



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

Internal Regulations of Comenius University Bratislava

Internal Regulation No. 5/2023

approved by the Academic Senate
of Comenius University Bratislava

**Statute
of Comenius University Bratislava**

Year 2023

Table of Contents

PREAMBLE	5
PART ONE INTRODUCTORY PROVISIONS	6
<i>SECTION ONE Basic provisions</i>	6
Art. 1 Name and registered office of Comenius University Bratislava	6
<i>SECTION TWO The mission and activities of the CU</i>	6
Art. 2 Mission	6
Art. 3 Status	8
Art. 4 Activity	8
<i>SECTION THREE Academic freedoms and academic rights</i>	9
Art. 5 Academic freedoms and academic rights	9
Art. 6 University premises	9
<i>SECTION FOUR Academic insignia and academic ceremonies</i>	10
Art. 7 Academic insignia and visual identity	10
Art. 8 Gowns	11
Art. 9 Academic ceremonies and academic festivities	11
Art. 10 Medals of the CU	11
PART TWO ORGANISATIONAL STRUCTURE	12
<i>SECTION ONE Legal status of the CU and its subdivisions</i>	12
Art. 11	12
<i>SECTION TWO Rector's Office</i>	13
Art. 12 Legal status	13
Art. 13 Management	13
Art. 14 Scope of authority	13
<i>SECTION THREE Faculty</i>	14
Art. 15 Legal and employment status	14
Art. 16 Management	14
Art. 17 Election and dismissal of the Dean	15
Art. 18 Collective bodies	16
Art. 19 Scope of authority	17
PART THREE CU ACADEMIC COMMUNITY AND CU BODIES	18
<i>SECTION ONE Basic provisions</i>	18
Art. 20 Academic community	18
Art. 21 CU bodies	19
<i>SECTION TWO Academic Senate of Comenius University</i>	19
Art. 22 Academic Senate of Comenius University and its competence	19
Art. 23 Members and performance of functions	20
Art. 24 Elections	21
Art. 25 Bodies	21
Art. 26 Meetings	22
<i>SECTION THREE Scientific Board of Comenius University</i>	22
Art. 27 Scientific Board of Comenius University	22
Art. 29 Members and performance of functions	23
Art. 30 Meetings	24
<i>SECTION FOUR CU Disciplinary Committee for Students</i>	25

Art. 31	25
<i>SECTION FIVE Board of Trustees</i>	25
Art. 32	25
PART FOUR COLLECTIVE BODIES OF THE FACULTY	26
<i>SECTION ONE Faculty Academic Senate</i>	26
Art. 33	26
Art. 34 Scope of authority	27
<i>SECTION TWO Scientific Board of the Faculty</i>	28
Art. 35	28
Art. 36 Scope of authority	29
<i>SECTION THREE Faculty Disciplinary Committee for Students</i>	30
Art. 37	30
<i>SECTION FOUR Bodies for the performance of tasks in the field of quality assurance of higher education</i>	30
Art. 38	30
PART FIVE RECTOR AND STAFF	30
<i>SECTION ONE Rector</i>	30
Art. 39 Status and competences	30
Art. 40 Advisory bodies	31
<i>SECTION TWO Employees</i>	31
Art. 41 Registrar	31
Art. 42 Vice-Rectors	32
Art. 43 Staff and senior employees	32
PART SIX ACTIVITIES OF CU	33
<i>SECTION ONE Higher education and further education</i>	33
Art. 44 Basic characteristics of the higher education system provided by the CU ...	33
Art. 45 Basic characteristics of the further education system provided by the CU ..	35
Art. 46 Method of determining the number of applicants to be admitted	35
Art. 47 Framework conditions for admission to studies	35
Art. 48 Framework conditions for studies of foreigners	36
Art. 49 Framework provisions on social support for students	37
Art. 50 Academic rights and obligations of students	38
Art. 51 Tuition fees	39
Art. 52 Fees related to studies	41
<i>SECTION TWO Science and research</i>	41
Art. 53	41
<i>SECTION THREE International relations</i>	42
Art. 54	42
<i>SECTION FOUR External relations</i>	43
Art. 55	43
<i>SECTION FIVE CU assets</i>	44
Art. 56	44
Art. 57 CU Asset Management	44
<i>SECTION SIX Business activity</i>	45
Art. 58 Rules for the conduct of business	45
<i>SECTION SEVEN Financial management</i>	46
Art. 59	46

Art. 60 Division of the subsidy	46
Art. 61 Creation of the CU budget	47
Art. 62 Creation and use of the CU funds	47
Art. 63 Management control	47
<i>SECTION EIGHT Control activity</i>	48
Art. 64	48
PART SEVEN INTERNAL REGULATIONS	49
Art. 65 The system of internal regulations of the CU and their adoption	49
Art. 66 Internal regulations of the faculty	49
Art. 67 Internal regulations of other units	50
Art. 68 Common provisions on internal regulations	51
PART EIGHT QUALITY ASSURANCE OF HIGHER EDUCATION	51
AND LONG-TERM PLAN	51
Art. 69 Internal quality system	51
Art. 70 Long-term plan of Comenius University, faculties and units of Comenius University	52
Art. 71 CU annual reports and evaluation of CU activities.....	53
PART NINE COMMON, TRANSITIONAL AND FINAL PROVISIONS	54
Art. 72 Scope of authority of the Lutheran Faculty	54
Art. 73 Amendments to the Statute.....	54
Art. 74 Transitional provisions.....	54
Art. 75 Final provisions.....	55

PREAMBLE

We, the Academic Senate,¹

Based on the traditions of Comenius University Bratislava, the oldest of today's higher education institutions in the Slovak Republic,

Expressing the will of its academic community,

Aware of the importance of higher education institutions for the development of human knowledge, education level, culture and moral values and of their mission to serve the truth,

In an effort to create a community in which the mutual relations of its members are not determined by power but by spiritual authority and in which academic freedom is respected as a prerequisite for the existence and sustainable development of all scientific, educational and training activities,

In the spirit of public interest, bearing in mind the deepening of the self-governing character of Comenius University Bratislava and its political neutrality,

Guided by the desire to provide access to education for all who want it,

Committed to the idea of building a European Higher Education Area and global university cooperation as a basis for a common European Research Area and international scientific research, but also as a prerequisite for the development of a knowledge-based society and the education of new generations for understanding and tolerance

and

Imbued with the desire to take pride of place in the family of free higher education institutions,

Pursuant to Section 9(1)(a)(1) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Higher Education Act"), we have adopted the following on the proposal of the Rector of Comenius University Bratislava

Statute of Comenius University Bratislava.

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

PART ONE
INTRODUCTORY PROVISIONS

SECTION ONE
Basic provisions

Art. 1

Name and registered office of Comenius University Bratislava

- (1) Comenius University Bratislava (hereinafter also referred to as "the CU" or "the University") is a public higher education institution and is a research higher education institution.
- (2) The CU was founded on 11 July 1919² and its present name was again granted by a decree of the Government of the Czechoslovak Republic with effect from 15 November 1954.³
- (3) The full name of the CU is in Slovak "Univerzita Komenského v Bratislave", in Latin "Universitas Comeniana Bratislavensis", in English "Comenius University Bratislava". The wording of the name of the Comenius University in other languages, the wordings of the names of the faculties in the Slovak language and in other languages are given in Annex No. 1.
- (4) The registered office of the Comenius University is at Šafárikovo námestie 6, 814 99 Bratislava, Slovak Republic.

SECTION TWO
The mission and activities of the CU

Art. 2
Mission

- (1) The fundamental mission of the CU is to develop and disseminate education in society. As a research higher education institution, it does so through creative pedagogical and scientific research and artistic work that opens up new horizons of knowledge.
- (2) The mission of the CU is also the development of science, culture and education level in the context of Slovak, European and world cultural heritage.
- (3) The CU prepares its graduates to represent not only the highest degree of professional quality, but also moral integrity and humanism.
- (4) In the long term, the CU aims to improve the scientific and cultural outlook of society and contribute to its sustainable development. It critically perceives and responds sensitively to societal risks in their national and global context and seeks to contribute to their

² Act No. 375/1919 Coll., establishing the Czechoslovak State University Bratislava.

³ Government Decree of the Government of the Czechoslovak Republic No. 49/1954 Coll. of 12 November 1954 changing the name of the Slovak University Bratislava.

- mitigation. It initiates and engages in a large number of socially beneficial and charitable activities.
- (5) The CU upholds the principles of freedom and democracy on its own campus. It also sees it as its mission to spread these principles throughout society. It defends academic freedoms and rights and its academic self-government and independence.
 - (6) The CU as a research higher education institution and centre of excellence:
 - a) is a reference point for science, research, education, art and culture in Slovakia - it carries out its research separately, independently determines its orientation in teaching; it carries out scientific research and education in a wide range of natural, mathematical, computer, technical, medical, social sciences and humanities;
 - b) bases its teaching on its own scientific activities and on the best domestic and international sources of scientific knowledge;
 - c) systematically introduces and implements new knowledge in science and research, innovations and new technologies in all areas of its activities;
 - d) prepares graduates of a wide range of study programmes, able to use their education and skills in diverse areas of public life and able to respond to the dynamically evolving needs of society;
 - e) responds to societal demand by providing a range of vocationally oriented study programmes, or study programmes that also focus on the acquisition of practical skills and competences, in collaboration with the highest quality vocational and professional institutions, complementing a wide range of study options at all levels of study;
 - f) defines its objectives and priorities of its own volition, and members of its academic community enjoy academic freedoms and rights without restriction in the exercise of their profession;
 - g) pays attention to regular quality assessment and improvement to ensure that study programmes reflect the latest scientific knowledge and the requirements of practice;
 - h) develops cooperation with partners at home and abroad - with students, scientific and scientific-pedagogical institutions, state and public institutions, territorial and interest self-government, employers, business entities, interest associations, non-profit sector;
 - i) actively communicates with society - to impart knowledge, increase openness and potential for collaboration, present the results of its work and expert opinions, and provide a moral compass;
 - j) contributes to the sustainable development of society as a whole.
 - (7) The mission thus defined stems from the fundamental value principles of the Comenius University, according to which its activities and academic culture are guided and shaped.
 - (8) The ideas of truth, the common good and justice are the value basis of all the CU activities.
 - (9) The activities and intentions of the University are not linked to any political force or orientation.

- (10) The CU takes an inclusive approach to the education of its students regardless of their age, gender, family, sexual orientation, race, faith or religion, political opinion, disability, social origin, wealth or membership of a nationality or ethnic group.
- (11) The CU applies a non-discriminatory approach at all levels in the conduct of educational, research, artistic, cultural, administrative, managerial and other activities. The CU has mechanisms in place to deal with complaints and allegations of breaches of the non-discrimination principle.
- (12) The basic principles of the CU's functioning include free education, free scientific research, academic self-government, adherence to rules, responsibility for one's own actions and responsibility to society.
- (13) By applying ethical principles in scientific, artistic and pedagogical activities, as well as in management processes, the CU contributes to tolerance in the spirit of humanism and European values in order to contribute to the sustainable moral development of its students and the whole society.

Art. 3 Status

- (1) The CU is a public and self-governing institution that freely carries out creative scientific, educational, artistic and cultural activities.⁴ Educational activity at Comenius University is based on the knowledge of science and technology, including the results of its own scientific research. The CU contributes significantly to the development of science, education level and culture in the Slovak Republic.
- (2) The CU is a public higher education institution and carries out its activities on the basis of the Higher Education Act.⁵

Art. 4 Activity

- (1) The Comenius University provides, organises and ensures higher education within the framework of accredited study programmes of all degrees in the field of natural, mathematical, computer, technical, medical, social sciences and humanities. It shall also provide further education pursuant to Article 45. In the field of medicine and pharmacy, curative and preventive care is also part of the scientific and educational activities of the Comenius University. The CU provides habilitation and inauguration proceedings.
- (2) The Comenius University provides library and other information services and carries out publishing activities, which are primarily related to the scientific, pedagogical and artistic activities of its academic community.
- (3) The CU cooperates with domestic and foreign higher education institutions, scientific and research institutions and other legal entities and natural persons and creates

⁴ Section 4 (1) of the Higher Education Act.

⁵ Section 111 and Annex No. 1 of the Higher Education Act.

conditions for the participation of members of the academic community in this cooperation. The forms and methods of cooperation between the CU and third parties are generally regulated in specific contracts.

- (4) The CU may carry out business activities that are primarily related to its educational, research, development, curative and preventive, artistic or other creative activities or activities that serve to make more efficient use of its human resources and assets. The CU's business activities must not compromise the quality, scope and availability of activities fulfilling its mission.
- (5) The CU speaks out on fundamental social issues and thus contributes to the protection of the values of education level, culture and morality in society.

SECTION THREE ***Academic freedoms and academic rights***

Art. 5 **Academic freedoms and academic rights**

- (1) The CU guarantees academic freedoms and academic rights to the members of the academic community and defends them if they are potentially restricted.
- (2) The scope of academic freedoms and academic rights is regulated by the Higher Education Act.⁶
- (3) The exercise of academic freedoms and academic rights must be consistent with the principles of democracy, humanity and the rule of law.

Art. 6 **University premises**

- (1) The CU premises consist of real estate owned, managed, leased or used by the CU to carry out the mission and main tasks of the CU and its faculties.
- (2) In the university premises, everyone is obligated to conduct himself or herself in a manner that does not endanger life, limb, or property, that does not restrict academic freedoms and academic rights, and that does not disrupt collegial and fair interpersonal relationships.
- (3) The university premises are apolitical. Individuals, political parties and political movements are not allowed to perform political activities and establish their organisations in the university premises.
- (4) The university premises are sacrosanct. Consent for law enforcement entry is granted by the Rector.

⁶ Section 4(1) and (2) of the Higher Education Act.

SECTION FOUR
Academic insignia and academic ceremonies

Art. 7
Academic insignia and visual identity

- (1) The academic insignia is a symbol of academic freedom, historical traditions, the academic self-government of the Comenius University and its units, the powers of the Rector, Vice-Rectors, Deans and Vice-Deans.
- (2) The academic insignia of the CU include:
 - a) the emblem of the CU and the emblems of its units,
 - b) the seal with the emblem of the CU,
 - c) rank chains with flat eyelets of the Rector and rank chains with flat eyelets of the Deans, and
 - d) sceptre of the Rector and sceptre of the Deans.
- (3) The emblem of the Comenius University consists of a circle with a bust of Jan Amos Komenský in profile looking to the right with the round inscription UNIVERSITAS COMENIANA BRATISLAVENSIS MCMXIX. The CU emblem is used by the CU mainly on documents of education, appointment decrees of associate professors and doctors of sciences, publications, and occasional prints.
- (4) The seal for the dry seal with the CU emblem has a reversed sealing field engraved in the negative. The sealing field is filled with a bust of Jan Amos Komenský in profile looking to the right flanked by the round inscription UNIVERSITAS COMENIANA BRATISLAVENSIS MCMXIX. The dry seal with a seal emblem is used by the Comenius University to seal diplomas of honorary doctorates and other important documents at the Rector's discretion.
- (5) The rank chains with flat eyelets of the Rector and the rank chains with flat eyelets of the Deans are the insignia worn by the Rector and the Deans around their shoulders during academic ceremonies and academic festivities.
- (6) The sceptre of the Rector and the sceptres of the Deans are the insignia worn by the Pedal of the Rector and the Pedals of the Deans in front of the aforementioned academic functionaries during academic ceremonies and academic festivities.
- (7) In the spirit of tradition, the Faculty has the right to use its own academic insignia and to hold academic ceremonies in accordance with the internal regulations of Comenius University.
- (8) More detailed rules for the use of the academic insignia of the Comenius University shall be laid down in a special internal regulation.⁷

⁷ Rector's Directive regulating the use of academic insignia.

- (9) The rules for the use of the visual identity of Comenius University and its units and the standards for the visual design of the logo of Comenius University and its units shall be laid down in a special internal regulation issued by the Rector.⁸

Art. 8

Gowns

- (1) The Rector, the Vice-Rectors, the President and members of the Academic Senate of Comenius University, Deans, Vice-Deans, Chairpersons of the Academic Senates of Faculties, Professors, Associate Professors and, at the Rector's or Dean's discretion, other members of the academic community of Comenius University and distinguished guests of Comenius University are entitled to use gowns as ceremonial attire at academic ceremonies and academic festivities.
- (2) The manner of use of the CU gowns shall be laid down in a special internal regulation issued by the Rector.⁹

Art. 9

Academic ceremonies and academic festivities

- (1) Academic ceremonies and academic festivities shall take place at the CU.
- (2) Academic ceremonies include matriculation of students, graduation of graduates of higher education studies at all three levels, graduation of graduates of the rigorosum procedure, graduation of honorary doctors, awarding of appointment decrees to associate professors and doctors of sciences, inauguration of the rector and inauguration of deans.
- (3) Academic festivities include, in particular, the opening of the academic year, the graduation of continuing education graduates, the awarding of students and teachers on the occasion of the International Students' Day.
- (4) Academic ceremonies have a long tradition at Comenius University and are an important part of the presentation of Comenius University and an expression of respect for the traditions and values that Comenius University and its faculties profess.
- (5) More detailed rules for academic ceremonies and academic festivities shall be laid down in a specific internal regulation.¹⁰

Art. 10

Medals of the CU

- (1) The Rector may award medals of the Comenius University to natural persons and, in exceptional cases, to legal entities who have contributed to the development of the Comenius University, science, education level and academic rights and freedoms.

⁸ Rector's Directive issuing the Design Manual of CU.

⁹ Rector's Directive regulating the use of academic insignia.

¹⁰ Matriculation and Graduation Regulations of Comenius University.

- (2) Medals of the CU are:
 - a) commemorative medals issued on the CU anniversaries,
 - b) large gold medal, large silver medal,
 - c) medals (gold, silver, bronze),
 - d) other medals.
- (3) The Dean may award medals of the faculty to natural persons and, in exceptional cases, to legal entities who have contributed to the development of the faculty, science, education level and academic rights and freedoms.
- (4) The medals of the faculty are:
 - a) commemorative medals of the faculty issued on the faculty anniversaries,
 - b) medals of the faculty (gold, silver, bronze),
 - c) other faculty medals.
- (5) Details on the awarding of medals of the Comenius University shall be laid down in a special internal regulation.¹¹ Details on the awarding of the faculty medals shall be laid down in the internal regulations of the faculty.

PART TWO ORGANISATIONAL STRUCTURE

SECTION ONE Legal status of the CU and its subdivisions

Art. 11

- (1) Comenius University Bratislava is a legal entity¹² with full legal personality. The Rector acts on its behalf.
- (2) Comenius University Bratislava is divided into faculties, other teaching, research, development, artistic, economic-administrative and information workplaces and special-purpose facilities determined by the Organisational Regulations of the CU (hereinafter referred to as "units of the CU").¹³
- (3) The Rector establishes, merges, orders mergers, divides and dissolves units of the CU after approval by the Academic Senate of the CU and the Board of Trustees of the CU; this also applies if there is a change of name or a change of the registered office of a unit of the CU.¹⁴
- (4) The management and competences of the units of the Comenius University, with the exception of the Rector's Office and the faculties, shall be regulated by the Organisational Regulations of the Comenius University.

¹¹ Rector's Directive regulating the awarding of medals and plaques of the Comenius University.

¹² Section 2 (1) of the Higher Education Act.

¹³ Section 21 (1) of the Higher Education Act.

¹⁴ Section 21 (2), Section 9 (1) (b) (3) and Section 41 (4) (c) of the Higher Education Act.

SECTION TWO
Rector's Office

Art. 12
Legal status

- (1) The Rector's Office is part of the CU; it is the highest economic, administrative, methodological and managerial workplace of the CU. The Rector's Office may also include scientific research and educational workplaces.
- (2) The Rector's Office does not have legal personality.
- (3) The Rector's Office has legal personality - the status of an employer. The right to act in labour relations may be delegated by the Rector, in particular to the Registrar.
- (4) Details of the regulation of employment relations shall be laid down in a special internal regulation.¹⁵ The number and structure of job positions of the Rector's Office shall be determined by a decision of the Rector.

Art. 13
Management

- (1) The Rector's Office is managed by the Rector. The Rector may delegate the management of individual departments to the Vice-Rector, the Registrar or other persons.
- (2) In the Rector's absence, the Vice-Rector authorised in writing shall represent the Rector within the scope of the authorisation.

Art. 14
Scope of authority

- (1) The Rector's Office shall perform the tasks of the CU, unless otherwise provided in this Statute or in another internal regulation. Details of the organisational structure and substantive competence of individual departments of the Rector's Office are regulated by a special internal regulation.¹⁶
- (2) The Rector's Office in particular:
 - a) ensures the administrative, organisational, personnel and economic running of the Comenius University,
 - b) provides methodological guidance and directs and controls the activities of the faculties and other units in matters of university-wide importance,
 - c) provides administrative support to the faculties and other units,
 - d) provides material and administrative support for the activities of the Rector, the self-governing bodies of the CU, the Vice-Rectors, the Registrar and the Board of Trustees

¹⁵ Working Regulations of the CU.

¹⁶ Organisational Regulations of the Rector's Office.

of the CU, including the preparation of documents for their deliberations and decision-making.

- (3) The organisational units of the faculties and the other units of the Comenius University provide assistance to the relevant organisational units of the Rector's Office in their respective areas of activity; in particular, all the necessary information, documents and summaries that they need in the performance of tasks of university-wide significance.

SECTION THREE

Faculty

Art. 15

Legal and employment status

- (1) The Faculty is a self-governing unit of the Comenius University.
- (2) The Faculty does not have legal personality.
- (3) The Faculty has labour law personality – the status of an employer. In employment relations at the faculty, the relevant faculty as an organisational unit of Comenius University acts as the employer.¹⁷
- (4) The dean acts for the faculty as employer. The dean performs legal acts in labour relations with employees enrolled at the faculty.
- (5) The dean may delegate the right to act in labour relations in particular to the secretary of the faculty. A more detailed regulation of labour relations at the Faculty is contained in the Working Regulations of Comenius University and the Faculty's Working Regulations, if issued.
- (6) The Dean is accountable to the Rector and the Faculty Academic Senate for the fulfilment of the obligations arising from the Faculty's employment relations and for the consequences resulting from breaches of the applicable regulations in the field of employment relations and remuneration.
- (7) The organisational structure of the faculty shall be laid down in the organisational regulations of the faculty. The number and structure of job positions at the faculty shall be determined by the dean by decision, unless the statute of the faculty stipulates otherwise. The number and structure of job positions shall be determined within the limits of the faculty's available financial resources.

Art. 16

Management

- (1) The representative of the faculty is the dean, who is the body of the academic self-government of the faculty. The dean is an employee of the Comenius University and is assigned to the faculty he/she directs. The Dean shall be appointed by the Rector on the

¹⁷ Section 7(2) of the Labour Code.

basis of an election in accordance with Article 17.¹⁸ If the faculty does not have a dean, the Rector shall delegate the dean's functions to a CU employee until a new dean is elected.

- (2) The Dean manages, represents and acts in the affairs of the Faculty. In matters under Article 19, the Dean shall act on behalf of the CU. The Rector may also authorise the Dean to represent the Comenius University in other matters determined by a special internal regulation¹⁹ or on the basis of an authorisation.
- (3) The Dean is represented mainly by the Vice-Deans and the Secretary to the extent determined by the Dean. The Vice-Deans are appointed and dismissed by the Dean after the opinion of the Faculty Academic Senate. The Statute of the Faculty may provide for a different method of appointment and dismissal of the Vice-Deans.
- (4) The Dean is accountable to the Rector and the Faculty Academic Senate for his/her activities and for the financial management of the Faculty.
- (5) The salary of the Dean is determined by the Rector after a written opinion of the Board of Trustees of Comenius University²⁰ and is paid from the budget of the relevant faculty. The salary of the dean may vary, in particular with regard to the extent to which the performance contract and the statistical indicators of the quality of the faculty in question are fulfilled.

Art. 17 **Election and dismissal of the Dean**

- (1) The Dean is elected by the Electoral Assembly. The election shall be announced and secured by the Faculty Academic Senate, unless the Statute of the Faculty stipulates otherwise. The election must be announced no later than six months before the end of the dean's term of office; if the faculty does not have a dean, immediately.
- (2) The Electoral Assembly shall be constituted in such a way that the Faculty Academic Senate as a whole constitutes three quarters of the Electoral Assembly and the remaining quarter is appointed by the Rector, as a rule, from among the other members of the academic community of the Faculty.
- (3) The President of the Faculty Academic Senate shall request the Rector to appoint the members of the Electoral Assembly no later than 14 calendar days before the election takes place.
- (4) The election of the Dean shall be by secret ballot. An absolute majority vote of all members of the Electoral Assembly is required for the election of the Dean, and the Statute of the Faculty may specify a higher quorum. The details of the election shall be regulated by the faculty in the internal regulations of the faculty.²¹

¹⁸ Section 22 (2) and (4) of the Higher Education Act.

¹⁹ CU Signature Regulations.

²⁰ Section 10a (1) (h) of the Higher Education Act.

²¹ Principles for the election of the Dean.

- (5) When appointing the Dean, the Rector concludes the contract for the performance of function with the Dean for the duration of the term of office, which contains measurable indicators for the purpose of improving the quality of higher education provided by the faculty and the level of research, development or artistic and other creative activities of the faculty and the objectives that result from the long-term plan of the CU.²²
- (6) The office of the Dean ceases to exist in cases pursuant to Section 22(7) and (8) of the Higher Education Act.
- (7) The Rector may dismiss the Dean only with the consent of an absolute majority of all members of the Electoral Assembly to be established in accordance with the procedure set out in paragraph 2, such Electoral Assembly to be convened by the Rector.
- (8) The Faculty Academic Senate may adopt a resolution proposing to the Rector the dismissal of the Dean if the legal grounds are met. The resolution must be adopted by an absolute majority of all members of the Faculty Academic Senate. If the Rector considers that there are legal grounds for dismissal of the Dean, he/she shall submit a proposal for his/her dismissal to the Electoral Assembly.
- (9) The termination of the employment relationship related to the performance of the Dean's function is conditional upon the prior termination of the Dean's function.²³

Art. 18 **Collective bodies**

- (1) The following collective bodies shall be established at the faculty:
 - a) Faculty Academic Senate,
 - b) Scientific Board of the Faculty,
 - c) Faculty Disciplinary Committee for Students,
 - d) bodies for the performance of tasks in the field of quality assurance²⁴ - faculty accreditation board, study programme board, or other bodies in accordance with a specific internal regulation.²⁵
- (2) The Faculty Academic Senate and the Faculty Disciplinary Committee for Students are collective self-governing bodies. The Faculty Scientific Board is the supreme body of the Faculty's scientific research autonomy.
- (3) Details of the composition and competence of the collective bodies of the Faculty are regulated in Part Four of this Statute. Further details on elections, the majority required for the adoption of resolutions, activities and meetings shall be regulated by the Statute of the Faculty, other internal regulations of the CU or internal regulations of the Faculty, as appropriate.

²² Section 22 (5) of the Higher Education Act.

²³ Section 22 (5) of the Higher Education Act.

²⁴ Section 7 (4) of the Higher Education Act.

²⁵ The Internal Quality Assurance System of CU Higher Education (hereinafter referred to as "the Internal Quality Assurance System").

- (4) The faculty may establish other advisory bodies (e.g. the faculty management board) by an internal regulation.

Art. 19
Scope of authority

- (1) The competence of the faculty is established by the Higher Education Act.²⁶
- (2) The Faculty has the right to decide or act on behalf of the CU in the following matters falling within the self-governing competence of the CU:²⁷
- a) determination of other conditions of admission to studies submitted by the dean and decision-making in the admission procedure for study programmes carried out at the faculty,
 - b) creation of new accredited study programmes and their implementation at the faculty,
 - c) deciding on matters relating to the academic rights and obligations of students enrolled in studies according to study programmes carried out at the faculty,
 - d) conclusion, modifications and termination of employment relationships to the extent and under the conditions laid down in this Statute (Article 15),
 - e) conduct of business in accordance with the rules laid down in this Statute (Article 58),
 - f) cooperation with other higher education institutions, legal entities and natural persons, including foreign ones, in areas in which the faculty operates, provided that the concluded cooperation agreement implies obligations and commitments only for the faculty, which the faculty will cover exclusively from its own monetary resources,
 - g) in other areas according to a specific internal regulation²⁸.
- (3) The self-governing competence of the faculty further includes:
- a) internal organisation of the faculty,
 - b) determination of the number of applicants to be admitted to study in the manner laid down in this Statute (Article 46),
 - c) organisation of studies in accordance with the Study Regulations of the Comenius University,
 - d) determining the focus and organising research, development, artistic or other creative activities,
 - e) establishment of the faculty bodies in accordance with this Statute,
 - f) conducting international relations and activities in the areas in which the faculty operates,
 - g) handling of funds allocated to the faculty and of funds otherwise received by the faculty for the fulfilment of its tasks; the faculty shall also comment on the handling of property used for the fulfilment of its tasks,
 - h) other tasks and activities arising from this Statute.

²⁶ Section 22 (1) of the Higher Education Act.

²⁷ Section 6 (4) of the Higher Education Act.

²⁸ CU Signature Regulations.

PART THREE
CU ACADEMIC COMMUNITY AND CU BODIES

SECTION ONE
Basic provisions

Art. 20
Academic community

- (1) The basis of the academic self-government of the Comenius University is the academic community. The academic community of the Comenius University is made up of university teachers and researchers who are employed by the Comenius University or a unit of it on a fixed weekly working time and students.²⁹
- (2) The Comenius University supports, within its capabilities, the activities of scientific, professional, occupational, student, trade union and other interest associations bringing together members of the academic community whose activities help fulfil the mission of the Comenius University.
- (3) The CU takes care, within its capabilities, of the social needs of members of the academic community and other employees.
- (4) The CU creates, within its possibilities, conditions for the cultivation of physical culture and sport of members of the academic community and the other employees.
- (5) The duty of a member of the academic community is in particular:
 - a) comply with generally binding legal regulations and internal regulations of the Comenius University and its faculties and other units,
 - b) actively speak out in defence of academic rights and freedoms, academic self-government and the integrity of the Comenius University,
 - c) take care to preserve the reputation of the Comenius University, its faculties and other units,
 - d) act and perform in accordance with good manners and academic traditions.
- (6) Employees who work at more than one unit of the Comenius University and are members of the academic community of the Comenius University are members of the academic community of that unit at which they have a fixed-week employment relationship. The Rector, Vice-Rectors and Deans are members of the academic community of the faculty at which at the time of their appointment they had a fixed-week employment contract or of the faculty at which they have a fixed-week employment contract. Students are members of the academic community of the faculty at which they are enrolled in studies; this applies even if they are enrolled at more than one faculty.

²⁹ Section 3 of the Higher Education Act.

Art. 21 CU bodies

- (1) The bodies of the CU are the bodies of the academic self-government of the CU and other bodies of the CU³⁰ - the bodies of the economic administration of the CU and the bodies of the quality of the CU.
- (2) The bodies of the academic self-government of Comenius University are:
 - a) Academic Senate of Comenius University (hereinafter referred to as "AS CU"),
 - b) Rector,
 - c) Scientific Board of Comenius University (hereinafter referred to as the "SB CU") and
 - d) CU Disciplinary Committee for Students.
- (3) The bodies of economic administration of the CU are the Registrar and the Board of Trustees of the CU (hereinafter also referred to as the "Board of Trustees of the CU").
- (4) The Quality Bodies of the CU are the Quality Board of the CU and other bodies for the performance of tasks in the field of quality assurance in accordance with a specific internal regulation.³¹
- (5) The bodies of Comenius University make decisions within the scope and in accordance with the Higher Education Act,³² other generally binding legal regulations, this Statute and other internal regulations.

SECTION TWO *Academic Senate of Comenius University*

Art. 22 Academic Senate of Comenius University and its competence

- (1) The Academic Senate of Comenius University is a collective body of the academic self-government of Comenius University.
- (2) The competence of the AS CU is regulated by the Higher Education Act³³ and other generally binding legal regulations³⁴ and this Statute.
- (3) The Academic Senate of Comenius University, in addition to the competences defined by the Higher Education Act, in particular:
 - a) approves the internal quality assurance system of higher education,
 - b) approves, on the proposal of the Dean, the Statute of the Faculty and the Study Regulations of the Faculty³⁵,

³⁰ Section 7 of the Higher Education Act.

³¹ Internal quality system.

³² Section 5 (2) of the Higher Education Act.

³³ Section 9(1)() of the Higher Education Act.

³⁴ E.g. Constitutional Act No. 357/2004 Coll. on the Protection of Public Interest in the Exercise of Functions of Public Officials, as amended.

³⁵ Section 9(1)(a)(3) of the Higher Education Act.

- c) may request documentation necessary for its control activities from the CU bodies and the CU units.
- (4) The Academic Senate of Comenius University is authorised to exercise the powers of the Faculty Academic Senate³⁶ only to the extent of approving changes to the internal regulations of the Faculty during the necessary period of time so that such changes do not contravene the Higher Education Act, other generally binding legislation or this Statute.³⁷ If the Faculty Academic Senate performs its activities in a composition that is contrary to the Higher Education Act, this Statute or the internal regulations of the Faculty, the AS CU is authorised to take measures to bring the composition of the Faculty Academic Senate into compliance with the relevant regulation.³⁸
- (5) Proposals for the AS CU proceedings under the preceding paragraph shall be submitted to the AS CU by the President of AS CU, the Rector or the Dean of the Faculty.
- (6) The Academic Senate of the Comenius University shall submit the report to the academic community once a year on its activities, which shall be published on the website of the Comenius University for at least four years.³⁹ The report is usually submitted by the AS CU for the past period at the beginning of the calendar year.

Art. 23

Members and performance of functions

- (1) The Academic Senate of the Comenius University has 65 members. The AS CU consists of elected representatives of the academic community of the Comenius University and is divided into the employees chamber and the student chamber. Each faculty is represented in the AS CU by five members of the academic community of the faculty, namely three representatives of the employees chamber of the academic community of the faculty and two representatives of the student chamber of the academic community of the faculty.⁴⁰
- (2) The term of office of members of the AS CU is four years and begins on the first day following the end of the term of office of members of the Senate elected in the other general elections to the AS CU.
- (3) The function of a member of the AS CU is incompatible with the function of the Rector, Vice-Rector, Dean, Vice-Dean, Registrar, head of a unit of the CU according to Section 21 (1) (b) and (c) of the Higher Education Act.
- (4) Membership in the AS CU is honorary and irreplaceable.

³⁶ Section 9 (1) (j) of the Higher Education Act.

³⁷ Section 9 (4) of the Higher Education Act.

³⁸ Section 9 (6) of the Higher Education Act.

³⁹ Section 9(1)(i) of the Higher Education Act.

⁴⁰ Section 8 (1) and (2) of the Higher Education Act.

- (5) If a member of the AS CU ceases to be a member before the end of the term of office pursuant to Section 8(6)(b) to (j) of the Higher Education Act, an elected substitute shall take his/her place.⁴¹
- (6) A member of the student chamber of the AS CU, who has suspended membership, is considered to be absent from the AS CU meeting.⁴²
- (7) Details on the establishment and termination of membership in the AS CU and the method of election of a substitute are regulated by the Higher Education Act⁴³ and a special internal regulation.⁴⁴
- (8) Members of the AS CU participate in the work of the AS CU, taking care of the interests and reputation of the CU as a whole and for their activities are accountable to the academic community of the CU. The faculty or other unit of the Comenius University shall take into account the performance of tasks arising from this function by the member of the AS CU within the scope of his/her work or study duties.

Art. 24 Elections

- (1) Elections to the AS CU are announced by the AS CU and are held in the teaching period of the academic year before the expiration of the term of office of members of the Senate elected in the other general elections to the AS CU.
- (2) Details of elections to the AS CU are regulated by a special internal regulation.⁴⁵

Art. 25 Bodies

- (1) The bodies of the AS CU are the President, Vice-President, Presidency and commissions.
- (2) The President is elected by the AS CU from among the members of the employees chamber of the AS CU.
- (3) The Academic Senate of Comenius University elects four Vice-Presidents, two from the employees chamber of the Academic Senate and two from the student chamber of the AS CU.
- (4) Administration of the AS CU and its organisational-technical matters is provided by the Secretary of the AS CU, whose work is managed by the President of the AS CU. The Secretary of the AS CU is an employee of the Rector's Office, who is appointed by the Rector in agreement with the President of the AS CU.

⁴¹ Section 8 (7) of the Higher Education Act.

⁴² Section 8 (8) of the Higher Education Act.

⁴³ Section 8 (2) and (6) of the Higher Education Act.

⁴⁴ Principles of elections to the AS CU.

⁴⁵ Principles of elections to the AS CU.

- (5) The status and tasks of the AS CU bodies, the manner of their establishment, the division of their competence within the AS CU and details of the status and tasks of the Secretary of the AS CU shall be regulated by a special internal regulation.⁴⁶

Art. 26 Meetings

- (1) The AS CU meetings are held at least four times per academic year.
- (2) The Rector, Vice-Rectors, the Registrar, the Chairman of the Board of Trustees of the Comenius University, the Deans and other persons are invited to the meetings of the AS CU, if so regulated by a special internal regulation.⁴⁷ The Rector, Vice-Rectors, the Registrar, the Chairman of the Board of Trustees of CUy and the Deans have the right to be present and speak at the meetings of the AS CU.
- (3) The meeting of the AS CU is convened by the President of the AS CU. The President of the AS CU is obliged to convene a meeting of the AS CU immediately, but no later than 14 days at the request of the Rector. If the President of the AS CU does not convene the meeting at the request of the Rector within the aforementioned time-limit, the Rector shall convene the meeting.⁴⁸
- (4) Details on the convening of meetings of the AS CU, the course of its deliberations and the method of adopting resolutions shall be regulated by a special internal regulation.⁴⁹
- (5) The Academic Senate of the Comenius University shall have a quorum if an absolute majority of all its members is present at its meeting and the consent of an absolute majority of the members present is required for the adoption of a resolution, unless otherwise provided. The total number of members of the AS CU shall also include the vacant seat pursuant to Article 23(5) and the seat of a member with suspended membership pursuant to Article 23(6).

SECTION THREE *Scientific Board of Comenius University*

Art. 27 Scientific Board of Comenius University

- (1) The Scientific Board of Comenius University is a collective body of the academic self-government of Comenius University.
- (2) At least once a year, the Scientific Board of Comenius University carries out an evaluation of the activities of Comenius University in educational activities and in the field of science, technology or the arts.

⁴⁶ Rules of Procedure of the AS CU.

⁴⁷ Rules of Procedure of the AS CU.

⁴⁸ Section 8 (5) of the Higher Education Act.

⁴⁹ Rules of Procedure of the AS CU.

- (3) Details on the manner of deliberations, organisation of activities and approval of resolutions are regulated by a special internal regulation⁵⁰ issued by the Rector after approval by the SB CU.

Art. 28 **Scope of authority**

- (1) The competence of the SB CU is regulated by the Higher Education Act⁵¹, other generally binding legal regulations⁵² and this Statute.
- (2) In particular, the Scientific Board of Comenius University:
- a) approves proposals for the appointment of professors; in the case of the appointment of a professor in the field of habilitation and inauguration proceedings for which the CU has indicated in its application for accreditation of habilitation proceedings and accreditation of inauguration proceedings the field of study in which the faculty carries out its study programmes, it does so on the proposal of the Scientific Board of the faculty, and if it does not approve the proposal, it returns it to the Scientific Board of the faculty with an expression of its opinion,
 - b) approves the general criteria for filling the posts of professors and associate professors; in the case of filling the posts of professors and associate professors at the faculty, it approves them on the proposal of the Scientific Board of the faculty,
 - c) approves the specific conditions for filling the posts of professors; in the case of filling the posts of professors at the faculty, it approves them on the proposal of the Scientific Board of the faculty,
 - d) submits proposals to the Rector for the award of the honorary title of "Professor Emeritus"⁵³.

Art. 29 **Members and performance of functions**

- (1) The Rector is the Chairman of the SB CU.
- (2) Other members of the SC CU may be persons who meet the conditions under the Higher Education Act.⁵⁴
- (3) The Rector appoints and dismisses the members of the SB CU after the approval of the AS CU.⁵⁵

⁵⁰ Rules of Procedure of the SB CU.

⁵¹ Section 12 (1) of the Higher Education Act.

⁵² E.g. Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments and Additions to Act No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended; Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 246/2019 Coll. on the Procedure for the Acquisition of the Scientific-Pedagogical Degrees and the Artistic-Pedagogical Degrees of Associate Professor and Professor.

⁵³ Section 78 of the Higher Education Act.

⁵⁴ Section 11 (2) of the Higher Education Act.

⁵⁵ Section 11 (1) of the Higher Education Act.

- (4) At least one-quarter and no more than one-third of the members of the SB CU shall be appointed by the Rector from among persons who are not members of the academic community of CU.⁵⁶
- (5) When appointing members of the SB CU, the Rector takes into account the appropriate representation of broad groups of fields of study and the focus of individual faculties.
- (6) As a rule, the Rector nominates the Dean of the Faculty and the Vice-Rector as members of the SB CU. This is without prejudice to paragraph 2. If the dean is not a member of the SB CU, he/she is invited to the meetings.
- (7) Membership in the SB CU is honorary and irreplaceable.
- (8) Membership in the SB CU shall terminate:
 - a) at the end of the term of office of the member,
 - b) the moment when a member of the SB CU ceases to meet the conditions under paragraph 2,
 - c) by resigning as a member; the function of a member shall cease on the date of delivery of a written notification of a member of the SB CU to the Rector on resignation of membership in the SB CU,
 - d) by dismissal of a member; the function of a member shall cease on the day following the day on which the AS CU approved the Rector's proposal for dismissal of a member of the SB CU; or
 - e) upon the death of the member.

Art. 30 Meetings

- (1) The meetings of the SB CU are convened by its Chairperson at least four times per academic year.
- (2) A quorum of the Scientific Board of Comenius University shall be present if a two-thirds majority of its members is present. The approval of an absolute majority of the members present shall be required for the validity of its resolution. In matters pursuant to Section 12(1)(e) to (k) of the Higher Education Act, the consent of an absolute majority of all its members is required for the validity of a resolution of the SB CU.
- (3) In matters pursuant to Section 12(1)(e), (f), (i) and (j) of the Higher Education Act, the SB CU decides by secret ballot.
- (4) Details on the convening of meetings of the SB CU, the course of its deliberations and the method of adopting resolutions are regulated by a special internal regulation.⁵⁷

⁵⁶ Section 11 (2) of the Higher Education Act.

⁵⁷ Rules of Procedure of the SB CU.

SECTION FOUR
CU Disciplinary Committee for Students

Art. 31

- (1) The CU Disciplinary Committee for Students discusses disciplinary offences of those CU students who are not enrolled in any study programme carried out at the faculty and submits a proposal for a decision to the Rector. In the absence of such study programmes, the CU Disciplinary Committee for Students shall not be established.
- (2) The status of the CU Disciplinary Committee for Students, if established, and the status of the Faculty Disciplinary Committee for Students shall be regulated by a specific internal regulation.⁵⁸
- (3) The activities of the CU Disciplinary Committee for Students, if established, and the activities of the Faculty Disciplinary Committee for Students shall be regulated by a specific internal regulation.⁵⁹

SECTION FIVE
Board of Trustees

Art. 32

- (1) The CU Board of Trustees is a body which, within the scope of its authority under the Higher Education Act, promotes the strengthening of the links between the CU and society in accordance with the mission of the CU. It implements and promotes the public interest in the activities of the CU.
- (2) The Board of Trustees of the CU has 17 members. One member shall be elected and dismissed by secret ballot by the other members of the BT CU. Eight members are elected and dismissed by the AS CU, of which two members are elected and dismissed only by its student chamber. Eight members are appointed and dismissed by the Minister of Education, Science, Research and Sport of the Slovak Republic.⁶⁰
- (3) The competence of the BT CU is regulated by the Higher Education Act.⁶¹ The election of the Chairperson, the Vice-Chairperson and the manner of meeting of the BT CU shall be governed by the relevant provisions of the Higher Education Act⁶² and the Statute of the BT CU.

⁵⁸ CU Disciplinary Regulations for Students.

⁵⁹ Rules of Procedure of the CU Disciplinary Committee for Students.

⁶⁰ Section 40 (2) of the Higher Education Act.

⁶¹ Section 41 of the Higher Education Act.

⁶² Section 40 of the Higher Education Act.

PART FOUR
COLLECTIVE BODIES OF THE FACULTY

SECTION ONE
Faculty Academic Senate

Art. 33

- (1) The Faculty Academic Senate is its self-governing representative body. The number of its members is determined by the statute of the faculty, and it must have at least 12 members from the academic community of the faculty, of which at least one third are students. The number of members shall be divisible by three.
- (2) The Faculty Academic Senate is divided into the employees chamber and the student chamber. The members of the individual parts of the Faculty Academic Senate are elected in direct secret ballot by the members of the relevant part of the academic community of the Faculty.
- (3) The function of a member of the Faculty Academic Senate is incompatible with the office of the Rector, the Vice-Rector, the Dean, the Vice-Dean, the Registrar and the Secretary of the Faculty. The Statute of the Faculty may provide for other grounds of incompatibility.
- (4) The term of office of the members of the Faculty Academic Senate shall be four years, unless the Statute of the Faculty stipulates otherwise.
- (5) The meetings of the Faculty Academic Senate are public. The Dean or, on his/her behalf, the Vice-Dean or the Secretary of the faculty and the Rector have the right to speak at a meeting in accordance with the rules of procedure of the Academic Senate of the faculty whenever they so request. At the request of the Dean or the Rector, the President of the Faculty Academic Senate is obliged to convene a meeting of the Faculty Academic Senate without delay, but no later than within 14 days. If the President of the Faculty Academic Senate fails to do so, the Dean shall convene a meeting of the Faculty Academic Senate.
- (6) Membership in the Faculty Academic Senate shall cease:
 - a) at the end of the term of office of a member,
 - b) upon the appointment of a member to one of the positions referred to in paragraph 3,
 - c) by termination of membership in the employees chamber of the Faculty academic community,
 - d) upon the interruption of the studies of a member of the student chamber of the Faculty Academic Senate,
 - e) upon the termination of the studies of a member of the student chamber of the Faculty Academic Senate, unless he/she has applied for suspension of membership in the Faculty Academic Senate in accordance with paragraph 9,

- f) upon failure to enrol in studies at the faculty at which a member was elected no later than the last day set for the enrolment of admitted applicants for studies in the relevant academic year, if the member is a member with suspended membership,
 - g) on the expiry of six months from the date of suspension of membership; this shall not apply if membership is reinstated within that time-limit,
 - h) upon resignation as a member,
 - i) removal of a member from office; the grounds for removal and the procedure for election and removal shall be determined by an internal regulation of the faculty⁶³,
 - j) upon the death of the member.
- (8) If a member of the Faculty Academic Senate ceases to be a member of the Faculty Academic Senate before the end of the term of office pursuant to paragraph 7(b) to (j), the corresponding part of the academic community shall elect a new member of the Faculty Academic Senate to fill the vacancy, whose term of office shall last until the end of the term of office of the member whose membership has ceased prematurely, or, if this is provided for in an internal regulation of the Faculty, the elected substitute shall take his/her place.
- (9) A member of the student chamber of the Faculty Academic Senate who is not a student of a doctoral study programme may request in writing to be suspended from the Faculty Academic Senate before the regular end of his/her studies. Membership shall be suspended from the date following the date on which the student duly completes his/her studies. Membership shall be renewed on the date on which he/she again becomes a member of the student chamber of the academic community of the faculty concerned, unless it has lapsed for other reasons. The internal regulation of the Faculty shall determine whether an elected substitute shall become a member of the Faculty Academic Senate for the period of suspended membership and the manner of his/her election, or whether a suspended member shall be considered absent from the deliberations of the Faculty Academic Senate.
- (10) Details on the composition of the Faculty Academic Senate, on the method of their election and on the course of their deliberations are laid down in the Statute of the Faculty, the principles of elections to the Faculty Academic Senate and the Rules of Procedure of the Faculty Academic Senate.

Art. 34 **Scope of authority**

- (1) The Faculty Academic Senate:
- a) approves, on the proposal of the Dean, the statute of the faculty, the organisational regulations of the faculty and other regulations, if so provided by the statute of the faculty and the internal regulations of the faculty pursuant to Article 66(3), unless it is decided, on the proposal of the dean, that the faculty shall be governed by the relevant internal regulations of the CU,

⁶³ Statute of the Faculty and the Principles of Elections to the Faculty Academic Senate.

- b) approves, on the proposal of the President of the Faculty Academic Senate, the principles of elections to the Faculty Academic Senate, the rules of procedure of the Faculty Academic Senate and the principles of the election of the Dean,
 - c) approves regulations governing the internal system of the CU in the conditions of the faculty, especially if required by the internal system of the CU,
 - d) approves the Dean's proposal for the appointment and dismissal of members of the Faculty Scientific Board,
 - e) approves the draft budget of the faculty submitted by the dean and controls the management of the faculty's funds,
 - f) approves the long-term plan in educational, research, development, artistic or other creative activities of the faculty (hereinafter referred to as the "long-term plan of the faculty") drawn up in accordance with the long-term plan of the Comenius University, submitted by the dean after discussion in the scientific board of the faculty and its update,
 - g) approves the annual activity report and the annual financial management report of the Faculty submitted by the Dean,
 - h) approves other conditions of admission to studying of a study programmes carried out by the faculty submitted by the Dean,
 - i) elects a Faculty representative to the Council of Higher Education Institutions,
 - j) reports once a year to the academic community of the Faculty on its activities, which shall be published on the higher education institution's website for at least four years,
 - k) expresses its opinion on the Rector's proposals for actions pursuant to Section 41(3)(a) to (d) of the Higher Education Act relating to the transfer of property or the establishment of an easement or pre-emption right over property used for the performance of the tasks of the faculty before submitting them to the BT CU for approval,
 - l) performs other tasks determined by the internal regulations of the Comenius University or the Statute of the Faculty.
- (2) The Faculty Academic Senate shall vote by secret ballot on the issues referred to in paragraph 1 (d) and (i) and shall decide by secret ballot on the other issues referred to in paragraph 1 if it decides on a secret ballot in the matter or if the internal regulations of the Faculty so provide.

SECTION TWO
Scientific Board of the Faculty

Art. 35

- (1) Members of the Faculty Scientific Board are appointed and dismissed by the Dean with the approval of the Faculty Academic Senate. The number of members may be determined by an internal regulation of the Faculty. The term of office of the members of the Faculty Scientific Board is four years.
- (2) Members of the Faculty Scientific Board are distinguished experts in the fields in which the Faculty carries out educational, research, development, artistic or other creative activities. At least one quarter and no more than one third of the members of the Faculty

Scientific Board are persons who are not members of the academic community of Comenius University, of which the Faculty is a part.

- (3) The Chairman of the Scientific Board of the Faculty is the Dean.
- (4) The Statute of the Faculty may provide that the Vice-Deans shall be members of the Scientific Board of the Faculty by virtue of their office.

Art. 36 **Scope of authority**

- (1) The Scientific Board of the Faculty:
 - a) discusses the long-term plan of the Faculty drawn up in accordance with the long-term plan of the Comenius University,
 - b) evaluates, at least once a year, the level of the Faculty in educational activities and in the field of science, technology or the arts,
 - c) approves other experts who have the right to sit for state examinations for study programmes carried out at the faculty;⁶⁴ approves supervisors for doctoral studies,⁶⁵
 - d) discusses and submits to the Scientific Board of Comenius University proposals for the appointment of professors in the case of the appointment of a professor in the field of habilitation and inauguration proceedings, for which the CU has indicated in its application for accreditation of habilitation proceedings and accreditation of inauguration proceedings the field of study in which the Faculty carries out its study programmes,⁶⁶
 - e) discusses and submits to the Scientific Board of CU the general criteria for filling the posts of professors and associate professors at the Faculty in the case of filling the posts of professors and associate professors at the Faculty,⁶⁷
 - f) discusses and submits to the Scientific Board of CU the specific conditions of the selection procedure for filling the posts of professors at the faculty in the case of filling the posts of professors at the faculty,⁶⁸
 - g) discusses proposals for the award of the title "Associate Professor" and decides on their outcome,⁶⁹
 - h) approves the rules of procedure of the Faculty Scientific Board on the proposal of the President of the Faculty Scientific Board,
 - i) performs other tasks determined by the internal regulations of the Comenius University or the Statute of the Faculty.
- (2) The Faculty Scientific Board discusses issues submitted to it by the President of the Faculty Scientific Board.

⁶⁴ Section 63 (3) of the Higher Education Act.

⁶⁵ Section 54 (4) of the Higher Education Act.

⁶⁶ Section 12(1)(f) of the Higher Education Act.

⁶⁷ Section 12(1)(g) of the Higher Education Act.

⁶⁸ Section 12 (1) (h) of the Higher Education Act.

⁶⁹ Section 10a (1) (e) of the Higher Education Act.

SECTION THREE
Faculty Disciplinary Committee for Students

Art. 37

- (1) The Faculty Disciplinary Committee for Students discusses disciplinary offences of students enrolled in study programmes carried out at the Faculty and submits a proposal for a decision to the Dean.
- (2) The members of the Faculty Disciplinary Committee for Students and its chairperson shall be appointed by the Dean from among the members of the Faculty's academic community after approval by the Faculty Academic Senate; half of the members of the Committee shall be students. The number of members may be determined by an internal regulation of the Faculty.
- (3) The activities of the Faculty Disciplinary Committee for Students shall be governed by the Rules of Procedure of the Faculty Disciplinary Committee for Students, if issued; otherwise, they shall be governed by the Rules of Procedure of the CU Disciplinary Committee for Students.
- (4) The statute of the faculty may provide that the chairperson of the faculty disciplinary committee for students shall be, by virtue of his/her office, the Vice-Dean who has responsibility for the study programmes of the first two levels of higher education.

SECTION FOUR

Bodies for the performance of tasks in the field of quality assurance of higher education

Art. 38

The establishment of bodies for the performance of tasks in the field of quality assurance of higher education, their composition and competence shall be regulated by a special internal regulation.⁷⁰

PART FIVE
RECTOR AND STAFF

SECTION ONE

Rector

Art. 39

Status and competences

- (1) The Rector is the statutory body of the Comenius University; he/she is the body of the academic self-government of the Comenius University.
- (2) The Rector of CU manages, acts on behalf of and represents the CU externally. The Rector is accountable for his/her activities to the Academic Senate of Comenius

⁷⁰ Internal quality system.

University and the Board of Trustees of Comenius University; he/she is also accountable to the Minister in matters prescribed by law.⁷¹

- (3) The Rector may be represented by the Registrar (Art. 42), the Vice-Rectors (Art. 43), a statutory representative or proxy for a designated area, or other persons.
- (4) The Rector is authorised to impose tasks on the deans of the faculties in matters in which the deans are responsible to the Rector and to control their performance.
- (5) The Rector is authorised to grant students study (Rector's) leave.

Art. 40 **Advisory bodies**

- (1) The Rector's permanent advisory bodies are in particular:
 - a) College of the Rector of CU, and
 - b) CU Management Board.
- (2) The members of the College of the Rector of CU are the Registrar, the Vice-Rectors, the Deans, the President of the AS CU, the Vice-Presidents of the AS CU and other persons designated by the Rector. The Rector may invite other persons to the meetings of the College of the Rector of CU if this can help fulfil the objective of the meeting of the College of the Rector of CU. The meetings of the College of the Rector of CU are chaired by the Rector or the Vice-Rector or the Registrar authorised by the Rector.
- (3) The members of the CU Management Board are the Registrar, the Vice-Rectors and other persons designated by the Rector. The Rector invites the President of the AS CU and other persons to the meetings of the CU Management Board, if it can help fulfil the objective of the meeting of the CU Management Board. The meeting of the CU Management Board are chaired by the Rector or the Vice-Rector or the Registrar authorised by the Rector.
- (4) The Rector may also set up other permanent or temporary advisory bodies if necessary.
- (5) The Rector, the Registrar and the Vice-Rectors may also create other advisory bodies (commissions) to deal with a particular substantive problem.

SECTION TWO **Employees**

Art. 41 **Registrar**

- (1) The Registrar is a senior employee who acts on behalf of the Comenius University and manages the organisational units of the Rector's Office to the extent determined by the

⁷¹ Section 10 (1) of the Higher Education Act.

Rector. The Registrar ensures and is responsible for the economic, operational and administrative running of the CU.⁷²

- (2) The Registrar cooperates with the Vice-Rectors and other senior employees of the CU in ensuring the tasks of the CU.
- (3) The Registrar is authorised to convene meetings of the secretaries of the faculties and to discuss with them issues relating to the financial management, operation and administrative running of the CU and its faculties. The Registrar is authorised to impose tasks on the secretaries of the faculties in this area.
- (4) The Registrar is authorised to issue instructions and methodological guidelines within the scope of his/her competence, which do not have the character of internal regulations.

Art. 42 Vice-Rectors

- (1) In accordance with Section 10(10) of the Higher Education Act, the Vice-Rector manages the relevant department in the area of competence determined by the Rector. The Rector may decide that the Vice-Rector manages more than one department.
- (2) The Vice-Rectors are appointed and dismissed by the Rector after the opinion of the AS CU. The term of office of Vice-Rectors is four years. At Comenius University, the same person may serve as the Vice-Rector for a maximum of two consecutive terms of office.
- (3) The Vice-Rectors are authorised to convene the Vice-Deans of faculties with the corresponding area of competence and to assign tasks to them.
- (4) The Vice-Rectors are authorised to issue instructions and methodological guidelines within the scope of their competence, which do not have the character of internal regulations.

Art. 43 Staff and senior employees

- (1) Employment relations of employees and senior employees are governed by the Higher Education Act, the Act on the Performance of Public Work, the Labour Code and other relevant generally binding legislation.⁷³
- (2) The formation, content and termination of employment relationships at Comenius University are regulated in more detail by the Working Regulations of Comenius University and other internal regulations.⁷⁴

⁷² Section 14 (2) of the Higher Education Act.

⁷³ E.g. Act No. 553/2003 Coll. on Remuneration of Certain Employees in the Performance of Public Work and on Amendments and Additions to Certain Acts, as amended.

⁷⁴ E.g. the Principles of the Selection Procedure for Filling the Job Positions of University Teachers and Researchers, Posts of Professors and Associate Professors and Functions of Senior Employees of the Comenius University.

- (3) Senior employees are employees listed in Section 14 of the Higher Education Act and employees in accordance with Section 9(3) of the Labour Code, i.e. employees who are authorised at individual levels of the employer's management to determine and impose work tasks on the employer's subordinate employees, to organise, direct and control their work, and to give them binding instructions to that end.
- (4) The senior employees of the Comenius University are mainly the Vice-Rector, the Registrar, the Dean, the directors of the units and other senior employees of individual organisational units.
- (5) The senior employees of the faculties are mainly vice-deans, secretaries of the faculties, heads of departments or institutes of the faculties, heads of clinics - heads of pedagogical, research, development, information, special-purpose and administrative organisational units of the faculties.
- (6) The Secretary of the Faculty manages the economic and administrative operation of the Faculty. He/she reports directly to the Dean.
- (7) Positions of senior employees for whom this is stipulated by the Higher Education Act or the Working Regulations of the Comenius University are filled by a selection procedure.
- (8) The job positions of university teachers and the posts of professors and associate professors shall be filled by means of a selection procedure;⁷⁵ with the exception of the job positions of university teachers recruited for one year on a part-time basis or on the basis of agreements on work performed outside the employment relationship.⁷⁶
- (9) The details of the selection procedure for the positions of senior employees of the Comenius University and the filling of job positions of university teachers and posts of professors and associate professors shall be regulated by a special internal regulation.⁷⁷

PART SIX ACTIVITIES OF CU

SECTION ONE *Higher education and further education*

Art. 44

Basic characteristics of the higher education system provided by the CU

- (1) Studies at the Comenius University are governed by the provisions of the Higher Education Act,⁷⁸ this Statute, the Study Regulations of the Comenius University and the

⁷⁵ Section 77 (1) of the Higher Education Act.

⁷⁶ Section 77 (13) of the Higher Education Act.

⁷⁷ Principles of the Selection Procedure for Filling the Job Positions of University Teachers and Researchers, Posts of Professors and Associate Professors and Functions of Senior Employees of the Comenius University.

⁷⁸ Part 6 of the Higher Education Act.

Study Regulations of the faculty, if the faculty has adjusted the Study Regulations of the Comenius University in more detail to its own conditions.

- (2) The CU provides higher education in accredited study programmes at all three levels of study. The study programme can be carried out in a field of study, in a combination of two fields of study or as interdisciplinary studies. The time and content sequence of subjects and the forms of assessment of study results, including consideration of the possibility of academic mobility, are determined by the study plan.⁷⁹
- (3) First-level study programmes at Comenius University are conducted as bachelor's degree programmes, second-level study programmes at Comenius University are conducted as master's degree programmes and doctoral degree programmes, and third-level study programmes at Comenius University are conducted as doctoral degree programmes.⁸⁰ The first two levels of higher education may be merged into a single unit under the conditions set out in the Higher Education Act.⁸¹
- (4) The CU may provide the study programme in cooperation with other higher education institutions, including higher education institutions based outside the territory of the Slovak Republic. Students admitted to a study programme provided by several higher education institutions (the so-called "joint study programme") complete the individual parts of their studies at the individual higher education institutions in accordance with Section 61(2) of the Higher Education Act. The terms and conditions of cooperation shall be determined by the agreement of the higher education institutions.⁸²
- (5) The study programmes carried out at the faculty are professionally, organisationally, personnel and materially provided by the faculty.⁸³ Bodies for the performance of tasks in the field of quality assurance of higher education have the right to decide on the creation of new accredited study programmes and their implementation at the faculty.
- (6) Higher education at Comenius University is carried out in full-time or part-time form of studies by the face-to-face method, the distance method or the combined method.⁸⁴
- (7) The organisation of all levels and forms of higher education at Comenius University is based on the credit system.⁸⁵
- (8) The academic year shall begin on 1 September of the current year and end on 31 August of the following year. Study in one academic year is divided into two semesters, namely the winter semester and the summer semester.

⁷⁹ Section 51 of the Higher Education Act.

⁸⁰ Sections 52 to 54 of the Higher Education Act.

⁸¹ Section 53 (3) of the Higher Education Act.

⁸² Section 54a (1) and (2) of the Higher Education Act.

⁸³ Section 2 (7) of the Higher Education Act.

⁸⁴ Section 60 of the Higher Education Act.

⁸⁵ Section 62 of the Higher Education Act.

Art. 45

Basic characteristics of the further education system provided by the CU

- (1) In addition to higher education, the CU provides, organises and ensures further education.⁸⁶
- (2) Further education at the Comenius University may be provided by all units of the Comenius University in accordance⁸⁷ with the relevant generally binding regulations.
- (3) Further education at the CU is aimed at:
 - a) supporting the development of human resources and their activities in the civic and economic spheres,
 - b) meeting the objectives of the development of a knowledge-based society.
- (4) Further education and its activities are aimed at different target groups and are mainly oriented towards:
 - a) supplementing, deepening and innovating professional knowledge and skills expanding the professional profile, supplementing qualifications or providing retraining of trainees,
 - b) interest-based learning (e.g. the University of the Third Age),
 - c) teaching foreign languages,
 - d) teaching the Slovak language to foreigners.
- (5) The participants in further education are not students within the meaning of the Higher Education Act.

Art. 46

Method of determining the number of applicants to be admitted

The CU determines the number of students admitted to studying in a given study programme on the basis of a proposal of the Dean of the Faculty approved by the Faculty Academic Senate. It is based on the limit set by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter also referred to as "the Ministry")⁸⁸ and takes into account the long-term plan of the Comenius University, the development programmes of the faculties and their personnel and material capacities.

Art. 47

Framework conditions for admission to studies

- (1) Everyone has the right to study their chosen study programme at a higher education institution if they meet the basic conditions for admission to studies pursuant to Section

⁸⁶ Section 1(4)(e) of the Higher Education Act.

⁸⁷ E.g. Section 39 of Act No. 578/2004 Coll. on Health Care Providers, Health Care Workers, Professional Organisations in Health Care and on Amendments and Additions to Certain Acts, as amended, Act No. 568/2009 Coll. on Lifelong Learning and on Amendments and Additions to Certain Acts, as amended, Act No. 138/2019 Coll. on Pedagogical Employees and Professional Employees and on Amendments and Additions to Certain Acts as amended.

⁸⁸ Section 102(2)(f) of the Higher Education Act.

56 of the Higher Education Act, other conditions determined by the Higher Education Act, the Comenius University or the faculty providing the chosen study programme pursuant to Section 57 of the Higher Education Act, the conditions determined in the agreement pursuant to Section 54a(2) of the Higher Education Act, and the conditions pursuant to Section 58a(4) of the Higher Education Act.⁸⁹

- (2) Comenius University may accept applicants only for the study of accredited study programmes that are listed in the Register of Study Programmes, unless a special regulation provides otherwise.⁹⁰
- (3) Other admission requirements that may be taken into account to ensure that applicants who demonstrate the highest level of aptitude for study are admitted to study include:
 - a) knowledge, abilities, talents, sports performance,
 - b) placement in national or international secondary school competitions (e.g. Olympiads),
 - c) secondary-school study results,
 - d) special conditions determined by the CU or a faculty of the CU.
- (4) The conditions referred to in paragraph 3(a) and (d), where applicable, shall normally be verified by an entrance examination. The entrance examination is usually written.
- (5) More detailed regulation of the admission procedure is contained in the Higher Education Act⁹¹ and a special internal regulation.⁹²

Art. 48

Framework conditions for studies of foreigners

- (1) Citizens of third countries who are not citizens of a Member State of the European Union or of a State that is a party to the Agreement on the European Economic Area and the Swiss Confederation (hereinafter referred to as "the Member States") or do not have permanent residence in a Member State (hereinafter referred to as "foreigners"), study at the Comenius University mainly:
 - a) under the same conditions as students - citizens of the Slovak Republic according to the Higher Education Act, while Comenius University may charge them tuition fees under the conditions set out in the Higher Education Act,
 - b) on the basis of international treaties and agreements to which the Slovak Republic is bound,
 - c) based on agreements on cooperation and agreements concluded mainly within international student mobility programmes,
 - d) based on an agreement on involvement in further education.

⁸⁹ Section 55 (1) of the Higher Education Act.

⁹⁰ Section 55(6) of the Higher Education Act and Section 27(2)(a) of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments and Additions to Act No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended by Act No. 345/2021 Coll.

⁹¹ Section 58 of the Higher Education Act.

⁹² The rules of the admission procedure at Comenius University.

- (2) When enrolling to studies, it is verified whether the foreigner has a residence permit in the territory of the Slovak Republic and whether he/she meets other conditions according to generally binding legal regulations governing the residence of foreigners in the territory of the Slovak Republic.
- (3) More detailed conditions for studies of foreigners may be regulated by an internal regulation of Comenius University.

Art. 49

Framework provisions on social support for students

- (1) Social support for students is regulated by the Higher Education Act.⁹³
- (2) The CU provides social support to students in direct and indirect forms.
- (3) Scholarships are a direct form of social support. The conditions and principles of granting scholarships are regulated by the Higher Education Act⁹⁴ and the CU Scholarship Regulations.
- (4) The dean of the faculty providing the relevant study programme in which the student is enrolled decides on the eligibility for a social scholarship. If the student fails to meet the conditions for the award of a social scholarship, the CU will not award the social scholarship. The faculty concerned is also responsible for the correctness of the use of funds from the subsidies earmarked for this purpose.
- (5) Indirect forms of social support are mainly:
 - a) boarding and accommodation of students, if possible, with the provision of a contribution to the costs associated with boarding and accommodation, which the Comenius University provides in accordance with the Higher Education Act⁹⁵, a special internal regulation⁹⁶ and in accordance with the contract on the provision of a subsidy from the state budget through the budget of the Ministry of Education, Science, Research and Sport of the Slovak Republic,
 - b) financial support and organisational support for sporting activities, cultural activities and other student interest activities provided by the CU in accordance with the Higher Education Act⁹⁷ and in accordance with a specific internal regulation.⁹⁸ Sports activities and cultural activities of students are financially supported according to the financial possibilities of the faculty.
- (6) Contributions to students' boarding and accommodation, and contributions to sports and cultural activities are covered by the state budget as part of the subsidy for students' social support.⁹⁹ The subsidy is distributed according to the rules laid down by the

⁹³ Sections 94 to 101 of the Higher Education Act.

⁹⁴ Section 94 et seq. of the Higher Education Act.

⁹⁵ Section 94 (3) and Section 98 of the Higher Education Act.

⁹⁶ E.g. Rector's Directive of Comenius University regulating the accommodation process at Comenius University.

⁹⁷ Section 94 (3) and Section 99 of the Higher Education Act.

⁹⁸ E.g. Rules on financial support for student societies - grant scheme.

⁹⁹ Section 89 (2) and (7), Section 98 (4) and Section 99 of the Higher Education Act.

Comenius University in the Methodology for the Distribution of State Budget Subsidies to Faculties and Other Units of the Comenius University in accordance with the rules laid down by the Ministry. The subsidy is revenue for the unit of the CU that provides these services.

- (7) Support for students and applicants with specific needs is provided at CU in accordance with the Higher Education Act and specific internal regulations of CU.¹⁰⁰
- (8) An indirect form of social support is also the university kindergarten for children of CU employees and students, if it is established.

Art. 50

Academic rights and obligations of students

- (1) The Faculty has the right to decide on matters relating to the academic rights and obligations of students enrolled at the Faculty.
- (2) The rights laid down in the Higher Education Act and this Statute are guaranteed equally to all applicants and students in accordance with the principle of equal treatment in education laid down in a special law.¹⁰¹
- (3) Students' rights are set out in the Higher Education Act.¹⁰² Furthermore, the student has the right to:
 - a) take an active part in the activities and management of the higher education institution and its units, in particular with regard to the quality assurance of higher education, the organisation of studies and decision-making in matters concerning the academic rights and obligations of students¹⁰³,
 - b) the right to express and publish their views freely¹⁰⁴,
 - c) the right to elect and to be elected to the bodies of the academic community¹⁰⁵,
 - d) to lodge a complaint with the Dean of the Faculty and to deal with it; the receipt, registration, investigation, handling of complaints and the implementation of remedial measures shall be governed by a special regulation¹⁰⁶,
 - e) review of the dean's decision on expulsion from studies for failure to meet the requirements and obligations arising from the study programme and the Study Regulations of Comenius University or the faculty,
 - f) review of the dean's decision to expel a student for a disciplinary offence.
- (4) The obligations of students are set out in the Higher Education Act.¹⁰⁷ The student is also obliged to:

¹⁰⁰ Section 100 of the Higher Education Act and an internal regulation to ensure a generally accessible academic environment for students with specific needs.

¹⁰¹ Act No. 365/2004 Coll. on Equal Treatment in Certain Areas and on Protection against Discrimination and on Amendments and Additions to Certain Acts (Anti-Discrimination Act), as amended.

¹⁰² Section 70 of the Higher Education Act.

¹⁰³ Section 2(13) of the Higher Education Act.

¹⁰⁴ Section 4(1)(d) of the Higher Education Act.

¹⁰⁵ Section 4(1)(e) of the Higher Education Act.

¹⁰⁶ Act No. 9/2010 Coll. on Complaints, as amended.

¹⁰⁷ Section 71 of the Higher Education Act.

- a) observe generally binding legal regulations, internal regulations of the Comenius University, faculties and other units of the Comenius University, generally known and respected moral principles of conduct based on human rights and good manners,
- b) not to damage the reputation of the Comenius University and the Faculty by his/her behaviour,
- c) communicate with dignity at all levels of academic life,
- d) participate in meetings of CU bodies of which he/she is a member,
- e) use the email address assigned to him/her by the CU (the University email account) when communicating officially with CU staff,
- f) appear in person at the written summons of the Rector, the Dean or a member of staff authorised by them to discuss matters relating to the progress or termination of his/her studies or relating to his/her rights and obligations.

Art. 51 Tuition fees

- (1) Tuition fees are regulated by the Higher Education Act.¹⁰⁸ A CU student is obliged to pay the annual tuition fee if he/she becomes liable to pay the annual tuition fee under the Higher Education Act. The annual tuition fee covers the academic year.
- (2) The amount of the annual tuition fee is determined by an internal regulation of the Comenius University¹⁰⁹ issued by the Rector in accordance with the statutory method of calculating the annual tuition fee and the set maximum amount of tuition fee.¹¹⁰ In the case of study programmes provided by the Faculty of Comenius University, the Rector sets the annual tuition fees for these study programmes on the proposal of the Dean of the Faculty.
- (3) Tuition fees are a revenue of the CU. At least 20% of the tuition fees for concurrent studies and tuition fees for exceeding the standard length of studies shall be the income of the faculty's scholarship fund.¹¹¹
- (4) The annual tuition fee shall be paid by the student by wire transfer to the faculty's account and shall be payable on the date specified in the tuition fee decision. The deans may also determine the due date of the annual tuition fee in other ways by an internal regulation of the faculty, or divide the payment of the annual tuition fee into generally two instalments, if this is more advantageous for the students.
- (5) The Rector may decide to reduce or waive tuition fees or postpone their due date, usually at the student's request. In making his/her decision, it takes into account the opinion of the dean of the faculty, the student's study results, the student's social situation and health status and other facts worthy of special consideration.¹¹²

¹⁰⁸ Section 92 of the Higher Education Act.

¹⁰⁹ Rector's Directive determining the amount of tuition fees and fees associated with studying at Comenius University.

¹¹⁰ Section 92 (1) to (8), (11) of the Higher Education Act.

¹¹¹ Section 92 (19) and (20) of the Higher Education Act.

¹¹² Section 92 (18) of the Higher Education Act.

- (6) The Rector may, in justified cases, make a decision pursuant to paragraph 5 even if the student's status as a student within the meaning of the Higher Education Act has ceased (e.g. death of the student).
- (7) The Rector may make a decision under paragraph 5, in particular in cases where a student:
- a) has a weighted grade point average for all previous studies¹¹³ in the study programme in which he/she is obliged to pay tuition fees in the range of 1.00 - 1.20,
 - b) achieves a weighted grade point average for the entire course of study to date in the study programme in which he/she is required to pay tuition fees, ranging from 1.21 to 1.50,
 - c) has represented Comenius University at important scientific, professional, artistic or sporting events,
 - d) is an employee of the CU or a unit of the CU,
 - e) is a student with specific needs¹¹⁴,
 - f) meets or would meet the conditions for a social scholarship or otherwise demonstrates his/her poor social situation,
 - g) otherwise provide evidence of a serious health or family situation (death in the family, serious accident, etc.),
 - h) by 30 September, he/she withdraws from the first year of studies to which he/she has been duly admitted and enrolls to studies to which he/she has been subsequently admitted; or
 - i) as a doctoral student in the study programme concerned, he/she has exceeded by at least 100% the number of published works required for admission to the defence of the doctoral thesis,
 - j) in other cases worthy of special consideration within the meaning of a specific internal regulation (e.g. a parent caring for a child).¹¹⁵
- (8) The percentage by which the Rector may reduce tuition fees in individual cases and the procedure for dealing with applications for reduction of tuition fees, remission of tuition fees or postponement of their due dates shall be determined by a special internal regulation.¹¹⁶
- (9) The CU shall publish on the CU website the student's obligation to pay tuition fees for the following academic year by the deadline and in accordance with the conditions set out in the Higher Education Act.¹¹⁷

¹¹³ The weighted grade point average is calculated in accordance with Section 6 (7) of the Decree of the Ministry of Education of the Slovak Republic No. 614/2002 Coll. on the Credit System of Study, as amended.

¹¹⁴ Section 100 (2) of the Higher Education Act.

¹¹⁵ Rector's Directive determining the amount of tuition fees and fees associated with studying at Comenius University

¹¹⁶ Rector's Directive determining the amount of tuition fees and fees associated with studying at Comenius University.

¹¹⁷ Section 92 (16) of the Higher Education Act.

Art. 52
Fees related to studies

- (1) The acts for which the CU may charge fees associated with studying are set out in the Higher Education Act.¹¹⁸
- (2) The amount of fees associated with studying and other details concerning fees associated with studying shall be laid down in a specific internal regulation.¹¹⁹
- (3) Fees associated with studying shall be payable without demand, in cash and to an account and shall be payable on the submission of an application for the performance of an act or the taking of a procedure, unless a specific internal regulation provides otherwise. Proof of payment of the fee for the act in question shall be a compulsory annex to the submission of an application.¹²⁰
- (4) The Rector may decide to reduce or waive fees associated with studying or postpone their due date, usually at the student's request. In making his/her decision, the Rector takes into account the opinion of the dean of the faculty, the student's study result, the student's social situation and health status, and other facts worthy of special consideration as determined by a special internal regulation.
- (5) The CU shall publish on the CU website the student's obligation to pay tuition fees for the following academic year by the deadline and in accordance with the conditions set out in the Higher Education Act.¹²¹

SECTION TWO
Science and research

Art. 53

- (1) The freedom of scientific research, research, development, artistic and other creative activities is guaranteed at Comenius University.
- (2) Through grants, the CU supports scientific, pedagogical and artistic projects of doctoral students studying full-time at the faculties. Details of the conditions for the award of grants shall be governed by a specific internal regulation.¹²²
- (3) Through postdoctoral fellowships and scholarships, the CU supports scientific research, research and development at faculties and units of the CU and the mobility of postdoctoral fellows.¹²³

¹¹⁸ Section 92 (12) to (15) of the Higher Education Act.

¹¹⁹ Rector's Directive determining the amount of tuition fees and fees associated with studying at Comenius University.

¹²⁰ Section 92 (17) of the Higher Education Act.

¹²¹ Section 92 (16) of the Higher Education Act.

¹²² Principles of awarding grants at Comenius University.

¹²³ Postdoctoral fellowships at Comenius University.

- (4) The transfer of industrial and copyright technologies is ensured by specialised research and development departments of Comenius University¹²⁴ in accordance with a specific internal regulation.¹²⁵
- (5) The direction of scientific research is the subject of the Long-Term Plan of Comenius University, while the concept and direction of scientific research at Comenius University are based on the focus of the faculties and units of Comenius University.
- (6) At least once a year, the Scientific Board of the Comenius University evaluates the level of the Comenius University in the field of science, technology or art on the basis of documents provided to the Rector's Office by the faculties.¹²⁶
- (7) Rector's Office in the field in particular:
 - a) assists the faculties and units of Comenius University in the preparation of projects with international cooperation and in establishing contacts with potential foreign collaborators, especially within the limits of its possibilities,
 - b) collects, processes and analyses information on implemented science and research projects,
 - c) in accordance with the methodology for dividing the state subsidy to the faculties and units of Comenius University for the relevant calendar year, allocates from the allocated funds an amount intended for grants for young pedagogical, scientific and artistic staff and doctoral students studying in the full-time form of study at Comenius University; the manner in which these funds are to be used shall be determined by a specific internal regulation,¹²⁷
 - d) within the limits of personnel and financial possibilities, provides assistance to the faculty in the preparation of projects with international cooperation and in establishing contacts with potential foreign collaborators at the request of the faculty.
- (8) The faculties are obliged to inform the Rector's Office about the success of their projects in obtaining funds for research from grant agencies and other national and international sources, as well as about the implemented results.

SECTION THREE ***International relations***

Art. 54

- (1) The CU develops its international relations in cooperation with foreign legal entities and natural persons (hereinafter also referred to as "foreign partner") independently or in coordination with institutions established for this purpose in connection with international treaties and interstate agreements. Membership and activities in international organisations are also part of the CU's international relations. The CU attaches particular importance to its membership of European university alliances.

¹²⁴ E.g. CU Scientific Park.

¹²⁵ Rector's Directive on the protection and management of industrial property rights at Comenius University.

¹²⁶ Section 12(1)(b) of the Higher Education Act.

¹²⁷ Principles of awarding grants at Comenius University.

Cooperation within these alliances represents a strategic priority for the CU in the field of international relations.

- (2) The cooperation of the Comenius University with the foreign partner relates mainly to education, research, development, medical-preventive activities, artistic or other creative and professional activities serving for more efficient use of human resources and property.
- (3) To establish the rules of cooperation with the foreign partner, the CU concludes a written contract. The contract sets out the terms and conditions of the cooperation, in particular in economic, financial, professional, organisational, personnel and other matters, and defines the duration of the contract concluded.
- (4) The Rector's Office carries out the organisational support for tasks resulting from cooperation agreements between the Comenius University and the foreign partner, unless it is a contract concluded independently by the faculty.
- (5) In the case of the conclusion of a cooperation agreement by the faculty, the obligations under such an agreement shall be fulfilled through the economic, financial, personnel, organisational, administrative, spatial and other resources of the faculty concerned, unless otherwise agreed in advance with the Rector's written consent.
- (6) If the cooperation agreement with the foreign partner also includes agreements on the stay of CU students or employees at the workplace of the foreign partner or vice versa (hereinafter also referred to as "mobility"), the CU shall act in accordance with the Higher Education Act.¹²⁸ The coordinator, who is usually the Vice-Rector for International Relations, is responsible for the organisation support of mobilities. Details shall be laid down in an internal regulation issued by the Rector.
- (7) The CU shall also act within the meaning of paragraph 6 where mobility arises from other agreements or treaties to which the CU is a party.

SECTION FOUR **External relations**

Art. 55

- (1) The CU provides study applicants, students and other persons with information and advisory services related to studying and the possibility for graduates of study programmes to find jobs. Further information about the CU and its units can be provided by the relevant authorised member of staff.
- (2) The CU and its units primarily use official bulletin boards and the website of the CU, its faculties and units to publish information about their activities and the decisions of their bodies and senior employees. These disclosures are considered to be customary.

¹²⁸ Section 58a of the Higher Education Act.

SECTION FIVE
CU assets

Art. 56

- (1) Comenius University uses its property mainly for the performance of tasks in education, research, development, artistic and other creative activities. CU is also entitled to use its property for business activities, as well as to provide services to its students and employees.
- (2) The property of the Comenius University shall be understood in particular as immovable property, movable property, receivables and other property rights, unless a generally binding legal regulation stipulates otherwise.¹²⁹
- (3) When dealing with its property, the CU is obliged to comply with generally binding legal regulations¹³⁰ and specific internal regulations of the CU.
- (4) The acquisition of the CU property and its reproduction, which is covered by public funds, is governed by the relevant generally binding legal regulation.¹³¹ For the purposes of public procurement, the faculty shall be a separate operating unit; the details shall be regulated by a specific internal regulation.¹³²
- (5) Non-transferable property of the CU are:
 - a) academic insignia of the CU, faculties and other units of the CU,
 - b) historical buildings forming the cultural heritage of the Comenius University and the nation with specific symbolic significance for the Comenius University, which are designated as non-transferable property on the Rector's proposal by a resolution of the AS CU.

Art. 57

CU Asset Management

- (1) The management of the CU property is the totality of the trustee's powers and duties in respect of that part of the CU property which the trustee has been entrusted with the management of. The administrators of property at CU are mainly the faculties and other units of CU.
- (2) The property of the CU that is not administered by any trustee is administered by the Rector's Office.

¹²⁹ Section 2(1) of Act No. 176/2004 on the Disposal of Property of Public Institutions and on Amendments to Act of the National Council of the Slovak Republic No. 259/1993 Coll. on the Slovak Forestry Chamber, as amended by Act No. 464/2002 Coll. as amended (hereinafter referred to as "the Act on the Disposal of Property of Public Institutions").

¹³⁰ E.g. the Higher Education Act, the Act on the Disposal of Property of Public Institutions.

¹³¹ Act No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended.

¹³² Rector's Directive on Public Procurement.

- (3) The Rector decides by a written decision on entrusting or withdrawing primarily the immovable property of the Comenius University to the administration of the property administrators. The decision on entrusting the property to the administration also entrusts the movable property of the Comenius University located in the entrusted property of the Comenius University, unless otherwise specified in the Rector's written decision on entrusting the property to the administration.
- (4) Details of the disposal of the CU property and the management of the CU property shall be governed by a special internal regulation.¹³³

SECTION SIX
Business activity

Art. 58
Rules for the conduct of business

- (1) The CU may carry out business activities. As part of its business activities, the CU carries out, for remuneration, activities related to its educational, research, development, therapeutic, preventive, artistic or other creative activities, or activities serving the better use of human resources and property.
- (2) The conduct of business activities contributes to enhancing the quality of the CU and must not jeopardise the scope and availability of activities fulfilling the mission of the CU.
- (3) Funds obtained by means of a subsidy from the state budget or from other sources intended to finance the main tasks for which the CU was established may not be used to cover the costs of business activities.
- (4) The costs of the business activity must be covered by the income from it. The funds raised by this activity will be used by the CU to carry out the tasks for which it was established.
- (5) The entire process of business management is monitored and recorded in principle separately from the main management on a separate account kept in the State Treasury and separately in the analytical accounting records of the relevant unit of the CU.
- (6) The CU may carry out those business activities for which it is authorised by generally binding legal regulations or for which the CU has been issued an authorisation required by generally binding legal regulations.
- (7) The faculties and units of Comenius University are obliged to send 10% of the funds received on the basis of lease contracts for non-residential premises and real estate to a special account of Comenius University.
- (8) The implementation of business activities at the Rector's Office is the responsibility of the relevant department of the Rector's Office¹³⁴, at the faculties by the deans and at other units of the CU by their directors.

¹³³ Rector's Directive on the Disposal of the CU Property.

¹³⁴ Within the meaning of the Organisational Regulations of the Rector's Office.

- (9) The CU is entitled to carry out continuous control of business activities at the faculties and units of the CU, while deans and directors of CU units are obliged to provide cooperation.
- (10) The control referred to in the preceding paragraph shall be carried out in particular by:
 - a) Internal Control Unit of the Rector's Office,
 - b) Registrar,
 - c) the relevant Vice-Rector.

SECTION SEVEN
Financial management

Art. 59

- (1) The CU manages according to the Higher Education Act and other related legislation, in accordance with the contract on the provision of subsidies from the state budget through the budget of the Ministry, which is concluded for the relevant year, according to the rules of management of the CU and the rules for the conduct of business activities of the CU regulated in this Statute.
- (2) The CU manages the public funds provided in such a way that the funds are spent economically, efficiently and transparently.

Art. 60

Division of the subsidy

- (1) The CU distributes funds from the subsidy allocated by the Ministry for the relevant calendar year to the faculties and other units of the CU according to the methodology for dividing the subsidy, which is issued by the Rector after discussion in the College of the Rector of CU and which is approved by the BT CU after its approval in the AS CU. The methodology for allocating the subsidy is mainly based on education and research performance.
- (2) After the allocation of the subsidy to the CU, the faculties and units of the CU draw up their own budget for the calendar year, usually as a balanced budget. The faculties and units of the CU manage the allocated funds independently according to the established budget of income and costs.
- (3) The Rector's Office manages the subsidy funds allocated according to the subsidy sharing methodology. It centrally manages the subsidy funds, which are in the nature of a capital subsidy.
- (4) The faculties and units of Comenius University independently manage and dispose of earmarked funds of the European Union and state budget funds earmarked for the financing of joint programmes of the Slovak Republic and the EU on the basis of the terms and conditions specified in the relevant agreement.
- (5) The deans of the faculties, the registrar and the directors of the units of the Comenius University are responsible to the Rector for the management of financial resources.

- (6) Details on the creation and use of the CU budget and the creation of other sources of funding for the CU are laid down in specific internal regulations of the CU.

Art. 61

Creation of the CU budget

- (1) In order to ensure its activities, the Comenius University draws up its budget for the calendar year and manages it in accordance with the Higher Education Act and other relevant generally binding legal regulations. The CU budget is generally drawn up as a balanced budget.
- (2) The CU budget is based on the methodology for the allocation of state budget subsidies to public higher education institutions for the relevant calendar year and subsidies from the contract on the provision of state budget subsidies through the Ministry's budget for the relevant calendar year.
- (3) The Rector submits the CU budget proposal to the BT CU for approval after the CU budget proposal has been approved by the AS CU.¹³⁵ The budget of the Faculty is approved by the Faculty Academic Senate on the basis of the Dean's proposal. The budget of the other unit shall be submitted to the Registrar by the director of the unit.

Art. 62

Creation and use of the CU funds

- (1) CU creates funds in accordance with the Higher Education Act.
- (2) The distribution of the total economic result of the CU takes place after the approval of the annual report on the management of the CU for the previous calendar year by the AS CU after the prior statement of the BT CU, and no later than by the end of the current calendar year.
- (3) The faculties shall pay into a specially designated CU account funds in the amount of 3% of:
- a) tuition fees for concurrent studies,
 - b) tuition fees for exceeding the standard period of study,
 - c) tuition fees within the meaning of Section 92 (8) and (9) of the Higher Education Act,
 - d) tuition fees paid by part-time students.
- (4) Details on the creation and use of funds and special-purpose accounts of the Comenius University shall be regulated by specific internal regulations of the Comenius University.

Art. 63

Management control

- (1) The basic form of management control is proper and demonstrable bookkeeping, annual financial statements and continuous control of the factual and formal correctness of individual operations by the responsible employees of the CU.

¹³⁵ Section 9 (1) (b) (4) of the Higher Education Act.

- (2) The subsequent management control is carried out in the form of thematic audits by the Internal Control Unit of the Rector's Office and other professional staff of the Comenius University authorised by the Rector. At the faculty level, the dean entrusts selected professional staff with the control of the faculty's management. At the level of other units of the CU, selected employees are entrusted with the control of the management of a unit of the CU by the director of the unit.
- (3) When carrying out control activities, the employees of the Internal Control Unit of the Rector's Office as well as other employees of the Comenius University, are entrusted with control, are obliged to comply with generally binding legal regulations for control activities and generally binding legal regulations on the protection of personal data.

SECTION EIGHT

Control activity

Art. 64

- (1) Control activities shall be governed by generally binding legislation¹³⁶ and specific internal regulations.¹³⁷
- (2) Control activities are specifically carried out by the Internal Control Unit, which is headed by the Auditor General. The Auditor General is directly subordinate to the Rector.
- (3) The Auditor General organises and carries out control activities in matters falling within the competence of the Comenius University, in particular in the area of compliance with generally binding legal regulations and this Statute, other internal regulations of the Comenius University, the statute of the faculties and internal regulations of the units of the Comenius University, compliance with financial discipline, economy and efficiency in the management of financial resources and property of the Comenius University.
- (4) The Auditor General also carries out control activities without any proposal or suggestion from the materials available to him/her. Where necessary, the Auditor General shall be entitled to request the assistance of senior employees, who shall be obliged to provide the necessary supporting documents and truthful and complete information.
- (5) The on-site inspection shall be carried out by at least two staff members on the basis of a written authorisation issued by the Rector or a person authorised by him/her. The Auditor General prepares a report on the results of the control and the deficiencies found and informs the Rector or a person authorised by the Rector.
- (6) At the faculties and units of the Comenius University, control activities are carried out by selected professional employees authorised by the dean of the faculty or the director of the unit.

¹³⁶ E.g. Act No. 357/2015 Coll. on Financial Control and Audit and on Amendments and Additions to Certain Acts, as amended.

¹³⁷ E.g. Financial control and internal audit at CU.

- (7) The faculties and units of the Comenius University are obliged to provide the necessary supporting documents and true and complete information to the person authorised to carry out the control.

PART SEVEN INTERNAL REGULATIONS

Art. 65

The system of internal regulations of the CU and their adoption

- (1) The system of internal regulations of the Comenius University consists of:
- a) regulations issued by the Rector,
 - b) regulations approved by collective bodies.¹³⁸
- (2) The Rector issues directives and orders, whereby:
- a) Rector's directives are internal organisational and management acts of the Comenius University, which are valid for all employees and students of the Comenius University, unless otherwise stipulated therein,
 - b) the Rector's orders are in the nature of management acts which apply to a specific case or group of cases.
- (3) Internal regulations approved by the collective body shall be signed by the chairperson of the collective body and the person who is authorised under the Higher Education Act to submit a draft internal regulation (if he/she is a different person).

Art. 66

Internal regulations of the faculty

- (1) The internal regulations of the faculty regulate the affairs of the faculty that fall within its self-governing competence and its relationship to the Comenius University, if they are not regulated by law.
- (2) The Faculty issues the following internal regulations:
- a) Faculty Statute,
 - b) organisational regulations of the Faculty,
 - c) the principles of elections to the Faculty Academic Senate,
 - d) Rules of Procedure of the Faculty Academic Senate,
 - e) Rules of Procedure of the Faculty Scientific Board,
 - f) regulations governing the internal system of the CU in the conditions of the faculty, if required by the internal system of the CU,
 - g) principles for the election of the Dean,
 - h) directives and orders of the Dean.

¹³⁸ In particular Section 15(1) of the Higher Education Act.

- (3) The Faculty also issues these internal regulations if it decides that it needs to regulate the areas concerned in more detail on its own terms compared to the regulation of the internal regulations of the CU:
 - a) study regulations of the faculty,
 - b) working regulations of the faculty,
 - c) scholarship regulations of the Faculty,
 - d) faculty disciplinary regulations for students,
 - e) rules of procedure of the disciplinary committee of the faculty.
- (4) The Statute of the Faculty regulates in particular the details of the organisation, management, activities and financial management of the Faculty and of studies at the Faculty. Section 15(2) of the Higher Education Act applies mutatis mutandis to the content of the Faculty Statute.
- (6) The Statute of the Faculty, the Organisational Regulations of the Faculty and the internal regulations pursuant to paragraph 3 shall be approved by the Faculty Academic Senate on the proposal of the Dean. If the Statute of the Faculty so determines, the Academic Senate or another collective body of the Faculty shall also approve other internal regulations of the Faculty on the proposal of the Dean.
- (7) The principles for the election of the Dean, the principles for elections to the Faculty Academic Senate and the rules of procedure of the Faculty Academic Senate shall be approved by the Faculty Academic Senate on the proposal of the President of the Faculty Academic Senate.
- (8) The Rules of Procedure of the Faculty Scientific Board shall be approved by the Faculty Scientific Board on the proposal of the Chairperson of the Faculty Scientific Board.
- (9) The Statute of the Faculty and the Study Regulations of the Faculty are also subject to the approval of the AS CU, after approval by the Faculty Academic Senate. The Academic Senate of Comenius University may not amend or supplement the wording of the Faculty Statute and the Faculty Study Regulations approved by the Faculty Academic Senate; if the Academic Senate of Comenius University does not approve the proposal, it shall return it to the Faculty Academic Senate with a statement.
- (10) The dean may issue directives and orders within his/her competence in relation to the staff and students of the faculties, Article 65(2) being applied mutatis mutandis.

Art. 67

Internal regulations of other units

- (1) The directors of other units (other than the Rector's Office) may issue directives or orders within the material and personal competence of the unit concerned, Article 65(2) being applicable mutatis mutandis.
- (2) Directives and orders shall be issued and signed by the director of the unit concerned.

Art. 68
Common provisions on internal regulations

- (1) Internal regulations issued by the Rector, the Dean and the director of the unit shall enter into force on the date of their issue.
- (2) Internal regulations approved by collective bodies shall enter into force on the date of their approval by the competent authority.
- (3) The internal regulations shall take effect on the date specified in the final provisions of the regulation, but not earlier than the date of their entry into force.
- (4) The provisions of paragraphs 1 to 3 shall not apply to the Statute of the CU and the Statute of the BT CU and their amendments; their validity and effectiveness shall be governed by the relevant provisions of the Higher Education Act.¹³⁹
- (5) The CU, the faculty and unit that issued the internal regulation is obliged to publish its current and complete version on its website and to register and archive the paper version.
- (6) The internal regulations of the faculties and units must be in accordance with generally binding legal regulations and with the internal regulations of the Comenius University.
- (7) In the event that an internal regulation of the CU, its faculty or unit contradicts generally binding legal regulations and in the event that an internal regulation of a faculty or unit contradicts the internal regulations of the CU, the person responsible for its issuance is obliged to eliminate the contradiction as soon as possible.
- (8) In the event of a conflict of internal regulations pursuant to paragraph 7, the general principles of law shall apply, in particular the higher-ranking rule shall prevail.
- (9) An internal regulation issued by a CU body or other CU entity that does not have the authority to issue it is null and void.

PART EIGHT
QUALITY ASSURANCE OF HIGHER EDUCATION
AND LONG-TERM PLAN

Art. 69
Internal quality system

- (1) The CU ensures the quality of higher education provided by implementing its internal quality system and its continuous development.
- (2) The internal quality system regulates the way of fulfilling the CU's mission in the field of higher education through:
 - a) the strategy for ensuring the quality of higher education and the quality of research, development, artistic or other creative activity (hereinafter referred to as "creative

¹³⁹ Section 103 of the Higher Education Act.

- activity") of CU,
- b) processes for ensuring the quality of higher education and the quality of creative activity,
 - c) links between creative activity and CU higher education in the relevant field of study.
- (3) The internal quality system regulates the rules of the CU's activities according to a specific law¹⁴⁰ and may be regulated by several separate internal regulations.
 - (4) The internal quality system is approved by the AS CU on the Rector's proposal after discussion in the Quality Council of Comenius University.
 - (5) To prepare, coordinate and control the development, implementation and evaluation of the internal quality system is the basic task of the Quality Council of Comenius University, which is an advisory, initiating and controlling body of the Rector for ensuring and evaluating the internal system. The composition, scope of authority and other details of the activities of these bodies shall be governed by a specific internal regulation.¹⁴¹
 - (6) The Quality Council of the CU carries out regular monitoring, evaluation and adopts proposals for revision of the internal system, while taking into account whether the internal quality system leads to the achievement of strategic objectives in the field of quality assurance, which the CU has determined in its strategic documents, in particular in the Long-Term Plan of the CU.
 - (7) The individual faculties can publish their own internal quality assurance system either as a single document or as partial documents, or they can only edit faculty or discipline specifics. The internal quality system at the faculty is approved by the Academic Senate of the faculty after discussion in the Scientific Board of the faculty and must be in accordance with the Internal Quality System of the Comenius University.

Art. 70

Long-term plan of Comenius University, faculties and units of Comenius University

- (1) The CU's long-term plan is the concept and strategy of the CU's development. The preparation of the long-term plan is based on the intentions of the CU as a whole.
- (2) The long-term plan of the Comenius University in educational, scientific, research, development, artistic or other creative activities of the Comenius University includes intentions in the individual areas of its activities and is one of the bases for determining the amount of the subsidy for the development of the Comenius University.¹⁴²
- (3) The CU's long-term plan is prepared by the factually competent departments of the Rector's Office. The faculties and other units of the CU participate in the preparation of the long-term plan of the CU, which first develop concepts of their long-term plans. After

¹⁴⁰ Section 3(3) of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments and Additions to Act No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended.

¹⁴¹ CU internal quality system.

¹⁴² Section 89 (6) of the Higher Education Act.

the approval of the long-term plan of the CU, the faculties and other units of the CU will develop their long-term plans, which are based on the long-term plan of the CU.

- (4) The long-term plan shall be drawn up by the CU for a period of at least six years.
- (5) The Rector submits the CU's long-term plan and its update to the Ministry for its opinion before submitting it to the BT CU for its opinion. The long-term plan of the Comenius University is approved by the AS CU and BT CU.¹⁴³
- (6) The fulfilment of the long-term plan is assessed annually in the annual report on the activities of the CU.
- (7) The CU publishes the long-term plan at a time and in a form to be determined by the Ministry.¹⁴⁴

Art. 71

CU annual reports and evaluation of CU activities

- (1) The annual report on the activities of the Comenius University and the annual report on the management of the Comenius University¹⁴⁵ are prepared according to the documents from the factually competent departments of the Rector's Office, according to the annual reports of the faculties¹⁴⁶ and other units of the Comenius University and according to the documents from other units of the Comenius University. The Annual Activity Report also includes an assessment of the faculties and other units from the perspective of the CU as a whole.¹⁴⁷
- (2) The conclusions of the annual reports are mainly used in management activities and for the purpose of updating the CU's long-term plan.
- (3) The CU publishes its annual reports at a time and in a form to be determined by the Ministry.¹⁴⁸
- (4) The evaluation of the CU's activities is part of the quality assurance system at CU.
- (5) The results of the evaluation of the CU's activities are mainly used in management activities and for the purpose of updating the CU's long-term plan.
- (6) The results of the evaluation of the activities of the CU shall be published in the usual way as part of the annual report on the activities of the CU.

¹⁴³ Section 10a(1)(c), Section 12(1)(a), Section 9(1)(b)(1) and Section 41(4)(a) of the Higher Education Act.

¹⁴⁴ Section 20(1)(d) of the Higher Education Act.

¹⁴⁵ Section 20(1)(b) of the Higher Education Act.

¹⁴⁶ Art. 34(1)(g) of this Statute.

¹⁴⁷ Section 20(2)(b) of the Higher Education Act.

¹⁴⁸ Section 20(1)(b) of the Higher Education Act.

PART NINE
COMMON, TRANSITIONAL AND FINAL PROVISIONS

Art. 72
Scope of authority of the Lutheran Faculty

The provisions of this Statute shall apply to lutheran faculties in accordance with the Higher Education Act.¹⁴⁹

Art. 73
Amendments to the Statute

- (1) This Statute may be amended by means of numbered amendments. Amendments to the Statute are subject to approval by the Academic Senate of Comenius University and registration with the Ministry.
- (2) Amendments to the Statute shall enter into force on the date of their registration with the Ministry and shall become effective on the date on which the decision on their registration with the Ministry is received by the Comenius University.
- (3) The Rector is authorised to issue the full text of the Statute whenever the Statute is amended.

Art. 74
Transitional provisions

- (1) The faculties shall bring their statute into line with this Statute no later than two months after the date of taking effect of this Statute. From 1 September 2023, the internal regulations of the faculties issued until 24 April 2022 shall be repealed¹⁵⁰; the faculty shall issue new regulations in accordance with this Statute and the statute of the faculty by that date.
- (2) The term of office of the Rector, the Deans, the members of the collective bodies of the CU (with the exception of members of the Board of Trustees of the CU) and members of the collective bodies of the faculties (with the exception of the bodies referred to in paragraph 3), which commenced under the regulations effective until 24 April 2022, shall be completed under the regulations effective until 24 April 2022. The term of office of vice-rectors and vice-deans, which began under the regulations in force until 24 April 2022, shall expire on the date of expiry of the term of office of the rector or the relevant dean.¹⁵¹
- (3) The former Academic Senates of the Faculties, the Scientific Boards of the Faculties and the Disciplinary Committees of the Faculties for Students shall be abolished as at the date of appointment, election or other establishment of the relevant body of the Faculty (with the same name) established in accordance with the provisions of this Statute.¹⁵²

¹⁴⁹ Section 34 (2) of the Higher Education Act.

¹⁵⁰ Section 113am (1) third sentence of the Higher Education Act.

¹⁵¹ Section 113am (3) of the Higher Education Act.

¹⁵² Section 113am (7) of the Higher Education Act.

Pending the establishment of these bodies established under this Statute, their respective competences shall be exercised by the existing Academic Senates of the Faculties, the Scientific Boards of the Faculties and the Disciplinary Committees of the Faculties for Students.

- (4) Elections of members to the relevant faculty bodies pursuant to paragraph 3 shall be announced by the existing faculty bodies (with the same name) immediately after taking effect of the Statute of the Faculty, but at the latest so that the appointment and election of the members of the faculty bodies take place by 31 August 2023.¹⁵³
- (5) The provisions of Article 23(1) first sentence and (5) shall apply for the first time in the term of office of the members of the AS CU, which shall commence on 1 November 2023.

Art. 75 **Final provisions**

- (1) The Statute of Comenius University Bratislava approved by the Academic Senate of CU on 19 March 2008, as amended, is hereby repealed.
- (2) This Statute was approved by the Academic Senate of Comenius University on 25 January 2023.
- (3) This Statute shall enter into force on the date of its registration with the Ministry and shall become effective on the date on which the decision on its registration with the Ministry was received by the CU;¹⁵⁴ except for Article 12(1) first sentence, which shall become effective upon approval by the BT CU.¹⁵⁵
- (4) The Statute was registered with the Ministry on 6 March 2023.
- (5) The decision to register with the Ministry was received on 16 March 2023.
- (6) Annex No.1 Wording of the name of Comenius University in other languages, wording of the names of the faculties in Slovak and other languages is part of this Statute.

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

Prof. JUDr. Marek Števček, DrSc.
Rector of CU

¹⁵³ Section 113am (8) of the Higher Education Act.

¹⁵⁴ Section 103 (6) of the Higher Education Act.

¹⁵⁵ Section 21 (2) of the Higher Education Act.