



Technical University in Zvolen

ORGANIZATIONAL DIRECTIVE

No. 4/2021

**INTERNAL QUALITY ASSURANCE SYSTEM
OF HIGHER EDUCATION
at the Technical University in Zvolen**

in accordance with the National Council of the Slovak Republic Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendment and Supplementation of Act No. 343/2015 Coll. on Public Procurement and on Amendment and Supplementation of Certain Acts, as amended

2021

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The Scientific Board of the Technical University in Zvolen, following the statement of the Academic Senate of the Technical University in Zvolen (hereinafter referred to as the "TUZVO"), in accordance with Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the "Quality Assurance Act") and in accordance with the Act No. 269/2018 Coll. No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Act on Quality Assurance"), approved on December 14, 2021 the Internal Quality Assurance System for Higher Education of the Technical University in Zvolen.

PART I GENERAL PROVISIONS

Article 1 Introductory Provisions

- 1) The Technical University in Zvolen (hereinafter referred to as "TUZVO") is an educational, scientific, and artistic institution that accepts the formation of the European Higher Education and Research Area. It responds to the main ideas and principles of the Bologna Process, i.e., to create an internationally recognised European common higher education area based on commonly accepted standards and education quality norms.
- 2) Following Sec. 30 of the Quality Assurance Act, TUZVO provides quality assurance of the higher education by implementing its Internal Quality Assurance System for higher education (hereinafter referred to as "the internal system") and by its continuous development.

Article 2 Purpose and Definitions

- 1) The internal system regulates the way of fulfilling the higher education mission of TUZVO through strategy and processes of quality assurance of higher education and of research activities, development activities, artistic activities, or other creative activities (hereinafter referred to as "creative activities") and through the link between the creative activities and higher education in the relevant field of study.
- 2) Quality means the quality of educational and creative activities and related activities at TUZVO.
- 3) Standards for the internal system means a set of requirements for the internal system and the way of its implementation.
- 4) Standards for a study programme means a set of requirements, meeting of which is a condition for the granting of study programme accreditation.
- 5) Standards for the habilitation and inauguration proceedings means a set of requirements, meeting of which is a condition for the granting of habilitation and inauguration proceedings accreditation.
- 6) Accreditation means the authorisation to carry out a study programme and to award its graduates the relevant academic degree and the authorisation to carry out the habilitation procedure and inauguration proceedings in the field of habilitation and inauguration.
- 7) Modification of a study programme shall be understood as the addition or deletion of compulsory or compulsory elective courses or modifying their information sheets and changing the conditions for proper completion of studies.

Article 3
Rules of the Internal System

- 1) The rules of the internal system consist of:
 - a) Strategy and process for quality assurance and internal quality evaluation,
 - b) Bodies of the internal system,
 - c) Internal Accreditation Regulations,
 - d) Implementation and evaluation of study programmes.

PART II
STRATEGY AND PROCESS FOR QUALITY ASSURANCE AND INTERNAL QUALITY EVALUATION

Article 4
Components of the Internal System and Responsible Persons

- 1) The internal system is based on generally accepted international quality standards.
- 2) TUZVO is obliged to request the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE") to evaluate the internal system at least once every six years.
- 3) TUZVO supervises the implementation of the standards for the internal system at least once every two years by elaborating a self-evaluation report, mainly based on the following documents:
 - a) evaluation of the educational activities' quality of the University and the faculties, approved by the Scientific Board of TUZVO and the scientific boards of the faculties,
 - b) evaluation of the creative activities' quality of the University and the faculties, approved by the Scientific Board of TUZVO and the scientific boards of the faculties,
 - c) data from the Central Register of Students, the Register of Higher Education Employees, the Central Register of Final Theses, Rigorous Theses and Habilitation Theses, the Central Register of Publications, the Central Register of Artistic Activities, and the Register of Study Programmes.
- 4) The main responsibility, competence, and authority within the internal system in accordance with the Higher Education Act, the Quality Assurance Act and this regulation are:
 - a) Rector and the Vice-Rectors
 - b) Board for the Internal Quality Assurance System (hereinafter referred to as the "BIQAS")
 - c) Permanent Working Groups of the BIQAS
 - d) Programme Boards for the study programmes
 - e) Persons responsible for the study programme
 - f) Persons responsible for the habilitation and inauguration proceedings
 - g) Deans and Vice-Deans
 - h) Bursar, secretaries of faculties and other management staff
 - i) TUZVO Scientific Board and the Scientific Boards of the Faculties
 - j) TUZVO Academic Senate and the Academic Senates of the Faculties,
 - k) TUZVO Administrative Board.

Article 5
Responsibilities and Competences of the Rector and Vice-Rectors

- 1) The Rector:
 - a) is responsible for the implementation of the internal system,

- b) initiates changes and amendments to the internal system,
 - c) determines the responsibility of the Vice-Rectors for the coordination of activities within the Internal System,
 - d) appoints the members of the BIQAS, the members of the Permanent Working Groups of the BIQAS and, following the proposal of the Programme Board for the study programme, appoints the person who has the main responsibility for the study programme, if the study programme is not provided at the faculty,
 - e) once a year, he evaluates the activities of vice-rectors, deans and heads and directors of university departments / organisational parts regarding the implementation of the Internal Quality Assurance System and quality evaluation.
- 2) The Vice-Rectors are responsible for the coordination of activities within the internal system:
- a) They carry out activities for assurance of the internal system and quality evaluation.
 - b) They are accountable to the Rector for their implementation.

Article 6 Competencies of the BIQAS

- 1) The BIQAS in the framework of its competence, in particular:
- a) manages the internal evaluation of the quality of educational and creative activities, habilitation and inauguration procedures and other related activities at TUZVO,
 - b) discusses and decides on applications for internal accreditation of a study programme, for modification of a study programme, for cancellation of study programme internal accreditation restrictions or for cancellation of a study programme, and approves corrective measures resulting from the evaluation of those applications,
 - c) evaluates applications for accreditation of study programmes in new fields of study before submitting / sending them to SAAHE,
 - d) evaluates applications for accreditation in the fields of habilitation and inauguration proceedings in which TUZVO is authorised to provide study programmes and in new fields of study before submitting / sending them to SAAHE,
 - e) approves corrective measures resulting from corrective measures imposed by SAAHE according to § 25, paragraph 2) of the Quality Assurance Act,
 - f) regularly monitors and supervises the implementation of the standards for the study programme and the standards for the habilitation and inauguration proceedings,
 - g) approves the self-evaluation report elaborated according to Article 4, paragraph 3,
 - h) provides the Rector with recommendations and suggestions for the maintenance and improvement of the internal system.

Article 7 Competencies of the BIQAS Permanent Working Groups and Programme Boards for Study Programmes

- 1) Members of the Permanent Working Groups of the BIQAS:
- a) consider proposals and materials submitted by the Chairman of the BIQAS,
 - b) submit evaluation reports, opinions and recommendations on the proposals and materials submitted to the Chairman of the BIQAS.
- 2) The Programme Boards for the study programmes are responsible for the creation and development of the respective study programmes.

Article 8
Persons Responsible for the Study Programme

- 1) The person responsible for the study programme of the first and second level of higher education:
 - a) He/she is responsible for meeting the graduate profile defined in the accreditation of the study programme in the scope of professional knowledge and skills corresponding to the objectives and focus of the study, for defining the content and scope of the state exams and their parts so that these exams correspond to the focus of the study and the profile of the graduate, for the thematic focus of the final theses at the relevant level of study.
 - b) He/she takes care of the development of knowledge within the study programme he/she is responsible for.
 - c) He/she is responsible for the documentation relating to the study programme, including information in the university information system.
 - d) He/she is responsible for the content of the admission exams for the study programme for which he/she is responsible.
 - e) He/she participates in the development of the regular evaluation report of the study programme for the period and to the extent as instructed by the dean of the faculty or the rector, if the study programme is not carried out at the faculty,
 - f) He/she carries out other tasks in the framework of the internal system according to the instructions of the dean of the faculty or the rector if the study programme is not carried out at the faculty.
- 2) The person responsible for the study programme of the third level of higher education:
 - a) He/she is professionally responsible for the study programme, especially coordinates the study programme's content elaboration and its significant changes, supervises the quality of its implementation, evaluates the study programme, and develops it.
 - b) In cooperation with the Study Field Committee and supervisors, he/she addresses the expert and organisational issues of the study programme.
 - c) He/she is responsible for the documentation related to the study programme, including information in the university information system.
 - d) He/she is responsible for the content of the admission exams for the study programme for which he/she is responsible, in cooperation with the relevant Study Field Committee.
 - e) He/she participates in the development of a regular evaluation report on compliance with the quality requirements according to the standards for the study programme for the period and to the extent as instructed by the dean of the faculty or the rector; if the study programme is not implemented at the faculty, and in cooperation with the relevant study field committee.
 - f) He/she performs other tasks in the framework of internal systems as instructed by the dean of the faculty or the rector if the study programme is not carried out at the faculty.
- 3) Persons responsible for the study programme are appointed and dismissed by the dean of the faculty or the rector if the study programme is not implemented at the faculty.
- 4) The person who has the main responsibility for a study programme of the first level of higher education may be a university teacher working as an associate professor or professor on a full-time weekly appointment, and whose specialization corresponds to the respective study programme.
- 5) The person who has the main responsibility for a study programme of the second and third level of higher education may be a university teacher working as a professor on a full-time weekly appointment, and whose specialization corresponds to the respective study programme.
- 6) One person may have the main responsibility for the implementation, development, and quality assurance of no more than three study programmes. This number does not include the cases of concurrence referred to in Article 7(3)(b) to (h) of standards for a study programme.

- 7) One person may be assigned to only one area/field of evaluation as defined by the study programme.

Article 9

Persons Responsible for the Habilitation Proceedings and Inauguration Proceedings

- 1) Persons responsible for the habilitation proceedings and inauguration proceedings:
 - a) They have professional responsibility for the habilitation proceedings and the inauguration proceedings.
 - b) They participate in the elaboration of the documentation required for the evaluation of the compliance of individual standards for the habilitation proceedings and the inauguration proceedings as required by the SAAHE.
 - c) They participate in the development of the periodic evaluation report on the compliance with the quality requirements according to standards for the habilitation proceedings and the inauguration proceedings for the period and to the extent as instructed by the dean of the faculty or the rector, if the habilitation proceedings and the inauguration proceedings are not held at the faculty.
 - d) They perform other tasks in the framework of the internal system as instructed by the dean of the faculty or the rector if the habilitation proceedings and the inauguration proceedings are not held at the faculty.
- 2) The persons responsible for the habilitation proceedings and the inauguration proceedings are appointed and dismissed by the dean of the faculty or the rector if the habilitation proceedings or the inauguration proceedings are not held at the faculty.
- 3) The person responsible for the habilitation proceedings and the inauguration proceedings may be a university teacher working as a professor and being awarded the title of professor or working as an associate professor and being awarded the title of associate professor, who is an academic employee of the faculty and who is scientifically active in the field of the habilitation proceedings and the inauguration proceedings or in a related field of expertise.
- 4) The number of persons responsible for the habilitation proceedings and the inauguration proceedings is five, of whom at least two shall be in the function of professor and shall be awarded the title of professor, and the other persons shall be at least in the function of associate professor and shall be awarded the title of associate professor. Each of these persons may have responsibility for the development and quality assurance of no more than one field of habilitation proceedings and inauguration proceedings and at only one higher education institution in the Slovak Republic.
- 5) One person may be assigned to only one area of evaluation defined by the field of habilitation proceedings and inauguration proceedings.

Article 10

Responsibilities and Competencies of the Deans, Vice-Deans, Bursars, Secretaries of Faculties and Other Management Staff

- 1) The Dean:
 - a) is responsible for the implementation of the internal system at the faculty,
 - b) proposes candidates for the members of the BIQAS, members of the Programme Board for the study programme,
 - c) determines the responsibility of the Vice-Deans for the coordination of activities in the framework of the internal system at the faculty,
 - d) appoints the person who has the main responsibility for the study programme, on the proposal

- of the Programme Board for the study programme,
- e) once a year, evaluates the activities of vice-deans, heads of departments and persons responsible for the study programme regarding the internal system and quality evaluation.
- 2) The Vice-Deans:
 - a) perform activities to implement the Internal Quality Assurance System and quality evaluation at the faculty,
 - b) are accountable to the dean for their implementation.
 - 3) The responsibilities and competencies of the Heads of Departments are regulated in the organizational directive "The Rights and Duties of Persons Responsible for Study Programmes, Persons Responsible for Courses and Heads of Departments", and in this Directive.
 - 4) The responsibilities and competences of the Bursar, secretaries of faculties and heads of other organisational units in the framework of the internal system and quality evaluation are regulated in the TUZVO Statute and in this Directive. These persons are helpful to the other persons referred to in Article 5 of this Directive.

Article 11

Competencies of the TUZVO Scientific Board, Faculty Scientific Boards, the TUZVO Academic Senate, Faculty Academic Senates and the TUZVO Administrative Board

- 1) The competence of the TUZVO Scientific Board and the Scientific Boards of the faculties in providing internal system and quality evaluation is regulated in the Act on Higher Education Institutions, the TUZVO Statute, the statutes of the faculties and in this Directive.
- 2) The competence of the TUZVO Academic Senate and the Academic Senates of the Faculties regarding the assurance of internal system and quality evaluation is regulated in the Act on Higher Education Institutions, the TUZVO Statute, the Statutes of the faculties and in this Directive.
- 3) The competences of the TUZVO Administrative Board in the field of internal system assurance and quality evaluation is regulated in the Act on Higher Education Institutions, the TUZVO Statute and in this Directive.

PART III

INTERNAL SYSTEM BODIES

Article 12

Bodies of the Internal System

- 1) The bodies of the internal system are:
 - a) The Board for the Internal Quality Assurance System (BIQAS).
 - b) The Permanent Working Groups for the study fields in which the study programmes are provided.
 - c) The Programme Boards for the study programmes.

Article 13

Board for the Internal Quality Assurance System

- 1) The BIQAS is composed of a Chairman and 10 members. The Rector is the Chairman of the BIQAS. The members of the BIQAS are:

- a) 1 Vice-Rector, who is also the Vice-Chairman of the BIQAS,
 - b) 4 academic staff members, nominated by the deans of the faculties after the approval of the scientific boards of the faculties,
 - c) 3 representatives of employers or alumni of TUZVO, nominated by the Rector after approval by the TUZVO Scientific Board,
 - d) 2 students of the second or third level of higher education at TUZVO, nominated by the student section of the TUZVO Academic Senate and approved by the TUZVO Academic Senate.
- 2) Only an academic employee who meets the criteria of the highest quality by his/her expertise and scientific and publication outputs, demonstrates continuous internationally accepted research or artistic activity of excellent internationally recognized quality in the relevant field and is a moral authority, and is not an academic functionary of TUZVO, may be appointed by the Rector as a member of the BIQAS according to point 1b).
 - 3) Only a person, with a higher education of at least the second level, actively working in the areas focusing the fields of study at TUZVO, who is not a member of the academic staff of TUZVO, may be appointed by the Rector as a member of the BIQAS according to point 1c).
 - 4) A student of the second or third level of higher education who demonstrates excellent study results during his/her studies (weighted study average in the previous level of study up to 1.5) may be appointed by the Rector as a member of the BIQAS under point 1d).
 - 5) The tenure of the BIQAS Chairman and the members under point 1a) is determined by the tenure of the Rector and Vice-Rectors. The tenure of the BIQAS members under points 1b), 1c) is 6 years. The tenure of the BIQAS members under point 1d) is 2 years. The tenure of the BIQAS members begins on the day of their appointment as a member of the BIQAS.
 - 6) The membership in the BIQAS is terminated:
 - a) on the expiration of the tenure,
 - b) by the death,
 - c) on the day of delivery of a written declaration by which the member resigns from membership in the BIQAS,
 - d) on the date on which the Rector, with the consent of the TUZVO Scientific Board or, in the case of TUZVO students, with the consent of the TUZVO Academic Senate, has dismissed the member of the BIQAS,
 - e) in the case of TUZVO employees, on the date of their employment termination at TUZVO,
 - f) in the case of TUZVO students, on the date of graduation/termination or interruption of their studies at TUZVO.
 - 7) The Chairman of the BIQAS is deputised by the Vice-Chairman of the BIQAS, nominated from its members in accordance with point 1a) at the first meeting of the BIQAS.
 - 8) The Secretary of the BIQAS, appointed by the Chairman of the BIQAS on the proposal of the BIQAS members, is responsible for the organisational and administrative work of the BIQAS.
 - 9) The BIQAS establishes other bodies, such as Permanent Working Groups for the study fields in which the study programmes, habilitation proceedings and inauguration proceedings are being carried out at TUZVO or Temporary Working Groups.
 - 10) The BIQAS, in the execution of its competence, cooperates with other TUZVO bodies, Permanent Advisory Bodies of the Rector, bodies of faculties and other organisational parts of the University.
 - 11) The BIQAS has the right to issue its own internal regulations, which shall regulate its activities within its competence in more detail.
 - 12) The BIQAS may request the opinion of any other university body, faculty body, or other organisational parts of the university, if it is necessary to give an opinion or to supplement the data

on the applications under discussion, on the adopted corrective measures.

- 13) The BIQAS has the right to become familiar with the conclusions of the meetings of other university bodies and Permanent Advisory Bodies of the Rector.
- 14) The BIQAS is obliged to publish the minutes of the meetings of the BIQAS at the TUZVO website.

Article 14

Competencies of the BIQAS Chairman and Vice-Chairman

- 1) The BIQAS Chairman:
 - a) manages the activities of the BIQAS,
 - b) convenes and chairs the meetings of the BIQAS,
 - c) proposes the agenda and prepares the draft resolutions from the RCSC meetings,
 - d) determines the scope of activities in which he/she is deputised by the Vice-Chairman of the BIQAS.
- 2) The Vice-Chairman of the BIQAS deputises the Chairman as referred to in point 1d). In the absence of the BIQAS Chairman he/she fully deputises him/her.

Article 15

Secretary of the BIQAS

- 1) The administrative and organisational activities of the BIQAS are carried out by the Secretary of the BIQAS, who is appointed and dismissed by the Chairman of the BIQAS. The secretary may only be an employee of TUZVO.
- 2) The Secretary of the BIQAS:
 - a) performs tasks related to the organisational and administrative support of the activities of the BIQAS,
 - b) participates in the meetings of the BIQAS,
 - c) prepares the minutes of the meetings of the BIQAS,
 - d) keeps the evaluation reports and statements drawn up within the competence of the BIQAS,
 - e) keeps reports on the activities of the BIQAS,
 - f) keeps the minutes of the BIQAS meetings,
 - g) keeps a list of the members of the Permanent Working Groups,
 - h) keeps the confidentiality of information from the meetings and registers of records of the BIQAS,
 - i) is responsible for the updating of the information, published at the TUZVO website, concerning the activities and competences of the BIQAS.
- 3) If the Secretary is unable to attend a meeting of the BIQAS, the Chairman of the BIQAS shall delegate the drawing up of the minutes to a member of the BIQAS.

Article 16

Permanent Working Groups of the BIQAS

- 1) There are seven permanent working groups that form a part of the BIQAS at TUZVO:
 - a) Permanent Working Group for the Forestry study field,
 - b) Permanent Working Group for the Wood Sciences and Technology study field,
 - c) Permanent Working Group for the Ecological and Environmental Sciences study field,
 - d) Permanent Working Group for the Mechanical Engineering study field,

- e) Permanent Working Group for the Economics and Management study field,
 - f) Permanent Working Group for the Safety and Security Sciences study field,
 - g) Permanent Working Group for the Art study field.
- 2) Each permanent working group has at least 7 members and is composed of:
 - a) at least three internal members chosen from the TUZVO employees,
 - b) at least two external members chosen from the organisation's external community,
 - c) at least two students of the second or third level of higher education at TUZVO studying in the relevant study field.
 - 3) Only an employee of TUZVO who meets the criteria of the highest quality by his/her expertise and scientific and publishing outputs, demonstrates continuous internationally accepted research or artistic activity of excellence internationally recognised quality in the relevant field and is a moral authority.
 - 4) Only an external member who is an active expert in a field related to the relevant study field may be appointed as a member of the BIQAS Permanent Working Group.
 - 5) A student of the second or third level of higher education who has shown good academic results during his/her studies may be appointed as a member of the BIQAS Permanent Working Group.
 - 6) The members of the BIQAS Permanent Working Groups referred to in points 2a) and 2b) are approved by the BIQAS and appointed by the Chairman of the BIQAS on the suggestion of the deans of the faculties after prior approval by the Faculty Scientific Board or on the proposal of the Vice-Rector for the pedagogical work (if the study programme is not carried out at a faculty) after prior approval by the TUZVO Scientific Board.
 - 7) The members of the BIQAS Permanent Working Groups according to point 2c) are appointed by the Chairman of the BIQAS on the proposal of the student section of the TUZVO Academic Senate and after approval by the TUZVO Academic Senate.
 - 8) Appointment as a member of a BIQAS Permanent Working Group after approval of the candidates by the TUZVO Scientific Board, Faculty Scientific Boards or the TUZVO Academic Senate is not eligible.
 - 9) Candidates who have been approved by the TUZVO Scientific Board, the scientific boards of the faculties or the TUZVO Academic Senate and have not been appointed, may, in justified cases, be additionally appointed by the Chairman of the BIQAS without re-approval by the TUZVO Scientific Board, by the Scientific Boards of the Faculties or by the TUZVO Academic Senate, for a maximum period of 4 years from their approval.
 - 10) The tenure of the BIQAS Permanent Working Group members is 4 years, or 2 years in the case of students, and starts on the day of appointment as a member of the Permanent Working Group.
 - 11) Membership in the BIQAS Permanent Working Group is terminated:
 - a) on expiry of the tenure,
 - b) by the death,
 - c) on the day of delivery of a written declaration by which the member resigns from membership of the Permanent Working Group,
 - d) the date on which the member of the Permanent Working Group has been dismissed by the Chairman of the BIQAS with the consent of the TUZVO Scientific Board (if the study programme is not carried out at the faculty), the scientific boards of the faculties or, in the case of TUZVO students, with the consent of the TUZVO Academic Senate,
 - e) in the case of TUZVO employees, on the date of termination of their employment with TUZVO,
 - f) in the case of TUZVO students, on the date of graduation/termination or interruption of their studies at TUZVO.

- 12) The members of the BIQAS Permanent Working Groups are self-representing and independent in the execution of their duties.
- 13) The list of members of the Permanent Working Groups is published on the TUZVO website.
- 14) The Chairman of the BIQAS appoints evaluators from the members of the Permanent Working Groups. Competence of the evaluators is to prepare evaluation reports on the submitted applications for internal accreditation of study programmes. The evaluator must not have a conflict of interest in the matter.
- 15) The evaluator keeps the confidentiality of any information of which he or she has acquired during the evaluation or accreditation.
- 16) The members of the BIQAS, the Rector or the Deans of the Faculties may submit a nomination for the appointment of Temporary Internal or External Evaluators to the Chairman of the BIQAS for the preparation of evaluation reports on the submitted applications for internal accreditation of study programmes.
- 17) As a temporary evaluator, the following persons may be appointed:
 - a) an TUZVO employee or an employee of another university or research institution, including a foreign one, who is an internationally recognised personality,
 - b) a practitioner who is a recognised professional authority (employers' representative).

Article 17
Programme Boards for the Study Programmes

- 1) The Programme Board is appointed by the Dean of the Faculty or the Rector if the study programme is not implemented at faculty.
- 2) If several study programmes are provided in one study field, one Joint Programme Board at a respective level of study may be established.
- 3) If there are study programmes which are related in content, one Joint Programme Board for a respective level of study may be established.
- 4) The tenure of a Programme Board member begins on the date of appointment and ends on the day of termination of the authorisation to provide a relevant study programme. The membership in the Programme Board also expires on the following day:
 - a) day, when a member of the Programme Board has ceased to fulfil the requirement upon which he or she was appointed as a member of the Programme Board,
 - b) day of resignation from the Programme Board,
 - c) day to which he or she has been dismissed from the Programme Board by the Dean of the Faculty or the Rector if the study programme is not provided at the faculty.
- 5) The Programme Board has at least 7 members and is usually composed of:
 - a) 5 persons teaching profile courses in the respective study programme in accordance with the standards for the study programme, who are responsible for the implementation, development, and quality assurance of the study programme,
 - b) at least 1 student representative of the relevant study programme,
 - c) at least 1 representative of employers or graduates of the study programme who are not members of the TUZVO academic community.
- 6) The Chairman of the Programme Board is the person who has the main responsibility for the study programme.
- 7) In the framework of the internal system, the Programme Board shall especially:

- a) prepare a proposal for the internal accreditation of a study programme, for the modification of a study programme or for the cancellation of a study programme and submit it to the Dean of the Faculty or to the Rector if the study programme is not carried out at the faculty; at the third level of study, it consults the respective study field committee first,
 - b) continuously monitor and evaluate teaching in the relevant study programme; at the third level of higher education, it shall cooperate with the relevant study field committee.
 - c) discuss and approve the inclusion of a group of elective courses in a respective study programme,
 - d) evaluate the professional level of the study programme and its consistency with the state of the art in the field; at third level of higher education, it shall cooperate with the respective study field committee,
 - e) approve a regular evaluation report on the compliance with the quality requirements according to the standards for the study programme
 - f) once a year, it shall evaluate the achievement of the learning objectives of the study programme and propose and implement proposals for its improvement; at the third level of higher education, it shall cooperate with the relevant study field committee.
 - g) g) fulfil other tasks within the internal system as instructed by the Dean of the Faculty or the Rector if the study programme is not implemented at the faculty.
- 8) The Programme Board meets at least once per academic year. The meeting of the Programme Board is chaired by its Chairman. Written minutes are drawn up from the meetings of the Programme Board. The minutes of the meeting are submitted by the Programme Board to the Dean of the Faculty or to the Rector if the study programme is not provided at the faculty.
- 9) The Programme Board shall constitute a quorum if an absolute majority of its members is present at the meeting. The Programme Board shall constitute a quorum if an absolute majority of its members is present at the meeting. A quorum shall be constituted if a majority of the members of the Programme Board present at a meeting of the Programme Board vote in favour of the quorum.

Article 18
Meetings of the BIQAS

- 1) The BIQAS meeting is chaired by the BIQAS Chairman. In the absence of the BIQAS Chairman, the meeting shall be chaired by the Vice-Chairman of the BIQAS.
- 2) If the BIQAS Chairman may have a conflict of interest in a BIQAS meeting due to the material being discussed, the BIQAS Vice-Chairman shall chair the BIQAS meeting according to the Internal System Standards.
- 3) If the BIQAS Chairman and the BIQAS Vice-Chairman may have a conflict of interest due to the material being discussed, the BIQAS member appointed by the BIQAS Chairman shall chair the BIQAS meeting in accordance with the Internal System Standards.
- 4) The BIQAS Secretary is responsible for the administration of the BIQAS website. The Secretary of BIQAS may be an academic or non-academic employee of TUZVO.
- 5) The BIQAS meeting is governed by an approved agenda presented by the BIQAS Chairman.
- 6) The members of the BIQAS, invited guests and the Secretary of the BIQAS are obliged to keep the confidentiality in relation to matters discussed.

Article 19

Submission of Material for the BIQAS Meetings

- 1) The material for the BIQAS meeting is submitted by the Rector or the Deans of the Faculties.
- 2) The material for the BIQAS meeting shall also include a definition of the matter under discussion, a proposal for a BIQAS decision and all necessary documents depending on the matter under discussion (internal accreditation of a study programme, modification of a study programme, cancellation of a study programme, a special report, an Action Plan for eliminating deficiencies, implementation of measures, etc.).
- 3) The material for the BIQAS meeting shall be sent electronically to the BIQAS Secretary by the proposer.
- 4) The BIQAS Secretary shall make the submitted material immediately available to the BIQAS Chairman and, after his/her decision, to the other BIQAS members.

Article 20

Rules of the BIQAS Meetings

- 1) The BIQAS shall normally meet four times a year.
- 2) The meetings of the BIQAS are closed to the public unless the BIQAS decides that the meeting is open to the public. A BIQAS meeting may be held by videoconference or other means of information and communication technology without physical presence.
- 3) The Chairman of the BIQAS shall convene a meeting of the BIQAS if it is specified in the Quality Assurance Act, this internal regulation, or if more than one third of the members of the BIQAS request for the meeting.
- 4) The BIQAS Chairman shall convene a BIQAS meeting at least 14 days before the meeting and shall make available the materials to be discussed at the meeting to the BIQAS members within this timeframe but may shorten this timeframe by up to 7 days in justified cases.
- 5) A representative of the any organizational part of the TUZVO whose application is being considered by the BIQAS or other interested persons may be invited to attend the BIQAS meeting.
- 6) If, during the meeting, the BIQAS decides that the documents prepared and submitted for consideration are not satisfactory or have not been received in adequate time, it shall abandon further consideration of the documents and return the documents to the applicant, together with a reasonable time limit for completion or revision of the documents.
- 7) A quorum of the BIQAS shall be constituted if a majority of the members of the BIQAS are present.
- 8) Voting on BIQAS resolutions is carried out in closed session by acclamation. Voting may also be carried out by means of information and communication technology that technically allows it.
- 9) In justified cases, on decisions may be voted on per rollam, especially if the issue is a matter that cannot be postponed or if it is a proposal for which it is not practical or economical to convene an ordinary meeting of the BIQAS to vote on it. The Chairman of the BIQAS shall decide on the per rollam voting.
- 10) The voting on proposed decisions shall be in the order in which they were submitted.
- 11) A proposed decision shall be considered approved if a super majority of the BIQAS members presented and entitled to vote are in favour of the proposal. Members of the BIQAS that have a conflict of interest in relation to the discussion and approval of specific proposals shall not be counted in the number of members entitled to vote.

- 12) Written minutes of the BIQAS meeting shall be drawn up containing the resolutions adopted and the proposed decisions on the matters discussed.

PART IV INTERNAL ACCREDITATION REGULATIONS

Article 21

Application for the Internal Accreditation of a Study Programme

- 1) The proposal for internal accreditation of a study programme with all annexes is prepared by the relevant Vice-Dean or Vice-Rector, if the study programme is not implemented at the faculty, together with the Programme Board. The proposal for internal accreditation of the study programme shall be submitted to the Dean of the Faculty or the Rector if the study programme is not implemented at the faculty.
- 2) The application for internal accreditation of a study programme shall be submitted to the BIQAS by the Dean of the relevant faculty or the Rector, if the study programme is not implemented at a faculty, in the form and according to the requirements of the SAAHE.
- 3) The application for internal accreditation of a study programme shall be submitted with:
 - a) internal evaluation report of the study programme shall be in both Slovak and English, in the form and according to the requirements of the SAAHE,
 - b) description of the study programme in both Slovak and English, in the form and according to the requirements of the SAAHE,
 - c) scientific/artistic/pedagogical characteristics (hereinafter referred to as "VUPCH") of the teachers providing the profile courses of the study programme in both Slovak and English, in the form and according to the requirements of the SAAHE,
 - d) characteristics of the submitted outputs of creative activity/creative activities in both Slovak and English, in the form and according to the requirements of the SAAHE,
 - e) consent opinion of the legal entity mentioned in the description of the study field, if required according to the description of the study field.
- 4) The application shall be accompanied by, or provide the BIQAS with access to, further evidence of the proposed study programme's compliance with the standards for the study programme as specified in the internal evaluation report for the study programme, the description of the study programme and the documents for the evaluation of creative activities.
- 5) The application for internal accreditation of a study programme shall be submitted no later than 6 months before the beginning of the academic year in which the admission requirements for the study programme are published of the programme for which accreditation is requested.

Article 22

Modification of a Study Programme

- 1) The proposal for the modification of a study programme is prepared by the relevant Vice-Dean or Vice-Rector, if the study programme is not implemented at the faculty, together with the Programme Board. The proposal for modification of the study programme is submitted to the Dean of the Faculty or the Rector if the study programme is not implemented at the faculty.
- 2) The Dean of the Faculty or the Rector, if the study programme is not implemented at the faculty, is obliged to inform the BIQAS without undue delay about significant changes that have or may have an impact on the implementation of the accredited study programme and to request the

BIQAS to evaluate the modification of the study programme.

- 3) Significant changes in the study programme are:
 - a) changes in the composition of compulsory or compulsory elective courses,
 - b) change in the conditions for the proper completion of studies or modification of the information sheet of a compulsory or compulsory elective course, except for an update of the teacher, the recommended literature, or the course evaluation,
 - c) change of the person who has the main responsibility for the study programme, as well as change of the person responsible for the profile course of the relevant study programme,
 - d) change of more than one-third of the members of the Programme Board for the study programme,
 - e) change of graduate profile,
 - f) change in the learning objectives of the study programme,
 - g) change in the personnel of the study programme profile courses,
 - h) change in the number of students admitted if the number of students increases by more than 50 % compared with the number of students admitted to the study programme as stated in the application for accreditation of the study programme,
 - i) changes in the content of state exams, if these changes have a significant impact on the graduate profile or the acquisition of profiling knowledge and skills,
 - j) modifications of the requirements for study duties, creative activities and the completion of internships as specified in the doctoral study plan, if these changes have a significant impact on the profile of the graduate or the acquisition of profiling knowledge and skills.

Article 23

Application for Cancellation of the Restriction of a Study Programme's internal Accreditation

- 1) The application for cancellation of the restriction of internal accreditation of a study programme is prepared by the relevant Vice-Dean together with the Programme Board for the study programme. The Programme Board for the study programme submits the request for cancellation of the restriction on the internal accreditation of the study programme to the Dean of the Faculty or to the Rector if the study programme is not implemented at the faculty.
- 2) The application for cancellation of the restriction on the internal accreditation of a study programme is submitted to the BIQAS by the Dean of the Faculty or the Rector if the study programme is not implemented at the faculty.
- 3) The application must contain information documenting the elimination of the deficiencies that were mentioned in the BIQAS decision on the restriction of the internal accreditation of the study programme as the reasons for issuing the decision on the restriction.
- 4) The application for cancellation of the restriction on the internal accreditation of the study programme shall include the information on compliance with the Faculty's Action Plan for the Elimination of Deficiencies.

Article 24

Application for Cancellation of a Study Programme

- 1) The application for the cancellation of a study programme shall be prepared by the relevant Vice-Dean or the Vice-Rector, if the study programme is not implemented at the faculty, together with the Programme Board. The application for cancellation of a study programme shall be submitted to the Dean of the Faculty or the Rector if the study programme is not implemented at the faculty.
- 2) An application for the cancellation of a study programme shall be submitted to the BIQAS by the

Dean of the Faculty or the Rector if the study the programme is not implemented at the faculty.

- 3) The application for the cancellation of a study programme must include the reasons for the cancellation of the programme, the date, on which the cancellation of the study programme is requested, and the manner of providing the continuation and completion of the studies of students who are enrolled in the study program, for which cancellation is requested.

Article 25

Evaluation Process for Applications Submitted to the BIQAS

- 1) The BIQAS all submitted applications related to the internal accreditation of the study programme, modifications of a study programme, the cancellation of a restriction on the internal accreditation of a study programme, the cancellation of a study programme, etc., registers and informs the applicant in writing about the initiation of the proceedings.
- 2) The process of deciding on such submitted proposals shall begin on the date of submission of the application.
- 3) The BIQAS Chairman appoints at least three evaluators from the members of the relevant Permanent Working Group, who shall evaluate the application and prepare an evaluation report thereon.
- 4) The evaluators evaluate the compliance of the submitted proposal (application) with the Act on the Quality Assurance, the standards for the accreditation of the study programme and the internal regulations of the TUZVO.
- 5) The evaluators submit an evaluation report, prepared for the discussed BIQAS proposal, which decides on the evaluators' proposal.
- 6) The outcome of the application evaluation process is issued by BIQAS in the form of a decision. The decision shall include a statement of the reasons, justification, and instructions. The decision also contains the formalities specified in the following articles, depending on the character of the matter under consideration.
- 7) The BIQAS publishes its decision.

Article 26

Deciding on the Internal Accreditation of a Study Programme and on the Modification of a Study Programme

- 1) The BIQAS decides on the internal accreditation of the study programme and the modification of the study programme.
- 2) The BIQAS may interrupt the process of approval of a proposal for internal accreditation or a proposal for modification of a study programme and return it to the applicant for completion and elimination of deficiencies. It shall set an appropriate time for the completion of the proposal or for the elimination of the deficiencies. At the request of the Dean or the Rector, if the programme of study is not implemented at the faculty, it may extend it again.
- 3) The BIQAS decides on the granting of internal accreditation of a study programme or the modification of a study programme within 3 months from the submission of the application. The months of July and August and the period of interruption of the approval process are not counted in this time.
- 4) The BIQAS decision on granting the internal accreditation of a study programme shall include:
 - a) name of the faculty or organizational part at which the study programme is provided,

- b) name of the study programme,
 - c) type of study programme,
 - d) form of study,
 - e) standard period of study,
 - f) level of higher education,
 - g) language or languages in which the study programme is provided,
 - h) name of the study field from the system of study fields,
 - i) code of the level of education and the code of the field of education according to the International Standard Classification of Education,
 - j) level of the National Qualifications Framework,
 - k) academic title awarded,
 - l) period for which the internal accreditation of the study programme is granted,
 - m) date of approval of the internal accreditation of the study programme by the BIQAS,
 - n) date of entry into force and effectiveness of the internal accreditation of the study programme.
- 5) If the proposal for internal accreditation of a study programme does not comply with the Act on Quality Assurance, with the standards for the study programme or with the internal regulations of the TUZVO, or if the deficiencies pointed out by the BIQAS during the approval process have not been eliminated, the BIQAS shall not grant the internal accreditation of the study programme and shall issue a decision on this with justification.
- 6) If the BIQAS decides on modification of the study programme at the organizational part of the TUZVO, the decision on the modification of the study programme shall be issued for the period until the internal accreditation of the study programme is in force.
- 7) The BIQAS decision on modification of the study programme shall include:
- a) name of the faculty or organizational part at which the study programme is provided,
 - b) name of the study programme,
 - c) type of study programme,
 - d) form of study,
 - e) standard period of study,
 - f) level of higher education,
 - g) academic title awarded,
 - h) specification of the study programme modifications (addition or omission of compulsory courses or compulsory elective courses, change of the conditions for the proper completion of studies or modification of the information sheet of a compulsory course or compulsory elective course),
 - i) period to which the modification of the study programme applies,
 - j) date of approval of the internal accreditation of the study programme by the BIQAS,
 - k) date of entry into force and effectiveness of the internal accreditation of the study programme.
- 8) If the proposal for modification of the study programme does not comply with the Act on Quality Assurance, with the standards for the study programme or with the internal regulations of the TUZVO, or if the deficiencies pointed out by the BIQAS during the approval process have not been eliminated, the BIQAS shall not approve the modification and shall issue a decision on this with justification.
- 9) The faculty or part of the TUZVO continuously monitors, regularly evaluates, and modifies the study programme and submits it regularly to the BIQAS for approval within a period corresponding to its standard length of study. The faculty or part of the TUZVO is obliged to submit to the BIQAS the documents for the approval of the study programme within the framework of the periodic approval, at the latest 6 months before the end of the standard duration of the relevant study programme.

Article 27

Deciding on Restriction or Cancellation of Study Programme Internal Accreditation

- 1) The BIQAS may decide on the restriction or cancellation of the internal accreditation of a study programme.
- 2) The BIQAS may decide on the restriction or cancellation of the internal accreditation of a study programme in the following cases:
 - a) If it does not approve a regular or special internal evaluation report on the implemented study programmes, learning outcomes and learning achievement, on the compliance with the quality requirements according to the standards for the study programme; or
 - b) if it does not approve the evaluation report on the outcomes of creative activities in the implemented study programmes; or
 - c) if, as part of a special evaluation of a study programme, it finds serious deficiencies in the implementation of the study programme; or
 - d) if there is no chance of remedying the deficiencies within a specified time.
- 3) Before deciding under paragraph (1) of this Article, the BIQAS shall provide the faculty or organizational part of the TUZVO with a reasonable time to eliminate the deficiencies.
- 4) In a study programme with restricted internal accreditation of the study programme, modifications to the study programme may not be carried out. No new applicants may be admitted to a study programme with restricted internal accreditation.
- 5) Within 30 days from the day of the coming into force of the decision on the restriction of internal accreditation, the faculty or organizational part of the TUZVO shall submit to the BIQAS an Action Plan, in which it shall indicate the planned measures to eliminate the deficiencies with a timetable for its implementation.
- 6) The BIQAS, as part of the monitoring of the Action Plan, will evaluate the implementation of the measures implemented.
- 7) If the faculty or organizational part of the TUZVO complies with the Action Plan of the measures implemented to eliminate the deficiencies, the BIQAS will decide to cancel the restriction of the internal accreditation of the study programme.
- 8) If the faculty or organizational part of the TUZVO does not comply with the Action Plan of the measures implemented to eliminate the deficiencies, the BIQAS shall decide on the cancellation of the internal accreditation of the study programme.
- 9) The faculty or organizational part of the TUZVO shall no longer provide a study programme for which the BIQAS has cancelled the internal accreditation and is obliged to cancel such a study programme.

Article 28

Deciding on Study Programme Cancellation

- 1) The BIQAS may decide to cancel a study programme following the evaluation of an application for cancellation of a study programme.
- 2) The decision of the BIQAS to cancel a study programme shall include:
 - a) name of the faculty,
 - b) name of the study programme,
 - c) type of study programme,

- d) form of study,
- e) standard length of study,
- f) level of higher education,
- g) language or languages in which the study programme is provided,
- h) name of the study field from the system of study fields,
- i) academic title awarded,
- j) date of study programme cancellation.

Article 29
Review of the BIQAS Decision

- 1) The Dean of the Faculty or the Vice-Rector, if the study programme is not implemented at the faculty, may, within 15 days after the BIQAS decision has been issued, request the Rector of the University to review the decision, stating the reason for requesting the review.
- 2) The Rector shall assess the compliance of the appealed BIQAS decision with the Act on Quality Assurance, other legal regulations, and the internal regulations of the TUZVO. The Rector shall confirm the appealed decision or forward it to the BIQAS for reconsideration. If the Rector confirms the appealed BIQAS decision, his/her decision shall be final.

Article 30
Accreditation of Habilitation Proceedings and Inauguration Proceedings

- 1) For the accreditation of habilitation proceedings and inauguration proceedings in the field of habilitation proceedings and inauguration proceedings implemented at TUZVO in accordance with the relevant regulations for these proceedings, the provisions of this internal regulation shall be applied appropriately.

PART V
STUDY PROGRAMMES IMPLEMENTATION AND EVALUATION

Article 31
Requirements for Implementation of Study Programme

- 1) The content and conditions for the implementation of study programmes must be in accordance with the Act on Higher Education and in accordance with the Act on Quality Assurance, the Decree on the Credit System of Study and the SAAHE Standards for the Study Programme.
- 2) The study programme must be developed in accordance with the mission and strategic goals of the TUZVO, as defined in its Long-term Plan.
- 3) The study programme must be conceptualised in a way that meets the following general requirements:
 - a) content of the courses provided, the methods of teaching, the organisation of practical teaching, the method of evaluation, the content of the state exams, the topics and the focus of the final theses must comply with the intended learning outcomes and the profile of the graduate in the relevant study programme, forming a logical unit and corresponding to the assigned study field; the conditions of the study programme must allow for a part of the study to be carried out at a foreign institution or in another form of international engagement,
 - b) expertise, skills and competences, including transferable competences, which students

- acquire in the study programme must comply with the type and profile of the study programme; the qualification obtained must correspond to the relevant level of education according to the Qualifications Framework; in the course of their studies, students must demonstrate the ability to apply the expertise, skills and competences acquired in the course of their studies in at least one foreign language in the fulfilment of their study obligations,
- c) study programme has a specified standard length of study, a specified workload for individual courses expressed in ECTS credits and the number of hours of contact teaching, except for courses for which the nature of the teaching activity does not allow it (e.g., practical training),
 - d) study programme consists of the prescribed parts listed in the description of the study programme according to the requirements of the SAAHE.
- 4) The study programme includes a recommended study plan.
 - 5) Each study programme includes the obligation to elaborate a final thesis.
 - 6) The study programme at the first level of higher education may be developed and implemented as a vocationally or academically oriented study programme.
 - 7) If the study programme is professionally oriented, there must be contractual cooperation in the study programme with practice, and the study plan must enable students, especially, to master the application of the theoretical and practical knowledge necessary in the profession execution. The vocationally oriented study programme must include professional practice of at least one semester.
 - 8) The study programme of the first level of higher education focuses on the connection and linkage with the creative activity of TUZVO, the study plan must enable students to acquire the theoretical and practical knowledge necessary for the continuation of higher education studies at the second level of higher education.
 - 9) The study programme of the second level of higher education focuses on the acquisition of theoretical and practical knowledge and on the development of the ability to apply it creatively in the profession execution or in the continuation of higher education studies at the third level of higher education.
 - 10) The study programme of the third level of higher education focuses on the acquisition of knowledge based on the state of the art of scientific knowledge and on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science and technology.

Article 32

Requirements for Study Programme Personnel and Theses Supervisors

- 1) The primary requirements for the personnel/staff of the study programme include:
 - a) provision of profile courses standardly by university teachers in the function of professor or associate professor, who work at TUZVO in the relevant field of study or in a related field on full-time weekly appointment,
 - b) provision of profile courses in study programmes with an orientation towards vocational training also by university teachers who are qualified experts in the relevant sector of the national economy or social practice and who are employed at the TUZVO and work on weekly full-time or part-time appointment,
 - c) guaranteeing the sustainability of the personnel providing the profile courses in the study programme in terms of the age structure of the teachers by the responsible faculty,
 - d) appointment of a person for each study programme who has the relevant competences and

has the main responsibility for the implementation, development and quality assurance of the study programme, who provides the profile courses in the study programme and who acts as a professor in the relevant field of study on a on full-time weekly appointment; in case of a bachelor's study programme, he/she works as a professor or as an associate professor in the relevant field of study on the on full-time weekly appointment, he/she has no main responsibility for the implementation, development and quality assurance of the study programme at another higher education institution in the Slovak Republic, and he/she has no responsibility for more than three study programmes.

- 2) Other personnel/staff requirements for the study programme include:
 - a) evidence of the results of creative activity in the relevant field of study in which the study programme is implemented at a significant internationally recognised level (A) for teachers providing profile courses in the study programme at the third level of higher education,
 - b) evidence of the results of creative activity in the relevant field of study in which the study programme is implemented at least at an internationally recognised level (A-) for teachers providing profile courses in the study programme at second level of higher education,
 - c) evidence of the results of creative activity in the relevant field of study in which the study programme is implemented at least at a nationally recognised level (B) for teachers providing profile courses in the study programme at the first level of higher education,
 - d) compliance with the conditions specified in the internal regulation General Criteria and Specific Conditions for the Appointment of Professors and Associate Professors at the Technical University in Zvolen according to the study fields,
 - e) compliance with the recommended criteria of the quality level of creative activity outputs for each study field listed in the Annex to the Organizational Directive on the Evaluation of Creative Activities at TUZVO.
- 3) The main requirements for thesis supervisors include:
 - a) a university degree or qualification at least one level higher than the thesis supervised; this requirement may be dispensed for professionals from practice who supervise these,
 - b) if the thesis supervisor is a professional from practice, he/she shall be required to work at least at a middle management level and have at least five years' work experience, whereby a professional from practice may be the thesis supervisor only in a vocationally oriented study programme,
 - c) PhD. thesis supervisor is a person in the function of professor or associate professor at TUZVO or in another equivalent function at a research institution contractually cooperating with TUZVO in the implementation of the third level study programme.
- 4) Other requirements for thesis supervisors include:
 - a) working in the field to which the topic of the thesis belongs,
 - b) involvement in project activities; the supervisor of the thesis is or has been involved in project activities at the time of the writing up of the thesis topic in the position of supervisor, deputy or researcher of a national research project or member of an international research project within the previous three calendar years
 - c) evidence of the results of creative activity in the relevant field of study to which the topic of the thesis is related at the level appropriate to the respective level of higher education; the supervisor of the thesis has published at least 5 scientific articles in journals registered in the Web of Science in the previous 6 year.
- 5) The total number of theses of students supervised by one TUZVO employee shall not exceed 10 in one academic year at the first and second level of higher education and 5 at the third level of higher education.
- 6) Thesis supervisors write the thesis topics in accordance with the focus of the study programme,

oriented towards addressing specific problems and in accordance with the mission, vision and strategic goals of TUZVO.

Article 33

Regular Evaluation of Study Programmes

- 1) The BIQAS periodically approves and evaluates the quality of the implementation of study programmes at TUZVO to ensure that the study programme complies with the standards for study programmes within a period corresponding to their standard length of study.
- 2) For each study programme, the following documentation registration is required:
 - a) application for accreditation of the study programme with all the annexes according to the Act on Quality Assurance,
 - b) application for modification of the study programme or application for cancellation of the study programme,
 - c) decision on the granting of accreditation, modification, or cancellation of rights,
 - d) documentation related to compulsory, compulsory elective, and elective courses in the study programme (course information sheets)),
 - e) recommended study plan of the study programme,
 - f) regular evaluation report of the study programme,
 - g) VUPCH of persons providing profile courses,
 - h) evaluation of courses by students in a survey per subject and teacher implemented once per semester via the UIS,
 - i) results of the evaluation concerning the achievement of the study programme's learning objectives,
 - j) evaluation of the study programme by graduates and potential employers in the form of a survey carried out once every 2 years; for graduates, also 6 months after the graduation,
 - k) minutes of the Programme Board's meetings concerning the study programme.

Article 34

Regular Evaluation Report on the Implementation of the Study Programme

- 1) As part of the internal system, a regular evaluation report on the implementation of the study programme (on the compliance with the quality requirements according to the standards for the study programme) is elaborated at the level of the study programme).
- 2) The elaboration of the regular evaluation report on the implementation of the study programme (on the compliance with the quality requirements according to the standards for the study programme) is the responsibility of the relevant Vice-Dean or Vice-Rector, if the study programme is not implemented at the faculty, and the person responsible for the study programme.
- 3) A regular evaluation report on the implementation of the study programme is prepared once a year by 15 February of the calendar year, always for the previous academic year.
- 4) The regular evaluation report on the implementation of the study programme is submitted to the Programme Board of the relevant study programme for approval.
- 5) The regular evaluation report on the implementation of the study programme is a part of the evaluation report on the implemented study programmes, the learning outcomes, and the learning success at the faculty.
- 6) The regular evaluation report on the implementation of the study programme contains at least the following sections, which shall be published:

- a) summary of the study programme's development,
 - b) summary of actions taken following the results of student surveys and the evaluation system, compliance with the learning objectives, including an evaluation of the effectiveness of these measures,
 - c) summary of the courses' exams and the state exam evaluation,
 - d) proposals for changes in the study programme conception and learning outcomes for the following period,
 - e) key conclusions,
 - f) proposed measures,
 - g) measurable indicators of the proposed measures,
 - h) responsibility for the implementation of the measures
- 7) The Dean of the Faculty or the Rector, if the programme of study is not implemented at the faculty, or the relevant Programme Board, may request the Vice-Dean or the Vice-Rector, if the programme of study is not implemented at the faculty, to submit a special evaluation report on the implementation of the study programme.

PART VI
FINAL PROVISIONS

- 1) Any changes and amendments to this internal regulation can be made only in the form of numbered amendments, after the statement of the TUZVO Academic Senate and the approval of the TUZVO Scientific Board.
- 2) This internal regulation was discussed at the meeting of the TUZVO Academic Senate on November 23, 2021; and approved at the meeting of the TUZVO Scientific Board on December 14, 2021.
- 3) This internal regulation is effective and comes into force on the date of its approval by the TUZVO Scientific Board.
- 4) On the date of coming into force of this internal regulation, the Organizational Directive No. 4/2014 Internal Quality Assurance System at the Technical University in Zvolen is repealed.

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Dr. h. c. prof. Ing. Rudolf Kropil, PhD.
Rector of the Technical University in Zvolen