



## **FULL TEXT OF DIRECTIVE NO. 214**

elaborated on 13 November 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. The Board of the Study Programme is **approved** by the faculty's Scientific Board, or the UNIZA Scientific Board as part of the approval process for the creation of a new study programme according to the Directive No. 204 Rules for the Creation, Modification, Approval and Cancellation of the Study Programmes at the University of Žilina or separately, if an update of the BSP is necessary under the currently valid Directive.
2. The members of the BSP are **appointed** by the dean, or, in the case of university-wide study programmes, the rector.
3. The BSP is responsible for preparing and implementing processes under the Directive No. 204 Rules for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina, for innovation and development of the relevant study programme, and for ensuring and improving the quality of education in the study programme.
4. The chairperson of the BSP is the person who bears the main responsibility for the implementation, development and quality assurance of the study programme according to Article 6, par. 4 of the SAAHE Standards for Study Programmes ("study programme guarantor"). **The chairperson of the BSP is obliged to ensure that the composition of the BSP is always in accordance with the currently valid Directive, unless prevented by objective reasons.**

5. The BSP answers to the dean for its activities if the study programme is provided at the faculty. The BSP answers to the vice-rector for education for its activities, if the study programme in question is university-wide.
6. The BSP **has 8 members**.
7. Membership in the BSP is non-transferable.
8. The 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, par. 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 a maximum of three BSPs, not including cases of concurrence according to Article 7, par. 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.
    - i. In the case of a **1<sup>st</sup> degree study programme**, the following may be representatives of graduates in the BSP:
      - graduate of the 1<sup>st</sup> degree of study of the relevant study programme at UNIZA,
      - 2<sup>nd</sup> degree graduate, who has also graduated from the 1<sup>st</sup> degree of the relevant study programme at UNIZA,
    - ii. In the case of a **2<sup>nd</sup> degree study programme**, the following may be representatives of graduates in the BSP:
      - graduate of the 2<sup>nd</sup> degree of study of the relevant study programme at UNIZA,
    - iii. In the case of a **3<sup>rd</sup> degree study programme**, the following may be representatives of graduates in the BSP:
      - graduate of the 3<sup>rd</sup> degree of study of the relevant study programme at UNIZA.
    - iv. In the case of a study programme that has no graduates, a graduate representative may be a graduate of another study programme but from the same field of study at the faculty/institute. In the case of a field of study that has no graduates, a graduate representative may be a graduate of another field of study at the faculty/institute.
  - d) **1 member** who is a **representative of the students** of the relevant study programme:
    - i. In the case of a **1<sup>st</sup> degree study programme**, the following may be representatives of students in the BSP:
      - student of the 1<sup>st</sup> degree of study of the relevant study programme at UNIZA, who is enrolled in the 2<sup>nd</sup> or 3<sup>rd</sup> year of study.
    - ii. In the case of a **2<sup>nd</sup> degree study programme**, the following may be representatives of students in the BSP:
      - student of the 2<sup>nd</sup> degree of study of the relevant study programme at UNIZA. If this student was a member of the BSP for the relevant study programme in the 1<sup>st</sup> degree of study, after successfully completing the 1<sup>st</sup> degree of study and after being admitted to the 2<sup>nd</sup> degree of study in the relevant study programme, the student may **continue** as a member of the BSP for the 2<sup>nd</sup> degree of study, if the student meets the criteria under Article 7, par. 8 and has been approved by the Scientific Board of the faculty/UNIZA.
    - iii. In the case of a **3<sup>rd</sup> degree study programme**, the following may be representatives of students in the BSP:
      - student of the 3<sup>rd</sup> degree of study of the relevant study programme at UNIZA.
    - iv. In the case of a study programme with no students (e.g., a new study programme), the student representative may be a student from another study programme, provided that it is at the same level of study and in the same field of study at the faculty/institute. If there are no students in the field of study, a student from another field of study at the faculty/institute, preferably at the same level of study, may act as the student representative.
9. The persons referred to in Article 5, par. 8, points (a) to (d)(iii) may be members of the

same board of a study programme for different forms of study, language versions of study programmes, or a conversion study programme, content-based on the study programme.

## **Article 6** **Activities of the Board of the Study Programme**

1. Within the scope of its activities, the BSP:
  - a) is responsible for the preparation and implementation of IQAS UNIZA processes within the scope of the Directive No. 204 Rules for the Creation, Modification, Approval and Cancellation of Study Programmes at the University of Žilina,
  - b) monitors the study programme, including the collection and evaluation of internal and external stakeholders' input,
  - c) evaluates the professional level of the study programme and its compliance with the current state of knowledge in the given field,
  - d) proposes and implements measures to improve the study programme,
  - e) prepares a report on the evaluation of the quality of educational activities within the study programme in accordance with the SAAHE Standards for Study Programmes, and takes measures to improve quality,
  - f) evaluates the practical application of the study programme graduates,
  - g) prepares information about the study programme for publication, in particular information about educational objectives and outputs, requirements for applicants for study, the method of their selection and recommended personal qualities, the level of the national qualifications framework, the field of study, the academic title awarded, teaching and learning rules, conditions for completing the study programme, programme resources, success rates, and learning opportunities for students.
  - h) prepares information for publication on the professions that successful graduates of the study programme can perform, and on the employment of graduates of the study programme,
  - i) implements and approves **changes** to the study programme that **do not constitute modifications** to the UNIZA study programme to improve 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,
  - j) performs other tasks within the IQAS UNIZA according to the instructions of the dean, 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 programme provided by the faculty is carried out by the Dean's Advisory Board and for a university-wide study programme by the Rector's Advisory Board based on 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,
  - b) **guarantor of the study programme**, in the case of a **representative of employers' associations or employers themselves**. A maximum of two candidates is nominated,
  - c) **guarantor of the study programme**, in the case of a **graduate** of the relevant study programme. A maximum of two candidates is 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 chairperson of the academic senate of the relevant faculty, or UNIZA Academic Senate, after the approval of the nominated candidate in the student section of the academic

senate of the faculty, or UNIZA Academic Senate. A maximum of two candidates is nominated.

3. A list of eight candidates for membership in the Board of the Study Programme selected by the Dean's Advisory Board or Rector's Advisory Board shall be submitted by the dean or rector for approval to the faculty's Scientific Board or UNIZA's Scientific Board.
4. Based on the approval of the faculty's Scientific Board or UNIZA's Scientific Board, the members of the BSP **are appointed by the dean or rector**.
5. **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 the Directive No. 205 Rules for Assigning Teachers to the Provision of Study Programmes at UNIZA,
  - c) recognised professional and moral authority.
6. **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 position in a field related to the field of study to which the study programme belongs at the time of nomination,
  - b) recognised professional and moral authority.
7. **The basic criteria** for the nomination of a **graduate** of the relevant study programme as a member of the BSP are:
  - a) working in a position related to the study programme from which they graduated at the time of nomination,
  - b) recognised professional and moral authority.
8. **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) the student's academic results, which, based on their weighted study average, place them in the top half of the best students in the relevant level and form of study at the faculty or institute, using the student's weighted study average for the previous level of university study, or, in the case of a student in the first level of study, for previous academic years,
  - 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 caused by the student's participation in academic mobility within the framework of an exchange programme while complying with the conditions of said exchange programme,
  - d) no disciplinary measure imposed during the student's higher education study.
9. **The requirements** for the nomination of each candidate for a BSP member are:
  - a) professional curriculum vitae,
  - b) approval of the nomination in the relevant study programme and field of study,
  - c) consent to the processing of personal data,
  - d) research/artistic-pedagogical 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,
  - e) the name of the faculty/institute, the name of the study programme, the name of the field of study, the level of higher education, the form of study – **in the case of** nomination of a **representative of students** of the relevant study programme as a member of the BSP,
  - f) confirmation from the office or the department of education that the student, based on their weighted study average, ranks among the top half of the best students in the relevant level and form of study at the faculty or institute – **in the case of** nomination of a **representative of students** of the relevant study programme as a member of the BSP.
10. Membership in the BSP begins on the day of appointment as a member of the BSP and ends on the day of fulfilment of any of the conditions specified in Article 8 of this Directive.

## **Article 8**

### **Termination of Membership in the Board of the Study Programme**

1. The membership in the BSP ceases upon:
  - a) on the date on which a member of the BSP ceases to meet any of the criteria set out in Article 7, par. 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 them,
  - c) on the day when a UNIZA student, as a member of the BSP, ceased to be a UNIZA student in the standard length of study,
  - d) on the date of resignation from membership in the BSP, based on a written notice of resignation sent to the chair of the BSP,
  - e) on the date on which the member of the BSP was dismissed by the dean/rector based on a decision by the Scientific Board of the faculty/Scientific Board of UNIZA (in the case of a university-wide study programme),
  - f) by the death of a member of the BSP.
2. Insufficient activity of a BSP member in fulfilling their duties in the BSP, repeated unjustified absence from BSP meetings may lead to proceedings pursuant to paragraph 1(e) of this article.
3. In the case of paragraphs 1(a) to (f) of this article, the chair of the BSP is obliged to initiate an addition to the BSP in accordance with 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 is not public. In justified cases, the BSP may invite other experts or students from other forms of study, language versions, or conversion study programmes to 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 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.
5. The BSP shall meet at least once in the academic year.
6. Members of the BSP are obliged to attend the meetings.
7. 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.
8. The quorum of the BSP shall be a majority of its members present at a meeting.
9. 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.
10. 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.
11. 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.

12. 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.

13. 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 designated a person with the relevant competencies who bears primary responsibility for the implementation, development, and quality assurance of the study programme or a comprehensive part thereof and ensures the profile subject – **the guarantor of the study programme, who is also the chair of the BSP**.
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, based on discussion by the Dean's Advisory Board and in the case of a university-wide study programme by the rector, based on 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 4 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, paragraph 3 of the SAAHE Standards for the Study Programme, and a student representative. These persons are **also** members of the **proposed Board of the Study Programme**.
6. The presumed guarantor of the study programme is the chairman of the Proposal Committee.
7. The Proposal Committee for a study programme shall cease to exist on the date of approval of the proposal to create a new study programme by the faculty's Scientific Board or the UNIZA Scientific Board, when the new Board of the Study Programme is approved.

### **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. Faculties and institutes of UNIZA regularly review and update the lists of authorities from practice.
5. 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.
9. Amendment No. 4 was discussed by the UNIZA Scientific Board on 6 November 2025 and approved by the UNIZA Accreditation Board on 13 November 2025.
10. Amendment No. 4 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