

INTERNAL REGULATION NO. 4/2019

ORGANISATIONAL RULES

**OF THE SLOVAK ACCREDITATION AGENCY
FOR HIGHER EDUCATION**

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OF THE SLOVAK ACCREDITATION AGENCY
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approved by the Executive Board of the Slovak Accreditation Agency for Higher Education
on 17 April 2020

as amended (approved by the Executive Board on 20 February 2020)

(hereinafter referred to as the "Organisational Rules")

**Article 1
Introductory provisions**

1. The Slovak Accreditation Agency for Higher Education (hereinafter referred to as the "Agency") was established by law as an independent public entity carrying out external activities quality assurance of higher education.
2. The Agency is a legal person with its registered office in Bratislava.
3. Organisational rules of the Agency shall be the basic internal regulations governing the Agency internal organisational structure of the Agency, its organisational units, their names, scope of activities and position and sets out their basic functions, roles, responsibilities and duties of organisational units and their managers.
4. Organisational rules of the Agency shall govern in particular:
 - a) the organisation of the Agency,
 - b) the scope and internal competence of the individual departments of the Agency,
 - c) the interrelationships between the Agency's organisational units.
5. Organisational rules shall be binding on all employees of the Agency, including employees performing work outside the employment relationship.

**Article 2
Agency bodies**

1. The bodies of the Agency shall be:
 - a) the Chair of the Executive Board,
 - b) the Vice-Chair of the Executive Board,
 - c) the Executive Board,
 - d) the Board of Appeal,
 - e) the Agency Controller,
 - f) the Head of Office.
2. The powers of the bodies of the Agency shall be established by law.

**Article 3
Organizational units of the Agency**

The Agency is organizationally divided into:

1. the Agency's office,
2. department of accreditation activities,
3. department of methodological-analytical activities.

Article 4

Agency's office

1. The Agency's Office shall carry out activities ensuring the proper functioning of the Agency, including administrative, technical, spatial, and personnel provision.
2. The Agency's Office shall ensure in particular:
 - a) the administrative activity of the Agency,
 - b) records of incoming and outgoing mail,
 - c) administration of the registry and archives of the Agency,
 - d) support for the work of the Agency's collective bodies, including the work of working groups and their material and technical equipment for work,
 - e) drawing up the minutes of the meetings of the bodies of the Agency and publishing the resolutions,
 - f) service and proper execution of written decisions of the bodies of the Agency,
 - g) the staff agenda, including records of the attendance of the Agency's staff,
 - h) economic acts related to the activities of the Agency,
 - i) information and technical support of the Agency,
 - j) further tasks and activities as directed by the Chair of the Agency's Executive Board.
3. The Agency's Office shall be managed by the Head of Office to the extent determined by the Chair of the Executive Board.
4. The Head of Office shall ensure the smooth running of the Agency, including its technical, spatial, and personnel provision.
5. The Head of Office shall also:
 - a) submit the budget proposal of the Agency to the Executive Board;
 - b) submit to the Executive Board a proposal for the distribution of the economic outturn or settlement management,
 - c) submit the accounts proposal and the proposal of annual activities and economy report of the Agency to the Controller and the Executive Board for discussion with the statement of the Controller,
 - d) perform such other functions as are assigned to it by the Statute of the Agency or by any other internal regulation.

Article 5

Department of accreditation activities

1. Department of accreditation activities shall perform professional activities and ensure the agenda of the Agency related to accreditation procedures¹, by assessing the internal system² of the participant in the procedures or with the Agency's comments on the application for state aid consent.
2. Department of accreditation activities ensures the preparation of decision-making documents of the Executive Board, in particular:
 - a) ensures the preparation of assessments of the applicant's internal system,
 - b) prepares assessment reports,

¹ Accreditation procedures are, in the sense of these Organisational rules, procedures for granting accreditation of the study programme, granting accreditation of the habilitation procedure, and the inaugural procedure.

² Sec. 3 of the Act.

- c) prepare the recommendations of the working groups for the Executive Board and expert opinions or otherwise the necessary documentation,
 - d) provide documentation on the procedures for reviewing the higher education action plan, and monitoring the schedule of its implementation,
 - e) performs other professional activities specified by the act.
3. Department of accreditation activities shall be directly managed by the Chair of the Executive Board or his delegate employee.

Article 6

Department of methodological-analytical activities

- 1. Department of the methodological-analytical activities provides methodological, analytical, and training activities of the Agency.
- 2. Department of methodological and analytical activities ensures in particular:
 - a) work on the preparation of documents for the preparation and modification of accreditation standards,
 - b) work on the preparation of documents for methodological guidance of working groups,
 - c) preparation and implementation of professional and methodological training,
 - d) analytical documents for decisions of the bodies of the Agency,
 - e) preparation of thematic reports,
 - f) other documents related to the activities of the Department of methodological and analytical activities.
- 3. Department of methodological-analytical activities is directly managed by the Chair of the Executive Board or his delegate employee.

Article 7

Common and final provisions

- 1. Part of the Organisational rules is the organisational structure of the Agency, which forms Annex no.1 of these Organisational rules.
- 2. Amendments to these Organisational rules shall be approved by the Executive Board on a proposal of the Chair of the Executive Board.
- 3. These Organisational rules shall enter into force on the day of their approval.

Annex no. 1

The Organisational structure of the Slovak Accreditation Agency for Higher Education (hereinafter as the "Agency")

Workplace / Job position Number of jobs

Agency's office

Head of Office	1
Economist	2
Administrative worker for salaries and human resources	2
Lawyer	1
Social network administrator and professional administrative officer	1
Receptionist	1

Department of Accreditation Activities

Coordinator of accreditations and methodological and training activities	2
Lawyer	1
Administrator of accreditation activities	4

Department of Methodological-analytical Activities

External quality assurance analyst of the higher education	1
Accreditation methodologist	2