



UNIVERZITA
KOMENSKÉHO
V BRATISLAVE

Internal Regulations of Comenius University Bratislava

Internal Regulation No. 20/2023

Directive of the Rector
of Comenius University Bratislava

**Full text of Internal Regulation No. 7/2023
Organisational Regulations of the Rector's Office
of Comenius University Bratislava (ROCU)
as amended by Amendment No. 1**

2023 Edition

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Annex No. 1 Diagram of the organisational structure of the Rector's Office

Annex No. 2 Scope of activity of the Rector's Office's organisational units

The Rector of Comenius University Bratislava (hereinafter referred to as "CU") hereby issues, in accordance with Article 65 (2) of Internal Regulation No. 5/2023, Statute of Comenius University, this full text of Internal Regulation No. 7/2023 Organisational Regulations of the Rector's Office of CU, as amended by Internal Regulation No. 19/2023 Amendment No. 1.

PART ONE GENERAL PROVISIONS

Art. 1 Introductory provisions

- (1) The Organisational Regulations of the ROCU define the organisational structure of the ROCU and the scope of activity of its units. They are issued by the Rector of Comenius University (hereinafter referred to as "the Rector") in accordance with the Statute of Comenius University.
- (2) The Organisational Regulations of the ROCU are binding on the members of the academic community of the Comenius University and the employees of the Comenius University.
- (3) The Rector's Office of CU performs tasks related mainly to the organisational, personnel, administrative and technical support of the Comenius University; it provides material and administrative support for the activities of the Rector, the self-governing bodies of the Comenius University, the Vice-Rectors, the Registrar and the Board of Trustees of the Comenius University, prepares documents for their decision-making, and performs organisational, administrative, methodological, coordinating, consultative, advisory, controlling and record-keeping activities.¹

Art. 2 Organisational structure of the Rector's Office

- (1) The organisational structure consists of:
 - a) units managed directly by the Rector,
 - b) divisions,
 - c) departments,
 - d) sections,
 - e) offices.
- (2) The division is the basic organisational level of management and decision-making, performing the tasks of the Rector's Office in defined areas of activity. The division is a unit of the Rector's Office that provides a complete and comprehensive area of conceptual, professional, methodological, administrative and control activities. For the purposes of these Organisational Regulations, the units managed directly by the Rector

¹ Art. 35 of the Statute of CU.

shall have the status of a division. The division may be subdivided into departments, sections or offices.

- (3) The department is a unit of a division in which a larger range of closely related professional activities are grouped together. The department may be subdivided into sections or offices.
- (4) The section is a unit of a division or department which carries out a certain coherent agenda focused on a subject or type of activity in a given area. The section may be subdivided into offices.
- (5) The office is a unit that generally performs specific tasks that are factually interrelated. The office may be integrated into a section, department or division.
- (6) The scheme of the organisational structure of the Rector's Office is given in Annex No. 1.
- (7) The scope of activity of the individual organisational units of the Rector's Office is given in Annex No. 2.

Art. 3

Management of the Rector's Office's organisational units

- (1) The Rector directly manages the units referred to in Article 4 and coordinates the activities of the Registrar, the Vice-Rectors, the Director for Student Houses and the Director of the Information Technology Centre.
- (2) The division may be headed by the Registrar, the Vice-Rector or the Director. A division that is not managed by the Registrar or the Vice-Rector is managed by the Director. The following units shall have a special status:
 - a) Internal Control Unit, headed by the Chief Controller,
 - b) Information Systems Integration Unit headed by a statutory representative,
 - c) Information Technology Centre, Botanic Garden, Academic Library and Publishing House, the head of which is traditionally referred to as the Director.
- (3) The Registrar directly manages the Registrar's Division. He/she is accountable for his/her activities to the Rector.
- (4) The Vice-Rector directly manages the relevant division in the area of the scope of activity determined by the Rector. He/she is accountable for his/her activities to the Rector.
- (5) The Director directly manages the relevant division in the area of the scope of activity determined by the Rector. He/she is accountable for his/her activities to the Rector. The Director for Student Houses directly manages the Division for Student Houses. He/she is accountable for his/her activities to the Registrar.
- (6) The head of the department directly manages the heads of the sections attached to the department or, where appropriate, the heads of the offices attached to the department.

- (7) The head of the section directly manages the staff organisationally attached to the section or, where appropriate, the heads of offices attached to the section. The head of the section may also be the head of the office under his/her authority.
- (8) The head of the office directly manages the staff organisationally attached to the office.
- (9) The head of the unit manages all staff in the organisational units under his/her authority.
- (10) The head of the department, the head of the section and the head of the office are responsible for the activities of the unit he/she manages to his/her immediate superior in the substantive area and to the Registrar in the economic-administrative area.

PART TWO

ORGANISATIONAL UNITS OF THE RECTOR'S OFFICE

Art. 4

Units managed directly by the Rector

- (1) The Rector manages directly:
 - a) Office of the Rector (ORect)
 - a. Filing Office (FO),
 - b) Legislative and Legal Services Unit (LLSU),
 - a. Debt Recovery Section (DRS),
 - c) Internal Control Unit (ICU),
 - d) Information Systems Integration Service Unit (ISISU),
 - e) Centre for Information Technologies (CIT),
 - a. Projects and Data Protection Section (PDPS),
 - b. Information Technology Support Centre (ITSC),
 - c. ICT Infrastructure Section (ICT IS),
 - d. ICT Operations Section (ICT OS),
 - e. ICT Development Section (ICT DS),
 - f. ICT Services Section (ICT SS),
 - g. Training Centre (TC).
- (2) The Office of the Rector includes the Secretary of the Rector, the Secretary of the Academic Senate of Comenius University, the Secretary of the Board of Trustees of Comenius University and the Secretary of the Council of Presidents of Trade Union Organisations.

Art. 5

Registrar's Division

- (1) The Registrar's Division (RD) includes:
 - a) Office of the Registrar (ORegi),
 - b) Central Procurement Section (CPS),
 - c) Labour Economics and Payroll Section (LEaPS),
 - d) Personnel Work Section (PWS),
 - e) Operations, Maintenance and Repair Section (OMRS),

- a. Office for Car Transport (OCT),
- f) Botanic Garden (BG),
 - a. Office for Economy, Operations and Maintenance (OEOM),
 - b. Garden Office (GO),
- g) Teaching and Training Facility Richňava (TTF Richňava),
- A. Economic Department (ED),
 - h) Financing Section (FS),
 - a. General Accounting and Financial Operations Office (GAaFOO),
 - b. Invoicing Office (IO),
 - i) Budget and Orders Section (BOS),
 - a. Office for Planning and Budget (OPB),
 - b. Orders Office (OO),
- B. Economic Department for Student Houses (EDSH),
 - j) Economic Section for Student Houses (ESSH),
 - k) Personnel and Payroll Section for Student Houses (PaPSSH),
 - l) Filing Office Mlyny (FOM),
 - m) Filing Office Družba (FOD).

Art. 6

Property and Investments Division

- (1) The Property and Investments Division (PID) includes:
- a) Property and Investments Section (PIS),
 - a. Office for Investments (OI),
 - b. Property Registration Office (PRO),
 - b) Real Estate Management Section (REMS),
 - a. Study and Congress Centre Modra - Harmónia (SCCMH),
 - b. Teaching and training facility Modra - Piesok (TTFMP),
 - c) Leases and Business Activities Section (LBAS),
 - A. Department of Technical Development (DTD),
 - d) Section of Construction and Ancillary Works (SCAW),
 - e) Section of Energy and Revisions (SER),
 - f) Section of Carpentry Works (SCW).

Art. 7

Education and Social Affairs Division

- (1) The Education and Social Affairs Division (ESAD) includes:
- a) Education Section (ES),
 - a. Office for Recognition of Study Documents, Accreditation and Study Legislation (ORSASL),
 - b. Office for Content Management AIS (OCM AIS),
 - b) Centre for Support of Students with Specific Needs (CSS),
 - c) Centre for Continuing Education (CCE),
 - a. Language and Vocational Training Unit (LVTU),
 - b. University of the Third Age (UTA),
 - c. Office for Vocational Training (OVT).

Art. 8
Division for Science and Doctoral Studies

- (1) The Division for Science and Doctoral Studies (DSDS) includes:
- a) Section of Scientific Research Activity and Doctoral Studies (SSRAaDS),
 - b) Section of Scientific Research Projects (SSRP),
 - c) Section HRS₄R (SOHRS₄R),
 - d) Academic Library (AL).

Art. 9
External Relations Division

- (1) The External Relations Division (ERD) includes:
- a) External Relations Section (ERS),
 - a. Infocentre,
 - b) Publishing House,
 - a. Editors,
 - b. Printing Centre,
 - c) Psychological Counselling Centre (PCC).

Art. 10
International Relations Division

- (1) The International Relations Division (IRD) includes:
- a) Section of International Relations (SIR),
 - b) Erasmus Programme Section (EPU),
 - c) Section for the ENLIGHT University Alliance (SE),
 - d) Archives (A).

Art. 11
Quality and Development Division

- (1) The Quality and Development Division (QDD) includes:
- a) Quality Section (QS),
 - b) Development Section (DS).

Art. 12
Division for Student Houses

- (1) The Division for Student Houses includes:
- a) Accommodation Section Mlyny (ASM),
 - b) Accommodation Section Družba (ASD),
 - c) Hotel Accommodation Section Družba (HASD),
 - d) Section of Operations Mlyny (SOM),
 - a. Office for Technical Operation Mills (OTOM),
 - e) Section of Operations Družba (SOD),
 - a. Office for Technical Operation Družba (OTOD),

- f) Section of Porter's Lodge Service for the Student Houses (SPLS SH).

PART THREE COMMON AND FINAL PROVISIONS

Art. 13 Common provisions

- (1) The Rector may delegate other tasks to the ROCU employees.
- (2) The Rector, the Registrar and the Vice-Rectors may create advisory bodies (commissions) to deal with a particular substantive problem. The organisational units are obliged to cooperate with such bodies.
- (3) Senior employees manage, control and are responsible for the activities of the organisational units entrusted to them in accordance with generally binding legal regulations, internal regulations of the Comenius University, instructions of the Rector, the Registrar and the immediate superior, and are responsible for their observance.
- (4) Where necessary, especially in the performance of complex tasks and tasks exceeding the scope of activity of an organisational unit, individual organisational units shall provide mutual assistance in the performance of the tasks entrusted to them, are obliged to cooperate and apply a system of teamwork. Accordingly, the organisational unit which is mainly responsible for the agenda in question may request the assistance of another organisational unit which is obliged to provide such assistance, within the limits of its working and time capacities.
- (5) Disputes of competence, disputes concerning the performance of activities not expressly provided for in these Organisational Regulations and other disputes arising between organisational units in the performance of work tasks shall be resolved by the immediate joint superior senior employee.

Art. 14 Final provisions

- (1) Grounds and buildings:
 - a) Ľ. Štúr Dormitory (also called "High-rise blocks"),
 - b) Atrium houses,
 - c) Matrimonial dormitories,
 - d) Unimo-building,
 - e) adjacent economic and operational buildings and facilities to the buildings referred to under a) to d), f) grounds according to the cadastral demarcation, including dedicated roads, pavements, greenery, utilities, sports fields and other areasare referred to as Mlyny CU.
- (2) Grounds and buildings:
 - a) Accommodation premises - block D1 and block D2,

- b) Hostel Swedish Houses,
- c) Social-dining part,
- d) adjacent economic and operational buildings and facilities to the buildings referred to under a) to c), e) grounds according to the cadastral demarcation, including dedicated roads, pavements, greenery, utilities, sports fields, and other areas

are referred to as Družba CU.

- (2) Internal Regulation No. 22/2021 Directive of the Rector of Comenius University Organisational Regulations of the Rector's Office of Comenius University, as amended, is repealed.
- (3) The following Annexes are part of this Directive:
 - Annex No. 1 Diagram of the organisational structure of the Rector's Office
 - Annex No. 2 Scope of activity of the Rector's Office's organisational units
- (4) These Organisational Regulations of the ROCU entered into force on 26 January 2023 and took effect on 1 February 2023.
- (5) Amendment No. 1 entered into force on 31 March 2023 and took effect on 1 April 2023.

Bratislava, 31 March 2023

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Rector of Comenius University