



## **Statute**

**Bratislava International School of Liberal Arts**

Approved by the BISLA Academic Senate: 1 October 2024 Approved by the BISLA Board of Trustees: 3 October 2024

Registered by the Ministry of Education, Science, Research and Sport on:

Internal Regulation of the Bratislava International School of Liberal Arts (issued pursuant to Section 48, paragraph 1, letter a) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended)

# I. Basic provisions

## Article. 1 Name and registered office

1. The Bratislava International School of Liberal Arts (hereinafter referred to as "BISLA" or "the College") is a private higher education institution providing higher education in accredited study programmes.
2. BISLA is a legal entity carrying out education and research, it has the legal form of a non-profit organization (Bratislava International School of Liberal Studies, n. o.). The statutory body of the legal entity is the Director of BISLA, n. o., who acts on its behalf and manages its activities.
3. The legal entity also operated under the name: Bratislava Institute of Humanities, n. o. with its registered office at Grösslingová 53, Bratislava, valid until 2 April 2012 (Decision of the Bratislava District Office No.: ObU-BAOVVS2- 2012/1317).
4. The College was authorised to operate on the basis of the state consent granted by the Resolution of the Government of the Slovak Republic No. 513 of 7 June 2006. The College is authorised to operate as a private higher education institution under the name of the Bratislava International School of Liberal Studies. The official name of the college in English is Bratislava International School of Liberal Arts.
5. The seat of BISLA is Grösslingova 53, 2469/53, 811 09 Bratislava, Slovak Republic. 6. The Bratislava International School of Liberal Studies carries out its activities on the basis of the provisions of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act").

## Article. 2 BISLA's mission and activities

1. BISLA is a private university providing higher education in accredited study programmes. Pursuant to Section 49(1)(a) of the Higher Education Act, the college maintains and publishes a list of accredited study programmes in a form determined by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as the "Ministry of Education").
2. The mission of BISLA, which is part of the European Higher Education Area and the Common European Research, Scientific and Artistic Area, is the all-round development of the harmonious personality of the student, his/her creativity and awareness of the need for the development of education, science and culture in a knowledge-based society. The fulfillment of this mission is the main activity of universities. The mission of BISLA is to provide higher education, science, research and culture, the provision of various forms of further education, as well as other activities that the university carries out in accordance with the Higher Education

Act.

3. The mission of BISLA is to educate professionals with the highest education, high moral principles, civic and social responsibility in the spirit of the values of democracy, humanism and tolerance. BISLA guides students to creative, critical and independent thinking, healthy self-esteem and national pride. It also leads them to understand, preserve, disseminate and enhance national cultural heritage and diverse cultures in the spirit of cultural pluralism. Through research, development, artistic and other creative activities, BISLA contributes to the development, preservation and dissemination of knowledge. BISLA also fulfils its mission by developing international, especially European, cooperation, by supporting joint projects with universities abroad and other foreign institutions, mobility of staff and students of universities and mutual recognition of studies and educational qualifications. BISLA carries out its mission independently and freely.

4. Academic rights and freedoms are exercised in accordance with the principles of humanity, democracy, freedom of artistic and scientific research and pedagogical work and in accordance with the legal order of the Slovak Republic. It carries out its activities in cooperation with other professional institutions in the Slovak Republic and abroad. It develops international, especially European, cooperation with universities abroad and other foreign institutions.

5. BISLA's mission is set out in more detail in its long-term plan. BISLA shall carry out, professionally and organisationally provide studies at the first cycle of studies. The organisation of studies is based on the credit-based study system (ECTS).

6. BISLA maintains a register of students of the college in accordance with Section 73 of the Higher Education Act.

7. BISLA shall maintain an internal register of employees. BISLA shall provide and update data to the register of employees maintained by the Ministry of Education and shall be governed by Sections 80a and 80b of the Higher Education Act.

8. BISLA has the right to award the academic degree "Bachelor" abbreviated as "B.Sc." use academic insignia and perform academic ceremonies. On the basis of the rights conferred, BISLA is currently entitled to award: - the academic degree "Bachelor" abbreviated as "B.Sc." to graduates of a bachelor's degree programme (i.e. a first cycle degree programme) according to Section 52(5) of the Higher Education Act.

## II. Organisational structure of the university

### Article. 3 Organisational structure of BISLA

1. The internal structure of BISLA shall be governed by the organisational regulations of the College.

2. The College is organised into the following departments:

- (a) the Rector's Office,
- (b) departments
- (c) other departments (technical and operational department and computer centre).

3. The bodies of the academic self-government of the university are:

- (a) The Academic Senate of BISLA,
- b) the Rector of BISLA,
- c) the BISLA Academic Council,
- d) the BISLA Disciplinary Committee for Students,

4. the governing body of the college shall be:

- (a) The BISLA Board of directors n.o.,

5. The quality bodies of the college are:

- (a) BISLA Internal Quality Board,
- b) the BISLA Accreditation board.

6. other bodies of the college are advisory bodies to the Rector:

- (a) BISLA Advisory Board.

## Article. 4 Rektor

1. The Rector of BISLA is the representative of the academic community of the College and manages its academic (teaching, scientific, research) activities and related activities and in this area acts on behalf of BISLA and represents it externally.

2. In particular, the Rector decides:

- (a) on the admission of an applicant to study,
- b) the interruption of studies on the basis of a student's application,
- c) the exclusion of a student from studies,
- d) disciplinary proceedings against students,
- (e) on matters arising from the study regulations,
- f) the management of the scientific, research and teaching process.

3. In particular, the Rector shall manage:

- (a) the pedagogical process at the university,
- b) the meetings of the Academic council,

- c) the research process at the College,
- d) the involvement of the staff of the College in cooperation with other institutions and bodies,
- e) the cooperation of institutes and departments in the pedagogical and research process,
- f) the creation of conditions for the quality of the pedagogical and research process,
- g) the involvement of the College in international cooperation.

4. The Rector is responsible in particular for:

- (a) compliance with the established study programme, study, organisational and working regulations and for the achievement of the long-term goals, objectives and tasks of the university in the field of pedagogical, scientific and research activities,
- b) compliance with the laws and generally binding legal regulations at the College,
- c) respect for academic freedoms and academic rights at the College,
- (d) the fulfilment of the tasks assigned to him/her by the Board of directors of the college,
- (e) objective evaluation of the quality and competence of individual teaching and research staff.

5. The Rector has the right to:

- (a) Participate in the meetings of the Board of directors of the university, if it discusses issues of pedagogical, scientific and research activities of the university,
- b) to submit to the Board of directors of the college proposals for the adoption, amendment, supplementation and repeal of the statutes of the college,
- (c) submit proposals to the Academic Senate for the filling of the posts of vice-rectors, (d) submit proposals to the Board of directors of the College for the conclusion, amendment and termination of employment relationships with the employees of the College,
- e) require all employees of the College to fulfil their obligations arising from the employment relationship and to draw consequences from the quality of their performance,
- (f) during his/her term of office, to carry out teaching, scientific or research activities in his/her field,
- (g) to open competitions for the posts of professors and associate professors at the College and for other teaching (teaching assistant and assistant professor) posts,
- h) to comment on the criteria for filling the posts of professors and associate professors and on the criteria for filling other teaching (assistant and associate professor) posts.

6. With regard to the duties arising from his/her academic position, the Board of directors of the university may partially or completely exempt the rector from performing his/her pedagogical tasks. 7. The rector shall perform the tasks arising from the self-governing competence of the university and from the decisions of the governing body and the bodies of the academic self-government of the university.

8. The Rector represents the university in the Slovak Rectors' Conference.

9. The Rector shall be represented by Vice-Rectors to the extent determined by the Rector. Vice-rectors shall be appointed and dismissed by the Rector after the Academic Senate has expressed its opinion. The term of office of vice-rectors shall be four years.

10. The Rector shall be appointed by the President of the Slovak Republic on the proposal of the Board of Trustees of the University.

12. The appointment of the Rector shall be submitted to the President of the Slovak Republic by the Minister of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as the "Minister of Education") on the proposal of the Board of Trustees of the College.

13. The board of trustees of a higher education institution shall submit to the Minister of Education a proposal for the rector's dismissal if he has been finally convicted of a deliberate criminal offence or if he has been given an unconditional prison sentence.

14. Pursuant to Section 10(4) of the Higher Education Act, a member of the Academic Senate of a higher education institution and a member of the Board of Trustees of a higher education institution may not stand for election as a candidate for Rector of a higher education institution during the term of office of a member of the Academic Senate of a higher education institution or a member of the Board of Trustees of a higher education institution. A person who has served as a member of the Executive Board of the Slovak Higher Education Accreditation Agency (hereinafter referred to as "the Agency") may stand for election as a candidate for rector not earlier than after three years have elapsed since the end of his/her membership of the Executive Board of the Agency.

15. the Rector of a private higher education institution shall, on the basis of § 10a (1) (e) of the Higher Education Act, confer, on the basis of a decision of the Academic council of the higher education institution or on the basis of a decision of the competent faculty body determined by the statute of the higher education institution, if established, the scientific pedagogical title or the artistic-pedagogical title "Associate Professor" and § 10a (1) (f) of the Act. on higher education submits to the Minister of Education proposals for the appointment of professors approved by the Academic council of the higher education institution.

16. The provisions of Section 10a (2) to (4) of the Higher Education Act shall apply to the Rector of a private higher education institution.

17. The rector of a private higher education institution shall promote the interests of the academic community in the statutory body of the private higher education institution and shall participate in the preparation of the internal regulations of the private higher education institution and the long-term plan of the private higher education institution.

18. The office of Rector shall cease to exist pursuant to Section 10(8) of the Higher Education Act.

## Article. 5 Method of election of a candidate for Rector

1. The BISLA Board of Trustees shall discuss and, within 15 days of receipt, confirm or reject the proposal for a candidate for Rector submitted by the BISLA Academic Senate pursuant to Article 12(7) of these Statutes. If the BISLA Board of directors confirms the proposed candidate for Rector submitted by the BISLA Academic Senate, the proposal of the BISLA Board of directors, signed by its Chairperson, shall be forwarded by the Chairperson of the BISLA Board of directors to the Minister of Education. The proposal of the BISLA Board of Trustees for the appointment of the Rector shall be submitted to the President of the Slovak Republic by the Minister of Education. If the BISLA Board of directors rejects the proposal submitted by the BISLA Academic Senate, the BISLA Board of directors shall request a new proposal from the BISLA Academic Senate and, if necessary, the BISLA Board of directors shall discuss the proposal with the BISLA Academic Senate. If the BISLA Board of directors also rejects the new proposal of candidates for Rector, the procedure in paragraph 3 of this Article shall be followed.

2. A member of the BISLA Academic Senate and a member of the BISLA Board of Trustees may not stand for election as a candidate for Rector of BISLA while serving as a member of the BISLA Academic Senate or as a member of the BISLA Board of Trustees. A person who has served as a member of the Executive Board of the Slovak Higher Education Accreditation Agency may stand for election as a candidate for Rector no earlier than three years after the expiry of his/her membership of the Executive Board of the Agency (§10 (4) of the Higher Education Act).

3. If BISLA does not have a rector, the procedure shall be in accordance with Section 10(11) of the Higher Education Act.

## Article. 6 Removal of the Rector

1. Pursuant to Section 47c(1) of the Higher Education Act, the Rector of a private higher education institution is the representative of the academic community of the private higher education institution. The rector is responsible for his/her activities in matters pursuant to Art. 4 of these Statutes to the Academic Senate of BISLA and the Board of Trustees of BISLA. The Rector of a private college shall be dismissed by the President on the proposal of the BISLA Board of Trustees. The proposal of the BISLA Board of Trustees shall be submitted to the President by the Minister of Education on the basis of a proposal from the BISLA Board of Trustees; the BISLA Board of Trustees shall submit the proposal within 15 days of the decision by which it confirmed the proposal for the removal of the Rector. The acceptance of the proposal for the removal of the Rector shall be decided by the BISLA Board of directors by a majority vote of all the members of the BISLA Board of directors.

2. The Rector shall have the right to comment on the grounds for the motion for dismissal.



3. The proposal for the removal of the Rector from office shall be forwarded by the BISLA Board of directors to the Minister of Education within 15 days of the decision.

## Article. 7 BISLA Board of Directors

1. The BISLA Board of Trustees consists of the members of the Board of Trustees of BISLA n.o. The BISLA Board of Trustees is the supreme governing and decision-making body at the College. The Chair of the BISLA Board of Trustees is the Chair of the BISLA n.o. Board of Trustees.

2. The BISLA Board of Trustees shall take decisions concerning BISLA's remit. It shall bind the officers and employees of the college and shall make decisions by vote, with each regular member of the BISLA Board of Trustees having one vote and the BISLA Board Chair having two votes.

3. A decision of the BISLA Board of Trustees shall be valid if a supermajority of the members of the BISLA Board of Trustees vote in favour of the decision. Members who, for serious reasons, were unable to attend the BISLA Board of Trustees' vote in person may participate in the vote by written representation or by remote voting (online) or by written proxy of another member of the College Board of Trustees.

4. A written record shall be made of each meeting of the BISLA Board of Directors. The Chair of the BISLA Board of Management may decide to make an audio or video recording of the BISLA Board of Management meeting.

5. In order to prepare solutions to sub-issues, the BISLA Board of Management may set up working committees groups to prepare proposals, conceptual materials or suggestions for the BISLA Board of Management meeting.

6. The BISLA Executive Board shall meet at least once a year. The dates of the BISLA Board of Management meeting as well as the agenda and timetable must be communicated to the BISLA Board of Management members at least 7 calendar days in advance in writing. This does not apply if the BISLA Board of Management meeting is convened promptly by the BISLA Board of Management Chairperson or if the BISLA Board of Management members approve the inclusion of an unscheduled item on the BISLA Board of Management agenda. This approval must be recorded in the minutes of the meeting.

## Article. 8 Terms of reference of the BISLA Governing Body

1. The BISLA Board of Trustees discusses general college development issues, including property, financial and business relations. Specific property, financial and business relations are decided and implemented by the statutory body of BISLA, which is the Director of BISLA n.o.

2. The Board of Directors of BISLA decides on the establishment, merger, amalgamation, dissolution,

division, change of name or change of seat of BISLA and approves the budget of BISLA.

3. The Chairman of the Board of Directors of BISLA shall have the right to decide and act on behalf of BISLA in urgent matters which cannot be delayed.

4. The Chair of the BISLA Board of Trustees shall have the right to grant to an academic officer of BISLA or other suitable person a power of attorney in writing enabling the attorney to represent and act on behalf of BISLA to a specified extent and for a specified period of time.

5. The BISLA Board of directors, on the proposal of the Internal Quality Board and after discussion in the BISLA Academic Senate and the BISLA Academic council, approves the BISLA Long Term Plan. The BISLA Board of directors approves the draft internal regulations submitted by the Rector and discussed by the Academic Senate (§ 48, para. 1, lit. a), c), d), e), f), j), k) and l) of the Higher Education Act).

6. The BISLA Board of Trustees submits a proposal for the appointment and dismissal of the Rector of BISLA to the Minister of Education.

7. The BISLA Board of Directors shall express its opinion on the establishment, change and termination of employment relationships of senior staff.

8. The BISLA Board of Management may, on its own decision or on the basis of a proposal of the Rector, establish or abolish college departments, service and sub-departments after a relevant change in the internal regulations, in particular the organisational regulations.

9. The BISLA Board of Trustees discusses and proposes for approval to the statutory body of BISLA the legal acts by which the College wishes to:

(a) acquire immovable property or make a transfer of immovable property or acquire or dispose of immovable property which is tangible property, (b) establish an easement or right of first refusal over immovable property, (c) establish another legal entity or make a monetary or in-kind contribution to another legal entity.

10. The BISLA Board of Trustees shall decide on the use of funds received from tuition fees, contributions, donations and other payments and transfers for the benefit of the College.

11. the BISLA Board of Trustees shall approve the amount of tuition fees and fees associated with higher education.

12. The BISLA Statutory Body, after discussion in the BISLA Board of Trustees, through the authorized legal entities, individuals or employees of the BISLA College, shall ensure the economic, economic and financial agenda of the College and shall regularly evaluate the economy of the College and its development and take measures and tasks to ensure the further activities of the College. The statutory body of BISLA - the Director of BISLA, n.o. - approves the ordinary and extraordinary remuneration of the Rector in the event of extraordinary results and achievements, subject to the approval of the BISLA Board of Trustees.

13. The Board of Directors of BISLA has the right to issue extraordinary rewards to solve necessary tasks not provided for in the ordinary regime.

14. The BISLA Board of Trustees shall decide on the acceptance or transfer of gifts and aid.

15. The BISLA Board of Trustees shall also, at its discretion and scope, decide on other proposals brought before it for consideration by the Chancellor or the President of the Academic Senate. Other officers of the college or its senior staff may submit to the BISLA Board of Trustees for approval a proposal of their own which has previously been rejected by the Rector or the Chair of the Academic Senate.

## III. Academic self-government

### Article. 9 Academic community

1. The academic community of BISLA consists of the university teaching and research staff and other employees of BISLA (the staff part of the academic community of the university) and the students of BISLA (the student part of the academic community of the university).

2. Members of the academic community have the right to nominate candidates for the election of the Rector.

3. The basis of the academic self-government of the College is the BISLA Academic Community, which elects and dismisses the members of the BISLA Academic Senate in accordance with the BISLA Statutes.

### Article. 10 Academic freedoms and academic rights

1. The following academic freedoms and academic rights are guaranteed at BISLA: a) Freedom of development and research in the arts and sciences, the development of artistic and other creative activities and the publication of their results,

b) freedom of teaching, consisting in particular in openness to different scientific and artistic views, scientific and research methods and artistic directions,

(c) the right to learn while maintaining the freedom to choose studies within accredited study programmes,

(d) the right to express and publish their views freely,

e) the right of members of the academic community to elect and be elected to academic bodies, f) the right to use academic insignia and emblems and to perform academic ceremonies.

2. The exercise of academic freedoms and academic rights under paragraph 1 shall be in accordance with the principles of democracy, humanity and the rule of law.

3. To ensure academic rights and academic freedoms, the inviolability of the campus shall be guaranteed except in cases of threat to life, health, property, or in cases of natural disaster. Academic land consists of the area defined by real property owned, managed, leased, or leased by the college, where the mission and major functions of the college are carried out. Law enforcement entry onto campus shall be approved by the Chancellor, President, or Vice President of the Board of Trustees of the College.

4. Political parties and political movements may not conduct political activities or establish their organizations on campus.

## Article. 11 Academic senate

1. The Academic Senate of BISLA is a body of academic self-government, whose status, scope and authority is determined by the Higher Education Act.

2. The Academic Senate is composed of elected representatives of the academic community of the university. The Academic Senate of BISLA shall have 15 members, of which 7 members shall come from the student section of BISLA and 8 members shall come from the staff section of BISLA.

3. The Academic Senate shall be divided into a staff section and a student section.

4. The members of the staff section of the Academic Senate shall be elected by secret ballot in an election by the members of the staff section of the academic community. The members of the student section of the BISLA Academic Senate shall be elected by secret ballot in an election by the members of the student section of the BISLA Academic Senate in accordance with the principles of elections to the Academic Senate.

5. The office of a member of the BISLA Academic Senate shall be incompatible with the office of Rector, Vice-Rector, Bursar, Head of the Departments referred to in Article 3(2)(c) of the BISLA Statutes and membership of the BISLA Board of Trustees.

6. The term of office of the members of the staff section of the BISLA Academic Senate shall be four years.

7. The term of office of the student members of the BISLA Academic Senate shall be three years.

8. Meetings of the BISLA Academic Senate shall be open to the public. The Rector or, on his behalf, the Vice-Rector and the Chairperson of the BISLA Board of Trustees shall have the right to speak at a meeting in accordance with the Rules of Procedure of the Academic Senate at any time he/she so requests. At the request of the Rector, the President of the Academic Senate shall convene a meeting of the Academic Senate without delay, but at the latest within 14 days. If the President of the Academic Senate fails to do so, the Rector shall convene a meeting of the Academic Senate.

9. The activities of the BISLA Academic Senate shall be governed by the BISLA Academic Senate Election Policy, which is prepared in accordance with Section 15, Paragraph 1, Letter g) of the Higher Education Act,

and the BISLA Academic Senate Rules of Procedure, which are prepared in accordance with Section 15, Paragraph 1, Letter i) of the Higher Education Act.

## Article. 12 Competence of the Academic Senate

1. The Academic Senate of BISLA approves:

- (a) on the proposal of the President of the Academic Senate of the University, the internal regulations pursuant to Section 48(1)(g) of the Higher Education Act (BISLA Academic Senate Election Principles) and (h) of the Higher Education Act (BISLA Academic Senate Rules of Procedure),
- b) the Rector's proposal for the appointment and dismissal of members of the BISLA Academic Council pursuant to Section 47b(2)(d) of the Higher Education Act,
- c) the appointment and dismissal of members of the BISLA Internal Quality Board on the proposal of the BISLA Academic council, d) the annual activity report and the annual management report before submission to the Ministry of Education pursuant to Section 47b(2)(e) of the Higher Education Act, e) the conditions of admission to studies submitted by the Rector,

2. The Academic Senate of BISLA expresses its opinion on:

- a. on draft internal regulations of the higher education institution pursuant to Section 48, Paragraph 1, Letter a) of the Higher Education Act (BISLA Statutes), c) (BISLA Study Regulations), j) (BISLA Scholarship Regulations), k) (BISLA Disciplinary Regulations for Students) and l) (BISLA Disciplinary Committee Rules of Procedure), submitted by the Rector of BISLA,
- b. on the draft BISLA Long Term Plan.
- c. on the draft internal regulations of a higher education institution pursuant to Section 48 (1) (a) of the Higher Education Act (BISLA Statutes), (d) (Principles of the selection procedure for filling the posts of university teachers, research and artistic staff and the posts of professors and associate professors), (e) (BISLA Working Regulations) and (f) (BISLA Organisational Regulations),
- d. on the Rector's proposal for the appointment and dismissal of Vice-Rectors pursuant to Section 47b(2)(c) of the Higher Education Act.

2. The Academic Senate of BISLA elects a BISLA representative to the Council of Universities according to Section 47b, paragraph 2, letter g) of the Higher Education Act.

3. The Academic Senate of BISLA shall elect a representative of BISLA to the Student Council of Universities; this representative shall be elected only by the student part of the Academic Senate pursuant to Section 47b(2)(h) of the Higher Education Act.

4. The Academic Senate of BISLA shall report once a year on its activities to the academic community

and shall publish them on the BISLA website for at least 4 years pursuant to Section 47b (2) (i) of the Higher Education Act.

5. The Academic Senate of BISLA performs other tasks according to the Higher Education Act, the Statutes of BISLA and the internal regulations of BISLA.

6. The Academic Senate of BISLA shall decide on the matters referred to in paragraph 1 (b), paragraph 2, paragraph 3 of this Article by secret ballot; in the exercise of its other competences under paragraph 2, it may decide by secret ballot as necessary.

7. The Academic Senate of BISLA shall propose a candidate for Rector to the Board of Trustees of BISLA. In the event that the Board of Management rejects the proposals, the procedure under Article 5(1) of the BISLA Statutes shall be followed.

## Article 13 The Academic council and the powers of the Academic council of the University

1. The members of the BISLA Academic council shall be appointed and dismissed by the Rector after approval by the BISLA Academic Senate. The term of office of the members of the Academic council shall be four years.

2. The members of the BISLA Academic council shall be eminent experts in the fields in which the College carries out educational, artistic, scientific and research or other creative activities. Members of the BISLA Academic council who are members of the academic community of BISLA may only be persons holding the post of professor or the post of associate professor, or researchers with the scientific qualification degree II.a or with the scientific qualification degree I, or artistic workers. At least one quarter and no more than one third of the members of the Academic council shall be persons who are not members of the BISLA Academic Community.

3. The Rector shall be the chairman of the BISLA Academic council.

4. The activities of the BISLA Academic council shall be governed by its Rules of Procedure.

5. The competence of the BISLA Academic council is defined within the scope specified in Section 12 (1) (a) to (l) of the Higher Education Act.

6. The BISLA Academic council shall comment on the draft BISLA Long-Term Plan submitted to it by the Rector.

7. The Academic council of BISLA shall comment on the BISLA Assessment of the Level of BISLA in Educational Activities and Science, which shall be submitted to it by the Rector.

8. The BISLA Academic council shall deliberate on matters referred to it by the Chair of the Academic

council or on matters on which it resolves.

## Article. 14 BISLA Internal Quality Board

1. The BISLA 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 BISLA Internal Quality Board is normally composed of representatives from among the staff, students and representatives from the external environment.

3. The method of election and membership of the BISLA Internal Quality Board is further regulated by the Internal Quality Assurance System for Higher Education of the Bratislava International School of Liberal Studies.

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

5. The primary responsibility of the Internal Quality Board is to initiate, create, implement, evaluate, develop and improve BISLA's internal quality system, which is ensured in accordance with internal regulations and generally binding legislation.

6. The BISLA Internal Quality Board creates and monitors the fulfilment, effectiveness and timeliness of the BISLA Long Term Development Plan and the annual BISLA Development Plan of Implementation related to it.

7. The BISLA Internal Quality Board shall ensure that the internal quality system is assessed for compliance with the standards for the internal system.

8. In cooperation with the student and staff section of the Academic Senate, BISLA collects, generates, evaluates and monitors student and staff feedback on satisfaction with the quality assurance system.

9. The BISLA Internal Quality Board, together with the study programme sponsor, systematically monitors, evaluates and proposes to the sponsor changes within the study programme, which are submitted to the Accreditation board.

10. The office of member is incompatible with the office of Rector, Vice-Rector, member of the BISLA Academic Senate, member of the BISLA Accreditation Board, study programme guarantor, BISLA Academic council and BISLA Board of Trustees.

11. The BISLA Internal Quality Board, in cooperation with the BISLA Academic Senate, shall conduct an annual curriculum feedback process involving the student and staff members of the BISLA academic community.

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

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

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

## Article. 15 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 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.

3. The BISLA Accreditation Board shall be composed of members representing the field of study, which may or may not be from within the institution, external members (employers, etc.), members working at the institution and student representatives.

4. The method of election and membership of the BISLA Accreditation Board is further regulated by the Internal Quality Assurance System for Higher Education of the Bratislava International School of Liberal Studies.

5. The office of a member is incompatible with the office of Rector, Vice-Rector, member of the BISLA Academic Senate, member of the BISLA Internal Quality Board, study programme guarantor and BISLA Board of Trustees.

6. The BISLA Accreditation board approves proposals for new study programmes, modifications and proposals for changes or cancellation of a study programme from the study programme guarantor.

7. The BISLA Accreditation Board ensures a professional, fair, independent, objective and transparent assessment of the quality and development of the programme of study.



8. The BISLA Accreditation Board assesses the compliance of degree programmes with the standards for the degree programme.

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

(a) Assess 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 level of the qualification framework, and whether its content and level meet 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 are applicable to future careers,

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

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

## Article. 16 BISLA Advisory Committee

1. The BISLA Advisory Board is a group that serves as an advisory body to the Rector. The Advisory Committee shall perform the following functions:

(a) Provide strategic advice to the Rector and BISLA's governing bodies on matters relating to the development of BISLA's academic programs in the spirit of its mission and vision, the development of BISLA's long-term plan, curriculum development, and the internationalization of the School.

(b) develop relationships between the college and communities of practice, academic institutions in the country, and associations of colleges abroad focused on liberal studies. Assist in the dissemination of information about BISLA towards potential donors, employers, as well as academic institutions interested in collaborating with BISLA.

(c) Assists in fundraising. The Advisory Board assists in building the School's visibility and reputation, identifying donors and grant opportunities.

## 2. Composition and functioning of the BISLA Advisory Committee.

(a) The BISLA Advisory Committee shall consist of at least five members. It shall be composed of representatives of BISLA alumni, eminent representatives of scientific, cultural and social life and the business sector. Membership of the Advisory Board is voluntary and not financially remunerated.

(b) Members of the BISLA Advisory Committee shall be nominated by the BISLA Board of Directors and appointed to their positions by the Rector of BISLA.

(c) The term of office of members shall be 4 years from the date of appointment by the Rector of BISLA.

(d) Membership shall terminate upon expiration of the term of office, resignation from the Advisory Committee, or death of a member or member of the Advisory Committee. The Chancellor shall have the authority to remove Advisory Committee members if they are not contributing to the mission of the Advisory Committee.

## 17. Disciplinary Committee for Students

1. The BISLA Student Disciplinary Committee shall hear disciplinary offences by BISLA students and submit proposals for decisions to the Rector of BISLA.

2. Disciplinary offences within the meaning of Section 72 of the Higher Education Act are regulated by the internal regulations of the university, which are the BISLA Disciplinary Regulations.

3. The members of the BISLA Student Disciplinary Committee and its chairperson are appointed from among the members of the BISLA academic community by the Rector after approval by the BISLA Academic Senate. Half of the members of the BISLA Disciplinary Board shall be students. The Disciplinary Board shall be composed of five members.

4. The activities and scope of the BISLA Student Disciplinary Committee shall be governed by the Rules of Procedure of the BISLA Student Disciplinary Committee.

## Article. 18 BISLA Ethics Committee

1. The BISLA Ethics Committee shall constitute a standing and advisory body to the Rector of BISLA.

2. The Ethics Committee shall be established in accordance with the BISLA Code of Ethics.

3. The responsibility of the Ethics Committee is to discuss and consider complaints from members of the BISLA academic community and BISLA staff and employees concerning breaches of the BISLA Code of Ethics.

4. Its activities shall be governed by the Rules of Procedure of the BISLA Ethics Committee.

5. The BISLA Ethics Committee shall have 3 permanent members, appointed and dismissed by the

Rector, who shall normally be nominated by the BISLA Academic Senate.

6. The term of office of the permanent members of the BISLA Ethics Committee shall be 3 years.

7. Members of the Ethics Committee may be reappointed without limitation.

## IV. Higher education

### Article. 19 Basic characteristics of higher education

1. BISLA provides higher education at the first level of an accredited study programme.

2. The BISLA Study Regulations determine the manner and provision of studies.

3. The system of further education within the university is regulated by the internal regulations of BISLA.

### Article. 20 Basic conditions for admission to study

1. Citizens of the Slovak Republic and citizens of other nationalities have the right to study the chosen study programme at the university if they have fulfilled the basic conditions of admission to study the study programme pursuant to Section 56 of the Higher Education Act and other conditions determined by the university providing the chosen study programme pursuant to Section 57 (1) to (5) of the Higher Education Act. The Academic Senate of BISLA decides on the specification of the framework conditions specified in § 56 of the Higher Education Act.

2. The basic condition for admission to the study programme of the first degree is the acquisition of a complete secondary education or a complete secondary vocational education.

3. All applicants who fulfil the requirements will be admitted in the order of evaluation up to the number corresponding to the capacity of the college, or up to the number of students to be admitted, which will be determined by the Vice-Chancellor by decree on the basis of a decision of the BISLA Board of Trustees, after discussion in the Academic Senate of the college.

4. The admission procedure is a process enabling an applicant who demonstrates that he/she meets the specified admission requirements to become a student on the chosen programme of study at BISLA. An applicant who fails to demonstrate fulfilment of the basic admission requirements at the time of verification of

fulfilment of the admission requirements may be admitted conditionally, provided that he/she is required to demonstrate fulfilment of the basic admission requirements no later than the date set for enrolment.

5. BISLA shall publish in good time, no later than two months before the last day for the submission of applications, the deadline for the submission of applications for studies, the conditions for admission, the date and method of verification of their fulfilment and, if the verification of aptitude for studies includes an entrance examination, the form and framework content of the examination and the method of evaluation of its results. These shall be published on the official notice board of the college and in a mass manner. In the same way, the college shall also publish information on the approximate number of applicants it intends to admit to the study programme in question.

6. The admission procedure for an applicant for studies begins with the delivery and subsequent registration of his/her written application for studies at BISLA. The application must be received by the deadline set by the university. BISLA may allow an application form to be submitted electronically without a guaranteed electronic signature instead of a written application, using an information system which allows the applicant to verify its registration in the information system from the date of submission until the end of the admission procedure. In the application form, the applicant must provide the data referred to in Section 58(3) and provide the documents referred to in Section 58(5) of the Higher Education Act.

7. The Rector decides on admission to study a study programme at BISLA in accordance with Section 58, Paragraph 6 of the Higher Education Act and in accordance with the BISLA Admissions Policy.

8. The decision on the result of the admission procedure shall be given to the applicant in writing within 30 days of verification of the fulfilment of the admission requirements. The decision must contain a statement of the reasons for the decision and an indication of the possibility of applying for a review of the decision. The decision must be delivered to the applicant by hand. An applicant whose place of residence is unknown shall be served by posting the decision on the official notice board of the college for 15 days. The last day of that period shall be deemed to be the date of service.

9. An applicant may submit a request to the Rector for a review of the decision on the result of the admission procedure in accordance with Section 58(8) of the Higher Education Act. If the Rector finds that the decision has been made in violation of the law or an internal regulation, the Rector may grant the request himself, otherwise he shall refer the request to the Academic Senate of BISLA. A reply to the applicant requesting a review of the decision must be sent within 30 days of receipt of the request for a review of the

decision not to admit the applicant to BISLA.

10. BISLA has the right to request information from admitted applicants as to whether they will enrol.

11. An applicant who has received a decision not to be admitted to study has the right to consult his/her admissions file on request.

12. The conditions of admission of citizens of foreign nationality (hereinafter referred to as "foreigners") are the same as for citizens of the Slovak Republic

13. Foreign nationals shall study at a university:

(a) as students under the Higher Education Act and this Statute

b) on the basis of international treaties to which the SR is bound c) on the basis of cooperation agreements concluded in accordance with the provisions of Section 6(1)(i) of the Higher Education Act, in particular within the framework of international programmes, the European Union's academic mobility programmes, as well as agreements between higher education institutions.

14. When enrolling for studies, a foreigner is obliged to submit a document of authorised residence in the territory of the Slovak Republic and to prove that he/she meets other conditions under the legislation governing the residence of foreigners in the territory of the Slovak Republic.

## Article. 21 Enrolment for studies

1. Upon notification of the decision on admission to the study, the applicant's right to enrol in the study is established. The date, place and method of enrolment shall be determined by BISLA and communicated to the admitted applicant.

## Article. 22 Course of study and completion

1. The study is carried out according to an approved, accredited study programme. The organisation of the study system is based on the credit system.

2. The academic year begins on 1 September and ends on 31 August of the following calendar year. The academic year shall be divided into two semesters.

3. Higher education is provided on a fee-paying basis. The amount of tuition fees and the method of payment are published on the school's website and in the Tuition Fees and Related Fees Directive.

4. The course of study, its organisation, rights and obligations of students and teachers are regulated by the BISLA Study Regulations.

5. Interruption of studies, regular termination of studies and other termination of studies are regulated by the BISLA Study Regulations.

## Article. 23 Forms and methods of study

1. The study programme at BISLA is carried out in the full-time form of study.

2. The full-time form of study is organised in such a way that the study according to the recommended study plan corresponds in terms of time intensity to the student's work in the range of 1500 to 1800 hours per academic year, including independent study and independent creative activity.

3. Educational activities pursuant to Section 51(2) and Section 60 of the Higher Education Act may be carried out

(a) by the full-time method,

(b) distance learning; or

(c) a combined method.

## Article. 24 Academic mobility

1. BISLA may accept a student of another higher education institution, including a higher education institution based outside the territory of the Slovak Republic, for a part of his/her studies without an admission procedure in accordance with the conditions of the exchange programme or on the basis of an agreement between the receiving higher education institution and the sending higher education institution.

2. A student admitted to study pursuant to paragraph 1 shall have the rights and obligations of a BISLA student, taking into account the conditions of the exchange programme or the agreement between the receiving university and the sending university.

3. BISLA shall issue the student with a confirmation that he/she is its student and shall indicate the period of time during which his/her studies are to last. BISLA may only accept, pursuant to paragraph 1, a student from another higher education institution who, through his/her studies at BISLA, will continue the studies begun at another higher education institution and will return to and complete his/her studies at the sending higher education institution at the end of his/her studies at BISLA.

4. A student admitted to study pursuant to paragraph 1 shall not be counted in the number of students pursuant to Sections 55(7) and 89(4) of the Higher Education Act.

## Article. 25 BISLA Internal Quality System for Higher Education

1. BISLA ensures the quality of the higher education provided by implementing and systematically developing an internal quality system.

2. BISLA's internal quality system, its creation and development; the quality assurance bodies; their activities; the participation of individual members and members of the BISLA academic staff are regulated by the internal regulation BISLA's Internal Quality Assurance System for Higher Education.

3. BISLA's long-term plan is the primary strategic document for the development of the college reflecting the policies of the college's internal quality system.

4. The BISLA Long Term Plan is approved, monitored and modified by the BISLA Internal Quality Board, in consultation with the BISLA Rector and the BISLA Academic Senate, and is adopted for a mostly 6-year period.

5. BISLA's long-term plan conceptually defines the main strategic areas of quality of the college in terms of a predetermined timeframe and follow-up measurable performance indicators.

6. In order to monitor the success of the achievement of the goals set out in the BISLA Long Term Plan, a BISLA Long Term Plan Implementation Plan is carried out once a year.

7. The strategic areas, indicators and implementation of the Long-term Development Plan and the activities of the individual bodies are regulated by the Internal Quality Assurance System for Higher Education of BISLA and the internal regulation BISLA Long-term Development Plan.

## Article. 26 Financial conditions of study

1. The BISLA Board of Trustees determines and approves the amount of tuition and fees for a given academic year in the Directive on Tuition and Fees for Studies.

2. Tuition fees shall be paid according to the study contract either for the entire study, or for one academic year, or for one semester, or for half a semester on the basis of the decision on instalments for the academic year. The student's agreement to the amount of tuition and fees is a binding condition for admission to the university.

3. The guideline on tuition fees and study-related fees for the academic year in question is published on the BISLA website at the latest two months before the last day set for the submission of applications for the academic year in question.

4. The provisions on tuition fees apply to international students *mutatis mutandis*.

## Article. 27 Financial and social support for students

1. The Rector, on the proposal of the BISLA Advisory Committee, may award a BISLA Incentive Scholarship to gifted students with outstanding academic records and for extracurricular activities.

2. BISLA provides social support to students according to the student social support system on the basis of the subsidy received from the Ministry of Education for the social support of students according to Section 96 (social scholarship) of the Higher Education Act and Section 96b (pregnancy scholarship) of the Higher Education Act.

3. BISLA, in the case of a subsidy from the Ministry of Education, provides an incentive scholarship for students from the state budget pursuant to Section 96a of the Higher Education Act...

4. BISLA shall, depending on its financial possibilities, create funds for the provision of social and financial support for students.

5. A student may apply for a student loan pursuant to Section 101 of the Higher Education Act.

## **Article. 28 Supporting students with specific needs**

1. BISLA provides an accessible academic environment by creating appropriate learning conditions for students with specific needs without reducing the demands on their academic performance.

2. A student with specific needs is defined as a student according to Section 100 (2) of the Higher Education Act. Section 100 (3) to (6) of the Higher Education Act shall apply to the claim of a student with specific needs.

3. BISLA has a coordinator for students with specific needs, appointed by the Rector of BISLA. The responsibilities of the coordinator shall be laid down in an internal regulation of BISLA.

## **Article. 29 Provision of counseling**

1. BISLA provides free study-related information and advice services to applicants, its students and other persons.

2. BISLA provides counselling to its students in order to improve the conditions of their studies, the mental health of students and their motivation to study. BISLA also provides assistance in solving problems which might jeopardise the proper completion of their studies.

3. BISLA provides counselling services to its students and graduates in their application in the labour market.

## **Article. 30 BISLA funding**

1. BISLA secures funding for its educational, artistic, research, development and other creative activities.



2. BISLA may have a contract with the Ministry of Education, the subject of which is the provision of funds, conditional on the fulfilment of measurable indicators for the purpose of fulfilling BISLA's mission, agreed for a specified period and drawn up according to the thematic headings set out in the long-term plan of the Ministry of Education. Where a contract is concluded with the Ministry of Education, BISLA shall provide the Ministry of Education, by 31 August each year, with an evaluation of the fulfilment of the measurable indicators contained in the funding contract for the previous calendar year and the Ministry of Education, after verifying its accuracy, shall publish it on its website by 31 December.

3. BISLA is legally entitled to a subsidy from the Ministry of Education for the social support of students pursuant to Section 96 of the Higher Education Act (social scholarship) and Section 96b of the Higher Education Act (pregnancy scholarship). BISLA may apply to the Ministry of Education for a subsidy for the provision of an incentive grant for students from the state budget pursuant to Section 96a of the Higher Education Act.

4. For the provision of subsidies pursuant to section 91, subsection 3 of the Higher Education Act, the provisions of section 89, subsections 3 and 7 to 11 of the Higher Education Act apply to BISLA in the same way as to public higher education institutions.

## V. Academic insignia, ceremonies and awards

### Article. 31 Academic insignia and visual identity

1. The academic insignia is a symbol of academic freedom, historical traditions and academic self-government, as stipulated in Section 4(1)(f) and (2) of the Higher Education Act.

2. The academic insignia of BISLA are:

a. The emblem of BISLA,

b. a seal bearing the emblem of BISLA,

c. the Kolana of the Rector and the Kolana of the Vice-Rector, the Kolana of the President of the BISLA AS, the Kolana of the Vice-Promoter, and d. the sceptre of the Rector and the Vice-Rector.

3. The emblem of BISLA shall consist of a square depicting a labyrinth and the words BISLA Liberal Arts College on a blue or transparent background. The BISLA emblem shall be used on educational credentials, letters of appointment of associate professors and doctors of science, publications, and occasional printed matter. It also forms the visual identity of BISLA on the College website, social media, publications and promotional materials.

4. The dry seal with the BISLA emblem has a side-facing seal field engraved in the negative. The BISLA emblem fills the seal field.

5. The Kolana of the Rector and the Kolana of the Vice-Rectors, the Kolana of the President of the BISLA AS and the Kolana of the Graduator shall be the insignia worn by the Rector and the Vice-Rectors, the President of the BISLA AS and the Graduator around the shoulders during academic ceremonies and academic festivities.

6. The Rector's Sceptre and the Vice-Chancellors' Sceptres shall be insignia worn by the Pedello of the Rector and the Pedello of the Vice-Chancellors in front of the said academic office bearers during academic ceremonies and academic festivities.

### Article. 32 Academic ceremonies and ceremonial assemblies

1. Academic ceremonies and celebrations build on the values and traditions on which BISLA is based and are an important expression of the school to the public.

2. In particular, academic ceremonies are:

- a. the inauguration of the Rector,
- b. the matriculation of students,
- c. graduation of graduates,
- d. BISLA Academic council Ceremonial Meeting,
- e. Ceremonial assembly of the academic community,
- f. a formal meeting of the BISLA Academic Senate.

3. the matriculation of students, as the solemn taking of the academic oath, shall take place in the presence of the Rector or the Vice-Rector.

4. Graduation of graduating students, as the swearing-in ceremony and the receiving of the academic diploma, shall take place in the presence of the Rector or Vice-Rector and the Chair of the BISLA Board of Trustees. 5. Matriculation is an academic ceremony in which students are admitted to the academic community after taking the matriculation oath.

6. Graduation is an academic ceremony in which, after taking the oath, graduates of a degree program are presented with a diploma indicating the academic degree earned.

## Article. 33 Academic gowns

Academic gowns at academic ceremonies and ceremonial occasions are authorized for use by:

- a. the Rector of BISLA, the Vice-Rectors of BISLA
- b. the President of the Academic Senate of BISLA,
- c. the President of the BISLA, the President of the BISLA, the President of the BISLA, the President of the BISLA
- d. distinguished guests of the College as decided by the Rector.

## Article. 34 Commemorative medals and awards

1. The Rector and the Vice-Rector may award BISLA commemorative medals and awards to individuals, and in exceptional cases to legal persons, who have contributed to the development of the School, science, education, academic freedom and academic rights.

2. BISLA medals are:

- a. BISLA commemorative medals issued on the occasion of round anniversaries of the founding of the school.
- b. BISLA medals (gold, silver, bronze) associated with awards for the advancement of the school, science, education, academic freedoms and academic rights.
- c. Medals issued for a special event.

## VI. Basic issues of employment relations

### Article. 35 Labour relations

1. The Director of BISLA n.o. shall conclude, amend and terminate employment relationships at BISLA and determine the number and structure of posts at BISLA in accordance with the effective version of the Labour Code. The staffing assessment is based on the principle that, in order to ensure the teaching of the study programme, the higher education institution must have a sufficient number of university teachers employed on a full-time basis to be able, together with the sponsor, to maintain the quality of the educational process on a continuous and sustainable basis and to ensure the development of the study programme.

2. The basic principles of employment relations at BISLA and the procedure for making decisions on these matters are regulated by the BISLA Organisational Regulations. Employment relationships for the positions of Rector, Vice-Rector and senior staff are established, changed and terminated by BISLA by a legal act, which is a decision of the Director of BISLA n.o. after discussion in the BISLA Board of Trustees. In the case of the establishment of an employment relationship for the post of Rector, the Board of Directors shall issue a decision on the basis of his/her appointment by the President of the Slovak Republic. The legal act of entrusting a person to perform the function of Vice-Rector is the entrustment by the Rector.

3. The employment relationship with an employee for the position of a university teacher who holds the scientific and pedagogical title of "professor" or "associate professor" is concluded by the Director of BISLA n.o. on the proposal of the Rector on behalf of the university. The Rector submits to the Director of BISLA n.o. a proposal for the conclusion of an employment contract on the basis of the results of the selection procedure announced for filling this position in accordance with the Principles of the Selection Procedure and according to the Criteria for Filling the Positions of Professors and Associate Professors. The Director of BISLA n.o. shall also have the power to modify and terminate these employment relationships with the prior written consent of the Board of Directors. The filling of posts of university teachers and the filling of posts of professors and associate professors shall be carried out by means of a selection procedure. Call for competition shall be published by the College on the website designated by the Ministry, the College's website.

4. The employment relationship with an employee who does not have the scientific-pedagogical title "professor" or "associate professor" shall be concluded, changed or terminated on the basis of a proposal of

the Rector by the Director of BISLA n.o. pursuant to Section 77 of the Act on Higher Education.

Other employment relationships are concluded, changed or terminated by the Director of BISLA n.o. on behalf of the university

5. Employment relations of employees shall be governed by the effective version of the Labour Code.

## VII. Management

### Article. 36 Management of the College

1. The management, economic, administrative and legal agenda of the College is proposed and ensured by the BISLA Board of Trustees. The College shall draw up its budget for the calendar year and shall be managed on the basis of this budget as a private entity.

2. BISLA shall use its immovable property, capital funds and funds made available to it under contractual relations by other persons to ensure the activities of the College.

3. The payment for higher education (tuition fees), other payments (fees) related to the study at the college and to other activities of the college constitute income of BISLA, n.o., which it uses to ensure the activities of the college.

4. The income of the College consists mainly of:

- a. payments for studies from students and applicants for studies (tuition fees and fees related to studies),
- b. grants received for the teaching and research process,
- c. payments for services from purchasers of the College's output,
- d. donations received from donors,
- e. sponsorship contributions,
- f. grants from the Ministry and other government bodies,
- g. prizes, rewards and awards received for its activities from various institutions.

5. Expenditure on the provision of the activities of the College consists mainly of:

- a. Expenditure on staffing for the teaching and research process as well as the operation of the college,
- b. expenditure on the operational and technical support of the teaching and research process, c. expenditure on the participation of the College and its staff in cooperative programmes,
- d. expenditure by the College on publicising its activities and on recruiting students.

6. In the case of a subsidy from the state budget pursuant to Section 91(2) of the Higher Education Act, BISLA shall proceed in accordance with Section 49(1)(b) of the Higher Education Act 7. The management of the

college shall be governed by generally binding legal regulations and these BISLA Statutes.

## Article. 37 Business activities of the university

1. BISLA creates business activities aimed at the development of education, research as well as editorial, promotional activities aimed at promoting the results of its activities to the public.
2. Business activities shall not interfere with the educational process at the College, nor shall they jeopardize the quality, scope and availability of activities fulfilling the mission of the College.
3. BISLA shall be governed by generally binding legislation in the establishment of business activities and any profit from these activities shall be included in the income of the college.

## Article. 38 Privacy Policy

1. BISLA is obliged to comply with the protection of personal data of students and employees according to Act No. 18/2018 Coll. and on Amendments and Additions to Certain Acts (Personal Data Protection Act) and Act No. 185/2015 Coll. and on Amendments and Additions to Certain Acts (Copyright Act).

# VIII. Obligations of the university

## Article. 39 Other BISLA duties

1. BISLA is compulsory to:

- (a) provide and update data to the registers according to the Higher Education Act; (b) prepare, submit to the Ministry of Education and publish annually an annual report on the activities and an annual report on the management of BISLA in the time and form determined by the Ministry of Education,
- (c) deposit the annual management report in the public part of the register of accounts; (d) discuss with the Ministry of Education and publish the long-term plan of the private higher education institution in a time and form to be determined by the Ministry of Education,
- (e) to provide the Agency and the Ministry of Education, free of charge, at their request, within specified time limits, with the information, documents and cooperation necessary for their activities under the Higher Education Act and under a special regulation,
- (f) handle complaints pursuant to a special regulation,
- (g) to provide the Ministry of Education in writing by 30 April with data on income and expenditure, revenue and costs incurred in education for the previous calendar year; (h) to publish on its website the current and complete version of BISLA's internal regulations.

2. The BISLA Annual Activity Report shall include in particular:

- (a) an overview of the activities carried out in the previous calendar year that are related to the fulfilment of BISLA's mission and its long-term objective,
- (b) the results of the evaluation of the level of education at BISLA,
- (c) the results of the evaluation submitted by the BISLA Internal Quality Board,
- d) other items that follow from the outline of the annual report on the activities of the college as per Art. 6 of Directive No. 46/2011 of the Ministry of Education.

3. The BISLA Annual Activity Report, the BISLA Annual Management Report, the BISLA Long-Term Plan and the BISLA Activity Evaluation Results are published on the BISLA website.

4. BISLA issues regulations in accordance with §48 of the Higher Education Act.

5. BISLA shall regulate the internal quality assurance system for education by internal regulations, which shall contain the quality assurance policy of the college.

## IX. Transitional and final provisions Article. 40 Final provisions

1. The BISLA Statutes were discussed by the BISLA Academic Senate on 1 October 2024 and approved by the BISLA Board of Trustees on 3 October 2024. The BISLA Statutes shall be submitted by the Rector and the Chair of the BISLA Board of Trustees to the Ministry of Education for approval on ..... The BISLA Statutes shall enter into force on the date of registration by the Ministry of Education, Science, Research and Sport of the Slovak Republic and shall be effective as of the date of entry into force of the decision on its registration.

2. The BISLA Statute registered by the Ministry of Education under No. ...., as amended, shall cease to be valid and effective on the date on which the legal effects of this State come into force in accordance with paragraph 1 of this Article.

.....

Rektor BISLA

doc. Samuel Abrahám, PhD.

.....

Predseda Správnej rady BISLA

Prof. PhDr. František Novosád, CSc.