

	Slovak Medical University in Bratislava Limbová 12 833 03 Bratislava 7	Internal Regulation No.: 2/2021
	The Rules of Procedure of the Board of the Internal Quality Assurance System of the SMU in Bratislava	Printout No.: 1 Storage period: 10 years



INTERNAL REGULATION No.: 2/2021

Slovak Medical University 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 following the provision of the Article 41 par 4 of the Statute of the Slovak Medical University in Bratislava and Article 8 par. 1 of the Statute of the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava and after review of the Academic Senate of Slovak Medical University in Bratislava on May 27, 2021 and approval by the Scientific Board of the Slovak Medical University in Bratislava on June 10, 2021 the internal regulation on the Rules of Procedure of the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava is issued.

IR No.: 2/2021 was elaborated by: prof. PhDr. Zuzana Slezáková, PhD., MPH prof. Ing. Nadežda Jankelová, PhD., MPH	Date: 20.05.2021	Signature:
IR No.: 2/2021 was reviewed by: The Academic Senate of the SMU in Bratislava	Date: 27.05.2021	Signature:
IR No.: 2/2021 was approved by: The Scientific Council of the SMU in Bratislava	Date: 10.06. 2021	Signature:
IR No.: 2/2021 was signed by: prof. MUDr. Peter Šimko, CSc., rector of the SMU	Date:	Signature:
Number of printouts of the IR No 2/2021: 5 Printout No.: 1 - dean's office of the FN&PHS of SMU Printout No.: 1 - dean's office of the FM of SMU Printout No.: 1 - dean's office of the FPH of SMU Printout No.: 1 - dean's office of the FH of SMU Printout No.: 1 – rectorate	Validity:	In force since:

Bratislava 2021

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Article 1 The competence of the Board of the Internal Quality Assurance System

- (1) The Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava (hereinafter referred to as "Quality Board") is the executive and decision-making body of the Slovak Medical University in Bratislava (hereinafter referred to as "SMU in Bratislava").
- (2) The founding meeting of the Quality Board is convened by the rector of the SMU.
- (3) Quality Board and the membership therein is governed by the Statute of the Board of the Internal Quality Assurance System of the Slovak Medical University in Bratislava. The Quality Board is composed of the Chairman, the Secretary and 15 members.
- (4) 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 Quality Board of the SMU in Bratislava ") is regulating the procedure for organization, proceedings and conclusions of the Board of Quality meetings.

Article 2 Meetings of the Board of the Internal Quality Assurance System

- (1) Meetings of the Quality Board are convened by the Chairman of the Quality Board as a rule once a month, at least twice a year and as needed.
- (2) The schedule of meetings of the Quality Board is set by its Chairman and published in electronic form on the SZU in Bratislava website www.szu.sk.
- (3) The meeting of the Quality Board can also be held remotely or in a combined form. The principles of these Rules of Procedure of the Quality Board apply accordingly for these forms.
- (4) In exceptional cases, the Chairman of the Quality Board may call a meeting outside the established schedule.
- (5) The invitation with the agenda and materials for discussion is sent electronically at least ten calendar days before the meeting of the Quality Board to the persons listed in Article 1 para 3, including an extraordinary member of the Quality Board. In exceptional cases, the Chairman of the Quality Board can decide to shorten the above-mentioned period.
- (6) The Quality Board meets and has a quorum if a majority of its members are present. If during the meeting the number of members present falls below the specified limit, the meeting of the Quality Board ends 15 minutes after this state.
- (7) After the opening of the meeting, the members of the Quality Board can submit amending proposals for adjusting the agenda. The proposed agenda, or the amended agenda is approved by the Quality Board by a majority vote of the members present.
- (8) The documents for the meeting of the Quality Board are presented to the Chairman by the members of the Quality Board and the Chairmen of the Committees.
- (9) In the case of an extraordinary meeting, the invitation with the agenda and materials for discussion is sent electronically five calendar days before the extraordinary meeting of the Quality Board to the persons listed in Article 1 para 3, including an extraordinary member of the Quality Board. In exceptional cases, the Chairman of the Quality Board can decide to shorten the above-mentioned period.
- (10) The meetings of the Quality Board are attended by:
 - a) Chairman,
 - b) Vice Chairman,

- c) members,
 - d) Secretary,
 - e) extraordinary member of the Quality Board,
 - f) invited persons (those submitting proposals, faculty representatives, evaluators and possibly other stakeholders).
- (11) Meetings of the Quality Board are closed to the public. When voting on the agenda of the meeting, the Quality Board may, at the proposal of the Chairman, decide that the meeting will be public.
 - (12) The members of the Quality Board and the participating persons observe the secrecy and confidentiality of the information with which they became familiar with at the meeting of the Quality Board.
 - (13) Those submitting proposals, representatives of faculties, evaluators and possibly other stakeholders are invited to discuss individual items of the agenda as necessary. A debate is held for each agenda item.
 - (14) The meeting of the Quality Board will start if the majority of all its members as well as invited persons submitting the proposals, representatives of the faculties, evaluators and possibly other stakeholders are present.
 - (15) Individual points of the agenda are discussed in the order indicated in the approved agenda.
 - (16) If, during the meeting, the Quality Board decides that the submitted material is incomplete, it will refrain from discussing the relevant item on the agenda and the Quality Board will ask the person who did submit that document to correct and supplement the document within a reasonable period of time
 - (17) A debate is conducted on each agenda item. Each member of the Quality Board has the right to speak during the debate. The discussion on the agenda item ends with a resolution. The resolution is valid if a majority of the members of the Quality Board present vote in favor of it.
 - (18) The meeting of the Quality Board is led by the Chairman, in his/her absence the Vice-Chairman of the Quality Board, or a member of the Quality Board authorized by the Chairman. In the event of a meeting of the Quality Board, at which there would be a conflict of interest of the Chairman of the Quality Board due to the documents being discussed, the meeting of the Quality Board is led by its Vice-Chairman.
 - (19) Members of the Quality Board are obliged to attend its meetings. In case of absence from the meeting, the member of the Quality Board is obliged to apologize in writing to the Chairman no later than two days before the date of the meeting.
 - (20) Members and other participants in the meeting confirm their presence by signing the attendance list, which is part of the minutes of the Quality Board meeting.
 - (21) The Secretary, or in the case of his/her absence the person authorized by the Chairman of the Quality Board, prepares minutes of the meeting of the Quality Board, which as a rule contains the date and place of the meeting, the agenda of the meeting of the Quality Board, a brief and concise record of the discussed points of the agenda and the discussions on them, resolutions on individual points of the agenda, voting results, deadlines for their fulfilment and persons responsible for their fulfilment. It includes the attendance list, attachments and approved materials. After the approval of the minutes by the Chairman of the Quality Board, the Secretary distributes them electronically to all members of the

Quality Board and to the involved persons at the relevant point of the agenda no later than 10 days after the end of the meeting of the Quality Board.

- (22) The correctness of the minutes is verified by a verifier appointed by the Chairman of the Quality Board from among its members. The Chairman is responsible for the correctness of the minutes. The minutes are signed by the Chairman of the Quality Board, the Secretary/authorized person and the verifier.
- (23) Decisions of the Quality Board on study programmes of higher education, habilitation procedures and inauguration procedures are binding for the SMU faculties.

Article 3 Decision-making, record keeping and control of resolutions fulfilment

- (1) The Quality Board decides by voting on the acceptance/non-acceptance of the resolution.
- (2) Voting is carried out by acclamation at a closed session unless the Quality Board decides otherwise. Invited guests do not participate in the voting. Voting on persons is always by secret ballot.
- (3) For the purposes of voting, the number of members present at the Quality Board meeting does not include members of the Quality Board who have a conflict of interest in relation to the discussion and approval of proposals in question.
- (4) An absolute majority of the votes of the members of the Quality Board present and entitled to vote is required for the adoption of the resolution. In case of equality of votes, the vote of the Chairman of the Quality Board will be decisive.
- (5) The Chairman of the Quality Board shall, based on the vote, adopt a resolution, elaborates a decision that is binding for the faculties of the SMU.
- (6) The Chairman of the Quality Board can decide on a per rollam vote in the case of urgent matters or in the case of the impossibility of convening a meeting of the Quality Board. Voting per rollam cannot take place on matters to be voted on by secret ballot.
- (7) The resolution is adopted by the per rollam vote, if the majority of all members of the Quality Board agreed and no member expressed a fundamental disagreement with the voting method.
- (8) The Chairman of the Quality Board submits a draft document for discussion and approval in sufficient time so that it is delivered to the members of the Quality board at least five working days in advance of the set date of voting per rollam. In exceptional cases, the Chairman of the Quality Board can decide to shorten the above-mentioned period.
- (9) The ballot, draft document and information on the date and time of the end of voting per rollam will be sent to the members of the Quality Board electronically.
- (10) The ballot contains in particular:
 - a) subject of voting,
 - b) voting options - "for", "against", "abstain",
 - c) method of voting (at the footer of the ballot),
 - d) voting date,
 - e) place, date, name, surname and titles of the voting member of the Quality Board.Any other than specified method of voting per rollam is invalid.
- (11) Any comment (amendment proposal) to the submitted draft document shall be sent electronically by the member of the Quality Board to the Chairman of the Quality Board no later than two days before the set deadline for voting per rollam. The member of the

Quality Board votes per rollam first on the comment (amending proposal) and then votes per rollam on the proposed document.

- (12) The minutes of the voting per rollam shall be elaborated by the Secretary within three working days after the end of the voting, verified by an authorized member of the Quality Board and signed by the Chairman of the Quality Board. The result will be announced at the next Quality Board meeting.
- (13) The Secretary of the Quality Board ensures the re of materials and cord keeping of documentation from the meetings of the Quality Board and supervises the control of the fulfilment of resolutions.
- (14) The control of fulfilment of the resolutions is carried out at the next meeting of the Quality Board.
- (15) If it is not possible to fulfil the resolution within the specified time due to unforeseen obstacles, the person responsible for its fulfilment shall submit written information to the Chairman of the Quality Board as soon as possible.

Article 4 Meetings of Committees and Working groups

- (1) The Rules of Procedure of the Quality Board of the SMU in Bratislava apply accordingly to the activities of Committees and Working groups.

Article 5 Final Provisions

- (1) The Rules of Procedure of the Quality Board of the SMU in Bratislava are binding for all members of the Quality Board. They can only be changed based on the initiative of the rector of the SMU in Bratislava, the Chairman or members of the Quality Board.
- (2) These Rules of Procedure of the Quality Board of the SMU in Bratislava were approved by the Scientific Board of the SMU in Bratislava on June 10, 2021, after review by the Academic Senate of the SMU in Bratislava on May 27, 2021.
- (3) The Rules of Procedure of the Quality Board of the SMU in Bratislava take effect on the day of their signature by the rector of the SMU in Bratislava.

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

in Bratislava, on June 10, 2021