

INTERNAL REGULATION No. 4/2026

RULES ON THE SELECTION PROCEDURE FOR THE CHAIRMAN OF THE EXECUTIVE BOARD, MEMBER OF THE EXECUTIVE BOARD, MEMBER OF THE BOARD OF APPEAL AND THE AUDITOR OF THE SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION

Bratislava, 30 July 2026

RULES FOR THE SELECTION PROCEDURE FOR THE CHAIRMAN OF THE EXECUTIVE BOARD, MEMBER OF THE EXECUTIVE BOARD, MEMBER OF THE BOARD OF APPEAL AND THE AUDITOR OF THE SLOVAK ACCREDITATION AGENCY FOR HIGHER EDUCATION

The Executive Board of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as the "Executive Board", the "Agency" or "SAAHE") approved on 30 July 2026, pursuant to § 7 par. 7 letter d) of Act No. 269/2018 Coll. on the quality assurance of higher education and amending Act No. 343/2015 Coll. on public procurement and amending certain acts, as amended (hereinafter referred to as the "Quality Assurance Act"), these *Rules for the Selection Procedure for the Chairman of the Executive Board, Member of the Executive Board, Member of the Board of Appeal and the Auditor of the SAAHE*.

Article 1 Introductory provisions

1. This internal regulation governs the organisation of the selection procedure for filling the positions of Chairman of the Executive Board, member of the Executive Board, member of the Board of Appeal and Auditor of the Agency (hereinafter referred to as the "body", the "member of the Agency's body" and the "selection procedure").
2. The selection procedure is used to verify the abilities and professional expertise of the candidate required in view of the nature of the duties to be performed.
3. This internal regulation does not apply to the appointment of the Agency's Head of Office.
4. The selection procedure is governed by § 7, 9, 10 and 14 of the Quality Assurance Act and § 5 of Act No. 552/2003 Coll. on the performance of work in the public interest.

Article 2 Announcement of the selection procedure

1. The Agency announces the selection procedure
 - a) no later than 90 days before the expiry of the term of office of a body or a member of the Agency's body, or
 - b) within 30 days of the termination of the office of a body or a member of the Agency's body before the expiry of the term of office.
2. The notice announcing the selection procedure shall contain, in particular, the details specified by the relevant legislation¹.
3. The Agency shall announce the selection procedure on its website and through other generally accessible means of mass communication.
4. The Agency shall immediately inform the Ministry of Education, Research, Development and Youth of the Slovak Republic and the representatives of higher education institutions of the announcement of the selection procedure.

¹ § 5 par. 3 of Act No. 552/2003 Coll. on the performance of work in the public interest.

Article 3

Establishment of the selection committee

1. The Agency shall request the entities authorised to submit nominations for members of the selection committee for the selection procedure² to send their nominations to the Agency, and shall set a deadline for their submission (hereinafter referred to as “nominations” and “selection committee”).
2. The Chairman of the Executive Board shall appoint the members of the selection committee and its Chairman.
3. If the Agency receives several nominations from eligible bodies for a single position on the selection committee within the specified deadline, the Chairman of the Agency's Executive Board shall appoint one person from among these nominations as a member of the selection committee.
4. If the Agency receives no nomination for a member of the selection committee, it shall repeatedly invite the body authorised to submit a nomination to do so, but not more than once.
5. The work of the selection committee shall be concluded upon delivery of the duly drawn up and signed minutes of the selection procedure, in accordance with Article 8 par. 8 of this internal regulation, to the Chairman of the Agency's Executive Board or, where applicable, to a person authorised by the Agency. This shall not affect the obligation of the members of the selection committee to provide the Agency with the necessary information and cooperation in connection with the appointment of the selected candidate to the post of a body or a member of a body of the Agency, should this be required.

Article 4

Tasks of the selection committee, its Chairman and members

1. The role of the selection committee is to assess the suitability of candidates for the post of a member of the Agency's governing body or a member of one of its bodies, invite them to the selection procedure, verify their abilities and professional expertise, assess the outcome of the selection procedure and, on that basis, rank the candidates, as well as to fulfil other duties arising from this internal regulation and the relevant legislation.
2. The Chairman of the selection committee shall, in particular
 - a) be responsible for the activities of the selection committee,
 - b) convene meetings of the selection committee,
 - c) chair meetings of the selection committee and oversee the conduct of the selection procedure,
 - d) sign the minutes of the selection committee's meetings in accordance with Article 6 par. 8 of this internal regulation and the minutes recording the outcome of the selection procedure in accordance with Article 8 par. 8 of this internal regulation.
3. The member of the selection committee shall, in particular
 - a) carry out the tasks of the selection committee as determined by the Chairman of the selection committee,
 - b) act independently in the performance of their duties; they shall not be bound by instructions from the Chairman of the Agency's Executive Board or from the body which nominated them for appointment as a member of the selection committee,
 - c) maintain confidentiality regarding all matters of which they become aware whilst performing their duties on the selection committee or in connection therewith, even after the end of their membership,
 - d) sign the minutes recording the outcome of the selection procedure in accordance with Article 8 par. 8 of this internal regulation.

² § 14 par. 5 of the Quality Assurance Act.

Article 5

Secretary

1. The selection committee shall have a secretary, who shall be an employee of the Agency appointed by the Chairman of the Agency's Executive Board.
2. The secretary is not a member of the selection committee and is not entitled to vote.
3. The secretary shall attend meetings of the selection committee.
4. The secretary shall, in particular
 - a) provide administrative and organisational support for the selection committee's activities,
 - b) arrange the premises and technical facilities for public hearings,
 - c) draw up the minutes of the selection committee's meetings in accordance with Article 6 par. 8 of this internal regulation and the minutes recording the outcome of the selection procedure in accordance with Article 8 par. 8 of this internal regulation,
 - d) ensure that the outcome of the selection procedure is published on the Agency's website,
 - e) ensure that participants in the selection procedure are notified in writing of the outcome of the selection procedure,
 - f) ensure that applications for the selection procedure, minutes and other documents relating to the selection procedure are retained in accordance with the relevant legislation,
 - g) shall maintain confidentiality regarding all matters of which they become aware in the course of performing the duties of secretary, even after ceasing to hold that office.

Article 6

Meetings of the selection committee

1. Meetings of the selection committee shall be convened by the Chairman of the selection committee.
2. The meeting of the selection committee shall take place at the Agency's seat, with the exception of the public hearing, which shall take place in suitable premises.
3. The working language of the selection committee is Slovak.
4. Members of the selection committee shall attend meetings in person; they may not be represented, and their physical presence is mandatory.
5. Meetings of the selection committee are closed to the public, with the exception of the public hearing of candidates for the posts of Chairman and member of the Agency's Executive Board, from which other candidates are excluded.
6. The selection committee has a quorum if a majority of its members are present.
7. The selection committee adopts its conclusions in the form of a resolution. A resolution is adopted if a majority of all members of the selection committee vote in favour of its adoption.
8. The secretary shall draw up the minutes of the selection committee's meeting, which shall be signed by the Chairman of the selection committee and the secretary.

Article 7

Assessment of applications

1. Applications for the selection procedure shall be received by the Agency's office, which shall not open them and shall forward them without delay to the secretary in the condition in which they were received.

2. Envelopes containing the applications shall be opened at a meeting of the selection committee, which
 - a) excludes from the remainder of the selection procedure any candidates whose applications were received after the deadline specified in the notice announcing the selection procedure,
 - b) verifies that the applications have been received in sealed, unopened and otherwise undamaged envelopes marked as applications for the selection procedure and records these facts in the minutes.
3. Based on the applications received, the selection committee shall verify whether the candidates meet the requirements for appointment to the post of a body or a member of a body of the Agency in accordance with the Quality Assurance Act and the notice announcing the selection procedure (hereinafter referred to as the “requirements”), and whether their applications include all annexes required by the Quality Assurance Act.
4. The selection committee shall invite candidates who, based on applications received in due time, meet the requirements and whose applications contain the annexes required by the Act, to the selection procedure at least seven days before it begins, specifying the date, place and time of the selection procedure.
5. The selection committee shall inform candidates who are not invited to the selection procedure that they have not been invited and that the selection procedure will continue with the other candidates.
6. Prior to the selection procedure under Article 8 of this internal regulation, the selection committee shall carry out a first assessment of the invited candidates based on the information contained in the applications received and their attachments. A member of the selection committee shall assess a candidate by awarding points within the range and in accordance with the criteria set out in the notice announcing the selection procedure, which they shall record on the assessment sheet provided by the secretary of the selection committee (hereinafter referred to as the “first assessment”), whilst proceeding in accordance with Article 8 par. 5 of this internal regulation. The Chairman of the selection committee, together with the secretary and the scrutineer, who is an elected member of the selection committee, shall determine the provisional ranking of candidates based on the total points awarded by the selection committee members to individual candidates. The points awarded in the first assessment shall be weighted at 40 per cent when determining the final ranking in accordance with Article 8 par. 6 of this internal regulation.

Article 8

General provisions on the conduct of the selection procedure

1. The selection procedure takes the form of an interview with the candidate.
2. During the interview, the members of the selection committee ask the candidate questions to assess the extent to which they meet the requirements.
3. No other candidates are present during the interview with a candidate.
4. A member of the selection committee assesses the candidate by awarding points within the range and in accordance with the criteria set out in the notice of the selection procedure, which they record on the assessment sheet provided by the secretary of the selection committee (hereinafter referred to as the “second assessment”). The points awarded in the second assessment are weighted at 60 per cent when determining the final ranking of candidates in accordance with Article 8 par. 6 of this internal regulation.

³ § 7 par. 2 to 5, § 9 par. 4 to 6 and § 10 par. 3 of the Quality Assurance Act.

⁴ § 14 par. 8 of the Quality Assurance Act.

5. A member of the selection committee shall act objectively when assessing a candidate. During the assessment of a candidate, the members of the selection committee shall discuss amongst themselves and evaluate the extent to which the candidate meets the requirements. Each member of the selection committee shall also justify to the other members of the selection committee the number of points they have awarded to the candidate. The assessment made by a specific member of the selection committee shall be known only to the members of the selection committee and the secretary. It shall not be recorded in the minutes or in any other related documents.
6. The Chairman of the selection committee shall, together with the secretary and the scrutineer, who is an elected member of the selection committee, determine the final ranking of candidates based on the weighted total of the points awarded by the members of the selection committee to individual candidates in the first assessment pursuant to Article 7 par. 6 of this internal regulation and the second assessment pursuant to Article 8 par. 4 of this internal regulation. A successful candidate is one who obtains more than 50 per cent of the maximum number of points. The selected candidate is the successful candidate who obtains the highest number of points.
7. If several candidates are tied and it is necessary to determine the order of ranking, the selection of one of these candidates shall be decided by a vote of the members of the selection committee. The candidate who receives the highest number of votes shall be selected. If the vote is inconclusive, it may be repeated until a candidate is selected.
8. Minutes of the selection procedure shall be drawn up, signed by all members of the selection committee and the secretary in two copies, and shall specify in particular
 - a) a list of candidates who took part in the selection procedure,
 - b) the ranking of candidates according to the results of the selection procedure,
 - c) the first names and surnames of the selected candidates.
9. The Agency shall ensure that one copy of the minutes of the selection procedure is delivered to the Minister of Education, Research, Development and Youth of the Slovak Republic for the purpose of appointing the selected candidates to their posts and shall file the second copy in its records.
10. The Agency shall publish the first names and surnames of the successful candidates in the selection procedure on its website within ten days of its conclusion.
11. The Agency shall ensure that candidates are notified in writing of the outcome of the selection procedure within ten days of its conclusion.

Article 9
Special provisions governing the selection procedure for the
appointment of the Chairman of the Agency's Executive Board

1. The selection procedure for the position of the Chairman of the Agency's Executive Board shall take the form of a public hearing of the candidate, during which particular attention is paid to assessing their leadership and managerial skills, as well as their experience in ensuring the quality of higher education.
2. During the public hearing, the candidate shall primarily present their project for the management and development of the Agency (hereinafter referred to as the "project").
3. Following the presentation of the project, the members of the selection committee shall ask the candidate questions to further assess the extent to which they meet the requirements. The Chairman of the selection committee shall, to an appropriate extent, allow other persons present at the public hearing to ask questions as well.

4. The part of the project presentation and the part of the discussion designated by the Chairman of the selection committee shall be conducted in English.
5. No other candidates shall be present during a candidate's public hearing.
6. The public hearing shall be recorded using audiovisual equipment and made available to the public via a live broadcast or a recording.

Article 10
Special provisions governing the selection procedure for the
appointment of a member of the Agency's Executive Board

1. The selection procedure for the position of a member of the Agency's Executive Board shall take the form of a public hearing of the candidate.
2. During the public hearing, the candidate shall primarily present their own experience and proposals for improvement in the field of quality assurance in higher education (hereinafter referred to as "experience and suggestions for improvement").
3. Following the presentation of their experience and suggestions for improvement, the members of the selection committee shall ask the candidate questions to further assess the extent to which they meet the requirements. The Chairman of the selection committee shall, to an appropriate extent, allow other persons present at the public hearing to ask questions as well.
4. No other candidates are present during the candidate's public hearing.
5. Public hearings shall be recorded using audiovisual equipment and made available to the public via a live broadcast or a recording.

Article 11
Special provisions governing the selection procedure for the
appointment of a member of the Agency's Board of Appeal

1. A member of the selection committee shall assess candidates for the post of a member of the Agency's Board of Appeal in accordance with § 9 par. 5 of the Quality Assurance Act (hereinafter referred to as "candidates with professional experience") and shall assess candidates for the post of a member of the Agency's Board of Appeal in accordance with § 9 par. 6 of the Quality Assurance Act (hereinafter referred to as "candidates holding the position of professor or associate professor").
2. The Chairman of the selection committee, together with the secretary and the scrutineer — who is an elected member of the selection committee — shall determine, based on the submitted assessment sheets, the final ranking of candidates with professional experience and the final ranking of candidates holding the position of professor or associate professor.
3. The two candidates who, according to the final ranking of candidates holding the position of professor or associate professor, occupy the highest places immediately following the selected members of the Board of Appeal shall become reserve candidates.

Article 12
Announcement of a new selection procedure

1. A new selection procedure shall be announced if
 - a) no candidate has applied for the selection procedure,
 - b) none of the registered candidates meets the requirements,
 - c) none of the invited candidates attended the selection procedure,
 - d) no candidate is selected or appointed to the position of a body or a member of a body of the Agency for reasons other than those mentioned above.

2. Where a new selection procedure is announced, it shall be based on the nominations for members of the selection committee submitted by eligible bodies during the previous selection procedure, provided that no legal or other obstacle prevents this.

Article 13 **Final provisions**

1. Deviations from this internal regulation are permitted only if such deviations are justified to fulfil the purpose of the selection procedure and are in accordance with the relevant legislation.
2. In connection with the organisation of the selection procedure, the Agency processes personal data in accordance with the relevant legislation⁵, the Agency's internal regulations⁶ and the data protection principles published on the Agency's website⁷. Where the relevant legislation requires the consent of data subjects to the processing of personal data, the Agency shall seek such consent.
3. This internal regulation shall enter into force upon its approval by the Agency's Executive Board on 30 July 2026 and shall take effect on 15 August 2026.

In Bratislava, on 30 July 2026

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

⁵ Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), Act No. 18/2018 Coll. on the protection of personal data and amending certain acts.

⁶ Internal Regulation No. 10/2020 SAAVŠ Directive on the Protection of Personal Data.

⁷ <https://saavs.sk/sk/zasady-ochrany-osobnych-udajov>.