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Regulation No.	Internal Regulation of the Institute of Technology and Business in Prešov
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Statute of the Convent of the Institute of Technology and Business in Prešov

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			doc. Ing. Jakub Horák, MBA, PhD., Chair of the Board of Trustees		
Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
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Statute of the Convent of the Institute of Technology and Business in Prešov

Institute of Technology and Business in Prešov

2026

Article 1 Introductory Provisions

1. The Convent of the Institute of Technology and Business in Prešov (hereinafter the "Convent") is an advisory body of the Rector of the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") in the area of assuring, applying and evaluating the internal quality system of the higher education institution (hereinafter "IQS"). The Convent is a further body of VŠTE in Prešov established pursuant to Section 19(3) of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act") and the Statute of VŠTE in Prešov (Štatút VŠTE v Prešove). The competence of the Convent is laid down by the Act, by Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (hereinafter the "Quality Assurance Act"), by the standards issued by the Slovak Accreditation Agency for Higher Education (hereinafter "SAAVŠ"), by the internal regulations of VŠTE in Prešov and by this Statute of the Convent. The competence of the Convent also extends to the area of assuring, applying and evaluating educational programmes under Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended, including educational programmes leading to a micro-credential.

2. The Convent is established by the Rector of VŠTE in Prešov. The Convent is a decision-making body whose decisions are binding on all units of VŠTE in Prešov where study programmes (hereinafter "SP"), including short-cycle study programmes under Section 66 of the Act, educational programmes (hereinafter "EP") and fields of habilitation and inaugural procedures (hereinafter "HIP") are provided.

3. The Statute of the Convent lays down the scope of competence, activities, responsibilities, structure and powers of the Convent.

4. The activity of the Convent consists in the development and support of the assurance and evaluation of the IQS of the educational, scientific and research, development and innovation, artistic or other creative activity of VŠTE in Prešov, as well as other related activities. The aim of the Convent's activity is the consistent application of the IQS assurance policies.

Article 2 Competence and Activities of the Convent

1. The Convent, in the context of its mission and position:

- a) verifies and evaluates the fulfilment of the requirements of VŠTE in Prešov for the quality of educational activity in SP, fields of HIP and EP,
- b) discusses the draft report on the internal evaluation of IQS assurance and its addenda,

- c) discusses applications for the granting of authorisation to provide SP and EP, applications for the accreditation of fields of HIP and applications for the assessment of the compliance of the IQS with the standards for the assurance of the IQS of higher education submitted to SAAVŠ, including applications for the assessment of the IQS under the SAAVŠ schedule (Section 24 of the Quality Assurance Act),
- d) discusses and approves/rejects applications of the individual units of VŠTE in Prešov related to the accreditation processes of SP and fields of HIP in which VŠTE in Prešov has been granted by SAAVŠ the right to create, provide and modify study programmes,
- e) discusses and approves/rejects applications of the individual units of VŠTE in Prešov related to the accreditation processes of EP,
- f) monitors the fulfilment of measures intended to remedy deficiencies identified in the provision of SP, fields of HIP and EP,
- g) submits proposals for the development of the IQS assurance and evaluation system to the competent bodies of VŠTE in Prešov for their opinion,
- h) where the rules for the assurance and evaluation of the IQS so provide, gives its opinion on draft internal regulations of VŠTE in Prešov,
- i) adopts positions on motions submitted to it for discussion by the Chair or members of the Convent, or on the need for the discussion of which it itself resolves,
- j) approves specific rules for the evaluation of the quality of education and creative activity in the individual areas of education, fields of study and scientific disciplines.

2. In the performance of its activities, the Convent cooperates with the other bodies of VŠTE in Prešov, the permanent advisory bodies of the Rector and the other units of VŠTE in Prešov.

3. If the Statute of VŠTE in Prešov designates the Convent as the body under Section 31(2)(b) of the Act, the Convent approves, on the proposal of the Rector, the internal quality assurance system of higher education and the internal regulations which constitute it; in such a case, representatives of the student part of the academic community of VŠTE in Prešov (Article 3(1)(g) of this Statute) are always among the voting members of the Convent.

Article 3 Bodies of the Convent and Their Competence

1. The composition of the Convent or individual changes in its composition are submitted by the Chair of the Scientific Board of VŠTE in Prešov for approval at its meeting. After approval, the Rector appoints it as a whole. The Convent works in the following composition:

- a) the Chair of the Convent,
- b) the Vice-Chair of the Convent,
- c) representatives of foreign academic staff,
- d) representatives of domestic academic staff,
- e) representatives of employers,
- f) representatives of practice even if they are not employers (optional),

– g) representatives of the student part of VŠTE in Prešov,

– h) representatives of graduates of VŠTE in Prešov (of the legal predecessor of VŠTE in Prešov),

– i) the Secretary of the Convent.

2. The activity of the Convent is directed by its Chair. The Chair of the Convent is the Rector of VŠTE in Prešov.

3. The Vice-Chair of the Convent deputises for the Chair to the extent determined by the Chair. The Vice-Chair of the Convent is the Vice-Rector of VŠTE in Prešov for Science and Research.

4. The number of voting members of the Convent (Article 3(1)(c) to (h) of this Statute) must always be odd.

5. The term of office of the members of the Convent coincides with the term of office of the Rector and ends upon the termination of the Rector's office. A newly appointed Rector may leave the composition of the Convent unchanged. The term of office of a member of the Convent ends:

– a) by dismissal by the Rector of VŠTE in Prešov,

– b) by resignation, which takes effect upon delivery of a written notice to the Chair of the Convent,

– c) in the case of a student, on the day of completion, withdrawal from or interruption of studies at VŠTE in Prešov (Sections 85 to 87 of the Act),

– d) by death or by declaration of death.

6. When proposing and appointing the members of the Convent, care is taken to ensure high-quality assessment in the areas of the fields of study represented at VŠTE in Prešov.

7. Only a person who is a recognised professional authority (with the exception of the Secretary of the Convent), a graduate or a student who has achieved high-quality study results during his or her studies to date at VŠTE in Prešov may be appointed a member of the Convent.

8. A member of the Convent performs his or her function in person and is independent in the performance of the function.

9. The Chair, the Vice-Chair and the Secretary of the Convent do not take part in the voting of the Convent.

10. If the function of an appointed member of the Convent ends before the expiry of his or her term of office, a new member is appointed until the end of the current term of office.

11. The Convent may establish Expert Committees (hereinafter "EC") for the assessment of individual applications from internal and external stakeholders (assessors). The members of an EC are proposed to the Convent by its Chair. A condition for the appointment of a member to an EC is that the proposed member has expressed consent to his or her appointment and is not in a conflict of interest with the matter being assessed. If the Convent establishes an EC, it shall at the same time determine its tasks and their material and procedural implementation.

Article 5 Assessors of the Convent

1. For the purposes of assessing the IQS, accreditations and matters falling within the competence of the Convent, its Chair appoints and dismisses internal and external assessors (stakeholders). The Chair of the Convent may also dismiss assessors at their request.

2. The Chair of the Convent appoints assessors so as to ensure the minimum required level of participation of each representative from among the internal and external assessors. In the case of the assessment of third-cycle SP and fields of HIP, at least one foreign assessor must be represented.

3. The Convent keeps a list of the appointed internal and external assessors. Their list, including the definition of the fields of study which they are qualified to assess, is public.

4. An assessor may be a student of VŠTE in Prešov, a graduate of VŠTE in Prešov, a university teacher or researcher of another higher education institution having its seat in the territory of the Slovak Republic, a university teacher or researcher of another higher education institution having its seat outside the territory of the Slovak Republic, a representative of employers and other representatives of practice, and another domestic or foreign partner of VŠTE in Prešov.

5. A proposal of a candidate for appointment or dismissal, or another motion concerning an assessor, may be submitted to the Convent by the bodies of VŠTE in Prešov and other units of VŠTE in Prešov, by members of the academic community of VŠTE in Prešov and by the members of the Convent themselves. If the assessor satisfies all the necessary prerequisites and agrees with the proposal, he or she confirms his or her participation in the assessment of a specific SP, field of HIP or EP by a written statement of consent. If necessary, he or she subsequently provides further written consents or supplementary information.

7. An assessor representing the student part has achieved high-quality study results during his or her studies to date at VŠTE in Prešov. A student ceases to be an assessor upon completion of his or her studies.

8. An assessor observes the confidentiality of information relating to the assessment of matters in which he or she participates.

Article 6 Secretary of the Convent

1. The Secretary:

- a) is a member of the Convent without the right to vote on the matters under discussion,
- b) performs tasks connected with the organisational and administrative support of the activity of the Convent,
- c) attends the meetings of the Convent and draws up the minutes thereof; in the absence of the Secretary, the minutes are drawn up by a person entrusted therewith by the presiding person,
- d) keeps ongoing records of the activity of the Convent and records of the evaluation of the IQS,
- e) keeps the minutes of the meetings of the Convent and of the meetings of the EC, if established,
- f) keeps and continuously updates the list of internal and external assessors of the Convent,

– g) maintains the confidentiality of the information with which he or she comes into contact in the performance of his or her function.

2. The Secretary is appointed and dismissed by the Chair of the Convent.

3. The Secretary is an employee of VŠTE in Prešov in an employment relationship for the established weekly working time.

Article 7 Meetings of the Convent

1. The meetings of the Convent are held so as to ensure its activity within the scope of the IQS. The time of the meeting of the Convent is determined by its Chair. The meetings of the Convent may be held in person, remotely (by videoconference via the videoconferencing system of VŠTE in Prešov or by other means of information and communication technology in accordance with Section 140(13) of the Act) or by a combination thereof.

2. For each meeting, the members of the Convent are sent an invitation with the agenda proposed by the Chair of the Convent. After the opening of the meeting, each member of the Convent may submit supplementary or amending proposals to the agenda of the meeting. The Convent votes on changes or additions to the proposed agenda of the meeting and adopts a resolution.

3. The meetings of the Convent are not public. Persons attending the meetings observe the confidentiality of the information and facts which are the subject of the meeting.

4. The submitter of an agenda item may also be invited to its discussion. Where the nature of the matter under discussion so requires, the Chair of the Convent may also invite assessors or other members of a unit of VŠTE in Prešov to the given agenda item.

5. The meetings of the Convent are chaired by its Chair. In the absence of the Chair, the meeting is chaired by the Vice-Chair of the Convent or by a member authorised by the Chair.

6. The individual agenda items are discussed on the basis of background materials. The materials for the meeting are sent to the members of the Convent in advance within a period allowing their proper study and discussion. Each member of the Convent also has the right to request an extension of the period set by the Chair of the Convent, which the Chair shall allow.

7. If the Convent resolves during the meeting that the background materials are insufficient, it shall refrain from further discussion of the agenda item concerned. In such a case, it shall return the background materials to the submitter together with the setting of a reasonable period for their completion.

8. A debate is normally held on each agenda item.

9. Minutes are drawn up of the meeting of the Convent, which include the attendance list and the results of voting on the proposals discussed, which are reflected in the minutes as resolutions of the Convent.

10. After being drawn up, the minutes are signed by the Secretary of the Convent, who draws up the minutes, by the verifier, who is the Vice-Chair of the Convent, and by the Chair of the Convent.

11. The minutes and the resolutions adopted at the meeting of the Convent are published by VŠTE in Prešov on its website (www.vste.sk).

12. The minutes, background materials and other documents relating to the materials for the meetings of the Convent and to the activity of the Convent of VŠTE in Prešov are archived in an appropriate manner by the Rector's Secretariat of VŠTE in Prešov in accordance with the Records Management Rules of VŠTE in Prešov (Registratúrny poriadok VŠTE v Prešove).

Article 8 Decision-Making and Voting of the Convent

1. The Convent adopts resolutions on the results of its meetings, which are recorded in the minutes of the meeting.

2. The Convent has a quorum when a majority of all voting members are present.

3. The Convent decides on a draft resolution by voting. Voting is public.

4. The Convent normally votes separately on each draft resolution.

5. After the end of the voting and after the results of the voting have been ascertained, the presiding person announces the result of the voting. The presiding person announces the number of members entitled to vote, the number of persons who voted, the number of votes cast for the proposal, against the proposal, the number of abstentions and the number of non-votes.

6. For a resolution to be adopted, the Convent must reach a majority of the votes of the voting members present.

7. In the event of a tied vote, the oldest representative of employers has an additional casting vote.

Article 9 Meetings and Voting per rollam

1. The Chair of the Convent may call an electronic or correspondence vote, "per rollam", without a physical meeting of the Convent.

2. The announcement of the vote, the wording of the proposal(s) and the instructions are sent out by the Secretary of the Convent or the Chair of the Convent. The method and time limits for voting are determined by the Chair of the Convent.

3. A member of the Convent delivers his or her vote in a manner that ensures the identification of the voter and the result of his or her vote. The vote must be cast in such a way that the decision of the voter is clear from it, i.e. whether he or she votes for the proposal, against the proposal or abstains from voting. The vote must be cast within the time limit set by the Chair of the Convent (including any extended time limit), otherwise the vote is invalid.

4. The Convent adopts a resolution if a majority of the voting members of the Convent, excluding the members who may not vote under Article 3(9) of this Statute, have expressed their consent to it.

5. After being drawn up, the minutes of the vote are signed by the Secretary of the Convent, who draws up the minutes, by the verifier, who is the Vice-Chair of the Convent, and by the Chair of the Convent.

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Article 10 Related Regulations

1. Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), in particular Section 7(7), Section 19(3), Section 31(1)(b) and (2)(b), Section 66 and Section 140(13).

2. Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments to Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended, in particular Sections 3, 23, 24 and 24a; the Standards for the Internal Quality Assurance System of Higher Education, Educational Programmes Leading to a Micro-credential and Short-Cycle Study Programmes (effective from 1 September 2026), the Standards for the Study Programme and the Standards for the Habilitation Procedure and the Inaugural Procedure issued by SAAVŠ.

3. Act No. 292/2024 Coll. on Adult Education and on Amendments to Certain Acts, as amended.

4. Internal regulations of VŠTE in Prešov: the Statute of VŠTE in Prešov; the Internal Quality System of VŠTE (Vnútorný systém kvality VŠTE); the General Principles for the Creation of Educational Programmes at VŠTE (Všeobecné princípy tvorby vzdelávacích programov na VŠTE); Directive of VŠTE No. 3/2026 on the Basic Principles of Assuring and Evaluating the Internal Quality System (Smernica VŠTE č. 3/2026 o východiskových princípoch zabezpečovania a hodnotenia vnútorného systému kvality); Directive of VŠTE No. 4/2026 on the Creation, Modification, Approval and Cancellation of Study Programmes and the Submission of Applications for Accreditation (Smernica VŠTE č. 4/2026 na vytváranie, úpravu, schvaľovanie, zrušenie študijných programov a podávanie žiadostí o udelenie akreditácie); Directive of VŠTE No. 10/2026 on the Involvement of Students in the IQS (Smernica VŠTE č. 10/2026 o zapojení študentov do VSK); Directive of VŠTE No. 12/2026 on Quality Assurance of Educational Programmes Leading to a Micro-credential (Smernica VŠTE č. 12/2026 o zabezpečovaní kvality vzdelávacích programov vedúcich k získaniu mikroosvedčenia); Directive of VŠTE No. 14/2026 Organisational Rules (Smernica VŠTE č. 14/2026 Organizačný poriadok); the Records Management Rules of VŠTE in Prešov.

Article 11 Repealing and Final Provisions

1. The Statute of the Convent of the University of International Business ISM Slovakia in Prešov of 29 April 2022 is repealed.

2. The Academic Senate of VŠTE in Prešov (hereinafter the "Senate") gave a favourable opinion on this internal regulation on 17 April 2026.

3. This internal regulation was approved by the Board of Trustees of VŠTE in Prešov on 20 April 2026.

4. This internal regulation enters into force and takes effect on 20 April 2026.

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5. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector (Section 31(2)(g) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 09 October 2026

PhDr. ThLic. Ing. Jozef Polačko, PhD., MBA, university associate professor

Chair of the Senate of VŠTE in Prešov

Prešov, 29 October 2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov