



UNIVERZITA  
KOMENSKÉHO  
V BRATISLAVE

# **Internal Regulations of Comenius University Bratislava**

Internal Regulation No. 11/2025

approved by  
the Academic Senate of Comenius University Bratislava and  
the Governing Board of Comenius University Bratislava

**Principles Governing the Election of  
a Candidate for the Position of  
Rector of Comenius University  
Bratislava  
and the Adoption of a Proposal for  
the Removal of the Rector of  
Comenius University Bratislava  
as amended by Amendment No. 1**

**2025 Edition**

## Table of Contents

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|                                                                                                                     |            |
|---------------------------------------------------------------------------------------------------------------------|------------|
| <b>PART ONE INTRODUCTORY PROVISIONS .....</b>                                                                       | <b>3</b>   |
| Art. 1 Subject of regulation .....                                                                                  | 3          |
| Art. 2 Membership of the Electoral Assembly .....                                                                   | 3          |
| <b>PART TWO ELECTION OF A CANDIDATE FOR THE RECTOR OF CU .....</b>                                                  | <b>5</b>   |
| Art. 3 Election Commission for the Election of a Candidate for the Rector of CU .....                               | 5          |
| Art. 4 Announcement of the election of a candidate for the Rector of CU .....                                       | 6          |
| Art. 5 Proposing candidates .....                                                                                   | 8          |
| Art. 6 Verification of nominations of candidates .....                                                              | 10         |
| Art. 7 Objections to the list of candidates .....                                                                   | 11         |
| Art. 8 Withdrawal of candidacy .....                                                                                | 12         |
| Art. 9 Public hearing of candidates .....                                                                           | 12         |
| Art. 10 Preparation and convening of the Electoral Assembly .....                                                   | 14         |
| Art. 11 Deliberations of the Electoral Assembly .....                                                               | 15         |
| Art. 12 Preparing for the secret ballot .....                                                                       | 16         |
| Art. 13 Conduct of the secret ballot .....                                                                          | 16         |
| Art. 14 Ascertaining of the results of the election of a candidate for the Rector of CU after the first round ..... | 17         |
| Art. 15 Second round of the election of a candidate for the Rector of CU .....                                      | 20         |
| Art. 16 Third round of the election of a candidate for the Rector of CU .....                                       | 20         |
| Art. 17 Minutes of the voting process and the result of the election of a candidate for the Rector of CU .....      | 21         |
| Art. 18 Special provisions on the election of a candidate for the Rector of CU in times of crisis .....             | 22         |
| <b>PART THREE REMOVAL OF THE RECTOR OF CU .....</b>                                                                 | <b>24</b>  |
| Art. 19 Method of submitting the proposal to remove the Rector of CU .....                                          | 24         |
| Art. 20 Deciding on the proposal to remove the Rector of CU .....                                                   | 24         |
| <b>PART FOUR COMMON AND FINAL PROVISIONS .....</b>                                                                  | <b>288</b> |
| Art. 21 Joint provisions .....                                                                                      | 288        |
| Art. 22 Final provisions .....                                                                                      | 288        |

The Comenius University Bratislava (hereinafter referred to as "CU") issues, after approval by the Academic Senate of CU (hereinafter referred to as the "Academic Senate" or "AS CU") on 20 March 2024 and the Governing Board of CU (hereinafter referred to as the "Governing Board" or the "GB CU") on 21 March 2024, in accordance with Section 15 (1) (h) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act") these Principles for Election of a Candidate for the Rector of CU and for the Acceptance of a Proposal to Remove the Rector of CU (hereinafter referred to as the "Principles for Election").

## **PART ONE INTRODUCTORY PROVISIONS**

### **Art. 1 Subject of regulation**

These Principles for Election shall regulate

- a) the Principles for Election of a Candidate for the Rector of CU, in particular
  1. the details of membership of the Electoral Assembly,
  2. the position and tasks of the Election Commission for the election of a candidate for the Rector of CU,
  3. announcing the election of a candidate for the Rector of CU,
  4. the method of submitting nominations of a candidate for the Rector of CU (hereinafter referred to as the "nomination of candidate"),
  5. the verification of nominations of candidates,
  6. the public hearing of candidates for the position of the Rector of CU (hereinafter referred to as the "candidate"),
  7. the preparation and convening of the Electoral Assembly and the method of its deliberations,
  8. the preparation and conduct of the secret ballot at the Electoral Assembly,
  9. the announcement of the results of the election of a candidate for the Rector of CU,
- b) the principles for the acceptance of the proposal to remove the Rector of CU, in particular
  1. the procedure for submitting the proposal to remove the Rector of CU,
  2. deciding on the proposal to remove the Rector of CU.

### **Art. 2 Membership of the Electoral Assembly**

- (1) The candidate for the Rector of CU shall be elected by the Electoral Assembly, whose members are all members of the Academic Senate and all members of the Governing Board.<sup>1</sup>
- (2) The Electoral Assembly has 82 members, including:
  - a) 65 members are, by virtue of their office, members of the Academic Senate,
  - b) 17 members are, by virtue of their office, members of the Governing Board.
- (3) The following shall be included in the total number of members of the Electoral Assembly:
  - a) vacant seats of members of the Academic Senate,

- b) seats of suspended members of the Academic Senate<sup>2</sup>, and
- c) vacant seats of members of the Governing Board.

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<sup>1</sup> Section 10 (3) first sentence of the Higher Education Act.

<sup>2</sup> Section 8 (8) of the Higher Education Act, Article 23 (6) of the Statute of CU, Article 5 of the Principles for Election to the Academic Senate of CU.

- (4) The exercise of the function of a member of the Electoral Assembly shall be irreplaceable.

## **PART TWO**

### **ELECTION OF A CANDIDATE FOR THE RECTOR OF CU**

#### **Art. 3**

##### **Election Commission for the Election of a Candidate for the Rector of CU**

- (1) The election of a candidate for the Rector of CU is managed by the Election Commission for the Election of a Candidate for the Rector of CU (hereinafter referred to as the "Election Commission").
- (2) The Election Commission shall consist of a Chairman, a Vice-Chairman and five other members, of whom
  - a) the Chairman of the Election Commission shall be elected by the Academic Senate from among the members of the employee chamber of the Academic Senate,
  - b) the Vice-Chairman of the Election Commission shall be elected by the Governing Board from among its members,
  - c) four members of the Election Commission shall be elected by the Academic Senate from among its members; of these, two members shall be elected from among the members of the employee chamber of the Academic Senate and two members shall be elected from among the members of the student chamber of the Academic Senate,
  - d) one member of the Election Commission shall be elected by the Governing Board from among its members.
- (3) If the number of members of the Election Commission elected from among the members of the Academic Senate falls below a specified number, the absent members of the Election Commission shall be immediately elected by the Presidium of the Academic Senate; this shall not apply in the case of the Chairman of the Election Commission.
- (4) Membership of the Election Commission shall be terminated:
  - a) on the date on which the Chairman of the Election Commission or a member of the Election Commission elected from among the members of the Academic Senate ceases to be a member of the Academic Senate,
  - b) on the date on which the Vice-Chairman of the Election Commission or a member of the Election Commission elected from among the members of the Governing Board ceases to be a member of the Governing Board,
  - c) on the date of delivery of the written declaration of resignation in paper form to the chairman of the body which elected the Chairman, Vice-Chairman or a member of the Election Commission,
  - d) on the date of removal from office by the body which elected the Chairman, Vice-Chairman or a member of the Election Commission.
- (5) The membership of all members of the Election Commission shall terminate on the date of the appointment of the elected candidate for the Rector to the office of the Rector of CU.
- (6) A quorum of the Election Commission shall be present if an absolute majority of all its

members is present. An absolute majority of votes of all the members of the Election Commission is required for a valid resolution to be adopted.

- (7) Meetings of the Election Commission shall be convened and chaired by the Chairman of the Election Commission. The Election Commission shall draw up minutes of the proceedings of the meeting and other acts, which shall be signed
  - a) by the Chairman of the Election Commission and
  - b) the Vice-Chairman of the Election Commission or by at least two other members of the Election Commission.
- (8) The Vice-Chairman of the Election Commission shall deputize for the Chairman of the Election Commission
  - a) in the performance of the tasks delegated to him or her by the latter,
  - b) to the extent of his or her rights and duties during his or her absence, incapacity or vacancy as the Chairman of the Election Commission.
- (9) If the Election Commission has neither a chairman nor a vice-chairman, the President of the Academic Senate shall delegate a member of the Election Commission to perform the tasks of the Chairman of the Election Commission in its entirety.
- (10) The Election Commission ensures the conduct of the election of a candidate for the Rector of CU, in particular it
  - a) verifies the fulfilment of the requirements laid down for the candidates' proposals,
  - b) is responsible for the organisational preparation of the public hearing of candidates in the election of a candidate for the Rector of CU,
  - c) determines the polling station,
  - d) ensures the proper conduct of the secret ballot and maintains order at the polling station,
  - e) counts the votes and draws up the protocol from the individual rounds of the election of a candidate for the Rector of CU,
  - f) draws up the minutes of the voting process and the result of the election of a candidate for the Rector of CU,
  - g) submits election documents for archiving in the Filing Department of the Rector's Office of CU.
- (11) The senior staff of the CU and its units, the Secretary of the Academic Senate and the Secretary of the Governing Board are obliged to provide assistance to the Election Commission in the implementation of these Principles for Election.

#### **Art. 4** **Announcement of the election of a** **candidate for the Rector of CU**

- (1) The election of a candidate for the Rector of CU is announced by the Academic Senate.
- (2) The election of a candidate for the Rector of CU is announced on the website of CU, on the website of the Ministry of Education, Research, Development and Youth of the Slovak Republic and through web applications, social media and social networks or other innovative means of communication no later than 6 months before the expiry of the Rector's term of office.

The election of a candidate for the Rector of CU is announced in Slovak and English.<sup>3</sup>

- (3) If Comenius University Bratislava has no Rector, or if no candidate is successful in the election of a candidate for Rector of Comenius University in Bratislava, the election shall be announced without delay, and shall take place no later than three months from the date of the announcement of the election.
- (4) The President of the Academic Senate shall discuss with the President of the Governing Board the draft resolution of the Academic Senate which is to announce the election of a candidate for the Rector of CU.
- (5) The resolution on the announcement of the election of a candidate for the Rector (hereinafter referred to as the "resolution on the announcement of the election") shall contain
  - a) the date and place of the Electoral Assembly on which the election of a candidate for the Rector of CU will take place,
  - b) deadline for submitting nominations of candidates,

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<sup>3</sup> Section 10 (5) first and last sentences of the Higher Education Act.

<sup>4</sup> Section 10 (5) third sentence of the Higher Education Act.

- c) the recommended template for a candidate's nomination,
  - d) the date and place when and where the public hearing of candidates will be held,
  - e) such other facts as the Academic Senate may decide.
- (6) The deadline for submitting nominations of candidates shall be
- a) at least three months in the cases referred to in paragraph 2,
  - b) not shorter than one month in the cases referred to in paragraph 3.
- (7) The Academic Senate and the Governing Board shall elect the Chairman, Vice-Chairman and other members of the Election Commission immediately after the announcement of the election of a candidate for the Rector of CU pursuant to the preceding paragraphs. The procedure for the election of the Chairman, the Vice-Chairman and other members of the Election Commission shall be governed by the Rules of Procedure of the Academic Senate and the Statute of the Governing Board.

## **Art. 5**

### **Proposing candidates**

- (1) Members of the CU academic community and members of the Governing Board (hereinafter referred to as the "proposing person") shall have the right to submit nominations of candidates for the Rector of CU.<sup>6</sup>
- (2) The following persons may not stand for election as a candidate for the Rector of CU:<sup>7</sup>
- a) a member of the Academic Senate while serving as a member of the Academic Senate,
  - b) a member of the Governing Board while serving as a member of the Governing Board,
  - c) a person who has served as a member of the Executive Board of the Slovak Accreditation Agency for Higher Education, if three years have not elapsed on the date of the election of a candidate for the Rector of CU since the termination of his or her membership in the Executive Board of the Slovak Accreditation Agency for Higher Education election.
- (3) The nomination of candidate must be in paper form and must include:
- a) the name, surname and academic title, scientific and pedagogical title or artistic and pedagogical title (hereinafter referred to as "title") of the candidate,
  - b) the candidate's current occupation; if the candidate is working at CU, the name of the faculty or other unit of CU,
  - c) the candidate's correspondence address,
  - d) the candidate's e-mail address,
  - e) the declaration signed by the candidate in his or her own handwriting that he or she accepts his or her candidature for the Rector of CU,
  - f) the name, surname and titles of the proposing person,
  - g) the name of the department of the faculty or other part of CU, if the proposing person is a member of the staff chamber of the CU academic community, or the indication that the proposing person is a member of the Governing Board,
  - h) the name of the faculty, study programme, level and year of study of the proposing

person, if the proposing person is a member of the student chamber of the CU academic community,

- i) the proposing person's e-mail address,
- j) the date and signature of the proposing person.

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<sup>5</sup> Section 10 (5) second and third sentences of the Higher Education Act.

<sup>6</sup> Section 3 second sentence and Section 40 (15) of the Higher Education Act.

<sup>7</sup> Section 10 (4) of the Higher Education Act.

- k) the consent of the proposing person to the publication of his or her name, surname and other personal data contained in the nomination of candidate,
  - l) the candidate's consent to the disclosure of his or her name, surname and other personal data contained in the nomination of candidate and the personal data contained in the supporting documents referred to in paragraph 7,
  - m) other facts, if they are contained in the resolution declaring the election pursuant to Article 4 (5) (e).
- (4) No more than one candidate may be proposed by one proposing person or group of proposing persons in a single nomination of candidate. A nomination of candidate submitted by a group of members of the CU academic community or by a group of members of the Governing Board shall be deemed to be a nomination submitted individually by each of the persons in that group of members of the CU academic community or group of members of the Governing Board.
- (5) Nominations of candidates shall be submitted within the time limit laid down in the resolution calling the election.
- (6) Nominations of candidates shall be
- a) addressed to the Chairman of the Election Commission and
  - b) submitted through the Filing Office of the Rector's Office of CU in a sealed envelope marked "Election of a Candidate for the Rector of CU".
- (7) Candidates are required to submit their CVs and proposals for the CU development strategy (hereinafter referred to as "supporting documents") in electronic format within the deadline for submitting of nominations of candidates; supporting documents shall be submitted in the PDF format only.
- (8) The supporting documents shall be addressed to the Chairman of the Election Commission, with their copies to the Vice-Chairman of the Election Commission, and shall be submitted by e-mail; the Chairman of the Election Commission shall acknowledge receipt of the supporting documents by return e-mail.
- (9) The withdrawal of nominations of candidates submitted by the proposing person shall not be admissible.

## **Art. 6**

### **Verification of nominations of candidates**

- (1) Immediately after the expiry of the deadline for submitting nominations of candidates, the Election Commission shall open the envelopes received and verify whether the submitted nominations of candidates meet the requirements pursuant to Article 5 and shall decide on the inclusion of the candidates in the list of candidates for the position of the Rector of CU (hereinafter referred to as the "list of candidates").
- (2) If the Election Commission finds that the nomination of candidate meets all the prescribed requirements, it shall include the candidate in the list of candidates.
- (3) The Election Commission shall not include in the list of candidates a candidate who

- a) has not been proposed by the authorised person (Article 5 (1)),
  - b) cannot stand as a candidate for the election of the Rector of CU (Article 5 (2)),
  - c) whose nomination has not been submitted in the prescribed manner (Article 5 (4) to (6)),
  - d) has not submitted the supporting documents in the prescribed manner (Article 5 (7) and (8)),
  - e) if the nomination of candidate does not meet any of the essential requirement of the nomination of candidate; the following shall be deemed to be essential requirements of the nomination of candidate:
    - 1. the name and surname of the candidate,
    - 2. the declaration signed by the candidate in his or her own handwriting that he or she accepts his or her candidature for the Rector of CU,
    - 3. the name and surname of the proposing person,
    - 4. the signature of the proposing person.
- (4) If the Election Commission finds that the nomination of candidate does not meet any of the minor requirements of the nomination of candidate, the Election Commission shall ask the proposing person or candidate to supplement or clarify the nomination of candidate with those requirements within a reasonable period of time to be determined by the Election Commission. If the proposing person or the candidate fails to do so within the specified time limit, the Election Commission shall reject the submitted nomination of candidate and shall not include the candidate in the list of candidates.
- (5) The Election Commission shall immediately draw up the decision on the non-inclusion of a candidate in the list of candidates pursuant to paragraphs 3 and 4. The Chairman of the Election Commission shall electronically deliver the decision via the University e-mail to the candidate's and proposing person's e-mail addresses listed in the nomination of candidate. The decision shall be deemed to have been delivered even if the candidate or the proposing person has not acknowledged having read it.
- (6) The list of candidates is arranged in alphabetical order according to their surnames, with the indication of
- a) the candidate's serial number,
  - b) the name, surname and titles of the candidate,
  - c) the name list of the proposing persons of the candidate,
  - d) such other facts as the Election Commission may decide.
- (7) The Election Commission shall publish the list of candidates together with the supporting documents on the CU website.

## **Art. 7**

### **Objections to the list of candidates**

- (1) The decision of the Election Commission not to include a candidate in the list of candidates may be challenged by the candidate concerned or by his or her proposing person within three days of receipt of the decision pursuant to Article 6 (5); the period shall run from the day following the day of receipt of the decision.
- (2) Objections shall be submitted in writing in electronic form via e-mail to the Chairman of

the Election Commission and copied to the President of the Academic Senate and the President of the Governing Board.

- (3) Objections not submitted in the prescribed manner and objections received after the expiry of the time limit for submitting objections shall be disregarded.
- (4) The Presidium of the Academic Senate shall decide on the objections submitted without undue delay; its decision shall be final and shall be implemented by the Election Commission without delay.

## **Art. 8**

### **Withdrawal of candidacy**

- (1) A candidate may withdraw his or her candidature by
  - a) the written declaration in paper form delivered to the Chairman of the Election Commission no later upon than the opening of the Electoral Assembly,
  - b) making an oral declaration in the minutes of the Electoral Assembly.
- (2) The Chairman of the Election Commission shall publish the candidate's written declaration pursuant to paragraph 1 (a) on the CU website.
- (3) The declaration of withdrawal of candidacy may not be withdrawn.
- (4) If the name, surname and title of a candidate who has withdrawn his or her candidature immediately before the secret ballot in the relevant round of the election of a candidate for the Rector of CU is indicated on the ballot paper, the Chairman of the Election Commission shall announce this fact and announce that the election of this candidate will not be taken into account in the counting of the votes.
- (5) The announcement of withdrawal of candidacy does not affect the results of the election of a candidate for the Rector of CU in the rounds of the election of a candidate for the Rector of CU that preceded the announcement of withdrawal of candidacy.

## **Art. 9**

### **Public hearing of candidates**

- (1) As a rule, seven days before the date of the election of a candidate for the Rector of CU, the public hearing of candidates is held at a meeting of the Electoral Assembly. The public hearing shall be convened and chaired by the President of the Academic Senate.<sup>8</sup>
- (2) The public hearing shall ascertain the candidates' management experience, their relationship to higher education, science and technology, and their relationship to the mission and field of endeavour of the higher education institution concerned. At the same time, the candidate shall present a proposal for the CU development strategy and, if the Electoral Assembly so decides, the candidate may also be required to provide further information.<sup>9</sup>
- (3) A candidate shall give a speech in which he or she will give the essential data from his or her CV and present a proposal for the CU development strategy. The order of the candidates' appearances shall be determined by the Election Commission by drawing lots before the start of the public hearing.

- (4) After all the candidates have finished their speeches, there will be a joint discussion between the candidates and the members of the Electoral Assembly, the members of the CU academic community and representatives of the public present.
- (5) The time reserved for the candidates to speak, the maximum length of the candidates' joint debate and other details of the conduct of the public hearing shall be determined by the Election Commission in accordance with

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<sup>8</sup> Section 10 (3) second sentence of the Higher Education Act.

<sup>9</sup> Section 10 (6) second and third sentences of the Higher Education Act.

the principle of equality of candidates; the time reserved for a candidate to speak may not be less than 20 minutes.

- (6) The public hearing shall be broadcast live on the CU website and the full recording of the public hearing shall be published on the CU website no later than the next working day. The record of the public hearing shall be published by the day following the date of the appointment of the elected candidate for the Rector to the office of the Rector of CU.<sup>10</sup>

#### **Art. 10**

##### **Preparation and convening of the Electoral Assembly**

- (1) The Electoral Assembly shall be convened and chaired by the President of the Academic Senate.<sup>11</sup>
- (2) The preparation of the Electoral Assembly shall be carried out by the President of the Academic Senate in cooperation with the President of the Governing Board and the Election Commission.
- (3) The Electoral Assembly shall be convened by written invitation on the date, time and place specified in the resolution calling the election. The agenda of the Electoral Assembly shall be:
- a) Opening.
  - b) Election of verifiers of the minutes.
  - c) Report of the Election Commission on the results of the verification of the nominations of candidates.
  - d) Speeches by the candidates.
  - e) Election of a candidate for the Rector of CU.
  - f) Conclusion.
- (4) The invitation to the Electoral Assembly shall be delivered electronically to the members of the Electoral Assembly and to the candidates by electronic mail six calendar days before the date of the Electoral Assembly.
- (5) If the President of the Academic Senate fails to convene the Electoral Assembly by invitation within the time limit referred to in paragraph 4, the Electoral Assembly shall be held without invitation at the time and place specified in the resolution calling the election and with the agenda referred to in paragraph 3.
- (6) The Electoral Assembly shall be public. Guests shall be allowed to attend the Electoral Assembly until the capacity of the seats reserved for the public has been reached.
- (7) Deliberations of the Electoral Assembly shall be broadcast live on the CU website and the full record of deliberations shall be published on the CU website no later than the next working day.
- (8) Members of the Electoral Assembly who, for objective reasons, are unable to attend the Electoral Assembly are obliged to send their apologies to the President of the Academic Senate in good time.

<sup>10</sup> Section 108 (14) second sentence of the Higher Education Act.

<sup>11</sup> Section 10 (3) second sentence of the Higher Education Act.

**Art. 11**  
**Deliberations of the Electoral Assembly**

- (1) A quorum of the Electoral Assembly shall be present if an absolute majority of all its members is present. If, in the course of the Electoral Assembly, the President of the Academic Senate finds that the condition under the preceding sentence is not met, he or she shall declare a 30-minute recess. If the Electoral Assembly does not have a quorum even after the recess, the procedure under the second and third sentences of paragraph 2 shall apply.
- (2) The President of the Academic Senate will open the Electoral Assembly at the appointed hour. In the event that a quorum is not present within 30 minutes after the time set for the start of the Electoral Assembly, the President of the Academic Senate shall convene the Electoral Assembly at an alternative time, normally five working days later, at the same time and place. If the Electoral Assembly is not quorate even within 30 minutes after the time set for its commencement, the election of a candidate for the Rector of CU shall be deemed not to have taken place (Article 4 (3)).
- (3) After the opening of the Electoral Assembly, the President of the Academic Senate shall announce the names of the members of the Electoral Assembly who have asked to excuse their absence from the Electoral Assembly.
- (4) The Electoral Assembly shall be held with the agenda set out in the invitation. The agenda of the Electoral Assembly may not be amended or supplemented; its agenda shall not be approved.
- (5) The Electoral Assembly shall elect by public vote three verifiers of the minutes; while
  - a) one of the verifiers of the minutes shall be a member of the employee chamber of the Academic Senate,
  - b) one of the verifiers of the minutes shall be a member of the student chamber of the Academic Senate,
  - c) one of the verifiers of the minutes shall be a member of the Board of Trustees.
- (6) At the Electoral Assembly, the Chairman of the Election Commission shall give the report on the results of the verification of the nominations of candidates pursuant to Article 6. In particular, the report shall indicate which candidates have fulfilled the conditions laid down in these Principles for Election, which candidates have not fulfilled the conditions laid down in these Principles for Election and which candidates' proposals have been rejected.
- (7) After the presentation of the report referred to in paragraph 6, the President of the Academic Senate shall invite the candidates and their promoters, in alphabetical order of the candidate's surname, to make a speech; the promoter's speech shall last for a maximum of 5 minutes and the candidate's speech shall last for a maximum of 10 minutes. There will be no debate on the speeches of the candidates and their promoters.
- (8) The role of the promoter is to present the basic personal and professional characteristics of the candidate. The promoter may be any person chosen by the candidate, with the exception of members of the Academic Senate and members of the Governing Board.
- (9) At the conclusion of the presentations by the candidates and their promoters, the

Chairman of the Election Commission shall instruct the members of the Electoral Assembly on the method of secret ballot and the valid modification of the ballot paper, and shall call upon the members of the Electoral Assembly to proceed to the polling station.

- (10) Details of the rules of deliberations of the Electoral Assembly are contained in the Rules of Procedure of the Electoral Assembly, which are attached as Annex 1 to these Principles for Election.

## **Art. 12**

### **Preparing for the secret ballot**

- (1) The Chairman of the Election Commission shall ensure that the necessary number of ballot papers for the respective round of the election of a candidate for the Rector (hereinafter referred to as the "ballot paper") is reproduced. The designs of the ballot papers shall be approved by the Election Commission.
- (2) The ballot paper shall list the candidates in alphabetical order by surname, indicating
  - a) the candidate's serial number,
  - b) the name, surname and titles of the candidate.
- (3) All candidates must be listed on one side of the ballot paper.
- (4) The ballot paper shall further contain:
  - a) the indication that it is a ballot paper for the election of a candidate for the Rector,
  - b) the date of the election of a candidate for the Rector,
  - c) the indication of the round of the election of a candidate for the Rector,
  - d) instructions on how to fill it in correctly,
  - e) the official stamp of the CU,
  - f) such other matters as the Election Commission may decide.
- (5) The Chairman of the Election Commission is responsible for the organisational preparation of the secret ballot and the technical equipment of the polling station.
- (6) Before the start of each round of the election of a candidate for the Rector, the Chairman of the Election Commission, in the presence of the members of the Election Commission, shall check whether the ballot box is empty and seal it. The Chairman of the Election Commission shall also check the equipment of the polling station, in particular whether the alphabetical list of the members of the Electoral Assembly (hereinafter referred to as "the list of voters"), a sufficient number of correctly pre-printed ballot papers and special facilities for the modification of the ballot papers have been prepared.

## **Art. 13**

### **Conduct of the secret ballot**

- (1) Only the members of the Election Commission, members of the Electoral Assembly and other persons authorised to do so by the Election Commission may be present at the polling station during the secret ballot. The instructions of the members of the Election Commission for the preservation of order and the dignified conduct of the secret ballot shall be binding on all those present. Persons who disrupt the secret ballot process may be ordered to leave the polling station by members of the Election Commission.
- (2) The members of the Election Commission are the first to vote.

- (3) The Election Commission shall issue a ballot paper to the member of the Electoral Assembly at the polling station. A member of the Electoral Assembly shall acknowledge receipt of the ballot paper by signing the list of voters with his or her handwritten signature.
- (4) Upon receipt of the ballot paper, a member of the Electoral Assembly shall individually enter the special area for the modification of ballot papers. A member of the Electoral Assembly who does not enter the special area for the modification of ballot papers shall not be allowed to vote by secret ballot by the Election Commission.
- (5) A member of the Electoral Assembly shall express his or her choice by marking one candidate for whom he or she is voting by circling the serial number on the ballot paper.
- (6) At the request of a member of the Electoral Assembly, the Election Commission shall issue him or her with another ballot paper for the incorrectly modified ballot paper and shall make an entry to that effect in the list of voters. An improperly modified ballot paper shall be defaced by a member of the Electoral Assembly before the members of the Election Commission.
- (7) A member of the Electoral Assembly shall vote by casting the modified ballot paper into the ballot box in front of the Election Commission after leaving the special area for the modification of ballot papers.
- (8) At the end of the secret ballot, the Election Commission shall seal the unissued ballot papers, open the ballot box and proceed to ascertain the results of the election of a candidate for the Rector.
- (9) The number of members of the Electoral Assembly present shall be deemed to be the number of ballot papers issued as recorded in the list of voters.

#### **Art. 14**

#### **Ascertaining of the results of the election of a candidate for the Rector of CU after the first round**

- (1) In addition to the members of the Election Commission, only the President of the Academic Senate, the President of the Governing Board, and other persons authorised by the Election Commission may be present at the place where the Election Commission is counting the votes. Members of the Election Commission and other persons present during the counting of votes shall not provide information about the counting of votes and the results of the election of a candidate for the Rector in the relevant round of the election prior to their announcement to the Electoral Assembly.
- (2) The Election Commission counts the ballot papers and compares the number of ballot papers with the signatures on the list of voters. Documents other than official ballot papers shall be excluded by the Election Commission.
- (3) A ballot paper shall be invalid if a member of the Electoral Assembly
  - a) has modified the ballot paper in a manner other than that prescribed (Article 13 (5)), or
  - b) has expressed his or her choice on a form other than that issued.

- (4) Damage to the ballot paper shall not affect the validity of the ballot paper as long as it shows all the information necessary to establish the expression of the will of the member of the Electoral Assembly to modify the ballot paper in a valid manner pursuant to Article 13
- (5). Crossing out and writing in the ballot paper shall be disregarded.
- (5) In disputed cases, the Election Commission shall decide on the validity of the ballot paper by an absolute majority of all its members. The decision of the Election Commission shall be final.
- (6) An absolute majority of votes of all members of the Electoral Assembly is required to elect a candidate for the Rector of CU in the first round of the election.<sup>12</sup>
- (7) If only one candidate is nominated and that candidate fails to receive the required majority of votes pursuant to paragraph 6, the second ballot of the election shall be held without delay.
- (8) If there are more than one candidate and no candidate receives the required majority of votes pursuant to paragraph 6, the second ballot of the election shall be held without delay. The candidate who was ranked first in the number of votes received and the candidate who was ranked second in the number of votes received shall proceed to the second round of the election. If more than one candidate receives the same highest number of first-place votes, only such candidates will proceed to the second round. If, in the first round, one candidate receives the highest number of votes and there are several candidates in the second place with the same number of votes, all first- and second-place candidates will proceed to the second round.
- (9) Immediately after the votes have been counted pursuant to the preceding paragraphs, the Election Commission shall draw up the written protocol on the voting process and the result of the election of a candidate for the Rector after the first round of the election (hereinafter referred to as the "protocol") in the required number of copies. The protocol shall be signed by the Chairman, the Vice-Chairman and the other members of the Election Commission.
- (10) If a member of the Election Commission has not signed the protocol, he or she may state in the protocol the reasons for not signing the protocol. Failure to sign the protocol shall not affect its validity.
- (11) The protocol shall include
- a) the indication of the round of the election of a candidate for the Rector,
  - b) the polling station and the time of issue of the ballot papers,
  - c) the number of all members of the Electoral Assembly,
  - d) the number of ballot papers issued,
  - e) the number of ballot papers cast,
  - f) the number of valid ballot papers,
  - g) the number of invalid ballot papers,
  - h) the number of votes cast for each candidate,
  - i) the name, surname and title of the elected candidate for the Rector or the statement that the candidate for the Rector has not been elected, and the names, surnames and titles of the candidates who proceed to the second round of the election of a candidate for the Rector,
  - j) the names, surnames and titles of the members of the Election Commission,

- k) such other facts as the Election Commission may decide.
- (12) The Election Commission shall seal the used ballot papers and the list of voters after the protocol has been drawn up. Subsequently, the Chairman of the Election Commission or another authorised member of the Election Commission shall notify the Academic Senate of the data contained in the protocol.

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<sup>12</sup> Section 10 (3) first sentence of the Higher Education Act.

## **Art. 15**

### **Second round of the election of a candidate for the Rector of CU**

- (1) The provisions of Article 13 shall apply equally to the conduct of the secret ballot in the second round of the election of a candidate for the Rector of CU.
- (2) The provisions of Article 14 (1) to (5) shall apply equally to ascertaining the results of the election of a candidate for the Rector of CU after the second round of the election.
- (3) An absolute majority of votes of all members of the Electoral Assembly is required to elect a candidate for the Rector of CU in the second round of the election.<sup>13</sup>
- (4) If only one candidate has been nominated before the first round of the election of a candidate for the Rector of CU and this candidate does not receive the required majority of votes in the second round of the election pursuant to paragraph 3, the election of a candidate for the Rector of CU shall be unsuccessful. The Academic Senate shall announce the re-election of a candidate for the Rector of CU within the time limit referred to in Article 4 (3).
- (5) If several candidates have been nominated before the first round of the election of a candidate for the Rector of CU and none of the candidates receives the required majority of votes in the second round of the election pursuant to paragraph 3, a third round of the election shall be held without delay. The candidate who was ranked first in the number of votes received and the candidate who was ranked second in the number of votes received shall proceed to the third round of the election. If more than one candidate receives the same highest number of first-place votes, only such candidates will proceed to the third round. If, in the second round, one candidate receives the highest number of votes and there are several candidates in the second place with the same number of votes, all first- and second-place candidates will proceed to the third round.
- (6) The provisions of Article 14 (9) to (11) shall apply mutatis mutandis to the requirements of the protocol on the course of voting and the results of the election of a candidate for the Rector of CU after the second round of the election.
- (7) The Election Commission shall seal the used ballot papers and the list of voters after the protocol has been drawn up. Subsequently, the Chairman of the Election Commission or another authorised member of the Election Commission shall notify the Academic Senate of the data contained in the protocol.

## **Art. 16**

### **Third round of the election of a candidate for the Rector of CU**

- (1) The provisions of Article 13 shall apply equally to the conduct of the secret ballot in the third round of the election of a candidate for the Rector of CU.
- (2) The provisions of Article 14 (1) to (5) shall apply equally to ascertaining the results of the election of a candidate for the Rector of CU after the third round of the election.
- (3) An absolute majority of votes of all members of the Electoral Assembly is required to elect a candidate for the Rector of CU in the third round of the election.<sup>14</sup>

<sup>13</sup> Section 10 (3) first sentence of the Higher Education Act.

<sup>14</sup> Section 10 (3) first sentence of the Higher Education Act.

- (4) If several candidates have been nominated before the first round of the election of a candidate for the Rector of CU and none of the candidates receives the required majority of votes in the third round of the election pursuant to paragraph 3, the election of a candidate for the Rector of CU shall be unsuccessful. The Academic Senate shall announce the re-election of a candidate for the Rector of CU within the time limit referred to in Article 4 (3).
- (5) The provisions of Article 14 (9) to (11) shall apply mutatis mutandis to the requirements of the protocol on the voting process and the result of the election of a candidate for the Rector after the third round of the election.
- (6) The Election Commission shall seal the used ballot papers and the list of voters after the protocol has been drawn up. Subsequently, the Chairman of the Election Commission or another authorised member of the Election Commission shall notify the Academic Senate of the data contained in the protocol.

#### **Art. 17**

#### **Minutes of the voting process and the result of the election of a candidate for the Rector of CU**

- (1) Immediately after the last round of the election of a candidate for the Rector, the Election Commission shall draw up the written minutes of the voting process and the result of the election of a candidate for the Rector of CU (hereinafter referred to as the "minutes") in the required number of copies. The minutes shall be signed by the Chairman, the Vice-Chairman and the other members of the Election Commission.
- (2) If a member of the Election Commission has not signed the minutes, he or she may state in the minutes the reasons for not signing the minutes. Failure to sign the minutes shall not affect their validity.
- (3) The minutes shall contain
  - a) the names, surnames and titles of the members of the Election Commission,
  - b) the names, surnames and titles of the candidates,
  - c) the names, surnames and titles of the proposing persons of each candidate,
  - d) the statement and justification of the procedure under Article 6 (3) and (4),
  - e) the date, time and place of the Electoral Assembly and the polling station,
  - f) the number of all members of the Electoral Assembly,
  - g) the number of members of the Electoral Assembly present at the Electoral Assembly according to the attendance list,
  - h) the number of ballot papers issued in the respective rounds of the election of a candidate for the Rector of CU,
  - i) the number of ballot papers cast in the respective rounds of the election of a candidate for the Rector of CU,
  - j) the number of valid ballot papers in the respective rounds of the election of a candidate for the Rector of CU,
  - k) the number of invalid ballot papers in the respective rounds of the election of a candidate for the Rector of CU,
  - l) the number of votes casts for each candidate in the respective rounds of the election of

- a candidate for the Rector of CU,
  - m) the name and surname of the candidate elected as a candidate for the Rector of CU or the statement that the candidate for the Rector of CU has not been elected,
  - n) the opinion as to whether the election of a candidate for the Rector of CU took place in accordance with these Principles for Election and other internal regulations of CU and the legal order of the Slovak Republic,
  - o) such other facts as the Election Commission may decide.
- (4) The protocols from the individual rounds of the election of a candidate for the Rector of CU are annexed to the minutes.
- (5) The Election Commission shall publish the minutes without undue delay after their drawing up on the CU website.
- (6) The President of the Academic Senate, in cooperation with the Chairman of the Election Commission, shall, within 15 days from the date of the Electoral Assembly at which the candidate for the Rector of CU was elected, submit to the Minister of Education, Research, Development and Youth of the Slovak Republic a proposal for the appointment of the candidate elected as the candidate for the Rector of CU to the post of the Rector of CU.<sup>15</sup> The submission pursuant to the preceding sentence shall be accompanied by the minutes of the meeting, the curriculum vitae of the candidate for the Rector of CU, and the contact details of the candidate for the Rector of CU.

#### **Art. 18**

#### **Special provisions on the election of a candidate for the Rector of CU in times of crisis**

- (1) If the physical presence of members of the CU academic community on the CU campus is restricted during emergency,<sup>16</sup> state of emergency<sup>17</sup> or state of exception<sup>18</sup> (hereafter referred to as a "crisis situation"),
- a) the Academic Senate may change the date or place of the Electoral Assembly, the date or place of the public hearing of candidates or the facts referred to in Article 4 (5) (e),
  - b) the Academic Senate may extend the deadline for submitting nominations of candidates; this shall not apply if the original deadline for submitting nominations of candidates has already expired,
  - c) the President of the Academic Senate may determine that the public hearing of candidates shall be held by videoconference or other means of information and communication technology.
- (2) A change of the date or place of the Electoral Assembly, an extension of the deadline for submitting nominations of candidates, a change of the facts referred to in Article 4 (5) (e), or a change of the date or place of the public hearing of candidates may also be made repeatedly. The new date of the Electoral Assembly or the new date of the public hearing of candidates may not be earlier than the date originally set.
- (3) The facts referred to in paragraphs 1 and 2 shall be made public in the manner provided for in Article 4 (2).
- (4) The legal effects of actions taken by candidates, proposing persons, the Election Commission, the Chairman of the Election Commission, the President of the Academic Senate or the Presidium of the Academic Senate carried out pursuant to these Principles

for Election outside of a time of crisis shall remain unaffected.

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<sup>15</sup> Section 10 (2) of the Higher Education Act.

<sup>16</sup> Section 3 (1) Act No. 42/1994 Coll. on Civil Protection of the Population, as amended.

<sup>17</sup> Art. 5 of the Constitutional Act No. 227/2002 Coll. on State Security in Time of War, State of War, State of Exception and State of Emergency, as amended.

<sup>18</sup> Art. 4 of the Constitutional Act No. 227/2002 Coll. on State Security in Time of War, State of War, State of Exception and State of Emergency, as amended.

## **PART THREE**

### **REMOVAL OF THE RECTOR OF CU**

#### **Art. 19**

##### **Method of submitting the proposal to remove the Rector of CU**

- (1) The proposal to remove the Rector of CU shall be discussed at a joint meeting of the Academic Senate and the Governing Board.<sup>19</sup> The joint meeting of the Academic Senate and the Governing Board shall be convened and chaired by the President of the Academic Senate.
- (2) The Academic Senate or the Governing Board may propose the remove the Rector of CU if the Rector<sup>20</sup>
  - a) fails to perform his or her duties in a serious manner,
  - b) has seriously harmed the interests of the Comenius University; or
  - c) has violated in a serious manner the legal regulations or the internal regulations of the Comenius University.
- (3) The proposal to remove the Rector shall be discussed by the Academic Senate and the Governing Board when requested to do so by
  - a) at least one third of the members of the Academic Senate,  
or
  - b) at least one third of the members of the Governing Board.
- (4) The written proposal to remove the Rector of CU shall be addressed to the President of the Academic Senate and delivered through the Filing Office of the Rector's Office of CU. The proposal must be justified.
- (5) If the President of the Academic Senate receives a proposal to remove the Rector, he or she shall immediately notify the President of the Governing Board and the Rector of this fact and convene a joint meeting of the Academic Senate and the Governing Board.
- (6) The provisions of the Rules of Procedure of the Academic Senate governing the method of convening an extraordinary meeting of the Academic Senate shall apply mutatis mutandis to the convening of a joint meeting of the Academic Senate and the Governing Board.

#### **Art. 20**

##### **Deciding on the proposal to remove the Rector of CU**

- (1) A joint meeting of the Academic Senate and the Governing Board shall constitute a quorum if an absolute majority of all members of the Academic Senate and an absolute majority of all members of the Governing Board are present at the joint meeting. If, in the course of the joint meeting, the President of the Academic Senate determines that the condition under the preceding sentence is not met, the joint meeting shall be adjourned and further action shall be decided jointly by the President of the Academic Senate and the President of the Governing Board.
- (2) At their joint meeting, the Academic Senate and the Governing Board may discuss a proposal to remove the Rector of CU only in his or her presence. If the Rector of CU does not attend the joint meeting of the Academic Senate and the Governing Board without a

valid excuse, the Academic Senate and the Governing Board shall discuss the proposal without his or her presence.

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<sup>19</sup> Section 10 (3) fourth sentence of the Higher Education Act.

<sup>20</sup> Section 10 (9) of the Higher Education Act.

- (3) At the end of the debate on the proposal to remove the Rector of CU, the Academic Senate and the Governing Board shall decide in separate public votes whether the vote on the proposal to remove the Rector of CU shall take place outside a joint meeting of the Academic Senate and the Governing Board. An absolute majority of the members of the Academic Senate present shall be required for the adoption of a resolution of the Academic Senate; an absolute majority of the members of the Governing Board present shall be required for the adoption of a resolution of the Governing Board. If the resolution has been adopted by the Academic Senate or the Governing Board, a separate meeting of the Academic Senate and a separate meeting of the Governing Board shall be held immediately after the joint meeting of the Academic Senate and the Governing Board, the agenda of which shall include a vote on the proposal to remove the Rector of CU.
- (4) The Academic Senate and the Governing Board shall decide on the proposal to remove the Rector of CU by secret ballot. The approval of an absolute majority of all members of the Academic Senate and an absolute majority of all members of the Governing Board is required for the adoption of a proposal to remove the Rector of CU.<sup>21</sup>
- (5) The secret ballot on the proposal to remove the Rector of CU at a joint meeting of the Academic Senate and the Governing Board shall be carried out using ballot papers prepared separately for the voting by the members of the Academic Senate and the voting by the members of the Governing Board. The course of the secret ballot is managed by the Election Commission, which consists of all members of the Election and Mandate Commission of the AS CU and two members of the Governing Board appointed by the President of the Governing Board; the Chairman of the Election Commission is the Chairman of the Election and Mandate Commission of the AS CU. Prior to conducting a secret ballot, an authorised member of the Election Commission shall instruct the members of the Academic Senate and the Governing Board on the method of secret balloting and valid ballot paper modification. Members of the Academic Senate and the Governing Board shall vote by secret ballot in accordance with the instructions on valid ballot paper modification; otherwise the modified ballot paper shall be invalid. The modified ballot paper shall be placed in the ballot box by a member of the Academic Senate and the Governing Board. In the case of a secret ballot, the number of members of the Academic Senate and the Governing Board present shall be deemed to be the number of ballot papers cast.
- (6) The conduct of secret ballot on the proposal to remove the Rector of CU at a separate meeting of
- a) the Academic Senate is chaired by the Election and Mandate Commission of the AS CU,
  - b) the Governing Board is chaired by the three-member Election Commission elected by the Governing Board from among its members.
- (7) If the proposal to remove the Rector of CU has been approved, the President of the Academic Senate shall submit the proposal to remove the Rector of CU to the Minister of Education, Research, Development and Youth of the Slovak Republic within 15 days of the adoption of the relevant resolution.<sup>22</sup> The annex of the submission under the previous sentence shall be
- a) the minutes of the joint meeting of the Academic Senate and the Governing Board if the vote on the proposal to remove the Rector of CU took place at the joint meeting of the Academic Senate and the Governing Board,

<sup>21</sup> Section 10 (3) third and fourth sentences of the Higher Education Act.

<sup>22</sup> Section 10 (2) of the Higher Education Act.

- b) the minutes of the Academic Senate and the Governing Board meetings if the vote on the proposal to remove the Rector of CU took place outside the joint meeting of the Academic Senate and the Governing Board.
- (8) The relevant provisions of the Rules of Procedure of the Academic Senate governing the conduct of deliberations of the Academic Senate and the drawing up of minutes of the meeting of the Academic Senate shall apply *mutatis mutandis* to the method of deliberations at the joint meeting of the Academic Senate and the Governing Board and the drawing up of minutes of the joint meeting of the Academic Senate and the Governing Board.

## **PART FOUR COMMON AND FINAL PROVISIONS**

### **Art. 21 Joint provisions**

- (1) If a dispute arises as to the interpretation of the provisions of these Principles for Election, or if a situation arises that is not covered by these Principles for Election, the interpretation shall be given or the procedure determined by the Presidium of the Academic Senate; this shall not apply if it is a procedural matter during deliberations of the Electoral Assembly.
- (2) If no time limit is specified in these Principles for Election for any action by the Election Commission, the Chairman of the Election Commission, the President of the Academic Senate, the Presidium of the Academic Senate or the President of the Governing Board, it is understood that they must act promptly.
- (3) Members of the Election Commission are obliged to maintain the confidentiality of personal data with which they come into contact.<sup>23</sup>

### **Art. 22 Final provisions**

- (1) The annex to these Principles for Election is:  
Annex 1 Rules of Procedure of the Electoral Assembly
- (2) On the date of entry into effect of these Principles for Election, Annex 1 of the Rules of Procedure of the Academic Senate of CU, Regulations for the Election of a Candidate for the Rector of CU, dated 1 October 2014, shall be repealed.
- (3) These Principles for Election come into force and effect on the date of their approval by the Governing Board of CU after prior approval by the Academic Senate of CU.
- (4) Amendment No. 1 to the Principles of the Election entered into force and became effective on 27 March 2025.

Prof. (professor) PhDr. Zlatica Plašienková, PhD.

President of the Academic Senate of CU

JUDr. Miroslav Hlivák, PhD., LL.M.

President of the Governing Board of CU

<sup>23</sup> Section 79 (2) of Act No. 18/2018 Coll. on Personal Data Protection and on Amendments and Additions to Certain Acts.