

Upon the proposal of the Trnava University Chancellor dated February 24, 2021, the Trnava University Academic Senate pursuant to Article 9, Section 1, Item b) and Article 15, Section 1, Item m) of the Act no. 131(2002 Coll. on Universities and Colleges Amending Certain Acts as amended and Article 39, Section 4 of the Statute of the Trnava University approved the Present Statute of the Internal Quality Assessment Board dated May 20, 2013. The same was approved by Resolution no. AS TU 15R 7/04032021 dated March 04, 2021.

## **Statute of the Internal Quality Assessment Board of the Trnava University**

### **Article 1**

#### **Legislative Acronyms**

For the purposes of the Present Statute of the Board for Internal Assessment of the Quality of Higher Education of the Trnava University, the following legislative abbreviations are established:

- a) The Trnava University (hereinafter referred to as' the **University** ');
- b) The Chancellor of the Trnava University (hereinafter referred to as “**the University Chancellor**”);
- c) The Internal Quality Assessment Board of the University (hereinafter referred to as' **the Internal Quality Assessment Board**);
- d) The Academic Senate of the Trnava University (hereinafter referred to as “**the University Academic**”);
- e) Act No. 131/2002 Coll. on Universities and Colleges Amending Certain Acts as amended (hereinafter referred to as the "**the Universities and Colleges Act**");
- f) Act No. 269/2018 Coll. on Quality Assurance in Higher Education Amending the Act No. 343/2015 Coll. on Public Procurement Amending Certain Acts as amended (hereinafter referred to as the "**Quality Assurance Act**");
- g) Standards and Guidelines for Quality Assurance in the European Higher Education Area (hereinafter referred to as the '**European standards**');
- h) Standards for the Internal Quality Assurance System of Higher Education, Standards for the Study Programme and Standards for Habilitation Procedure and Procedure for the Appointment of Professors (hereinafter referred to as the "**Education Quality Standards**");
- i) Statute of the Trnava University dated May 20, 2013 as amended (hereinafter

referred to as the '**Statute of the University**');

j) the Internal Quality Assurance System for Higher Education of the University (hereinafter referred to as the “**the University Internal System**”);

k) The Statutes of the Internal Quality Assessment Board of the Trnava University (hereinafter referred to as 'the **Statutes of the Internal Quality Assessment Board** '),

## **Article 2**

### **Legal Basis for the Establishment and**

### **Operation of the Internal Quality Assessment Board and Status Thereof**

(1) The Internal Quality Assessment Board was established under Article 39, Section 2 of the 1 of the University Statute on the basis of the registration of amendments to the University Statute made by the Ministry of Education, Science, Research and Sports of the Slovak Republic in effect from February 03, 2021.

(2) The statute of the Internal Quality Assessment Board is fully in line with the Universities and Colleges Act, the Quality Assurance Act, the European Standards and the Quality of Education Standards.

(3) The Internal Quality Assessment Board shall be a permanent academic body of the University which is, in accordance with the standards of quality of education, an independent structure of the internal system of the University holding powers and responsibilities established by the Board Statute in the field of mandatory standards and quality of education standards.

## **Article 3**

### **Mandatory Status**

### **of the Internal Quality Assessment Board**

The Statute of the Internal Quality Assessment Board shall be obligatory for all parts, bodies and organisational units of the University, staff and students thereof.

## **Article 4**

### **Basic Objectives**

### **of the Internal Quality Assessment Board**

The Internal Quality Assessment Board shall in their activities take into account the research character of the University, base their operation on the long-term objective thereof and shall in particular support the following objectives:

- a) protecting and improving the quality culture of University education;
- b) apply principle of orientation on student in education,
- c) actively applying and developing the principle of value orientation,
- d) developing internationalisation and instruments thereof;
- e) deepening the digital skills of staff and students,
- f) actively promoting the scientific integrity of staff and students,
- g) actually fulfilling the tasks arising from social responsibility,
- h) implementing specific focus and identity of the Board,
- i) enabling the acquisition of transferable skills,
- j) promoting the efficient management principle responsive to external factors;
- k) ensuring permanent integrity, high efficiency and up-to-datedness of the University's internal rules;
- l) implementing consistently own coherent, integrated, dynamic and functional internal system of the University making at the same time use of the specific conditions in individual parts of the University for the purpose of continuous improvement thereof.

## **Article 5**

### **Scope of Powers**

#### **of the Internal Quality Assessment Board**

(1) The Internal Quality Assessment Board monitor and evaluate the internal system of the University, study programmes, habilitation and inauguration procedures and related activities thereof in relation to the compliance thereof with the Universities and Colleges Act, the Quality Assurance Act and other general statutes, educational quality standards, European standards as well as the University Statute and long-term objective thereof.

(2) The Internal Quality Assessment Board shall approve:

- a) application of the University for a decision of the Slovak Accreditation Agency for Universities and Colleges on the compliance of the internal system of the University with the standards for the internal system; the Board ensure internal evaluation and adopt internal evaluation reports on the creation, functionality, implementation and use of the

University's internal system and compliance thereof with the standards on the quality of education,

b) proposals concerning study programmes, habilitation procedure and inauguration procedure before the same are submitted to the Slovak Accreditation Agency for Universities and Colleges by the University Chancellor,

c) proposals concerning study programmes prior to the decision of the University the University Chancellor, if the restrictions on the creation, implementation and modification thereof in individual fields and degrees of study have been lifted on the basis of a decision of the Slovak Accreditation Agency for Universities and Colleges on the compliance of the internal system of the University with the standards for the internal system,

(3) Prior to discussion in the University Academic Senate and before approval by the University Scientific Board the Internal Quality Assessment Board shall discuss:

a) the internal regulation of the University regulating the internal system of quality assurance of higher education as well as any amendments thereto,

b) the internal regulation of the University regulating the rules for the creation, modification, approval and evaluation of the quality of the University's study programmes, habilitation and inauguration procedures as well as any amendments thereto.

## **Article 6**

### **Relations of the Internal Quality Assessment Board**

#### **with the Bodies, Organisational Units of the University and Constituent Parts Thereof**

(1) The Internal Quality Assessment Board shall in their activities and relations with other bodies of the University and constituent parts thereof apply the principles of independence, impartiality, objectivity, expertise, transparency and fairness of assessment.

(2) All bodies of the University shall actively inform each other on their activities related to the powers of the Internal Quality Assessment Board.

(3) The Internal Quality Assessment Board shall, in the exercise of their powers, cooperate with other bodies and organisational units of the University and constituent parts thereof; those bodies and units shall be obliged to provide the Board with appropriate expert and organisational support as well as with the supporting documents necessary to ensure the exercise of their powers.

(4) The Internal Quality Assessment Board may consult their operation internally at the University and at parts thereof as well externally at other entities, in particular at educational and scientific institutions in the Slovak Republic and abroad.

(5) The powers of the Internal Quality Assessment Board are without prejudice to the

powers of other bodies of the University and Faculties established by the Universities and Colleges Act, the Quality Assurance Act and the Statute of the University.

(6) The University ensure such material, personnel, organizational and financial conditions of the activity of the Internal Quality Assessment Board that enable fulfilling mission and objectives thereof in full and carrying out activities thereof.

## **Article 7**

### **Membership of the Internal**

### **Quality Assessment Board**

(1) Creating the Internal Quality Assessment Board shall, in the human resources area, be based on the principle of the involvement of stakeholders of the University, on the principle of ensuring independent, unbiased, objective and professional assessment and evaluation as well as on drafting and approval of all resolutions adopted in the areas of creation and implementation of the University's internal system. The same also includes creation, amendment, modification and cancellation of study programmes and the fulfilment of criteria related to habilitation and inauguration procedures.

(2) The composition of the Internal Quality Assessment Board shall apply the principle that those who decide on a proposal for a particular study programme shall not be the same as those who prepare, propose or implement the same to a decisive degree, that is to say as those who are responsible for the creation or implementation of that study programme.

(3) Membership in the Internal Quality Assessment Board shall be established by the appointment of a candidate by the University Chancellor; this appointment shall be subject to the prior consent of the candidate concerned to be appointed a member of the Internal Quality Assessment Board.

(4) Tenure of the members of the Internal Quality Assessment Board shall be 6 years.

(5) If the membership in the Internal Quality Assessment Board ceases to exist before the expiry of a member's tenure, the University Chancellor shall appoint a new member on the proposal of the body pursuant to Article 8, Section 1 a new member of the Internal Quality Assessment Board for the remainder of the tenure of the member of the Internal Quality Assessment Board whose function has ceased to exist.

(6) A student who is a member of the Internal Quality Assessment Board may, at least three months before the proper completion of the first or second stage of study, ask the University Chancellor to suspend his or her membership in the Board. Membership shall be suspended from the day following the date on which he or she completes his or her studies. Membership shall be renewed on the day the student concerned becomes a member of the student community of the University again. For the duration of the suspension of his/her membership, he/she shall be deemed to be absent from the meetings of the Internal Quality Assessment Board. If urgently required to ensure the operation of

the Internal Quality Assessment Board, the University Chancellor shall, upon a proposal of the University Academic Senate, appoint a substitute to take over for the duration of the suspended membership.

(7) Membership in the Internal Quality Assessment Board shall be irreplaceable.

(8) A member of the Internal Quality Assessment Board shall be reimbursed for the costs incurred in carrying out tasks of the Board.

(9) A member of the Internal Quality Assessment Board shall be obliged to participate in the meetings and decision-making of the Internal Quality Assessment Board, to comply with resolutions thereof, to comply with general statutes, European standards, quality standards on education, the University Statute, the Present Statute as well as with the ethical rules of the University.

(10) A member of the Internal Quality Assessment Board shall in connection with meetings thereof have the right to access the documents of the meeting, to propose amendments to the agenda, to propose the cancellation, amendment and adoption of new resolutions, to express himself/herself of and vote on proposals submitted, to ask questions, to raise objections and to make recommendations on the matters under discussion.

(11) The University Chancellor may remove a member of the Internal Quality Assessment Board if

a) that member was appointed on the University Chancellor's own initiative,

b) the University Chancellor was asked by the University Academic Senate or the Dean of the Faculty as the body that proposed appointment of that member of the Internal Quality Assessment Board pursuant to Article 8, Section 1,

c) the member concerned provably has, in connection with his/her activities in the Internal Quality Assessment Board, been found to be in serious breach of general statutes, European standards, quality standards on education, the University Statute, the Present Statute or the University's ethical rules;

d) that member has ceased to hold the position or function giving rise to his appointment a member thereof,

e) that member has become the person in charge of the establishment or implementation of a study programme,

f) that member was a student of the University and completed his/her studies at the University,

g) that member was an employee of the University and his employment with the University was terminated,

h) that member did not attend two consecutive meetings of the Internal Quality Assessment Board without adequate justification.

(12) Membership of the Internal Quality Assessment Board shall cease to exist, should

- a) the tenure of the member has expired,
- b) the member has renounced his or her membership in writing,
- c) the member has died,
- d) the Internal Quality Assessment Board ceased to exist.

## **Article 8**

### **Staffing of the Internal**

### **Quality Assessment Board**

- (1) The members of the Internal Quality Assessment Board shall be appointed by the University Chancellor on the basis of a parity one-third proposals of the Deans of the Faculties, the University Academic Senate and within his/her competence with each of the bodies above proposing 5 members for each composition of the Internal Quality Assessment Board.
- (2) The Internal Quality Assessment Board shall have 15 members of which 10 shall constitute central working group thereof, while the other 5 members shall constitute an *ad hoc* trade union working group or a permanent trade union working group.
- (3) The central working group consists of internal stakeholders who are 4 University employees and 2 University students and of external stakeholders who are 1 employer' representative, 1 University graduate, 1 domestic partner of the University and 1 University's foreign partner.
- (4) The University Academic Senate propose to the University Chancellor appointment of 5 candidate's members of the central working group of which the student part of the University Academic Senate shall propose 2 undergraduates. Other candidates for members thereof proposed by the staff part of the University Academic Senate shall be 1 graduate of the University, 1 domestic partner of the University and 1 foreign partner of the University.
- (5) The Chancellor shall within his/her competence appoint 5 candidate members of the central working group. The 5 candidates so appointed shall include 4 University employees and 1 representative of employers.
- (6) The Dean of each Faculty proposes to the University Chancellor appointment of 5 candidate experts from that or related field of study members of the *ad hoc* trade union working group for each field of study of the Faculty concerned. The Dean of the Faculty may also propose the same expert for several fields of study of the Faculty and 5 proposals for each field of study shall be submitted in total.
- (7) The *ad hoc* trade union working group includes 1 University employee, 1 representative of employers, 1 University graduate, 1 domestic partner of the University

and 1 foreign partner of the University. Each *ad hoc* trade union working group shall be a part of the Internal Quality Assessment Board in decision-making on a matter concerning the relevant field of study, the relevant field of habilitation procedure or the relevant field of inaugural procedure.

(8) At the same time, the Dean of each Faculty proposes to the Chancellor appointment of one of all proposed candidates of *ad hoc* trade union working groups a member of a permanent trade union working group, a part of Internal Quality Assessment Board to decide a matter other than that related to the relevant field of study, the relevant field of habilitation procedure or the relevant field of inauguration procedure.

## **Article 9**

### **Chair, Vice-Chair and Secretary of the Internal Quality Assessment Board**

(1) The Chairman of the Internal Quality Assessment Board shall be appointed from among members thereof by the University Chancellor who shall also remove him/her. The tenure of the Chair of the Internal Quality Assessment Board shall be six years. The function of the Chair of the Internal Quality Assessment Board shall cease to exist as a result of the termination of his/her membership in the Internal Quality Assessment Board.

(2) Chairman of the Internal Quality Assessment Board shall:

- a) manage and coordinate the work of the Internal Quality Assessment Board making use of competences and responsibilities thereof in the entirety thereof;
- b) plan and convene the meetings of the Internal Quality Assessment Board, propose agenda and chair meetings thereof;
- c) monitor the performance of the tasks of the Internal Quality Assessment Board adopted by resolutions thereof,
- d) sign resolutions and other acts of the Internal Quality Assessment Board.

(3) The Chairperson of the Internal Quality Assessment Board shall have access to information relating to the activities of the Internal Quality Assessment Board, in particular to strategical documents and decisions proposed or adopted, the minutes of the Collegium of the University Chancellor, the Scientific Board of the University, the University Academic Senate and the University Management Board.

(4) Two Vice-chairs of the Internal Quality Assessment Board shall be appointed by the University Chancellor from among members thereof. The University Chancellor shall also remove them. The tenure of a Vice-Chair of the Internal Quality Assessment Board shall be six years. The function of a Vice-Chair of the Internal Quality Assessment Board shall cease to exist as a result of the termination of his/her membership in the Internal Quality Assessment Board.



(5) The Vice-Chairs of the Internal Quality Assessment Board shall deputize for the Chair of the Internal Quality Assessment Board in his/her absence and shall perform the tasks of the Internal Quality Assessment Board to the extent as determined by the Chair thereof.

(6) The Secretary of the Internal Quality Assessment Board not a member of the Board shall be appointed and removed by the University Chancellor.

(7) The Secretary of the Internal Quality Assessment Board shall cover the organisational, material and professional tasks related to the operation of the Internal Quality Assessment Board.

## **Article 10**

### **Working Groups and Commissions of the Internal Quality Assessment Board**

(1) The Chairperson of the Internal Quality Assessment Board may establish permanent or temporary advisory bodies to the Internal Quality Assessment Board, in particular working groups and commissions of the Internal Quality Assessment Board; the Chair of the Internal Quality Assessment Board shall determine composition, objectives and tasks and shall also appoint Chairs thereof.

(2) Working groups and commissions of the Internal Quality Assessment Board shall, as a general rule, be established for the purpose of preparing documents and proposals for decisions of the Internal Quality Assessment Board, preparing documents for the methodological work of the Internal Quality Assessment Board or ensuring analytical recommending outputs of the Internal Quality Assessment Board.

## **Article 11**

### **Basic Rules on the Manner of Deliberations and Decision-making of the Internal Quality Assessment Board**

(1) The meetings of the Internal Quality Assessment Board shall be attended by members and the Secretary thereof, while the University Chancellor and the Chairman of the University Academic Senate may also participate in such a meeting in advisory capacities.

(2) The Chairman of the Internal Quality Assessment Board may invite representatives of the University, Faculties, other parts of the University and organizational units thereof as well as external persons to a meeting of the Board with such persons being present in

advisory capacities.

- (3) No meeting of the Internal Quality Assessment Board shall be public.
- (4) The Internal Quality Assessment Board shall at their meetings make decisions by a resolution which shall be sent by the Chair thereof, once signed, to the University Chancellor as well as published in accordance with rules of procedure of the Board.
- (5) The Internal Quality Assessment Board shall, at their meeting, approve, reject or refer a submitted proposal to a new procedure including justification and resubmission deadline mandatory for the proposer.
- (6) The Internal Quality Assessment Board shall decide on a draft resolution by public vote.
- (7) The Internal Quality Assessment Board shall resolve human resources matters by secret ballot.
- (8) If a proposal submitted does not fall within the powers of the Internal Quality Assessment Board or may not be discussed, the Internal Quality Assessment Board shall reject the proposal by public vote.
- (9) The Chair of the Internal Quality Assessment Board may decide to vote *per rollam*.
- (10) A meeting of the Internal Quality Assessment Board may also be held by electronic means in order to ensure compliance with any and all the rules of procedure.
- (11) The Internal Quality Assessment Board shall be quorate if at least nine of its members (a three-fifths majority) of all its members be present at the meeting.
- (12) A resolution of the Internal Quality Assessment Board shall be adopted if at least 8 of members thereof (an absolute majority of all its members) voted for the same.
- (13) Each proposal shall be the subject of a debate in which each member of the Internal Quality Assessment Board shall have the right to present his/her assessment, comments (observations) and substantive or procedural amendments which shall be put to the vote, if the contents and form of the proposal so permit.
- (14) Detailed rules concerning the convening of the meetings of the Internal Quality Assessment Board, the conduct of meetings thereof, the appointment of a rapporteur for each proposal, adopting decisions thereof, the minutes of the meeting, the publication of decisions thereof and the supporting documents on those decisions, the procedures for meetings thereof as well as the organisational and material and technical arrangements of the activities thereof shall be governed by the Rules of Procedure of the Internal Quality Assessment Board which shall be approved by the Internal Quality Assessment Board.

## **Article 12**

### **Final Provisions**

(1) The Statute of the Internal Quality Assessment Board including any amendments thereto shall be approved by the University Academic Senate pursuant to Article 9, Section 6, Item a) and Article 15, Section 1, Item (m) of the Universities and Colleges Act. The same shall be so approved upon proposal of the University Chancellor and once statement of the Internal Quality Assessment Board thereon is made. The first Statute of the Internal Quality Assessment Board is approved by the University Academic Senate pursuant to Article 9, Section 1, Item b) and Article 15, Section 1, Item (m) of the Universities and Colleges Act.

(2) The Statute of the Internal Quality Assessment Board including any amendments thereto shall enter into force on the day of publication thereof on the official notice board of the University once the same was signed by the University Chancellor, the Chairman of the University Academic Senate and the Chairman of the Internal Quality Assessment Board. The first statute of the Internal Quality Assessment Board shall enter into force and effect on the day of publication thereof on the University's official bulletin board, once the same was signed by the University Chancellor and the Chairman of the Academic Senate.

Trnava, this 9<sup>th</sup> day of March 2021

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prof. PaedDr. René Bílik, CSc., the Trnava University Chancellor

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Mgr. Katarína Karabová, PhD., Chair of the Trnava University Academic Senate

The Statute of the Internal Quality Assessment Board of Education of the Trnava University was approved by the resolution of the Trnava University Academic Senate No. AS TU 15R 7/04032021 dated March 04, 2021 and entered into force and effect on March 09, 2021.