

INTERNAL REGULATION 3/2022

DIRECTIVE

**on the remuneration of members of the
review panels of the Executive Board of the
Slovak Accreditation Agency for Higher
Education and reimbursement of related
incidental expenses**

as amended on 26 January 2023

Bratislava, 26 January 2023

DIRECTIVE ON THE REMUNERATION OF MEMBERS OF THE REVIEW PANELS OF THE EXECUTIVE BOARD OF THE SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION AND REIMBURSEMENT OF RELATED INCIDENTAL EXPENSES

On 20 October 2022, the Executive Board of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the "Executive Board") approved, pursuant to Article 9(1)(i) of the Statute of the Slovak Accreditation Agency for Higher Education, this internal regulation of the Agency on the remuneration of members of the review panels of the Executive Board of the Slovak Accreditation Agency for Higher Education and the reimbursement of related incidental expenses, as amended on 26 January 2023, ('the Directive').

Article 1

General provisions

1. This Directive regulates the procedure for the remuneration of members of the review panels of the Executive Board of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "reviewers"). It determines the remuneration and the amount of the flat-rate compensation to cover part of the incidental expenses incurred by the reviewer in connection with his activities.
2. The reviewer is entitled to remuneration for its activities according to the type of proceeding and its expected time required to dedicate to the proceeding.
3. The reviewer is entitled to obtain a partial compensation of the incidental expenses incurred by the reviewer in connection with its activities directly related to the proceeding.
4. The remuneration of the chair of the review panel shall be determined separately taking into account the size and structure of the higher education institution.
5. The reviewers carry out activities for the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the "Agency") on the basis of a mandatory contract concluded in accordance with the provisions of §724 et seq. Civil Code as amended.

Article 2

Basis for determining the level of remuneration and the flat-rate reimbursement of incidental expenses

1. For the determination of the remuneration of a member of the review panel, the following circumstances have been applied:
 - a) type of the proceeding,
 - b) time required to dedicate to the proceeding,
 - c) average wage in the Slovak Republic,
 - d) nature of the expert activity when carrying out the assessment,
 - e) the specific position of the chair of the review panel
 - f) size and structure of the higher education institution

2. The time required to dedicate to the different types of proceedings shall consider the expected duration of the individual activities of the members of the review panel, in particular its chairman. Such activities include in particular:
 - a) examining and evaluating the documentation received from the higher education institution,
 - b) participation in review panel meetings,
 - c) conducting a visit to a higher education institution, depending on the type of proceeding,
 - d) assessment of the degree of compliance with individual standards or criteria
 - e) formulation of conclusions in the evaluation report, or statement
 - f) preparation of the final evaluation report, or statement

3. The determination of the flat-rate amount of the reimbursement of incidental expenses of a member of the review panel shall be based on justified costs effectively incurred solely in connection with the conduct of the assessment activity during the site-visit, namely:
 - a) travel expenses,
 - b) accommodation costs.

Article 3

Determination of the remuneration of the members of the review panels in each type of proceeding

1. The amount of the remuneration of the chairman and the member of the review panel in the type of proceeding concerned shall be determined by the circumstances specified in Article 2(1) and (2) of this Directive.

2. The amount of the remuneration of the chairman and the member of the review panel for each type of proceedings shall be fixed as follows:
 - a) assessment of the compliance of the internal system of the higher education institution and its implementation with the standards for the internal system

A. Chairman of the review panel

- i. HEI that has 1-4 fields of study and the number of workplaces or faculties less than 4 1008 €
- ii. HEI that has 1-4 fields of study and the number of workplaces or faculties greater than 3 or 5-10 fields of study..... 1210 €
- iii. HEI that has 11-15 fields of study1412 €
- iv. HEI that has 16-25 fields of study.....1613€
- v. HEI that has more than 25 fields of study1815 €

B. Internal system expert 907 €

C. Expert in the field of study (rate up to 9 study programmes)..... 907 €

- D. Expert in the field of study, reviewer of habilitation and inauguration proceedings..... 550 €
- E. Member of the review panel, expert from practice 702 €
- F. Member of the review panel, student 702 €
- b) assessment of the application for accreditation of the habilitation proceeding and/or accreditation of the inauguration proceeding (§31 of Act No. 269/2018 Coll.)
- A. chairman of the review panel1008 €
- B. member of the review panel 699 €
- c) assessment of an application for accreditation of a new study programme or programmes in one area of assessment where it is assessed in a singular proceeding
- I. one study programme
- A. chairman of the review panel 605 €
- B. member of the review panel 432 €
- II. two to seven study programmes
- A. chairman of the review panel 941 €
- B. member of the review panel 672 €
- III. more than seven study programmes
- A. chairman of the review panel 1075 €
- B. member of the review panel 768 €
- d) assessment of the draft modification of the study programme(s) - §27 of Act 269/2018 Coll.
- A. chairman of the review panel 164 €
- B. member of the review panel 98 €
- e) assessment of the application for state approval - the amount of remuneration and the setting up of the review panel shall be determined in accordance with the proceeding laid down in points (a) and (c) of this Article.
- f) the proceeding for withdrawing the accreditation of the habilitation proceeding and/or withdrawing the accreditation the inauguration proceeding §32 of Act No. 269/2018 Coll.
- I. chairman of the review panel 358 €
- II. member of the review panel 266 €
- g) assessment of corrective measures taken by the higher education institution in accordance with §26 of Act No. 269/2018 Coll. - a regulation on the elimination

of deficiencies which cause non-compliance of the internal system or its implementation with the standards for the internal system

- A. chairman of the review panel 300 €
- B. member of the review panel150 €

h) assessment, approval and monitoring of the implementation of the HEI action plan in accordance with §29 par. 3 of Act No. 269/2018 Coll

- A. chairman of the review panel 700 €
- B. member of the review panel 500 €

i) periodic monitoring of the internal system of the higher education institution in accordance with §29 of Act No. 269/2018 Coll.

- A. chairman of the review panel 900 €
- B. member of the review panel600 €

3. In specific cases, the chairman of the Executive Board may, on a proposal from the Head of Office, increase the remuneration of an individual member of the review panel referred to in point 2 of this Article by up to 50 %.
4. The level of remuneration and the specification of the activities and tasks of the reviewer shall be part of the mandatory contract concluded between the Agency and the reviewer (Article 1(5)). In the event of failure of the reviewer to comply with its requirements, the Agency may reduce the amount of the remuneration in accordance with the relevant provisions of the mandatory contract.

Article 4

Defining the amount of flat-rate reimbursement of incidental expenses

1. For the purposes of this Directive, expenditures directly linked to the proceedings shall be considered to be incidental expenditures of the reviewer, namely:
 - a) transport from the place of residence (place of work or study) to the place where the assessment is carried out,
 - b) accommodation at the place where the assessment is carried out.
2. Flat-rate compensation to cover part of the incidental expenses shall be granted to the member of the review panel upon request and in accordance with the provisions of the Mandatory Contract.
3. When fixing the amount of the flat-rate compensation to cover part of the incidental expenditures, only the titles specified in points (a) and (b) of point 1 of this Article and the verifiable number of days of on-site evaluation shall be taken into account. The amounts of the flat-rate compensation are stated in Annex 1 to this Directive.

Article 5

Final provisions

1. This Directive was approved by the Executive Board on 20 October 2022 and its amendments were approved at the Executive Board meeting on 26 January 2023 and shall enter into force as amended on the date of its approval.

2. On the date of entry into force of this Directive, the following shall be repealed:
 - a) Internal Regulation No. 1/2021 Remuneration procedure for members of the review panels of the Executive Board of the Slovak Accreditation Agency for Higher Education
 - b) Internal Regulation No. 2/2021 On the scope and method of providing accommodation and transport for members of the review panels of the Executive Board of the Slovak Accreditation Agency for Higher Education.

Attachements:

Attachement 1 Amounts of flat-rate compensation to cover part of the incidental expenses of a member of the review panel

Attachement 1 - Amount of flat-rate compensation to cover part of the incidental expenses of a member of the review panel (€)

km	1 day of on-site assessment	2 days of on-site assessment	3 days of on-site assessment
up to 75	15	30	45
76 - 150	30	100	170
151 - 300	130	200	270
301 - 600	190	260	330
601 - 1200	310	390	460
1201 - 3000	550	620	690

Note: In order to determine the distance of the higher education institution from the place of residence of the reviewer or his current place of work, it shall be used: www.google.sk/maps