Internal regulation
University of Ss. Cyril and Methodius in Trnava
3/2022

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

§ 1
Introductory provisions

1) The Statute of the Internal Quality Evaluation Board of the UCM (hereinafter referred to as the "Statute") is a part of the internal quality assurance system of higher education at the University of Ss. Cyril and Methodius according to § 15 par. 1 letter b) Act no. 131/2002 Coll. on Act on Higher Education Institutions and on amendments to certain laws as amended (hereinafter referred to as the "Act on Higher Education Institutions").
2) The statute is issued according to § 15 par. 1 letter c) Organizational Rules of the UCM.
3) The Internal Quality Evaluation Board (hereinafter referred to as the "RVHK") is a special independent academic body of the University monitoring, evaluating, and approving the processes of the internal quality system (quality of educational and creative activities and other related activities, study programmes and disciplines of the habilitation proceedings and inauguration proceedings).
4) RVHK is established by the rector of UCM in accordance with § 10 par. 5 of the UCM Statute.

§ 2
Mission

1) The mission of the RVHK is mainly:
   a) comprehensively evaluate the quality of educational and creative activities and other related activities carried out at UCM,
   b) to evaluate the compliance of the internal system of quality assurance of higher education at UCM with the standards for the internal system issued by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAVS"),
   c) to consider proposals for the creation of new study programmes and fields of habilitation proceedings and inauguration proceedings,
   d) to consider and approve the modification of study programmes and fields of habilitation proceedings and inauguration proceedings,
   e) to consider proposals for the cancellation of study programmes and fields of habilitation proceedings and inauguration proceedings,
   f) periodically evaluate the quality of the study programmes and fields of the habilitation proceedings and inauguration proceedings,
   g) to evaluate compliance with the quality standards for education,
   h) to evaluate compliance with quality standards for creative activity,
   i) periodically evaluate the quality of educational and creative activities and other related activities at UCM,
   j) to monitor, evaluate and propose measures to improve UCM's educational and creative activities and other related activities and to enhance the quality of higher education provided at UCM.
   k) Annually prepare a Report on the activities of the RVHK and quality at UCM, which is submitted to the Rector of UCM and discussed by the Scientific Board and the Academic Senate of UCM.

§ 3
Status

1) The RVHK is a special academic body of the university, which is independent of the academic self-government bodies of the university and its division.
2) The RVHK is an advisory body to the Rector of UCM. It proposes to the Rector the adoption of measures and decisions in the areas defined in § 2 Mission of this Statute.
3) The Rector of the UCM is the appeal body against the proposals, opinions, and recommendations of the RVHK.

§ 4
Composition of the RVHK

1) The RVHK is composed of prominent experts in the field of educational and creative activities and other related activities carried out at UCM.
2) Each faculty of UCM is represented in the RVHK by at least two members.
3) Each UCM institute is represented in the RVHK by at least one member.
4) UCM students are represented in the RVHK by at least two members.
5) Scientific, research, professional or social practice shall be represented in the RVHK by at least three members.
6) Representatives of UCM divisions in the RVHK are proposed by the person responsible for the UCM divisions (dean or director).
7) Student representatives are nominated by the student part of the Academic Senate of UCM from among students in the second or third level of studies, after their approval by the AS UCM.
8) Representatives from practice are proposed by the Rector of UCM on the recommendation of the persons responsible for the UCM division. As a rule, these are representatives from practice in those fields of study in which study programmes or fields of habilitation proceedings and inauguration proceedings are carried out at UCM.
9) The appointment term of a member of the RVHK shall be 4 years and shall commence on the date of the member´s appointment. In the case of a student, the appointment term is 2 years. There is no limit to the number of appointment terms.
10) The members of the RVHK are appointed and dismissed by the Rector of UCM after approval by the UCM Scientific Board, or by the UCM Academic Senate in the case of a student proposal.
11) Membership in the RVHK shall cease:
    a. at the end of the member's appointment term,
    b. the end or interruption of the student's studies,
    c. by renouncing membership,
    d. removal of a member by the rector for passivity,
    e. termination of the employment relationship with UCM (in the case of a UCM employee),
    f. death of a member.

12) The RVHK elects a Chairperson and a Vice-chairperson from among its members. The election of the Chairperson and Vice-chairperson shall require a supermajority of the votes of all members of the RVHK. Voting shall be by secret ballot.
13) The Rector of UCM appoints the Chair and Vice-chair of the RVHK.
14) The discussions of the RVHK shall be governed by the Rules of Procedure of the RVHK.
15) A member of the RVHK with a conflict of interest shall be excluded from the relevant agenda of the meeting.
16) Persons reviewing and approving a proposal for the creation, modification, cancellation, or results of periodic, or other evaluation of a study programme, or a field of habilitation proceedings and inauguration proceedings are different from those involved or to be involved in its creation, modification, or implementation.
17) Academic officials of UCM and academic officials of UCM divisions cannot be members of the RVHK.
18) Each member of the RVHK is obliged to act professionally, objectively, fairly, and impartially in his/her activities, is obliged to treat the information he/she has learned in connection with his/her service in the RVHK as confidential and to maintain the confidentiality of these facts even after the end of his/her service in the RVHK.
19) Administrative tasks related to the work of the RVHK are performed by the Secretary of the RVHK appointed by the Rector of UCM.

§ 5
List of Assessors and Temporary Working Groups of the RVHK

1) The RVHK establishes the List of Assessors and the Temporary Working Groups. Their establishment, activities, responsibilities, and competencies are defined in the Principles for the creation of the List of Assessors and Temporary Working Groups at the Internal Quality Evaluation Board at UCM.
2) The list of assessors is published.
3) The members of the List of Assessors and the members of the Temporary Working Group shall be approved by the RVHK and appointed by the RVHK Chairperson, who may use per rollam voting.
4) The list of assessors is designed to allow for the creation of a temporary working group for each study programme and field of habilitation proceedings and inauguration proceedings under consideration, ensuring the participation of stakeholders (experts, students, employers, and graduates, with at least one foreign assessor for third-level programmes and at least one foreign assessor for the field of habilitation proceedings and inauguration proceedings).
5) A member of the temporary working group may not be a person who has been or is to be involved in the preparation, modification, or implementation of the study programme, or the field of habilitation proceedings and inauguration proceedings under consideration.

6) The members of the temporary working group assess the submitted agenda according to the relevant internal regulations of UCM, in particular the Principles for the Establishment of the List of Assessors and Temporary Working Groups at the Internal Quality Evaluation Board at UCM, the Methodology for the Evaluation of the Fulfillment of Standards issued by SAAVS, the Methodological Guideline for the Periodic Evaluation of Study Programmes at UCM, the Methodological Guideline for the Periodic Evaluation of the Fields of Habilitation Proceedings and the Inauguration Proceedings at UCM.

§ 6
Assessment of proposals for the creation of new study programmes

1) The rules and procedures for creating a proposal for a new study programme are defined in § 7 of the Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to SAAVS.
2) The rules and procedures for the approval of a proposal for the creation of a new study programme in the RVHK are defined in § 8 of the Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to the SAAVS.
3) The rules and procedures for the preparation of documented information on the study programme and the application for internal authorisation for its implementation are defined in § 9 of the Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to the SAAVS.
4) The rules and procedures for the approval of a new study rogramme are defined in § 10 of the Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to the SAAVS.
5) If the proposal is for the creation or accreditation of a study programme in a field of study and level of study in which UCM is not authorised to conduct study programmes, the RVHK proceeds according to § 15 of the Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to the SAAVS.
6) The proposal of the RVHK to the Rector of UCM is accepted by the majority of the RVHK members.

§ 7
Assessment of proposals for modification of study programmes

1) The rules and procedure for modifying the study programme are defined in § 12 - § 13 of the Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to the SAAVS.
2) UCM may modify study programmes that it has accredited without time limitation (according to § 35 par. 1 of the Act on Quality Assurance of Higher Education).

3) Modification of the study program is defined by § 2 letter g) of the Act on Quality Assurance and point 1 § 12 of the Directive on the Creation, Modification and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to the SAAVS.
4) If it is a study programme implemented in a field of study in which an opinion on the assumption of applicability of graduates of the study program in practice is required, UCM may implement its modification only with the prior consenting opinion of a competent legal person; the criteria used in issuing this opinion shall be approved by the competent legal person (§ 51a par. 1 of the Higher Education Act).
5) The rules and procedure of the RVHK in the consideration of proposals for modification of study programmes are defined in § 14 of the Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to the SAAVS.
6) On the proposal of the Chairperson, the RVHK may establish a temporary working group to consider a proposal for study programme modification.
7) The RVHK, on the basis of a recommendation from the Temporary Working Group, or without consideration by the Temporary Working Group:
   a) agrees with the study programme modification proposal,
   b) does not agrees with the study programme modification proposal.
8) After the study programme modification approval, UCM enters the data on the modification of the study programme into the register of study programmes (§ 54b para. 6 and para. 9 of the Higher Education Act) or into the register of employees § 80b para. 3 of the Higher Education Act).
9) The study programme modification proposal is adopted by a majority of the members of the RVHK.

§ 8
Assessment of proposals for the cancellation of a study programme

1) The rules and procedure for cancelling a study program are defined in § 51a par. 2 of the Higher Education Act and § 11 of the Directive on the Creation, Modification and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to the SAAVS.
2) A proposal for the cancellation of a study programme is submitted to the RVHK by the person responsible for the UCM division.
3) The proposal for the cancellation of a study programme shall include the reasons for the cancellation of the programme, the dat,e and the manner in which the UCM division shall provide a method for the continuation and completion of the studies of students enrolled in the study programme proposed for cancellation.
4) On the proposal of the Chairperson, the RVHK may establish a temporary working group to consider a proposal for the cancellation of a degree programme.
5) Based on the recommendation of the temporary working group, or without consideration by the temporary working group, the RVHK proposes to the Rector of UCM:
   a. to cancel the study programme,

b. not to cancel the study programme, giving reasons for this position.

6) The proposal for cancellation shall be adopted by a majority of the members of the AGM.
7) The Rector of UCM decides on the cancellation of a study programme.

§ 9
Periodic evaluation of study programmes

1) The RVHK periodically evaluates the quality and compliance with the standards for study programmes issued by SAAVS of each study programme being conducted. The periodicity of the evaluation is identical to the standard length of the study programme under evaluation.
2) The rules and procedure for the periodic evaluation of study programmes at UCM are defined in the Methodological Guidelines for Periodic Evaluation of Study Programmes at UCM in Trnava.
3) The RVHK proposes to the Rector of UCM to grant internal authorization for the implementation of the study programme or not to grant internal authorization for the implementation of the study programme.
4) The proposal of the RVHK to the Rector of UCM is accepted by the majority of the RVHK members.

§ 10
Assessment of proposals for accreditation of fields of habilitation proceedings and inauguration proceedings

1) The rules and procedures for the creation of a proposal for the granting of accreditation of fields habilitation proceedings and inauguration proceedings are defined in § 16 of the Directive on the Creation, Modification, and Approval of Study Programmes, Fields of Habilitation Proceedings and Inauguration Proceedings and Submission of Applications to the SAAVS.
2) The proposal of the RVHK to the Rector of UCM is accepted by the majority of the RVHK members.

§ 11
Assessment of the Internal Quality Assurance System of Higher Education at UCM

1) Assessment of the internal quality assurance system of higher education at UCM means assessment of the compliance of the internal quality assurance system of higher education at UCM with the standards for the internal quality assurance system of higher education issued by SAAVS. It is an assessment of the quality assurance of educational and creative activities and related activities at UCM.
2) RVHK assesses the internal quality assurance system of higher education at UCM over a 6-year period.
3) On the basis of the submitted documents, in particular the internal evaluation report, the RVHK will assess and evaluate the internal quality system of higher education at UCM through the preparation of a report on the fulfilment of standards and criteria for the internal system.

4) On the basis of the assessment of the fulfilment of the standards for the internal system issued by SAAVS, the RVHK proposes the modification of the internal system of quality assurance of higher education at UCM.

§ 12
Other areas of assessment

1) On its own initiative or at the request of the Rector of UCM, the RVHK comprehensively or partially evaluates the quality of all educational and creative activities and related activities. This mainly concerns the assessment of the quality of educational, creative, and other related activities:
   a) teachers and non-teaching staff of UCM,
   b) UCM departments, workplaces, and UCM divisions,
   c) UCM.
2) The evaluation of creative activities is carried out in accordance with the Guidelines on the Evaluation of Creative Activities at UCM and other internal regulations.
3) The evaluation criteria are:
   a) Standards for the internal quality assurance system of higher education of SAAVS,
   b) Standards for the study programmes of SAAVS,
   c) Standards for Habilitation Proceedings and Inauguration Proceedings of SAAVS
   d) Relevant internal regulations, policies, criteria, and indicators applicable at UCM.

§ 13
Transitional and final provisions

1) The existing Statute of the Internal Quality Evaluation Board No. 10/2021, which entered into force on 16 March 2021 and became effective on 1 April 2021, is repealed.
2) This Statute was discussed in the UCM Rector's College on 15 March 2022.
3) This Statute shall enter into force on the date of signing by the Rector of UCM and shall take effect on 1 April 2022.
4) This internal regulation contains UCM's know-how in the field of quality provision in higher education and is therefore only published on the UCM intranet site.

In the University City of Trnava, on 15 March 2022

prof. Ing. Roman Boča, DrSc.
rector of the UCM

Statute of the Internal Quality Evaluation Board of 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.