

Rules of Procedure of the Study Accreditation Committee

*Issued pursuant to Subparagraph 4.4.
of the Cabinet Regulations of 14 July 2015
No.407 “Regulations on Accreditation of Institutions of
Higher Education, Colleges and Study Directions”*

I. General Provisions

1. The Rules of the Procedure shall prescribe the composition, the organisation of work and the procedure for taking decisions of the study accreditation committee (hereinafter – the Committee).
2. The Committee shall perform the tasks defined in the Cabinet Regulations of 14 July 2015 No. 407 “Regulations on Accreditation of Institutions of Higher Education, Colleges and Study Directions” (hereinafter – the Regulations).

II. Composition and Organisation of Work of the Committee

3. The Committee shall be comprised of seven members. The Committee members, the chairperson and the deputy chairperson shall be approved by the Higher Education Quality Assurance Council (hereinafter – the Council) for the term of five years. If a Committee member ceases to work in the Committee, the Council shall approve another candidate for the remaining period of time since the date, on which the Committee has been approved.
4. The work of the Committee shall be organised by the Committee chairperson.
5. The Committee chairperson:
 - 5.1. shall set the dates and time, and the agenda of the Committee meetings;
 - 5.2. shall convene Committee meetings and inform the Committee members about it at least five business days before the day of the meeting;
 - 5.3. shall chair the Committee meetings;
 - 5.4. shall organise a secret ballot pursuant to Paragraph 14 of these Rules of the Procedure;
 - 5.5. shall sign the minutes of the Committee meeting;
 - 5.6. shall invite to the respective Committee meeting, the representatives of ministries or experts delegated by ministries, if the study directions related to a sector within the competence of the respective ministry are reviewed, and may invite experts of sectors, with advisory capacity as well as the rights referred to in Subparagraph 9.2 of these Regulations;
 - 5.7. shall perform other duties to ensure the Committee work.
6. During the absence of the Committee chairperson, his or her duties shall be performed by deputy chairperson of the Committee (*changes to this paragraph have been introduced on 13 January 2016*).
7. Committee members:
 - 7.1. shall review an application on the accreditation of the study direction (hereinafter – accreditation application);
 - 7.2. shall approve the composition of the committee for the assessment of a study direction (five experts) and the head thereof, as well as observers;

- 7.3. shall approve one expert for assessing changes referred to in Subparagraph 8.6 and Subparagraph 8.7 of these Regulations;
- 7.4 if necessary, shall receive advice from the experts of the committee for the assessment of the study direction;
- 7.5. shall discuss and analyse the opinions by the experts of the committee for the assessment of the study direction;
- 7.6. if necessary, shall request additional information from institutions of higher education, colleges, and state institutions;
- 7.7. if necessary, shall inspect the actual circumstances at the institution of higher education or the college;
- 7.8. shall take a decision on the accreditation of the study direction or the refusal to accredit it;
- 7.9. shall decide on the changes referred to in Subparagraph 8.6 and Subparagraph 8.7 of these Regulations;
- 7.10. shall approve the methodology for assessing study directions;
- 7.11. within three business days after the receipt of the draft minutes for an electronic approval, shall submit electronically comments or proposals with regard to the draft minutes;
- 7.12. shall perform other tasks referred to in these Regulations.

8. The Department of Higher Education Quality Assurance of the Centre (hereinafter – the Agency) shall perform the functions of the Council secretariat and ensure technical and organizational provisions for the Committee’s work.

9. The Agency:

- 9.1. shall develop the methodology for assessing study directions;
- 9.2. shall receive the accreditation application with the attached documents or the application on changes referred to in Subparagraph 8.6 and Subparagraph 8.7 of these Regulations (hereinafter – application on changes) and verify, whether all information referred to in these Regulations has been provided and, if necessary, shall request the missing information;
- 9.3. shall assess the compliance of the accreditation application with the provisions set in Annex 8 to these Regulations;
- 9.4. shall propose to the Committee five experts for assessing the study direction pursuant to Paragraph 48 of these Regulations, and shall nominate the head of the assessment committee, or one expert pursuant to Subparagraph 8.8 of these Regulations, as well as shall propose observers pursuant to Paragraph 49 of these Regulations;
- 9.5. shall organise and coordinate the work of experts and observers in assessing the study direction, *inter alia*, shall develop the work schedule for the visit of the assessment committee, shall participate in these visits, as well as prepare and draw up informative materials necessary for organising experts’ work and informing them;
- 9.6. shall review and summarise objections to the joint report by the assessment committee pursuant to Paragraph 56 of these Regulations;
- 9.7. shall submit to the Committee the joint report by the experts of the assessment committee, the accreditation application, and other information necessary for taking an unbiased decision;
- 9.8. shall prepare a draft decision on the accreditation of the study direction, the refusal to accredit the study direction, or a decision on approving amendments, and shall draw up the decision in accordance with the provisions set in the Administrative Procedure Law;
- 9.9. shall prepare the accreditation form in accordance with these Regulations and shall submit it for signing to the Minister for Education and Science;
- 9.10. shall issue accreditation forms and decisions to institutions of higher education and colleges;

- 9.11. shall register accreditation forms and keep records thereof;
- 9.12. shall collect and publish on the Agency's webpage information on decisions taken within five business days after signing thereof;
- 9.13. shall request and receive from registers of the State and the Ministry of Education and Science the data necessary for the accreditation of study directions;
- 9.14. shall request the State Education Quality Service to provide information and request the supervisory body to provide an assessment in accordance with Paragraph 44 of these Regulations;
- 9.15. shall ensure recording and archiving of the accreditation procedure, *inter alia*, shall ensure record-keeping for the Committee;
- 9.16. shall prepare the draft minutes of the Committee meeting and within five business days after the Committee meeting, shall forward it electronically to the Committee members for an electronic approval. The term for the approval of the minutes shall be three business days;
- 9.17. not later than at least five days prior to the Committee meeting, shall inform the Committee members electronically about the time and the agenda of the meeting, as well as submit the documents necessary for the meeting;
- 9.18. shall perform other tasks, necessary for organising the accreditation process in accordance with the provisions of these Regulations and other regulatory enactments.

10. The Agency shall perform the tasks referred to in Paragraph 9 of these Rules of the Procedure within the terms set in the methodology for assessing study directions and in these Regulations.

11. The Committee meetings shall be convened as necessary. Each Committee member shall have the right to request to convene a meeting, providing a justification for its necessity. Extraordinary meetings shall be convened within five business days, if requested by at least three Committee members.

III. Procedure of Taking Decisions

12. The Committee members shall review the materials submitted by an institution of higher education or a college, the joint report by the assessment committee, the information prepared by the Agency, and shall check explanations provided by the institution of higher education or the college, if the representatives of institutions of higher education or colleges participate in the meeting.

13. The Committee shall have the quorum, if at least four members thereof participate in the meeting.

14. The Committee shall take the decision on accrediting a study direction, as well as other decisions by reaching an agreement. If the Committee is unable to reach an agreement, the decision shall be taken by a secret ballot with a simple majority vote. If the vote is tied, the vote of the Committee chairperson shall be decisive.

15. To increase the effectiveness of the Committee's work, urgent issues in the competence of the Committee, may be settled by using an electronic approval. By the electronic approval, the Agency shall forward draft documents to all Committee members. If within 24 hours no

recommendations or objections are received from the Committee members, the document shall be considered as approved without objections.

16. The Committee meetings shall be open, except for the case, in which the chairperson decides otherwise.

17. The persons, who participate in the meeting, the issues on the agenda as well as the main information provided by institutions of higher education or colleges, opinion by the Committee experts, the voting results, and the decisions taken shall be written in the minutes of the Committee meetings.

18. The minutes of the Committee meetings shall be signed by the Committee chairperson or, in the absence of the Committee chairperson, by the deputy chairperson of the Committee, and by the secretary appointed by the head of the Agency.

19. The decision by the Committee drawn up in the form of an administrative act, shall be signed by the Committee chairperson.
(changes to this paragraph have been introduced on 12 October 2016).

20. The applicant shall be informed about the decision by the Committee to accredit the study direction or to refuse the accreditation of the study direction within ten business days after the decision has been taken.

21. The decision by the Committee may be contested in the Agency. The Agency's decision may be appealed in the court according to the procedure determined in the Administrative Procedure Law.

Prepared by:
Jolanta Silka