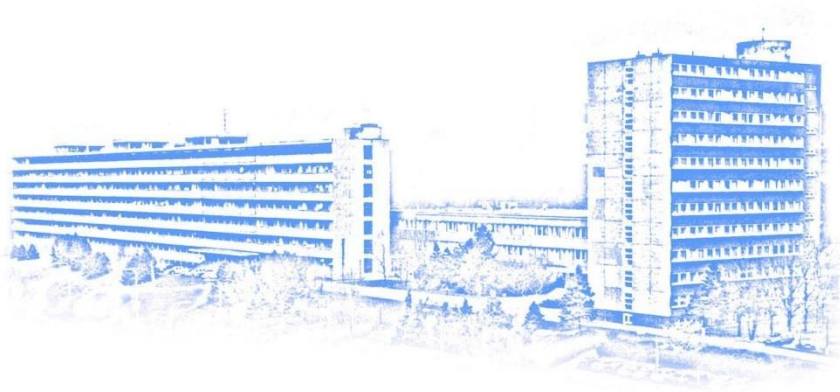
	<p>Slovak Medical University in Bratislava</p>	<p>Internal regulation: No.: 5/2021 Storage period: 10 years</p>
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Directive No.: 5/2021

**on the procedure of complying of study programmes and fields of habilitation and
inauguration proceedings at the Slovak Medical University in Bratislava according to
the Act No.: 269/2018 Coll. till 31. 8. 2022**

Bratislava 2021

Article 1

Purpose

- 1) This Directive governs the complying procedure of the study programmes conducted at the Slovak medical university in Bratislava (hereinafter referred to as „SMU “) with the standards of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as „ the SAAHE “) applicable to study programmes.
- 2) This Directive governs the complying procedure of the fields of habilitation and inauguration proceedings at the SMU with the SAAHE standards applicable to habilitation proceedings and proceedings for professors’ inaugurations.
- 3) This Directive determines processes for the modification of the study programmes in the process of their complying according to the para 2 of the Act No.: 269/2018 Coll. for study programmes in which the decision was granted the right to award graduates of the relevant study programme the corresponding academic degree without a time limit and procedures for modification of study programmes that were granted the right to award graduates an academic degree with a time limit.
- 4) This Directive determines the dates of individual procedures connected with the evaluating the compliance of study programmes and fields of habilitation and inaugural proceedings at the SMU.
- 5) By complying (evaluating the compliance) of the study programme is understood achieving and demonstrating of compliance between the study programme and the SAAHE standards for the study programme while observing the rules of the SMU's internal quality assurance system.
- 6) By complying (evaluating the compliance) of the field of habilitation proceedings and of inaugural proceedings is understood achieving and demonstrating of compliance between the field of habilitation proceedings and of inaugural proceedings and the SAAHE standards for habilitation proceedings and procedure for the appointment of professors in compliance with the rules of the internal quality assurance system of the SMU.
- 7) The term achieving of compliance with the SAAHE standards means the fulfilment of standards, including individual criteria according to the methodology for evaluating standards.
- 8) Demonstrating of compliance with the SAAHE standards means submitting of relevant evidence that confirms the compliance with the standards.
- 9) The rules of the internal quality assurance system of the SMU are defined by the internal regulation Internal system of quality assurance of higher education of the Slovak Medical University in Bratislava and related internal regulations, in particular by the Statute of the Board of the internal quality assurance system of the Slovak Medical University in Bratislava, by the Directive on the creation, modification and approval of study programmes and on submitting applications to the Slovak Accreditation Agency for Higher Education, by the Directive on external assessment of the internal quality system of the SMU and as well by the Directive on principles and procedures of internal assessment of the internal quality system of the SMU.

Article 2

The procedures of study programme compliance

- 1) When evaluating the compliance of the study programme, the procedures specified in the Directive on the creation, modification and approval of study programmes and submitting applications to the Slovak Accreditation Agency for Higher Education shall be used appropriately. (Hereinafter referred to as "Directive on study programmes and submission of the SAAHE applications")
- 2) The evaluating the compliance can start only if the faculty which carries out study programmes has defined the responsibilities and competences of faculty bodies or created new faculty bodies for this purpose.
- 3) Each faculty must approve, by the faculty body for the internal quality system, a binding list of study programmes which will be complied with the SAAHE standards for the study programme, no later than on **September 30, 2021**.
- 4) The list of study programmes that will be complied shall be delivered in writing and electronically to the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava (hereinafter referred to as the " Quality Board of SMU") no later than on **October 15, 2021**.
- 5) For each evaluated study programme, a proposal for the creation of a new study programme will be drawn up according to the Directive for study programmes and submission of the SAAHE applications, and these proposals will be delivered in writing and electronically to the Quality Board for approval, no later than on **November 15, 2021**.
- 6) After the approval of the Quality Board, the faculty continues with the complying of the study programme by preparing documents and relevant evidence about the study programme according to the Directive on study programmes and submitting applications to the SAAHE - the internal accreditation file of the study programme will be prepared by **February 28, 2022**, at the latest.
- 7) After preparing the internal accreditation file, the dean of the faculty will ask for the opinion of the Ministry of Health of the Slovak Republic that the graduates will meet the conditions for the performance of the health profession, while the faculty body for internal quality assurance will approve the elaborated and complied study programme no later than **April 30, 2022**.
- 8) The dean of the faculty, after the approval of the complied study programme by the faculty body for internal quality assurance, will deliver the internal accreditation file together with the application and opinion of the Ministry of Health of the Slovak Republic for its approval to the Quality Board by **May 30, 2022** at the latest.
- 9) The Chairman of the Quality Board, in accordance with the Directive for study programmes and submission of applications of the SAAHE, submits internal accreditation files to the Chairmen of Permanent Committees, who appoint temporary Working groups and their leaders or designate internal and external evaluators in order to prepare a report on the fulfilment of standards and criteria of the study programme, whereas these reports must be drawn up no later than **July 15, 2022**.
- 10) The report on the fulfilment of the standards and criteria of the complied study programme is approved at the meeting of the Quality Board after its discussion in the Permanent

Committee. The report has an advisory character and contains a statement as to whether it is proposed:

- a) to approve the complied study programme in the given field of study and level of study and award its graduates with an academic degree,
 - b) to approve a complied study programme in a given field of study and level of study and award its graduates with an academic degree after the deficiencies have been rectified,
 - c) not to approve the complied study programme and not to grant its graduates an academic degree.
- 11) The decision of the Board of the Internal Quality Assurance System on the approval of the compliance of the study programme must be adopted by **July 30, 2022**, at the latest.
 - 12) After the approval of the complied study programme, the description of the study programme published on the SMU website or its components and the documents of the study programme must be updated and, in accordance with the internal regulation of the SMU Internal system for quality assurance of the higher education at the SMU, they must be translated into the language in which the study programme is carried out by **August 31, 2022**, at the latest.
 - 13) After the evaluating the compliance all study programmes with the SAAHE standards for the study programme and the rules of the SMU's internal quality assurance system, the SMU notifies the SAAHE of the alignment of its internal system and ask it to evaluate it.

Article 3

Process of modification of the study programme within the procedure of its compliance.

- 1) In the procedure of evaluating the compliance of study programmes, the study programme may be modified according to § 2 of Act no. 269/2018 Coll.
- 2) Modifications of the study programme must be to undertake to such an extent that, by evaluating the compliance, the compliance with the SAAHE standards for the study programme is achieved and demonstrated while observing the rules of the SMU's internal quality assurance system.
- 3) **The SMU must request the SAAHE for pre-approval of modifications to the study programme if:**
 1. When evaluating the compliance with the standards, the SMU, makes modifications (in the scope of § 2 letter g) of Act no. 269/2018 Coll.) of the study programme, in which the SMU was granted the right with a time limit due to the fact that it was a new study programme and the time limit was according to § 35 par. 5 cancelled.
 2. When evaluating the compliance with the standards, the SMU makes modifications (in the scope of § 2 letter g) of Act no. 269/2018 Coll.) of a new study programme with the right granted without a time limit after 1 November 2018 ("granting without time limit new_regulations after 1 November 2018").
 3. The SMU carries on modifications (within the scope of § 2 letter g) of the Act no. 269/2018 Coll.) of a new study programme with accreditation according to § 30 of the Act no. 269/2018 Coll. before evaluation of the compliance of the implementation of the respective study programme with the standards for the study programme according to § 30 par. 11 of the Act no. 269/2018 Coll.

- 4) Before submitting an application to the SAAHE for prior approval of modifications to the study programme, the faculty must approve such modifications in its body for internal quality assurance with an emphasis on the participation of involved parties
- 5) The dean of the faculty, after the approval of the modifications in the faculty body for internal quality assurance, will deliver the proposed modifications of the study programme to the Chairman of the Quality Board together with the proposal of the SAAHE application, while in part IV. of the application published on the SAAHE website for pre-approval shall briefly state the characteristics of the modifications of the study programme according to § 2 letter g) of the Act no. 269/2018 Coll. (addition or deletion of compulsory subjects or compulsory optional subjects, change of conditions for the proper completion of studies or modifications to the information sheet of a compulsory subject or compulsory optional subject except for updating the teacher, recommended literature or subject evaluation) and the expected impact of the modification of the study programme on the fulfilment of related standards for the study programme
- 6) Dean will attach to the SAAHE application proposal in part IX. the related documentation of the modification (e.g., description of the study programme with an indication of the planned changes, or modified information sheets, etc.). The application also includes an adjusted internal evaluation report of the study programme with an indication of the impact of the submitted modification on the fulfilment of the standards.
- 7) The SMU submits a request for pre-approval to adjust the study programme according to § 30 par. 9 of the Act No. 269/2018 Coll. within the SAAHE information system after the delivery of documents for modification and the proposal of the application to the dean of the faculty.
- 8) The internal accreditation file of the complied study programme can be approved **only if the SAAHE has given pre-approval of the modifications to the study programme.**
- 9) The SMU does not need to ask the SAAHE for pre-approval of study programme modifications, if they are study programmes in which the SMU has the right to grant their graduates the corresponding degree without time limit according to § 35 and paragraphs 1 to 3 of the Act no. 269/2018 Coll.
- 10) If the modifications of the study programme without the pre-approval of the SAAHE are involved, these modifications must be approved by the faculty body for internal quality assurance.
- 11) The internal accreditation file of the complied study programme can only be approved if the modifications to the study programme were previously approved by the faculty body for Internal quality assurance.

Article 4

The procedure of compliance of the fields of habilitation and inauguration proceedings

- 1) When evaluating the compliance of the fields of habilitation and inaugural proceedings (hereinafter referred to as "fields of HIP "), the procedures specified in the Directive for study programmes and submission of the SAAHE applications shall be used appropriately.
- 2) Evaluating the compliance of the fields of HIP can only be started if the faculty where the fields of HIP are carried out has defined the responsibilities and competences of faculty bodies or created new faculty bodies.

- 3) Each faculty must approve in the faculty body for internal quality assurance a list of fields of HIP that will be complied with the SAAHE standards for the habilitation procedure and the procedure for the appointment of professors and for which evaluating the compliance is possible, no later than **September 30, 2021**.
- 4) The list of approved fields of HIP, which will be complied, will be delivered to the Quality Board no later than **October 15, 2021**.
- 5) The list of fields of HIP that will not be complied with the SAAHSE standards for the habilitation procedure and the procedure for appointing professors, must be delivered to the Quality Board no later than **November 15, 2021**.
- 6) For each complied field of HIP, a proposal for the HIP accreditation will be elaborated according to the Directive on study programmes and applications to the SAAHE, and these proposals will be delivered to the Quality Board for approval by **December 31, 2021**, at the latest.
- 7) After the approval of the Quality Board, the faculty will prepare the documentation and relevant evidence of the fields of HIP according to the Directive on study programmes and submissions of application to the SAAHE no later than **February 28, 2022**.
- 8) The dean of the faculty, after the approval of the complied fields of HIP by the faculty authority for internal quality assurance, will deliver the documentation and relevant evidence of the field of HIP together with a request for its approval to the Board of the internal quality assurance system by **April 15, 2022**, at the latest.
- 9) The Chairman of the Quality Board, in accordance with the Directive on study programmes and submission of applications to the SAAHE, submits the documentation and relevant evidence on the fields of HIP to the Chairmen of Permanent/Standing Committees, who appoint temporary Working groups and their leaders or designate internal and external evaluators in order to prepare a report on the fulfilment of standards and criteria for habilitation and inauguration proceedings, while these reports must be drawn up no later than **June 17, 2022**.
- 10) The report on the fulfilment of the standards and criteria of the habilitation and inauguration procedure is approved at the meeting of the Quality Board after its review in the standing/permanent committee. The report has an advisory character and contains a statement as to whether it is proposed:
 - a) to approve complied field of the HIP,
 - b) to approve complied field of the HIP after rectification of insufficiencies,
 - c) not to approve complied field of the HIP.
- 12) The decision of the Quality Board of SMU on the approval of the complied field of HIP must be adopted by **July 15, 2022**, at the latest.
- 13) After the evaluating the compliance of all fields of HIP with the SAAHE standards for the habilitation procedure and the procedure for appointing professors and the rules of the internal quality system of the SMU, it can announce to the SAAHE the alignment of its internal system and ask SAAHE for evaluation.

Final provisions

- 1) This Directive is approved by the Rector of the SMU after its review at the rector's operative advisory meeting on June 29, 2021.
- 2) This Directive is valid and will be coming into the force on **July 1, 2021**.
- 3) The validity of this Directive and its force will end by expiry of the time limit for evaluating the compliance of the internal quality assurance system of the SMU according to the Act No 269/2018 Coll., meaning until **August 31, 2022**.

prof. MUDr. Peter Šimko, CSc., m.p.

Rector