

	<p>Slovak Medical University in Bratislava Limbová 12 833 03 Bratislava 37</p>	<p>Internal Regulation No. 5/2022</p>
	<p>Statute of the Support Centre for Internal Quality System of the Slovak Medical University in Bratislava</p>	<p>Print No.: 1</p> <p>Storage period: 10 years</p>



INTERNAL REGULATION No. 5/2022

Rector of the Slovak Medical University of Bratislava (hereinafter referred to as “SMU”) in accordance with provisions Art. 1 Sect. 4 and Art. 15 Sect. 1(b) of Act No. 131/2002 Coll. on Higher Education and on changing and amending certain Acts, in the wording of later regulations and in accordance with provisions Art. 5 sect. 4 of Rules of Organisation of SMU issues **Statute of the Support Centre for Internal Quality of the Slovak Medical University in Bratislava** (hereinafter referred to as “the Support Centre”)

Bratislava 2022

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Article 1
Introductory Provision

- (1) This Internal Regulation regulates the position, scope, composition and internal organisation of the Support Centre.
- (2) This Internal Regulation is binding for all employees of the Support Centre, who are employed by SMU.

Article 2
Status and Mission of the Support Centre

- (1) The Support Centre is a rectorate's department, whose mission is to provide administrative, organisational and technical support to the management of the university, the Board for the internal quality assurance system of the Slovak Medical University (hereinafter referred to as the "University Quality Board"), faculties, institutes, departments and other workplaces in the design, implementation, maintenance and improvement of the internal quality assurance system within SMU in all areas of its activity.¹
- (2) The Support Centre is a qualified, advisory, and consultative body of SMU.
- (3) The Support Centre can propose initiatives for improving the internal quality assurance system at SMU to the rector, faculties, institutes, departments, and other workplaces of SMU.
- (4) The Support Centre submits an annual report of its activities to the rector of SMU, always by January 31 of the current calendar year for the previous calendar year, in which it also submits comments and suggestions on the functioning of the internal quality assurance system at SMU.

Article 3
Scope of the Support Centre

- (1) The Support Centre carries out its activity with scope within the whole SMU.
- (2) The Support Centre mainly:
 - (a) governs the internal quality system of higher education according to the standards of the Slovak Accreditation Agency for Higher Education,
 - (b) ensures the submission of questionnaires for surveying the opinions of selected target groups on quality assurance in all areas of activity at SMU²,
 - (c) processes the results of the survey referred to in Sect. 2 b) of this Art. in the form of a report for the needs of the management of the university, its faculties and other SMU workplaces,
 - (d) governs monitoring of other selected quality assessment indicators,
 - (e) provides technical support in the implementation of quality assurance and improvement processes,
 - (f) develops internal regulations and proposes work methodology in the areas of the internal quality system at SMU in cooperation with the University Quality Board,
 - (g) informs about problems in the internal quality assurance system and proposes corrective measures in cooperation with the stakeholders,

¹ Art. 6 Sect. 7 of Internal regulation SMU No. 7/2021

² Art. 7 Sect. 8 of Internal regulation SMU No. 2/2021

- (h) provides organisational and administrative support to the activities carried out by the University Quality Board,
- (i) cooperates with the University Quality Board³ in monitoring compliance of internal quality system, obtaining proposals and suggestions for improving quality in all areas of the university and in eliminating organisational and administrative limitations in ensuring quality,
- (j) carries out supporting activities in the preparation of documentation for internal and external institutional evaluation of SMU, its faculties, departments, and other components of SMU at the national and international level,
- (k) ensures the preparation of trainings and seminars related to management and quality assurance at SMU,
- (l) implements mentoring on the quality assurance system for new employees of SMU,
- (m) governs the activity of the Counselling Centre for students of SMU in accordance with Art. 6 and Art. 8 Statute of the Counselling Centre for students of SMU,
- (n) carries out other activities related to the support of the internal quality assurance system.

Article 4

Internal organisation of the Support Centre

- (1) The Support Centre is managed by an executive, appointed by the SMU Rector based on the proposal of the Vice-Rector for Undergraduate Studies and the Chairman of University Quality Board.
- (2) The head of the Support Centre:
 - (a) manages the activities of the Support Centre,
 - (b) ensures the implementation of the tasks of the Support Centre in accordance with this statute and other internal regulations of SMU,
 - (c) cooperates in the creation of SMU strategy in quality improvement,
 - (d) submits amendments on the organisational structure and statutes of the Support Centre,
 - (e) submits proposals for hiring and terminating the employment of employees of the Support Centre,
 - (f) is responsible for the proper functioning of the Support Centre and for obtaining information necessary to ensure the functioning of the quality system at SMU as part of the legal activities of the Support Centre,
 - (g) is responsible for observance of regulations governing the registration and using of entrusted property.
- (3) Employees of the Support Centre are obliged to familiarise themselves with the content of this statute and comply with its provisions when performing their duties.
- (4) The employees of the Support Centre are employed by SMU. Labour-legal relations, rights, responsibilities, and scope of their duties follow the generally binding legal regulations, labour laws, and other internal regulations of SMU and this statute. The job descriptions of employees for the Support Centre is determined according to the specific activity they carry out.

³ Art. 3 Sect. 18 of Internal Regulation No. 1/2021 (Statute of the University Quality Board)

Article 5

Cooperation of the Support Centre with the Rectorate, faculties and other departments of SMU

In fulfilling its mission and tasks, the Support Centre cooperates with the rectorate, vice-chancellors, the University Quality Board, with faculties, with Faculty Quality Boards, other departments of SMU and with external organisations in the field of developing the quality of higher education.

Article 6

Final Provisions

- (1) This statute of the Support Centre was reviewed by the Academic Senate of SMU on 14 March 2021 and approved by the Scientific Board of SMU on 23 March 2021.
- (2) This statute of the Support Centre as well as its amendments and additions come into force from the date of registration by the Ministry of Health of the SR, and shall first take effect from the date of entry into force registered by the Ministry of Health of the SR.
- (3) This statute of the Support Centre is archived in printed form at the rectorate of SMU in Bratislava and published in electronic form on the public website of SMU.

In Bratislava, on 23 March 2021

prof. MUDr. Peter Šimko, CSc.,
rector of SMU