

Comenius University in Bratislava  
Faculty of Social and Economic Sciences  
Internal regulations

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**Internal Regulation no. 6/2019**

**Rules of Procedure of the Board of Quality of the Faculty  
of Social and Economic Sciences of Comenius University in  
Bratislava**



**2019**

## **Art. 1**

### **Preliminary Provisions**

- (1) The Rules of Procedure of the Board of Quality of the Faculty of Social and Economic Sciences in Bratislava (hereinafter FSES CU BoQ) lay down the composition of the FSES CU BoQ, the rights and duties of members of the FSES CU BoQ, the procedures for preparing sessions, holding sessions, adopting rulings and opinions, method of evaluation, distribution and checking fulfilment.
- (2) The FSES CU BoQ was established on 26.6.2019 through the FSES CU Dean's decision to appoint the members of the FSES CU BoQ.

## **Art. 2**

### **Composition of the FSES CU BoQ**

- (1) The composition of the FSES CU BoQ is regulated by the Statute of the FSES CU BoQ.
- (2) The Chair of the FSES CU BoQ:
  - a. draws up a proposed plan of action and submits it to the Board for approval.
  - b. organises cooperation between the Board and the constituent parts of FSES CU.
  - c. represents the FSES CU BoQ externally and in relation to the CU BoQ.
  - d. organises and manages the work of the FSES CU BoQ, convenes and holds Board sessions and prepares the agenda for Board sessions.
  - e. is responsible for verifying the minutes, rulings and opinions issued at Board sessions. The Chair is responsible for delivering the minutes, rulings and opinions issued by the Board to the Faculty Dean.
  - f. may propose the dismissal of Board members absent without reason from three consecutive Board sessions or for not having participated in the work of the FSES CU BoQ for a period of more than one year.
- (3) The Chair of the Board is represented by an authorised member when absent. The authorised FSES CU BoQ member:
  - a. represents the FSES CU BoQ Chair when absent insofar as authorised to do so by the Chair of the Board.
  - b. notes the reason for the absence of the Board Chair in the Board session minutes.
- (4) FSES CU BoQ members:
  - a. have the right and duty to attend FSES CU BoQ sessions, submit proposals and suggestions, use their knowledge and experience and legitimate interests to the benefit of FSES CU.
  - b. must make their apologies in advance to the FSES CU BoQ Chair in the event of absence from the Board.

- c. who repeatedly fail to make their apologies known to the Chair in advance for non-attendance of a Board session may be recommended by the Chair for dismissal to Dean of FSES CU.
  - d. may be authorised by the Chair to undertake specific duties within the scope of the Board.
- (5) The Secretary of the FSES CU BoQ:
- a. is responsible for verifying the minutes, rulings and opinions issued by sessions of the FSES CU BoQ.
  - b. archives materials and documents relating to the work of the FSES CU BoQ.
  - c. in conjunction with the Chair of the FSES CU BoQ organises the work of the FSES CU BoQ, convenes sessions and helps prepare the agenda for FSES CU BoQ sessions.

### **Art. 3**

#### **Rights and duties of members of the FSES CU BoQ**

- (1) Members of the FSES CU BoQ have the right to:
- a. propose items for inclusion on the FSES CU BoQ agenda.
  - b. raise questions and comment on all items on the agenda.
  - c. make suggestions, recommendations and propose measures.
  - d. vote on proposals submitted.
  - e. resign from the FSES CU BoQ. Resignations from the Board must be given in writing to the Chair of the FSES CU BoQ and take effect thereof.
- (2) Members of the FSES CU BoQ have a duty to:
- a. attend FSES CU BoQ sessions.
  - b. implement the conclusions and duties adopted at FSES CU BoQ sessions.

### **Art. 4**

#### **Preparations for FSES CU BoQ sessions**

- (1) The FSES CU BoQ sessions follow the plan of action pursuant to the internal regulations setting out the quality agenda at FSES CU.
- (2) The FSES CU BoQ also considers current problems and matters in its sessions.
- (3) The Chair is responsible for the work of the FSES CU BoQ and for convening and chairing the sessions. When absent the Chair gives limited authorisation to a member of the Board.
- (4) The Chair has a duty to convene a session within seven days of being asked to do so by at least one third of the members of the Board or by the Dean of FSES CU. If the Chair fails to do this, the Dean convenes the session.

- (5) Members of the Board are informed of the agenda for a FSES CU BoQ session at least three working days in advance.
- (6) Documents for discussion are made available in electronic format to the members of the Board at least three working days before the FSES CU BoQ meets.
- (7) The Board sits as required and at least twice a year. The dates of session are decided by the Chair of the FSES CU BoQ.
- (8) The session agenda is proposed by the Chair consistent in line with fulfilment of the duties of the FSES CU BoQ. The agenda is sent to members along with the invitation and any materials to be discussed.
- (9) Persons submitting materials for consideration by the session inform the Board of that fact. In the event the materials are not delivered in print or electronic format at least three working days before the Board session, the FSES CU BoQ may decide to consider the materials on the basis of a majority vote.
- (10) The FSES CU BoQ generally meets to discuss written materials submitted by:
  - a. FSES CU BoQ members.
  - b. the Dean of FSES CU.
  - c. other persons or institutions consistent with the quality criteria.

## **Art. 5**

### **Adopting Rulings and Opinions**

- (1) A quorum is achieved if at least two-thirds of the members of the FSES CU BoQ are present.
- (2) Decisions are made by a public vote; a public vote is taken by a show of hands.
- (3) Invited guests have an advisory status and do not vote.
- (4) For a ruling to be valid it must be passed by an absolute majority of the members present at the session.
- (5) Where proposals consist of multiple parts the entire proposal is presented first and then each part is voted on separately and at the end there is a vote on the proposal in its entirety.
- (6) Where amendments are proposed each proposal is voted on including the original proposal.

- (7) Board members who are absent from a session must subsequently familiarise themselves with its conclusions and rulings.
- (8) FSES CU BoQ opinions are passed when voted for by an absolute majority of the FSES CU BoQ members present.
- (9) FSES CU BoQ members may adopt a decision in writing. The Chair of the Board decides whether a decision will be adopted in writing. Decisions adopted in writing are done so electronically. The provisions on the usual voting procedure apply to votes conducted in writing as well. The deadline for voting in writing is 48 hours.
- (10) Decisions in writing are passed when voted for by an absolute majority of the Board members. Once the decision in writing has been adopted the Chair of the Board informs all members of the FSES CU BoQ of the result within five working days from the end of the voting period. The minutes on votes in writing are taken by the Chair of the FSES CU BoQ.

## **Art. 6**

### **Session Minutes**

- (1) Minutes are taken for each session of the FSES CU BoQ and must include:
  - a. the date and location of the session.
  - b. the agenda
  - c. a brief, accurate record of the issues presented and discussed.
  - d. the results of proposals voted on.
  - e. decisions adopted
  - f. the full name of the minute-taker.
  - g. the signatures of the minute-taker and the chair of the commission.
- (2) The attendance sheet is enclosed with the minutes.
- (3) The minute-taker distributes the session minutes to all members who attended for their comments. Members of the FSES CU BoQ may submit comments on the minutes within three days of electronic receipt. The final version of the minutes is sent electronically to the Dean of FSES CU within five days of being sent to the members of the FSES CU BoQ.
- (4) The minutes are archived and can be consulted by third parties in accordance with the CU Rector's Directive no. 1/2006 Registry Rules and Registry Plan.

**Art. 7**

**Concluding Provisions**

- (1) Amendments and addenda to these Rules of Procedure are proposed, discussed and approved by the FSES CU BoQ. These Rules of Procedure were approved by the FSES CU BoQ on 25.10.2019.
- (2) These Rules of Procedure take effect on 28.10.2019.
- (3) These Rules of Procedure are published on the FSES CU website [www.fses.uniba.sk](http://www.fses.uniba.sk).

Bratislava, 4 November 2019

doc. JUDr. PhDr. Lucia Mokrá, PhD, m.p.

Dean of FSES CU