Internal regulation
University of Ss. Cyril and Methodius in Trnava
4/2022

Rules of Procedure of the UCM Internal Quality Evaluation Board

§ 1
General provisions

1) The Rules of Procedure of the UCM Internal Quality Evaluation Board (hereinafter referred to as the "Internal Regulation") are issued in accordance with Act No. 269/2018 Coll. on Quality Assurance of Higher Education and amendment and supplementation of Act No. 343/2015 Coll. on Public Procurement and on amendment and supplementation of Certain Acts, as amended, which established the rules of quality assurance of higher education in accordance with European standards, and in accordance with § 15 par. 1 letter m) of Act no. 131/2002 Coll. on Higher Education Institutions and amendments and supplementations to certain acts, as amended (hereinafter referred to as the "Higher Education Institutions 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) The UCM Internal Quality Evaluation Board (hereinafter referred to as the "RVHK") is a separate independent academic body of UCM, governed by the Statute of the RVHK and these Rules of Procedure of the RVHK.

§ 2
Rules of the meeting

1) The activities of the RVHK shall be transparent, systematic, continuous, professional, unbiased, and effective.
2) The activities and deliberations of the RVHK are carried out in accordance with the internal regulations of the UCM.
3) Regular meetings of the RVHK are held, as a rule, three times a year, according to a predetermined timetable and agenda, which is published.
4) An extraordinary meeting of the RVHK is held if requested by the rector of the UCM, the chairperson of the RVHK, or at least 1/3 of the RVHK members.
5) The meeting of the RVHK shall be called by the chairman of the RVHK, in his/her absence by the vice-chairman of the RVHK.
6) An extraordinary meeting of the RVHK shall be called at least within 14 days of the request.
7) Administrative tasks related to the activities of the RVHK shall be carried out by the secretary of the RVHK.

§ 3
Chairperson and Vice-Chairperson of the RVHK

1) The chairperson and vice-chairperson of the RVHK are elected by the members of the RVHK and appointed by the rector of the UCM.
2) The chairperson shall call the meetings of the RVHK in accordance with § 2 of these Rules of Procedure.
3) The chairperson shall set the agenda for the RVHK meeting and shall ensure that it is published on the UCM website and delivered to the members of the RVHK well in

advance.

4) The chairperson shall chair the meetings of the RVHK.
5) In his/her absence, the chairperson of the RVHK shall delegate the vice-chairperson to act on his/her behalf.

§ 4
Proceedings of the meeting for the evaluation of new study programmes

1) The evaluation of new study programmes has two stages:
   a) Evaluation and approval of the proposal for the creation of a new study programme in accordance with § 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 SAAVS. Proposal for the creation of a new study programme must be created and meet the requirements according to § 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.
   b) Evaluation of the documented information on the study programme and approval of the proposal to grant internal authorisation for its implementation. The documented information consists of the accreditation file of the study programme and the relevant documents on its creation, assessmen,t and approval by the structures at the UCM division, which has the relevant responsibilities, powers, and competencies defined by internal regulations, according to § 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 SAAVS. The documented information on the study programme must be created and comply with the requirements according to § 9 of the Directive on the creation, modification, and approval of study programmes, habilitation proceedings and inauguration proceedings, and the submission of applications to the SAAVS.
2) The chairperson of the RVHC may establish a temporary working group to evaluate a proposal for the creation of a new study programme in accordance with the Principles for the Establishment of the List of Assessors and Temporary Working Groups.
3) To review the documented information on the study programme and approve the proposal for granting internal authorisation, the chairperson of the RVHK establish a temporary working group in accordance with the Principles for the Establishment of the List of Assessors and Temporary Working Groups.
4) The RVHK decides on the proposal for the creation of a new study programme according to § 8 of the Directive on the creation, modification, and approval of study programmes, fields of habilitation proceedings and inauguration proceedings and the submission of applications to SAAVS.
5) RVHK decides on the proposal to the rector to grant or not to grant internal authorization to carry out a new study programme in accordance with § 10 of the

Directive on the creation, modification, and approval of study programmes, habilitation proceedings, and inauguration proceedings and the submission of applications to the SAAVS.

6) The following persons have the right to participate in RVHK discussions on the proposal to create a new study program:
   a) the person responsible for the relevant UCM division,
   b) the person who is to have the main responsibility for the quality and development of the relevant study programme,
   c) rector.
7) The opinion of the RVHK on the proposal to create a new study programme, as well as the opinion of the RVHK on the proposal to grant internal authorisation for its implementation at UCM is adopted by the consent of a supermajority of all RVHK members. The vote may also take place in the form of "per rollam" or combined.

§ 5
Proceedings of the meeting for the evaluation of the study programmes modification

1) Evaluation and approval of the modification of study programmes in the RVHK are carried out according to § 12 of the Directive on the creation, modification, and approval of study programmes, fields of habilitation proceedings and inauguration proceedings, and the submission of applications to SAAVS.
2) The proceedings of the meeting when evaluating the modification of study programmes is determined by the specific modification of the study programme defined in paragraph 1 of § 12 of the Directive on the creation, modification, and approval of study programmes, fields of habilitation proceedings, and inauguration proceedings and the submission of applications to SAAVS.
3) Modifications of the study programme according to letters a), b), c) and e) of paragraph 1 of § 12 of the Directive on the creation, modification, and approval of study programmes, fields of habilitation proceedings, and inauguration proceedings and the submission of applications to SAAVS shall be evaluated and approved by the RVHK according to paragraph 4 of Section 14 of the Directive on the creation, modification and approval of study programmes, fields of habilitation proceedings and inauguration proceedings and the submission of applications to SAAVS.
4) Modifications of the study programme according to point d) of paragraph 1 of § 12 of the Directive on the creation, modification, and approval of study programmes, fields of habilitation proceedings, and inauguration proceedings, and the submission of applications to SAAVS shall be notified to the RVHK according to paragraph 5 of § 14 of the Directive on the creation, modification and approval of study programmes, fields of habilitation proceedings and inauguration proceedings and the submission of applications to SAAVS.
5) The statement of the RVHK on a proposal for modification of the study programme according to paragraph 3 of § 5 of these Rules of Procedure shall be adopted by the approval of a majority of all members of the RVHK. The vote may also take place by "per rollam" or by a combined vote.

§ 6
Proceedings of the meeting for the evaluation of the proposal for the cancellation of study programmes

1) Evaluation of the proposal for the cancellation of a study programme in the RVHK takes place according to § 51a section 2 of the Higher Education Institutions Act and § 11 of the Directive on the establishment, modification, and approval of study programmes, fields of habilitation proceedings and inauguration proceedings and submission of applications to SAAVS.
2) A proposal for the cancellation of a study programme is submitted to the chairperson of the RVHK by the person responsible for the UCM division.
3) On the proposal of the chairperson, the RVHK may establish a temporary working group to evaluate a proposal for the cancellation of a study programme.
4) The RVHK discusses the proposal for the cancellation of the study programme, makes a decision, and proposes to the rector of UCM:
   a) cancel the study programme,
   b) not to cancel the study programme, while justifying the reasons.
5) The proposal for the cancellation of a study programme shall be adopted by the approval of a supermajority of all members of the RVHK.

§ 7
Proceedings of the meeting for the periodic evaluation of study programmes and fields of habilitation proceedings and inauguration proceedings

1) The proceedings of the meeting of the RVHK for the periodic evaluation of study programmes is determined by the internal regulation on the periodic evaluation of study programmes at UCM, in the periodicity given by the length of study in the respective study programme.
2) The proceedings of the meeting of the RVHK for the periodic evaluation of habilitation proceedings and inauguration proceedings are determined by the internal regulation on the periodic evaluation of habilitation proceedings and inauguration proceedings at the UCM, in the periodicity given in the Methodology for the evaluation of standards issued by SAAVS.
3) The chairperson of the RVHK follows the timetable for the periodic evaluation of study programmes and fields of the habilitation proceedings and inauguration proceedings.
4) In accordance with the Principles for the Establishment of the List of Assessors and Temporary Working Groups at the RVHK at UCM, for each evaluated study programme and each evaluated field of habilitation proceedings and inauguration proceedings the RVHK shall establish a temporary working group.
5) Following the preparation of the Report on the fulfilment of the standards and criteria for the study programme or, in the case of the evaluation of the field of habilitation proceedings and inauguration proceedings, the Report on the fulfilment of the standards and criteria for the field of habilitation proceedings and inauguration proceedings by the relevant Temporary Working Group, RVHK shall discuss and approve or disapprove the Report.

6) In the RVHK, the procedures, evidence, policies, structures, and processes for the periodic evaluation of study programmes and fields of habilitation proceedings and inauguration proceedings are similar to those for the evaluation of creation, modification, and approval of study programmes, fields of habilitation proceedings and inauguration proceedings. They are defined in the Directive on the creation, modification, and approval of study programmes, fields of habilitation proceedings and inauguration proceedings, and the submission of applications to SAAVS.
7) The proceedings of the RVHK are intended to fulfil the objective of the periodic evaluation of study programmes and fields of habilitation proceedings and inauguration proceedings, to evaluate whether the study programme and field of habilitation proceedings and inauguration proceedings meet the SAAVS standards and are in accordance with the internal regulations of the UCM.
8) If the result of the periodic evaluation of the study programme or the field of habilitation proceedings and inauguration proceedings in the RVHK is that the study programme or the field of habilitation proceedings and inauguration proceedings meet all the SAAVS standards set for study programmes and fields of habilitation proceedings and inauguration proceedings and all the internal regulations of UCM set for the quality of study programmes and fields of habilitation proceedings and inauguration proceedings, the result is the continuation of the study programme or the field of habilitation proceedings and inauguration proceedings.
9) If the result of the periodic evaluation of a study programme or a field of habilitation proceedings and inauguration proceedings in the RVHK is that the study programme or the field of habilitation proceedings and inauguration proceedings do not meet all the SAAVS standards set for study programmes and fields of habilitation proceedings and inauguration proceedings and all the internal regulations of UCM set for the quality of study programmes and fields of habilitation proceedings and inauguration proceedings, the result is the requirement by the RVHK to modify the programme or field of habilitation proceedings and inauguration proceedings within a specified time limit, and to continue the programme or field of habilitation proceedings and inauguration proceedings, or to cancel the programme or field of habilitation proceedings and inauguration proceedings.
10) The decision on the outcome of the periodic evaluation of the study programme or field of the habilitation proceedings and inauguration proceedings are adopted by the approval of a supermajority of all members of the RVHK.

§ 8
Proceedings of the meeting for the periodic evaluation of the internal quality assurance system of higher education at the UCM

1) The proceedings of the meeting of the RVHK for the periodic evaluation of the internal quality assurance system of higher education at the UCM is determined by the internal regulation on the periodic evaluation of the internal quality assurance system of higher education at the UCM, in the periodicity of 6 years.

2) In accordance with the Principles for the Establishment of the List of Assessors and Temporary Working Groups, the chairperson of the RVHK will propose a temporary working group to evaluate the internal quality assurance system for higher education at the UCM.
3) After the approval of the temporary working group, the RVHK will evaluate the internal quality assurance system of higher education at the UCM, in particular, according to the Internal Evaluation Report of the Internal Quality Assurance System of Higher Education at the UCM, other documents and according to the Methodology for the Evaluation of the Fulfillment of Standards issued by SAAVS.
4) Evaluation of the internal quality assurance system of higher education at the UCM means assessment of its compliance with the Standards for Internal Quality Assurance System of Higher Education issued by SAAVS.
5) Based on the evaluation of the Report on the fulfilment of standards and criteria for the internal system, prepared by the temporary working group, the RVHK decides on the statement of the RVHK, in which it states whether the internal quality assurance system for higher education at the UCM meets the standards for the internal system issued by SAAVS or does not meet them. The statement includes proposals and recommendations of the RVHK. The RVHK informs the rector of UCM of its statement; the rector, if necessary, takes appropriate measures to eliminate the identified deficiencies, and informs the RVHK about these measures.
11) The decision on the outcome of the periodic evaluation of the internal quality assurance system of higher education at the UCM is adopted by the approval of a supermajority of all members of the RVHK.

§ 9

Periodic evaluation of the quality of creative activity and other areas of assessment

1) The proceedings of the meeting of the RVHK focused on the periodic evaluation of creative activities at UCM is determined by the Directive on the evaluation of creative activities at UCM and other related internal regulations. The periodicity of the evaluation is three years.
2) The proceedings of the meeting of the RVHK focused on other relevant areas of assessment as defined in § 2 and § 12 of the Statute of the RVHK are defined by the relevant internal regulations of the UCM.

§ 10

Publication of information on the work of the RVHK

1) Minutes of the proceedings of the RVHK shall be taken.
2) Resolutions, decisions, evaluation reports, and annual reports on the activities of the RVHK are publicly available via the UCM website.
3) The agenda of the RVHK shall be archived by the secretary of the RVHK for a period of 10 years.

§ 11
Final provisions

1) This Internal Regulation was discussed in the UCM Rector's Board on 15 March 2022.
2) This Internal Regulation shall enter into force on the date of signing by the rector of UCM and shall come into force on 1 April 2022.
3) The validity of this Internal Regulation also cancels the internal regulation Rules of Procedure of the UCM Internal Quality Evaluation Board No. 11/2021, which entered into force on 16.3.2021 and became effective on 1.4.2021.
4) This Internal Regulation contains UCM's know-how in the field of quality assurance of 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 UCM

Rules of Procedure of the UCM Internal Quality Evaluation Board, 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.