



## **Faculty of Public Policy and Public Administration**

*Dean's directive no. 1/2022 FPP AND PA*

*on the terms of reference and activities of the FPP AND PA Programme*

*Committee*

**FPP AND PA PROGRAMME COMMITTEE**

The material was created and submitted on the basis of Act No. 269/2018 Coll. on Quality Assurance of Higher Education for the needs of the establishment of the so-called internal quality assurance system of higher education. At the same time, through its scope, it ensures compliance of implementation with the standards for the internal quality assurance system for higher education and with the standards for the study programme by the Slovak Accreditation Agency.

## **Art. 1**

### **Subject to modification**

- (1) This Directive regulates
  - (a) the status, powers and composition of the Commission
  - (b) the preparation and convening of meetings, the conduct of meetings and the manner in which decisions are to be taken
  - (c) the publication of information on its activities
- (2) The Directive forms part of the internal quality assurance system for higher education at FPP AND PA.

## **Art. 2**

### **Position of the Programme Committee**

- (1) The faculty, after internal consideration, establishes the so-called Programme Committee for the study programme implemented or provided at the faculty.
- (2) A faculty may also establish a Programme Committee for several degrees of higher education.
- (3) The so-called Programme Commission is a permanent body of the faculty.

## **Art. 3**

### **Responsibilities of the Programme Committee**

- (1) The main task of the established Programme Commission is to prepare a proposal for accreditation of a new study programme in the light of the proposed modifications.
- (2) The Programme Commission shall approve all changes to the conditions of the study programme implementation or approve:
  - (a) Modifications to the course information sheet to include updating the instructor, changing the semester of implementation and recommended readings,
  - b) additions to the teaching schedule.
- (3) The Programme Committee shall approve the criteria for thesis supervisors in all degree programmes provided.
- (4) The Programme Committee shall also carry out the following activities:
  - (a) It shall be responsible for the implementation of the measures taken by the management of the faculty concerned in a given programme of study and field of study,

- (b) verify once per academic year the sustainability of the study programme,
  - c) compliance with the quality standards for the study programme, including space, material, technical, information and personnel,
  - (d) adopt proposals for measures or adjustments to the study programme,
  - (e) be responsible for the evaluation of the study programme,
  - (f) be responsible for the timeliness, availability and completeness of information on the programme of study,
  - (g) provide information on the programme of study in accordance with the internal evaluation report and the description of the programme of study in question, including information on the admission procedure and the conditions of admission to the programme of study,
  - (h) informs about the content and scope of studies, the forms and methods of study of the study programme and the assessment of learning outcomes,
  - (i) the conditions for the proper completion of studies, the profile of the graduate and the possible employment of graduates,
  - (j) analyze, evaluate and publish, at least once a year, the results of the evaluation of the student survey in relation to the implementation of the study programme.
- (5) If the Programme Committee identifies that a study programme does not comply with the Standards for the Internal Quality Assurance System for Higher Education or the Standards for a Study Programme issued by the Slovak Accreditation Agency for Higher Education, it shall immediately inform the Dean and the Chancellor's Office of Danubius College of this fact, together with a proposal for measures to re-comply with the Standards.
- (6) The Programme Committee shall consider objections concerning the student's assessment and, if it finds that the assessment has been awarded in contravention of the course information sheet, may decide to cancel such assessment.

#### **Art. 4**

##### **Membership of the Programme Committee**

- (1) The Programme Committee has 6 members at the Faculty,
- (2) The members of the Programme Committee shall be appointed and removed by the Dean after discussion in the Faculty Board. The Dean shall inform the Academic Senate of the Faculty and the Scientific Council of the Faculty about the appointment and dismissal of the members of the Programme Committee at their next meeting.
- (3) The members of the Programme Commission are:
  - (a) the guarantor and co-guarantors of the study programme; in the case of a programme board for more than one study programme, all guarantors and co-guarantors of the respective study

programmes shall be members of the programme board,

b) as a rule, two student representatives of the faculty.

(4) Members of the Programme Board may also be:

(a) Representatives of the academic community of the College of Science and Technology who are experts in the respective field of study,

b) representatives from higher education institutions which do not have their seat in the territory of the Slovak Republic.

(5) The performance of the function of a member of the Programme Committee shall be non-representative.

(6) Membership in the Programme Commission shall commence on the date of appointment as a member of the Programme Commission.

(7) Membership in the Programme Commission shall expire:

(a) Upon the termination of the employment of the faculty member-employee,

(b) the termination or interruption of the student member's studies at the faculty,

(c) resignation of membership,

d) removal,

e) death of the member.

(8) Membership of the Programme Committee may be resigned by a written statement in documentary form addressed to the Dean.

(9) In the event of termination of membership, the Dean shall, within 30 calendar days, appoint a new member of the Program Committee for the appropriate area.

(10) Members of the Program Committee must maintain confidentiality of non-public facts that are the subject of the deliberations and ensure the protection of personal data with which they have become acquainted in the course of their activities.

## **Art. 5**

### **Chairman of the Programme Committee**

(1) The activities of the Programme Commission shall be managed by its Chairman and, in his absence, by a member of the Programme Commission appointed by him.

(2) The chairperson of the Programme Committee is the guarantor; in the case of a study programme implemented in a combination of two fields of study, the chairperson of the Programme Board is the main guarantor.

(3) The chairman of the Programme Board for several study programmes shall be one of the guarantors, who shall be elected from among themselves by all the guarantors of all study programmes by a majority vote.

(4) The Chairperson of the Programme Committee shall in particular:

- (a) represents the Programme Commission externally, especially in relations with the Dean and other bodies of the academic self-government of the Faculty,
  - (b) convene and chair meetings of the Commission,
  - (c) signs the minutes of the meetings of the Programme Committee,
  - (d) sign documents on the activities of the Programme Committee.
- (5) The Chairperson of the Program Committee, after approval by the Curriculum Council, shall submit a proposal to the appropriate Academic Senate of the Faculty:
- (a) A new program of study,
  - b) modifications to the programme of study,
  - c) the suspension of the study programme,
  - d) the cancellation of the study programme.

## **Art. 6**

### **Preparation and convening of Programme Committee meetings**

The first meeting of the Programme Committee shall be convened by the programme guarantor within 30 days of the appointment of all members of the Programme Committee.

(1) Meetings of the Programme Committee shall be convened by the Chair of the Board of the study programme or by a member of the Programme Committee on his/her behalf.

(2) Meetings of the Programme Committee shall be held as required, at least once per calendar year.

(3) A meeting of the Programme Committee may be held:

(a) By attendance, with members of the Program Committee and guests physically present in the meeting room,

(b) by videoconference or other means of information and communication technology without the physical presence of the members of the Programme Commission or guests in the meeting room,

(c) by a combination of the physical presence of the members of the Programme Commission and guests in the meeting room and the participation of other members of the Programme Commission and guests in the deliberations by videoconference or other means of information and communication technology.

(4) The preparation of the Programme Commission meetings shall be carried out by the Chairperson of the Programme Commission in cooperation with the members of the Programme Commission and the submitters of materials designated by the Chairperson of the Programme Commission.

(5) Meetings of the Programme Commission shall be convened by invitation. The invitation shall specify the date of the meeting, the manner in which the meeting is to be held pursuant to paragraph 4 and the agenda of the meeting.

- (6) The invitation and the materials shall be delivered to the members of the Programme Commission in electronic form by electronic mail at least five days before the date of the meeting.
- (7) In particularly justified cases, the Chairperson of the Programme Commission may convene an extraordinary meeting of the Programme Commission. The Chairperson of the Programme Commission shall immediately convene an extraordinary meeting of the Program Committee also if the Dean, the Chair of the Faculty Accreditation Council, or at least one-third of the Program Committee so requests in writing.
- (8) In addition to the members of the Program Committee, the submitters of materials and, if circumstances require, other persons, usually teachers of the courses of the degree programme, are invited to attend a meeting of the Program Committee. The meeting of the Programme Committee shall not be public, unless the Programme Committee determines otherwise.
- (9) Members of the Programme Committee who are unable to attend a meeting of the Programme Committee for objective reasons are obliged to send their apologies to the Chair of the Programme Committee in due time. An excused member of the Programme Committee may deliver to the Chairperson of the Programme Committee his/her written opinion on the individual materials discussed and request that his/her opinion be presented at the meeting of the Programme Committee.

## **Art. 7**

### **Progress of the Programme Committee meetings**

- (1) A meeting of the Programme Commission shall be chaired by the Chairman of the Programme Commission or by a member of the Programme Commission on his behalf.
- (2) The Programme Commission shall deliberate according to the agenda set out in the invitation to the meeting. Suggestions for changes or additions to the agenda may be made by members of the Programme Committee Board and invited guests during the opening of the meeting.
- (3) After the opening of the meeting, the Chairperson of the Programme Commission Board shall inform about the relevant resolutions (decisions) related to the Programme Commission's activities.
- (4) Consideration of an agenda item shall begin with an introduction by the proposer of the material, continue with the debate and end with a vote on the draft resolution, including a vote on any amendments to the draft resolution and a vote on the motion as a whole.
- (5) The Chair shall, as a rule, call on the members of the Programme Committee and other participants in the meeting in the order in which they entered the debate. The intervention of a participant in the debate shall be substantive and brief. Each participant in the meeting shall have the right to express his or her views on all aspects of the matter under discussion. In the event of

time constraints, the Chair may, with the agreement of a majority of the members of the Programme Committee present, fix a maximum length for contributions to the debate.

(6) The members of the Programme Committee shall be entitled to request additional information from the proposer of the material and to seek explanations from him.

(7) The proposer of the material may withdraw his/her proposal at any time until the Programme Committee has voted on the proposal as a whole.

(8) At the end of the debate, the Chair, in cooperation with the proposer of the material, shall read out the draft resolution and then call for a vote of the members of the Programme Committee.

(9) Minutes shall be taken of each meeting of the Programme Committee. The Chairman of the Programme Committee shall be responsible for the preparation of the minutes and for their accuracy and completeness and shall sign them. The minutes shall be annexed to the attendance register.

(10) The minutes shall include in particular:

(a) the place and date of the meeting of the Programme Committee,

(b) the approved agenda of the meeting,

(c) a brief description of the proceedings on each agenda item,

(d) the full text of each resolution adopted and the numerical result for each motion for a resolution and for each other motion voted on during the meeting,

(e) such other matters as the Programme Committee may decide.

(11) The minutes shall be promptly delivered in electronic form by electronic mail to all members of the Program Committee, the Dean, the substantively appropriate Associate Deans, the head of the relevant department, and the submitters of materials.

## **Art. 8**

### **Method of adoption of resolutions of the Programme Committee**

The Programme Committee shall have a quorum if an absolute majority of all its members are present at a meeting of the Programme Committee.

(1) The Programme Committee shall vote in public.

(2) The affirmative vote of a supermajority of the members of the Programme Committee present shall be required for the adoption of a valid resolution of the Programme Committee.

(3) In urgent and justified cases, the Chairperson of the Programme Commission may request the members of the Programme Commission to adopt a resolution outside a meeting of the Programme Commission in a per rollam manner. In such a case, the Chairperson of the Programme Committee shall send the material together with the draft resolution to all members of the Programme Committee in electronic form and set a deadline for voting.

(4) The adoption of a valid per rollam resolution of the Programme Commission shall require the consent of a supermajority of all members of the Programme Commission to the draft resolution.



Consent in electronic form must be the expression of the will of a member of the Programme Committee beyond reasonable doubt.

(5) Minutes of the per roll call vote of the Program Committee Board shall be prepared and shall include the draft resolution, the results of the vote, and the resolution, if adopted. The minutes shall be signed by the Chairperson of the Programme Committee. The minutes shall be accompanied by a statement of the votes of the individual members of the Program Committee.

## **Art. 9**

### **Publication of information on the work of the Programme Commission**

(1) Information about the meeting of the Programme Committee shall be published on the Faculty's website prior to each meeting of the Programme Committee.

(2) The following information shall also be published on the Faculty's website:

- (a) A current list of Program Committee members,
- (b) the minutes of the meetings of the Programme Committee,
- (c) extracts of resolutions from the meetings of the Programme Committee,
- d) other documents as decided by the Programme Committee.

(3) The documents arising from the activities of the Programme Committee shall be archived in paper and electronic form in accordance with a special internal regulation of Danubius College of Applied Sciences. The chairman of the Programme Commission shall be responsible for the preservation of the documents arising from the activities of the Programme Commission.

## **Art. 10**

### **Final provisions**

(1) This Directive shall come into force and effect on the date of its approval by the Scientific Council of the Faculty.

In Sládkovičovo, 27.1.2022

Doc. PhDr. et Mgr. Peter Ondria, PhD.

Dean of FPP AND PA