

	Slovak Medical University in Bratislava Limbová 12 833 03 Bratislava 37	Internal regulation No.: 2/2022
	<b>Internal regulation, which          governs the rules of on-going          monitoring, periodic review and          approval of study programmes          at the Slovak Medical University          in Bratislava</b>	Printout No.: 1  Storage period: 10 years



## Internal Regulation No.: 2/2022

Rector of the Slovak Medical University in Bratislava (hereinafter referred to as "SMU") in accordance with the provisions of § 15 par. 1 letter b) Act No. 131/2002 Coll. on Higher Education and on amendment and supplement of certain laws as amended, and in accordance with the provision of the article 5 par. 4 of the Rules of Organization of the SMU issues **the Internal Regulation, which governs rules of on-going monitoring, periodic review and approval of study programmes at the Slovak Medical University in Bratislava.**

Bratislava 2022

Content

Article 1 Introductory provisions .....	2
Article 2 Basic definition .....	3
Article 3 On-going monitoring, regular evaluation and modification of the study programme	3
Article 4 Indicators related to the study programme monitoring process .....	4
Article 5 Tools for on-going monitoring and periodic review of the study programme.....	7
Article 6 Organization of reports on on-going monitoring of the study programme.....	8
Article 7 Periodic review of the study programme .....	8
Article 8 On-going external review of the study programme .....	9
Article 9 Final provisions.....	9
Annex 1 .....	11

## Article 1 Introductory provisions

- (1) The internal regulation governs the rules of on-going monitoring, periodic review and approval of study programmes at the Slovak Medical University in Bratislava (hereinafter referred to as "SMU").
- (2) The rules for on-going monitoring and periodic review of study programmes are part of the internal quality assurance system of the SMU.
- (3) The SMU, through the Board of Internal Quality Assurance System (hereinafter referred to as the "Board of IQAS") continuously monitors and regularly evaluates the study programme<sup>1</sup> in order to ensure compliance with the standards of the Slovak Accreditation Agency for Higher Education for the study programme and that goals and outcomes of education were in accordance with the needs of students, employers and other stakeholders, to correspond to current knowledge and the current state of their applications, current technological possibilities, and that the level of graduates, especially through the achieved education outcomes, was in accordance with the required level of the qualification framework.<sup>2</sup>
- (4) Part of the monitoring and evaluation of the study programme is obtaining relevant feedback from stakeholders of the study programme, who also participate in the preparation of its evaluation methodology. Students have the opportunity at least once a year to comment on the quality of teaching and the teachers of the study programme through an anonymous questionnaire.<sup>3</sup>
- (5) The results of the feedback evaluation according to paragraph 4 of this article are reflected in the adoption of improvement measures; students are also guaranteed to participate in their design.<sup>4</sup>
- (6) The results of the evaluation of the feedback and the measures taken and any planned or subsequent activities resulting from the evaluation of the study programme are discussed with stakeholders and are published. article 11 par. 4 of the SAAHE standards for the study programme.<sup>5</sup>
- (7) The study programme is periodically approved in accordance with the formalized processes of the internal quality system in a period corresponding to its standard length of study.
- (8) The SMU internal regulation no. 8/2021 applies appropriately to the rules of ongoing monitoring and periodic evaluation.<sup>6</sup>

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<sup>1</sup> Article 2 par. 2 letters d) to f), i), l), o) to r) and u) of the SMU internal regulation no. 1/2021 (Statute of the Board of IQAS of the SMU in Bratislava)

<sup>2</sup> Article 11 par. 1 of the SAAHE Standards for Study Programmes

<sup>3</sup> Article 11 par. 2 of the SAAHE Standards for Study Programmes

<sup>4</sup> Article 11 par. 3 of the SAAHE Standards for Study Programmes

<sup>5</sup> Article 11 par. 4 of the SAAHE Standards for Study Programmes

<sup>6</sup> Design, modification and approval study programmes and application submission to the Slovak Accreditation Agency for Higher Education

## Article 2 Basic definition

- (1) **The qualification framework** is the national qualification framework. The levels of the National Qualifications Framework correlate with the qualification framework levels in the European Higher Education Area and the European Qualifications Framework.<sup>7</sup>
- (2) **The person responsible for the delivery, development and quality assurance of the study programme** (hereinafter referred to as the "guarantor of the study programme") is a university teacher assigned to the position of professor or associate professor in the relevant field of study (depending on the level of higher education, which according to of the study programme and criteria of the Ministry of Health of the Slovak Republic) at the university where he/she is responsible for the quality and development of the study programme. When assessing the proposed guarantor of the study programme, his/her real responsibility for the study programme is taken into account, i.e., whether he/she really has the opportunity and whether he/she can affect the quality of delivery and development of the study programme, his/her competence, i.e., whether his/her pedagogical and scientific profile and results guarantee professional quality and his/her real engagement and activity in guaranteeing the study programme.<sup>8</sup>
- (3) **The person responsible for the delivery, development and quality assurance of the profile course** is a university teacher in the capacity of professor or associate professor employed at the university for fixed weekly working hours. Guaranteeing the course means being responsible for the course, conducting lectures and other focal educational activities of profile courses and being responsible for quality assurance activities in the course and development of the course so that the required learning outcomes of the study programme are achieved.<sup>9</sup> If it concerns professionally oriented study programmes, they are also provided by university teachers who are experienced experts in the field according to Government Ordinance no. 296/2010 Coll., and employ at the university for fixed weekly working hours or shorter working hours.
- (4) **Stakeholders** are SMU actors, persons, communities or organizations that can influence the process of education, creative and other related activities or to be influenced by them. A distinction is made between internal stakeholders (students, employees) and external stakeholders (employers and other representatives of relevant sectors of the economy and social practice, graduates of the SMU, domestic and foreign partners of the SMU, etc.<sup>10</sup>

## Article 3 On-going monitoring, regular evaluation and modification of the study programme

- (1) Study programmes are continuously monitored, periodically evaluated and periodically approved with the involvement of students, employers and other stakeholders.

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<sup>7</sup> Article 12 par. 9 Standards for Study programmes issued by the Slovak Accreditation Agency for Higher Education

<sup>8</sup> Article 3 par. 1 SMU Directive No. 4/2021 on the workload of teachers, and on pedagogical activity

<sup>9</sup> Article 12 par. 6, point VS 6.f.2 of the Methodology of the SAAHE for the evaluation of standards

<sup>10</sup> Article 12 par. 23 of Standards for the Higher Education Internal Quality Assurance System issued by the Slovak Accreditation Agency for Higher Education

- (2) The Board of IQAS continuously monitors the study programme in order to ensure that the level of graduates, especially through the achieved educational outcomes, is in accordance with the required level of the qualification framework.<sup>11</sup>
- (3) The Board of IQAS continuously monitors and issues evaluation reports on the basis of on-going monitoring and periodic review of study programmes carried out by Program Boards of faculties<sup>12</sup>, which takes place once every two years and immediately after:
  - a) legislative changes affecting the study programme,
  - b) implementation of organizational changes related to the study programme,
  - c) change of powers and responsibilities within IQAS,
  - d) completion of the standard length of study of the study programme.
- (4) Individual faculties of the SMU monitor study programmes through the Programme Board of faculties and study programme guarantors once a year on August 31 of the calendar year and without delay in accordance with the facts stated in the provision of par. 3 of this article.
- (5) Faculty programme boards are responsible for on-going monitoring, periodic review and approval of the study programme.<sup>13</sup>

#### **Article 4 Indicators related to the study programme monitoring process**

- (1) The SMU constructs indicators, collection of necessary data, method and frequency of measurement in accordance with its own procedures of the internal quality assurance system of the SMU.<sup>14</sup>
- (2) The SMU also uses other indicators supporting its own mission and goals in its internal system.
- (3) The SMU reports the indicators and their trend in the report from the periodic evaluation of the internal system/study programmes together with other monitored indicators:
  - a) individual indicators are evaluated on an annual basis,
  - b) as a rule, for last 10 years,
  - c) to a reasonable extent for the study programme, the entire SMU or its part.
- (4) Indicators of on-going monitoring of the study programme are:
  - a) educational process input indicators, which indicate the compliance of the offer and interest in the study programmes offered by the university:
    - number of offered study programmes according to the 1st, 2nd, 3rd level of higher education,
    - proportion of unopened study programmes in an academic year to the total offer,
    - number of study programmes offered in a language other than the Slovak language,
    - proportion of unopened study programmes in a language other than the Slovak language in an academic year to total offer,
    - number of applicants in the relevant academic year,
    - number of applicants in the relevant academic year with other than the Slovak citizenship,
    - proportion of enrolled students to all applicants in the relevant academic year,

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<sup>11</sup> Article 13 par. 11 SP 11.1.3 SAAHE Methodology for the Evaluation of Standards

<sup>12</sup> Article 5 par. 5 letters b), d), e) and f) of the SMU Internal Regulation No. 8/2021

<sup>13</sup> Article 5 par. 1 of the SMU Internal Regulation No. 8/2021

<sup>14</sup> article 15 par. 3 to 5 of the Methodology of the SAAHE

- proportion of students admitted from other universities in the 2nd and 3rd level of higher education.

b) higher education indicators:

**1. Student admission, progression and study completion.** The results and development of indicators are used to monitor the suitability of the selection methods and assessment of eligibility for study; assessment of the state and development of students' progress in the education process and the rate of untimely study completion of study. They are mainly:

- a) number of students of a higher education institution/study programme in individual years of study;
- b) proportion of the first-year students who completed their studies untimely, structured according to the reason (expulsion due to study results, dropping out of study, change of study programme);
- c) untimely study completion rate in the subsequent years of study;
- d) proportion of foreign students to the total number of students;
- e) proportion of students with other than the Slovak citizenship studying in other than the Slovak language to the total number of students;
- f) proportion of students exceeding the standard length of study;
- g) average length of the above-standard length of study;
- h) number of detected academic frauds, out of which the number of plagiarisms;
- i) number of disciplinary actions (expulsion from studies, reprimand, without consequences, etc.);
- j) number of graduates.

**2. Student-centred learning, teaching and assessment.** The indicators serve to assess the state and perception of student-oriented education and support for students. They are mainly:

- a) ratio of the number of students and teaching staff;
- b) number of the supervised final theses (average and maximum number);
- c) proportion of face-to-face teaching (including student support) to the total work capacity of teaching staff of the institution/study programme (in hours per week);
- d) proportion of students posted for mobility abroad to the total number of students;
- e) average number of credits for the profile courses of the study programme;
- f) number of students admitted for mobility from abroad in a particular academic year;
- g) extent of student support and career guidance (estimated in hours per student);
- h) number of employees focusing on student support (study and career guidance);
- i) proportion of students who took part in the quality evaluation of teaching and teaching staff to the total number of students and the degree of student satisfaction;
- j) degree of student satisfaction with the quality of teaching and teaching staff;
- k) degree of satisfaction of students with special needs;
- l) number of claims submitted by students.

**3. Teachers.** The indicators are used to monitor the structure of the teaching staff, focusing on the qualifications, age and teacher mobility. They are mainly:

- a) number of all teachers in the position of professor, associate professor, assistant professor, assistant, lecturer, others;

- b) number of senior researchers with a second level of higher education (together with the number of teachers = number of research, artistic and other staff);
- c) number of senior teachers with the scientific-pedagogical degree, scientific title and scientific qualification (prof. doc., DrSc., scientific qualification I., scientific qualification IIa);
- d) proportion of teachers with at least a Ph.D. degree to the total number of teachers;
- e) age of teachers of the study programme providing profile courses (average age and range);
- f) proportion of teachers – graduates of another higher education institution;
- g) proportion of teachers who obtained a Ph.D. degree (or equivalent) at a higher education institution other than the one at which they work;
- h) proportion of teachers with more than 1 year of experience at a foreign higher education institution or a research institution abroad;
- i) number of teachers admitted for mobility from abroad in a particular academic year;
- j) proportion of teachers posted for mobility abroad in a particular academic year.

**4. Research activity and habilitation and inaugural proceedings.** The indicators are used in the assessment of research activities in connection with the implementation of education at a particular level of higher education and in particular fields of study, or in the assessment of the fulfilment of Standards for Habilitation Proceedings and Inauguration Proceedings. They are mainly:

- a) number of publication outputs of the teaching staff over the last 6 years in a particular field of study and output categories;
- b) number of publication outputs of the teaching staff over the last 6 years in a particular field of study and output categories that are registered in the Web of Science or Scopus databases (or equivalent, e.g in art);
- c) number of publication outputs of doctoral students over the last 6 years in a particular field of study and output categories that are registered in the Web of Science or Scopus databases (or equivalent, e.g in art);
- d) number of citations to teachers' publication outputs over the last 6 years;
- e) number of citations to teachers' publications that are registered in the Web of Science and Scopus databases over the last 6 years;
- f) number of research, artistic and other outputs of excellent international quality according to practice in the field;
- g) evaluation of the level of research, artistic and other activity of a particular higher education institution workplace;
- h) the amount of financial support gained from domestic and international grant schemes and other competitive funding sources in the field;
- i) number of doctoral students (Ph.D.) per supervisor (average and maximum number);
- j) number of doctoral students (Ph.D.) in the relevant field of habilitation proceedings and inaugural proceedings;
- k) number of supervisors in the field of habilitation proceedings and inaugural proceedings (natural persons and FTE27);
- l) number of proposals for the title of professor approved by the Scientific Board of a higher education institution in the calendar year;

- m) number of proposals for the title of associate professor approved by the Scientific Board of a higher education institution in the calendar year;
- n) number of halted habilitation proceedings and inauguration proceedings (commenced proceedings which were not approved by the Scientific Board, withdrawn by the candidate or otherwise halted) in the calendar year.

**5. Educational process output indicators.** The output indicators indicate the compliance of the achieved education with the requirements of the labour market and the perception of the learning outcomes by employers and related trends. They are mainly:

- a) employability rate of the graduates of a higher education institution/study programme;
- b) degree of employers' satisfaction with the achieved learning outcomes of a study programme.

### **Article 5 Tools for on-going monitoring and periodic review of the study programme**

Tools for on-going monitoring and periodic review of the study programme are:

- a) anonymous student questionnaire about the quality of teaching and implementation of the study programme,
- b) anonymous teachers' questionnaire about the quality of teaching and implementation of the study programme, the quality of support services, the quality of the SMU environment,
- c) the employer's questionnaire on the satisfaction with graduates of the study programme,
- d) faculty monitoring reports - spatial and material provision, especially of lecture halls, specialist classrooms, etc., personnel provision in terms of the qualification structure, professional competence and age structure of teachers for individual study programmes, teachers' satisfaction with the quality of tuition and the implementation of the study programme,
- e) technical, infrastructural, information and financial resources of the SMU for the implementation of study programmes and other related activities,
- f) the number of students in the first year of study who left the study programme prematurely,
- g) the number of students in subsequent years of study with premature finalisation of studies,
- h) number of graduates of the study programme,
- i) student satisfaction with the quality of tuition and with study programme teachers,
- j) teachers' satisfaction with the quality of tuition and the conditions for the implementation of the study programme,
- k) the ratio of the number of students and teachers of the study programme,
- l) the number of final theses supervised by the supervisor of the final thesis (average and maximum numbers), in accordance with the current state of scientific knowledge and the requirements of medical practice and those required by employers,<sup>15</sup>
- m) reports on ongoing monitoring of the study programme.

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<sup>15</sup> Article 11 Directive No. 5/2019 on the requirements of final and qualifying theses, their bibliographic registration, control of originality, storage and access



## **Article 6 Organization of reports on on-going monitoring of the study programme**

- (1) The monitoring report on the study programme is processed by the Programme Board of the respective study programme on the prescribed form in cooperation with the faculty management (Annex 1) The chairman of the Program Board forwards the report to the management of the faculty no later than August 31 of the calendar year.
- (2) The monitoring report on the study programme is discussed once a year at the faculty level (Faculty Quality Board, Dean's College) no later than October 31 of the calendar year and at the SMU level (Board of IQAS, SMU Rector's College) no later than November 30 of the calendar year.)
- (3) Based on the analysis of the monitoring report on the study programme, the Programme Board of the study programme, the Faculty Quality Board, the faculty management, the Board of IQAS and the Rector's College propose measures (or adjustments) to ensure the fulfilment of the quality of the study programme.
- (4) In the case of detected deficiencies, the Board IQAS will issue a decision on the further implementation of the study programme.
- (5) The information obtained is analysed and the study programmes are adjusted in such a way as to ensure their up-to-datedness. Monitoring reports for study programmes are public.

## **Article 7 Periodic review of the study programme**

- (1) The Board of IQAS continuously reviews study programmes and issues evaluation reports once every two years after the end of the education cycle, which depends on the standard length of study. The goal is to make sure that the internal system of the SMU is developed and implemented in accordance with the standards for the internal system. In the case of detected deficiencies, the Board of IQAS will issue a decision on the further implementation of the study programme.
- (2) Individual faculties of the SMU evaluate study programmes through Program Boards and study programme guarantors once a year till August 31 of the calendar year. Faculties provide materials for the evaluation report to the Board of IQAS.
- (3) The guarantor of the study programme is responsible for preparing a regular evaluation report of the study programme in the period and scope according to the instructions of the dean of the faculty.<sup>16</sup>
- (4) The guarantor of the PhD. study programme is responsible for preparing a regular evaluation report on the fulfilment of the quality standards requirements for the study programme in the period and scope according to the instructions of the dean of the faculty in cooperation with the relevant sectoral committee.<sup>17</sup>
- (5) The Programme Board will prepare a report on the evaluation of educational goals in the study programme once a year (by September 30 at the latest). The chairman of the Programme Board submits the report to the chairman of the Board of IQAS and the dean of the faculty.<sup>18</sup>

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<sup>16</sup> Article 6 par. 5 letters j) Internal Regulation of SMU no. 8/2021

<sup>17</sup> Article 6 par. 6 letters e) Internal Regulation of SMU no. 8/2021

<sup>18</sup> Article 5 par. 5 letters f) Internal Regulation of SMU no. 8/2021

- (6) Persons forming a group of three persons who are responsible for the delivery, development and quality of the relevant field of HIP prepare a report on the periodic evaluation of the relevant field of HIP.<sup>19</sup>
- (7) The person responsible for the delivery, development and quality assurance of the profile course is responsible for the regular evaluation of the course and for the proposal and implementation of corrective measures in accordance with the evaluation reports of the Board of IQAS.<sup>20</sup>
- (8) In the periodic evaluation, students express themselves once a year through a questionnaire that is submitted by the Support Centre for Internal Quality System on:
  - a) quality of study programmes,
  - b) quality of teachers,
  - c) quality of support services and
  - d) the quality of the SMU environment.

### **Article 8 On-going external review of the study programme**

- (1) The SMU undergoes regular external evaluation of quality assurance in order to make sure that the internal system of the SMU is developed and implemented in accordance with the standards for the internal system.<sup>21</sup>
- (2) Regular external evaluation of quality assurance of higher education for relevant study programmes is carried out at the initiative of the Board of for IQAS of the SMU:
  - a) by the Ministry of Health of the Slovak Republic during the approval process of the study programme within two years after the expiry of the standard length of study.
  - b) by health care providers (employers) at least once every two years.
  - c) by the relevant health care union,<sup>22</sup> at least once every two years, assesses the applicability of our students in healthcare practice through the registration of graduates in the relevant healthcare profession.
  - d) by the Slovak Accreditation Agency for Higher Education.
  - e) by other evaluators.
- (3) The evaluation reports elaborated by the external evaluators mentioned in paragraph 2 of this article are elaborated in cooperation with the faculties of the SMU and are published in electronic form on the public part of the SMU's website [www.szu.sk](http://www.szu.sk).

### **Article 9 Final provisions**

- (1) This internal regulation is generally binding.
- (2) The inseparable part of the internal regulation is the monitoring report as in Annex 1.
- (3) This internal regulation was reviewed by the Academic Senate of the SMU on March 14, 2022 and approved by the Scientific Board of the SMU on March 21, 2022.

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<sup>19</sup> Article 6 par. 7 letters i) Internal Regulation of SMU no. 8/2021

<sup>20</sup> Article 7 par. 8 letters h) Internal Regulation of SMU no. 8/2021

<sup>21</sup> Article 12 par. 11 SAAHE Methodology for the Evaluation of Standards

<sup>22</sup> § 43 to § 47h of Act No. 578/2004 on health care providers, health workers, professional organizations in the health sector and on the amendment of certain laws

- (4) This internal regulation takes effect from the date of registration by the Ministry of Health of the Slovak Republic and becomes effective first from the date of entry into force of the decision on its registration by the Ministry of Health of the Slovak Republic.
- (5) This internal regulation is archived in printed form at the rectorate of SZU in Bratislava and published in electronic form on the website of the public part of SZU [www.szu.sk](http://www.szu.sk).

In Bratislava on March 23, 2022

prof. MUDr. Peter Šimko, CSc., m.p.  
rector of the SMU

List of attachments:  
Annex 1 (Monitoring report)

## Annex 1

Faculty

### Monitoring report

Study programme:

Level:

Form of study:

Academic year:

Information on admission:

Planned number of students:
Real number of applicants:
Number of admitted applicants:
Number of enrolled students into the year 1:

The number of first-year students and the reason for premature termination of the study programme (reason for termination):

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The number of students from other years and the reason who left the study programme early:

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Student satisfaction with the quality of tuition and study programme teachers - evaluation of questionnaire results:

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Teachers' satisfaction with the quality of tuition and the conditions for the implementation of study programmes - evaluation of the results of the questionnaire:

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The ratio of the number of students and teachers of the study programme:

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The number of theses supervised by the thesis supervisor (average and maximum number),

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The number of graduates of the study programme and the evaluation of the level of students' knowledge on state exams:

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Personnel provision of the study programme:

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Material and technical provision of the study programme:

Information on graduate employability:

Proposal of measures to improve the quality of the study programme:

Date:

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Chairman of the Programme Board