SLOVAK ACCREDITATION AGENCY
FOR HIGHER EDUCATION

# 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 the Reimbursement of Related Incidental Expenses

**as amended on 30 July 2026**

**In Bratislava, 30 July 2026**

# DIRECTIVE

## 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

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 – *Directive 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, 30 January 2025 and 30 July 2026 (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 reimbursement to cover part of the incidental expenses incurred by the reviewer in connection with their activities.

2. The reviewer is entitled to remuneration for their activities according to the type of proceedings and its estimated time requirements.

3. The reviewer is entitled to partial reimbursement of incidental expenses incurred in connection with activities directly related to the proceedings.

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") on the basis of a mandate contract concluded in accordance with the provisions of Section 724 et seq. of the 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) the type of proceedings,
   b) the time required for the proceedings,
   c) the average wage in the Slovak Republic,
   d) the nature of the expert activity when carrying out the assessment,
   e) the specific position of the Chair of the review panel,
   f) the size and structure of the higher education institution.
2. The time required for each type of proceedings takes into account the expected duration of the individual activities of the review panel members, particularly the Chair of the review panel. These activities include:
   a) familiarising themselves with the higher education institution's application and its annexes,
   b) attending review panel meetings,
   c) visiting the higher education institution, depending on the type of proceedings,
   d) assessing the extent to which individual standards or criteria have been met,

e) formulating conclusions in an evaluation report or statement,
f) preparing a final evaluation report or statement.

3. The determination of the flat-rate reimbursement of incidental expenses of a review panel member is based on justified costs incurred exclusively in connection with the conduct of the assessment activities 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 individual types of proceedings

1. The amount of remuneration for the Chair and members of the review panel in the relevant type of proceedings is determined by the circumstances specified in Article 2, points 1 and 2, of this Directive.

2. The amount of remuneration of the Chair and the members of the review panel for individual types of proceedings is determined as follows:
   a) assessment of the compliance of a higher education institution's internal system and its implementation with the standards for the internal system:
      A. Chair of the review panel
         i. higher education institution with 1–4 fields of study and has fewer than 4 departments or faculties …… €1,008
         ii. higher education institution with 1–4 fields of study and, at the same time, has more than 3 departments or faculties, or 5–10 fields of study…… €1,210
         iii. higher education institution with 11–15 fields of study.....……...€1,412
         iv. higher education institution with 16–25 fields of study.....……...€1,613
         v. higher education institution with more than 25 fields of study…….. €1,815
      B. Internal system expert ..... …….. €907
      C. Expert in the field of study (rate for 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, professional expert .....……€702
      F. Member of the review panel, student ..... ……€702

   b) assessment of an application for accreditation of the habilitation proceedings and/or accreditation of the inauguration proceedings in a field of study that was not assessed in the first assessment of the internal system (§ 31 of Act No. 269/2018 Coll.):
      A. Chair of the review panel…….. €1,008
      B. Member of the review panel.....…… €699
         ba) assessment of the application for accreditation of a habilitation procedure and/or accreditation of the inauguration proceedings in a field of habilitation proceedings and inauguration proceedings assessed as part of the first assessment of the internal system, or in a field which incorporates that field in terms of content or builds upon it. This applies provided that the institution submits an application for accreditation within 24 months of the date on which the Agency's decision on the compliance of the internal system with the standards becomes final:
            I. one field of habilitation proceedings and/or inauguration proceedings
               A. Chair of the review panel..... €605
               B. Member of the review panel.....€432
            II. two to four fields of habilitation proceedings and/or inauguration proceedings 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 proceedings and/or inauguration proceedings assigned to one field of study from the system of study fields and assessed simultaneously

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 level, where the following are 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, which differ only in the form of study and/or in the language of execution
      A. Chair of the review panel ..... €941
      B. Member of the review panel ..... €672

d) assessment of a proposal to amend a study programme (or programmes) – § 27 of Act No. 269/2018 Coll.:
   A. Chair of the review panel ..... €164
   B. Member of the review panel ..... €98

e) assessment of an application for state approval – the amount of remuneration and the composition of the review panel are determined in accordance with the procedure set out in points a) and c) of this Article;

f) proceedings for the withdrawal of accreditation of habilitation proceedings and proceedings for the withdrawal of accreditation of inauguration proceedings pursuant to § 32 of Act No. 269/2018 Coll.:
   I. Chair of the review panel ..... €1,000
   II. Member of the review panel ..... €700

g) assessment of corrective measures taken by a higher education institution pursuant to § 26 of Act No. 269/2018 Coll. – order to remedy deficiencies causing non-compliance of the internal system or its implementation with 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 higher education institution's action plan pursuant to Section 29, paragraph 3, of Act No. 269/2018 Coll.:
   A. Chair of the review panel ..... €700
   B. Member of the review panel ..... €500

i) re-assessment of a higher education institution's internal system pursuant to § 29 of Act No. 269/2018 Coll.:
   A. Chair of the review panel ..... €1,100
   B. Member of the review panel ..... €800

j) assessment of an application for accreditation of a cross-border joint study programme pursuant to § 30a of Act No. 269/2018 Coll.:
   C. Chair of the review panel ..... €1,550
   D. Member of the review panel ..... €980

3. If the Executive Board establishes a review panel for purposes other than those set out in paragraph 2 of this Article, the amount of remuneration for the Chair and members of the review panel shall be determined on a case-by-case basis by the Chair of the Executive Board on the recommendation of the Head of Office. The amount shall take into account the nature and scope of the work and shall be determined in accordance with the criteria specified in Article 2, paragraphs 1 and 2 of this Directive.

4. In cases warranting special consideration, the Chair of the Executive Board may increase the remuneration of an individual member of the review panel, referred to in point 2 of this Article, by up to 50 %, on a proposal from the Head of Office.
5. The mandatory contract concluded between the Agency and the reviewer (Article 1 point 5) specifies the amount of the remuneration and the reviewer's activities and tasks. In the event of the reviewer's failure to fulfil the requirements of that contract, the Agency may reduce the amount of the remuneration in accordance with the relevant provisions of the mandatory contract.

## Article 4
## Determination of the amount of flat-rate reimbursement for incidental expenses

1. For the purposes of this Directive, expenses directly linked to the proceedings are considered to be incidental expenses 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 reimbursement to cover part of incidental expenses shall be granted to a member of the review panel upon request and in accordance with the provisions of the mandate contract.

3. When determining the amount of the flat-rate reimbursement to cover part of the incidental expenses, only the items specified in point 1 letters a) and b) of this Article and the proven number of days of site assessment shall be taken into account. The amount of the flat-rate reimbursement is set out in *Annex 1* of this Directive.

4. In the case of the assessment of an application for the accreditation of a cross-border joint study programme within the meaning of Article 3 par. 2 letter j) of this Directive, the Head of Office shall decide on the amount of the flat-rate reimbursement applied under point 2 on a case-by-case basis, taking into account the provisions of this Directive.

5. In cases warranting special consideration, the Head of Office may decide to increase the flat-rate reimbursement, but exclusively for the items specified in point 1, letters a) and b), of this Article.

## Article 5
## Final Provisions

1. This Directive was approved at the meeting of the Executive Board on 20 October 2022. Its amendments were approved at meetings of the Executive Board on 26 January 2023, 30 January 2025 and 30 July 2026. This Directive, as amended, shall enter 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 on 30 July 2026

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

**Annexes:**
Annex No. 1: Amounts of flat-rate reimbursement to cover part of the incidental expenses of a member of the review panel

## Annex 1

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

| Distance km* | 1 day of site assessment | 2 days of site assessment | 3 days of site assessment** |
|---|---|---|---|
| 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 |

*The distance between the higher education institution under assessment and the reviewer's place of residence or, as applicable, their current place of work shall be calculated using www.google.sk/maps. This calculation is used to determine the distance for the purposes of this Annex.
** For each additional day of assessment where the distance is 76 km or more, the flat-rate reimbursement is increased by €70.