

J. Selye University



**RULES
OF THE QUALITY ASSURANCE COUNCIL OF
J. SELYE UNIVERSITY**

(Full text, informative material, as amended by Amendment No 1)

Komárno 2021

Article 1
Initial Provisions

1. The Quality Assurance Council of J. Selye University (“the QAC” or “the JSU QAC”) is the supreme body of J. Selye University (“JSU” or “the University”) for assurance of higher education quality in compliance with Act 269/2018 on higher education quality assurance and on the amendment to Act 343/2015 on public procurement and on amendments to certain laws, as amended (“Higher Education Quality Act”).
2. JSU Quality Assurance Council (“the Quality Assurance Council” or “the QAC”) was established based on the decision of JSU’s Rector (“the Rector”).

Article 2
Name and seat of the QAC

1. Names of the Quality Assurance Council of J. Selye University in other languages:
 - a) Hungarian: A Selye János Egyetem Minoségbiztosítási Tanácsa,
 - b) English alternative: Council for Internal Quality Management System of J. Selye University,
 - c) German: Rat für internes Qualitätsmanagementsystem der Selye J. Universität.
2. Set of the JSU QAC is situated in Komárno.

Article 3
Relationship between educational and creative activities at J. Selye University
in terms of quality assurance

1. The objective of JSU and the QAC is to establish and operate a functional internal quality assurance system at JSU, to further develop and improve the structure of quality assurance processes at JSU, and to apply other effective methods and techniques within them.
2. The learning process, conditions, and environment within studies are understood as a space for the acquisition by students of competencies for application in the society.
3. Employee professional growth and qualification enhancement are understood as a requirement conditioning education quality improvement.
4. We create a system to assess the quality level of research, development, artistic, and other creative activities in order to identify internationally comparable creative activities of research teams and individuals at JSU to place them in the service of educational and social development.

5. By strengthening the international activities of the University and by internationalizing studies, we promote improvement of the quality of the educational and research activities.

Article 4

Basic tasks and activities of the JSU QAC

1. The JSU Quality Assurance Council prepares, coordinates, controls, and evaluates the creation, implementation, and application of the internal quality assessment system for JSU, which is adjusted to the requirements of the individual JSU's Faculties through their internal systems of quality assessment and assurance.
2. Furthermore, the JSU Quality Assurance Council:
 - a) Approves, on the Rector's proposal, proposals for new study programmes pursuant to Section 36 (2) of the Higher Education Quality Act, approves the submission of applications to the Slovak Accreditation Agency for Higher Education for granting authorization to study programmes in the fields and at the levels of study in respect of which JSU does not hold authorization, and applications for accreditation of habilitation proceedings and inauguration proceedings.
 - b) Approves submission of applications to the Slovak Accreditation Agency for Higher Education for reviews of compliance of the JSU's internal quality assurance system with the Standards for Internal Quality Assurance System of the Slovak Accreditation Agency for Higher Education.
 - c) Grants authorizations to JSU to deliver study programmes in the fields and at the levels of study in respect of which JSU is authorized to develop, deliver, and modify study programmes provided that the Slovak Accreditation Agency for Higher Education has approved JSU's internal higher education quality assurance system.
 - d) Approves corrective measures resulting from the corrective measures imposed by the Slovak Accreditation Agency for Higher Education pursuant to Sections 25 to 29 of the Higher Education Quality Act.
 - e) Approves corrective measures resulting from the assessment of applications for accreditation of study programmes, applications for modification of study programmes, and applications for accreditation of habilitation proceedings and inauguration proceedings in respective fields; such measures include, in particular: calls to the relevant Faculty to remove deficiencies that cause non-compliance of JSU's internal system with the Standards of Internal Quality Assurance System, non-compliance with the standards applicable to study programs, habilitation proceedings, or inauguration proceedings; restrictions as to development and modifications of study programmes; suspension of study programmes; cancellation of study programmes – a proposal for approval of

this corrective measure can only be submitted by the Rector of JSU or the Chairperson of the JSU QAC.

- f) Controls compliance with relevant regulations within delivery of study programmes and conduct of habilitation and inauguration proceedings. The JSU QAC controls the effectiveness of all activities forming a part of the assessment of quality of the education provided by the University.
- g) According to the plan drawn up by the QAC Chairperson, the JSU QAC regularly assesses, by the end of May of any given calendar year, compliance of the internal system and its implementation with the Standards of the Slovak Accreditation Agency for Higher Education in accordance with Articles 15 to 18 of the Methodology for the Evaluation of Standards and evaluates the functioning and results of internal systems for assessment of quality of education provided by Faculties by study programme and by other organizational units or their specific departments.
- h) Based on the requirements or incentives of entitled persons (students, graduates, employers, JSU staff, cooperating organizations, public authorities), it periodically assesses compliance of the internal system and its implementation with the Standards of the Slovak Accreditation Agency for Higher Education and verifies whether the requirements applicable to the quality of educational activities provided within study programmes are met.
- i) Discusses and approves reports on periodic and *ad hoc* evaluations of the internal quality assurance system. The JSU QAC proposes to the Rector of the University corrective, preventive, and innovative measures related to the functioning, evaluation, and adjustment of the internal system of education quality assessment.
- j) Approves specific education and creative activities quality assessment rules for individual areas of education, studies, and scientific disciplines at JSU.
- k) Assesses requests for modification¹ of study programmes in the fields and at the levels of study in respect of which JSU is authorized to develop, deliver, and modify study programmes, for changes of study programme guarantors, persons responsible for study programmes, persons responsible for study programme profile courses, addition or removal of compulsory courses or compulsory elective courses, changes in the requirements conditioning proper completion of studies, and modifications of information sheets pertaining to compulsory courses or compulsory elective courses.
- l) Controls the implementation of corrective measures where any deficiencies have been identified

¹ Updates of the teacher, recommended literature or the type, scope and method of educational activities are checked and discussed by the QAC of the faculty.

and approves cancellation of already adopted measures.

- m) Accepts and discusses proposals for changes in JSU's internal higher education quality assurance regulations.
- n) Provides opinions on faculties' internal regulations and methodological materials linked with JSU's internal higher education quality assurance regulations.
- o) Discusses and approves further evaluation reports concerning individual activities under the Internal Higher Education Quality Assurance System of JSU.

Article 5

Composition of the JSU QAC

1. The JSU Quality Assurance Council has 13 members.
2. The members of the Quality Assurance Council are the Chairperson, other university management representatives, faculty representatives, student representatives, external assessors, employer representatives, and other stakeholders.
3. The Chairperson of the JSU Quality Assurance Council is the Vice-Rector for Accreditation and Quality Assurance.
4. Other university management representatives include the Vice-Rector for Education and Foreign Relations, the Vice-Rector for Science and Research, and the Vice-Rector for Development.
5. The representatives of the University's Faculties are three (1 person per Faculty) and as a standard and they are highly qualified professionals employed with JSU for fixed weekly working hours, who are not responsible for implementation, development, or quality assurance of any study programme at JSU.
6. External assessors are 3 scientific authorities who have no employment relationship with JSU for fixed weekly working hours.
7. The University's students are represented by two students enrolled in one of study programmes at one of JSU's Faculties, achieving above-average study results within their respective study programmes.
8. A representative of employers and other stakeholders is a person who is not employed with JSU for fixed weekly working hours, and represents an employer who demonstrably employs a graduate or graduates of JSU, or a leading representative of an interest association, a trade union organization, or a professional authority that carries out its activity in connection with a study field in which JSU provides education.
9. The scheme of the JSU QAC is provided in Annex No 1.

Article 6
Membership in JSU QAC

1. The members of the JSU Quality Assurance Council (with the exception of the Vice-rectors according to article 5, paragraphs 3 and 4) are approved by the JUS Academic Senate from among the candidates submitted by the JSU Rector.
2. In nominating, approving and appointing members of the QAC care is taken to ensure quality assessment in the fields of study and scientific disciplines covered by the University's study programmes. It is guaranteed that the persons assessing and approving a study programme are different from those preparing a draft of the study programme. JSU QAC membership is therefore incompatible with the function of Dean and membership in the Faculty QAC.
3. In proposing, approving and appointing the external assessor members of the QAC, care shall also be taken to maintain a proportional representation of all three areas of education as defined in Article 8.
4. The proposal for a faculty representative shall be submitted to the Rector by the Dean of the Faculty.
5. The proposal for student representatives may be submitted to the Rector by the JSU Student Union, by a member of the Faculty QAC or a member of the JSU QAC.
6. The proposal for external examiners and representatives of employers and other interested parties may be sent to the Rector by a member of the Faculty QAC or a member of the JSU Scientific Board.
7. Proposals for members of the JSU Quality Assurance Council according to points 4 to 6 shall be submitted in writing. If the required number of nominations is not submitted, the Rector shall propose candidates to fill the vacancies.
8. The Rector selects the candidates for members of the JSU Quality Assurance Council from the proposals submitted in accordance with points 2 and 3 and submits them to the JSU Academic Senate for approval.
9. After approval by the JSU Academic Senate, the Rector appoints the members of the JSU Quality Assurance Council.
10. The term of office of JSU Quality Assurance Council members is four years, for students it is two years.

11. Membership in the Quality Assurance Council may cease before the end of the term of office and this either by removal from the office by the Rector, upon modification of the requirements referred to in clauses 3 to 8 of Article 5, or by resignation from office or upon a member's death.
12. Changes in the requirements referred to in Clauses 3 to 8 of Article 5 shall be notified by a member of the Quality Assurance Council to the QAC Chairperson within 8 days.
13. A member's resignation from office takes effect effective upon submission of a written resignation (in paper form or electronically) to the Chairperson of the JSU Quality Assurance Council.
14. A QAC member shall secure the confidentiality of information relating to the assessment of matters in which he/she is involved.
15. QAC members cannot be substituted and they are remunerated for their activities. Details will be set by internal regulations of the JSU.

Article 7

Meetings of the JSU Quality Assurance Council

1. Meetings of the JSU QAC are summoned by the QAC Chairperson, or the QAC member authorized by the QAC Chairperson, as necessary.
2. An invitation with the agenda proposed by the QAC Chairperson is sent to QAC members at least 7 days prior to a meeting of the QAC.
3. QAC members are obliged to attend each meeting of the QAC.
4. The Rector and Deans of individual Faculties may attend any meeting of the QAC.
5. The QAC Chairperson may invite to the QAC's meeting representatives of trade unions and student bodies and organizations and personalities from scientific, educational, cultural, and economic spheres.
6. A QAC member performs his or her duties personally and independently.
7. A QAC member shall not participate in the decision-making of the QAC on matters relating to the study programme in the development of which he/she has participated or in the implementation of which he/she participates as a teacher.
8. Meetings of the QAC may take place (including voting) in the physical presence of the members or online, by means of a video conference. Less important decision may be adopted based on *per rollam* voting without any discussion.
9. The rules of procedure and voting of the QAC are determined by the QAC's Rules of Procedure.

Article 8
Education areas at JSU

1. JSU provides education in 3 areas:
 - a) Area of Education No. 1 - Pedagogical Sciences and Education (38. Teaching and Pedagogical Sciences)
 - b) Area of Education No. 2 - Social and Human Sciences (8. Economics and Management, 11. Philosophy, 37. Theology)
 - c) Area of Education No. 3 - Informatics and Mathematics (18. Informatics, 22. Mathematics)
2. Where JSU prepares study programmes in the fields and at the levels of study in respect of which JSU does not have the authorization to deliver them and such a field of study is not included in the areas of education under Clause 1, the QAC will decide on the category to which the field of study will be assigned.

Article 9
Principles and processes of approval and assessment of documents by the QAC

1. It is guaranteed that the persons assessing and approving a study programme are different from those preparing a draft of the study programme.
2. Study programmes are approved in accordance with the formalized processes under the Internal Quality Assurance System described in the internal regulation “Internal Quality Assurance System of JSU” and the Directive on Internal Quality Assurance System Processes at JSU.
3. In approving a study programme, an independent, impartial, objective, expert-founded, transparent, and fair assessment of the draft study programme shall be guaranteed in compliance with Article 3 of the Study Programme Standards of the Slovak Accreditation Agency for Higher Education.
4. The draft study programme, which is planned to be implemented at a relevant Faculty, shall be discussed by the Quality Assurance Council of the relevant Faculty prior to submitting it to the Rector of JSU.
5. A Faculty’s draft study programmes are submitted by the Dean of the Faculty to the Rector of JSU together with meeting minutes and the Faculty QAC’s positive opinion in compliance with the Directive on Internal Quality Assurance System Processes at JSU.
6. Reports relating to the assessment of a Faculty’s quality are submitted by the Dean of the Faculty to the Vice-Rector.
7. Reports relating to the assessment of quality of other organizational units or JSU departments shall be submitted by their heads to Vice-Rectors.

8. The QAC Chairperson may request from a Faculty or other organizational units of JSU additional information or other supporting documents necessary to support the JSU Quality Assurance Council's activities related to the approval of study programmes, study programme modifications, study programme harmonization, assessment reports, etc.

Article 10

Composition of temporary working groups of the QAC

1. The QAC establishes its Temporary Working Groups ("TWG") for the assessment of applications concerning study programmes and the assessment of the internal quality assurance system. The QAC also establishes TWGs to review periodic quality assessment reports.
2. TWGs are established by a resolution of the QAC.
3. A TWG is an advisory body of the QAC and prepares opinions for the QAC. The QAC votes on adoption or rejection of a TWG's opinions.
4. UJS staff, external reviewers, students, employers, alumni and representatives of other stakeholders can be nominated to the QAC's Temporary Working Groups.
5. If a member of the TWG QAC JSU is an employee of JSU, he/she is a highly qualified expert who is employed at JSU for a fixed weekly working time and who does not act as a person responsible for the implementation, development and quality assurance of any study programme at JSU.
6. If an external reviewer is a member of the TWG QAC JSU, he/she is a scientific authority who does not have an employment relationship with the JSU for a fixed weekly working time.
7. If a member of the TWG QAC JSU is a representative of the student part of the University, he/she is a student enrolled in one of the study programmes of the Faculty of the JSU, who has achieved above-average results in his/her study programme in previous studies at the University.
8. If a member of the TWG QAC JSU is a representative of employers or other interested parties, it is a person who is not in an employment relationship with the JSU during the established weekly working hours and represents an employer who demonstrably employs graduates of the JSU, a graduate of the JSU, or a leading representative of an interest group, trade union organisation or professional authority which carries out its activities in connection with a field

of study in which the JSU provides education.

9. The proposal for the members of the TWG QAC JSU from among the employees, external experts, representatives of employers and other interested parties has the right to send to the Chairman of the QAC JSU the Dean of the Faculty, a member of the QAC of the Faculty and a member of the QAC JSU.
10. Proposals for members of the TWG QAC JSU shall be submitted in writing. If the required number of nominations is not submitted, the Chairman of the QAC JSU shall nominate candidates to fill the vacancies.
11. A TWG shall have at least three members; TWGs established for the purposes of habilitation proceedings and inauguration proceeding shall have at least five members.
12. From the proposals submitted, the Chair of the QAC selects candidates for membership of the TWG QAC in such a way as to ensure the quality of the assessment and to ensure that the persons assessing and approving the study programme are different from the persons preparing the programme proposal.
13. The QAC Chairperson appoints TWG chairperson and members based on the QAC's resolution on approval of a relevant TWG.
14. TWG members cannot be substituted and they are remunerated for their activities. Details will be set out in an internal regulation issued by the Rector of JSU.

Article 11

Activities of the QAC's temporary working groups

1. Meetings of a TWG are chaired by its chairperson appointed by the QAC Chairperson. The TWG chairperson is responsible for the activities of the TWG, reports to the QAC on the results of the TWG's activities, and submits written opinions. Should the TWG chairperson be absent, these competences are exercised by the authorized member of the same TWG.
2. In addition to TWG members, QAC members are also informed about the date and time of a TWG's meeting. QAC members may, at their discretion, attend a meeting of any TWG but without the right to vote thereat.
3. The result of the TWG's discussion is a written opinion on the application or report subject to a review. The TWG chairperson shall submit to the QAC Chairperson an assessment (opinion) on the fulfilment of the standards and criteria of the case under consideration pursuant to Clause 1 of Article 10.
4. A TWG member shall secure confidentiality of the information relating to the assessment of matters in

which he/she is involved.

5. TWGs shall maintain records of their activities to be archived together with the documents of the QAC.
6. The rules of procedure regulating activities of the QAC shall apply, *mutatis mutandis*, to the activities of TWGs.

Article 12

Quality assurance structures at Faculties of JSU

1. Faculties develop draft study programmes in accordance with the applicable Standards for Study Programmes issued by the Slovak Accreditation Agency for Higher Education and in accordance with the mission and strategic objectives defined in JSU's long-term plan.
2. The preparation of quality assessment reports and documentation for study programmes is coordinated by Vice-Deans.
3. In addition to the persons responsible for the implementation, development, and assurance of quality of study programmes, students, employers, and other stakeholders referred to in Article 2 shall be involved in the preparation of draft study programmes in compliance with Article 2 of the Standards for Study Programmes issued by the Slovak Accreditation Agency for Higher Education.
4. Faculties shall establish their Quality Assurance Councils ("Faculty QAC") to act as advisory bodies of respective Deans. A Faculty QAC has at least 4 and a maximum of 13 members.
5. The Quality Assurance Council of the relevant Faculty participates in the development of study programmes and preparation of quality assessment reports by expressing its opinions on draft study programmes; it reviews minutes and other supporting documents within the process of study programme development and discusses and comments on the materials submitted to the Dean, or approves such documents.
6. The Chairperson of the Faculty QAC is the Vice-Dean responsible for quality assurance issues.
7. Faculty QAC members are representatives of the study programmes (other than the one represented by the Chairperson of the Faculty QAC) provided by the Faculty, external assessors, a representative of students studying at the Faculty, a representative of employers, and other stakeholders.
8. It shall be ensured that the persons preparing draft study programmes and quality assessment reports are different from those assessing and approving them. QAC membership is therefore incompatible with the function of the Rector and membership in the JSU QAC.
9. Work in the Faculty QAC is honorary, voluntary, and cannot be substituted.

10. The Faculty QAC discusses and comments on aligned programmes of study, changes to programmes of study, including updates to the lecturer, recommended reading, or the type, scope and method of educational activities.
11. Approval and update of electives and approval of updates to document Descriptions of the study programme (relating to topics of final theses, lecturers, student representatives who represent the interests of the study programme students, the study advisor and other support staff, infrastructure and technical facilities and support, and references to other relevant internal regulations and information relating to the study programme) are subject to the Faculty QAC.
12. The Faculty QAC's activity is regulated by JSU's Directive on Internal Quality Assurance System Processes.

Article 13

Binding nature of decisions

1. Decisions taken by the Quality Assurance Council are binding upon all staff of the University in the area of the QAC's competencies.

Article 14

Interim provisions

1. Deans of JSU's Faculties will establish quality assurance councils at respective Faculties and develop their own internal documents. The deadline will be determined by the University's internal regulation according to JSU's Directive on Internal Quality Assurance System Processes, Clauses 1 and 2 of Article 18.
2. Heads of JSU's organizational units shall develop internal regulations for quality assurance and assessment.

The deadline will be determined by the University's internal regulation according to JSU's Directive on Internal Quality Assurance System Processes, Clauses 1 and 2 of Article 18.

Article 15
Final provisions

1. These Rules were discussed by the Rector's Advisory Board on 21 June 2021 and at a meeting of the Academic Senate of JSU held on 1 July 2021 and entered into force on the date of their approval by the Scientific Council of JSU on 8 July 2021.
2. Modifications of and amendments to the Rules shall be discussed by the JSU Quality Assurance Council prior to their approval by the [Academic Senate JSU](#) .
3. This internal regulation supersedes the Rules of the JSU Education Quality Assurance Council dated 12 December 2013 and Amendment No 1 of 17 March 2021.
4. The JSU Education Quality Assurance Council established based on the JSU Internal Quality Assurance System of 19 December 2013 and Supplement No 1 of 24 April 2018 shall cease to exist as of the date of appointment of members of the JSU Quality Assurance Council pursuant to Clause 2 of Article 6 of the Rules of the UJS Quality Assurance Council.

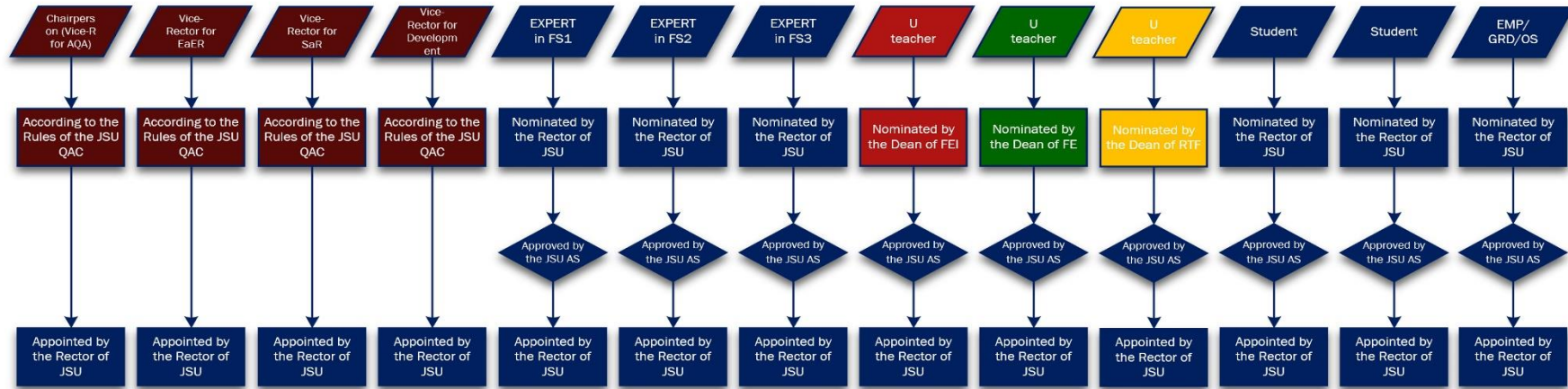
at Komárno on 17 May 2021

Dr. habil. PaedDr. György Juhász, PhD.
Rector of JSU

[This document has been drawn up based on Directive on Rules of the JSU Education Quality Assurance Council \(effective since 8 July 2021\) and Amendment No 1 \(effective since 01 September 2023\).](#)

Annex No 1

Formation of the JSU QAC



- Abbreviations:
- GRD – graduate
 - AQA – accreditation and quality assurance
 - AS – Academic Senate
 - OS – other stakeholders
 - EaER – Education and External Relation
 - EXPERT – external assessor in the FS
 - FEI – Faculty of Economics and Informatics
 - FS – field of study
 - FE – Faculty of Education
 - RTF – Reformed Theological Faculty
 - QAC – Quality Assurance Council
 - JSU – J. Selye University
 - SC – Scientific Council
 - SaR – Science and Research
 - U – university
 - EMP – employer representative