

Internal regulations
of Comenius University, Bratislava

Internal regulation No. 9/2015
adopted by the Academic Senate of Comenius University,
Bratislava

Full version of internal regulation No. 10/2008
Statute of Comenius University, Bratislava
as amended by Supplements No. 1 to No. 5



Year 2015

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We, the members of Academic Senate as the representatives of our academic community,

Bearing in mind the traditions of Comenius University in Bratislava, the oldest among contemporary academic educational institutions in the Slovak Republic,

Expressing the determination of its academic community,

Considering the importance of universities for the development of human knowledge, education, and culture and their mission to serve the truth,

Endeavouring to create a society where mutual relationships of its members are not determined by power but by spiritual authority and where academic freedom is respected as an inevitable prerequisite of the existence and permanent development of all scientific, upbringing and educational activities,

Keeping in view the enhancement of self-governing nature of Comenius University in Bratislava and its independence from power and politics,

Led by the efforts to enable education to all those who are longing for it,

Avowing the idea of creating a European space of university education and worldwide cooperation of universities as a basis for a common European research space and international scientific studies, as well as a prerequisite of the development of knowledge society and the upbringing of new generations toward understanding and tolerance, and

Filled with the desire to take honourable place in the family of free universities,

Have, under S 9 l(b) Act No. 131/2002 Z.z on universities and on some acts as amended (hereinafter as Higher Education Act) herewith approved and adopted the proposal of the Comenius University Rector of this

Statute of Comenius University in Bratislava.

PART I
INTRODUCTORY PROVISIONS

UNIT 1
Basic Provisions

Art. 1
Name and Residence of Comenius University

- (1) Comenius University in Bratislava (hereinafter referred to as "CU" or "university") is a public higher education institution of a research type.
- (2) CU was established on 11 July 1919¹ and it was granted its current name again by the government decree of the Czechoslovak Republic effective on 15 November 1954.²
- (3) The full name of CU is "Univerzita Komenského v Bratislave", in Latin "Universitas Comeniana Bratislavensis", in English "Comenius University in Bratislava". The name of CU in other languages, names of faculties in Slovak and foreign languages, and names of other bodies in Slovak and English languages are provided in Annex No.2.
- (4) The registered office of CU is the Slovak Republic, Bratislava, Šafárikovo námestie 6.

UNIT 2
Mission and Activities of Comenius University

Art. 2
Mission of Comenius University

The mission of CU is to spread education and protect knowledge, to cultivate free thinking, independent scientific research, and original artistic creativity, and to fully promote the creative spirit of human society. The full text of the mission of CU is provided in Annex No. 1 hereof.

Art. 3
Status and Activities of Comenius University

- (1) CU is a statutory and self-governing institution, performing creative scientific, educational, artistic, and cultural activities freely and independently.³ The educational activity at CU is based on the latest knowledge in science and technology, including the results of its own research. CU contributes significantly to the development of science, education and culture in the Slovak Republic.
- (2) CU provides, organizes, and ensures higher education within accredited study programmes of all levels⁴ in the field of medical, social, economic and natural sciences. In the field of medicine and pharmacy, the educational and scientific activities of CU also include medical and preventive care. CU also provides further education.⁵

¹ Act No. 375/1919 Z.z, establishing the Czechoslovak State University in Bratislava.

² Decree of the Czechoslovak government No. 49/1954 Z.z. of 12 November 1954, changing the name of the Slovak University in Bratislava.

³ Higher Education Act S 4 (1).

⁴ Higher Education Act S 2 (5).

⁵ Higher Education Act S 2 (4).

- (3) CU provides library and other information services and carries out publishing and editing activities that are particularly related to scientific, educational, and artistic activities of its academic community.
- (4) CU cooperates with national and foreign higher education institutions, scientific and research institutions, and other legal entities and natural persons and creates conditions for members of the academic community to participate in such cooperation. The forms and manner of cooperation between CU and legal entities are usually regulated by special contracts.
- (5) CU may carry out, against payment, business activity that builds on its educational, research, development, medical and preventive, artistic, or other creative activities or activities that make more efficient use of its human resources and assets. CU's business activity must not compromise its quality, scope, and availability of activities that fulfill its mission.⁶

UNIT 3

Academic Freedoms and Academic Rights

Art. 4

Academic Freedoms and Academic Rights, Academic Premises

- (1) CU guarantees to members of the academic community the academic rights and freedoms and acts in their defence in case of their potential restriction.
- (2) The scope of academic rights and freedoms, their application, and the integrity of the academic premises of CU are regulated by the Higher Education Act.⁷
- (3) The academic premises of CU consist of lands and buildings which CU owns, manages, or leases or where the mission and main tasks of CU and its faculties are fulfilled.
- (4) When on the academic premises, everyone is obliged to behave in such a way that life, health, and property are not endangered, the academic rights and freedoms are not restricted, and collegial and fair interpersonal relations are not disrupted.

UNIT 4

Academic Insignia, Coat of Arms, and Academic Ceremonies of Comenius University

Art. 5

Academic Insignia and Coat of Arms

- (1) Academic insignia are symbols of historical traditions, self-governance of the University and its faculties, powers of the Rector, vice-rectors, deans, and vice-deans.

⁶ Higher Education Act S 18 (1).

⁷ Higher Education Act S 4.

- (2) CU academic insignia are
- a) the coat of arms and the seal with the coat of arms,
 - b) the ring,
 - c) medals on the Rector and Dean chains,
 - d) Rector's and Deans' maces.
- (3) The coat of arms of CU is made by a circle with a portrait of Ján Amos Komenský and circular inscription "UNIVERSITAS COMENIANA BRATISLAVENSIS MCMXIX". CU and its faculties use the coat of arms, in particular, to mark bachelor, master, human medicine, and doctoral diplomas, certificates, attestations, publications, press materials, and correspondence. CU uses the coat of arms seal to mark important documents at the discretion of the Rector.
- (4) Persons entitled to wear CU academic gowns on ceremonial occasions are the Rector, vice-rectors, deans, vice-deans, chairpersons of academic senates of the faculties, full professors, associate professors, and other teachers and researchers of CU and its distinguished guests. The description of the academic gowns is documented and deposited in the CU archive. The rules governing the usage of the academic gowns are set out in the internal regulation issued by the Rector.
- (5) The documentation of CU insignia is deposited in the CU archives. The rules governing the usage of the academic insignia according to the rules set out in this article shall be governed by the internal regulation issued by the Rector.

Art. 6 Academic Ceremonies

CU organizes ceremonial matriculations of students, graduations of university graduates, doctors of science, doctors honoris causa, ceremonial presentations of appointment decrees to associated professors, and ceremonial inaugurations of deans. Ceremonial graduations of graduates of the rigorous procedure and further education may also take place at CU. Details on the performance of academic ceremonies are set out in the Rules of Matriculation and Graduation issued by the Rector.⁸

Art. 7 Comenius University Medals

The Rector may award a CU medal to a person, or exceptionally, to an institution which has contributed to the development of CU, science, education, and academic rights and freedoms. The documentation concerning the medals is deposited in the CU archive. The details on their awarding shall be set out in the internal regulation issued by the Rector.

Art. 8 Title Comenius University Honorary Senator

The Comenius University Academy Senate (hereafter referred to as "Senate" or "CU AS") may confer the title of CU Honorary Senator on the person who has earned special merits in the development of the university. The award of the title CU Honorary Senator is approved by the

⁸ Rector's directive No. 1/2005.

CU AS on the proposal of a member of CU AS or the Rector. The title of CU Honorary Senator is presented by the Chairperson of CU AS.

PART II COMENIUS UNIVERSITY ORGANIZATION STRUCTURE

UNIT 1 Comenius University Structure

Art. 9 Comenius University Status and its Parts

- (1) Comenius University in Bratislava is a legal entity.⁹
- (2) Comenius University in Bratislava is divided into faculties and other parts.¹⁰
- (3) The names of faculties and other parts are provided in the Annex No. 2 hereof.

UNIT 2 Comenius University Faculties

Art. 10 Status of Faculties

- (1) Faculties are constituent parts of CU that contribute to the achievement of the mission of CU and participate in the performance of its main tasks. The CU faculties develop fields of study and their study programmes; carry out research, development, artistic, or other creative activities.
- (2) Decisions regarding the establishment, merger, order to merge, splitting, and dissolution of faculties are made by the Rector with the consent of the CU Academic Senate and following the statement of the Accreditation Commission.
- (3) The faculty establishes the bodies of self-government.
- (4) The faculty has the right to use their own academic insignia and to hold academic ceremonies in accordance with the internal rules and traditions of CU.
- (5) The statute of the faculty regulates, in accordance with the Higher Education Act and the University statute, the details on the organization, management, performance, and economic management of the faculty and the study at the faculty.

Art. 11 Bodies of Faculties

- (1) The bodies of the academic self-government of the faculty include:
 - a) Faculty Academic Senate,
 - b) Dean,

⁹ Higher Education Act S 2 (1).

¹⁰ Higher Education Act S 21 (1).

- c) Faculty Scientific Board,
 - d) Faculty Disciplinary Commission for students.
- (2) The legal status of the bodies of the academic self-government of the faculty, their establishment, and competences are set out in the Higher Education Act. Faculty statutes in accordance with the Higher Education Act and this status shall specify further details.

Art. 12

Scope of Faculties' Autonomy

- (1) The bodies of the academic self-government of the faculty have the right, in accordance with the Act¹¹, to decide and act on behalf of CU on the following issues belonging to the autonomous competence of CU:
- a) determination of additional conditions for admission to the study¹² and decision-making in the admission procedure for study programmes carried out at the faculty,
 - b) development of new accredited study programmes and their accomplishment at the faculty,
 - c) decision-making on issues concerning the academic rights and duties of students enrolled in the study at the faculty,
 - d) establishment, changes, and termination of labour relations of employees assigned to the faculty, which is in the position of an employer, according to the number and structure of jobs proposed by the dean and approved by the faculty senate, specified in accordance with the long-term plan of the faculty for development and within available financial resources of the faculty,
 - e) exercise of the entrepreneurial activity in compliance with the rules as set out in Art. 87,
 - f) cooperation with other higher education institutions, legal entities and natural persons in the areas in which the faculty performs its activities with the prior approval of the Rector or to the extent of the competences delegated on the faculty by the Rector; prior to the conclusion of the cooperation agreement, the dean notifies the Rector in writing on the contemplated agreement, negotiates with the Rector the framework conditions of the agreement and any consequences for CU that may result from the planned agreement.
- (2) Bodies of the academic self-government of the faculty further decide on matters that fall within the self-governing competence of the faculty,¹³ including:
- a) internal organization of the faculty,
 - b) election of members of the bodies of academic self-government of the faculty,
 - c) determination of the number of admitted applicants for the study according to Art. 50,
 - d) education and organization of the study in compliance with the CU Rules of Study and the Rules of Study of the faculty,
 - e) determination and organization of research, development, artistic and other creative activities in compliance with a long-term plan for the development of CU and the faculty,

¹¹ Higher Education Act S 23 (1).

¹² Higher Education Act S 27 (1) (i).

¹³ Higher Education Act S 23 (2).

- f) determination of the number and structure of position for the staff assigned to the faculty within the available salary funds of the faculty and according to the approved number and structure of the job positions at the faculty,
- g) management of funds within the limits set out by this statute, CU internal regulations, and authorization granted by the Rector,
- h) development of foreign relations in compliance with the provisions of this statute, CU internal regulations, and authorization granted by the Rector.

UNIT 3
Other Parts of Comenius University

Art. 13
Status of Other Parts of Comenius University

- (1) Other parts of CU are educational, research, information, economic, and administrative establishments as well as facilities for special purposes. The position and activities of individual parts are regulated by the Rules of Internal Governance of Comenius University,¹⁴ which also regulate management and organizational relations within CU, basic economic and accounting relations, rights and obligations of the heads and directors of CU parts. The list of other CU parts is provided in Annex No. 2 hereof.
- (2) In terms of internal management, financial, and accounting relations, the other CU parts are divided into:
 - a) self-administered parts; they have their own budget and manage resources on their own account in compliance with the approved budget of CU,
 - b) parts funded on a centralized basis; in financial terms, they are tapped into the budget of the Rector's Office of Comenius University.
- (3) The self-administered part is headed by a director. Directors of self-administered parts may be authorized on a special authorization to act on behalf of CU in the following areas falling within the competences of CU:
 - a) in employment relationships in the capacity of an employer,
 - b) in educational, development, information, economic and administrative activities in accordance with the long-term plan of CU,
 - c) in the management of allocated funds according to the approved budget of CU, in compliance with the rules of financial management of CU,
 - d) in entrepreneurial activity pursuant to Art. 87 and in compliance with the generally binding regulations.
- (4) The part funded on a centralized basis is headed by the head of part or director.
- (5) CU may establish specialized research and development centres and specialized artistic centres as its parts or separate legal entities established by a public higher education institution or jointly with other legal entities.^{15a}

¹⁴ CU Internal regulation No.3/2007 as approved by the the Academic Senate of CU.

- (6) Details on the organization, governance, and financial management of CU parts, except for the faculties, are provided in their Rules of Internal Governance, which are approved by the Rector.

PART III
ACADEMIC AUTONOMY AND COMENIUS UNIVERSITY BODIES

UNIT 1
Academic Autonomy of Comenius University

Art. 14
Academic Community

- (1) CU academic autonomy is built on the academic community. Members of the CU academic community are university teachers, researchers employed by CU or its parts for a specified weekly working time, and students.¹⁷
- (2) Members of the academic community are entitled to:
- a) nominate candidates for members of academic self-government, in the prescribed manner, elect, and be elected as members of the bodies of academic self-government of CU and the faculty,
 - b) nominate candidates for the rector or dean in accordance with provisions of this statute or faculty statute,
 - c) participate in the sessions of academic senates,¹⁸
 - d) inspect the minutes of sessions of the academic senates and scientific boards, including their resolutions,
 - e) speak at the meeting of members of the academic community,
 - f) submit motions, comments, and complaints to the self-governing bodies; these bodies shall handle them without undue delay.
- (3) CU within its capacities supports activities of scientific, specialist, professional, student, trade union and other interest associations that are members of the academic community, as well as other CU employees whose activities contribute to the achievement of the aims of CU. Political parties and political movements may not carry out political activities and form their branches on the grounds of CU.¹⁹
- (4) CU heeds, within its capacity, the social needs of the members of the academic community and other employees.
- (5) CU creates, within its capacity, the conditions favourable for physical education and sport of the members of the academic community and other employees.
- (6) Members of the academic community are obliged to:
- a) observe the generally binding statutory regulations and internal regulations of CU and its faculties or parts of CU,

^{15a} Higher Education Act S 39a (1) (a).

¹⁷ Higher Education Act S 3.

¹⁸ Higher Education Act S 8 (5).

¹⁹ Higher Education Act S 4 (4).

- b) actively participate in the defence of academic rights and freedoms, academic autonomy and integrity of CU,
 - c) promote the good reputation of CU and its faculties.
- (7) Employees who work at more than one part of Comenius University and are members of the academic community of Comenius University shall be members of the academic community of the part at which they have a fixed weekly working time. The Rector, vice-rectors and deans shall be members of the academic community of the faculty at which they were employed on a fixed-week contract at the time of their appointment or of the faculty at which they have a fixed contract.

Art. 15

Structure of Comenius University Academic Bodies

- (1) The bodies of CU academic self-government²⁰ are:
- a) Academic Senate of Comenius University,
 - b) Rector,
 - c) Scientific Board of Comenius University,
 - d) Disciplinary Commission of Comenius University for students.
- (2) The organization and activity of CU shall be determined by the bodies of academic self-government to the extent provided by the Higher Education Act.²¹ The bodies of academic self-government make decisions in accordance with the generally binding statutory regulations and the CU internal regulations in force.
- (3) If it becomes apparent that a decision of the academic body of CU is contrary to the generally binding statutory regulations or internal CU regulations, such a body is obliged to take all possible measures to remedy the situation, including the change or repeal of the decision. If the academic body of CU remains inactive, contrary to the above-mentioned regulations, the same procedure is followed.
- (4) The provisions of this Article shall apply accordingly to the activities of the academic bodies of the faculties.²²

UNIT 2

Academic Senate of Comenius University

Art. 16

Comenius University Academic Senate Bodies and Organization

- (1) Academic Senate of Comenius University (hereafter referred to as the “Senate“ or ”CU AS“) is the body of academic self-government of Comenius University.
- (2) CU AS and its members account for their activities to the academic community. While executing their posts, members of the Senate are bound only by their conscience, generally

²⁰ Higher Education Act S 7.

²¹ Higher Education Act S 5 (2).

²² Higher Education Act S 24.

binding statutory legal regulations, and internal CU regulations in force, and they are obliged to heed the interest of the entire CU.

- (3) CU AS shall report to the academic community once a year on its activities. The report shall be available on the CU website for at least four years. The report shall be submitted by the CU AS, as a rule, for the past period at the beginning of the academic year and always before the expiry of its term.
- (4) Bodies of CU AS are the President, vice-presidents, the Board, and commissions. The President is elected among members of CU AS who are university teachers or researchers. CU AS has four vice-presidents, two representing staff and two representing students.
- (5) The CU AS Board is an initiative, executive, and regulatory body of CU AS performing the tasks related to ensuring the tasks of CU AS. The CU AS Board consists of one representative from each faculty. By virtue of their official capacity, the President and vice-presidents, are also its members. Vice-presidents representing staff members of CU AS are equally considered to be the faculty representatives on the Board. Vice-presidents representing students are not considered faculty representatives. If the President of CU AS or any of vice-presidents of CU AS representing the staff terminates its post and a member of CU AS from the faculty that is represented in the Board by another member is appointed to his/her post, both senators represent the Board; in such a case, a representative from the faculty that is not represented in the Board will also be elected to the Board of CU AS.
- (6) The CU AS establishes commissions functioning as its advisory, initiative, and regulatory bodies, which perform tasks ensuring the activities of CU AS. CU AS commissions are not decision-making authorities except for the Election and Mandate Commission of CU AS and the Commission for Dormitories and Accommodation of CU AS, which have decision-making authority to the extent stipulated by the internal CU regulations and which are established by CU AS obligatorily. Permanent commissions are established by the Rules of Procedure of CU AS, the Senate may establish other commissions by resolution. The President of CU AS commission is as a rule a member of the Senate, non-members of CU AS may also be members of CU AS commissions. Only members of CU AS may be members of the CU AS Election and Mandate Commission.
- (7) The CU AS Board manages the work of commissions between the meetings of CU AS.
- (8) The establishment, competency, and activity of the CU AS bodies are set out by the Rules of Procedure of CU AS.
- (9) The administration of CU AS and its organizational and technical matters are ensured by the Secretary of CU AS. Performance of these tasks is managed by the President of CU AS. The CU AS Secretary is an employee of the Rector's Office who is appointed by the Rector with the consent of the CU AS Board. Details on the post and tasks of the Secretary of CU AS are set out in the Rules of Procedure of CU AS.

Art. 17

Comenius University Academic Senate Members

- (1) CU AS consists of elected representatives of the CU academic community.

- (2) CU AS is divided into an employee part and a student part. Members of the employee part of the CU academic community elect the senators of the employee part of CU AS by secret ballot. Members of the student part of the CU academic community elect the senators of the student part of CU AS by secret ballot.
- (3) Each faculty is represented in CU AS by five members of the academic community of the faculty, three representatives of the employee part of the academic community of the faculty, and two representatives of the student part of the academic community.²³ Members of the employee part of the academic community working in the non-faculty parts of CU are represented in the Senate by one member.
- (4) CU AS membership is not compatible with the post of the Rector, vice-rector, dean, vice-dean, bursar and secretary to the faculty.²⁴
- (5) The office of the member of CU AS is irreplaceable.
- (6) Members of the academic senate are entitled to:
 - a) submit proposals at the sessions of the Senate and submit amendments to draft documents discussed by the Senate. Details shall be laid down by the CU AS Rules of Procedure,
 - b) comment on all matters discussed by the Senate;
 - c) ask questions and request explanations from the Rector, vice-rectors, and bursar at the Senate meetings in matters falling within their competence,
 - d) resign as a member of the senate.
- (7) A member of the CU AS is obliged to participate in the work of the Senate as a whole and in the work of its bodies. If a member of CU AS is unable to attend the meeting of the Senate or body of which he/she is a member or leaves the meeting early, he/she shall be required to apologize.
- (8) The faculty or other CU part shall take into account the performance of tasks arising from the post of a member of CU AS representing its faculty within the scope of his/her work or study duties. CU and its faculties may not penalize the CU AS members in relation to the activities they perform or have performed for the CU AS.
- (9) The term of the members of CU AS is four years.²⁵ The term commences on the first day following the end of the term of the Senate elected in the recent general elections to CU AS (elections in which all members of CU AS are elected). In case of
 - a) elections to the vacancy of a member of CU AS whose membership expired earlier,^{25a}
 - b) elections to the place of a member of CU AS for which it was not possible to elect a member of CU AS in general elections to CU AS,^{25b}

²³ Taking into account the representativeness of CU AS as the academic body, as forum of representatives of academic community it may be appropriate that in the election to the CU AS at least one candidate of the academic community of the faculty shall be from professors, associate professors or researchers with the scientific degree „DrSc“.

²⁴ Higher Education Act S 8 (3).

²⁵ Higher Education Act S 8 (4).

^{25a} Higher Education Act S 8 (7).

^{25b} Higher Education Act S 8 (4).

^{25c} Higher Education Act S 8 (9).

- c) additional elections in the establishment of a new CU faculty or in the merger of CU faculties.^{25c}

The term of the CU AS members thus elected lasts until the end of the term of the CU AS members elected in the recent general elections to CU AS and commences on the first day following the election day.

Art. 18

Elections of Comenius University Academic Senate

- (1) Elections of CU AS are conducted by a secret ballot. The date of elections can be determined only within the lecturing period of the academic year.
- (2) Elections of CU AS members in the non-faculty parts of CU are organized by the Election and Mandate Commission of CU AS (hereinafter referred to as the "EMC of Senate"), elected by the Senate among its members. Elections of CU AS members at the faculty is organized by the Faculty Election Commission (hereinafter referred to as the "FEK"), elected by the academic senate of the faculty or academic community of the faculty among the members of the faculty according to the faculty statute. FEK membership is incompatible with the post of the Rector, vice-Rector, dean, vice-dean, and with the candidacy for the CU AS.
- (3) The organization and procedure of elections, the work of the Election and Mandate Commission of the Senate and the election commissions of the faculties in the elections to the Academic Senate of the Comenius University in Bratislava, the course and evaluation of the elections shall be regulated in accordance with the Higher Education Act by the CU internal Rules of Elections to the CU AS in accordance with the Higher Education Act.

Art. 19

Termination of Comenius University Academic Senate Membership

- (1) CU AS membership expires:²⁶
 - a) by termination of the term of a member,
 - b) by appointing a member to the post of the Rector, vice-Rector, dean, vice-dean, bursar or secretary to the faculty,
 - c) by termination of a membership in the employee part of the CU academic community or by termination of a membership in the employee part of the academic community of the respective faculty in the case of a member being elected to represent the faculty,
 - d) by interruption of studies of a member of the student part of CU AS,
 - e) by termination of studies of a member of the student part of CU AS, if he/she did not request suspension of membership in the CU AS pursuant to paragraph 5,
 - f) by not enrolling for study at least on the last date of enrollment of applicants admitted to study in the relevant academic year in case of a member with suspended membership; in case of a member with suspended membership elected for a CU part by not enrolling for study at this CU part,
 - g) six months after the date of suspension of membership; the said does not apply if the renewal of membership took place within this period,
 - h) by resignation of a member,

²⁶ Higher Education Act S 8 (6).

- i) by removal of a member from post by a relevant part of the CU academic community,
 - j) by death of a member,
 - k) by dissolution or merger of the parts of the CU of which the member was elected.
- (2) The procedure and reasons for removal of a member of CU AS shall be laid down by the Rules of Elections to CU AS.²⁷
- (3) If a member of CU AS terminated his/her membership prior to the end of the term according to paragraph 1 letter b) to j), the relevant part of the academic community shall elect a new member of CU AS for the vacant position and his/her term expires at the end of term of a member whose membership has ceased.²⁸ Details shall be laid down by the Rules of Elections to the CU AS.
- (4) The Rules of Elections to CU AS shall regulate the additional election of members of CU AS if a new faculty is established during the term of the CU AS or some faculties merge and there are six months left until the end of the term of the CU AS. The term of the members elected additionally for newly established faculty lasts until the end of the relevant term of CU AS.²⁹
- (5) A member of the student part of CU AS who is not a student of a doctoral study programme may request CU in writing to suspend his/her membership before his/her successful completion of the study. Membership shall be suspended from the day following the date of successful completion of his/her studies. The membership shall be renewed on the day when he/she again becomes a member of the student part of the academic community of the CU part for which he/she was elected. A member whose membership has been suspended is considered to be absent from the meeting of CU AS.

Art. 20

Scope of Competencies of Comenius University Academic Senate

- (1) The scope of the CU AS competencies is regulated by the Higher Education Act,³⁰ or other legal regulations.^{30a}
- (2) In addition to the scope of competencies defined by law, CU AS is entitled to:
- a) ask the Rector, vice-rectors, and bursar to provide the documents necessary for their activities and ask for explanations in matters falling within their competencies,
 - b) dissolve the student self-government bodies in the CU dormitories on the proposal of at least one third of members of the student part of CU AS, especially if these bodies are not operational or abuse their powers,
 - c) approve the price for accommodation for students and employees in the CU dormitories,

²⁷ Higher Education Act S 8 (6) (i).

²⁸ Higher Education Act S 8 (7).

²⁹ Higher Education Act S 8 (8).

^{30a} E.g. Act No. 176/2004 Z.z. on the management of the property of public institutions and on the amendment of the Act of the National Council of the Slovak Republic No. 259/1993 Z.z. on the Slovak forestry chamber in the wording of the Act No. 464/2002 Z.z. as amended.

³⁰ Higher Education Act S9 (1).

d) address the Chief CU Controller in matters falling within his/her competencies.

Art. 20a

Terms of Competence Performance by a Faculty Academic Senate as Given by Comenius University Academic Senate

- (1) CU AS is entitled to exercise the competence of the academic senate of the faculty, if the academic senate of the faculty acts in violation of laws, other generally binding statutory regulations, or internal CU or faculty regulations, if the faculty academic senate exercises its competence in composition which is in conflict with the Higher Education Act or internal faculty regulations, or if the composition of the faculty academic senate cannot be harmonized with the Higher Education Act or internal faculty regulations for objective reasons.
- (2) CU AS is not entitled to exercise the competence of the academic senate of the faculty according to Section 27 subsection 1 letter c), d), g), h), j), k) and m) of the Higher Education Act.
- (3) CU AS is entitled to exercise the competence of the academic senate of the faculty
 - a) according to Section 27 subsection 1 letter a) of the Higher Education Act only to the extent of approving modifications and amendments to the regulations of the relevant faculty so that these modifications and amendments are not in conflict with the Higher Education Act, generally binding statutory regulations or the statute of the relevant faculty,
 - b) according to Section 27 subsection 1 letter b) of the Higher Education Act only to the extent of approving the Rector's proposal to remove the dean according to Section 28 subsection 3 of the Higher Education Act,
 - c) according to Section 27 subsection 1 letter e) of the Higher Education Act only to the extent of audit over the use of faculty funds.
- (4) If the academic senate of the relevant faculty exercises its competence in composition that is in conflict with the Higher Education Act or internal faculty regulations, CU AS is entitled to take measures to bring the composition of the academic senate into compliance with the Higher Education Act and internal faculty regulations.

Art. 21

Comenius University Academic Senate Activities

- (1) CU AS exercises its activities through public meetings.
- (2) CU AS meetings are held at least four times per academic year. The Rector, vice-rectors, bursar, and other persons are invited to the Senate meetings if approved so by the Rules of Procedure of CU AS, decided by the CU AS or CU AS Presidency by a resolution, or if decided so by the CU AS President.
- (3) CU AS meetings are convened by the President of CU AS. The President of CU AS is obliged to convene a meeting of the senate without delay but no later than within 14 days at the request of:
 - a) at least one third of its members,

- b) Presidency of the Senate,
- c) Rector,
- d) all representatives of one faculty,
- e) an absolute majority of the members of the student part of CU AS,
- f) an absolute majority of the employee part of CU AS.

If the President of the senate fails to do so, the Rector shall convene the meeting of the senate in the case of a request pursuant to letter c), in other cases the further procedure is stipulated by the Rules of Procedure of CU AS.

- (4) As a rule, its members must be notified on the agenda and documents of the CU AS meeting 14 days prior to the meeting, but not later than six days before the CU AS meeting. In exceptional cases, the President of CU AS may decide to shorten the said period, which should not be less than 48 hours. The date and manner of notifying the members of the bodies of the CU AS with the agenda and documents of the meeting are regulated by the Rules of Procedure of CU AS.
- (5) CU AS shall be quorate if there is an absolute majority of its members present.
- (6) A valid resolution of CU AS requires the consent of an absolute majority of the present CU AS members unless the Higher Education Act or the CU AS Rules of Procedure stipulate otherwise. In the cases specified in the Higher Education Act³¹ and in other cases specified in the CU AS Rules of Procedure, the Senate decides by secret ballot.

Art. 22

Cooperation of Comenius University with Other Bodies and Persons

- (1) CU AS and its bodies may request the opinion of another body of academic self-government of CU, an employee of CU, or a body of academic self-government of the faculty.
- (2) CU AS has the right to be informed of the conclusions of the meeting of the CU Rector Board and the CU Scientific Board.
- (3) If CU AS decides on the matter of the faculty, it shall request in advance the opinion of the academic senate of the faculty and dean of the faculty.

UNIT 3

Rector of Comenius University

Art. 23

Status and Competences of Comenius University Rector

- (1) The Rector is a statutory body of Comenius University, who manages CU, acts on its behalf, and represents it externally. The Rector is responsible for his/her activities to CU Academic Senate and in matters stipulated by law, he/she is also responsible to the Minister of Education of the Slovak Republic.³²

³¹ Higher Education Act S 9 (2).

- (2) In addition to the competence and authority stipulated by law,³³ the Rector is entitled in particular to:
- a) assign tasks to the deans of the faculties in matters in which the deans are responsible³⁴ and supervise their implementation,
 - b) convene meetings of his/her advisory bodies and discuss with them activity and tasks of CU,
 - c) on the basis of the selection process, to appoint the Bursar, Chief Controller, and heads or directors of self-managed and centrally funded parts of CU,
 - d) assign tasks to the managers and directors of the CU parts in matters in which these managers are responsible to him/her and to supervise their implementation,
 - e) in the case of professors who are not employed with the faculties, to conclude an employment relationship with them as visiting professors,
 - f) decide on the recognition of diplomas or other documents of university studies issued by a foreign university,
 - g) manage the activities of the Bursar, heads and directors of CU parts, and other senior staff in direct subordination,
 - h) address and convene the academic community of CU,
 - i) convene a meeting of the Academic Senate of Comenius University, if the President of CU AS did not convene it within 14 days on his/her proposal, or if CU AS met less than five times in the previous academic year,
 - j) reduce or waive tuition and tuition fees or postpone their due dates,
 - k) award the title "Emeritus Professor" on the basis of a proposal of the Scientific Council of Comenius University,
 - l) award the Comenius University medal.

Art. 24

Appointment of Rector, Elections of Rector – Candidate

- (1) The Rector is appointed by the President of the Slovak Republic on the proposal of CU AS. The proposal of CU AS is submitted to the President by the Minister of Education, Science, Research and Sport (hereinafter referred to as the "Minister"), to whom it is submitted by CU AS within 15 days of the decision. The candidate for the post of the Rector (hereafter referred to as the "candidate") is elected by CU AS by secret ballot.
- (2) CU AS announces the election of a candidate for the Rector so that it takes place at least 60 days before the expiration of the Rector's term. If the performance of Rector's post ends before the expiration of his or her term, CU AS will announce the election of the candidate for Rector without undue delay.
- (3) The election of a candidate for the Rector is managed by an election commission elected by CU AS among its members.
- (4) Members of the academic community of Comenius University and members of the Board of Directors of Comenius University have the right to nominate a candidate for the post of Rector.

³² Higher Education Act S 10 (1).

³³ E.g. Higher Education Act S 10 (5) to (11).

³⁴ Higher Education Act S 28 (1) and S 23 (1).

- (5) The presence of at least two thirds of the members of the Senate is required for the valid election of a candidate for the post of the Rector.
- (6) If only one candidate is nominated for the post of the Rector, an absolute majority of votes of all members of CU AS is required for his/her election. If the candidate does not obtain an absolute majority of votes from all members of CU AS, a second round of elections will take place immediately, in which the consent of an absolute majority of votes of the present members of the Senate is sufficient for election. If a candidate for the Rector has not been elected according to the previous procedure, CU AS will announce new elections within 48 hours.
- (7) If there are more candidates for the post of the Rector, the candidate who has obtained a three-fifths majority of the votes of the present members of CU AS is elected. If none of the candidates obtains the required three-fifths majority in the first round, the second round of elections shall take place immediately.
- (8) The candidate with the highest number of votes obtained and the candidate with the second highest number of votes obtained shall advance to the second round of elections. If several candidates received the same highest number of votes in the first place, only these candidates advance to the second round. If in the first round one candidate received the highest number of votes and more candidates obtained the same number of votes in the second place, all candidates in the first and second place advance to the second round.
- (9) In the second round of elections, a candidate who will receive a three-fifths majority of the votes of the present members of CU AS will be elected. If none of the candidates obtains a three-fifths majority in the second round, the consent of an absolute majority of the present members of the senate is sufficient to elect the candidate in the next rounds, while the candidates advance to the next rounds according to the same key as in the second round.
- (10) If a candidate for the Rector has not been elected in accordance with the procedure specified in the preceding paragraphs, CU AS shall announce new elections within 48 hours.
- (11) Details on the election of a candidate for the Rector^{31a} shall be regulated by the Rules for the Election of a Candidate for the Rector of Comenius University, which form an annex to the Rules of Procedure of CU AS.
- (12) The term of the Rector is four years. The same person may hold the post of the Rector for a maximum of two consecutive terms.
- (13) If the performance of Rector's post ends before the expiration of his/her term, the election of a candidate for the Rector shall take place without delay, but not later than within 60 days from the termination of Rector's term.
- (14) If Comenius University does not have a Rector, the President of CU AS, prior to the appointment of a new Rector and for a maximum of six months, will entrust a person with the authorization of an absolute majority of CU AS to perform the post of the Rector and

^{31a} In particular, announcing the election of a candidate for the post of the Rector, the method of proposing candidates for the post of the Rector, verification of proposals of candidates for the post of the Rector, the process of electing a candidate for the post of the Rector, including the composition of the electoral commission for the election of a candidate for the post of the Rector and announcing the results of the election of the candidate for the post of the Rector.

shall notify the minister of such appointment without delay. Until the appointment of a new Rector, the President of CU AS can, with the consent of an absolute majority of the members of CU AS, revoke the authorization pursuant to the first sentence and entrust another person with the performance of the Rector's post and notify the Minister without delay. If the authorized person waives the authorization, the first sentence shall be applicable.

Art. 25 Removal of Rector

- (1) The Rector is removed on the motion of CU AS by the President of the Slovak Republic. The motion of CU AS is submitted to the President by the Minister, to whom it is submitted by CU AS within 15 days of the decision.
- (2) A motion for removal of the Rector may be submitted to the Academic Senate of Comenius University by a member of the Academic Senate of Comenius University. If CU AS has received a motion to remove the Rector, the President of the Senate shall, within 24 hours, notify the Rector of this fact, together with the reasons for the motion for removal, and invite him/her to a meeting of the Senate to consider the motion. The proposal to negotiate the removal of the Rector requires the consent of an absolute majority of all members of the Senate.
- (3) CU AS may discuss a motion to remove the Rector only in his/her presence. If the Rector repeatedly and without justification fails to appear at the CU AS meeting at which a decision is made on his/her removal, CU AS will discuss the motion even without his/her presence. Before the vote on the motion to dismiss the Rector, a discussion takes place in the senate.
- (4) CU AS decides on the motion to remove the Rector by secret ballot. A valid resolution on a motion to remove the Rector requires the consent of a two-thirds majority of all members of the Senate.
- (5) CU AS shall file a motion for removal of the Rector when he/she has been lawfully convicted of an intentional criminal offence, if he/she has been sentenced to unconditional imprisonment, or if the Rector resigns from his/her post.

UNIT 4 Comenius University Vice-Rectors. Advisory Bodies of Rector

Art. 26 Comenius University Vice-Rectors

- (1) In his/her absence, the Rector is represented by the Vice-Rector appointed by him/her to the extent determined by the Rector. Vice-rectors are represented in a manner determined by the Rector.
- (2) CU has a maximum of eight vice-rectors who are in charge in the following areas: education, science and research, international relations, CU development, legislation and legal services, information technology, public relations and quality management. The division of areas of competence by the vice-rector will be determined by the Rector.

- (3) Vice-rectors are appointed and removed by the Rector after approval of CU AS. The term of office of vice-rectors is four years. The same person may hold the position of vice-rector for a maximum of two consecutive terms.
- (4) Vice-rectors are entitled to convene vice-deans of the faculties with the corresponding area of competence and appoint and convene commissions and discuss with them tasks of Comenius University and its faculties.
- (5) The Vice-Rector has the right to be present and to speak at the meetings of CU AS.

Art. 27

Permanent Advisory Bodies of Rector

- (1) The permanent advisory bodies of the Rector are the following:
 - a) Rector's Advisory Board,
 - b) CU Management.
- (2) The members of the Comenius University Rector's Advisory Board are vice-rectors, bursar, deans, President, and vice-presidents of the Academic Senate of Comenius University and Chairperson of the Council of CU Trade Union Chairs. The Rector may invite the Chief Controller of Comenius University and directors of the self-management parts to the meetings of the Rector's Advisory Board of Comenius University.
- (3) The members of CU Management are the Rector, vice-rectors, and bursar. The Rector invites the President of CU AS, Chairperson of the Council of CU Trade Union Chairs, and CU Chief Controller to the meetings of the CU management.

UNIT 5

Scientific Board of Comenius University

Art. 28

Scientific Board of Comenius University

- (1) The members of the Comenius University Scientific Board (hereafter referred to as "CU SB") are appointed and removed by the Rector after the approval of CU AS.³⁶
- (2) The term of the members of the Scientific Board of Comenius University is four years.
- (3) The Chairperson of the Scientific Board of Comenius University is the Rector. Other members of CU SB are renowned experts from the fields in which Comenius University performs educational, research, development, artistic, or other creative activities.³⁷
- (4) When appointing the members of CU SB, the Rector takes into account the appropriate representation of study fields and the focus of individual faculties and workplaces of Comenius University.

³⁶ Higher Education Act S11 (1).

³⁷ Higher Education Act S11 (2).

- (5) Members of CU SB are, by virtue of their post, usually vice-rectors of Comenius University and deans of faculties of Comenius University. This is without prejudice to the provisions of Section 1.
- (6) At least one quarter and at most one third of the members of CU SB are appointed by the Rector from persons who are not members of the academic community of Comenius University.
- (7) Membership in the Scientific Board of Comenius University terminates:
 - a) upon expiration of the term of the members,
 - b) by resignation of a member; the position of a member expires on the day of delivery of a letter of resignation of a member of Scientific Board of Comenius University to the Rector,
 - c) by removal of a member; the post of a member expires on the day following the day when CU AS approved the Rector motion to remove a member of CU SB,
 - d) upon death of a member.
- (8) Membership in the Scientific Board of Comenius University is honorary and irreplaceable.

Art. 29

Comenius University Scientific Board Competences

- (1) The competence of the Scientific Board of Comenius University is stipulated by law.³⁸ In addition to the scope stipulated by law, the Scientific Board of Comenius University is entitled to monitor compliance with the criteria used in assessing the ability of a university to conduct a habilitation procedure and a procedure for the appointment of professors.
- (2) Details on the manner of discussion, organization of activities, and approval of resolutions shall be established by CU SB in the Rules of Procedure, an internal regulation of Comenius University.³⁹

Art. 30

Scientific Board of Comenius University Sessions

- (1) Meetings of the Scientific Board of Comenius University are convened by its Chairperson at least four times per academic year.
- (2) Scientific Board of Comenius University is quorate if a two-thirds majority of its members are present. The validity of its resolution requires the consent of an absolute majority of the members present. In matters pursuant to Section 12 subsection 1 letters f) to n) of the Higher Education Act, the consent of an absolute majority of all its members is required for the validity of the resolution of CU SB.
- (3) In matters pursuant to Section 12 subsection 1 letters f), g), j), k), l) and m) of the Higher Education Act, CU SB decides by secret ballot.

³⁸ Higher Education Act S12 (1).

³⁹ Higher Education Act S 15 (1) (h), Rules of Procedure of the Scientific Board of Comenius University approved by the CU SB on 14 November 2005.

- (4) If necessary, the Chairperson of CU SB invites other persons to its meeting. If CU SB approves the proposal of the study programme, the approval of which does not fall within the competence of the scientific board of the faculty, the student representatives appointed to the student part of the Academic Senate of Comenius University are invited to its meeting.

Art. 31

Cooperation of the Scientific Board of Comenius University with Other Bodies and Specialists

- (1) Scientific Board of Comenius University may request the opinion of a body of Comenius University, a faculty, or a part of Comenius University on the discussed issue.
- (2) CU SB may establish commissions as its advisory bodies to discuss issues within its competence. Experts who are not members of the CU SB may also be members of the commissions. The Chairperson of the commission is always a member of CU SB.

UNIT 6

Comenius University Disciplinary Commission for Students

Art. 32

Comenius University Disciplinary Commission for Students

- (1) Comenius University Disciplinary Commission for Students discusses disciplinary offences of those students of Comenius University who are not enrolled in any study programme carried out at the faculty and submits a proposal for a decision to the Rector.
- (2) The position and activities of the Comenius University Disciplinary Commission and the Disciplinary Commission of the faculty are regulated by the Disciplinary Rules of Comenius University approved by the Academic Senate of Comenius University.
- (3) The composition and activities of the Comenius University Disciplinary Commission are regulated by the Rules of Procedure of the Comenius University Disciplinary Commission.

UNIT 7

Board of Directors of Comenius University

Art. 33

Board of Directors of Comenius University

- (1) Board of Directors of Comenius University in Bratislava (hereinafter as the "CU Board of Directors") is a body which, within the scope established by the Higher Education Act, supports the strengthening of the bond between the public higher education institutions and society. It applies and promotes the public interest in the activities of Comenius University, especially in the use of its assets and funds provided to Comenius University by the state.
- (2) The composition, competence, and activity of the Board of Directors of Comenius University are governed by the relevant provisions of the Higher Education Act and the Statute of the Board of Directors of Comenius University.

PART IV
MANAGEMENT OF COMENIUS UNIVERSITY, COMPETENCES OF COMENIUS
UNIVERSITY, ITS FACULTIES AND OTHER PARTS

UNIT 1
Management of Comenius University and Its Faculties

Art. 34
Comenius University Management Competences

- (1) The Rector is the statutory body of CU. The CU Rector manages, represents, and acts on its behalf. The Rector is accountable for his performance to the CU Academic Senate.
- (2) The Rector is represented by Vice-Rectors and the Bursar to the extent stipulated by a special decision of the Rector.
- (3) The Rector may delegate competences belonging to CU for which he is responsible to faculties or other parts. The Dean or the director of a university's part answers to the Rector for the performance of these competences.⁴⁰

Art. 35
Comenius University Rector's Office

- (1) The CU Rector's Office is mainly in charge of tasks related to organizational, personnel, administrative and technical issues of CU; the scope of its competence is provided by the Rules of Internal Governance of CU as adopted by the Academic Senate of CU. A detailed provision of the competences of the individual bodies and organizational structure of the CU Rector's Office is provided by the Rules of Internal Governance issued by the Rector.
- (2) The CU Rector's Office carries out mainly organizational, methodological, coordinating, consultancy, control and record-keeping activities in the areas of study, scientific research, economy, law, personnel, as well as in the areas of public procurement, project management, information technologies, internal administration, and foreign relations of CU.
- (3) The CU Rector's Office is in charge of material and administrative aspects of the activities of the Rector, CU's self-governing bodies, Vice-Rectors, the Bursar, and the CU Board of Directors. The CU Rector's Office prepares the necessary materials for their negotiation and decision-making.
- (4) The CU Rector's Office also manages economic, administrative, personnel, and technical matters of centrally financed CU parts.
- (5) The CU Rector's Office prepares and processes the necessary materials to fulfill the obligations of the CU, mainly in the areas of accountancy, statistics, prescribed record-keeping, and for the preparation of summary reports and sheets for CU.⁴¹ For this purpose, responsible employees of the CU Rector's Office are authorised to request all necessary information, records, and sheets from the faculties and other CU parts.

⁴⁰ CU internal regulation No. 3/2007 CU Rules of Internal Governance Art. 4 (3).

Art. 36
Management of Faculties and Other Parts

- (1) The Dean is the representative of the faculty. The Dean manages the faculty, represents it, and acts on its behalf. In matters under Art. 12 (1) the Dean acts on behalf of CU.⁴³ The Dean is appointed and removed by the Rector on a motion of the Academic Senate of the faculty.⁴⁴
- (2) Deans shall be accountable to the Rector for the economic management of the faculty and for activities in which they act on behalf of CU according to the law and to the extent as set out in provisions of the CU Rules of Internal Governance, other CU internal regulations and on behalf of the Rector.⁴⁵ The Dean shall be accountable to the Academic Senate of the faculty.
- (3) A director or a head of a part manages a self-administered and centrally funded part.⁴⁶ Directors and heads of CU parts are fully accountable for their activities to the Rector.
- (4) Deans of faculties and directors, or heads of other CU parts are obliged to present all information and documents to the required extent and structure under Art. 35 (5).

UNIT 2
Rules for the Exercise of the Competence of Comenius University, its Faculties and Other Parts

Art. 37
Competences in the Area of Education and Organization of Studies

- (1) Studies at CU are governed by the provisions of the Higher Education Act⁴⁷, the present CU Internal Statute, CU Rules of Study⁴⁸ and the faculty's Rules of Study if the faculty has adopted more detailed Rules of Study based on its own conditions.⁴⁹
- (2) Academic self-governing bodies of the faculty are entitled to decide and act on behalf of CU in the following matters related to education:
 - a) setting other requirements for admission and decision-making in admission procedure for study programmes offered by faculties,
 - b) creating new study programmes and implementing accredited study programmes at the faculty,
 - c) deciding on matters related to academic rights and obligations of students enrolled for study according to study programmes conducted at the faculty,

⁴¹ e.g. Higher Education Act S 20.

⁴³ Higher Education Act S 23 (1) and S 28 (1).

⁴⁴ Higher Education Act S 28 (2).

⁴⁵ Higher Education Act S 28 (1), CU internal regulation No. 3/2007 CU Rules of Internal Governance Art. 4 (3).

⁴⁶ CU Rules of Internal Governance Art. 5 (3) et seq.

⁴⁷ Higher Education Act Part 6.

⁴⁸ Higher Education Act S 15 (1) (b).

⁴⁹ Higher Education Act S 33 (3) (a).

- d) setting the number of admitted study applicants in the manner as set out by this CU Internal Statute and the Higher Education Act,⁵⁰
- e) organizing studies in accordance with the CU Rules of Study and the faculty Rules of Study.

Art. 38
Competences in the Area of Scientific Research

- (1) CU ensures the freedom of scientific research, the development of artistic and other creative activities, and the publication of their results.⁵¹
- (2) The direction of scientific research is the subject of the long-term goal of CU, which is approved by the CU Academic Senate on the proposal of the Rector after being debated in the CU Scientific Council⁵² and on the CU Board of Directors' opinion. The concept and direction of scientific research at CU are derived from the focus of separate faculties and other parts of CU.
- (3) The CU Board of Directors evaluated the standard of CU in the areas of science, technology, or the arts at least once a year.⁵³
- (4) CU, within its capacities, assists faculties and their parts in the development of projects involving international cooperation and in establishing contacts with potential foreign collaborators.
- (5) Faculties and other parts of CU are required to inform the Rector's Office without delay of project successes in obtaining research funds from grant agencies and other domestic and international sources, as well as about the implemented results.
- (6) The Rector's Office collects, processes, and analyzes information about the science and research projects implemented.
- (7) In compliance with the methodology of allocation of state subsidies to faculties and other CU parts for the relevant calendar year (hereafter referred to as "methodology of subsidies allocation"), CU assigns from allocated funds a sum intended for CU grants for young pedagogical, scientific, and artistic workers and doctoral students. The use of these funds is determined by internal regulation.

Art. 39
Competences in the Area of International Relations

- (1) CU develops its international relations in cooperation with foreign legal and natural persons (hereinafter referred to as "foreign partner") independently or in coordination with institutions established for this purpose, based on international contracts and international agreements. Membership and activities in international organizations are also part of CU's international relations.

⁵⁰ Higher Education Act S 23 (2) (b).

⁵¹ Higher Education Act S 4 (1) (a).

⁵² Higher Education Act S 9 (1) (j) and S 12 (1) (a).

⁵³ Higher Education Act S 12 (1) (b).

- (2) CU cooperation with foreign partners relates to education, research, development, medical preventive activities, artistic and other creative and professional activities is serving to a more efficient use of human resources and property.
- (3) CU enters into a written agreement with foreign partners to establish the rules of cooperation. The contract is usually signed in cases where the foreign partner cooperates with at least two parts of CU. The contract sets out the conditions of cooperation mainly in economic, financial, professional, organizational, personnel, and other issues, and sets out the term of the contract.
- (4) The organizational support for the fulfillment of the tasks arising from the CU cooperation contracts with foreign partners is provided by the CU Rector's Office.
- (5) If the CU cooperation contract with a foreign partner includes agreements on academic mobility of students or CU employees in the workplace of a foreign partner or vice versa (hereinafter referred to as "mobility"), CU acts according to the Higher Education Act.⁵⁵ A coordinator, usually the Vice-Rector for International Relations, is responsible for the organizational support of the mobility. Details are set out in an internal regulation adopted by the Rector.
- (6) CU acts according to subsection 5 even when the mobility results from other agreements and contracts in which CU is a party.
- (7) Unless agreed in advance otherwise and on the Rector's written consent, and the faculty enters into a cooperation contract according to the Rector's mandate and long-term plan, the obligations thereunder shall be fulfilled through economic, financial, personnel, organizational, administrative, spatial, and other resources of the relevant faculty.

Art. 40

Competences in the Area of Internal Management and Information

- (1) CU's mission, tasks, and self-governing competence are regulated by the Higher Education Act.⁵⁷ The division and competences of the CU's faculties and other parts are regulated by the Higher Education Act,⁵⁸ in this Internal Statute and other CU internal regulations.
- (2) The management system at CU is implemented on the basis of a network of internal regulations and decisions of the self-governing bodies of CU and the competent senior CU employees (Bursar, department directors, etc.).
- (3) Internal regulations and decisions are effective at the relevant level of the organizational structure of CU according to the recognized scope of competence of different parts of CU.
- (4) CU mandatory data are processed or are provided for further use first and foremost for purposes under the Higher Education Act.¹⁵ Other use of these data and their archiving is carried out in compliance with the internal regulations.⁶¹

⁵⁵ Higher Education Act S 58a.

⁵⁷ Higher Education Act S 1, 2 and 6.

⁵⁸ Higher Education Act S 21 to 23.

⁶⁰ Higher Education Act S 20.

- (5) Further information and data on CU activities are provided to CU employees for work purposes according to the division of the CU organization and the competencies of different parts. Other persons outside CU can be granted access to information according to the law.⁶²
- (6) CU provides information and counselling services related to studies and graduate employment outcomes of study programmes in practice to study applicants, students, and other persons. Further information about CU and its parts can be provided by a competent and authorized employee.
- (7) CU and its parts use mainly official bulletin boards, websites of CU, its faculties, and their parts to communicate information about their activities and decisions of directors. These information channels are considered standard.

Art. 41

Competences in the Area of Employment Relationships and Human Resources Development

- (1) CU as an employer acts as a legal person in employment relations.
- (2) Under S. 23 (1) (d) of the Higher Education Act and under S. 7 of the Labour Code, the CU faculties act as employers. The dean performs legal acts in employment relations with respect to employees assigned to the faculty within available financial resources of the faculty and according to the number and structure of posts at the faculty respecting general internal regulations, the present Statute, and the Employment Code of CU. The dean is accountable to the Rector for consequences arising from the breach of valid regulations in employment relations and in issues related to remuneration.
- (3) The dean is accountable to the Rector of CU for the fulfillment of obligations arising from employment relations at the faculty.
- (4) As the legal representative of CU and authority responsible for the fulfillment of its main goals, the Rector has the right to grant his/her consent to enter employment contracts for the positions of professors and associate professors who have not yet worked at CU and have not obtained their scientific-pedagogical degree at CU. The proposal for entering an employment contract together with the relevant documentation is submitted to the Rector by the dean of the faculty.
- (5) The Rector may delegate the right to act in employment relations to the CU bursar and to directors of the economically self-managing parts. If the Rector delegates the right to act in employment relations to a director of an economically self-managing part, the said part acts in the positions of an employer. The Rector's Office is in the position of an employer as a CU internal organizational unit. The CU Employment Code specifies further details on employment relations at CU.

Art. 42

Competences in the Area of Business Activities

⁶¹ Internal regulation No. 1/2006 CU Rector's Directive Rules of Registrature and the Registrature Plan.

⁶² Freedom of Information Act No. 211/2000 Z.z. and amending and supplementing certain acts as amended.

Conditions for conducting business at CU and the definition of competences in this area are regulated in Art. 87 and in the internal regulations of CU.

Art. 43 **Competences in the Area of Social Services**

- (1) The Higher Education Act⁶⁵ regulates social support for students.
- (2) Social support of students is a system of direct and indirect forms of support. Scholarships represent the direct forms of support; catering, accommodation, financial and organizational support of sports and cultural activities for students are indirect forms of support.
- (3) Providing scholarships at CU is governed by the CU Scholarship Code, which is an internal CU regulation. Students may be entitled to social scholarships granted according to the CU Scholarship Code and under generally binding legal regulations⁶⁶ at the relevant CU faculty where they are enrolled in the study programme. The relevant faculty is also responsible for the accuracy of the financial resources deployed from subsidies intended for this purpose.
- (4) Scholarships awarded from the Scholarship Fund of CU or the faculty, are awarded by the CU Rector or the Dean in accordance with the CU Scholarship Code.
- (5) CU students receive a subsidy from the state budget for catering and accommodation. The subsidy is distributed according to the rules established by CU in connection with the rules set forth by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereafter referred to as “the Ministry”).⁶⁷ The subsidy represents an income from the CU part that provides these services. Sports and cultural activities of students are financially supported according to the financial possibilities of CU and its parts. The Ministry may provide a subsidy from the state budget for this purpose.

Art. 44 **Comenius University Integrated Information and Communication System**

- (1) The CU Integrated Information and Communication System (hereafter referred to as “CU IIKS”) ensures the operation and development of services in the area of information and communication technologies, supporting the performance of the CU’s tasks. Their focus and priorities are set by CU in its long-term goal⁶⁸ and are specified in the annual implementation plans.
- (2) CU IIKS at the CU level is managed by the Vice-Rector responsible for information technologies.
- (3) The CU Commission for the CU IIKS is an advisory board of the Vice-Rector providing for the area of information technologies. Vice-deans authorised by deans and responsible for the CU IIKS at faculties are its members.

⁶⁵ Higher Education Act S 94 to S 101.

⁶⁶ Decree of the Ministry of Education of the SR No. 102/2006 Z.z. on awarding social scholarships to university students

⁶⁷ Rules of the Ministry of Education of the SR on providing subsidies to public universities for the relevant year.

⁶⁸ Higher Education Act S 2 (10).

- (4) The Vice-Rector, providing for the area of information technologies, may assign tasks and coordinate the interaction of employees responsible for individual sections of activities of CU IKS.
- (5) The employees responsible for individual sections of activities of the CU IKS are:
- a) the CU IKS technical administrator and the CU IKS technical administrators operating in CU parts,
 - b) the administrator of the university's computer network,
 - c) the director of the CU Computer Centre and the directors of the Computer Centres in the CU parts,
 - d) administrators of the CU IKS operation services.
- (6) CU is responsible within the CU IKS mainly for:
- a) building and operating a common technical infrastructure for the CU IKS services,
 - b) developing, maintaining, and operating the CU IKS service systems with university-wide significance,
 - c) creating and maintaining technological, safety, and organizational standards and rules for the CU IKS.
- (7) Faculties and other CU parts are responsible within the CU IKS mainly for:
- a) building and operating their internal technical infrastructure,
 - b) maintaining the CU IKS services with university-wide significance on the premises of the faculty, resp. CU part.
- (8) In the operation and development of the CU IKS, all parties are obliged to comply with technological, safety, and organizational standards set out in the special regulations pursuant to subsection 9 and thus maintain the functionality, compatibility, and safety of the operated services.
- (9) Rights and obligations of all participating departments, employees, students, and other users of the CU IKS, as well as the mechanisms of operation management and development of the CU IKS are set by the CU IKS Organizational and Operation Rules issued by the Rector. The list of the rules of operation, method, and technical conditions of using provided services of the CU IKS are established by the Catalogue of Services of the CU IKS issued by the Rector.

Art. 45

Competences in the Area of Comenius University Internal Rules

- (1) The internal regulation system of CU is regulated in the CU Organizational Rules.⁷⁰
- (2) In addition to the regulations specified in Section 33 of the Higher Education Act, CU faculties can also issue other internal regulations if the faculty statute provides it.

⁷⁰ Art. 10 Rules of Internal Governance of CU.

- (3) The system of internal regulations of other CU parts referred to in Article 13 and the method of their adoption are regulated by the CU Rules of Internal Governance.

Art. 46

Comenius University Academic Library

- (1) The CU Academic Library is a centrally funded part of the CU, consisting of academic libraries of separate CU parts. Its position and tasks are regulated by a special Act.⁷¹
- (2) Tasks that require the use of information and communication technologies are dealt with by CU Academic Library in cooperation with CU IIKS.
- (3) The rights and obligations of all participating departments, employees, and other users of CU Academic Library as well as its relations to other CU parts are set by the CU Organizational and Operational Rules issued by the Rector.

UNIT 3

Comenius University Long-term Goals, Annual Reports and Activities Assessment

Art. 47

Long-term Goals of the Comenius University, Faculties and Parts

- (1) The long-term goal of CU in educational, scientific, research, development, artistic, and other creative CU activities (hereafter referred to as the “CU long-term goal“) contains the objectives in the individual areas of operation and is one of the bases for determining the extent of the subsidy for the development of the CU.⁷³ The university prepares the long-term goal for a period of at least six years and updates it annually.
- (2) The long-term goal of CU is the conception and development strategy of CU. The preparation of the CU long-term goal is based on the goals of the CU. The CU faculties and other CU parts shall participate in the preparation of the long-term goal and shall first develop concepts of their long-term goals. After the approval of the long-term goal of CU, faculties and other parts of CU develop their own long-term goals based on the long-term goal of CU.
- (3) The Rector of CU submits the long-term goal of CU and its update to the CU Academic Senate for approval after discussion in the Scientific Council of the CU and on the opinion of the Administrative Council. The achievement of the long-term goal is assessed annually in the annual report on CU activities.
- (4) CU discusses the draft of its long-term goal with the Ministry. The long-term goal is published on the date and in the form established by the Ministry.⁷⁴

Art. 48

Comenius University Annual Reports and Activities Assessment

⁷¹ Act No. 183/2000 Z.z. on libraries, supplementing Act No. 27/1987 Z.z. on state monument care and amending and supplementing Act No. 68/1997 Z.z. on Matica slovenská as amended.

⁷³ Higher Education Act S 89 (6).

⁷⁴ Higher Education Act S 20 (1) (c).

⁷⁵ Higher Education Act S 20 (1) (b).

- (1) The Annual Report on Activities of CU and the Annual Report on Economic Management of CU⁷⁵ are prepared according to university documents, annual reports of the faculties⁷⁶, and other CU parts. The annual report on activities contains an evaluation of faculties and other parts from the CU point of view.⁷⁷
- (2) The conclusions of the annual reports are used mainly in managerial activities and for the purposes of updating the long-term goal of CU.
- (3) CU publishes its annual reports in the usual manner.
- (4) The CU Scientific Council evaluates the scientific, educational, technical, and artistic activities of CU at least once a year.
- (5) Evaluation of CU activities is part of a system that ensures quality at CU.
- (6) The results of the evaluation of the CU activities are used mainly in the management activities and to update the long-term goal of CU.
- (7) The results of the evaluation of the CU activities are published as in the usual manner as a part of the Annual Report on the CU Activities.

PART V
UNIVERSITY STUDIES AND FURTHER EDUCATION

UNIT 1
Conditions for Study at Comenius University

Art. 49
Basic Provisions

- (1) Comenius University provides academic education in accredited study programmes in all three degrees of study.
- (2) It is possible to realize a study programme in one field of study or in combination of several ones. Comenius University offers the following study programmes: Bachelor's programme as the first degree of study; Master's programme and human medicine as the second degree of study; doctoral programme as the third degree of study. Under statutory regulation, the first and the second degrees of study can be joined into one corpus.⁷⁸
- (3) Comenius University provides academic education in full-time or external forms using in-person or distant methods of education or a combination thereof.⁷⁹
- (4) The organization of all degrees or forms of higher education at Comenius University is based on the credit system.⁸⁰

⁷⁶ Higher Education Act S 27 (1) (g).

⁷⁵ Higher Education Act S 20 (1) (b).

⁷⁷ Higher Education Act S 20 (2) (b).

⁷⁸ Higher Education Act S 53 (3)

⁷⁹ Higher Education Act S 60

- (5) The rules governing the academic study are stipulated in the CU Rules of Study.

Art. 50
Rules Governing Numbers of Admittees

Comenius University stipulates the number of admissions to the respective programmes on the proposal of the dean of the faculty with the consent of the academic senate of the faculty based on the limit set by the Ministry⁸¹ and considering the long-term goal of Comenius University, the development programmes of the faculties, their personnel and material capacities.

Art. 51
Conditions for Admission to Study

- (1) Everyone has the right to study the selected study programme at a university if he or she complies with the basic conditions for study under S56 of the Higher Education Act, other conditions set by Comenius University or the faculty providing the respective programme under S 57 (1) of the Higher Education Act, conditions specified in the agreement under S 54a (2) of the Higher Education Act, and conditions under S 58a (4) of the Higher Education Act.^{82a}
- (2) The basic conditions for admission to study are set forth in the Higher Education Act.⁸⁴ Comenius University or its faculty can stipulate additional conditions for admission to study for the individual study programmes.
- (3) Other conditions for admission to study which can be considered and whose aim is to ensure that applicants showing the best competences for study shall be admitted are, e.g.:
- a) knowledge, skills, talents, sports performance,
 - b) achieved placement in national or international secondary school competitions (Olympics),
 - c) secondary school results,
 - d) special conditions determined by Comenius University or its faculty.
- (4) Conditions under subsection 3 (a) are standardly verified by admission exam in compliance with Comenius University Rules of Study and the respective faculty rules of study. Except for talent (prerequisite) exams, the admission exam is mandatorily conducted in writing.
- (5) The dean of the faculty is accountable to the Rector of Comenius University for the admission procedure. The course and processing of the results of the same must ensure that all influence on the results and their subjective evaluation is excluded to maximal extent.
- (6) If the admission exam represents a part of the admission procedure for the bachelor study or for a study under S 53 (3), the verification of knowledge shall not exceed the content of the complete secondary education.

⁸⁰ Higher Education Act S 62

⁸¹ Higher education Act S 102 (2)(f)

^{82a} Higher Education Act S 55 (1)

⁸⁴ Higher Education Act S 56

- (7) Should a smaller number of applicants than the one set by Comenius University apply for admission to the study, all the applicants can be admitted without the need to pass the admission exam if they comply with other conditions for admission.
- (8) Under the Higher Education Act and in compliance with the Comenius University Rules of Study, Comenius University may enrol a student who has been admitted to a study programme of the relevant degree in the same field of study or in a related field of study at another university if he applies for admission in writing.

Art. 52

Admission Procedure at Comenius University

- (1) The admission procedure represents a process that enables an applicant who proves to meet the conditions set for admission to become a student of the chosen study programme at the faculty of Comenius University. An applicant who does not show the fulfilment of the basic conditions for admission at the time of verification of the same, may be admitted to study conditionally, provided that or she shows the fulfilment of the aforementioned conditions not later than on the date set for enrolment.
- (2) The admission procedure for an applicant for study commences with the presentation of his or her application for study to the faculty implementing the relevant study programme, or with the full completion and submission of an electronic application through the AIS.⁸⁵
- (3) Based on the proposals of the deans and following debate in the Rector's Advisory Board, the Rector shall set the deadline for submitting applications for study and the date of admission exams, considering the date of the secondary school leaving exams and the commencement of the respective academic year.
- (4) The dean of the faculty shall publish in time, however, not later than on 20 September in the academic year preceding the academic year in which the study is to begin, in case of a bachelor study programme or a study programme pursuant to S 53 (3) of the Higher Education Act and, in case of other study programmes, not later than two months before the last day for the submission of applications, the deadline for the submission of applications for study, conditions of admission to study and date and method of their verification, and should the admission exam represent a part of the exam of study competences, also its form and framework content, the method of evaluation, as well as information on the number of applicants the faculty is about to admit for a respective study programme.⁸⁶
- (5) The facts pursuant to subsection 4 shall be published on the faculty official notice board in a manner that makes public access possible. Until the termination of the admission procedure, it is not possible to modify these facts.
- (6) More detailed provisions on the course of the admission procedure, including the review of decisions on nonadmission to studies, are encompassed in the Comenius University Rules of Study.

⁸⁵ Higher Education Act S 58 (2)

⁸⁶ Higher education Act S 57 (5)

- (7) The faculties shall regulate the details of admission procedure to their study programmes in their individual rules of study in compliance with the Higher Education Act, this Statute and Comenius University Rules of Study.
- (8) Within the meaning of this Article, the submission for an application for study of individual subjects or for a completion of a part of the study within the framework of student mobility shall not be considered the commencement of the admission procedure.
- (9) In processing the application for study, faculty employees shall observe generally binding regulations on personal data protection.

UNIT 2

Academic Rights and Obligations of Students

Art. 53

Academic Rights of Students

- (1) The rights established by the Higher Education Act and this Statute are equally guaranteed to all applicants and students in compliance with the principle of equal treatment in education stipulated by a special law.^{88a}
- (2) The rights and duties of students are stipulated by law.⁸⁹ A student has the right in particular:
 - a) to study the study programme to which he or she was admitted,
 - b) to create a study plan in compliance with the study programme rules,
 - c) to enrol at the following level of the study programme, if he or she has complied with the obligations set forth by the study programme or the rules of study,
 - d) while respecting the time and capacity limits given by the rules of study and the study programme, to choose the study pace, the order of completion of subjects, while maintaining their prescribed continuity, and to choose a teacher for a subject taught by several teachers before the beginning of teaching,
 - e) as part of his or her studies, also to apply to study at another university, including abroad,
 - f) to participate in research, development or artistic and other creative activities of Comenius University,
 - g) to participate in the establishment and activities of independent associations operating on academic grounds (associations, unions, professional associations) according to statutory regulations,
 - h) to have the opportunity to comment on the quality of teaching and teachers at least once a year in the form of an anonymous questionnaire,
 - i) to freely express comments and opinions on higher education,
 - j) to have access to information and counseling services related to studies and to the successful operation of graduates on the labour market,
 - k) if he/she is subject to the obligation to pay tuition fees according to S 92 (5) of the Act on Higher Education, to decide in which study programme he/she will study free of charge in the relevant academic year, should he/she be entitled to free university study,

^{88a} Act no. 365/2004 Z.z. on equal treatment in certain areas and on protection against discrimination and on the amendment of certain Acts (Anti-Discrimination Act)

⁸⁹ Higher Education Act S 70 and 71

- l) pursuant to conditions as set forth by the rules of study, to change the study programme within the same field of study or a related field of study,
- m) to file a complaint with the dean of the faculty and to process the same; the reception, registration, investigation, handling of complaints and the implementation of remedial measures are regulated by a special regulation,⁹⁰
- n) to have the decision of the Dean on expulsion from studies for non-fulfillment of requirements and obligations arising from the study programme and/or the Comenius University Rules of Study or its faculty rules of study reviewed;
- o) to have the decision of the Dean on expulsion from studies due to disciplinary misconduct or malpractice at the admission exam reviewed.

Art. 54

Obligations of Students

- (1) The study obligations of a student result from the study programme he/she is studying and from the Comenius University Rules of Study and the faculty rules of study, if the faculty has issued its own rules of study.
- (2) The student is required to comply with the internal regulations of Comenius University and its components.
- (3) The student is further obliged in particular:
 - a) to protect and make economic use of Comenius University property, resources, and services,
 - b) to pay tuition fees and fees associated with studies according to the Higher Education Act within the set deadline, or in case of rejection of the application for their remission, within 15 days from the delivery of a new call for payment to Comenius University or its faculty, should the Rector decide that they represent the income of the faculty; and to state truthfully the facts decisive for their determination,
 - c) to notify the faculty of the address designated for the delivery of documents and the address for the delivery of electronic mail (e-mail address),
 - d) to appear in person at a written summons of the Rector, the dean, or an employee authorized by them to discuss issues related to the course or termination of his/her studies, or related to his/her rights and obligations;
 - e) to notify the faculty in writing of the decision pursuant to Art. 53 (1) (k) by 30 September of the relevant academic year.⁹¹

Art. 55

Student Self-Government

- (1) Students participate in the academic self-government of Comenius University through their representatives in the Academic Senate of Comenius University and in the academic senates of faculties, through their representation in the Disciplinary Commission of Comenius University and in disciplinary commissions of faculties and in student self-government of university dormitories.

⁹⁰ Act No. 9/2010 Z.z. on complaints

⁹¹ Higher Education Act S 71 (3) (e)

- (2) Members of the student part of the Academic Senate of Comenius University are elected by secret ballot in elections by members of the student part of the academic community. The same applies to the election of members of the academic senate of the faculty and members of student self-government at university dormitories of Comenius University.

Art. 56

Decision-Making Process Concerning Academic Rights and Duties of Students

- (1) The decision-making process in matters concerning the academic rights and obligations of students is not subject to a generally binding legal regulation on administrative proceedings, and such decision-making falls within the self-governing competence of Comenius University or faculties of Comenius University, unless the Higher Education Act provides otherwise.
- (2) The detailed regulation of the decision-making process in matters concerning the academic rights and obligations of students is regulated by the internal regulations of Comenius University and its faculties in accordance with the defined scope of their activities.⁹³
- (3) The student must be fully aware of the decision concerning his rights and obligations. The decision is marked in the documentation on students kept by Comenius University or by the faculty at which the student is studying and is enrolled.

UNIT 3

Organization of Study at Comenius University

Art. 57

Basic Provisions

- (1) Comenius University provides higher education in bachelor, master, human medicine and doctoral study programmes within the study fields, the list of which is published by the Ministry.⁹⁴ Comenius University also provides further education for health care professionals, including specialization studies, certification training, and continuing education. The further education of health care workers is a special type of further education, is managed by the Ministry of Health of the Slovak Republic and special regulations apply to it.^{94a}
- (2) Prior to approval in the scientific board of the faculty, the study programme carried out at the faculty is debated in the academic senate of the faculty.⁹⁵
- (3) Comenius University may admit applicants only for the study of accredited study programmes, which have been listed in the register of study programmes.⁹⁶
- (4) Comenius University may provide a study programme in cooperation with other universities, including universities located outside the territory of the Slovak Republic. Students admitted to a study programme provided by several universities (the so-called „joint study programme“) complete individual parts of their studies at individual

⁹³ e.g. Comenius University Rules of Study, Comenius University Rules of Disciplinary Procedure

⁹⁵ Higher Education Act S 27 (1) (h)

⁹⁶ Higher Education Act S 55 (6)

universities according to S 61 (2) of the Higher Education Act. The conditions of cooperation shall be determined by an agreement between universities.⁹⁷

- (5) Comenius University also provides further education pursuant to a special law.⁹⁸ The provisions of para. 1 to 4 do not apply to further education.

Art. 58 Implementation of Study Programmes

- (1) The study programmes carried out at the faculty are organized, staffed, and provided materially by the faculty.
- (2) The dean is responsible for the implementation of study programmes in accordance with legislation, other generally binding legal regulations, this Statute, the statute of the faculty, the Rules of Study of Comenius University and the rules of study of the faculty, if the faculty has modified the Rules of Study of Comenius University in more detail.
- (3) The Vice-Rector for Educational Activities is responsible for the coordination of education within the study programmes carried out at the faculties of Comenius University. Upon discussion with the deans of faculties and heads of other parts of Comenius University, the Vice-Rector proposes to the Rector of Comenius University a uniform schedule of studies at Comenius University.
- (4) The Rector 's Office of Comenius University exerts control over successful completion of the study programme and enjoys the right to issue a diploma to a graduate of Comenius University, including the control of the study documentation.

Art. 59 Student Mobility

- (1) Students of Comenius University have the right to apply for study at another university, including abroad, as part of their studies.⁹⁹
- (2) Comenius University may accept for part of the study, usually for one semester, a student of another university, including a university located outside the Slovak Republic, without admission procedure under the terms of the exchange programme, or upon a contract between Comenius University and the sending university. Upon termination of the study stay at Comenius University, the student will return and complete his / her studies at the sending university.
- (3) A student admitted to study under subsection (2), has the rights and obligations of a Comenius University student, considering the conditions of the exchange programme or the contract between Comenius University and the sending university.
- (4) Student mobility is not involved when students have been admitted to study according to S 58 of the Higher Education Act, and during their studies, they complete only some subjects

⁹⁷ Higher Education Act S 54a (2)

⁹⁸ Act No. 568/2009 Z.z. on lifelong learning and on amendments of certain Acts, as amended

⁹⁹ Higher Education Act S 70 (1)(e)

in the relevant part of the academic year at another university, while other units of the study programme in the relevant academic year they complete at Comenius University.

Art. 60 **Conditions for the Study of Aliens**

- (1) Third-country nationals who are not nationals of a Member State of the European Union or of a State party to the Agreement on the European Economic Area and of the Swiss Confederation (hereafter referred to as „Member States“) or do not reside in a Member State (hereafter referred to as „aliens“), study at Comenius University in particular:
 - a) under equal conditions as students - citizens of the Slovak Republic pursuant to the Higher Education Act, while Comenius University may demand tuition fees from them under the conditions stipulated in the Higher Education Act,
 - b) on the basis of international treaties and agreements by which the Slovak Republic is bound,
 - c) on the basis of cooperation agreements and agreements concluded in particular in the framework of international student mobility programmes,
 - d) on the basis of an agreement on participation in further education.
- (2) When enrolling for studies, it is verified whether the alien has a residence permit in the territory of the Slovak Republic and whether he / she meets other conditions pursuant to generally binding statutory regulations governing the stay of aliens in the territory of the Slovak Republic.
- (3) More detailed conditions for the study of aliens shall be regulated by an internal regulation of Comenius University.

Art. 61 **Commencement and Termination of Study**

- (1) An applicant admitted to study becomes a student from the day of enrolment; a student whose study has been suspended becomes a student from the day of re-enrolment.¹⁰¹
- (2) If the enrolment of an applicant admitted to study takes place before the beginning of the academic year in which his / her studies are to begin, the applicant becomes a student from the beginning of this academic year, unless he / she notifies the university in writing by 15 August, before the beginning of this academic year, that he cancels his / her listing.
- (3) A student ceases to be a student from the day of the end of studies¹⁰² or from the day of suspension of studies.¹⁰³

¹⁰¹ Higher Education Act S 69 (1)

¹⁰² Higher Education Act S 65 (1) and S 66

¹⁰³ Higher Education Act S 64 (1)

Art. 62
Rigorous (JUDr.) Procedure

- (1) Graduates of study programs who have obtained the Master's degree (abbreviated as „Mgr.“) or similar study programmes abroad may take a rigorous examination, which also includes the defense of a rigorous thesis.¹⁰⁴
- (2) Rigorous proceedings at Comenius University are governed by the internal regulations of Comenius University issued by the Rector.¹⁰⁵

UNIT 4
Further Education

Art. 63
Further Education

- (1) In addition to university studies, Comenius University provides, organizes, and arranges further education.¹⁰⁶
- (2) Further education at Comenius University can be provided by all parts of Comenius University, in particular by the Center for Further Education of Comenius University, in compliance with relevant binding regulations.¹⁰⁷
- (3) Further education at Comenius University is focused on the following:
 - a) support for the development of human resources and their activities in the civil and economic spheres,
 - b) achievement of the goals related to the development of the knowledge society.
- (4) Further education and its activities are intended for various target groups and focuses mainly on:
 - a) supplementing, deepening, and innovating professional knowledge and skills by broadening the professional profile, extending qualifications, or ensuring retraining of participants in education,
 - b) hobby education (e.g. university of the third age),
 - c) foreign language teaching,
 - d) teaching the Slovak language to foreigners.
- (5) Participants in further education are not students within the meaning of the Higher Education Act.

¹⁰⁵ Internal regulation No. 2/2007 Rector's Directive Principles of Doctorate Proceedings at Comenius University.

¹⁰⁶ Higher Education Act S 1 (4) (e)

¹⁰⁷ e.g., S 39 of ANt no. 578/2004 Z.z. on health care providers, health care workers, professional organizations in health care and on the amendment of certain Acts, Actno. 568/2009 Z.z. on lifelong learning and on amendments to certain Acts, Act no. 317/2009 Z.z. on pedagogical employees and professional employees and on the amendment of certain Acts as amended by Act no. 390/2011 Z.z.

UNIT 5

Academic Praise and Rector's Awards, Scholarships, Tuition and Study-Related Fees

Art. 64

Academic Praise of the Rector of Comenius University and Rector of Comenius University Award

- (1) The Rector of Comenius University may award the Academic Praise of the Rector of Comenius University to students who, in particular:
- a) achieve excellent study results throughout the study,
 - b) participate successfully in professional, research, or scientific activities,
 - c) represent Comenius University in an excellent way at home and abroad,
 - d) performed an exemplary act or demonstrated an exemplary civic attitude.
- (1) The Rector may grant the Rector's Award of Comenius University for an excellent diploma thesis.
- (2) Details on prize distribution are regulated by the Comenius University Scholarship Regulations.
- (3) The prize can be awarded to a student of a study program carried out at the faculty for outstanding fulfillment of study obligations during his / her studies.
- (4) In addition, the student may also be awarded a motivational scholarship.¹⁰⁸

Art. 65

Scholarship

- (1) Scholarships represent a direct form of social support for students. Comenius University provides scholarships to students from the tuition fees provided by the state budget and from its own facilities through the scholarship fund.
- (2) If students comply with statutory requirements, they are awarded social scholarships, which contribute to the coverage of expenses related to their study. The student enjoys a right to a social scholarship.
- (3) The dean of the faculty providing the respective programme decides on awarding the scholarship. Should a student fail to comply with the relevant conditions, Comenius University does not award the scholarship.
- (4) Comenius University grants motivation scholarship to students from the state budget and, if available from its own sources, also scholarships to students and graduates. The scholarship procedure under this paragraph is governed by the Comenius University Scholarship Code.

Art. 66

Tuition Fees

¹⁰⁸ Comenius University Scholarship Code

- (1) A student at Comenius University is required to pay a full-time tuition fee if he / she is liable to pay annual tuition fee under the Higher Education Act.
- (2) The ground for stipulation of the amount of tuition and other study-related fees is represented by 10% of the approximate amount per student of full-time study of the total funded expenditure paid by the Ministry from the state budget within the schedule of the budget approved for the preceding calendar year. Funding is rounded to the nearest euro. The funding is valid for the academic year that commences within a given calendar period.
- (3) The Rector of Comenius University shall, upon the proposal of the dean, stipulate the annual tuition fee for separate study programmes provided by the faculty in the form of a special regulation in compliance with the statutory regulation.¹⁰⁹ The dean proposes to the Rector annual tuition and study-related fees approved by the academic senate of the faculty. Annual tuition applies to the academic year. The annual tuition fee in full-time study programmes may not exceed five times the base referred to in subsection 2. The annual tuition fee in external study programmes may not exceed the product of the maximum annual tuition fee set by the Ministry for the relevant academic year by its regulation and the coefficient expressed as the share of the number of credits, the achievement of which is a condition for the proper completion of the relevant study programme, and the product of the standard length of study of the relevant study programme and number 60. The maximum annual tuition fee in external study programs is derived from the allocation of funds for accredited study programmes (S 89 (4) of the Higher Education Act). The tuition fee limitation shall not apply to tuition fees under subsection 8.
- (4) The Comenius University student in full-time study is obliged to pay annual tuition fees if he / she is obliged to pay annual tuition fees according to subsections 5, 6, or subsection 8. A Comenius University student in an external form of study is obliged to pay annual tuition fees in each year of study.
- (5) A student who studies two or more study programmes provided by a public university at the same level concurrently in one academic year is obliged to pay annual tuition fees for study in the second and further study programme in the relevant academic year. A student who reenrols in another study programme at the appropriate level after the interruption (S 69 (1) of the Higher Education Act) is obliged to pay a proportion of the annual tuition fee depending on the number of calendar months remaining until the end of the academic year after its reenrollment.
- (6) A student who studies a study programme at Comenius University longer than his / her standard length of study is obliged to pay the annual tuition fee for each additional year of study. The total study period considers the time during which the student was enrolled in a public university in one of the study programmes of the relevant level of higher education; if a student has been enrolled in the study of several study programmes concurrently in one academic year, only one year is included in the total study period. For the purposes of this paragraph, the period during which a student was enrolled in the study programme in the relevant academic year shall be rounded to the whole academic year.

¹⁰⁹ Higher Education Act S 92 (3)

- (7) In the total period of study pursuant to subsection 6, the period during which the student was enrolled for study at a public university in the study programme in which he/she paid tuition fees shall not be considered.
- (8) According to the provisions of the Higher Education Act, a student of a full-time study programme is obliged to pay annual tuition fees in each academic year if the study programme under S 51 (4) (p) of the Higher Education Act is carried out exclusively in a language other than the official state language. The obligation to pay tuition fees arises only if a public university, in the academic year in which he / she began to study this study programme, admitted applicants for study of a programme conducted in the official state language in the same field of study and degree; this does not apply in the case of a student who is not a national of a Member State or does not reside in a Member State.
- (9) The student's obligation to pay tuition fees under paragraph 8 does not arise if
- a) the full-time study programme is also conducted in the language of national minority; and
 - b) a part of the mission of Comenius University or its faculty, where the study programme is carried out, encompasses education of experts with a university degree belonging to the relevant national minority at the time of admission of the student to study.
- (10) For the purposes of paying tuition fees pursuant to S 92 of the Higher Education Act, the first three years of study in study programs pursuant to S 53 (3) of the Higher Education Act shall be considered the study programmes of the first degree, and the fourth and subsequent years of study in the study programme according to S 53 (3) shall be considered study programmes of the second degree so that the fourth year of study in the study programme according to S 53 (3) shall be the first year of study in the second-degree study programme and the following years accordingly as appropriate.
- (11) In the case of students studying under international agreements, tuition and tuition fees shall be governed by the provisions of those agreements. A student who has been issued a certificate of a Slovak living abroad under special regulation shall be considered a citizen of the Slovak Republic for the purposes of paying tuition fees (S 92).

Art. 67

Fees Associated with Studies at Comenius University

- (1) The acts for which Comenius University may charge fees related to the study are stipulated by law.¹¹⁰
- (2) Comenius University may charge applicants for study fees for material support of the admission procedure. The fee is derived from the actual costs of the university associated with these activities. Its amount may not exceed 25% of the base according to Art. 66 (2).
- (3) Comenius University may charge a fee for actions related to the arrangement of rigorous proceedings and the defense of rigorous thesis. The amount of the fee can be determined up to 150% of the base according to Art. 66 (2).

¹¹⁰ Higher Education Act S 92

- (4) Comenius University may charge a fee for acts related to the issuance of a diploma for the award of an academic degree to graduates of a master's degree who have taken the rigorous (doctorate) examination. The fee may not exceed 30% of the base according to Art. 66 (2).
- (5) Comenius University may charge fees for the issuance of study documents and their copies; for the issuance of study documents, if required in a foreign language; for the issuance of copies of study documents; and for the recognition of equivalence of study documents. The amount of the fee shall be determined by internal regulation and shall be derived from the actual costs of these acts, excluding the fee for the recognition of diplomas issued outside the Member States for regulated professions and regulated professional activities (hereafter referred to as „regulated professions“), which shall be EUR 99,50.
- (6) General regulations on administrative fees do not apply to tuition fees under the Higher Education Act.

Art. 67a

Method of Tuition Payment, Maturity of Tuition and Fees Associated with Studies at Comenius University

- (1) The tuition and fees associated with the study represent the income of Comenius University. The Rector may decide that tuition and fees represent the revenue of the faculty. If the tuition fee is the income of the faculty, at least 20% of the tuition fee for concurrent study and for exceeding the standard length of study goes to the scholarship fund of the faculty.
- (2) Tuition fees are paid via noncash transfer to the account of the faculty or by postal order in two instalments under the terms determined by the Rector, alternatively by the dean of the faculty. The principles of payment of tuition and related fees are set forth by the Higher Education Act and by the internal regulation of Comenius University governing the amount of tuition and fees related to studying at Comenius University issued by the Rector for the relevant academic year.
- (3) The obligation to pay tuition fees and fees associated with the study can be assumed by another natural person or legal entity.
- (4) At the request of the student, the Rector may decide to reduce or waive tuition fees or fees associated with the study or postpone the due date. In making its decision, it takes into account the opinion of the dean of the faculty, the student's study results, the student's social situation, health status and other considerable facts set out in the internal regulations of Comenius University referred to in para. 2.
- (5) Comenius University shall publish the amount of tuition and fees associated with studies not later than on the last day set for submission of an application for admission to study (S 57 (5) of the Higher Education Act) pursuant to Art. 66 and 67 for the following academic year. In the case of study programmes in the external form of study, Comenius University shall publish the student's obligation to pay tuition fees pursuant to Art. 66 subsection 4 for all years of study during the standard study period of the study programme for students admitted to study in the relevant academic year. In the course of study, Comenius University may reduce the amount of published tuition. Tuition fees after exceeding the

standard length of study correspond to the tuition fees determined in the study programme for the relevant academic year.

PART VI SOCIAL SERVICES

Art. 68 Basic Provisions

- (1) Any student has the right to apply for social support system services if he/she complies with the service provision conditions.¹¹¹
- (2) In case the number of applicants for a particular service exceeds the CU possibilities, the service shall be provided to applicants in the order of fulfillment of the pre-established criteria.

Art. 69 Board and Lodging of Students

- (1) CU ensures the accommodation and boarding of students in accordance with the Higher Education Act.¹¹²
- (2) The relations incurred under accommodation of students in CU dormitories shall be defined by an internal regulation of CU issued by the Rector following its negotiations within the CU Rector's College.
- (3) The distribution of accommodation capacity within the faculty is governed by the rules and criteria issued by the CU Rector pursuant to Section 2.
- (4) The Commission for University Dormitories and Accommodation of the CU Academic Senate, or the Faculty Commission, performs constant monitoring of all accommodation issues at the CU dormitories.

Art. 70 Further Services for Students

CU is entitled to provide students with medical care in health care centers located in university dormitories, and with first aid for students accommodated provided by paramedics, and thus in compliance with the rules on paramedic activities performed in the dormitories of CU issued by the Rector.

PART VII COMENIUS UNIVERSITY EMPLOYEES

Art. 71 Basic Provisions

- (1) The employment relations of the CU employees are governed by the Higher Education Act, the Act on the Execution of Work of Public Interest.¹¹³ and the Labour Code.¹¹⁴ The

¹¹¹ Higher Education Act S 94 (5)

¹¹² Higher Education Act S 98

creation, content, and termination of employment relations in CU are detailed in the Employment Code of CU.

- (2) CU employs university teachers, researchers, artists, and other employees.
- (3) CU employees performing their work in clinical and practical training sessions in specialized training centers of CU provide health care.¹¹⁶
- (4) In case termination of employment relationship of a CU employee is directly followed by creation of a new employment relationship with CU, it is deemed as one employment relationship pursuant to the Higher Education Act.
- (5) A university teacher, a researcher, and an artist are entitled to have no more than three employment relations with higher education institutions seated in the territory of the Slovak Republic or performing their activities in the territory of the Slovak Republic, being concluded in order to perform work of a university teacher, a researcher, and an artist while he/she is allowed to perform his/her work in no more than one of them in the stipulated weekly working time.

Art. 72

Senior Comenius University Employees

CU senior employees comprise: a bursar, a controller, heads of centrally financed CU parts,¹¹⁷ directors of independent economic parts of CU, and other employees defined by the CU Staff Regulations and the CU Establishment Plan.

Art. 73

Comenius University Bursar

- (1) The Bursar is a senior CU employee who ensures and is responsible for the economic and administrative management of CU, and acts on its behalf in the matters of economy, administration, commerce, and civil law within the scope stipulated by the Rector.¹¹⁸
- (2) Within the scope stipulated by the Rector, the Bursar manages departments of the CU Rectorate performing primarily activities in the personnel and social areas, economic, financial, and business areas, technical and investment sector, energy sector and revisions, registry and administration of assets, operation, material and technical supplies, and in other sections securing CU operation.
- (3) The Bursar is appointed by the Rector upon results of a selection procedure. The Bursar is directly responsible to the Rector.

¹¹⁴ Act of the National Council of the SR No. 311/2001 Z.z. Labour Code as amended.

¹¹³ Act of the National Council of the SR No. 552/2003 on Execution of Work of Public Interest. as amended.

¹¹⁶ Higher Education Act S 74 (2)

¹¹⁷ Art. 13 (2b) of the CU Statute.

¹¹⁸ Higher Education Act S 14 (2)

- (4) In the course of fulfilling his/her tasks, the CU Bursar coordinates his activities with the Vice-Rector and other CU headpersons.
- (5) The Bursar is eligible to convene the Secretaries of Faculties with the aim of discussing CU tasks and their fulfillment.

Art. 74
Comenius University Controller

- (1) The Controller is a CU senior employee organizing and performing control activities in the matters within the CU competence, primarily in the area of observation of generally binding laws and the Statute, other internal rules of CU, statutes of faculties and internal rules of the CU parts, observation of financial discipline, economy and efficiency of management of the funds and assets of CU.
- (2) The Controller performs control activities at the initiative of the Rector, Vice-Rectors, Academic Senate of CU, the Bursar, a CU employee, student self-government bodies, students or at his/her own initiative. Control activities are governed by generally binding rules and CU internal rules on control activities. The control outcomes are discussed with the headpersons of the controlled entities and, if needed, these are required to provide an explanation. A controller reports the control outcomes to a person or a body who initiated the control and to the Rector.
- (3) A control performance authorization is signed by the Rector or a person authorized by him/her.
- (4) The Controller is appointed by the Rector upon a selection procedure. The Controller is directly responsible to the Rector.

Art. 75
Headpersons of Comenius University Parts

- (1) Other heads/headpersons of CU are the heads or directors of centrally financed and economically autonomous parts of CU.¹¹⁹
- (2) Pursuant to subsection 1, the headpersons of CU are accountable to the Rector for performing the tasks of the part of CU being under their management. They are also accountable for:
 - a) observance of generally binding laws, this Statute and other internal rules of CU,
 - b) observance of the rules of management and effective and economical disposal of financial means and entrusted assets,
 - c) Employment relationships in the respective part of CU in the extent defined by the Rector based on his/her authorization.
- (3) Pursuant to subsection 1, the CU headpersons are appointed by the Rector under a selection procedure.

Art. 76
Comenius University Teachers

- (1) The university teachers perform their activities in the positions of a professor, a visiting professor, an associate professor, an assistant professor, and a lecturer.¹²⁰ The work positions of university teachers and the posts of professors and associate professors are filled under selection procedures to the extent of an approved structure of work positions of university teachers at a faculty and another part of CU.¹²¹
- (2) An employment contract for the post of a university teacher can be concluded with an employee without the scientific and pedagogical title nor the artistic and pedagogical title of a professor or associate professor upon a selection procedure for a period not exceeding 5 years.¹²²
- (3) A university teacher can fill the position of a professor or an associate professor upon one selection procedure for a period not exceeding 5 years. If a university teacher has filled the position of a professor or associate professor for the third time, while the overall work performance time has reached at least 9 years and he/she has been awarded the scientific and pedagogical title of “an associate professor“ or “a professor“ if speaking about the post of an associate professor, and the scientific and pedagogical or artistic and pedagogical title of “a professor“ if speaking about the post of a professor, he/she gains the right to conclude an employment contract with CU or its part for the post of a university teacher and be nominated into this post for a fixed term period until the age of 70 years.¹²³
- (4) The employment of university teachers shall be terminated at the end of an academic year in which they reach the age of 70 years, provided that their employment has not been terminated earlier and thus under special provisions. In the case of a faculty employee, the Rector or a dean can conclude an employment contract with a person exceeding the age of 70 years for the post of a university teacher if the employee performs his/her faculty activities for a period not exceeding one year; such an employment relationship can be concluded repeatedly.¹²⁴
- (5) The Rector or a dean can hire an employee for a shorter period of time or to conclude an agreement on activities performed outside of the employment relationship, and thus without a selection procedure for the post of a university teacher.¹²⁵
- (6) A university teacher is entitled to request a faculty dean to be released from his/her pedagogic activities, and or an appropriate period of time not exceeding one academic year. The purpose of release is the scientific or artistic work of the teacher. The release from work is based on the decision of a Dean. A teacher can address such a request once in five years of his/her permanent work performance at a faculty, without prejudice to other special provisions on employee remuneration.¹²⁶
- (7) The Rector, a dean, a vice-Dean are entitled to request release from their pedagogic activities within a year after termination of their posts, and in the scope and matter defined in paragraph 6.

¹²¹ Higher Education Act S 77 (1)

¹²⁰ Higher Education Act S 75

¹²² Note: the Higher Education Act accepts an exception for employees of Faculties of Medicine and Faculties of Pharmacy, and at workplaces requiring specialized training (S 77 (3) of Higher Education Act).

¹²³ Higher Education Act S 77 (4)

¹²⁴ Higher Education Act S 77 (6)

¹²⁵ Higher Education Act S 77 (8)

¹²⁶ Higher Education Act S 77 (5)

Art. 77

Selection Procedure for the Posts of Associate Professors, Professors, and Senior Employees of Comenius University

- (1) An invitation, organization, administration, and evaluation of a selection procedure for the posts of professors and associate professors, and for the positions and posts of senior employees of CU are governed by the principles of a selection procedure for the positions of university teachers, researchers, the posts of professors and associate professors, and the posts of senior employees of CU (hereinafter referred to as “Principles of Selection Procedure“).
- (2) The range of senior employees of CU whose posts are occupied upon a selection procedure is stipulated by the Higher Education Act, this Statute, and the CU Conditions of Employment.

Art. 78

Comenius University Research Workers

The work positions of research workers employed at CU and at faculties are filled upon selection procedures, and thus upon the Principles of Selection Procedure.

Art. 79

Habilitation Procedure for Associate Professor Degree and Inaugural Procedure for Appointment as Professor

- (1) CU performs the habilitation procedure for associate professor degree and inaugural procedure for the appointment of a professor (hereafter referred to as “habilitation procedure and appointment procedure“) in the fields of study for which CU acquired the right to perform the habilitation procedure and appointment procedure.
- (2) The criteria for acquiring the title of an associate professor and the criteria for acquiring the title of a professor are approved by the CU Scientific Board on a proposal of the Faculty Scientific Board.
- (3) Details on the procedure for acquiring scientific and pedagogical titles or artistic and pedagogical titles of an associate professor or a professor are stipulated by a generally binding law¹²⁷ and an internal rule of CU titled Principles of the habilitation procedure for granting the title of an associate professor and the professor appointment procedure of Comenius University approved by the CU Scientific Board.

Art. 80

Visiting Professor

- (1) The Rector or the dean may, upon consent of the CU Scientific Board, conclude an employment contract with a prominent expert for the position of a university teacher with the post of a visiting professor, and thus for a period not exceeding two years, if the work position is available at a faculty.¹²⁹ The Faculty Scientific Board provides the CU Scientific

¹²⁷ Decree of Ministry of Education of the SR No. 6/2005 Z.z. on the process of obtaining scientific and pedagogical degrees or artistic and pedagogical degrees of an associate professor and professor.

Board with the Dean's proposals for the positions of visiting professors. The proposal includes a workplan of continual education for the minimum period of one semester.

- (2) Visiting professors are eligible to use the title of "a visiting professor of CU in Bratislava" for the period of their work performance at CU.
- (3) Details on concluding an employment contract with a visiting professor are stipulated by an internal rule of CU issued by the Rector.

Art. 81 Professor Emeritus

- (1) Upon a proposal of the CU Scientific Board, the Rector may grant an honorary title of a "profesor emeritus" to a professor who is older than 70 years, who terminated his/her employment at CU, at a faculty or in a part of CU as a full professor and he/she continues in active scientific and pedagogical activities, and thus in honour to his/her significant benefits in the field of science or art and education.
- (2) The details on the procedure of granting an honorary title of a "profesor emeritus" are defined by an internal rule of CU issued by the Rector.

Art. 82 Comenius University Employees Register

The Ministry maintains the registry of employees of higher education institutions enlisting university teachers, research workers, and artistic workers of higher education institutions. CU is required to provide and update data in the registry of employees in the manner and on the dates stipulated by the Ministry.¹³¹

PART VIII COMENIUS UNIVERSITY ECONOMIC MANAGEMENT

Art. 83 Basic Provisions

- (1) CU manages its finances according to the Higher Education Act¹³² in accordance with the agreement that grants a subsidy from the state budget through the budget of the Ministry for the relevant year, according to the internal rules of economic management and the basic rules of the performance of the CU's business activities.
- (2) At the end of a calendar year, CU shall make a statement of its accounts and the settlement of financial relations with the budget of the Ministry and submit them to the Ministry within the deadline set by the Ministry.¹³³
- (3) The Rector of CU is accountable to the Minister for the efficient and effective use of the subsidies and their proper settlement with the state budget and the management of CU

¹²⁹ Higher Education Act S 79

¹³¹ Higher Education Act S 80 (b)

¹³² Higher Education Act SS 16 to 19, 88 and 89

¹³³ Higher Education Act S 16 (2)

property.¹³⁴ The Dean is accountable to the Rector for the economic management of the faculty.¹³⁵

Art. 84 **Comenius University Budgeting**

- (1) As a rule, the budget of CU is established for a calendar year as balanced.
- (2) The Rector submits the draft budget of CU to the Board of Directors of CU for approval upon its approval by the Academic Senate of CU.¹³⁶ The budgets of the faculties are approved by the senates of those faculties on the basis of the Dean's proposal.
- (3) The main sources of funding for CU are subsidies from the state budget. Other CU revenues include tuition fees, study-related fees, revenues from further education, revenues from CU property, intellectual property revenues, returns from its own financial funds, other earnings from the main activity of CU, subsidies from the municipalities budgets or higher territorial units.¹³⁷ With the consent of the CU Academic Senate and the Board of Directors of CU, CU may also use bank loans for research and development activities and financing capital expenditures as a source of funding.¹³⁸
- (4) CU shall distribute funds from the subsidy granted by the Ministry for the relevant calendar year to the faculties and other parts of CU according to the methodology for dividing the subsidy, which shall be issued by the Rector after being discussed in the Rector's Advisory Board of CU and approved by CU AS. The methodology for dividing the subsidy is mainly based on performance in the field of education and research.
- (5) After the distribution of the subsidy at CU, as a rule, the individual parts of CU draw up their own budgets for a calendar year as balanced. The faculties and self-management parts of CU manage the allocated funds independently according to the established budget of expenditures and revenues.
- (6) The CU Rector's office manages the subsidies allocated according to the methodology for dividing the subsidy. It centrally manages subsidy funds having the character of a capital subsidy.
- (7) The faculties and other parts of CU independently manage and deal with the special purpose funds of the European Union and the state budget funds intended to fund joint programmes of the Slovak Republic and the EU, based on the terms specified in the contract.
- (8) Deans of the faculties, the Bursar, directors, and heads of individual parts of CU are accountable to the Rector for managing financial funds.
- (9) Details on preparing and implementing the CU budget and creating other sources of funding for CU are laid down in the Basic Rules of Economic Management and the Basic Rules of Business Activities of CU.

¹³⁵ Higher Education Act S 28 (1)

¹³⁴ Higher Education Act S 19 (7)

¹³⁶ Higher Education Act S 10 (6)

¹³⁸ Higher Education Act S 16 (6) and (41) (1) (e)

¹³⁷ Higher Education Act S 16 (3) and (4)

Art. 85
Creation and Use of Comenius University Funds

- (1) CU creates the following financial funds in accordance with the Higher Education Act:
 - a) reserve fund,
 - b) reproduction fund,
 - c) scholarship fund,
 - d) the fund to support students with special needs.
- (2) CU may also create other funds according to special regulations and special purpose accounts of CU.
- (3) The financial funds of CU, excluding the funds according to special regulations, are created from the positive total economic result of CU, donations, inheritance, and related revenues in the amount stipulated by the Higher Education Act. The total economic result of CU is the sum total of its economic result for its main activity and of the economic result for business activities after tax.
- (4) Allocation of the total economic result of CU is made upon the approval of the annual report on economic management of CU for the previous calendar year by the Academic Senate of CU and the Board of Directors, not later than the end of the current calendar year.
- (5) The faculties shall pay funds to a special purpose account of CU in the amount of 3% of:
 - a) tuition fees for parallel study,
 - b) tuition fees for exceeding the standard length of study,
 - c) tuition fees under Sections 92 (8) and (9) of the Higher Education Act,
 - d) tuition fees paid by students of external study.
- (6) Details on creating and using funds and special purpose accounts of CU are regulated by the internal regulations of CU.

Art. 86
Rules of Economic Management and Disposal of Comenius University Property

- (1) CU uses its property to perform its tasks, to provide social services to CU students and employees, and also for its business activities in accordance with the law and internal regulations of CU.
- (2) When disposing of CU property, in particular real property, CU is governed by the generally binding statutory regulations¹⁴⁰ and rules of disposal of CU property established by the internal regulations of CU issued by the Rector.
- (3) CU property procurement and its reproduction, which is funded by public resources, is governed by the special law.¹⁴¹

¹⁴⁰ Higher Education Act S 17 and Act No. 176/2004 Z.z. on disposal of property of public institutions

- (4) CU is not authorized:
- a) to assume liability for the obligations of another person,
 - b) to make deposits in companies that are liable with their entire assets,
 - c) to put real property in a trading company or cooperative acquired by a transfer from the state and funds received from the state budget in the form of a subsidy.
- (5) The terms for making monetary and nonmonetary deposits in other legal entities must be specified in CU economic management rules issued by the Rector.

Art. 87

Rules of Comenius University Business Activities Performance

- (1) CU may perform business activities. In the course of business activities, it carries out its activities related to its educational, research, development, treatment, and prevention, artistic or other creative activities, or activities for the more effective use of human resources and property for payment.
- (2) Performance of business activities shall not put at risk the quality, scope, and availability of activities fulfilling the mission of CU. Funds received from the state budget in the form of a subsidy or from other sources intended to fund the main tasks for which CU has been established shall not be used to cover expenditures for business activities.
- (3) Expenditures for business activities must be covered by the revenues earned from them. Revenues achieved by these activities shall be used for the fulfillment of the tasks of CU for which they have been established.
- (4) The entire process of management of business activities is monitored and registered solely separately from the main economic management in a separate account kept in the State Treasury and separately in the analytical accounts of the relevant part of CU. Revenues and expenditures of business activities are not part of the CU budget.
- (5) Business activities are also carried out by the faculties and other parts of CU. The deans of the faculties are fully responsible for the performance of business activities at the faculties, in the self-managing parts of CU there are their directors, in the Rector's office, and centrally funded parts of CU there are the Bursar of CU and the director or head of the relevant part of CU.
- (6) The Dean of the faculty and the director of the self-managing part of CU conclude contracts in the course of business activities up to the total volume decided by the Rector of CU. The organizational, economic, and labour law aspects of business activities are laid down in the basic rules of CU business activities issued by the Rector of CU and approved by the Academic Senate of CU.

Art. 88

Economic Management Control

¹⁴¹ Act of the National Council of the Slovak Republic No. 25/2006 Z.z. on public procurement and on amendments to certain acts, as amended

- (1) The basic form of economic management control is properly and demonstrably kept accounting, annual accounts, and ongoing control of the factual and formal correctness of individual operations by authorized senior staff.
- (2) Subsequent economic management control is carried out in the form of themed inspections by the Chief Controller's Office of CU and other specialist staff of CU authorized by the Rector. At the faculty level, the Dean entrusts selected specialist staff with economic management control of the faculty.
- (3) When carrying out control activities, the CU Chief Controller's Office employees, as well as other CU employees authorized to inspect, are obliged to comply with the generally binding statutory regulations for control activities¹⁴³ and the generally binding statutory regulations on personal data protection.

Art. 89

Comenius University Economic Management Annual Report

- (1) The annual report on economic management of CU is a summary document on economic management of CU for the period of a calendar year and is prepared on the basis of documents from the faculties and parts of CU. The content particulars of the annual report on the economic management of CU are stipulated by the law.¹⁴⁴
- (2) The annual report on economic management of CU is approved by the Academic Senate of CU.

PART IX

COMMON, TRANSITIONAL AND FINAL PROVISIONS

Art. 90

Interpretation Rule

The provisions of the Statute of CU are to be interpreted according to the principles expressed in its preamble. If any doubts arise, the Rector shall interpret the provisions of the Statute of CU. The Rector's interpretation becomes binding after being discussed in the Academic Senate of CU. The Rector shall immediately inform the Rector Advisory Board of CU about the interpretation.

Art. 91

Official Board

- (1) CU and individual faculties have their own official board. If the internal regulations of CU do not state otherwise, documents concerning the entire CU are displayed at the official board of CU, while documents related to faculties are displayed on the official board of faculties.
- (2) The official CU board must carry a distinctive identification and be placed in a readily accessible place in the building that houses the CU Rector's Office. The official faculty

¹⁴³ e.g. Act of the National Council of the Slovak Republic No. 10/1996 Z.z. on control in state administration; Act No. 502/2001 Z.z. on financial control and internal audit

¹⁴⁴ Higher Education Act S 20 (3)

board must carry a distinctive identification and be placed in a readily accessible place in the building in which the Dean's Office of faculty sits.

- (3) The documents stated in the Higher Education Act are displayed on the official board.¹⁶ Apart from this, other documents and announcements are displayed on the official board based on the decision of the Rector or the dean.
- (4) The documents displayed on official boards are usually available on the CU Web page as well.

Art. 92

Harmonization of Statutes, Organization Codes, and Other Internal Regulations of Faculties and Parts of Comenius University

- (1) Faculties of CU harmonize their statutes and other internal regulations in accordance with this statute not later than two months after the date of entry into force of this statute. Parts of statutes or other internal regulations of faculties that are contrary to the provisions of the Statute of CU are not valid after the expiry of this period.
- (2) Parts of CU according to Annex No. 2, Table No. 2 harmonize their establishment plans and other internal regulations in accordance with this statute within two months after the date of entry into force of this statute. Parts of establishment plans or and other internal regulations of parts of CU that are contrary to the provisions of the Statute of CU are not valid after the expiry of this period.

Art. 92a

Harmonization of Statutes, Organization Codes, and Other Internal Regulations of Faculties and Parts of Comenius University with Supplement No.2

- (1) Faculties of CU are obliged to harmonize their statutes and other internal regulations in accordance with this statute with Supplements No. 1 and 2 and with the Higher Education Act.
- (2) Parts of according to Annex No. 2 are obliged to harmonize their organizational codes and other internal regulations in accordance with this statute in wording of the Supplements No. 1 and 2 and with Hogher Education Act.

Art. 92b

Transitional Provisions Effective after Supplement No. 2 Has Come into Effect

The composition of the Academic Senate of CU and the Academic Senate of CU faculties remains the same even after Supplement No. 2 of this statute has come into effect, research assistants that are members of the Academic Senate of CU and the Academic Senate of CU faculties remain members of the academic community until the termination of their mandate. This is without prejudice to the provisions of Article 19 of this Statute.

¹⁶ Higher Education Act S 57 (5), S 58 (7) and S 77 (1)

Art. 92c

Transitional Provisions Effective after Supplement No. 3 has come into effect

The current vice-president of the Academic Senate of CU for the student's part of the Academic Senate of CU is considered to be one of the vice-presidents of the Academic Senate of CU for the student's part of the Academic Senate of CU appointed in accordance with Article 16 (4).

Art. 93

Competences in respect of Theological Faculties

The provisions of the Statute of CU are applicable to theological faculties of CU in compliance with Section 34 subsection (2) Higher Education Act.

Art. 94

Comenius University Statute Modifications

- (1) Comenius University modifications take place via supplements which are numbered.
- (2) The Rector of CU is authorized to publish the full version of the Statute of CU after every modification. The Statute of CU, its supplements, and the full version are published in electronic form on the CU web page.

Art. 95

Repeal Provision

The Statute of Comenius University in Bratislava passed by the Academic Senate of CU on October 2, 2002, as amended, is repealed.

Art. 96

Final Provisions

- (1) Annex No. 1 Comenius University Objectives and Annex No. 2 Names of Comenius University in Bratislava, in Foreign Languages, Names of University Faculties and Names of Pedagogical, Research, Economic-administrative, Informative and Purpose-built Facilities are part of this Statute of CU.
- (2) The Statute was passed by the Academic Senate of Comenius University in Bratislava, on March 19, 2008.
- (3) The Statute of CU comes into force from the day of its registration with the Ministry, which is June 10, 2008, and comes into effect after the service of the decision upon CU on the registration by the Ministry on June 26, 2008.

- (4) Supplements to the Statute of CU come into force on the day of their registration with the Ministry and come into effect after the service of the Ministry decision on the registration.
- (5) Supplement No. 1 to the Statute of CU was passed by the Academic Senate of Comenius University, Bratislava, on November 3, 2010.
- (6) Supplement No. 2 to the Statute of CU was passed by the Academic Senate of Comenius University, Bratislava, on June 19, 2013.
- (7) Supplement No. 3 to the Statute of CU was passed by the Academic Senate of Comenius University, Bratislava, on June 18, 2014.
- (8) Supplement No. 4 to the Statute of CU was passed by the Academic Senate of Comenius University, Bratislava, on March 25, 2015.

Supplement No. 1 to the Statute of CU came into force on December 13, 2010 and came into effect January 21, 2011.

Supplement No. 2 to the Statute of CU came into force on October 10, 2013 and came into effect on October 14, 2013.

Supplement No. 3 to the Statute of CU came into force on July 31, 2014 and came into effect August 12, 2014.

Supplement No. 4 to the Statute of CU came into force on 6 May 2015 and came into effect on 12 May 2015.

In Bratislava, 27 May 2015

prof. RNDr. Karol Mičieta, PhD.
the Rector of CU

Annex No. 1 to Internal Regulation No. 19/2014 approved by CU AS

Mission of Comenius University in Bratislava

The basic mission of Comenius University is to develop and disseminate education and to ensure its deep understanding through creative scientific research, which opens new horizons in science and education.

Comenius University in Bratislava as the UNIVERSITY:

- is a reference point of science, research, education, and culture of Slovakia; carries out its research independently, freely selects research objectives and orientation in teaching, while

carrying out scientific research and education in almost all scientific and study fields and programmes, except engineering;

- founds its teaching on its own scientific activity, on drawing on the world's best sources of scientific knowledge and on an interdisciplinary approach to solving of problems. It communicates scientific knowledge not only to its students, but also disseminates it outside the university;
- it freely defines its goals and priorities and the members of its academic community enjoy, without restriction, academic freedoms and rights in the exercise of their profession;
- is the guarantor of freedom and democracy not only on its own academic ground, but also considers spreading of these principles throughout society as its mission;
- it is obliged to defend academic freedoms and rights, and its academic autonomy and independence.

Comenius University in Bratislava, as a CENTRE OF EXCELLENCE, pays special attention to the constant evaluation of the level of its scientific work and teaching so that its students are guided by excellent experts, teachers and scientists.

Comenius University in Bratislava is the oldest, largest, and most important NATIONAL UNIVERSITY of the Slovak Republic:

- emphasizes its relationship with the Slovak Republic, in which it has deep roots and which forms its foundations enabling it to look to the broadest international horizons, bringing comprehensive benefits not only to itself but also to Slovakia;
- having the ambition to be a leading center of the European education and a university with an international orientation, defines its strategic goals:
 - ❖ sustainable maintenance and development of its identity as an educational and scientific institution of a high international level;
 - ❖ to create excellent conditions for education in a wide range of study programmes at all levels of study with special emphasis on doctoral studies;
 - ❖ to prepare their graduates to represent not only the highest degree of personal and professional quality, but also humanity and humanism;
 - ❖ to improve the scientific and cultural prospects of society and its economic prosperity.

Annex No. 2 to Internal Regulation No.19/2014 approved by CU AS

Part 1

Names of Comenius University in Bratislava in Foreign Languages

- A) The name of CU in English is Comenius University in Bratislava
- B) The name of CU in Latin is Universitas Comeniana Bratislavensis
- C) The name of CU in German is Comenius-Universität in Bratislava
- D) The name of CU in Russian is Университет имени Коменского в Братиславе
- E) The name of CU in French is Université Commenius de Bratislava
- F) The name of CU in Spanish is Universidad Comenius de Bratislava

Part 2

Names of University Faculties

A) Names of faculties and their abbreviations in Slovak

| | | |
|-----|---|-----------|
| 1. | Univerzita Komenského v Bratislave, Lekárska fakulta | LF UK |
| 2. | Univerzita Komenského v Bratislave, Právnická fakulta | PraF UK |
| 3. | Univerzita Komenského v Bratislave, Filozofická fakulta | FiF UK |
| 4. | Univerzita Komenského v Bratislave, Prírodovedecká fakulta | PriF UK |
| 5. | Univerzita Komenského v Bratislave, Pedagogická fakulta | PdF UK |
| 6. | Univerzita Komenského v Bratislave, Farmaceutická fakulta | FaF UK |
| 7. | Univerzita Komenského v Bratislave, Fakulta telesnej výchovy a športu | FTVŠ UK |
| 8. | Univerzita Komenského v Bratislave, Jesseniova lekárska fakulta v Martine | JLF UK |
| 9. | Univerzita Komenského v Bratislave, Fakulta matematiky, fyziky a informatiky | FMFI UK |
| 10. | Univerzita Komenského v Bratislave, Rímskokatolícka cyrilometodská bohoslovecká fakulta | RKCMBF UK |
| 11. | Univerzita Komenského v Bratislave, Evanjelická bohoslovecká fakulta | EBF UK |
| 12. | Univerzita Komenského v Bratislave, Fakulta managementu | FM UK |
| 13. | Univerzita Komenského v Bratislave, Fakulta sociálnych a ekonomických vied | FSEV UK |

B) Names of faculties and their abbreviations in English

| | | |
|-----|--|-----------|
| 1. | Comenius University in Bratislava, Faculty of Medicine | FMED CU |
| 2. | Comenius University in Bratislava, Faculty of Law | FLAW CU |
| 3. | Comenius University in Bratislava, Faculty of Arts | FARS CU |
| 4. | Comenius University in Bratislava, Faculty of Natural Sciences | FNS CU |
| 5. | Comenius University in Bratislava, Faculty of Education | FEDU CU |
| 6. | Comenius University in Bratislava, Faculty of Pharmacy | FPHARM CU |
| 7. | Comenius University in Bratislava, Faculty of Physical Education and Sport | FSPORT CU |
| 8. | Comenius University in Bratislava, Jessenius Faculty of Medicine in Martin | JFMED CU |
| 9. | Comenius University in Bratislava, Faculty of Mathematics, Physics and Informatics | FMPH CU |
| 10. | Comenius University in Bratislava, Faculty of Roman Catholic Theology of Cyril and Methodius | FRCTH CU |
| 11. | Comenius University in Bratislava, Evangelical Lutheran Theological Faculty | FELTH CU |
| 12. | Comenius University in Bratislava, Faculty of Management | FM CU |
| 13. | Comenius University in Bratislava, Faculty of Social and Economic Sciences | FSES CU |

C) Names of faculties in Latin

| | |
|-----|---|
| 1. | Universitas Comeniana Bratislavenensis, Facultas scientiae atque artis medicae (Facultas medica) |
| 2. | Universitas Comeniana Bratislavenensis, Facultas iuridica |
| 3. | Universitas Comeniana Bratislavenensis, Facultas philosophica |
| 4. | Universitas Comeniana Bratislavenensis, Facultas rerum naturalium |
| 5. | Universitas Comeniana Bratislavenensis, Facultas paedagogica |
| 6. | Universitas Comeniana Bratislavenensis, Facultas pharmaceutica |
| 7. | Universitas Comeniana Bratislavenensis, Facultas educationis physicae et athleticae |
| 8. | Universitas Comeniana Bratislavenensis, Facultas medica Jesseniana Martinensis (Facultas medica Martinensis a Joanne Jessenio nominate) |
| 9. | Universitas Comeniana Bratislavenensis, Facultas mathematicorum, physicorum et artis informaticae |
| 10. | Universitas Comeniana Bratislavenensis, Facultas theologica Cyrillo-Methodiana Romano-Catholica |
| 11. | Universitas Comeniana Bratislavenensis, Facultas theologica evangelica |
| 12. | Universitas Comeniana Bratislavenensis, Facultas artis moderatoriae |

D) Names of faculties in German

| | |
|-----|---|
| 1. | Medizinische Fakultät der Comenius-Universität in Bratislava |
| 2. | Juristische Fakultät der Comenius-Universität in Bratislava |
| 3. | Philosophische Fakultät der Comenius-Universität in Bratislava |
| 4. | Naturwissenschaftliche Fakultät der Comenius-Universität in Bratislava |
| 5. | Pädagogische Fakultät der Comenius-Universität in Bratislava |
| 6. | Pharmazeutische Fakultät der Comenius-Universität in Bratislava |
| 7. | Fakultät für Körperkultur und Sport der Comenius-Universität in Bratislava |
| 8. | Jessenius-Medizinische Fakultät in Martine der Comenius-Universität in Bratislava |
| 9. | Fakultät für Mathematik, Physik und Informatik der Comenius-Universität in Bratislava |
| 10. | Kyrillus-und-Methodius-Römisch-katholische theologische Fakultät der Comenius-Universität in Bratislava |
| 11. | Evangelische theologische Fakultät der Comenius-Universität in Bratislava |
| 12. | Managementfakultät der Comenius-Universität in Bratislava |
| 13. | Fakultät für Sozial- und Wirtschaftswissenschaften der Comenius-Universität in Bratislava |

E) Names of faculties in Russian

| | |
|-----|--|
| 1. | Медицинский факультет Университета имени Коменского |
| 2. | Юридический факультет Университета имени Коменского |
| 3. | Философский факультет Университета имени Коменского |
| 4. | Факультет естественных наук Университета имени Коменского |
| 5. | Педагогический факультет Университета имени Коменского |
| 6. | Фармацевтический факультет Университета имени Коменского |
| 7. | Факультет физкультуры и спорта Университета имени Коменского |
| 8. | Медицинский факультет им. Есениуса в Мартине Университета имени Коменского |
| 9. | Факультет математики, физики и информатики Университета имени Коменского |
| 10. | Кирилло-мефодиевский факультет римо-католического богословия Университета имени Коменского |
| 11. | Факультет евангелического богословия Университета имени Коменского |
| 12. | Факультет менеджмента Университета имени Коменского |
| 13. | Факультет социальных и экономических наук Университета имени Коменского |

F) Names of faculties in French

| | |
|-----|--|
| 1. | Université Comenius de Bratislava, Faculté de Médecine |
| 2. | Université Comenius de Bratislava, Faculté des Droit |
| 3. | Université Comenius de Bratislava, Faculté des Lettres |
| 4. | Université Comenius de Bratislava, Faculté de Sciences naturelles |
| 5. | Université Comenius de Bratislava, Faculté de Sciences de l'éducation |
| 6. | Université Comenius de Bratislava, Faculté de Pharmacie |
| 7. | Université Comenius de Bratislava, Faculté d'Education physique et de Sport |
| 8. | Université Comenius de Bratislava, Faculté Jessenius de Médecine de Martin |
| 9. | Université Comenius de Bratislava, Faculté de Mathématiques, de Physique et d'Informatique |
| 10. | Université Comenius de Bratislava, Faculté de Théologie catholique de Cyril et Metod |
| 11. | Université Comenius de Bratislava, Faculté de Théologie protestante |
| 12. | Université Comenius de Bratislava, Faculté de Management |
| 13. | Université Comenius de Bratislava, Faculté des Sciences sociales et économiques |

G) Names of faculties in Spanish

| | |
|-----|--|
| 1. | Universidad Comenius de Bratislava, Facultad de Medicina |
| 2. | Universidad Comenius de Bratislava, Facultad de Derecho |
| 3. | Universidad Comenius de Bratislava, Facultad de Filosofía y Letras |
| 4. | Universidad Comenius de Bratislava, Facultad de Ciencias Naturales |
| 5. | Universidad Comenius de Bratislava, Facultad de Pedagogía |
| 6. | Universidad Comenius de Bratislava, Facultad de Farmacia |
| 7. | Universidad Comenius de Bratislava, Facultad de Educación Física y Deporte |
| 8. | Universidad Comenius de Bratislava, Facultad Jesseniana de Medicina de Martin |
| 9. | Universidad Comenius de Bratislava, Facultad de Matemáticas, Física e Informática |
| 10. | Universidad Comenius de Bratislava, Facultad Cirilometodiana de Teología Romano-Católica |
| 11. | Universidad Comenius de Bratislava, Facultad de Teología Evangélica |
| 12. | Universidad Comenius de Bratislava, Facultad de Ciencias Empresariales |
| 13. | Universidad Comenius de Bratislava, Facultad de Ciencias Sociales y Económicas |

Part 3

Names of Pedagogical, Research, Economic-administrative, Information and Special-purpose Facilities of the University

A/ Self-management parts

| No | Name (Slovak) | Abbreviation (Slovak) | Name (English) | Abbreviation (English) |
|-----|--|--------------------------|--|---------------------------|
| (1) | Univerzita Komenského v Bratislave, Centrum ďalšieho vzdelávania | CĎV UK | Comenius University in Bratislava, Centre for Continuing Education | CCE CU |
| 2. | Univerzita Komenského v Bratislave, Vedecký park | UVP UK | Comenius University in Bratislava, Science Park | SP CU |
| 3. | Univerzita Komenského v Bratislave, Vysokoškolský internát Družba | VI Družba UK | Comenius University in Bratislava, Družba Halls of Residence | DHR CU |
| 4. | Univerzita Komenského v Bratislave, Vysokoškolské mesto Ľ. Štúra - Mlyny | VM Ľ. Štúra-Mlyny UK | Comenius University in Bratislava, Ľudovít Štúr Campus – Mlyny | LSC – M CU |

B/ Centrally funded parts

| No | Name (Slovak) | Abbreviation (Slovak) | Name (English) | Abbreviation (English) |
|----|--|--------------------------|--|---------------------------|
| 1. | Univerzita Komenského v Bratislave, Akademická knižnica | AK UK | Comenius University in Bratislava, Academic Library | AL CU |
| 2. | Univerzita Komenského v Bratislave, Botanická záhrada | BZ UK | Comenius University in Bratislava, Botanical Garden | BG CU |
| 3. | Univerzita Komenského v Bratislave, Centrum informačných technológií | CIT UK | Comenius University in Bratislava, Information Technology Centre | ITC CU |
| 4. | Univerzita Komenského v Bratislave, Kanadské štúdiá | KŠ UK | Comenius University in Bratislava, Canadian Studies | CS CU |

| | | | | |
|----|---|---------------------|---|-----------------------------------|
| 5. | Univerzita Komenského v Bratislave, Psychologická poradňa | PP UK | Comenius University in Bratislava, Counselling Centre | CC CU |
| 6. | Univerzita Komenského v Bratislave, Učebno-výcvikové zariadenie Richňava | UVZ Richňava UK | Comenius University in Bratislava, Teaching and Training Facility Richňava | T&T Facility Richňava CU |
| 7. | Univerzita Komenského v Bratislave, UNESCO Katedra plurilingválnej a multikultúrnej komunikácie | UKPMK UK | Comenius University in Bratislava, UNESCO Chair in Plurilingual and Multicultural Communication | UNESCO CPMC CU |
| 8. | Univerzita Komenského v Bratislave, UNESCO Katedra výchovy k ľudským právam | UKVĽP UK | Comenius University in Bratislava, UNESCO Chair for Human Rights Education | UNESCO CHRE CU |
| 9. | Univerzita Komenského v Bratislave, Vydavateľstvo | Vydavateľstvo UK | Comenius University in Bratislava, Comenius University Press | CUP CU. |