



Guarantor: Rector's department

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Statute of the Board for Internal Quality Verification at the Pavol Jozef Šafárik University in Košice

The Board for Internal Quality Verification at the Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "Board" or "RVK") was established at the Pavol Jozef Šafárik University in Košice (hereinafter the "University" or "UPJŠ") by this statute in connection 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 (hereinafter referred to as the "Higher Education Institutions Act") and Art. Art. 18 par. 1 letter b) of the Statute of the Pavol Jozef Šafárik University in Košice (hereinafter "Statute of UPJŠ").

Article 1 Scope of the RVK

- 1) The Board is an advisory body to the Rector of UPJŠ (hereinafter "Rector"), whose activities are aimed at supporting and developing the internal quality assurance and verification system of education (hereinafter "internal quality system" or "IQS"), research, development, artistic or other creative quality. activities (hereinafter "creative activity") and the quality of the university's support activities.
- 2) The scope of RVK is defined by Act no. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts as Amended (hereinafter referred to as the "Internal Quality System Act" or "ZVSK"), the Higher Education Act, the UPJŠ Statute, the Rules of the Internal Quality Assurance and Verification System at Pavol Jozef Šafárik University in Košice (hereinafter "Rules") and other internal regulations of UPJŠ.
- 3) RVK within its scope:
 - a) verifies the fulfillment of the requirements of the university and all its components for the quality of educational activities, creative and supportive activities and performs their evaluation,
 - b) discusses the annual reports on the internal quality assurance of the university and the faculties after prior discussion in the relevant scientific boards (hereinafter "VR") of the university and the faculties, the academic senates of the university and the faculties and other designated bodies; the list of evaluation reports is defined in Annex no. And this statute,
 - c) prepares an evaluation report on the quality of higher education at UPJŠ in Košice,
 - d) prepares an evaluation report on the quality of creative activity at UPJŠ in Košice, prepares an evaluation report on the implementation of the internal quality system at UPJŠ in Košice,
 - e) approves the principles for verifying the quality of education at the Pavol Jozef Šafárik University in Košice
 - f) approves the principles for the quality verification of creative activity at the Pavol Jozef Šafárik University in Košice
 - g) approves the intentions and proposals of new study programmes,
 - h) negotiates and approves modifications and extensions in accredited study programmes in accordance with the Accreditation Rules of Pavol Jozef Šafárik University in Košice,

- i) monitors the fulfillment of measures to remedy the identified shortcomings in the implemented study programmes, monitors compliance with generally binding legal regulations and internal regulations of the university in the implementation of study programmes and submits proposals to the Rector for the adoption of new internal regulations,
 - j) takes into account the results of the internal evaluation of creative activity at the university and its parts, carried out by a working group specifically created for the evaluation of creative activity (hereinafter "PSTČ"),
 - k) is interested in the level of creative activity at the university, its international relations and the quality of the university's support activities,
 - l) receives suggestions related to the implementation and improvement of the IQS,
 - m) submits the proposals for the development of IQS to the rector or the deans of the faculties
 - n) evaluates the implementation of IQS rules in specific areas,
 - o) publishes methodological materials related to the provision of IQS.
- 4) Within the scope of its competence, cooperates with other bodies of the university, permanent advisory bodies of the rector, bodies of faculties and other parts of the university.

Article 2 Establishment and composition of RVK

- 1) Members of the RVK are appointed and removed by the Rector, while when appointing the members, he takes into account the proportional representation of the main departments of science, art and education at the university.
- 2) RVK consists of a Chairman, a Vice-chairman and 13 members.
- 3) Activities of the RVK are managed by its Chairman.
- 4) Vice-Chairman of the RVK represents Chairman to the extent determined by him.
- 5) Term of office of the members of the RVK is four years.
- 6) Chairman and Vice-chairman of the RVK is appointed by the Rector from among associate professors and professors working at the university for the established working hours.
- 7) Four members of the RVK are appointed by the Rector without a proposal (on the basis of his own choice), four members on the basis of a proposal of the UPJŠ Academic Senate in Košice (hereinafter "AS UPJŠ") and five on the basis of proposals from faculty deans. The number and structure of RVK members proposed by each body is referred to as the "quota". Rector is not entitled to reject the proposal of the AS UPJŠ or the deans of the faculties. At least two members from the quota proposed by the AS UPJŠ must be from the ranks of the student part of the UPJŠ Academic Community. At least one member of the RVK must be a recognized expert who is not a member of the UPJŠ Academic Community. He is usually appointed within the quota proposed by the Rector.
- 8) When appointing the members of the RVK, the provision of a quality assessment of suggestions in the areas of education and creative activity at UPJŠ is taken into account.
- 9) Members of RVK can only be professionally recognized employees of UPJŠ of a good repute, other important experts or students who achieve excellent study results during their studies, resp. they significantly represent the university.
- 10) Members of the RVK perform their activities independently and their membership in the board is irreplaceable.
- 11) A board member does not take part in voting in matters concerning the study programme in which he / she acts as the person responsible for the study programme or the teacher providing the profile subject. In such a case, the quorum shall be reduced accordingly. This is without prejudice to his right to take part in the negotiations.

Article 3

Termination of membership in RVK

- 1) The RVK membership terminates:
 - a) at the end of the term of office,
 - b) by dismissal of the member of the RVK by Rector,
 - c) at the own request of a member of the RVK,
 - d) by termination of membership in the Academic Community of UPJŠ
 - e) in the case of a student representative, upon termination of membership in the Student Section of the Academic community of UPJŠ (the provisions of Section 8, Paragraph 8 of the Act on Higher Education Institutions shall apply mutatis mutandis during the transition between different levels of study),
 - f) by death of a member.
- 2) The proposal for a dismissal of a member of the RVK may be submitted only by the authority from whose quota the member of the RVK comes. The proposal for a dismissal of a member shall be approved in the same way as the proposal for appointment.
- 3) If a member terminates his membership in the Board before the expiry of his term of office, the Rector shall appoint a new member for the full term of office. A new member is proposed by the body from whose quota the member of the RVK came, whose membership in the RVK has expired.

Article 4

Expert panels for the assessment of study programmes

- 1) The RVK is internally divided into three panels for the assessment of study programmes and corresponding scientific disciplines:
 - a) for medical and science study programmes,
 - b) for social science and humanities study programmes,
 - c) teaching and pedagogical sciences (with the exception of combined teaching programmes).
- 2) The division of study fields into individual panels is determined by Annex B to this Statute. The scientific disciplines dealt with by the panels correspond to the division of study programmes.
- 3) The Chairman and Vice-chairman of the RVK are not included in any of the panels. The other members of the RVK are included in at least one panel. Each of the panels includes a member from the ranks of students. Inclusion in the panel is determined by the chairman of the RVK after the appointment of members. The chairman of the panel is nominated by the chairman of the RVK and approved by the RVK.
- 4) Members of the RVK may participate in the deliberations of any panel, but without the right to vote.
- 5) Within its scope, the panels shall in particular:
 - a) assess matters relating to the fields of study and science assigned to them,
 - b) propose the creation of a working group to assess the issues assigned to them,
 - c) prepare motions for resolutions on the matters under consideration, including their reasons,
 - d) propose specific measures and how to apply them to the areas of education and creative activity assigned to them.
- 6) The panel negotiation is chaired by its chairman, who is also responsible for writing the conclusions of the negotiation in writing.

Article 5

Working groups

- 1) Based on the decision of RVK, it is possible to set up a working group composed of RVK members or consultants to assess matters within the scope of the RVK.
- 2) The composition of the working group is approved by the RVK and at the same time it entrusts one member with the management of the working group (hereinafter "rapporteur") and ensuring the preparation of conclusions from the activities of the working group.
- 3) A working group may be set up in particular if:
 - a) the matter under consideration falls within the competence of more than one panel; in which case, equal representation of all the panels concerned shall be taken into account
 - b) the matter under consideration is evaluation of study programmes,
 - c) the matter under consideration requires the invitation of other experts in the field.
- 4) The rapporteur can only be a member of the working group who is not in an employment relationship with the part of the university to which the evaluation process relates.
- 5) The PSTČ is established for the purpose of evaluating the level of creative activity at the university and its parts. The working group consists exclusively of consultants who are not in an employment relationship with UPJŠ. In forming the working group the representation of the main fields of study at UPJŠ and the recommendations of the International Advisory Board of UPJŠ shall be taken into account.

Article 6 Consultants

- 1) Consultants are appointed and dismissed by the Chairman of the RVK in order to assess matters that fall within the scope of the RVK.
- 2) A consultant may be an employee of UPJŠ, an employee of another university or institution, a recognized expert, who is a recognized professional authority or a student who has achieved excellent study results in educational or creative activities within his studies.
- 3) The consultant may be entrusted to prepare an opinion on the matter under consideration only if there is no conflict of interest with the assessed part of the university.
- 4) The student consultant ceases to be a consultant upon graduation.

Article 7 The essentials of some processes within the scope of the RVK

- 1) The rules and procedures for discussing proposals for applications for accreditation of a study programme or changes in study programmes are regulated by the Accreditation regulations of UPJŠ.
- 2) If the RVK finds deficiencies in the implementation of the study programme, it shall submit to the relevant part of the university a draft of measures and impose appropriate deadlines for the elimination of the identified deficiencies.
- 3) A prerequisite for discussing the Evaluation Report on the Quality of Higher Education at UPJŠ in Košice is obtaining the opinion of the Academic Senate of UPJŠ in Košice on the report in question.
- 4) A prerequisite for discussing the Evaluation Report on the Quality of Creative activity at UPJŠ in Košice is obtaining the opinion of the Scientific Board of UPJŠ in Košice on the report in question.
- 5) A prerequisite for discussing the Evaluation Report on the Implementation of the Internal Quality System at UPJŠ in Košice is to obtain the opinion of the university management on the report in question.

Article 8 Control activity

- 1) The procedure for controlling compliance with the relevant legal regulations and internal regulations of UPJŠ is set out in particular in the following documents:
 - a) Rules of the Internal Quality Assurance and Verification System at UPJŠ,
 - b) Principles for the Quality Verification of Education at UPJŠ,
 - c) Principles for the Quality Verification of Creative Activity at UPJŠ,
 - d) Principles of the Admission procedure at UPJŠ.
- 2) The control shall be carried out in particular:
 - a) after the adoption of measures imposed by the RVK resp. Slovak Accreditation Agency for Higher Education,
 - b) on the initiative of the Rector, a member of the RVK or on the basis of an external written initiative.
 - c) periodically on the basis of the Principles for Quality Verification of Education at UPJŠ and the Principles for Quality Verification of Creative Activity at UPJŠ.
- 3) On the basis of the request of the RVK, the senior staff of concerned parts of the university are obliged to provide the necessary cooperation.

Article 9 Office for the Management of the Internal Quality System

- 1) The Office for the Management of Internal Quality System (hereinafter also "KaVSK") is a professional unit of the Rectorate of UPJŠ, which provides support activities for the proper implementation of the RVK agenda. The organizational classification of KaVSK is determined by the Organizational Rules of the Rectorate of UPJŠ.
- 2) Na čele KaVSK je vedúci, ktorého menuje rektor. KaVSK is led by a head of the office appointed by the Rector.
- 3) Unless the RVK decides otherwise, the head of the KaVSK participates in the RVK meetings, expert panels and working groups and ensures the preparation of the minutes of the meeting. In his absence, the recorder shall be appointed by the chair of the meeting.
- 4) KaVSK in relation to VSK in particular:
 - a) performs tasks connected with the administrative, organizational and material provision of the activities of the RVK,
 - b) prepares data and analytical documents necessary for the quality verification process,
 - c) keeps an archive of records on the internal quality verification of educational, creative and support activities of UPJS and on the activities of RVK,
 - d) keeps an archive of minutes of RVK meetings, expert panels and working groups,
 - e) maintains a list of RVK members,
 - f) maintains a list of consultants,
 - g) ensures the publication of documents on the website and in the intranet of UPJŠ.

Article 10 Common and final provisions

- 1) The organization of RVK meetings is regulated by the Rules of Procedure of the RVK.
- 2) This internal regulation was approved by the Scientific Board of UPJŠ on 26.02.2021 after discussion by the Academic Senate of UPJŠ on 17.12.2020.
- 3) This regulation shall enter into force on the day of its signing by the Rector of UPJŠ.

prof. RNDr. Pavol Sovák, CSc.

Rector of UPJŠ

Annex A: List of annual and comprehensive evaluation reports

Annual evaluation reports

- Annual report on the Quality of Higher Education at UPJŠ in Košice in 1st, 2nd and combined 1st and 2nd degree in the academic year XXXX / YYYY
- Annual report on the Quality of Higher Education at the 3rd level of education at UPJŠ in Košice for the year YYYY
- Annual report on the Quality of Lifelong Learning at UPJŠ in Košice for the year YYYY
- Annual report on the Development of UPJŠ in Košice for the year YYYY
- Annual report on International Relations of UPJŠ in Košice for the year YYYY
- Annual report on Management at UPJŠ in Košice for the year YYYY
- Annual report on the Activities of UPJŠ in Košice for the year YYYY
- Annual report on the Quality of Creative Activity at UPJŠ in Košice for the year YYYY
- Annual report on Public Relations Activities for the year YYYY

Comprehensive evaluation reports

- Evaluation report on the Implementation of the Internal Quality System at UPJŠ in Košice for the period XXXX - YYYY
- Evaluation report on the Quality of Higher Education at UPJŠ in Košice for the period XXXX / YYYY - XXXX / YYYY
- Evaluation report on the Quality of Creative Activity at UPJŠ in Košice for the period XXXX - YYYY

Annex B: Division of the main areas of study fields into individual panels

Panel for medical and science study programmes

- Biology
- Ecological and Environmental Sciences
- Pharmacy
- Physics
- Chemistry
- Informatics
- Mathematics
- Nursing
- Midwifery
- Sports Sciences
- Earth Sciences
- Public Health
- General Medicine
- Health Sciences
- Dentistry

Panel for social sciences and humanities study programmes

- Philology
- Philosophy
- Historical Sciences
- Media and Communication Studies
- Political Sciences
- Law
- Psychology
- Social Work
- Sociology and Social Anthropology
- Teaching and Pedagogical Sciences (excluding combined teaching programmes)

Panel for interdisciplinary, combined and joint study programmes

- Teaching and Pedagogical Sciences (combined teaching programmes)

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.