



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

Internal Regulations of Comenius University Bratislava

Internal Regulation No. 3/2024

Directive of the Rector
of the Comenius University Bratislava

Doctoral School of the Comenius University Bratislava

2024 Edition

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Pursuant to Article 65(2) of Internal Regulation No. 5/2023 Statute of CU, the Rector of the Comenius University Bratislava (hereinafter referred to as "the CU") has issued this Directive:

PART ONE GENERAL PROVISIONS

Art. 1 Basic provisions

- (1) Within the meaning of Section 1(1) and (2) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended, Comenius University Bratislava is a top educational, research and artistic institution. The CU is part of the European Higher Education Area and the Common European Research Area and its mission is to develop and disseminate education in society. As a research university, it does so through creative pedagogical and scientific and research and artistic work that opens up new horizons of knowledge. The CU prepares its graduates¹ to represent not only the highest degree of professional quality, but also moral integrity and humanism.
- (2) The CU following its mission, adopting the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers and the HR Excellence in Research Award, adopts this Directive in order to enhance the quality of education and the status of doctoral students at the CU by building a doctoral school that will be sustainable and fully integrated into the structure of the CU. The CU Doctoral School is part of the Human Resources Strategy for Researchers at the CU.

Art. 2 Definition of basic terms

- (1) For the purposes of this Directive, the following should be understood:
 - a) a **doctoral student** is a student in a doctoral study programme. A doctoral study programme is a third-level study programme within higher education, which is aimed at acquiring knowledge based on the current state of scientific and artistic knowledge and, in particular, on the student's own contribution to it, which is the result of scientific and research and independent creative activity in the field of science, technology or independent theoretical and creative activity in the field of art;
 - b) **the European Charter for Researchers** is a set of general principles and conditions that set out the roles, responsibilities and entitlements of both researchers and employers. The European Charter for Researchers aims to ensure that the nature of the relationship between researchers and employers is conducive to successful work in the creation, transfer, sharing and dissemination of knowledge and technological development and to the career development of researchers. The European Charter for Researchers also reaffirms the value of all forms of mobility as a means of enhancing the professional development of researchers (hereafter referred

¹ For the sake of clarity and conciseness of the legal text, nouns referred to in the following text of the Internal Regulation in the masculine gender are used in the sense of generic masculine and include all genders.

- to as "the European Charter");
- c) **the Code of Conduct for the Recruitment of Researchers** is a set of general principles and conditions that employers must follow when appointing or recruiting researchers. These principles and conditions set out the obligation to ensure that values such as transparency of the recruitment process and fair treatment of all applicants are upheld, in particular with regard to the development of an attractive, open and sustainable European labour market for researchers, and complement the principles and conditions set out in the European Charter (hereinafter also referred to as "the Code of Conduct");
 - d) **the HR Excellence in Research Award (HR Award)** is a prestigious award (label) given by the European Commission for excellence in the care of human resources in a scientific environment. For researchers, an organisation with an HR Award is a guarantee of European standards of employee care, openness and transparency of the selection procedure and the quality of the working environment;
 - e) **the HR Strategy for Researchers at the CU** is a long-term process of implementing the European Charter and Code of Conduct through the "HR Strategy for HR Excellence Award for CU" (HRS₄RUK) project, working towards achieving and maintaining the HR Excellence in Research Award for CU.

PART TWO

MISSION, ACTIVITIES AND BODIES OF THE CU DOCTORAL SCHOOL

Art. 3 **Mission**

- (1) The mission of the Doctoral School of the Comenius University (hereinafter also referred to as "the DS CU") is to:
 - a) increase the quality of education and improve the status of doctoral students at the CU by building a DS CU that is sustainable and fully integrated into the structure of the CU;
 - b) contribute to the transparency and streamlining of doctoral study processes at the Comenius University, ensure the removal of barriers and a better working environment also for newly admitted students and those interested in studying a doctoral study programme;
 - c) improve quality in human resources by providing training and coaching to the CU staff who come into contact with doctoral students, especially to supervisors (e.g. supervision and communication skills) and to administrative staff in the doctoral study sections/offices of the CU units (e.g. communication skills and removal of language barriers).
 - d) contribute to the internationalisation of doctoral education at the Comenius University by offering education in English and support the integration of foreign doctoral students into the research community of the Comenius University.

Art. 4 **Activity**

- (1) The main task of the DS CU is to develop and organise a range of activities (e.g.

seminars, workshops, courses, mentoring, etc.) for the development of doctoral studies throughout the CU. The aim of the courses is to complement the adequate education of doctoral students in their field and to ensure their readiness for future careers in academia and beyond, as well as to support their own research, promote the acquisition and development of academic and transferable skills, including "soft skills", which will help doctoral students enter the labour market after the completion of their doctoral studies.

- (2) The aim of the DS CU is to improve education, develop interdisciplinarity and increase the quality of doctoral students.
- (3) The DS CU provides complementary training for administrative staff at the faculties of the Comenius University and for supervisors, especially in the area of mentoring and supervision of students in the sense of adopting the principles of the European Charter for Researchers.

Art. 5 Bodies of the DS CU

- (1) The decision-making body for the establishment of the DS CU is the Steering Committee of the Human Resources Strategy for Researchers at the CU (hereafter referred to as "the Steering Committee").
- (2) The Steering Committee is the body with temporary decision-making power in the process of preparing and the establishment of the DS CU.
- (3) The number of members, the composition of the Steering Committee, the rules for preparation, convening, conduct of meetings, appointment of members and adoption of decisions of the Steering Committee are regulated in Article 8 of Internal Regulation No. 16/2022 Directive of the Rector of the Comenius University Bratislava on the adoption of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers by Comenius University Bratislava.
- (4) The Advisory Board of the DS CU is a consultative body. It provides strategic guidance for the implementation of the DS CU, e.g. consultation on individual activities and outputs of the DS CU or revisions to the DS CU Sustainability Strategy.
- (5) The Advisory Board of the DS CU is composed of at least 5 members. The members of the Advisory Board of the DS CU are R1 researchers, relevant external partners/collaborators of the CU, external consultants and representatives of doctoral schools from partner universities.
- (6) Membership in the Advisory Board of the DS CU is honorary.
- (7) The DS CU Coordinator is the executive body responsible for organising the activities and coordination of the individual activities of the DS CU.
- (8) In particular, the DS CU Coordinator:
 - a) plans, organises and ensures the running of courses, seminars and workshops,

- b) cooperates with relevant internal and external partners in the preparation and implementation of the DS CU activities,
 - c) ensures the communication strategy and dissemination of activities organised by the DS CU,
 - d) oversees the activities carried out by the DS CU,
 - e) prepares summary materials and documents on the activities of the DS CU for the Vice-Rector for Science and Doctoral Studies of the Comenius University,
 - f) performs other tasks according to the decision of the Vice-Rector for Science and Doctoral Studies of the Comenius University.
- (g) The DS CU Coordinator is an employee of the Rector's Office of CU.

PART THREE
CU DOCTORAL SCHOOL AS AN ORGANISATIONAL UNIT OF THE RECTOR'S OFFICE OF CU

Art. 6

The Doctoral School of the Comenius University is an independent organisational unit in the organisational structure of the Rector's Office of CU, integrated in the Division for Science and Doctoral Studies.

PART FOUR
FINAL PROVISIONS

Art. 7

This Directive shall enter into force and take effect on the date of its signature.

In Bratislava, on 15 March 2024

prof. (professor) JUDr. Marek Števíček, DrSc.
Rector of the Comenius University