Internal regulation
University of Ss. Cyril and Methodius in Trnava
40/2021

Statute
Study Programme Board at the University of Ss. Cyril and Methodius in Trnava

§ 1
Introductory provisions

1) The Statute of the Study Programme Board at the University of Ss. Cyril and Methodius in Trnava (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 amendments and additions to certain acts, as amended (hereinafter referred to as the "Higher Education Act"), § 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 Study Programme Board (hereinafter also referred to as the "Board") as part of the policies, structures, and processes of the internal quality assurance system of higher education at UCM.
4) The Statute is part of the policies of the internal quality system at UCM.

§ 2
Competences and responsibilities of the Board

1) The Board is a body of the UCM division.
2) The Board is an advisory body to the person responsible for the UCM division.
3) The activities of the Board are part of the processes of the internal quality system at UCM.
4) Through its activities, the Board ensures the achievement and continuous maintenance of compliance of study programmes with the standards for the study programme and with the standards for the internal quality assurance system for higher education issued by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAVS") and with the standards of the internal quality assurance system at UCM.
5) Study Programme Board in accordance with the 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:
   a. prepares a proposal for the creation of a new study programme,
   b. prepares a proposal to modify an existing study programme,
   c. prepares a proposal for the assessment of the harmonisation of the study programme with the applicable standards,
   d. proposes the cancellation of the study programme.
6) Board in accordance with the internal quality system at UCM:
   a. receives and evaluates suggestions from all stakeholders related to the implementation of the study programme,
   b. proposes measures to remedy the deficiencies identified,

[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.")

c. provides evidence for the internal quality assessment report of the study programme and proposes quality improvement measures.

§ 3
Composition of the Board

1) The Board is part of the structures of the internal quality system at UCM.
2) Board members are appointed by the person responsible for the UCM division.
3) The person responsible for the UCM division appoints the Chairperson of the Board. The Chairperson of the Board is the person with the main responsibility for the quality and development of the study programme, or the person providing the profile subject of the study programme.
4) The Board is established separately for each study programme. This does not apply to a study programme of a higher degree in the same field, to a different form and language version of a study programme, to study programmes that are combined with other study programmes. In the case of a teaching study programme, the Board is set up separately for each approbation subject. In the case of regulated medical study programmes in accordance with Government Regulation 296/2010 Coll.[2], the Board shall be established separately for each study programme and level of study of the study programme.
5) The Board shall have at least five members. At least three members shall be persons involved in the implementation of the study programme. At least one member shall be a student and at least one member shall be a representative of an external stakeholder (employer or alumnus).
6) Each member of the Board shall normally be a member of one Board. In justified cases, one person may be a member of more than one Board. In the case of the Board for the teaching approbation programme, the composition of the internal staff shall be 1:2. One member shall be for the teaching pedagogical-psychological basis and two members shall be from the relevant department in which the approbation subject is delivered. A member who is from the teaching pedagogical-psychological basis may be a member of more than one board. In the case of regulated medical study programmes in accordance with Government Regulation 296/2010 Coll., the Board members are the person with the main responsibility for the quality and development of the study programme, the persons providing the profile subjects of the study programme and a representative of the contracted establishment providing practical teaching in the study programme.
7) The appointment term of the members of the Board shall be four years.
8) Board membership shall cease:
   a. by renouncing membership,
   b. at the end of the appointment term,
   c. the completion or interruption of the student's studies,
   d. removal of a member by the person responsible for the UCM division,
   e. death of a member.
9) Membership of the Board is irreplaceable.

[2] Regulation of the Government of the Slovak Republic No. 296/2010 Coll. on professional competence for the performance of the health profession, the method of further education of health workers, the system of specialized fields and the system of certified work activities, as amended (hereinafter referred to as "Government Regulation 296/2010 Coll.")

§ 4
Board meeting

1) The Board shall normally meets twice a year.
2) The meeting of the Board shall be determined by its Chairperson.
3) The Board meeting may also be held online. The digital platform used at UCM is recommended.
4) The Board shall meet in private.
5) A quorum shall be present if a majority of its members are present.
6) The minutes of the meeting shall be drawn up by the Chairperson of the Board or by a member of the Board authorised by him/her.
7) Each member of the Board shall be bound by the obligation of confidentiality even after the termination of his membership of the Board.

§ 5
Creation, modification, and cancellation of a study programme

1) The Board, when creating, modifying, and cancelling a study programme, shall follow the Directive for the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings, and the Submission of Applications to SAAVS.
2) The Board shall make a proposal for the creation, modification, or cancellation of a study programme.
3) The Chairperson of the Board submits a proposal for the creation, modification, or cancellation of a study programme to the person responsible for the UCM division.
4) The person responsible for the UCM division submits a proposal for the creation, modification, or cancellation of a study programme to the Chairperson of the Quality Board at the UCM division.
5) In the case of assessing the compliance of a study programme with the standards for the study programme and the standards for the internal quality system of SAAVs and UCM, the Board submits a proposal for assessing the compliance of the study programme to the person responsible for the UCM division, who forwards it to the Quality Board of the UCM division.
6) In the event of the cancellation of a study programme in which students are enrolled, the Board shall submit a proposal for a procedure for the transfer of students to another study programme in the same field of study or another field of study. If the rights to pursue the study programme are withdrawn by SAAVS, the proposal for cancellation is submitted to the UCM Internal Quality Evaluation Board.
7) The persons assessing and approving the curriculum are different from the persons who have developed, are involved in, or are to be involved in the implementation of the curriculum.

§ 6
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.

In the university town of Trnava, on 15 June 2021

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

Statute of the Study Programme Board at the University of Ss. Cyril and Methodius in Trnava, 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.