Maribor	A contribution from the news days on RTV SLO
Večer magazine	Invitation to Info Days
Radio 1 - Ljubljana	24 posts with an invitation to info days
Štajerski tednik	¼ article on AMEU and employment
Reporter	Invitation to info days

In the academic year 2017/18, information for prospective students and the wider public was performed well over the (co-) organization of various events by AMEU - ISH, which were attended by (or co-organized by the) students, academic staff AMEU - ISH and other interested public, and were as follows:

- Scientific Symposium Russian Revolution - One Hundred Years Later, October 19, 2017, location of the Russian Center for Science and Culture, Ljubljana; in collaboration with the Russian Center for Science and Culture;
- joint meeting with dr. Damjana Ponedelek on Crisis Management, Affair and Other Stories, April 2018, AMEU - ISH location; co-organization of the AMEU - ISH Student Council in cooperation with the Slovenian Public Relations Society (PRSS) - Region 01,
- 6th International Scientific Conference "All about People: Challenges for Science and Education", March 9-10, 2018, Alma Mater, Maribor; in cooperation with the AMEU - ECM (active presentation of contributions from students and higher education staff of the AMEU - ISH within the humanities section),
- Conference of the European Society for Aesthetics 2018 on the theme of Art and Life, June 14 2018, location of Alma Mater, Maribor; in cooperation with the Slovenian Society of Aesthetics and AMEU - ECM, with the help of the students of AMEU - ISH in organizing the conference.

At the level of Alma Mater, many other events were also covered during this academic year and are presented in the table below (Table 8).

Table 8. Highlights at Alma Mater in the 2017/2018 academic year

Date	Events
29 September 2017	Introductory day for freshmen and Alma Mater Open Doors Week
06 October 2017	Formal opening of the premises of Koper - Trubarjeva 1
24 October 2017	Freshman party AMEU
28 October 2017	Dance Academy performance at the Borštnik Meeting
03 December 2017	"Miklavževanje" at Alma Mater
8 December 2017	Formal Academy at Alma Mater

Date	Events
18 December 2017	PRSS meeting with PRs at AMEU
27 December 2017	Christmas trip and professional excursion for employees at Alma Mater
26 – 27 January 2018	Informativa - fair
8 – 9 February 2018	Information days (four locations – Maribor, Ljubljana, Koper, Murska Sobota)
16 February 2018	Google Space Shooting at Alma Mater
28 February 2018	Press conference ahead of the international conference
8 March 2018	Dinner prof. Toplak before the opening of the conference “All about people”
5 – 9 March 2018	International Staff week at Alma Mater
9 – 10 March 2018	6th International Scientific Conference "All about people: Challenges for Science and Education"
10 March 2018	Granting of diplomas and master's degrees
12 March 2018	Presentation Pillars of the Slovenian economy - Maribor
11 April 2018	Completion of the project From birth to steps
3 May 2018	Presentation of the book Pillars of the Slovenian Economy in Ljubljana
4 May 2018	High school graduation action with the launch of the Matura application
7 May 7 2018	Honouring Tagore Day and opening the exhibition along with the Indian Embassy at Alma Mater
7 June 2018	Alumni Club - Lecture at AMEU
16 June 2018	Picnic by students and staff at AMEU
18 June 2018	PRSS meeting with Nastja Mulej
20 June 2018	Production of the Dance Academy - Ljubljana
12 July 2018	Information day for doctoral studies in Ljubljana
28 August 2018	Press release before the ECIM - Ljubljana conference
11 September 2018	Information Day for Graduate Studies in Maribor

Date	Events
13 September 2018	Information day for postgraduate study programs in Ljubljana
21-23 September 2018	European Congress of Integrative Medicine - ECIM - Ljubljana

Successful promotion activity

Objective performance indicators promotional activities Alma Mater (AMEU - ECM and AMEU - ISH), the number of enrolled students and students in the first-year olds, the increase of unique visitors and visitors to websites, an increase in the number of všečkov on a Facebook page and an increase in demand for study programs at the Alma Mater.

Activities on the Alma Mater Europaea - ECM Facebook page, which also promote various AMEU - ISH activities, have been on the rise for the 2017/2018 academic year. The telling is the number of likes of a page that has grown by just under 1000 in the academic year. Summarized by Facebook Analytics, as of September 29, 2017, 6,579 people liked this site, and by September 28, 2018, 7,442 people already liked it people, which is 843 more who follow Alma Mater's Facebook posts. The greatest reach of the publication in this academic year was on 23 August 2018, when the publication on Alma Mater's FB page got as many as 84,548 impressions.

The visit to the Alma Mater website was also analysed (AMEU - ISH has a separate website with links to the Alma Mater website and vice versa), which increased by 11.23% from the academic year 2016/17 to 2017/18, mainly to new users account. Pageviews increased 4%. On average, individual users were active on the Alma Mater website for 2 minutes and 35 seconds.

Table 9. Visits to the Alma Mater website

	2014/15	2015/16	2016/17	2017/18	2014/15 - 2015/16 %	2015/16-2016/17 %	2016/17-2017/18 %
Users	64,963	85,157	86,784	96,147	31.13%	1.91%	11.23%
New users	65,346	82,335	82,536	91,611	26.46%	0.24%	11.42%
Pageviews	540,491	651,972	700.95	728,498	20.71%	7.51%	3.96%
average time on a webpage	00:03:01	00:02:43	00:02:46	00:02:35	-10.20%	1.82%	-6.77%

1	OPERATION OF THE HIGHER EDUCATION INSTITUTION	Explanation
1.7	The higher education institution informs stakeholders and the public in a timely manner about study programs and its activity.	Večina informacij o dejavnosti AMEU-ISH je objavljena na spletni strani. Izdelane so brošure za vse tri študijske programe, zborniki študijskih programov itd. S študenti in študentkami ter predavatelji in predavateljicami se večinoma komunicira

		preko e-pošte. Informacije, ki so pomembne le za študente in študentke, predavatelje in predavateljice ter ostale zaposlene so lahko objavljene tudi na Intranetu fakultete. Širši javnosti se AMEU – ISH predstavlja tudi preko družabnih omrežij ter z organizacijo najrazličnejših dogodkov.
	The content of information is determined by the PR department, together with the management and in cooperation	Information on study and research activities is available on the AMEU - ISH website, while more widely available information on study programs is available within the AMEU - ECM website with a link to the official AMEU - ISH website. Missing information on the website is about current projects or projects in the pipeline. It is also a desire to present scientific research work to the general public, both through the website and through social networks. Alma Mater proposes to hire a person to promote Alma Mater to the public through social networks. An open-source website or publishing system is being prepared to allow the review and publication
	Information on study programs and their implementation is available on the AMEU - ISH website.	On the website, among other information, information on study methods, competences acquired by graduates (in proceedings), employment opportunities, education level can be found. There are no syllabuses posted on the website, just a credit score course. The information is, of course, kept up to date.

2 STAFF

2.1 Teaching staff

AMEU - ISH provides higher education teachers, assistants and researchers for quality teaching, research and other work.

2.1.1 Educational and professional development of higher education teachers

Teachers attend national and international scientific conferences, congresses, seminars, symposia, consultations, workshops, courses, individual training; participate in international meetings and work on projects and other activities by foreign pedagogical institutions; they are educated at foreign universities - within a regular institution program or in the form of project work.

Alma Mater financially supports employees and other participating higher education teachers in continuing education and training, as well as enabling them to participate in professional

development at home and abroad. Lifelong learning is also ensured by organizing its own scientific conferences. AMEU - ISH is a co-organizer of a scientific conference with international participation "All about people", where it encourages and enables employees and participating higher education teachers of AMEU - ISH to present findings of their own research, and the higher education institution also organizes other national and international scientific conferences, symposia and seminars. Alma Mater aligns employees' needs and aspirations for non-formal education with financial capabilities. In accordance with the Individual Research Work (IRW) Rules, criteria are being formulated to formalize the conditions for active participation in domestic and international conferences. Funds for formal and lifelong education and training of teaching and non-teaching staff are increasing at the level of Alma Mater every year.

AMEU - ISH researchers are trained in international and national conferences, seminars and symposia. At conferences, they usually present the contents of their own work or attend lectures and discussions solely as listeners.

The young higher education staff have the opportunity to participate in the main pedagogical programs as well as the lectures, public appearances and symposia that take place at the faculty. They participate in the programs under the guidance of already established and experienced colleagues, as well as independently. They provide them with ongoing assistance in the design of the pedagogical program, as well as in individual research work or in the transfer of acquired knowledge into the public space (in the form of scientific publications, appearances, promotion and discussions). They participate in the conceptualisation and implementation of projects, as well as with the scientific journal *Monitor ISH* and the *AMEU - ISH Gazette*.

At Alma Mater, the appropriate skills and competencies of the staff are fundamental to the recruitment and training. Training and staffing needs arise from requirements arising from:

- job requirements as defined in the job classification act,
- introduction of new study programs,
- the constant introduction of new forms and methods of work,
- the changing requirements of legislation and the implementation of work procedures in any work area.

A special feature of the recruitment of higher education teachers is the conditions they must meet and are defined in the Criteria for the Election of Titles of Higher Education Teachers, Scientists and Higher Education Associates at AMEU - ISH.

Employee competence at Alma Mater is ensured through systematic training, gaining experience and the promotion of professional education. The requirements for the level of competence also apply to contract workers, who, however, are obliged to provide themselves with all the necessary activities to achieve competence.

The contents of the training are planned annually and can be seen in the Annual Work Plan. During the 2017/18 academic year, the following trainings were carried out at Alma Mater level:

Table 10. Teacher training at Alma Mater in the 2017/18 academic year

PEDAGOGICAL WORKERS		
Field of training	Intended participants	Number of hours / days
Safety at Work	all full-time employees	4 hours

PhD in the field	10 teaching staff	4 years
Master's degree in the field	5 teaching staff	3 years
Staff week in Turku (Finland)	Goran Gumze	3 days

For each academic year, a Training Map is prepared, which includes an indicative training plan, proposals for group and individual trainings, training records of all professionals and other employees at Alma Mater, training reports.

The proposals for training of employees with individuals are coordinated by the Secretary-General Alma Mater. The Secretariat's professional service monitors the implementation and prepares a training report. The training plan contains:

- content - training area,
- indicative participants,
- planned number of hours / days.

Full-time employees attend at least one vocational training course and one in the field of personality and social development. If the trainees have received certificates at the training, they are attached to the report, and all of them are stored in the personal folder of each employee.

The assessment of the effectiveness of the measures taken to increase competence is evaluated at Alma Mater by the following measures:

The deans and department heads are responsible for evaluating the effectiveness of the competency enhancement measures implemented. Measures are evaluated by:

- a two-stage model for monitoring the effectiveness of education and training,
- preparation of a report on education,
- individual interview of the AMEU - ISH Director with the participant, on the basis of which the usefulness of the acquired knowledge is determined.

Before posting an employee to education, it is necessary to determine which of the following methods will be used to evaluate individual education.

2.1.2 Scientific, technical, research achievements of professors and teachers and scientific workers and workers

Project Office prepares an annual report on scientific, professional and research work at the Alma Mater, from showing the quality of the work of teachers and workers in relation to the courses and in conjunction with the nature, level, content of the study program, scientific discipline and peculiarities. It manifests itself with research achievements, publications, quotes, exhibitions, products, services that are recognized, current, contemporary and high profile, in the field in which they are pedagogically active.

Scientific research and development excellence is measured on the basis of the following bibliographic indicators of research performance:

Table 11. Number of SICRIS Points per Registered Researcher in 2017/18 (Source: SICRIS)

Name and surname	Consideration points	A''	A'	A ^{1/2}	A ₁	A ₃	Scientific discipline	Area
Dr. Andrejč Gorazd	125.00	0	0	100.00	0.40	0	Humanities	Philosophy
Dr. Brglez Alja	0	0	0	0	0	0.05	Humanities	Historiography

Dr. Crowther Paul David	160.00	160.00	160.00	160.00	0.76	0	Humanities	Philosophy
Dr. Sebastjan Kristovič	235.29	0	160.00	160.00	0.85	0	Social sciences Humanities	/
Dr. Škof Lenart	1180.35	115.12	771.18	911.18	4.35	0.03	Humanities	Philosophy
Dr. Toplak Cirila	158.63	0	74.83	114.83	0.55	0	Social sciences	Political science
Dr. Toplak Jurij	450.62	50.28	145.00	175.00	1.45	0	Social sciences	Law
Dr. Toplak Perovič Barbara	54.98	0	12.51	12.51	0.17	0	Social sciences	Administrative and organizational sciences
Dr. Polona Tratnik	405.88	160.00	240.00	240.00	1.51	3.18	Humanities	Philosophy
Total	2770.75	485.40	1563.52	1873.52	10.04	3.26		

The total number of SICRIS points in the 2017/18 academic year is 2770.75, and the average number of points per researcher in this academic year is 307.86 points. This information is collected for registered researchers employed by the AMEU - ISH.

The research work at AMEU - ISH is conducted within the fields of humanities (and social sciences), which coincides with the contents of the subjects of the postgraduate study programs of the Humanities. There are two research institutes within the Faculty, namely the Institute for Humanities and the Institute for Social Sciences. During this academic year, doctoral students actively participated in the research activity of the faculty in the framework of planning development projects and preparing documentation for submission of applications for Interreg calls, which were conducted under the guidance of a visiting higher education teacher from abroad, who worked during this academic year at AMEU - ISH within projektnih roaming slovenian PhDs working abroad, in the slovenian higher education institutions. Within the framework of the study meetings, the students also got acquainted with the preparation and presentation of the proposal of the development project presented by the doctoral student of the faculty. In this way, the results of the research work are effectively and directly transmitted to the pedagogical process.

The table below lists indicators of exchanges between higher education teachers and AMEU - ISH staff.

Table 12. Indicators of exchanges of higher education teachers and co-workers

Academic year	2018/19	2017/2018	2016/2017
The indicator			
Number of visiting higher education teachers participating in educational, research, professional or artistic work at a higher education institution	0	1	0
Number of higher education teachers participating in educational, research, professional or artistic work abroad as visiting professors	0	0	0

Number of university teachers / instructors and employees / co-workers, who are studying abroad	2	0	0
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In the academic year 2017/18, 1 higher education teacher (Prof. Dalila Honorata from Ionian University Corfu, Greece) came to us through the Erasmus + program, whilst through a public tender of the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia, AMEU – ISH hosted within the project visits. prof. dr. Darko Darovec who works abroad.

Mobility programs:

Title of the mobility program	Duration from - to	Number of university teachers participating in and co-workers
ERASMUS+ 2017	01/06/2017-31/05/2019	3

Other forms of international cooperation:

Form of cooperation	Duration from to	Number of participating higher education teachers and associates
Project Hosting - Pilot Project ; project approved within the framework of the Public Fund for the Development of Personnel and Scholarships - Public call for co-financing at Slovenian higher education institutions - pilot project	01.10.2017 – 31.03.2018	1

2.1.3 Criteria for election to titles and areas for election

The following table shows the election to the higher education titles that we conducted at AMEU - ISH during this academic year.

Table 13. Number and type of election to titles at AMEU - ISH in the 2017/18 academic year

Name	No. of all election to the title in 2017/18
Professor	6
Associate Professor	/
Assistant Professor	1
Senior Lecturer	1
The lecturer	/
Expert	/
Assistant	/
Visiting teacher	/
Total	8

Table 14. Number of elections to titles by academic year

	Professor	Associate Professor	Assistant Professor	Senior Lecturer	Lecturer	Expert	Asis-tant	Guest teacher	Total
2015/16	1	2	1	/	/	/	/	/	4
2016/17	3	2	1	/	1	/	/	/	7
2017/18	6	/	1	1	/	/	/	/	8

As the table shows, the number of elections to titles at AMEU - ISH is increasing; In the academic year 2015/16, 4 candidates were elected to the title, in the academic year 2016/17 a total of 7 candidates were elected, and in the 2017/18 academic year, 8 candidates were elected to the title.

The AMEU - ISH conducts election to teaching titles in the subject areas, defined according to the relevant scientific fields of the AMEU - ISH, which are defined in the Election Criteria for the titles of higher education teachers, researchers and higher education associates. This ensures an adequate staffing structure.

Article 6 of the AMEU - ISH Statute defines the following scientific fields for election to the titles of higher education teachers and research assistants at the higher education institution:

- archaeology and design,
- architecture,
- anthropology,
- librarianship,
- economy,
- ethnology,
- philosophy,
- geography,
- information science,
- linguistics,
- cultural studies ,
- communication science,
- criminology,
- literary sciences,
- logotherapy,
- musicology,
- the national question,
- political science,
- political science,
- right,
- psychology,
- psychotherapy,
- social work,
- sociology,
- theology,
- art history,
- administrative and organizational sciences,
- urbanism,
- education,
- historiography.

Art Habilitation: Art.

Candidate may be elected to one or more fields.

AMEU - ISH complies with all applicable laws in the selection, appointment and promotion of higher education teachers, associates and research workers. The selection process is carried out in accordance with the Labor Relations Act. The procedure and criteria for election to the aforementioned titles are in accordance with the following regulations:

- Higher Education Act (Official Gazette of the RS, No. 67/1993 with amendments and supplements),
- Act on Research and Development Activity (Official Gazette of the RS, No. 96/2002 with amendments and supplements),
- Minimum standards for the election of titles of higher education teachers, researchers and higher education associates at higher education institutions (Official Gazette of the Republic of Slovenia, No. 95/2010, with amendments and supplements)
- Election Criteria for the Titles of Higher Education Teachers, Research Scientists and Associates of Higher Education, adopted by the AMEU - ISH Senate at its 221st session on January 20, 2017.

Appointment procedures are conducted in such a way that applications are collected by professional services at Alma Mater. The professional services review the applications and submit them to the AMEU - ISH Senate, which reviews the applications and appoints an expert committee to prepare the expert report on the candidate's or the applicant's eligibility, or election to the titles. The criteria for election to the titles of higher education teachers, research workers and higher education associates are public and are published on the Faculty's website and follow the minimum SQAA standards.

The AMEU - ISH has all the decisions on the election to the title of teacher for all participants in the teaching process and collects the records of the election to the title of AMEU - ISH.

2.1.4 Type of employment of teaching staff and workers

AMEU - ISH employs (full-time, part-time, contracted) as many higher education teachers as are needed to complete the quality of the teaching process. Higher education institution favours greater professionalism from the shape of an employment contract, so in case of excellent professionals and experts n j cannot recruit them conclude other forms of contracts.

In the academic year 2017/18, 14 persons were employed at AMEU - ISH. In the context of the research program Research of Cultural Formations were employed seven researchers or researchers and one technical assistance, additionally have been employed three researchers or professors / professor and a young researcher (1.10.2017- 07/12/2018). In 2017/18, AMEU – ISH had 18 contractual workers, of which 10 in the field of teaching and 6 non-teaching workers.

In the doctoral study program Humanities, we had the following foreign performers in the 2017/18 academic year:

- Asst. dr. Dalila Honorato (Resident), The Semiotics of Everyday Life
- prof. dr. Miodrag Šuvaković (Resident), Theory in Art
- prof. dr. Maria Antonia Gonzalez Valerio (Resident), Philosophy of Nature: Art, Science, Aesthetics

Table 15. Number of higher education teachers, assistants and researchers in the academic year 2017/18

Employment	Regular professor		Extraordinary professor		Assistant Professor		Higher lecturer		The lecturer		Lector	
	No.	FTE	No.	FTE	No.	FTE	No.	FTE	No.	FTE	No.	FTE
Full time employment relationship	1	1										
Part-time working relationship	1	0.025			1	0.025						
Full-time work obligation	3	0.305	2	0.2			1	0.025	1	0.1		
Contract workers	4	0.1	2	0,023 th most common								
TOTAL	9	1.43	4	0.223	1	0.025	1	0.025	1	0.1		

Table 16. Number of scientific workers in employment as at 31 December 2018:

Employment	Scientist 12/31/20 18	
	No.	FTE
Full time employment relationship		
Part-time working relationship		
Full-time work obligation	1	0.2
TOTAL	1	0.2

The share of higher education teachers who are teaching subjects who are employed by a higher education institution is 11.3 %. *All institutions (including contractual) of all study programs implemented by the higher education institution (ie 100%) are taken into account for the calculation; of which the required percentage is calculated.*

The number of full-time and part-time or full-time part-time (FTE) teachers per study program is 3,003. *The full-time is considered complete load of university teachers (in addition to teaching the research and others. (The calculation takes into account all the university teachers of the study program (the contract), which amounts to 100% of this share is calculated.*

The rest of the higher education teachers are contract employees as AMEU - ISH wants to provide excellent staff with pedagogical and research references.

New employment is expected within the framework of research projects, in the case of an increase in the number of students on study programs and also in the case of other expressed needs for new colleagues.

2.1.5 Satisfaction with higher education teachers and professional assistants

The following analysis of the satisfaction of higher education teachers and staff members is presented on the basis of the data obtained from the questionnaire on job satisfaction together for AMEU - ECM, AMEU - ISH and AMEU - Academy of Dance. We do not have separate data for AMEU - ISH.

Interviews of higher education teachers and professional assistants were conducted via a VIS survey using a five-point scale to assess agreement with the aforementioned claims. Respondents were able to access the survey using their username and password. The

survey included 126 higher education teachers and assistants, 21 replies were received (16 last year only), which means that the response rate increased from 10% to 17%, which still represents an extremely low percentage. . In this case, the survey via VIS again did not prove to be a better method, since fewer responses were received than when the surveys were forwarded to their e-mail addresses via an online link. It is suggested that the AMEU - ISH declarations also specifically invite all higher education teachers and staff members to complete a survey of satisfaction with their work at the AMEU - ISH.

The evaluation criteria were as follows:

- Satisfaction with collaboration and awareness at Alma Mater (4,22),
- Alma Mater's overall organization, elements of study and support (4,33),
- an assessment of the agreement with the statements concerning the knowledge of the mission and vision and other quality indicators (4,10).

Higher education teachers and co-workers were also able to make suggestions for improvements and praise, and they could also express all the disturbing factors.

Table 17. Satisfaction with collaboration and awareness

Average in the academic year Satisfaction criterion	2017/18	2016/17	2015/16	2014/15
Collaboration with colleagues in course delivery	4.63	4,50	4.78	4.28
Participation in higher education institution projects (accessibility, inclusion)	3.90	3.94	3.56	3.73
Up-to-date information on current events and activities at Alma Mater	4,48	4.69	4,30	4.20
Awareness of research projects at Alma Mater	4,00	4.06	3.56	3.45
Relationships between teachers and colleagues	4,48	4.25	4.70	4.02
Conditions for carrying out the pedagogical process	4.24	4.63	4.60	4,30
Payment for work done	3.95	4,56	4.40	3,40
Overall satisfaction	4.10	4,50	4.6	4.12

Table 18. General organization of Alma Mater, elements of study and support

Average in the academic year Satisfaction criterion	2017/18	2016/17	2015/16	2014/15
Organization of pedagogical work at the school location	4,52	4.69	4.80	4.13
Lecture rooms and seminars	4.05	4.63	4.60	4.23
Schedule of teaching commitment	4,19	4.13	4.70	4.08
VIS Information System - webinar	4.75	4,44	4.80	4,35
Alma Mater Website	4.33	4,56	4,50	4.32
Overall satisfaction with the organization of Alma Mater	4:14	4,50	4.80	4.03

Table 19. Knowledge of mission and vision and other quality indicators

Average in the academic year	2017/18	2016/17	2015/16
Satisfaction criterion			
I agree with the introduction of monitoring of quality indicators.	4,48	4,69	4,80
I know the mission, vision and values of high school.	4,38	4,56	4,10
Alma Mater is a quality higher education institution.	4,29	4,38	4,90
Students are motivated to study.	3,71	3,81	4,10
I want to participate in the school's R&D projects.	4,48	4,31	4,30
I am satisfied with the success of the students in the exams.	3,76	3,81	3,60
I am pleased with the attendance of the students at the lectures.	3,57	3,56	3,70

Higher education teachers and faculty members Alma Mater rated the highest the satisfaction with VIS Information Systems in their assessment of cooperation and information (4.75) and the lowest statement. I am satisfied with the attendance of students at lectures (3.57). No claim was rated below 3.5. In general, lecturers are most satisfied with the overall organization, elements of study and support, and least with quality indicators.

Alma Mater's objective of engaging higher education teachers and associates in scientific research work and their willingness to participate is relatively high (4,48). Despite the fact that most of them are outsiders (they are not full-time employees but work through a contract), the awareness and affiliation of Alma Mater is very well evaluated. Alma Mater is rated as a quality higher education institution. They are also satisfied with the payment for their work.

Among other things, the respondents suggested the following improvements:

- more content in study programs on research,
- shorten lecture blocks by five hours,
- payment for examinations, and certainly at least for the exams,
- provide parking for those overloaded lecturers.

They praised the following:

- fast problem solving,
- student engagement in participating in school projects,
- good cooperation with the paper and technical support, respectful and correct relations, care for students,
- interesting events organized by Alma Mater.

Among other things, they made the following comments:

- student motivation,
- greater student engagement was expected during the lectures.

No estimate indicates the need for major action as all average scores are above 3.5. However, for more relevant results, the opinion of a larger number of respondents should be obtained in the future.

Additional information about the satisfaction of lecturers working on the Alma Mater are shown in Annex G.

2	STAFF	Explanation
2.1	<p>Teaching staff</p> <p>The higher education institution has an adequate number and structure of higher education teachers and associates, which enable successful scientific research, artistic and professional work in the fields of study programs, which is evidenced by appropriate evidence.</p>	<p>At AMEU - ISH the number of employees is gradually increasing every year, with the acquisition of new projects additional employment is planned. There is a shortage of teaching and scientific research workers who would be in regular employment at AMEU - ISH and would coordinate their study or research activities.</p> <p>In line with the AMEU - ISH strategy, in the case of an increase in the number of students, an increase in employment is planned, which is also foreseen according to the needs of scientific research and project work. At AMEU- ISH, a rejuvenation strategy for teaching staff is being successfully implemented and will continue to be implemented in the future.</p>
	<p>Educational and professional development of higher education teachers and co-workers is ensured.</p>	<p>The annual plan also includes a training plan for pedagogical and non-teaching staff. In the past year, two joint trainings or workshops were held at Alma Mater for all employees on the topic of Safety at Work and Motivation at Work. Individual trainings in the professional field are carried out in agreement with the Dean or Head of Department, usually in the form of visits to various conferences, formal and informal trainings or workshops and working visits, and are approved by the Director.</p>
	<p>The teaching staff demonstrates scientific and research achievements in the areas where they teach.</p>	<p>The scientific research activity of the teaching staff at AMEU - ISH is monitored annually. The personnel who are regularly employed by AMEU - ISH are monitored in more detail. At present, there are 10 researchers employed, with an average of 307 SICRIS points in this academic year. In addition to full-time employees, there are 10 contracted higher education teachers active in this academic year, for whom a systematic review of their scientific research activity is not conducted. In 2018, two international scientific conferences were organized.</p>
	<p>All higher education teachers and co-workers who carry out the study</p>	<p>In the academic year 2017/18, 8 procedures for election to titles and 3</p>

	program have a valid title or are in the process of re-election.	procedures for recognition of title acquired abroad were successfully carried out at AMEU - ISH. In the preparation of the implementation plan, the validity of the election to the title is also checked and, in case of expiry of the validity of the higher education teacher, the assistant will be informed.
	The criteria of the higher education institution for election to the titles of higher education teachers, researchers and higher education associates respect the agency's minimum standards.	The minimum standards of the Agency, which are currently sufficient to achieve the appropriate level of quality of the higher education institution, are respected. The proceedings are managed by the expert services of Alma Mater, the decisions being prepared by the Senate. It is proposed to organize an Election Commission for a title that would relieve the work of the professional services.
	The members of the Senate are selected in such a way that all fields of study and / or study are equally represented. scientific disciplines of a higher education institution.	In 2017/18, the members of the AMEU - ISH Senate are selected in such a way that all fields of study and scientific disciplines are equally represented (individual and senate members also represent different areas of habilitation). Of course, students are also represented in the AMEU - ISH Senate.

2.2 Non-pedagogical workers

As AMEU - ISH falls under the umbrella of Alma Mater, its founder provides many benefits. These are related to the joint use of the Student Affairs Office, International Office, Project Office, Financial Accounting Services, Human Resources, Technical Support and Marketing and Public Relations Services. Alma Mater also employs two building contractors and one computer technician and cameraman who also works in the afternoon.

The work in the AMEU - ISH Student Affairs Office has been carried out since the academic year 2016/17 within the staff of the for the administration and coordination of the learning process; namely, there was no pedagogical process at the AMEU - ISH in the 2015/16 academic year; by the acquisition of founder's rights by the Alma Mater Europaea in 2014, students who completed postgraduate study of "pre-Bologna" study programs in 2014/15 and 2015/16 academic year were taken over by the founder.

The experience so far shows that the administrative and staff representation fully meets the needs of the study process and provides quality support for its implementation. Non-teaching staff provide effective assistance and counselling for each stakeholder group individually (students, high school teachers and co-workers, researchers).

2.2.1 The working area of non-teaching staff and workers

At Alma Mater (AMEU - ECM), 20 non-teaching full-time administrative staff were employed in the 2017/18 academic year (14 in the 2016/17 academic

year); external contractors (recording of lectures, maintenance services) are not included in the stated number. Some of the non-teaching staff are also employed by AMEU-ISH, whilst others are contractual workers at AMEU-ISH.

The full-time administrative staff at Alma Mater are currently managed by the Secretary-General and Assistant to the Secretary-General, together with the heads of departments, who provide professional support and assistance to teaching and research staff at AMEU - ISH.

Alma Mater operates the International Office, the Project Office, the Student Affairs Office, the Financial and Accounting Department, the Human Resources Department, the Information Service and the Library, and is in the process of establishing a publishing department, while AMEU - ISH has an independent higher education library and a publishing house.

Table 20. List of non - teaching staff at AMEU - ISH (by posts)

No.	Position	Number of contract workers	Number of persons in employment
1	Director	0	1
2	Dean	0	1
3	the Secretary General	1	0
4	Assistant Secretary General	1	0
5	Head of Student Affairs	0	1
6	expert associate	0	1
7	Head of Marketing	1	0
8	Project Office Manager	1	0
9	Caretaker	1	0
10	Cleaner	1	0
11	Head of International Office	1	0
12	Legal Service	1	0
13	Accountant	1	0
14	Cameraman	1	0
15	Study Process Coordinator	0	1
Total		10	4

2.2.2 Training and development of non-teaching staff

As well as for teaching staff, Alma Mater also cares for the education, training and professional and personal development of its non-teaching staff. Whilst the emphasis on educating teaching staff is to develop their career paths, for non-teaching staff, the emphasis is on content that provides additional knowledge to help work with different stakeholder groups, by taking into account their needs. The contents of the training are planned annually at Alma Mater and can be seen in the Annual Work Plan. Full-time employees attend at least one vocational training course and one in the field of personality and social development.

In the 2017/18 academic year, the following meetings and training sessions were organized at Alma Mater, which are summarized in the table below.

Table 21. Training of non-teaching staff at Alma Mater during the 2017/18 academic year

NON-PEDAGOGICAL WORKERS

Field of training	Intended participants	Number of hours/days
Safety at Work	all full-time employees	4 hours
Personal relationships at work - Workshop	all full-time employees	3 hours
Introduction of ISO Standard	Working group - 5 employees	24 days
IASK Summer School Round Table at Köszeg	Head of International Office	1 day
Staff week in Turku (Finland)	Head of International Office	3 days
CMEPIUS training in Laško	Head of International Office	4 hours
Political Forum Bled	Head of International Office	8 hours
Vasco - Use of software package	Tatjana Intihar, Accountant	4 hours
Association of Accountants - Annual Accounts	Tatiana Intihar, Simona Černe, Accountant	5 hours
Workshops Project office	project office manager	4 hours
Upgrading skills of the program WiseTime Table	Marko Bencak, Tadeja Bratuša	4 hours

As can be seen from the table above, non-teaching and lifelong educators attend courses, workshops, seminars, lectures, round tables, consultations, etc. organized by governmental, non-governmental and other organizations, as well as in-service training at home and abroad. Non-teaching staff are also encouraged to attend and, as a result, receive training at international and national (scientific) conferences and symposia (especially those organized by AMEU - ECM and AMEU - ISH), where lectures and discussions are usually attended as listeners or listeners. .

At Alma Mater, all employees are encouraged with financial support to pursue higher education, which means that the needs and aspirations of all employees for formal and non-formal (lifelong) education are matched by financial capacity; funds are increasing every year.

2.2.3. Job satisfaction analysis

The below analysis of job satisfaction is presented on the basis of data obtained from the questionnaire on job satisfaction at AMEU - ECM, AMEU - ISH and AMEU - Dance Academy for the academic year 2017/18. We do not have separate data for AMEU - ISH, which is why we plan to conduct a job satisfaction survey separately for each higher education institution in the next academic year.

The online questionnaire survey was completed by 15 AMEU employees out of the 30 predicted (50% response rate). Demographic questions were excluded from the survey due to the anonymity of the respondents.

Job satisfaction claims were rated on a 5-point scale (1-I disagree at all, 2-I disagree more than I agree, 3-I can't decide, 4-I agree more than I disagree and 5-I totally agree). The average employee satisfaction is 3.88, which is slightly lower than in the previous year (4.2).

Table 22. Average satisfaction rating of Alma Mater staff members

	Average rating
About AMEU	3.96
Working environment	4.37
Work and tasks	3.51
Career	3.96
Informed	3.64
Total average rating	3.88

Experts rated their satisfaction with working on a 5- point scale, with 1 being the lowest satisfaction level and 10 being the highest satisfaction level, and they rated their satisfaction with an average score of 7.6 (9.1 last year). The level of satisfaction is lower mainly due to unsystematically organized work tasks.

The claims assessed inferiorly (below 3.5) were:

- Individual organizational units at the AMEU cooperate well.
- The guidance of superiors is clear.
- I am commended, rewarded for a job well done.
- The performance of my work is valued according to pre-known standards.
- The AMEU makes sufficient use of my knowledge.
- I am satisfied with my salary.
- The criteria for progression are clear.
- I am aware of the AMEU acts.

The Work Environment was best rated (4.37). Employees are satisfied with the workplace, employee relations and working hours. The highest rating was given to employees saying: "I contribute to the performance of the AMEU through my work."

The following initiatives or comments were proposed:

- Weekly meetings of managers with superiors.
- Less ad hoc decision by management and a clearer strategy.
- Analysis of management improvements with employees.

The response rate is higher in 2017/18 than in the previous year (2017/18 - 50%, 2016/17 - 33%). Annual interviews have been conducted and weekly meetings are held with management. The Job Satisfaction Survey was transmitted from the President's address, which helped to increase the response rate.

More detailed information on the research work satisfaction AMEU in Annex F.

2	STAFF	Explanation
	Non-pedagogical workers	
2.2	Structure and number of support workers - i. e., professional, administrative and technical staff, provides quality assistance in the implementation of study programs and other activities of the higher education institution.	In 2017/18, the number and structure of support workers at AMEU - ISH was adequate, but there was a shortfall in the Legal and Personnel Department at the Alma Mater level. Due to the new strategic goal of penetrating foreign markets (also the strategic goal pursued by the AMEU - ISH), a new job is being

		created for the administration of foreign students.
	A service to assist the teaching process is appropriately organized; the employees of this service are employed by the institution.	The paper performed flawlessly in 2017/18, which is also evident from student surveys, where the work of the paper is highly rated.
	Development and training for non-teaching staff are also provided.	The possibility of additional education is offered to all workers at Alma Mater, i.e., to those employed by AMEU - ISH. Every year, education is organized for all employees together, and the individual wishes of individuals for additional knowledge are taken into account (especially improving the knowledge of foreign languages, monitoring the work of professional services abroad, etc.).

3 STUDENTS

Enrolment analysis

In the academic year 2017/18, the enrolment was carried out in accordance with the enrolment, with uniformly defined deadlines and instructions adopted by the Faculty Senate.

Since there was no enrolment in the Master's Degree Program in Humanities (2nd Bologna Level) this academic year, the enrolment analysis is linked to the Doctoral Study Program in Humanities (3rd Bologna Level) .

Enrolment in the Humanities Doctoral Program

Table 23. Number of places enrolled and number of students enrolled in the first year of the doctoral study program in Humanities for study in Slovene, 2014/15-2017/18

Academic year	Tender	Enrolment	Min *
2014/15	30	3	/
2015/16	30	0	/
2016/17	30	17 + 3	/
2017/18	20	4 + 1	/

* the minimum number of points, if enrolment was restricted; PV - Re-enrolment

Comment: In 2014/15, ISH was taken over by Alma Mater Europaea which enrolled existing students in the 3rd year according to the transition criteria. Three students were enrolled. There was no enrolment for the next academic year, but in the academic year 2016/17, 17 students decided to study, and three were enrolled according to the criteria for transfer to the third year. In the 2017/18 academic year, only partial co-financing (50% of the tuition fees) was made, and consequently a smaller number of students decided to study than in the previous academic year 2016/17, when 100% funding for doctoral studies was obtained.

Table 24. Number of places enrolled and number of students enrolled in the first year of the doctoral program in Humanities for study in English

Academic year	Tender	Enrolment	Min *
2016/17	20	17	/
2017/18	20	1	

* the minimum number of points, if enrolment was restricted; PV - Re-enrolment

Comment: In the academic year 2016/17, the number of places for study in English was also announced for the first time. Initially, there were 15 enrolment places, due to increased interest, we increased the enrolment to 20 enrolment positions. In the end, 17 students, mostly foreigners, decided to study in English. In the academic year 2017/18, we wanted to repeat the enrolment of foreign students, but only one candidate decided to study in English, who joined the program to the sophomore year.

Table 25. Structure of students by gender

Academic year	Men	Women
2014/15	1	2
2015/16	0	0
2016/17 *	15	22
2017/18 *	11	15

* data are valid for study in Slovene and English together.

Comment: Women still dominate the PhD program.

A more detailed enrolment and performance analysis is covered in Annex A.

3.1 Provision of appropriate assistance and advice

3.1.1 Taking into account the diversity and needs of the students in establishing and determining the content of counselling or assistance for them

At AMEU - ISH, only part-time and distance studies are offered. In principle, there is no difference in the implementation of these study programs in practice. Students who attend lectures as part of their part-time studies are allowed to watch live video conferencing or later recordings of the lectures via Moodle and vice versa. Those studying at a distance are allowed to view lectures on location. Exams are required to attend the location. The study material is available to all through Moodle, and students are familiar with all the information technology enabled at AMEU - ISH to facilitate the study process, and instructions are also posted on the Intranet of the Higher Education Institute.

There are no students at AMEU - ISH who have decisions about the status of a student with special needs, but the premises and equipment at an accredited location are also suitable for them, and they also have all forms of counselling available.

Otherwise, at AMEU - ISH, either independently or under the auspices of Alma Mater, the following types of assistance are provided, whether part-time or distance study:

Support Services

AMEU - ISH maintains a well-established practice and has many years of experience in supporting students. First of all, they can contact a professional worker in the Student Affairs Office, who can be contacted in a number of different ways: by phone, in person during office hours or via e-mail. In person, the office is available by appointment and by phone between 9am and 3pm every working day. As a matter of principle, the office will respond to emails within 48 hours at the latest. Office hours are published on the website.

To assist in engaging in scientific, professional and research activities, the International and Project Office Alma Mater is available to keep students informed of current calls, projects and other activities in the field of research and project work. Students from these two services also receive information on student exchanges. The International and Project Offices are open to them daily during working hours or by individual agreement.

Counselling to students in planning their careers is provided through the Alma Mater Career Center, run by Pernat Katarina. Students may also receive information in the Student Affairs Office or by individual agreement and on the official website of AMEU - ISH as well as on the official website of Alma Mater (AMEU - ECM).

Tutoring system at Alma Mater

At Alma Mater, a tutoring system is in place to provide all students with comprehensive assistance and support. At AMEU - ISH, a separate tutoring system has not yet been set up, but operates in an informal format only. Informally, the lecturer provides a variety of information, advice and assistance to the AMEU - ISH students regarding the study process and its contents, as well as their extracurricular activities.

Given that at AMEU - ISH tutoring works for the time being only in an informal form, the following are the main features of the tutoring system at Alma Mater, on the example of which also the tutoring system at AMEU - ISH is planned. Tutoring system at Alma Mater e.g. includes students tutors or and teacher tutors and emphasizes the specific goals of the tutoring and activities to achieve these goals, assessment of the situation and suggestions (improvements) for the next academic year, conducting a survey on student satisfaction at Alma Mater with the tutors and other activities related to implementation of the tutoring system.

At Alma Mater, the tutoring system is gaining ground. Today, tutoring is taking on new forms, both of organization and content. The initial concept was based mainly on introductory tutoring, providing standards of knowledge and transition, especially in the lower years. Alma Mater also conducts teacher tutoring. Within the tutoring system, several workshops were conducted for undergraduate students (mainly in the Physiotherapy study program), although the participation of students in the workshops was not as numerous as expected. However, the review found that participants in these workshops also had a better grade point average later, which also reflects the positive impact of tutoring on the assessment and assessment of students' knowledge.

The goal of the tutoring system is to provide a comprehensive and student-centred education that ensures the development of the individual's potential in the academic, extracurricular and personal fields.

During the 2017/18 academic year, the specific objectives for tutoring at Alma Mater were as follows:

- rapprochement with college students,
- more communication at the individual level,

- organization of tutorial workshops in several subjects; and
- increased participation of students in workshops.

Activities carried out at Alma Mater to achieve the aforementioned goals:

- introductory day for students,
- division of tutors into groups for laboratory work,
- keeping a group on Facebook for each group,
- arranging the terms of workshops at the group level,
 - Compared to the previous year, fewer workshops were organized by Alma Mater, mainly due to a change in the work system and a smaller number of tutors, respectively. tutork.
 - So far, only one course has been organized in Year 1, and one more course has been organized in this academic year.

Findings:

- Much more communication through groups on Facebook than through the workshops themselves.
- The goal was also to organize 3rd year workshops with the help of graduate tutors, which was not achieved.
- Of the 18 tutors or there were 11 active tutors.

Proposals for the coming academic year:

- Introduce the work of tutors to the introductory day for freshmen, present them and describe their work and what can be expected of them.
- For better connection between students, it is suggested that additional lectures or lectures be held. open tables to present undergraduate electives to senior students and make it easier for them to choose a course.
- It would also be useful to give a lecture on the different types of training offered to students during their studies, as this would give them an easier idea of whether this education is relevant and necessary for them.
- The goal of organizing 3rd year workshops remains a goal.
- Preparation of pictorial and video materials for individual approaches and techniques in subjects that include more practical knowledge.

Satisfaction of students at Alma Mater with the work of tutors:

At the end of the academic year at Alma Mater tutors and tutored post in your group anonymous survey on the satisfaction of students with tutors. Only 63 students solved the survey. The survey consisted of one question about the tutor evaluation. They were graded on a 5-point scale from 1 to 5 (grade 1 is inadequate and grade 5 is excellent). The average rating was 4.6.

Rating on Alma Mater:

In the academic year 2017/18, the goal of the Alma Mater tutoring system was to get closer to students, to increase communication at the individual level, and to increase the participation of students in workshops. It is still being observed that their passivity is predominant and that a lot of energy is needed to make them respond. It is also noticed that many of them do not understand what the job of tutors is and mistakenly require their notes, old exams or through them they look for the shortest route to the exam. An earlier self-evaluation report suggested, among other things, the introduction of exit tutoring in the form of a career seminar for college students. There was also a desire to conduct an active

evaluation to prove the effectiveness and quality of this system. In this regard, the Career Seminar on How to Succeed in Your Career was organized, where invited guests Dragica Korenjak, Matija Goljar, Samo Mikl and Vito Dragič gave numerous tips to the gathered to start a career, business and career.

Accessibility of higher education teachers

Students of AMEU - ISH contact directly with the subject teacher in case of questions in a particular subject. Contact information can be found on the e-classrooms on Moodle. There are also posted hours and a way to communicate questions. Given that AMEU - ISH students come from all over Slovenia, the lecturers mostly communicate with students via e-mail, and video conferences are also organized as needed.

3.1.2 Informing students in a timely and effective manner

Effectiveness and timely notification of students are assessed by students through a student survey. The average rating on the five-point scale on information satisfaction was 4.25 in the academic year 2017/18, and only four people answered the questionnaire, which made the data not completely representative. In the academic year 2016/17, when ten people answered the questionnaire, the average grade was lower (3.7), which in turn may indicate an improvement in efficiency and timely notification, but only given that only 4 responses were obtained in the 2017/18 academic year.

Table 26. Evaluation of the efficiency and timely communication of students at AMEU - ISH

Student program	Academic year	Description	Q2 - 1. INFORMATION AND PROVISION OF INFORMATION
Doctoral program in Humanities	2017/18	number	4
		average	4.25
		st. deviation	0.83
	2016/17	number	10
		average	3.7
		st. deviation	1

AMEU - ISH students have the opportunity to use the following information technology:

- VIS (possibility of taking exams, unsubscribing, personal data, financial data, questionnaires, materials)
- Moodle (study materials, lecture recordings, contact details of lecturers, course syllabuses, ...)
- Scopus Library and ProQuest Dissertations & Theses Global
- email and Office 365 online tools
- videoconferences
- academic WiFi EDUROAM network
- improving e-literacy: education.izum.si
- Wisetime Table urgent application
- an application for recording attendance at lectures
- the Alma Mater app

When using all of the above services, we are pursuing a policy: the same username and one password to access anywhere.

AMEU - ISH enhances the performance of studies with the help of Moodle, which is the most widely used and easy to use LMS (Learning Management System) system. The classrooms are

standardly designed by the administrator, with the ability to customize the content and appearance of the lecturers at their discretion.

The standard classroom layout offers students:

- description of the course program,
- access to course materials,
- access to the materials intended for study by the lecturers in electronic form,
- access to the forum,
- different links for deepening your knowledge,
- and some recorded lectures where professors gave permission for publication.

Students also have access to recordings of conference lectures through online classrooms.

In addition to the classrooms set up by the administrator, Moodle enables professors to create resources at their own discretion, such as: text pages, web pages, or links to other files. Lecturers can also optionally add activities for students such as: surveys, forums, chats, quizzes, lessons, dictionaries, wikis, databases and the ability to upload student files.

Alma Mater already set a goal in the 2012/2013 academic year to begin recording lectures, allowing students to watch videoconferencing lectures, listen to lectures from home, and repeatedly watch lectures. Students are informed about this before enrolling in the study program. Despite recording lectures, there is a high level of student attendance at AMEU - ISH, although they are mostly staffed and have family responsibilities.

According to the results of a survey of students, Alma Mater also paid special attention to their satisfaction with being informed in relation to the different locations of study (Maribor, Ljubljana, Koper). Surveys show that in general, Alma Mater students in Ljubljana do not have major problems with their information about their studies.

3.1.3 Monitoring student satisfaction with services

Satisfaction with AMEU Services - ISH students are evaluated by satisfaction surveys completed through the VIS. The following surveys are conducted in each academic year:

Satisfaction of students:

- a) Satisfaction with the lecturers
- b) Assessment of student workload
- c) Overall satisfaction with the study organization

Lecturer satisfaction survey is conducted for each subject / partial subject for each subject lecturer.

A student load assessment survey is conducted for each course in the study program.

Both surveys are automatically activated upon completion of the lectures and at least 1 exam deadline has been completed. The survey is conducted through the Higher Education Information System (VIS). The survey remains active until the student completes it, and at the latest until enrolment in the next academic year.

Survey of general satisfaction with the organization of study students also complete via the Information VIS System once a year at the end of the summer semester. The survey remains active until it is completed, and at the latest until enrolment in the next academic year.

The questionnaires are completely anonymous. Completing the survey questionnaires is a right and a duty of all AMEU - ISH students.

Survey on student satisfaction with the completion of the study program

Student satisfaction surveys were conducted through VIS. The survey on their satisfaction with the completion of the study program was completed by 4 persons out of 21, which represents approximately 19% of the submitted surveys.

Table 27. Average grade of students' satisfaction at AMEU - ISH

Student program	2016/17	2017/18
Doctoral program in Humanities	3.83	4,22

Comment: Although the satisfaction with the study at AMEU - ISH is slightly higher than in the previous academic year, it should be borne in mind that only 4 persons completed the survey in this academic year and 10 completed it in the previous academic year, which is why the results of this year's survey are not completely representative and may not reflect the actual situation.

Table 28. Satisfaction of doctoral students in Humanities with the implementation of study programs according to the criteria

Criteria	Average rating 2016/17	Average rating 2017/18
Notification and communication of information	3.7	4.25
Literature and material	4	4.75
Study counselling	4	4.25
Alma Mater staff attitude	3.5	4.25
Premises and equipment	4.5	4
Schedule	3.4	4
Management of the study program	3.8	4.25
Meeting expectations	3.7	4

In the 2017/18 academic year, the overall assessment of all criteria assessed by students is 4.22, which may indicate that their level of satisfaction with the completion of the doctoral program in Humanities is increasing. On the other hand, when interpreting the results, it is necessary to consider that 4 people answered the survey in this academic year, which means that the sample of respondents is numerically lower. In this academic year, the respondents rated the premises and equipment, schedule and meeting expectations the lowest, although, nevertheless, the average score of each of the above criteria increased compared to the previous academic year, with the exception of premises and equipment.

It should be borne in mind that the overall average assessment of satisfaction with studying at the AMEU - ISH has increased (from 3.83 to 4.22) compared to the previous academic year, although due to a smaller number of respondents in the 2017/18 academic year, the sample is not completely representative. On the other hand, the respondents rated the literature and material highest (4.75), which can be attributed to the fact that teaching staff are given precise instructions before submitting lectures to submit relevant material to Moodle; they are also invited each year to update literature and materials in e-classrooms, as well as to compile a list of literature that they believe AMEU - ISH should acquire for the library.

Information about the satisfaction of students with the implementation of the study program in Annex C.

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3	STUDENTS	Explanation
3.1		
	<p>AMEU - ISH provides various forms of assistance to students: study assistance, mentoring, involvement in scientific research, tutoring system (informal), recognition of knowledge from other institutions of higher education, effective student organization and counselling in planning their career paths.</p>	<p>Various types of assistance are provided to students at AMEU - ISH as well as under the founder of AMEU - ECM. The AMEU - ECM provided career center services, while the tutoring at AMEU - ISH was conducted on an informal basis. Frequently asked questions are updated on a yearly basis for students, assistance with scientific research and project work, and on student exchange can be obtained from the International and Project Office.</p> <p>Administrative support for and encouragement of student and student exchanges has been strengthened at Alma Mater by a new staffing solution in this area.</p>
	<p>Students receive timely information for a smooth and effective study, as well as other information on the functioning of the higher education institution and on the internal quality system.</p>	<p>Student satisfaction with the information and communication of the AMEU - ISH is rated very high (4.25) and has increased (3.7) compared to the previous academic year. As a rule, throughout the years, students do not have many comments in this area.</p>
	<p>At AMEU - ISH, students' satisfaction with the services offered by the higher education institution is monitored.</p>	<p>The quality of services provided at AMEU-ISH also takes into account the results of student surveys. Students participate in evaluating and updating the implementation of study programs. Their satisfaction with the work of lecturers is also evaluated. In the case of an average mark lower than 3.5, measures are taken at the level of the higher education institution. So far, with the exception of schedule (3.4), all other criteria have been rated positive (above 3.5).</p> <p>Otherwise, students evaluate the functioning of the Student Affairs Office, Library, Counselling Services, Management, Schedule. In the previous academic year, the average grade was estimated by the students</p>

		(3.4), whilst this year they rated the premises and equipment, the schedule and meeting expectations with a high score (4), although compared to the previous academic year, with the exception of premises and equipment increased the overall average score of the other two criteria. In addition, in this academic year, the low responsiveness of AMEU - ISH students to the study satisfaction survey should be emphasized, since only 4 people filled it out, which made the data not completely representative. In the future, therefore, steps will need to be taken to increase student responsiveness to surveys.
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3.2 Ensuring appropriate conditions for students

Students of AMEU - ISH are provided with adequate conditions for quality study, scientific, professional, research and artistic work and for extracurricular activities.

3.2.1 Conducting study according to the needs and expectations of the students

The needs and expectations of students at a higher education institution are determined by means of a questionnaire, which they fill out at the end of the academic year. Their expectations are analysed in the framework of the individual study program (Humanities 3rd Bologna Degree). Given that we do not separate the implementation of study programs by type of study (full-time, part-time, e-learning, distance learning), the same survey questionnaire applies to both part-time students and those who have decided to study distance.

We provide students with disabilities who choose to study at the AMEU - ISH the rights to which they are entitled in accordance with the Rules on Students with Disabilities published on the intranet for students.

The higher education institution is located on the ground floor, has access for wheelchairs and other facilities for disabled people, parking, lecture room, restrooms, library and student affairs office are also located on the ground floor and are adapted for students with special needs.

In terms of meeting the expectations of AMEU - ISH students, the table below shows that their satisfaction level is high in this respect and has slightly increased compared to the previous academic year, although the results of the survey are due to the lower number of responses received by respondents and respondents. (4 in total) are not fully representative; slightly more representative results were given in the academic year 2016/17, when 10 people answered the questionnaire.

Table 29. Assessment of students' expectations at AMEU - ISH

Student program	Academic year	Description	Q9 - 8. FULFILLING EXPECTATIONS
Doctoral program in Humanities	2017/18	number	4
		average	4

		st. deviation	1,22
	2016/17	number	10
		average	3.7
		st. deviation	0.64

3.2.2 Facilitating student research work

During their studies, students of AMEU - ISH acquire appropriate competencies and the opportunity to participate in research and professional projects carried out by AMEU - ISH, either at the initiative of a higher education institution or on their own initiative.

The basic principle of operation of AMEU - ISH is the combination of research and teaching. The participation of researchers in the teaching process is a well-established and well-established practice which, at AMEU - ISH, means that research methods and outcomes are directly transferred to teaching work with students, testing hypotheses are tested in the classroom, and students are invited to engage themselves individually in the work of the program team through individual research work and other means. Research associates of the program group are considered to have the task and obligation of teaching faculty to transfer their research findings, and before that, research paths to them, in the form of lectures, consultations, mentoring, seminar cooperation and through other learning content.

During the 2017/18 academic year, students at the AMEU - ISH Doctoral Program in Humanities were allowed to participate in the following activities in the planning of scientific research projects:

- Participation of AMEU - ISH students in the planning of development projects and the preparation of application documents for Interreg calls (April, May, June 2018).
- Within the framework of the study meetings, the AMEU - ISH student prepared and presented a proposal for the development project of the "Satellite" Museum Residence in the Cultural Landscape (April, May, June 2018).

Students of AMEU - ISH are encouraged to actively participate in scientific research through doctoral dissertations and master's theses, and present the results of their research and / or project work at national and international conferences, summer schools, etc. Annual contributions to actively participate within the humanities section at a scientific conference with international participation, "All about People" which AMEU - ISH co-organizes. During the 2017/18 academic year, AMEU - ISH students also assisted in organizing an ESA aesthetic conference in Maribor (June 2018).

Their progress, involvement and success in the field of scientific research work is therefore monitored in view of their active participation in the planning of research and development activities. Development projects at scientific conferences, the number of reported and published articles in relevant journals, especially those where the AMEU - ISH publisher and the quality of their posts (professional, scientific articles etc.).

As a higher education institution, AMEU - ISH (co) organizes scientific conferences and performs publishing activities, students also have the opportunity to present and publish their work properly, richly stocked higher education library provides them with access to a variety of library materials or to various databases through remote access, enabling them to obtain relevant material to research, present and publish their works. AMEU - ISH also takes into account students' own initiative initiatives for research work.

3.2.3. Conditions for extracurricular activities

At AMEU – ISH, the Student Council is active and represents the student opinion assisting and resolving any problems and difficulties in their studies and takes care of the extracurricular activities by organizing various events, and it also refers to study activities of students AMEU - ISH. The President of the AMEU - ISH Student Council coordinates the extracurricular activities of students, which in the academic year 2017/18 were as follows:

- April 2018: Organization of lectures by dr. Damjane Pondelek in cooperation with the Slovenian Public Relations Society on the topic of crisis management and affairs, as well as study experience at AMEU - ISH.
- April 2018: View of Maribor and a guest professor Portuguese Dalilo Honorato.
- May 2018: AMEU - ISH Students 'Working Meeting at the Pr' Lenart Homestead in Beli. An informal meeting of doctoral students from AMEU - ISH organized a tour of the cultural monument and the presentation of the problem of preserving the ethnological heritage of the building. The following was followed by a working meeting reviewing the individual students' dissertations, presenting open-ended questions, confronting different views and discussing them.
- July 2018: AMEU-ISH's final social meeting with professors and professors. During the meeting, working discussions were held on the achievement of study goals and consultation with mentors .

This by email via the Student Council enables students diverse activities that contribute to higher quality and more diverse extracurricular life at AMEU - ISH.

Also under the auspices of Alma Mater, a number of social, professional and humanitarian events were organized in the 2017/2018 academic year, to which students from the AMEU - ISH were also invited. Due to limited capacity and high interest from Alma Mater students, practically all professional events had a limited number of participants.

Under the auspices of the Alma Mater were also organized many other social and humanitarian student events through students freshman party,, traditional carnival of students AMEU, successful campaign in cooperation with the Red Cross and UKC Maribor, jogging Wings for Life in Ljubljana, friendly casual game with a students from the University of Maribor, a sports picnic at the Fontana Center and gathering of stoppers .

Within the framework of the Alma Mater Student Council, ongoing projects have been implemented or have been prepared during this academic year, among which *Audeamus* magazine, which is also intended to publish the contributions of AMEU - ISH students. In the magazine, two doctoral students from AMEU – ISH published a paper on the experience of attending summer school for doctoral students of the humanities, which took place between 14 and 18 August 2017 in Bergen and have it organized by the European Summer School in Cultural Studies (ESSCS) and the Norwegian Nationwide Researcher-Training School TBLR (Text Image Sound Space); AMEU - ISH has been a member of the ESSCS for many years.

3	STUDENTS	Explanation
3.2		
	The needs and expectations of the students are met.	AMEU - ISH students evaluate their expectations in the Satisfaction Study at the end of the academic year; in this academic year,

		<p>their satisfaction with the study was quite high (4.22) and also higher than in the previous academic year (3.83), although the sample size of the respondents (and hence its partial representativity).</p>
	<p>AMEU - ISH includes students in science and research. professional activity of the higher education institution.</p>	<p>In the 2017/18 year, students were included in the planning of development projects and preparing documentation for submission of applications (Interreg calls). Within the framework of working meetings organized by the AMEU - ISH Student Council, students had the opportunity to review their research work in the framework of the doctoral dissertation, present open questions, confront different views and discuss.</p> <p>Students were also able to present their research contributions at a scientific conference with the international participation "All about People", and students also provided assistance in the organization of aesthetics conference under the auspices of ESA.</p> <p>All the students AMEU - ISH has enabled the publication of their research in the journal Monitor ISH, the Gazette AMEU - ISH, the student magazine Audeamus and other scientific and professional journals to which they can access university library AMEU - ISH.</p> <p>As part of their professional activities, the students of AMEU - ISH participated in the organization of the lecture (on the topic of crisis management and affairs), and also organized a visit to Maribor with a visiting Portuguese professor.</p> <p>At AMEU - ISH, all presentations of doctoral dissertations are held in public, which means that all students have the opportunity to become acquainted with each other about the topics and methods of doctoral research, the opinions of the defence committees, etc.</p>
	<p>Many extracurricular activities are offered to students.</p>	<p>Students are encouraged to participate in extracurricular activities through the Student Council, which is actively involved in organizing diverse extracurricular activities (closing social meetings, study / work meetings, introductory gatherings at the beginning of the academic year; assistance in organizing conferences and other events, etc.)</p>

		Under the auspices of Alma Mater, the Career Center operates, and a separate AMEU - ISH Alumni Club, which would follow the model of the AMEU - ECM, has not (yet) been established in this academic year.
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3.3 The rights of students

3.3.1. Functioning of the authorities

The representation of the students in the bodies of the higher education institution is in accordance with the law and the statute of the AMEU - ISH, their competences, tasks and duties in them are defined.

The protection of the rights of students is governed by a special chapter of the Statute of the AMEU - ISH (9.2 Protection of the Rights of Students), in the context of Articles 86-89. In accordance with the Statute, they have the right to appeal against decisions taken by the Faculty bodies regarding their rights, obligations and responsibilities (Article 69 of the Statute). The objection is decided by the Senate, which may, however, appoint a Student Appeal Board, which has 3 members; 2 members are appointed by the Faculty Senate and one member by the student council but from the ranks of students (Article 28.g).

3.3.2 The mechanisms for identifying and preventing discrimination against students

The higher education institution guarantees the principle of equality and excludes all discrimination against students, thereby preventing discrimination in various ways and guaranteeing equal rights for vulnerable groups of students as well as for society as a whole. All AMEU - ISH students are treated equally regardless of nationality, gender, nationality or other personal circumstances.

Students are allowed to take exams and other obligations in one of the world's foreign languages, and the rules determine how much master's and doctoral theses in a foreign language must contain a compulsory summary in Slovene. The regulations are thus harmonized with the Slovenian Public Use Act. Lectures are held in Slovene, and in the case of enrolled foreign students, as well as in foreign languages, consultations are always provided to students in one of the world's foreign languages or otherwise, as agreed. They are also offered advisory services in one of the world's foreign languages regarding enrolment, study information, study conditions and more. Decisions are also issued, if necessary, in a foreign language, as well as official documents.

The higher education institution is located on the ground floor, has access for wheelchairs and other facilities for disabled people, parking, lecture room, restrooms, library and student affairs office are also located on the ground floor and are adapted for students with special needs.

In addition, a Safe Point for the Prevention of Violence against the Elderly and a UNICEF Safe Point for Children have been established at the headquarters of the founder of the AMEU - ECM. The AMEU - ISH has adopted the Rules on Students with Disabilities, which provides for procedures for their inclusion in the study process under appropriate conditions. AMEU - ECM owns a Braille printer and offers consultancy work to other institutions or individuals and individuals with disabilities in this regard. The Counselling Therapy Center offers

psychotherapy and social counselling. The Centre's report identifies possible discriminatory processes at the institution, which is the basis for action.

3.3.3 Participation of student representatives in the bodies of the higher education institution

The AMEU - ISH elects students to the Student Council either every academic year or at an interval of two academic years, when the members of the SC have their term of office extended in the next academic year. No right is given to students, through their representatives, to participate in the work of faculty bodies, to give initiatives and opinions and to make decisions. The Student Council appoints student representatives to all bodies of the higher education institution where they actively participate. Students participate in student elections through their representatives and also interact informally (e.g., have their own groups on Facebook, etc.).

3	STUDENTS	Explanation
3.3		
	Functioning of the AMEU - ISH bodies to protect the rights of students.	The protection of the rights of students is governed by the Statute of the AMEU - ISH, under which they have the right to appeal against decisions decided by the Senate, which may be appointed by the Appeals Committee of the students of the AMEU - ISH.
	The representation of students in the bodies of a higher education institution is in accordance with the law, their competences, tasks and duties are defined in them.	Representation of students in the bodies of AMEU - ISH was respected in 2017/18 and carried out in a manner as defined in the Statute of the higher education institution.
	Adequate organization of the students and their participation in the bodies of the institute and on improving the quality of the higher education institution is ensured.	In 2017/18, members of the Student Council and other students, through their representatives, participated in bodies of the higher education institution, such as the Senate and its commissions (e.g., the Quality Committee, which is a standing committee of the Senate).

3.4 Participation of students in updating and designing content and carrying out activities

Students' representatives are active in the Senate of the higher education institution and in the functioning Senate committees, such as the Quality Commission, which is responsible for conducting self-evaluations each year. The contents of the self-evaluation report are prepared separately by the AMEU - ISH Student Council.

Students participate in the design of content and implementation of the pedagogical process through surveys, which we conduct every academic year. All polls have the opportunity to write their own opinions, suggestions for improvements or various initiatives. At the end of the academic year, the Quality Commission reviews all of their substantive responses and

makes suggestions for improvement. Most student proposals are considered if they do not adversely affect the quality of the study process.

The analysis of student surveys is presented in a self-evaluation report, which is published on the website of the higher education institution.

Students and management of the higher education institution meet at various study, extracurricular and other events (organized either independently by the AMEU - ISH and the Student Council of the AMEU - ISH or under the auspices of the founder of the AMEU - ECM and the Student Council of the AMEU - ECM), where informal conversations also identify their (un) satisfaction and also formulate various measures on this basis.

In accordance with the Rules on the Compulsory Components of Study Programs, students also participate in the renewal and updating of study programs; The refresher of elective courses, which was carried out within the framework of the doctoral study program in Humanities, was primarily carried out with the aim of taking into account the interests and wishes of the students of AMEU - ISH.

Any comments, commendations or criticisms of students are also accepted in the Student Affairs Report, either in person or by email. Any criticism or praise is further forwarded to the Quality Commission or the Senate.

4 MATERIAL CONDITIONS

4.1 Educational and research facilities and equipment

AMEU - ISH provides adequate facilities for the implementation of higher education and research activities.

The facilities in Ljubljana comprise 1 classroom and 7 additional rooms located at Kardeljeva ploščad 1, 1000 Ljubljana, and the AMEU - ISH library with a reading room is in the adjacent building. The buildings are designed to be easily accessible to people with disabilities.

Modern and appropriate equipment is provided for the study, which is also suitable for students with special needs. They have previous experience with the higher education institution (mobility and hearing problems), have a rich acoustic library of lectures and books, compulsory study and optional study literature. We have not had any organizational or communication barriers so far, as we have organized personal, individual consultations. So far, 3 masters and 2 doctoral theses have been successfully defended at the institute by students with special needs. Several doctoral and master's theses focused on this topic.

The equipment is permanently available to students and students who have access to a wireless network connected to the Internet, to the Moodle e-learning environment and to Vox Adobe video conferencing services as well as to international e-libraries. The higher education institution has several computers, a PP projector, audio video equipment, an overhead projector, an acoustic collection in the library, documentation of seminar assignments on floppy disks and CDs, Internet, internal telephone connections. There are 50 chairs for lectures and conferences, 30 tables (in the lecture room), 15 tables in the library, the Student Affairs Office and the institute's leadership (tables).

Both students have a single-entry point - an e-classroom based on three pillars:

I. The VUO provides the latest version of Moodle (Modular Object-Oriented Dynamic Learning Environment) with enormous material space capacity (1G per unit). Moodle is an open source LMS (Learning Management System) technology used in most Slovenian education. It provides the program providers with the opportunity to build ad-hoc online content, monitor and interact with students, manage web content, students and processes, and contains a range of additional online learning tools.

Moodle enables good scheduling of individual online trainings. Due to its usefulness and translation into many languages, including Slovenian, it was chosen as the LMS system for use at AMEU - ISH.

As a VUO, Moodle allows assigning rights to individuals and groups of users and performing various roles (e.g., teacher, tutor, administrator, course provider, mentor, student ...). With a password, it allows you to exercise your assigned rights and provides access to the resources and information that each user needs. The individualization of the study environment enables individuals to protect their own data, while faculties protect the personal and confidential information and copyright.

Within the LMS system is enabled: use of digital libraries, tools for group communication, monitoring of teaching and research achievements and progress of students and female students, examination, supervision of the learning process, informing students and students and promote content as well as schools.

II. The second technology pillar is a system with the ability to provide e-learning presence and team-work in the distance. Attending all processes in living remote is enabled by using the conference system Vox Adobe, which can be a teacher or a teacher or a student or a student join via Internet video conferencing. Each participant or participant is informed with short instructions via e-mail to join the video conference.

The participant can follow from home from the computer what is being presented by the lecturer on the computer or interactive technology and what the lecturer and the students in the classroom say. The participant or participant sees the lecturer or instructor via webcam and in the lecture includes text via the interface to talk to "Chat" or ads through the microphone if it is authorized lecturer.

The conference system uses Adobe's conference system, called Vox, which is fully compatible with technology designed for educational activities that carry out specific educational activities. The conference system is very intuitive for users and users, allows for desktop sharing, is secure, lectures are password protected, is compatible with many programs used by lecturers and lecturers, allows many users to participate and does not require a special administrator.

The infrastructure with conference servers and access system through the federation AAI is provided by the Slovenian academic network ARNES.

Conference lectures conducted using the aforementioned technology intended for teaching, professional work and research may also be recorded. The resulting footage can be uploaded to the digital library within Moodle. The students and students who are not able to attend lectures remotely live, you can always look online video in the classroom. Recordings of lectures are also a great tool for students and students who would like to hear certain parts of the lectures several times.

III. The third technological pillar is educational technology, which is intended for teaching.

The premises are equipped with SMART interactive whiteboards and interactive lecture screens - SMART podiums. The technology above allows you to deliver content in a dynamic and interactive way. The biggest advantage of this technology is that it is compatible with the conference system and allows monitoring of the lecturer's work on the interactive whiteboard or podium system remotely. All the work of a lecturer can also be recorded and published in an online classroom.

The material created on the interactive whiteboard is easily converted to PDF documents, image material or even to a web page by a very simple process. The resulting material can be uploaded to an online classroom and serve as distance learning material.

The technology, intended for group professional work and teaching, thus enables the actual production of material during the lecture itself or during the preparation of lecture material.

Lecturers and lecturers can use their own software for the preparation and conduct of lectures, complementary interactive whiteboard or interactive display. They can also decide to use cutting-edge software, interactive whiteboards, which is free and you have the right to apply to both lecturers and lecturers as students and female students.

Status and measures

The aim of AMEU - ISH is to provide a quality study environment. Students and higher education staff and employees are satisfied with the facilities and equipment. Regarding the use of premises, we find:

- the number of cabinets and offices is satisfactory,
- the number of classrooms is sufficient to carry out the study process,
- the recording of lectures enables the quality of the study process.

The facilities at AMEU - ISH are assessed as adequate and satisfactory; the lecture room at the faculty's location is still the most modern Lecture room at the level of Alma Mater after the equipment, since it has a computer with a touch screen, as well as with projector whiteboard to the touch (SMART Board).

The founder of Alma Mater is focused on expanding the infrastructure capacities in accordance with the needs in the future and also invests annually in the procurement of equipment for better and better quality of the study process.

4	MATERIAL CONDITIONS	Explanation
4.1		

	The premises and equipment are suitable for the implementation of all activities of the institution, are updated and correspond to the number of students enrolled. The institution has evidence of ownership or lease of premises and equipment, and these must be located in such a location that it enables the smooth implementation of study programs and the functioning of the institution as a whole.	The premises of the Faculty are provided with adequate facilities for the smooth execution of the study process with all the necessary technology and other infrastructure. Students, professors and employees are satisfied with the facilities and equipment. Founder faculties of Alma Mater is aimed at the dissemination - in accordance with our needs in the future. In case of temporary increased needs, Alma Mater rents other premises; for this purpose, it also accredited a new location in Ljubljana for the implementation of study programs.
	The premises and equipment are suitable for students with special needs.	All accredited facilities are suitable for students with special needs. Disabled students are currently not enrolled at the AMEU - ISH.
	All stakeholders, especially students, are provided with up-to-date information-communication and other learning technology or equipment necessary for the implementation of study programs and professional and scientific-research activities.	The classrooms are equipped with laptops connected to projectors. All lecture rooms have recording equipment for recording lectures. All stakeholders have access to content through Eduroam. All AMEU - ISH students have access to the Open Office and to Moodle where the study material is published. Communication with teachers and the lecturers and students and female students in most cases via e-mail.

4.1.1. Adaptation of facilities for persons with disabilities

The higher education institution is located on the ground floor, has a wheelchair accessible access with other facilities, parking, lecture room, restrooms, library and student affairs office are also located on the ground floor and are adapted for students with special needs.

4.1.2 Communication and information accessibility

The following information and communication technologies are offered at AMEU - ISH :

- homepage: www.ish.si
- Student VIS: <https://vis.esmb.si/application.htm>
- Office 365 email and web tools: login.microsoftonline.com
- Urniški program Wise Timetable: http://bit.ly/timetable_ameu (iOS, Android, CODE: Almamet)
- e-classroom (Moodle): eucilnica.almamater.si
- Alma Mater App (iOS, Android)

- video conferencing: vox.arnes.si
- Academic WiFi : cat.eduroam.org or. login with username and password.
- ProQuest Dissertations & Theses Global Library : <https://www.proquest.com/products-services/pqdtglobal.html>
- Scopus Library : <https://www.scopus.com/>
- improving e-literacy: education.izum.si

When using any service AMEU - ISH Track e policies: the same user name, which is a name.name@almamater.si email address, and one password to access anywhere. Set and change passwords is possible within the VIS information system. The information system (higher education VIS, schedules, electronic attendance records and e-classroom) is accessible via a simple web interface that is flexible according to the type of client (tablet, laptop ...). All lectures are recorded and available for review from the e-classroom.

4.1.3 Adjustments to Study Materials

Study materials are adapted in the case of approved applications for the status of a student with special needs. The Special Committee, on the request of the students, assesses what adjustments can be approved, mostly to accommodate the larger font. Considering that most of the study material is available in electronic form, students have not had any major problems so far. Expert services for exam writing exams. prepare sheets in larger font, of course, if the student has written this in the decision. There are no other major adjustments.

4.2 Financing

The AMEU - ISH provides adequate and stable financial resources for the implementation and further development of higher education.

AMEU - ISH is organized as a non-profit institution providing funds for the implementation of the teaching process, consulting, professional, development and research activities. In the field of educational activities, the primary source of income is the tuition fees for students to study (mainly through co-financing tuition fees), within the framework of scientific research activities the primary source of funding are funds obtained through the implementation of a research program and research projects, while other sources of income are the charged costs of habilitation procedures and funds of the founder. Other sources are only an occasional source of funding.

The main co-sponsors of the educational and scientific research activities of AMEU - ISH are: ARRS – Slovenian Research Agency, Ministry of Education, Science and Sport, Ministry of Culture, CMEPIUS, etc.

Funds earmarked for educational, scientific, research and professional work, designed and arranged in accordance with the requirements of different funders and economically exhausted. The AMEU - ISH monitors the use of the proceeds received and reports annually to both the AMEU - ISH Governing Board and individual funders. The use of funds is structured according to accounting accounts, specifically for teaching, scientific research and professional work. The structure of assets for material costs is also separated.

Due to the abolition of the co-financing of doctoral studies by non-public higher education institutions, obtaining new candidates for enrolment in doctoral studies and thus obtaining funding for the teaching process is quite unstable, so AMEU - ISH announced the ISH Doctoral Scheme for the 2018/19 academic year, which enables co-financing of tuition under

favourable conditions, and has strengthened promotional activities in the field of obtaining candidates for enrolment in the study programs carried out by the faculty (university study program of 1st degree Humanities and postgraduate study programs of 2nd and 3rd Bologna degree in humanities).

In order to ensure financial stability, activities in the future will also be directed towards strengthening the position in foreign markets, and the financial resources will also be used for the enhancement of distance / e-studies, human resources in the field of higher education teachers and researchers, as well as the modernization of equipment.. Providing stable sources of business, thorough analysis of operations and optimization of costs remain a focus in the academic year 2018/2019.

The AMEU - ISH regularly monitors national and European call for proposals for funding co-financing international integration and in-depth R&D work in the field of faculty activities and in relation to the objectives of the national development programs and the Europe 2020 program.

4	MATERIAL CONDITIONS	Explanation
4.3	Funds are provided for all study programs undertaken by the Institute, as well as all the activities of the Institute related to it (scientific research or professional work) and other support activities.	In 2017/18, funding was regularly provided through tuition fees, a research program and acquired projects. Alma Mater regularly prepares plans to provide the financial, material and other resources (inputs) required for the operation of the Institute for the accreditation period and verifies their implementation through the Self-Evaluation Report, the Financial Plan, the Establishment Plan, the Training Plan, the Strategic Plan, the Annual Plan.

4.3 Library

The AMEU - ISH higher education library has quality study, professional or research literature and quality library services.

The Library AMEU - ISH is considered to be the best specialized library for the humanities in Slovenia with a rich selection of top humanities and other literature. The library began to emerge as an arranged collection of books in September 1994. The basic library fund seeks to fill the field of humanities (especially the field of social and historical anthropology, sociology of culture, media theory, linguistics, epistemology) and thus cover all topics of study or research programs of the faculty.

The AMEU - ISH Library is a higher education library and is registered as a full member of COBISS; the numerical code of the library is 50137. The AMEU - ISH library is located at Dunajska 106, Ljubljana (office building B, ground floor; the adjacent building of the AMEU-

ISH location) and is open in the afternoon at 11.5 hours on week (Monday and Thursday from 15.30 to 19.00, Wednesday from 3.30pm to 8pm).

By October 2018, the richly stocked library numbered 6998 units, of which 5565 were mostly foreign-language monographs, 804 copies of serials and 218 final works by AMEU – ISH students. The monographs are freely available and arranged according to the UDC (Universal Decimal Classification). Some specific areas have been added to represent the content of individual topics covered by the AMEU - ISH study or research (e.g. ancient and social anthropology, linguistics, Jewish issues, gender studies, media studies). Separately stand the domestic book collections (ANALECTA, KRT, SH). For several years, the Library Fund has been complementing itself, in particular, with AMEU-ISH Publishing, replacing publications for Monitor ISH, and gifts from related institutions.

All materials are regularly catalogued in COBISS and immediately accessible to users. In the academic year 2017/18, 2671 units of material were borrowed at home; this year, the total number of enrolled users was 463, mostly students, researchers from various institutions dealing with humanities and social sciences, which is a common borrowing in recent years, except in 2016, when loan was related to the completion of postgraduate studies under the old study programs.

Material that is not available in the library can be borrowed from users through interlibrary loan from Slovenian libraries. The material, in particular articles that cannot be obtained in Slovenia, can be for users and the user obtains from abroad, since the library is a member of the system Subito. During this academic year, 23 requests for interlibrary loan from Slovenian libraries were realized, and 2 units of material were commissioned.

Users and consumers of the premise's of library have available 3 places and wifi connection. Access to the Scopus and ProQuest Dissertations & Theses Global databases through the National Library Consortium is available in the 2017/18 academic year.

The library is run by the bibliographies of researchers and collaborators AMEU - ISH. In this academic year it has been the need for a SICRIS- 148 publications were entered for the need of SICRIS (Slovenian Current Research Information System).

In the academic year 2017/18, the AMEU - ISH Library was led by an associate librarian, Tomaž Ulčakar, who also conducted 1 group and 3 individual workshops during the academic year. The librarian organizes work in the library, ensures the smooth flow of information related to the tasks of the library, produces statistical reports, processes monographic and serial publications and non-book material, creates new records in the Cobiss mutual database (cataloguing and inventorying material), processes articles for the needs of pedagogical bibliography workers and researchers, informs and educates users about the services provided by the library, borrows material, maintains user records, maintains COBISS inscription and interlibrary loan.

The AMEU - ISH Library is located at Dunajska 106, Ljubljana (office building B, ground floor; the adjacent building of the AMEU-ISH location) and is open in the afternoon, at 11.5 hours per week (Monday and Thursday from 15.30 to 19.00), Wednesday from 15.30 to 20.00).

4	MATERIAL CONDITIONS	Explanation
4.4		

	<p>The library of the institution provides adequate library information services, access to library materials in the fields of study programs, as well as scientific research or professional fields of the institution; study materials and electronic databases correspond to the content and level of study programs.</p>	<p>The AMEU - ISH Library is properly equipped and provides all services. Efforts in the field of library activities are aimed at establishing the publication of an e-copy of the final parts of students and the establishment of a secure digital archive. The library has in re-ordered access through a national consortium of libraries and access to databases Scopus and ProQuest Dissertations & Theses Global.</p> <p>Interlibrary loan is available from Slovenian libraries, and users can also obtain material that cannot be obtained in Slovenia since the library is a member of the Subito system.</p> <p>Although the library has a richly stocked collection of top-quality and diverse materials covering various fields of the humanities and, consequently, the faculty's study and research programs, the regular acquisition of new material has been more than stopped for some time, so the acquisition of new material remains one of the tasks of the future strategic of the plan.</p>
	<p>Library staff are adequately trained to advise and assist students and other stakeholders.</p>	<p>The librarian is properly trained to advise and assist students and other stakeholders. During this academic year, he conducted 1 group and 3 individual workshops for employees at Alma Mater (AMEU - ISH, AMEU - ECM and AMEU - Dance Academy). Further training is planned to continue in the future.</p>
	<p>AMEU - ISH successfully accomplishes the development of the library activity and successfully conducts its activity.</p>	<p>All students are informed about available electronic resources and their use. Obtaining ARRS funding for co-financing domestic and foreign publications enables the publication of Monitor ISH and the acquisition of the JAK project through the publication of book publications. Efforts are aimed at increasing the current volume of electronic information sources as well as units of new material, especially in areas where there is a shortage (media studies, social networks, etc.). The library space is functional and sufficient as needed. There is still increasing interest in the use of online material, on-line magazines and e-finishes. The volume of SICRIS entries is increasing.</p>

4.4 Publishing activities

AMEU - ISH regularly publishes scientific monographs and scientific serials within the AMEU - ISH Publishing House. In 2017, four books and two volumes of Monitor ISH were published by the AMEU-ISH's publishing house. The Monitor ISH is a serial scientific publication that publishes scientific research contributions and research findings from participants in the research program, both professors and professors, as well as AMEU - ISH students. The magazine is included in the database dLib.si - Digital Library of Slovenia and in the international database Anthropology Plus and IBZ - Internationale Bibliographie der Zeitschriftenliteratur.

Published publications in 2017:

- Titus Makij Plavt, *Perzijec, Kazina (Persian, Casinos)*, translation, notes and cover word Nada Grošelj, edited by Maja Sunčič (Dialogue with Antiquity), 209 pages, JAK
- Artemidor, *Interpretacija sanj (Dream Interpretation)*, Translation, Notes, Accompanying Study and Edited by Maja Sunčič (Dialogue with Antiquity), 364 pages, JAK
- Euripides, Seneca, *Prepovedana ljubezen: Hipolit in Fajdra (Forbidden Love: Hippolytus and Fajdra)*, translation and notes by Brane Senegačnik, foreword and edited by Maja Sunčič (Dialogue with Antiquity), 177 pages,
- Euripides, *Andromaha, Prošnjice (Andromach, Requests)*, Translation, Notes and Cover Word by Jera Ivanc, edited by Maja Sunčič (Dialogue with Antiquity), 170 pages, JAK
- *Monitor ISH*, 2017, XIX / 1, edited by Maja Sunčič, 234 pages, ARRS
- *Monitor ISH*, 2017, XIX / 2, edited by Maja Sunčič, 220 pages, ARRS

In 2018, four books and two volumes of Monitor ISH were also published by AMEU - ISH:

- Tit Makij Plavt, *Tri pustolovske fantazijske komedije (Three Adventure Fantasy Comedies)*, Translation, Notes and Cover Word by Nada Grošelj, edited by Maja Sunčič (Dialogue with Antiquity), 265 pages; JAK
- Plutarch, *Sreča in politika (Happiness and Politics)*, Translation, Notes, Accompanying Study, and edited by Maja Sunčič (Dialogue with Antiquity), 230 pages; JAK
- Euripides, *Elektra, Ion*, translation, notes and accompanying words by Jera Ivanc, Mojca Cajnko, edited by Maja Sunčič (Dialogue with Antiquity), 195 pages, JAK
- Pierre Corneille, *Ojdip (Oedipus)*, translation by Marija Javoršek, accompanying words Boštjan Marko Turk, Tone Smolej, edited by Maja Sunčič (Dialogue with Antiquity), 118 pages, JAK
- *Monitor ISH*, 2018, XX / 1, edited by Maja Sunčič, 269 pages, ARRS
- *Monitor ISH*, 2018, XX / 2, edited by Maja Sunčič, 170 pages, ARRS

All issues were co-financed. All eight books and four volumes of Monitor ISH have been edited by the editor-in-chief, Dr. Maja Sunčič, who led all projects from the application phase to the final or interim reports for individual co-sponsors (JAK, ARRS).

The work of the publishing house is at a very high level, as evidenced by the high marks of the commissions on the tenders (especially JAK), top associates, including three Sovret award winners (Marija Javoršek, Nada Grošelj, Brane Senogčnik) and Prešeren Fund award winner (Marija Javoršek), as well as the importance of published works for the Slovenian professional and amateur public. The major project of translation of one of the largest ancient dramatists, Euripides was completed, currently, the project one of the largest ancient comedians, Plautus is undergoing translation, we get the first Slovenian translation of the only surviving dream books from antiquity, Artemidor's *Interpretation of Dreams*, a collection Dialogue with Antiquity was released already the tenth a book dedicated to Plutarch, an ancient biographer, philosopher, and polyhistorian, who is one of the foremost and most popular ancient authors.

The high quality of books published by AMEU - ISH is also evidenced by media coverage and reviews in renowned magazines such as *Literatura*, *Keria* or *Sodobnost*. The following are a selection of reviews and media echoes for the 2017-2018 issues:

- Nada Grošelj, *Od grške tragedije do rimske komedije (From Greek Tragedy to Roman Comedy)* (Book Presentation in Dialogue with Antiquity in 2016-2018), *Bukla*, April-May 2019;
- Matej Hriberšek, *Ali sta sreča in politika povezani? (Are Happiness and Politics Connected?)* (*Plutarch Book Review, Happiness and Politics*, 2018), *Reporter*, April 8, 2019, p. 71;
- Nada Grošelj, *Sanjska knjiga iz antike (The Dream Book of Antiquity)* (review of *Artemidor, Interpretation of Dreams*), 2017, *Literatura*, p. 204–209;
- Polonca Zupančič, *Sanjski dialog z antiko (Dream Dialogue with Antiquity)* (*Artemidor Book Review, Interpretation of Dreams*, 2017), KUD LOGOS web portal, <http://kud-logos.si/2018/sanjski-dialog-z-antiko/>
- Nada Grošelj, *Trideset dialogov z antiko, Sodobnost (Dialogues with Antiquity, Modernity)* December 2018 (review of Dialogue with Antiquity)
- Marko Marinčič, *Tit Makij Plavt, Tri pustolovske fantazijske komedije (Tit Makij Plavt, Three Adventure Fantasy Comedies)* (review), *Keria*, 2018, XX / 1, p. 243–244.

For the year 2019, three books and two volumes of Monitor ISH (co-financing agreements) have been announced:

- Maki Titus Plautus, *Štiri pustolovske komedije prepoznave: Komedija o skrinjici, Kurkulion, Epidik, Kartazanček (Four adventurous comedy recognition: Comedy on the caskets, Kurkulion, Epidik, Kartazanček)* (collection Dialogue with Antiquity), JAK
- Pierre Corneille, *Zlato runo (Golden Fleec)e* (Collection Dialogue with Antiquity), JAK
- Menander, *Ženska s Samosa, Rzsodniki, Ščit (Samosa Woman, Arbitrators, Shield)* (Dialogue with Antiquity), JAK
- *Monitor ISH*, 2019, XXI. year, two volumes, ARRS

The books are distributed by the contracted dealer Buča. Sales information is the responsibility of accounting, dr. Maja Sunčič keeps the distributor informed of new issues and submits books for commission sale.

All additional information is extensively reflected in the reports prepared by dr. Maja Sunčič for all the projects listed and kept in the archive. Sales information is kept by the accounting department, which keeps records of the check-out and the actual number of copies sold per book or book. journal of the journal.

In 2018, the 2nd issue of *Glasnik AMEU – ISH (Gazette AMEU – ISH)* (Volume 2, Issue 2, in English) was published, with the program and summaries of participants at the 10th European Society for Aesthetics Conference 2018 Art and Life in collaboration with AMEU-ISH, AMEU-ECM and the Slovenian Society of Aesthetics. *Glasnik AMEU-ISH* is published under the auspices of Alma Mater Press.

5 QUALITY ASSURANCE

The main purpose of this self-evaluation report is to improve the quality of operation of the AMEU-ISH internal organizational units. The AMEU - ISH Strategic Plan for the five-year period 2018-2023 is a basic planning document drafted by the AMEU - ISH leadership

following the example of the Alma Mater 2018 - 2023 Strategic Plan; the latter was prepared in collaboration with quality experts (ISO 9001-2015) and internal and external stakeholders.

The strategic plan outlines the **main strategic orientations of the AMEU - ISH for the period 2018 - 2023**, which are as follows:

1. **High-quality implementation and development of educational activity**
2. **Scientific research and development excellence**
3. **Expanding international cooperation and networking with educational, research, cultural and other institutions**
4. **Quality assurance and pursuit of excellence in education, professional engagement, research and business**
5. **Promotion of educational and research activity of AMEU - ISH**

5.1 Realization of strategic objectives in the academic year 2017/18

The following is an overview of the implementation of the strategic objectives of the AMEU - ISH for the 2017/18 academic year.

1. Strategic orientation 1: High-quality implementation and development of educational activity

Strategic objectives	Indicators	Indicator unit	Evaluation and target values	
			2018 (Baseline)	2023 (Goal Value)
Changing the name of the faculty to pursue an undergraduate degree	Faculty	Name of the faculty	AMEU - ISH, Faculty of Graduate Humanities, Ljubljana	AMEU - Faculty of Humanities, Institutum Studiorum Humanitatis, Ljubljana
Updating of basic acts and other documents (regulations, rules of procedure and other acts) in order to carry out undergraduate studies or possible changes to higher education legislation	Foundation Act AMEU - ISH	Articles related to undergraduate study	Foundation Act AMEU - ISH (2014)	Foundation Act AMEU - ISH (consolidated text)
	Statute AMEU - ISH	Articles related to undergraduate study	Statute of the AMEU - ISH (2014)	Statute AMEU - ISH (Consolidated Text)
		Chapters of the Statute with included articles in accordance with the	Statute AMEU - ISH (2014)	Statute AMEU - ISH (Consolidated Text)

		Higher Education Act		
	Regulations, rules of procedure and other acts AMEU - ISH	Content of regulations, rules of procedure and other acts related to undergraduate studies or amendments to higher education legislation	Regulations, rules of procedure and other acts for graduate studies	Regulations, rules of procedure and other acts for undergraduate and postgraduate studies with possible changes of the higher education act/law
Increasing interest in studying by obtaining high-quality candidates for enrolment at AMEU - ISH	Applications within the first application deadline	The number	Level 2 (Master): 4 Level 3 (Doctoral): 7	Level 2 (Master): 10 Level 3 (Doctoral): 20
	1st year students enrolled	The number	Level 1 (Bachelor): 5 Level 2 (Master): 1 Level 3 (Doctoral): 5	Level 1 (Bachelor): 10 Level 2 (Master): 8 Level 3 (Doctoral): 5
	Entrants on information days	The number	5	45
Expanding and upgrading the existing educational offer	Accredited study programs	The number	3	4
	Changes to study programs	The number	0	Depending on needs
	New study programs	The number	1	Depending on needs
Enrolment growth of domestic and foreign students and implementation of study programs in a foreign language	Enrolled students	The number	26	5% growth per year
	Foreign students	The number	4	5% growth per year
	Study programs in Slovenian language	The number	1	3

	Study programs in a foreign language	The number	1	1
Improving the ratio between the number of students enrolled and graduates	Transition between years	Share (%)	Level 3 (Doctoral): from 1st to 2nd year: 75% from 2nd to 3rd year: 100%	Level 3 (Doctoral): from 1st to 2nd year: 75 % from 2nd to 3rd year: 75 %
	Graduates according to enrolled students	Share (%)	1 graduate (in 2017/18) out of 4 enrolled (in 2016/17 - 4 enrolled according to transition criteria): 25 %	At least 50% of all programs
	Average duration of study at: Level 1 (Bachelor) Level 2 (Master) Level 3 (Doctoral)	Years, months	Level 3 (Doctoral): 4.6 years (2017) 1.43 years (2018-enrollment in Year 3 of the d Oct. study)	Level 3 (Doctoral): 4 years
	New undergraduate graduates	The number	0	At least 50% of the students enrol in all programs
	New Masters in Humanities	The number	0	At least 50% of the students enrol in all programs
	New PhDs	The number	1 (2018)	At least 50% of the students enrol in all programs
	Raising the level of internationalization abroad and at home	Top Visiting Lecturers	The number	3
Students who went to exchange abroad		The number	0	Level 1: At least 1 Level 2: At least 1 Level 3: At least 1

Strategic orientation 2: Scientific research and development excellence

Strategic objectives	Indicators	Indicator unit	Evaluation and target values	
			2018 (Baseline)	2023 (Goal Value)
Promoting humanistic and interdisciplinary research at the highest quality level	Carrying out activities within the research program Research of Cultural Formation and active cooperation with other research program contractors	Activity	Regular implementation of activities within the research program and active cooperation with other contractors	Annual implementation of activities under the research program and active cooperation with other contractors
	Registered Researchers at AMEU - ISH	The number	9 (until 12/31/2018), 6 from 1/1/2019 onwards)	7
	Average SICRIS score per registered researcher per year	Points	186	> 230
	Scientific publications in journals indexed by SCI, SSCI and A & HCI respectively. other journals from the ARRS list or in scientific monographs published by publishers from the ARRS list to a registered researcher or researcher (cumulative, last 5 years)	The number	6	> 7
	Outstanding achievements (A'') and high-quality achievements (A') by a research organization evaluated by bibliographic	Points	A'' (outstanding achievements)': 1105.26	A (outstanding achievements) : > 1200

	indicators of research performance (Cumulative, Past 5 Years)		A'(high quality achievements): 3494.07	A '(high quality achievements): >3 500
	Normal WoS or Scopus citations to a registered researcher (cumulatively, in the last ten years)	The number	CI (pure citations calculated from COBIB.SI articles related to WoS or Scopus): 19 CIAu (pure citations divided by number of authors): 13.17	CI:> 30 CIAu :> 18
Applications for current calls for proposals for domestic and foreign research and development projects	Domestic research projects implemented	The number	4	6
	Acquired domestic research projects (participation as an applicant or project partner) (ARRS, MIZŠ, JAK)	Share (%)	43% (7 registered, 3 received)	60%
	International research projects implemented (Horizon 2020, MSCA, Cost, Interreg, HERA or other EU calls, ARRS bilateral projects)	The number	1	2
	Acquired international research and development projects	Share (%)	25% (4 registered, 1 received)	50%
Establishment and strengthening of cooperation	Domestic partners for scientific and project cooperation	The number	2	5

with domestic and international partners in scientific research and project area	International strategic partners for scientific and project cooperation	The number	1	4
Organization of scientific events	Scientific conferences in (co) organization	The number	1	2
	Foreign and conference reference officers (AMEU - ISH and AMEU-ECM)	Share (%)	Alma Mater Conference: 25%	33%
	All conference participants (AMEU - ISH and AMEU-ECM)	The number	371	380
	Organization of other scientific events for the general public (scientific symposia, seminars, open lectures, etc.)	Other scientific events	Regular performance of various events for the general public.	Performing various events annually to the general public.
Participation of colleagues under the name AMEU - ISH at other conferences (domestic, foreign) and scientific events	Other conferences and scientific events with the active participation of colleagues named AMEU - ISH	The number	2	3
Maintain high quality publishing support for the teaching and research process	Publication of periodicals: <ul style="list-style-type: none"> Monitor ISH magazine Glasnik AMEU-ISH (Gazette AMEU-ISH) 	Number of copies	2 / year 2 issues by 2018	10 issues issued Occasional issue, as needed
	Publication of book publications	Number of book publications	4 / year	> 20 books published
Increasing the quality of library support for the teaching and research process	Units of new library material	The number	7000	7050
Strengthening R&D for education	Active research groups in the content areas of the AMEU-ISH study programs	The number	2	2

	Involvement of students in research work	Research activity of students	Execution and presentation of final research and project assignments (individual research work, public defences)	Each academic year
			Presentation of the results of the research work at a scientific conference with international participation "All about people" (co-organization of AMEU-ISH and AMEU - ECM)	Each academic year
			Involvement of students in the planning of AMEU - ISH applications in calls for proposals (domestic, international) and in the implementation of research projects	Each academic year
Monitoring the results of the scientific research work and implementation and evaluation of the achievement of the set goals of the scientific research activity	AMEU - ISH Annual Scientific Research Report	Report	1 per year	6 (1 every year)
	AMEU Scientific Research Plan - ISH (2019-2024)	The plan	Preparation of the AMEU - ISH Scientific Research Plan	Implementation of the AMEU Scientific Research Plan - ISH 2019-2024

Strategic orientation 3: Expanding international cooperation and networking with educational, research, cultural and other institutions

Strategic objectives	Indicators	Indicator unit	Evaluation and target values	
			2018 (Baseline)	2023 (Goal Value)
Increasing short-term mobility in the context of international exchanges in Erasmus +	International student mobility	Mobility	Implementing short-term student mobility	Annual participation of international students in international mobility
	International mobility of non-teaching staff	Mobility	Implementing international mobility of non-teaching staff	Annual involvement of non-teaching staff in international mobility
	International mobility of higher education teachers	Mobility	Implementing international mobility for higher education teachers	Yearly integration higher education teachers in international mobility
	Agreements with foreign partner institutions under the Erasmus + program	The number	4	8
Raising the level of internationalization abroad and internationalization at home	Countries where AMEU - ISH is promoted	The number	5 (under Alma Mater)	7 (under Alma Mater)
	Common or dual programs with higher education institutions from abroad (neighbouring countries, notably Austria, Croatia)	The number	0	1
	Agreements with foreign higher education institutions	Agreement	At least one (1) new agreement with a foreign higher education institution.	Signed at least every academic year one new (1) agreement with a foreign one higher education institution.

	Foreign Student Recruitment Agreements (under Alma Mater)	The number	3 (under Alma Mater)	5 (under Alma Mater)
	Distance study via e-classroom	Distance studies	0	Conducting distance studies
	The guest lecturers from abroad study process	The number	3	At least 12 (at least 2 visiting lecturers from abroad in each academic year)
	Summer School for incoming students and lecturers	Summer school	0	1
Establishing a quality international network of recruiters and intermediaries within the Alma Mater	Contracts with recruiters and intermediaries under Alma Mater	The number	6 (under Alma Mater)	10 (under Alma Mater)
Strengthening quality research cooperation with institutions from abroad working in the same and related scientific fields as developed by AMEU - ISH	Research cooperation with foreign higher education institutions in the application and implementation of international projects	International project research	1	At least 2

Strategic orientation 4: Quality assurance and pursuit of excellence in education, professional engagement, research and business

Strategic objectives	Indicators	Indicator unit	Evaluation and target values	
			2018 (Baseline)	2023 (Goal Value)
Strengthening a comprehensive system of quality monitoring and quality assurance	Adoption of the Strategic Plan AMEU-ISH 2018-2023.	Strategic orientations with strategic goals	Adopted 5 strategic orientations with associated strategic goals in AMEU-ISH 2018-2023 Strategic Plan.	Achieved strategic orientations with associated strategic goals.

	The implementation of Quality Rules AMEU - ISH	Self-evaluation, working methods and measures to monitor and improve quality	Adherence and implementation of the AMEU-ISH Quality Rules.	Compliance with and implementation of the AMEU-ISH Quality Rules, updates as necessary in accordance with applicable laws and regulations
	Respect for the Ethical of the Code.	Ethical standards	Code of Ethics AMEU - ISH adopted	Respected and realized ethical standards
	Performance of the Quality Commission	Number of sessions	2	4 in each academic year
		Rules of procedure and tasks of the quality commission	Rules of Procedure adopted by the Quality Commission AMEU - ISH	Compliance with and implementation of the Rules of Procedure of Quality Commission AMEU-ISH
	Adopting corrective action on the Quality Commission	Number of corrective actions	At least 1 corrective action for each area of activity of the AMEU - ISH	If necessary
	Implementation of improvements	Number of improvements	At least 1 realized improvements in each area of operation of the AMEU - ISH	If necessary
	Performing self-evaluation by preparing annual self-evaluation reports (SERs) as a basis for external evaluation in all areas of SQAA Criteria.	Self-evaluation	1	6 (1 in each academic year)
		Preparation of the SER	1	6 (1 in each academic year)
	Improvement of individual monitoring and quality assurance instruments	Quality assurance instruments	Review and analysis of existing quality assurance instruments	Improvement of quality assurance instruments as needed or as

	(e.g., questionnaires, habilitation procedures, etc.) with a view to realizing measures and monitoring achievements			applicable law and regulations.
Renewal of institutional accreditation with external evaluation of study programs by submitting the application to SQAA	Renewal of accreditation by SQAA	Institutional accreditation with external program evaluation	Successful preparation for renewal of accreditation by submitting an application to SQAA (until 30/09/2019). ** Valid accreditations: * Higher education institution: until September 30, 2020; * study programs - entry into force of accreditation: Level 1 (Bachelor): 21 September 2017 Level 2 (Master): 24 April 2012 Level 3 (Doctoral): 24 April 2012	Successful renewal of accreditation of higher education institution with external evaluation of study programs by SQAA
Accreditation of higher education institution changes	Annexation of AMEU - ISH to AMEU - ECM	Change of higher education institution	AMEU - ISH, Faculty of Graduate Studies in Humanities	AMEU - Faculty of Humanities, Institutum Studiorum Humanitatis, Ljubljana
Systematic care for updating curricula and introducing new, interdisciplinary content in the study process	Study programs: • Level 1 Humanities Studies • Level 2 Humanities • Level 3 Humanities	Curricula	Updating curricula	If necessary

Increase in the student satisfaction index	Student satisfaction index with the performance of studies	Value from 1 to 5	3.83	4.0
	Index of student satisfaction with the work of lecturers	Value from 1 to 5	4,84	4.9
	Meeting expectations	Value from 1 to 5	3.7	4.0
	Satisfaction with premises and equipment	Value from 1 to 5	4.5	4.6
	Monitoring the students' load	Load	Monitoring the load in the framework of self-evaluations and actions for load balancing.	Possible relief for students by updating study programs.
	Use of modern and innovative teaching and learning forms and methods	Forms and methods of teaching and learning	Introducing and using active forms and methods of teaching and learning.	Introducing and using modern and innovative teaching and learning forms and methods.
	Establishment and implementation of a tutoring system at AMEU-ISH	Tutoring	Preparing to set up a tutoring system at AMEU-ISH.	Established tutoring at AMEU-ISH in accordance with the AMEU-ISH Tutorial System Policy.
	Establishment of a separate AMEU-ISH Alumni Club.	Alumni Club	Preparing for the establishment of the Alumni Club AMEU - ISH, following the example of the AMEU - ECM.	Operation of the Alumni Club of AMEU-ISH
	Carrying out the activities of the Career Center for the purpose of career counselling and development of the competencies of AMEU-ISH students	Career Center	Engaging in the activities of the Career Center Alma Mater	Active participation of AMEU - ISH within the Alma Mater Career Center

Increasing satisfaction and concern for employees' development at AMEU - ISH	The exercise of personnel policies (annual staffing plan with data on the number of full-time, complementary and contract employees and planned increase in the number of employees) in the field of education and research	Number of full - time employees and contracted higher education teachers, co-workers and researchers	12 employees (7 within the framework of the research program, 3 researchers, 1 professors, 1 young researcher); 10 contract staff (high school teachers)	12 full-time and 10 contract employees (education and research), otherwise depending on the number of students enrolled or the number of research projects carried out
	Number of trainings for employees at Alma Mater (AMEU-ECM, AMEU-ISH and AMEU-Dance Academy)	Number of trainings per employee per year	2	2
	Average Alma Mater Professional Satisfaction Score (AMEU-ECM, AMEU-ISH and AMEU-Dance Academy)	Value from 1 to 5	3.88	4.3
	Average satisfaction rating of Alma Mater teaching staff (AMEU-ECM, AMEU-ISH and AMEU-Dance Academy)	Value from 1 to 5	4,22	4.3
	Number of social events for AMEU employees (AMEU-ECM, AMEU-ISH and AMEU-Dance Academy)	Number of events per year	4	4

Ensuring pedagogical and research excellence	Involvement of top visiting higher education teachers with appropriate election in teaching or research title	The number	2	Number included under the establishment plan
	New election in pedagogical or research title	Number of new elections to the title	7	Number of elections to the title in accordance with the establishment plan
	Publications in the most prominent scientific journals according to the Bibliographic Indicators of ARRS Research Performance (cumulatively, in the last 5 years)	Excellence Points (A ")	1105.26 (2013-2018)	> 1300
Financial stability	Proportion of tuition revenue (including co-funded doctoral studies)	Share (%)	36%	40%
	Proportion of revenue from acquired research projects and the research program	Share (%)	64%	60%
	Number of financially successful study programs	The number	1/3	3/3

Strategic orientation 5: Promotion of educational and research activity of AMEU - ISH

	Indicators	Indicator unit	Evaluation and target values	
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Strategic objectives			2018 (Baseline)	2023 (Goal Value)
Strengthening the promotion by informing the public about the educational and research activity of AMEU - ISH	Informing the public about the faculty's work and development.	Posts on faculty website	Keep up to date on all major AMEU-ISH events on the faculty's website.	Prompt public information and updating posts on the faculty's website on important events AMEU-ISH.
	Informing the public about AMEU-ISH activity through social networks	Posts on Facebook page	Activation of the separate AMEU-ISH Facebook page	Regular publicity through social networks.
		Posts on other social networks (Twitter , LinkedIn, etc.)	Activation of other accounts on social networks for AMEU-ISH	
	Information on educational options	Information days - number	2 information days / academic year.	At least 12 information days to 2023.
	Participation in fairs and other promotional activities in Slovenia and abroad	Attendance at fairs and others promotional activities (at home, abroad)	Presentation at Informativa fair, fairs abroad, etc.	Enhanced and systematic promotion of higher education institution and study programs.
	Informing the environment about research achievements AMEU - ISH	Publications in periodicals and books	Regular dissemination of research achievements in print media (domestic, foreign)	Regular dissemination of research achievements in print media (domestic, foreign)
Posts in other media (online media, radio and TV shows and events, exhibitions, etc.)		Regular dissemination of other research achievements	Regular dissemination of other research achievements	

Table 30. Reviewing the realization of short-term objectives

Activity	The objective	Condition
Accreditation of new study programs	University study program in Humanities (Bachelor)	Accomplished - Submitted application to SQAA has been approved; enrolment in the 2018/19 academic year
Updating the contents of study programs in humanities for the professions of the future	Introduction of the Digital Humanities module within the Master's program	Accomplished - a set of elective courses to be adopted by the Senate
Systematic monitoring of the employability of AMEU - ISH graduates	AMEU - ISH graduates' survey	Unaccomplished - scheduled for the 2018/19 academic year.
Internationalization abroad	Implementing Erasmus + exchanges	Partially accomplished - exchanges of teaching staff (one employed abroad and one visiting professor at Erasmus faculty); although student mobility was granted, it was not awarded to students due to their work and family responsibilities in addition to study.
	Conclusion of agreements with foreign partner institutions in the Erasmus + program	Accomplished - In the academic year 2017/18, AMEU - ISH also concluded bilateral agreements with four foreign partner institutions in the ERASMUS + program
Internationalization of study at home	Conducting lectures with top visiting professors from abroad	Accomplished - 3 top professors from abroad participated in the study process (doctoral studies).
Ensuring the excellence of AMEU's research activities as part of the implementation of the research program	Extending and increasing the share of funding for the research program	Accomplished - obtained funding for the research program until 2024 on the basis of successfully submitted application, increase of funds and establishment of a new program group at AMEU - ECM - program implementers (together with AMEU - ISH (carrier) and ICK (contractor).
Increase in the number of domestic and international projects	Applications of scientific research projects to national and international calls for proposals	Accomplished - Project applications for various national and international calls for proposals (ARRS, Ministry of Education and Science at the national level and Marie Skłodowska - Curie Global Fellowship, Norway Grants Fund

		for Regional Cooperation, Interreg Adrion)
	Increase in the number of research projects implemented (domestic, international)	Partially accomplished - ARRS bilateral project with USA acquired (implementation in 2018/19), publishing projects (ARRS, JAK); several research projects are in the process of evaluation.
Promoting humanistic and interdisciplinary research at the highest quality level	Publications of the Research Group AMEU - ISH in high impact journals (in accordance with ARRS bibliographic indicators of research performance)	Accomplished - The number of publications by the research team in high impact journals is increasing.
Strengthening the comprehensive system of quality monitoring and quality assurance	Establishment of quality management system at the level of Alma Mater	Accomplished - introduction of ISO quality system
	Adoption of the Strategic Plan AMEU-ISH 2018-2023.	Accomplished - Adopted strategic plan with five main strategic orientations and associated strategic goals
	Performing self-evaluation and preparation of self-evaluation report in accordance with the new Criteria of SQAA.	Accomplished - self-evaluation in all areas of operation in accordance with the new criteria
Maintaining high quality AMEU - ISH publishing activity	Publication of periodicals and books	Accomplished - A total of eight books and four volumes of the serial scientific publication Monitor ISH have been published by AMEU - ISH in 2017 and 2018.
Strengthening library support for the teaching and research process	Organization of employee workshops by the librarian of the AMEU - ISH Higher Education Library	Accomplished - 1 group and 3 individual workshops for employees at Alma Mater (AMEU - ISH, AMEU - ECM and AMEU - Dance Academy). Further training is planned to continue in the future.
	Acquisition of new library materials	Unaccomplished - the acquisition of new material is a priority of the future strategic plan; AMEU - ISH Higher Education Library, on the other hand, is richly stocked (7000 units); there is a shortage of material in the field of media studies and contemporary media), otherwise the library fund seeks to cover all topics of study or research programs of the faculty.

Ensuring academic excellence in teaching and research	Participation of top professors from abroad in the teaching process	Accomplished - At AMEU - ISH, guest lecturers participate in the teaching process every year. Distinguished visiting professors from abroad participate in the doctoral study program in Humanities.
	Participation of domestic experts from abroad in the teaching and / or research process	Accomplished - AMEU - ISH hosted a Slovenian researcher working abroad as part of the public call, which also participated in the doctoral studies.
	New election in pedagogical or research title	Accomplished - the number of new elections in the pedagogical or. research title is increasing.
	(Co) organization of (high) quality scientific and professional events	Accomplished - organization of a scientific symposium in cooperation with the Russian Center for Science and Culture (joint research project ARRS), 6th scientific conferences with international participation "All about People" together with AMEU - ECM, international conferences ESA, joint meeting in cooperation with the Slovenian Society for PRSS - Region 01 and the Student Council AMEU - ISH.
Strengthening R&D for education	Active involvement of the AMEU-ISH research group in the content areas of study programs AMEU-ISH offers	Accomplished - Operation of the Institute for Research in Humanities and the Institute for Social Sciences Research at AMEU - ISH (and the Institute for Social Sciences under the auspices of the the Institute for Civilization and Culture, a partner in the research programme).
	Active involvement of students in research work	Partially accomplished - student involvement through annual participation in a scientific conference with international participation, other conferences and scientific and professional symposia organized by AMEU - ISH; Involvement of students in the design of research projects, young researcher, submission of two research projects (domestic, foreign) by an AMEU - ISH graduate.
Establishment of Alumni Club	Preparation of the Alumni Club's strategy and annual action plan, following the example of the Alma Mater Alumni Club	Unaccomplished - The realization of the establishment of the AMEU - ISH Alumni Club remains a strategic goal in the future.

Establishing a tutoring system		Unaccomplished - the realization of the establishment of a tutoring system remains the future strategic goal of the faculty; informal tutoring is carried out.
Increase in the proportion of high-quality graduate students	Enrolment in Master and Doctoral study programme Humanities	Partially accomplished - in 2018/19, enrolment in the Bachelor (university) study program Humanities (academic year 2018/19), whilst in the Master study programme, only 1 student is enrolled (in 2018/19), whilst the decrease in the number of students enrolled in doctoral study programme was partly due to changes in legislation (ZViS-K), which made it impossible to co-finance doctoral studies, as well as due to only partial co-financing of tuition fees (50%).
Increase in the number of graduates of Master and Doctoral study programs	New graduate students in Humanities (Master and Doctoral level)	Unaccomplished - 1 person completed the Humanities doctoral study this academic year; as a large group of doctoral students enrolled at AMEU - ISH (from 2016/17 onwards), an increase in the number of graduates is expected in the coming academic years. As the university study program began to be implemented in the 2018/19 academic year, it is expected that first year students will complete their undergraduate studies in the coming academic years.

In 2017/18, out of 16 activities identified at the AMEU - ISH with the corresponding 25 short-term objectives, the majority of the defined objectives (17 short-term objectives) were accomplished. Partially were accomplished 4 short-term objectives (implementation of AMEU - ISH student exchanges in the Erasmus + program, increase of the number of obtained scientific research projects, active involvement of students in the implementation of research projects and increase of enrolment in postgraduate study programs, primarily within the Master study program). The non-accomplished short-term objectives, which are three in this academic year (acquisition of new books, the creation of the AMEU - ISH Alumni Club and the increase in the number of graduates) are included in the medium-term strategic plan 2018-2023 in addition to the partially realized objectives.

At the AMEU level, the competences of graduates in one study program were tested in the academic year 2017/18, and in the future, such monitoring is also planned for other study programs. At the AMEU level, there is also a need for a coordinator for scientific and research work.

5.2. Analysis of the implementation of the planned tasks on a case by case basis

The Quality Commission conducted an analysis of the implementation of the envisaged objectives, tasks, corrective actions and activities set out in the self-evaluation report for the

2016/2017 academic year. The analysis below provides an overview of the accomplished and partially accomplished activities for the achievement of the goals in each area. Various working groups have been appointed at the AMEU levels to periodically report to the management and the President of Alma Mater at the AMEU level.

Table 31. Analysis of the planned assignments given in the academic year 2016/17

IMPLEMENTATION OF THE PROPOSED MEASURES IN THE 2017/18 STUDY			
Area	Objectives	Activities to achieve the objectives	Realization of objectives
ENVIRONMENTAL IMPACT			
	Realization of the mission and strategy in the Slovenian and international higher education area.	Updating the AMEU - ISH strategy and setting short- and long-term objectives	Accomplished A new strategy for the period 2018 - 2023 has been formulated.
	Visibility of AMEU - ISH and study programs in Slovenia and abroad.	<ul style="list-style-type: none"> o Ongoing announcement of events on AMEU - ISH website, social networks (AMEU level), etc. o Systematic representation of AMEU - ISH at trade shows, high schools, on social networks, etc. <ul style="list-style-type: none"> o Participation of AMEU - ISH Lecturers in professional and scientific meetings. <ul style="list-style-type: none"> o Promotion of undergraduate and postgraduate study programs (university (Bachelor) study program Humanities and Master and Doctoral study program Humanities) at national and international level 	<p>Ongoing activity</p> <p>Accomplished Presentation of the faculty at the fair Informativa, visits made by Dean to some Slovenian high schools and by Alma Mater according to plan; by the PR department, AMEU - ISH is being promoted through the social network Facebook etc.</p> <p>Accomplished</p> <p>Partially accomplished There is less enrolment in doctoral studies than in the previous academic year, the master's</p>

		<p>o Accreditation of the university study programme Humanities (Bachelor level)</p> <p>o Preparation of a set of electives courses within the Digital Humanities module</p>	<p>degree program is not being implemented in 2017/18, and the university undergraduate study will be started in 2018/19.</p> <p>Accomplished First accreditation of the study program by SQAA (decision in September 2017)</p> <p>Accomplished The set of electives is ready for admission to the Senate.</p>
	Systematic and continuous involvement of top researchers and visiting lecturers (domestic, foreign) in the teaching process.	o At the AMEU level, prepare an analysis of those courses taught or assisted by guest lecturers and researchers.	Unaccomplished at Alma Mater level; at AMEU - ISH, top researchers and visiting lecturers are continually involved in the teaching process on an annual basis, as it is also the core mission of the faculty.
	International cooperation with foreign institutions in the field of education and research	<p>o Increasing the number of bilateral agreements with foreign universities (Erasmus +).</p> <p>o Increasing the number of agreements in the field of scientific research</p>	<p>Accomplished New bilateral agreements (Erasmus +) at AMEU - ISH (4), 19 new general agreements concluded at AMEU level.</p> <p>Partly accomplished Participation of AMEU - ISH with other institutions in the application of research projects.</p>
	Promoting international mobility through short-term exchanges in the program.	o Promoting international mobility between domestic students.	Partially accomplished Acquisition of the Erasmus + Charter, but in 2017/18, no AMEU - ISH students went abroad for an

		<p>o Strengthening support environments to improve the quality of international mobility</p> <p>o Acquisition of foreign students on exchange studies at AMEU - ISH.</p> <p>o Increasing the international mobility of higher education teachers and professional staff.</p> <p>o Increasing or maintaining the number of visiting foreign experts. higher education teachers.</p>	<p>exchange, which can be partly attributed to the reason that the Erasmus + document was obtained only in 2017, and partly to the reason for the employment and family responsibilities of students in addition to their doctoral studies.</p> <p>Accomplished At the Alma Mater level, the mobility support tool by CMEPIUS is used.</p> <p>Unaccomplished There were no incoming students from abroad this academic year, which can be partly attributed to the reason that the Erasmus + Charter was acquired in 2017, which remains a goal in the future strategic plan.</p> <p>Partially accomplished; mobility training for the purpose of education (Erasmus +), no professional staff was involved in mobility this year.</p> <p>Accomplished At AMEU - ISH is the involvement of top visiting professors. professionals from abroad to educational and / or research activities, is a core and ongoing activity that supports</p>
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			the main mission of the faculty.
	Providing feedback on the employment of graduates.	o Conducting a survey for AMEU - ISH graduates.	Accomplished A survey covering all graduates who have ever completed their studies at AMEU - ISH WAS conducted in May 2019, since in each academic year, graduates are only single students.
EDUCATIONAL ACTIVITY			
Promotion	Building a positive image of AMEU - ISH.	<ul style="list-style-type: none"> o Systematic presentation of AMEU-ISH at secondary schools, trade shows etc. (under the auspices of the PR and Marketing Department). o Organization of charitable events under the auspices of Alma Mater. o Open Day at Alma Mater for the public. o Larger space for graduation awards. o Identification of deficit or future professions at AMEU - ISH. 	<p>Accomplished Completed according to plan.</p> <p>Accomplished Donate Blood, Famous at Nana, Collecting Clogs for Children with Disabilities.</p> <p>Accomplished All locations, including the AMEU - ISH location in Ljubljana.</p> <p>Accomplished The awarding of diplomas takes place at the Slomšek Hall in Maribor.</p> <p>Accomplished Digital Humanities module is designed and the first-cycle Humanities degree program is accredited.</p>
Recruitment of newcomers	Obtaining sufficient enrolment for the AMEU - ISH study programs.	o Organization of useful and interesting events for local and foreign students (conferences, round tables, etc.).	Accomplished Organization of the 6th International Scientific Conference with international participation, ESA Conference, Scientific

		<p>o Promotion of AMEU - ISH as a study destination.</p> <p>o Promoting the development of strategic partnerships.</p> <p>o Promoting mobility between AMEU - ISH and other regions / countries.</p>	<p>and Professional Symposiums. Organization of study and extracurricular activities by the AMEU Student Council - ISH.</p> <p>Accomplished Additional mobility announcements on social networks (Alma Mater level) and on the AMEU - ISH website.</p> <p>Partially accomplished 4 bilateral treaties signed at AMEU - ISH, 19 new treaties signed at Alma Mater level, cooperation with partners in applying for domestic and international calls, etc.</p> <p>Partially accomplished Mobility of teaching staff to increase outgoing mobility by considering a proposal by Alma Mater was not accepted.</p>
	<p>Introduction of new study programs at AMEU - ISH</p> <p>Upgrading of existing study programs.</p>	<p>o Establishment of an undergraduate university study program in Humanities</p> <p>o Introducing changes to existing study programs through the establishment of the module Digital Humanities (Master level studies)</p>	<p>Accomplished Successfully obtained accreditation by SQAA, performed for the first time in the academic year 2018/19.</p> <p>Accomplished Establishing interdisciplinary module of selective courses Digital Humanities.</p>

Transience	Ensuring a high proportion of transience.	<ul style="list-style-type: none"> o Increasing or maintaining the transition of students to the senior year. o Complementary informal tutoring with the introduction of formal tutoring (modelled on AMEU - ECM). o Respond to the potential dissatisfaction of the students with the pedagogical process (at Alma Mater level). 	<p>Accomplished Doctoral studies have an extremely high degree of transition, which can be partly attributed to the reason for co-financing the study and the related tender conditions.</p> <p>Unaccomplished Setting up a tutoring system remains a priority in the future; conducting tutoring in an informal format.</p> <p>Partially accomplished Alma Mater collects all templates via a dedicated opinion box almamater.si</p>
	Encouraging students to complete their studies as soon as possible	<ul style="list-style-type: none"> o Improving the ratio between the number of students enrolled and graduates. o Conducting workshops for mentors on the preparation and production of final work (at Alma Mater level). o Preparation of a questionnaire for pausers to determine the reasons for not completing their studies (at Alma Mater level). 	<p>Unaccomplished In this academic year, postgraduate studies were completed by individual students. An improvement in this ratio is expected after the completion of the doctoral study program of the 2016/17 enrolment generation.</p> <p>Unaccomplished at Alma Mater level.</p> <p>Unaccomplished at Alma Mater level.</p>
	Systematic monitoring of graduates'	o Operation of the Career Center Alma Mater	Accomplished Regular job vacancies, holding workshops that

	employability	o Carrying actively out the activities of the Alma Mater Career Center	enhance the career prospects of Alma Mater graduates, etc. Partially accomplished Promotion and active involvement of AMEU - ISH in the organization and implementation of the activities of the Alma Mater Career Center is a future activity identified in the strategic plan (2018-23)
High quality educational activity	Monitoring competences and learning outcomes.	To obtain information from the representatives of economy and non-economy about the necessary competences of our graduates and proposals for harmonization of study programs with the needs of economy and non-economy.	Accomplished The almatmater application directs students to evaluate teachers on an ongoing basis
	Ensuring academic excellence in the pedagogical field.	o Involvement of high-quality higher education teachers and associates in the teaching process at AMEU - ISH o Increase or maintain the number of top visiting lecturers at AMEU - ISH. o Evaluation of lecturers directly after lectures through the application (at Alma Mater level).	Accomplished Top-level lecturers from various fields of humanities (as well as social sciences) (domestic and foreign) are constantly involved in the study process at AMEU - ISH. Permanent task Annually involving top guest lecturers with the appropriate title in the study process at AMEU - ISH; this year also hosted a Slovenian expert working abroad as part of the project. Accomplished Evaluation of lecturers directly after lectures through the application.

	Facilitating electives between Alma Mater study programs.	Also offer students electives in other programs offered by Alma Mater.	Partially accomplished The Alma Mater Senate has decided that there are no obstacles to internal electives at the AMEU, although in actual practice there is little such electives at the Alma Mater.
	Introducing new technologies into the study process	<ul style="list-style-type: none"> o To present innovations in the field of new teaching methods. o Active use of new technologies (e.g., smart tables) o Analyse at the Alma Mater level what teaching methods are used by the lecturers in their subjects. 	<p>Partially accomplished New options included in Moodle, such as interactive lecture recordings.</p> <p>Accomplished Lecture room at the location of the faculty is the most modern equipped lecture room at the Alma Mater, as it disposes of a computer touch screen as well as touch board (Smart Board).</p> <p>Not analysed at Alma Mater level.</p>
	Improve the quality of workflow implementation within the Alma Mater.	Implementation of ISO 9001 quality standard for Alma Mater professionals.	Partially accomplished At the Alma Mater level, the project is intensively underway and will continue in 2019, when the 1st assessment will be carried out.
	Up-to-date integration of new insights from the scientific field of humanities and related disciplines into the	Annual curriculum updates.	Ongoing activity Teachers are invited to update once every 2 years, and they can also update something on their own.

	educational process.		
	Strengthening a comprehensive system of quality monitoring and quality assurance.	<ul style="list-style-type: none"> o Introduction of ISO 9001 quality standard at Alma Mater. o Systematic submission of reports by all departments to the AMEU - ISH Quality Commission. o Knowledge about models of validation of actually achieved competencies of graduates - by 2020 at Alma Mater level. 	<p>Same as above (Partially accomplished) At the Alma Mater level, the project is intensively underway and will continue in 2019, when the 1st assessment will be carried out.</p> <p>Accomplished</p> <p>Unaccomplished</p>
STUDENTS			
	Participation of students in development, research and project work, participation in bodies and involvement of students in research projects through their final works.	<ul style="list-style-type: none"> o Active involvement of AMEU - ISH students in the faculty's research activity. 	<p>Accomplished All students actively participate every year with their research contributions at the scientific conference with the international participation "All about people" within the humanities section, the student council of the faculty also participates in the co-organization of other professional and scientific symposia and events, some students have been involved in the planning of an international research project (Interreg), they have the option to publish their research results in Monitor</p>

		<p>ISH, the student newspaper Audeamus, the Gazette AMEU - ISH and other Alma Mater journals. During this academic year, doctoral students were introduced to a project implemented by one of the doctoral students. All students present their PhD thesis at a public presentation.</p> <p>o Participation of student representatives in AMEU - ISH bodies</p> <p>o Presentation of the AMEU - ISH research plan, the broader Alma Mater research strategy and the possibilities of applying for projects (mainly at the doctoral level).</p>	<p>Accomplished Student representatives participate in the work of all bodies operating at the AMEU - ISH.</p> <p>Implemented on an ongoing basis at the Alma Mater level.</p>
	Keeping in touch with AMEU - ISH graduates	o Establishment of the AMEU - ISH Alumni Club, following the example of the Alma Mater alumni club.	Unaccomplished The establishment of the Alumni Club remains the planned activity of the strategic plan 2018-2023.
MATERIAL CONDITIONS			
	To provide a quality study environment	o Equipment and facilities on site meet the needs of the study.	Accomplished Students are satisfied with the facilities and equipment; a state-of-the-art Alma Mater lecture room is available at the faculty's location. The newly accredited Alma Mater location at 31 Neubergerjeva Street, Ljubljana, also offers the opportunity for quality study and

			extracurricular activities.
	Providing stable sources of business, thorough business analysis and cost optimization	<ul style="list-style-type: none"> o Strengthening our position in foreign markets o Strengthening distance learning / e-study at Alma Mater level o Staffing in higher education teachers and updating equipment o Apply for funding from national and European program calls 	<p>Permanent task Establishing new collaborations at Alma Mater level; it remains a priority of the future strategic plan</p> <p>Partially accomplished Preparations for distance study abroad are interesting at the Alma Mater level; e-studies are regularly used.</p> <p>Partially accomplished The equipment is kept up to date; the number of teachers employed remains more or less the same.</p> <p>Partially accomplished Increased submission of applications for tenders (ARRS, JAK, etc.) and European calls for proposals.</p>
STAFF			
	Personnel rejuvenation at Alma Mater level.	o Disinterested lecturers or Alma Mater-level lecturers should be replaced by younger, research-backed lecturers.	Partially accomplished The staff is rejuvenating, the Alma Mater Senate passed a decision on a parallel adjustment to a retired teacher.
	Staff having election or posts / projects in the subject area.	o To identify those lecturers who may not have habilitation in the subject area and find more suitable ones.	Partially accomplished The information system keeps up to date on the progress of habilitations.

	Quality staffing.	<ul style="list-style-type: none"> o Recruitment of staff, especially excellent researchers, on the basis of successful project applications. o Provide a sufficient number of administrative staff at the Alma Mater level and promote their involvement in formal / non-formal education. o Motivate staff to respond to satisfaction questionnaires at Alma Mater. o Encouraging the best students to become involved in the teaching process of the faculty. o Continuous concern of the management of the Faculty for strengthening academic assembly with recognized experts with theoretical knowledge and practical experience. 	<p>Permanent task at AMEU - ISH level and beyond, at the level of Alma Mater</p> <p>Accomplished Education is conducted at the Alma Mater level according to the relevant education plan.</p> <p>Accomplished The survey was completed by 2x more staff during this academic year.</p> <p>Unaccomplished</p> <p>Permanent task</p>
LIBRARY ACTIVITIES			

	<p>Strengthen library support for the teaching and research process.</p>	<ul style="list-style-type: none"> o Acquisition of new units of library material o Establishing the publication of an e-copy of the final work of the Alma Mater students. o Establishing a secure digital archive at Alma Mater level. o Informing users about accessible electronic resources and their use. 	<p>Unaccomplished The growth of new library material is negligible; planned activity under the strategic plan 2018-2023. Otherwise, a richly stocked college library.</p> <p>Partially accomplished Technological support has been prepared and the organizational part is missing.</p> <p>Accomplished At Alma Mater, the mDocs system is used.</p> <p>Partially accomplished At the Alma Mater level, the guidelines for using the institution's information resources have been updated.</p>
PUBLISHING ACTIVITIES			
	<p>Maintaining the quality of publishing support for the teaching and research process.</p>	<ul style="list-style-type: none"> o Acquisition and maintenance of a share of ARRS funds for co-financing domestic and foreign publications and magazines or book publications within the framework of the call for proposals of the Public Book Agency. o Regular publication of new books (Monitor ISH, monographs, etc.) 	<p>Accomplished The publication of the serial scientific publication Monitor ISH is funded by ARRS, and the publication of book publications by the Public Agency for the Book.</p> <p>Accomplished In the 2017/18 academic year, 2 issues of Monitor ISH and 4 books were published by AMEU-ISH Publication House.</p>

		<ul style="list-style-type: none"> o Publication of a peer-reviewed professional publication AMEU Gazette - ISH o Update of AMEU - ISH Publishing House website. 	<p>Accomplished In this academic year, issue 2 was published.</p> <p>Unaccomplished Future activity is planned .</p>
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RESEARCH AND PROJECT WORK

High-quality research activity	Maintaining and enhancing the high-quality implementation of the research program Research of Cultural Formations	o Implementation of the planned activities within the research program and active cooperation with other research program providers	Permanent task
	Increasing the number of high-quality scientific publications in high impact journals or in scientific monographs	o Permanent publication of the research results of the AMEU - ISH research group in high impact journals or scientific monographs	Permanent task
	Encouraging all higher education teachers, co-workers, and students to engage in active scientific research, the transfer of knowledge and the exchange of good practices at	<ul style="list-style-type: none"> o The contractual obligation of all teachers is added to act in a transparent and scientific manner within the framework of the AMEU. o Involvement of students in research work adapted to the degree and program of study through the final works. 	<p>Accomplished The contract contains a clause on compulsory RD teacher within the institution.</p> <p>Accomplished Presentation of research work in the framework of a doctoral dissertation at scientific conferences and</p>

	<p>home and abroad with the (non) economy and public and other services.</p>	<p>o Obligation to disseminate scientific and professional results transparently labelled AMEU.</p> <p>o Encouraging teaching staff to do individual research work and to renew habilitation titles.</p>	<p>other scientific events and publication of research results in scientific journals (eg Monitor ISH).</p> <p>Accomplished The doctoral study rules include the obligation of the student to publish a relevant article citing AMEU.</p> <p>Accomplished All teachers are called to renew the application 6 months before the expiration of the election.</p>
	<p>Designing active research teams and leading them in the content areas of the Alma Mater study programs.</p>	<p>o Strengthening the development of research groups within the framework of the research program of Research of Cultural Formation, of which AMEU - ISH is the leader.</p>	<p>Accomplished Inclusion of the AMEU - ECM research team in the research program.</p>
	<p>Planning and preparation of applications for the current calls for proposals for domestic and foreign research and development projects.</p>	<p>o Increasing the number of applications for research projects (public, international) and their successful implementation at AMEU - ISH and in partnership with academic and (non) economic institutions.</p>	<p>Partly accomplished The number of applications for domestic and international calls has increased and a research program is being implemented in partnership with other institutions.</p>
	<p>Coordination of research work at Alma Mater level.</p>	<p>o Designation of responsible persons for monitoring and coordination of research and project work at the AMEU (AMEU-ECM, -AMEU - ISH, AMEU - Dance Academy) for each scientific area.</p>	<p>Unaccomplished. It remains a task in the future at Alma Mater level.</p>

ACTIONS IN THE 2017/18 ACADEMIC YEAR IN THE FIELD OF INTERNATIONAL ACTION

Strategic objective	Short-term objective	Activity to achieve goals	Objective realization
Establishing a consistent international network of quality academic and project collaboration partners	Fundraising for the mobility of students and professors.	<ul style="list-style-type: none"> o Successfully obtained ECHE Charter for AMEU - ISH in 2017. o Successfully submitted project Visiting foreign experts at Slovenian higher education institutions. 	Accomplished fully
	Mobility coordination.	<ul style="list-style-type: none"> o Implementation of the Erasmus + mobility monitoring tool by the Alma Mater International Office. o Coordination and mediation between the coordinator and partner institutions abroad. 	Accomplished Regular use of mobility tools in 2018. Coordination is carried out according to the needs of teaching and professional staff and students of AMEU - ISH.
Establishing a quality international network of recruiters and intermediaries by Alma Mater	Establishing and maintaining Alma Mater's business relationships with recruiters to recruit international students.	<ul style="list-style-type: none"> o Signing contracts with recruiters to recruit students from European and non-European countries by Alma Mater (International Office). 	Partly accomplished New contacts have been made at the Helsinki Fair, and recruiting of Alma Mater students is underway.
	Marketing of AMEU study programs in international markets.	<ul style="list-style-type: none"> o Marketing of AMEU study programs in the Balkans, some of them in the Asian and Austrian markets. 	Accomplished Alma Mater markets programs in the following ways: <ul style="list-style-type: none"> o system marketing, o educational fairs, o promotion through recruiters.
Improving the internationalization of AMEU - ISH	Promotion of AMEU - ISH in foreign markets.	<ul style="list-style-type: none"> o Preparation of promotional material in foreign languages. o Preparation of study programs or courses in English. o Visits to international partners and direct promotion to partners (AMEU International Office). o Inter-institutional marketing at higher education institutions abroad. o Participation in the organization of an international conference. 	Accomplished Promotional materials in a foreign language designed, Alma Mater's selection of courses in various study programs, which can be carried out in English.
	Establishment of an international partner network	<ul style="list-style-type: none"> o Active participation of AMEU - ISH in the framework of the activities of the European Summer School for Cultural Studies (ESSCS), which is co-founded with foreign universities. 	Partly realized The ESSCS Board of Directors has decided that in 2019 the ESSCS International

		o Increasing the scope of international multilateral cooperation and establishing new strategic forms of international bilateral cooperation.	attractiveness of AMEU - ISH's scientific research and development potential as well as international multilateral and bilateral cooperation remains an important strategic goal of AMEU - ISH in the future, which coincides with the basic mission, vision and strategy of the institution.
	Promoting the development of international, intercultural and social competences of college students and higher education staff.	o Integration of international and intercultural competences and internationalized learning outcomes into study programs. o Finding partners to set up joint study programs or programs leading to multiple degrees.	Permanent task of AMEU - ISH designed to strengthen the internationalization of study at home. Unaccomplished The future task set in the 2018-23 strategic plan remains.

The table above identifies activities that are long-term, permanent and therefore not fully accomplished in one academic year, for example: increasing international mobility within the Erasmus + exchange program, strengthening the position of AMEU - ISH in foreign markets, increasing or maintaining the number top visiting and foreign lecturers within the educational and / or research activities of the faculty, maintaining and enhancing the high-quality implementation of the research program, acquiring domestic and international research projects, recruiting new staff (especially within successfully obtained research projects), promoting the development of international, intercultural and social competences within the framework of the internationalization of home study, etc.

In the future, some objectives may need to be adjusted, either due to changes in higher education legislation or legislation in the field of research, changes in the leadership of partner institutions, etc.

5.3 Activities to achieve the objectives in 2018/19

To improve the activities of AMEU - ISH, a program of additional activities has been prepared for 2018/19, which AMEU - ISH recognizes as opportunities for improvement in all areas of its operations.

Strategic Orientation 1: High-quality implementation and development of educational activities

Operational objectives as opportunities for improvement	Activity / measure	Responsibility for introduction or implementation of the activity / measure	Deadline
Implementation of changes related to the implementation of undergraduate studies or possible changes to higher education legislation	Change of the faculty's name	Working group	October 2019
	Amendments and updating of the founding act and articles of association	Working group	October 2019
	Changes to policies, rules of procedure and other acts	Working group	October 2019
Enrolment growth of domestic and foreign students at all three Bologna levels	Conducting university study programme Humanities in Slovene language	Higher education teachers and co-workers	Ongoing activity
	Conducting Master's study program Humanities in Slovene language	Higher education teachers and co-workers	Ongoing activity
	Conducting doctoral study program Humanities for domestic and foreign students	Higher education teachers and co-workers	Ongoing activity
Improving the ratio between the number of students enrolled and graduates (doctoral study)	New Doctorates in Humanities (At least 2 per academic year)	Dean, along with lecturers and tutors and mentors	October 2019
Raising the level of internationalization abroad and at home	Enhancing student mobility in Erasmus +	International office	Ongoing activity
	Involvement of top visiting lecturers and researchers (from abroad) in the study process - especially in doctoral studies	Dean of AMEU - ISH International office	Ongoing activity

Strategic Orientation 2: Research and development excellence

Operational objectives as opportunities for improvement	Activity / measure	Responsibility for the introduction or implementation of the activity / measure	Deadline
Promoting humanistic and interdisciplinary research at the highest quality level	Carrying out activities under the research program Research of Cultural Formations and cooperation with other research program providers	Research program group AMEU - ISH	Ongoing activity

	Scientific publications in journals indexed by SCI, SSCI and A & HCI, other journals from the ARRS list or in scientific monographs published by ARRS list publishers	Researchers AMEU - ISH	Ongoing activity
	Increase in the number of outstanding (A ") and high quality achievements of the research organization, which are evaluated by bibliographic indicators of research performance	Researchers AMEU - ISH	Ongoing activity
	Increasing the number of pure citations (in WoS or Scopus) per registered researcher	Researchers AMEU - ISH	Ongoing activity
Establishment and strengthening of cooperation with domestic and international partners in scientific research and project area	Conclusion of new cooperation agreements with domestic partners in the scientific research and project area (at least 1 new cooperation agreement - letter of intent)	Leadership AMEU - ISH International Office Project Office	October 2019
	Conclusion of new cooperation agreements with international strategic partners in the scientific research and project area (at least 1 new cooperation agreement - letter of intent)	International Office Project Office Leadership AMEU - ISH	October 2019
	Appointment of Alma Mater Scientific Coordinator (AMEU - ECM, AMEU - ISH and AMEU - Dance Academy)	Leadership Alma Mater	March 2019
Organization of scientific events	Annual (co) organization of a scientific conference with international participation "All about people"	Conference Organizing Committee (AMEU - ISH, AMEU - ECM and AMEU - Dance Academy)	March 2019
	Organization of other scientific events (scientific symposia, seminars, open lectures, etc.)	Research Group AMEU - ISH Project office International office Leadership AMEU - ISH	Ongoing activity

Participation of colleagues under the name AMEU - ISH at other conferences (domestic, foreign) and scientific events	Active participation of colleagues under the name AMEU - ISH at other conferences and scientific events at home and abroad	Collaborators AMEU - ISH	Ongoing activity
Maintain high-quality publishing support for the teaching and research process	Publication of periodicals and books	Publisher AMEU - ISH	Ongoing activity
	Application for public tenders in the field of publishing (ARRS, JAK, etc.)	Publisher AMEU - ISH	Ongoing activity
Increasing the quality of library support for the teaching and research process	Conducting workshops (group, individual) by the AMEU-ISH Librarian for AMEU employees (-ECM, - ISH and - Dance Academy)	Librarian AMEU - ISH	October 2019
	Supplementing the library collection with new units of library material, taking into account proposals for the purchase of material by higher education teachers and colleagues from AMEU - ISH (at least 10 units / year)	Higher education teachers and co-workers Librarian	October 2019
	Establishing the publication of an e-copy of the final works of the students	Student Office and Technical Service of Alma Mater	October 2019
	Conducting a workshop for users on accessible electronic resources and their use (especially for doctoral students)	Librarian Study Process Coordinator at AMEU - ECM	October 2019
Strengthening R&D for education	Incorporating the results of the research team into working with students (in lectures, seminars, etc.)	Researchers AMEU - ISH Higher education teachers AMEU - ISH	Ongoing activity
	Involvement of students in the planning of AMEU - ISH applications in tenders (domestic, international) and in the implementation of research projects	Researchers AMEU - ISH	Ongoing activity

	Presentation of the results of the research work of students, higher education teachers and colleagues of AMEU - ISH at the annual scientific conference with international participation "All about people"	Students AMEU - ISH Higher education teachers AMEU - ISH Fellows of the AMEU - ISH Research Team AMEU-ISH	March 2019
	Execution and presentation of final research and project assignments (individual research work, public presentation of drafts of doctoral dissertations)	Dean Mentors Higher Education Teachers and Fellows AMEU - ISH Students AMEU-ISH	Ongoing activity
	Developing a joint research strategy for Alma Mater (AMEU - ECM, AMEU - ISH and AMEU - Academy of Dance)	Scientific and Research Coordinator Alma Mater	October 2019

Strategic Orienteering 3: Extending international cooperation and networking with educational, research, cultural and other institutions

Operational objectives as opportunities for improvement	Activity / measure	Responsibility for introduction or implementation of the activity / measure	Deadline
Increasing short-term mobility in the context of international exchanges in Erasmus +	Implementation of short-term student mobility (use of acquired funds)	International office	Ongoing activity
	Implementing international mobility of teaching and non-teaching staff	International office Teaching and non-teaching staff at AMEU - ISH	Ongoing activity
	Conclusion of new agreements with foreign partner institutions under Erasmus + (at least 1 new agreement)	International office	October 2019
	Fundraising for Mobility through Erasmus + K103 and Erasmus + K107 Applications (AMEU - ECM, AMEU - ISH and AMEU - Dance Academy)	International office	October 2019
Raising the level of internationalization abroad and	Increasing the number of countries promoting AMEU - ISH	International office	October 2019

internationalization at home	Examining the options for implementing joint or dual programs with higher education institutions from abroad (neighbouring countries, mainly Austria, Croatia)	International office AMEU Leadership - ISH	October 2019
	Conclusion of new agreements with foreign higher education institutions	International office Leadership AMEU - ISH	October 2019
	Conclusion of new agreements for recruiting foreign students (within the framework of the Alma Mater)	International office	October 2019
	Increase or maintain the number of guests lecturers from abroad in the study process (2 per academic year)	Leadership AMEU-ISH International office Project office	Ongoing activity
	Promoting the development of international and intercultural competences of students in the framework of the internationalization of studies at a home institution	Higher education teachers and fellows AMEU - ISH	Ongoing activity
	Placing the development of international and intercultural competences in study programs through internationalized learning outcomes	Higher education teachers and fellows AMEU - ISH	Ongoing activity
Establishing a quality international network of recruiters and intermediaries within the Alma Mater	Conclusion of at least one new contract with recruiters and intermediaries (under Alma Mater)	International office	October 2019
Strengthening quality research cooperation with institutions from abroad working in the same and related scientific fields as developed by AMEU - ISH	Establishing new research collaborations with foreign institutions in the application and implementation of international projects	Project office International Office Researchers AMEU - ISH	Ongoing activity

Strategic Orienteering 4: Quality Assurance and Striving for Excellence in Education, Professional Engagement, Research and Business

Operational objectives as opportunities for improvement	Activity / measure	Responsibility for introduction or implementation of the activity / measure	Deadline
Strengthening a comprehensive system of quality monitoring and quality assurance	Adoption of the Strategic Plan AMEU - ISH 2018-2023	Authorities AMEU - ISH	June 2019
	Establishment of an integrated ISO 9001 Management System	ISO Working Group	October 2019
	Update of the AMEU - ISH Quality Code	Quality Commission and other stakeholders	December 2019
	Elaboration and adoption of the Rules of Procedure of the Quality Commission	Working group AMEU - ISH authorities	October 2019
	Elaboration and adoption of the Code of Ethics	Working group AMEU - ISH authorities	October 2019
	Adopting (if any) corrective actions at the Quality Commission with a view to realizing improvements	Quality Commission	If necessary
	Performing self-evaluation by preparing annual self-evaluation reports in all areas of the SQAA Criteria.	Dean Quality Commission Professional Services	Ongoing activity
	Improvement of individual monitoring and quality assurance instruments with a view to implementing measures and monitoring achievements	Quality Commission	If necessary
Renewal of accreditation higher education institution with external evaluation study programs by submitting the application to SQAA	Successful preparation for renewal of accreditation by submitting an application to SQAA (until 30/09/2019).	Leadership AMEU - ISH Working group Quality Commission	September 2019
Systematic care for updating curricula and introducing new, interdisciplinary content in the study process	The first implementation of the 1st year of the university study program Humanities (2018/19)	Higher education teachers and co-workers	Ongoing activity
	Implementation of the refreshed elective subjects at the postgraduate level	Higher education teachers and co-workers	Ongoing activity

Increase in student satisfaction index	Adopt measures to improve satisfaction based on the analysis of questionnaires	Quality Commission	If necessary
	Preparation of separate questionnaires on student satisfaction for AMEU - ISH (modelled on AMEU - ECM)	Quality Commission	October 2019
	Establishment and implementation of a tutoring system at AMEU - ISH following the example of AMEU-ECM	Working Group on the Establishment of a Tutoring System at AMEU - ISH Tutors AMEU - ISH	December 2019
	Carrying out career center activities under the auspices of Alma Mater	Alma Mater Career Center	October 2019
	Establishment and operation of the Alumni Club AMEU - ISH (modelled on AMEU - ECM)	Working Group for the Establishment of the AMEU - ISH Alumni Club PR and marketing department Alumni Club AMEU - ISH	December 2019
Increase of satisfaction index and concern for development of employees at AMEU - ISH	Implementation of personnel policy in the field of education and research	Leadership AMEU - ISH	Ongoing activity
	Conducting motivational workshops for employees to raise the satisfaction index	AMEU Secretary General	October 2019
	Preparation of separate employee satisfaction questionnaires for AMEU - ISH (modelled on AMEU - ECM)	Quality Commission	October 2019
	Ensuring employee participation in training, training and education according to their needs (at least 2 trainings or education per employee per year)	Leadership AMEU - ISH	Ongoing activity
	Implementation of social events for AMEU employees (AMEU-ECM, AMEU-ISH and AMEU-Dance Academy) (at least 4 / year)	PR and marketing department	Ongoing activity
	Implementation of the annual personal interview system at Alma Mater (AMEU - ECM,	AMEU Secretary General	October 2019

	AMEU-ISH and AMEU - Dance Academy)		
	Implementation of the system of rewarding creative achievements of students at Alma Mater (AMEU - ECM, AMEU-ISH and AMEU - Dance Academy)	AMEU Secretary General	Ongoing activity
Financial stability	Increase in the share of tuition revenue	Leadership AMEU - ISH	Ongoing activity
	Maintaining or increasing the share of revenue from acquired research projects and the research program)	Head of research program Heads of research projects Other researchers from AMEU - ISH	Ongoing activity
	Increasing the number of financially successful study programs	Leadership AMEU - ISH	Ongoing activity
	Continued review of (national and international) funding options	Leadership AMEU - ISH	Ongoing activity

Strategic Orientation 5: Promotion of educational and research activity of AMEU - ISH

Operational objectives as opportunities for improvement	Activity / measure	Responsibility for introduction or implementation of the activity / measure	Deadline
Strengthening the promotion by informing the public about the educational and research activity of AMEU - ISH	Regularly informing the public about the work and development of the Faculty through the website or in the media	PR and marketing department Information service	Ongoing activity
	Activation of AMEU - ISH accounts on social networks (Facebook, LinkedIn, etc.)	PR and marketing department	October 2019
	Organization of information days and other events for future domestic and foreign students	PR and marketing department Student Affairs Office	Ongoing activity
	Enhanced and systematic promotion of AMEU - ISH educational activity at fairs (e.g., Informativa fair) and other promotional events at home and abroad	PR and marketing department International office	Ongoing activity

	Informing the environment about the research achievements of AMEU - ISH through their dissemination in various (print, online and other) media	Researchers AMEU - ISH PR and marketing department Project office	Ongoing activity
Building a positive image of Alma Mater (AMEU - ECM, AMEU - ISH and AMEU - Dance Academy)	Organization of at least one charity event under the auspices of Alma Mater	PR service	October 2019
	Organization of the Open Day at Alma Mater	PR and marketing department	October 2019

5.4. Conclusions

In the last academic year 2016/17, we divided the self-evaluation report into sections (integration with the environment, educational activity, students, material conditions, personnel, library activity, publishing, scientific research and project work and international cooperation) and set objectives for each area and activities to achieve these objectives. This year's 2017/18 self-evaluation carried out an overview of the implementation of activities to achieve the objectives, and it was found that the vast majority of activities were implemented and therefore accomplished, which had a positive impact on achieving the increase in the quality of the AMEU - ISH areas of activity. Due to the positive impact of the accomplished activities, these need to be continued, but at the same time, we are planning new activities in this self-evaluation, the realization of which will be evaluated in the coming academic years.

At the Alma Mater level, there is a need for a new process management system, with identified risks and activities for reducing risks due to rapid growth, the pursuit of excellence (not just quality) and developmental potential. The objective of introducing a new management system, which includes all Alma Mater services, is already being achieved.

In the future, quality surveys will continue to be conducted, and measures will be taken to improve processes that lead to higher quality, with a careful analysis of the comments, suggestions, demands and aspirations of students, teachers, employees or other higher education stakeholders. The purpose of the survey is to determine the actual situation and, on that basis, to maintain the benefits, to encourage new solutions and, finally, to constantly improve the quality of all processes.

The functioning of the AMEU - ISH as an institution and its study programs follows accreditation, the Higher Education Act, Criteria for Accreditation and External Evaluation of Higher Education Institutions and Study Programmes (SQAA) and other regulations. The functioning of the higher education institution follows the identified opportunities for improvement from its own self-evaluation and the findings of external evaluations of study programs so far.

Alma Mater is upgrading its staff, organization and infrastructure every year. The association with domestic and foreign institutions in the field of education and research is strengthened every year. Scientific and research work has intensified; In the field of research and project acquisition, a number of activities were devoted to the need to continue with the aim of obtaining financing for domestic and international projects.

AMEU - ISH offers self- payed (or co-financed) studies, which is reflected in the lower enrolment of students than we would like. As AMEU - ISH has no concession for any study program, this is reflected in the lower number of students enrolled in study programs, although the total number of newly enrolled students is slightly increasing. Therefore, in the future as well as within the framework of Alma Mater, AMEU - ISH will continue to strive for greater recognition in the wider Slovenian area, and especially in the international environment. It will continue to strive for greater internationalization (abroad and at home), for the establishment of joint and dual study programs and other forms of international integration, especially for the involvement of foreign students and professors in the educational and research activity of the AMEU - ISH, which has already been extensively diversified in the past.

We are aware that the high-quality implementation of the AMEU - ISH study activity requires excellent higher education teachers, students, professors and researchers (domestic and foreign), so we will continue to strive for enhanced promotion of AMEU - ISH. as a top-level educational and research institution with a long tradition in postgraduate study and research and development activities. Only in this way can we maintain or strengthen our academic excellence in pedagogical and research fields, which supports the basic mission of the faculty and its most pronounced intellectual vision - linking education and research, while constantly monitoring the development of the humanities and introducing new approaches and a new mindset.

Ljubljana, 27/9/2019

Director

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