

# **INTERNAL REGULATION NO. 1/2024**

## **RULES OF PROCEDURE OF THE EXECUTIVE BOARD OF THE**

## **SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION**

**Bratislava, 8 February 2024**

## **RULES OF PROCEDURE OF THE EXECUTIVE BOARD OF THE SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION**

approved by the Executive Board on 8 February 2024 pursuant to § 7 par. 10 letter d) point 3 of Act No. 269/2018 Coll. on Quality Assurance in Higher Education and amending Act No. 343/2015 Coll. on Public Procurement and on the amendment of certain laws as amended (“the Quality Assurance Act”).

### **Article 1 Subject matter**

1. These Rules of Procedure shall govern
  - a) preparation, convening, and conduct of the meeting of the Executive Board of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the “Agency” or “SAAHE”),
  - b) voting method at the Executive Board meeting;
  - c) the competence and action of the Executive Board and the Agency’s staff in preparation, during, and after the meeting.

### **Article 2 Convening of a meeting of the Executive Board and its agenda**

1. The meeting of the Executive Board, pursuant to Article 6 point 3 of the SAAHE Statute, shall be convened by its Chairman at least four times a year.
2. The meeting of the Executive Board shall not be public. The Chairman of the Executive Board may declare part or, where appropriate, the entire meeting as a public meeting.
3. In addition to the members of the Executive Board, the Head of the Office, the Secretary of the Executive Board and the Recorder take part in the meeting of the Executive Board.
4. With the approval of the Chairman of the Executive Board, other persons may be invited to attend a meeting of the Executive Board, usually related to the discussed topic.
5. A meeting of the Executive Board shall be convened by sending invitations to the members of the Executive Board by e-mail at least five working days before the date of the meeting of the Executive Board.
6. By sending invitations to all members of the Executive Board, a meeting of the Executive Board shall be deemed to have been duly convened, regardless of whether each member of the Executive Board has read the invitation.
7. The invitation to a meeting of the Executive Board shall contain at least the following:
  - a) the date of the meeting;
  - b) start time and place of the meeting,
  - c) program of the meeting,
  - d) announcement whether the meeting or part of the meeting will take place by videoconference.
8. Supporting documentation for items on the agenda of the Executive Board meeting shall be submitted to the members of the Executive Board by the Chairman of the Executive Board or by the Secretary of the Executive Board at least five working

days before the meeting, by making the documentation available in the Agency's information system or by e-mail.

### **Article 3 Secretary of the Executive Board**

1. The Chairman of the Executive Board shall delegate the function of the Secretary of the Executive Board to a staff member of the Agency who is not a member of the Agency's bodies.
2. The Secretary of the Executive Board, in cooperation with the Chairman of the Executive Board and on his instructions, shall organise an agenda relating to the activities of the Executive Board and shall carry out the activities established by these Rules of Procedure.
3. The Secretary of the Executive Board shall, in particular:
  - a) coordinate, methodologically guide and manage the preparation of documents and drafts of decisions or statements intended for deliberation (meeting) of the Executive Board;
  - b) coordinate the cooperation of all departments of the Agency in the performance of tasks within the scope of the Executive Board's competence, in particular ensuring the transfer of tasks from the Executive Board to the activities of other Agency departments;
  - c) supervise compliance with the time limits laid down in these Rules of Procedure;
  - d) provide cooperation in drawing up the minutes;
  - e) ensure the archiving of the minutes of the meetings of the Executive Board;
  - f) ensure the publication of resolutions of the Executive Board;
  - g) ensure the safekeeping of documents that are not archived electronically within the Agency's information system;
  - h) perform other tasks as instructed by the Chairman of the Executive Board.
4. The Secretary of the Executive Board shall not have the right to vote.

### **Article 4 Proceedings of the Executive Board meeting**

1. The meeting of the Executive Board shall, as a general rule, be held at the seat of the Agency.
2. The meeting of the Executive Board, at the proposal of its Chairman, may be held in whole or in part by videoconference or by other means of information and communication technologies (Article 14 point 1 of the SAAHE Statute).
3. The meetings of the Executive Board shall be arranged technically and administratively by the Head of the Office.
4. Each member of the Executive Board shall be obliged to provide all necessary assistance in order to be able to properly participate in a meeting of the Executive Board held by videoconference.
5. If, for serious reasons, one of the members of the Executive Board cannot attend the meeting, he or she shall be obliged to ask the Chairman of the Executive Board for an apology in advance.
6. The members of the Executive Board present at its meeting shall be entered in the attendance list of members present at the meeting of the Executive Board ("the attendance list"). The attendance list shall include, in particular:

- a) name of the Agency,
- b) date and place of the meeting of the Executive Board;
- c) names and surnames of members of the Executive Board and the other persons involved,
- d) a designated place for signature where each participant present shall sign by hand;
- e) signature of the Recorder and the Secretary,
- f) signature of the Head of the Office.

In the case of a meeting held by videoconference, the attendance of the member thus present shall be indicated in the attendance list instead of his/her handwritten signature.

7. The presence of a member of the Executive Board at a meeting shall be non-representable – a member of the Executive Board cannot grant any person a power of attorney to represent him/her at a meeting of the Executive Board.
8. The meeting of the Executive Board shall be chaired by the Chairman of the Executive Board or a member of the Executive Board authorised by him.
9. The agenda of the meeting of the Executive Board shall be set by the Chairman of the Executive Board. It shall be approved by the Executive Board at the opening of the meeting.
10. Proposals to amend the program may be submitted by members of the Executive Board. Changes and additions to the program shall be decided by the majority of the members of the Executive Board present.
11. Each member of the Executive Board shall have the right to comment on the discussed point of the meeting and on the submitted document. The order of the individual statements of members of the Executive Board shall be determined by the Chairman of the Executive Board.
12. The progress of the proceedings of the Executive Board shall be recorded in the form of minutes by the Recorder, who shall be the staff member of the Agency designated by the Chairman of the Executive Board.

## **Article 5**

### **Decisions of the Executive Board**

1. The Executive Board shall adopt conclusions in the form of resolutions at its meeting.
2. The Executive Board may adopt its resolutions on the establishment of a review panel outside of its meeting.
3. A resolution of the Executive Board shall be adopted if at least seven members of the Executive Board vote in favour.
4. The members of the Executive Board may propose amendments to the proposals submitted by the Chairman of the Executive Board. The adoption of amendments shall be decided by voting in the reverse order in which the proposals were tabled.
5. A decision on technical matters and amendments shall be taken if more than half of the members of the Executive Board vote in favour.

## **Article 6**

### **Voting methods**

1. Each member of the Executive Board shall have one vote. Members of the

- Executive Board shall vote publicly. In justified cases, on a proposal from the Chairman of the Executive Board, voting may be by secret ballot.
2. Members of the Executive Board shall, as a rule, vote publicly by raising their hand. Secret ballots shall always be carried out by means of ballot papers.
  3. When voting by means of ballot papers, members of the Executive Board shall be informed with the method of editing the ballot papers before voting begins. Incorrectly edited ballot papers are invalid. Destroyed or otherwise devalued ballot papers and ballots with illegible or contradictory data are also invalid.
  4. Where a vote is taken at a meeting of the Executive Board held by videoconference, the vote shall be by show of hands and, where appropriate, by the verbal expression of each member of the Executive Board in such a way as to provide clear and comprehensible voting.
  5. Voting by secret ballot cannot be carried out by videoconference.
  6. The Executive Board may, pursuant to the second part of the first sentence of § 12 of the Quality Assurance Act, vote on the creation of a review panel *per rollam*.
  7. The invitation to vote *per rollam* shall be presented by the Chairman of the Executive Board or by a member of the Agency's staff authorised by him, usually the Secretary of the Executive Board, to all members of the Executive Board in the same way as sending an invitation to a meeting of the Executive Board.
  8. The call for a vote *per rollam* shall specify a time limit from the date of sending the relevant proposal for *per rollam* voting to the member of the Executive Board for comments. Within that time limit, members of the Executive Board may submit their comments on the proposed *per rollam* voting by e-mail to the e-mail address indicated in the proposal for adopting the *per rollam* decision.
  9. If a member of the Executive Board fails to deliver his or her statement within the time limit set by the Chairman of the Executive Board, he or she shall be deemed to have no comments on the proposal in question.
  10. After evaluating the comments, the Chairman of the Executive Board shall submit a draft resolution for approval by a *per rollam* vote via e-mail. This includes a ballot paper with a time limit for voting and other instructions on how to vote.
  11. The draft resolution shall be approved by *per rollam* vote if at least seven members of the Executive Board vote in favour.

## **Article 7**

### **Minutes of the Executive Board meeting**

1. Minutes of the meeting of the Executive Board shall be drawn up within fifteen calendar days and shall be prepared by the Recorder in cooperation with the Secretary of the Executive Board.
2. The minutes of the meeting of the Executive Board shall contain, in particular:
  - a) the name of the Agency and its seat,
  - b) date and time of the meeting of the Executive Board; if the meeting was held outside the Agency's seat or via videoconference, this shall be stated in the minutes;
  - c) name of the Chairman of the Executive Board, the Secretary and the Recorder,
  - d) a brief description of the discussion of individual items on the agenda of the Executive Board meeting; each member of the Executive Board shall have the right to request that his or her statement be recorded in the minutes on any discussed point of the meeting, and this statement shall be included in the

- minutes;
- e) the resolution of the Executive Board, together with the voting results for each item on the agenda of the Executive Board meeting; the total number of votes validly cast, the number of votes *for* each individual proposal and *against* individual proposals for resolutions, including information on the number of abstained from voting, shall be stated.
3. The minutes of the Executive Board meeting shall be signed by the Recorder and the Head of the Office.
  4. The original minutes of the meeting of the Executive Board shall be attached to the attendance list. For archiving purposes, a statement of the resolutions adopted at the meeting of the Executive Board shall also be attached to the minutes.
  5. The Secretary prepares a summary of the resolutions from the minutes, which he/she publishes on the agency's website within fifteen calendar days from the date of the meeting. The minutes of the Executive Board meeting shall be archived and accessible for consultation at the seat of the Agency.
  6. The minutes of the meeting of the Executive Board are archived and accessible for inspection at the seat of the agency.

### **Article 8**

#### **Common and final provisions**

1. In the absence of the Chairman of the Executive Board, all responsibilities of the Chairman of the Executive Board in relation to these Rules of Procedure shall be assumed and authorised to be exercised by the Vice-Chairman of the Executive Board.
2. Amendments to these Rules of Procedure shall be approved by the Executive Board on a proposal from the Chairman of the Executive Board.
3. These Rules of Procedure shall enter into force on the date of their approval by the Executive Board; Internal Regulation No. 3/2019 *Rules of Procedure of the SAAHE Executive Board* from 17 April 2019, as amended from 13 June 2020.

Bratislava, 8 February 2024

**prof. Ing. Robert Redhammer, PhD.**  
Chairman of the Executive Board