

# The Pan-European University in Bratislava

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Rector's Directive No. 1/2022

## **Statute of the Internal Quality System Evaluation Board of the Pan-European University**

Bratislava, January 2022

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# **STATUTE OF THE BOARD FOR THE EVALUATION OF THE INTERNAL QUALITY SYSTEM OF THE PAN-EUROPEAN UNIVERSITY**

## **Part I**

### **Competence and Organization of the Internal Quality System Review Board of the Pan-European University**

#### Article 1

##### The Internal Quality System Review Board at the Pan-European University

1. The Internal Quality System Review Board at the Pan-European University (hereinafter referred to as the “Quality Board”) is an academic body of the Pan-European University (hereinafter referred to as the “PEU”), the activities of which support and develop the quality assurance and internal quality evaluation of the educational, scientific and research, development and innovation, artistic or other creative activities of the PEU (hereinafter referred to as the “Creative Activities”), as well as related activities.
2. The competence of the Quality Board is established by Act No.269/2018 on Quality Assurance of Higher Education, and on amendment and supplementation of Act No. 343/2015 Coll. on Public Procurement, and on amendments to certain acts, as amended (hereinafter referred to as the “Act on Quality”), standards issued by the Slovak Accreditation Agency for Higher Education, the Statute of the PEU (hereinafter referred to as the “Statute”) and other internal regulations, in particular the rules for the Internal Quality Assurance System of Higher Education at the PEU (hereinafter referred to as the “Evaluation of the Internal Quality System”), the Rules for the Creation, Implementation and Modification of Study Programs of the PEU (hereinafter referred to as the “Accreditation Rules”) and this Statute of the Quality Board.
3. Within the scope of the powers set out in paragraphs 1 and 2, the Quality Board:
  - a) Authorizes the independent establishment, implementation and modification of the study program in the relevant field of study and degree upon the Internal Quality System approved by the relevant institution under the Quality Act;
  - b) Approves the establishment, implementation and modification of the study program, which is evaluated by the competent authority under the Quality Act;
  - c) Discusses and approves reports on the evaluation of the Internal Quality System at the PEU and amendments thereto, and subsequently forwards them to the Rector, the Scientific Council and the Academic Senate of the PEU;
  - d) Verifies, whether the requirements of the PEU for the quality of educational activities in the study programs have been fulfilled, and carries out quality evaluation;
  - e) Approves remedial actions to deficiencies found in the implementation of the study program as authorized under point (a);

- f) In the framework of the working group established under Article 4 of this Regulation, discusses and approves modifications to the study programs that have been accredited, and proposals of the new study programs;<sup>1</sup>
  - g) Checks the implementation of the measures leading to the correction of the evaluation of the Internal Quality System under the Article 8 to 8b of the Statute; proposes the quality improvement measures;
  - h) Comments on the Rector's draft internal regulations concerning the quality system, if requested by the Rector;
  - i) Submits proposals for the development of the evaluation of the Internal Quality System to the PEU authorities for their opinion;
  - j) May update and approve the introduction of the rules for the evaluation of the Internal Quality System into the areas of specific rules for the evaluation of the quality of education and Creative Activities in individual fields of education and branches of science;
  - k) Approves the methodological materials relating to the rules for the evaluation of the Internal Quality System submitted by its Chairman;
  - l) Expresses its opinion on the proposals submitted by the Rector for discussion, or on those resolved by itself.
4. In exercising its competence, the Quality Board cooperates with other PEU authorities, permanent advisory authorities of the Rector, faculty authorities, and other parts of the PEU.
  5. In carrying out the activities within the scope of its activities, the Quality Board is organized into panels under the Article 3; it may set up independent working groups under the Article 4, or use independent consultants under the Article 5.

## Article 2

### Chairman, Vice-Chairman and Members of the Quality Board

1. Only a person, who is a recognized as a professional authority, a graduate or a student, who has achieved good academic results in his/her studies at the PEU, can be appointed as a member of the Quality Board. The Quality Board shall have at least seven (7) members.
2. A member of the Quality Board is only a professionally competent and independent person at the PEU, who does not have an employment or similar relationship with the PEU that could lead to a conflict of interest, except for the students of the PEU.
3. The activities of the Quality Board shall be managed by its Chairman. The Chairman and Vice-Chairman of the Quality Board shall be elected by a simple majority of the members at their first meeting. A student cannot become the Chairman of the Quality Board.

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<sup>1</sup> Internal Regulation No. 4/2020, Rules for the Creation, Implementation and Modification of Study Programs of the Pan-European University.

4. The Vice-Chairman of the Quality Board shall represent the Chairman to the extent as determined by him/her.
5. When nominating and appointing members of the Quality Board, emphasis shall be placed on ensuring quality assessors in the fields of education and branches of science, represented at the PEU.
6. The members of the Quality Board shall perform their functions personally; they are independent of the PEU, in the performance of their functions.
7. The appointment and dismissal of the members of the Quality Board for the evaluation of the Internal Quality System is regulated by Article 8 of the Statute of the PEU.

### Article 3 Working Groups

1. When considering matters within the scope of activities of the Quality Board, a working group may be set up consisting of members of the Quality Board or other experts, who are independent.
2. The working group shall be set up whenever the matter under consideration falls within the scope of the review and approval of a proposal for the modification or proposal of study programs. Members of the Quality Board or other experts or consultants are represented in this working group. The other experts must be persons, who have not been involved in the preparation of the proposal for the modification or the proposal for the new study program.
3. The Quality Board shall set up the working groups and appoint their members, one of whom shall be responsible for managing and reporting on their activities.
4. Appointment of members of the working group shall be subject to the proposed member's agreement to his/her appointment.
5. Only a member of the working group, who is independent and does not have an employment relationship with, or is not entrusted with a function at, the faculty or other parts of the PEU, to which the matter under consideration relates, may be entrusted with the management of the working group and reporting on its activities.
6. The negotiations of the working group shall result in a written opinion on the matter under consideration.

### Article 4 Consultants

1. The Quality Board may appoint and dismiss consultants for the purpose of considering matters falling within the scope of activities of the Quality Board. The consultant shall be dismissed by decision or at his/her own request.
2. An employee of the PEU or another higher education institution or research institution, including the foreign ones, or a practitioner, who is a recognized professional authority, and who has not been involved in the preparation of the study program to be evaluated,

may be appointed as a consultant. The consultant can also be a PEU graduate, who has achieved good study results during his/her studies at the PEU.

3. The PEU authorities, faculties and other parts, and the members of the Quality Board may submit to the Quality Board a proposal for a candidate consultant, together with his/her consent and specified areas of education and scientific disciplines, in which he/she is qualified for evaluation, or a reasoned motion to dismiss a consultant.
4. The consultant may be entrusted with the preparation of an opinion only provided that the matter under consideration does not concern the faculty or other parts of the PEU, with which he/she is in an employment relationship, or the performance of his/her duties, or that he/she does not have a conflict of interest in relation thereto.
5. The consultant appointed from among the students ceases to be a consultant upon graduation.
6. The consultant shall maintain the confidentiality of the information, relating to the matters under consideration, in which he/she is involved.
7. The list of consultants, including the designated areas of education, for the evaluation of which they are qualified, is published on the public website of the PEU.

#### Article 5

#### Secretary of the Quality Board

1. Secretary:
  - a) Performs tasks related to the organizational and material support of the Quality Board;
  - b) Attends the meetings of the Quality Board and takes minutes of the proceedings. In his/her absence, a person, designated by the President, shall take the minutes;
  - c) Keeps running records of the internal quality evaluation of education, creative and related activities and the activities of the Quality Board;
  - d) Keeps the minutes of the Quality Board, panels and working groups;
  - e) Maintains a list of consultants.
2. The Secretary shall be proposed and appointed by the Rector after discussed in the Quality Board.
3. The Secretary is a PEU employee assigned to the Rector's Office.

#### Part II

#### Activities of the Internal Evaluation Board

#### Article 6

#### Quality Board Meetings

1. Quality Board meetings are normally held twice during the academic year, but at least once per academic year.

2. The Chairman of the Quality Board shall set the Quality Board meeting schedule for the academic year. This schedule is published on the public website of the PEU.
3. The Chairman of the Quality Board may set a date for a Quality Board meeting outside the published schedule. The date of such a meeting shall be published on the website of the PEU, together with the reason for its convening.
4. An invitation containing the agenda is sent to each member of the Quality Board.
5. The Chairman of the Quality Board proposes the agenda of the Quality Board meeting.
6. The meetings of the Quality Board shall not be public. They take place in person or online. Persons attending the Quality Board meetings shall maintain the confidentiality of the information discussed.
7. The proposer of an agenda item shall always be invited to take part in the discussion thereof. If the nature of the matter to be discussed so requires, the Chairman of the Quality Board shall invite a representative of the Faculty or other parts of the PEU, consultants<sup>2</sup> or other persons to that agenda item.
8. Meetings of the Quality Board shall be chaired by its Chairman or, in his/her absence, by its Vice-Chairman, or by a member designated by the Chairman.
9. Once the meeting has started, the Chairman shall allow members of the Quality Board to make supplementary or amending proposals to the agenda.
10. The draft agenda shall be voted on by the Quality Board.
11. Individual agenda items are discussed on the basis of supporting material. The documents for the scheduled meeting shall be sent to the members of the Quality Board at least ten (10) calendar days in advance and, in the case of an extraordinary meeting of the Quality Board, in sufficient time to enable them to be properly discussed.
12. In the event that the Quality Board decides during the course of the meeting that the supporting material is insufficient, or has not been sent within a sufficient time, it shall close 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.
13. A debate shall be held on each item on the agenda.
14. Minutes of the Quality Board shall be drawn up. The minutes shall state the date of the meeting; the members of the Quality Board present/excused/absent; the persons invited; the name of the chairman; the agenda of the meeting; the resolutions adopted, and the numerical results of the vote.
15. The correctness of the minutes shall be verified by the Chairman. The Quality Board shall approve the minutes at its next meeting.
16. The resolution of the Quality Board and extracts from the meeting are published on the PEU website.
17. Minutes, supporting materials and other documents related to the activities of the Quality Board are archived. Their archiving is governed by the internal regulations of the PEU.

## Article 7

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<sup>2</sup> Article 4 of this Regulation.

## Decision-Making and Voting

1. The Quality Board shall adopt the results of its deliberations in the form of a resolution.
2. A quorum of the Quality Board shall be present, if a majority of all members of the Quality Board is present.
3. The draft resolution shall be decided by the Quality Board by vote. The vote is public; however, the Quality Board may also agree to a secret vote.
4. Each motion for a resolution shall be put to the vote separately.
5. After the voting has been completed and the result of the vote established, the Chairman shall announce the result by indicating the number of votes cast in favor of the proposal, the number of votes cast against the proposal, the number of Quality Board members, who abstained, and the number of Quality Board members, who did not take part in the vote.
6. The adoption of the resolution requires:
  - a) The agreement of a majority of all the members of the Quality Board in case of a decision on a proposal to lift corrective measures pursuant to Article 8 of the Statute;
  - b) The agreement of a majority of the members of the Quality Board present in other cases.

## Article 8

### Discussions and *per rollam* Voting

1. The Chairman of the Quality Board may call a vote outside a meeting of the Quality Board (hereinafter referred to as a "*Per Rollam* Vote") if the matter is urgent, or if it is impossible or impractical to convene a meeting for the proposal. *Per Rollam* Vote shall not be possible on matters referred to in Article 13 (a), (c) to (f) of this Regulation and on matters within the scope of activities of the Quality Board as set out in the Accreditation Rules.
2. A statement of the results of the vote, the text of the proposal and the ballot paper shall be distributed to the members of the Quality Board. The Chairman of the Quality Board determines the method and time limit for voting.
3. A member of the Quality Board shall send to the Secretary a completed ballot paper containing the name and surname of the voter and the result of his/her vote (in favor/against of the proposal, or abstention) within the time limit referred to in paragraph 2; otherwise, his/her vote shall be invalid.
4. The resolution shall be adopted, if a majority of all members of the Quality Board has given their assent under the Article 2 of this Regulation.
5. The minutes of the *Per Rollam* Vote are approved at the next Quality Board meeting.

## Article 9

### Matters to be Dealt With by the Quality Board



1. The rules and procedures for the preparation of the study programs, the discussion over the proposals for the accreditation of study programs or the granting authorization to the independent creation, implementation and modification of the study program in the relevant field of study and degree upon the Internal Quality System approved by the relevant institution pursuant to the Quality Act, are set out in the internal regulations of the PEU (reference to the rules for the evaluation of the Internal Quality System).
2. Significant changes in the study program in progress shall be discussed by the Quality Board pursuant to the Article 6 of the Rules for the Evaluation of the Internal Quality System.
3. A prerequisite for the discussion of the draft report on the evaluation of the study program according to the Rules of the Evaluation of the Internal Quality System is the opinion of the study program guarantor and the Dean of the faculty implementing the evaluated study program on this draft.
4. If deficiencies have been found in the implementation of the study program, then:
  - a) In case of a study program, which has been granted a right under Article 1 (3) (a) hereof, he/she adopts one of the measures referred to in the resolution of the Quality Board;
  - b) In case of a study program, which has been granted a right by the Slovak Higher Education Accreditation Agency, the Chairman of the Quality Board shall forward the recommendation for their elimination together with the relevant resolution of the Quality Board to the Dean of the faculty and, in case of serious deficiencies corresponding by their nature to the adoption of measures pursuant to Internal Regulation No. 4/2022, Rules for the Creation, Implementation and Modification of Study Programs, also to the Rector. The Dean is obliged to send a statement to the Chairman of the Quality Board within the time limit specified in the resolution. The Quality Board will discuss the Dean's statement at its next meeting and define the next course of action.
5. The opinion of the faculty's Scientific Board on the proposal is a prerequisite for the discussion of the Evaluation Report on Creative Activities itself.

## Article 10 Control Activity

1. The control procedures set out in Article 8a (2) (b) of the Statute (hereinafter referred to as "Control") set out the principles of control of the study programs approved by the Quality Board.
2. The Control is carried out:
  - a) Following the adoption of measures pursuant to Article 8a (2) (b) of the Statute;
  - b) After approval by the Quality Board, at the initiative of the Rector, a member of the Council, or on the basis of an internal written initiative.

The Deans of the faculties concerned shall provide the required cooperation.

Article 11  
Meeting of Working Groups

The rules governing the work of the Quality Board shall apply *mutatis mutandis* to the work of the working groups.

**Part III**  
**Final Provisions**

Article 12  
Final Provisions

1. This Internal Regulation was approved by the Scientific Board of the PEU on 14 February 2022.
2. This Internal Regulation takes effect on 01 March 2022.
3. This Internal Regulation enters into force on 01 March 2022.

Dr.h.c. prof. Ing. Juraj Stern, PhD.  
Rector