



UNIVERZITA  
KOMENSKÉHO  
V BRATISLAVE

# **Internal Regulations of Comenius University Bratislava**

Internal Regulation No. 10/2023

approved by the Academic Senate  
of Comenius University Bratislava

**Organisational Regulations  
of Comenius University Bratislava**

**Year 2023**

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Comenius University Bratislava (hereinafter referred to as "the CU"), after approval by the Academic Senate of CU on 15 March 2023, in accordance with Section 15(1)(f) 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"), is hereby issuing the following Organisational Regulations of CU:

**Art. 1**  
**Subject of the regulation**

The Organisational Regulations of the Comenius University regulate in particular the organisational structure of the Comenius University, the internal organisational and management relations, the mission and scope of other units of the Comenius University pursuant to Article 3(1) and the economic and accounting links within the Comenius University. The Organisational Regulations of the Comenius University are binding on all employees who are in an employment relationship with the Comenius University.

**Art. 2**  
**Name, registered office and address of the CU**

- (1) Name: Comenius University Bratislava. The following can be used as a short name: "CU".
- (2) Registered office: Šafárikovo námestie 6, Bratislava, Slovak Republic.
- (3) CU identification number: 00397865.
- (4) CU VAT registration number: SK 2020845332, Tax registration number: 2020845332.
- (5) The names of Comenius University and its faculties are regulated by the Statute of CU. The organisational chart of the Comenius University and the names of the units of the Comenius University in the Slovak language and in the English language are set out in Annex No. 1 to these Organisational Regulations.

**Art. 3**  
**Internal organisation**

- (1) The CU is divided into the following units:
  - a) faculties,
  - b) Rector's Office,
  - c) and other pedagogical, research, development, artistic, economic-administrative and information workplaces and special-purpose facilities (hereinafter referred to as "other units of Comenius University").<sup>1</sup>
- (2) The Rector is the statutory body of the Comenius University, manages it, acts on its behalf and represents it externally. The Rector is accountable for his/her activities to the Academic Senate of Comenius University (hereinafter referred to as "the AS CU") and

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<sup>1</sup> Section 21 (1) of the Higher Education Act.

the Board of Trustees of Comenius University, unless otherwise provided by the Higher Education Act.<sup>2</sup>

- (3) The Rector may be represented by the Registrar, the Vice-Rector, a statutory representative or a proxy for a designated area, or other persons, to the extent determined by the Rector and in accordance with the Statute of CU.<sup>3</sup>
- (4) The Rector may delegate to faculties or other units of the CU the competences falling within the competence of the CU for which he/she is responsible. The dean or director of another unit is responsible to the Rector for the exercise of these competences.
- (5) The Rector's Office is also part of the CU. The Rector's Office is the supreme economic, administrative, methodological and managerial workplace which performs the tasks of the Comenius University, unless the Statute of CU or another internal regulation stipulates otherwise. For this purpose, the Registrar and 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. The Rector's Office may also include scientific research and educational workplaces.
- (6) Details of the management, organisational structure and substantive competence of individual departments of the Rector's Office are regulated by a special internal regulation approved and issued by the Rector.<sup>4</sup>
- (7) In accordance with Article 41 of the Statute of CU, the Registrar is authorised to impose tasks on the secretaries of the faculties in the area of the management, operation and administration of the Comenius University.
- (8) The status and powers of the Auditor General are regulated by Article 64 of the Statute of CU. The Auditor General manages the CU Internal Control Unit, which is directly subordinate to the Rector and has university-wide competence.

#### **Art. 4** **Faculties of the CU**

- (1) The CU is divided into the following faculties:
  - a) Faculty of Medicine (FMED CU)
  - b) Faculty of Law (FaL CU)
  - c) Faculty of Arts (FaA CU)
  - d) Faculty of Natural Sciences (FaNS CU)
  - e) Faculty of Education (FaE CU)
  - f) Faculty of Pharmacy (FaP CU)
  - g) Faculty of Physical Education and Sport (FPES CU)
  - h) Jessenius Faculty of Medicine in Martin (JFMED CU)
  - i) Faculty of Mathematics, Physics and Informatics (FMPI CU)
  - j) Roman Catholic Faculty of Theology of Cyril and Methodius (RCFT CU)

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<sup>2</sup> Section 10 (1) of the Higher Education Act.

<sup>3</sup> In particular Articles 41 and 42 of the Statute of CU.

<sup>4</sup> The Organisational Regulations of the Rector's Office of CU.

- k) Evangelical Lutheran Theological Faculty (ELTF CU)
  - l) Faculty of Management (FM CU)
  - m) Faculty of Social and Economic Sciences (FSES CU)
- (2) The organisation and activities of the Faculty are governed by its Statute, which is approved by the Academic Senate of the Faculty,<sup>5</sup> and the AS CU<sup>6</sup>, and by the Organisational Regulations, which are approved by the Academic Senate of the Faculty.<sup>7</sup>
- (3) The representative of the faculty is the dean, who is the body of the academic self-government of the faculty. The Dean manages, represents and acts in the affairs of the Faculty. He/she is accountable to the Rector and the Academic Senate of the Faculty for his/her activities and for the economic management of the Faculty.<sup>8</sup>

#### **Art. 5 Other units of the CU**

- (1) Another unit of the CU is managed by the Director, who is accountable to the Rector for his/her activities. The Director is appointed and dismissed by the Rector of Comenius University, and the appointment to the post is made on the basis of the result of a selection procedure, unless otherwise provided for in the Working Regulations of Comenius University. In matters relating to a unit of the CU, the Director acts on behalf of the CU within the scope of the authorisation granted by the Rector.
- (2) The director of another unit of the CU is a senior employee of the CU. He/she is responsible to the Rector for the performance of the tasks of another unit of the Comenius University which he/she manages, in particular in economic and labour law matters.
- (3) The status and scope of another unit of the Comenius University is regulated by its organisational regulations, which are approved by the Rector.
- (4) Another unit of the CU is the Comenius University Bratislava, Scientific Park (the USP CU).

The main mission of the USP CU is to ensure the transfer of the results of science and technology into economic and social practice, the aim of which is to link the CU with practice. The USP CU as a scientific research institute carries out concentrated innovative research in a selected scientific field or cross-sectionally in several scientific fields and solves projects within the internal grant system of the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "the Ministry"). The USP CU, through the incubator, supports the creation and development of companies that use the results of research and development for their innovative products, goods and services or carry out research and development themselves. The

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<sup>5</sup> Art. 34 (1) (a) of the Statute of CU.

<sup>6</sup> Art. 66 (9) of the Statute of CU.

<sup>7</sup> Art. 66 (6) of the Statute of CU.

<sup>8</sup> Art. 16 of the Statute of CU.

USP CU also focuses on research, development and innovation of new technologies, products and services in close cooperation with business practice.

## **Art. 6**

### **Economic and accounting links within the CU**

- (1) The CU is a single accounting unit and for internal use it keeps accounts according to individual internal organisational units, which are:
  - a) faculties,
  - b) Rector's Office,
  - c) other units of the CU.
- (2) In order to ensure the operability of its activities, the CU may, on the basis of the Rector's decision, establish separate accounts in the State Treasury for internal organisational units and authorise them to dispose of the funds in these accounts.
- (3) The units of the CU have their own budget. They operate on their own account in accordance with the approved CU budget.
- (4) The budget of Comenius University is approved by the Board of Trustees of Comenius University on the Rector's proposal, after approval by the AS Comenius University.<sup>9</sup> The budget of the Faculty is approved by the Academic Senate of the Faculty on the proposal of the Dean.<sup>10</sup> The budget of another unit of the CU shall be submitted to the Registrar by the Director of another unit of the CU.<sup>11</sup> The draft budget of the Rector's Office is submitted by the Registrar to the University Management Board for discussion. The Rector approves the draft budgets of the Rector's Office and other units of the CU.
- (5) The rights and obligations related to the management of funds delegated to the level of internal organisational units are set out in the Statute of CU<sup>12</sup> and in specific internal regulations.<sup>13</sup>
- (6) The dean of the faculty, the Registrar and the director of another unit of the Comenius University are accountable to the Rector for the use of budget funds and for compliance with generally binding legal regulations in the area of handling financial resources.

## **Art. 7**

### **Repealing provisions**

- (1) Organisational units:
  - a) Academic Library,
  - b) Botanic Garden,
  - c) Information Technology Centre,

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<sup>9</sup> Section 9 (1) (b) (4) and Section 41 (1) of the Higher Education Act.

<sup>10</sup> Art. 61 (3) of the Statute of CU.

<sup>11</sup> Art. 61 (3) of the Statute of CU.

<sup>12</sup> Art. 56 to 64 of the Statute of CU.

<sup>13</sup> E.g. Management of financial resources and details of how to conduct business at CU; Directive of the Rector on circulation and control of CU accounting documents; Financial control and internal audit at CU.

- d) Psychological Counselling Centre,
- e) Teaching and training facility Richňava,
- f) Publishing House

are abolished as parts of Comenius University and are included in the organisational structure of the Rector's Office.

### **Art. 8** **Final provisions**

- (1) Internal Regulation No. 3/2007 Organisational Regulations of Comenius University, as amended, is repealed.
- (2) Part of these Organisational Regulations is Annex No. 1 Organisational Chart of Comenius University.
- (3) These Organisational Regulations shall enter into force on the date of their approval by the AS CU and shall become effective on the first day of the month following the entry into force of Internal Regulation No. 5/2023 Statute of CU and the approval of the Board of Trustees of the UK pursuant to Section 41 (4) (c) of the Higher Education Act.

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

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