

	Slovak Medical University in Bratislava Limbová 12 833 03 Bratislava 37	Internal Regulation No.: 1/2021  Printout No.: 1
	<b>The Statute of the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava</b>	Storage period: 10 years



### INTERNAL REGULATION No.: 1/2021

Slovak Medical University in Bratislava (further only “SMU in Bratislava”) in accordance with § 15-par1 letter b) of the Act no. 131/2002 Coll. on Higher Education and on amendments to certain laws as amended and after review of the Academic Senate of SMU in Bratislava on May 27, 2021 and approval by the Scientific Board of SMU in Bratislava on June 06, 2021 the Internal Regulation on the Statute of the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava is issued.

<b>IR No.: 1/2021 was elaborated by:</b> prof. PhDr. Zuzana Slezáková, PhD., MPH prof. Ing. Nadežda Jankelová, PhD., MPH	Date 16.05.2021	Signature:
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<b>IR No.: 1/2021 was signed by:</b> prof. MUDr. Peter Šimko, CSc., rector of the SMU	Date:	Signature:
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## **Article 1 Introductory provisions**

- (1) This Statute of the Board of the Internal Quality Assurance of the Slovak Medical University in Bratislava (hereinafter referred to as the "Statute of the Internal Quality Assurance Board") governs the position, scope and internal organization of the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava (hereinafter referred to as the "Board of the Internal Quality Assurance System of the SMU" in Bratislava or "Internal Quality Assurance Board").
- (2) Internal Quality Assurance Board is the executive and decision-making body of the Slovak Medical University in Bratislava (hereinafter referred to as "SMU in Bratislava") in the field of quality assurance in higher education. It is part of the internal quality assurance system of higher education at SMU in Bratislava (hereinafter referred to as the "internal quality assurance system") according to § 15 par. 1 letter b) Act no. 131/2002 Coll. on universities and on amendments to certain laws (hereinafter referred to as the "Law on Universities. Its decisions are binding for all parts of SMU in Bratislava and their workplaces.
- (3) The Internal Quality Assurance Board is objective, impartial and independent in its activities.
- (4) The internal quality assurance system is a consistently linked set of policies, structures and processes through which it regulates the way of fulfilling the mission of SMU in Bratislava in the field of higher education<sup>1)</sup>). Its role is to sustainably ensure the quality of the provision of higher education and research, as well as the quality of the management of SMU in Bratislava in accordance with the Act on universities, including the link between the research activity and higher education and standards and guidelines for quality assurance in the European Higher Education Area (ESG).
- (5) The quality of higher education at the SMU in Bratislava represents the fulfilment of the standards that the SMU in Bratislava applies, as part of its mission in the field of higher education, research activities and other related activities in accordance with its mission, plans and goals of its development. The evaluation of the quality of higher education at SMU in Bratislava is a process of verifying the fulfilment of these standards.
- (6) The accreditation means the fulfilment of the standards for the study programme, the authorization to carry out the study programme and to award the corresponding academic degree to its graduates, as well as the authorization to carry out habilitation proceedings and inaugural proceedings in the field of habilitation proceedings and inaugural proceedings.

## **Article 2 The scope, role and activities of the Board of the Internal Quality Assurance system**

- (1) The Internal Quality Assurance Board is an internal body established by the rector of the SMU in Bratislava for the purpose of quality assurance of higher education and the quality of research, development, artistic or other research activity (hereinafter referred to as "research activity"), habilitation proceedings and inaugural proceedings and other activities that are related to them.

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<sup>1</sup> § 3 of the Act No 269/2018 Coll. on quality assurance in higher education and on amendments and supplements to other Laws as amended and supplemented by Act No. 343/2015 Coll. on public procurement and on amendments and supplements to other Laws as amended

- (2) The Internal Quality Assurance Board within the scope of its mandate mainly:
- a) ensures the quality of the provided higher education through the implementation of an internal quality assurance system,
  - b) controls the fulfilment of the requirements for ensuring the quality assurance of activities of the SMU in Bratislava stemming from legal provisions and internal regulations of the SMU in Bratislava,
  - c) regularly, but at least once in every two years, evaluates the level attained by the SMU in Bratislava in educational activities as well as in the field of science and assesses the internal system of quality assurance in higher education, the quality of research activity, habilitation proceedings and inaugural proceedings and other related activities at the SMU in Bratislava and proposes measures to improve the internal quality assurance system, which are submitted to the rector of the SMU in Bratislava,
  - d) periodically approves study programmes in a period corresponding to their standard length of study,
  - e) approves proposals for new study programmes that will take place at the SMU in Bratislava, proposals for modifying study programmes and proposals for cancelling study programmes that will not be undertaken by the SMU in Bratislava,
  - f) grants authorization to carry out study programmes in fields and degrees in which the SMU in Bratislava is authorized to carry them out and awards corresponding academic degrees to graduates of the SMU in Bratislava,
  - g) approves proposals of the fields of habilitation proceedings and inaugural proceedings, proposals for the evaluating the compliance of fields of habilitation proceedings and inaugural proceedings and proposals for the withdrawal of rights in the fields of habilitation proceedings and inaugural proceedings at the SMU in Bratislava,
  - h) approves remedial measures resulting from corrective measures imposed by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE"),
  - i) approves remedial measures resulting from the assessment of applications for accreditation of study programmes, applications for adjustment of study programmes and assessment of applications for accreditation of fields of the habilitation procedure and the inaugural procedure, while such measures mainly include:
    - a call for the elimination of deficiencies that cause the non-compliance of the internal system of the SMU in Bratislava with the standards for the internal quality system.
    - a call for the elimination of deficiencies that cause non-compliance with the standards for the study programme,
    - a call for the elimination of deficiencies that cause non-compliance with the standards for the habilitation procedure and the inaugural procedure,
    - the study programme suspension,
    - the study programme cancellation,
    - limitation of creation and modification of study programmes
  - j) assesses applications in the fields below and approves their submission to SAAHE:
    - for the granting of authorization to conduct study programmes in fields and degrees in which the SMU in Bratislava does not have authorization to conduct them,
    - for the accreditation of the habilitation procedure and the inauguration procedure
    - to assess the compliance of the internal quality assurance system with the standards

- k) directs the preparation of the proposal for the assessment of the internal system by SAAHE,
  - l) continuously monitors study programmes at the SMU in Bratislava, carries out their periodic evaluation and periodic approval of study programmes and assesses their compliance with the standards for the internal quality assurance system of higher education and the standards for the study, programme
  - m) performs periodic evaluation of habilitation proceedings and inaugural proceedings and assessment of their compliance with the standards for habilitation proceedings and inaugural proceedings,
  - n) regularly evaluates the quality of the provision of research activity at the SMU in Bratislava,
  - o) provides methodological assistance in the processes of ensuring the quality of study programmes, habilitation procedures and inaugural procedures at the SMU in Bratislava,
  - p) according to the requirements or suggestions of involved parties (students, graduates, employers, employees, cooperating organizations, public authorities and others) assesses the compliance of the internal system and its implementation with SAAHE standards and verifies whether the requirements for the quality of educational activities in study programmes are met (non-periodic assessment),
  - q) assesses and approves proposals for modifying the study programme (change of the person responsible for the study programme or its integral part, requests for further fundamental changes in the study programme, profile subjects, etc.),
  - r) elaborates a report on the periodic evaluation of the internal system/study programmes together with other indicators monitored by the SMU in Bratislava, while individual indicators are evaluated on an annual basis, usually for the last 10 years, to an appropriate extent for the study programme, the entire SMU in Bratislava or a part of it,
  - s) submits changes in the internal regulations of the SMU in Bratislava for approval to the Scientific Board of the SMU in Bratislava through the Chairman of the Internal Quality Assurance Board
  - t) controls the implementation of remedial measures in the case of identified deficiencies and approves the cancellation of the measures which were approved,
  - u) accepts and reviews initiatives regarding the implementation of study programmes at the SMU, habilitation proceedings and inaugural proceedings at the SMU in Bratislava,
  - v) performs other activities that result from the need to ensure, monitor or modify the internal quality assurance system at the SMU in Bratislava,
  - w) proposes and submits to the rector of the SMU in Bratislava proposals for improving the activities of the SMU in Bratislava, its faculties and all SMU parts in the field of learning and research activities with the aim of increasing the quality, implementation, maintenance and improvement of the internal quality system of the SMU in Bratislava.
- (3) The Internal Quality Assurance Board is obliged to provide the self-governing bodies and faculties of the SMU in Bratislava with information about its meetings, activities and conclusions, about the activities of respective permanent and temporary working groups, at any stage of the decision-making process, if this does not jeopardize the assessment process or personal data protection or other important interest. Information is published on the website of the SMU in Bratislava or available in written or electronic form at the request of self-governing bodies and faculties of the SMU in Bratislava.

### Article 3 Composition of the Board of the Internal Quality Assurance System

- (1) Board of the Internal Quality Assurance System consists of Chairman, Secretary and 15 members.
- (2) The Chairman of the Board of the Internal Quality Assurance System is appointed by the rector of the SMU in Bratislava.
- (3) The Secretary of the Board of the Internal Quality Assurance System is appointed by the rector of the SMU in Bratislava.
- (4) The Vice-Chairman of the Board of the Internal Quality Assurance System is appointed by the Chairman of the appointed members of the Board of the Internal Quality Assurance System.
- (5) The Members of the Board of the Internal Quality Assurance System are appointed and revoked by the rector of the SMU in Bratislava.
- (6) The Term of office of members of the Board of the Internal Quality Assurance System is six years, except for the Chairman and the Secretary, The Term of office of the students in the Board of the Internal Quality Assurance System is two years.
- (7) The Rector can appoint the extraordinary member of the Board of the Internal Quality Assurance System, who does not have a voting right and is an employee of the SMU in Bratislava, with a nature of work duties of extra relevance for the Board of the Internal Quality Assurance System – the Head of the Centre for support of the internal quality assurance of the SMU in Bratislava.
- (8) The Chairman of the Board of the Internal Quality Assurance System is a professor or associated professor, employed at the SMU in Bratislava for fixed weekly working hours.
- (9) The activity of the Board of the Internal Quality Assurance System of the SMU in Bratislava is governed by the Chairman.
- (10) The composition of the Board of the Internal Quality Assurance System of the SMU in Bratislava:
  - a) **Eight representatives of employees of academic communities of the faculties** of the SMU in Bratislava, nominated by deans of faculties of the SMU in Bratislava, who are important university pedagogues and researchers in the field of university education. Each of the faculties of the SMU in Bratislava is in the Board of the Internal Quality Assurance System represented by two members. The member is employed at the university for fixed weekly working hours.
  - b) **Four representatives of students**, enrolled in study programmes carried out at the faculties of the SMU and approved by the Academic Senate of respective faculty of the SMU in Bratislava; the member of the Board of the Internal Quality Assurance System can be only a student with excellent study results, or he/she represents the SMU in Bratislava at the international level and a disciplinary measure was not imposed on him/her,
  - c) **Three representatives of the external stakeholders, representatives of employers or graduates** nominated by deans of faculties of the SMU in Bratislava.
- (11) The member of the Board of the Internal Quality Assurance System representing a faculty can be only the employee belonging to academic, who is a professional with research outputs fulfilling the highest quality criteria, who demonstrates an internationally accepted

level of results of research activity or activity of top international quality in the relevant field and is a moral and ethical authority.

- (12) The member of the Board of the Internal Quality Assurance System does not participate in the voting regarding the issues of such study programme, where he/she is a responsible person for carrying out, development and a quality of the study programme, or as a pedagogue of profile subject thereof. This does not have an impact on his/her right of participation at the meeting.
- (13) The Term of office of students within the Board of the Internal Quality Assurance System is two years.
- (14) The membership in the Board of the Internal Quality Assurance System is irreplaceable.
- (15) The Board of the Internal Quality Assurance System is internally divided into the standing Committees according to Annex 1, which corresponds to the scientific fields for evaluation of study programmes. The Chairman is not a member of the standing committee.
- (16) Board of the Internal Quality Assurance System co-operates with the advisory bodies of the rector of the SMU in Bratislava, SMU's faculties bodies as well as with other parts of the SMU in Bratislava.
- (17) The organizational and administrative tasks of the Board of the Internal Quality Assurance System are provided by the Secretary.
- (18) The technical support of the Board of the Internal Quality Assurance System is provided by the Support Centre for Internal Quality System of the SMU in Bratislava.
- (19) The method and procedure within the Board of the Internal Quality Assurance System are governed by the Rules of Procedure of the Board of the Internal Quality Assurance System of the SMU in Bratislava (hereinafter " the Rules of Procedure of the Board of the Internal Quality Assurance System of the SMU in Bratislava ").
- (20) The seat of the Board of the Internal Quality Assurance System of the SMU in Bratislava is at Limbová 12, 833 03 Bratislava 37.

#### **Article 4 The termination of the membership in Board of the Internal Quality Assurance System**

- (1) The Term of office of members of the Board of the Internal Quality Assurance System is terminated by:
  - a) upon expiry of the term of office,
  - b) dismissal issued by the rector,
  - c) resignation from the function,
  - d) by termination of full-time employment or by termination of allocation to respective faculty of the SMU, which he/she represents,
  - e) by death of member.
- (2) The date of revocation of membership is a day in which any of situations stipulated in the Article 4 part 1 has occurred.
- (3) The membership in the Board of the Internal Quality Assurance System for student is terminated at the day of completion, dropping out of study or interruption of his/her study at the SMU in Bratislava. The member of the Board of the Internal Quality Assurance System who is a student of bachelor or master study programme can, before the proper completion of study, lodge a request in written form to the Chairman of the Board of the

Internal Quality Assurance System for suspension of his/her membership in the Board of the Internal Quality Assurance System. The membership will be suspended of the day following the proper completion of his/her study. The membership will renew at the day when he/she will become the student of the SMU in Bratislava again.

- (4) If the membership of appointed member will be revoked before the expiry of his/her terms of office, the membership of a new member of the Board of the Internal Quality Assurance System will continue till the end of term of office of such member who's membership was prematurely terminated.

## **Article 5 Rights and obligations of the Board of the Internal Quality Assurance System**

- (1) The Chairman of the Board of the Internal Quality Assurance System mainly:
- a) represents the Board externally,
  - b) together with the Secretary of the Board, draws up the proposal of the Action plan, which is subsequently submitted to the Board of the Internal Quality Assurance System for approval,
  - c) manages and organizes the work activities the Board of the Internal Quality Assurance System,
  - d) convenes and directs meetings of the convenes and directs meetings the Board of the Internal Quality Assurance System,
  - e) is responsible for activities of the convenes and directs meetings of the Board of the Internal Quality Assurance System,
  - f) decides on invitation for experts and guests to meeting,
  - g) draws up the programme of meeting of the Board of the Internal Quality Assurance System,
  - h) approves the minutes of the meeting of the Board of the Internal Quality Assurance System,
  - i) establishes and co-ordinates the activities of Permanent Committees,
  - j) represents the Board of the Internal Quality Assurance System in issues within its competence,
  - k) determines the scope of activities, in which is represented by the Vice-Chairman,
  - l) submits the evaluation report on the Board of the Internal Quality Assurance System activities for previous calendar year, to the rector of the SMU at latest till 31 March,
  - m) manages activities of the Secretary of the Board of the Internal Quality Assurance System,
  - n) in justified cases, submits a proposal to the rector of the SMU for the dismissal of a member of the Board of the Internal Quality Assurance System.
- (2) The Vice-Chairman of the Board of the Internal Quality Assurance System mainly:
- a) represents the Chairman during his/her absence in all his/her competences,
  - b) participates in the management and organisation of the work of the Board of the Internal Quality Assurance System.
- (3) The member of the Board of the Internal Quality Assurance System mainly:
- a) participates in the meeting of the Board of the Internal Quality Assurance System and his/her presence is non-delegable,



- b) fulfils the obligations as stipulated by the Board of the Internal Quality Assurance System,
  - c) meets stipulated deadlines,
  - d) can submit proposals to the programme of the meeting of the Board of the Internal Quality Assurance System,
  - e) makes an opinion to the documents discussed and to proposed resolutions,
  - f) maintains confidentiality about the facts that he/she learned about in connection with the performance of his/her activity.
- (4) The Secretary of the Board of the Internal Quality Assurance System mainly:
- a) elaborates, under the instructions from the Chairman of the Board of the Internal Quality Assurance System, the proposal of the Action Plan of the Board of the Internal Quality Assurance System,
  - b) draws up, according to the instructions of the Chairman of the Board of the Internal Quality Assurance System, the programme of meetings and prepares relevant documents to be reviewed,
  - c) is responsible for administrative issues and material organisation of Board of the Internal Quality Assurance System meetings,
  - d) accepts proposals of the members to the programme of the Board of the Internal Quality Assurance System,
  - e) takes part in meetings of the Board of the Internal Quality Assurance System,
  - f) prepares, publishes and distributes minutes of the Board of the Internal Quality Assurance System meetings and elaborates the proposals of meeting resolutions,
  - g) prepares, publishes and keep records of the Board of the Internal Quality Assurance System evaluation reports and opinions elaborates in the competence of the Board,
  - h) keeps register of internal and external evaluators of the Board of the Internal Quality Assurance System,
  - i) monitors the fulfilment of adopted resolutions,
  - j) archives materials and documents from the meetings of the Board of the Internal Quality Assurance System,
  - k) is responsible for the activity to the Chairman of the Board of the Internal Quality Assurance System,
  - l) is responsible for administration of web site of the Board of the Internal Quality Assurance System, where all information on activity and results of the Board of the Internal Quality Assurance System and its bodies, are published,
  - m) fulfils other tasks delegated by the Chairman of the Board of the Internal Quality Assurance System.

## **Article 6 Committees of the Board of the Internal Quality Assurance System**

- (1) The Chairman of the Board of the Internal Quality Assurance System can form Permanent Committees of the Board of the Internal Quality Assurance System from the members of the Board of the Internal Quality Assurance System (hereinafter referred to as the "committees"), which are divided into following groups of study fields to ensure expertise, objectivity and independent assessment:
- a) Midwifery,

- b) Nursing,
  - c) General Medicine,
  - d) Public Health,
  - e) Health Sciences,
  - f) Dental Medicine.
- (2) The Committee within the scope of its competence mainly:
    - a) assess materials in relation to the related study programmes and fields of science,
    - b) proposes the creation of the work group for objective and independent assessment of documents as per letter a),
    - c) prepares the proposals of resolutions to the applications in process including the justifications,
    - d) proposes the specific measures and their implementation to the field of education and research activities for which they are responsible.
  - (3) The Chairman of the Committee and its members are appointed by the Chairman of the Board of the Internal Quality Assurance System. Each Committee does have a representative of students and external involved stakeholders.
  - (4) The meeting of the Committee is led by its chairman, who is responsible for written summary of meeting and working group conclusions, which are submitted to the meeting of the Board of the Internal Quality Assurance System.
  - (5) The length of term of office of the Chairman and members of Committee is the same as membership within the Board of the Internal Quality Assurance System, except of students whose term of office is two years.
  - (6) The Chairman of the Committee is leading meetings, is responsible for its activities and annually submits to the Board of the Internal Quality Assurance System the report on Committee activities and proposals of Committee resolutions.
  - (7) In the case, when the Chairman of the Committee is unable to lead the meeting, he/she can delegate the leadership to the other member of the respective Committee.
  - (8) The Board of the Internal Quality Assurance System members who are present, or persons in conflict of interests are not taking part in voting.

### **Article 7 Working groups**

- (1) For the purposes of objective, professional, impartial and independent review of the ensurance of the Committee's activities, the Committee may establish Working groups consisting of employees of the academic community of the faculties of the SMU in Bratislava, experts in the relevant field of study outside the SMU in Bratislava and external evaluators who are not in an employment relationship with the SMU in Bratislava. When creating the Working group, the assessed study programmes at SMU in Bratislava are considered.
- (2) As regards to the application for accreditation of a study programme or the application for habilitation proceedings and inaugural proceedings, the Committee of the Board of the Internal Quality Assurance System will usually establish a Working group consisting of at least three of its members, with the aim of preparing a draft evaluation report.

- (3) Within the Working group also internal and external evaluators can be present, so that the participation of involved parties, students, employers and foreign evaluators in the evaluation of the third level study programmes is ensured.
- (4) The member of the Working group cannot be a person with conflict of interest towards the issue which is going to be evaluated.
- (5) The competence of the Working group is mainly:
  - a) evaluation and assessment of study programmes,
  - b) assessment of compliance of the professional content, structure and sequence of profile study subjects and other educational activities of the study programme with the level of current knowledge in the given field or study programme, including mandatory professional experience; at the third level of study is undertaken in cooperation with the relevant Sectoral Committee
  - c) evaluation of the level of creativity in relation to the relevant study programme and habilitation or inauguration proceedings at the SMU in Bratislava.

### **Article 8 Meetings of the Board of the Internal Quality Assurance System**

- (1) Meetings of the Board of the Internal Quality Assurance System are governed by the Rules of Procedure of the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava (hereinafter referred to as "The Rules of Procedure of the Board of the Internal Quality Assurance System of the SMU in Bratislava")
- (2) Meetings of Committees and working groups are organized by their chairmen. The provisions of the Rules of Procedure of the Board of the Internal Quality Assurance System of the SMU in Bratislava apply appropriately to their meetings and decision-making process.

### **Article 9 Final Provisions**

- (1) The Statute of the Quality Board of the Slovak Medical University in Bratislava of January 22, 2019 is cancelled.
- (2) The faculties of SMU are obliged to provide the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava and its working groups, at their request, within the specified dates, the information, documents and cooperation necessary for their activities, according to this internal regulation and other internal regulations of the SMU.
- (3) This statute of the Board of the Internal Quality Assurance System as well as its amendments and additions can only be undertaken in the form of numbered amendments to this internal regulation, which is approved by the proposal of the rector of the SMU in Bratislava by the Scientific Board of the SMU in Bratislava after review of the Academic Senate of the SMU in accordance with § 12 par. 1 letter b) of the Act on Universities.
- (4) The rector of the SMU is authorized, after issuing each amendment to this internal regulation according to point 3 of this article, together with the amendment, to issue the current consolidated version of this internal regulation.

- (5) This statute of the Board of the Internal Quality Assurance System was approved by the Scientific Board of the SMU in Bratislava on June 6, 2021 after review by the Academic Senate of the SMU in Bratislava on May 27, 2021.
- (6) This statute of the Board of the Internal Quality Assurance System as well as its amendments and additions shall enter into force from the date of its registration by the Ministry of Health of the Slovak Republic and shall first take effect from the date of entry into force of the decision on its registration by the Ministry of Health of the Slovak Republic.
- (7) This statute of the Board of the Internal Quality Assurance System is archived in printed form at the rectorate office of the SMU in Bratislava and published in electronic form on the SMU website [www.szu.sk](http://www.szu.sk).

In Bratislava, June 10, 2021

prof. MUDr. Peter Šimko, CSc., m. p.  
rector

#### **Annex 1**

Competences of Committees of the Board of the Internal Quality Assurance System of the SMU in Bratislava

## Annex 1

### Competence of Permanent Committees of the Board of the Internal Quality Assurance System of the SMU in Bratislava

Study field	Committee of the Board of internal QA
25. Nursing	NUR
29. Midwifery	MW
43. Public Health	PH
45. General Medicine	GM
46. Health Sciences	HS
48. Dental Medicine	DM

**Key:**

NUR – Committee of the of the Board of the Internal Quality Assurance System of the SMU in Bratislava for Nursing  
MW – Committee of the of the Board of the Internal Quality Assurance System of the SMU in Bratislava for Midwifery

PH – Committee of the of the Board of the Internal Quality Assurance System of the SMU in Bratislava for Public Health

GM – Committee of the of the Board of the Internal Quality Assurance System of the SMU in Bratislava for General Medicine

HS – Committee of the of the Board of the Internal Quality Assurance System of the SMU in Bratislava for Health Sciences

DM – Committee of the of the Board of the Internal Quality Assurance System of the SMU in Bratislava for Dental Medicine