



Guarantor: Rector's department

Košice 22th March.2021

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## **Rules of Procedure of the Board for Internal Quality Verification at Pavol Jozef Šafárik University in Košice**

The Rules of Procedure of the Council for Internal Quality Verification (hereinafter "RVK Rules of Procedure") at Pavol Jozef Šafárik University in Košice (hereinafter "University" or "UPJŠ") were issued in accordance with Art. § 15 par. 1 letter b) of Act no. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended, and in connection with Art. Art. 18 par. 1 letter b) of the Statute of Pavol Jozef Šafárik University in Košice and in connection with provisions of Statute of the Council for Internal Quality Verification at Pavol Jozef Šafárik University in Košice (hereinafter "Statute of the RVK").

### **Article 1 Meetings of RVK**

- 1) Meetings of the Council for Internal Quality Verification at the Pavol Jozef Šafárik University in Košice (hereinafter "Board" or "RVK") are held as required, usually once a month.
- 2) The schedule of RVK meetings is set by the chairman of RVK and is published on the UPJŠ website in a part accessible to the public.
- 3) In justified cases, the RVK meeting may also be held at a distance or in a combined form. For distance or combined sessions, the RVK Rules of Procedure shall apply mutatis mutandis.
- 4) In urgent cases, the chairman of the RVK may convene a meeting outside the set schedule. The date of such a meeting shall be announced at least 10 days in advance, together with the reason for the extraordinary meeting and the agenda.
- 5) The agenda of the meeting is proposed by the chairman of the RVK. The invitation together with the program is sent at least 10 calendar days before the meeting in the usual way for the meeting of the UPJŠ bodies. After the opening of the meeting, the members of the RVK may submit amendments to the program. The proposed program is approved by the RVK.
- 6) RVK meetings are closed to the public. The members of the RVK and the persons involved are obliged to observe the confidentiality of the negotiations and to maintain confidentiality about the content of the RVK negotiations.
- 7) Submitters of proposals, representatives of faculties and possibly other interested parties are always invited to negotiate individual items of the agenda. Part of the negotiation of each of the agenda items is a discussion.
- 8) RVK meeting is chaired by the chairman, in his absence by the RVK vice-chairman.
- 9) RVK meeting is also attended by the head of the Office for the Management of the Internal Quality System or another authorized person, with the prior consent of the RVK chairman.
- 10) The head of the Office for the Management of the Internal Quality System is responsible for the preparation of documents for the RVK meeting. By external forces which might have been
- 11) The documents for the individual items of the agenda are delivered to the members of the RVK in the agreed manner at least 10 calendar days before the meeting. In the case of an extraordinary meeting, the time limit may be shorter, but not less than 3 working days.

- 12) If the RVK decides that the submitted materials are not sufficient, the discussion on the given item shall be suspended and the RVK shall invite the submitter to correct and supplement the documents within a reasonable time.
- 13) Minutes of the meeting shall be drawn up through the Office for the Management of the Internal Quality System. The correctness of the minutes is verified by a verifier, who is appointed by the chairman of the RVK from among the members of the RVK before the meeting. The minutes are approved at the next next regular meeting of the RVK.
- 14) Resolutions of the RVK and minutes of the meeting are published on the UPJŠ website in the part accessible to the public.

### **Article 2 Decision making of RVK**

- 1) The RVK decides on the meeting in the form of a resolution.
- 2) For the purposes of voting, members exempted under Article 2 (1) shall not be included in the total eligible number. 11 of the Statute of the RVK.
- 3) RVK has a quorum if an absolute majority of its members is present. The voting of the RVK is public, unless the RVK decides otherwise.
- 4) An absolute majority of all members of the RVK is required for the adoption of a resolution.
- 5) RVK may take a decision outside the meeting. The Chairman of the RVK may announce a per rollam vote in the case of urgent matters or a proposal to discuss which it is not possible or expedient to convene a meeting of the RVK. It is not possible to vote per rollam on matters to be voted on by secret ballot.
- 6) When voting per rollam, the chairman of the RVK shall specify precisely the wording of the resolution, the manner and form of the assent or disagreement and the deadline for casting the vote. When voting, each member of the RVK votes so that the rest of the RVK can verify his vote.
- 7) A resolution in a per rollam vote is adopted if it is voted on by an absolute majority of all members of the RVK.
- 8) The minutes of the per rollam vote shall be drawn up within 3 working days after the end of the vote and the result shall be announced at the next meeting of the RVK.

### **Article 3 Meeting of panels and working groups of RVK**

- 1) The rules for the RVK meeting shall apply mutatis mutandis to the work of expert panels and working groups.

### **Article 4 Final provisions**

- 1) Rules of Procedure are binding for all members of the RVK. Its change or amendment can be made on the initiative of the Rector of UPJŠ and / or members of RVK.
- 2) These Rules of Procedure were approved by the UPJŠ Scientific Board on 26.02.2021 after negotiation by the UPJŠ Academic Senate on 17.12.2020.
- 3) The Rules of Procedure of the RVK come into force on the day of its signing by the Rector of UPJŠ.

This is the English language translation of the original Slovak language version of internal regulation and is not an authorized translation. In the event of inconsistency or discrepancy

between the Slovak language version and the English translation of this internal regulation, the original Slovak language version prevails.

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