



## Internal Regulation

Bratislava International School of Liberal Arts

*Internal Regulation No. 1/2024*

approved by the Academic Senate of BISLA

**Internal Quality Assurance System for Higher Education of the Bratislava  
International School of Liberal Arts**

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### Membership of the BISLA Accreditation Board

The Rector of the Bratislava International School of Liberal Arts issues the Internal Regulation No.1/2024 Internal Quality Assurance System for Higher Education of the Bratislava International School of Liberal Studies in accordance with the Internal Regulation No.2/2021 Directive of the Rector on the Establishment of the BISLA Internal Internal Quality Board.

## **PREAMBLE**

The Bratislava International School of Liberal Arts (hereinafter referred to as "BISLA") issues on the basis of Section 48 (1) (b) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as "Act on Higher Education") and in accordance with Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments and Supplements to Act No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Act on Quality"), after approval by the Academic Senate of BISLA on 16.02.2024 and after discussion in the Academic Council of BISLA on 07.02.2024, issues the regulation of the Internal Quality Assurance Board for Higher Education of BISLA. BISLA ensures the quality of higher education through the implementation of its internal quality system and its continuous, systematic development.

## **PART ONE**

### **INTRODUCTORY PROVISIONS**

#### **SECTION ONE**

Basic provisions

##### **Article. 1**

1. The internal system of the Bratislava International School of Liberal Arts is issued in accordance with the Standards for the Internal Quality Assurance System of Higher Education, a set of requirements towards the internal quality assurance system of higher education and its implementation within the policies of the university (hereinafter referred to as the "Standards for the Internal System"); Standards for a study programme issued by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAVS"), a set of requirements, the fulfilment of which is directly related to the granting of accreditation of a study programme and to the decision of SAAVS on the authorisation of a higher education institution to establish, implement and modify study programmes in the relevant field of study and degree.

2. The internal system of the Bratislava International School of Liberal Arts is issued in accordance with the European Standards and Guidelines for Quality Assurance in the European Higher Education Area 2015 (hereafter referred to as "ESG 2015" - European Standards and Guidelines for Quality Assurance in the European Higher Education Area 2015).

3. The standards for the internal system take into account the generally binding legal regulations, which are the Higher Education Act and the Quality Assurance Act.

4. The internal quality assurance system for higher education at the Bratislava International School of Liberal Arts is an inclusive part of the internal quality system for the performance of all BISLA

activities and internal regulations. It is supplemented, where necessary, in accordance with the internal regulations.

5. BISLA's internal quality system for higher education is appropriately supplemented by the internal quality system for the performance of all activities at BISLA.

6. The internal quality system specifies the quality assurance structures for higher education at BISLA, their role, composition, position and activities within the internal quality system, in particular the BISLA Internal Internal Quality Board, the BISLA Academic Council and the BISLA Academic Senate.

## **Article. 2**

### Evaluation of the internal quality system

1. The internal quality system is subject to regular monitoring and evaluation, which is carried out at BISLA through the activities of the BISLA Internal Internal Quality Board (hereinafter referred to as the "Internal Internal Quality Board"). The BISLA Internal Internal Quality Board also adopts proposals for adjustments to the internal quality system and simultaneously checks, considers and takes into account whether the policy settings of the internal quality system lead to the achievement of the strategic objectives in the field of quality assurance which BISLA has set out in its strategic documents and in particular in the BISLA Long-Term Development Plan.

2. The BISLA Internal Internal Quality Board (together with other structures) develops, monitors and evaluates the BISLA Long Term Development Plan. The BISLA Internal Internal Quality Board conducts an annual evaluation of the fulfilment of the BISLA Long Term Development Plan, through the annual BISLA Long Term Development Plan and other SAAVS standards.

3. BISLA shall ensure easy access to processes and policies related to the internal quality system and shall be responsible for the clear posting of all information and regulations of the internal quality system on the college website.

4. The internal regulations constituting the quality assurance system are published in Slovak and English on the website of the university.

## **SECTION TWO**

### BISLA's long-term development plan

1. The long-term development plan of the Bratislava International School of Liberal Arts (hereinafter referred to as "BISLA DZ") represents the primary strategic document of the development of the College reflecting the policies of the internal quality system of the College.

2. The BISLA Long-Term Development Plan is adopted for a pre-defined period of time, usually 6 years.

3. The BISLA DL is developed by the BISLA Internal Internal Quality Board after discussion by the BISLA Academic Senate and the Rector of the College.

4. The BISLA DZ conceptually defines the main strategic quality areas of the college in terms of a predefined timeframe and the related measurable performance indicators.

5. In order to monitor the success of the achievement of the set goals in the BISLA DZ, the BISLA Long-Term Development Plan is carried out once a year.

6. In order to monitor the implementation of the BISLA BISLA DZ, the BISLA Internal Internal Quality Board shall carry out and approve the BISLA Long-Term Development Plan Implementation Plan once a year. In relation to the BISLA Development DZ, the Development DZ Implementation Plan specifies the annual implementation intention of the identified strategic areas and follow-up indicators so as to smoothly facilitate the achievement of the objectives in the Long-Term Development Plan of the College. The Internal Internal Quality Board approves the implementation plan of the BISLA BISLA DZ after discussion by the BISLA Academic Senate and the Rector of the College.

### **THIRD SECTION**

#### **BISLA Internal Internal Quality Board**

##### **Article. 3**

1. The BISLA Internal Internal Quality Board is a permanent, initiative, control and advisory body of the Rector ensuring systematic supervision and evaluation of the quality system of education, science and research provided by the university.

2. The primary focus of the BISLA Internal Internal Quality Board is the creation, implementation, monitoring, improvement and development of the internal quality system of higher education, science and research.

##### **Article. 4**

#### **Responsibilities of the BISLA Internal Internal Quality Board**

1. The main responsibility of the BISLA Internal Internal Quality Board is to initiate, create, implement, evaluate, develop and improve the internal quality system of the Bratislava International School of Liberal Arts, which is ensured in accordance with the internal regulations and generally binding legal regulations.

2. The BISLA Internal Internal Quality Board creates, monitors and approves the fulfilment, effectiveness and timeliness of the BISLA Long-Term Development Plan and the annual BISLA Development Plan following it.

3. The BISLA Internal Internal Quality Board ensures the assessment of the compliance of the internal quality system with the standards for the internal system.

4. In collaboration with the student and staff section of the BISLA Academic Senate, it collects, develops, evaluates and monitors student and staff feedback on satisfaction with the quality assurance system.

5. The BISLA Internal Internal Quality Board, together with the study programme guarantor, systematically monitors, evaluates and proposes changes within the study programme.

6. The BISLA Internal Internal Quality Board, in cooperation with the BISLA Academic Senate, carries out an annual feedback process on the study programme involving the student and staff members of the BISLA academic community.

7. Through resolutions, it proposes to the Rector of the College preventive and corrective measures related to the systematic improvement of the quality assurance system.

8. The BISLA Internal Internal Quality Board provides information on the quality assurance system to other college bodies and carries out other activities arising from the needs of the college's internal quality system.

9. The activities of the BISLA Internal Internal Quality Board shall be directed by its Chairperson, who shall be elected by the members of the BISLA Internal Internal Quality Board by a supermajority of all members of the BISLA Internal Internal Quality Board. In the absence of the Chairperson, the Chairperson/Vice-Chairperson of the Internal Internal Quality Board shall be replaced by the Vice-Chairperson(s) designated by him/her. The responsibility of the BISLA Internal Internal Quality Board Chairperson/Chairwoman is to chair the BISLA Internal Internal Quality Board meetings, oversee the substantive and timing of activities related to the college's quality assurance system.

10. The BISLA Internal Internal Quality Board submits the BISLA Long Term Plan and the annual BISLA Long Term Plan Implementation Plan to the BISLA Academic Senate for discussion.

## **Article. 5**

### **Membership of the BISLA Internal Internal Quality Board**

1. the BISLA Internal Internal Quality Board is normally composed of 5 members (membership is normally 3 years), 2 of whom are staff representatives, 2 student members and 1 external representative.

2. One representative from the staff shall be nominated by the Rector of the University. The Academic Council shall nominate a representative from the external environment. Two student members shall be nominated by the student section of the Academic Senate of the University. One representative from the staff shall be nominated by the staff section of the Academic Senate of the College. The members of the Internal Internal Quality Board shall be appointed by the Rector of the College.

3. The members of the BISLA Internal Internal Quality Board shall be appointed and removed by the Rector of BISLA after approval of the nominees by the Academic Senate of BISLA.

4. The Rector of BISLA shall appoint and remove the Chairperson/Chairperson of the Internal Internal Quality Board on the basis of the result of a ballot. The Chairperson or Chairperson of the Internal Internal Quality Board shall be elected by a supermajority of all Internal Internal Quality Board

members for a three-year term of office, usually at the first Internal Internal Quality Board meeting of that term of office.

#### **Article. 6**

BISLA Internal Internal Quality Board meetings

1. Meetings of the BISLA Internal Internal Quality Board shall be convened at least twice a year or as required by the BISLA Chairperson/Chairperson, or on his/her behalf by the Vice-Chairperson of the Council.

2. A quorum of the Internal Internal Quality Board shall be constituted by the presence of a majority of its members.

3. Decisions shall be taken in the form of resolutions.

4. Guests may be invited to attend the meetings and not participate in the voting.

5. Other rules are governed by the Rules of Procedure of the BISLA Internal Internal Quality Board and the Rules of Procedure of the BISLA Accreditation Board.

#### **Article. 7**

Guarantor of the study program

1) The main responsibility for the implementation, provision and development of the study programme lies with the guarantor of the study programme and other persons who provide profile courses and who are jointly responsible for the implementation, provision and development of the study programme with the guarantor.

2) The guarantor may not be the main person responsible for the implementation, provision and development of the study programme at another higher education institution in the Slovak Republic.

3) The guarantor shall hold the position of professor or associate professor in the relevant field of study for a fixed weekly working time.

4) The study programme guarantor coordinates the content preparation of the study programme in cooperation with other teachers providing the study programme and supervises the quality of the implementation of the study programme.

5) The guarantor shall ensure that the study programme is carried out in accordance with accreditation standards, BISLA's internal quality assurance policy and the current level of knowledge in the field of study and the requirements of practice.

6) Together with the BISLA Internal Internal Quality Board, propose modifications to the programme of study and submit proposals to the BISLA Accreditation Board for approval.

7) Other tasks of the guarantor include:

(a) approval of thesis topics;

(b) approval of teachers involved in the implementation of the study programme;



- (c) attending meetings of BISLA's internal quality assurance bodies as required;
- (e) monitor the performance of the teachers delivering the programme of study and, together with them, propose and implement tools for improvement.

## **Part Two**

### ***THE PROCESS OF DEVELOPING, APPROVING, MODIFYING AND IMPLEMENTING THE STUDY PROGRAMME, MONITORING AND REGULAR EVALUATION OF THE IMPLEMENTATION OF THE STUDY PROGRAMME***

The second part of the internal regulation regulates the methods and rules for the development, approval and modification of the study programme within the meaning of Article 3(3)(a)(1) to (5) of the Quality Act. The second part of the internal regulation includes in its content the regulation of the monitoring, periodic evaluation, of study programmes, in which students, employers from the sector concerned and other interested parties also participate, within the meaning of Section 3(3)(f) of the Quality Act.

#### **SECTION ONE**

##### **Article. 8**

BISLA Accreditation Board

1. The BISLA Accreditation Board is the permanent body of BISLA for monitoring, evaluating and approving the programme of study in the field of higher education provided.
2. The BISLA Accreditation Board approves the proposal of the programme guarantor, in collaboration with the BISLA Internal Internal Quality Board, for the establishment, modification or cancellation of a programme of study. The BISLA Accreditation Board shall carry out its activities in a professional, fair, independent, objective and transparent manner and all its activities shall be in accordance with the standards for the programme of study and the standards for the internal quality assurance system.

##### **Article. 9**

BISLA Accreditation Board

1. The BISLA Permanent Accreditation Board's main responsibility is to monitor, evaluate and approve the programme of study.
2. The BISLA Accreditation Board approves proposals for new study programmes, modifications and proposals for changes or cancellation of a study programme on the proposal of the study programme guarantor, who prepares the proposals in cooperation with the BISLA Internal Internal Quality Board.

3. Ensuring a professional, fair, independent, objective and transparent assessment of the quality and development of the study programme.

4. Assessing the curriculum's compliance with the standards for the programme of study.

5. In relation to the programme of study, the BISLA Accreditation Board shall in particular:

(a) An assessment of whether the programme of study has a clearly specified and communicated qualification which is acquired on successful completion of the programme of study and which meets the requirements of the relevant degree

qualification framework and its content and level meets the expectations of employers in the sector,

(b) The BISLA Accreditation Board assesses whether the programme of study setting has a transparent and clearly specified graduate profile and specifically defined and communicated learning objectives and outcomes that are verifiable and directly related to the relevant field of study, the level of the qualification framework and the mission of BISLA,

(c) The BISLA Accreditation Board assesses whether programmes of study provide students with opportunities for transferable competencies that impact on students' personal development and that can be used in future careers,

(d) The BISLA Accreditation Board shall assess whether there is a clear link between learning and creative activity in study programmes, and whether the level and focus of creative activity is appropriate to the learning outcomes and the level of higher education.

6. The BISLA Accreditation Board is responsible for periodically evaluating, monitoring and approving the study programme in terms of compliance with the BISLA internal system, compliance with the standards for the study programme.

7. The activities of the BISLA Accreditation Board shall avoid any conflict of interest and bias.

## **Article. 10**

### Membership of the BISLA Accreditation Board

1. The members of the BISLA Accreditation Board shall be appointed and removed by the Rector of the university. The Council shall normally have 4 members and membership shall normally be for a period of 3 years.

2. The members of the BISLA Accreditation Board are:

(a) Members representing the field of study, these members may or may not be from within the college, these members (normally 1) shall be selected by the BISLA Academic Senate,

b) at least one member from outside the College, selected by the Rector of the College,

(c) at least one member from within the College, selected by the BISLA Academic Council,

(d) at least one member representing students, selected by the student section of the BISLA Academic Senate.

3. Members of the BISLA Accreditation Board cannot also be members of the BISLA Internal Internal Quality Board. An individual may be reappointed as a member of the BISLA Accreditation Board.

4. Members of the BISLA Accreditation Board must avoid any activity that could give rise to the suspicion of a possible conflict of interest, must take care to maintain confidentiality of non-public information, must ensure the protection of personal data. They must not participate in the preparation, evaluation or approval of study programmes at another university without the specific consent of the Rector.

5. The administrative and organisational-technical requirements are handled by the Secretary of the Board, who is nominated by the Rector of the College but is not a member of the BISLA Accreditation Board.

6. Further details of the conduct of the deliberations and the approval of proposals are regulated by the Rules of Procedure of the Internal Internal Quality Board and the Rules of Procedure of the BISLA Accreditation Board.

This internal system of quality assurance of higher education of the Bratislava International School of Liberal Studies was approved by the Academic Senate of BISLA Bratislava on 16.02.2024 and after discussion by the Academic Council on 07.02.2024.