

PROCEDURE FOR THE INTERNAL QUALITY ASSURANCE OF THE DOCTORAL STUDY PROGRAMME MEDIA AND COMMUNICATION

Quality assurance through the development of appropriate mechanisms and quality assurance procedures is the basic strategic principle of doctoral studies. The quality of doctoral study programmes is monitored by the Committee for the Quality Assurance of Doctoral Studies whose members are appointed from among the members of the Council for Postgraduate Studies. The Committee consists of five members.

Apart from quality monitoring through mechanisms and models prescribed by The Regulations on Doctoral Studies at University North, the Committee establishes mechanisms and procedures for the internal monitoring of study quality and the monitoring of the position of doctoral studies in relation to the environment. Basic instruments for monitoring doctoral candidates and teachers are reports in the form of the Individual Development Plan for Doctoral Candidates, whereas teachers and mentors are required to provide the Committee for the Quality Assurance of Doctoral Studies with a) the Individual Development Plan, b) the Scientist's Profile.

In addition, a survey on study quality and particularly on satisfaction and experiences of working with a mentor is conducted among doctoral candidates on a yearly basis. The survey is conducted anonymously after each semester, and improvements are made after analyses and discussions with students and mentors. The survey is used for amendments that can be proposed by doctoral candidates as well.

Teachers who take part in the implementation of doctoral studies are active researchers in their scientific field, which is evident from scientific publications and participation in domestic and international scientific projects. Scientific research results are constantly included in teaching processes and mentor work during doctoral studies. A guarantee of producing doctoral candidates is an essential component of doctoral study programmes according to which the doctoral candidate needs to publish at least one scientific paper before writing a doctoral dissertation.

In terms of content and finances, the doctoral study supports doctoral candidates' participation in domestic and international conferences either as participants or active exhibitors. There are frequent joint paper publications by doctoral candidates and mentors.

Doctoral study education is based on the research work of teacher-researchers. A guarantee of the quality of supervising doctoral papers results from years of experience of supervising successfully defended doctoral dissertations and from mentoring workshops organised by the study programme for new mentors.

Doctoral paper topics are oriented towards current trends in information and communication technologies. Many of them have a wider range of applications in society because they are oriented towards the research on many public institutions with a large number of users, so research results can directly or indirectly affect a great number of people and processes and procedures of different institutions.

At least once a year, the Committee for the Quality Assurance of Doctoral Studies examines the forms submitted by teachers and doctoral candidates on a yearly basis. The forms submitted by teachers to the Committee for Quality Assurance contain courses held by teachers within the study programme, a list of papers, citation, a list of mentoring programmes in progress and similar indicators that suggest a possible gap between paper lists, courses held by teachers, etc. In case the gap is identified and leads to a deterioration in study quality, the teacher is warned. In case the teacher fails to make

any corrections, he or she can no longer participate in the implementation of the doctoral study or is advised to change the course.

According to doctoral students' reports and anonymous surveys, the Committee for Quality Assurance works on raising mentoring quality by organising lectures and including potential mentors in mentoring workshops in the country and abroad and also by holding regular thematic sessions dedicated to mentoring activities and issues.

Through the analysis of the results obtained in the process of external and internal evaluation, the Postgraduate Doctoral Study Programme Media and Communication is amended and revised periodically. Owing to the extremely dynamic development of information sciences, teaching materials, teaching methods and technologies which are used are continuously modernised so that the study programme can enable doctoral candidates do research into the most contemporary topics in the area of information and communication sciences.