Internal regulation
University of Ss. Cyril and Methodius in Trnava
39/2021

Statute Quality Board of the University of Ss. Cyril and Methodius in Trnava division

§ 1
Introductory provisions

1) The Statute of the Quality Board of the University of Ss. Cyril and Methodius in Trnava division (hereinafter referred to as the "Statute"), is issued according to § 15 par. 1 letter m) of Act no. 131/2002 Coll. on Higher Education Institutions and on the amendment of certain laws as amended (hereinafter referred to as "Act on Higher Education Institutions"), § 48 par. 2 of the Statute of the University of Ss. Cyril and Methodius in Trnava and § 15 par. 1 letter c) Organizational Rules of the University of Ss. Cyril and Methodius in Trnava.
2) This Statute is a part of the Internal Quality Assurance System for Higher Education at UCM and contains rules according to a special regulation[1].
3) The Statute regulates the status, composition, activities, competencies, and responsibilities of the Quality Board of the UCM division (hereinafter also referred to as the "Quality Board").
4) The Statute is part of the policies of the internal quality system at UCM.

§ 2
Competences and responsibilities of the Quality Board

1) The Quality Board is an organ of UCM.
2) The Quality Board is an advisory body to the person responsible for the UCM division.
3) The Quality Board at UCM implements its activities in cooperation with the Internal Quality Evaluation Board at UCM.
4) The activities of the Quality Board are part of the processes of the internal quality system at UCM.
5) The Quality Board is an initiative and control body of the UCM division.
6) The Quality Board continuously monitors and periodically evaluates the compliance of policies, structures, and processes at UCM with the standards for study programmes, standards for habilitation proceedings and inauguration proceedings, and standards for the internal quality assurance system for higher education issued by the Slovak Accreditation Agency for Higher Education (hereinafter also referred to as "SAAVS") and with the standards for study programmes, standards for habilitation proceedings and inauguration proceedings and standards for the internal quality assurance system for higher education defined and implemented in the internal quality system at UCM[2].
7) The Quality Board shall proceed in accordance with the procedures and measures laid down in § 3 of Act No. 269/2018 Coll.

[1] Act No. 269/2018 Coll. on ensuring the quality of higher education and amending Act no. 343/2015 Coll. on public procurement and on amendments to certain laws as amended (hereinafter referred to as "Act No. 269/2018 Coll.")
[2] The Internal Quality Assurance System of Higher Education at UCM; Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings, and the Submission of Applications to the SAAVS; Principles of the Habilitation Proceedings for the Award of the Title of Associate Professor and the Appointment Proceedings for the Title of Professor at the UCM; Criteria for the Evaluation of the Fulfilment of the Conditions for Obtaining the Scientific-pedagogical Title of Associate Professor and Professor at UCM, Directive on the Evaluation of Creative Activity at UCM and other relevant directives, guidelines and methodological instructions of the internal quality system at UCM.

8) The Quality Board periodically evaluates:
   a) the quality and implementation of the study programme and the field of habilitation proceedings and inauguration proceedings,
   b) the quality and level of the teacher's creative activity,
   c) the quality and level of creative activity of the UCM division.
9) The Quality Board comprehensively evaluates the internal quality system of the UCM division in a six-year period. The evaluation covers all creative staff and all processes related to the internal quality assurance and improvement system at UCM. The evaluation results in an evaluation report which is approved by the UCM Internal Quality Evaluation Board. Based on the results of the evaluation, the Quality Board shall propose changes to the UCM internal quality system to the UCM Internal Quality Evaluation Board.
10) The Quality Board evaluates the quality of the study programme in a period that is identical to the standard length of study according to the level and form of study of the study programme being evaluated.
11) The Quality Board evaluates the quality of education and creative activity every three years.
12) The subject of the assessment is:
   a) meeting the standards for the internal quality assurance system,
   b) meeting the standards for the study programme,
   c) meeting the standards for habilitation proceedings and inauguration proceedings.
13) The areas of assessment are:
   a) the internal quality system at UCM divisions,
   b) study programmes,
   c) the fields of habilitation proceedings and inauguration proceedings,
   d) teachers (persons having the main responsibility for the quality and development of the study programme and the field of habilitation proceedings and inauguration proceedings, persons providing profile subjects of the study programme, other teachers and doctoral students involved in the implementation of education and creative activities).
14) The Quality Board is involved in the establishment of the internal quality system at the UCM division. It deals with suggestions, comments, and proposals from all stakeholders, and coordinates and controls their creation and implementation in the internal quality system at UCM.
15) The Quality Board has developed a timetable and content plan for quality assessment at UCM divisions.
16) The Quality Board, on the proposal of the person responsible for the UCM division, approves:
   a) a proposal for a new study programme,
   b) a proposal to modify the study programme,
   c) a proposal for the evaluation of the study programme harmonisation,
   d) a proposal to cancel the study programme,
   e) a proposal to create, modify, evaluate harmonisation, or abolish a field of habilitation proceedings and inauguration proceedings.
17) After discussion and consideration, the Quality Board will submitted proposal:

a) approve
b) approve with comments,
c) will not approve.

18) To the person responsible for the UCM division, the Quality Board proposes:
a) cancellation of the study programme,
b) cancellation of the field of habilitation proceedings and inauguration proceedings,
c) changes in the internal quality system at UCM divisions,
d) changes in the internal quality system of UCM,
e) other changes related to quality improvement in education, creative activity, and the internal quality system of the UCM division.

19) The Quality Board annually prepares a report on the internal quality assessment at UCM for the relevant year. The report shall be submitted by the person responsible for the UCM division and approved by the Scientific Board of the UCM division. The report shall be made public.

§ 3
Composition of the Quality Board

1) The Quality Board is part of the internal quality system structures at UCM.
2) The Quality Board shall have at least five members. At least one member shall be a student. At least one member shall be a representative of an external stakeholder. As a rule, each field of study within which study programmes are carried out at a UCM division is represented in the Quality Board.
3) A student as a member of the Quality Board is proposed by the student part of the UCM academic community and, after approval by the UCM Academic Senate, is appointed by the person responsible for the UCM division.
4) The members of the Quality Board (except students) are proposed by the person responsible for the department where the study programme is carried out and appointed by the person responsible for the UCM division after approval by the Scientific Board of the UCM division.
5) The Chairperson of the Quality Board is usually the person responsible for quality at the UCM division.
6) The appointment term of the members of the Quality Board shall be four years.
7) Membership of the Quality Board shall cease:
a) by an appeal by the person responsible for the UCM division on the proposal of the Chairperson of the Quality Board,
b) by renouncing membership,
c) at the end of the appointment term,
d) the completion or interruption of the student's studies,
e) death of a member.
8) Membership of the Quality Board is irreplaceable.

§ 4
Quality Board meeting

1) Quality Board meetings shall be convened by the Chairperson of the Quality Board:

a) according to the calendar of meetings,
b) on its own initiative, according to the need and topicality of the agenda,
c) at the suggestion of the person responsible for the UCM division,
d) on the proposal of the person with the main responsibility for the quality and development of the study programme or the field of the habilitation and inauguration procedure.

2) The Quality Board shall normally meet twice a year.
3) The meeting may be held in person or online. The digital platform used at UCM is recommended.
4) The discussions of the Quality Board shall not be public.
5) A quorum of the Quality Board shall be present if a majority of its members is present.
6) The adoption of a decision of the Quality Board shall be subject to the agreement of a majority of all members of the Quality Board.
7) A Quality Board member with a conflict of interest in the relevant agenda is excluded from the meeting.
8) The persons reviewing and approving the study programme, or the field of habilitation proceedings and inauguration proceedings are different from the persons who have developed, are involved in, or are to be involved in the implementation of the study programme, or the field of habilitation proceedings and inauguration proceedings.
9) Each member of the Quality Board shall act objectively and impartially. He/she shall observe the principle of confidentiality even after his/her appointment term in the Quality Board has ended.
10) Administrative tasks related to the activities of the Quality Board shall be carried out by the Secretary of the Quality Board appointed by the person responsible for the UCM division.

§ 5
Final provision

1) This Statute was discussed in the UCM Rector's Board on 15 June 2021.
2) This Statute shall enter into force on the date of signing by the Rector of UCM and shall take effect on 1 July 2021.
3) The UCM division may supplement the Statute with additional provisions if they are in accordance with the internal regulations of UCM and the UCM division, with the standards of SAAVs, contribute to the improvement of the quality of education and creative activity of the UCM division and are approved by the Academic Senate of the UCM division.

In the university town of Trnava, on 15 June 2021

prof. Ing. Roman Boča, DrSc.
Rector of UCM

Statute of the Quality Board of the University of Ss. Cyril and Methodius in Trnava division, including amendments and supplements, is published in the Slovak language and in other languages in which the UCM conducts its programmes, with the Slovak language text being considered the authentic text.