



UNIVERSITY
OF ŽILINA

FULL TEXT OF DIRECTIVE NO. 214

elaborated on 18 December 2023

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.
2. This internal 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").

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 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 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 UNIZA Scientific Board is composed of eminent experts working in the fields in which UNIZA carries out educational, research, and creative activities and who are appointed and dismissed by the rector after approval of the UNIZA Academic Senate.
2. The competence of the UNIZA Scientific Board to create (design), modify, cancel, and harmonize university-wide study programmes with the SAAHE standards is regulated by Directive No. 204 Rules for the Creation, Modification, Approval, and Cancellation of study programmes at the University of Žilina.

Article 4
Faculty's Scientific Board

1. According to the Higher Education Act, the Faculty's 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 to create (design), modify, cancel, and harmonize study programmes provided at the faculty with the SAAHE standards is regulated by Directive No. 204 Rules for the Creation, Modification, Approval, and Cancellation of study programmes at the University of Žilina.

**PART 4: BOARD OF FACULTY GUARANTORS AND BOARD OF UNIVERSITY
GUARANTORS**

Article 5
Board of Faculty Guarantors

1. Each UNIZA faculty has a Board of Faculty Guarantors (hereinafter referred to as the "BFG") for the respective level of higher education in which it has an accredited study programme.
2. BFG is a part of the Internal Quality Assurance System at UNIZA (hereinafter referred to as "IQAS UNIZA").
3. BFG shall have at least 5 members.
4. BFG consists of:
 - a) the dean (chairman of the BFG),
 - b) at least 4 members of the BFG.
5. The chairman of the BFG is the dean of the relevant faculty.
6. The members of the BFG shall be all persons who bear primary responsibility for the implementation, development, and quality assurance of accredited study programmes at the relevant level of higher education in which the faculty provides higher education according to Section 6, par. 4 of the SAAHE Standards for Study Programme ("guarantors of study programmes").
7. Membership in the BFG arises automatically for the guarantor of a study programme based on his/her approval to the position of the guarantor by the Faculty's Scientific Board and appointment by the rector of UNIZA.
8. If the faculty does not have a sufficient number of BFG members at the appropriate level of higher education, the dean of the faculty shall submit nominations to the Dean's Advisory Board to fill the missing BFG members up to a maximum of 5 members. After approval of the Dean's Advisory Board, the dean shall submit the nomination of the missing BFG members, up to a total of 5 members, to the Faculty's Scientific Board for approval. After the Faculty's Scientific Board approval, the dean of the faculty shall appoint the missing BFG members up to 5 members.
9. Membership of the BFG cannot be substituted by proxy.
10. For existing accredited study programmes before the first harmonization of study programmes with the SAAHE standards for the study programme and the standards for the internal quality assurance system for education, the current guarantor of the study programme at the faculty at the relevant level of study becomes a member of the BFG based on an appointment by the dean.

Article 6
Activities of the Board of Faculty Guarantors

1. The activities of the BFG are governed by following internal regulations of UNIZA.
2. BFG's activities in the design, modification, cancellation, and harmonization of study programmes at UNIZA with the SAAHE standards mainly include:
 - a) comments on proposals for the harmonization of existing accredited faculty study programmes with the SAAHE standards for the internal quality assurance system for education and the SAAHE standards for the study programme,
 - b) comments on the need to create a new faculty study programme or a study programme provided by several faculties of UNIZA,
 - c) comments on the intention to create a new faculty study programme or a study programme provided by several faculties of UNIZA,
 - d) comments on the proposal to create a new faculty study programme or a study programme provided by several faculties of UNIZA,
 - e) comments on a proposal to modify a faculty study programme or a study programme provided by several faculties of UNIZA,
 - f) comments on the initiative for cancellation of a faculty or study programme provided by several faculties of UNIZA,
 - g) comments on other matters related to the quality assurance of education at the faculty based on the requirements and authorization of the dean of the faculty.

Article 7
Establishment of Membership in the Board of Faculty Guarantors

1. Membership in the BFG according to Article 5, par. 4 (a) of this Directive shall arise automatically upon appointment to the office of dean.
2. Membership in the BFG according to Article 5, par. 4 (b) of this Directive shall arise automatically upon appointment as guarantor.
3. The term of office of a member of the BFG under Article 5, par. 4 (a) of this Directive shall be identical to that of the dean.
4. The term of office of a member according to Article 5, par. 4 (b) of this Directive shall be identical to that of the study programme guarantor. The term of office of a member of the BFG according to Article 5, par. 4 (b) of this Directive shall begin on the date of appointment as a member of the BFG.
5. The term of office of a member of the BFG for membership created according to Article 5, par. 8 of this Directive shall be identical to that of the dean. The term of office of a member of the BFG according to Article 5, par. 8 of this Directive shall commence on the date of appointment as a member of the BFG.

Article 8
Termination of BFG Membership

1. Membership in the BFG shall cease:
 - a) on the day on which a member of the BFG ceases to meet any of the criteria set out in Article 5 of this Directive,
 - b) the date on which a UNIZA employee, as a member of the BFG, ceases to be an employee of a faculty or part of UNIZA,
 - c) on the date of expiry of the term of office of a BFG member according to Article 7, par. 3 to 5 of this Directive,
 - d) on the date on which the academic officer's term of office expires,

- e) the date of resignation from the BFG upon written notice of resignation delivered to the chairman of the BFG,
 - f) the date of cancellation of a study programme whose guarantor was a member of the BFG,
 - g) by the death of a BFG member.
2. In the case of paragraph 1, points (a) to (g) of this Article, the dean is obliged to initiate the replenishment of the BFG following Article 5 of this Directive.

Article 9

Meeting of the Board of Faculty Guarantors

1. The meeting of the BFG shall be called and chaired by the chairman of the BFG.
2. The meeting of the BFG is closed to the public. In justified cases, the BFG may invite other experts or students to the meeting concerning the matter under discussion.
3. The meetings of the BFG shall be governed by the agenda.
4. The agenda shall be drawn up by the chairman of the BFG in cooperation with the members of the BFG. The chairman of the BFG or a member of the BFG authorised by him/her shall send an invitation with the materials for the meeting no later than 7 calendar days before the meeting. At the beginning of the meeting, BFG members may submit proposals for amendments to the agenda. Amendments to the agenda must be approved by a supermajority of the members present at the BFG meeting.
5. The meeting of the BFG shall be run by its chairman, in his/her absence the meeting shall be run by a member of the BFG appointed by him/her.
6. The BFG shall meet at least once in the academic year.
7. Members of the BFG have to attend meetings.
8. If a BFG member 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 BFG chairman with a written opinion on the individual items of the meeting under the agenda.
9. The BFG constitutes a quorum if a majority of its members are present at the meeting.
10. The BFG votes on the matter under discussion and adopts the resolution. The adoption of a resolution of the BFG shall require the approval of a supermajority of the votes of all members; in the event of an equality of votes, the vote of the BFG chairman shall prevail.
11. In the case of the BFG deciding on matters concerning a study programme of which a BFG member is the guarantor, such BFG member shall be excluded from the decision-making process.
12. Minutes of the BFG meeting shall be taken. The minutes shall be drawn up by the chairman of the BFG or a member of the BFG authorised by him/her. 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 chairman of the BFG, who shall submit them to the members of the BFG.
13. The BFG meeting can be implemented:
 - a) by attendance,
 - b) through videoconference or other means of information and communication technology without the physical presence of the members of the BFG at the meeting, mainly due to an emergency,
 - c) combined under points (a) and (b) of this paragraph.
14. If it is necessary for the BFG to take an immediate decision, the BFG chairman may also use the vote *per rollam* vote by electronic communication.
15. The archiving of BFG documentation is ensured by the relevant faculty following the existing legislation.

Article 10
University Board of Guarantors

1. UNIZA has established the University Board of Guarantors (hereinafter referred to as "UBG") for the respective level of higher education study in which it has an accredited university-wide study programme.
2. UBG is a part of IQAS UNIZA – (internal quality assurance system).
3. UBG shall have at least 5 members.
4. UBG consists of:
 - a) rector (chairman of the UBG),
 - b) at least 4 members of the UBG.
5. The chairman of the UBG is the rector.
6. Members of the UBG are all guarantors of accredited university-wide study programmes at the relevant level of study in which UNIZA provides higher education.
7. Membership in the UBG is automatically granted to the guarantor based on his/her approval to the position of a guarantor by the UNIZA Scientific Board and appointment by the rector.
8. If UNIZA does not have a sufficient number of UBG members at the relevant level of higher education, the rector shall submit to the Rector's Advisory Board a nomination to fill the missing UBG members up to the 5 members. After the Rector's Advisory Board approval, the rector shall submit the nomination of the missing members of the UBG up to 5 members to the UNIZA Scientific Board for approval. After the UNIZA Scientific Board approval, the rector shall appoint the missing members of the UBG up to 5 members.
9. Membership in the UBG cannot be substituted by proxy.
10. For existing accredited university-wide study programmes preceding the first harmonization of study programmes with the SAAHE Standards for the Study Programme and the Standards for the Internal Quality Assurance System for education, the current guarantor of the university-wide study programme at UNIZA at the relevant level of study becomes a member of the UBG based on an appointment by the rector.

Article 11
Activities of the University Board of Guarantors

1. The activities of the UBG are governed by following internal regulations of UNIZA.
2. The UBG's activities in the design, modification, cancellation, and harmonization of study programmes with the SAAHE standards at UNIZA mainly include:
 - a) comments on proposals for the harmonization of existing accredited university-wide study programmes with the SAAHE Standards for the Internal Quality Assurance System for education and the SAAHE Standards for the Study Programme,
 - b) comments on the need for a new university-wide study programme,
 - c) comments on the intention to design a new university-wide study programme,
 - d) comments on the proposal to design a new university-wide study programme,
 - e) comments on the proposal to modify a university-wide study programme,
 - f) comments on a petition for the cancellation of a university-wide study programme,
 - g) comments on other matters relating to the quality assurance of education at UNIZA based on the requirements and authorization of the rector.

Article 12
Establishment of Membership in the University Board of Guarantors

1. Membership in the UBG according to Article 10, par. 4 (a) of this Directive shall arise automatically on appointment to the office of rector.
2. Membership in the UBG according to Article 10, par. 4 (b) shall be automatic upon appointment as guarantor of a university-wide study programme.
3. The term of office of a UBG member according to Article 10, par. 4 (a) of this Directive shall be identical to that of the rector.
4. The term of office of a member according to Article 10, par. 4 (b) of this Directive shall be identical to that of a guarantor of a university-wide study programme. The term of office of a UBG member according to Article 10, par. 4 (b) shall begin on the date of appointment as a member of the UBG.
5. The term of office of a UBG member for membership created according to Article 10, par. 8 of this Directive shall be identical to that of the rector. The term of office of a UBG member according to Article 10, par. 8 of this Directive shall begin on the date of appointment as a UBG member.

Article 13

Termination of Membership in the University Board of Guarantors

1. Membership in the UBG is terminated:
 - a) on the date on which a member of the UBG ceases to meet any of the criteria referred to in Article 10 of this Directive,
 - b) on the date on which an employee of UNIZA, as a member of the UBG, ceases to be an employee of a faculty or part of UNIZA,
 - c) on the date of expiry of the term of office of a UBG member according to Article 12, par. 3 to 5 of this Directive,
 - d) on the date on which the academic officer's term of office expires,
 - e) on the date of resignation from membership of the UBG by written notice of resignation delivered to the chairman of the UBG,
 - f) on the date of cancellation of the study programme whose guarantor was a member of the UBG,
 - g) by the death of a UBG member.
2. The rector shall, in case of paragraph 1, points (a) to (g) of this Article, initiate the replenishment of the UBG following Article 10 of this Directive.

Article 14

Meeting of the University Board of Guarantors

1. The meeting of the UBG shall be called and run by the chair of the UBG.
2. The meeting of the UBG shall not be public. In justified cases, the UBG may invite other experts or students to the meeting in connection with the matter under discussion.
3. The meetings of the UBG shall be governed by the agenda.
4. The agenda shall be drawn up by the UBG chairman in cooperation with the UBG members. The chairman of the UBG or a member of the UBG designated by him/her shall send an invitation with the meeting materials no later than 7 calendar days before the meeting. The members of the UBG may submit proposals for amendments to the agenda at the beginning of the meeting. Amendments to the agenda must be approved by a majority of the members present at the UBG meeting.
5. The meetings of the UBG shall be run by its chairman, in his/her absence by a member of the UBG designated by him/her.
6. The UBG shall meet at least once in the academic year.

7. Members of the UBG are obliged to attend the meetings.
8. If a member of the UBG 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 UBG chairman with a written opinion on the individual items on the agenda.
9. The UBG constitutes a quorum if a majority of its members are present at the meeting.
10. The UBG shall vote on the matter under discussion and adopt the resolution. The adoption of a resolution of the UBG 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 UBG shall prevail.
11. In the case of UBG decision-making on the matters of a university-wide study programme of which a UBG member is the guarantor, such UBG member shall be excluded from the decision-making process.
12. Minutes of the UBG meeting shall be taken. The minutes shall be drawn up by the chairman of the UBG or a member of the UBG authorised by him/her. The minutes shall be annexed to the attendance list of the members present at the meeting and, in the case of an online meeting, to the list of participants. The minutes shall be approved by the chairman of the UBG, who shall submit them to the members of the UBG.
13. The UBG negotiation can be implemented:
 - a) by attendance,
 - b) through videoconference or other means of information and communication technology without the physical presence of the members of the UBG at the meeting, mainly due to an emergency,
 - c) by a combination of letters (a) and (b) of this paragraph.
14. If it is necessary for the UBG to take an urgent decision, the UBG chairman may also use the vote *per rollam* vote by electronic communication.
15. The archiving of UBG documentation is ensured by the relevant UNIZA department following the existing legislation.

Part 5: BOARD OF THE STUDY PROGRAMME

Article 15

Board of the Study Programme and Its Composition

1. For each accredited study programme at UNIZA, a Board of the Study Programme (hereinafter referred to as "BSP") is established.
2. BSP is a part of IQAS UNIZA (internal quality assurance system).
3. 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 Section 6, par. 4 of the SAAHE Standards for the Study Programme ("study programme guarantor").
4. The BSP is responsible for proposing, modifying, innovating, and developing the relevant study programme, harmonizing the study programme with the SAAHE Standards for the Study Programme, and ensuring, and improving the quality of education in the study programme.
5. In case of a study programme provided at the faculty, the BSP shall be accountable to the dean for its activities. The BSP is accountable to the rector in the case of the university-wide study programme.
6. BSP has 8 members. In the case of a combined teacher education programme, the BSP shall have 9 members.
7. Only a person who is a recognized professional and moral authority can be a member of the BSP.

8. BSP membership cannot be substituted by proxy.
9. BSP is made up of:
 - a) 5 members, who are persons providing profile courses of the respective study programme following the Standards for the Study Programme, which are responsible for implementation, development, and assurance of the quality of the study programme. 1 of these 5 persons providing profile subjects is the guarantor of the study programme. In the case of a combined teacher-training programme, BSP is made up of 3 members, and these persons provide the profile subjects of the relevant qualification of the combined programme. 3 members are the persons responsible for the teaching basis, following the Standards for the Study Programme. These 6 persons are responsible for the implementation, development, and quality assurance of the combined teacher education programme. 1 of the 3 persons responsible for the profile subjects of the qualification is the guarantor of the combined teacher education programme.
 - b) 1 member representing employers' associations or employers themselves,
 - c) 1 member who is a graduate of the given study programme. He/she is not a member of the academic community, is not a student or an employee of UNIZA. In case of designing a new study programme or in case of a study programme that does not yet have graduates, the member shall be a graduate of another study programme from the faculty in question in case of a study programme provided at the faculty, or, in case of a university-wide study programme, the institute, belonging to the same field of study from the system of study fields as the study programme for which the BSP is being established,
 - d) 1 member who is a representative of students of the relevant study programme. In the case of the BSP for the first degree of study, it is a first-degree student enrolled in the 2nd or higher year of higher education. In case of designing a new study programme, it is a student of another study programme at the relevant degree from the faculty in case of a study programme provided at the faculty, in the case of a university-wide study programme, at the institute belonging to the same field of study from the set of study fields.
10. One person can be at UNIZA:
 - a) according to par. 9 (a) of this Article, a member of no more than three BSPs; this number does not include cases of concurrence according to Article 7, par. 3 of the SAAHE Standards for the Study Programme,
 - b) according to par. 9 (b) of this Article, a member of no more than three BSPs; this number does not include cases of concurrence according to Article 7, par. 3 of the SAAHE Standards for the Study Programme,
 - c) according to par. 9 (c) of this Article, a member in no more than one BSP,
 - d) under par. 9 (d) of this Article, a member in no more than one BSP.

Article 16

Activities of the Board of the Study Programme

1. The activities of the BSP are governed by following UNIZA internal regulations.
2. BSP's activities mainly include:
 - a) preparation of the proposal for the establishment of a new study programme, if it is a study programme in the field of study and degree of study in which UNIZA is authorised to design, implement, and modify study programmes,
 - b) preparation of the application and annexes for the creation of a new study programme for SAAHE in order to obtain accreditation according to Section 30 of Act No. 269/2018 Coll., if it is a field of study and degree of study in which UNIZA is not

authorised to design, implement and modify study programmes or according to Section 36 par. 2 of Act No. 269/2018 Coll., and submits it to the dean of the faculty, if it is a study programme provided at the faculty, or to the rector if it is a university-wide study programme,

- c) preparation of a proposal for modification of the study programme and its submission to the dean of the faculty if it is a study programme provided at the faculty, or to the rector if it is a university-wide study programme,
- d) preparation of a proposal for annulment of the restriction on the accreditation of a study programme and its submission to the dean of the faculty if it is a study programme provided at the faculty, or to the rector if it is a university-wide study programme,
- e) preparation of a proposal for the cancellation of a study programme and its submission to the dean of the faculty if it is a study programme provided at the faculty, or to the rector if it is a university-wide study programme,
- f) on the instruction of the dean/rector, incorporation of the comments and recommendations of the relevant Faculty Board of Guarantors for a study programme provided at the faculty and the University Board of Guarantors for a university-wide study programme when proposing a new study programme, modifying the study programme, and harmonizing the study programme with the SAAHE Standards for the Study Programme and the Standards for the Higher Education Internal Quality Assurance System,
- g) on the instruction of the dean/rector, incorporation of comments and recommendations of relevant authorities from practice when designing a new study programme, modifying the study programme, and harmonizing the study programme with the SAAHE Standards for the Study Programme and the Standards for the Higher Education Internal Quality Assurance System,
- h) on the instruction of the dean/rector, incorporation of comments and recommendations of the relevant Faculty's Scientific Board in the study programme provided at the faculty and the UNIZA Scientific Board in case of a university-wide study programme, when proposing a new study programme, modifying the study programme, and harmonizing the study programme with the SAAHE Standards for the Study Programme and the Standards for the Higher Education Internal Quality Assurance System,
- i) execution of study programme monitoring, including the collection and evaluation of suggestions from the internal and external environment from individual stakeholders, evaluation of key indicators of education for the study programme to improve the quality of education,
- j) evaluation of the professional level of the study programme and its consistency with the state of current knowledge in the field,
- k) preparation of a report on the internal 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 quality,
- l) if the study programme has graduates, evaluation of the practical application of graduates of the study programme,
- m) annual assessment of the fulfilment of the objectives and learning outcomes of the study programme,
- n) proposition and implementation of measures to improve the study programme,
- o) development of information for publication about the study programme, in particular its learning objectives and outcomes, requirements for applicants for study, the method of their selection and recommended personal qualifications, the level of the National Qualifications Framework, the field of study, the academic degree awarded,

- the rules for teaching and learning, the conditions of completion of the programme of study, the assessment procedures and criteria, the resources of the programme, the success rate, the learning opportunities for students,
- p) development of information for publication on the professions that can be pursued by successful graduates of the study programme and on the employment of graduates of the study programme,
 - q) execution and approval of changes in the study programme, which are not a modification of the study programme at UNIZA, following the standards of SAAHE to improve the quality of higher education at UNIZA. The chairman of the BSP informs the Secretary of the Accreditation Board, the dean of the faculty in case of a faculty study programme, and the rector in case of a university-wide study programme about these changes,
 - r) implementation of other activities within the IQAS UNIZA related to ensuring and improving the quality of education in the study programme,
 - s) performance of other tasks within the IQAS UNIZA according to the instructions of the dean of the faculty, if it is a study programme provided at the faculty or the rector if it is a university-wide study programme.

Article 17
Nomination of a Member of the Board of the Study Programme and
Establishment of Membership

1. The members of the BSP according to Article 15, par. 9 of this Directive for the study programme provided at the faculty are approved by the Faculty's Scientific Board on the proposal of the dean. The members of the BSP according to Article 15, par. 9 in case of a university-wide study programme shall be approved by the UNIZA Scientific Board on the proposal of the rector. The members of the BSP for a study programme at the faculty shall be appointed by the dean upon approval of the Faculty's Scientific Board. Members of the BSP for a university-wide study programme are appointed by the rector based on the approval of the UNIZA Scientific Board.
2. The selection of candidates for the BSP membership according to Article 15, par. 9 of this Directive prior to their submission for approval to the Scientific Board of the Faculty/Scientific Board of UNIZA is carried out by the Dean's Advisory Board (in case of a study programme provided at the faculty), or by the Rector's Advisory Board (in case of a university-wide study programme), according to nominations according to Article 17, par. 4 of this Directive, respecting the provisions of Article 15, par. 9 of this Directive.
3. Nominations for BSP members must be justified by the nominator.
4. The nomination of candidates to BSP for the Dean's Advisory Board/ Rector's Advisory Board is carried out:
 - a) according to Article 15, par. 9 (a) of this Directive, by the dean of the relevant faculty in case of a study programme provided at the faculty, the rector of UNIZA in case of a university-wide study programme. 5 candidates are nominated.
 - b) according to Article 15, par. 9 (b) of this Directive, by the guarantor of the study programme in cooperation with the dean of the relevant faculty in case of a study programme provided at the faculty, the guarantor of the study programme in cooperation with the rector of UNIZA in case of a university-wide study programme. At least 2 candidates are nominated.
 - c) according to Article 15, par. 9 (c) of this Directive, by the guarantor of the study programme in cooperation with the dean of the relevant faculty in case of a study programme provided at the faculty, the guarantor of the study programme in

- cooperation with the rector of UNIZA in case of a university-wide study programme. At least 2 candidates are nominated.
- d) according to Article 15, par. 9 (d) of this Directive, by the guarantor of the study programme in cooperation with the dean of the relevant faculty in case of a study programme provided at the faculty, the guarantor of the study programme in cooperation with the rector of UNIZA in case of a university-wide study programme. At least 1 candidate is nominated.
 - e) according to Article 15, par. 9 (d) of this Directive, in case of a study programme provided at a faculty, by the chairman of the Academic Senate of the faculty concerned, based on the approval of the student part of the Academic Senate of the faculty concerned. In the case of a university-wide study programme, by the chairman of the UNIZA Academic Senate, based on the approval of the student part of the UNIZA Academic Senate. At least 1 candidate shall be nominated. The nomination is submitted to the dean in case of a study programme provided at the faculty, and to the rector in case of a university-wide study programme.
5. The basic criteria for a candidate for nomination as a member of the BSP under Article 15, par. 9 (a) of this Directive are:
 - a) serving in the relevant field of study as an associate professor or as a professor for an established weekly working time,
 - b) fulfilling the requirements of the SAAHE standards for the study programme according to Article 6 Teaching Staff and the requirements of Directive No. 205 Rules for Assigning Teachers to the Provision of Study Programmes at the University of Žilina,
 - c) a recognized professional and moral authority.
 6. The basic criteria of a candidate for nomination as a member of the BSP according to Article 15, par. 9 (b) of this Directive:
 - a) at the time of nomination, he/she must hold a significant professional position in an industry related to the study field from the set of study fields to which the study programme belongs,
 - b) is a recognized professional and moral authority.
 7. The basic criteria of a candidate for nomination as a member of the BSP according to Article 15, par. 9 (c) of this Directive:
 - a) at the time of nomination, he/she must hold a position in an industry related to the study programme from which he/she has graduated,
 - b) is a recognized professional and moral authority.
 8. The basic candidate criteria for the nomination of a UNIZA student for membership in the BSP according to Article 15 (9) (d) of this Directive are:
 - a) excellent study results of a student who, based on the value of his/her Grade Point Average (weighted study average), belongs to the first quartile of faculty's best students, or, in the case of university-wide study programmes, the institute, among the students of the relevant level and form of study at the faculty/institute based on the value of the weighted study average. In the case of a first-degree student enrolled in the second or higher year, the value of his/her weighted grade point average in the first degree shall be used. For students in the second and third levels of study, the student's grade point average for the previous level of higher education shall be used,
 - b) the student's studies in the standard length of study, unless the student's extra length of study is due to his/her participation in academic mobility within the framework of an exchange programme, following the conditions of that exchange programme,

- c) he/she has not been subject to disciplinary action during his or her undergraduate studies.
9. In addition to the requirement in par. 2, the nomination of a candidate for membership of the BSP must include:
 - a) professional CV,
 - b) acceptance of the nomination,
 - c) consent to the processing of personal data,
 - d) assigning the candidate to a field of study from the system of fields of study.
10. In case of a nomination of a candidate for membership of the BSP according to Article 15, par. 9 (a) of this Directive, the nomination shall include, in addition to the requirements in paragraphs 2 and 9, the following:
 - a) scientific/artistic-pedagogical characteristics of the person according to the structure of SAAHE.
11. In case of nomination of a UNIZA student candidate to the BSP under Article 15, par. 9 (d) of this Directive, the nomination shall include, in addition to the requirements in paragraphs 2, 8 and 9, the following:
 - a) the name of the faculty or institute in case of a university-wide study programme,
 - b) the name of the study programme in which the student is enrolled,
 - c) the name of the field of study from the system of study fields,
 - d) level of higher education,
 - e) form of study,
 - f) confirmation from the Department for Education of the relevant workplace that the student has been included in the first quartile of the best students of the faculty, or institute in case of university-wide study programmes, from the students of the relevant degree and form of study at the faculty/institute based on the value of the weighted average of studies. In the case of a first-degree student enrolled in the second or higher year, the value of his/her weighted average in the first degree shall be used. For students in the second and third levels of study, the student's grade point average for the previous level of higher education shall be used.
12. The term of office of a BSP member under Article 15, par. 9 (a) to (d) of this Directive shall commence on the date of appointment as a member of the BSP.
13. The term of office of a BSP member under Article 15, par. 9 (a) to (c) of this Directive shall be 4 years.
14. The term of office of a BSP member under Article 15, par. 9 (d) of this Directive shall be 2 years.
15. In case of a recommendation of the Faculty Board of Guarantors for a study programme provided by a faculty, for a university-wide study programme by the University Board of Guarantors, to establish a new study programme, a prospective BSP shall be established based on the approval of the intention for the establishment of the new study programme. The procedure is regulated by Directive No. 204 Rules for the Creation, Modification, Approval, and Cancellation of study programmes at the University of Žilina. In case of a study programme to be provided at the faculty, the dean shall submit a proposal for the members of the prospective BSP to the Dean's Advisory Board. In case of a university-wide study programme, the rector shall submit to the Rector's Advisory Board a proposal for the members of the prospective BSP. Candidates for nomination as members of the prospective BSP shall meet the criteria set out in this Article. Based on the approval of the members of the prospective Board of the Study Programme by the Dean's Advisory Board/Rector's Advisory Board, the dean/rector, in coordination with the director of the institute, appoints the prospective Board of the Study Programme. The dean/director of the institute shall entrust the prospective Board of the Study Programme with the drafting of a new study programme proposal. Upon approval of the proposal for a new

programme of study by the Accreditation Board or the SAAHE, the work of the provisional BSP shall cease. Upon approval of the proposal for a new study programme by the Accreditation Board or the SAAHE, the procedure according to Article 17 of this Directive shall be applied; upon the proposal of the dean of the faculty/rector of UNIZA, the Scientific Board of the Faculty/of UNIZA shall approve the members of the BSP. The dean/rector shall appoint the members of the BSP after approval by the Faculty's Scientific Board/UNIZA Scientific Board.

Article 18

Termination of Membership in the Board of the Study Programme

1. Membership of the BSP shall cease:
 - a) on the date on which the BSP member ceases to meet any of the criteria set out in Article 17, par. 5 to (8) of this Directive, according to his/her classification as a member of the BSP,
 - b) on the date on which the UNIZA employee ceased to be an employee of the faculty or unit that nominated him/her as a member of the BSP,
 - c) on the date on which a UNIZA student ceased to be a student of UNIZA as a member of the BSP,
 - d) on the date of expiry of the term of office of a BSP member according to Article 17, par. 13 and 14 of this Directive,
 - e) on the date of resignation from membership of the BSP by written notice of resignation to the chairman of the BSP,
 - f) on the date on which a BSP member has been dismissed from the BSP by the Faculty's Scientific Board (in case of a study programme provided at the faculty), by the UNIZA Scientific Board (in case of a university-wide study programme), at the initiative of the dean of the faculty/the rector,
 - g) by the death of a member of the BSP.
2. Lack of activity by a member of the BSP in fulfilling his/her duties in the BSP, repeated unexcused absence from BSP meetings may lead to action under par. 1 (f) of this Article.
3. The dean of the faculty/rector is obliged, in the case of par. 1 (a) to (g) of this Article, to initiate the completion of the BSP following Article 17 of this Directive.

Article 19

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 chairman of the BSP informs the dean of the faculty in case of a study programme provided at the faculty, the rector in case of a university-wide study programme, of the convening of a meeting of the BSP.
3. 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.
4. 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.
5. The meetings of the BSP shall be governed by the agenda.
6. 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.
7. 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.
 8. The BSP shall meet at least once in the academic year.
 9. Members of the BSP are obliged to attend the meetings.
 10. 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.
 11. The quorum of the BSP shall be a majority of its members present at a meeting.
 12. 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.
 13. 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 chairman of the BSP, who shall submit the minutes to the members of the BSP and the dean of the faculty (in case of a study programme provided at the faculty), or to the rector (in the case of a university-wide study programme).
 14. 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.
 15. If the BSP must take an urgent decision, the BSP chairman may also make use of the vote *per rollam* vote by electronic communication.
 16. The archiving of BSP materials and study programme documentation is carried out by the office of the chairman of the BSP following the existing legislation.

PART 6: PERSON RESPONSIBLE FOR THE STUDY PROGRAMME AND THE PERSON RESPONSIBLE FOR THE SUBJECT

Article 20

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 (study programme guarantor).
2. The requirements of the study programme 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 21

Person Responsible for the Subject

1. Each subject in the study programmes at UNIZA has a designated person responsible for the subject (subject guarantor).

2. The requirements for the subject 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.

PART 7: OTHER STRUCTURES

Article 22

Design Committee in the Creation of a New Study Programme

1. The Design Committee for the design of a new study programme (hereinafter referred to as the "Design Committee") is a temporary body of the IQAS at UNIZA.
2. The Design Committee of a study programme shall be established when developing a plan for the design of a new study programme according to Article 4 of Directive No. 204 Rules for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina.
3. Members of the Design Committee are appointed by the dean (in case of a study programme provided at the faculty) based on the approval by the Dean's Advisory Board, in case of a university-wide study programme by the rector based on the approval by the Rector's Advisory Board.
4. Membership in the Design Committee of a study programme shall commence on the date of appointment by the dean (in case of a study programme provided at a faculty), or by the rector (in case of a university-wide study programme).
5. The Design Committee shall have at least 3 members. A member of the Design Committee shall be the expected guarantor of the study programme fulfilling the requirements according to Section 6, par. 4 of the SAAHE Standards for the Study Programme and at least 2 persons acting in the function of associate professor or professor fulfilling the requirements of Section 6, par. 3 of the SAAHE Standards for the Study Programme.
6. The presumed guarantor of the study programme is the chairman of the Design Committee.
7. Membership in the Design Committee of a study programme shall cease on the date of approval of the intention for the creation of a new study programme by the Board of Faculty Guarantors for a study programme provided at the faculty, or by the University Board of Guarantors for a university-wide study programme, according to Article 4 of the Directive No. 204 Rules for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina. Subsequently, a prospective BSP shall be established for the elaboration of the proposal of a new study programme according to Article 17, par. 15 of this Directive. The procedure for the proposal of a new study programme is regulated by Article 5 of Directive No. 204 Rules for the Creation, Modification, Approval, and Cancellation of Study Programmes at the University of Žilina.

Article 23
Authority from Practice

1. Authority from practice is an external structure of IQAS UNIZA involved in the processes of design, modification, cancellation, and harmonization of study programmes with 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 Council 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. Authority from practice is mainly involved in the activities of creating, modifying, cancelling, and harmonizing the study programmes with the SAAHE standards at UNIZA:
 - a) comments on proposals for the harmonization of existing accredited study programmes with the SAAHE Standards for the Higher Education Internal Quality Assurance System and the SAAHE Standards for the Study Programme,
 - b) comments on the need for a new study programme,
 - c) comments on the intention to create a new study programme,
 - d) comments on the proposal to create a new study programme,
 - e) comments on the proposal to modify the study programme,
 - f) comments on a petition for the cancellation of a study programme,
 - g) comments on other matters relating to the quality assurance of education at UNIZA based on the requirements of the dean of the faculty (in case of a study programme provided at the faculty) or the director of the institute (in case of a university-wide study programme).

PART 8: FINAL PROVISIONS

Article 24 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.

Prof. Ing. Ján Čelko, CSc.
Rector