

INTERNAL REGULATION NO. 3/2021

ORGANISATIONAL RULES

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

ORGANISATIONAL RULES OF THE SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION

The Executive Board of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the "Executive Board") was approved on 19 August 2021, according to § 7 para. 10 letter d) point 2 of Act No.269/2018 Coll. on Quality Assurance of Higher Education and Amendments to Act No.343/2015 Coll. on Public Procurement and Amendments to Certain Acts, as amended (hereinafter referred to as the "Act"), the following Organisational Rules of the Slovak Accreditation Agency for Higher Education (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") is established by law as an independent public institution performing external quality assurance activities of higher education.
2. The Agency is a legal entity with its registered office in Bratislava.
3. The Organisational Rules of the Agency are the basic internal regulations governing the Agency's internal organisational structure, its organisational units, their names, status, the scope of activities, and setting out the basic tasks, responsibilities, and duties of the organisational units and their heads.
4. The Organisational Rules are binding on all employees of the Agency, including those performing outside employment.

Article 2

Agency bodies

1. The bodies of the Agency shall be:
 - a) the Chair of the Executive Board,
 - b) the Deputy Chair of the Executive Board,
 - c) the Executive Board,
 - d) the Agency's Objections Committee (hereinafter referred to as 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.
3. The Head of Office shall be appointed and dismissed by the Chair of the Executive Board.
4. Head of Office shall particular:
 - a) ensure the proper operation of the Agency, including its administrative, technical, spatial, and personnel provision,
 - b) manage the Office to the extent determined by the Chair of the Executive Board,
 - c) ensure coordination of the activities of the Agency's organisational units in performing the tasks assigned by the Chair of the Executive Board,
 - d) submit the budget proposal of the Agency to the Executive Board,
 - e) submit to the Executive Board a proposal for the distribution of the economic outturn or the settlement of the economic outturn,
 - f) submit to the Controller and the Executive Board the accounts proposal and the proposal of the annual report on the Agency's activities and economy with his/her statement,
 - g) perform other tasks assigned to it by legislation or by the Chair of the Executive Board.

Article 3
Organisational units of the Agency

The Agency is organised into:

1. the Accreditation Department,
2. the Analytical Department,
3. the Economics and Operations Department,
4. the Legislative and Legal Unit,
5. the Internal Quality Assurance Unit

Article 4
The Accreditation Department

1. The Accreditation Department shall ensure in particular:
 - a) the Agency's professional activities and agenda related to accreditation proceedings¹, assessment of the internal system² of the applicant/participant, proceedings on the Agency's own initiative or the Agency's comments on an application for State approval,
 - b) the agenda and activities related to the oversight of the implementation of standards and monitoring of compliance of the implementation of study programmes with the Standards for the Study Programme and the submitted applications for accreditation of study programmes,
 - c) methodological, consultative, and training activities of the Agency, including documents for the preparation and modification of accreditation standards and methodology for their evaluation, preparation of documents and materials for methodological guidance of review panels, preparation and implementation of professional and methodological training,
 - d) the agenda of the list of reviewers,
 - e) making entries in the register of fields of study and study programmes,
 - f) preparation of documents for decision-making and expression of the Executive Board, and other professional activities.
2. The Accreditation department shall be managed by a Head of Department who shall be appointed and dismissed by the Chair of the Executive Board. The Head of Department shall be accountable to the Head of Office.
3. The Accreditation Department shall provide assistance to other organisational units of the Agency as required and directed by the Head of Office.

Article 5
The Analytical Department

1. The Analytical Department shall ensure in particular:
 - a) analytical input to decisions and statements of the Agency's bodies,
 - b) student satisfaction surveys,
 - c) the preparation of thematic analyses and reports,
 - d) other documents related to the activities of the department,
 - e) other tasks assigned to it by legislation or by the Chair of the Executive Board.

¹ Accreditation proceedings within the meaning of these Organisational rules are proceedings for the accreditation of a study programme, the accreditation of habilitation proceedings, and the accreditation of inauguration proceedings.

² Section 3 of Act No 269/2018 Coll.

2. The Analytical Department shall be managed by a Head of Department, who shall be appointed and dismissed by the Chair of the Executive Board. The Head of Department shall be accountable to the Head of Office.
3. The Analytical Department shall provide assistance to other organisational units of the Agency as required and directed by the Head of Office.

Article 6

The Economics and Operations Department

1. The Economics and Operations Department shall ensure in particular:
 - a) the activities of the Secretariat of the Chair of the Executive Board,
 - b) the registration of incoming and outgoing mail,
 - c) the management of the Agency's registry and archives,
 - d) support for the activities of the Agency's collective bodies, including the activities of the review panels of the Executive Board and their logistics, accommodation, and material and technical equipment for their work,
 - e) the publication of mandatory information,
 - f) the Agency's personnel, payroll, and attendance registration,
 - g) the agenda for contractual relations with the members of the Executive Board's review panels and other external collaborators of the Agency,
 - h) the Agency's property management agenda,
 - i) the Agency's budget and accounting agenda,
 - j) economic transactions relating to the Agency's activities,
 - k) the preparation of the Agency's economic and operational internal rules,
 - l) the Agency's information and technical support,
 - m) the Agency's relations with the public and the media,
 - n) the organisation of the Agency's conferences and events,
 - o) other tasks and activities based on the instructions from the Chair of the Executive Board.
2. The Economics and Operations Department shall be managed by a Head of Department, who shall be appointed and dismissed by the Chair of the Executive Board. The Head of Department shall be accountable to the Head of Office.
3. The Economics and Operations Department shall provide assistance to other organisational units of the Agency as required and directed by the Head of Office.

Article 7

Legislative and Legal Unit

1. The Legislative and Legal Unit shall ensure in particular:
 - a) drafting, updating the Agency's internal regulations and rules,
 - b) the agenda and activities of the Secretary of the Executive Board,
 - c) the agenda and activities of the Secretary of the Board of Appeal,
 - d) the preparation of decisions and statements of the Agency,
 - e) the legal agenda of the Agency relating to accreditation proceedings, assessment of the internal system of the applicant/participant, proceedings on the Agency's own initiative, or the Agency's comments on an application for State approval,
 - f) the Agency's contractual relations agenda,
 - g) the Agency's legal dispute resolution agenda,
 - h) the performance of other tasks assigned by the Chair of the Executive Board.
2. The Legislative and Legal Unit shall be managed by the Chair of the Executive Board.

3. The Secretary of the Executive Board shall be a member of the Legislative and Legal Unit, as designated by the Chair of the Executive Board. The office of Secretary of the Executive Board shall be incompatible with that of Secretary of the Board of Appeal.
4. The Secretary of the Appeals Board shall be a member of the Legislative and Legal Unit, as designated by the President of the Executive Board. The function of the Secretary of the Appeals Board shall be incompatible with that of the Secretary of the Executive Board.
5. The Legislative and Legal Unit shall provide assistance to other organisational units of the Agency as required and directed by the Chair of the Executive Board.

Article 8

The Internal Quality Assurance Unit

1. The Internal Quality Assurance Unit shall, in particular, perform the following tasks:
 - a) ensure the implementation, development, and improvement of the Agency's internal quality assurance system,
 - b) elaborate an annual evaluation of the Agency's internal quality assurance,
 - c) be responsible for the publication and provision of information on the Agency's internal quality assurance,
 - d) other tasks as required and directed by the Chair of the Executive Board.
2. The work of the Unit shall be performed by the Agency's Internal Quality Assurance Coordinator, who shall be appointed and dismissed by the Chair of the Executive Board.

Article 9

Common and final provisions

1. Amendments to these Organisational Rules shall be approved by the Executive Board on a proposal of the Chair of the Executive Board.
2. The organisational Rules No 4/2019 of 20 February 2020 are repealed.
3. These Organisational Rules shall enter into force on the date of their approval.

Bratislava, 19 August 2021

prof. Ing. Robert Redhammer, Ph.D.
Chair of the Executive Board