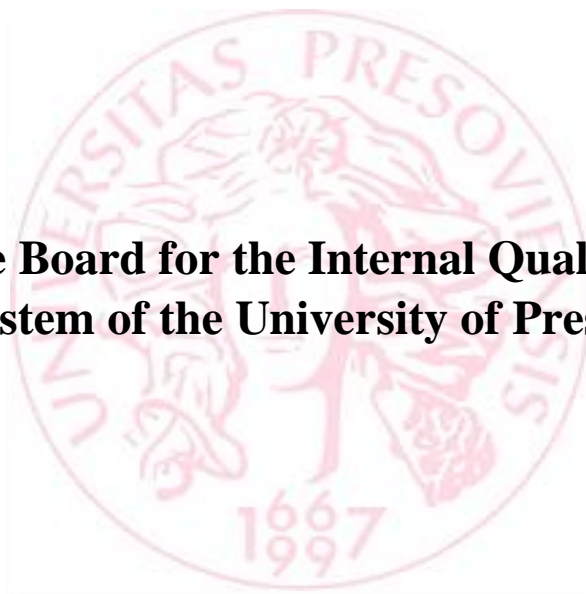


**University of Presov**

**Statute of the Board for the Internal Quality Assurance  
System of the University of Presov**



**January 2025**

## Contents

Article 1 Introductory provisions .....	3
Article 2 Main activities of the IQS Board.....	3
Article 3 Ad Hoc Expert Committee .....	4
Article 4 Composition of the IQS Board.....	5
Article 5 Meetings of the IQS Board.....	6
Article 6 Voting of the IQS Board .....	6
Article 7 Final provisions .....	7
Appendix Composition of the Groups of Fields of Study implemented at UP .....	9

# **Statute of the Board for the Internal Quality Assurance System of the University of Presov**

## **Article 1**

### **Introductory provisions**

1. The Board for the Internal Quality Assurance System of the University of Presov (hereinafter referred to as the "IQS Board") is an advisory body to the Rector of the University of Presov (hereinafter referred to as the "UP") in the field of assurance, application and evaluation of the internal quality assurance system of the University of Presov (hereinafter referred to as the "IQS"), established in accordance with Article 12, paragraph 4 and Article 45 of the Statute of the University of Presov, Article 15(1)(b) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, and Article 3 of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments and Additions to Act No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended.
2. The IQS Board is established by a decision of the Rector of UP and is a decision-making body whose decisions are binding for all faculties and other UP units where study programmes (hereinafter referred to as "SP") and fields of habilitation proceedings and inauguration proceedings (hereinafter referred to as "HPIP") are carried out.
3. The Statute of the IQS Board shall regulate and define the scope, main activities, responsibilities, structure and powers of the IQS Board.
4. The activities of the IQS Board shall develop and support the provision and evaluation of the IQS of UP's educational, scientific and research, development and innovation, artistic or other creative activities, as well as other related activities, with the aim of consistent application of the policies for the provision of the IQS.

## **Article 2**

### **Main activities of the IQS Board**

1. The IQS Board, in its capacity as defined in Article 1 of this Statute:
  - a) verifies and evaluates whether the UP requirements for the quality of educational activities in the SP and HPIP disciplines are met,
  - b) discusses the draft report on the internal evaluation of the provision of IQS and its amendments,
  - c) discusses and approves applications from faculties and other UP units related to the accreditation proceedings of SPs (establishment, modification, periodic approval, revocation) and HPIP departments,
  - d) discusses applications submitted to the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE") for the granting of authorisations for the implementation of the SP, applications for accreditation of HPIP disciplines and applications for assessment of compliance of the HPIP with the standards for the provision of HPIP in Higher Education,
  - e) monitors the implementation of corrective measures for identified deficiencies in the delivery of SP and HPIP fields,
  - f) gives its opinion on the proposals submitted to it for consideration by the Chairperson and members of the IQS Board, or on which it itself decides to deliberate,
  - g) submits proposals for the development of the provision and evaluation of the IQS to the relevant UP bodies for their comments,
  - h) comments on proposals for action by the Rector where this is provided for in the rules on the provision and evaluation of the IQS,
  - i) discusses specific rules for the evaluation of the quality of education and creative activity in individual fields of education, fields of study and disciplines.

2. In carrying out its activities, the IQS Board cooperates with other UP bodies, permanent advisory bodies of the UP Rector, bodies of faculties and other UP units.
3. The IQS Board shall establish Ad Hoc Expert Committees (hereinafter referred to as "AHEC") for the consideration of applications for the creation of new SPs in which UP has been granted the authorisation to carry out SPs.

### **Article 3**

#### **Ad Hoc Expert Committee**

1. AHEC is composed of internal and external assessors of the IQS Board.
2. The list of internal and external assessors of the IQS Board, including the definition of the fields of study they are qualified to assess, is published in the public part of the UP website.
3. On behalf of the Chairperson of the IQS Board, the relevant coordinator of the fields of study proposes the composition of the AHEC assessing the SP in the following composition:
  - a) 1 scientific-pedagogical staff member of another higher education institution based in the Slovak Republic/outside the Slovak Republic working in the given area, field of study, or related field of study (chairperson of the AHEC),
  - b) 1 employer's representative active in practice related to the field of study (AHEC member),
  - c) 1 UP student (AHEC member).
4. In the case of assessment of the SP in the 3rd degree of study, the chairperson must be a scientific-pedagogical staff member of another university based outside the Slovak Republic working in the given field, field of study, or a related field of study.
5. A UP student as a member of the AHEC must have completed at least the first degree of studies and have excellent academic results. In the case of assessment of the SP in the 3rd degree of study, the chairperson must be a scientific-pedagogical staff member of another university based outside the Slovak Republic working in the given field, field of study, or a related field of study.
6. The Chairperson of the UP IQS Board appoints the Chairperson and members of the AHEC after their prior approval at a meeting of the UP IQS Board. It is a condition of the appointment that the Chairperson and members have agreed to their appointment and participation in the processing of the report of the Ad Hoc Expert Committee.
7. The term of office of the Chairperson and members of the AHEC shall expire upon:
  - a) the issuance of a decision of the Board for IQS on not/not to grant the authorisation to carry out the SP in the given field and degree,
  - b) removal by the Chairperson of the IQS Board,
  - c) resignation from office - effective upon delivery of a written notification to the Chairperson of the IQS Board,
  - d) in the case of a student, the date of termination, abandonment or interruption of studies at UP,
  - e) death.
8. The Chairperson and members of the AHEC:
  - a) participate in the evaluation of applications for the creation of new SPs in which the UP has been granted authorisation to carry out SPs,
  - b) provide opinions on the fulfilment of the standards and criteria of the SPs within the scope determined by the AHEC,
  - c) challenge parts of the AHEC Chairperson/members' assessment with which they disagree,
  - d) submit requests to the AHEC for additional information on new SPs,
  - e) verify the facts stated in the submitted documents on the spot at the place of implementation of the SP, if the situation so requires,
  - f) participate in voting on the AHEC report on the fulfilment of the SP standards and criteria.
9. The Chairperson and members of the AHEC shall maintain the confidentiality of information

relating to the consideration of matters in which they are involved.

10. The meetings and voting of the AHEC shall be conducted in a manner similar to the meetings and voting of the IQS Board referred to in Articles 5 and 6 of this Statute.

#### **Article 4**

##### **Composition of the IQS Board**

1. The composition of the IQS Board is submitted by the chairperson of the UP Scientific Board for approval at its meeting, after approval it is appointed by the UP Rector. The IQS Board shall work in the above composition:
  - a) Chairperson of the IQS Board,
  - b) the Vice-Chairperson of the IQS Board,
  - c) the UP Vice- Rectors,
  - d) coordinators of the fields of study implemented at UP,
  - e) representatives of UP faculties,
  - f) representatives from the external environment,
  - g) representatives of employers,
  - h) representatives of UP students,
  - i) the Secretary of the IQS Board.
2. The activities of the IQS Board shall be managed by its Chairperson. The Rector of UP is the chairperson of the IQS Board.
3. The Vice-Chairperson of the IQS Board represents the Chairperson in the scope determined by him/her. The Vice-Chairperson of the IQS Board is the UP Vice-Rector for Development, Information Technologies and Quality Assurance.
4. Study Field Coordinators are recognised professional authorities of UP who ensure quality assessment in the areas of study fields implemented at UP (Appendix).
5. UP faculty representatives are selected scientific and pedagogical staff of individual UP faculties.
6. Representatives from external environment are scientific and pedagogical staff of another university based in the Slovak Republic/outside the Slovak Republic.
7. Representatives of employers are usually statutory officers of the organisation or act in a managerial capacity in the organisation.
8. Representatives of UP students have excellent academic results in their studies at UP so far and have completed at least the first degree of study.
9. The Secretary of the IQS Board is an employee of the University with a fixed weekly working time. The Secretary of the IQS Board shall:
  - a) be a member of the IQS Board, but shall not be entitled to vote on matters under discussion,
  - b) perform tasks related to the organisational and administrative support of the activities of the IQS Board,
  - c) attend the meetings of the IQS Board and draw up the minutes of the meetings; in his/her absence, the minutes shall be drawn up by the person authorised by the Chairperson,
  - d) keep the minutes and interim records of the activities of the IQS Board,
  - e) maintain and keep up-to-date a list of internal and external assessors of the IQS Board,
  - f) co-operate with the coordinators of the study field groups in the processes of review of selected AHEC matters,
  - g) participate in the updating of UP internal regulations directly related to the IQS,
  - h) maintain the confidentiality of information with which he/she comes into contact during the performance of his/her duties.
10. A member of the IQS Board shall hold his/her office in a personal capacity and shall be independent in the performance of his/her duties.

11. The term of office of the members of the IQS Board is identical with the term of office of the UP Rector and ends with the termination of his/her function. The term of office of the members of the IQS Board shall expire at the same time:
  - a) by dismissal by the Chairperson of the IQS Board,
  - b) by resignation - effective upon delivery of a written notification to the Chairperson of the IQS Board,
  - c) in the case of an employee of the UP, by termination of the employment relationship for a fixed weekly working time,
  - d) in the case of a UP student, the date of termination, abandonment or interruption of studies,
  - e) on death.
12. If the office of an appointed member of the IQS Board ceases before the end of his/her term of office, a new member shall be appointed for the remainder of the current term of office.

## **Article 5**

### **Meetings of the IQS Board**

1. The meetings of the IQS Board shall be held in such a way as to ensure that its activities are carried out within the competence of the IQS.
2. Meetings of the IQS Board shall be held by attendance; if necessary, a meeting of the IQS Board may also be held online or a combination thereof.
3. Prior to each meeting, an invitation is sent to the members of the IQS Board with an agenda proposed by the Chairperson of the IQS Board.
4. The meetings of the IQS Board shall be closed to the public. Members of the IQS Board and other invited persons shall respect the confidentiality of the matters discussed.
5. If the nature of the matter under discussion so requires, the Chairperson of the IQS Board shall invite the Chairperson/member of the AHEC or another representative of the faculty or part of the UP to the agenda item in question.
6. Meetings of the IQS Board shall be chaired by its Chairperson, or in his/her absence by its Vice-Chairperson, or by a member authorised by the Chairperson.
7. Individual agenda items are discussed on the basis of supporting materials. As a rule, the supporting documents for the meeting are sent to the members of the IQS Board at least 7 calendar days in advance or, in the case of an extraordinary meeting of the IQS Board, within a period of time which allows for their proper discussion.
8. If, during the course of the meeting, the IQS Board resolves that the supporting materials are insufficient or have not been sent in sufficient time, it shall refrain from further discussion of the agenda item. In such a case, the supporting documents shall be returned to the submitter, together with a reasonable time limit for their completion.
9. A debate shall be held on each agenda item.
10. The minutes of the meeting of the IQS Board shall be drawn up and shall include the attendance register and the resolutions adopted.
11. The minutes shall be signed by the Chairperson of the IQS Board and verified by the Vice-Chairperson of the IQS Board after they have been drawn up.
12. The minutes and adopted resolutions of the meetings of the ISQ Board shall be published in the public part of the UP website.

## **Article 6**

### **Voting of the IQS Board**

1. The IQS Board shall adopt a resolution on the outcome of its deliberations.

2. A quorum shall be present if a majority of all members of the IQS Board is present.
3. The IQS Board shall decide on the draft resolution by vote.
4. Voting shall be open to the public, unless the IQS Board decides that voting shall be by secret ballot. If the vote is secret ballot, the Chairperson shall appoint two tellers who shall be responsible for the administration of the secret ballot.
5. A separate vote shall be taken on each motion for a resolution.
6. A member of the IQS Board shall abstain from voting on the IQS Board if:
  - a) in the case of the SP/HPIP subject under consideration, he/she is in the position of the person responsible for the SP/HPIP subject or the teacher delivering the profile subject of the SP,
  - b) has participated in the process of its development as one of the parties concerned (student/employer) in the case of the SP/HPIP under consideration,
  - c) in the case of the SP/HPIP under consideration, acts as a member of the AHEC,
  - d) has any other conflict of interest in relation to the matter in question.
7. After the voting has been completed, or after the results of the voting have been established, the presiding chairperson shall announce the result by announcing the number of votes cast in favour of the proposal, the number of votes cast against the proposal and the number of members of the IQS Board who abstained from voting in accordance with the provisions of paragraph 6 of this Article.
8. The approval of a majority of the members of the IQS Board present shall be required for the adoption of a resolution.
9. The Chairperson of the IQS Board may announce an electronic or correspondence vote without a physical meeting of the IQS Board (hereinafter referred to as "per rollam voting") if conditions do not allow for the physical participation of the members of the IQS Board, or if it is an urgent matter or a proposal for the discussion of which it is impossible or impractical to convene a meeting of the Board.
10. In the case of a per rollam vote, the Secretary of the IQS Board, on the authority of the Chairperson of the IQS Board, sends the invitation with the agenda, the text of the draft resolutions, the ballot paper and, where appropriate, the explanatory memorandum to the items discussed at the meeting to the members of the IQS Board. The method and time limit for the per rollam vote shall be determined by the Chairperson of the IQS Board.
11. In the case of a per rollam vote, the members of the IQS Board shall send to the Secretary a completed ballot paper containing the name and surname of the voter, the date of the vote and the result of their vote (i.e. in favour of the proposal, against the proposal, abstention) within the time limit specified in paragraph 10, otherwise their vote shall be invalid.
12. A resolution from a per roll call vote shall be adopted if a majority of the voting members of the IQS Board have agreed to it.
13. Minutes of the per roll call vote shall be drawn up and shall include the attendance list and the adopted resolutions. Once drawn up, it shall be verified by the Vice-Chairperson of the IQS Board and signed by the Chairperson of the IQS Board. Subsequently, the documents are published in the public part of the UP website in the same way as in the case of the attendance meeting of the IQS Board.

## **Article 7**

### **Final provisions**

1. This Internal Directive was approved by the Academic Senate of the University of Presov on December 17, 2024.
2. This Internal Directive cancels the Statute of the Board for the Internal Quality Assurance System of the University of Presov of November 2, 2021.

3. This Internal Directive cancels the Study Rules of the Groups of Study Fields and Ad Hoc Expert Committees dated April 4, 2022.
4. This Internal Directive shall enter into force and effect on January 1, 2025.

In Presov, December 17, 2024

PaedDr. Mgr. Helena Galdunová, PhD.  
Chairperson of AS of the UP

Dr. h. c. prof. PhDr. Peter Kónya, PhD.  
Rector of the UP



## Composition of the Groups of Fields of Study implemented at UP

No.	Group of Fields of Study	Name of the Field of Study
1.	Natural and Technical Sciences	3. Biology
		7. Ecological and Environmental Sciences
		13. Physics
		42. Earth Sciences
2.	Social, Economic and Legal Sciences	8. Economy and Management
		23. Media and Communication Studies
		26. Political Sciences
		32. Psychology
3.	Human Sciences and Education	33. Social Work
		11. Philology
		12. Philosophy
		15. Historical Sciences
4.	Health and Sports Sciences	37. Theology
		38. Teacher Training a Pedagogical Sciences
		25. Nursing
		29. Midwifery
		40. Sports Sciences
		46. Health Sciences