

BISLA Internal System of Quality Assurance

Article 1

The Mission of BISLA

The Bratislava International School of Liberal Arts (BISLA), based in Bratislava, received state approval for its operation and accreditation of the bachelor's degree in political science in June 2006 and started operating from September 2006.

Preparations for the establishment of BISLA lasted a whole decade, as the founders worked in the civic association *Society for Higher Learning (Výberový vzdelávací spolok (VVS))*. Since 1996, VVS has created a wide network of academic and non-academic experts who provided teaching and a training system in a three-year supplementary educational program for talented and motivated social science students enrolled in Slovak universities. This additional educational program avoided the tradition of narrow specialization characteristic of pre-graduate education throughout Central and Eastern Europe. The Bratislava International School of Liberal Arts (BISLA) project was based on the experience gained in the activities of VVS. The founders of BISLA determined that political philosophy and political science will be studied at BISLA in connection with a wide range of social sciences and humanities: philosophy, social anthropology, history, sociology, and international relations. At the same time as BISLA, the *Bratislava Institute of Humanism (Bratislavský inštitút humanizmu (BIH))* was also established. BIH organized public discussions and lectures on key intellectual, social, and political issues in Slovakia and the contemporary world. In 2006, BIH and BISLA took over publication of the Slovak-English journal of critical thinking *Kritika & Kontext*, which was established in 1996 by VVS. The *Kritika & Kontext* publishes texts by Slovak and foreign authors debating contemporary intellectual issues. BISLA students also publish their student journal *Il Ponte* and create a podcast *Na Grösslingovej 53*. From the very beginning, BISLA prioritised quality over quantity and was formed as a university with a limited number of students and an adequate number of teachers. Bisla funds its activities from grants, tuition fees, and contributions from private entities.

BISLA students are predominantly Slovak citizens, but those interested in studying from abroad are equally welcome. Students from the United States of America, Canada, Georgia, Moldova, Belarus, Kyrgyzstan, Albania, Hungary, Czech Republic, Italy, and Germany have studied at BISLA. BISLA also hosted students from China (Hong Kong), Japan, Netherlands, and Italy during their exchange stays at BISLA. Most of the courses within the study program at BISLA were in English language (currently, all courses are taught in English with an exception of one or two elective courses), intending to prepare BISLA graduates to continue their education both in Slovakia and abroad or to work in positions where a bachelor's degree is required. BISLA study program is based on seminars in small groups, lectures, and a tutoring system, as well as on gaining hands-on experience while studying. The main emphasis is on

continuous intellectual interactions between students and teachers, both during and outside the classroom. As a university and intellectual community, BISLA also operates in the field of scientific research and publishing. BISLA strives to improve its position as a private university through close cooperation within the European network of *European Colleges of Liberal Arts and Sciences* (ECOLAS) and the *Global Liberal Arts Association* (GLAA). BISLA actively participates in and organizes various activities related to ECOLAS and GLAA.

Article 2

Mission and vision of BISLA

BISLA aims to provide its students with a quality education that will become the basis of their professional careers and personal well-being. BISLA also aims to provide moral values and ethical standards to help our students be responsible citizens locally and globally. BISLA follows the tradition of modern liberal studies, which we believe offers the best approach to education and teaches each student the intellectual skills necessary for critical thinking and successful navigation in the economy of the 21st century, especially in the politically and culturally diverse world. BISLA advocates for developing liberal studies in Europe as the most effective form of a bachelor's degree program – time, effort, and student skills on the one hand, and benefits for the governments and companies on the other. BISLA is primarily a teaching institution (“teaching college”), emphasising student learning. The philosophy of liberal studies is based on the diversity of students and their needs and advancement; this is also the school's main mission. This also stems from the rich support system for students developed in our *Teaching and Learning Centre*, as well as the equally important wide range of extracurricular activities, internships, and volunteering. Access to teachers and mentors, participation in long-term projects and research, involvement in community life and practical application of knowledge during studies are demonstrably linked to successful employment of our graduates and a higher degree of satisfaction with life and work placement. BISLA pays particular attention to this full-fledged fulfilment of the potential of quality bachelor's studies and achieves excellent results in the placement of graduates. BISLA creates all the prerequisites for its students to succeed in a diverse world, bringing long-term solutions to local and global problems and contributing to the healthy and democratic development of a society that respects peace, human well-being, and sustainable development. BISLA's policy in shaping the study program is based on the belief that the real mission of education is not only to secure a career. Education is important as a tool to live a meaningful life or to understand the contemporary world. Through education, we learn to appreciate art and culture produced by our civilization over the millennia.

Article 3

BISLA's long-term plan for 2021-2026

The Bratislava International School of Liberal Arts (henceforth BISLA), in accordance with its mission, determines the following main strategic goals for the coming years:

1. The management of BISLA will strive to maintain the full number of students in all three grades in the bachelor's study program *Liberal Arts* in the field of study: *Political Science* through the following years (60–70 students).
2. The faculty of BISLA will maintain the structure of teachers in such a way as to ensure that all core and core elective courses of the study program are taught by internal faculty with appropriate qualifications.
3. BISLA management will ensure that all internal teachers are involved in scientific research tasks through domestic and international grants.
4. The management of BISLA will insist that the main topics of scientific research at BISLA are related to the courses taught within the study program.
5. BISLA consistently develops new strategies for establishing BISLA's international contacts, both in the field of teacher mobility and especially in the field of student mobility. The key priority is to ensure the possibility for BISLA students to spend part of their studies abroad and to ensure the option for foreign students to study at BISLA. The primary platform of BISLA's international networking are the ECOLAS association and Global Liberal Arts Alliance.
6. BISLA will consistently implement the criteria for assessing the quality of teaching and learning and research, which includes a transparent system for assessing the quality of teaching and research at BISLA. An anonymous evaluation of teachers by students must also be part of these criteria. These are ensured through anonymous questionnaires that students fill out after each semester.
7. The faculty of BISLA will use the foreign contacts from the *Teaching and Learning Center* to increase the pedagogical and soft skills of BISLA teachers. The result of these activities will be an increase in pedagogical experiences, regular training of teachers, peer supervision and mentoring, improvement in the forms of student feedback a regular evaluation.
8. To ensure that BISLA is an educational institution open to the public through the organization of public discussions, seminars, and meetings on topics important and stimulating for public discourse.

Article 4

Rules of the internal system of quality assurance of higher education at BISLA

The Rector of BISLA issues internal regulation according to § 15 par. 1b) of Act No. 131/2002 Coll. on Higher Education Institutions and on Changes and Supplements to Some Laws (hereinafter referred to as “the Act on Higher Education”), and at the same time establishes the BISLA Board for Internal System of Quality Assurance.

1. The internal system of securing studies at BISLA was developed and controlled **by the BISLA Board for Internal System of Quality Assurance**, established by the decision of the Rector of BISLA on December 1, 2021. The Board for the Internal System of Quality Assurance ensures that the pedagogical and research activities of all teachers and employees of BISLA are in accordance with the long-term aims and correspond with the graduate profile. The Board for the Internal System of Quality Assurance determines college officers’ powers, scope, and responsibilities. It also evaluates individual teachers and their quality of teaching skills in individual courses as well as in the whole study program. The Board for the Internal System of Quality Assurance regularly, after the completion of each semester, submits reports to the Academic Senate about the fulfilment of the study program, quality control of the academic staff, internal system of quality assurance, and other important conditions concerning the quality of education at BISLA. These reports contain specific measures that ensure the constant advancement of the university and are in accordance with the long-term mission of BISLA.

Article 5

The Rules of the Internal System of Quality Assurance also determine:

1. Rules of admission process for students,
2. Creation and implementation of the study program,
3. Forms of creating and ensuring the quality of teaching at BISLA,
4. Criteria for evaluating the creation and provision of the study program,
5. Rules of procedure of the Board for Internal System of Quality Assurance.

Article 6

The Role of the Board for Internal System of Quality Assurance

1. The decision-making body within the internal accreditation is the Board for Internal System of Quality Assurance. The decisions of the Board are binding for all teachers and employees of BISLA in Bratislava.

2. Board for Internal System of Quality Assurance:

a) Manages the course of internal quality assessment at BISLA

b) Within the framework of regular internal quality assessment, it prepares and passes a report on internal assessment and quality control at BISLA in Bratislava once every two years.

c) Discusses and approves non-periodic reports on internal evaluation and quality assurance at BISLA.

d) Initiates changes and additions to the internal system and submits them to the rector of BISLA.

e) Approves corrective measures imposed by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAVŠ"),

f) Regularly monitors and supervises the fulfilment of standards for the study program.

3. The term period of a member of the Board for the Internal System of Quality Assurance begins on the day of appointment by the rector or the Academic Senate. Membership in the Board for the Internal System of Quality Assurance ends on the day when a member of the Board ceases to fulfil the conditions based on which they were appointed as a member of the Board for Internal System of Quality Assurance; on the day of relinquishing membership in the Board; on the day on which they were dismissed from the Board for the Internal System of Quality Assurance by the rector of BISLA, or by death.

4. The Board for the Internal System of Quality Assurance is compiled in the following manner:

a) The rector appoints members from among BISLA's academic staff (university teachers and researchers).

b) Student representatives are proposed by the student section at the BISLA Academic Senate and approved by the BISLA Academic Senate.

c) BISLA Academic Senate approves representatives of employers from external community or from among BISLA graduates.

Article 7

Process of Admission of Applicants for Studies at BISLA

1. The admission process is governed by the general conditions approved by the Academic Senate of BISLA for the relevant academic year.

2. Conditions for admission to study, set in accordance with the Act on Higher Education, are published on the BISLA website.

3. Applications are accepted by the deadlines that are published on the BISLA website.

4. Specific conditions and requirements for the entrance exam and its components are published in the prescribed period. These requirements are related to the specific and personal qualifications of the applicant, which are intended to ensure successful studies, efficient spending of funds for studies, and other possibilities of BISLA.

5. Acceptances or rejections are decided by ranking all the applicants according to the points awarded during the entrance exam.

6. An applicant who has not been accepted may submit a request for a review of the rector's decision within 8 days of its delivery to the dean of the faculty. The procedures for the admission procedure are regulated in the directive "Admission Process Guidelines".

Article 8

Academic Council, Academic Senate, and Board of Directors of BISLA

The competences of the Academic Council of BISLA are primarily in the area of quality assurance and internal assessment of BISLA educational process. It is determined by the Act on Higher Education, the Statute of BISLA, and internal regulations.

The competences of the Academic Senate of BISLA are in the area of quality assurance and internal evaluation at BISLA. They are determined by the Act on Higher Education, the Statute of BISLA, and internal regulations.

The competences of the BISLA Board of Directors are in the area of quality assurance and internal evaluation at BISLA. They are determined by the Act on Higher Education, the Statute of BISLA and internal regulations.

Article 9

The Person Responsible for the Bachelor's Study Program

1. is responsible for achieving the profile of the graduate defined in the accreditation of the study program within the scope of professional knowledge and skills corresponding to the goals and focus of the study, for defining the content and scope of the state exam and its parts, so that this exam corresponds with the profile of the BISLA graduate, and for the thematic focus of the final theses.

2. oversees the development of knowledge within the study program.

3. is responsible for keeping documentation related to the given study program, including documenting information into the BISLA information system in Bratislava,

4. is responsible for the content part of the entrance exams to the study program,

5. is responsible for the preparation of the regular evaluation report of the study program in the given period and submits this report to the Board for Internal System of Quality Assurance,

6. performs other tasks within the internal system according to the instructions of the rector of BISLA.

Article 10

Course Guarantor

1. is responsible for the content, level, and development of the given course,
2. pays attention to the development of knowledge and the updating of studied literature within the guaranteed course, monitors the creative activity in the area of the guaranteed course,
3. approves the information sheet of the given course, ensures the completeness of the information in the course accreditation file, as well as in the information sheet and in the BISLA information system,
4. regularly oversees updates to the content of the course.
5. negotiates with individual course teachers and in cooperation with the members of the Academic Council about the purposeful interconnection and continuity of and among courses,
6. before the start of classes, they coordinate the individual teachers of the course mainly in terms of teaching methods and requirements for students and provides them with methodical guidance during the semester,
7. initiates research projects, publication outputs and other creative activities of the lecturers and trainers of the given course so that the latest state of knowledge in the given subject is captured.
8. is responsible for the comparability of student evaluations in a given subject,
9. is responsible for regular evaluation of the course and for the proposal and implementation of corrective measures,
10. core and core elective courses are subject to evaluation after the end of the semester.

Article 11

Documentation of the Management of Study Program

Course documentation is maintained for the course, which is part of the study program.

1. The guarantor of the course is responsible for the correctness of the content, management, and continuous updating of the course documentation.

2. The repository of the course documentation is the BISLA information system and is managed by the BISLA Study Department.

3. Course documentation is accessible to all persons and bodies participating in the internal system process.

4. Course documentation consists of:

a) Course information sheet,

b) Course evaluation records by the guarantor of the study program,

c) Records of course evaluation by students,

d) Measures taken by the guarantor of the study program and the course teacher are based on the student evaluation of the course.

5. Study program documentation is kept for the study program.

The person responsible for the study program is responsible for the correct content, management, and continuous updating of the study program documentation. To complete the documentation, the person responsible for the study program can request the cooperation of the teachers of individual courses.

7. The repository of study program documentation is the BISLA information system and is managed by the BISLA Study Department.

8. Study program documentation is accessible to all persons and bodies participating in the internal process of quality assurance.

9. Study program documentation consists of:

a) application for granting study program accreditation with all of the attachments according to the Act on Quality Assurance,

b) request to modify the study program or request to cancel the study program,

c) decision on the granting of accreditation, change, or revocation of accreditation,

d) documentation of core, core elective, and elective courses of the study program (course information sheets),

e) the recommended study plan of the study program,

f) regular evaluation reports of the study program,

g) the results of the assessment of the achievement of the educational goals of the study program according to the internal directive governing the monitoring and quality assessment at BISLA and according to the internal directive on the methodology of implementing the education quality assurance system at BISLA,

h) transcripts from the meetings of the Board for the Internal System of Quality Assurance for the study program,

i) other components of the study program defined in § 51 par. 4 of the Act, which are not part of the documentation according to this paragraph,

Article 12

Evaluation of the Course, Study Program and Application of Graduates

1. The course guarantor carries out course evaluation after the end of the semester, and a written report is submitted to the Board for Internal System of Quality Assurance. The course is also evaluated by students who completed the course in the form of an anonymous survey.
2. The person responsible for the study program evaluates the course once per academic year and submits a written report to the Board for Internal System of Quality Assurance.
3. Students evaluate individual courses in an anonymous survey conducted once per semester through the BISLA information system.
4. Part of the course evaluation is a record of peer supervision implemented in accordance with the internal directive governing monitoring and quality assessment at BISLA and in accordance with the internal directive governing the methodology of implementing the education quality assurance system at BISLA.
5. The study program is evaluated by the person who bears the main responsibility for the study program at least once per academic year; the relevant program board discusses the evaluation.
6. Part of the evaluation of the study program is a record of the evaluation of the study program according to the internal directive regulating the monitoring and evaluation of the internal system of quality assurance at BISLA.
7. The main sources of information on the placement of the graduates are:
 - a) a survey of graduates carried out six months after the end of the studies,
 - b) a regular survey of potential employers carried out by BISLA in Bratislava or by the faculties,
 - c) information from external sources.
8. The person responsible for the study program is responsible for the evaluation of the information on the placement of BISLA alumni at the level of the study program. Registrar's Office provides the person responsible for the study program with the necessary information and cooperation in the area of alumni placement.

Article 13

Ensuring the Quality of Professional Competencies of Employees

1. Academic staff actively strive for continuous personal development and qualification growth in their educational and creative activities. At the same time, they systematically contribute to building the good name of BISLA, use opportunities to present their expertise to the public and strive to increase their public visibility.

2. Comprehensive evaluation of an academic staff is performed by the rector according to the criteria for the evaluation of the quality of the academic staff's educational and creative activities, according to the criteria of the public visibility of the academic employee and according to other criteria of the comprehensive evaluation of the academic staff listed in this section.

3. The comprehensive evaluation of a non-academic staff is carried out by their direct superior or a senior employee according to the criteria specified in this section.

4. A comprehensive evaluation of a senior staff is made by their direct superior according to the criteria specified in this section.

5. Internal directive of the rector determines the frequency of individual comprehensive evaluations (usually once a year).

6. The criteria for the evaluation of the quality of educational and creative activities of an academic staff are mainly:

a) the scope and quality of the educational activity, including the method of evaluation of gained knowledge and overall students' evaluation,

b) the scope and quality of the results of creative activities according to the criteria specified in the rector's directive governing the specification of work duties in the creative field,

c) initiative and success in acquiring and managing grant projects, especially outside BISLA, as well as the evaluation of the results of completed grants,

7. The criteria for the public visibility of an academic staff are mainly:

a) the scope and results of involvement in international educational activities,

b) the scope and quality of participation in domestic and foreign conferences,

c) the scope and quality of activities in the development of the academic community, cooperation with grant agencies, membership in journal editorial or executive boards and in scientific and academic boards,

d) scope and quality of cooperation with practice,

e) The scope and quality of appearances in the media.

8. Other criteria for the comprehensive evaluation of an academic staff are, in particular:

a) fulfilment of the individual development plan, including contribution to educational, creative, and related activities,

b) accuracy and quality of performance of tasks continuously assigned by the rector and dean,

c) compliance with the BISLA code of ethics.

9. The criteria for the comprehensive evaluation of a non-academic staff are mainly:

a) scope and quality of the implemented agenda,

- b) activities in improving their qualifications,
- c) contribution to the quality of the internal environment of BISLA,
- d) evaluation by other employees and students (if relevant).

Article 14

Regular Evaluation Report on the Implementation of the Study Program

1. As part of the internal system of quality assurance, a regular evaluation report on the implementation of the study program (on the fulfilment of quality requirements according to the standards for the study program) is processed at the level of the study program.
2. The studies coordinator and the person responsible for the study program are responsible for processing the regular evaluation report on the implementation of the study program (on the fulfilment of quality requirements according to the standards for the study program).
3. A regular evaluation report on the implementation of the study program is processed once a year by June 30 of the calendar year, submitted for the previous two semesters, by the person responsible for the study program, and the written report is submitted to the Board for Internal System of Quality Assurance.
4. Regular evaluation report on the implementation of the study program contains at least the following parts:
 - a) summary of the development of the given study program,
 - b) a summary of measures taken based on the results of student surveys and the system for evaluation of the fulfilment of educational goals, including an evaluation of the effectiveness of these measures,
 - c) summary of the results of all parts of the state exam,
 - d) proposals for changes in the concept of the study program and in the learning outcomes for the following period,
 - e) main conclusions,
 - f) proposed measures,
 - g) measurable indicators of the proposed measures,
 - h) responsibility for the implementation of measures.

Article 15

General Requirements for the Creation and Implementation of the Study Program

1. The content and conditions of the implementation of the study program must be in accordance with the Act on Quality Assurance, the Decree on the Study Credit System, and the standards for the SAAVŠ study program.
2. The study program is prepared in accordance with the mission and strategic goals of BISLA, determined in its long-term plan.
3. The study program must be designed to meet the following general conditions:
 - a) the content of taught courses, teaching methods, provision of practical teaching, methods of evaluation, the content of state exams, topics and focus of final theses must be in accordance with the planned educational outcomes and the profile of the graduate in the given study program, be logical to the studies, and correspond to the assigned field of study; the conditions of the study program must enable a part of the studies to be completed at a school abroad or through another form of international involvement,
 - b) professional knowledge, skills and competencies, including transferable skills which students acquire in a given study program must be in accordance with the profile of the study program; the qualification obtained corresponds to the relevant level of education according to the European and national qualification framework, the student must demonstrate the ability to use the acquired professional knowledge and skills and abilities in the English language during the course of their studies while fulfilling their study obligations.
 - c) the study program has a specified standard length of studies, a specified workload for individual courses expressed in ECTS credits (1 credit corresponds to 25 to 30 hours of student work), and the number of hours of contact teaching, except for subjects where the nature of the educational activity does not allow this (e.g., professional experience).
4. The study program consists of prescribed parts listed in the description of the study program according to the requirements of SAAVŠ.
5. Part of the study program is the study plan, which contains:
 - a) core courses,
 - b) core elective courses,
 - c) elective courses.
6. Part of the study program is the obligation to prepare a final thesis.

Article 16

Requirements for Staffing of the Study Program, and for Supervisors of Final Theses

1. The main requirements for staffing of the study program at BISLA include:

- a) Ensuring that core study courses are conducted by university teachers in the capacity of professor or docent, who work at BISLA during the regular weekly working hours,
- b) Provision of profile study courses in study programs with focus on professional education also by university teachers, who are experienced experts from the relevant sector of the economy or social practice and who work at BISLA for the specified weekly working time or shorter working time,
- c) We guarantee the sustainability of staffing of profile courses of the study program in terms of the age structure of teachers.

2. Additional requirements for teachers who service the study program at BISLA in Bratislava include:

- a) Demonstrating results of creative activities in the relevant field of study in which the study program takes place,
- b) Demonstrating results of creative activities in the relevant field of study, in which the study program is carried out at least on a nationally recognized level by teachers providing profile courses of the study program at the first level of studies.

3. The main requirements for supervisors of final theses at BISLA include:

- a) University education of at least one degree higher, or qualification, such as supervision of final theses. This condition can be waived for experts from the field,

4. Other requirements for the supervisors of final theses at BISLA include:

- a) expertise in the area of the assigned bachelor thesis topic,
- b) involvement in project activity; at the time of supervision, the supervisor of the final bachelor thesis is or was involved in a research project activity in the position of leader or researcher of the national research project, or a member of an international research project during the three previous calendar years,
- c) demonstrating the results of activities in the relevant field of study linked to the thesis research topic at a level corresponding with the given degree of study.
- d) One teacher can oversee a maximum of three final theses in one academic year. Final theses of students whose studies have been interrupted are not included in this number.
- e) Supervisors of final theses list the topics of final theses in accordance with the focus of the study program, oriented towards solving specific problems and in agreement with the mission, vision, and strategic goals of BISLA.
- f) BISLA has an appointed Studies Coordinator, a person responsible for the study program's implementation, development, and quality assurance and for coordinating individual courses and their connection to the overall BISLA project.
- g) Part of teaching at BISLA is a comprehensive mentoring system. Each full-time faculty oversees designated students, with whom they consults the course of their studies and

advises them on deciding on a particular specialization and choice of a topic for a bachelor's thesis.

h) The management of BISLA ensures adequate personnel, material, and financial resources necessary for the high quality teaching.

i) BISLA management and faculty involve students in the preparation of the study program as well as in the design of individual courses. When designing the structure of elective courses, BISLA leadership considers students' preferences gathered by polling.

j) The management of BISLA pays special attention to the topic and structure of bachelor theses. The Academic Council of BISLA considers the pedagogical and scientific record of the relevant supervisors when deciding on the supervisors of the final theses. The student is usually assigned a final thesis supervisor at the end of their 3rd semester. The supervisor and the student working on the final thesis meet regularly (weekly). The student must consult their bachelor thesis with experts from the field.

k) The management of BISLA regularly ascertains and evaluates students' opinions on the quality of teaching in the form of anonymous questionnaires as well as in the form of discussions with students.

l) BISLA allows teachers to increase their pedagogical and scientific qualifications through professional seminars and the access to professional literature.

m) Extracurricular activities are an important part of studying at BISLA. The management of Bisla supports the involvement of students in public activities and supports their interest in arts, sciences, literature, and sports.

n) Improving the quality of learning is one of the key areas of the BISLA program. Both internal and external faculty participate in regular meetings and workshops for teachers (at least twice per semester) and have access to additional materials, training, and workshops for improving pedagogical skills or preparation of syllabi and teaching materials offered by the BISLA Teaching Center.

Article 17

Meeting of the Board for Internal System of Quality Assurance

1. The Chairperson of the Board for the Internal System of Quality Assurance manages the work of the Board.

2. The vice-chair of the Board is a deputy to the chairperson of the Board for Internal System of Quality Assurance

3. In the case of a meeting of the Board for Internal System of Quality Assurance, at which there may be a conflict of interest of the Chairperson of the Board for the Internal System of Quality Assurance due to the nature of the matters being discussed. According to the Internal

Directive on the Internal System of Quality Assurance, the Vice-Chair of the Board for the Internal System of Quality Assurance manages the work of the Board for the Internal System of Quality Assurance.

4. In case of a meeting of the Board for the Internal System of Quality Assurance, at which there may be a conflict of interest of the chairperson due to the subject matter under discussion, the work of the Board for the Internal System of Quality Assurance is managed by a member of the Board appointed and elected by the members of the Board in the absence of the chairperson. A member of the Board for the Internal System of Quality Assurance appointed in this way manages the work of the Board for the Internal System of Quality Assurance only during the meeting that is impacted by the conflict of interest of the chairperson or vice-chair of the Board for Internal System of Quality Assurance.

5. The secretary of the Board for the Internal System of Quality Assurance participates in the meetings of the Board, prepares minutes of the meetings, keeps records of the minutes of the meetings of the Board for the Internal System of Quality Assurance and the meetings of working groups, and keeps a list of consultants of the Board for Internal System of Quality Assurance, archives the documents that are the subject of the meetings Board for Internal System of Quality Assurance, and prepares the decisions of the Board for Internal System of Quality Assurance.

6. The Secretary of the Board for the Internal System of Quality Assurance is responsible for the administration of the website of the Board for Internal System of Quality Assurance. The secretary of the Board for the Internal System of Quality Assurance can be an academic or non-academic employee of BISLA.

7. The activities of the Board for the Internal System of Quality Assurance are set out in the program of individual meetings presented by the chairperson of the Board for Internal System of Quality Assurance.

8. Members of the Board for Internal System of Quality Assurance, members of working groups, consultants, guests, and the secretary of the Board for the Internal System of Quality Assurance are obliged to maintain confidentiality concerning the discussed issues.

Article 18

Rules of Procedure of the Board for Internal System of Quality Assurance

1. The Board for the Internal System of Quality Assurance usually meets four times a year.
2. Meetings of the Board for the Internal System of Quality Assurance are closed to the public unless the Board for the Internal System of Quality Assurance does not decide that the meeting is public.
3. The Chairperson of the Board for the Internal System of Quality Assurance is obliged to convene a meeting of the Board for Internal System of Quality Assurance, if it is mandated by

the Act on Quality Assurance, this internal directive, or if requested by at least one-third of the members of the Board for Internal System of Quality Assurance.

4. The Chairperson of the Board for the Internal System of Quality Assurance shall convene a meeting of the Board for the Internal System of Quality Assurance at least 14 days before the meeting, and during this period, they shall make the materials that are to be the subject of the given meeting available to the members of the Board for the Internal System of Quality Assurance. In justified cases, they may shorten this period by up to 7 days.

5. If during a session, the Board for the Internal System of Quality Assurance decides that the prepared materials submitted for consideration are not satisfactory or were not delivered in sufficient time, it will waive their further discussion and return the submitted documents to the submitter together with determining a reasonable deadline for their addition or revision.

6. The Board for the Internal System of Quality Assurance has a quorum of at least a majority of the members of the Board for the Internal System of Quality Assurance present.

7. Voting on resolutions of the Board for the Internal System of Quality Assurance is carried out by acclamation at a closed session.

8. In justified cases, resolutions can be voted on per rollam, especially if it is a matter that cannot be postponed or if it is a proposal that requires voting, and it is not expedient or economical to convene a regular meeting of the Board for Internal System of Quality Assurance. The chairperson of the Board for the Internal System of Quality Assurance decides on voting per rollam.

9. Draft resolutions are voted on in the order in which they were submitted.

10. Draft resolution is considered approved if the majority of all members of the Board for the Internal System of Quality Assurance vote in favour of the draft. Members of the Board for the Internal System of Quality Assurance who have a conflict of interest in relation to specific proposals are not included in the number of members present at the Board meeting. Voting per rollam is valid if most of the Board for the Internal System of Quality Assurance members voted for the proposal.

11. A written record of the meeting of the Board for the Internal System of Quality Assurance containing the adopted resolutions and proposed decisions on matters discussed is drawn up. The Chairperson of the Board for the Internal System of Quality Assurance publishes the minutes of the Board for the Internal System of Quality Assurance meeting on the BISLA website.

12. The Chairperson of the Board can establish working groups dedicated to solving specific problems.

13. The working group meeting is convened by its chairperson as needed.

The chairperson of the working group convenes at least 10 days before the meeting, and during this period, he makes available to the members of the working group also the materials that are to be the subject of the given meeting. In justified cases, he can shorten this period.

14 . Experts in the given subject area may be invited to the meeting of the working group.

15. Any member of the Board for the Internal System of Quality Assurance has the right to participate in the working group.

16. The chairperson of the working group submits the report and opinions to the chairperson of the Board for Internal System of Quality Assurance.