	COMENIUS UNIVERSITY BRATISLAVA JESSENIUS FACULTY OF MEDICINE IN MARTIN	Int. doc. No.: 45/2013
	Quality documentation management	Copy No.: 1 Period of storage: 10

INTERNAL REGULATION NO. 45/2013


Decision of the Dean of the Jessenius Faculty of Medicine of Comenius University in Martin

Statute of the Student Scientific and Professional Activity

Elaborated by: Eva Andrisová	On: 1 December 2013	Signature:
Negotiated by: Management Board of JFMED CU	On: 3 December 2013	Signature:
Approved by: Academic Senate of JFMED CU	On: 16 December 2013	Signature:
Number of copies: 2 Copy No. 1 - Secretariat Copy No. 2 - Doctoral Studies Section	Valid from: 16 December 2013	Effective from: 1 January 2014

Updates, amendments and additions to the internal regulation:

Change No. 1: On: Signature:	Change No. 2: On: Signature:	Change No. 3: On: Signature:	Change No. 4: On: Signature:
---	---	---	---

	COMENIUS UNIVERSITY BRATISLAVA JESSENIUS FACULTY OF MEDICINE IN MARTIN	Int. doc. No.: 45/2013
	Quality documentation management	Copy No.: 1 Period of storage: 10

In accordance with Section 2(12) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, after discussion at the meeting of the Management Board of JFMED CU on 3 December 2013 and after approval by the Academic Senate of JFMED CU on 16 December 2013 I issue this

Statute of the Student Scientific and Professional Activity

Art. 1


Organising Committee of the SSPA

- (1) The SSPA is organised and managed by the Organising Committee of the SSPA. A separate organising committee shall be set up for each academic year.
- (2) The Organising Committee of the SSPA shall consist of at least six members. The Chairman (from among teachers), Vice-Chairman and other members (also from among students of JFMED CU) of the Organising Committee of the SSPA are appointed by the Dean of JFMED CU on the proposal of the Vice-Dean for Doctoral Studies and Continuing Education of Healthcare Professionals.
- (3) The Organising Committee of the SSPA works in the form of meetings, which are convened and chaired by the Chairman of the Organising Committee of the SSPA. A quorum requires the presence of an absolute majority of the members of the Organising Committee of the SSPA (including the Chairman and Vice-Chairman); a valid resolution requires the consent of an absolute majority of the members of the Organising Committee of the SSPA present (including the Chairman and Vice-Chairman).
- (4) In the time between meetings, the Chairman shall represent the Organising Committee of the SSPA.
- (5) In the absence of the Chairman, the Vice-Chairman shall act in the place of the Chairman of the Organising Committee of the SSPA.

Art. 2

Organisation of the SSPA

- (1) The Organising Committee of the SSPA announces the relevant year of the SSPA, ensures the announcement of scientific and professional topics from individual departments of JFMED CU in sufficient time in advance.
- (2) The Organising Committee of the SSPA proposes the date and venue of the Student Scientific Conference of JFMED CU as well as the deadline for the submission of applications, and is responsible for its organisational support as well as the proposal of the criteria for the evaluation of participants.
- (3) The Organising Committee of the SSPA is responsible for publishing information about domestic and international student conferences and ensures the participation of students with the best papers of the respective year of the SSPA.
- (4) The Organising Committee manages and is responsible for the content of the SSPA page on the Faculty's website.

	COMENIUS UNIVERSITY BRATISLAVA JESSENIUS FACULTY OF MEDICINE IN MARTIN	Int. doc. No.: 45/2013 Copy No.: 1 Period of storage: 10
	Quality documentation management	

**Art. 3
Topics of the SSPA**


- (1) The topics of the SSPA are announced annually by the institutes/clinics by the time-limit set by the Organising Committee of the SSPA (usually by 30 September). Announcement of topics is understood as the electronic submission of a list, approved by the head/chief of the relevant department, in the following structure: title of the thesis, names of supervisors and the required minimum year of study.
- (2) The complete list of topics for the respective academic year is published by the Organising Committee on the JFMED CU's website in the section SSPA.
- (3) Topics are announced in both Slovak and English.
- (4) There is no limit to the number of topics from one workplace.
- (5) A student can apply for more than one topic announced (also at more than one workplace).

**Art. 4
Student Scientific Conference**

- (1) The Student Scientific Conference of JFMED CU (hereinafter referred to as "SSC") represents the highest competitive showcase of the results of students' scientific and professional activities at JFMED CU.
- (2) The SSC is held once a year, usually at the end of the summer semester. The date of the SSC are determined by the Dean of JFMED CU on the proposal of the Organising Committee of the SSPA and after discussion in the Management Board of JFMED CU.
- (3) The organiser of the SSC is JFMED CU.
- (4) The SSC may also include a non-competitive showcase of scientific papers by students from other faculties, especially medical faculties.

**Art. 5
Organisation of the SSC**


- (1) Participation in the SSC is voluntary. Exceptions are qualified trainees who are required to present the results of their work in the relevant academic year to the SSC (see the Status of Qualified and Voluntary Trainees).
- (2) Every student of JFMED CU has the right to participate in the SSC, with the date of application submission being decisive.

	COMENIUS UNIVERSITY BRATISLAVA JESSENIUS FACULTY OF MEDICINE IN MARTIN	Int. doc. No.: 45/2013 Copy No.: 1 Period of storage: 10
	Quality documentation management	

- (3) The deadline and the method of accepting applications as well as their content is determined by the Organising Committee of the SSPA. As a rule, the application form for the SSC contains:
- name and surname of the student (in case of co-authorship of more than one student, names and surnames of the students),
 - field and year of study at JFMED CU,
 - medical field of scientific work implementation,
 - name and surname of the supervisor(s),
 - abstract of 250–300 words,
 - assessment of the scientific work and its significance by at least one pedagogical (scientific) worker or expert in the field (not a supervisor).
- (4) The SSC usually takes the form of a public lecture in which the SSC participant presents his/her scientific work, its results and significance, and answers questions from the Jury and the plenary during the discussion that follows.
- (5) The SSC takes place in Slovak, Czech or English.
- (6) Equality of conditions of competition participation is guaranteed for each participant of the SSC, which is the responsibility of the Organising Committee of the SSPA.
- (7) In case of a larger number of submitted scientific papers, the Organising Committee of the SSPA may divide the SSC into several sections.

Art. 7 Jury of the SSC

- The expert assessment of the works of the SSC participants is carried out and the results of the SSC are decided by the Jury of the SSC. There shall be a separate Jury of the SSC for each year of the SSC. In the case of a division of the SSC into sections, the Jury of the SSC may be appointed for each section separately.
- The Chairman, Vice-Chairman and other members of the Jury of the SSC are appointed by the Dean of JFMED CU on the proposal of the Organising Committee of the SSPA. It is mostly composed of university teachers as professors, associate professors or assistant professors, while the supervisor of the participant of the SSC or section, must not be a member of the respective Jury. The Jury of the SSC shall have at least three members. It shall consist of a chairman, a vice-chairman and at least one member. Among the members of the Jury is also the moderator of the individual section, who is from among the doctoral students of JFMED CU.
- The Jury of the SSC shall work in the form of meetings, which shall be convened, chaired and declared closed by the President of the Jury of the SSC.

	COMENIUS UNIVERSITY BRATISLAVA JESSENIUS FACULTY OF MEDICINE IN MARTIN	Int. doc. No.: 45/2013 Copy No.: 1 Period of storage: 10
	Quality documentation management	

- (4) In the professional assessment of the participants' works, the Jury takes into account the quality of the abstract, the content and form of the presentation, the overall scientific contribution, the chosen methodologies, and the participant's ability to discuss. Detailed criteria are determined annually by the Organising Committee of the SSPA in cooperation with the members of the Jury of the SSC.
- (5) The work of the Jury of the SSC starts on the closing date for submitting applications to the SSC and ends with the announcement of the results of the respective year of the SSC.
- (6) A valid resolution of the Jury of the SSC requires the consent of an absolute majority of all its members (including the President and Vice-President). The results of the SSC shall be decided in principle by secret ballot.
- (7) In the absence of the President of the Jury of the SSC, the Vice-President of the Jury of the SSC shall act in the place of the President of the Jury of the SSC.


**Art. 8
Evaluation and results of the SSC**

- (1) The results of the SSC shall be understood as the ranking of the SSC participants in the order determined by the Jury of the SSC.
- (2) The non-award of a specific place(s) as well as the award of the same place to more than one participant is allowed.
- (3) It is not allowed to award only one place.
- (4) The Organising Committee of the SSPA proposes to the Management Board of JFMED CU the content and form of remuneration of the competition works for each competition year.
- (5) JFMED CU may publish a collection of abstracts from each year of the SSC, in which the abstracts of the works of the participants of the respective year of the SSC will be published.

**Art. 10
Selective subject of the SSPA**

- (1) The subject of the SSPA is included in the study programme of general medicine in Slovak and English as a selective subject.
- (2) The title of the subject may be supplemented by a numerical designation reflecting the subject's placement in the relevant semester of instruction.¹
- (3) The content of the subject is mainly practical work in the position of a voluntary or qualified trainee at individual institutes/clinics.

¹ e.g. SSPA 1, SSPA 2...

	COMENIUS UNIVERSITY BRATISLAVA JESSENIUS FACULTY OF MEDICINE IN MARTIN	Int. doc. No.: 45/2013 Copy No.: 1 Period of storage: 10
	Quality documentation management	

- (4) Proof of completion of practical work is a statement of hours worked signed by the student's supervisor or the head of the institute/head of the clinic. The minimum number of hours per semester is specified in the study programme.
- (5) After approval by the JFMED CU Scientific Council, the subject guarantor is specified in the study programme. The subject guarantor is mainly responsible for:
 - a) preparation and regular updating of the subject information sheet,
 - b) registering and recording the evaluations of students who have enrolled in a SSPA subject,
 - c) archiving reports and grades awarded to enrolled students.
- (6) The enrolment of the subject is carried out in accordance with the provisions of the Study Regulations of JFMED CU and the Study Regulations of CU², while the guarantor may also entrust other teaching staff (usually members of the Organising Committee of the SSPA from among the JFMED CU staff) with the registration and enrolment of the evaluations of the students who have enrolled in the subject of the SSPA.

Art. 11 Final provisions

- (1) Matters relating to the SSPA fall under the responsibility of the Vice-Dean for Doctoral Studies and Continuing Education of Healthcare Professionals.
- (2) The administrative agenda of the SSC is carried out by the Organising Committee of the SSPA and the Section for Doctoral Studies of the Dean's Office of JFMED CU.
- (3) The administrative agenda related to the SSPA selective subject is carried out by the SSPA subject guarantor and the Study Department of the JFMED CU Dean's Office.

Art. 12

The Statute of JFMED CU Student Scientific Conference of 22 October 2001 is repealed.

Art. 13

This Statute enters into force on the date of its approval by the Academic Senate of JFMED CU on 16 December 2013 and becomes effective on 1 January 2014.

Prof. MUDr. Ján Danko, CSc., own
signature Dean of JFMED CU

² Annex No. 1 to the Study Regulations of CU (Internal Regulation of CU No. 8/2013) and Annex No. 1 to the Study Regulations of the JFMED CU (Internal Regulation of the JFMED CU No. x/2013)