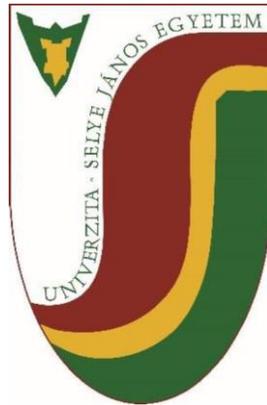


**J. Selye University**



**Rules of Procedure  
of the Quality Assurance Council of JSU**

[Full text, informative material, as amended by Amendment No 1](#)

**Komárno 2022**

## **Article 1**

### **Initial provisions**

1. The Quality Assurance Council of J. Selye University (“QAC” or “JSU QAC”) is the supreme body of J. Selye University (“JSU” or “the University”) for assurance of higher education quality in compliance with Act 269/2018 on higher education quality assurance and the amendment to Act 343/2015 on public procurement and on amendments to certain laws, as amended.
2. Basic tasks and activities of the JSU QAC, requirements applicable to meetings of the JSU QAC, and document approval principles and processes of the QAC are set out in the Rules of the Quality Assurance Council of J. Selye University discussed by JSU’s Academic Senate and approved by JSU’s Scientific Council.

## **Article 2**

### **Meetings of the QAC**

1. The QAC’s meetings usually take place with its members being physically present.
2. The QAC Chairperson may decide to make use of electronic communication means instead of a meeting with its members being physically present. Less important decision may be adopted based on *per rollam* voting without any discussion.
3. In justified cases and on the basis of a decision of the QAC Chairperson, a meeting of the QAC may also be held by means of a video conference or other means of information and communication technology (without the physical presence of the QAC members), including a secret ballot where JSU is able to secure the necessary technical preconditions for the QAC members.
4. In justified cases, a QAC member may attend the QAC’s meeting using the means of information and communication technology (without the physical presence of the member) with the consent of the QAC Chairperson provided that the applicant’s technical means allow it and JSU is able to secure the necessary technical preconditions.

## **Article 3**

### **Agenda of the QAC’s meeting**

1. The QAC’s meeting agendas are suggested and meetings are chaired by the Chairperson or a member of the QAC authorized by the Chairperson in writing.
2. At the beginning of a meeting, the chair presents a draft agenda and checks fulfilment of resolutions.

The QAC decides on the agenda and related objections and/or amendments thereof by voting.

3. Drafts of new SPs or their modifications are submitted by the Rector of the University or the QAC Chairperson. Quality assessment reports are submitted by the Rector, Vice-Rectors, or the QAC Chairperson. Proposals concerning members of temporary working groups of the QAC and/or other documents to be discussed are submitted by the QAC Chairperson.
4. The agenda of a regular meeting of the QAC shall contain the following compulsory items:
  - a) meeting opening,
  - b) appointment of minutes verifiers,
  - c) update of the meeting agenda and its approval,
  - d) check of fulfilment of conclusions and resolutions from the previous meeting,
  - e) discussion about agenda items and approval of resolutions,
  - f) end of the meeting.

#### **Article 4**

##### **Discussions at the QAC's meetings**

1. QAC Members and invited guests have the right to speak to the matter discussed in the framework of the debate with a discussion contribution lasting not more than 5 minutes, or to present points of order not exceeding 3 minutes. In exceptional cases, the chair may adjust the time limit for the discussion. QAC members have the priority to present a discussion contribution or a point of order.
2. QAC members report to the discussion on individual points of the agenda by raising their hands. The chair shall give the floor to them in the order in which they requested presentation of their contributions within the discussion.
3. QAC members may suggest supplements or amendments in relation to the proposals contained in written supporting documents or those submitted within the discussion on individual points of the agenda.
4. The chair shall close the discussion if no other person has come forward to discuss or if the time for the discussion has expired.
5. At the end of the discussion, the chair shall give the final word to the proposer to summarize the results of the discussion and to supplement amendments and/or resolutions. If the proposer is not present, the chair will summarize discussion results.
6. A resolution may be referred to as a statement or document that the QAC has discussed and reached a conclusion on.

7. Resolution texts will be proposed by the QAC Chairperson. The QAC decides on a draft resolution by voting.
8. During the meeting, the chair may make short breaks where it is necessary in view of the length of the meeting. If a meeting does not end within 5 hours from its beginning, it may be postponed to another agreed date.
9. An authorized employee will draw up minutes of the QAC's meeting. In addition to formal details (date, venue of the meeting, attendance list, meeting agenda), the minutes shall also contain all resolutions of the QAC on the issues discussed and voting results.
10. Minutes are verified by minutes verifiers and the QAC Chairperson.
11. Resolutions and minutes of the QAC's meetings are published in AIS2.
12. Records, supporting documents, and other written documents concerning activities of the QAC are archived in compliance with Directive 3/2019 issuing the Retention Rules and Retention Plan of J. Selye University.

## **Article 5**

### **Voting**

1. The QAC forms quorum if a total majority of all QAC members is present.
2. The QAC may take note of a document, approve it, approve it with comments, disapprove it, or return it to the applicant for supplementation or revision.
3. The adoption of a resolution requires the approval by at least five members and a majority of QAC members present (or voting).
4. Electronic voting must be carried out in such a way that individual QAC members know, after its completion, the results but do not know the partial results during the voting.
5. Voting shall be held secretly only if the QAC so decides. If the vote is secret, the QAC shall establish a vote-counting commission consisting of at least two QAC members who are also responsible for administering the secret vote.
6. [A QAC member shall not participate in the decision-making of the QAC on matters relating to the study programme in the development of which he/she has participated or in the implementation of which he/she participates as a teacher.](#) In such a case, the quorum is adequately reduced, which shall be without prejudice to the member's right to participate in further discussions.
7. The QAC Chairperson presents voting results.
8. As concerns other issues (except resolutions), the QAC can provide its opinion also by acclamation.

**Article 6**  
**Temporary working group of the QAC**

1. Temporary working groups (“TWGs”) are established by the QAC in compliance with Article 10 of the JSU QAC Rules.
2. TWG is an advisory body to the QAC and prepares opinions for the QAC.
3. TWGs work in compliance with Article 11 of the JSU QAC Rules. Activities of TWGs may be further regulated by regulations issued and approved by the QAC.
4. Meetings of a TWG are chaired by the TWG Chairperson. Should the Chairperson be absent, this competence will be exercised by an authorized member of the same TWG.
5. The result of the TWG’s discussion is a written opinion on the application or report concerned.
6. The QAC votes on adoption or rejection of the TWG’s opinions.
7. These Rules of Procedure shall also reasonably apply to activities of TWGs.

**Article 7**  
**Final provisions**

1. These Rules of Procedure were discussed and approved, upon which they take effect, by the Quality Assurance Council of JSU in Komárno on 28 February 2022 as Resolution No 3/2022.

Komárno, 28 February 2022

Dr. habil. PaedDr. Melinda Nagy, PhD.  
JSU Vice-Rector for Accreditation and Quality

This document has been drawn up based on Rules of Procedure (effective since 28 February 2022) and Amendment No 1 (effective since 12 July 2023).