

Statutes

of the Council of the St. Elizabeth University of Health and Social Work in Bratislava for the Internal Quality Assurance System of Higher Education

Art. 1

Introductory provision

The Council of the St. Elizabeth University of Health and Social Work in Bratislava for the Internal Quality Assurance System of Higher Education (hereinafter referred to as the "Internal Quality Assurance Council") is an advisory body to the Rector of the University of Health and Social Work in Bratislava (hereinafter referred to as the "SEU") in the field of quality assurance of higher education (hereinafter referred to as "quality assurance") in accordance with Section 87a of Act No. 131/2002 Coll. on Higher Education (hereinafter referred to as the "Act").

Art. 2

Basic tasks and activities of the Quality Board

- 1) **The Internal Quality System Council** prepares, controls, evaluates and coordinates the development, implementation and use of the internal quality system of higher education provided at SEU.
- 2) **The Internal Quality System Board** discusses proposals related to the regular monitoring, control and evaluation of the quality of teaching, research and other key activities on the initiative of:
 - a) members of the academic community of SEU by students, teachers and researchers (at least once a year),
 - b) Academic Senate of the SEU, separately for the student part and separately for the staff part (at least once a year),
 - c) The Board of Trustees of the SEU, the Rector, Vice-Rectors and Heads of Departments (at least once a year),
 - d) Ministry of Education and Science of the Slovak Republic, Ministry of Health of the Slovak Republic, Ministry of Labour and Social Affairs of the Slovak Republic and SAAVS (at least once a year),
 - e) Domestic and foreign partner organisations and contracting parties (ad hoc),
 - f) Alumni Club (ad hoc),
 - g) Regular evaluation and accreditation bodies (once every 6 years).
- 3) **The Internal Quality System Board** further:
 - a) submits to the Rector and discusses the criteria for evaluation and quality assurance at SEU,
 - b) discusses the internal quality system of SEU,
 - c) Discusses the policy of the HEI for quality assurance of higher education,
 - d) proposes the procedures of SEU in the field of quality assurance,
 - e) expresses and takes opinions on quality assurance proposals submitted to the Internal Quality System Council by the Academic Senate of the University of Applied Sciences, the Scientific Council of the University of Applied Sciences, senior employees of the University of Applied Sciences, and the Disciplinary Committee of the University of Applied Sciences,

- f) coordinates the development, introduction, use, functionality and implementation of the internal quality system at SEU,
- g) proposes, submits and discusses internal regulations for quality assurance of higher education and the internal quality system,
- h) proposes to the Rector corrective and preventive measures related to building, evaluating and correcting the internal quality system and gives suggestions for improvement with the aim of improving the quality and performance of the managed systems,
- i) controls the effectiveness of all activities falling within the scope of quality assurance and the quality system of the SEU,
- j) aligns the quality system with internal regulations and European standards and guidelines for quality assurance in the European Higher Education Area and European Community regulations,
- k) evaluates at least once a year the level of quality of higher education at the SEU,
- l) once every three years report to the academic community of the SEU on its activities and on the quality assessment at the SEU,
- m) performs other tasks determined by the internal regulations of the SEU.

3) The activities of the Internal Quality System Council are coordinated by the Chairman of the Internal Quality System Council, who is responsible for the time and material schedule of the implementation of the quality assurance system of higher education at the SEU. It prepares and provides information on the quality assurance of higher education at the SEU to advisory, self-governing and other bodies of the SEU as required by the Rector.

Art. 3 Composition

1) The Rector of SEU appoints the chairman and vice-chairman of the Internal Quality System Council from among professors who are domestic or foreign experts in some of the programmes that are part of the long-term plan of SEU. If the chairperson is a domestic expert, the vice-chairperson must be a foreign expert and vice versa.

2) At least two members of the Internal Quality System Council shall be proposed to the Rector :

- a) The Board of Directors of SEU from among professional and scientific societies (e.g. from the Slovak Medical Society, the Medical Chamber)
- b) The Scientific Council of SEU from the representatives of employers and departments where the graduates of SEU are mostly applied (MPSVaR SR, MZ SR),
- c) The Student Chamber of the Academic Senate of SEU,
- d) Alumni club by domestic and foreign experts (especially at the posts of prof., doc., PhD., DrSc.)

Art. 4 Quality Board meeting

1) The meeting of the Internal Quality System Board shall be convened by its Chairperson as necessary, but at least once a year.

(2) The quorum of the Internal Quality System Board shall be a majority of all its members present.

- 3) The Chairman and the Quality Coordinator have the right to invite representatives of individual organizational units of the SEU to the meetings of the Internal Quality System Council, in case of discussing issues falling within their competence.
- 4) On the submitted proposal of quality assurance by the Academic Senate of SEU, the Scientific Council of SEU, senior employees of SEU, the Disciplinary Committee of SEU, the chairman of the Internal Quality System Council, the submitter of the proposal (for the Academic Senate of SEU the chairman of the Academic Senate or a member authorized by him, for the Scientific Council the chairman of the Scientific Council or a member authorized by him, for the Disciplinary Committee of SEU the chairman of the Disciplinary Committee of SEU or a member of this committee authorized by him) takes part in the meeting.
- 5) **The items** on the agenda shall be debated.
- 6) **The** members of the Internal Quality System Board are obliged to participate in the meetings of the Board and to fulfil the tasks adopted by the Board.
- 7) The members of the Internal Quality System Board confirm their presence at the meetings by signing the attendance register.
- 8) **The** Internal Quality System Board shall approve the Statutes of the Internal Quality System Board with the consent of a majority of all its members.
- 9) **The** adoption of the Statutes of the Internal Quality System Board shall require the approval of a supermajority of all its members. The adoption of a decision of the Internal Quality System Board shall require the approval of a majority of its members present. The Internal Quality System Board may take decisions by correspondence vote.
- 10) **A** written or electronic record (minutes) of the proceedings shall be made.
- 11) The Chairperson informs the members of the Rector's College, the members of the Scientific Council and the Academic Senate of the SEU about the conclusions of the meeting, the opinions and decisions adopted by the Internal Quality System Council and the tasks of the meeting, as well as other employees, if necessary.

Art. 5

Rules applicable to the Quality Council

The status and activities of the Quality Council are governed by the Act, the internal regulation of the HEIQA, which contains the policy and procedures of the HEIQA in the area of quality assurance, the internal regulation of the college, which contains the organisation of the internal quality system of the college and the procedures of the college in the area of quality assurance, this statute and the governing documentation that will be gradually developed in the framework of the requirements for the internal quality system.

Art. 6

Binding force of decisions

- 1) Decisions taken in the Internal Quality System Council in the field of quality assurance are binding for all employees of the SEU.

Art. 7
Final provision

- 1) These Statutes have been discussed in the Internal Quality System Council and shall enter into force on the date of approval by the Internal Quality System Council.
- 2) Amendments to this Statute must be discussed in the Internal Quality System Council and approved by the Internal Quality System Council.

In Bratislava on 5.6.2019

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Rector of SEU