

**Internal regulation
of the University of Economics in Bratislava**

[issued pursuant to § 15 par. 1 letter b) of Act No. 131/2002 Coll. on Higher Education
Institutions and on Amendments to Certain Acts, as amended]



**Regulations for the internal Quality assurance system of higher
education at the University of Economics in Bratislava**

2021

The Rector of the University of Economics in Bratislava (hereinafter referred to as the “EU in Bratislava”) issues pursuant to § 15 par. 1 letter b) of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended]

Regulations for the internal Quality assurance system of higher education at the University of Economics in Bratislava

Part A:

General provisions

Article 1

Introductory provisions

(1) The internal regulation “Rules for the internal Quality assurance system of higher education at the University of Economics in Bratislava” (hereinafter referred to as the “rules for the internal system”) defines the system and rules for the Quality assurance and internal evaluation of educational, creative, and similar related activities at the University of Economics in Bratislava.

(2) The internal system of Quality assurance of higher education (hereinafter referred to as the "internal system") at the EU in Bratislava may be modified and supplemented by several separate internal regulations.

(3) The internal system is governed by the Act, Act no. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to the Act no. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts as Amended (hereinafter referred to as the “Quality Assurance Act”), the EU Bratislava Statute and other internal regulations of the EU in Bratislava.

(4) Unless stated otherwise, in this internal regulation, the term “Quality” stands for the Quality of educational, creative, and similar related activities at the EU in Bratislava.

(5) This Internal Regulation:

a) *publicising* - placement in the public part of the EU website in Bratislava,

b) *providing access* - a location in the non-public part of the EU Bratislava website or another location allowing remote access to those persons and authorities to whom access should be provided in the given matter,

c) *mail sending* - sending an e-mail from the e-mail address assigned by the EU in Bratislava to the sender, to the e-mail address to a recipient, assigned by the EU in Bratislava,

d) *compulsory study subject* - a subject determined by the study plan, the completion of which is a condition for the completion of a part of the study or the entire study program,

e) *compulsory optional subject* - a subject, the completion of which is a condition for successful completion of part of the study or the entire study program; the number of these subjects (stated in the credit assessment) is determined according to the student's choice and listed in the structure determined by the study program,

f) *optional subject* - another subject that the student has the opportunity to enroll in to complete his / her study and to obtain a sufficient number of credits in the relevant part of the study,

g) *profile study subject* - the subject of the study program, which significantly contributes to achieving the profile of the graduate, i.e., the objectives and learning outcomes of the relevant study program; it is a subject that is related to the theoretical and methodological basis of the relevant field of education. By completing it the student acquires key knowledge that is essential for achieving professional knowledge listed in the graduate profile and which are related or set the condition of knowledge attested by the state exam.

h) *the aim of the study program education* - a formulation that identifies the students' abilities at the time of the end of the program. It is implemented through verifiable / measurable learning outcomes,

i) *learning outcomes* - a detailed characteristic of what the learner knows, understands and is able to do at the end of the learning process so that the individual learning objectives of the study program are met. It is fixed and the degree of its fulfillment is measurable and verifiable, the learning outcomes are determined for the study program, as well as for its parts and each study subject,

j) *internal accreditation* - the right to carry out a study program and to award its graduates a corresponding academic degree, the right to carry out habilitation and inauguration procedures in the field of habilitation and inauguration procedures,

k) *modification of the study program* - addition or deletion of compulsory subjects or compulsory optional subjects, change of conditions for proper completion of studies or a modification of information sheet of compulsory subject or compulsory optional subject except updating of teacher, recommended literature, or subject assessment,

l) *person responsible for the study program* - a person who is responsible for the implementation, development, and Quality assurance of the study program or of otherwise defined integral part of the study program. This person controls the profile subject of the program,

m) *person responsible for the habilitation procedure and inauguration procedure* - a person responsible for the development and Quality assurance of the study field in habilitation procedure and inauguration procedure,

n) *academic staff* - a university teacher or researcher employed for a fixed weekly working time at the EU in Bratislava,

o) *non-academic staff* - a professional employee or an officer employed for a fixed weekly working time at the EU in Bratislava,

p) *consultant* - an employee or student of the EU in Bratislava, an employee of another university or research institution, a renowned expert from practice.

(6) The internal system at the EU in Bratislava is based on generally accepted international standards.

(7) The EU in Bratislava requests an assessment of its internal system at least every ten years. Ongoing monitoring of compliance with internal system standards shall be carried out at least every two years. The bases for continuous supervision are:

a) evaluation of the level of the EU in Bratislava in educational activities and in the field of science, technology, or art, which is negotiated by the Scientific Council of the EU in Bratislava,

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- c) registers according to § 18 par. 4 of the Quality Assurance Act.
- (8) The structure of the internal system is regulated by the paragraph 3 of the Quality Assurance Act.

Article 2

Internal system rules

- (1) The rules of the internal system consist of:
- a) The process of Quality assurance and internal evaluation.
 - b) Creation and implementation of study programs.
 - c) Internal accreditation process.
 - d) Rules of Procedure of the Internal Quality Assessment Board.

Part B:

A) The process of Quality assurance and internal evaluation.

Article 3

Internal system rules

- 1) The internal system includes the process of Quality assurance and internal evaluation:
- a) educational activity and its results,
 - b) creative activity and its results,
 - c) international relations,
 - d) activities of EU employees in Bratislava,
 - e) study resources and their availability,
 - f) student care and student support,
 - g) cooperation with professional sphere,
 - (h) information systems.
- (2) Part of the internal system is the providing information for the public. Disclosure of documents is determined by the Quality Assurance Act, the statute of the EU in Bratislava, this internal regulation, and other internal regulations of the EU in Bratislava.
- (3) Competence, powers, and responsibilities within the internal system to the extent determined by the Act on Quality Assurance, the EU Statute in Bratislava, these internal regulations, and other internal regulations of the EU in Bratislava have:
- a) rector and vice-rectors,
 - b) The Council for Internal Quality Assessment at the EU in Bratislava (hereinafter referred to as the “Quality Council”),
 - c) Quality Council working groups and consultants,
 - d) Scientific Council of the EU in Bratislava,
 - e) Academic Senate of the EU in Bratislava,

- f) Board of Governors of the EU in Bratislava,
- g) deans and vice-deans of faculties,
- h) heads of departments,
- i) scientific councils of faculties
- j) scientific councils of faculties
- k) program boards of study programs (hereinafter referred to as the “program board),
- l) persons responsible for study programs,
- m) subjects’ guarantors,
- n) bursar
- o) Faculty secretaries
- p) other heads according to Art. 22 of the Statute of the EU in Bratislava.

Article 4

Rector and vice-rectors,

(1) Rector:

- a) is responsible for the implementation of the internal system at the EU in Bratislava,
- b) to the extent specified by the Quality Assurance Act, other legal regulations and this internal regulation, issues directives, orders, and measures to ensure the implementation of the internal system,
- c) appoints the members of the Quality Council,
- d) initiates amendments to the internal system,
- e) continuously evaluates the activities of vice-rectors, deans, and heads of university departments in the field of Quality assurance and internal evaluation and conducts annual evaluation interviews with them.

(2) The Rector shall determine by measure the responsibility of vice-rectors for the coordination of activities within the internal system.

(3) The vice-rectors responsible for the coordination of activities within the internal system perform activities for Quality assurance and internal evaluation in the designated areas and are responsible to the rector for their implementation.

Article 5

Quality Council

(1) The decision-making body within the framework of internal accreditation is the Quality Board. The decisions of the Quality Council are binding for all parts of the EU in Bratislava, where study programs, habilitation and inauguration procedures take place.

(2) Quality Council

- a) manages the course of internal Quality evaluation at the EU in Bratislava,

- b) within the framework of regular internal Quality assessment, it prepares and approves a report on internal assessment and Quality assurance at the EU in Bratislava once in every two years, it discusses and approves non-periodic reports on internal evaluation and Quality assurance at the EU in Bratislava,
- c) initiates amendments to the internal system and submits them to the rector,
- d) negotiates and decides on the application of the dean of the Faculty for internal accreditation of the study program, for a modification of the study program or a cancellation of the restriction of internal accreditation of the study program or a cancellation of the study program and approves corrective measures resulting from the assessment of such applications,
- e) approves remedial action resulting from corrective measures imposed by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the “SAAVŠ”),
- f) assesses applications for accreditation in the fields of habilitation procedure and inauguration procedure, in which the EU is authorized to carry out study programs in Bratislava, and in the new fields of habilitation procedure and inauguration procedure before they are sent to SAAVŠ,
- g) regularly monitors and supervises the fulfillment of the standards for the study program and the standards for the habilitation procedure and the inauguration procedure at the faculties.

(3) The term of office of a member of the Quality Council begins on the day of the appointment. Membership in the Quality Council expires on the day when the member of the Quality Council has ceased to fulfill the presumption on the basis of which he/she was appointed a member of the Quality Council; the date of resignation of the Quality Council; on the day when he/she was removed from the Quality Council by the rector of the university or upon death.

4) The Quality Council consists of:

- a) 14 academic staff (university teachers and researchers) from the EU in Bratislava nominated by the deans of the faculties,
- b) 3 student representatives nominated by the student part of the EU Academic Senate in Bratislava and approved by the academic senate of the EU in Bratislava,
- c) 4 representatives of employers or graduates of the EU in Bratislava nominated by the deans of the faculties.

(5) Each Faculty is represented in the Quality Council by at least one member of the academic staff.

(6) A member of the Quality Council representing a Faculty may only be an academic employee who, with his / her expertise and scientific-publication outputs, meets the highest Quality criteria, and demonstrates internationally accepted research activities of the top international Quality in the relevant field and is a moral and ethical authority.

(7) Only a student who demonstrates excellent study results during the studies or represents the EU in Bratislava at the international level may be a member of the Quality Council and represent students.

(8) The work of the Quality Council is managed by the chairman of the Quality Council, elected by the members of the Quality Council at the first meeting, which is convened by the rector of the university or a person authorized by him.

- (9) The chairman of the Quality Council is represented by the vice-chairman of the Quality Council, elected by the members of the Quality Council at the first meeting.
- (10) The organizational and administrative work of the Quality Council is provided by the secretary of the Quality Council. The secretary of the Quality Council is appointed by the chairman of the Quality Council on the proposal of the members of the Quality Council.
- (11) The Quality Council sets up working groups and may use internal and external consultants in its work, depending on the content and scope of the background material under discussion.
- (12) In the exercise of its powers, the Quality Council cooperates with other EU bodies in Bratislava, the permanent advisory bodies of the Rector, the bodies of faculties and other parts of the university.
- (13) The manner of deliberations of the Quality Council is regulated by the Rules of Procedure of the Council for internal Quality assessment (hereinafter referred to as the “Rules of Procedure of the Quality Council”), which are part of these internal regulations.
- (14) The seat of the Quality Council is the EU in Bratislava, Dolnozemska cesta 1, 852 35 Bratislava.
- (15) The technical workplace of the Quality Council is the EU Bratislava Centre of Quality Assurance and Support.

Article 6

Quality Council working groups and consultants,

- (1) The members of the working groups are appointed by the chairman of the Quality Council. The working group usually has five members.
- (2) The members of the working group consist of:
- a) the members of the Quality Council appointed by the chairman of the Quality Council,
 - (b) consultants in the field of education appointed by the chairman of the Quality Council.
- (3) No member of the Quality Council (or consultant) involved in the preparation of the proposal or in the implementation of the study program to which the proposal relates may be a member of the working group.
- (4) The working group is lead by its chairman, appointed by the chairman of the Quality Council.
- (5) The chairman of the working group leads its meetings and is responsible for the activities of the working group.
- (6) The working group may be designated for an indefinite period or may be designated only for a period of negotiating of the background materials.
- (7) The working group shall discuss proposals and background materials submitted by the chairman of the Quality Council.
- (8) The working group shall discuss the submitted materials if an absolute majority of its members is present.
- (9) The meetings of the working groups shall not be public.
- (10) The working group shall submit evaluation reports and recommendations to the chairman of the Quality Council for the materials discussed.

Article 7

Scientific Council of the EU in Bratislava, Academic Senate of the EU in Bratislava, Board of Governors of the EU in Bratislava

- (1) The competence of the Scientific Council of the EU in Bratislava in the field of Quality assurance and internal evaluation at the EU in Bratislava is determined by law, by the Statute of the EU in Bratislava and this internal regulation.
- (2) The competence of the Academic Senate of the EU in Bratislava in the field of Quality assurance and internal evaluation at the EU in Bratislava is determined by law, by the Statute of the EU in Bratislava and this internal regulation.
- (3) The competence of the Board of Governors of the EU in Bratislava in the field of Quality assurance and internal evaluation at the EU in Bratislava is determined by law, by the statute of the EU in Bratislava and this internal regulation.

Article 8

Dean and vice-deans,

- (1) Dean:
 - a) is responsible for the implementation of the internal system at the Faculty,
 - b) nominates candidates for members of the Quality Council,
 - c) proposes consultants,
 - d) appoints members of the relevant program board,
 - e) designates the person who bears the main responsibility for the relevant study program on the proposal of the members of the program board,
 - f) designates persons who are responsible for the habilitation procedure and the inauguration procedure at the Faculty,
 - g) decides on the proposal of the relevant program board for the accreditation of the study program, the modification of the study program, the abolition of the restriction of the internal accreditation of the study program or the abolition of the study program and expresses a standpoint on it; in the event of a negative opinion on the proposal, he/she is obliged to justify his/her decision and return the proposal to the program board for revision / completion,
 - h) on the proposal of the relevant program board, he/she submits a request for the granting of internal accreditation of the study program to the Quality Council, for the modification of the study program, cancellation of the restriction of internal accreditation of the study program or a request for cancellation of the relevant study program,
 - i) submits for the habilitation procedure and the inauguration procedure carried out at the Faculty to the Quality Council for assessment,
 - j) to the extent determined by this internal regulation, he/she issues binding directives, orders and measures to ensure the implementation of the internal system at the Faculty,
 - k) continuously evaluates the activities of vice-deans, heads of departments and persons responsible for the study program in the field of Quality assurance and internal evaluation

of education, creates conditions for the development of their educational and creative activities and conducts annual evaluation interviews with them,

1) initiates amendments to the internal system and submits them to the rector.

(2) The Dean shall determine by a measure the responsibility of vice-deans for the coordination of activities within the internal system at the Faculty.

(3) The vice-deans responsible for the coordination of activities within the internal system perform activities for Quality assurance and internal evaluation in specified areas and they are responsible for their implementation to the dean of the Faculty.

Article 9

Head of department,

(1) Head of department:

a) is responsible for staffing the teaching of subjects guaranteed by the department,

b) is responsible for evaluating the Quality of subjects guaranteed by the department,

c) is responsible for the focus and organization of the creative activities of the department staff,

d) appoints and dismisses guarantors of subjects of study programs of the first and second degree of study provided by the department,

e) with the prior consent of the program board of the relevant study program, he/she appoints and dismisses the guarantors of the subjects of the study programs of the third degree of study provided by the department,

f) conducts evaluation interviews with academic staff at the relevant department,

g) submits proposals for the improvement of the situation and for the solution of problems within the educational, creative, and related activities of the department to the Dean,

h) actively creates conditions for academic employees working at the department for their professional growth, qualification development, improvement of educational and creative activities, participation in national and international projects or for international educational activities,

i) addresses students' suggestions to the Quality of educational activities provided by the department.

(2) The provisions of paragraph 1 shall equally apply to the heads of scientific and pedagogical workplaces which are at the level of the department.

Article 10

Scientific Council of the Faculty, Academic Senate of the Faculty

(1) The competence of the scientific council of the EU in Bratislava in the field of Quality assurance and internal evaluation at the EU in Bratislava is determined by law, by the statute of the EU in Bratislava and this internal regulation.

(2) The competence of the academic senate of the EU in Bratislava in the field of Quality assurance and internal evaluation at the EU in Bratislava is determined by law, by the statute of the EU in Bratislava and this internal regulation.

Article 11

Program Board

- (1) The Program Board is responsible for the creation and development of the relevant study program.
- (2) The program board is appointed by the dean of the Faculty. The term of office of a member of the program board begins on the day of appointment and ends on the day when the authorization to carry out the study program is terminated. Membership in the program board expires on the day when the member of the program board has ceased to fulfill the presumption on the basis of which he/she was appointed a member of the program board; the date of resignation of the program board; on the day when he/she was removed from the Quality Council by the rector of the university or upon death.
- (3) The program board has at least 7 members.
- (4) Program board consists of:
 - a) 5 persons providing profile subjects of the relevant study program in accordance with the standards for the study program, who are responsible for the implementation, development, and Quality assurance of the study program,
 - b) at least 1 representative of students of the given study program,
 - c) at least 1 representative of employers or graduates of the given study program who are not members of the academic community of the Faculty.
- (5) The Chairman of the Program Board is a person who has the main responsibility for the study program.
- (6) If the study program is provided in cooperation with another entity, a member of the program board is also a representative of the academic community of the cooperating university or of a legal entity that is not a university.
- (7) Within the internal system, the program board shall in particular:
 - a) prepare a proposal for the internal accreditation of the study program, for the modification of the study program, for the abolition of the restriction of the internal accreditation of the study program or for the abolition of the study program and submits it to the dean of the Faculty; at the third degree of study, it does so after a negotiation in the relevant subcommittee,
 - b) continuously monitor and evaluate the teaching in the relevant study program; at the third degree of study only in collaboration with the relevant subcommittee,
 - c) discuss and approve the inclusion of a group of optional courses in the given study program,
 - d) assess the professional level of the study program and compliance with the level of current knowledge in the study field; at the third degree of study only in collaboration with the relevant subcommittee,

e) approve the regular evaluation report on the fulfillment of Quality requirements according to the standards for the study program,

f) evaluate the fulfillment of the educational goals of the study program once a year, propose and implement proposals for its improvement; at the third degree of study only in collaboration with the relevant subcommittee,

g) performs other tasks within the internal system according to the instructions of the dean of the Faculty.

(8) The program board meets at least twice per academic year. The meeting of the program board is chaired by the chairman. A written record shall be made after the meeting of the program board. The minutes of the meeting are submitted by the program board to the dean of the Faculty.

(9) The program board has a quorum if the absolute majority of the members are present at the meeting. The resolution shall be adopted if it is voted on by an absolute majority of the members who are present at the meeting of the program board.

Article 12

Persons responsible for the study program and for the habilitation procedure and the inauguration procedure

(1) The persons responsible for the study program and for the habilitation procedure and the inauguration procedure are appointed and removed by the dean of the Faculty.

(2) The persons responsible for the study program and for the habilitation procedure and the inauguration procedure are appointed and revoked by the dean of the Faculty.

(3) The person who has the main responsibility for the master's and doctoral study program may be a university teacher as a professor for a fixed working time, who is an academic employee of the Faculty and whose expertise corresponds with the given study program.

(4) The person responsible for the habilitation procedure and the inaugural procedure may be a university teacher acting as a professor who has the title of a full professor or an associate professor, acting for a fixed weekly working time, who is an academic employee of the Faculty and who is scientifically active in the field of habilitation proceedings and inauguration proceedings or in a related field.

(5) There are five persons responsible for the habilitation and inauguration proceedings at the Faculty. At least two of them are professors and have the title of a professor. Other persons are at least associate professors and have the title of an associate professor. Each of these persons may be responsible for the development and Quality assurance of at most one department of the habilitation procedure and the inauguration procedure and only at one university in the Slovak Republic.

(6) One person may have the main responsibility for the implementation, development and Quality assurance of a maximum of three study programs, which do not include cases of overlapping under the Article 7. 3, letter b) to h) of the standards for the study program.

(7) One person can be included only in one area of assessment defined by the study program and in one area of assessment defined by the department of habilitation proceedings and inauguration proceedings.

(8) Person responsible for the bachelor's and master's study program:

(a) is responsible for achieving the graduate profile defined in the accreditation of the study program within the scope of professional knowledge; and skills corresponding to the objectives and focus of study, for defining the content and scope of the state exam and its parts so that this exam corresponds to the focus of study and graduate profile at the relevant degree of study,

b) takes care of the development of knowledge within the study program provided,

c) is responsible for keeping documentation related to the relevant study program, which includes entering information into the EU information system in Bratislava,

d) is responsible for the content of the entrance examinations for the study program for which he is accountable to,

e) is responsible for the preparation of a regular evaluation report of the study program in the period and scope according to the instructions of the dean of the Faculty,

f) performs other tasks within the internal system according to the instructions of the dean of the Faculty.

(9) Person responsible for the PhD study program:

a) bears professional responsibility for the study program, mainly by coordinating the content preparation of the study program and its significant changes, supervises the Quality of its implementation, evaluates the study program, and develops it,

b) solves professional and organizational issues of the study program in cooperation with the subcommittee and supervisors,

c) is responsible for keeping documentation related to the given study program, by entering information into the information system of the EU in Bratislava,

d) participates in the creation of the content part of the entrance examinations for the study program, for which it is responsible in cooperation with the relevant subcommittee,

e) is responsible for the preparation of a regular evaluation report on the fulfillment of Quality requirements according to the standards for the study program in the period and in the scope according to the instructions of the dean of the Faculty, it does so in cooperation with the relevant sub-sectoral committee,

f) performs other tasks within the internal system according to the instructions of the dean of the Faculty.

10) Persons responsible for the habilitation procedure and the inauguration procedure:

a) have the professional responsibility for the habilitation procedure and the inauguration procedure at the Faculty,

b) participate in the elaboration of a documentation which is necessary for the evaluation of the fulfillment of individual standards for the habilitation procedure and the inaugural procedure according to the requirements of the SAAVŠ,

c) participate in the preparation of a regular evaluation report on the fulfillment of Quality requirements according to the standards for the habilitation procedure and the inauguration procedure in the period and in the scope according to the instructions of the dean of the Faculty,

d) perform other tasks within the internal system according to the instructions of the dean of the Faculty.

Article 13

Guarantor of the subject

- (1) The guarantor of the subject at the first and second level of study is appointed and revoked from the ranks of professors and associate professors by the head of the department; for subjects that do not include a lecture from the ranks of assistant professors with a scientific degree or academic degree PhD., which provides teaching of the subject after the discussion in the relevant program board.
- (2) The guarantor of the subject at the third degree of study is appointed and removed from the ranks of professors and associate professors by the head of the department, which provides teaching of the subject, after the discussion in the relevant program board.
- (3) One person can be a guarantor of a maximum of five subjects at all levels of study.
- (4) Guarantor of the subject:
 - a) is responsible for the content, level and development of the subject,
 - b) takes care of the development of knowledge and updating of study literature within the guaranteed subject, develops creative activity in the field of the guaranteed subject,
 - c) prepares the information sheet of the given subject, ensures the completeness of information in the accreditation file of the subject, information sheet and in the information system of the EU in Bratislava,
 - d) regularly updates the content of the subject; the draft amendment is submitted to the relevant program board after discussion with the relevant head of the department,
 - e) discusses with the relevant head of the department, with the guarantors of other subjects and in cooperation with the members of the relevant program board - academic staff - effective connection, continuity of subjects and restrictions for enrolling the subject in enrollment letters of students,
 - f) before the start of teaching, he/she coordinates teachers of the subject, mainly in terms of teaching methods and requirements for students, and provides them with methodological guidance during the semester,
 - g) initiates research projects, publication outputs and other creative activities of lecturers and practitioners of the subject so that the latest state of knowledge in the subject is captured,
 - h) is responsible for the comparability of students' assessment in the given subject,
 - i) is responsible for a regular evaluation of the subject and for the design and implementation of corrective measures according to the internal directive, regulating the monitoring and evaluation of Quality at the EU in Bratislava.

Article 14

The bursar, the secretary of the Faculty and other head staff according to Art. 22 of the Statute of the EU in Bratislava.

- (1) The bursar, the secretary of the Faculty and other senior staff according to the art. 22 of the statute of the EU in Bratislava in the field of Quality assurance and internal evaluation at the

EU in Bratislava is determined by the statute of the EU in Bratislava, the statute of the Faculty, the internal regulations of the EU in Bratislava and its faculties and this internal regulation.

(2) The bursar, the secretary of the Faculty and other head staff according to the art. 22 of the statute of the EU in Bratislava shall assist other persons specified in article 3 of this internal regulation in performing tasks arising from this internal regulation.

(3) The other persons specified in article 3 of these internal regulations have the power to impose tasks to the bursar, the secretary of the Faculty and other persons pursuant to the art. 22 of the statute of the EU in Bratislava. The tasks might be related to issues of Quality assurance in higher education only within their competencies, or in collaboration with persons with relevant competencies.

Article 15

Documentation of the subject and study program

(1) A subject documentation is kept for the subject, which is a part of the study program.

(2) The subject guarantor is responsible for the content accuracy, management, and continuous updating of the course documentation.

(3) The storage of the subject documentation is the information system of the EU in Bratislava.

(4) The documentation of the subject is accessible to all persons and bodies involved in the process of the internal system.

(5) The documentation of the subject consists of:

a) information sheet of the subject,

b) records on the evaluation of the subject by the guarantor of the subject,

c) records of the evaluation of the subject by students,

d) measures taken by the subject guarantor and the head of the department based on the evaluation of the subject.

(6) A subject documentation is kept for the subject, which is a part of the study program.

(7) The person responsible for the study program is responsible for the content accuracy, management, and continuous updating of the study program documentation. For the purpose of completeness of the documentation, the person responsible for the study program may request the cooperation of the subject guarantor or the relevant head of the department.

(8) The storage of the study program documentation is the information system of the EU in Bratislava.

(9) The documentation of the subject is accessible to all persons and bodies involved in the process of the internal system.

(10) The study program documentation consists of:

a) a) an application for the granting of accreditation of a study program with all annexes according to the Quality assurance act,

b) b) a request for modification of the study program or a request for cancellation of the study program,

c) c) a decision on granting the accreditation, change, or deprivation of rights,

- d) documentation of compulsory, compulsory optional and optional subjects of the study program (information sheets of subjects),
- e) the recommended study plan of the study program,
- f) regular evaluation reports of the study program,
- g) the results of the evaluation of the achievement of the educational goals of the study program according to the internal directive regulating the monitoring and evaluation of Quality at the EU in Bratislava and according to internal directive regulating the methodology of implementation of the education system at the EU in Bratislava,
- h) minutes of the meetings of the program board to the study program,
- i) other components of the study program defined in § 51 par. 4 of the Act, which are not part of the documentation under this section.

Article 16

Evaluation of the subject, study program and employability of graduates

- (1) The evaluation of the subject is performed by the guarantor of the course and students of the study program of which the relevant subject is a part.
- (2) The guarantor of the subject evaluates the subject once every two academic years.
- (3) Students evaluate subjects within the survey of students' opinions on the subject and the teacher, which is carried out once a semester through the EU information system in Bratislava.
- (4) Part of the evaluation of the subject is a record of class observation carried out according to the internal directive regulating the monitoring and evaluation of Quality at the EU in Bratislava and according to internal directive regulating the methodology of implementation of the education system at the EU in Bratislava.
- (5) The evaluation of the study program is performed by the person who has the main responsibility for the study program at least once every three academic years; the evaluation is negotiated by the relevant program board.
- (6) Part of the evaluation of the study program is a record of the evaluation of the study program according to the internal directive regulating the monitoring and evaluation of Quality at the EU in Bratislava.
- (7) The sources of information on the employability of graduates are mainly:
 - a) a survey of graduates' opinions / a survey of graduates carried out six months after the end of the study,
 - b) regular survey of potential employers conducted by the EU in Bratislava or by faculties,
 - (c) external information.
- (8) The person responsible for the study program is responsible for the evaluation of information on the employment of graduates at the level of the study program. The Rector's Office and the Dean's Office of the Faculty at which the study program takes place provide the person with the main responsibility for the relevant study program with the necessary information and cooperation in the field of graduates' employability evaluation.

Article 17

Ensuring the Quality of professional competencies of employees

- (1) Academic staff actively strive for continuous personal development and professional growth in their educational and creative activities. At the same time, they systematically contribute to building the good name of the EU in Bratislava, they use opportunities to present their expertise to the public and strive to increase their visibility.
- 2) Comprehensive evaluation of academic staff is performed by the dean of the Faculty according to internal guidelines of the EU in Bratislava, regulating evaluation of university teachers and researchers, according to criteria for evaluation of Quality of educational and creative activity of academic staff, according to criteria of visibility of academic staff and other criteria of comprehensive evaluation of academic staff mentioned in this paper.
- 3) A comprehensive evaluation of a non-academic employee is performed by his / her superior according to the criteria specified in this paper.
- 4) A comprehensive evaluation of head staff is performed by their superior according to the criteria specified in this paper.
- (5) The frequency of carrying out comprehensive evaluations is determined by the rector's regulation.
- (6) The criteria for evaluating the Quality of educational and creative activity of academic staff include in particular:
 - a) the scope and Quality of educational activities, including the method of testing knowledge and evaluating students,
 - b) the scope and Quality of results of creative activity according to the criteria specified in the rector's directives governing the specification of work duties in the creative area,
 - c) activity and success in grant schemes, especially outside the EU in Bratislava, as well as results of the completed grants evaluation.
- (7) The criteria for a visibility of academic staff outside the EU in Bratislava include in particular:
 - a) the scope and results of involvement in international educational activities,
 - b) scope and Quality of participation in national and international conferences,
 - c) the scope and Quality of activities in the development of the academic community (e.g. ensuring the agenda of the department and Faculty, cooperation with grant agencies, membership in editorial and executive boards of journals, sectoral, scientific and academic boards),
 - d) the scope and Quality of cooperation with practice-focused areas,
 - e) the scope and Quality of appearance in media.
- (8) Other criteria for a comprehensive evaluation of academic staff include in particular:
 - a) implementation of the individual development plan, including the contribution to educational, creative, and related activities,
 - b) accuracy and Quality of performing tasks continuously, assigned by the head of the department,
 - c) compliance with the Code of Ethics of the EU in Bratislava.

(9) The criteria for a comprehensive evaluation of a non-academic staff member are in particular:

- a) the scope and Quality of the implemented agenda,
- b) activities in qualification development
- c) contribution to the Quality of the internal environment of the Faculty and the EU in Bratislava,
- (d) evaluation by other staff and students (if available).

(10) The criteria for a comprehensive evaluation of a superior include in particular:

- a) the ability to determine the concept of the overall development of the managed workplace, department or section and its successful implementation,
- b) fulfillment of the strategic intention in the field of educational and creative activity of the EU in Bratislava, or of the Faculty, if it is a workplace of the Faculty, and in fulfilling the mission and vision of the university.

Article 18

Cooperation with practice-related areas

(1) The Rector, vice-rectors, deans, vice-deans, persons responsible for study programs and heads of departments make conditions for cooperation with practice-related areas, mainly in the form of:

- a) internships and traineeships for students,
- b) qualification theses in cooperation with and for practice-related areas,
- c) hosting experts from practice-related areas in teaching subjects,
- d) development and application of case studies in teaching,
- e) contract research,
- f) professional events organized at the EU in Bratislava.

(2) Within the framework of cooperation with practice-related areas, special attention is paid to a cooperation with graduates of the EU in Bratislava.

3) All activities within the cooperation with the practice-related areas are registered at the Faculty level by the relevant vice-dean and at the university level by the relevant vice-rector.

(4) Representatives of the practice are involved in the creation of the study program, as well as in the regular evaluation of the fulfillment of the standards for the study program.

Article 19

Regular evaluation reports

(1) Within the framework of the internal system, the following regular evaluation reports are processed at the level of the EU in Bratislava:

- a) evaluation report on implemented study programs, study results and study success at the EU in Bratislava, on fulfillment of Quality requirements according to the standards for the study program (extended previous report on educational activities),

- b) evaluation report on the scientific research and other creative activities at the EU in Bratislava and its results; this report may be replaced by a similar report prepared for national or international systems of creative activity evaluation (extended previous report on scientific research activity),
- c) evaluation report on the admission procedure at the EU in Bratislava,
- d) evaluation report on the results of student surveys at the EU in Bratislava,
- e) evaluation report on the employment of the graduates of the EU in Bratislava,
- f) evaluation report on the international relations of the EU in Bratislava,
- g) evaluation report on the development of human resources at the EU in Bratislava,
- h) evaluation report on the availability and relevance of resources for study at the EU in Bratislava,
- i) evaluation report on the support and care of students at the EU in Bratislava,
- j) evaluation report on cooperation with practice-related areas,
- k) evaluation report on the development of information systems at the EU in Bratislava,
- l) evaluation report on control activities at the EU in Bratislava.

(2) Within the internal system, the following regular evaluation reports are processed at the Faculty level:

- a) evaluation report on implemented study programs, study results and study success at the Faculty, on fulfillment of Quality requirements according to the standards for the study program (extended previous report on educational activities),
- b) evaluation report on scientific-research and other creative activities of the Faculty and on its results (extended previous report on scientific research activities).

(3) Regular evaluation reports shall be processed once a year no later than 31 March of the calendar year for the previous calendar year, except for reports whose negotiation and approval proceedings are carried out by law.

(4) The relevant vice-rectors are authorized to prepare the regular evaluation reports referred to in paragraph 1 of this paper. The relevant vice-deans are responsible for preparing the regular evaluation reports referred to in paragraph 2 of this paper.

(5) The Rector is responsible for the processing of regular evaluation reports referred to in paragraph 1 of this paper, and the dean of the Faculty is responsible for the processing of regular evaluation reports referred to in paragraph 2 of this paper.

(6) Regular evaluation reports referred to in paragraph 1 and paragraph 2 of this paper for the needs of the internal system shall be discussed by the relevant scientific council by law and approved by the Quality Council. The Quality Council, or a working group designated by it, may request additional information on the submitted reports from the rector or the dean. The result of the discussion of the regular evaluation reports of the Faculty is the basis for the decision of the Quality Council on the internal accreditation of the study programs of the Faculty and the regular monitoring of the fulfillment of standards. The Quality Council may request the submission of an extraordinary evaluation report.

Article 20

Regular evaluation report on the implementation of the study program

- (1) Within the internal system, a regular evaluation report on the implementation of the study program (on the fulfillment of Quality requirements according to the standards for the study program) is prepared at the level of the study program.
- (2) The person responsible for the study program is accountable to the preparation of a regular evaluation report on the implementation of the study program (on the fulfillment of Quality requirements according to the standards for the study program).
- (3) The regular evaluation report on the implementation of the study program is prepared once a year as of 15 February of the calendar year, always for the previous calendar year.
- (4) The regular evaluation report on the implementation of the study program is submitted for approval to the program board of the relevant study program.
- (5) A regular evaluation report on the implementation of the study program is included in the evaluation report on the implemented study programs, study results and study success rate at the Faculty.
- (6) The regular evaluation report on the implementation of the study program contains at least the following parts:
 - a) a summary of the development of the given study program,
 - b) a summary of the measures taken on the basis of the results of student surveys and the system of evaluation of the fulfillment of educational goals, including the evaluation of the effectiveness of these measures,
 - c) a summary of the results of all parts of the state examination,
 - d) proposals for changes in the concept of the study program and in the learning outcomes for the following period,
 - e) main conclusions,
 - f) proposed measures,
 - g) measurable indicators of the proposed measures,
 - (h) responsibility for implementing the measures.

These sections are published.

- (7) The dean of the Faculty or the relevant program board may request the submission of an extraordinary evaluation report on the implementation of the study program.

Article 21

Internal Quality assessment report

- (1) The EU in Bratislava regularly prepares a report on the internal Quality assessment every two years.
- (2) The internal Quality assessment report is regularly updated once a year. The update of the internal Quality assessment report indicates the changes made to the internal system in the previous year and the taken measures.

- (3) The report on internal Quality assessment includes a list of all internally accredited study programs, study programs with limited internal accreditation and study programs with revoked accreditation of study programs in the given year.
- (4) The Vice-Rector is in charge of the elaboration of the report on the internal Quality assessment.
- (5) The Rector is responsible for the preparation of the report on the internal Quality assessment.
- (6) The report on the internal Quality assessment is negotiated and approved by the Quality Council.

Part C

Creation and implementation of the study program

Article 22

Creation and implementation of the study program

- (1) The content and conditions of the implementation of study programs must be in accordance with the law, which is the Act on Quality Assurance with the decree on the study credit system and standards for the SAAVŠ study program.
- (2) The study program is developed in accordance with the mission and strategic goals of the EU in Bratislava, determined in its long-term plan.
- (3) The study program must be designed to meet the following general conditions:
 - a) the content of subjects taught, teaching methods, provision of practical teaching, method of assessment, content of state examinations, topics and focus of final theses must be in accordance with planned learning outcomes and the profile of graduate in the given study program and form a logical unit and correspond to the assigned field of study; the conditions of the study program must enable them to complete part of their studies at a foreign institution or another form of international involvement,
 - (b) the professional knowledge, skills and competences, including transferable competences, acquired by students in a given study program must be in accordance with the given type and profile of the study program; the acquired qualification corresponds to the relevant level of education according to the qualification framework, the student during the study in the performance of study obligations, they must demonstrate the ability to use the acquired professional knowledge, skills and competences in at least one foreign language,
 - c) the study program has a specified standard length of study, a specified workload for individual study subjects expressed in ECTS credits and the number of hours of contact teaching, except for subjects for which the nature of the educational activity does not enable it (e.g., professional internship).
- (4) The study program consists of the prescribed parts listed in the description of the study program according to the requirements of SAAVŠ.
- (5) The register of study programs at the EU in Bratislava is maintained by the Quality Council and technically processed by the Center for Quality Assurance and Support of the EU in Bratislava.
- (6) A part of the study program is a study plan which contains:

- a) compulsory subjects,
- b) compulsory optional subjects,
- c) optional subjects.

- (7) When creating a study plan, the recommended principles of creating a study plan are applied.
- (8) A part of every study program is the obligation to elaborate a final thesis.

Article 23

Specific requirements for the creation and implementation of the study program

- (1) The study program at the first stage of study can be compiled and implemented as a professionally or academically oriented study program.
- (2) In the case of a professionally oriented study program, there must be contractual cooperation in the given study program with practice, the study plan must enable students, in particular, master theoretical and practical knowledge which are necessary in the performance of the profession. The professionally oriented study program must include professional practice of at least one semester.
- (3) In the case of an academically oriented study program, there must be a connection and connection with the creative activity of the EU in Bratislava, the study plan must enable students to acquire mainly theoretical and practical knowledge which is necessary for continuing the second degree of the higher education.
- (4) The study program of the second level of study focuses on acquiring theoretical and practical knowledge and on the development of the skills of their creative application in the performance of a profession or in the continuation of university studies on the third degree.
- (5) The study program of the third degree focuses on acquiring knowledge based on the current state of scientific knowledge and especially on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science and technology.

Article 24

Requirements for staffing of the study program, for supervisors of final theses

- (1) The main requirements for the staffing of the study program at the EU in Bratislava include:
- a) providing profile study subjects by university teachers as a professor or as an associate professor who work at the EU in Bratislava in the relevant field of study or in a related field for a specified weekly working time,
 - b) providing profile study subjects in study programs with an orientation towards vocational education also by university teachers who are experienced experts from the relevant branch of economy or social practice and who work in the EU in Bratislava for a specified weekly working time or shorter working hours,
 - c) guaranteeing the sustainability of the staffing of the profile subjects of the study program from the point of view of the age structure of teachers by the relevant Faculty,
 - d) the designation of a person for each study program who has the relevant competencies and has the main responsibility for the implementation, development and Quality assurance of the study program, ensures the profile subject of the program and who is a professor in the relevant

field of study for a specified weekly working time; in the case of a bachelor's study program, it should be a professor or an associate professor in the relevant field for a fixed weekly working time, does not bear the main responsibility for implementing, developing and ensuring the Quality of the study program at another university in the Slovak Republic and is not responsible for more than three study programs.

- (2) Other requirements for the staffing of the study program at the EU in Bratislava include:
- a) demonstration of the results of creative activity in the relevant field of study in which the study program is carried out at a significant international level by teachers providing profile subjects of the study program at the third degree of study,
 - b) demonstration of the results of creative activity in the relevant field of study, in which the study program is carried out at least at an internationally recognized level by teachers providing profile subjects of the study program at the second degree of study,
 - c) demonstration of the results of creative activity in the relevant field of study, in which the study program is carried out at least at the nationally recognized level by teachers providing profile subjects of the study program at the first degree of study.
- (3) The main requirements for the supervisors of final theses at the EU in Bratislava include:
- a) at least one-degree higher university education, or qualifications higher than the final thesis. This condition does not have to be applied for practitioners conducting the final thesis,
 - b) if the supervisor of the final thesis is an expert from practice, he / she is required to work at least at the level of middle management and who has a working experience for at least five years,
 - c) the supervisor of the dissertation is a person in the position of a professor or in the position of an associate professor at the EU in Bratislava or in another similar position in a research institution cooperating in providing a study program of the third degree with the EU in Bratislava.
- (4) Other requirements for supervisors of final theses at the EU in Bratislava include:
- a) work in the field to which the topic of the final thesis belongs,
 - b) involvement in project activities; the supervisor of the dissertation at the time of writing the topic of the dissertation is or was involved in the project activity in the position of the leader, representative or a solver of the national research project, or a member of an international research project during the three preceding calendar years,
 - c) demonstration of the results of creative activity in the relevant field of study, to which the topic of the final thesis is linked at the level relevant to the given degree of study; the dissertation supervisor must have published at least two scientific articles in journals registered in the Web of Science or Scopus in the previous five years.
- (5) The number of final theses of students, supervised by one academic staff of the EU in Bratislava, shall not exceed the number of 10 on the first and second degree of study in one academic year and the number of 5 on the third degree of study. This number does not include the final theses of students who have interrupted their studies.
- (6) The supervisors of the final theses propose topics of the final theses in accordance with the focus of the study program, oriented towards solving specific problems and in accordance with the mission, vision and strategic goals of the EU in Bratislava.

Part D

Internal accreditation regulations

Article 25

Application for internal accreditation of the study program

- (1) The proposal for the internal accreditation of the study program with all annexes is prepared by the program board. The program board submits a proposal for internal accreditation of the study program to the dean of the Faculty.
- (2) The application for internal accreditation of the study program is submitted to the Quality Council by dean of the relevant Faculty in the form and in line with the requirements of SAAVŠ.
- (3) The following documents are attached to the application for internal accreditation of the study program:
 - a) internal evaluation report of the study program in Slovak and English in the form and in line with the requirements of SAAVŠ,
 - b) description of the study program in Slovak and English in the form and in line with the requirements of SAAVŠ,
 - c) scientific / artistic-pedagogical characteristics of teachers providing profile subjects of the study program in Slovak and English in the form and in line with the requirements of SAAVŠ,
 - d) characteristics of the submitted outputs of creative activity / creative activities in Slovak and English in the form and in line with the requirements of SAAVŠ,
 - e) the consent of the legal entity which is in the description of the field of study, if required by the description of the field of study.
- (4) The Faculty attaches to the application or provides the agency with access to further evidence of compliance of the proposed study program with the standards for the study program, which is in the internal evaluation report of the study program, in the description of the study program and documents for evaluation of creative activities.
- (5) The Faculty applies for internal accreditation of the study program no later than 180 days before the beginning of the academic year in which the conditions for the admission to the study program for which the Faculty is applying are published.
- (6) The application with attachments is submitted through the EU information system in Bratislava.

Article 26

Modification of the study program

- (1) The proposal for the modification of the study program is prepared by the program board. The program board submits a proposal for the modification of the study program to the dean of the Faculty.

(2) The dean of the Faculty is obliged to inform the Quality Council without undue delay about significant changes that have or may have an impact on the implementation of the accredited study program and to ask the Quality Council to assess the modification of the study program.

(3) For significant changes in the study program, in addition to the changes listed in Article 1, paragraph 3 letter (k) of this Regulation shall also be deemed to be the following:

- a) a change of the person who has the main responsibility for the study program, as well as a change of the person providing the profile subject of the relevant study program,
- b) a change in the composition of more than one third of the members of the program board of the study program,
- c) change of graduate profile,
- d) change of educational goals of the study program,
- e) change in the staffing of profile subjects of the study program,
- f) change of the place of the study program implementation,
- g) a change in the content of the contract with a legal entity or a foreign university, in cooperation with which the study program is provided (if it is such a study program),
- h) change in the number of admitted students, if their number increases by more than 50% in comparison with the data stated in the application for accreditation of the study program,
- i) change of the study plan as
 - substantial change in the content of profile and compulsory, compulsory optional or optional subjects, if these changes have a significant impact on the graduate profile or acquisition of profiling knowledge and skills (significant change in the course content is not considered as a reflection subject, a significant change in the content of the subject is considered to be a significant change in the scope of consultations or another form of contact with the teacher for subjects taught in a distance form),
 - adjustments to the requirements for study obligations, creative activity and the completion of traineeships within the doctoral study plan, where these changes have a significant impact on the profile of the graduate or the acquisition of profiling knowledge and skills,
 - changes in the parts of state examinations or in the content of those examinations, if these changes have a significant impact on the graduate profile or the acquisition of profiling knowledge and skills (if the state examination consists of several parts),
 - changes in the overall scope and content of professional practice (in the case of a professionally oriented study program).

Article 27

Application for a cancelation of internal accreditation restriction of the study program

(1) Application for a cancelation of internal accreditation restriction of the study program is prepared by the program board. The program board submits a request to cancel the restriction of the internal accreditation of the study program to the dean of the Faculty.

(2) An application for the cancelation of the internal accreditation restriction of a study program is submitted to the Quality Council by the dean of the Faculty.

(3) The application must contain the requisites proving the elimination of the deficiencies stated in the decision of the Quality Council on the restriction of the internal accreditation of the study program as the reasons for issuing the decision on the restriction.

(4) Part of the application for the cancellation of the internal accreditation restriction of the study program is the fulfillment of the action plan of the Faculty to eliminate deficiencies.

Article 28

Application for cancellation of the study program

(1) The program board submits a request for cancellation of the study program to the dean of the Faculty.

(2) The application for cancellation of the study program is submitted to the Quality Council by the dean of the Faculty.

(3) The application for cancellation of the study program must contain the reasons for the cancellation of the program, the date on which the Faculty requests the cancellation of the study program and the way in which the Faculty ensured the method of continuing and terminating the study of students enrolled in the study program.

Article 29

The process of assessing applications submitted to the Quality Council.

(1) The deliberations and decisions of the Quality Council and its working groups shall be governed by the rules of procedure of the Quality Council.

(2) The Quality Council registers all submitted applications related to the internal accreditation of the study program, to the modification of the study program, to the cancellation of the internal accreditation restriction of the study program, or cancellation of the study program, and sends the applicant a written notice on the commencement of the proceeding.

(3) The decision-making process for such proposals shall begin on the date of application.

(4) The chairman of the Quality Council appoints at least a 5-member working group to assess the application and prepare an evaluation report.

(5) When assessing the submitted proposal (application), the working group of the Quality Council assesses the compliance of the proposal with the Quality assurance act, with the standards for accreditation of the study program and with the internal regulations of the EU in Bratislava.

(6) The working group submits an evaluation report prepared on the discussed proposal to the Quality Council. The Quality Council decides on the working group proposal in accordance with the rules of procedure of the Quality Council. Based on the evaluation report of the working group, the Quality Council shall decide or express its opinion.

(7) The result of the application assessment process is issued by the Quality Council in the form of a decision. The decision must contain a statement, justification, and instructions. The decision shall also contain the particulars set out below, depending on the nature of the case.

(8) The Quality Council shall publish its decision.

Article 30

Application for internal accreditation of the study program

- (1) The Quality Council decides on the internal accreditation of the study program and the modification of the study program on the proposal of the dean of the Faculty.
- (2) The Quality Council may suspend the process of approving the proposal for the granting internal accreditation or the proposal for the modification of the study program and return it to the dean of the Faculty to supplement and eliminate deficiencies. It shall set a reasonable time limit for supplementing the proposal or for remedying the deficiencies. It may be repeatedly prolonged at the Dean's request.
- (3) The Quality Council shall decide on granting internal accreditation of the study program or modifying the study program within 60 days from the delivery of the application. The months of July and August and the period of suspension of the approval process shall not be included in this period.
- 4) The decision of the Quality Council on granting internal accreditation of the study program contains:
 - a) the name of the Faculty,
 - b) the name of the study program,
 - c) the type of study program,
 - d) the form of study,
 - e) the standard length of study,
 - f) the degree of study,
 - g) the language or languages in which the study program must be conducted,
 - h) the name of the field of study from the system of fields of study,
 - i) code of the level of education and code of the field of education according to the international standard classification of education,
 - j) in the case of a combined study program, the percentage of education areas in teaching,
 - k) the level of the national qualifications framework,
 - l) the academic degree awarded,
 - m) the period for which the internal accreditation of the study program is granted,
 - n) the date of approval of the internal accreditation of the study program in the Quality Council,
 - o) the date of validity and effectiveness of the internal accreditation of the study program.
- (5) If the proposal for internal accreditation of the study program is not in accordance with the Act on Quality assurance, the standards for the study program, or the internal regulations of the EU in Bratislava, or if the deficiencies pointed out by the Quality Council during the approval process have not been remedied, the Quality Council will not give an approval for internal accreditation of the study program and will issue a decision with relevant reasoning.
- (6) If the Quality Council decides on the modification of the study program at the relevant Faculty, a decision on the modification of the study program shall be issued for the period until the validity of the internal accreditation of the study program.
- (7) The decision of the Quality Council on the modification of the study program includes:

- a) the name of the Faculty,
- b) the name of the study program,
- c) the type of study program,
- d) the form of study,
- e) the standard length of study,
- f) the degree of study,
- l) the academic degree awarded,
- h) specification of adjustments to the study program (addition or deletion of compulsory subjects or compulsory optional subjects, change of conditions for a proper completion of studies or a modification of the information sheet of the compulsory subject or compulsory optional subject),
- i) the period to which the study program adjustment applies,
- j) the date of approval of the modification of the study program in the Quality Council,
- k) the date of validity and effectiveness of the modification of the study program.

(8) If the proposal for the modification of the study program i is not in accordance with the Act on Quality assurance, the standards for the study program, or the internal regulations of the EU in Bratislava, or if the deficiencies pointed out by the Quality Council during the approval process have not been remedied, the Quality Council will not give an approval for internal accreditation of the study program and will issue a decision with relevant reasoning.

(9) The Faculty continuously monitors, regularly evaluates, and adjusts the study program and regularly submits it to the Quality Council for approval in a period corresponding to its standard length of study. The Faculty is obliged to submit the documents for the approval of the study program within the periodic approval to the Quality Council no later than 6 months before the end of the standard length of study of the given study program.

Article 31

Deciding on the restriction or withdrawal of internal accreditation of the study program

- (1) The Quality Council may decide to limit or withdraw the internal accreditation of the study program.
- (2) The Quality Council may decide to limit or withdraw the internal accreditation of the study program in the following cases:
 - a) if it does not approve the regular or extraordinary evaluation report on the implemented study programs, study results and study success at the Faculty, on the fulfillment of Quality requirements according to the standards for the study program, or
 - b) if it does not approve the evaluation report on the research and other creative activities of the Faculty and its results, or
 - c) if, as part of the extraordinary evaluation of the study program, it finds serious deficiencies in the implementation of the study program, or
 - d) if there is no presumption of the possibility to eliminate the deficiencies within the specified period.

- (3) Prior to the decision under paragraph 1 of this Article, the Quality Council shall give the Faculty an appropriate period to rectify the deficiencies.
- (4) It is not possible to adjust the study program in a study program with limited internal accreditation of the study program. It is not possible to admit new applicants to a study program with limited internal accreditation.
- (5) Within 30 days from the date of entry into force of the decision on the restriction of internal accreditation the Faculty is obliged to submit an action plan for the elimination of deficiencies with a time schedule for its implementation to Quality Council.
- (6) As part of the monitoring of the action plan, the Quality Council will assess the implementation of the adopted measures.
- (7) In the event that the Faculty implements the action plan of the measures taken to eliminate deficiencies, the Quality Council shall decide on the restriction cancellation of the internal accreditation of the study program.
- (8) In the event that the Faculty does not fulfill the action plan of the measures taken to eliminate deficiencies, the Quality Council shall decide on the withdrawal of the internal accreditation of the study program.
- (9) The Faculty may no longer carry out a study program for which the Quality Council has revoked its internal accreditation and is obliged to cancel such a study program.

Article 32

Deciding on the cancellation of the study program

- (1) The Quality Council may decide to cancel the study program on the proposal of the dean of the Faculty.
- (2) The Quality Council will consider the application for cancellation of the study program.
- (3) The decision of the Quality Council on the cancellation of the study program contains:
 - a) the name of the Faculty,
 - b) the name of the study program,
 - c) the type of study program,
 - d) the form of study,
 - e) the standard length of study,
 - f) the degree of study,
 - g) the language or languages in which the study program was carried out,
 - h) the name of the field of study from the system of fields of study,
 - i) the academic degree awarded,
 - j) the date on which the study program will be cancelled.

Article 33

Review of the Quality Council decision

(1) Within 15 days when the decision of the Quality Council takes effect, the submitter of the proposal may request the rector of the university to review this decision, stating the reason why he/she is requesting a review.

(2) The Rector shall assess the compliance of the contested decision of the Quality Council with the legal Act, with other legal regulations, and internal regulations of the EU in Bratislava. The Rector confirms the contested decision or forwards it to the Quality Council for renegotiation. If the Rector confirms the contested decision of the Quality Council, his decision is final.

Article 34

Accreditation of the study program, modification of the study program, cancellation of the study program outside the education areas of the EU in Bratislava

(1) The provisions of this internal regulation shall apply proportionately to the accreditation of a study program, modification of a study program, or a cancellation of a study program that does not belong to the field or education areas for which the EU in Bratislava has been granted institutional accreditation under the Quality Assurance Act.

Article 35

Accreditation of habilitation proceedings and inaugural procedures

(1) The provisions of this internal regulation shall proportionately to the accreditation of the habilitation procedure and the inauguration procedure in the field of the habilitation procedure and the inauguration procedure carried out at the Faculty of the EU in Bratislava.

Part E

Rules of Procedure of the Quality Council

Article 36

Negotiation of the Quality Council

(1) The work of the Quality Council is managed by the chairman of the Quality Council.

(2) The chairman of the Quality Council is represented by the vice-chairman of the Quality Council.

(3) In the case of a negotiation of the Quality Council, at which there may be a conflict of interest of the chairman of the Quality Council according to the standards for the internal system due to the negotiated documents, the vice-chairman of the Quality Council shall manage the work of the Quality Council.

(4) In the case of a negotiation of the Quality Council, at which there may be a conflict of interest of the chairman and the vice-chairman of the Quality Council according to internal system standards, the work of the Quality Council shall be managed by a member of the Quality Council designated by the chairman of the Quality Council. The member of the Quality Council thus appointed shall coordinate the work of the Quality Council only during the meeting at which there may be a conflict of interest of the chairman or vice-chairman of the Quality Council.

(5) The secretary of the Quality Council participates in the meetings of the Quality Council, prepares the minutes of the meeting, keeps records of minutes from the meetings of the Quality Council and working group meetings, keeps a list of Quality Council consultants, archives documentation which are subject to Quality Council meetings.

(6) The secretary of the Quality Council is responsible for the administration of the website of the Quality Council. The secretary of the Quality Council may be an academic or non-academic staff member of the EU in Bratislava.

(7) The activities of the Quality Council are governed by the agenda of individual meetings submitted by the chairman of the Quality Council.

(8) Members of the Quality Council, members of working groups, consultants, invited guests and the secretary of the Quality Council are obliged to observe confidentiality in relation to the issues under discussion.

Article 37

Submission of materials for the Quality Council meeting

(1) The material for the meeting of the Quality Council is submitted by the rector and the deans of the faculties.

(2) The material for the meeting of the Quality Council also contains the definition of the matter under discussion, the proposal for the resolution of the Quality Council and all necessary documents depending on the matter under discussion (internal accreditation of the study program, modification of the study program, cancellation of the study program, extraordinary report, action plan to eliminate deficiencies, implementation of measures, etc.).

(3) Material for the meeting of the Quality Council shall be sent electronically through the secretary of the Quality Council.

(4) The secretary of the Quality Council shall immediately make the submitted material available to the chairman of the Quality Council and, after his decision, also to other members of the Quality Council.

Article 38

Rules of negotiation procedure of the Quality Council

(1) The Quality Council usually meets four times a year.

(2) The meetings of the Quality Council shall not be public unless the Quality Council decides that the meeting is public.

(3) The chairman of the Quality Council is obliged to convene a meeting of the Quality Council, if determined by the Quality Assurance Act, or if at least one third of the Quality Council members request that.

(4) The chairman of the Quality Council shall convene a meeting of the Quality Council at least 14 days before the meeting and within this period he also forwards the meeting documents to the members of the Quality Council, in justified cases this period may be shorten by up to 7 days.

(5) A representative of the Faculty which is being a subject of negotiation by the Quality Council, as well as other persons may be invited to attend the meeting of the Quality Council.

- (6) If the Quality Council decides during the meeting that the prepared documents submitted for discussion are not satisfactory or were not delivered in due time, their further discussion will be suspended and the submitted documents will be returned to the submitter together with an adequate deadline for their completion or revision.
- (7) The Quality Council has a quorum if at least the majority of the members of the Quality Council are present.
- (8) Voting on resolutions of the Quality Council shall be held at a non-public session by acclamation.
- (9) In justified cases, resolutions may be put to the vote per rollam, in particular on a matter which cannot be postponed or on a proposal for which it is not expedient or cost-effective to convene a regular meeting of the Quality Council. The chairman of the Quality Council decides on the per rollam voting.
- (10) Motions for resolutions shall be put to the vote in the order in which they have been submitted.
- (11) A motion for a resolution shall be deemed to have been approved if an absolute majority of all the members of the Quality Council vote in favor. The number of members present at the meeting of the Quality Council does not include members of the Quality Council who have a conflict of interest in connection with the discussion and approval of specific proposals. Per rollam voting shall be valid, if the absolute majority of the members of the Quality Council voted in favor of the proposal.
- (12) A written record shall be made of the Quality Council meeting, containing the adopted resolutions and draft decisions on matters discussed. The Chairman of the Quality Council shall publicize the minutes of the Quality Council meeting.
- (13) Meetings of the working group shall be convened by its chairman as necessary.
- (14) The chairman of the Quality Council shall convene a meeting of the Quality Council at least 10 days before the meeting and within this period he also forwards the meeting documents to the members of the Quality Council, in justified cases this period may be shorten.
- (15) A representative of the Faculty which is being a subject of negotiation by the Quality Council, as well as other persons may be invited to attend the meeting of the Quality Council.
- (16) Any member of the Quality Council has the right to participate in the meetings of the working group.
- (17) The report and opinions shall be submitted by the chairman of the working group to the chairman of the Quality Council.

Part F

Article 39

Transitional and final provisions

- (1) Until the decision pursuant to § 25 par. 1 of the Quality Assurance Act enters into force, the Faculty has the right to create a study program in the field of study and the degree to which it is authorized to carry out study programs as of 31 October 2018, even before the assessment of the internal system of the EU in Bratislava, in accordance with § 30 of the Quality Assurance Act.

(2) If the internal system is not approved by the deadline pursuant to § 30 of the Quality Assurance Act of the EU in Bratislava, the Quality assurance rules for the relevant study program shall be directly stated by the Faculty in the relevant proposal. The Faculty ensures that such a study program shall be approved in accordance with the formalized processes of the internal system and that an independent, impartial, objective, professionally based, transparent and fair assessment of the design and approval of the study program is guaranteed, with the involvement of students, employers, and other stakeholders. The Faculty also guarantees that persons assessing and approving the study program are different from the persons preparing the draft of the study program.

(3) The preparation and approval of documents resulting from the Quality Assurance Act and from the decision of the SAAVŠ shall be governed by this regulation in an appropriate manner.

(4) This internal regulation was negotiated at the meeting of the academic senate of the EU in Bratislava on the 27.1. 2021.

(5) This internal regulation was approved at the meeting of the Scientific Council of the EU in Bratislava on the 8.2. 2021.

(6) This internal regulation shall enter into force and effect on the day of its approval by the Scientific Council of the EU in Bratislava.