



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

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approved by the Scientific Board of
Comenius University, Bratislava

**Internal System of Quality Assurance in Higher Education at
Comenius University, Bratislava**

Year 2021

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PREAMBLE

Under Sec. 15 (1)(b) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts as subsequently amended (hereafter referred to as the 'Higher Education Act') and in conjunction with Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendments and Supplements to Act No. 343/2015 Coll. on Public Procurement and on Amendments and Supplements to Certain Acts as subsequently amended (hereafter referred to as the 'Quality Assurance Act'), after being discussed in the CU Academic Senate on 3 November 2021 pursuant to Sec. 9 (1)(l) of the Higher Education Act and after being subsequently approved by the CU Scientific Board on 8 November 2021 pursuant to Sec. 12 (1)(b) of the Higher Education Act, Comenius University in Bratislava (hereafter referred to as 'CU') adopts the Internal System of Quality Assurance in Higher Education at CU (hereafter referred to as the 'Internal System' or the 'Regulation').

PART ONE INTRODUCTORY PROVISIONS

UNIT 1 Basic provisions

Art. 1

- (1) The Internal System has been adopted in accordance with the Standards for the Internal System of Quality Assurance in Higher Education (hereafter referred to as the 'Standards for the Internal System') and the Standards for the Study Programme (hereafter referred to as the 'Standards for the Study Programme') adopted by the Slovak Accreditation Agency for Higher Education (hereafter referred to as the 'SAAHE'). The Standards for the Internal System shall be defined as a set of requirements for the internal system of quality assurance in higher education and the method of its implementation. The Standards for the Study Programme shall be defined as a set of requirements which have to be fulfilled for obtaining the study programme accreditation and for the SAAHE's decision to authorise a higher education institution to design, implement and modify study programmes in a given field and degree of study.
- (2) The Standards for the Internal System are based on the European Standards and Guidelines for the Higher Education Area of 2015¹ and are in line with generally binding legal regulations, in particular the Quality Assurance Act and the Higher Education Act.
- (3) The quality assurance in higher education at CU is carried out through the implementation of its Internal System and its continuous development.
- (4) The Internal System regulates the method of fulfilling the mission of the higher education institution in the area of higher education through
 - a) strategy for quality assurance in higher education and quality assurance in research,

¹ Standards and Guidelines for Quality Assurance in the European Higher Education Area – ESG 2015.

- development, artistic and other creative activities (hereafter referred to as 'creative activities') undertaken by the higher education institution;
- b) processes of quality assurance in higher education and quality assurance in creative activities;
 - c) interconnection between creative activities and higher education provided by the higher education institution in a relevant field of study.
- (5) The Internal System falls under the internal system of quality of activities undertaken at CU which is an aggregate of all internal CU regulations. The Internal System is adequately supplemented through the entire internal system of quality of activities undertaken at CU.
- (6) Individual faculties may adopt their own internal systems of quality assurance either as one document or part of a document, or alternatively, they may regulate solely the faculty or field specificities. Internal systems adopted by faculties must be in compliance with the CU Internal System.

Art. 2

Evaluation of internal system and transparency

- (1) The CU Quality Assurance Board performs regular monitoring, evaluation, and receives proposals for reviewing the Internal System. It ensures that the Internal System contributes to the fulfillment of strategic goals in the area of quality assurance determined by CU in its strategic documents, especially in their Long-term Goals of Development.
- (2) The CU Quality Assurance Board evaluates the fulfillment of the Internal System and fulfillment of the Standards for the Internal System as well as other standards adopted by the SAAHE once a year and approves such evaluation after it has been discussed within the Rector's Advisory Body.
- (3) CU provides the public with easy access to formalized policies and processes as well as other CU Internal System documents by making all internal regulations pertaining to the Internal System public on the CU website in a clearly arranged way.
- (4) The method in which information about the CU activities is made public observes the special needs of persons with disabilities. The Center for Students with Special Needs is available to the CU students.
- (5) Regulations constituting the Internal System are made public in the Slovak and English language. Information about the study and study conditions is also made public in all languages in which the CU study programmes are implemented.

UNIT TWO

CU Quality Assurance Board

Art. 3

- (1) The CU Quality Assurance Board is the Rector's advisory and supervisory body with

initiative powers for ensuring and evaluating the internal system of quality assurance in higher education, science, and research.

- (2) The primary mission of the CU Quality Assurance Board is to create, implement, maintain and upgrade the internal system of quality in education, science, and research including all its parts as well as to improve quality and assure such quality in activities undertaken by CU, its faculties, and other units.

Art. 4

Scope of authority of CU Quality Assurance Board

- (1) The primary role of the CU Quality Assurance Board is to prepare, coordinate, and monitor the creation, implementation, and evaluation of the Internal System which is customized to the conditions of individual faculties and CU units and regulated by relevant generally binding legal regulations.
- (2) The scope of authority of the CU Quality Assurance Board also includes the following:
 - a) to evaluate the implementation of the Internal System at CU, its faculties, and units based on a schedule prepared by the CU Quality Assurance Board. The CU Quality Assurance Board proposes to the Rector, by means of resolutions, remedial and preventative measures related to the assurance, evaluation, and improvement of the CU Internal System as needed by respective areas of education, science, and research;
 - b) to check whether all activities falling within the quality assurance at CU and its units are effective and up-to-date;
 - c) to collect and evaluate information about the results of the quality assessment at CU. The CU Quality Assurance Board prepares and provides information about quality assurance and assessment at CU to advisory, self-governing and other CU bodies as requested by the Rector or alternatively by the CU Scientific Board or CU Academic Senate;
 - d) to take any other action necessary to ensure, monitor, or modify the CU Internal System.
- (3) The activities of the CU Quality Assurance Board are governed by this Regulation and time and material schedule for the Internal System.
- (4) The activities of the CU Quality Assurance Board are managed by its chairman appointed by the Rector. In the event that the chairman is absent, a deputy chairman of the CU Quality Assurance Board authorized by the chairman substitutes for him or her. The chairman of the CU Quality Assurance Board is responsible for preparing and adhering to the material and time schedule for the Internal System.

Art. 5

CU Quality Assurance Board members

- (1) CU Quality Assurance Board members are appointed and removed by the Rector. The Rector appoints representatives of individual faculties on the basis of proposals presented by deans of individual faculties.

- (2) The CU Quality Assurance Board chairman is appointed and removed by the Rector, usually the Vice-Rector for Quality Assurance. Other members of the CU Quality Assurance Board appointed by the Rector may include vice-rectors responsible for education and social affairs, scientific and research activities and doctoral studies, the bursar, representatives of individual faculties (usually the chairmen of quality assurance boards of individual faculties), representatives of the CU Academic Senate, students, employers, and quality assurance experts.
- (3) The CU Quality Assurance Board elects its deputy chairman from among its members who substitutes for the CU Quality Assurance Board chairman in his or her absence or in the event that the position of the CU Quality Assurance Board Chairman is vacant.

Art. 6

CU Quality Assurance Board meetings

- (1) CU Quality Assurance Board meetings are convened by its chairman or deputy chairman (if authorised to do so by the chairman) as necessary (at least twice a year).
- (2) The CU Quality Assurance Board has a quorum if more than a half of its members are present. For its resolution to be valid, more than a half of its present members have to consent to it.
- (3) The CU Quality Assurance Board may regulate more details concerning its meetings in its rules of procedure.

Art. 7

Quality assurance boards at faculties

- (1) Each faculty establishes its own quality assurance board with its members including the representatives of students and external stakeholders, especially employers and professional organizations (hereafter referred to as 'external stakeholders'). The faculty may establish a faculty quality assurance board to act as the dean's advisory body or as a common advisory, supervisory, and initiative body of the dean and one or both of the following bodies – academic senate and scientific board of the faculty. More details on the composition and operation of the faculty quality assurance board can be regulated in the internal regulation adopted by the faculty.
- (2) Unless stipulated otherwise in the internal regulation adopted by the faculty, members of the faculty quality assurance board are appointed and removed by the dean who, from among these members, appoints the quality assurance board chairman (as a general rule, it is the vice-dean).
- (3) The primary role of the faculty quality assurance board is to coordinate and monitor the creation, implementation and evaluation of the internal system of quality at individual faculty in compliance with guidelines, inquiries and tasks adopted by the CU Quality Assurance Board.

- (4) The scope of authority of the faculty quality assurance board also includes:
 - a) to evaluate the implementation of the internal system of quality at the faculty;
 - b) to inspect the effectiveness and up-to-dateness of all activities falling within the quality assurance at the faculty;
 - c) to collect and evaluate information about the results of quality assessment at the faculty and to prepare and provide information about quality assurance and assessment at the faculty to advisory, self-governing, and other bodies of the faculty as requested by the dean or alternatively by the scientific board or academic senate of the faculty;
 - d) to perform other activities needed to assure, monitor or change the internal system of quality at the respective faculty;
 - e) to provide the CU Quality Assurance Board with cooperation and support in fulfilling its tasks;
 - f) other tasks laid down in the internal regulation adopted by the faculty.
- (5) Art. 6 applies mutatis mutandis to the faculty quality assurance board meetings.
- (6) Unless otherwise stipulated in the internal regulation adopted by the faculty, the rules of procedure of the CU Quality Assurance Board apply mutatis mutandis to the faculty quality assurance board meetings unless the faculty quality assurance board adopts its own rules of procedure.

PART TWO
CREATING, APPROVING, IMPLEMENTING AND MODIFYING STUDY PROGRAMMES,
THEIR MONITORING AND REGULAR ASSESSMENT

Art. 8

- (1) This part of the Internal System regulates the rules for creating, approving, implementing, and modifying each study programme in accordance with S 3 (3)(a) of the Quality Assurance Act. These rules:
 - a) reflect the area of knowledge according to the relevant field of study or combination of fields of study in which graduates obtain higher education;
 - b) modify the scope of authority of CU bodies and CU faculties in the process of approving the study programme;
 - c) ensure that the representatives of students, employers from the relevant area of economy, and other stakeholders are engaged in the creation and modification of the study programme;
 - d) define the knowledge, skills and competences to be acquired by a graduate in the course of his or her study corresponding to the relevant level of the national qualification framework;
 - e) ensure that the Standards for the Study Programme are met.
- (2) This part of the Internal System also regulates the rules for monitoring and regular evaluation of study programmes in which also students, employers from the relevant area of economy, and other stakeholders are engaged under Sec. 3 (3)(f) of the Quality Assurance Act.

UNIT ONE
Accreditation Board

Art. 9
CU Accreditation Board

- (1) The CU Accreditation Board (hereafter referred to as the 'CU Accreditation Board') is the permanent body of CU responsible for ensuring the assessment of study programmes within all three degrees of higher education at CU.
- (2) The primary mission of the CU Accreditation Board is a transparent, fair, professional, objective, and independent assessment and approval of study programmes, their modification, change, suspension, and cancellation in accordance with the Standards for the Internal System and Standards for the Study Programme.

Art. 10
Scope of authority of CU Accreditation Board

- (1) The primary role of the CU Accreditation Board is in particular to
 - a) hold discussions about and approve proposed new study programmes, proposed study programme cancellations, proposed study programme modifications and changes (hereafter referred to as 'study programme proposal') submitted by the faculty accreditation board;
 - b) periodically assess and approve the study programme in compliance with the Standards for the Study Programme, Standards for the Internal System as well as with the CU Internal System within the time period corresponding to its standard length of study;
 - c) conceptually manage and inspect the activities and work presented by the accreditation boards of faculties (hereafter referred to as 'faculty accreditation board');
 - d) perform other related tasks and activities laid down primarily in this or other internal regulation.
- (2) The CU Accreditation Board ensures with respect to study programmes that:
 - a) the evaluation and approval of study programme is transparent, fair, professional, objective and independent and any conflict of interest or bias is avoided;
 - b) the compliance of study programmes with the Standards for the Internal System and Standards for the Study Programme is assessed;
 - c) the fact whether study programmes clearly specify and define the qualification gained after successfully completing the programme is assessed and the level of such qualification meets the requirements of the relevant degree within the qualification framework;
 - d) the fact whether the scope and degree of qualification meet employers' specific expectations in terms of economic sectors is assessed;
 - e) the fact whether study programmes have a clearly defined graduate profile and within such profile clearly specified and communicated objectives and learning process outcomes which are verifiable and correspond to the CU mission, relevant qualification framework degree, and the area of knowledge according to the relevant field of study or a combination of fields of study in which their graduates obtain their higher education

- degree is assessed;
- f) the fact whether study programmes provide an unequivocal interconnection between learning process and creative activities (where the level and focus of a creative activity correspond to the degree of the higher education and outcomes of the learning process) is assessed;
 - g) the fact whether study programmes provide their students with transferable skills which impact their personal growth and may be utilised in their future professional careers and lives of citizens actively engaged in democratic societies is assessed.

Art. 11
CU Accreditation Board members

- (1) CU Accreditation Board members are appointed and removed by the Rector after discussions thereabout are held in the CU Quality Assurance Board first.
- (2) It is not allowed for a member of the CU Accreditation Board to be a member of a faculty accreditation board or a member of the study programme board at the same time. A person may be repeatedly appointed a member of the CU Accreditation Board.
- (3) CU Accreditation Board members must refrain from any status and activities that could raise any suspicion of a potential conflict of interest. In particular, they cannot participate in any preparation or approval of study programmes at any different higher education institution. CU Accreditation Board members have to keep confidential all non-public facts which the CU Accreditation Board discusses as well as ensure that all personal data which they learn about during their activities is protected.
- (4) CU Accreditation Board members are
 - a) members representing various fields of study and groups of fields of study – at least one member representing natural sciences, at least one member representing medicine and healthcare, at least one member representing social sciences and at least one member representing humanities; these members may or do not have to be from within CU; candidates running for CU Accreditation Board members under this Subsection are proposed by CU Academic Senate members, deans, and members of the CU management;
 - b) at least one member from the external environment; candidates are proposed by deans, members of the CU Academic Senate representing the staff, and Rector; the Rector may also announce a public call for proposals for candidates from the external environment;
 - c) at least one member working at a higher education institution or other institution for scientific research outside of the Slovak Republic; candidates are proposed by deans or Rector; the Rector may also announce a public call for proposals for candidates working at a higher education institution outside of the Slovak Republic;
 - d) at least one member who is a student representative; candidates are proposed from among the CU students by members of the CU Academic Senate representing students and student associations operating at CU and its faculties.
- (5) The administrative work of the CU Accreditation Board as well as its organizational and

technical issues are handled by the secretary who is appointed by the Rector with the consent of the CU Accreditation Board chairman or CU Accreditation Board members. The CU Accreditation Board chairman manages the work carried out by the secretary. The secretary is not a member of the CU Accreditation Board. The CU Accreditation Board secretary is employed by the CU Rector's Office. The position of the CU Accreditation Board secretary is not compatible with the position of a CU Accreditation Board member, position of a faculty accreditation board member, and position of a study programme board member.

- (6) The activities of the CU Accreditation Board are managed by the CU Accreditation Board chairman and in his or her absence by the CU Accreditation Board deputy chairman.
- (7) The CU Accreditation Board chairman and deputy chairman are elected by CU Accreditation Board members from among them at their first meeting. A simple majority of votes of all members of the CU Accreditation Board is required.
- (8) The CU Accreditation Board membership starts to exist on the day on which the CU Accreditation Board member is appointed by the Rector.
- (9) The CU Accreditation Board member cannot be represented by any person.
- (10) CU Accreditation Board members under Subsection 4 paragraphs (a) to (c) hold their position for four years and CU Accreditation Board members under Subsection 4 (d) for two years.
- (11) The CU Accreditation Board membership ceases to exist:
 - a) at the end of the period designated for holding the position;
 - b) upon death;
 - c) by resignation on the membership delivered to the Rector;
 - d) at the end of or during the interruption of student's study;
 - e) upon removal by the Rector.
- (12) In the event that the membership ceases to exist, the Rector is obliged to appoint a new member for the relevant area within 30 calendar days. The period designated for holding the position by such new member is consistent with Subsection 10 hereof.

Art. 12

CU Accreditation Board meetings

- (1) The first CU Accreditation Board meeting is convened by the Rector without undue delay.
- (2) The following CU Accreditation Board meeting is convened by its chairman or deputy chairman authorised by him or her. If it is not possible (e.g., the position of the CU Accreditation Board chairman ceased to exist), it is convened by the Rector who presides over it when the election of a new CU Accreditation Board chairman is on its agenda. The CU Accreditation Board meetings must be held at least three times per calendar year.

- (3) Where justified, the CU Accreditation Board meetings can also be held by video conference or by other means of information and communication technology without the physical presence of CU Accreditation Board members. This also applies to voting by CU Accreditation Board members provided that technical conditions allow it (hereafter referred to as 'remote meeting'). The provisions contained in this unit on the CU Accreditation Board apply mutatis mutandis to remote meetings.

Art. 13

Preparing and convening CU Accreditation Board meetings

- (1) CU Accreditation Board meetings are prepared by the secretary in cooperation with the CU Accreditation Board chairman, relevant vice-rectors, and submitters of documents.
- (2) Documents to be discussed at the CU Accreditation Board meetings (hereafter referred to as the 'documents') are presented mainly by the Rector, vice-rectors, and deans (acting on behalf of the Rector), faculty accreditation board, or alternatively, persons responsible for the accreditation of the study programme (hereafter referred to as the 'submitter').
- (3) The documents have to include presented proposal, proposed decision, and, if necessary, other written documents supplementing or explaining the presented proposal.
- (4) All documents have to be drawn up in a well-arranged and comprehensible way containing factually correct information. The submitter must ensure that their content is in compliance with generally binding legal regulations and CU internal regulations.
- (5) The CU Accreditation Board meetings are convened via a written invitation specifying the date, venue, and agenda of the meeting.
- (6) The CU Accreditation Board chairman is under an obligation to convene a CU Accreditation Board meeting without undue delay (no later than within 14 days) if requested to do so by the Rector or a dean.
- (7) Apart from the CU Accreditation Board members, invitations to every CU Accreditation Board meeting are also sent to the Rector, CU management members, dean (where a document from the relevant faculty is discussed), and submitter. The CU Accreditation Board may also invite CU Accreditation Board working groups, as well as other stakeholders and persons, if necessary (where the circumstances so require). However, these persons have no voting rights. The CU Accreditation Board or its chairman can decide that the CU Accreditation Board meeting is public.
- (8) Those CU Accreditation Board members who cannot participate in the CU Accreditation Board meeting for objective reasons must send a timely note to the CU Accreditation Board chairman excusing them for their absence at the meeting.

Art. 14

Chairing CU Accreditation Board meeting and its course

- (1) A CU Accreditation Board meeting is chaired and its course is managed by its chairman or deputy chairman authorized to do so by the chairman.
- (2) The CU Accreditation Board approves the agenda at the commencement of the meeting. The CU Accreditation Board members and the Rector or vice-rector (acting on behalf of the Rector) may present proposals for changing or supplementing the agenda.
- (3) The secretary or submitter or other person authorized by the CU Accreditation Board chairman introduces the presented document at the outset, justifies its content, and presents the proposed decision.
- (4) The Rector or vice-rector (acting on behalf of the Rector) or bursar has the right to speak at CU Accreditation Board meetings always when they so request. The dean has the right to speak at CU Accreditation Board meetings whenever the discussion concerns the relevant faculty. If other stakeholders and people who participate in CU Accreditation Board meetings request to speak at the meeting, they will be allowed to do so.
- (5) The CU Accreditation Board members have the right to request additional information and explanations from the submitter.
- (6) The CU Accreditation Board members have the right to present procedural proposals concerning the way in which the matter is discussed and concerning the time and material advancement of discussions of the CU Accreditation Board.

Art. 15
CU Accreditation Board decisions

- (1) The CU Accreditation Board has a quorum if more than a half of all its members is present. If, in the course of the meeting, the chairman finds out that the condition prescribed in the previous sentence is not complied with, the chairman suspends or terminates the meeting as appropriate.
- (2) The CU Accreditation Board members adopt decisions by a simple majority of votes of the present members. Its decisions become effective on the day they are adopted. The CU Accreditation Board decisions are binding. No appeal may be filed against them.
- (3) The submitter may withdraw his or her proposal at any time until the CU Accreditation Board proceeds to discuss the proposal in its entirety.
- (4) The proposed decision is presented by the chairman in cooperation with the CU Accreditation Board secretary, who may, if needed, request more time necessary to prepare its wording.
- (5) The submitter is notified of the final decision in writing. The CU Accreditation Board delivers the final decision along with the reasons for rendering such decision (provided that the decision is negative or that it is positive despite the fact that the previous decision of the faculty accreditation board was negative) and proposals for improvement if necessary.

Art. 16
CU Accreditation Board meeting minutes

- (1) Every CU Accreditation Board meeting is recorded in minutes. The chairman of the CU Accreditation Board is responsible for the final minutes but the draft minutes are taken by the CU Accreditation Board secretary.
- (2) The minutes include, in particular
 - a) venue and date of the CU Accreditation Board meeting;
 - b) approved agenda;
 - c) brief description of agenda items to be discussed at the meeting;
 - d) entire wording of all resolutions /decisions adopted and the number of votes cast for every proposed resolution / decision and every other proposal voted on during the meeting;
 - e) detailed statement of reasons for the decision provided that the decision adopted by the CU Accreditation Board is negative or such decision changes or overrules the decision adopted by the faculty accreditation board;
 - f) other facts if the CU Accreditation Board makes such a decision.
- (3) The minutes come with an attendance sheet. The minutes along with the resolutions/decisions are delivered to the submitters without undue delay.

Art. 17
Disclosure of information, archiving and delivery of CU Accreditation Board meetings documents

- (1) Information about the upcoming CU Accreditation Board meeting is always available on the CU website before each such meeting is held.
- (2) The following documents are also made public on the CU website:
 - a) minutes of CU Accreditation Board meetings;
 - b) up-to-date list of CU Accreditation Board members;
 - c) extracts from the resolutions/decisions adopted at CU Accreditation Board meetings;
 - d) other written documents as decided by the CU Accreditation Board.
- (3) Documents made in connection with activities of the CU Accreditation Board are archived in paper and electronic form in accordance with the CU internal regulation. The CU Accreditation Board secretary is responsible for keeping the records of the CU Accreditation Board.
- (4) All written documents, especially invitations and documents intended for CU Accreditation Board meetings, are delivered to its members and invited guests electronically via e-mail. In urgent cases, invitations and documents intended for meetings are also delivered by other appropriate means. The delivery of written documents and documents intended for CU Accreditation Board meetings must meet all formal requirements.

Art. 18
CU Accreditation Board working groups

- (1) The CU Accreditation Board may establish temporary working groups acting as its advisory bodies (hereafter referred to as the 'working group').
- (2) More details on the composition and tasks of the CU Accreditation Board working group will be specified in the decision adopted by the CU Accreditation Board. The chairman and members of the working group are elected and removed by the CU Accreditation Board.
- (3) Provisions regulating CU Accreditation Board meetings, provisions on preparing, convening, conducting the meetings, provisions on CU Accreditation Board decisions, minutes of CU Accreditation Board meetings, as well as the provisions on disclosing information to the public, archiving, and delivering the CU Accreditation Board meetings documents apply to working group meetings mutatis mutandis.
- (4) The activities of the working groups are coordinated by the CU Accreditation Board chairman or CU Accreditation Board member authorized by the chairman.
- (5) The working groups present their outputs to the CU Accreditation Board chairman.
- (6) Members of the working group participate in the CU Accreditation Board meetings if necessary and based on the decision adopted by the CU Accreditation Board chairman.

Art. 19
Faculty accreditation board

- (1) The faculty accreditation board is a faculty's permanent body ensuring the assessment of study programmes in all levels of higher education provided at the relevant faculty.
- (2) The primary task of the faculty accreditation board is in particular to
 - a) discuss and approve proposed new study programme and, along with its report on meeting all requirements, to submit such proposal for further discussion and approval to the CU Accreditation Board;
 - b) perform other related tasks and activities primarily prescribed by the internal regulation of CU or faculty.
- (3) Faculty accreditation board members are appointed and removed by the dean.
- (4) A faculty accreditation board member cannot, at the same time, be a CU Accreditation Board member. A faculty accreditation board member can, at the same time, be a member of the study programme board. In such cases, the faculty ensures that the obligation arising from the Standards for the Study Programme² is met and thus the faculty accreditation board member is excluded from voting on documents prepared by the study programme

² Art. 3(1) of the Standards for the Study Programme guarantees that persons assessing and approving a study programme are different from those preparing the proposal of such study programme.

board (the membership of which he or she enjoys). A faculty accreditation board member is also excluded from decision-making about a study programme the proposal of which he or she was engaged in preparing. A person may be repeatedly appointed a faculty accreditation board member.

- (5) The provisions governing the CU Accreditation Board membership (which are not specifically provided for in Subsection 6, provisions on the CU Accreditation Board meetings, their preparation, convening, conducting and course, provisions on the CU Accreditation Board decision-making, CU Accreditation Board meeting minutes, provisions on disclosing information, archiving, and delivery of the CU Accreditation Board meeting documents apply to the faculty accreditation board mutatis mutandis. The faculty regulation may provide more details or deviations for the legal regulation of the faculty accreditation board. However, the faculty regulation cannot exclude the obligation to provide a detailed justification of adverse decisions adopted by the faculty accreditation board, nor the right of the submitter to attend the faculty accreditation board meeting and speak during the discussion, nor the provisions contained in this Regulation on the creation and disclosure of minutes taken at faculty accreditation board meetings, nor the provisions contained in this Regulation on disclosing information, archiving, and delivery of the faculty accreditation board meeting documents.
- (6) Members of the faculty accreditation board include:
- a) at least three members who represent a field of study or fields of study implemented at the faculty (and who may or do not have to be from within the faculty); candidates for such members are proposed by members of the faculty management, senior employees in charge of faculty departments where pedagogical activities are performed, members of the faculty academic senate;
 - b) at least one member from the external environment; candidates are proposed by the members of the faculty management, members of the faculty academic senate representing the staff; the dean may also announce a public call for proposals for candidates from the external environment;
 - c) at least one member working at a higher education institution outside of the Slovak Republic; candidates are proposed by the members of the faculty management, members of the faculty academic senate representing the staff; the dean may also announce a public call for proposals for candidates from the external environment;
 - d) at least one member who is a student representative; candidates are proposed from among the students by members of the faculty academic senate representing students and student associations operating at the faculty.

UNIT TWO

Persons responsible for study programme quality assurance (guarantors and co-guarantors) and study programme board

Art. 20

Guarantors and co-guarantors

- (1) Each study programme implemented at CU is overseen by a designated person who has relevant competence and bears the primary responsibility for establishing, developing and

assuring the quality of such study programme or otherwise defined integral part of the study programme – the so called main person responsible for study programme (hereafter referred to as the 'guarantor')³ and other persons who assure the quality of core subjects and are co-responsible for establishing, developing, and assuring the quality of the study programme or otherwise defined integral part of the study programme – so called persons responsible for the study programme (hereafter referred to as the 'co-guarantors').

- (2) CU has a designated guarantor under Subsection 1 provided that the study programme is implemented
 - a) within the relevant field of study;
 - b) within two combined fields of study, in teacher training combination study programmes or translation and interpretation combination study programmes;
 - c) as a first degree study programme implemented as interdisciplinary studies;
 - d) within the relevant field of study at several faculties or in several seats;
 - e) as a joint study programme within the relevant field of study.
- (3) The study programme under Subsection 2 (b) has a guarantor designated for each field of study in which its graduates obtain a higher education degree. As for the teacher training combination study programmes, there is a guarantor designated for each teaching specialization according to the subject affiliation to the field of study and separately for the teacher training foundations. As for the translation and interpretation combination study programmes, there is a separate guarantor for each specialization according to the affiliation to the language and a separate guarantor for translation studies foundations.
- (4) Regarding the study programme under Subsection 2 (c), there is a guarantor designated for each study programme in which its graduates obtain a higher education degree.
- (5) Regarding the study programme under Subsection 2 (d), there is a guarantor designated separately for each faculty or other CU part and separately for each seat in which the study programme is implemented as a whole.
- (6) Regarding the study programme under Subsection 2 (e), there is a guarantor designated for the relevant part of the joint study programme implemented at CU and there is also a principal person designated for implementing the relevant part of the joint study programme provided by the cooperating higher education institution. More details will be provided in the agreement on the implementation of a joint study programme entered into between higher education institutions.
- (7) Regarding the study programmes under Subsection 2 (b) through (e), CU also establishes the position of a principal guarantor who is one of the guarantors designated in accordance with Subsections 3 through 6. The provisions on guarantor also apply to the principal guarantor, unless otherwise stipulated. A faculty internal regulation may provide for more detailed rules for guarantors and principal guarantors under this Subsection.
- (8) Regarding the study programme under Subsection 2 (e), the main person responsible for the study programme at CU is the person responsible for the relevant part of the study

³ Art. 6(4) of the Standards for the Study Programme.

programme provided by CU. In such a case, the person responsible for the relevant part of the study programme provided by the cooperating higher education institution is deemed as a person also responsible for the study programme.

- (9) The guarantor cannot be the main person responsible for establishing, developing and assuring the quality of a study programme at a different higher education institution in the Slovak Republic.
- (10) One guarantor may bear the primary responsibility for establishing, developing, and assuring the quality of no more than three study programmes. This number does not include the following cases of concurrence:⁴
- a) a follow-up higher-degree study programme in a given field of study implemented in the same part of CU;
 - b) another form or a language mutation of an identical study programme;
 - c) a part of the joint study programme content-based on the given field of study;
 - d) a part of the study programme in a combination of two fields of study based on a given field of study and implemented at the same faculty;
 - e) the specialization of a teacher training combination study programme content-based on the given field of study;
 - f) the specialization of the translation combination study programme content-based on the given language;
 - g) the conversion study programme content-based on the study programme in the given field and degree of study;
 - h) a part of the first-level study programme implemented as interdisciplinary studies the content of which is based on the given field of study.
- (11) Scientific, professional, and pedagogical prerequisites and requirements for guarantors and co-guarantors are laid down in Part Three hereof. The level of guarantors' and co-guarantors' creative activities has to correspond at least to the level prescribed for the given degree of higher education for teachers providing core subjects.
- (12) The guarantor is a professor in the relevant field of study working for set weekly working hours. In the case of a bachelor's study programme, the guarantor is a professor or an associate professor in the relevant field of study working for set weekly working hours.
- (13) The co-guarantor is a professor or an associate professor in the relevant field of study working for set weekly working hours (with the exception of foreign language teachers).
- (14) Regarding the study programme under Subsection 2(a), four co-guarantors are designated. Regarding the study programme falling within a field of study the content of which is related to the training of experts for any of the regulated professions with coordination of education listed in Annex No. 2 to Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereafter referred to as the 'MESRS SR') No. 16/2016 Coll. and stems from the fields assigned to regulated professions under Government Regulation No. 296/2010 Coll., it suffices to designate two co-guarantors.

⁴ Art. 7(3) of the Standards for the Study Programme.

- (15) Regarding the study programme under Subsection 2(b) through (e), each guarantor is assigned two co-guarantors who, together with such guarantor, bear responsibility for the relevant part of the study programme consisting in specialization, translation studies foundation, teacher training foundations, field of study or a part of the joint study programme.
- (16) In the event that several study programmes within the relevant field of study are implemented in different seats or at different faculties, the guarantor and co-guarantors are designated separately for each seat and each faculty. This does not apply to teacher training foundations and translation studies foundations, the quality of which may be jointly guaranteed for several faculties having the same seat.

Art. 21

Tasks of guarantors and co-guarantors

- (1) The guarantor mainly
- a) coordinates the content preparation of the study programme or its integral part in cooperation with teaching staff engaged in such study programme;
 - b) ensures that the study programme or its integral part is implemented in compliance with accreditation standards and internal accreditation files;
 - c) supervises the quality of the implemented study programme or its integral part;
 - d) approves the topics of final theses (topics of dissertations are approved by the guarantor only after these have been approved by the scientific field commission first);
 - e) in cooperation with heads of departments at which the relevant teaching staff works, approves the teaching staff engaged in the implementation of study programme or its integral part except for cases in which the guarantor himself or herself is the head of the department at which the relevant teacher works;
 - f) develops the study programme or its integral part in terms of its content and methodology in line with the latest knowledge in the given field of study and in line with the practice requirements for graduates;
 - g) submits proposals for modifying internal regulations concerning the study to the dean;
 - h) cooperates with the heads of faculty departments and persons responsible for other study programmes or integral parts of study programmes;
 - i) if required, attends meetings concerning the processes of internal system of quality held by faculty's bodies;
 - j) monitors the activities of the teaching staff participating in the implementation of study programme mainly by sitting in on classes and carrying out inspections;
 - k) provides cooperation in the production of annual reports on educational activities or other evaluation reports concerning the information on the study programme or its integral part;
 - l) implements measures adopted with the aim of improving the study programme or its integral part resulting from the evaluation of such study programme or its integral part.
- (2) The co-guarantors
- a) ensure that the study programme or its integral part is implemented in compliance with accreditation standards and internal accreditation files;
 - b) supervise the quality of the implemented study programme or its integral part;
 - c) develop the study programme or its integral part in terms of its content and

- methodology in line with the latest knowledge in the given field of study and in line with the practice requirements for graduates;
- d) monitor the activities of the teaching staff participating in the implementation of study programme mainly by sitting in on classes and carrying out inspections;
 - e) provide cooperation in the production of annual reports on educational activities or other evaluation reports concerning the information about the study programme or its integral part;
 - f) implement measures adopted with the aim of improving the study programme or its integral part resulting from the evaluation of such study programme or its integral part.
- (3) In the case of the guarantor under Art. 20(3) through (6), the tasks referred to in Subsection 1 only relate to the scope of authority and responsibility under Art. 20(2)(b) through (e) and (3) through (6). This applies to the co-guarantors' scope of authority and responsibility mutatis mutandis.
- (4) The principal guarantor
- a) coordinates the content preparation of the study programme or its integral part in cooperation with the teaching staff engaged in such study programme;
 - b) ensures that the study programme or its integral part is implemented in compliance with accreditation standards and internal accreditation files;
 - c) supervises the quality of the implemented study programme or its integral part;
 - d) submits proposals for modifying internal regulations concerning the study to the dean;
 - e) cooperates with the heads of faculty departments and persons responsible for other study programmes or integral parts of study programmes;
 - f) if required, attends meetings concerning the processes of internal system of quality held by faculty's bodies;
 - g) monitors the activities of the teaching staff participating in the implementation of study programme mainly by sitting in on classes and carrying out inspections;
 - h) provides cooperation in the production of annual reports on educational activities or other evaluation reports concerning the information about the study programme or its integral part;
 - i) implements measures adopted with the aim of improving the study programme or its integral part resulting from the evaluation of such study programme or its integral part.
- (5) The faculty may entrust the guarantor, co-guarantors and the principal guarantor with other tasks in its internal regulation.

Art. 22

Appointment of guarantors and co-guarantors and termination of their position

- (1) The guarantor and co-guarantors of the study programme are appointed by the dean prior to the commencement of study programme preparation. Internal regulations adopted by the faculty may stipulate that the proposal has to be discussed in the faculty quality assurance board.
- (2) Changes in the guarantor and co-guarantor of an accredited study programme are approved, on the basis of a proposal presented by the dean, by the accreditation board of

the faculty at which such study programme is implemented. The dean may lodge an appeal against adverse decisions made by the faculty accreditation board to the CU Accreditation Board. Provisions on approving study programmes provided for in this Regulation apply to this procedure *mutatis mutandis*. The faculty accreditation board notifies the CU Accreditation Board about the change in the guarantor and the CU Accreditation Board may, within the time period of 6 months, commence proceedings in which it reviews the change in the guarantor or co-guarantors and makes decision on approving or not approving his or her appointment.

- (3) The dean removes the guarantor or co-guarantor from their position provided that they no longer meet the qualification requirements prescribed by the SAAHE standards.
- (4) The dean also removes the guarantor or co-guarantor from their position if no remedy can be found otherwise and the guarantor or co-guarantor
 - a) fails to sufficiently fulfil obligations related to his or her position of guarantor or co-guarantor;
 - b) the results of his or her creative activities do not sufficiently guarantee the development and sustainability of the study programme.
- (5) The dean may in justified cases remove the guarantor and co-guarantor from their position for other reasons as well.
- (6) The position of guarantor and co-guarantor is terminated:
 - a) by removal from such position;
 - b) by not being granted the authorisation to implement the study programme within one calendar year from the day of appointment under Subsection 1;
 - c) by withdrawing the authorisation to implement the study programme;
 - d) by cancelling the study programme;
 - e) on the day on which a new guarantor or co-guarantor is appointed in the event that the old guarantor or co-guarantor resigns;
 - f) by termination of employment for set weekly working hours at the relevant faculty.
- (7) After the position of guarantor or co-guarantor is terminated, the dean has to appoint a new guarantor or co-guarantor within 3 months. Otherwise, the dean has to request the suspension of the study programme.

Art. 23

Position and scope of authority of study programme board

- (1) The study programme board (hereafter referred to as the 'study programme board') is a permanent body established by the faculty.
- (2) The primary task of the study programme board is to produce a proposal for the accreditation of a new study programme, proposal for the modification of the study programme or a proposal for the suspension or cancellation of the study programme (hereafter referred to as the 'study programme proposal').

- (3) Where there are changes in the implementation of study programme which are not considered the modification of study programme, it
- a) approves the alterations to the information sheet of a compulsory subject, compulsory elective subject, or elective subject including teacher and recommended literature updates;
 - b) drafts the proposal for changes in the conditions for implementing the study programme unless it is a change under paragraph a).
- (4) The study programme board also performs the following activities:
- a) it is responsible for implementing measures adopted by the faculty accreditation board or CU Accreditation Board, or alternatively for the cancellation of study programme and ensuring that the study of students of the cancelled study programme is terminated in a different study programme within the given field of study;
 - b) it verifies the sustainability of study programme once per academic year where such verification includes
 1. fulfillment of standards for the study programme including sufficient spatial, material, technical, information, and personnel resources for a study programme;
 2. presumption of the fulfillment of standards for the study programme including sufficient spatial, material, technical, information, and personnel resources for a study programme in the following academic year;
 - c) it adopts proposals for implementing measures or proposals for study programme modification;
 - d) it is responsible for
 1. preparing study programme evaluation and its submission to the faculty accreditation board at least once per the standard length of study programme;
 2. monitoring and assessing the employability of study programme graduates and the submission of such monitoring and evaluation to the faculty accreditation board at least once per the standard length of study programme;
 - e) it is responsible for making all information about the study programme available to the public in time in Slovak and English or other foreign languages if the study programme is implemented in other foreign languages; such information includes
 1. clearly structured information about the study programme according to the internal evaluation report and the description of the study programme including the information about the admission procedure, admission requirements for applicants, content and extent of the study, forms and methods of the study within the study programme, assessment of learning results, requirements for proper completion of the study programme, graduate profile, and information about available jobs for successful graduates and their employability;
 2. information about guarantors, co-guarantors, and other teachers teaching core subjects within the study programme;
 3. information about the number of applicants, number of admitted applicants, number of students, graduates, success of the study, and number of teachers by categories;
 - f) it evaluates and makes public at least once a year the results of
 1. student survey with respect to the study programme;
 2. available data on employability of graduates and information from employers;
 3. other information obtained from students, graduates, or teachers within the study programme.

- g) it is responsible for preparing documents for the report on faculty educational activities once a year;
 - h) it performs other related tasks and activities.
- (5) In the event that the study programme board does not meet the Standards for the Internal System or Standards for the Study Programme, it notifies the relevant dean and faculty accreditation board thereof without undue delay and proposes measures to be implemented so that the standards are complied with again.
- (6) The faculty may assign the study programme board other tasks related to quality assurance in higher education.
- (7) The faculty may assign the faculty quality assurance board the tasks under Subsection 4(e) and (f), and the study programme board provides it with any cooperation necessary.

Art. 24

Establishment of and membership in study programme board

- (1) The faculty establishes the study programme board for every study programme it implements.
- (2) The faculty may also establish the study programme board for more study programmes within the same or different degree of higher education (hereafter referred to as the 'study programme board for more study programmes').
- (3) The study programme board has at least 5 members appointed and removed by the dean. A member of the study programme board cannot be a member of the CU Accreditation Board at the same time.
- (4) The members of the study programme board are:
- a) guarantor and co-guarantors of the study programme; in the case of the study programme board for more study programmes, the members of the study programme board are all guarantors and co-guarantors of the relevant study programmes;
 - b) representative or representatives of employers from the relevant field of education;
 - c) representative or representatives of students;
 - d) other members, especially representatives of higher education institutions outside of the Slovak Republic, if appointed.
- (5) The members of the study programme board may also include representatives of the CU academic community who are experts in the given field of study.
- (6) The members of the study programme board under Subsection 4(b) to (d) have to refrain from any position and activities which could raise any suspicion of a potential conflict of interest.
- (7) The members of the study programme board have to keep confidential all non-public facts which the study programme board discusses as well as ensure that all personal data which

they learn about during their activities is protected.

- (8) The activities of the study programme board are managed by the study programme board chairman and in his or her absence a member of the study programme board authorized by him or her.
- (9) The chairman of the study programme board is the guarantor. The chairman of the study programme board for more study programmes is one of the guarantors elected by all guarantors of the relevant study programmes from among them by a simple majority of votes.
- (10) The study programme board membership starts to exist on the day on which a study programme board member is appointed by the dean.
- (11) The study programme board membership ceases to exist:
 - a) by the termination of employment of its member – an employee of the relevant faculty;
 - b) upon death;
 - c) by resignation delivered to the dean;
 - d) by termination or suspension of student's study;
 - e) by removal from the position by the dean.
- (12) In the event that the membership ceases to exist, the dean is obliged to appoint a new member for the relevant area within 30 calendar days.
- (13) The chairman of the study programme board cannot resign if he or she is a study programme guarantor except for cases of the study programme board for more study programmes the members of which are all guarantors of the relevant study programmes.
- (14) The faculty may also entrust the study programme board for doctoral study programme with tasks of the scientific field commission. In such a case, this body has to meet the requirements prescribed for the study programme board as well as for the scientific field commission.

Art. 25

Study programme board meetings

- (1) The first study programme board meeting is convened by the dean within 20 days of the appointment of all its members.
- (2) The following study programme board meeting is convened by its chairman or member of the study programme board authorised by him or her. If the study programme board chairman cannot convene the meeting, it is convened by the dean. The study programme board meetings must be held at least once per calendar year.
- (3) Where it is justified, the study programme board meetings can also be held as remote meetings. Provisions contained in this section on the study programme board apply to remote meetings *mutatis mutandis*.

Art. 26

Preparing and convening study programme board meetings

- (1) Meetings are prepared by the study programme board chairman in cooperation with its members designated by the chairman and in cooperation with the submitters of documents.
- (2) The documents to be discussed at the meetings (hereafter referred to as the 'documents') are submitted mainly by the chairman and members of the study programme board, dean, vice-dean (acting on behalf of the dean), or persons responsible for the study programme accreditation (hereafter referred to as the 'submitter').
- (3) All documents have to be drawn up in a well-arranged and comprehensible way containing factually correct information. The submitter must ensure that their content is in compliance with generally binding legal regulations and CU internal regulations.
- (4) The study programme board meetings are convened by a written invitation specifying the date, venue, and agenda of the meeting.
- (5) The study programme board chairman is under an obligation to convene the study programme board meeting without undue delay (no later than within 5 working days) if requested to do so by the dean.
- (6) Apart from the study programme board members, invitations to every study programme board meeting are sent to the dean and vice-deans, or other persons as well, where the circumstances so require. However, these persons have no voting rights.
- (7) The study programme board members who cannot participate in the study programme board meeting for objective reasons have to send a timely note to the study programme board chairman excusing them for their absence at the meeting.

Art. 27

Chairing study programme board meeting and its course

- (1) The study programme board meeting is chaired, and its course is managed by its chairman or its member authorized to do so by the chairman.
- (2) The study programme board approves the agenda at the commencement of the meeting. The study programme board members may present proposals to change or supplement the agenda. The proposed agenda of the extraordinary meeting can be neither changed nor supplemented.
- (3) The submitter of the document introduces the submitted document at the outset, justifies its content, and presents the proposed decision.
- (4) The dean or vice-dean (acting on behalf of the dean) has the right to make a speech at the

study programme board meeting always when they so request. If other persons attending the study programme board meeting request to speak at the meeting, they will be allowed to do so.

- (5) The study programme board members have the right to request additional information and explanations from the submitter on matters concerning their scope of authority.
- (6) The study programme board members have the right to present procedural proposals concerning the way of discussing the matter, time and material advancement of discussions of the study programme board with the exception of voting on the merits.

Art. 28

Study programme board resolutions

- (1) The study programme board has a quorum if more than a half of all its members is present. If, in the course of the meeting, the chairman finds out that the condition prescribed in the previous sentence is not complied with, the chairman suspends or terminates the meeting as appropriate.
- (2) The study programme board members adopt resolutions by a simple majority of votes of the present members.
- (3) The submitter may withdraw his or her proposal at any time until the study programme board proceeds to discuss the proposal in its entirety.

Art. 29

Study programme board meeting minutes

- (1) Every study programme board meeting is recorded in minutes.
- (2) The minutes include, in particular
 - a) venue and date of the study programme board meeting;
 - b) approved agenda;
 - c) brief description of agenda items to be discussed at the meeting;
 - d) entire wording of all resolutions adopted and number of votes cast for every proposed resolution and every other proposal voted on during the meeting;
 - e) other facts if the study programme board makes such a decision.
- (3) The minutes come with an attendance sheet. The minutes along with the decisions / conclusions are delivered to the submitters of respective requests without undue delay.

Art. 30

Disclosure of information, archiving and delivery of study programme board meeting documents

- (1) Information about the study programme board meeting is always available on the faculty's

website before every such meeting is held.

- (2) The following documents are also made public on the faculty's website:
 - a) minutes of study programme board meetings;
 - b) up-to-date list of study programme board members;
 - c) extracts from the resolutions adopted at study programme board meetings;
 - d) other written documents as decided by the study programme board.
- (3) Documents made in connection with activities of the study programme board are archived in paper and electronic form in compliance with the CU internal regulation. The chairman of the study programme board is responsible for keeping its records.
- (4) All written documents, especially invitations and documents intended for study programme board meetings, are delivered to its members and other attendees electronically via e-mail. In urgent cases, invitations and documents intended for meetings are also delivered by other appropriate means. The delivery of written documents and documents intended for study programme board meetings must meet all formal requirements.

Art. 31

More details about the establishment and meetings of the study programme board may be laid down by the faculty in its internal regulation.

UNIT THREE

Rules for creating, approving, modifying, changing, suspending and cancelling study programmes

Art. 32

Creating, modifying, suspending and cancelling study programmes

- (1) A study programme can be created:
 - a) in a field and degree of study in which CU has the right to create study programmes;
 - b) in a field or degree of study in which CU does not have the right to create study programmes and has to request the SAAHE to be awarded the accreditation.
- (2) Modification of the study programme is defined as the addition or elimination of compulsory subjects or compulsory elective subjects, a change in the conditions for proper completion of study, or modification of the information sheet for compulsory subjects or compulsory elective subjects, except for updating the teacher, changing the semester in which the subject is provided, changing the recommended reading list or the assessment of the subject.⁵ Changes to a study programme involving its extension by adding a new form of study, specialization, extension by launching cooperation with other department and the authorisation to implement a study programme in another foreign language fall under the creation of a new study programme and are regulated by rules on the creation of

⁵ Section 2(g) of the Quality Assurance Act.

a new study programme.

- (3) Suspension of the implementation of study programme means that the higher education institution cannot admit any applicants and hold state exams in the study programme. It cannot create another study programme in the given field and degree of study. A study programme is suspended by
 - a) decision of the SAAHE;⁶
 - b) decision of the CU Accreditation Board.

- (4) Once the decision on the cancellation of the study programme becomes effective, no subjects taught within the cancelled study programme are provided, and no state exams are held. The dean is obliged to adopt relevant measures to allow students enrolled in this study programme to continue with their study within other study programme implemented in the relevant field of study. A study programme is cancelled by
 - c) decision of the SAAHE;⁷
 - d) decision of the CU Accreditation Board.

Art. 33 Study programme

- (1) A study programme is a set of subjects and rules made in such a way that once successfully completed, a student earns a higher education degree. The study plan determines the sequence of subjects (in terms of time and content) and the forms of assessment of the learning results.

- (2) The study programme
 - a) is prepared in compliance with CU's and faculty's long-term plan and CU's and faculty's strategic goals. It is in compliance with the latest knowledge in the field of study and the level of creative activities within the relevant field of study;
 - b) has persons designated for its implementation, development, quality assurance; it has defined objectives and learning outcomes that are in compliance with the requested level of qualification framework;
 - c) has clearly defined conditions for admission to the study programme;
 - d) has clearly defined content and extent of learning, including the learning outcomes in individual educational activities;
 - e) has defined requirements for its successful completion including the graduate profile;
 - f) has sufficient adequate personnel, spatial, material, technical, and information resources for its implementation.

- (3) When proposing a new study programme, modifying a study programme and implementing a study programme, the following must be provided and proved:
 - a) assignment to a field of study and justification of the extent of its content consistency with the relevant field of study; in the case of study programmes combining two fields of study or interdisciplinary studies, each study programme is assigned to the relevant field of study and the degree of consistency of its content with the relevant fields of

⁶ Section 27 of the Quality Assurance Act.

⁷ Section 28 of the Quality Assurance Act.

- study is justified;
- b) clearly defined level of qualification that students will acquire upon their successful completion of the study programme; the qualification corresponds to the appropriate level of education under the qualification framework;
- c) clearly defined graduate profile; within its framework the descriptors define and communicate learning outcomes that are verifiable and correspond to the higher education institution's mission, the given level of the qualification framework and the subject field according to the relevant field of study or a combination of fields of study in which graduates obtain their higher education degree;
- d) learning outcomes and qualification obtained by completing the study programme meet the professional expectations for the pursuit of the profession; the study programme indicates the professions for which the acquired qualification is necessary; this is confirmed by the statements of relevant external stakeholders or by the agreement of the legal entity indicated in the description of the relevant field of study, if required by the description, or by a favourable opinion of the relevant ministry for the implementation of the study programme in the case of a qualification for the performance of regulated professions;
- e) professional content, structure and sequence of core subjects and other educational activities in the draft application for study programme accreditation and the conditions for successful completion of study enable the learning outcomes specified in the graduate profile to be achieved and guarantee access to the latest knowledge, skills and competencies, including transferable skills that affect students' personal development and that can be used in their future careers and their lives of active citizens in democratic societies;
- f) standard length of study, a specified workload for each subject expressed in ECTS credits and the number of in person teaching hours, except where the nature of the educational activity does not require it; standard length of study, workload and number of in person teaching hours allow learning outcomes to be achieved while corresponding to the form of the study programme;
- g) clearly defined level and nature of creative activities required for successful completion of the study, especially with regard to the final thesis.

Art. 34

Plan to apply for accreditation of new study programme and proposal of new study programme

- (1) The plan to apply for accreditation of a new study programme is presented for its approval to the dean by a candidate for the guarantor or candidate for the co-guarantor along with its justification.
- (2) The plan to apply for accreditation of a new study programme includes
 - a) justification of the need to implement a new study programme;
 - b) expected graduate profile and expected employability of new study programme graduates in the labour market;
 - c) proposed personnel resources with the relevant level of their creative activities;
 - d) description of material, technical, and spatial resources for implementing the new study programme.

- (3) If the dean approves the plan to apply for accreditation of a new study programme, he or she appoints the study programme board members.
- (4) The proposal of a new study programme is prepared by the study programme board and has to be in line with the approved plan to apply for accreditation of a new study programme. The guarantor of the study programme is responsible for its professional quality and accurate content.
- (5) The proposal of a new study programme includes the study programme description, study programme internal evaluation report, scientific/artistic and pedagogical characteristics of guarantors and co-guarantors and, if necessary for the given study programme, under the generally binding legal regulations, a statement by the relevant legal entity as well. The proposal has to include also the proof that the requirements for the study programme laid down in Art. 33 are satisfied. The faculty may prescribe other details that the proposal has to contain.
- (6) Having obtained the dean's consent, the study programme board chairman submits the proposal of a new study programme to the faculty accreditation board to be discussed and approved by it.

Art. 35

Proposal for modification of study programme and proposal for suspension or cancellation of study programme

- (1) Art. 34 Subsection (3) through (5) apply to the proposal for the modification of study programme *mutatis mutandis*.
- (2) The study programme board chairman submits the proposal for the modification of study programme to the faculty accreditation board.
- (3) The proposal for the suspension of study programme is submitted to the faculty accreditation board by the dean or study programme board chairman provided that he or she learns that the study programme does not meet the standards and the identified shortcomings can be removed through the modification of the study programme.
- (4) The dean or study programme board chairman may submit to the faculty accreditation board a proposal for the cancellation of study programme. Such proposal must also contain proposed measures to be taken to ensure that students enrolled in this study programme can continue with their study in a different study programme implemented within the relevant field of study.
- (5) The dean of the relevant faculty or study programme board chairman may submit to the faculty accreditation board a proposal for the cancellation of study programme if he or she learns that the study programme does not meet the Standards for the Internal System and Standards for the Study Programme and the identified shortcomings cannot be removed through the modification of the study programme.

Art. 36

Proceedings before faculty accreditation board and CU Accreditation Board

- (1) Proceedings on the approval of a new study programme and on the modification of study programme are commenced with an application filed by a study programme guarantor and delivered to the faculty accreditation board. Proceedings on the suspension or cancellation of study programme can be commenced by an application filed by a study programme guarantor and dean of the relevant faculty and delivered to the faculty accreditation board, or they may be commenced on the initiative of the faculty accreditation board or CU Accreditation Board; in these cases, they notify the guarantor of the given study programme and the dean concerned about the commencement of proceedings.
- (2) In the event that the application does not contain sufficient documents and information or there are shortcomings in it that can be removed within a reasonable time period, the faculty accreditation board calls upon the applicant to remedy his or her application within a reasonable time period designated by it. If the applicant does not comply with such call within the designated time period, the faculty accreditation board terminates the proceedings.
- (3) The faculty accreditation board assesses the compliance of the application for a new study programme or the proposal for the modification of study programme with Art. 33, CU Long-term Development Goals and CU Mission, this Regulation or other relevant regulations of CU or faculty, Quality Assurance Act, Higher Education Act, Standards for the Internal System and Standards for the Study Programme published by the Slovak Accreditation Agency for Higher Education, Decree of the Ministry of Education, Science, Research and Sport No. 244/2019 Coll. on the System of the Fields of Study in the Slovak Republic, if necessary, also with Decree of the Ministry of Education, Science, Research and Sport No. 16/2016 Coll. Establishing Professional Organizations whose Members Perform Regulated Profession with the Right to Use Professional Titles and Regulated Professions with the Coordination of Education and Government Regulation of the Slovak Republic No. 296/2010 Coll. on Professional Competence for the Performance of Medical Profession, Method of Further Education of Medical Staff, System of Specialized Fields and System of Certified Work Activities as amended. In carrying out its activities, the faculty accreditation board may request statements or information from CU employees, students, CU Quality Assurance Board or faculty quality assurance board or external stakeholders. The faculty may set additional criteria for the assessment of study programmes.
- (4) If the faculty accreditation board confirms the compliance of the new study programme or the application for the modification of study programme pursuant to Subsection 3, it refers the application to the CU Accreditation Board for its approval, or otherwise the application is rejected.
- (5) The decision rejecting the application states the reasons for such rejection and provides appeal instructions.
- (6) Subsections 2 and 3 apply to the proceedings before the CU Accreditation Board *mutatis mutandis*.

- (7) If the CU Accreditation Board confirms the compliance of the new study programme or the application for the modification of study programme pursuant to Subsection 3, it approves the creation of the new study programme or modification of study programme; otherwise, the application is rejected.
- (8) After the application for the creation of a new study programme is approved, the Rector is under an obligation to
 - a) register the new study programme without undue delay with the study programmes register provided that CU is authorised to create, implement, and modify study programmes within the relevant field and degree of study, or
 - b) submit the application for accreditation to the SAAHE within 30 days in such field and degree of study in which CU is not authorised to create, implement, and modify study programmes.
- (9) If the CU Accreditation Board rejects the application for the creation of a new study programme, the new proceedings on such application can be initiated in 3 months at the earliest.
- (10) CU's right to implement a study programme and award corresponding academic titles to its graduates starts to exist
 - a) on the day on which the CU Accreditation Board issues its decision provided that CU is authorised to create, implement, and modify study programmes within the relevant field and level of study, or
 - b) on the day on which the decision of the SAAHE becomes final in such field and degree of study in which CU applies for accreditation by the SAAHE.
- (11) In the event that the faculty accreditation board or CU Accreditation Board finds out that the study programme does not meet the standards (but the identified shortcomings can be remedied through the modification of study programme or through the adoption of additional adequate measures), it makes the decision to suspend the study programme; Subsection 3 applies mutatis mutandis. If the decision to suspend the study programme is made by the CU Accreditation Board, it refers the matter for further proceedings to the faculty accreditation board.
- (12) After the study programme is suspended, the faculty accreditation board calls upon the study programme guarantor to submit an application for the modification of study programme within a designated adequate time period so that any shortcomings causing the suspension of the study programme be remedied; the dean of the relevant faculty is notified thereof as well.
- (13) The dean or guarantor of study programme submits within a designated time period such application for the modification of study programme that constitutes preconditions for meeting the standards or otherwise, the dean proposes that the given study programme be cancelled.
- (14) Subsections 2 through 7 apply mutatis mutandis to the consideration of application under Subsection 13. In the event that the application for modification is rejected, it is possible to

submit one repeated application for the modification of the given study programme within the time period designated in the decision on rejecting the modification.

- (15) If the CU Accreditation Board approves the modification of the suspended study programme,
- a) it makes a decision to terminate the suspension of study programme provided that the study programme was suspended by the faculty accreditation board or CU Accreditation Board;
 - b) the Rector submits the application for the modification of study programme to the SAAHE within 30 days provided that the study programme was suspended by the decision of the SAAHE.
- (16) The faculty accreditation board makes a decision to cancel the study programme if:
- a) after the suspension of study programme, the application for the modification of study programme was not submitted within the designated time period;
 - b) after the suspension of study programme, it rejected the application for modification as well as the repeatedly submitted application for the modification of study programme;
 - c) the dean or guarantor of the study programme proposes the cancellation of the study programme.

Art. 37

Delivery of decisions and appeal proceedings

- (1) Decisions adopted by the faculty accreditation board and CU Accreditation Board are made in writing without undue delay after the relevant resolution is adopted by the faculty accreditation board or CU Accreditation Board.
- (2) The decision is delivered electronically via CU e-mail to the dean of the relevant faculty and via guarantor and co-guarantors of the relevant study programme to the board of such study programme.
- (3) The dean of the relevant faculty or study programme board may lodge an appeal against the decision of the faculty accreditation board rejecting the application and cancelling the study programme pursuant to Art. 36 (16)(a) and (b) within 30 days of the day of its delivery. The CU Accreditation Board decides about the appeal. An adverse decision of the faculty accreditation board, in particular the decision not to approve the study programme, decision to suspend the study programme, decision to cancel the study programme, decision not to approve the modification of study programme must be fully justified.
- (4) The CU Accreditation Board may dismiss the appeal and confirm the decision of the faculty accreditation board, or it may cancel the decision of the faculty accreditation board or change the decision of the faculty accreditation board.
- (5) No appeal may be lodged against the decision of the CU Accreditation board on appeal. An adverse decision of the CU Accreditation Board, in particular the decision not to approve the study programme, decision to suspend the study programme, decision to cancel the study programme, decision not to approve the modification of study programme must be

fully justified. The decision of the CU Accreditation Board through which the decision of the faculty accreditation board is changed or cancelled must be fully justified as well.

- (6) The decision that cannot be appealed becomes final on the day on which it is delivered. The decision which can be appealed becomes final on the day on which the time period for lodging the appeal elapses, provided that the appeal is not lodged.

Art. 38

Approving changes in conditions for study programme implementation which do not qualify for study programme modification

- (1) Changes in the conditions for study programme implementation which do not qualify for the study programme modification are approved by the faculty accreditation board on the proposal of the study programme board unless this Regulation provides otherwise.
- (2) The faculty accreditation board, in particular, approves
 - a) inclusion of a new elective subject and alteration to an elective subject;
 - b) alteration to a compulsory or compulsory elective subject information sheet consisting in the change of semester in which the subject is provided.
- (3) The decision of the faculty accreditation board under this Article is final and no appeal can be lodged against it.
- (4) The faculty may also lay down further rules for approving the changes in the conditions for the study programme implementation which do not qualify for the study programme modification. The faculty may also designate a different scope of authority divided between the faculty accreditation board and study programme board concerning the approval of changes in the conditions for the study programme implementation which do not qualify for the study programme modification.

UNIT FOUR

Study advisors and coordinators for students with special needs

Art. 39

- (1) CU provides its students with study advisors who provide counselling services related to the study and social care.⁸
- (2) Faculties provide their students with coordinators for students with special needs (hereafter referred to as 'coordinators') who provide counselling services to students with special needs.⁹
- (3) Study advisors carry out their activities in compliance with the structure of faculty study programmes at departments, institutes, clinics, study programmes and in classes.

⁸ Pursuant to S 51 (9) of the Higher Education Act and Art. 3(7) of Internal Regulation No. 20/2019 Rules of Study at CU.

⁹ Pursuant to S 100 (7) of the Higher Education Act.

- (4) Persons applying for study advisors are chosen in such a way that they have sufficient experience, knowledge, and information necessary for the job.
- (5) A study advisor or study advisors are appointed from among the teaching staff of the higher education institution and removed by the dean who does so on the proposal of the study programme guarantor, head of department, or institution.
- (6) Names of study advisors, their assignment to a particular area of consultancy, and contact information are available on the faculty's website.
- (7) The faculty may lay down more details on the appointment of study advisors, their number and structure, mutual coordination. The faculty may state that a person is appointed a study advisor by virtue of his or her position.

Art. 40
Scope of authority of study advisors

- (1) A study advisor ensures easy accessibility to information, favorable social environment, and vertical transfer of information concerning the study and social legislation.
- (2) With regard to the study, a study advisor:
 - a) advises students on the preparation of their study plan and schedule while respecting the diversity of students and their needs and enabling flexibility of study paths;
 - b) provides students with detailed information on individual subjects, their position and significance within the structure of the recommended plan, appropriateness for selected study path, future practice, specialization or needs of student;
 - c) helps students and relevant employees of the faculty in solving study matters arising from the rules of study and other applicable legislation;
 - d) informs students and relevant employees of the faculty about important deadlines concerning the study;
 - e) provides statements to student requests concerning the study if called upon to do so by the dean, vice-dean, or study department;
 - f) attends coordination meetings and trainings for study advisors convened by the vice-dean for bachelor's and master's programme and communicates the information obtained during such meetings to students and relevant employees of the faculty;
 - g) collects any suggestions made by students, reviews them and, depending on their character and significance, communicates them to the relevant part of the faculty, study department, vice-dean, dean, board of the relevant study programme, faculty quality assurance board, or faculty ethical board (commission) (if established);
 - h) coordinates in cooperation with teachers the update of offered subjects and coordinates the preparation of study plans for the following academic year in the academic information system;
 - i) monitors the accuracy of data entered in the academic information system and alerts teachers to any shortcomings;
 - j) monitors the updates of website with information for applicants and students;
 - k) comments on internal regulations and legislation concerning study matters.

- (3) A study advisor is usually engaged in providing information to applicants.
- (4) With regard to social care, a study advisor:
 - a) provides information about the wording of the faculty scholarship code or CU scholarship code, provides information to students about the possibilities of social support, social, special, one-off scholarships and scholarships for pregnant women;
 - b) provides information about important deadlines concerning social care;
 - c) advises on the possibilities of the faculty and the rules of study concerning the extraordinary life circumstances of students.

Art. 41
Student study advisor

- (1) The part of the faculty academic senate representing students elects and removes at least one student study advisor from among the student part of the academic community; the student study advisor performs his or her activities in close collaboration with study advisors and coordinates them with the relevant vice-dean.
- (2) The student study advisor chosen from among the members of the student part of the faculty academic community is primarily responsible for answering students' questions related to the teaching process and refers their suggestions concerning the teaching process to the relevant vice-dean, dean, head of the study department, or representatives of individual departments.
- (3) The position of the student study advisor chosen from among the members of the student part of the faculty academic community ceases to exist by:
 - a) removal;
 - b) suspension of the study;
 - c) completion of the study provided that the student study advisor did not previously request the suspension of his or her position pursuant to Subsection 4;
 - d) failure to enroll in the study at the faculty on the last day (at the latest) designated for the enrollment of admitted applicants in the relevant academic year in the case of the student study advisor whose position has been suspended;
 - e) by resignation.
- (4) The student study advisor chosen from among the members of the student part of the faculty academic community who is not a doctoral student, may, before his or her study is properly completed, call upon the academic senate chairman in writing to suspend his or her position as the student study advisor. The position is suspended from the day following the day on which his or her study is properly completed. The position is resumed on the day on which he or she becomes the member of the student part of the faculty academic community again, provided that his or her position is not terminated for other reasons.

Art. 42
Supporting applicants and students with special needs

- (1) The coordinator for applicants and students with special needs (hereafter referred to as the

'coordinator') working at the faculty is in close collaboration with the Center for Students with Special Needs (CSSN).

- (2) The coordinator may be either a natural person or a legal entity. If the coordinator is a natural person, the Rector appoints him or her to his or her position. If the coordinator works at the faculty, the dean appoints him or her to his or her position. If the coordinator is a natural person, it is, as a rule, a higher education institution teacher. If the coordinator is a legal entity, the agreement on the performance of the position is entered into between him or her and the Rector. The legal entity may act as the coordinator at more higher education institutions.
- (3) The CSSN, based on recommendations, coordinates the modification of conditions for admitting students and conditions for the study in accordance with student's special needs.

Art. 43

Study advisors' and coordinators' remuneration

- (1) The study advisor and coordinator may be financially remunerated for the activities performed within their positions.
- (2) The employer may reasonably reduce the remuneration on the condition that the study advisor or coordinator fails to perform his or her activities in the expected quality or to the full extent.

Art. 44

- (1) The study advisor may be appointed and removed by the dean at any time during the academic year. The dean may also designate a person who will temporarily hold the position of study advisor.
- (2) The faculty may provide further details regarding the duties and scope of authority of study advisor and coordinator in its internal regulation.

PART THREE

SELECTION OF TEACHING STAFF PROVIDING INDIVIDUAL SUBJECTS

Art. 45

This part of the Internal System regulates the rules for selecting teaching staff teaching individual subjects within study programmes under Sec. 3 (3)(b) of the Quality Assurance Act.

Art. 46

Teachers providing core subjects within study programme

- (1) There are specifically designated core subjects within each study programme including, as a general rule, compulsory subjects having a significant impact on students' development, or, alternatively, compulsory elective subjects having a significant impact on students'

development as well. However, not every compulsory and compulsory elective subject is, at the same time, considered a core subject. An elective subject is not considered a core subject.

- (2) Core subjects are provided mainly by higher education institution teachers in the position of professors or associate professors employed by CU in the relevant field of study or in a related field for fixed weekly working hours. Compulsory subjects and compulsory elective subjects, which are not core subjects, can also be provided by teachers who are not in the position of professors or associate professors. Regardless of the above-mentioned, the faculty can have selected topics of core subjects provided also via different practicing experts cooperating with the faculty based on various legal relations, who thus assist in teaching specific features of individual topics.
- (3) In vocational education study programmes (vocational education bachelor's study programmes), core subjects are also provided by higher education institution teachers who are experienced practicing experts and who work at CU for fixed weekly working hours or part-time.
- (4) The selection of core subjects and the teaching staff that teach these subjects guarantee the implementation of the study programme.
- (5) Teachers providing core subjects within the study programme demonstrate the outputs of their research, creative and other activities in the relevant field(s) of study in which the study programme is implemented at the required level, depending on the given degree of study:
 - a) at least at an internationally significant level in the case of a third-degree study programme;
 - b) at least at an internationally recognized level in the case of a second-degree study programme or a study programme combining the first and second degrees; and
 - c) at least at a nationally recognized level in the case of a first-degree study programme.
- (6) In assessing the outputs of the creative activities of a higher education institution teacher, his or her outputs in the relevant area of habilitation and inauguration proceedings are considered where such area is assigned to that field of study in which the study programme is implemented or within the relevant field of study in which the study programme is implemented.
- (7) The creative activities of teachers providing core subjects are demonstrated by the most important outputs of the creative activities of the guarantor and co-guarantors guaranteeing core subjects within the study programme and:
 - a) 5 outputs are submitted per teacher; out of these, at least 2 date to the period of 6 years preceding the accreditation application submission or the application for creating a new study programme;
 - b) there are records of submitted outputs of creative activities and citations of such outputs in bibliometric and citation databases, registries of records of publishing and creative activities or in other search systems that are accepted as relevant in the relevant field of study;

- c) the same output may only be submitted once within a given assessment;
- d) the same person submits outputs only within one assessment of creative activities;
- e) in the case of co-authored outputs, the same output may be submitted and attributed to other persons up to three times in other assessments of creative activities.

Art. 47

Teachers providing subjects within study programme

- (1) Study programme subjects are provided by teachers
 - a) whose qualification, workload allocation, level of creative activities, practical skills, teaching skills, and transferable skills enable them to achieve learning outcomes (taking into consideration the specifics of the given subject);
 - b) whose language competencies correspond to the language requirements of the study programme and the given subject;
 - c) the number and work capacity of which correspond to the number of students and personnel demands of educational activities.
- (2) The professional qualification of teachers involved in the study programme is at least one degree higher than the qualification achieved by its completion.
- (3) The requirement referred to in Subsection 2 may be waived in justified cases, such as
 - a) foreign language lecturers;
 - b) teachers providing internships;
 - c) practicing specialists;
 - d) doctoral students;
 - e) researchers with a scientific qualification degree IIa or I.
- (4) In the event that the subject within the study programme is provided by several teachers, a person with relevant competencies is designated to bear the primary responsibility for the implementation, development, and quality assurance of such subject including the relative unification of practices of individual teachers providing the subject. Such person is the one responsible for the subject. This person is, as a general rule, designated by the study programme guarantor or head of the department which provides such subject. If no such special person has been designated, this role is taken over by the head of the department which provides such subject. If the person responsible for the subject is designated by the head of the department which provides such subject, or this role is taken over by this head of the department, the study programme guarantor may change the person responsible for the subject. The designation of the person responsible for the subject may, instead of the above-mentioned procedure, be done by specifying the person responsible for the subject in the subject information sheet and in accordance with the procedures used for the modification of the information sheet referred to in this Regulation.
- (5) The outputs of the creative activities of the person responsible for the subject in the relevant area on which the subject focuses are demonstrably recognized at least at the national level.
- (6) The requirement referred to in Subsection 5 may be waived in justified cases, such as:

- a) foreign language lecturers;
 - b) teachers providing internships;
 - c) practicing specialists.
- (7) The requirements applying to senior supervisors of final theses and dissertation supervisors as well as their selection are laid down in Part Five of this Regulation.
- (8) All teachers within a study programme must continuously develop their professional, language, pedagogical, digital, and other necessary competencies.
- (9) All teachers within a study programme must follow the CU Code of Ethics, other rules of ethical behaviour prescribed by CU, as well as ethical principles of creative activities and publication of their outputs.

PART FOUR ADMISSION PROCEDURE

Art. 48

The rules of admission procedure under Sec. 3 (3)(c) of the Quality Assurance Act are laid down in a special CU internal regulation – Admission Procedure Rules at CU.¹⁰

PART FIVE APPROVAL OF FINAL THESES SUPERVISORS

Art. 49

This part of the Internal System lays down rules for approving final theses supervisors and dissertation supervisors pursuant to Sec. 3 (3)(d) of the Quality Assurance Act.

Art. 50

- (1) The person approved to supervise a final thesis at CU can be a final thesis supervisor, dissertation supervisor (hereafter referred to as the 'supervisor') and rigorous (doctorate) thesis consultant. These rules set out general conditions for persons in any of the above-mentioned positions, mainly with regard to their qualification, competence, practice, expertise, and creative activities outputs (while considering the degree of higher education and learning outputs).
- (2) The position of a final thesis supervisor for the given study programme in the bachelor's, master's, doctorate or combined first and second degree of study can be held by CU teachers and other experts approved by the study programme guarantor.
- (3) The position of a dissertation supervisor for the given field of study within doctoral study can be held by CU teachers and other experts after these have been approved by the faculty scientific board. The position of a supervisor of final theses offered by an external

¹⁰ Internal regulation No. 4/2021 Admission Procedure Rules at CU.

educational institution can be held by supervisors approved by this institution. The external educational institution will provide the faculty scientific board with scientific/artistic and pedagogical characteristics of these supervisors.

- (4) The position of a rigorous (doctorate) thesis consultant for the given field of study can be held by CU teachers and other experts approved by the study programme guarantor.

Art. 51

Qualification requirements for final thesis supervisor, dissertation supervisor and rigorous (doctorate) thesis consultant

- (1) The position of a final thesis supervisor in the first, second, and combined first and second degree of study can be held by higher education institution teachers, research staff, artistic staff, and other experts actively engaged in research, development, or artistic activities who publish their outputs in peer-reviewed scientific and artistic publications and present them at scientific, professional, or artistic events and their professional qualification is at least one degree higher than the qualification achieved by completing the study in the degree in which they supervise the thesis.
- (2) The position of a dissertation supervisor in the doctoral study programme can be held by higher education institution teachers, research staff, artistic staff, and other experts actively engaged in research, development, or artistic activities who publish their outputs in peer-reviewed scientific and artistic publications and present them at important international scientific, professional or artistic events. This applies to:
 - a) higher education institution teachers and research and artistic staff with the scientific-pedagogical title or artistic-pedagogical title of professor or associate professor;
 - b) higher education institution teachers and research staff with the scientific qualification degree I or IIa;
 - c) higher education institution teachers and research staff with the academic title 'DrSc.';
 - d) higher education institution teachers holding the position of professor or associate professor;
 - e) other experts holding any of the scientific and pedagogical titles, scientific qualification degrees, or scientific ranks referred to in paragraphs a) to c).
- (3) The position of a rigorous (doctorate) thesis consultant can be held by higher education institution teachers, research staff, artistic staff, and other experts actively engaged in research, development, or artistic activities who publish their outputs in peer-reviewed scientific and artistic publications and present them at scientific, professional, or artistic events.

Art. 52

Approval of final thesis supervisor, dissertation supervisor and rigorous (doctorate) thesis consultant

- (1) Final thesis supervisors in the first, second, and combined first and second degree of study are approved by the study programme board on the basis of a submitted scientific/artistic-pedagogical characteristics through which the qualification requirements prescribed for

the given person under Art. 51 are verified.

- (2) Dissertation supervisors within the doctoral study are approved by the scientific board of the faculty at which the relevant doctoral study programme is implemented. The proposals addressed to the scientific board are submitted by
 - a) guarantor of the given doctoral study programme or the chairman of the scientific field commission or the dean provided that the proposed dissertation supervisor is an employee of the faculty or an expert under Art. 51(2)(e);
 - b) statutory representative of an external educational institution provided that the proposed dissertation supervisor is an employee of the external educational institution and advises a doctoral student who studies at the faculty.
- (3) The proposal for the approval of dissertation supervisor contains scientific/artistic-pedagogical characteristics of the proposed dissertation supervisor.
- (4) The list of all approved dissertation supervisors is an integral part of the documentation of the accredited doctoral study programme.
- (5) Rigorous (doctorate) thesis consultants are approved by the faculty scientific board based on the submitted scientific/artistic-pedagogical characteristics through which the qualifications requirements prescribed for the given person under Art. 51 are verified.
- (6) The faculty may state
 - a) that final thesis supervisors are approved by the faculty scientific board;
 - b) that the faculty quality assurance board must present its statement for the appointment of final thesis supervisor, dissertation supervisor, or rigorous (doctorate) thesis consultant;
 - c) that final thesis supervisors are appointed by the head of the relevant department in accordance with the criteria prescribed by the study programme board;
 - d) other qualifications requirements for dissertation supervisors, final thesis supervisors, and consultants;
 - e) that other persons are designated to be involved in supervising, advising on, and consulting theses in addition to the final thesis supervisor, dissertation supervisor and rigorous (doctorate) thesis consultant; the above-mentioned does not affect the responsibility of the final thesis supervisor, dissertation supervisor, and rigorous (doctorate) thesis consultant for supervising and advising on theses; in such cases, the faculty lays down rules for approving such persons and qualifications requirements prescribed for them.

Art. 53

Performing the position of final thesis supervisor, dissertation supervisor, and rigorous (doctorate) thesis consultant

- (1) The dissertation supervisor must present a dissertation topic that the faculty or external educational institution offers to applicants for doctoral study at least once every three years.

- (2) The position of the final thesis supervisor, dissertation supervisor, and rigorous (doctorate) thesis consultant is performed
 - a) within the employment relationship with the faculty or external educational institution.
or
 - b) based on the agreement on work performed outside the employment relationship (work performance agreement or agreement on work activity) or based on the cooperation agreement concluded on a non-employment basis with the faculty or external educational institution.
- (3) The position of the dissertation supervisor is terminated by
 - a) resignation at his or her own request;
 - b) removal from the position by the faculty scientific board; the faculty scientific board removes the dissertation supervisor if he or she repeatedly fails to fulfil his or her obligations laid down in the internal regulations of CU or faculty;
 - c) decision of the external educational institution provided that the person has been approved by such external educational institution;
 - d) termination of employment relationship with the faculty or external educational institution unless the dean or statutory representative of the external educational institution decides that the person will continue to function as a dissertation supervisor on the basis of an agreement on the performance of work outside the employment relationship or on the basis of a cooperation agreement concluded on a non-employment basis, or
 - e) cancellation of the study programme.
- (4) The position of the dissertation supervisor under Subsection 3 may be terminated with respect to
 - a) all doctoral students guided by the dissertation supervisor, or
 - b) a particular doctoral student guided by the dissertation supervisor.
- (5) Subsection 3 applies mutatis mutandis to the termination of the position of the final thesis supervisor or rigorous (doctorate) thesis consultant. The dean or vice-dean (authorised to do so by the dean), acting on the basis of the guarantor's proposal, designates without undue delay a new final thesis supervisor or rigorous (doctorate) thesis consultant in compliance with these rules.
- (6) In the event that the position of the dissertation supervisor is terminated for reasons set out in Subsection 3(a) through (d), the dean, acting on the basis of a proposal presented by the chairman of the scientific field commission, designates without undue delay a new dissertation supervisor for the doctoral student in compliance with these rules.
- (7) The suspension of the doctoral study leads to the suspension of the position of the dissertation supervisor with respect to the given doctoral student.

PART SIX STUDENT ASSESSMENT

Art. 54

This part of the Internal System lays down student assessment rules under Sec. 3 (3)(e) of the Quality Assurance Act so that any differences in assessing similar cases are avoided.

Art. 55

- (1) These student assessment rules regulate:
- a) rules governing the assessment of study results in all degrees of study and within study programmes accredited at CU under the Higher Education Act;
 - b) transfer of credits and assessment of study results after participating in the academic mobility;
 - c) student assessment in joint study programmes to an extent agreed upon between CU and higher education institution with which the faculty implements a joint study programme;
 - d) assessment of students from other higher education institutions outside of the Slovak Republic who were admitted to carry out a part of their study within the academic mobility while taking into consideration the exchange programme conditions or agreements between CU and the sending higher education institution;
 - e) assessment of students who carry out all or part of their doctoral study at an external educational institution.

Art. 56

Learning objectives and assessment conditions

- (1) Learning objectives and assessment conditions must be set in the first degree of study in a way that
- a) to complete every subject, a student has to demonstrate knowledge and understanding within the field of study as a follow-up of his or her general secondary school education and they are typically at a level of an advanced textbook supplemented with selected aspects of the latest findings from the field of study;
 - b) to pass every state exam (part of/subject within the state exam), a student must also demonstrate that he or she
 1. can apply his or her knowledge and understanding in a way indicating a professional attitude to his or her work or job and he or she has acquired skills usually demonstrated by presenting and defending arguments and solutions to problems in his or her field of study;
 2. has developed learning skills necessary for further study with a high degree of independence;
 - c) final bachelor's thesis must be offered in a way that, through its drafting and defense, the student demonstrates that
 1. he or she is able to collect and interpret relevant data (facts) (usually within the field of study) and make informed decisions which also reflect social, scientific and ethical aspects;
 2. he or she can communicate information, concepts, problems and solutions to experts as well as laymen;
 - d) student must demonstrate through his or her final bachelor's thesis

1. the ability to work creatively within the field of study in which he or she completed the study programme;
 2. adequate knowledge of issues and be able to apply his or her skills in collecting, interpreting and processing basic professional literature and possibly also its application in practice or solution of a partial problem which is related to student's future specialization; if the thesis contains hypotheses, they have to be verifiable.
- (2) Learning objectives and assessment conditions must be set in the second degree of study in a way that
- a) to complete every subject, a student has to demonstrate knowledge and understanding based on the knowledge and understanding typically connected with the first degree of study (they extend or enhance them) and providing basis or opportunity for originality in developing or applying concepts (often in connection with research);
 - b) to pass every state exam (part of/subject within the state exam), a student must also demonstrate that he or she
 1. can apply his or her knowledge, understanding and ability to solve problems constructively in new and unknown environments, in broader contexts related to the field of study;
 2. has developed the learning skills necessary for further study with a high degree of independence and autonomy;
 - c) final master's thesis must be offered in a way that, through its drafting and defense, the student demonstrates that
 1. he or she is able to integrate pieces of knowledge, deal with complexity and formulate decisions while having incomplete or restricted information where such decisions include social and ethical responsibility connected with the use of their pieces of knowledge;
 2. he or she is able to communicate conclusions, findings and justifications to experts and laymen clearly and unequivocally;
 - d) in his or her final master's thesis the student deals with and works on the selected topic at a level corresponding to that of a study with a significant selection of professional literature, with adequately selected scientific methods, verifiable hypotheses and, at the same time, the final master's thesis should be a real asset in the particular field.
- (3) Learning objectives and assessment conditions must be set in the third degree of study in a way that
- a) to complete subjects within the study part and dissertation examination, a student has to demonstrate systemic understanding of the field of study and acquisition of skills and methods of scientific research related to the given field corresponding to the latest knowledge in the field;
 - b) to satisfy the conditions prescribed for the research part including the preparation of dissertation thesis, a student has to demonstrate the ability to
 1. frame, construct, implement and modify a major part of the research with scientific integrity;
 2. conduct critical analyses, evaluations, and syntheses of new and complex concepts;
 3. communicate his or her field of expertise to peers, broader scientific community and laymen;
 4. contribute with his or her original research towards broadening the frontiers of

- scientific knowledge and findings through authoring a great number of papers out of which several are worth of reviewed publishing at a national or international level;
5. support in academic and professional context the technological, social or cultural development in a knowledge-based society;
 - c) dissertation thesis must be offered in a way that, through its drafting and defense, the student demonstrates the satisfaction of conditions under paragraph b) hereof;
 - d) the student demonstrates with his or her dissertation thesis his or her ability and readiness for independent scientific and creative activities in the field of research or development or readiness for independent theoretical and creative artistic activities; the dissertation thesis must represent a high degree of analysis and synthesis of findings, as well as a sufficient overview of existing scientific literature.
- (4) Regarding the study programme combining the first and second degree, the rules referred to in Subsection 1 apply to the first three years of study and the rules referred to in Subsection 2 apply to the remaining part of study and its proper completion.
 - (5) The assessment conditions under Subsections 1 through 3 are minimum conditions for completing the subject, state exam, defense of final thesis, and study programme. Based on the degree of fulfillment of the given conditions, the student receives, in accordance with the assessment conditions with respect to the learning objectives defined in the relevant subject information sheet, the mark 'A' to 'E' or 'passed'. The student receives the 'FX' or 'failed' mark if he or she met the assessment requirements referred to in Subsections 1 through 3 in accordance with the assessment conditions with respect to the learning objectives defined in the relevant subject information sheet only at a level not reaching 60% of the overall highest possible level of satisfying conditions for completing the subject, state exam or defense. Similarly, the student receives the 'FX' or 'failed' mark if he or she submitted his or her final thesis in contravention of Subsection 7 or if he or she submitted the final thesis that, to a significant extent, does not meet the requirements under Subsection 1 (d), Subsection 2 (d), or Subsection 3 (d).
 - (6) Faculty's internal regulation can provide for
 - a) more detailed qualitative requirements for completing subjects and state exams;
 - b) more detailed content requirements for final theses given the requirements of the fields of study within which study programmes are implemented at the relevant faculty.
 - (7) The final thesis must be original, created by its author as a result of his or her creative activities while adhering to the rules for working with information sources. The final thesis cannot be a result of plagiarism and cannot breach other authors' copyright. The author is obliged to properly cite the information sources used, to state the names and concrete research results of other authors or groups of authors, to describe precisely the methods and working procedures of other authors or groups of authors by citing the relevant source, to document laboratory results and field research of other authors or groups of authors. The author cannot repeatedly submit his or her own identical or slightly modified thesis which he or she has already defended as a final thesis, rigorous (doctorate) thesis or habilitation thesis.
 - (8) The originality of the submitted thesis is generally verified by at least two independent

anti-plagiarism systems. The final thesis supervisor, dissertation supervisor, and rigorous (doctorate) thesis consultant also comment on the result of plagiarism check in their respective reports regardless of the value of similarity identified by the plagiarism check. The Rector specifies in his or her directive a list of all acceptable anti-plagiarism systems the use of which is mandatory for originality check (use of other anti-plagiarism systems is not prevented).

- (9) The Rector lays down the details for formal requirements of final theses in his or her internal regulation.

Art. 57

General principles of conducting educational process

The CU Rules of Study and the CU faculties' rules of study adopted in compliance and to the extent specified in Art. 42 of the CU Rules of Study ensure

- a) encouragement of active tasks, autonomy, creativity, and independence of students in educational process and learning process and its reflection in the student assessment;¹¹
- b) respect for the diversity of students and their needs and allowing the flexibility of study paths also with respect to the possibility of reconciling work/family life with the study at the higher education institution;¹²
- c) use of a wide range of pedagogical methods, forms and concepts, assessment methods, and ensuring that their application is subject to regular assessment and improvement;¹³
- d) providing appropriate guidance and support to students by teachers and encouraging mutual respect in a student-teacher relationship;¹⁴
- e) that examiners have become familiar with existing methods of verifying achieved learning outputs, testing methods, methods for examining and assessing student performance, and are encouraged by the higher education institution to further improve their knowledge and skills in this area;¹⁵
- f) that students become familiar with criteria, methods, assessment and grading dates beforehand and these are easily accessible;¹⁶
- g) that the assessment enables students to demonstrate the extent and level at which they managed to achieve the expected learning outcomes and provides feedback to students which may be, if necessary, in the form of recommendations and guidance in the

¹¹ Especially Art. 4, Art. 5, Art. 8, Art. 9, Art. 11, Art. 12, Art. 14, Art. 15, Art. 17, Art. 18, Art. 19, Art. 20, Art. 23, Art. 26, Art. 29, Art. 30, Art. 35 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

¹² Especially Art. 4, Art. 5, Art. 8, Art. 9, Art. 10, Art. 14, Art. 15, Art. 17, Art. 19, Art. 20, Art. 23, Art. 26, Art. 27 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

¹³ Especially Art. 11, Art. 12, Art. 14, Art. 15, Art. 23, Art. 25, Art. 27, Art. 28 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

¹⁴ Especially Art. 3, Art. 4, Art. 11, Art. 12, Art. 14, Art. 23, Art. 25, Art. 27, Art. 28 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

¹⁵ Especially Art. 4, Art. 9, Art. 11, Art. 12, Art. 14, Art. 23, Art. 25, Art. 28 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

¹⁶ Especially Art. 3, Art. 4, Art. 5, Art. 9, Art. 10, Art. 11, Art. 12, Art. 13, Art. 14, Art. 15, Art. 19, Art. 23, Art. 28, Art. 29, Art. 34 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

learning process;¹⁷

- h) assessment consistency and fair application with respect to all students performed in compliance with preapproved procedures and drawing reliable conclusions which, in similar cases, do not lead to unjustified differences;¹⁸
- i) appropriate consideration of circumstances related to students with special needs in their assessment;¹⁹
- j) that student assessment is performed by several examiners if circumstances allow it;²⁰
- k) that students are provided with remedial measures against assessment results while guaranteeing fair treatment of students seeking remedy.²¹

Art. 58

Rules and conditions of student assessment

- (1) The following rules laid down in the CU Rules of Study constituting the rules and conditions of student assessment are subject to approval by the CU Scientific Board and their modification does not enter into effect unless approved by the CU Scientific Board:
 - a) rules regulating the assessment of learning results in all degrees of study in study programmes accredited at CU pursuant to the Higher Education Act referred to in Art. 4, Art. 5, Art. 10, Art. 11, Art. 12, Art. 13, Art. 14, Art. 15, Art. 16, Art. 17, Art. 18, Art. 20, Art. 23, Art. 26, Art. 27, Art. 28, Art. 29, Art. 30, Art. 32, Art. 33, Art. 34;
 - b) transfer of credits and assessment of learning results after participating in academic mobility;
 - c) student assessment in joint study programmes to the extent to which it is allowed by the agreement between CU and the higher education institution with which the faculty implements the joint study programme referred to in Art. 19;
 - d) assessment of students from other higher education institutions having seat outside the Slovak Republic admitted to a part of the study within the academic mobility while considering the exchange programme conditions or agreement between CU and sending higher education institution referred to in Art. 5;
 - e) assessment of students who carry out all or part of their doctoral study at an external educational institution referred to in Art. 23, Art. 26, Art. 29, Art. 32, Art. 33.
- (2) The corresponding provisions of faculties' rules of study which constitute rules and conditions of assessment are subject to approval by the faculty scientific board, and their modification does not enter into effect unless approved by the faculty scientific board.

¹⁷ Especially Art. 11, Art. 12, Art. 14, Art. 15, Art. 23, Art. 25, Art. 27, Art. 28 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

¹⁸ Especially Art. 4, Art. 11, Art. 12, Art. 15, Art. 23, Art. 26, Art. 27, Art. 28, Art. 29, Art. 33 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

¹⁹ Especially Art. 9 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

²⁰ Especially Art. 11 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

²¹ Especially Art. 11, Art. 12, Art. 15, Art. 29, Art. 34 of the CU Rules of Study and corresponding provisions contained in the rules of study of those faculties which adopted their own rules of study.

Art. 59

Role of guarantor and co-guarantors in student assessment

- (1) The guarantor and co-guarantors oversee and bear responsibility for consistent, fair, and foreseeable student assessment in the study programme for which they are responsible, and they may thus give appropriate instructions and recommendations to the heads of departments and examiners.
- (2) The guarantor and co-guarantors are obliged to conduct regular inspections of educational activities, all forms of examinations, and student assessment.
- (3) The guarantor or co-guarantor authorised by him or her is, as a general rule, a member of the panel of examiners in the case of a panel examination.
- (4) If there are any disputes concerning the assessment, the guarantor reviews any objections, or the guarantor subsequently refers the matter to the study programme board. In reviewing the objections concerning the assessment, conditions of assessment, learning objectives, syllabus and recommended literature specified in the subject information sheet represent the decisive factors. In the event that the study programme board declares that the assessment was carried out in contravention of the subject information sheet, it may make a decision to annul such assessment.
- (5) The internal regulation adopted by a faculty may lay down further details for applying this Article.

PART SEVEN INQUIRY REVIEW

Art. 60

Part seven of the Internal System regulates the rules of inquiry review and other similar submissions from students enrolled in study programmes carried out at CU and its faculties in accordance with Sec. 3 (3)(g) of the Act on Quality Assurance.

Art. 61

Complaints, inquiries, petitions, appeals, and other student submissions

- (1) A student submission is judged by its content. A submission that is a petition shall be explicitly marked with the word petition.
- (2) Where a student submission is capable of being assessed differently in its various parts according to its content, it shall be dealt with in each part according to the way in which that part is assessed according to its content.
- (3) A submission by a student seeking protection of his or her rights or legally protected interest which he or she considers to have been violated by the action or inaction (hereinafter referred to as 'action') of CU, points out specific deficiencies, mainly violations

of statutory regulations, the elimination of which is within the competence of CU, shall be considered as a complaint for the purposes of this Regulation, and CU shall act appropriately in its examination in accordance with the special internal regulation of CU.²²

- (4) A complaint is not a submission that
 - a) is in the nature of a request, statement, opinion, demand, inquiry, or proposal,
 - b) refers to specific deficiencies in the activities of CU, the removal or handling of which is regulated by a different law than the Act on Complaints, e.g., student petitions,
 - c) is directed against a decision of a self-governing academic body of CU or faculties issued in administrative proceedings,
 - d) is directed against the conclusions of control, audit, monitoring, supervision, or inspection, or
 - e) contains classified information or from the content of which it is evident that its handling as a complaint according to this Act would compromise classified information pursuant to a special regulation,
 - f) has been submitted by a public authority and in which deficiencies in the action of CU or the faculty's authority are indicated.
- (5) For the purposes of this Regulation, a submission is a student submission that is not a complaint, a petition, a motion for the commencement of proceedings in matters relating to academic rights and obligations of a student, or another submission in an ongoing proceedings in matters relating to academic rights and obligations of students or an appeal against a decision issued by a CU body or a faculty, and which is generally in the nature of a request, statement, opinion, demand, inquiry, or proposal.
- (6) For the purposes of this Regulation, a petition is a submission by one or, as a general rule, several students addressing the CU or faculty self-governing bodies in matters of public interest or other common interest with demands, proposals, or complaints and which is specifically marked as a petition.
- (7) For the purposes of this Regulation, a motion for the commencement of proceedings in matters relating to academic rights and obligations of students is a submission by which proceedings in matters relating to academic rights and obligations of students are initiated, in which a decision is issued and delivered to the student. For the purposes of this Regulation, another submission in ongoing proceedings in matters relating to academic rights and obligations of students is a student submission of an already initiated proceedings in the matters concerning academic rights and obligations of a student, e.g., a statement in proceedings, a demand in proceedings, an objection in proceedings, proposal to present evidence, and the like. For the purposes of this regulation, an appeal is a student submission by which a student seeks a review of a CU or faculty academic self-governing body decision issued in matters relating to academic rights and obligations of students.
- (8) In case of doubts as to whether a submission is to be considered and dealt with on its merits as a complaint or as an inquiry, the submission shall be dealt with as a complaint pursuant to Art. 62, except where it is possible and reasonable to assume that by dealing with it in

²² Internal regulation No. 1/2021 Directive adopted by Rector on the Process of Complaints Handling at the CU.

accordance with the procedure for dealing with inquiries according to Art. 63 will be faster and cost-effective, and the applicant will be informed of this.

- (9) In case of doubts as to whether a submission is to be considered and processed as a complaint or as a petition on its merits, the submission shall be dealt with as a petition if it is specifically marked as a petition.
- (10) Inquiries submitted in relation to whistleblowing at CU and their handling shall be regulated by a special internal regulation of CU.²³
- (11) Submissions that are not requests for access and disclosure of information and their handling shall be regulated by a special internal regulation of CU.²⁴

Art. 62 **Handling of student complaints**

- (1) CU is required to handle complaints.²⁵
- (2) CU shall follow the CU special internal regulation when handling student complaints.²⁶ The Rector/vice-rector shall decide on one representative of the student section of the CU Academic Senate who shall be authorised to take part in the complaint investigation and whose statement and signature shall form part of the minutes of the investigation of the complaint and the essential parts of the statement shall be included in the complaint handling notification.

Art. 63 **Handling of student inquiries**

- (1) Student inquiries that are not complaints, petitions, motions for the commencement of proceedings in matters relating to academic rights and obligations of students, or another submission in ongoing proceedings in matters relating to academic rights and obligations of students, or an appeal against a decision, shall be submitted and handled by CU or faculty staff whose job description includes the subject of the inquiry.
- (2) If the student submits the inquiry to a CU or a faculty employee who is not competent in the matter pursuant to Subsection 1, that employee:
 - a) shall refer the inquiry to the competent employee for handling, if such an employee is known, and shall notify the submitter of the inquiry,
 - b) shall refer the inquiry to the dean if an employee competent in the matter cannot be identified and notify the submitter of the inquiry.

²³ Internal Regulation No. 17/2015 Directive adopted by Rector Determining Principles of Submission, Verification and Registration of Inquiries in Connection with Whistleblowing.

²⁴ Internal Regulation No. 12/2021 Directive adopted by Rector on Implementation of Freedom of Information Act.

²⁵ Pursuant to S 20 (1) (f) of the Higher Education Act.

²⁶ Internal Regulation No. 1/2021 Directive adopted by Rector on the Process of Complaints Handling at CU.

- (3) In the course of handling student inquiries, it is necessary to proceed in compliance with relevant legal regulations and CU internal regulations to achieve protection of the rights and legitimate interests of the submitter while maintaining the protection of rights and legitimate interests of other students and CU.
- (4) If the inquiry is more serious in nature or involves a larger number of students and the competent employee does not fully comply with the inquiry, he or she shall notify his or her immediate superior. The immediate superior shall decide whether the Rector's notification of the inquiry and its handling is needed (for students enrolled in a study programme organised by CU) or the dean (for other student inquiries).
- (5) The competent employee under Sec. 1 shall handle the inquiry without undue delay and notify the submitter of its handling.
- (6) If the student does not agree with the handling of the inquiry, he or she may submit a repeated inquiry in the same matter. If the student also disagrees with the handling of the repeated inquiry, he or she may submit an inquiry to the immediate superior of the competent employee according to Sec. 1. Each other submission on the same matter shall be considered and handled as a complaint.
- (7) Sec. 3 to 5 and 8 and 9 shall be applied mutatis mutandis to the handling of a repeated inquiry and inquiry to the immediate superior.
- (8) The competent employee may take no further action with:
 - a) an anonymous inquiry,
 - b) a harassing or a manifestly frivolous inquiry,
 - c) an inquiry in which he or she finds that the inquiry matter was or is dealt with by the court, the prosecution, another law enforcement authority, or public body, or a CU or faculty self-governing academic body,
 - d) an inquiry that concerns solely an individual other than the one submitting the inquiry and is not accompanied by a power of attorney,
 - e) an inquiry where more than five years have elapsed since the event to which the inquiry relates,
 - f) an inquiry which has been brought to his or her attention only.
- (9) In handling the inquiry, communication with the submitter shall be conducted primarily orally or by electronic means.
- (10) If the inquiry is submitted to the CU Academic Senate, academic senate of a faculty, the Rector, the dean, the vice-rector, the vice-dean, the head, i.e., the director of a centrally financed CU unit, it can directly deal with the inquiry, provided that it is within his competence, or it shall refer the matter to an employee of the CU or the faculty pursuant to Sec. 1. The bodies, academic officials, and senior employees referred to in the previous sentence may also reserve the right to handle another inquiry if the matter is within their scope of authority.
- (11) Subsections 4 and 6 shall not apply to the handling of inquiry by the CU Academic Senate,

the academic senate of a faculty, the Rector, a dean, a vice-rector, a vice-dean, the head or a director of a centrally financed CU unit, or a director of a self-administered part of CU. If the inquiry is more serious or concerns a larger number of students and the vice-rector, vice-dean, head, or director of a centrally financed unit of the university does not fully comply with it, the Rector or dean shall be notified. If a repeated complaint is made by the same person on the same matter, it shall be dealt with in accordance with this Article; if a second and further repeated inquiry is made by the same person on the same matter, it shall be dealt with as a complaint.

Art. 64
Handling of student petitions

The handling of petitions submitted by the CU students or faculty students is regulated by a special Act.²⁷

Art. 65
Decision making in proceedings in matters concerning academic rights and obligations of students

Decision making in motions to start legal proceedings in matters relating to academic rights and obligations of students, remedies against decisions made during proceedings relating to academic rights and obligations of students, and the handling of other submissions in ongoing proceedings in matters relating to academic rights and obligations of students are regulated by relevant legal regulations and internal regulations of CU.²⁸

PART EIGHT
CODE OF ETHICS AND RULES FOR CREATIVE ACTIVITIES OF CU

Art. 66
Preamble of Code of Ethics

CU is a public and self-governing institution which, as the oldest, largest, and most important educational and research establishment of the Slovak Republic, develops and spreads education and scientific knowledge, and takes care of its deep understanding. Since its foundation in 1919, it has been committed to the primary values of human existence, truth, goodness, and justice.

One of the elementary goals of CU is to contribute to the intellectual and ethical development of students and to open new horizons in scientific research and education. The strategic goals are derived from the ambition to be a major centre of European education and an internationally oriented university. In accordance with this commitment, it develops its identity as an educational and scientific institution of a high international level, it strives to achieve

²⁷ Act No. 85/1990 Coll. on the Right to Petition as subsequently amended.

²⁸ E.g., S 58 of the Higher Education Act, S 53 to 60a of Act. No. 71/1967 Coll. on Administrative Proceedings (the Administrative Procedure Code) as subsequently amended in connection with S 108 (1) of the Higher Education Act, Art. 38 of Internal Regulation No. 20/2019 of the CU Study Regulations as subsequently amended, Art. 9 of Internal Regulation No. 13/2018 of CU Disciplinary Regulations for Students.

optimal conditions for education and prepares its graduates to represent the highest level of personal and professional quality and humanism. CU staff and students are proud members of the academic community, honor their tradition, history, and position in the Slovak and European university education area and are aware of the ethical and social significance of the current and future intellectual elite of the country.

The integrity of the academic environment, in which all persons are treated equally and respectfully, and the fundamental rights and freedoms of all and everyone are respected, regardless of job title and function, sex, ethnicity, religion, the field of study, form, method, or degree of study, is constantly strengthened at CU. All are united by academic freedom in education, scientific research and artistic activities, and academic life. The atmosphere of academic freedom enables all members of the academic community to achieve their academic and personal goals while maintaining a correct balance between the academic freedoms of a member of the academic community of CU and his personal responsibility.

CU adopts its Code of Ethics (hereafter known as the 'CU Code of Ethics') to make its position on universal ethical values transparent to society.

UNIT ONE

Code of Ethics

Art. 67

Scope of the CU Code of Ethics

- (1) The CU Code of Ethics is an expression of moral values applied in the environment of CU. It sets ethical principles and standards of conduct for CU staff and students, considering the specifics of their position. The Code of Ethics specifically regulates ethical principles applied in creative activities of scientific and educational research.
- (2) The CU Code of Ethics is binding on members of the CU academic community and adequately binding on other CU employees.

Art. 68

General ethical principles

- (1) Members of the CU academic community undertake to comply with generally binding legal regulations, internal regulations of CU and the faculties on which they operate, and generally known and respected moral principles of conduct based on human rights and good morals. In the spirit of these values, the members of the CU academic community follow ethical principles, which are mainly honesty, responsibility, good manners, decency, justice, truthfulness, tolerance, solidarity, helpfulness, and nondiscrimination.
- (2) Each member of the CU academic community by his actions, in particular
 - a) shows respect to every individual and respects fundamental human rights and freedoms,
 - b) does not tolerate any physical or psychological violence, actively opposes the abuse, humiliation, or harassment of individuals or groups, rejects discrimination of any kind, as well as bullying, humiliation, defamation, harassment, and calumny of others,
 - c) must exclude any verbal or nonverbal sexual harassment, physical behaviour of a sexual

nature, and other harassment and coercion which is intended or has or could have the consequence of violating the dignity of an individual and which creates an intimidating, degrading, abusive, hostile, or offensive environment or abuses a position of authority to achieve personal gain,

- d) consciously and actively participates in the creation of the social good,
 - e) maintains his personal moral integrity, shows the truth in his thoughts, words, and deeds without the intention of misleading other people,
 - f) is loyal to CU, honors and respects its name, history, traditions, and values; is conscious that his or her performance represents CU to the outer world,
 - g) communicates with dignity at all levels of academic life and creates an atmosphere of mutual respect, trust, and fellowship; supports cooperation and initiative,
 - h) acts to prevent the violation of good morals or the violation of the provisions of this code, if such a situation occurs, seeks redress in accordance with the CU Code of Ethics,
 - i) honors, respects, and complies with generally binding legal regulations and CU internal regulations,
 - j) bears legal, professional, and moral responsibility for his or her actions,
 - k) honors and respects all forms of education, self-education, scientific research, and artistic activities at CU,
 - l) respects the specifics and uniqueness of academic rights, freedoms, and values of CU, honors and respects the transparency of academic life,
 - m) promotes honesty, morality, justice, and transparency in the decision-making process of academic boards and collective academic bodies,
 - n) honors and respects freedom of thought, freedom of speech and critical thinking, independent research, free exchange of opinions and information; different opinions are applied correctly and constructively,
 - o) honors the principles of collegiality and academic cooperation,
 - p) protects information related to CU activities; such information is used for professional purposes, study purposes only, and not for personal goals or third-party goals,
 - q) does not use his or her functional or employment position in the organizational structure for personal gain, for the benefit of third parties, or for any form of corruption or discrimination,
 - r) complies with the rules of political neutrality on the academic ground,
 - s) does not tolerate the use of information systems and other CU assets for personal gain.
- (3) Members of the CU academic community commit to avoid unethical conduct. It is inadmissible, in particular, to
- a) publicly promote political opinions and attitudes in connection with CU or its faculty or on behalf of CU or its faculty,
 - b) publicly promote or support extremist opinions and attitudes that radicalize society, endanger the protection of citizens' health, suppress civil and human rights or freedoms of individuals or groups, or publicly promote, support, or report to individuals or groups that hold such attitudes or opinions,
 - c) support, promote, and approve discrimination or degradation of other individuals, in a verbal or physical form,
 - d) to commit verbal and nonverbal sexual harassment, physical behaviour of sexual nature, and other harassment or coercion which intends or has the effect of violating the dignity of a person and that creates an intimidating, degrading, abusive, hostile, or offensive

- environment, or abuses the position of authority,
- e) support, promote, or approve attitudes or activities that violate the principles of a democratic rule of law and fundamental human rights,
 - f) support, promote and endorse extremist-motivated hate speech that extends, incites, encourages, or justifies racial hatred, xenophobia, antisemitism, or other forms of hatred based on intolerance in the form of aggressive nationalism and ethnocentrism, discrimination, and malice against individuals on the grounds of their sex, origin, gender, sexual orientation, religious or political affiliation, and against minorities and foreigners,
 - g) use pedagogical, scientific research, or artistic work at CU or its faculty to promote political attitudes,
 - h) combine pedagogical, scientific research, or artistic work at CU with activities in commercial companies, or business activities,
 - i) knowingly publish or otherwise disseminate false, misleading, or unfounded information and claims about CU or its faculty or in relation to CU or its faculty,
 - j) use for personal gain information to which only members of the academic community of CU have access,
 - k) misuse the name of the CU or its faculty, property under the administration or ownership of CU, or the intangible property of CU for their own enrichment or other benefit.

Art. 69

Ethical principles of academic officials and managing and senior employees

- (1) All academic officials and managing and senior employees show respect for ethical principles:
 - a) create optimal conditions for CU staff for the best performance of their pedagogical, scientific research, artistic other creative activities,
 - b) openly accept criticism of their activities as managing and senior employees,
 - c) do not abuse their position, which could damage the name of CU or its faculty, the name, position, or interests of other persons presenting this criticism,
 - d) show zero tolerance for various forms of bullying in the workplace (bossing and mobbing),
 - e) pursue a correct approach and professionalism in the work environment, support the qualification development of the work team,
 - f) require adequate pedagogical, research, publication, project and organisational activity, and development of academic cooperation at home and abroad, especially regarding quality.

- (2) Deans, heads of departments, and institutes at individual faculties show respect for ethical principles:
 - a) create suitable conditions for all members of the faculty, department, or institute at their respective faculty, department, or institute for their personal, professional, qualification, and career growth,
 - b) create suitable conditions in the workplace for the systematic personal formation of personalities capable of taking over the management of the workplace at the end of their managing term.

UNIT TWO

Ethical principles in educational activities

Art. 70

Higher education institution teachers, researchers, and artistic staff

- (1) The CU higher education institution teachers, researchers, and artistic staff have a key role in the quality education system and the creation of new scientific knowledge. The results of their work and their professional and human profile represent an example for the young generation. Society places the highest intellectual and ethical requirements on them.
- (2) CU requires higher education institution teachers, researchers, and artistic staff of CU to show:
 - a) excellence and professionalism, i.e., a high level of scientific research and artistic activities and teaching to provide the CU students with the guidance of excellent experts,
 - b) moral integrity, i.e., a high level of personal moral qualities which represent prerequisites for compliance with professional standards of honesty, competence, and justice, as well as natural authority and dignity,
 - c) responsibility, i.e., rational and versatile consideration of the consequences of any activity which is of particular importance in education, research, and artistic activities,
 - d) dignity, i.e., regard and respect for people, to their work; an employee helps to create an environment of mutual sincerity, regard, and tolerance, despite possible different opinions, whether in professional activities or different worldviews.
- (3) A higher education institution teacher, researcher, or artistic worker at CU, in accordance with his or her work focus, mainly:
 - a) respects the student's right to free access to education,
 - b) treats students and approaches teaching in terms of tolerance, shows respect for the person and respect for freedom of thought; treats students honestly, fairly, and openly; his or her behaviour is an example to students,
 - c) does not humiliate or engage in immoral behaviour and coercion,
 - d) does not abuse the teacher's authority and does not require students to perform activities that are the subject of their own obligations,
 - e) does not appropriate the results of the student's work,
 - f) respects and supports the creative work of students in scientific research and artistic activities,
 - g) supports the personal growth of students in order to educate a fully formed personality both from a professional and ethical point of view,
 - h) supports the scientific growth of doctoral students and ensures their access to all relevant information,
 - i) encourages anti-corruption behaviour, does not seek or accept material or any other benefits from other persons in connection with the performance of his or her work; refuses donations from students, their parents, or other persons related to the student,
 - j) refuses interventions from third parties in favour of the student's study results,
 - k) applies objectivity, impartiality, justice, and transparency in the evaluation of study results,
 - l) does not take the position of false collegiality consisting of tolerating cases of violation

of general ethical principles and rules of this CU Code of Ethics, other internal regulations of CU, and generally binding legal regulations,
m) supports cooperation with domestic and foreign educational, scientific, and artistic institutions with the intention of supporting the permanent intellectual development of all students and employees of CU.

Art. 71 Students of CU

During their studies, every CU student:

- a) acts honestly and responsibly towards others, respects the rights of others, refuses discrimination on the grounds of ethnic origin, race, religion, age, sex, sexual orientation, family or health status, social origin or financial status,
- b) is aware of his or her right to quality professional training, uses the period of study for personal and qualification growth,
- c) achieves his or her results only in an honest manner, does not deceive or use dishonest practices during any form of verification of his or her study knowledge,
- d) does not commit plagiarism, does not pass on the work of another person as his or her own,
- e) complies with generally binding legal regulations and internal regulations of CU, follows generally accepted principles and rules of social behaviour,
- f) acts towards employees of CU, as well as other students, with dignity and respect, adheres to basic rules of good behaviour,
- g) does not tolerate disrespect or other unethical treatment of people, refuses indifference and tolerance of ethical mistakes of other CU students,
- h) free expresses his or her professional opinions, respects freedom of speech and critical thinking, free exchange of opinions and information,
- i) does not disparage work results of other students or teachers, criticism and an alternative opinion are applied correctly,
- j) does not interfere with the course of teaching and does not disrupt the course of the examination by late arrival, early departure, or other inadequate behaviour,
- k) does not abuse published or unpublished work results of higher education institution teachers, researchers and artistic staff, doctoral students, other students,
- l) within his or her own pedagogical practice, follows the same principles as other pedagogical workers of CU.

UNIT THREE Ethical principles in scientific and research activities

Art. 72

- (1) The ethical principles in scientific and research activities according to this unit constitute the rules of creative activities at CU according to Sec. 3 (3)(h) of the Quality Assurance Act. Their application and enforcement shall be ensured through the instruments referred to in Units 4 and 5.
- (2) In defining ethical principles in scientific and research activities, the rules of creative

activities at CU are based on the following principles:

- a) CU is a research-oriented public and self-governing institution that strategically supports the pursuit of promising directions in creative activities and other activities related to science and research by its academic staff, as well as the participation of students in it, respects ethical aspects of creative activities and other activities related to science and research, strives to foster a fair and ethical environment in all aspects of scientific research, and strives to make the most efficient use of public and private resources for quality creative activities,
- b) The rules for the conduct of high-quality creative activities are an important measure of the quality and integrity of creative activities and other activities related to science and research as a whole, including their impact on people's lives. Poor quality research is at best worthless and a waste of valuable resources; at worst, it can be misleading, and if its results represent a basis for public policy, it can be harmful to individuals and society, its environment, and social environment. Quality measures are also an integral part of the assessment and evaluation of research projects and the accountability for the use of research funding. Furthermore, the establishment of mechanisms to encourage creative activities of the highest quality provides an important tool to prevent dishonesty and fraud in science,
- c) The rules for the conduct of creative activities and the participation of students in it and the requirements for the level and scope of creative activities shall regulate the main principles defining proper creative activities across the range of disciplines, as well as the policies, structures, and processes of the internal system, which guarantee the maintenance of scientific integrity and adherence to academic ethics, vigilance against plagiarism and other academic fraud, and which allow for the detection of such fraud and ensure that it is dealt with in a manner that ensures that consequences are imposed,
- d) The rules for the conduct of creative activities also reflect existing European quality norms, some principles are taken over verbatim, in view of the increasing volume of research, supported, coordinated, and funded by international organisations, as well as research carried out based on bilateral and multilateral international cooperation,
- e) The purpose of the rules on the conduct of creative activities is to create a space for free academic research, publication, and exploitation of its results at an internationally comparable level. The rules also aim to declare the position of CU on the ethics of research and the publication of creative activities while providing a guideline to its staff and students on how to achieve and maintain good research and publication practice of high-quality creative activities in accordance with internationally recognised principles. These rules also aim to contribute to ensuring that every staff member and doctoral student, while observing good scientific practice, also observes the norms of the internal system of quality assurance as a sign of loyalty to CU,
- f) these principles provide the foundations on which the standards of good scientific practice are built. There have been significant shifts in perceptions of what is right in recent years, partly based on experience and partly as a result of broader changes (e.g., in relation to information and confidentiality). Increasingly, there is an expectation that well-established good practice will be made explicit in the form of written guidelines and codes, which would be regularly verified, updated and aligned with existing legal regulations.

Art. 73

Basic principles of creative activities and good scientific practice

- (1) Research activities, development activities, and other creative activities of CU that are relevant from the point of view of completing the mission of CU, especially in relation to education goals and outcomes (hereafter referred to as „creative activities“),²⁹ are multifaceted activities; Research practice covers a wide range of human endeavours, especially the creation of theories, the construction of models, the formulation and testing of hypotheses, the collection and analysis of data, the validation of previous outputs, and the development of new methodologies. The following key principles represent good scientific practice:
 - a) the absolute integrity of creative activities, education for scientific inquiry and research administration,
 - b) transparency,
 - c) critical conduct of research into creative activities without prejudice,
 - d) adherence to the highest professional and moral standards,
 - e) honesty with yourself and others.
- (2) Higher education institution teachers, researchers and artistic staff in the capacity of employees working at the faculties and units of CU, as well as students of individual CU faculties, in particular, doctoral students (hereafter for the purposes of this and the following units of this part of the regulation also referred to as 'researchers') carry out many other activities, such as mutual scientific communication, publications, dissemination and use of the results of the research, reviews and evaluation of the work of other researchers and teaching, and management of peers and collaborators. The work of each researcher builds on the work of other researchers, it is usually carried out in collaboration with colleagues, and influences the work of successors. Therefore, it is their duty to instil these standards in their young colleagues.
- (3) Researchers are responsible for creating, preserving, and transferring knowledge in their field.
- (4) A scientific worker perceives and carries out scientific, research, and development activities as means of increasing the level of knowledge of society as a whole and as a means for active self-education, which leads to improvement of the quality of teaching of students and young scientific workers.
- (5) Scientific workers are free to determine research directions and are responsible for upholding and developing core values and standards of scientific inquiry.
- (6) Everyone involved in the creative activities of CU is rightly expected to maintain scientific integrity and every conduct in violation of scientific integrity is an incentive to address a serious problem.
- (7) The most important scientific principle is honesty with oneself and others. Honesty is first

²⁹ In terms of S 3 (2)(a) of the Quality Assurance Act and Art. 12 of the Standards for the Internal System.

and foremost an ethical principle, but it is also the basis of rules (that may vary in different fields) for the professional guidance of scientific work or good scientific practice. Instilling the principles of good scientific practice in students and young scientists is one of the fundamental missions of CU. Ensuring its implementation and fulfilment in practice is the main task of self-regulation in science. Dishonesty (as opposed to error) is not only the opposite of the foundations and essence of scientific work, but also a serious danger to science itself. It can undermine both public confidence in science and the mutual respect between scientists, without which successful scientific research is unthinkable.

- (8) Good scientific practice, which forms the core of the following recommendations, is an essential condition for effective and internationally recognised scientific work, which is part of the creative activities at CU. The opposite of good scientific practice is scientific deceitfulness and dishonesty, that is, deliberate violation of basic scientific rules, which must be avoided. The broader term “unscientific practice” is used in contexts (for example, procedural rules) where a breach of accepted principles of good practice is referred to as a proven fact, regardless of its motivation.
- (9) The faculties may establish further and more detailed principles and rules of creative activities at the faculty and good scientific practice in a given field of science and research.

Art. 74

Ethical responsibility of scientific workers

- (1) A scientific worker:
 - a) respects the main principles of scientific research including compliance with recognised criteria of scientific and artistic rigour,
 - b) honours and respects rules of objectivity in research, artistic activities, and the search for truth while respecting the specificities of the field,
 - c) is open to teamwork and professional discussion, communicates in a factual and open manner with correct reasoning, and encourages creative dialogue,
 - d) does not disparage scientific practices and respects other scientific opinions as well as the plurality of scientific and creative disciplines,
 - e) is personally responsible for the procedures, credibility, originality, and results in scientific and artistic activities; rejects unscientific practices and approaches in scientific and artistic research activities,
 - f) shall carry out assessment reports and expertise with full responsibility, impartiality, and utmost objectivity,
 - g) does not allow conflicts of interest, bias, purposeful misrepresentation, or influence by outside interests in the performance of expert and assessment activities.
- (2) A scientific worker shall further:
 - a) respect and accept zero tolerance for conflicts of interest,
 - b) not pass off another’s work (textual, audio, or visual) or any part of it as their own,
 - c) not pass off an older work as a new work without reference to the original work,
 - d) respect and accept zero tolerance for third-party interventions in projects of scientific, research, artistic, or other creative activities at CU or on behalf of CU or its faculty,
 - e) not disrespect pluralism of opinion,

- f) assume personal responsibility for the choice of the publishing house, scientific or professional journal in which the results are published,
 - g) distinguish between scientific, professional, and personal opinion in public speaking aimed at the promotion of scientific knowledge and achieved results,
 - h) not publish in a questionable manner, not endorse, not recommend, or use untrustworthy publishing platforms that pose a reputational risk to the author and CU.
- (3) Scientific workers shall be guided in the performance of their activities by this Code of Ethics, as well as by the professional codes of ethics of the field if they exist. They must be guided by the Charter of Fundamental Rights and Freedoms, the Declaration of Helsinki of the World Medical Association, and relevant international and national legislation when conducting human-oriented research.
- (4) All primary and secondary data that form the basis of a scientific paper or publication shall be securely stored for at least ten years after the completion of the relevant work in the laboratory or department of origin. When the nature of the experiment allows, this recommendation also applies to the preservation of samples following their initial analysis. The original records are protected by the laboratory or the site even after the originators have left the site. Departments shall have a clearly defined system of rules for access to stored data, processed with the consent of the stakeholders. Additional data analysis or samples retrieval for further study can only be permitted for clearly defined scientific purposes or to verify results. Deletion of data is not permitted under any circumstances.
- (5) Copyright is derived solely from the creative contribution to the published work. Four criteria must be met for authorship to be conferred:
- a) The author must have contributed to the creative process,
 - b) The author must have contributed to the preparation of the resulting publication,
 - c) The author accepts responsibility for the final version of the manuscript,
 - d) The author must be able to explain his/her contribution to the work.
- (6) Authors are required, depending on the field and the particular method of scientific approach to:
- a) provide sufficiently detailed data about the material and methods based on which readers can assess the scientific validity of the used experimental procedures/archival and field studies used and based on which they can replicate experiments/research procedures in other laboratories or research settings; a full and sufficient description of the new techniques is important,
 - b) fully describe the results of the research in a manner commonly understood in the research field,
 - c) state details about the analytical and statistical procedures and scientific methods used, any deviations from these procedures (e.g., exclusion of selected data) or new methodological procedures shall be fully described and validated,
 - d) include the necessary references to previous work (yours and others) that place the results in the context of the relevant field and acknowledge the intellectual contribution of other scientists; neither the work of your own nor your colleagues should be cited less than this requirement demands, but the number of references should not be increased forcibly to promote the citation of the author's work,

- e) acknowledge contributions from other sources (e.g., provision of research material and technical services),
 - f) declare potential sponsorship contributions and possible or actual conflicts of interest,
 - g) Maximising the quality of scientific publications; while practice of pre-publications is acceptable in certain circumstances and, depending on the nature of the scientific research, even desirable in some cases, rapid publication increasing the number of authors, republication, publication of the same research results in parts on purpose, and other practices that increase quantity at the expense of quality is unacceptable.
- (7) Scientific workers are required to respect the social and corporate character of research in all aspects, that is, not only as authors of results and publications but also as those who enable, support and objectively critique research for others.

Art. 75

Carrying out creative activities and other activities related to science and research posing a reputational risk to CU

- (1) Scientific workers shall not associate their creative activities and their other scientific, publishing, editorial activities, as well as other outputs, with publishing houses and journals that pose a reputational risk to the author, CU, and its faculty and may result in questioning the quality of research of the author, the faculty, and CU (so-called predatory or special-purpose publications and publishing houses).
- (2) The designation predatory publishing houses or predatory journals is used solely for the purpose of evaluating the quality of creative activities at CU and shall not affect the evaluation of other authors and other activities of the journal or publishing house in question.
- (3) Scientific workers respect and accept:
 - a) zero tolerance for predatory conduct in publishing,
 - b) the obligation to avoid publishing in publishing houses and journals that are considered or suspected to be predatory,
 - c) zero tolerance for participation in predatory behaviour in the form of reference activities,
 - d) zero tolerance for participation in editorial boards of journals that are considered or suspected of being predatory,
 - e) zero tolerance towards active participation in real or fictitious predatory colloquia, conferences, symposia, and events of similar format with the aim of presenting research or professional activities,
 - f) the obligation not to associate the name of CU with such publishing houses and journals. The obligation applies to events organised by publishing houses and journals that are considered to be or suspected of being predatory,
 - g) zero tolerance for publicity, promotion, and various forms of cooperation with publishing houses or journals that are considered or suspected to be predatory.
- (4) So-called predatory journals and publishing houses prioritize self-interest with the aim of economic gain, unethical career growth, are characterised by the publication of incorrect,

false, unverified, misleading information, data, hypotheses, and theories, they do not comply with established ethical standards of editorial and publishing, they show substantial deficiencies in the field of transparency and use practices which do not belong to the academic circles. Research dealing with predatory journals also tends to label them as 'unethical', 'pseudoscientific', 'dubious', 'deceptive', 'obscure', 'illegitimate', 'exploitative', 'shell', or 'of bad faith'. The degree of seriousness of ethical breaches ranges from ignorance, inconsistency, lack of professionalism, to conscious and systematic abuse of the system, and planned unethical financial profit from the activity. Predatory journals substantially deteriorate not only the quality of scientific activities but also rapidly reduce the credibility of scientific publication, abuse the open access space in scientific journals, distort science-oriented metrics, and unacceptably simplify career advancement, especially in the case of the intersection of these journals into respected international scientific databases (Scopus, Web of Science). They also distort, if not make impossible, comparison of scientific performance of individual scientists and teachers when authors using predatory platforms appear to be more productive because much less demand is put on their texts and are easier and faster to publish. The penetration of predatory journals into international renowned databases causes a situation that is not transparent in assessment of the quality of science, while blurring the boundaries between scientific publishing and pseudoscience. Since this serious issue of so-called predatory journals and publishing houses represents a new and growing phenomenon that the academic community has been confronted with in recent years, it is essential to create a system of protection of the quality of science to avoid the risks associated with the emergence of fatal distrust towards science, which would ultimately have an unprecedented impact on society. The membership of a journal in international databases cannot currently be regarded as an absolute and unquestionable guarantee of quality.

- (5) Journals and publishing houses that raise serious doubts of scientific quality, are considered to be predatory, or are suspected of predatory conduct, are generally characterised by some of the following features:
- a) The name of the journal may copy or partially modify the name of an internationally renowned journal, sometimes imitating the website of a reputable journal. Sometimes the name of the journal is nonspecific - it does not refer to any particular area of expertise but refers only to 'research', etc.,
 - b) as a rule, there is no link to academia, the journal is registered within a commercial company, which is also understood to be a limited liability company,
 - c) the contact is generally not a person with an affiliation with academia, is often anonymous and linked to private email addresses, or via a contact form, or is fictitious, the publisher's registered office is unknown or fictitious,
 - d) the focus of the journal is not scientifically specialised but covers a wide range of disciplines that are far removed from each other. They often bring together two or more unrelated scientific disciplines,
 - e) editorial board members may be fictitious, are listed as editorial board members without their knowledge, editorial board members are conspicuously repeated in other special-purpose journals, or the specialisation of editorial board members does not meet the basic focus of the journal,
 - f) despite official information published by the journal or the publishing house, the peer review process is minimal, only formal, or completely absent, opening the way for

- routinely publishing plagiarised papers,
- g) the peer review process may be replaced by payment of a fee; thus, papers are published mainly on a fee-for-publication basis. Sometimes, the amount is only announced after the acceptance of the paper, not in advance. If the amount of the fee is announced in advance, it does not correspond to justified fees in legitimate renowned open access journals; it is usually significantly lower,
 - h) fees are often charged in an unclear manner, cumulated without further justification, are unjustified, and do not primarily serve to cover the costs of open access to the published text (e.g., they are not related to the provision of formal proofreading in a foreign language),
 - i) fees for alleged editorial work are sometimes not set at the same level for all authors of papers,
 - j) fees are generally charged for unpublished papers,
 - k) despite the fees for the papers, their online availability (open access) in the journal is sometimes limited. The journal, publisher, requires transfer of copyright after submission to the journal, or retains copyright despite the open access fee,
 - l) payment of the fee often constitutes a guarantee of publication of the paper,
 - m) they may have invalid, incorrect, or misleading ISSNs,
 - n) they may manipulate the impact factor (hereafter referred to as IF), they sometimes fail to provide realistic and truthful information about indexing in relevant scientometric databases,
 - o) papers are usually published expeditiously through an intermediary,
 - p) the person presenting himself or herself as the editor of the journal usually invited authors to publish papers by mass e-mail, and the nature of the message is particularly complimentary to the potential author. Journal editors usually invite and recommend citations from 'friendly journals' in order to increase the IF,
 - q) frequent noncompliance with publication standards, pseudoscientific papers may be published, papers may have a particularly short list of total literature used (e.g., only 3 papers) due to registration in international databases, which points to the absence of a quality peer review process, moreover, the literature used sometimes includes several self-citations of articles with multiple authorship,
 - r) the articles, as well as the journal itself and the publisher's website, often contain several typographical and grammatical errors, poor quality or unauthorised visual material, and non-functional hyperlinks. In the case of English-language journals with non-English speaking publishers, the English is sometimes grammatically and stylistically incorrect,
 - s) In general, a suspiciously quick agreement to publish a paper or an extremely quick execution of the peer review process, which may be combined with an emphasis on payment of fees. This may also apply to expediting publication,
 - t) the usual attempt to increase credibility and prestige by registering in international databases, whose actions are also considered purposeful, non-transparent (they charge fees for inclusion in the list, they use Google Scholar to calculate metrics, the metrics use the IF name, the methodology of calculating the metric may be contrived, they may have several purposive journals in the list, they often cooperate with purposive publishing houses to increase the value of the publisher's journals),
 - u) usual efforts to increase credibility and prestige through misleading claims about the rigor of peer review, exclusion of predatory conduct, and rejection of plagiarized work.

- (6) As a rule, predatory conduct is manifested by some of the following characteristics that complement each other:
- a) The author publishes extensively in journals that are considered to be or are suspected of being predatory,
 - b) in the same journals that are considered to be or suspected of being predatory, the author usually has at the same time a significant number of references,
 - c) may also be a member of the editorial board of journals in which he or she predominantly publishes and in which he or she has a high response rate, and which are considered to be or are suspected of being predatory,
 - d) references usually come from articles in journals that are considered to be or are suspected of being predatory, and these references come largely from a recurring, small group of authors. References show an unmistakable mutual purposeful network of authors of citations. The authors of unethical references may often be the coauthors of the articles themselves (an excessive number of direct and indirect self-citations of articles with multiple authorship). The co-authors of articles who are also authors of references are often co-members of the editorial boards of predatory journals, or may be former or current collaborators of the author of the articles,
 - e) references generally do not show natural variability and diversity in citation activity, other categories of references to the author's publication activity are not represented,
 - f) references are often multiplied and reciprocated by a close group in order to increase the prestige of the institution, the author of the article, promotion, obtaining scientific projects, financial rewards and career growth,
 - g) publication and citation activity of the author and the authors of the references may indicate an interconnected purposeful network. Names of authors of the references are repeated, even in identical journals that may be considered to be or are suspected of being predatory. Sometimes there is just a rotation of multiple authorship of an article, which is then cited within a narrow group forming a purposeful network.
- (7) Predatory conferences imitate legitimate scientific conferences, exacerbate the problem of predatory publishing, promote unethical activities in an organised manner, and devalue the foundation for the quality of science in society. The issue of predatory conferences is also the subject of current academic analysis. Conferences that at the very least raise serious questions about scientific quality are further considered to be or suspected of being predatory, and are generally characterised by some of the following features:
- a) they usually try to attract authors with a promotional invitation, which often informs about the fictitious participation of prominent academics (including a keynote speaker), whose participation in the event is in fact not even confirmed,
 - b) they are usually not organised by an academic institution, but generally by a private company,
 - c) the contact is usually not a person with an affiliation to academia, the contact is often anonymous and connected to private email addresses, possibly via a contact form, or is fictitious, or different on several websites. The proclaimed affiliation to academia may be misleading, the name and logo of a renowned university, a statement of patronage, or the name and photograph of a trusted academic may also be misused,
 - d) they usually try to legitimise their activities by public statements of disassociation from plagiarism, but often fail to ensure professional control of plagiarised publications,
 - e) they usually try to legitimise their activities by creating fictitious committees, editorial

- boards, and lists of guarantors from the relevant field, or the professional composition of the committees, editorial boards, guarantors, and persons carrying out the peer review process are from an unrelated field,
- f) are usually deliberately organised by publishing companies that own predatory journals, or journals that raise serious questions of scientific quality,
 - g) the name of the conference may copy or only partially modify the name of a foreign renowned academic event, usually imitating the names of renowned authors, websites of established conferences,
 - h) despite the distance format of the conference, they often require unreasonable and unjustified registration costs,
 - i) they generally do not provide refunds of registration fees in case of conference cancellation, rescheduling, cancellation of participation by the author,
 - j) In addition, they may require unannounced fees for the publication of a paper,
 - k) they are sometimes financially supported by companies who then publish their papers in predatory journals of publishing companies to avoid a more rigorous peer review process,
 - l) as a rule, they use special-purpose (predatory) forms of publishing in electronic collections, predatory journals, and publishing houses, often abusing open-access publishing,
 - m) they are usually characterised by low-quality papers which they usually plan to publish in one of the preferred predatory journals or publishing houses,
 - n) they may provide a venue for the presentation of the pseudoscientific papers,
 - o) they may use deceptive marketing practices, usually promising to publish an author's paper before it is delivered, their form of commercial intent does not reflect, or only minimally, academic requirements for quality scientific activities,
 - p) They often prevent conference participants from publishing in other journals or prevent the paper from being withdrawn from the publication process,
 - q) may provide special awards to authors of papers in the form of a certificate for the best paper of the conference,
 - r) sometimes, the conference is organised and promoted through an attractive tourist destination.
- (8) The faculty may also establish additional or more detailed criteria for assessing what manner of publication of creative activities poses a reputational risk in the field and may, depending on the severity, constitute academic fraud and tools against such unethical conduct.

Art. 76

Violation of academic integrity in disclosure of results of creative activities and academic fraud

- (1) Scientific researchers shall strictly maintain scientific integrity and shall not commit fraud in their creative activities and other activities related to science and research.
- (2) Scientific integrity is the primary condition for quality scientific work, consisting of rigorous adherence to the highest professional and moral standards, transparency, conducting research critically and without bias, and absolute integrity in the practice, teaching, and

administration of science. Its opposite is scientific dishonesty and deceitfulness.³⁰

- (3) Academic fraud is dishonest and deceitful conduct that is the opposite of research integrity and contrary to moral standards. These include plagiarism, cheating and writing off in examinations, fabrication of research results, recording fabricated data, omission of inappropriate facts and data, falsification of research, dishonest practices in the publication of results, failure to declare conflicts of interest, misuse of information obtained in the course of assessment, fictitious authorship, superficial and poor quality assessment, systematic and deliberate publication in journals and publishing houses that show signs of dishonest practices (journals and publishing houses that are referred to in the academic community as predatory).³¹
- (4) The fabrication of knowledge means the artificial creation or manipulation of data, details, and opinions.
- (5) Falsification of knowledge represents the purposeful modification of obtained results, the tendentious selection of results in order to present results favourably, or even the concealment of results that would affect the conclusions of the results presented.
- (6) Plagiarism is the literal or modified appropriation of the academic activities, presentation, or publication of another person without direct reference to the original source. Plagiarism may apply to research project proposals, research plans, unpublished manuscripts, published results, their individual parts, and visual materials. Plagiarism also includes translations of foreign works and parts thereof that are presented as their own and do not refer to the original source, duplication of one's own scientific activity through translations into a foreign language without reference to the original source. Plagiarism forms are also referred to as 'monolingual', 'cross-language', 'paraphrased' without attribution, 'self-plagiarism', 'patchwriting', and 'cyberplagiarism'.

Art. 77

Ethical principles for applying for grants and other competitive funding for creative activities

- (1) Applicants for grants and other competitive funding for creative activities (hereinafter referred to as 'grants'), as well as investigators and grant holders, are required to provide assurances that, to the best of their knowledge, they have provided true, complete, and accurate information. Knowingly providing false information will be dealt with by employment sanctions in the case of staff and by disciplinary action in the case of students.
- (2) A scientific researcher:
 - a) applies fair and legal procedures in obtaining external grants and internal financial support in the planning of educational, scientific research, and artistic projects,
 - b) avoids actual or potential conflicts of interest in obtaining financial support related to educational, scientific research, and artistic activities,
 - c) makes efficient use of financial funds and staff resources, establishes, and enforces

³⁰ Pursuant to Art. 12 of the Standards for the Internal System.

³¹ Pursuant to Art. 12 of the Standards for the Internal System.

transparent rules for their use.

- (3) Grant holders must be required to ensure appropriate financial oversight and a transparent accounting mechanism, which is the responsibility of both the CU unit and CU.

Art. 78

Ethical principles for assessment, opponent and other evaluation activities

- (1) Scientific researchers carrying out the assessment, opponent, evaluation, and related expert activities shall prepare assessment reports and statements with the aim of improving the quality of scientific knowledge in their own field in which they carry out scientific, research, artistic, or other creative activities, or in related fields.
- (2) Scientific researchers acting as assessors preparing assessments reports or members of assessment panels shall be required, where relevant in the case, to declare actual or potential conflicts of interest and to guarantee that any information obtained will be confidential and that they will not disclose it to others or use it except in accordance with the prescribed procedures. If the assessor does not refuse to participate in the evaluation of the project or the outcome of the creative activities because of a conflict of interest but does not recommend the project and misuses its ideas for his or her own benefit, this will be treated as an exemplary case of a breach of good scientific practice.
- (3) Scientific researchers shall be ethically bound in the preparation of assessment reports and opinions:
 - a) conduct the assessment independently, professionally, and responsibly, free from outside influence from third parties that might influence the assessment report or opinion,
 - b) to use objective evaluation criteria (relevance, timeliness, novelty, urgency, conceptual clarity, precision, and soundness of reasoning) that exclude personal preferences,
 - c) to evaluate manuscripts impartially, even when they advocate ideas, theories, and arguments that the reviewers do not favour,
 - d) to use the methods of the relevant discipline,
 - e) to produce their reports in a factual manner that does not in any way compromise the dignity of the authors,
 - f) not prolong unreasonably the evaluation of the material under review in order to achieve their own or a third party's benefit,
 - g) treat the reviewed manuscripts as confidential, that is, do not grant access to a third party,
 - h) to protect the intellectual property of the reviewed material, the intellectual property of the authors, and the associated data in the submitted material,
 - i) not to use ideas, research data, arguments, and other intellectual content in the manuscripts for their own purposes,
 - j) to produce peer-reviewed assessment reports and opinions primarily within their own area of specialisation,
 - k) to only make an evaluation of manuscripts in relation to which they would not be involved in a potential conflict of interest.

- (4) Scientific researchers are obliged to refuse to provide an assessment report or opinion:
 - a) if they are aware of a conflict of interest,
 - b) in the case of an overriding personal preference and interests that might influence the conclusions of the peer review,
 - c) where the assessment report or opinion would relate to the material under consideration outside the evaluator's own field of scientific, research, artistic, or other creative activities.

UNIT FOUR

Application of the Code of Ethics

Art. 79

Code of Ethics of faculties

The faculty may establish more detailed ethical rules for the faculty in question, as well as more detailed rules for the conduct of creative activities.

Art. 80

Discussion of violation of the Code of Ethics

- (1) Violations of the CU Code of Ethics or the Code of Ethics of the faculty or violations of general moral principles shall be dealt with by the Board of Ethics (committee) of the relevant faculty or the CU Board of Ethics.
- (2) The CU Board of Ethics discusses mainly cases whose assessment is of importance for CU as a whole, concern several faculties, or the relevant faculty has determined that cases related to the faculty in question will be discussed by the CU Board of Ethics.
- (3) The Rector appoints the chairman of the CU Board of Ethics and its members. The Rector may appoint additional members of the CU Board of Ethics to discuss a particular case.
- (4) The details of the CU Board of Ethics and the acceptance of inquiries shall be regulated by the Rules of Procedure of the CU Board of Ethics, which shall be issued by the Rector as a directive.
- (5) In determining the extent of the violation of the Code of Ethics, care should be taken to:
 - a) the cooperation of all parties involved,
 - b) a high level of privacy protection,
 - c) ensure that all parties involved are informed in writing of the conclusions of the assessment of the degree of violation of the Code of Ethics, together with a proposal for measures to remedy the situation in question.

Art. 81

Reporting violations of the Code of Ethics

- (1) Anyone may report a suspected violation of the CU Code of Ethics to the authority referred to in Art. 80.

- (2) The submitter of the inquiry may not suffer harm by submitting the inquiry, except in the case of an obviously bullying inquiry, a false inquiry, or an inquiry intended to cause unjustified harm to another.
- (3) The faculty may determine more detailed rules for reporting violations of the Code of Ethics.
- (4) The faculty may also provide for the designation of specific persons to receive inquiries regarding specific violations of the Code of Ethics, such as discrimination, bullying, sexual harassment, and academic fraud, to ensure the protection of the whistleblower and the confidentiality of communication.

Art. 82
Assessment of violation of ethical rules

- (1) The authority referred to in Art. 80
 - a) informs the person concerned of the facts for which a possible violation of the ethical rules is being investigated and gives him or her the opportunity to make written representation within a reasonable period,
 - b) allows the persons concerned to be heard orally at a meeting of the authority pursuant to Art. 80,
 - c) may request a written statement or hear any member of the academic community of CU or any member of the staff of CU at the meeting,
 - d) discusses cases of violation of ethical principles within a reasonable period.
- (2) The authority referred to in Art. 80 shall not consider a suspected violation of ethical rules that has occurred more than 5 years since it occurred; this shall not apply if the consideration of ethical rules may affect the completion of studies or the outcome of the habilitation or inauguration procedure.
- (3) The authority referred to in Art. 80 shall obtain all necessary documents and information for its assessment, and members of the academic community and the CU staff shall provide it with appropriate cooperation.
- (4) No one may be forced to confess to a violation of ethical rules.
- (5) Sufficient fact-finding is required to conclude that a person has violated the ethical rules; in the case of suspected academic fraud or a serious violation of academic integrity, or other serious violations of the rules of creative activities, the scientific researcher must demonstrate that he or she has acted with the care and prudence expected of a researcher in view of his or her practice and position, in accordance with the rules set out in this CU Code of Ethics.
- (6) A violation of the ethical rules may occur by an act, failure to act, or omission, whether intentional or negligent.

- (7) The proceedings before the authority referred to in Art. 80 shall not be public. If the protection of the whistleblower or the persons concerned in the case so requires, the chairman of the authority referred to in Art. 80 may submit the case for an anonymous preliminary hearing, whereby the member of the authority referred to in Art. 80 shall only know the facts without knowing the identity of the persons concerned. The following proceedings shall proceed according to the outcome of the preliminary hearing.
- (8) Those members of the authority referred to in Art. 80 whose impartiality may be doubted because of their relationship to the case itself, or the persons concerned shall be excluded from the hearing of the case.
- (9) The faculty may establish more detailed rules for the deliberations of the faculty board of ethics (committee) on matters of deliberation on violations of the Code of Ethics.

Art. 83

Measures in the event of violation of ethical rules

- (1) The authority referred to in Art. 80 shall, after considering all the relevant facts, make appropriate recommendations to the following in the event of finding a violation of the ethical rules:
 - a) the person responsible for the violation of ethical rules,
 - b) the dean of the faculty concerned.
 - c) to the Rector, if the person concerned is a vice-rector, dean, member of the CU Scientific Board, or an employee of the CU Rector's Office.
- (2) Recommendations pursuant to Subsection 1 shall be published on the relevant CU or faculty website while preserving the anonymity of the persons concerned; Resolutions finding that ethical rules have not been violated shall be published in the same manner.
- (3) Resolutions and recommendations pursuant to this Article shall be formulated in such a way as to lead to the prevention of similar unethical behaviour in the future.
- (4) Depending on the seriousness of the violation of ethical rules, the dean or the Rector, or in liaison with the relevant dean, shall decide on further action, in particular applying the appropriate legal consequences in academic, labour, criminal, or disciplinary terms if it is a case pursuant to Subsection 1 (c).
- (5) Academic fraud committed by a student on a study programme carried out in one of the faculties is a disciplinary offence of the student, the hearing of which is covered by the CU Disciplinary Regulations for students.³²
- (6) Academic fraud committed by an employee of a faculty or of CU constitutes gross

³² Internal Regulation No. 13/2008 CU Disciplinary Regulations for Students.

misconduct under the Labour Code,³³ as well as under the internal regulations of CU.³⁴

- (7) Depending on the seriousness of the violation of the Code of Ethics by a CU employee and its consequences, the Rector or dean may, within the scope of his or her competence, in particular
 - a) remove or propose the removal of the academic official or senior or managerial staff member concerned,
 - b) take action to terminate the employment of the staff member,
 - c) admonish the employee, impose corrective measures, or remedy the unlawful situation,
 - d) to warn the employee of the violation of ethical rules which constitutes a violation of work discipline and to require him to avoid such conduct in the future,
 - e) Inform the relevant committee about the facts and the CU Scientific Board if the violation of the Code of Ethics is or may be related, or may have an impact on, an ongoing habilitation or inauguration procedure,
 - f) take action in the area of salary or financial evaluation of employees or other benefits of employees,
 - g) request that adjustments or corrections be made to the publication record.
- (8) The faculty may establish more detailed measures and consequences for individual violations of the Code of Ethics by employees.

UNIT FIVE

Special measures concerning rules on creative activities

Art. 84

- (1) The Rector, deans, and directors of CU units are responsible for the formulation and compliance with the rules of good scientific practice and scientific integrity. These rules shall be developed through discussion and decision-making with which all members of the CU academic community are familiar and in which they participate. The rules are based on recognised national and international standards. They shall include the specificities of the relevant disciplines and respect the particularities and specificities of specific workplaces, as well as the existing legislative environment.
- (2) The Rector, deans, and directors of CU units are responsible for establishing an organisational structure that clearly defines responsibility for maintaining scientific integrity at all levels. This includes the allocation of responsibility for scientific leadership and supervision and for establishing an appropriate system of monitoring and financial accountability.
- (3) The Rector, deans, and directors of CU units shall appoint within their competence a responsible person to whom their employees and students may turn in conflict situations,

³³ Act. No. 311/2001 Coll. The Labour Code as subsequently amended.

³⁴ In particular, pursuant to Art. 11 (3)(a) of Internal Regulation No. 11/2008 of CU Working Regulations as subsequently amended, pursuant to Art. 4 (2)(c) of Internal Regulation No. 23/2018 of the Directive adopted by the CU Rector, issuing the CU Salary Regulations as subsequently amended.

including cases of suspected academic fraud, and who shall subsequently if he or she himself or herself becomes aware of even a suspicion of academic fraud, be obliged to initiate a review of the activity in question by the authority referred to in Art. 80.

- (4) Faculties and units of CU can establish and publish additional standards for the education, training, supervision, and guidance of young scholars, which should be accompanied by an appropriate system for monitoring these activities.
- (5) The effective use of tools to ensure the integrity of research and to prevent and address plagiarism and other academic frauds must be guaranteed in the implementation of individual study programmes at faculties.³⁵ The qualitative level of defended theses and rigorous theses must be appropriate for their grade, requires an appropriate level of creative activities, and plagiarism and other academic frauds must be effectively detected and mainly sanctioned.³⁶

Art. 85

Requirements for scope of creative activities

- (1) The minimum compulsory scope of creative activities of academic staff of faculties may be determined by internal regulations of the relevant faculties.
- (2) Quality should always be given priority over quantity in the evaluation of scientific performance. This applies to the award of academic degrees, career progression, appointments, and the allocation of resources. The quality of work and publications must also be a major consideration in fields where intense competition requires rapid publication of results. Evaluators and assessors must be required to comment on the quality of scientific performance in all cases of evaluation of performance and success.
- (3) Setting requirements for a quantitative level of creative activities cannot lead to a lowering of requirements for a qualitative level and encourage scientists to violate academic integrity and engage in academic fraud.
- (4) Students of the first and second degree of study and the combined first and second degree of study participate in creative activities primarily by writing the final thesis. In addition to the final theses and papers for the dissertation examination, third-degree students must regularly report on the publication activity recorded by the libraries of the faculties concerned, the extent of which may be determined by an internal regulation of the faculty concerned. Individual study programmes at the faculties must have a clearly defined level and nature of creative activities required for successful completion of studies, particularly in relation to the thesis.³⁷

Art. 86

Publications associated with academic fraud shall not be considered in assessing the

³⁵ Pursuant to Art. 5 (4) of the Standards for the Study Programme.

³⁶ Pursuant to Art. 5 (e) of the Standards for the Internal System.

³⁷ Pursuant to Art. 2 (12) of the Standards for the Study Programme.

professional development of their author or in the remuneration of the author, except in the case of a reduction in the remuneration of the author or the negative impact of such a publication on the professional development of its author.

PART NINE

COOPERATION WITH SPECIALISED TEACHING FACILITIES FOR PRACTICAL TRAINING

Art. 87

This part of the Internal System regulates the rules for cooperation with specialised teaching facilities for practical training and the method of verifying their fulfilment pursuant to Sec. 3 (3)(i) of the Quality Assurance Act.

Art. 88

This part also regulated the basic rules for the establishment and operation of joint and specialised teaching facilities between the individual units of CU, which are faculties, self-governing units, and centrally financed units of CU, with a focus on education, science, and research.

Art. 89

Joint workplaces

- (1) A joint workplace is a workplace of CU, where educational or scientific research activities are usually carried out by employees of at least two CU units. A joint workplace does not have a legal personality and its own employees.
- (2) Employees who work in a joint workplace are in an employment relationship with at least one unit of the CU, which has the status of the employer in accordance with CU internal regulations in force and with generally binding legal regulations.

Art. 90

Employment relations

- (1) The rights and obligations arising from individual employment relations shall be exercised by individual employees and employers in accordance with employment contracts, or agreements on work performed outside the employment relationship and in accordance with legal regulations.
- (2) The rights and obligations arising from different employment relations (for example, working hours, leave, obstacles to work), or agreements on work outside the employment relationship, shall be considered separately.
- (3) A unit of CU which is in the position of an employer is obliged, in the case of several employment relations with the same employee, to arrange the contractual relations with the employee in such a way that the employee does not perform work that is the subject of another employment relation or agreement during the time specified for the

employment relationship for the stipulated working hours.

Art. 91
Establishment of joint workplace

- (1) A joint workplace can be created, generally, from an existing workplace of one of the participating employers/units within CU or as a (new) joint workplace on the premises of CU.
- (2) A joint workplace is created in a particular case by a decision of the Rector on the basis of a proposal of cooperating employers/units within CU.
- (3) The decision pursuant to Subsection 2 shall define mainly the following:
 - a) the name/designation of the joint workplace, the subject of activity, objective and focus of the joint workplace; the implementation of educational or scientific research tasks, projects, and commissions and their specification,
 - b) the specific terms and conditions for the operation of the joint workplace including the method of participation of each employer/unit in the payment of the operating costs of the workplace, if definable at the time of the establishment of the workplace,
 - c) the designation of the responsible person(s) within the joint workplace and the definition of the scope of their responsibilities,
 - d) the conditions for the use of the scientific infrastructure, assets, support technology and service activities,
 - e) the method of accounting for the results of the scientific research activities of the joint workplace, the newly created intellectual property rights, and their allocation, if definable at the time of the establishment of the joint workplace,
 - f) other obligations arising from the operation of the joint workplace in relation to its nature.

Art. 92
Operation of a joint workplace

- (1) Employers whose employees will perform work at a joint workplace shall ensure the necessary adjustment of the employment documentation of their own employees and create conditions for the actual performance of the work of individual employees at the joint workplace.
- (2) The assignment of a particular employee of a CU unit to a joint workplace shall be decided by the respective participating employer/CU unit in agreement with the employee. Joint workplace personnel may change according to the requirements and needs of the participating employers and the objectives of the joint workplace. The current number of personnel eligible for work in the joint workplace will be reported on a weekly/monthly basis with effect from the date of establishment of the joint workplace.
- (3) The CU unit on the premises on which a joint workplace is located shall be responsible for meeting all established standards and legal, technical, and safety standards relevant to work performance on the premises of the joint workplace. Employees performing work in

the joint workplace are obliged to comply with all generally binding and internal regulations governing the operation of the relevant joint workplace.

- (4) The person designated in the decision (Art. 91 SS 3(c)) shall be responsible for compliance with the safety regulations in a joint workplace, for the maintenance of laboratory and selected labour documentation including reports referred to in Subsection 2, and for the material equipment of the joint workplace. Material liability of the employees will be determined by the participating employers and regulated according to relevant employment legislation.
- (5) Employers whose employees carry out tasks in a joint workplace are required to cooperate with each other in the prevention, preparation, and implementation of measures to ensure occupational safety and health in accordance with the relevant OSH regulations.³⁸ Employers are required to cooperate with each other in the prevention, preparation, and implementation of necessary measures in the field of fire protection, civil protection, and protection of classified information according to the relevant legislation.
- (6) Cooperating employers are mainly obliged to inform each other about possible hazards, preventive measures, and measures for first aid, firefighting, rescue work, and employee evacuation. Each employer is required to provide this information to its employees and their safety representatives.
- (7) Cooperating employers are obliged to fulfil all obligations arising from generally binding legal regulations and CU internal regulations in relation to employees.

Art. 93

Specialised teaching facilities of CU

- (1) The specialised teaching facilities of CU are used for practical training fields of study that require such teaching (hereafter referred to as "STF"). A specialised teaching facility of CU is
 - a) a unit of CU or its faculty,
 - b) a separate legal entity established by CU, or
 - c) A separate legal entity or a natural person with which CU has a contract for practical training or a workplace of such a legal entity or natural person.
- (2) An STF may be, in particular,
 - a) a medical institution (hospital, ambulance, or pharmacy),
 - b) a training school and a training school establishment,
 - c) a higher education establishment,
 - d) a seminary,
 - e) a start-up.

Art. 94

Initiating establishment of a specialised teaching facility

³⁸ S 18 (1) of Act No. 124/2006 Coll. on Occupational Health and Safety as subsequently amended.

- (1) A proposal for the establishment of an STF in the form of a written application shall be made solely by the dean, on behalf of the faculty or a group of faculties, after prior consultation with the Rector and the head of the institution or its part with which the establishment of the STF is considered. The application shall include a justification of the proposal, taking into account the need for the programme concerned, in order to ensure quality practical training. The proposal must be accompanied by a written statement of agreement from the statutory or senior official of the collaborating facility.
- (2) The Rector will forward the dean's request to the chairman of the faculty accreditation board for comment.

Art. 95
Accreditation of specialised teaching facility

- (1) The accreditation of an STF is carried out by the faculty accreditation board, which establishes for this purpose a committee made up of representatives of the faculty and the collaborating workplace, appointed by the Rector. The members of the committee for the collaborating workplace shall be appointed by the Rector based on a proposal from the head of the collaborating workplace.
- (2) Within the framework of the accreditation of an STF as a teaching facility, the faculty accreditation board assesses the personnel, spatial, material, and technical conditions to ensure quality practical training in the respective accredited study programmes of the individual faculties involved in the STF.
- (3) The accreditation process includes activities that:
 - a) initiate the establishment of a teaching facility,
 - b) assess the fulfilment of criteria for the provision of quality practical training,
 - c) establish the teaching facility according to the STF establishment charter and the contract between CU and the teaching facility.
- (4) The chairman of the accreditation board and the dean of the relevant faculty are accountable to the Rector for a high-quality and transparent accreditation process.
- (5) The faculty accreditation board shall follow the standards issued by the Slovak Accreditation Agency for Higher Education in accrediting STF.
- (6) At the end of the accreditation process, the faculty accreditation board prepares a report containing specific statements on the achievement of the individual criteria as set out in Annex 1 and a recommendation to the Rector on the establishment or non-establishment STF.
- (7) Based on the report, the Rector shall draft the STF constitution and instruct the relevant CU employee to draft a draft contract with the collaborating workplace.
- (8) The accreditation process is completed with the conclusion of the agreement on the establishment of the STF.

Art. 96
Evaluation of activities of teaching facility

- (1) The performance of the STF shall be reviewed every five years.
- (2) In the event that the STF repeatedly fails to meet the minimum standards to ensure quality practical training of students, or teaching does not take place there, the Rector shall cancel the STF at the end of the academic year in which the evaluation took place.

Art. 97
Content and organisation of teaching

- (1) The organisation, content and scope of teaching in the STF are governed by the study programme for the relevant field of study. The study programme shall be an annex to the contract concluded.
- (2) The time allocation of studies for each semester of a given academic year is determined by the academic calendar of the study programmes concerned. Faculties are obliged to submit the current academic calendar to the cooperating institution at least one week before the beginning of the semester in question. The time allocation of the students will always be discussed by both parties prior to the drawing up of the timetable for the semester in question.
- (3) Employees of the cooperating institution who are authorised to provide practical training and who also have an employment or similar working relationship with the public higher education institution shall participate in the provision of practical training to students.
- (4) Students of the public higher education institution shall participate in practical training at the STF exclusively under the supervision of a person authorised by the cooperating institution.
- (5) The cooperating institution shall provide premises and material and technical equipment for the provision of educational activities of the STF related to the provision of practical training of the CU students.

Art. 98

- (1) The method of payment of the operating costs of the STF shall be determined in a contract to be concluded between the parties involved. If the method of payment of the operating costs of the joint workplace is not sufficiently specified in the contract, the costs shall be apportioned among the participating employers on the basis of the number of hours worked by the employees in the relevant calendar month according to the work reports.
- (2) The disposition of intellectual property rights will be specified in the contract entered into by the parties involved. If the manner of disposal of the intellectual property rights arising from the activities of the STF is not defined in the decision, the parties shall be entitled to the newly arising intellectual property rights in the proportion corresponding to the degree

of their participation in their creation. The provisions of a specific CU internal regulation on the management of the intellectual property of CU shall not be affected.

- (3) The possible cooperation of joint CU workplaces with third parties and the rules thereof shall be defined by a contractual relationship between CU (possibly represented by the cooperating units) and the third party.
- (4) The contract concluded with the cooperating institution must contain provisions on liability for any damage arising from the implementation of practical training of the CU students, as well as provisions on the rights and obligations of CU and the cooperating institution, as well as on the protection of personal data of all entities and persons involved in joint practical training.

PART TEN

COOPERATION WITH EXTERNAL EDUCATIONAL INSTITUTIONS INVOLVED IN THE IMPLEMENTATION OF THE THIRD DEGREE STUDY PROGRAMME

Art. 99

This part of the Internal System regulates the rules of cooperation with external educational institutions involved in the implementation of the third-degree study programme, if CU implements the third degree study programme in cooperation with an external educational institution or is interested in implementing it in cooperation with an external educational institution according to Sec. 3 (3)(j) of the Quality Assurance Act.

Art. 100

- (1) The subject of this part of the Internal System is the cooperation between CU and an external educational institution (hereafter referred to as 'EEI') in the implementation of doctoral studies in third degree study programmes in the full-time and external form of study in Slovak and English, or in another language.
- (2) CU is a recognised research-oriented university of international importance. Its mission is to acquire and disseminate new knowledge and educate the younger generation through creative scientific and artistic activities.
- (3) The policy in the field of quality assurance of doctoral studies in higher education at CU is based on the long-term development plan of CU. The internal quality assurance system of doctoral education at CU and its implementation are based on the 'European Standards and Guidelines for Quality Assurance in the European Higher Education Area' (ESG).
- (4) Doctoral studies are one of the priorities of CU; by their nature and connection to scientific research activities, they have a specific position in the education process. In some cases, part or all of doctoral studies may be carried out in cooperation with the EEI.
- (5) CU and the EEI participate in mutual cooperation in the implementation and fulfilment of the programme and mission of doctoral studies within the limits of the possibilities given

by generally binding legal regulations.

- (6) CU shall conclude a framework agreement on cooperation with EEI on participation in the implementation of doctoral study programme only with an EEI that holds a certificate of competence to carry out research and development issued by the Ministry of Education and Science of the Slovak Republic (the certificate is an integral part of the framework agreement) and only in such study programmes that are accredited by CU.

Art. 101

Obligations of the parties involved

- (1) CU:
- a) discusses and approves proposals for supervisors of doctoral studies by the external educational institution in the Scientific Board of the relevant faculty, after their prior approval by the external educational institution; the function of a supervisor in doctoral studies shall be performed by the persons referred to in Part 5 of this regulation 'Approval of senior supervisors'.
 - b) before the start of the admission procedure for doctoral studies, it shall also include the dissertation topics (together with the names of the supervisors) that have been announced by the EEI and shall publish them in the usual way together with the topics announced by the relevant faculty, while the EEI shall be entitled to publish the dissertation topics separately in the usual manner at the EEI; the name of the EEI shall also be indicated together with the announced topic,
 - c) in the case of the admission of doctoral candidates applying for a topic advertised by the EEI, it shall ensure adequate representation of EEI staff appointed by the director of the EEI on the examination board for admission to doctoral studies,
 - d) in the case of the dissertation examination or the defence of the dissertation of a student admitted to doctoral studies at the EEI, it shall as a rule ensure parity of representation on the dissertation examination panel and the dissertation defence panel,
 - e) admits a candidate recommended by the admissions panel only with the approval of the EEI, if the topic is one assigned by the institution,
 - f) specifies the programme and conditions of study for the candidate admitted on the topic specified by the EEI in the form of an individual agreement on the doctoral studies of the doctoral candidate with the EEI, whereby the agreement must include, in particular
 1. the name of the study programme of the admitted candidate,
 2. the name and surname of the supervisor,
 3. name and surname of the supervisor – specialist (also if he or she is from CU) proposed by the supervisor and approved by the study programme guarantor,
 4. the specific study part of the doctoral study to be carried out at the EEI or CU,
 5. the specific scientific part of the doctoral study to be carried out at the EEI or CU,
 6. a specification of the performance of teaching activities or other professional activities related to teaching activities to the extent of no more than 4 hours per week on average per academic year, in which the teaching is carried out at the CU,
 7. the specified number of ECTS awarded for the performance of the doctoral student in fulfilling those obligations of the study part of the doctoral studies, the completion of which is provided by the EEI under an agreement based on the rules contained in

- the relevant internal regulation of CU,
- 8. the place of the dissertation examination and the defence of the dissertation and a clause on parity of representation of the members of the committee from CU and EEI,
- 9. the designation of the organisation (CU or EEI), which will reimburse travel expenses to the members of the dissertation committee and opponents for the dissertation examination and members of the dissertation committee, if necessary,
- 10. conditions for indicating double affiliation on publication of the EEI doctoral student, if CU or the faculty, or the faculty supervising department by its educational activities of the doctoral student, scientific infrastructure, grant support, etc. will have an input for the disclosure of the results,
- g) the individual agreement on the doctoral studies of the doctoral student is signed by the dean of the relevant faculty, the director of the EEI, the supervisor, and the doctoral student; the enrolment of the EEI student in doctoral studies is conditional on a valid individual agreement on the doctoral studies of the doctoral student,
- h) provides opportunities for the fulfilment of the study part of the doctoral studies (lectures, seminars, individual study of literature, etc.),
- i) records and archives documents on the doctoral student's course of study and the completion of his or her study and other obligations according to the individual study plan,
- j) issues and hands over to successful doctoral graduates a diploma of the academic degree 'philosophiae doctor', abbreviated as 'PhD'. The name of the EEI shall also appear on the diploma ³⁹,
- k) informs the EEI of the academic calendar at the beginning of each academic year,
- l) appoints the thesis advisers at the written request of the EEI supervisors,
- m) complies with the internal regulations of the EEI related to doctoral studies, which the EEI shall make known to the faculty concerned in a demonstrable and timely manner.

(2) The EEI

- a) provides CU with certified paper copies of documents, in particular, a certificate of eligibility to carry out research and development,
- b) provides the scientific/artistic/pedagogical characteristics of the supervisors approved by the EEI to the Faculty Scientific Board for approval,
- c) prior to the start of the admission procedure, provides the faculty with a list of dissertation topics with proposed supervisors and an indication of the form of doctoral studies,
- d) the director of the EEI shall nominate and ensure the participation of representatives on the admission examination committee and shall comment on the admission of candidates from the EEI on those topics that were announced by the EEI,
- e) concludes an individual agreement on the doctoral studies of a doctoral candidate admitted on a topic announced by the EEI with the relevant faculty pursuant to Subsection 1 (e),
- f) the EEI director nominates, as a rule in parity of representation, the EEI staff to the dissertation examination committee and the dissertation defence committee,
- g) provides the relevant faculty within the statutory time limit with information for the student register, on the completion of the study plan by the doctoral student, and on the

³⁹ Pursuant to S 54 (13) of the Higher Education Act.

- award of ECTS to the doctoral student,
- h) informs the relevant faculty without delay of the doctoral student's participation in internships, study, and work placements, and other similar obligations arising from the completion of his or her individual study plan,
 - i) provides the full-time doctoral student with a scholarship⁴⁰ from the financial resources allocated for this purpose in its budget,
 - j) complies with the internal regulations of CU and the internal regulations of the relevant faculty in relation to their obligations under the Quality Assurance Act and the Higher Education Act, which the faculty concerned shall make known to the EEI in a demonstrable and timely manner.

Art. 102

- (1) In the event of changes in the accredited doctoral study programmes, the relevant faculty shall inform the EEI in advance, in a timely manner, in writing, and shall subsequently update the agreement on cooperation within doctoral studies with the relevant EEI in connection with these changes by means of special amendments.
- (2) The agreement on cooperation within doctoral studies between CU and EEI is concluded for an indefinite period.
- (3) The agreement on cooperation within doctoral studies between CU and EEI may be terminated:
 - a) by written notice of termination by either party with a 6-month notice period commencing on the first day of the month following the receipt of the notice,
 - b) by agreement of the parties.
- (4) The agreement on cooperation within doctoral studies between CU and EEI may be amended only by written amendments, so marked and signed by representatives of both parties to the agreement.
- (5) The faculties do not require reimbursement for costs related to the implementation of doctoral studies of an EEI doctoral student at CU, unless the cooperating entities agree otherwise.⁴¹
- (6) The agreement on cooperation within doctoral studies between CU and EEI shall be drawn up in four copies, each of which shall have the validity of an original. Each of the parties shall receive two copies.

PART ELEVEN DETERMINING REQUIREMENTS FOR SELECTION OF HIGHER EDUCATION INSTITUTION TEACHERS

⁴⁰ Pursuant to S 54 (18) of the Higher Education Act.

⁴¹ Pursuant to S 54 (12) of the Higher Education Act.

Art. 103

This part of the Internal System regulates the rules for determining the requirements for the selection of higher education institution teachers according to Sec. 3 (3)(k) of the Quality Assurance Act.

Art. 104

- (1) The filling of posts of higher education institution teachers, posts of associate professors and professors, and posts of senior employees shall be carried out in accordance with the approved number and structure of posts at CU and at individual faculties and other departments of CU.
- (2) The selection procedure must test the applicant's abilities and professional knowledge which are necessary or appropriate in view of the nature of the duties that the employee will perform in the position or function for which the selection procedure is announced.
- (3) The employer, which is usually a faculty or a specialised teaching facility of CU (hereafter referred to as the "employer"), is obliged to observe the principle of equal treatment in employment and similar legal relations laid down by a special law during the selection procedure. According to the principle of equal treatment, discrimination on the basis of marital and family status, colour, language, political or other opinions, trade union activities, national or social origin, property, sex, and gender identity or other status is also prohibited.
- (4) The positions of higher education institution teachers at CU shall be filled by a selection procedure. The selection procedure for the position of professor and the position of associate professor is also a selection procedure for the position of a higher education institution teacher.
- (5) The method of the selection procedure for higher education institution teachers may be determined by an internal regulation of the faculty which is in accordance with this regulation. If the faculty does not issue such an internal regulation, it shall proceed in accordance with the selection procedure policy. At the same time, the selection procedure shall be carried out according to specific internal regulations of CU⁴².
- (6) The filling of posts through a selection procedure shall not apply to the recruitment of higher education institution teachers with fixed-term contracts of up to one year duration for less than the stipulated weekly working time, to the conclusion of an agreement with a higher education institution teacher on work performed outside the employment relationship of up to one year's duration and to the recruitment of visiting professors.
- (7) The dean or another senior employee, if the post is not a faculty post, is responsible for the announcement of the selection procedure for the post of a higher education institution teacher, its conduct, and the implementation of the results of the selection procedure.

⁴² Principles of the selection procedure for filling the posts of higher education institution teachers, researchers, professors and associate professors and senior employees of CU.

- (8) For the purposes of this part of the internal quality assurance system, a related field of study is a field of study whose subjects contribute to the development of students studying programmes of study in another field of study.

Art. 105

Basic prerequisites for performance of professional activity of a higher education institution teacher

- (1) The selection procedure verifies the general prerequisites for the performance of professional activity of a higher education institution teacher, which is, in particular
- a) qualification prerequisites and special qualification prerequisites, in particular, according to this regulation,
 - b) not having a criminal record,
 - c) medical fitness, if this is required by a special regulation for the post in question,
 - d) knowledge of the national language or another language in which the work is carried out,
 - e) canonical authorisation for the selection procedure at the CU Faculty of Roman Catholic Theology of Cyril and Methodius, for the selection procedure at the CU Evangelical Lutheran Theological Faculty, or for another department where it is necessary.
- (2) The prerequisites for the performance of the employment activity must be met by the higher education institution teacher throughout the entire period of the performance of the employment activity.
- (3) Qualification prerequisites for the performance of the professional activity in the relevant post of a higher education institution teacher are education, length of service, if required in a particular case.
- (4) The required degree of education for a higher education institution teacher shall be:
- a) a third-level university degree;
 - b) In the case of a lecturer and in the case of an assistant lecturer teaching subjects in a study programme in a related field, at least a second-degree university degree.
- (5) For the purpose of the assessment of the fulfilment of the qualification prerequisites, a higher education institution teacher shall submit the following:
- a) proof of education,
 - b) evidence of recognition of education or professional qualifications obtained in another state.
- (6) A person shall not be deemed to have no criminal record if he or she has been lawfully convicted of a deliberate criminal offence.
- (7) The fact of not having a criminal record shall be proved by an extract from the criminal record not older than three months; in the case of a foreigner, it shall be proved by a similar document issued by the competent authority of the state of which he or she is a national,

or by the competent authority of the state of his permanent residence or habitual residence, by a document not older than three months.

- (8) Medical fitness means the physical and mental fitness of an employee. Medical fitness shall be demonstrated before the employment relationship is established by a medical certificate issued by a doctor specialising in general medicine.
- (9) Proficiency in the state language shall be demonstrated before the employment relationship is established. Verification of the proficiency of the state language or another language in which the performance of work is carried out shall take the form of the submission of proof of educational attainment which has been completed in the language in question, or the conduct of all or part of a job interview in the language in question. A higher education institution teacher does not have to demonstrate proficiency in the state language if he or she has passed the final high school exam or state exam or state language exam.
- (10) Proficiency in the state language shall not be required of
 - a) a higher education institution teacher of a foreign language,
 - b) a higher education institution teacher of a subject or subjects taught in a foreign language,
 - c) a foreign lecturer.

Art. 106

Other prerequisites for performance of professional activity of a higher education institution teacher

- (1) The two main prerequisites reflected in the job requirements of higher education institution teachers, which vary according to the level of career progression attained, are teaching and research activities and other work related to these activities.
- (2) The Internal System specifies the prerequisites in these two areas, which are interrelated. Indicators of their quality are not only quantitative but also mainly qualitative indicators, which naturally involve a certain degree of subjectivity in their conception and assessment, as well as dependence on the specifics of a particular field of study. A certain degree of objectivity guarantee of the assessment of the quality of the higher education institution teacher is provided by the framework of competencies that a higher education institution teacher should possess. These are, in particular
 - a) subject-specific competencies: a thorough knowledge of the content of the subjects the teacher teaches,
 - b) scientific competencies: the ability to carry out scientific research in his or her field,
 - c) psychodidactic competencies: to know the learning processes, to create favourable conditions for learning; to motivate students to cognition; to activate and develop their abilities, and key competencies (informational, learning, cognitive, communicative, interpersonal, and personal); to create a favourable social, emotional, and working climate; to manage the learning process of students – to individualise it in terms of pace, level of assistance, and learning styles of students; to use optimal methods, organisational forms and material means of teaching, to introduce innovative elements

- into teaching, etc.,
 - d) communication competencies: the ability to communicate effectively with students, colleagues, superiors, social partners, future employers of students, etc.,
 - e) diagnostic competencies: to evaluate students' learning performance validly, reliably, transparently, fairly, and as objectively as possible,
 - f) planning and organisational competencies: to plan and design teaching effectively, to create and maintain a certain order and system in teaching, etc.,
 - g) counselling and consultative competencies: to guide students effectively, give feedback, to advise students in solving their problems,
 - h) self-reflective competencies: reflection, self-assessment, and continuous improvement of one's own work,
 - i) linguistic competencies: to use available foreign language literature in the teaching process, to involve students in international exchange programmes, international scientific events, etc.
- (3) A higher education institution teacher acquires professional subject and scientific competences by completing master, doctorate, and engineering studies in the relevant field and completing doctorate studies.
 - (4) Other competences (psychodidactic, communicative, diagnostic, planning, organisational, counselling, and consultative, self-reflective) are part of his or her pedagogical competence because they require special training, which, in addition to individual training, is usually carried out within the process of providing professional development of higher education institution teachers, researchers, and artistic staff.
 - (5) The examination of the degree of individual competencies to be possessed by a higher education institution teacher may be specified in the announcement of the selection procedure and may also be individualised in the course of individual selection procedures in the light of information arising from the selection procedure.
 - (6) In order to verify other prerequisites for the performance of the activity of the higher education institution teacher, the candidate for the post of higher education institution teacher shall submit to each selection procedure a specific plan of his or her scientific and pedagogical activity in a specific post, which includes his or her vision of the ideal scientific and pedagogical activity in a specific post.
 - (7) A person who has been in a position of an assistant or an assistant professor for at least fifteen years and has not earned the title of associate professor may not have his or her employment contract renewed for the position of assistant or assistant professor, nor may he or she be hired for any other position as a higher education institution teacher at a faculty. This does not apply if:
 - a) the post is that of an assistant professor or teaching assistant teaching subjects in a study programme in a related field,
 - b) the dean, if the post is a faculty post, or otherwise the Rector, grants the person a justified exception, after discussion on the dean's advisory board or the Rector's Advisory Board.

Art. 107
Additional provision

The announcement and the conduct of the selection procedure are regulated by the internal regulation of CU called the Principles of the Selection procedure to fill the positions of higher education institution teachers, researchers, professors, associate professors, and senior CU employees.

PART TWELVE
**GENERAL CRITERIA FOR APPOINTMENT OF PROFESSORS AND ASSOCIATE
PROFESSORS AND SPECIFIC CONDITIONS FOR APPOINTMENT OF PROFESSORS AT CU**

Art. 108

- (1) This part of the Internal System regulates the general criteria for filling the positions of professors and associate professors and the specific conditions for filling the positions of professors at CU in accordance with Sec. 12 (1)(h) and (i) of the Higher Education Act, in light of setting conditions for the selection of higher education institution teachers. A candidate for the post of professor or the post of associate professor must also meet the qualification requirements for the post of higher education institution teacher.
- (2) For the purposes of this part of the internal quality assurance system, a related field is a field of study, an interdisciplinary or transdisciplinary area of knowledge that relevantly contributes to the development of the field of habilitation and inauguration procedure or to the development of a field of study; a related field is also a field of study whose subjects contribute to the development of students studying programmes in another field of study.
- (3) The qualification prerequisites for performing the function of professor are a scientific-pedagogical degree or an artistic-pedagogical degree of professor in the field or related field of the habilitation and inauguration procedure to which the post is attached.
- (4) The qualification prerequisites for performing the function of an associate professor are a scientific-pedagogical degree or an artistic-pedagogical degree of an associate professor in the field or related field of the habilitation and inauguration procedure to which the post is attached.
- (5) The post of professor may be filled by a candidate with a scientific-pedagogical degree or an artistic-pedagogical degree of a professor who meets the current inauguration criteria of a given faculty approved by the CU Scientific Board. A person holding the post of professor is obliged to demonstrate, at intervals to be determined by the CU Scientific Board on the proposal of the Scientific Boards of faculties, otherwise, at intervals of five years, a reasonable increase in the selected criteria since the beginning of his or her tenure as a professor; the above must also be demonstrated by the person if he or she occupies the post of professor at CU for the total period during which he or she has held the post of professor at another higher education institution. The sufficiency of the increase in the fulfilment of these criteria shall be determined by the CU Scientific Board on the proposal of the Scientific Boards of the faculties.

- (6) If a faculty fills the position of professor in a field for which the faculty in question does not have approved inaugural criteria, the inaugural criteria of the faculty, or in the field to which the candidate is closest in the focus of his or her field, shall be used to fill the position of professor.
- (7) The post of professor may be filled by a candidate with the scientific-pedagogical degree or artistic-pedagogical degree of associate professor or the scientific qualification level I who meets the current criteria approved by the CU Scientific Board for appointment as a professor of the faculty. This requirement also applies to applicants who, although they have not received the scientific or artistic degree of associate professor, have served for at least three years as professor in a foreign university that is ranked higher than CU in the WUR or Shanghai ranking; The three-year service condition is met only at the time of service when the foreign university in question is ranked higher than CU in the WUR or Shanghai ranking.
- (8) The position of associate professor may be filled by a candidate with a scientific-pedagogical or artistic-pedagogical degree of an associate professor who meets the current habilitation criteria approved by the CU Scientific Board at the given faculty. A person who holds the post of associate professor is obliged to demonstrate a reasonable increase in the selected criteria since the beginning of his or her tenure as an associate professor at intervals determined by the CU Scientific Board on the proposal of the Scientific Boards of the faculties, otherwise at intervals of five years; the above must also be demonstrated in the case of a person who holds the post of associate professor at CU, for the total period during which he or she held the post of associate professor at another higher education institution. The sufficiency of the increase in the fulfilment of these criteria shall be determined by the Scientific Board on the proposal of the Scientific Boards of the faculties.
- (9) If a faculty fills the position of an associate professor in a field for which the faculty in question does not have approved criteria for the habilitation procedure of the faculty in question, the habilitation criteria of the faculty, or in the field to which the candidate is closest by the focus of his or her field, shall be used to fill the post of associate professor.
- (10) The post of associate professor may also be filled by a candidate who has completed the third degree of higher education and who meets the current criteria approved by the CU Scientific Board for appointment as associate professor of the faculty.
- (11) A candidate for the post of professor must meet the expectations of preparing the development of the field of study and be the guarantor responsible for the quality and development of the study programme.
- (12) The conditions for filling professor positions, as well as associate professor positions, are specified through the completion of the current inauguration criteria, or the habilitation criteria of the given faculty, approved by the CU Scientific Board on the proposal of the scientific board of the relevant faculty; they can be further specified for each faculty in a manner in which these conditions are approved by the CU Scientific Board on the proposal of the relevant faculty, and can be defined in more detail in the announced

selection procedure.

- (13) The appointment of professors and associate professors shall be carried out through a selection procedure according to a special internal regulation⁴³.

PART THIRTEEN
ASSURING PROFESSIONAL DEVELOPMENT OF HIGHER EDUCATION INSTITUTION
TEACHERS, RESEARCHERS, AND ARTISTIC STAFF AT CU

Art. 109

- (1) This part of the Internal System regulates the rules for ensuring the professional development of higher education institution teachers, researchers, and artistic staff of CU pursuant to Sec. 3 (3)(l) of the Quality Assurance Act.
- (2) Education is a developmental process that enables progression beyond the present state of knowledge and abilities to a future state in which a higher level of skills, knowledge, and abilities is required. The term education is defined as the management of human resources and the process during which a person acquires and develops new knowledge, skills, abilities, and attitudes. The aim of the education of higher education institution teachers, researchers, and artistic staff at the CU is to ensure that the CU has skilled, educated, and capable people needed to meet the current and future needs of CU.
- (3) Appropriate conditions shall be created for the development of the qualification of higher education institution teachers.

Art. 110

- (1) Education of higher education institution teachers, researchers, and artistic staff (hereinafter referred to as 'staff') as a personnel activity aimed at the professional development of staff includes in particular the following activities:
- a) adapting the work abilities of employees to the changing requirements of the workplace, i.e., upgrading qualifications,
 - b) increasing the employability of staff, by which job abilities are expanded,
 - c) retraining of staff to carry out activities needed by CU,
 - d) for new staff, adapting work abilities to the specific requirements of the job, the technique, technology, and working style used in the relevant work position,
 - e) the formation of work abilities, including the formation of the worker's personality.
- (2) Based on the principles of the responsibility of each higher education institution teacher, researcher, and artistic worker at the CU, each higher education institution teacher, researcher, and the artistic worker is primarily responsible for his or her own education in terms of professional development; he or she shall inform his or her immediate superior so that records of the maintenance or improvement of his or her qualifications (certificates, diplomas, certificates of attendance, etc.) are placed in his or her personal file and taken

⁴³ Principles of the selection procedure for filling the posts of higher education institution teachers, researchers, professors and associate professors and senior employees of CU.

into account in his or her career development. To this end, the staff member shall:

- a) enhance his or her professional development through self-study,
- b) seek out courses and organised activities that, in their opinion, should contribute to their professional development and participate in such activities or suggest to their superior that such courses or organised activities be arranged not only for the staff member concerned, but also for other staff members who may benefit from them.

- (3) The Rector, the dean, other heads of CU units, and heads of departments of a unit of the CU shall allow employees to participate in educational activities aimed at increasing their professional development, if possible, during working hours and possibly at the employer's expense, depending on the financial possibilities of the employer.
- (4) As a rule, the employer shall organise an education activity aimed at increasing the professional development of higher education institution teachers, researchers, or artistic staff at least once every two years; alternatively, if appropriate and necessary, shall organise regular educational activities for employees.
- (5) The employer shall ensure the professional development of its employees by external resources or directly by its own employees.
- (6) Where a training activity is carried out outside the employee's workplace as part of the training directly supported by the employer, attendance at such training activities must be administratively organised according to the Travel Allowance Directive, if it is a business trip.
- (7) CU and each of its units shall allow every higher education institution teacher to improve his or her competence, and the CU's regulations on further education may be applied appropriately to this process.
- (8) CU has established workplaces aimed at further education – the CU Centre for Further Education and the CU Centre for Higher Education Pedagogy, which are also responsible for supporting the education of higher education institution teachers.
- (9) Further education in the field of digital skills, as well as distance learning and e-learning, is also offered by the CU Centre for Information Technologies (hereinafter referred to as 'CU CIT').
- (10) The process of increasing qualification is also ensured by the CU Academic Library.
- (11) Each of the faculties may offer various educational activities for staff to develop their skills and competencies. A list of these activities and how to complete them will be published by the faculties on their websites.
- (12) The provisions of this Article shall apply appropriately to employees other than higher education institution teachers, researchers, and artistic staff so that records of the maintenance or improvement of qualifications (certificates, diplomas, certificates of attendance, etc.) shall be placed in his or her personal file and taken in account in his or her

career development.

PART FOURTEEN
VERIFICATION OF SUFFICIENT SPATIAL, MATERIAL, TECHNICAL, INFORMATION, AND
PERSONNEL RESOURCES FOR STUDY PROGRAMME IMPLEMENTATION

Art. 111

This part of the Internal System regulates the rules for verifying sufficient spatial, material, technical, information, and personnel resources for the implementation of the study programme implementation pursuant to Sec. 3 (3)(m) of the Quality Assurance Act.

Art. 112

CU policies in verifying sufficient spatial, material, technical, information, and personnel resources for implementation of study programme

- (1) CU shall continuously monitor and regularly verify that the implementation of its study programmes and other related activities is sufficiently secured in terms of space, material, equipment, information, and personnel to ensure their permanent compliance with the standards for the study programme, with the learning outcomes, with the number of students and their needs, including specific needs. Where deficiencies are identified, CU shall take corrective action.
- (2) The following shall be involved in verifying the sufficiency of space, material, equipment, information, and personnel resources:
 - a) the CU Accreditation Board and the faculty accreditation boards,
 - b) the quality assurance boards of the faculties,
 - c) deans,
 - d) the CU Internal Audit Body,
 - e) employer's representatives and stakeholders,
 - f) students.
- (3) The minimum spatial, material, technical, information, and personnel requirements for the provision of the study programme are determined for each study programme according to its nature and are specified in the internal evaluation report of the study programme. These include, in particular, the number of seats in classrooms, laboratories, access to equipment, library seats, Internet access, as well as the number of teachers and their structure according to position and job classification, and support staff.

Art. 113

CU processes to verify sufficient spatial, material, technical, information, and personnel resources for implementation of study programme

- (1) CU systematically verifies sufficient spatial, material, technical, information, and personnel resources for the implementation of the study programme
 - a) on an ongoing basis,
 - b) regularly, and

- c) on an ad hoc basis.
- (2) CU shall continuously monitor the adequacy of the spatial, material, technical, information, and personnel resources for the implementation of the study programme by systematically collecting information on the spatial, material, technical, information, and personnel resources for the implementation of the study programme and updating it on a regular basis.
 - (3) CU shall regularly ensure and verify sufficient spatial, material, technical, information, and personnel resources for the study programme implementation through:
 - a) internal evaluation reports of the study programme, which form part of the periodic approval of the study programme within a period corresponding to its standard duration of study,
 - b) an anonymous questionnaire in which students can comment at least once a year on the quality of teaching and the teachers of the study including comments on the quality of spatial, material, technical, information, and personnel resources for the implementation of the study programme.
 - (4) Verification of sufficient spatial, material, technical, information, and personnel resources for the study programme implementation may also be carried out through:
 - a) a planned or unplanned inspection by the CU Internal Audit Body,
 - b) an ad hoc student questionnaire or survey.

Art. 114

Taking corrective measures

- (1) When deficiencies are identified, CU and its individual units shall take corrective measures in accordance with this Regulation.
- (2) The results of the verification pursuant to Art. 113 shall be evaluated and reflected in the adoption of improvement measures; Students shall be guaranteed participation in their design.
- (3) The results of the assessment and the measures taken and any planned or subsequent actions resulting from the evaluation of the study programme shall be communicated to the parties involved and made public.
- (4) Modifications to study programmes resulting from continuous monitoring and periodic evaluation are proposed with the participation of students, employers, and other parties involved.

Art. 115

CU structures in verifying sufficient spatial, material, technical, information, and personnel resources for study programme implementation

- (1) The faculty accreditation board and the CU Accreditation Board are responsible for the following:

- a) evaluating the adequacy of spatial, material, technical, information, and personnel resources for the implementation of the assessed study programme as specified in the internal evaluation report of the study programme;
 - b) establishing the minimum requirements for the spatial, material, technical, information, and personnel resources for the implementation of the assessed study programme by approving the study programme in accordance with the submitted documentation.
- (2) The study programme board is responsible for the study programme:
- a) preparing an internal evaluation report of the study programme with documentation of the spatial, material, technical, information, and personnel resources of the study programme and its justification,
 - b) continuous monitoring,
 - c) the conduct of an ad hoc student questionnaire or survey,
 - d) communication with employers and stakeholders,
 - e) the publication of the results of the evaluation and the adopted measures,
 - f) the proposals for modification of the study programme,
 - g) the implementation of the improvement measures taken.
- (3) The faculty quality assurance board and the CU Quality Assurance Board may:
- a) carry out continuous monitoring,
 - b) conduct an ad hoc student questionnaire or survey,
 - c) assess the measures taken and their effectiveness,
 - d) adopt recommendations for improving spatial, material, technical, information, and personnel resources for the implementation.
- (4) The dean is responsible for
- a) ensuring continuous monitoring, regular verification of the provision of sufficient spatial, material, technical, information, and personnel resources for the implementation of the study programme,
 - b) its assessment for each study programme,
 - c) taking measures to improve the implementation of the study programme,
 - d) communicating the results of the assessment and the measures taken to the parties involved.
- (5) The CU Internal Audit Body shall be responsible for ad hoc verification.
- (6) Students have the right to:
- a) comment at least once a year on the quality of the spatial, material, technical, information, and personnel resources for the study programme implementation in an anonymous questionnaire,
 - b) participate in the adoption of measures for improvement,
 - c) be informed of the evaluation of the verification and of the improvement measures taken.
- (7) Employers' representatives and other stakeholders have the right to:
- a) comment on the quality of spatial, material, technical, information, and personnel resources for the study programme implementation,

- b) participate in the adoption of measures for improvement,
- c) be informed of the assessment of the verification and of the improvement measures taken.

(8) The participation of students and employers' representatives in matters under this part of the Internal System shall be ensured mainly by their participation in collective bodies with competences under this Article.

Art. 116

The faculty may determine further details to verify the adequacy of spatial, material, technical, information, and personnel resources for the study programme implementation at the relevant faculty, more details concerning the participation of students and representatives of employers and other stakeholders, as well as more details regarding the adoption of corrective measures.

PART FIFTEEN COLLECTION, ANALYSIS, AND USE OF INFORMATION NECESSARY FOR EFFECTIVE IMPLEMENTATION OF STUDY PROGRAMME AND PUBLICATION OF INFORMATION

Art. 117

This part of the Internal System regulates the rules for the collection, analysis, and use of information necessary for the effective implementation of the study programme according to Sec. 3 (3)(n) of the Quality Assurance Act and the rules for the regular publication of up-to-date, adequate, and qualitative information on study programmes and their graduates pursuant to Sec. 3 (3)(o) of the Quality Assurance Act.

Art. 118

Data collection sources

- (1) For the purpose of quality assurance of educational activities of study programmes and study support, CU collects the necessary data mainly from the following sources:
 - a) the Academic Information System,
 - b) other information systems of CU,
 - c) external information systems and information provided by external sources, in particular information systems of the Ministry of Education and Science of the Slovak Republic, the Centre for Scientific and Technical Information, the Social Insurance Agency, the Offices of Labour, Social Affairs and Family.
- (2) CU collects, analyses, and uses the data necessary for the effective implementation of the study programme in accordance with the Personal Data Protection Act.
- (3) For the assessment and verification of the data, CU can also use other sources of data, for example, from employers' unions and associations, professional chambers, etc.
- (4) The records in the CU information systems are created in the course of the activities of the faculties and the CU Rector's Office so that the records are verifiable, and the originator is

known, applying the principle that records and databases are not to be duplicated and multiplied, and the administrative staff does not separately process databases and outputs that are available to users in the CU information systems.

Art. 119

Collection and evaluation of data from study programmes

- (1) CU, including through its units, shall collect and publish data for each academic year on
 - a) the number of study programmes offered at the faculties,
 - b) the number of study programmes carried out, broken down by
 1. faculties,
 2. the degree of higher education,
 3. forms of study,
 4. the language of study programme,
 5. the standard length of studies,
 - c) the number of students studying at the faculties, both in total for the whole CU and by
 1. faculties,
 2. the degree of higher education,
 3. the form of study,
 4. the language of study programme,
 5. sex,
 6. nationality,
 - d) the number of students per teacher, both in total for the entire CU and broken down by
 1. faculties,
 2. degrees of higher education,
 3. the form of study,
 4. the language of the study programme,
 - e) the number of teachers by function and position, both in total for the whole CU and broken down by
 1. faculties,
 2. degrees of higher education,
 3. the form of study,
 4. the language of the study programme.

- (2) CU, including through its units, monitors, analyses, evaluates, takes measures, and publishes quantitative indicators on individual study programmes at least once a year:
 - a) the number of applicants to the study programme by age, sex, nationality, residence, type of secondary school/previous education/higher education institution completed,
 - b) the number of applicants admitted to the study programme by age, sex, nationality, residence, type of secondary school/previous education/ higher education institution completed,
 - c) the number of newly admitted students in the study programme by age, sex, nationality, residence, type of secondary school/previous education/ higher education institution completed,
 - d) number of students in the study programme by year of study, age, sex, nationality, residence, weighted grade point average, number of repeat enrolment in the subject,

- e) types of secondary school/previous education/ higher education institution completed, the number of students in the study programme who exceed the standard length of study by year of study, age, sex, nationality, residence, weighted grade point average, number of repeat enrolment in the subject, type of secondary school/previous education/ higher education institution completed,
 - f) the number of subjects in the study programme, the number of students in each subject, the average grade in each subject,
 - g) the number of students who left studies by year and semester of study, age, sex, nationality, residence, type of secondary school/previous education/ higher education institution completed, the reason for leaving studies,
 - h) the number of students who have been expelled by year and semester of study, age, sex, nationality, residence, type of secondary school/previous education/college completed, reason for expulsion,
 - i) the number of teachers in the study programme, broken down by the subjects of the study programme in which they teach, age, sex, qualification level,
 - j) the number of teachers for the study programme from abroad,
 - k) the number of students per teacher,
 - l) the number of theses in the study programme,
 - m) the number of theses per teacher category,
 - n) the number of graduate of the study programme by age, sex, nationality, residence, type of secondary school/previous education/university completed, overall weighted grade point average, state examination grade and final thesis grade,
 - o) the number of graduate of the study programme who have exceeded the standard duration of study by age, sex, nationality, place of residence, type of secondary school/university completed, overall weighted grade point average, state examination grade and final thesis grade,
 - p) the number of students on mobility, both incoming and outgoing,
 - q) the number of students receiving a social scholarship,
 - r) the number of students who have been awarded regular and/or exceptional scholarships,
 - s) the number of students who have participated in competitions, Student Scientific and Specialised Activity (SSSA) and others,
 - t) the number of award-winning students, student awards,
 - u) other relevant data and information on the material and technical support of the study programme (e.g., number of laboratories, simulators),
 - v) the employment of graduate students of the study programme according to the KAP index.
- (3) CU, including through its units, shall collect, analyse, evaluate, and take adequate measures at least once per academic year according to:
- a) the results of the student survey,
 - b) student suggestions,
 - c) graduate employability based on contacts with graduates and employers,
 - d) time series of the development of selected indicators over a period of at least three years.
- (4) CU, including through its units, shall collect, analyse, and evaluate data on student social

support:

- a) the number of applicants for accommodation in the CU accommodation facilities by age, sex, nationality, residence, faculty, study programme,
 - b) the number of students accommodated in the CU accommodation facilities by age, sex, nationality, residence, faculty, study programme,
 - c) the number of recipients of social scholarships,
 - d) the number of recipients of pregnancy scholarships.
- (5) The study programme board is responsible for
- a) assessing the quantitative and qualitative indicators pursuant to Subsections 2 and 3, which are provided by the relevant organisational units of the faculty or CU,
 - b) making decisions and proposals to take necessary measures, if they fall within the competence of another CU or faculty body, on the basis of the assessment under a),
 - c) the publication of information pursuant to this Article.
- (6) The faculty quality assurance board shall summarise and evaluate the documents and measures pursuant to Subsection 5 (a) and (b) if they form the basis for the assessment of the educational activities at the faculty, which shall be approved by the faculty scientific board.
- (7) The Vice-Rector for Education and Social Affairs shall be responsible for analysing and assessing data on student social support and for taking the necessary measures in the field of student social support.

PART SIXTEEN COMMON, TRANSITIONAL, REPEALING, AND FINAL PROVISIONS

Art. 120 Common provisions

The CU and its individual units in accordance with this regulation must comply with the various bodies, processes, and rules under this regulation from 1 September 2022. Meanwhile, where it is expedient to do so, existing regulations may be followed, except as part of the alignment process with this regulation.

Art. 121 Transitional provisions

- (1) The establishment of the CU Quality Assurance Board and the faculty quality assurance boards and membership in them, carried out before the Regulation started to apply, shall be deemed as carried out under this regulation if it complies with the requirements imposed by this regulation.
- (2) The STF established before this Regulation started to apply shall be deemed established under this Regulation.

Art. 122
Repealing provisions

The following regulations shall be repealed once this Regulation starts to apply:

1. Internal Regulation No. 15/2014 Directive of the Rector of the CU Rules of Quality Assurance of Higher Education provided at the CU as amended by the Internal Regulation No. 11/2021 Supplement No. 1,
2. Internal Regulation No. 11/2014 General criteria for filling the posts of professors and associate professors and specific conditions for filling the posts of professors at the CU,
3. Internal Regulation No. 19/2018 Directive adopted by the CU Rector, which determines the rules for the approval of supervisors of doctoral studies at the CU,
4. Internal Regulation No. 23/2016 Directive adopted by the CU Rector Code of Ethics, as amended by Internal Regulation No. 14/2017 Supplement No. 1.

Art. 123
Final provisions

This Regulation shall enter into force and start to apply on the date of its approval by the CU Scientific Board, except for the provisions of Art. 106 (7), which starts to apply on January 1, 2027.

prof. JUDr. Marek Števček, PhD.,
Chairman of the Scientific Board of Comenius
University