

INTERNAL REGULATION No. 2/2026

RULES OF PROCEDURE OF THE BOARD OF APPEAL OF THE SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION

Bratislava, 29 April 2026

Rules of Procedure of the Board of Appeal of the Slovak Accreditation Agency for Higher Education

The Board of Appeal of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the „Board of Appeal“ and the „Agency“) approved on 29 April 2026, pursuant to § 9 par. 8 of Act No. 269/2018 Coll. on quality assurance in higher education and on amendments to Act No. 343/2015 Coll. on public procurement and on amendments to certain acts, as amended (hereinafter referred to as the „Act“), following the prior opinion of the Agency’s Executive Board dated 26 March 2026, these Rules of Procedure of the Board of Appeal (hereinafter referred to as the „Rules of Procedure“):

Article 1 Substantive scope of the Rules of Procedure

1. The Rules of Procedure set forth the rules governing the convening of a meeting of the Board of Appeal, its ability to act and vote, its proceedings, the minutes of the meeting, the decision of the Board of Appeal, its professional activities, publication of its decisions and the basis for such decisions, and organisational and technical ensuring the activities of the Board of Appeal.
2. The basic rules concerning the legal status of the Board of Appeal, its powers, composition, rights, and obligations of its members, remuneration, powers of the Administrative Procedure Code, and decisions of the Board of Appeal are governed by the law and the Statute of the Agency.

Article 2 Meeting of the Board of Appeal

1. A meeting of the Board of Appeal is convened by its Chair, who at the same time proposes the agenda for its meeting.
2. Meetings of the Board of Appeal are convened by the Chair by sending invitations with the agenda of the meeting to the members of the Board of Appeal by e-mail at least ten working days before the date of the meeting. If the Board of Appeal has not elected a Chair, the Chair of the Executive Board convenes a meeting of the Board of Appeal and proposes the agenda for the meeting.
3. The members of the Board of Appeal elect its Chair from among themselves if the Chair’s term of office expires at the end of or during his or her term of office. The members of the Board of Appeal may dismiss its Chair. The voting rules of the Board of Appeal apply to the election and dismissal of the Chair of the Board of Appeal. The Chair of the Board of Appeal directs and organises its activities.
4. A member of the Board of Appeal is obliged to participate in the meetings of the Board of Appeal, to express his or her initiative, and to participate in the decision-making on the matters under discussion. The participation of a member of the Board of Appeal in its meetings is irreplaceable.
5. In addition to the vote, a member of the Executive Board, the Chair of the relevant review panel or a member authorized by him or her and a maximum of two representatives of a party to the proceedings are entitled to be present and speak at the meeting of the Board of Appeal. The party to the proceedings is a public higher education institution, a state higher education institution, a private higher education institution, a higher education institution located outside the territory of the Slovak

Republic or an applicant for state approval. By sending an invitation, the Board of Appeal notifies these persons of the subject of the meeting, the location, the date, and the time of the meeting of the objections at least ten business days in advance.

6. The Board of Appeal may invite other persons to attend its meetings as necessary.
7. The absence of persons invited to the meeting of the Board of Appeal other than the quorum of its members does not prevent the Board of Appeal from making a decision.
8. The supporting documentation for the meeting is sent by electronic mail or made available to the members of the Board of Appeal in the Agency's information system at least ten working days before the meeting of the Board of Appeal.
9. A meeting of the Board of Appeal may, upon the decision of its Chair, be held via videoconference or other means of communication technology without the physical presence of the members of the Board of Appeal, as well as in a hybrid format with some members present in person and others participating via videoconference or other means of communication technology. The members of the Board of Appeal are informed of the format of the meeting in the invitation. A secret ballot may only be held at a meeting where the members of the Board of Appeal are physically present.
10. Documents issued by the Board of Appeal, including decisions, minutes, resolutions and other official documents, may also be signed in electronic form using a qualified electronic signature, a guaranteed electronic signature or another recognised electronic authentication method in accordance with the applicable legislation. Each member of the Board of Appeal may only use his or her own electronic signature and is responsible for its secure use and protection of their login credentials. Electronically signed documents are stored in electronic form in accordance with the Registry Procedure and relevant legislation on archiving and protection of personal data.
11. The Board of Appeal also meets for purposes other than the review of objections, particularly for the purpose of organisational and professional preparation to ensure the operation of its activities. These meetings, attended by all members and alternates of the Board of Appeal, are generally convened twice a calendar year by the Chair of the Board of Appeal.

Article 3 **Secretary of the Board of Appeal**

1. The Secretary of the Board of Appeal, in cooperation with the Chair of the Board of Appeal and in accordance with the instructions of the Chair, organizes the administrative matter related to the Board of Appeal's activities and carries out the duties provided in these Rules of Procedure.
2. The Secretary of the Board of Appeal does not have the right to vote.
3. The Secretary of the Board of Appeal, in particular
 - a) provides organisational and administrative support for the activities of the Board of Appeal, including the drafting and distribution of decisions of the Board of Appeal;
 - b) ensures compliance with the time limits laid down in these Rules of Procedure or law;
 - c) ensures the safekeeping of documents that are not archived electronically within the Agency's information system.

4. The Secretary of the Board of Appeal attends the proceedings of the Board of Appeal, the process and results of which is recorded in the minutes in accordance with the provisions of these Rules of Procedure.

Article 4 **Quorum and vote of the Board of Appeal**

1. The Board of Appeal has a quorum if at least three members of the Board of Appeal are present at its meeting.

2. The Board of Appeal adopts decisions and conclusions by means of resolutions only at its meeting.

3. The vote of the Board of Appeal is public. In justified cases, the Chair of the Board of Appeal may decide to hold a secret ballot.

4. The decision of the Board of Appeal is adopted if an absolute majority of all the members of the Board of Appeal, i.e. at least three of its members, vote in favour.

5. A member of the Board of Appeal acts independently and is not bound by the orders of the person who nominated him or her for office or who appointed him or her.

Article 5 **Course of the Board of Appeal meeting**

1. Meetings of the Board of Appeal are managed by its Chair or a member of the Board of Appeal appointed by him or her.

2. The meeting of the Board of Appeal is not public. The Chair of the Board of Appeal may declare a meeting or part of a meeting to be held in public.

3. Each member of the Board of Appeal has the right to comment on the agenda item under discussion and on the document submitted. The order of individual statements of the members of the Board of Appeal is determined by the Chair of the Board of Appeal.

4. The obligation of the Board of Appeal to discuss new proposals submitted directly at a meeting of the Board of Appeal outside the agenda of the meeting based on a decision of the Chair of the Board of Appeal or at least three of its members.

5. As soon as a member of the Board of Appeal becomes aware of any facts that would warrant his or her recusal, he or she immediately notifies the Chair of the Board of Appeal, who decides whether the member of the Board of Appeal is to be recused from the proceedings.

6. The Chair of the Board of Appeal immediately notifies the Board of Appeal of any circumstances indicating that he or she should be recused, and the Board of Appeal will decide whether he or she is to be recused from the proceedings.

7. If a member of the Board of Appeal has been recused from deliberations on a matter pursuant to paragraphs 5 or 6, he or she will be replaced by an alternate member who has the full status of a member of the Board of Appeal.

8. In addition to the grounds for disqualification, a member of the Board of Appeal is replaced by an alternate member with full status as a member of the Board of Appeal for the following reasons as well:

- a) during a period of incapacity for work or absence of a member of the Board of Appeal, if such period lasts for more than 30 consecutive calendar days,
- b) if the member in question notifies the Board of Appeal that, for any reason, they will not participate in the activities or meetings of the Board of Appeal for a period exceeding 30 consecutive calendar days,
- c) a member of the Appeals Board has resigned, or their term has otherwise expired, until a new member of the Board of Appeal is appointed.

Article 6 Minutes of the Board of Appeal meeting

1. The Secretary of the Board of Appeal or a member appointed by the Chair of the Board of Appeal draws up minutes of the meeting of the Board of Appeal no later than 15 working days after the meeting. The minutes are approved and signed by the Chair of the Board of Appeal.

2. The original of the minutes of the Board of Appeal meeting, signed by the Chair of the Board of Appeal, are archived and made accessible for inspection at the seat of the Agency; a copy of the minutes is sent by the Secretary in electronic form to each member of the Board of Appeal.

3. The Board of Appeal archives the minutes of its meetings, the documents for its decision, the attendance lists, the written observations of the participants and the members of the Board of Appeal; in the case of a secret ballot, it also archives the ballot papers in a sealed envelope signed by the Chair of the Board of Appeal.

Article 7 Decisions of the Board of Appeal

1. The Board of Appeal reviews the procedures of the Executive Board and the review panels on based on objections filed by parties to the proceedings against decisions or statements made by the Executive Board.

2. If the Board of Appeal, when reviewing the Agency's decision or statement, finds that the Agency's internal rules governing the procedure of the Executive Board or its review panels, the Act, other generally binding legislation or standards of the Agency have not been complied with, it will return the decision or statement back to the Executive Board for reconsideration; otherwise, it confirms the Agency's decision or statement.

3. A written copy of the decision taken by the Board of Appeal is drawn up by the Chair of the Board of Appeal or a member of the Board of Appeal authorised by him or her. The Secretary of the Board of Appeal participates in the drafting of its decisions within the meaning of Article 3 par. 3 letter a). The decision is signed by the Chair of the Board of Appeal.

4. The Board of Appeal decides on a party to the proceeding's objections within 60 days of the date of their receipt by the Agency and issues its decision within that period.

Article 8

Publication of decisions of the Board of Appeal and supporting documents for those decisions

1. The Agency ensures that the decisions of the Board of Appeal to remand a decision or a statement to the Executive Board, as well as decisions of the Board of Appeal to confirm a decision or statement of the Executive Board, are published on its website. These decisions include a statement of reasons.
2. The Agency ensures that the supporting documents for the decisions of the Board of Appeal are published on its website.

Article 9

Organisational, material and technical support of the Board of Appeal's activities

1. The Agency's Office is responsible for the organisational, material and technical arrangements for the objection proceedings in accordance the Act.
2. The costs associated with the activities of the Board of Appeal are covered by the Agency.
3. In addition to the right to remuneration arising from the law, the members of the Board of Appeal are also entitled to reimbursement of travel and meal expenses in accordance with special regulations.

Article 10

Repeal provision

The Rules of Procedure of the Board of Appeal of the Slovak Accreditation Agency for Higher Education dated 23 January 2020 are hereby repealed.

Article 11

Final provision

The Rules of Procedure of the Board of Appeal, as well as many amendments thereto, enter into force and take effect on the date of their approval by the Board of Appeal and signature by the Chair of the Board of Appeal, after prior opinion of the Executive Board of the Agency.

Bratislava, 29 April 2026

Dr. h. c. prof. doc. JUDr. Marek Šmid, PhD.
Chair of the Board of Appeal

Legal notice:

Pursuant to § 9 par. 8 of the Act, the Rules of Procedure entered into force and became effective upon their approval by the Board of Appeal and the signature of the Chair of the Board of Appeal on 29 April 2026, following the prior opinion of the Executive Board of the Agency on 26 March 2026.