

## **INTERNAL REGULATION No. 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 30 January 2025**

**Bratislava, 30 January 2025**

## **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 par. 1 letter 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 and 30 January 2025, (hereinafter referred to as 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 his or her activities according to the type of proceeding and its estimated time requirements.
3. The reviewer is entitled to obtain partial compensation of the incidental expenses incurred by the reviewer in connection with his or her activities directly related to the proceeding.
4. The remuneration of the Chair of the review panel is 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") based on 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. In order to determine the amount of remuneration of a member of the review panel, the following circumstances have been applied:
  - a) type of proceeding;
  - b) time required for 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 for each type of proceedings considers the expected duration of the individual activities of the members of the review panel, in particular its Chair. 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 is 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 remuneration of the Chair and the member of the review panel in the type of proceeding concerned is determined by the circumstances specified in Article 2 point 1 and point 2 of this Directive.
2. The amount of the remuneration of the Chair and the member of the review panel for each type of proceedings is 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 ..... 1 008,- €
      - 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 ..... 1 210,- €
      - iii. HEI that has 11-15 fields of study ..... 1 412,- €
      - iv. HEI that has 16-25 fields of study ..... 1 613,- €
      - v. HEI that has more than 25 fields of study ..... 1 815,- €
    - 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 in a field of study which was not assessed in the first review of the internal system (§ 31 of Act No. 269/2018 Coll.):
    - A. chairman of the review panel ..... 1 008,- €
    - B. member of the review panel ..... 699,- €
    - ba) assessment of the application for accreditation of the habilitation proceeding and/or accreditation of the inauguration proceeding in the field of habilitation proceeding and inauguration proceeding, assessed within the first review of the internal system, or in the field that integrates or follows up on this field in terms of content, if the higher education institution submits an application for accreditation within 24 months from the date of the entry into force of the Agency's decision on the compliance of the internal system with the standards:

- I. one field of habilitation proceeding and/or inauguration proceeding
    - A. chair of the review panel ..... 605,- €
    - B. member of the review panel ..... 432,- €
  - II. two to four fields of habilitation proceeding and/or inauguration proceeding assigned to one field of study from the system of study fields and assessed simultaneously
    - A. chair of the review panel ..... 1 200,- €
    - B. member of the review panel ..... 672,- €
  - III. more than 5 fields of habilitation proceeding and/or inauguration proceeding assigned to one field of study from the system of study fields and assessed at the same time
    - A. chair of the review panel ..... 1 600,- €
    - B. member of the review panel ..... 768,- €
- c) assessment of an application for accreditation of a new study programme or new study programmes in one field of study and degree, where it is assessed:
- I. one study programme
    - A. chair of the review panel ..... 605,- €
    - B. member of the review panel ..... 432,- €
  - II. two or more study programmes differing only in the form of studies and/or in the language of execution;
    - A. chair of the review panel ..... 941,- €
    - B. member of the review panel ..... 672,- €
- d) assessment of the draft modification of the study programme(s) – § 27 of Act No. 269/2018 Coll.:
- A. chair 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 withdrawing the accreditation of accreditation of the inauguration proceeding § 32 of Act No. 269/2018 Coll.:
- I. chair 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. chair of the review panel ..... 300,- €
  - B. member of the review panel ..... 150,- €
- h) assessment, approval and monitoring of the implementation of the HEI action plan in accordance with § 29(3) of Act No 269/2018 Coll.:
- A. chair 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. chair of the review panel ..... 900,- €
  - B. member of the review panel ..... 600,- €

3. In specific cases, the Chair 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 are part of the mandatory contract concluded between the Agency and the reviewer (Article 1 point 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 are 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 a member of the review panel upon request and in accordance with the provisions of the mandatory contract.
3. When fixing the amount of flat-rate compensation to cover part of the incidental expenditures, only the titles specified in points 1 letter a) and b) of this Article and the verifiable number of days of on-site evaluation shall be taken into account. The amounts of flat-rate compensation are stated in *Annex I* to this Directive. In cases worthy of special consideration, the Head of Office may decide to increase the amount so determined, but only for the titles stated in point 1 letter a) and b) of this Article.

#### **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 30 January 2025 and, as amended, enters into force 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, and
  - b) Internal Regulation No. 2/2021 on the scope and method of providing accommodation and transport for members of review panels of the Executive Board of the Slovak Accreditation Agency for Higher Education.

In Bratislava, 30 January 2025

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

**Annex:**

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

**Annex 1**

**Amounts of flat-rate compensation to cover part of incidental expenses of a member of the review panel (€)**

<b>Distance km*</b>	<b>1 day on-site assessment</b>	<b>2 days on-site assessment</b>	<b>3 days on-site assessment**</b>
up to 75	15,-	30,-	45,-
76 - 150	30,-	100,-	170,-
151 - 300	130,-	200,-	270,-
301 - 600	190,-	260,-	330,-
601 - 1 200	310,-	380,-	450,-
1 201 - 3 000	550,-	620,-	690,-

\*In order to determine the distance of the higher education institution from the place of residence of the reviewer or his/her current place of work, it shall be used: [www.google.sk/maps](http://www.google.sk/maps)

\*\* For each additional day of assessment at a distance of 76 km or more, the amount of flat-rate compensation is increased by 70,- €.