

Internal Regulation

No. 7/2021

**Study programme board
at the Slovak University of Technology in
Bratislava**

as amended by Amendment No. 1

Date: November 11, 2023

After the deliberation of Amendment No. 1 to the Internal Regulation No. 7/2021 from March 15, 2021 „Study programme board at the Slovak University of Technology in Bratislava “ by the Scientific Board of STU from October 18, 2023, and after the approval by the Academic Senate of STU on November 29, 2023, and based on Article 6 point 4 of the internal regulation number 4/2021 Rules for the design, approval, adjustment and cancellation of study programs at the Slovak University of Technology in Bratislava following Article 10 point 3 of the Rector's directive number 4/2013-SR dated 03.10 2013 The rules for issuing internal regulations of the Slovak Technical University in Bratislava

is issuing

the following full wording of internal regulation

**STUDY PROGRAMME BOARD
AT THE SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA**

as amended by Amendment No. 1 from March 1, 2023

Slovak University of Technology in Bratislava, Vazovova 5, Bratislava

In Bratislava on March 15, 2021
No. 7/2021

Following the commentary from the Academic Senate of the Slovak University of Technology in Bratislava of March 1, 2021 and approval by the Scientific Board of the Slovak University of Technology in Bratislava of March 15, 2021 and in accordance with § 15 (1) (b) of Act No. 131/2002 Coll. on Higher Education Institutions, and on amendments and supplements to certain acts, as amended (hereinafter referred to as the “Higher Education Institutions Act”), the Slovak University of Technology in Bratislava (hereinafter referred to as “STU” or “University”)

is issuing

the following internal regulation

**STUDY PROGRAMME BOARD
AT THE SLOVAK UNIVERSITY OF TECHNOLOGY IN BRATISLAVA**

**Article 1
Recitals**

- (1) The “Study Programme Board at the Slovak University of Technology in Bratislava” (hereinafter referred to as “Internal Regulation”) Internal Regulation is a part of an internal quality assurance system for university education at the Slovak University of

Technology in Bratislava in accordance with § 15 (1) (b) of the Higher Education Institutions Act.

- (2) The Internal Regulation governs the position and mission of the Study Programme Board at the Slovak University of Technology in Bratislava (hereinafter referred to as the "Study Programme Board"), its structure, activities and discussion rules.
- (3) For the purposes of this Internal Regulation, faculty shall also be understood as a part of STU providing university education which is not a faculty (hereinafter referred to as "other part"). In relation to a part of STU providing university education which is not a faculty, dean shall also be understood as a rector, dean's advisory board shall also be understood as rector's advisory board, academic senate of a faculty shall also be understood as STU Academic Senate, and scientific board of a faculty shall also be understood as the STU Scientific Board.
- (4) An STU study programme director and co-director, if a co-director is supposed to be appointed for the study programme, is a person responsible for performing, developing and ensuring the quality of the study programme. Their role in STU's internal university education quality assurance system is defined in Article 2 of Internal Regulation No. 5/2021 Rules for the Staffing of Study Programmes at STU¹ (hereinafter referred to as "Study Programmes Staffing Rules").

Article 2

Study Programme Board position and mission

- (1) The Study Programme Board is a body established at the faculty for the purpose of ensuring the quality of STU's educational activities as an advisory body of the study programme director.
- (2) As a part of its activities, the Study Programme Board shall, in particular:
 - a) prepare a proposal for a new study programme, monitor the study programme, prepare a proposal for modification of a study programme, propose cancellation of a study programme;
 - b) ensure compliance with requirements for ensuring the quality of educational activities resulting from legal regulations and from internal STU regulations when proposing a new study programme, monitoring and modifying a study programme;
 - c) receive motions related to delivery of the study programme from both internal and external environments from all stakeholders, assess them and take steps to remedy any identified shortcomings;
 - d) prepare an internal education quality assessment report on the study programme and take steps to enhance its quality;
 - e) perform other activities resulting from the need to propose a new study programme, monitor or modify the study programme or cancel the study programme.
- (3) The Study Programme Board shall discuss any materials submitted to it by the chairman of the Study Programme Board or issues on which it has agreed.

¹ Internal Regulation No. 5/2021 Rules for the Staffing of Study Programmes at the Slovak University of Technology in Bratislava.

Article 3 STU Study Programme Board structure

- (1) The Study Programme Board shall be appointed and withdrawn by the dean of the particular faculty.²
- (2) The chairman of the Study Programme Board is a director of the study programme or proposed new study programme. The co-director of the study programme or a proposed new study programme, if a co-director is supposed to be appointed for the study programme, shall be a member of the Study Programme Board¹.
- (3) If a Study Programme Board has been created for several study programmes in accordance with paragraph 10 below and such study programmes have different directors, the chairman of the Study Programme Board shall be determined by agreement of the directors of relevant study programmes.
- (4) The chairman shall determine and appoint a vice-chairman of the Study Programme Board from among the members of the Study Programme Board.
- (5) The Study Programme Board shall have at least nine members.
- (6) At least three members of the Study Programme Board including co-directors shall come from the internal STU environment from among STU academic staff (hereinafter referred to as “academic staff”) who are important professionals and work in areas where STU performs educational, research, development, artistic or other creative activities.
- (7) At least three members of the Study Programme Board shall be STU students. If a Study Programme Board has been created for several study programmes at different study degrees in accordance with paragraph 10 below, each study degree shall be represented by a student of the same or higher study degree. Students in the first year of studies of a first-degree study programme shall not be members of the Study Programme Board. If three student representatives cannot be determined in a particular study programme, students from a different study programme in the relevant specialization may be members of the Study Programme Board. If STU has not been authorized to deliver study programmes in a particular specialization and degree, students of a study programme from a different specialization may also be members of the Study Programme Board.
- (8) At least three members of the Study Programme Board shall be representatives of external stakeholders from among employers, industrial partners or graduates who are important professionals from an external environment and who work in areas where STU performs educational, research, development, artistic or other creative activities.
- (9) Other members of the Study Programme Board may include creative employees of other universities and research institutions.
- (10) Each member of a Study Programme Board may be a member of only one Study Programme Board. The number specified in the present paragraph shall not include cases of concurrences such as:
 - a) content-related study programme of a higher degree in the particular specialization delivered at the same faculty;

² Internal Regulation No. 4/2021 Rules for Proposing, Approving, Modifying and Cancelling Study Programmes at the Slovak University of Technology in Bratislava.

- b) content-related study programme of the same degree which has the same connecting study programme of a higher degree in the particular specialization delivered at the same faculty;
 - c) other form or language version of an identical study programme;
 - d) part of a common study programme the content of which is based on the particular specialization;
 - e) part of a study programme in a combination of two specializations, the content of which is based on the particular specialization and delivered at the same or at a different faculty;
 - f) conversion study programme, the content of which is based on a study programme in the particular specialization and degree;
 - g) part of a first-degree study programme performed as interdisciplinary studies, the content of which is based on the particular specialization.
- (11) A candidate member of a Study Programme Board may only be a person who is a recognized professional and moral authority.
- (12) A candidate student member of a Study Programme Board may only be a student who has outstanding study results or outstanding scientific or artistic achievements. In noteworthy cases a candidate member of a Study Programme Board may also be a student who is exceptionally active in academic bodies of the faculty or University or in student organisations performing activities for the benefit of STU students. A candidate student member of a Study Programme Board may only be a student who is not a subject of a valid decision in disciplinary proceedings.
- (13) Candidate members of a Study Programme Board who are academic staff may be proposed by a member of academic staff of the faculty to the candidate director of a study programme when preparing a plan for creating a new study programme or to the study programme director (hereinafter referred to as the “study programme director”).
- (14) Students of the first and second study degrees shall be proposed as candidate members of the Study Programme Board according to their weighed grade point averages, while their scientific or artistic achievements may also be considered. Students of the third study degree shall be proposed as members of the Study Programme Board according to their scientific or artistic achievements. If a student rejects membership in the Study Programme Board or does not respond to the invitation within 5 working days, another student shall be proposed in the order according to the weighed point average or according to scientific or artistic achievements. Candidate members of the Study Programme Board in the case of students who are exceptionally active in academic bodies of the faculty or University or in student organisations performing activities for the benefit of STU students shall be proposed to the study programme director by the chairman of the student part of the academic senate of the faculty.
- (15) Candidate members of the Study Programme Board from an external environment may be proposed to the study programme director by a member of academic staff of the faculty or an external partner.
- (16) Candidate members of the Study Programme Board shall be selected from among all proposed candidates by the study programme director and study programme co-director, if a co-director is supposed to be appointed for the study programme.
- (17) When performing their activities, each member of the Study Programme Board is obliged to be unbiased and impartial and shall treat all information of which he/she has learnt in relation to his/her work in the Study Programme Board as confidential and keep it confidential also after

termination of his/her work in the Study Programme Board. Such obligations shall apply also to other persons who participate in sessions of the Study Programme Board.

- (18) The term of office of members of the STU Study Programme Board shall be six years with the exception of students. The term of office of student members of the STU Study Programme Board shall be four years. The term of office shall start on the date when the person is appointed a member of the Study Programme Board. Termination of membership in the Study Programme Board is laid down in Article 5 below.
- (19) A student member of the Study Programme Board who is a student of the first or second study degree and has filed an application for a higher study degree may ask the chairman of the Study Programme Board for suspension of membership in the Study Programme Board in writing before regular termination of the first or second study degree. Membership shall be suspended from the date following the date of regular termination of the first or second study degree; however, for not longer than 4 months. Membership shall be renewed on the date when the member of the Study Programme Board with suspended membership enrolls for a higher study degree and becomes an STU student again. Such member of the Study Programme Board shall be considered absent at sessions of the Study Programme Board held during the period of suspended membership. If a member with suspended membership does not enrol for a higher degree study, their membership in the Study Programme Board shall be considered terminated on the date of completion of the first or second degree studies as referred to in Article 5 (1) (b) below.
- (20) Membership in the Study Programme Board shall not be substitutable.

Article 4

Chairman and vice-chairman of the Study Programme Board

- (1) The chairman of the Study Programme Board shall in particular:
 - a) summon and chair the sessions of the Study Programme Board;
 - b) manage the activities of the Study Programme Board;
 - c) represent the Study Programme Board in issues falling under the scope of its powers;
 - d) specify the scope of activities where the chairman is substituted by the vice-chairman.
- (2) The vice-chairman of the Study Programme Board shall substitute the chairman in the extent as specified in paragraph 1 (d) above. The vice-chairman shall fully substitute the chairman during the chairman's absence.

Article 5

Termination of membership in the Study Programme Board

- (1) Membership in the Study Programme Board shall terminate by:
 - a) termination of the term of office of the member (Article 3 (18) above);
 - b) completion or interruption of studies of the student;
 - c) termination of employment of the academic employee;
 - d) waiver of membership;
 - e) withdrawal of the member by the dean following a proposal by the chairman of the Study Programme Board after approval by the Study Programme Board;

- f) death of the member.
- (2) The date of termination of membership in the Study Programme Board is the date when any of the situations specified in paragraph 1 (a) through (c) and (f) above occurred.
- (3) The date of termination of membership in the Study Programme Board as referred to in paragraph 1 (d) above shall be the date when the chairman received a written waiver of membership.
- (4) The date of termination of membership in the Study Programme Board as referred to in paragraph 1 (e) above shall be the date when the dean withdraws the member of the Study Programme Board.
- (5) The reason for withdrawal of a member of the Study Programme Board may also be his/her passiveness which shall be understood as at least 3 unjustified absences at sessions of the Study Programme Board.
- (6) If membership of a member of the Study Programme Board terminates before the end of the term of office for reasons as referred to in 1 (b) through (f) above, the dean shall appoint a new member of the Study Programme Board for the vacant position, while the term of office of the new member shall be in accordance with Article 3 (18) above.
- (7) Paragraph 1 of the present Article shall apply to the chairman of the Study Programme Board accordingly.
- (8) The chairman of the Study Programme Board cannot resign from the position of chairman if he/she is the study programme director.
- (9) The chairman of the Study Programme Board cannot be withdrawn from the position of chairman by the dean if the chairman is the study programme director.
- (10) The provisions of paragraphs 8 and 9 above shall not apply to a chairman of a Study Programme Board created in accordance with Article 3 (3) above, if study programmes delivered simultaneously have several directors.
- (11) If a study programme director has been replaced, the dean shall appoint the new study programme director as the chairman of the Study Programme Board. The date of termination of the original chairman of the Study Programme Board shall be the date when STU's Internal Quality Assurance System Board (hereinafter referred to as the "Internal Quality System Board") approves replacement of the study programme director with its resolution. The start date of the term of office of the new chairman of the Study Programme Board shall be the date following the date when the Internal Quality System Board approves replacement of the study programme director with its resolution. The original study programme director shall become a member of the Study Programme Board and his/her membership in the Study Programme Board shall terminate in accordance with paragraph 1 above.

Article 6

Sessions of the Study Programme Board

- (1) Activities of the Study Programme Board shall be based on the agenda of individual sessions. Sessions of the Study Programme Board are not public.

- (2) Sessions of the Study Programme Board shall be held on dates specified by the chairman, in any case at least once per year.
- (3) Sessions of the Study Programme Board may take place via video conference or other means of information and communication technology, without the physical presence of its members.
- (4) In justified cases the Study Programme Board may invite other experts or students who are not members of the Study Programme Board to participate in a session.
- (5) Draft agendas of individual sessions of the Study Programme Board shall be prepared by the chairman in cooperation with the vice-chairman. At the start of a session any member of the Study Programme Board may submit proposals for changing and extending the agenda of the session. Any change to the agenda shall be approved by an absolute majority of members of the Study Programme Board who are present.
- (6) Sessions of the Study Programme Board shall be chaired by the chairman; when the chairman is absent, they shall be chaired by the vice-chairman. The chairman may authorize the vice-chairman to chair a session of the Study Programme Board in certain points of the agenda, even if the chairman is present at the session.
- (7) Members of the Study Programme Board are obliged to participate in sessions of the Study Programme Board. If any member of the Study Programme Board cannot participate in a session for serious reasons, the member shall apologize to the chairman in advance and deliver his/her opinion on individual points of the agenda to the chairman in writing before the session of the Study Programme Board.
- (8) Any session of the Study Programme Board may be held when an absolute majority of members of the Study Programme Board is present.
- (9) Members of the Study Programme Board shall submit commentaries, opinions and proposals in relation to the agenda points discussed.
- (10) Any member of the Study Programme Board wishing to state his/her commentary, opinion or proposal in the minutes from the session is obliged to submit them in written form to the chairman. Written form shall include both letter and e-mail form. If the chairman of the Study Programme Board does not accept a written commentary, opinion or proposal, he/she shall state the reason (in writing) which shall be included in the minutes or attachment to the minutes.
- (11) Minutes shall be made from sessions of the Study Programme Board. In addition to formal particulars and a record of the course of the discussion, minutes shall also contain the decisions taken in relation to the points discussed. Minutes from sessions of the Study Programme Board shall be stored in accordance with paragraph 12 above.
- (12) Materials of the Study Programme Board shall be stored at the chairman's workplace in accordance with STU Registry Regulations³.

³Rector's Directive No. 6/2016-SR Registry Regulations of the Slovak University of Technology in Bratislava.

Article 7

Preparing a proposal for a new study programme

- (1) After a plan for creating a new study programme has been approved by the scientific board of the faculty, the Study Programme Board shall prepare a proposal for creating a new study programme or a proposal for submitting an application for accreditation of a new study programme to the Slovak Accreditation Agency for Higher Education⁴ (hereinafter referred to as a “proposal of a new study programme” and “Agency”) in accordance with the standards for the internal university education quality assurance system⁵ (hereinafter referred to as “internal quality system standards”) and study programme standards⁶.
- (2) The chairman of the study programme board shall submit a proposal for the new study programme to the dean.
- (3) The next approval procedure for a proposal for a new study programme is laid down in the Internal Regulation “Rules for Proposing, Approving, Modifying and Cancelling Study Programmes at the Slovak University of Technology in Bratislava”² (hereinafter referred to as “Rules”) and in the Internal Regulation “Board for Internal Quality Assurance System at STU”⁷.

Article 8

Preparing a study programme modification proposal

- (1) Study programme modification shall be understood as a change of study program that requires as adding or removing mandatory courses or compulsory elective courses, changing the conditions for due completion of studies or modifying the information sheet of a mandatory course or compulsory elective course with the exception of updating a teacher, recommended literature or type, scope and method of educational activities⁸.
- (2) Study programme modification for ensuring the quality of university education at STU shall also be understood as replacement of the guarantor of profile subjects as referred to in Article 3 (2) of the Rules and replacement of the study programme director and co-director as referred to in Article 3 (2) of the Rules.
- (3) Modification of the study program is also a change of the study program that creates a prerequisite for meeting the standards for the study program within the scope of the agency's decision to suspend the implementation of the study program according to § 27 of the Quality Assurance Act.

⁴ § 30 of Act No. 269/2018 Coll. on Quality Assurance in Higher Education, and on amendments and supplements to Act No. 343/2015 Coll. on Public Procurement, and on amendments and supplements to certain acts, as amended.

⁵ Standards for the internal university education quality assurance system, Slovak Accreditation Agency for Higher Education.

⁶ Standards for the study programme. Slovak Accreditation Agency for Higher Education.

⁷ Internal Regulation No. 6/2021 Board for Internal Quality Assurance System at the Slovak University of Technology in Bratislava.

⁸ § 2 (g) of Act No. 269/2018 Coll. on Quality Assurance in Higher Education, and on amendments and supplements to Act No. 343/2015 Coll. on Public Procurement, and on amendments and supplements to certain acts, as amended.

- (4) The study programme board shall prepare a study programme modification proposal.
- (5) The chairman of the study programme board shall submit the study programme modification proposal to the dean without any undue delay.
- (6) The next approval procedure for a study programme modification is laid down in the Internal Regulation "Rules for Proposing, Approving, Modifying and Cancelling Study Programmes at the Slovak University of Technology in Bratislava"² and in the Internal Regulation "Board for Internal Quality Assurance System at STU". **Chyba! Záložka nie je definovaná.**

Article 9

Preparing a study programme cancellation proposal

- (1) The Study Programme Board shall prepare a proposal for cancelling a study programme which the faculty will no longer deliver in accordance with § 51a (2) of the Act on Higher Education Institutions.
- (2) The chairman of the study programme board shall submit the justified study programme cancellation proposal to the dean without any undue delay.
- (3) The next approval procedure for a study programme cancellation proposal is laid down in the Internal Regulation "Rules for Proposing, Approving, Modifying and Cancelling Study Programmes at the Slovak University of Technology in Bratislava"² and in the Internal Regulation "Board for Internal Quality Assurance System at STU". **Chyba! Záložka nie je definovaná..**

Article 10

Preparing a proposal for assessing the harmony of a study programme with the standards of the internal university education quality assurance system and study programme

- (1) The Study Programme Board shall prepare a proposal for assessing the harmony of a study programme with internal quality system standards⁵ and study programme standards NOTEREF st_program \h * MERGEFORMAT⁶.
- (2) The chairman of the study programme board shall submit the proposal for assessment of harmonization of the study programme with the internal quality system standards and study programme standards to the dean.
- (3) The next procedure for assessing harmonization of a study programme with internal quality system standards and study programme standards is laid down in the Internal Regulation "Rules for continuous monitoring, periodic assessment and periodic approval of study programmes, habilitation proceedings and inauguration proceedings and creative activities at STU" and Internal Regulation "STU's internal quality assurance system board" **Chyba! Záložka nie je definovaná..**

Article 11

Continuous monitoring and periodic assessment of study programmes

- (1) The Study Programme Board shall continuously monitor, regularly assess and propose modifications of the study programme with the aim of making sure that the study programme is in harmony with the standards of the internal quality system and with study programme standards, and that the achieved educational goals and outputs are in line with the needs of students, employers and other stakeholders, correspond to the current knowledge and current status of its application as well as current technological possibilities, and that the level of graduates - mainly through the achieved education outputs - corresponds to the required qualification framework level.
- (2) The Study Programme Board shall analyse, assess the quality of delivery of the study programme and prepare documentation for periodic approval of the study programme in the period of time corresponding to its regular duration of study⁹:
 - a) academically oriented Bachelor's study programmes - every 3 or 4 years;
 - b) professionally oriented Bachelor's study programmes: every 4 years;
 - c) Master's and Engineer's study programmes: every 2 or 3 years;
 - d) doctoral study programmes: every 3 or 4 or 5 years.
- (3) When continuously monitoring and periodically assessing study programmes, the Study Programme Board shall follow a special STU internal regulation.

⁹ Article 11 (5) of standards for the study programme. Slovak Accreditation Agency for Higher Education.

Article 12

Costs of activities of the Study Programme Board

- (1) Members of the Study Programme Board shall not be entitled to reimbursement of any personal costs connected to membership of and participation in the Study Programme Board.
- (2) Travel costs of members who are not STU employees shall be paid by the faculty from its own budget.
- (3) Costs of administration of activities of the Study Programme Board shall be paid by the faculty from its own budget.

Article 13

Final provisions

- (1) The present Internal Regulation may only be amended and supplemented in the form of numbered amendments hereto after it has been commented on by the STU Academic Senate and approved by the STU Scientific Board.
- (2) The Rector is authorized to issue a valid full wording of this Internal Regulation after any amendment to the Internal Regulation has been issued as referred to in paragraph 1 above.
- (3) Following a proposal by the Rector, the STU Academic Senate commented on the Internal Regulation on March 1, 2021.
- (4) The Internal Regulation was approved by the STU Scientific Board on March 15, 2021.
- (5) This Internal Regulation became valid on the date the STU Scientific Board approved it and it shall come into effect on April 1, 2021.
- (6) Amendment No. 1 was approved by the STU Scientific Board on October 18, 2023.
- (7) Amendment No. 1 was approved by the STU Academic Senate on November 29, 2023.
- (8) Amendment No. 1 comes into force on the date of its approval by the STU Academic Senate and into effect on December 15, 2023.

prof. Ing. František Janíček, PhD.
Chairman of the STU Academic Senate

Dr. h. c. prof. h. c. prof. Dr. Ing. Oliver Moravčík
Rector