



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

Internal Regulations of Comenius University Bratislava

Internal Regulation No. 31/2022

approved by the Academic Senate
of Comenius University Bratislava

**Addendum No.1
to Internal Regulation No. 23/2021
Internal System for Assuring the Quality of Higher
Education
of Comenius University Bratislava**

Year 2022

On 23 November 2022, following the CU Scientific Board statement of 21 November 2022, the Academic Senate of Comenius University Bratislava (hereinafter also "AS CU"), pursuant to Section 15 (2) (n) of Act No. 131/2002 Coll. on Higher Education and on Amendments to Certain Acts, as amended (hereinafter referred to as "Higher Education Act"), and Section 48 (4) of Internal Regulation No. 10/2008 Statute of Comenius University Bratislava, as amended, approved Internal Regulation No. 31/2022 Addendum No. 1 to Internal Regulation No. 23/2021 Internal System for Quality Assurance of Higher Education of Comenius University Bratislava (hereinafter referred to as "Internal System").

Art. I

The internal system changes as follows:

1. Throughout the regulation, the wording "function of associate professor" is changed to the wording "functional position of associate professor" and the wording "function of professor" to the wording "functional position of professor".
2. In Art. 1, a new paragraph 6 is inserted after paragraph 5, which reads:

"(6) The internal system defines the quality assurance structures of higher education of CU, in particular the Quality Board of CU, the Scientific Board of CU and the Accreditation Board of CU. Organisational and administrative work in connection with the activities of the organisational units mentioned is ensured by the respective Vice-rector (via the department headed by him/her). Organisational and administrative work related to the activities of the Quality Board of CU is carried out by the Vice-rector, whose responsibilities include ensuring the internal quality system of higher education; organisational and administrative work related to the activities of the Academic Board of CU and to the activities of the Accreditation Board of CU in relation to the study programmes of the third university degrees is carried out by the Vice-Rector, whose responsibilities include academic, research, doctoral and project work; organisational and administrative work related to the activities of the Accreditation Board of CU in relation to the study programmes of the first and second university degrees is carried out by the Vice-Rector, whose responsibilities include education and social affairs."

The existing paragraph 6 is referred to as paragraph 7.

3. Point (b) in Art. 20 (2) reads as follows:

"b) in a combination of two fields of study, in teacher training courses within the meaning of Section 53(a) of the Act on Higher Education or in combined courses in translation and interpreting within the meaning of Section 53(b) of the Act on Higher Education."
4. In Art. 20 (3) the word "combined" shall be deleted.

5. Point (a) in Art. 20 (10) shall be deleted. The previous points (b) to (h) are referred to as (a) to (g).
6. In Art. 24 (4), the words "unless the faculty regulations stipulate otherwise" are inserted after the words "of the study programme are".
7. In Art. 24 (9), the words "(unless the faculty regulations stipulate otherwise)" are inserted after the words "one of the guarantors".
8. The first sentence in Art. 32 (2) reads:

"Modification of the study programme is the addition or deletion of compulsory subjects or electives, changing the conditions for proper graduation or changing the fact sheet of a compulsory subject or elective, as well as updating the teacher, recommended literature or type, scope and method of educational activities⁵".

The footnote to reference 5 reads:

"⁵Section (2) (h) of the Act on Quality".

9. Point (c) is inserted after point (b) in Art. 32 (3), and it reads as follows:

"c) by a decision of the Accreditation Board of the faculty at which the study programme is being carried out."
10. Point (c) is inserted after point (b) in Art. 32 (4) and it reads as follows:

"c) by a decision of the Accreditation Board of the faculty at which the study programme is being carried out."
11. In Art. 33 (1), the words "taking into account the possibility of completing academic mobility" are inserted after the words "study results".
12. Point (g) is inserted after point (f) in Art. 33 (2) and it reads as follows:

"g) is put together in such a way that it is possible to complete academic mobility in it or to gain experience corresponding to academic mobility."
13. In Art. 35 (4), the word "also" is inserted after the words "part of the proposal is".
14. In Art. 33 (1), the words "in the field of effective learning, in the field of career guidance" are inserted after the words "in the field of study".
15. In Art. 39 (1), reference 8 is deleted together with the footnote to reference 8.
16. In Art. 39, a new paragraph 3 is inserted after paragraph 2, which reads:

- (3) The Psychological Advisory Service CU provides psychological counselling and career advice for CU students”.

The existing paragraphs 3 to 7 shall be referred to as paragraphs 4 to 8.

17. Paragraph (2) of Art. 46 reads as follows:

“(2) Profile study subjects of the study programme are regularly offered by university lecturers in the functional position of professor or in the functional position of associate professor who work at CU in the respective field of study or a related subject of the course, in particular for the specified weekly working hours; this does not exclude the participation of other teachers in the educational process in the respective subjects. Compulsory and elective subjects that are not profile subjects can also only be led by teachers who do not work in the functional position of associate professor or professor. This does not affect the possibility of securing selected topics of the profile subjects by experts from practice who cooperate with the faculty on the basis of various legal relationships, who help to develop the teaching on the specifics of individual topics”.

18. Introductory phrase in Art. 58 (1) reads:

“The rules laid down by the Study Regulations of CU, which form the rules and conditions of student assessment, are”.

19. The footnote to reference 23 reads:

“²³ Internal Regulation No. 26/2022 Directive of the Rector of Comenius University Bratislava on Reporting Antisocial Activities and Protecting Whistleblowers at Comenius University Bratislava.”.

20. The footnote to reference 25 reads:

“²⁵ Pursuant to Section 20 (1) (g) of the Act on Higher Education.”.

21. The first sentence in Art. 76 (3) reads:

“Academic fraud within the meaning of this ordinance is dishonest and sinister behaviour which is the opposite of research integrity and runs counter to common decency.”.

22. The first sentence in Art. 104 (3) reads:

“The employer, i.e. CU, the CU faculty, the CU Rectorate or a self-governing part of the CU Rectorate^{41a} (hereinafter referred to as the ‘Employer’), is obligated to comply with the principle of equal treatment in employment and similar legal relationships during the selection process”.

The footnote to reference 41a reads:

"^{41a} Art. 1 (2)(3)(5) and (6) of Work Rules of CU."

23. In Art. 104 (5), the first sentence and the word "simultaneously" are deleted.

24. In Art. 104 (6), the words "and when hiring visiting professors" are deleted.

25. Paragraph (7) of Art. 104 reads as follows:

"(7) The Employer is responsible for the advertisement of the selection procedure for the post of university lecturer, its procedure and the implementation of the results of the selection procedure".

26. Point (e) in Art. 105 (1) reads as follows:

"e) authorisation according to the internal regulation of the relevant church, if it is about the post of a university teacher of the Theological Faculty at CU".

27. Paragraph (1) of Art. 106 reads as follows:

"(1) Other requirements that are reflected in the requirements for the work of university teachers are, in particular, pedagogical work, creative work and its reception, as well as other criteria specified by internal regulations of CU or its faculties."

28. In Art. 106 (2) the word "two" shall be deleted in the first sentence.

29. Article 108 reads:

"(1) This part of the internal system regulates general and special criteria for filling the functional positions of professors and associate professors at CU in connection with the determination of the requirements for the selection of university lecturers in accordance with Article 12 (1)(g) and (h) of the Act on Higher Education. Applicants for the functional position of professor or functional position of associate professor must also meet the qualification requirements for the position of a university lecturer.

(2) A related field of study within the meaning of this part of the internal system is a field of study, an interdisciplinary or interdisciplinary field of knowledge that contributes in a relevant way to the development of habilitation and inaugural proceedings or contributes to the development of the field of study; a related field of study is also a field of study whose subjects contribute to the development of study programmes in another field of study.

(3) The qualification requirement for filling the functional position of professor is the

fulfilment of the criteria resulting from the required level of the criteria for obtaining the degree of professor of the respective university in the standards for habilitation and inaugural proceedings according to the Act on Quality.

- (4) The qualification requirement for filling the functional position of associate professor is the fulfilment of the criteria resulting from the required level of the criteria for obtaining the degree of associate professor in the standards for the habilitation and the inaugural proceeding according to the Act on Quality.
- (5) When filling the functional position of professor and the functional position of associate professor, the general criteria for filling the functional position of professors and associate professors as well as the minimum criteria for educational, research, development or artistic activity is required according to Sec. 77 (3) of the Act on Higher Education, if issued.^{42a}
- (6) The functional position of professor shall be filled by an applicant who meets the current inaugural criteria of the respective faculty approved by the Scientific Board of CU. A person in the functional position of professor is obligated to demonstrate an appropriate increase in the selected criteria from the beginning of their activity as a professor at intervals determined by the Scientific Board of CU on the proposal of the Scientific Advisory Boards of the faculties; otherwise, at intervals of five years; the person must demonstrate this even if he/she fills the functional position of a professor at CU and do so for the entire period in which he/she held the functional position of professor at another university. Based on a proposal from Faculty Scientific Boards, the Scientific Board of CU shall determine the adequate increase in criteria fulfilment.
- (7) If the faculty fills a functional position of professor in a field of study for which the faculty does not have any recognised inaugural criteria, the inaugural criteria of the faculty, or in the field of study to which the applicant is most closely related, shall be used to fill the functional position of professor.
- (8) The functional position of associate professor may be filled by an applicant who meets the current habilitation criteria approved by the Scientific Board of CU at the relevant faculty. A person in the functional position of associate professor is obligated to demonstrate an appropriate increase in the selected criteria from the beginning of their activity as an associate professor at intervals determined by the Scientific Board of CU on the proposal of the Scientific Advisory Boards of the faculties, otherwise at intervals of five years; the person must demonstrate this even if he/she fills the functional position of associate professor at CU and do so for the entire period in which he/she held the position of associate professor at another university. Based on a proposal from Faculty Scientific Boards, the Scientific Board of CU shall determine the adequate increase in criteria fulfilment.

- (9) If the faculty fills the functional position of associate professor in a field of study for which the faculty does not have any recognised habilitation criteria, the habilitation criteria of the respective faculty, or in the field of study to which the applicant is most closely related, shall be used to fill the functional position of associate professor.
- (10) An applicant for the functional position of professor must meet the requirements to shape the development of the field of study and to be a guarantor for the quality and further development of the study programme.
- (11) The requirements for filling the functional positions of professors, but also the functional positions of associate professors, are specified by the fulfilment of the applicable inaugural criteria or the habilitation criteria of the respective faculty, which are proposed by the Scientific Board of CU based on the relevant faculty Scientific Board, and may be further specified for each faculty in a manner in which these terms shall be approved by the Scientific Board of CU upon a proposal of the relevant faculty Scientific Board and may be further specified in the announced selection process.
- (12) The filling of functional positions of professors and associate professors shall take place through a selection process in accordance with a specific internal regulation.⁴³.

The footnote to reference 42a reads:

^{42a} Section 75 (4) of the Act on Higher Education.”.

30. Point (b) in Art. 112 (2) reads as follows:

b) Quality Board of CU and Faculty Quality Boards,”.

Art. II

The present Addendum No.1 shall become valid and effective on the date it is approved by the Academic Senate of CU.

prof. PhDr. Zlatica Plašienková, PhD.
President of AS CU

prof. JUDr. Marek Števček, DrSc.
CU Rector