

INTERNAL REGULATION No. 1/2024

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

as amended on 29 January 2026

Bratislava, 29 January 2026

RULES OF PROCEDURE

OF THE EXECUTIVE BOARD OF THE SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION

approved by the Executive Board of the Slovak Accreditation Agency for Higher Education on 8 February 2024, as amended on 29 January 2026, pursuant to § 7 par. 7 letter d) point 3 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 “Quality Assurance Act”):

Article 1

Subject matter

1. These Rules of Procedure 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 “Executive Board” and the “Agency”);
 - b) voting method at the meeting of the Executive Board;
 - c) the remit and conduct of the Executive Board and the staff of the Agency in preparation, during and after the meeting.

Article 2

Convening of the meeting of the Executive Board and its agenda

1. The meeting of the Executive Board is convened by its Chair at least four times a year.
2. The meeting of the Executive Board is not public. The Chair 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 Office, the Secretary of the Executive Board and the Recorder attend the meetings of the Executive Board.
4. With the approval of the Chair 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 is convened by sending invitations to the members of the Executive Board by electronic 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, the meeting of the Executive Board is deemed to have been duly convened, regardless of whether each member of the Executive Board has read the invitation.
7. The invitation to the meeting of the Executive Board includes at least the following:
 - a) the date of the meeting;
 - b) start time and place of the meeting,
 - c) agenda of the meeting;
 - d) announcement whether the meeting or part of it will be held by videoconference.

8. Supporting documentation for the agenda of the Executive Board meeting is submitted to the members of the Executive Board by the Chair of the Executive Board or 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 Chair of the Executive Board delegates the position of the Secretary of the Executive Board to a staff member of the Agency who is not a member of the bodies of the Agency.
2. The Secretary of the Executive Board, in cooperation with the Chair of the Executive Board and with his or her instructions, organises the agenda associated with the activities of the Executive Board and carries out the activities established by these Rules of Procedure.
3. In particular, the Secretary of the Executive Board:
 - a) coordinates, methodically guides and manages the preparation of documents and draft of decisions or statements intended for discussion (meeting) of the Executive Board;
 - b) coordinates 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 other departments of the Agency;
 - c) monitors compliance with the time limits laid down in these Rules of Procedure;
 - d) provides assistance in drawing up the minutes;
 - e) ensures the archiving of the minutes of the meetings of the Executive Board;
 - f) ensures the publication of resolutions of the Executive Board;
 - g) ensures the safekeeping of documents that are not archived electronically within the Agency's information system;
 - h) performs other tasks as instructed by the Chair of the Executive Board.
4. The Secretary of the Executive Board does not have the right to vote.

Article 4

Course of the Executive Board meeting

1. The meeting of the Executive Board is held, as a general rule, at the seat of the Agency.
2. The meeting of the Executive Board, on the proposal of its Chair, may be held in whole or in part by videoconference or by other means of information and communication technologies.
3. The meetings of the Executive Board are technically and administratively arranged by the Head of Office.
4. Each member of the Executive Board is obliged to provide all necessary assistance in order to be able to properly participate in the meeting of the Executive Board held by videoconference.

5. If, for serious reasons, a member of the Executive Board is unable to attend the meeting, he or she is obliged to ask the Chair of the Executive Board for an apology in advance.
6. The members of the Executive Board present at its meeting will sign the attendance list of members present at the meeting of the Executive Board (hereinafter referred to as the “attendance list”).
The attendance list includes, in particular:
 - a) name of the Agency;
 - b) date and place of the meeting of the Executive Board;
 - c) names and surnames of the members of the Executive Board and other persons involved,
 - d) a designated place for signature, where each participant present will sign by hand;
 - e) signature of the Reorder and Secretary;
 - f) signature of the Head of Office.In the case of a meeting held by videoconference, the attendance of the member thus present is indicated in the attendance list instead of his or her handwritten signature.
7. The presence of a member of the Executive Board at a meeting is irreplaceable – a member of the Executive Board cannot grant any other person a power of attorney to represent him or her at a meeting of the Executive Board.
8. The Executive Board is chaired by the Chair of the Executive Board or a member of the Executive Board authorised by the Chair of the Executive Board.
9. The agenda of the meeting of the Executive Board is set by the Chair of the Executive Board. It is approved by the Executive Board at the opening of the meeting.
10. Proposals to amend the agenda may be submitted by members of the Executive Board. Changes and additions to the agenda are decided by a resolution of the Executive Board.
11. Each member of the Executive Board has the right to comment on an item on the discussed point of the meeting and on the documents submitted. The order of the individual statements of the members of the Executive Board is determined by the Chair of the Executive Board.
12. The progress of the proceedings of the Executive Board is recorded in the form of minutes by the Recorder, who is a staff member of the Agency designated by the Chair of the Executive Board.

Article 5

Decisions of the Executive Board

1. The Executive Board adopts 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 is adopted if at least two-thirds majority of all members of the Executive Board vote in favour.
4. The members of the Executive Board may propose amendments to the draft resolutions submitted by the Chair of the Executive Board. Decisions on the adoption of amendments are decided by vote in the reverse order in which the proposals were submitted.

Article 6

Voting methods

1. Each member of the Executive Board has one vote. Members of the Executive Board vote publicly. In justified cases, on a proposal from the Chair of the Executive Board, voting may be by secret ballot.
2. Members of the Executive Board, as a general rule, vote publicly by raising their hand. Secret ballots are always carried out by ballot papers.
3. When voting by means of ballot papers, members of the Executive Board are informed of the method of adjusting 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 is taken by show of hand and, where appropriate, by verbal expression of each member of the Executive Board in such way as to provide clear and comprehensible way of 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* is presented by the Chair of the Executive Board or by a member of the Agency's staff authorised by him or her, 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* specifies 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 Chair of the Executive Board, he or she is deemed to have no comments on the proposal in question.
10. After evaluating the comments, the Chair of the Executive Board submits 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.

Article 7

Minutes of the Executive Board meeting

1. Minutes of the meetings of the Executive Board are drawn up within fifteen calendar days and are prepared by the Recorder in cooperation with the Secretary of the Executive Board.
2. The minutes of the meeting of the Executive Board include, 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 Chair 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 has the right to request that his or her statement be recorded in the minutes at any discussed point of the meeting, and this statement is 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, is stated.
3. The minutes of the meeting of the Executive Board are signed by the Recorder and the Head of Office.
 4. The original minutes of the meeting of the Executive Board are attached to the attendance list. For archiving purposes, a statement of the resolutions adopted at the meeting of the Executive Board are also 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.
 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 Chair of the Executive Board, the Vice-Chair of the Executive Board will assume all the powers of the Chair of the Executive Board in relation to these Rules of Procedure and is authorised to exercise them.
2. Amendments to these Rules of Procedure are approved by the Executive Board on a proposal from the Chair of the Executive Board.
3. These Rules of Procedure, as amended, shall take effect on 1 March 2026.

Bratislava, 29 January 2026

prof. Ing. Robert Redhammer, PhD.
Chair of the Executive Board