



ALMA MATER  
EUROPAEA

— INSTITUTUM STUDIORUM HUMANITATIS —  
FAKULTETA ZA PODDIPLOMSKI HUMANISTIČNI ŠTUDIJ

## **ANNUAL WORK PLAN**

**Alma Mater Europaea - Faculty of Humanities,  
Institutum Studiorum Humanitatis, Ljubljana**

**ACADEMIC YEAR 2019/20**

*The translation of Slovene version*

Adopted on 242. meeting of the Senate of Alma Mater Europaea - Faculty of Humanities, Institutum Studiorum Humanitatis, Ljubljana, on 27 September 2019.

This document presents the annual plan of work Alma Mater Europaea - Faculty of Humanities, Institutum Studiorum Humanitatis, Ljubljana (AMEU - ISH) for the academic year 2019/20. The purpose of the document is to present in a comprehensive and transparent manner the activities planned for the academic year 2019/20, which are based on the main, longer-term strategic orientations of the AMEU - ISH Strategic Plan for the period 2018 – 2023. The annual work plan was discussed and approved by the Senate.

## 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         |
|--|---|---|------------------|
| Expanding and upgrading the existing educational offer                                     | Introducing an interdisciplinary set of elective courses within the Digital Humanities module at the 2nd study level      | Leadership AMEU - ISH<br>Senate AMEU-ISH                                  | December 2019    |
| Enrolment growth of domestic and foreign students at all three Bologna cycles              | Conducting university study programme Humanities in Slovene   | Higher education teachers and co-workers                                  | Ongoing activity |
|  | Conducting Master's study programme Humanities in Slovene   | Higher education teachers and co-workers                                  | Ongoing activity |
|  | Conducting doctoral study programme 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 2020     |
| 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<br>International office                                | Ongoing activity |

## Strategic Orientation 2: Research and development excellence

| Operational objectives as opportunities for improvement   | Activity/measure   | Responsibility for 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 programme group AMEU - ISH                                       | Ongoing activity |
|   | Scientific publications in journals indexed by SCI, SSCI and A & HCI or 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 (including 1 new cooperation agreement - letter of intent)               | Leadership AMEU - ISH<br>International Office<br>Project Office           | October 2020     |
|   | 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<br>Project Office<br>Leadership AMEU - ISH           | October 2020     |
|   | Appointment of Alma Mater Scientific Coordinator (AMEU - ECM, AMEU - ISH and AMEU - Dance Academy)   | Leadership Alma Mater   | December 2019    |

| <b>Operational objectives as opportunities for improvement</b>   | <b>Activity/measure</b>   | <b>Responsibility for introduction or implementation of the activity/measure</b>             | <b>Deadline</b>  |
|--|---|--|------------------|
| 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 2020       |
|  | Organization of other scientific events (scientific symposia, seminars, open lectures, etc.)  | Research Group AMEU - ISH<br>Project Office<br>International Office<br>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  | Colleagues of 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 Librarian AMEU - ISH for AMEU employees (-ECM, - ISH and - Dance Academy)   | Librarian AMEU - ISH   | October 2020     |
|  | Supplementing the library collection with new units of library material, taking into account proposals for the purchase of material by high school teachers and colleagues from AMEU - ISH (at least 10 units / year) | Higher education teachers and co-workers<br>Librarian  | October 2020     |
|  | Establishing the publication of an e-copy of the final students' works  | Report and Technical Service Alma Mater  | October 2020     |
|  | Conducting a workshop for users on accessible electronic resources and their use (especially for doctoral students)   | Librarian<br>Study Process Coordinator at AMEU - ECM   | October 2020     |

| Operational objectives as opportunities for improvement  | Activity/measure   | Responsibility for introduction or implementation of the activity/measure                | Deadline         |
|--|--|--|------------------|
| Strengthening R&D for education  | Incorporating the results of the research team into working with students (in lectures, seminars, etc.)  | Research Group AMEU - ISH<br>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<br>Higher education teachers AMEU - ISH<br>Fellows of the AMEU - ISH | March 2020       |
|  | Execution and presentation of final research and project assignments (individual research work, public defences)   | Dean<br>Supervisors<br>Higher Education Teachers and Fellows<br>AMEU - ISH               | Ongoing activity |
| Monitoring the results of the scientific research work and implementation and evaluation of the achievement of the set goals of the scientific research activity | Preparation of the annual report on the scientific work of the AMEU - ISH  | Project Office<br>Researchers AMEU- ISH  | December 2020    |
|  | Preparation of the AMEU - ISH Scientific Research Plan (2019-2024)   | Head of research program<br>Researchers AMEU - ISH<br>Project office                     | March 2020       |

### Strategic Orientation 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  | Ongoing activity |

| <b>Operational objectives as opportunities for improvement</b>                                    | <b>Activity/measure</b>  | <b>Responsibility for introduction or implementation of the activity/measure</b> | <b>Deadline</b>  |
|---|--|--|------------------|
|   |  | Teaching and non-teaching staff at AMEU - ISH                                    |                  |
|   | Conclusion of new agreements with foreign partner institutions under Erasmus + (at least 1 new agreement)  | International Office   | October 2020     |
| Raising the level of internationalization abroad and internationalization at home                 | Increasing the number of countries promoting AMEU - ISH  | International Office   | October 2020     |
|   | Examining the options for implementing joint or dual programs with higher education institutions from abroad (neighbouring countries, mainly Austria, Croatia)     | International Office<br>Leadership AMEU - ISH                                    | October 2020     |
|   | Conclusion of new agreements with foreign higher education institutions  | International Office<br>Leadership AMEU - ISH                                    | October 2020     |
|   | Conclusion of new agreements for recruiting foreign students (under the aegis of Alma Mater)   | International Office   | October 2020     |
|   | Increase or maintain the number of guests lecturers from abroad study process (2 per academic year)  | Leadership AMEU-ISH<br>International Office                                      | Ongoing activity |
|   | Examination of Summer School Opportunities for Incoming Students and Lecturers   | International office<br>Leadership AMEU - ISH                                    | October 2020     |
|   | 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<br>AMEU - ISH                              | Ongoing activity |
|   | Placing the development of international and intercultural competences in study programs through internationalized learning outcomes                               | Higher Education Teachers and Fellows<br>AMEU - ISH                              | Ongoing activity |
| Establishing a quality international network of recruiters and intermediaries at Alma Mater level | At least two new contracts with recruiters and intermediaries (at Alma Mater level)  | International Office   | October 2020     |
| Strengthening quality research  | Establishing new research collaborations with foreign  | Project Office   | Ongoing activity |

| <b>Operational objectives as opportunities for improvement</b>   | <b>Activity/measure</b>  | <b>Responsibility for introduction or implementation of the activity/measure</b> | <b>Deadline</b> |
|--|--|--|-----------------|
| cooperation with institutions from abroad working in the same and related scientific fields as developed by AMEU - ISH | institutions in the application and implementation of international projects | International Office Researchers AMEU - ISH                                      |                 |

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

| <b>Operational objectives as opportunities for improvement</b>   | <b>Activity/measure</b>   | <b>Responsibility for introduction or implementation of the activity/measure</b>            | <b>Deadline</b>  |
|--|---|---|------------------|
| Strengthening a comprehensive system of quality monitoring and quality assurance                           | 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<br>Quality Commission<br>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     |
| Systematic care for updating curricula and introducing new, interdisciplinary content in the study process | Introduction of elective courses within the Digital Humanities module in the Master study program Humanities                            | Higher education teachers and co-workers<br>Dean  | October 2020     |
|  | 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     |
|  | Active implementation of the tutoring system at AMEU - ISH following the example of AMEU - ECM  | Working Group for the establishment of a tutoring system at AMEU - ISH<br>Tutors AMEU - ISH | December 2019    |

| <b>Operational objectives as opportunities for improvement</b>                            | <b>Activity/measure</b>   | <b>Responsibility for introduction or implementation of the activity/measure</b>   | <b>Deadline</b>  |
|---|---|--|------------------|
|   | Involvement in activities of the career center activities under the auspices of Alma Mater  | Career Center Alma Mater   | December 2019    |
|   | Establishment and operation of the Alumni Club AMEU - ISH (modelled after Alumni Club Alma Mater)   | Working Group for the Establishment of the AMEU - ISH Alumni Club<br>PR and marketing department<br>Alumni Club AMEU - ISH | December 2019    |
| Increase of satisfaction index and concern for the development of employees at AMEU - ISH | Implementation of personnel policy in the field of education and research   | Leadership AMEU - ISH  | Ongoing activity |
|   | Ensuring employee participation in training and education, training courses according to their needs (at least 2 trainings/education courses per employee per year) | Leadership AMEU - ISH  | Ongoing activity |
|   | Implementation of social events for AMEU employees (AMEU-ECM, AMEU-ISH and AMEU-AP) (at least 4 / year)   | PR and marketing department  | Ongoing activity |
|   | Implementation of the annual personal interview system at Alma Mater (AMEU - ECM, AMEU-ISH and AMEU - Dance Academy)  | AMEU Secretary General   | October 2020     |
|   | 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<br>Heads of research project<br>Other researchers from AMEU - ISH                                 | Ongoing activity |
|   | Increasing the number of financially successful study programs  | Leadership AMEU-ISH  | Ongoing activity |



| <b>Operational objectives as opportunities for improvement</b> | <b>Activity/measure</b>  | <b>Responsibility for introduction or implementation of the activity/measure</b> | <b>Deadline</b>  |
|--|--|--|------------------|
|  | 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**

| <b>Operational objectives as opportunities for improvement</b>  | <b>Activity / measure</b>  | <b>Responsibility for introduction implementation of the activity / measure</b> | <b>Deadline</b>   |
|---|--|---|-------------------|
| 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<br>Information service                              | Constant activity |
|   | Activation of accounts for AMEU - ISH on social networks   | PR and marketing department   | December 2019     |
|   | Organization of information days and other events for future domestic and foreign students   | PR and marketing department<br>Student Affairs Office                           | Ongoing activity  |
|   | Enhanced and systematic promotion of AMEU - ISH educational activity at fairs (e.g. informative) and other promotional events at home and abroad | PR and marketing department<br>International Office                             | Ongoing activity  |
|   | Informing the environment with the research achievements of AMEU - ISH through their dissemination in various (print, online and other) media    | Researchers AMEU - ISH<br>PR and marketing department<br>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 2020      |
|   | Organization of the Open Day at Alma Mater   | PR and marketing department   | October 2020      |