



FULL TEXT OF DIRECTIVE NO. 214

elaborated on 3 April 2025

Structures of the Internal Quality Assurance System for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina

PART 1: INTRODUCTORY PROVISIONS

Article 1 Introductory Provisions

1. This internal regulation has been issued in accordance with the provisions of Section 15(1)(b) of Act No. 131/2002 Coll. on Higher Education Institutions and Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the Higher Education Act).
2. This regulation defines the structures of the internal quality assurance system for the creation (design), modification, approval, and cancellation of study programmes at the University of Žilina (hereinafter referred to as "UNIZA") and when submitting an application for accreditation of a study programme in which UNIZA applies for accreditation to the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE").
3. The structures of the internal quality assurance system for the creation, modification, approval and cancellation of study programmes at UNIZA are:
 - a) UNIZA Accreditation Board,
 - b) UNIZA Scientific Board /faculty Scientific Board,
 - c) Board of the Study Programme.
4. Other persons and bodies involved in the processes of the IQAS UNIZA:
 - a) person responsible for the study programme – study programme guarantor,
 - b) person responsible for the course – course guarantor,
 - c) Rector's Advisory Board/Dean's Advisory Board,
 - d) Proposal Committee,
 - e) authority from practice.

PART 2: ACCREDITATION BOARD

Article 2 Accreditation Board

1. The Accreditation Board of the University of Žilina (hereinafter referred to as the "Accreditation Board") is the highest decision-making body within the framework of quality assurance of higher education, accreditation of study programmes, habilitation proceedings and proceedings for the appointment of professors at UNIZA according to Act No. 269/2018 Coll. on Quality Assurance in Higher Education and Amendment of Act No. 343/2015 Coll. on Public Procurement and Amendment of Certain Acts, as amended (hereinafter referred to as the "Quality Assurance of the Higher Education Act").
2. Decisions of the Accreditation Board are binding for all faculties and other parts of UNIZA, where study programmes, habilitation and inauguration proceedings, scientific, research, development, artistic, and other creative activities are carried out.
3. The position, scope, composition, responsibilities and powers, activities, negotiation method, and decision-making of the Accreditation Board and its review panels within the internal quality assurance system at UNIZA (hereinafter referred to as the IQAS UNIZA) are regulated by Directive No. 210 Statute of the Accreditation Board of the University of Žilina.

PART 3: UNIZA SCIENTIFIC BOARD, FACULTY'S SCIENTIFIC BOARD

Article 3 UNIZA Scientific Board

1. According to the Higher Education Act, the members of the UNIZA Scientific Board are prominent experts from the fields in which UNIZA carries out educational, research, development, and creative activities, and they are appointed and dismissed by the rector after approval by the UNIZA Academic Senate. The rector is the chairman of the UNIZA Scientific Board.
2. The competence of the UNIZA Scientific Board in the creation, modification, cancellation and harmonisation of university-wide study programmes with the SAAHE Standards and in other processes within the IQAS UNIZA is regulated by Directive No. 204 Rules for the Creation, Modification, Approval, and Cancellation of Study Programmes at the University of Žilina and other relevant directives.
3. The proceedings of the UNIZA Scientific Board are governed by the Rules of Procedure of the UNIZA Scientific Board.

Article 4

Faculty Scientific Board

1. The faculty Scientific Board is composed of eminent experts working in the fields in which the faculty carries out educational, research, artistic and other activities and who are appointed and dismissed by the dean of the faculty after approval by the Academic Senate of the faculty.
2. The competence of the faculty's Scientific Board in creating, modifying, cancelling and harmonising study programmes provided at the faculty with the SAAHE Standards and in other processes within the framework of the IQAS UNIZA is regulated by Directive No. 204 Rules for the Creation, Modification, Approval, and Cancellation of study programmes at the University of Žilina and other relevant directives.
3. The proceedings of the faculty Scientific Board shall be governed by its Rules of Procedure.

Part 4: BOARD OF THE STUDY PROGRAMME

Article 5

Composition of the Board of the Study Programme

1. For each accredited study programme at UNIZA, a Board of the Study Programme (hereinafter referred to as "BSP") is established.
2. The BSP **is approved** by the faculty Scientific Board or the UNIZA Scientific Board together with the proposal for the creation of a new study programme according to Directive No. 204 Rules for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina or if an update of the BSP is necessary.
3. The members of the BSP **are appointed** by the dean or the rector in the case of university-wide study programmes.
4. The BSP is responsible for proposing the creation, modification, innovation and development of the relevant study programme, aligning the study programme with the SAAHE Standards for the Study programme, and ensuring and improving the quality of education in the study programme.
5. The chairperson of the BSP shall be the person who has the primary responsibility for the implementation, development, and quality assurance of the study programme according to Article 6(4) of the SAAHE Standards for the Study Programme ("study programme guarantor").

6. The BSP is responsible for its activities to the dean if it is a study programme provided at the faculty. The BSP is responsible for its activities to the rector if it is a university-wide study programme.
7. The BSP **has 8 members**.
8. Membership of the BSP is irreplaceable.
9. BSP consists of:
 - a) **5 persons who provide profile courses** of the respective study programme (1 guarantor and 4 co-guarantors) and **are responsible for the implementation, development and quality assurance of the study programme**. These persons may be members of a maximum of three BSPs, not including cases of concurrence according to Article 6(4) of the SAAHE Standards for the Study Programme,
 - b) **1 member representing employers' associations or employers** themselves. That person may be a member of no more than three BSPs, not including cases of concurrence, according to Article 7(3) of the SAAHE Standards for the Study Programme,
 - c) **1 member who is a graduate** of the relevant study programme, while at the same time not a member of the academic community, is not a student or an employee of UNIZA. In the case of a study programme that does not yet have graduates, the member is a graduate of a different study programme but of the same field of study at the faculty or institute. In the case of the creation of a new study programme in a new field of study, this is a graduate of the faculty or institute. That person may be a member of no more than one BSP,
 - d) **1 member who is a representative of the students** of the relevant study programme. In the case of the first-degree study programme, this must be a student enrolled in the second or third year of study. In the case of creating a new study programme, it is a student of a different study programme but of the same degree of study and the same field of study at the faculty or institute. In the case of creating a new study programme in a new field of study, the student is a student of a different field of study but of the same degree of study at the faculty or institute. That person may be a member of no more than one BSP.

Article 6 Activities of the Board of the Study Programme

1. Within the scope of its activities, the BSP:
 - a) prepares a proposal for the creation of a new study programme, if it is a study programme in a field of study and degree of study in which UNIZA is entitled to create, implement and modify study programmes, and submits it to the dean of the faculty (in the case of a study programme offered at the faculty) or to the rector (in the case of a university-wide study programme) (hereinafter referred to as the "dean" or "rector"),
 - b) prepares a proposal for the creation of a new study programme in a field of study and degree in which UNIZA is not authorised to create, implement and modify study programmes and submits it to the Dean or Rector. The proposal is part of the application for accreditation of the new study programme, which UNIZA submits to the SAAHE,
 - c) prepares a proposal for modification of the study programme and submits it to the dean or rector,
 - d) prepares a proposal for cancellation of the restriction of accreditation of the study programme and submits it to the dean or rector,
 - e) prepares a proposal for cancellation of the study programme and submits it to the

- dean or rector,
- f) on the instruction of the dean or the rector, incorporates the comments and recommendations of the relevant authorities from practice when proposing a new study programme in accordance with the SAAHE Standards for the Study Programme and the Standards for the Internal Quality Assurance System for Higher Education,
 - g) on the instruction of the dean or the rector, incorporates the comments and recommendations of the relevant faculty scientific board or the UNIZA Scientific Board when proposing a new study programme, modifying the study programme and harmonising the study programme with the SAAHE Standards for the Study Programme and the Standards for the Internal Quality Assurance System for Higher Education,
 - h) carries out monitoring of the study programme, including the collection and evaluation of inputs from the internal and external environments from individual interested parties,
 - i) evaluates the professional level of the study programme and its compliance with the state of current knowledge in the given field,
 - j) proposes and implements measures to improve the study programme,
 - k) prepares a report on the evaluation of the quality of educational activities within the study programme according to the SAAHE Standards for the Study Programme and adopts measures to improve the quality,
 - l) evaluates the application of graduates of the study programme in practice,
 - m) prepares a report on the evaluation of the quality of educational activities within the study programme according to the SAAHE Standards for the Study Programme and adopts measures to improve the quality, prepares information about the study programme for publication, in particular information about learning objectives and outcomes, requirements for applicants for study, the method of their selection and recommended personal prerequisites, the level of the national qualifications framework, the field of study, the academic degree awarded, teaching and learning rules, the conditions for completing the study programme, programme resources, success rates, and the learning opportunities for students,
 - n) prepares information for publication on professions that can be performed by successful graduates of the study programme and on the application of graduates of the study programme,
 - o) implements and approves **changes** in the study programme that **are not a modification** of the study programme at UNIZA with the aim of improving the quality of higher education at UNIZA. The chairperson of the BSP informs the administrator of the information system akreditacia.uniza.sk about these changes,
 - p) performs other tasks within the framework of the IQAS UNIZA according to the instructions of the dean or rector, and vice-rector for education.

Article 7

Membership in the Board of the Study Programme

1. **The selection of candidates** for the BSP member for a study program provided by the faculty is carried out by the Dean's Advisory Board and for a university-wide study program by the Rector's Advisory Board on the basis of nominations in accordance with paragraph 2 of this article.
2. **The nomination of candidates** for BSP members for the Dean's Advisory Board or the Rector's Advisory Board is carried out by:
 - a) **dean or rector**, in the case of **5 persons who provide profile courses and are responsible for the implementation, development and quality assurance of the**

- study programme at the faculty or the university-wide study programme.** 5 candidates are nominated,
- b) **guarantor of the study programme**, in the case of **a representative of employers' associations or employers themselves**. At least 2 candidates are nominated,
 - c) **guarantor of the study programme**, in the case of **a graduate of the relevant study programme**. At least 2 candidates are nominated,
 - d) **guarantor of the study programme**, in the case of a **representative of the students** of the relevant study programme. The nomination shall be submitted to the guarantor by the chairman of the academic senate of the relevant faculty, or UNIZA Academic Senate, after the approval of the nominated candidates in the student section of the academic senate of the faculty, or UNIZA Academic Senate. At least 2 candidates are nominated.
3. The selected 8 candidates nominated for a member of the BSP by the Dean's Advisory Board or the Rector's Advisory Board are submitted by the dean or the rector for approval to the faculty's scientific board or the UNIZA Scientific Board.
 4. **The basic criteria** for the nomination of **5 persons who provide profile courses and are responsible for the implementation, development and quality assurance of the study programme** as members of the BSP are:
 - a) work in the relevant field of study in the functional position of associate professor or professor for the established weekly working hours,
 - b) fulfilment of the requirements of the SAAHE Standards for the Study Programme and the requirements of Directive No. 205 Rules for Assigning Teachers to the Provision of Study Programmes at UNIZA,
 - c) recognised professional and moral authority.
 5. **The basic criteria** for the nomination of a **representative of employers' associations or employers themselves** as a member of the BSP are:
 - a) holding a significant job position in an industry related to the field of study to which the study programme belongs at the time of nomination,
 - b) recognized professional and moral authority.
 6. **The basic criteria** for the nomination of a **graduate** of the relevant study programme as a member of the BSP are:
 - a) at the time of nomination, working in a job position in an industry related to the study programme from which he/she graduated,
 - b) recognized professional and moral authority.
 7. **The basic criteria** for the nomination of a **representative of the students** of the relevant study programme as a member of the BSP are:
 - a) excellent academic results of a student who, on the basis of the value of his/her weighted academic average, belongs to the first half of the best students of the respective degree and form of study at the faculty or institute. In the case of a first-degree student enrolled in the second or higher year, the value of his/her weighted academic average for the previous years of study in the first degree of higher education shall be used. In the case of students in the 2nd and 3rd degree, the values of the student's weighted academic average for the preceding degree shall be used,
 - b) knowledge of the relevant legislation, the ability to communicate both with students and teachers and acceptance by the student community,
 - c) the student's study within the standard length of study, unless the student's extra length of study is due to the student's participation in academic mobility within the framework of an exchange programme while complying with the conditions of that exchange programme,
 - d) no disciplinary measure imposed during the student's higher education study.
 8. **The requirements** for the nomination of a candidate for a BSP member are:
 - a) professional curriculum vitae,
 - b) consent to the nomination,
 - c) consent to the processing of personal data,
 - d) assignment of the candidate to a field of study from the system of study fields,

- e) research/art/teacher profile of a person according to the structure of the SAAHE – **in the case** of nomination of **5 persons** who provide profile courses and are responsible for the implementation, development and quality assurance of the study programme as members of the BSP,
 - f) the name of the faculty or institute, the name of the study programme, the name of the field of study, the degree of higher education, the form of study – **in the case** of nomination of a **representative of students** of the relevant study programme to be a member of the BSP,
 - g) confirmation from the department for education of the faculty or the Rector's Office regarding a student's placement among the top half of the best students in their degree and form of study at the faculty or institute, based on their weighted academic average, is required **if a representative of the students** of the relevant study programme is nominated as a member of the BSP.
9. The term of office of all BSP members begins on the date of appointment as a member of the BSP.
 10. The term of office of BSP members lasts 4 years, except for the representative of the students, whose term of office lasts 2 years

Article 8

Termination of Membership in the Board of the Study Programme

1. Membership in the BSP shall cease:
 - a) on the date on which a member of the BSP ceases to meet any of the criteria set out in Article 7(5) to (8) of this Directive,
 - b) on the date on which an employee of UNIZA, as a member of the BSP, ceased to be an employee of the faculty or institute that nominated him/her,
 - c) on the date on which a student of UNIZA, as a member of the BSP, ceases to be a student of UNIZA,
 - d) a) on the date of expiry of the term of office of a BSP member according to Article 7, paragraph 10 of this Directive,
 - e) on the date of resignation from membership from the BSP by written notice of resignation to the chairperson of the BSP,
 - f) on the date on which the member of the BSP was dismissed by the Scientific Board of the faculty or the UNIZA Scientific Board (in the case of a university-wide study programme) on the initiative of the dean or the rector,
 - g) by the death of a member of the BSP.
2. Lack of activity of a member of the BSP in fulfilling his/her duties in the BSP and repeated unexcused absence from the meetings of the BSP may lead to proceedings under paragraph 1 (f) of this Article.
3. The dean or the rector is obliged, in the case of paragraph 1(a) to (g) of this article, to initiate the completion of the BSP within the meaning of Article 7 of this Directive.

Article 9

Meeting of the Board of the Study Programme

1. The meeting of the BSP shall be called and run by the chairman of the BSP.
2. The meeting of the BSP shall not be public. In justified cases, the BSP may invite other experts or students who are not members of the BSP to participate in the meeting.
3. The dean of the faculty (in case of a study programme provided at the faculty), and the rector (in case of a university-wide study programme), have the right to attend the meeting of the relevant BSP.
4. The meetings of the BSP shall be governed by the agenda.

5. The agenda shall be drawn up by the chairman of the BSP in cooperation with the members of the BSP. The chairman of the BSP or a member of the BSP designated by the chairman shall send an invitation with the meeting materials no later than 7 calendar days before the meeting. Members of the BSP may submit proposals for amendments to the agenda at the beginning of the meeting. Amendments to the agenda must be approved by a supermajority of the members present at the BSP meeting.
6. The meeting of the BSP shall be chaired by its chairman, in his/her absence by a member of the BSP entrusted by him/her to run the meeting.
7. The BSP shall meet at least once in the academic year.
8. Members of the BSP are obliged to attend the meetings.
9. If a member of the BSP is unable to attend a meeting for serious reasons, he/she is obliged to excuse his/her absence from the meeting and to provide the chairman of the BSP with a written opinion on the individual items on the agenda.
10. The quorum of the BSP shall be a majority of its members present at a meeting.
11. The BSP votes on the matter under discussion and adopts the resolution. The adoption of a resolution of the BSP shall require the approval of a majority of all members; in the event of an equality of votes, the vote of the chairman of the BSP shall prevail.
12. The minutes of the meeting of the BSP shall be drawn up. The minutes shall be drawn up by the chairman of the BSP or a member of the BSP designated by him. The minutes shall be annexed to the attendance list of the members present at the meeting and, in case of an online meeting, to the list of participants. The minutes shall be approved by the chairperson of the BSP, who shall submit them to the BSP members.
13. The meeting of the BSP can be implemented:
 - a) by attendance,
 - b) by videoconference or other means of information and communication technology without the physical presence of the members of the BSP at the meeting, mainly because of an emergency,
 - c) combined under (a) and (b) of this paragraph.
14. If it is necessary for the BSP to make an urgent decision, the chairperson of the BSP may also use a per rollam vote via electronic communication.
15. The archiving of BSP materials and study programme documentation is ensured by the chairperson of the BSP in accordance with the applicable internal regulations of the IQAS UNIZA.

PART 5: OTHER PERSONS AND BODIES INVOLVED IN THE IQAS UNIZA PROCESSES

Article 10

Person Responsible for the Study Programme

1. UNIZA has a designated person who has the relevant competences and bears the main responsibility for the implementation, development and quality assurance of the study programme or otherwise defined integral part of the study programme and provides the profile course – the guarantor of the study programme.
2. This person holds the functional position of professor in the relevant field of study on a fixed weekly working time. In the case of a bachelor's degree programme, he/she holds the functional position of professor or associate professor in the relevant field of study on the established weekly working time.
3. The requirements for the guarantor of a study programme at UNIZA, his/her rights and duties, are set out in Directive No. 205 Rules for the Assignment of Teachers for the Provision of Study Programmes at the University of Žilina.

Article 11

Person Responsible for the Course

1. For each course of the study plan of a given study programme, a person who is designated by the study programme guarantor in cooperation with the head of the department and who provides the course is responsible – **the course guarantor**.
2. The requirements for the course guarantor at UNIZA, his/her rights, and duties are set out in Directive No. 205 Rules for the Assignment of Teachers for the Provision of Study Programmes at the University of Žilina.

Article 12

Rector's Advisory Board and Dean's Advisory Board

1. The Rector's Advisory Board is an advisory body to the rector. It is composed of the university management, the deans of individual faculties and the chairman of the UNIZA Academic Senate.
2. The competence of the Rector's Advisory Board within the IQAS UNIZA consists primarily of discussing proposals for new study programmes in order to avoid duplication of study programmes at UNIZA and of discussing nominations of candidates for members of structures or temporary bodies in university-wide study programmes and in the IQAS.
3. The Dean's Advisory Board is an advisory body to the dean. It consists of the management of the faculty, the heads of the individual departments of the faculty and the chairman of the Academic Senate of the faculty.
4. The competence of the Dean's Advisory Board within the IQAS UNIZA consists primarily in discussing nominations of candidates for members of structures or temporary bodies for study programmes provided by the faculty.

Article 13

Proposal Committee

1. The Proposal Committee is a temporary body of the IQAS at UNIZA.
2. The Proposal Committee of a study programme is established in the case of the development of an initiative and subsequently a proposal for the creation of a new study programme according to Directive No. 204 Rules for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina.
3. The members of the Proposal Committee shall be appointed by the dean in the case of a study programme provided at the faculty on the basis of discussion by the Dean's Advisory Board and in the case of a university-wide study programme by the rector on the basis of discussion by the Rector's Advisory Board.
4. Membership in the Proposal Committee of the study programme is established on the date of appointment by the dean in the case of a study programme provided at the faculty and by the rector in the case of a university-wide study programme.
5. The Proposal Committee shall have at least 3 members. A member of the Proposal Committee shall be the presumed guarantor of the study programme meeting the requirements of Article 6 of the SAAHE Standards for the Study Programme and at least 2 persons holding the functional position of associate professor or the functional position of professor meeting the requirements of Article 6(3) of the SAAHE Standards for the Study Programme.
6. The presumed guarantor of the study programme is the chairman of the Proposal Committee.

7. The Proposal Committee of the study programme shall cease to exist on the date of approval of the proposal for the creation of a new study programme by the Scientific Board of the faculty or the UNIZA Scientific Board.
8. Along with the proposal for the creation of a new study programme, the Scientific Board of the faculty or the UNIZA Scientific Board also approves the Board of the study programme according to Directive No. 204 Rules for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina.

Article 14

Authority from Practice

1. The authority from practice is an advisory external body to the IQAS UNIZA involved in the process of creating study programmes in accordance with the SAAHE Standards.
2. Authority from practice means an association, chamber, union, federation, major organisation, or authority with a significant impact on the national economy or society, including major manufacturing and commercial entities.
3. Faculties and institutes of UNIZA providing higher education maintain lists of authorities from practice whose focus of activities is related to the field of study with study programmes in which the faculties and institutes of UNIZA provide higher education.
4. The list of authorities from practice is prepared for the faculty by the dean of the faculty, for the UNIZA institute providing a university-wide study programme by the respective director of the institute.
5. The list of authorities from practice is approved by the faculty's Scientific Board based on submission by the dean of the faculty. In the case of a university-wide study programme, the list of authorities from practice shall be submitted to the rector by the director of the relevant UNIZA institute, and the rector shall submit the list of authorities from practice to the UNIZA Scientific Board for approval.
6. Faculties and institutes of UNIZA regularly review and update the lists of authorities from practice.
7. Within the process of creating study programmes at UNIZA, the authority from practice mainly comments on:
 - a) the social need to create a new study programme,
 - b) the initiative to create a new study programme,
 - c) other matters related to the quality assurance of education at UNIZA based on the requirements of the dean of the faculty in the case of a study programme provided at the faculty or the director of the institute in the case of a university-wide study programme.

PART 6: FINAL PROVISIONS

Article 15

Final Provisions

1. This Directive was discussed by the UNIZA Academic Senate on 21 June 2021.
2. This Directive enters into force and effect on the date of its approval by the UNIZA Scientific Board on 1 July 2021.
3. Amendment No. 1 to Directive No. 214 was discussed by the UNIZA Academic Senate on 25 April 2022 and approved by the UNIZA Scientific Board on 5 May 2022.
4. Amendment No. 1 shall enter into force and effect on the date of its approval by the

UNIZA Scientific Board, i.e. 5 May 2022.

5. Amendment No. 2 was discussed by the Scientific Board on 14 December 2023 and approved by the UNIZA Accreditation Board on 18 December 2023.
6. Amendment No. 2 enters into force and effect on the day of its approval by the UNIZA Accreditation Board.
7. Amendment No. 3 was discussed by the UNIZA Scientific Board on 27 March 2025 and approved by the UNIZA Accreditation Board on 3 April 2025.
8. Amendment No. 3 enters into force and effect on the day of its approval by the UNIZA Accreditation Board.

Prof. Ing. Ján Čelko, CSc.
Chairman of the UNIZA Accreditation Board