

SCOPE OF AUTHORITY OF THE RECTOR'S OFFICE

ORGANIZATIONAL UNITS Art. 1 Units managed directly by the Rector

- (1) The **Office of the Rector** mainly carries out the following agenda:
- a) provides the backup for and coordinates the preparation of source materials for negotiations of the Rector's advisory bodies, draws up minutes of their negotiations, assigns tasks arising from them and monitors their implementation;
 - b) provides the back up for and coordinates the preparation of documents for the Rector's negotiations with state authorities, as well as other national and foreign entities and the performance of tasks resulting from these negotiations;
 - c) provides the organizational and administrative backup for the preparation and conduct of meetings of the AS CU, the Presidium of the AS CU and the Board of Trustees of the CU (hereinafter referred to as "the BT CU");
 - d) coordinates the preparation of materials provided by several units of the ROCU;
 - e) organizes and provides the protocol backup for the Rector's domestic and foreign business trips;
 - f) coordinates and ensures the reception of the highest representatives of the Slovak Republic and foreign countries at the level of the Rector and the Comenius University;
 - g) coordinates the activities of the organizational units of the ROCU and ensures synergy with other organizational units of the ROCU;
 - h) carries out work related to the observance of the diplomatic protocol at the CU;
 - i) registers and assigns the Rector's correspondence to other ROCU units for handling; if it is correspondence which, according to its factual content, does not belong to any ROCU unit for handling, it also handles it; independently prepares the Rector's routine correspondence;
 - j) maintains a file archive of the Rector's agenda;
 - k) arranges for visits to be received by the Rector;
 - l) reviews and draws up materials, papers and source documents submitted for the needs, signature or decision of the Rector;
 - m) provides the backup for and coordinates work related to the Rector's participation in meetings and negotiations of the CU academic self-government bodies and CU bodies with special status;
 - n) provides the backup for and coordinates the preparation of responses to interpellations and questions from the academic community of the CU and the public addressed to the Rector;
 - o) provides the backup for and coordinates activities and tasks in the field of crisis planning and management, economic mobilisation and protection of classified information; provides the organizational backup for negotiations of crisis planning and management bodies at the level of the Rector and the CU;
 - p) manages the representative rooms - the Rector's meeting room, the meeting room of the Scientific Board and the Rectors' Hall of the CU;

- q) ensures the fulfilment of the Rector's tasks in organizational and administrative terms;
- r) provides the organizational backup for negotiations of the Rector's advisory bodies;
- s) performs assistantship work for the Rector;
- t) ensures the general sending of mail via the CU's electronic mailbox;
- u) provides the independent material and technical backup for the Rector's Office;
- v) draws up source materials for congratulatory letters and keeps records of the CU medals;
- w) provide the administrative backup for domestic business trips of the Vice-Rectors, including accommodation and related services;
- x) ensures the dispatch of correspondence from the Vice-Rectors;
- y) performs other related tasks and activities.

(1.1) In particular, **the Rector's Secretary** ensures drawing up expert opinions, analyses, opinions, information and other source materials on the basis of which the Rector makes decisions; acts externally on behalf of the Rector on the basis of the Rector's authorization in relation to the CU employees and third parties; draws up the Rector's daily, weekly and long-term work programme on the basis of the Rector's instructions; and ensures or co-ordinates the performance of tasks within the Rector's substantive remit on the basis of the Rector's instructions.

(1.2) The **Filing Office** mainly carries out the following agenda:

- a) ensures the administration of the registry for the ROCU;
- b) ensures the smooth operation of the Filing Office, receives and delivers mail, maintains the file log, dispatches mail, sorts and prepares files for shredding and maintains the archives of the Filing Office;
- c) ensures the registration and distribution of mail delivered to the CU electronic mailbox;
- d) publishes contracts in the Central Register of Contracts of the Slovak Republic maintained by the Office of the Government of the Slovak Republic in accordance with the relevant internal regulation of the Comenius University;
- e) performs other related tasks and activities.

(2.3.1) It carries out the above agenda for the ROCU, except for the Student Houses.

(2) The **Legislative and Legal Services Unit** mainly carries out the following agenda:

- a) prepares, in cooperation with the relevant units, draft internal regulations of the Comenius University, their amendments and additions in accordance with the applicable generally binding legal standards;
- b) methodically directs the implementation and application of generally binding legal norms to specific cases;
- c) carries out methodical interpretation of generally binding regulations and internal regulations of the Comenius University;
- d) draws up comments on draft general binding legal regulations in cooperation with the relevant units;

- e) at the initiative of the Academic Senate of Comenius University (hereinafter referred to as "AS CU") it draws up expert opinions on regulations submitted to the AS CU (the Statutes of the CU faculties, the Study Regulations of the CU faculties, etc.);
- f) ensures cooperation with the trade union organization of Comenius University, provides legal assistance in the drafting of the collective agreement and its amendments;
- g) ensures the registration and distribution of valid university-wide internal regulations; provides data on the internal regulations of the Comenius University to the information system on the website of the Comenius University;
- h) ensures the registration of the Organizational Regulations of the units of the Comenius University and their amendments;
- i) in cooperation with the relevant units, draws up, comments on, supplements and modifies draft contracts concluded at the ROCU from a legal point of view, with the exception of contracts concluded in the context of public procurement and contracts relating to the supply of goods, services and works by third parties;
- j) from the legal point of view, verifies the formalities of selected contracts that are drawn up at the CU units and submitted by the CU units to the Rector for signature;
- k) drafts legal acts in the transfer of the CU property (purchase, donation, exchange contracts) and submissions to the real estate cadastre in the context of dispositive acts with real estate;
- l) recovers debts at the initiative of the Financial Management Section;
- m) conducts court disputes arising from the material competence of the ROCU;
- n) keeps records of contracts concluded within the ROCU (except for employment contracts, project contracts, international contracts, contracts concluded in the framework of public procurement and contracts relating to the supply of goods, services and works by third parties) and selected contracts concluded within the CU units in accordance with a specific internal regulation of the CU;¹
- o) translates approved organizational changes into internal regulations;
- p) ensures the sending of mail relating to the legal agenda via the CU's electronic mailbox;
- q) ensures the change of data in the Trade Register of the Slovak Republic or in the Commercial Register of the Slovak Republic on the basis of requests and suggestions of the relevant units;
- r) provides legal assistance in relation to accommodation and other legal agenda in the Student Houses, if not provided by other relevant units;
- s) performs other related tasks and activities.

(2.1) The **Debt Recovery Section** mainly carries out the following agenda:

- a) ensures the judicial recovery of receivables, including enforcement proceedings (asserts the right to payment of receivables, files motions for recovery of receivables, registers receivables in bankruptcy proceedings, restructuring, liquidation or inheritance proceedings, etc.) at the initiative of the relevant economic department of the ROCU;²

¹ Directive of the Rector of Comenius University on compulsory registration and compulsory publication of contracts.

² Rector's order on debt recovery at the ROCU.

- b) provides the relevant units with information on the actions carried out and on the status of recovered receivables;
- c) carries out any other tasks of the Legislative and Legal Services Unit;
- d) performs other related tasks and activities.

(3) The **Internal Control Unit** mainly carries out the following agenda:

- a) draws up the audit activity plan for the calendar year in question;
- b) organizes and conducts audits of financial and administrative operations at the Comenius University in accordance with the audit activity plan for the relevant calendar year;
- c) organizes and conducts the biennial internal audits of the CU in cooperation with the Quality Unit;
- d) cooperates in the performance of audit activities with the relevant public authorities or other bodies conducting audit;
- e) handles complaints, notifications, suggestions and petitions from the CU employees, as well as other natural and legal persons, if these relate to the tasks and activities that the CU or part of it provides;
- f) performs tasks and activities pursuant to a special regulation³ related to the protection of whistleblowers of antisocial activities;
- g) performs tasks and activities pursuant to a special regulation⁴ in the prevention and detection of legalisation of proceeds from crime and financing of terrorism;
- h) carries out sporadic inspections of low-value contracts pursuant to a specific regulation⁵ at the CU and the CU units;
- i) verifies the implementation of the measures resulting from the checks carried out;
- j) draws the Rector's attention to non-compliance with generally binding legal regulations, particularly in the handling of the CU subsidy and non-subsidy funds (including EU funds), as well as CU property;
- k) draws up an annual report on the results of inspections in accordance with the audit activity plan for the calendar year concerned;
- l) ensures that decisions are taken in the first instance in matters relating to requests for disclosure of information;
- m) keeps records of requests for access to information and ensures that such requests are dealt with by the relevant professional units;
- n) draws up the annual report on the handling of complaints and other submissions within the meaning of a specific regulation;⁶
- o) maintains the central register of complaints and petitions at the CU;
- p) performs other related tasks and activities.

(4) The **Information Systems Integration Unit** mainly carries out the following agenda:

- a) coordinates the provision of accommodation in cooperation with the Vice-Rector for Education and Social Affairs;
- b) methodologically manages the AIS team at the CU;

³ Act No. 54/2019 Coll. on the Protection of Whistleblowers of Anti-Social Activity and on Amendments and Additions to Certain Acts, as amended.

⁴ Act No. 297/2008 Coll. on the Protection against the Legalization of the Proceeds from Crime and on the Protection against the Financing of Terrorism and on Amendments and Additions to Certain Acts, as amended.

⁵ Section 5 of Act No. 343/2015 Coll. on Public Procurement and on Amendments and Additions to Certain Acts, as amended.

⁶ Section 10 (3) of Act No. 9/2010 Coll. on Complaints, as amended.

- c) cooperates in the collection, monitoring, and evaluation of data for the purposes of the annual report, accreditation, study programme evaluation, and social services for students;
- d) cooperates in activities related to other information systems at Comenius University, eg. SOFIA.
- e) performs other related tasks and activities.

(5) The **Information Technology Centre** mainly carries out the following agenda:

- a) ensures the operation and development of the CU information and communication systems;
- b) ensures the necessary cooperation of all information workplaces of the Comenius University and its faculties;
- c) provides technical services, operation and servicing of computers and computer network of the Rector's Office of Comenius University;
- d) directly provides tasks related to the technical support for the AIS CU;
- e) performs other related tasks and activities.

(5.1) The **Projects and Data Protection Section** mainly carries out the following agenda:

- a) comprehensively provides the backup for the administrative operation and the material and technical backup for the Information Technology Centre of CU (ITC CU);
- b) prepares source materials for the long-term plan of the CU development in the field of the Integrated Information and Communication System of the CU, its updating and their continuous implementation in the scope of the Information Technology Centre of CU (ITC CU);
- c) prepares source materials for the draft annual budget for the Methodology for the Allocation of the State Budget Subsidies to the CU faculties and other units of for the respective calendar year to ensure the performance of operational and development tasks of the Integrated Information and Communication System of Comenius University in the scope of the Information Technology Centre of CU (ITC CU);
- d) prepares source materials for the compilation of the annual report on the activities of the Information Technology Centre of CU (ITC CU);
- e) prepares source materials for public procurements in the scope of the Information Technology Centre of CU (ITC CU), continuously monitors their implementation and controls the fulfilment of contractual obligations by suppliers;
- f) ensures the conditions for the activities of the responsible person in accordance with generally binding legal regulations on the protection of personal data;
- g) ensures the development and updating of the security policy of the Integrated Information and Communication System of Comenius University; is responsible for the information security of the services of the Integrated Information and Communication System of Comenius University;
- h) performs other related tasks and activities.

(5.2) The **Information Technology Support Centre** mainly carries out the following agenda:

- a) provides direct telephone assistance to users of centrally provided ICT services;
- b) continuously monitors the availability of centrally provided ICT services;
- c) ensures communication with users in cases of limited functionality or complete failure of the centrally provided ICT service;
- d) performs other related tasks and activities.

(5.3) The **ICT Infrastructure Section** mainly carries out the following agenda:

- a) comprehensively manages centrally provided ICT services in the scope determined by the Catalogue of Services of the Integrated Information and Communication System of Comenius University;
- b) is responsible for the operation and development of the University's computer network skeleton, including
 1. diagnosing and troubleshooting operational issues;
 2. long-term monitoring and evaluation of the functionality, load and occurrence of malfunctions of the University's computer network skeleton and network devices;
 3. informing users about more serious problems in the University's computer network skeleton via CePIT and the website of the CU unit;
- c) ensures the updating of documentation on the topology of the University's computer network skeleton, its devices and their configuration;
- d) is responsible for the correctness of hardware and software changes in the University's computer network skeleton;
- e) communicates with users of the University's computer network and with other entities that may affect the operation of the University's computer network;
- f) ensures the care of the hardware under the administration of the Information Technology Centre of CU (ITC CU), including performance monitoring, regular backups, installation of updates and optimization work;
- g) methodically directs the network administrators at the faculties;
- h) performs other related tasks and activities.

(5.4) The **ICT Operation Section** mainly carries out the following agenda:

- a) comprehensively manages centrally provided ICT services in the scope determined by the Catalogue of Services of the Integrated Information and Communication System of Comenius University;
- b) comprehensively ensures the care of users' end devices and the servers that these end devices need for their operation;
- c) ensures the construction, operation, maintenance and modernization of the local computer network of the Rector's Office of the CU and ensures its connection to the University's computer network skeleton;
- d) methodically directs the faculty administrators;
- e) ensures the operation of the camera system of the CU;
- f) performs other related tasks and activities.

(5.5) The **ICT Development Section** mainly carries out the following agenda:

- a) ensures systematic development of existing and introduction of new centrally

- provided ICT services;
- b) develops, updates and modifies information systems and applications according to the needs of the CU;
- c) identifies the needs of the CU in the context of planned development projects and activities;
- d) identifies the needs of future users of the prepared information systems;
- e) performs other related tasks and activities.

(5.6) The **ICT Services Section** mainly carries out the following agenda:

- a) comprehensively manages centrally provided ICT services in the scope determined by the Catalogue of Services of the Integrated Information and Communication System of Comenius University;
- b) prepares materials for updating the Service Catalogue of the Integrated Information and Communication System of the CU;
- c) coordinates the use of services operated by the individual units of the CU;
- d) communicates with users of the operated services;
- e) methodically directs the users of the operated services;
- f) ensures planning and coordination of operation and further development of operated services;
- g) performs other related tasks and activities.

(5.7) The **Training Centre** mainly carries out the following agenda:

- a) ensures induction training for new employees;
- b) provides training on the security of information systems and on the protection of personal data;
- c) provides competent training in the use of information systems of the CU;
- d) provides competent training in the use of office and other software tools;
- e) provides methodological support and assistance in preparing training for end users;
- f) provides methodological support and training for the creation and maintenance of e-learning courses;
- g) ensures the promotion of the employees' training programme;
- h) helps increase the professional growth of employees;
- i) performs other related tasks and activities.

Art. 2 Registrar's Division

(1) The **Registrar's Division** mainly carries out the following agenda:

- a) methodically directs the CU faculties and units in the field of labour economics, public procurement, financial operations and human resources management;
- b) is responsible for the economic and administrative running of the CU;
- c) ensures the signing of relevant contracts and invoices;
- d) carries out continuous control of the business activity of the CU;
- e) is responsible for ensuring the operation and maintenance of the ROCU;
- f) prepares draft principles for the allocation of funds from the subsidy from the state budget to the CU;
- g) performs other related tasks and activities.

(2.1) Unless these Organizational Regulations stipulate otherwise, the units carry out the agenda for the ROCU, except for the Economic Department for the Student Houses, which carries out the agenda for the Student Houses.

(2) The **Registrar's Office** mainly carries out the following agenda:

- a) comprehensively ensures the operation of the Registrar's Office, including its independent material and technical support;
- b) coordinates reception of sites and visits of the Registrar;
- c) provides information and source documents for the Registrar's decision-making;
- d) ensures the organization of the Registrar's meetings and makes a record of them;
- e) receives, records and dispatches correspondence of the Registrar in both paper and electronic form;
- f) independently prepares the routine correspondence of the Registrar;
- g) ensures the archiving of the file agenda of the Registrar;
- h) registers and distributes the tasks and instructions assigned by the Registrar and monitors their fulfilment;
- i) coordinates the agenda related to the Student Houses;
- j) performs other related tasks and activities.

(3) The **Section of Central Procurement of Contracts** mainly carries out the following agenda:

- a) draws up a public procurement plan and develops the procurement strategy at the CU,
- b) draws up tender documents for the selection of suppliers of goods, services and works for the CU;
- c) manages bid evaluation, evaluates bidders' bids (competition proposals);
- d) resolves applicants' objections with the Public Procurement Office for the CU;
- e) draws up public procurement balances in the specification of applied methods during one calendar year for the CU;
- f) performs legal control and record-keeping of contracts, the subject of which is public procurement or delivery of goods, services and works;
- g) issues methodological instructions in the field of public procurement for the CU faculties and units;
- h) ensures the mentioned tasks of the CU in the field of public procurement for the Student Houses;
- i) performs other related tasks and activities.

(4) The **Section of Labour Economics and Payroll Department** mainly carries out the following agenda:

- a) translates the internal regulations and the CU regulations for the field of labour economics into the conditions of the CU and draws up draft internal regulations and measures for the CU workplaces;
- b) draws up the draft allocation of wage funds subsidy for the individual units of the CU, especially for the ROCU;
- c) monitors the utilization of approved subsidies, evaluates and directs the utilization of wage funds by items, source of financing and functional and economic classification and the purpose of their use at the ROCU, the CU faculties and units, as well as for the CU as a whole;
- d) draws up reports from the financial information system (hereinafter referred to as

- "the FIS") for the needs of management in the field of human resources, processes data, source materials and analytical materials for decision-making by the CU Management Board and for the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter referred to as "the MESRS SR"); prepares source materials in respect of employees and the utilization of wage funds for the Annual Reports on Management and Activities of the CU;
- e) draws up reports and solves problems with the CU faculties and units in the quarterly sending of benefits to the central register of employees on the portal of the Ministry of Education, Science, Research and Sport of the Slovak Republic for the entire CU as an authorized department;
 - f) performs monthly, quarterly and annual comprehensive statistical reporting for the area of utilization of wage funds and the number of employees for the ROCU and for the entire CU for the state statistics authorities and the Ministry of Education, Science, Research and Sport of the Slovak Republic, carries out methodological, consulting and coordination activities for this area for employees of the relevant departments of the CU faculties and units;
 - g) ensures the application of tariff systems and above-tariff components of salaries in accordance with the laws on remuneration of employees and other legal regulations valid in the mentioned area for the personnel area of the ROCU;
 - h) ensures the processing of all the employees' salary details for the personnel area of the ROCU in the FIS (tariff salary, personal allowances, management allowances, allowances for shifts, bonuses, allowances for night work, work on Saturdays, Sundays and public holidays, pay for overtime work, including its monitoring and records in accordance with the relevant legal regulations), together with the uploading of functional and economic classification data according to funding sources in accordance with the authorizations in the programme;
 - i) performs methodical, consulting and coordination activities for the human resources module and the organizational management module in the FIS for employees of the relevant departments of the CU faculties and units through the FIS key users;
 - j) manages the agenda of the salary details of the deans of the faculties and the directors of the CU units;
 - k) carries out the agenda related to the awarding of rewards to the staff of the CU faculties and units from the Rector's fund;
 - l) maintains the central register of concluded agreements on work performed outside the employment relationship for the personnel area of the ROCU, carries out registration, de-registration and changes on behalf of employees performing work based on agreements with the Social Insurance Agency and health insurance companies;
 - m) ensures the payment of remuneration to employees for work based on concluded agreements on work performed outside the employment relationship, author's remuneration and remuneration for other publishing activities, records the number of hours worked for work based on agreements in accordance with the permitted limits for the personnel area of the ROCU;
 - n) ensures the monthly payment of salaries and monetary requirements of employees for the personnel area of the ROCU, draws up source materials for salary transfers to the employees' accounts;

- o) ensures the agenda of levy obligations to health insurance companies and the Social Insurance Agency, ensures the agenda of supplementary pension insurance;
- p) draws up monthly and annual statements for health insurance companies, the Social Insurance Agency and pension management companies;
- q) conducts monthly and annual payroll closings of the CU workplaces for the human resources module; methodically directs and carries out consultation and advisory activities for employees of the CU relevant units of the faculties and the CU units in the FIS through the FIS key users in solving problems arising during the monthly processing of salaries and for the area of reporting for the Social Insurance Agency, health insurance companies and the Financial Administration of the Slovak Republic;
- r) draws up monthly overviews and annual reports on income tax from dependent activity and income tax withheld for the entire CU for the Financial Administration of the Slovak Republic;
- s) issues and sends certificates to the employees about taxable wages for the personnel area of the ROCU and draws up the employees' annual settlement of income tax from dependent activity;
- t) makes deductions from wages in accordance with generally binding legal regulations and others according to the decisions of judicial or administrative authorities, or according to agreements with employees;
- u) issues certificates to the employees upon termination of employment, for recalculation of pensions and other certificates required by the employees and the Social Insurance Agency in accordance with legal regulations;
- v) performs other related tasks and activities.

(5) The **Section of Personnel Work** mainly carries out the following agenda:

- a) performs personnel administration in accordance with labour legislation and internal regulations of the CU,
- b) enters, updates and maintains personnel data in the SAP programme;
- c) comprehensively processes the personnel agenda associated with the creation, changes and termination of the employment relationship, subsequently it ensures the archiving of personal files and personnel documents in accordance with the applicable regulations for the personnel area of the ROCU;
- d) cooperates with the Office of Labour, Social Affairs and Family (hereinafter referred to as "the Office of Labour") in filling vacancies and in connection with the employment of citizens of third countries;
- e) processes the asset declaration agenda and the agenda associated with fulfilling the mandatory share of employment of citizens with disabilities;
- f) advertises vacancies, ensures written communication with job applicants, conducts interviews to fill the ROCU employees' positions;
- g) organizes selection procedures for filling job positions at the ROCU in accordance with the internal regulations of the CU, carries out administrative preparation and implementation of selection procedures;
- h) manages the agenda for the appointment of the senior ROCU employees, deans of faculties and directors of other units of the CU;
- i) draws up source materials for the creation of a collective agreement, cooperates in the administration of the social fund at the ROCU, draws up source materials for the payment of contributions from the social fund at work and life

- anniversaries of the ROCU employees;
- j) processes attendance records of the ROCU employees, enters all data related to attendance records into the SAP programme, prepares source materials for processing wages and issuing meal vouchers;
 - k) cooperates with the Social Insurance Agency, health insurance companies, the Office of Labour, carries out registrations, de-registrations and reporting changes on behalf of employees in the employment relationship, cooperates with health insurance companies and the Social Insurance Agency in processing the documents of employees on maternity and parental leave and cooperates with health insurance companies when changing insurance companies;
 - l) performs administration related to registering, reporting and processing of data and their uploading to the SAP programme, related to incapacity for work and nursing allowance in accordance with the applicable social insurance law;
 - m) provides advice to the ROCU employees on personnel issues, draws up certificates and other source materials for the personnel area, cooperates with the ROCU organizational units in terms of personnel matters;
 - n) performs other related tasks and activities.

(6) The **Section of Operation, Maintenance and Repairs** mainly carries out the following agenda:

- a) provides routine maintenance and repairs at the ROCU, guard service, cleaning services at the ROCU, maintenance and repairs of buildings under the administration of the ROCU;
- b) comprehensively ensures the ROCU's warehouse management;
- c) directs and coordinates work in the FIS for the CU units as the FIS key user;
- d) manages the room – gown room at the CU School Hall, including inventory loan records;
- e) performs other related tasks and activities.

(6.1) The **Office of Car Transport** mainly carries out the following agenda:

- a) comprehensively ensures car transport for the ROCU and the Student Houses, bus and freight transport also for the faculties and other units of the CU;
- b) performs administrative activities related to ensuring car transport;
- c) carries out regular checks on the completeness of data and the correctness of keeping primary records on car transport and proposes measures to eliminate identified deficiencies;
- d) monthly evaluates the economic indicators of car transport and checks compliance with the principles of economy in car transport; evaluates and checks the duty readiness and overtime hours of drivers on a monthly basis;
- e) in the half-yearly analyses of the management of budget resources, it evaluates the utilization of expenses in the "transport charge" item and proposes measures for the economical and efficient spending of current expenses for this purpose;
- f) ensures the making of repairs, regular technical, emission and servicing inspections of the CU vehicles, draws up agreements on the assignment and use of the reference vehicle and records of the handover and takeover of the reference vehicle;
- g) ensures vehicle insurance;
- h) performs other related tasks and activities.

(7) The **Botanic Garden** mainly carries out the following agenda:

- a) ensures the operation of the Botanic Garden facility;
- b) provides advisory and tutoring activities for visitors to the Botanic Garden;
- c) ensures and coordinates educational activities for children, pupils and adults;
- d) solves research tasks of basic botanic, ecological and conservation research;
- e) compiles annual plans for exhibitions and activities;
- f) prepares the promotion of the Botanic Garden in printed and electronic media;
- g) ensures the publication of the *Seminum Index* and international exchange of seeds;
- h) ensures the preparation of the catalogue of the collection fund;
- i) manages the book and magazine fund, manages herbarium items;
- j) performs other related tasks and activities.

(7.1) The **Economic-Operational and Maintenance Office** mainly carries out the following agenda:

- a) is responsible for the operation of the technical part of the Botanic Garden operation and servicing activities, including keeping relevant documentation (property records, stock agenda, minor repairs of technical equipment and buildings, the operation of the porter's lodges, the operation of heat exchangers);
- b) ensures the economic agenda, prepares source materials for public procurement, monitors economic indicators;
- c) ensures personnel agenda, including procurement of personal protective equipment;
- d) ensures the material and technical equipment of the Botanic Garden;
- e) ensures minor maintenance work of a mechanical and woodworking nature on the buildings of the Botanic Garden and routine repairs of machinery and equipment in the Botanic Garden;
- f) performs other related tasks and activities.

(7.2) The **Garden Office** mainly carries out the following agenda:

- a) completes the collection of living plants and new taxa, ensures their visible external scientific and national names (name tags);
- b) collects seed material for replenishment and building exposition, for exchange within the *Seminum Index*;
- c) ensures the determination and registration of plants;
- d) provides botanic material to ensure the teaching of botanic disciplines at the faculties;
- e) ensures the multiplication of plant material for the purpose of teaching, research, planting;
- f) ensures integrated protection of plants in greenhouses and the outer part of the Botanic Garden;
- g) solves research tasks of basic botanic, ecological and conservation research;
- h) performs other related tasks and activities.

(8) **Teaching and Training Facility Richňava** mainly carries out the following agenda:

- a) ensures the operation of the Richňava educational and training facility;

- b) ensures complex preparation of the centre for the provision of accommodation services;
- c) provides accommodation for the CU employees and the public, including catering;
- d) performs other related tasks and activities.

A. Economic Department

(9) The **Funding Section** mainly carries out the following agenda:

- a) coordinates the circulation of accounting documents and the procedure of their processing;
- b) monitors the financial relationship of the CU to the state budget, fulfilment of the CU's income and expenses plan;
- c) monitors the balance and movement of financial resources on accounts and in funds and provides the financial-material overview of them and monitors the progress of the implementation of the individual projects;
- d) implements controlling for the ROCU and CU;
- e) performs treasury operations and cash domestic and foreign payment transactions, regularly replenishes treasury cash according to expected daily expenses for the ROCU;
- f) receives, issues and registers duty stamps and strictly billable forms, checks formal correctness and verifies treasury documents and the legitimacy of signatures for the ROCU;
- g) performs other related tasks and activities.

(9.1) The **Office of General Accountancy Department and Financial Operations** mainly carries out the following agenda:

- a) records transactions in the double-entry bookkeeping system, namely the facts that are the subject of accounting (balance, movement and differences of assets and liabilities, costs and revenues or expenses and incomes and the trading income) for the ROCU for the period with which these facts are temporally and factually related;
- b) carries out the formal control of accounting documents for the ROCU;
- c) keeps basic analytical and synthetic accounting of all related economic and financial operations;
- d) draws up financial statements and reports for the CU;
- e) ensures tax obligations of the ROCU and CU;
- f) prepares the consolidation package for the Ministry of Finance of the Slovak Republic for the CU and ensures its uploading to the State Treasury IS;
- g) participates in the drawing up of the Annual Report on Management of the CU;
- h) participates in the preparation of the Annual Report for the ROCU;
- i) ensures the registration of supplier invoices in the SAP information system by issuing verification sheets for supplier invoices;
- j) checks account assignments of accounting documents, accounting operations and the balances of the individual ROCU accounts;
- k) verifies and checks settlement of travel orders from domestic business trips related to the ROCU;
- l) bills invoices in the FIS for confirmed travel orders from domestic and

- foreign business trips related to the ROCU;
- m) processes outputs from accounting and reports from the FIS;
 - n) makes payment transactions through the information system of the State Treasury related to the ROCU;
 - o) transfers funds to the ROCU's cash account as needed and secures the financial limit on the ROCU's credit cards;
 - p) prepares source materials for the drawdown of funds from projects implemented at the ROCU;
 - q) draws up statistical reports for the economic activity of the ROCU and the CU;
 - r) registers and checks the ROCU's receivables, monitors their payment and due date, calls on contractual partners for payment in the event of detected arrears, notifies the relevant sections and performs other activities in accordance with internal regulations;⁷
 - s) directs and coordinates work in the FIS for the CU units through the FIS key users;
 - t) ensures the support for the CU faculties in the Help Desk system through the FIS key users;
 - u) enters master data of the cost and profit centres for the CU in the FIS;
 - v) entering orders related to the CU;
 - w) establishes general ledger accounts of class 2 - (bank accounts, cash registers, cash in transit), cost and profit centres, elements of the project structural plan for business activity, employees as suppliers for the FIS related to the CU;
 - x) registers supplier invoices in the FIS and checks open supplier items related to the ROCU;
 - y) ensures control, sending and accounting of wages and levies related to the ROCU, Mlyny CU and Družba CU;
 - z) ensures control and sending advance payments for meal allowances related to the ROCU, Mlyny CU and Družba CU;
 - aa) ensures transfers of final and initial balances of general ledger accounts, suppliers and customers for the CU by the individual units;
 - bb) carries out accounting and distribution of the economic result for the CU into funds by the individual units;
 - cc) issues travel orders for domestic business trips for the ROCU employees;
 - dd) makes scholarship payments to foreign scholarship holders of the government for the Centre for Continuing Education;
 - ee) ensures the distribution of the subsidy for scholarships for foreign scholarship holders of the government to the faculties and other units of the CU;
 - ff) for the Ministry of Education, Science, Research and Sport of the Slovak Republic it ensures the settlement of subsidies for foreign scholarship holders of the government;
 - gg) monitors and ensures payment of the CU tax obligations;
 - hh) keeps records of the ROCU payment orders,
 - ii) performs other related tasks and activities.

⁷ E.g. Rector's order on debt recovery at the ROCU.

(9.2) The **Invoicing Office** mainly carries out the following agenda:

- a) performs tasks related to the issuing of invoices for delivered goods, services and work by the ROCU organizational units, except for the units of the Centre for Information Technologies (hereinafter referred to as "CIT"), the CU Publishing House and units that ensure the aforementioned tasks independently in accordance with this regulation;
- b) performs the stage of basic financial control in accordance with generally binding legal regulations and internal regulations and confirms the correctness of customer invoices related to the ROCU on the request for the issuance of an invoice in terms of substance and figures;
- c) ensures control of the payment of issued invoices;
- d) registers and checks the ROCU's receivables, monitors their payment and due date, calls on contractual partners for payment in the event of detected arrears, notifies the relevant sections and performs other activities in accordance with internal regulations;⁸
- e) ensures the support for the CU faculties in the Help Desk system through the FIS key users;
- f) establishes record numbers of material for invoicing in the FIS for the ROCU and all the CU units;
- g) performs other related tasks and activities.

(10) The **Section of Budget and Orders** mainly carries out the following

agenda: (10.1) The **Plan and Budget Office** mainly carries out

the following agenda:

- a) prepares the draft allocation of the subsidy provided by the superior body (the Ministry of Education, Science, Research and Sport of the Slovak Republic) to the individual CU units based on the Methodology for the Allocation of the CU Subsidy of to the CU faculties and units;
- b) carries out and checks the allocation of subsidies based on the approved current budget to the CU faculties and units;
- c) directs and controls the making of all budget adjustments (current subsidy, special-purpose subsidy and capital subsidy) in accordance with the amendments to the Subsidy Agreement at the CU faculties and units;
- d) is responsible for and makes adjustments to the allocation of the subsidy, provided through the chapter of the Ministry of Education, Science, Research and Sport of the Slovak Republic in the State Treasury Information System - Budget Information System for the entire CU;
- e) is responsible for the allocation and carrying out of the distribution of the subsidy received on the CU distribution account to the CU faculties and units on a monthly basis (in the amount of 1/12 of the approved current budget) and the subsidy received on the basis of amendments to the subsidy agreement according to the CU faculties and units and according to the programmes;
- f) is responsible for carrying out the distribution of funds from the accounts

^{8 15} E.g. Rector's order on debt recovery at the ROCU.

- of the CU (ROCU) based on the decision of the Rector, the Registrar and the CU Management Board;
- g) checks and prepares source materials for the Registrar to comment on the requests of the CU faculties and units for the transfers of subsidies between the programmes of the state budget, for the provision of special-purpose subsidies for capital expenditures;
 - h) draws up reports and overviews of adjustments and drawdown of subsidized and non-subsidized resources of the CU for the CU Management Board, the relevant ministry, the statistical authorities and the CU faculties and units;
 - i) establishes new budget elements in the FIS (PSP – project structural plan, sources of financing, functional areas, and others), methodically directs the CU faculties and units and checks the correctness of the use of budget elements in the SAP information system and the State Treasury Information System - Budget Information System for the entire CU in accordance with generally binding legal regulations;
 - j) monthly checks the allocation of the subsidy, the correctness of the budget elements used and the balancing of the budget statuses in the SAP information system for the FIN 1-12 statement for the entire CU;
 - k) checks the status of the budget (the reconciliation of items according to the economic classification) in the State Treasury Information System - Budget Information System for the entire CU;
 - l) checks the transfer of unspent subsidy balances as of 1 January in the SAP information system and the State Treasury Information System - Budget Information System for the entire CU, monitors and proposes transfers of an unspent special-purpose subsidy between the CU faculties and units;
 - m) prepares draft budgets of revenues and costs for the CU by consolidating the budgets of the CU units;
 - n) allocates the limits and budgetary measures of the superior body (the Ministry of Education, Science, Research and Sport of the Slovak Republic) into the CU units in the State Treasury Information System - Budget Information System for the ROCU, Mlyny CU, Družba CU;
 - o) carries out the settlement of provided special-purpose subsidies, verifies the data of the CU budget, prepares the settlement of the special-purpose subsidy provided in advance payment based on the requirements of the Ministry of Education, Science, Research and Sport of the Slovak Republic;
 - p) carries out the settlement of financial relations with the State Budget for the CU;
 - q) prepares the draft of the relevant part of the Annual Report on Management of the CU;
 - r) directs and coordinates the work in the relevant FIS module for the ROCU and the CU units through the FIS key users;
 - s) ensures the support for the ROCU and all the CU units for work in the relevant module in the Help Desk system;
 - t) cooperates with the Projects Section in the development of a separate cost balancing for the implementation of the individual EU projects, separately from the EU resources and separately from the CU resources;
 - u) carries out account assignment of economic classification and budget classification of all ROCU accounting documents, performs basic financial

control for the budget for requirements for the procurement of goods, works and services, for financial operations (checklist) and on verification sheets of the invoices for the ROCU;

- v) ensures the preparation and registration of payment orders for current and capital subsidies for the ROCU;
- w) prepares the draft of the relevant part of the Annual Report on Management of the ROCU;
- x) is responsible for the correctness of the received subsidy, budget adjustments and the status of the budget for the ROCU, carries out the budget reconciliation (the reconciliation of items according to the economic classification) in all programmes and the project structural plans for the ROCU;
- y) performs other related tasks and activities.

(10.2) The **Orders Office** mainly carries out the following agenda:

- a) performs tasks related to the issuing of orders for goods, services and works for the ROCU, except for the CIT units and units that perform the aforementioned tasks independently in accordance with this regulation;
- b) performs the stage of basic financial control in accordance with generally binding legal regulations and internal regulations and confirms the correctness of supplier invoices for the ROCU on the verification sheet for the invoice in terms of substance and figures;
- c) ensures the assignment of orders for goods, services and works for the ROCU to framework contracts and partial contracts in the SAP information system;
- d) ensures the support for the faculties in the Help Desk system through the FIS key users;
- e) establishes master data for material items of orders for the CU;
- f) establishes contracts for orders for the CU;
- g) performs other related tasks and activities.

B. **Economic Department for Student Houses** mainly carries out the following agenda:

- a) ensures the economic agenda of the Student Houses, in particular the agenda of the plan, budget, financing, accounting, taxes, treasury activities, orders, invoicing, record-keeping, administration and recovery of financial receivables;
- b) coordinates the circulation of accounting documents and their processing procedure at the Student Houses;
- c) ensures the agenda of personnel work, the agenda of labour economics and the wage agenda for the Student Houses,
- d) ensures the operation of the Filing Office and administration of the registry for the Student Houses;
- e) ensures the processing of reports, overviews, statements and information for the Student Houses.

(11) The **Economic Section for Student Houses** mainly carries out the following agenda:

- a) coordinates the circulation of accounting documents and the procedure of their processing;

- b) monitors the financial relationship to the state budget, fulfilment of the revenues and costs plan;
- c) monitors the balance and movement of financial resources on accounts and in funds, provides a financial-material overview of them and monitors the progress of the implementation of the individual projects and shares financed from special-purpose funds of the state subsidy and from other sources;
- d) allocates subsidies and budget measures in the information system of the State Treasury;
- e) manages the budget in the SAP information system;
- f) prepares the draft revenues and costs budget;
- g) directs the drawdown of funds;
- h) carries out account assignment of economic classification and budget classification of all accounting documents for current and capital expenditures;
- i) prepares source materials for the Annual Report on Management;
- j) processes data, information and overviews on the amount of subsidized and non-subsidized funds and their drawdown for the Management Board, the relevant ministry and the statistical authorities;
- k) ensures the preparation and registration of payment orders for current and capital subsidies;
- l) issues and settles travel orders for domestic and foreign business trips;
- m) carries out account assignment of economic classification, budget classification of all accounting documents;
- n) is responsible for the correctness of assigning the budget classification to the individual salary components, performs checks before sending salaries and levies in accordance with budgetary rules;
- o) carries out controlling, i.e. monitors the drawdown of funds from the state budget subsidy according to organizational, programme, functional and economic breakdown, ensures the budget reconciliation and updates;
- p) records transactions in the double-entry bookkeeping system, namely the facts that are the subject of accounting (balance, movement and differences of assets and liabilities, costs and revenues or expenses and incomes and the trading income) for the period with which these facts are temporally and factually related;
- q) carries out the formal control of accounting documents;
- r) keeps basic analytical and synthetic accounting of all economic and financial operations;
- s) compiles financial statements and reports, processes source materials for the Annual Report on Management, participates in the stocktaking of the accounts of the general ledger;
- t) ensures tax obligations;
- u) checks account assignments of accounting documents, accounting operations and the balances of the individual accounts;
- v) verifies and enters in the FIS settlements of travel orders from domestic and foreign business trips;
- w) processes outputs from accounting and reports from the FIS;
- x) implements payment transactions through the information system of the State Treasury;
- y) processes statistical reports for economic activity;
- z) registers, manages and participates in the recovery of financial receivables,

- monitors their payment and due date, calls on contractual partners for payment in the event of detected arrears, notifies the relevant sections and performs other activities in accordance with internal regulations;⁹
- aa) registers supplier invoices in the FIS and checks open supplier items;
 - bb) participates in checking before sending payroll, is responsible for payroll and levies accounting;
 - cc) ensures transfers of opening and closing balances of supplier and customer ledger accounts;
 - dd) ensures issuing orders for goods, services and works, except for the units which ensure these tasks independently;
 - ee) carries out basic financial control within the meaning of generally binding legal regulations and internal regulations;
 - ff) ensures issuing invoices for goods, services and works provided;
 - gg) performs treasury operations and cash domestic and foreign payment transactions, regularly replenishes treasury cash according to expected daily expenses;
 - hh) provides liaison with the bank, makes cash deposits and withdrawals;
 - ii) receives, issues and registers stamps and vouchers and strictly billable forms, checks formal correctness and verifies treasury documents and the validity of signatures;
 - jj) ensures the processing of economic agendas and summary reports, information and source materials for the Student Houses;
 - kk) performs other related tasks and activities.

(12) **Personnel and Payroll Section for Student Houses** mainly carries out the following agenda:

- a) performs personnel administration in accordance with labour legislation and internal regulations of the CU,
- b) enters, updates and maintains personnel data in the SAP programme;
- c) comprehensively processes the personnel agenda associated with the creation, changes and termination of the employment relationship, then ensures the archiving of personal files and personnel documents in accordance with the applicable regulations;
- d) cooperates with the Office of Labour, Social Affairs and Family in filling job positions, in connection with the employment of third-country nationals, in the event of mass dismissal and for other legal reasons;
- e) processes the agenda associated with fulfilling the mandatory share of employment of citizens with disabilities;
- f) advertises vacancies, ensures written communication with job applicants, organizes and administratively prepares interviews for filling staff vacancies;
- g) organizes selection procedures for filling job positions in accordance with the internal regulations of the CU, carries out administrative preparation and implementation of selection procedures;
- h) maintains the agenda for the appointment of senior staff;
- i) draws up source materials for the drawing up of a collective agreement, cooperates in the administration of the social fund, draws up source materials for the payment

⁹ E.g. Rector's order on debt recovery at the ROCU.

- of allowances for work and life anniversaries of the employees;
- j) processes staff attendance records, enters all data related to attendance records into the SAP programme, including employee absences (taking maternity/parental leave, incapacity to work, nursing a family member, unpaid leave and other reasons for absence);
 - k) prepares source materials for the processing of wages and salaries, for the provision of the catering allowance, the recreation allowance and the social fund allowances;
 - l) cooperates with the Social Insurance Agency, health insurance companies, the Office of Labour, carries out registrations, de-registrations and reporting changes on behalf of employees in the employment relationship, cooperates with health insurance companies and the Social Insurance Agency in processing the documents of employees on maternity leave, parental leave, cooperates with health insurance companies when changing insurance companies;
 - m) performs administration related to registration, reporting, data processing and their uploading to the SAP programme, related to incapacity for work and nursing allowance in accordance with the applicable social insurance laws;
 - n) provides advice to the employees on personnel issues, draws up certificates and other source materials for the personnel area, cooperates with the organizational units in terms of personnel matters;
 - o) maintains the central register of concluded agreements on work performed outside the employment relationship and carries out registration, de-registration and changes on behalf of the employees performing work based on agreements with the Social Insurance Agency and health insurance companies;
 - p) monitors the utilization of approved subsidies, evaluates and directs the utilization of wage funds by items, source of financing and functional and economic classification and the purpose of their use;
 - q) draws up reports from the financial information system (hereinafter referred to as "the FIS") for the needs of management in the field of human resources, processes data, source materials and analytical materials for decision-making by the CU Management Board and for the Ministry of Education, Science, Research and Sport of the Slovak Republic; prepares source materials in respect of employees and the utilization of wage funds for the Annual Reports on Management and Activities of the CU;
 - r) performs monthly, quarterly and annual comprehensive statistical reporting for the area of payroll spending and number of employees as a basis for the ROCU for further processing of data for the CU, the state statistical authorities and the Ministry of Education, Science, Research and Sport of the Slovak Republic;
 - s) ensures the application of tariff systems and above-tariff components of salaries in accordance with the laws on remuneration of employees and other legal regulations valid in the given area;
 - t) ensures the processing of all the employee salary details for the personnel area in the FIS (tariff salary, personal allowances, management allowances, allowances for shifts, bonuses, allowances for night work, work on Saturdays, Sundays and public holidays, pay for overtime work, including its monitoring and records in accordance with the relevant legal regulations), together with the uploading of functional and economic classification data according to funding sources in accordance with the authorizations in the programme;
 - u) ensures the payment of staff remuneration for work on the basis of concluded agreements on work performed outside the employment relationship, records and

- controls the number of hours worked for work based on agreements in accordance with the authorized limits;
- v) ensures the monthly payment of salaries and monetary requirements of employees, processes source materials for salary transfers to the employees' accounts;
 - w) draws up, monitors and controls limits for overtime work, allowances for work on Saturdays, Sundays and public holidays, entitlement to allowances for shifts and on-call allowances;
 - x) ensures the agenda of levy obligations to health insurance companies and the Social Insurance Agency, ensures the agenda of supplementary pension insurance;
 - y) draws up statements for health insurance companies, the Social Insurance Agency and pension management companies;
 - z) participates in monthly and annual payroll closures and in solving problems arising from monthly payroll processing, participates in drawing up reports for the Social Insurance Agency, health insurance companies and the Financial Administration of the Slovak Republic;
 - aa) compiles monthly overviews and annual reports on income tax from dependent activity and income taxes withheld for the Mlyny Personnel Area;
 - bb) issues and sends certificates to the employees about taxable wages;
 - cc) makes deductions from wages in accordance with generally binding legal regulations and others according to decisions of judicial or administrative authorities, or according to agreements with employees;
 - dd) issues certificates to employees upon termination of employment for recalculation of pensions and other certificates required by employees and the Social Insurance Agency in accordance with legal regulations;
 - ee) performs other related tasks and activities.
- (13) The **Mlyny Filing Office** and the **Družba Filing Office** mainly carry out the following agenda:
- a) receive, sort, register and dispatch consignments;
 - b) participate in the administration of the registry, maintain the registry diary and delivery notebook, assign file numbers and hand over records to processors for processing;
 - c) ensure the distribution and delivery of consignments to the addressees (students, tenants);
 - d) ensure liaison with the CU Filing Office;
 - e) liaise with the Slovak Post Office and other delivery companies and institutions;
 - f) perform auxiliary or service activities;
 - g) perform the function of the registry centre administrator, organize the handling of records and files (receiving, sorting, registering, circulating, creating, handling, dispatching records and storage, protecting and discarding files);
 - h) methodically direct and control compliance with the registry regulations in the administration of departmental registries;
 - i) ensure the receipt, storage and protection of closed files until the expiry of the prescribed storage periods and until their disposal;
 - j) prepare the evaluation and discarding of files from the registry centre;
 - k) ensure liaison with the CU Archives;
 - l) performs other related tasks and activities.

Art. 3
Property and
Investments Division

- (1) The **Property and Investments Division** mainly carries out the following agenda:
- a) methodically directs the CU faculties and units in the field of property, investments and leases;
 - b) ensures the conclusion of contracts related to rent and accommodation within the CU;
 - c) issues decisions on non-necessity of immovable property and movable property for the purpose of letting temporarily unnecessary property;
 - d) ensures communication with the relevant public authorities;
 - e) ensures the preparation of documentation for the processing of tender documents for the procurement of public works for the Section of Central Procurement of Contracts;
 - f) ensures the announcement of public tenders and bidding procedures in connection with the disposal of the CU property;
 - g) performs other related tasks and activities.

(2) **Property and Investments Section:**

(2.1) The **Investment Office** mainly carries out the following agenda:

- a) ensures pre-project and project preparation of investment constructions, reconstructions and modernisations and implementation of approved projects;
- b) performs technical supervision of construction works;
- c) coordinates the activities of designers, contractors, subcontractors and future users of the building;
- d) ensures construction repairs in a contractor's way, complaints of implemented construction works;
- e) carries out statistical reporting of public works;
- f) ensures passporting (inventory) of the ROCU buildings;
- g) ensures final evaluations, approval decisions, source materials for the inclusion of buildings in fixed assets and their commissioning;
- h) ensures the protocol-based handover of the works to the future user;
- i) draws up management analyses for the investment area and documents for the CU's annual reports;
- j) draws up source materials for the processing of studies, assignments, investment plans, cooperates and negotiates with interested public administration authorities, utility administrators, construction authorities;
- k) prepares the completion of documentation for developing tenders for the procurement of public works;
- l) is responsible for building site handover, convening inspection days, resolving site conflicts, inspects and approves works carried out and monitors construction time progress and co-ordinates contractors;
- m) ensures the acceptance of the completed and approved construction, or part thereof, from the construction contractor;
- n) submits requests for the delivery of construction works and their preparation provided by contractors, participates in the payment of

- invoices, submits requests for the release of retention deposits;
- o) assesses applications from other investors and issues opinions in the interests of the CU in the process of planning, construction and approval procedures in which the CU is a party to the proceedings;
- p) performs other related tasks and activities.

(2.2) The **Property Registration Office** mainly carries out the following agenda:

- a) comprehensively ensures the registration of the CU immovable property;
- b) on the basis of extracts of cadastre of real estates, it updates the recording-keeping of the CU land;
- c) accounts for additions and disposals of the ROCU assets;
- d) accounts for and records tangible and intangible fixed assets, classifies them into appropriate accounting classes according to the Accounting Act and the depreciation groups;
- e) in the framework of central purchases through public procurement (in particular computer equipment), it charges assets directly to all the CU faculties;
- f) provides source materials for the disposal of unnecessary assets, draws up decommissioning protocols and ensures the environmentally sound disposal of assets;
- g) draws up statistical statements of the CU property;
- h) provides source materials for property tax returns;
- i) updates the lists of assets according to the departments of the ROCU;
- j) carries out ordinary and extraordinary stocktaking of the ROCU assets;
- k) methodically manages the CU faculties and self-managing units in the field of property management and record-keeping;
- l) methodically manages the field of property in the FIS for all the CU units through the FIS key users;
- m) accounts, draws up monthly and annual closures for module "Assets", checks the CU assets at closures;
- n) draws up the FIS reports for asset management purposes;
- o) performs other related tasks and activities.

(3) The **Real Estate Management Section** mainly carries out the following agenda:

- a) comprehensively ensures energy management of the ROCU and related revision services;
- b) provides administration, operation and maintenance of buildings and premises of Staré Grunty, Karlova Ves (Lodenica (Shipyards) CU, Professor House), the building at the address of Žižkova 10, i.e. in particular routine maintenance, guard service, cleaning services, complex energy management of the above-mentioned premises and related revision services, building management of the premises;
- c) ensures the administration, operation and maintenance of the Modra - Harmónia and the Modra - Piesok Teaching and Training Facility;
- d) ensures tasks related to the issue of orders and invoices for goods, services and works for managed buildings and premises;
- e) ensures the management of flats within the ROCU in accordance with generally binding legal regulations, in particular it draws up settlements of payments for services charged to the individual flats and the settlement of the maintenance and repair fund, handles complaints of settlements and other related tasks;

- f) ensures services for the ROCU and the CU in liaising with energy distribution companies;
- g) compiles statistical and summary reports for energy activity within the ROCU and CU;
- h) makes invoicing to both external and internal energy consumers;
- i) provides assistance and source materials to the Section of Leases and Business Activities for the determination of advance payments for utilities and energy in rental and accommodation contracts for UN-managed premises and checks the accuracy of the calculation of advance payments for utilities and energy when concluding rental and accommodation contracts;
- j) performs other related tasks and activities.

(3.1) The **Modra - Harmónia Study and Congress Centre** mainly carries out the following agenda:

- a) ensures the operation of the Modra - Harmónia Study and Congress Centre;
- b) draws up source materials and orders, issues invoices for services rendered;
- c) ensures complex preparation of the Centre for the provision of services;
- d) performs other related tasks and activities.

(3.2) The **Modra - Piesok Teaching and Training Facility** mainly carries out the following agenda:

- a) ensures the operation of the Modra - Piesok Teaching and Training Facility;
- b) ensures complex preparation of the Centre for the provision of accommodation services;
- c) performs other related tasks and activities.

(4) The **Section of Leases and Business Activities** mainly carries out the following agenda:

- a) submits proposals for the lease of immovable property and proposals for the conclusion of contracts on accommodation in the premises under the administration of the ROCU; processes applications on behalf of the ROCU to the Board of Trustees of the CU for consent to the lease of immovable property;
- b) keeps records of lease and accommodation contracts concluded and records of cash security deposits for concluded contracts;
- c) ensures public tenders and bidding procedures in connection with the disposal of the CU property;
- d) prepares source materials for the approval of leases and drawing up lease agreements for immovable property, non-residential premises and movable assets within the ROCU;
- e) ensures the factual implementation of the lease and accommodation, handover and acceptance of the premises, inspections and checks of the leased property, contact with the tenant and other related acts;
- f) ensures and implements public tenders and bidding procedures in connection with the disposal of the CU property;
- g) communicates with debtors in the pre-court receivable recovery phase (relating to the Section's activities) and evaluates and determines the further course of action for out-of-court receivable recovery in accordance with internal regulations^{5f};
- h) monitors compliance with the contractual terms and conditions (with the

exception of the payment of receivables) in concluded lease contracts, takes measures to ensure compliance with the contractual terms and conditions in concluded contracts, and takes measures to remedy breaches of contractual obligations in concluded contracts;

- i) carries out the complex accommodation agenda in the accommodation facility Professor House;
- j) carries out the complete agenda of accommodation in the apartment house Drotárska cesta 41, i.e. in particular communication with the management company, prescriptions of monthly advance payments for the use of flats, year-end billing of costs for services associated with housing;
- k) conducts and comprehensively manages the parking policy of the Student Houses and the use of the gyms and tennis courts under the administration of the ROCU;
- l) organizationally and technically participates in the provision of teaching or courses in water sports within physical education as part of the study programmes implemented at the faculties;
- m) provides assistance and support materials to the Property Management Section in the preparation of bills to the individual tenants and residents for utilities and services; this means, in particular, evidence of payments from the SAP by the tenants for energy and rent and the annual occupancy rate of the flats;
- n) performs other related tasks and activities.

A. The **Technical Development Department** mainly carries out the following agenda:

- a) performs minor construction, building alternations, maintenance work;
- b) makes and records orders for servicing work, goods, services, etc;
- c) ensures technical documentation and maintenance of servicing books and implementation of tests, inspections and revisions;
- d) ensures the warehouse management of the Department;
- e) makes requirements for the purchase of necessary materials, draws up source materials for the procurement of goods, services and works and for securing contractual relations with suppliers;
- f) keeps records of personal protective equipment (aids) and the related agenda;
- g) keeps records of medical equipment (first aid kits) and safety cards of stocked goods and materials, occupational health and safety cards;
- h) prepares source materials for the Central Procurement Section according to assignments of the individual sections;
- i) provides energy and revision services;
- j) provides assistance and source materials to the Section of Leases and Business Activities for the determination of advance payments for utilities and energy in rental and accommodation contracts for the Student Houses buildings and premises and checks the accuracy of the calculation of advance payments for utilities and energy when concluding rental contracts;
- k) performs other related tasks and activities.

(5) The **Section of Construction and Ancillary Works** mainly carries out the following agenda:

- a) performs minor construction, building alternations, maintenance work;
- b) performs work on planned development projects and all kinds of ancillary work (especially masonry, flooring, painting, metalworking, carpentry, electrician, waterworks, gardening);
- c) performs gardening work, mowing lawns and trimming shrubs using small

- machinery;
- d) maintains the intra-premises roads and parking lots of the Student Houses, including winter maintenance with equipment designed for this purpose;
- e) carries out the administration and maintenance of the roofs of the Student Houses buildings, inspection and cleaning of roofs, rainwater inlets and gutters and downspouts (in particular, removal of woody debris, snow and frost from critical, life-, health- or property-threatening parts, painting of sheet metal and other metal parts, repairs of flashings; repairs of damaged waterproofing of roofs);
provides professional accompaniment of roof tenants' representatives during the inspection and intervention (operators);
- f) carries out gardening work, care and maintenance of greenery, ensures the planting of trees and other greenery, park landscaping, by means of pruning and felling it ensures safety in the premises of the Student Houses, communicates with the authorities concerned in matters of permits necessary for this activity;
- g) cooperates in the implementation of new outdoor sports grounds and their accessories;
- h) performs and provides landscaping, earthworks of various kinds;
- i) performs other related tasks and activities.

(6) The **Section of Carpentry Work** mainly carries out the following agenda:

- a) provides the technical and organizational support for activities in the range of carpentry and upholstery works;
- b) carries out repairs and reconstruction of all types of products in the entire range of carpentry technology, repair and maintenance of wood panelling, doors and windows;
- c) carries out planned refurbishments of interior spaces;
- d) ensures the production of carpentry products for the CU's needs;
- e) performs other related tasks and activities.

(7) The **Section of Energy and Revisions** mainly carries out the following agenda:

- a) comprehensively balances the supply, ensures the measurement of energy consumption (electricity, heat, gas) and water, controls their rational use;
- b) draws up and monitors contracts for electricity, gas and water supply, insurance premiums;
- c) proposes energy management solutions to reduce the energy intensity of operations;
- d) provides energy and revision and heat management;
- e) ensures the supply and efficient use of the individual types of energy and services;
- f) prepares source materials for the re-invoicing of energy costs to other organizations, tenants located in the Student Houses buildings;
- g) maintains the agenda and documentation in the field of electrical equipment, gas, heat, water and lifts;
- h) provides mainly energy management and related revision services;
- i) ensures servicing activities, provides revisions, technical tests and technical inspections of reserved technical equipment (electrical, pressure, lifting and gas ones);
- j) assesses the construction and repairs of electrical wiring from a professional point of view;

- k) carries out the purchase, repairs and maintenance of electrical appliances;
- l) draws up source materials for the procurement of goods, services and construction works and for securing contractual relations with suppliers of servicing activities and services;
- m) performs operation, maintenance and servicing inspections of electrical and heating, ventilating and air conditioning (HVAC) equipment;
- n) carries out the inspection and maintenance of emergency lighting sources and records its tests, maintains the electrical fire alarm system in working order, provides checks of the electronic fire alarm system and evacuation home radio;
- o) ensures the functionality of parking turnstiles, controlled entry devices, their repair and maintenance in the scope of low-voltage and mechanical parts;
- p) carries out analysis and evaluation of the energy agenda;
- q) manages and ensures the operation of the thermal management;
- r) draws up and negotiates electricity, water and gas balances;
- s) supervises the operation of heat exchangers and boiler rooms;
- t) ensures the supply of heat to the individual buildings of the Student Houses;
- u) ensures management, operation and servicing of heat exchangers and boiler rooms;
- v) carries out regular maintenance, repairs and reconstruction of heat exchangers and boiler rooms;
- w) provides regular servicing inspections of the measurement and control systems in a contractor's manner;
- x) performs other related tasks and activities.

Art. 4 Education and Social Affairs Division

- (1) The **Education and Social Affairs Division** mainly carries out the following agenda:
- a) methodically directs the CU faculties and units in the field of education of first- and second-level study programmes and combined study programmes (hereinafter referred to as the "first two levels of study"), issuance and recognition of study documents, accreditation of study programmes, scholarships and conditions of study of students with specific needs;
 - b) methodically directs the CU faculties and units in the field of provision of catering, accommodation and counselling;
 - c) carries out the relevant agenda arising from the ENLIGHT University Alliance;
 - d) ensures the administration of the Accreditation Board of Comenius University;
 - e) provides activities related to the accreditation of the first two levels of study;
 - f) coordinates the provision of accommodation in cooperation with the Information Systems Integration Unit;
 - g) proposes legislative changes in the field of higher education and continuing education;
 - h) coordinates projects related to the support for students with specific needs and communicates with workplaces for students with specific needs at other higher education institutions;
 - i) processes copies of documents of graduation (copies of diplomas, diploma certificates, diploma supplements) and subsequently ensures their submission to the CU Archives;
 - j) prepares source materials for business trips to attend graduations and

- matriculations for members of the CU Management Board and reports on these business trips for the CU Management Board;
- k) performs other related tasks and activities.

(2) The **Training Section** mainly carries out the following agenda:

- a) provides activities related to the issues of the first two levels of study;
- b) checks the successful completion of a study programme and the eligibility for the issue of a diploma to a graduate of the Comenius University, including checking the study documentation;
- c) performs administrative works related to Accreditation Board of Comenius University;
- d) ensures the agenda related to tuition fees and fees associated with studies;
- e) coordinates and organizes graduation and academic ceremonies;
- f) ensures the issuance of documents on studies, maintenance of registers;
- g) issues duplicates of graduation documents and graduation certificates;
- h) carries out the agenda related to the issuance of documents on the completion of the rigorosum procedure and specialisation studies;
- i) decides on the rights of applicants for studies at the CU faculties, reviews decisions on non-admission to studies;
- j) ensures the agenda of awarding prizes and rewards for students and graduates of Comenius University;
- k) processes overall information and overview of studies and statistical reporting;
- l) methodically directs the CU faculties in the field of study and scholarship matters;
- m) checks the collection of tuition fees;
- n) ensures and evaluates the agenda of payments of the CU faculties for foreign students according to the internal regulations of Comenius University;
- o) controls the awarding and recording of scholarships and the utilization of scholarship grants;
- p) issues certificates of completion of specialisation studies;
- q) manages the room - the CU School Room;
- r) performs other related tasks and activities.

(2.1) The **Office for Recognition of Study Documents, Accreditation and Study Legislation**

mainly carries out the following agenda:

- a) performs the tasks of a higher education institution pursuant to the Act on Higher Education Institutions and Act No.422/2015 Coll. on the Recognition of Educational Qualifications and on the Recognition of Professional Qualifications and on Amendments and Additions to Certain Acts, as amended, in particular it performs activities related to the recognition of educational qualifications acquired at foreign higher education institutions for the purpose of continuing studies, for the exercise of a non-regulated profession, and for the issuance of the Blue Card of the European Union;
- b) provides activities related to the accreditation of first- and second-level study programmes and joint study programmes;
- c) ensures the registration and archiving of documentation on the compatibility of studies at Comenius University with foreign countries;
- d) records and archives decisions on accredited study programmes at the CU faculties;

- e) ensures the internal process of recognition of educational qualifications within the CU by administering cooperation between the ROCU and other organizational units of the CU;
- f) ensures cooperation of Comenius University with the Ministry of Education, Science, Research and Sport of the Slovak Republic as a competent authority in the field of legislative changes related to the recognition of educational qualifications;
- g) proposes legislative changes in the field of higher education and changes to internal regulations;
- h) proposes legislative changes to internal legislation on the recognition of educational qualifications;
- i) provides professional consultancy activities for the public and methodological guidance to the CU faculties in the field of legislation related to the recognition of educational qualifications;
- j) ensures making duplicates of the higher education institution's decisions on the recognition of educational qualifications;
- k) processes statistical data related to the recognition of education qualifications for the needs of the Ministry of Education, Science, Research and Sport of the Slovak Republic;
- l) ensures cooperation of the CU with other administrative bodies in the field of recognition of educational qualifications, in particular with the Ministry of Education, Science, Research and Sport of the Slovak Republic for the purpose of exercising regulated profession and recognition of professional qualifications;
- m) processes the statutory fees paid in connection with the recognition of educational qualifications;
- n) ensures cooperation with the CU Archives in depositing the file materials that the CU is obliged to archive;
- o) handles appeal procedures regarding social scholarships;
- p) ensures the agenda of applications for review of decisions of the deans of the CU faculties on non-admission to studies and decisions on academic rights and obligations of students;
- q) performs other related tasks and activities.

(2.2) The **AIS Content Management Office** mainly carries out the following agenda:

- a) ensures the content management of the AIS;
- b) communicates with the supplier of the information system (entering requirements for improvement of the system, reporting errors in the system, consulting problems);
- c) regularly prepares and sends data on students in the scope prescribed by law to the Central Register of Students (hereinafter referred to as "CRS");
- d) ensure, if necessary, the correction of data in the CRS (in cooperation with the technical support for the CRS);
- e) ensures the addition of foreign communities to the CRS codebook on the basis of requests from the CU faculties;
- f) ensures the sending of data on persons accommodated in the CU dormitories to the CRS in cooperation with the Information Technology Centre of CU (ITC CU);
- g) compiles and sends statistics on the admission procedure to the Centre of

- Scientific and Technical Information of the Slovak Republic;
- h) prepares source materials for the Annual Report of the CU;
 - i) solves problems of the CU faculties related to the AIS system;
 - j) prepares tables and statistics based on the requirements of the ROCU;
 - k) identifies errors in the data and ensures their correction in cooperation with the CU faculties;
 - l) meets regularly with the AIS system local administrators;
 - m) provides training related to the AIS system activities (scholarship registration, fees, admission procedure) as needed;
 - n) performs other related tasks and activities.

(3) The **Support Centre for Students with Specific Needs** mainly carries out the following agenda:

- a) ensures that courses of study accredited at Comenius University are as accessible as possible to students with specific needs;¹⁰
- b) ensures providing information on study conditions to applicants with specific needs, coordinates services and assistance to these students at the University (e.g. study assistance);
- c) advises and actively promotes solutions to individual study issues of students with specific needs;
- d) ensures the registration of students with specific needs at the CU faculties, evaluation of their individual needs and suggestions for adjustments in their studies;
- e) ensures and coordinates support services for students depending on their individual needs and disadvantage group;
- f) prepares and implements educational and training activities for students and teachers focused on assistance technologies and information accessibility;
- g) prepares and implements information, professional and educational activities aimed at the accessibility of the academic environment for coordinators, members of the academic community and the professional public;
- h) cooperates with contact persons for students with specific needs at the CU faculties, with employees of study departments and other workplaces of Comenius University for the purpose of proper fulfilment of study obligations of students with specific needs;
- i) ensures and coordinates projects related to the support for students with specific needs;
- j) cooperates with similar workplaces in other higher education institutions and with organizations of people with disabilities;
- k) monitors and evaluates measures aimed at removing existing barriers and preventing the creation of new barriers, comments on building modifications in the educational premises, accommodation and catering facilities;
- l) performs other related tasks and activities.

(4) The **Centre for Continuing Education** mainly carries out the following agenda:

- a) develops and implements long-term and short-term educational programmes and the so-called tailor-made educational programmes for adults (foreigners,

¹⁰ Section 100(2) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended, and the Directive of the Rector of Comenius University on Ensuring a Generally Accessible Academic Environment for Students with Specific Needs.

- expatriates, seniors, pedagogical and professional staff, CU employees, general public);
- b) prepares continuing education programmes for accreditation;
 - c) prepares and implements project training based on EU calls and within the development projects of the Ministry of Education, Science, Research and Sport of the Slovak Republic;
 - d) carries out publishing, promotional and administrative activities;
 - e) performs other related tasks and activities.

(4.1) The **Language and Training Unit** mainly carries out the following agenda:

- a) teaching Slovak as a foreign language and profile vocational subjects for foreign students who are preparing for regular university studies in Slovakia;
- b) teaching Slovak as a foreign language for foreign students in the form of long-term and short-term educational programmes;
- c) short-term educational programmes for Slovaks living abroad (expatriots);
- d) certified examinations Testing language competences according to the Common European Framework of Reference for Languages;
- e) publishes its own textbooks and teaching resources;
- f) performs other related tasks and activities.

(4.2) The **University of the Third Age** mainly carries out the following agenda:

- a) education in long-term study programmes;
- b) training in short-term interest and language courses;
- c) project-based learning;
- d) preparation and implementation of events for seniors;
- e) performs other related tasks and activities.

(4.3) The **Vocational Training Office** mainly carries out the following agenda:

- a) training of teaching staff and professional staff in accredited training programmes, professional-methodological seminars and the so-called tailor-made courses;
- b) public education in accredited and non-accredited educational programmes;
- c) language learning;
- d) performs other related tasks and activities.

Art. 5

Division for Science and Doctoral Studies

(1) The **Division for Science and Doctoral Studies** mainly carries out the following agenda:

- a) methodologically directs the CU faculties and units in the field of science, research and doctoral studies and in the implementation of scientific research projects of Comenius University;
- b) carries out the relevant agenda arising from the ENLIGHT University Alliance;
- c) ensures the conclusion of contracts related to the protection of intellectual property in the field of science and research, contracts related to scientific research projects of Comenius University and contracts related to the organization of professorial lectures;

- d) ensures the recognition of doctoral study documents at foreign higher education institutions;
- e) ensures documents for the financing of scientific research projects from the development fund of the Ministry of Education, Science, Research and Sport of the Slovak Republic and the Rector;
- f) communicates with the relevant authorities in the field of science and research activities (filing applications in connection with the protection of intellectual property);
- g) performs other related tasks and activities.

(2) The **Section of Scientific Research Activity and Doctoral Studies** mainly carries out the following agenda:

- a) prepares for the Rector the materials for the appointment procedure of professors, associate professors, visiting professors, emeritus professors of Comenius University, for the award of the scientific rank of DrSc. and the honorary title of Dr.h.c.;
- b) carries out professional administrative work related to the activities of the Scientific Board of Comenius University, organizes its working and ceremonial meetings (awarding diplomas of PhD, DrSc., decrees to associate professors and honorary titles of Dr.h.c.);
- c) administratively ensures the activities of the CU Grant Commission and manages the agenda of the CU Grants for Young Researchers;
- d) ensures activities related to the accreditation of the third-level study programme, habilitation and inauguration procedures;
- e) records the decisions of the Ministry of Education, Science, Research and Sport of the Slovak Republic on accredited doctoral study programmes of the individual CU faculties and accredited habilitation and inauguration procedures;
- f) keeps records of graduates of doctoral studies of the relevant CU faculties, issues their diplomas and compiles statistics on the number of students and graduates of doctoral studies;
- g) prepares source materials for the recognition of evidence of completion of doctoral studies at foreign higher education institutions;
- h) provides the CU workplaces with up-to-date information and consultancy services on new legislation governing science and research;
- i) coordinates the organization of scientific-pedagogical events (including professorial lectures) administratively and organizationally ensures professorial lectures;
- j) administratively ensures the implementation of mobility from the fund for the support for foreign mobility of doctoral students;
- k) ensures documents for the financing of projects from the development fund of the Ministry of Education, Science, Research and Sport of the Slovak Republic and the Rector;
- l) maintains the database of professors and associate professors in connection with their guarantee of accredited study programmes of the CU faculties;
- m) administratively ensures the meetings of the CU Attestation Commission;
- n) ensures the preparation and implements educational and other CU projects from international funds;
- o) ensures the conclusion and registration of doctoral study contracts with external educational institutions;

p) performs other related tasks and activities.

(3) The **Section of Scientific Research Projects** mainly carries out the following agenda:

- a) provides methodological, coordination and administrative support for the preparation of project applications in the field of science, research and innovation;
- b) provides methodological, coordination and administrative support during the implementation and monitoring of projects in the field of science, research and innovation;
- c) issues methodological guidelines for projects in the field of science, research and innovation and provides advice to project workplaces at the CU faculties and units;
- d) ensures the legal agenda of contract research;
- e) ensures the legal control, conclusion and registration of project contracts in the field of science, research and innovation;
- f) keeps records of applied, implemented and completed projects submitted and/or implemented by the CU faculties and units;
- g) covers relevant science, research and innovation programmes financed from national sources, EU sources, from other foreign sources and their combinations;
- h) implements professional activities and management of selected projects solved at the CU;
- i) ensures the sending of mail via the electronic mailbox of the CU in matters related to the Section's activities;
- j) provides cooperation and advice to the other units (especially the Development Section) in matters of project preparation, implementation and termination;
- k) performs other related tasks and activities.

(4) The **HRS4R Section** mainly carries out the following agenda:

- a) coordinates and monitors the strategy of human resources in research and initiates its updating;
- b) coordinates the implementation of the related CU Action Plan;
- c) provides methodical and coordination support to CU units in the field of human resources strategy in research;
- d) issues methodological instructions for the implementation of the related CU Action Plan;
- e) ensures the duties and activities related to the HR Excellence in Research Award and the renewal of this brand;
- f) initiates and implements professional and lecturing activities for the implementation of the human resources strategy in research;
- g) coordinates the activities of the human resources strategy bodies in research;
- h) performs other related tasks and activities.

(5) The **Academic Library** mainly carries out the following agenda:

- a) comprehensively ensures professional activities in the field of providing library and information services, administration, processing and making available library funds (including storage and bibliographic registration of final theses defended at the CU);
- b) represents all libraries of the individual units of the CU;

- c) methodically manages, coordinates and directs professional library and information work processes;
- d) prepares methodological materials and procedures and implements them into the practice of the individual libraries at the CU;
- e) ensures the operation, maintenance and updating of library and information systems at the CU;
- f) is the workplace for recording the publication and artistic activity of employees and students of the third-level of studies at the CU;
- g) ensures the coordinated acquisition and making available of electronic information resources;
- h) implements trainings, seminars and presentations focused on the library and information field;
- i) cooperates in the creation and application of international and national norms and standards for the library and information field; participates in the preparation of conceptual and development materials and projects of an inter-institutional, national and international nature;
- j) in tasks that require advanced deployment of ICT, it closely cooperates and coordinates its procedures with the Information Technology Centre of CU (ITC CU);
- k) performs other related tasks and activities.

Art. 6 External Relations Division

(1) The **External Relations Division** mainly carries out the following agenda:

- a) methodically directs the CU faculties and units in the field of public relations, marketing, editorial activities and the organization of events, congresses and conferences;
- b) ensures the communication of the CU with the media and its external presentation;
- c) ensures the CU promotion and provides information about the CU activities;
- d) carries out the relevant agenda arising from the ENLIGHT University Alliance;
- e) ensures the provision of psychological counselling to students through the Psychological Counselling Office;
- f) carries out editorial and publication activities;
- g) ensures the conclusion of contracts related to the field of public relations, marketing, editorial activities and the organization of selected university-wide events, congresses and conferences (especially contracts for work, licence authorship contracts, agreements on the performance of work with manuscript reviewers and other external collaborators);
- h) ensures the conclusion of contracts related to the production of the CU Publishing House;
- i) ensures the presentation and promotion of the Student Houses and carries out the related agenda;
- j) performs other related tasks and activities.

(2) The **External Relations Section** mainly carries out the following agenda:

- a) cooperates in creating the content and form of communication outputs;

- b) ensures cooperation with the press and other mass media, organizes press conferences of the Rector and the CU;
- c) ensures the presentation of the CU at exhibitions, conferences, trade fairs and important social events in the Slovak Republic and cooperates in the presentation of the results of the CU's scientific research work as well as in the organization of such events at the CU;
- d) helps the development of cooperation with scientific institutions and important subjects of social life;
- e) provides basic information about the activities of the CU and its faculties;
- f) ensures the planning and implementation of the CU promotion concept;
- g) communicates with supplier advertising institutions;
- h) ensures the preparation, processing, editing and production of promotional materials;
- i) methodically directs the sale of marketing items with the CU logo;
- j) develops the system for the promotion of scientific, pedagogical and other activities of the CU and ensures its implementation;
- k) in terms of content, it ensures the management of the ROCU website and the updating of the content according to the requirements of the individual organizational units of the ROCU;
- l) ensures the editing, publishing and distribution of the periodical "Naša univerzita (Our University)";
- m) ensures the organization of university-wide promotional events with the aim of attracting new students (e.g. Experience a day in the shoes of a university student, Open Door Day, etc.) and university-wide social events (e.g. Celebration in the Botanic Garden, Christmas concert, etc.);
- n) performs other related tasks and activities.

(2.1) The **Info Centre** mainly carries out the following agenda:

- a) ensures communication, answers questions and navigates employees, students and the general public through the established telephone and e-mail line;
- b) answers questions on the CU social networks;
- c) ensures the operation of the Info Centre;
- d) ensures the sale of university marketing items physically in the premises of the Infocentre;
- e) ensures the sale of university marketing items through the University e-shop;
- f) manages and updates data in the university e-shop;
- g) ensures the sale of university marketing items at accompanying events organized by the CU;
- h) performs other related tasks and activities.

(3) The **Publishing House** mainly carries out the following agenda:

- a) ensures publishing activity in the scope of the publishing authorization of the CU, production and commercial activity aimed at publishing the results of scientific and pedagogical activities and providing study literature;
- b) has a university-wide scope, is a coordinating and consulting workplace of the CU, provides consultations to authors and related workplaces;
- c) based on the requirements of the CU units and third parties, it publishes study

- literature, monographs, collections, scientific collections, magazines, and other publications;
- d) performs other related tasks and activities.

(3.1) The **Editorial Office** mainly carries out the following agenda:

- a) assigns ISBN to publications published under the banner of the University, maintains the relevant agenda and ensures contact with the National ISBN Agency;
- b) ensures the review process of manuscripts and the related administrative agenda;
- c) ensures editorial processing, professional, linguistic, stylistic, technical-editorial and graphic editing of manuscripts of prepared publications and preparation of printed copies;
- d) concludes licence agreements with authors and ensures the related agenda;
- e) manages the relevant economic agenda related to publishing and selling publications, issues customer invoices;
- f) prepares source materials for public procurement for procurement items related to the subject of the publishing house's activity;
- g) prepares printed materials and ensures printing processing of printed materials necessary for the organizational management of the University's operation, its presentation to the public and information about it;
- h) processes information and reports for the statistical authorities;
- i) performs other related tasks and activities.

(3.2) The **Printing Centre** mainly carries out the following agenda:

- a) ensures printing processing of non-periodical and periodical publications and other printed materials ordered by the publisher;
- b) ensures the dispatch of the released production to individual customers and sellers;
- c) sends mandatory, copyright and working copies;
- d) prepares printed materials and ensures printing processing of printed materials necessary for the organizational management of the University's operation, its presentation to the public and information about it;
- e) manages the relevant economic agenda;
- f) prepares documentation for the development of documents for public procurement;
- g) performs other related tasks and activities.

(4) The **Psychological Counselling** mainly carries out the following agenda:

- a) provides psychological counselling and psychotherapy for students and Comenius University's employees;
- b) implements couple and group counselling;
- c) sporadically also organizes thematically-focused trainings and
- d) performs other related tasks and activities.

Art. 7
International Relations
Division

(1) The **International Relations Division** mainly carries out the following agenda:

- a) methodically directs the CU faculties and units in the field of international relations and the Erasmus programme;
- b) carries out the relevant agenda arising from the ENLIGHT University Alliance;
- c) coordinates the involvement of the CU in the ENLIGHT University Alliance, the European university;
- d) methodically directs and manages the CU faculties in all spheres of international cooperation;
- e) ensures negotiations on international cooperation at the ROCU level;
- f) records the CU membership in international non-governmental organizations and associations, ensures their maintenance and the CU participation in their programmes and activities;
- g) drafts agreements on cooperation with foreign universities, ensures their implementation;
- h) prepares long-term and short-term plans of the CU in the international area;
- i) promotes and helps the internationalization of the CU, its faculties and units;
- j) ensures compliance with international legal standards and diplomatic protocol;
- k) monitors the geopolitical situation in areas of interest to the CU;
- l) monitors the relevant legislation and, in accordance with it, proposes updating the relevant internal regulations at the CU, necessary for the administration of foreign mobility at the CU;
- m) keeps records of the CU's foreign relations, draws up their overview mainly for the CU Management Board, foreign partners, the Ministry of Education, Science, Research and Sport of the Slovak Republic and embassies;
- n) actively seeks opportunities to expand the CU contacts abroad;
- o) methodically directs the CU faculties and units in the field of archiving and registry activities;
- p) communicates with professionally related organizations in the field of archiving, registry and technical infrastructure;
- q) performs other related tasks and activities.

(2) The **Section of International Relations** mainly carries out the following agenda:

- a) ensures dispatches and receptions within the framework of international and university agreements;
- b) handles the ROCU's foreign correspondence in the scope of cooperation with partner universities and other institutions abroad;
- c) ensures reception of official foreign guests and delegations at the CU, participates in the organization of international conferences, colloquiums, seminars and lectures by guests at the CU, ensures compliance with the protocol in the conditions of the CU;
- d) ensures the sending of members of the CU Management Board, employees of the ROCU and employees of the CU's units abroad;
- e) provides accommodation for recruited workers, students and guests from abroad;
- f) provides the CU faculties with the latest information regarding the CU relations with foreign countries, mediates offers for expanding cooperation and information regarding mobility for the CU employees and students;
- g) ensures the purchase of travel tickets and employee insurance during foreign

- business trips;
- h) mediates short-term stays abroad for students for the purpose of studying on the basis of international educational programmes, ensures their financial subsidy;
 - i) registers valid international contracts of the CU with partners abroad in the electronic contract registration system according to a special regulation;¹¹
 - j) methodically manages and participates in an advisory capacity in international project cooperation;
 - k) manages and updates the website (also in English) with all relevant information for the implementation of international cooperation at all levels of the CU;
 - l) ensures the agenda of receiving and sending foreign students, teachers, researchers and interns in the field of legislation, especially from third countries;
 - m) collects data on conditions of entry to the territory of the Slovak Republic for foreigners, especially from third countries;
 - n) ascertains and mediates the conditions for the legalization of the stay of foreigners according to the purpose of stay in the Slovak Republic and according to the country of origin;
 - o) draws up and makes available relevant documentation in English;
 - p) maintains active contacts with the consular departments of the Ministry of Foreign and European Affairs of the Slovak Republic and the Border and Foreign Police Office of the Presidium of the Police Force (hereinafter referred to as "the Office");
 - q) arranges group appointments at the Office for the CU;
 - r) obtains and conveys relevant information regarding insurance and health care for foreigners in the territory of the Slovak Republic;
 - s) provides servicing and information regarding the stay of foreigners and their family members at the CU directly or through the CU faculties, particularly regarding the employment of family members, possibilities for preschool and school education, the possibility of studying the Slovak language;
 - t) creates a uniform concept of minimum conditions for the admission of foreigners within the CU (conditions at the workplace, the process of admission and induction into the team);
 - u) creates crisis management schemes within student mobility;
 - v) publishes relevant information on the website of the Section of International Relations;
 - w) provides advice for the CU faculties;
 - x) monitors the geopolitical situation in the world and searches for territories for the acquisition of potential applicants with regard to the study offer and personnel possibilities of the CU;
 - y) develops, in cooperation with the CU faculties, a uniform concept for the CU promotion and rotation at progressive trade fairs;
 - z) actively works at the CU faculties in the field of creating new, attractive study offers;
 - aa) ensures monitoring, updating and publication of the "course catalogue" at the CU (setting deadlines, uniform visuals, availability on the web, communication with the CU faculties);
 - bb) develops the methodology for registering interested parties for further communication with them;

¹¹ Directive of the Rector of Comenius University on compulsory registration and publication of contracts.

- cc) develops the methodology for evaluating the success level of participation in the individual trade fairs;
- dd) participates in trade fairs;
- ee) reviews offers, cooperates with agencies;
- ff) performs other related tasks and activities.

(3) The **Section of the Erasmus programme** mainly carries out the following agenda:

- a) methodically directs and manages the CU faculties with regard to the Erasmus+ programme (hereinafter referred to as "the programme"), draws up the budget for the current academic year, guarantees its balanced utilization and application of the principle of solidarity between the CU faculties;
- b) performs relevant administration within European programmes, especially for the Erasmus+ programme in all its components, i.e. KA1 (mobility of individuals), KA2 (project cooperation, strategic partnerships, etc.);
- c) approves proposals for institutional agreements on cooperation with foreign universities, ensures their implementation in the scope of applicable rules and financial possibilities of the programme and keeps records of valid contracts;
- d) ensures the sending and receiving of students and employees within the programme;
- e) handles the ROCU's foreign correspondence in the scope of cooperation with partner universities and universities of the programme;
- f) provides accommodation for recruited employees and students from abroad;
- g) cooperates with SAAIC, the embassies, agencies for academic mobility and relevant units of the CU faculties;
- h) provides the CU faculties with the latest information regarding the programme, mediates offers for expanding cooperation and information regarding mobility for the CU employees and students;
- i) keeps records of foreign mobility within the programme, draws up statistical reports on them, especially for the CU Management Board, SAAIC and embassies;
- j) actively seeks opportunities to expand the CU contacts abroad;
- k) manages calls, selection procedures for students and employees and administers their mobility, i.e. concludes relevant contracts with mobility participants, provides them with a financial contribution, ensures its billing, directs and checks relevant supporting documentation;
- l) monitors changes in the rules of the programme, participates in regular trainings on the rules of the programme and continuously issues and updates the relevant directives, promotional materials, documents and regulations regarding the implementation of programme activities at the CU;
- m) manages and updates the website of the programme (also in English) with all relevant information for the implementation of the programme;
- n) in accordance with the rules of the programme, it uses IT tools for its administration (relevant IT systems of the CU and the European Commission);
- o) performs other related tasks and activities.

(4) The **Section for the ENLIGHT University Alliance** mainly carries out the following agenda:

- a) methodically directs and manages the faculties and sections of the Rector's Office of the CU when participating in the University Alliance ENLIGHT, the European

- University (hereinafter referred to as "ENLIGHT"), provides the faculties with updated information;
- b) cooperates in ensuring the implementation of the University ENLIGHT projects financed from the Erasmus programme, their administration, budget management and settlement;
 - c) cooperates in ensuring the implementation of the CU students and employees for events and courses organized within ENLIGHT, if necessary, provides calls and selection procedures for students and employees;
 - d) coordinates the promotion of ENLIGHT at the CU and informing about its results and benefits for the University;
 - e) manages and updates the ENLIGHT website (also in English);
 - f) ensures the coordination of the Alliance with other member universities of ENLIGHT and with the European Commission;
 - g) ensures cooperation with ENLIGHT's regional partners in Slovakia;
 - h) ensures strategic plans and preparation of projects for the sustainability of ENLIGHT's operation;
 - i) performs other related tasks and activities.
- (5) The **Archives** mainly carry out the following agenda:
- a) receives, registers, permanently protects and makes available archival documents taken from all the CU units;
 - b) prepares archival aids for funds stored in the Archives;
 - c) on the basis of delimitation, takes over archival documents related to the CU stored in foreign institutions;
 - d) digitizes the oldest funds and the individual items stored in the Archives;
 - e) provides research services and expert advice to researchers in their scientific research work;
 - f) provides consultations for diploma and qualification theses related thematically to the history of the CU;
 - g) methodically and expertly manages the administration of the registry at the CU units and workplaces in the field of archiving of registry documents;
 - h) conducts professional inspections of documents proposed for disposal by the CU units and workplaces;
 - i) carries out regular inspections and checks of the professional management of records at the CU units and workplaces;
 - j) searches data from the funds stored in the Archives according to the requirements and for the needs of the individual CU workplaces;
 - k) makes copies, duplicates, extracts of archival documents stored in the Archives funds for the needs of the CU and other applicants;
 - l) prepares source materials from funds stored in the Archives for fundamental opinions and decisions of the rector and deans of the CU faculties;
 - m) provides advice in case of changes in academic insignia, signs and festive ceremonies of the CU and the CU units;
 - n) receives, registers, permanently protects and makes available photographic and documentary material on standard and digital media documenting the activities and history of the CU;
 - o) carries out the acquisition of archival and other documents created by the activities of important pedagogic and scientific personalities of the CU;
 - p) carries out publishing and scientific and research activities;

- q) collects sources for the history of educational institutions in Bratislava;
- r) cooperates with university and higher education institution archives at home and abroad, as well as with archive companies at home and abroad;
- s) organizes exhibitions from archival documents and collections stored in the Archives;
- t) arranges for excursions and enables archival students to practice in the Archives;
- u) provides methodological assistance to archivists of the university archives in Slovakia;
- v) builds collections representing the development, activities, mission and character of the University from the earliest times to the present;
- w) registers, processes, protects and makes available the acquired collection items to the public in accordance with its focus and specialization;
- x) carries out the acquisition of items of the museum nature, as well as archival or other documents related to them;
- y) takes over, on the basis of delimitation, items of the museum nature related to the CU stored in foreign institutions, or for natural persons;
- z) develops the database of photographs of museum-nature items;
 - aa) solves theoretical and methodological problems of the university collecting;
 - bb) resolves and participates in tasks related to the university collecting;
- cc) provides professional, advisory and methodical assistance to administrators of collections at the University;
- dd) draws up source materials for internal regulations regarding the preservation and transfer of museum-nature items from the CU and its units to the CU Archives;
- ee) searches for data from archival funds stored in the Archives of the CU, or in other archives, museums and galleries related to preserved items of the museum nature;
- ff) builds a library for the needs of the Archives workers, researchers and permanent storage of relevant documents;
- gg) receives, professionally registers, makes available and stores copies of publications with an assigned ISBN and ISSN issued by the CU Publishing House;
- hh) receives, professionally registers, makes available and stores copies of publications originally stored in defunct libraries (e.g. the Company Committee of the Communist Party of Slovakia, etc.);
 - ii) professionally processes and records the monitoring of information reports about the CU in both analogue and digital form;
 - jj) processes the bibliography of articles from the magazine "Naša Univerzita (Our University)" and builds their database from a cultural-historical aspect;
- kk) builds a depository of relevant university items (Collection of photographs of the Archives of the CU, Collection of items of the museum nature, etc.) at two levels: analogue and digital;
 - ll) ensures the maintenance and updating of the selected inventory in the gown room at the CU School Hall (gowns, sceptres, rank chains with flat eyelets);
- mm) performs other related tasks and activities.

Art. 8
Quality and Development Division

- (1) The **Quality and Development Division** mainly carries out the following agenda:
- a) methodically directs the CU faculties and units in the field of the strategy of further development of the CU and ensuring the internal system of quality of education, scientific and research activities, management, human resources, infrastructure and social responsibility at the CU (hereinafter referred to as "the internal system of quality of the CU");
 - b) carries out the relevant agenda arising from the ENLIGHT University Alliance;
 - c) is responsible for issuing the main strategic documents of the CU and updating them;
 - d) is responsible for issuing and updating the internal quality system of the CU;
 - e) ensures the development of the internal quality system and the improvement of the quality of educational, scientific research and organizational-management activities of the CU and its units;
 - f) methodically directs the CU faculties and units in the implementation of the CU projects, with the exception of scientific research projects;
 - g) ensures the conclusion of contracts related to the CU projects, with the exception of scientific research projects;
 - h) ensures documents for the financing of projects from the development fund of the Ministry of Education, Science, Research and Sport of the Slovak Republic and the Rector, with the exception of scientific research projects;
 - i) communicates with relevant authorities in the field of the CU projects, with the exception of scientific research projects;
 - j) performs other related tasks and activities.
- (2) The **Quality Section** mainly carries out the following agenda:
- a) ensures the preparation for the release and updating of the internal quality system of the CU;
 - b) creates rules in the field of quality assurance in defined areas;¹²
 - c) ensures the operation of the internal quality system of the CU and its faculties;
 - d) participates in ensuring the continuous development of the internal quality system of the CU;
 - e) ensures the administration of the CU Quality Board;
 - f) monitors and evaluates the implementation, impacts and consequences of the internal quality system of the CU;
 - g) monitors and analyses the internal system of assuring the quality of education, scientific-research and organizational-management activities at other higher education institutions and at foreign higher education institutions;
 - h) ensures the operation of the university system for quality assurance and support;
 - i) ensures, in cooperation with other divisions (especially the Division for Education, the Academic Library of the CU, the Section of Scientific Research Activity and Doctoral Studies), data entry into world ranking systems;
 - j) coordinates the preparation and ensures the drawing up of the Annual Report on the activities of the CU;
 - k) carries out professional and research activities in accordance with the focus of the

¹² 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.

- Section;
- l) performs other related tasks and activities.
- (2) The **Development Section** mainly carries out the following agenda:
- a) draws up analytical materials and documents for determining the strategy of further development of the CU;
 - b) creates the main strategic documents of the CU and monitors their implementation;
 - c) ensures the updating of strategic documents of the CU;
 - d) analyses and evaluates the implementation of the strategy for further development of the CU;
 - e) monitors and evaluates strategic materials of the EU and Slovak authorities for the field of higher education, science and research;
 - f) monitors the development trends of higher education in the EU and OECD countries;
 - g) provides methodological, coordination and administrative support for the preparation of project applications, with the exception of scientific research projects;
 - h) ensures methodical, coordination and administrative support during the implementation and monitoring of projects, with the exception of scientific research projects;
 - i) issues methodological guidelines for projects (except for scientific and research projects) and provides advice to project workplaces at the CU faculties and units;
 - j) carries out professional activities and management of selected projects solved at the CU, with the exception of scientific research projects;
 - k) ensures legal control (especially in cooperation with the Legislation and Legal Services Unit), conclusion and registration of project contracts, with the exception of scientific research projects;
 - l) keeps records of applied, implemented and completed projects submitted and/or implemented by the faculties and the CU units, with the exception of scientific research projects;
 - m) carries out professional and research activities in accordance with the focus of the Section;
 - n) performs other related tasks and activities.

Art. 9
Division for Student
Houses

- (1) The **Division for Student Houses** mainly carries out the following agenda:
- a) coordinates accommodation for students, employees, guests and the public, ensures the conclusion of accommodation contracts;
 - b) coordinates the material and operational support for the Student Houses;
 - c) receives and registers requests for repair and maintenance in buildings and premises of the Student Houses;
 - d) submits requirements for construction work in buildings and premises of the Student Houses to the Technical Development Section;

- e) ensures the agenda in the field of occupational safety and health protection, fire protection and civil defence and their compliance;
- f) is responsible for the safe operation of all Student Houses buildings as well as in the associated premises, evaluates the decommissioning or reclassification of buildings or their parts from accommodation capacities, or their total inaccessibility;
- g) comprehensively ensures the provision of accommodation and meals for students, including keeping relevant records, processing information, reports and statistics;
- h) comprehensively ensures accommodation services for employees, guests and other accommodated persons, including keeping records and processing information, reports and statistics;
- i) coordinates hotel accommodation for the CU guests and the public, rental of the congress centre, meeting rooms;
- j) ensures complex cleaning work, ensures cleaning of all buildings internally and externally and subsequently controls cleaning work;
- k) ensures the control activity of compliance with the cleanliness and hygiene of the accommodation part and the registration, control and comprehensive management of the inventory;
- l) manages and regularly checks unoccupied accommodation capacities;
- m) ensures the porter's lodge, discipline, information and key services;
- n) ensures warehouse management of the inventory and warehouse management of the material and technical support for the operations department, including the laundry warehouse;
- o) investigates damage events, processes documents and statements for the damage commission in the case of damage for the operations department; organizes cooperation of relevant workplaces;
- p) ensures cleaning and tidying of the premises of the Student Houses;
- q) ensures registration, removal and disposal of municipal mixed waste (OLO);
- r) ensures the disposal of municipal waste, maintains and cleans pavements and pedestrian zones from weeds and other debris, operates compression containers, removes plastic containers and sorts municipal waste;
- s) ensures the maintenance and elimination of malfunctions and defects (electrical installation, plumbing, locksmithing);
- t) ensures the maintenance of windows and doors, including the removal of malfunctions of fittings, locks and accessories;
- u) ensures the elimination of detected defects after revisions;
- v) ensures records and responsibility for the allocation and use of protective work equipment in the maintenance department;
- w) provides the technical and organizational support for activities of the maintenance staff;
- x) performs administration and maintenance of sports grounds and their equipment, including revision checks, especially cleaning, tidying, care of built-in and mobile sports equipment, their inspection and revision;
- y) records and manages the agenda of losses and finds, keeps records of car transport and management of the Student Houses vehicle fleet.
- z) performs other related tasks and activities.

(2) The **Accommodation Section Mlyny** mainly carries out the following agenda:

- a) comprehensively ensures accommodation for students and other persons (employees, guests and other accommodated persons);
- b) comprehensively ensures the contractual agenda of the accommodated persons, issues, registers, publishes and stores contractual documents in accordance with the valid CU directives;
- c) enters and updates data in the accommodation information system;
- d) communicates with accommodated persons;
- e) records visits;
- f) makes cash payments, checks and registers payments for accommodation, processes written calls from debtors, sends reminders;
- g) registers and issues reports for the foreign police;
- h) participates in the processing of price list proposals;
- i) prepares statistics related to accommodation;
- j) organizes and administratively provides summer accommodation;
- k) independently investigates damage events, processes documents and statements for the damage commission for the operations department;
- l) ensures the collection of accommodation tax;
- m) ensures out-of-court receivable recovery (relating to the Section's activities);
- n) performs other related tasks and activities.

(3) The **Accommodation Section Družba** mainly carries out the following agenda:

- a) comprehensively ensures accommodation for students and other persons (employees, guests and other accommodated persons);
- b) comprehensively ensures the contractual agenda of the accommodated persons, issues, registers, publishes and stores contractual documents in accordance with the applicable internal regulations and other governing acts of the CU;
- c) enters and updates data in the accommodation information system;
- d) communicates with accommodated persons;
- e) records visits;
- f) makes cash payments, checks and registers payments for accommodation, processes written calls from debtors, sends reminders;
- g) registers and issues reports for the foreign police;
- h) participates in the processing of price list proposals;
- i) prepares statistics related to accommodation;
- j) organizes and administratively provides summer accommodation;
- k) independently investigates damage events, processes documents and statements for the damage commission for the operations department;
- l) ensures the collection of accommodation tax;
- m) ensures out-of-court receivable recovery relating to the Section's activities;
- n) performs other related tasks and activities.

(4) The **Section of Hotel Accommodation Družba** mainly carries out the following agenda:

- a) coordinates the comprehensive provision of hotel accommodation and services related to the accommodation of guests of the CU and the public in the hotel part of the dormitory;
- b) registers and issues reports for the foreign police;
- c) coordinates the rental and use of the Congress Centre and lounges;
- d) performs other related tasks and activities.

- (5) The **Section of the Operation Mlyny** mainly carries out the following agenda:
- a) comprehensively manages accommodation capacities (occupied and unoccupied) and other interior spaces of the Student Houses Mlyny;
 - b) provides comprehensive management of the inventory of accommodation premises;
 - c) ensures inventory records and labelling of inventory with inventory numbers, ensures inventory lists in rooms and inventory checks;
 - d) keeps records of the condition of rooms and inventory in the electronic central database;
 - e) ensures replenishment of missing room inventory, replacement of old or damaged inventory/property;
 - f) ensures the exchange of inventory and, in cooperation with the Department of Property, Investment and Technical Administration for the Student Houses, inventory repairs;
 - g) imposes criminal measures and sanctions in accordance with the dormitory regulations and the accommodation contract (e.g. in case of loss/damage/destruction of inventory);
 - h) comprehensively ensures the logistics of the inventory of accommodation spaces and other internal spaces of the Student Houses (inventory receipt to the relevant warehouse, transfers between accommodation capacities or between inventory warehouses or the Student Houses spaces, transfers to designated rooms/spaces/offices, etc.);
 - i) comprehensively ensures the warehouse management of the inventory, its professional storage, checks the state of inventory stock and ensures their replenishment when the stock drops to the level of minimum reserves to ensure proper operation;
 - j) ensures efficient and economical handling of inventory, submits: requests for purchase of inventory, repairs of inventory, proposals for discarding/professional disposal of inventory;
 - k) performs both ordinary and extraordinary property stocktaking in cooperation with the property registration office;
 - l) comprehensively ensures the bed linen warehouse, manages the bed linen warehouse, provides bed linen for the accommodated guests, its washing and ironing;
 - m) manages warehouses of the operations department;
 - n) carries out categorization, valuation and marking of goods upon receipt, storage and storage;
 - o) processes the inventory record agenda, including receipts, issuance, orders and control sheets;
 - p) ensures checks on the state of warehouse stocks and their replenishment when stocks fall to the level of minimum reserves to ensure the proper operation of the operations department;
 - q) submits requests for the purchase of materials and goods;
 - r) ensures professional storage of material, goods, products and linen received in the warehouse;
 - s) repairs and modifies all textiles for the CU;
 - t) ensures the production of textile products for the needs of the CU;
 - u) ensures the cleaning of all internal premises of the Student Houses Mlyny (internally and externally) and subsequently controls the cleaning work;

- v) performs regular inspections and activities to ensure the operability of unoccupied/non-operated accommodation capacities (performs visual inspections of the premises, ventilation, siphon filling, etc.);
- w) checks compliance with the hygiene of the accommodated persons in accordance with the provisions of the dormitory regulations;
- x) ensures regular hygiene checks of the accommodation premises in accordance with the provisions of the dormitory regulations for accommodated persons;
- y) provides documentation for the performed hygiene checks (written records, photo documentation, etc.); imposes criminal measures and sanctions in accordance with the dormitory regulations and the accommodation contract;
- z) carries out follow-up inspections of the elimination of identified hygiene deficiencies;
- aa) plans and carries out disinsection and extermination sprays, resolves initiatives related to hygiene, reporting rodents and insects, ensures control activities during disinsection and extermination works;
- bb) independently investigates damage events, processes documents and statements for the damage commission for the operations department;
- cc) participates in inspections at the site of technical accidents or other damage to equipment or parts of the Student House buildings;
- dd) ensures the care of interior greenery for the Student Houses, cut and potted flowers, provides seasonal and event decoration, arrangement of flowers and decorations, ensures the purchase of interior greenery and deco assortment for the Student Houses;
- ee) performs other related tasks and activities.

(5.1) The **Section of Technical Operation Mlyny** mainly carries out the following agenda:

- a) ensures cleaning and tidying of the premises of the Student Houses;
- b) ensures registration, removal and disposal of municipal mixed waste (OLO);
- c) ensures the disposal of municipal waste, maintains and cleans pavements and pedestrian zones from weeds and other debris, operates compression containers, removes plastic containers and sorts municipal waste;
- d) ensures the maintenance and elimination of malfunctions and defects (electrical installation, plumbing, locksmithing);
- e) ensures the maintenance of windows and doors, including the removal of malfunctions of fittings, locks and accessories;
- f) ensures the elimination of detected defects after revisions;
- g) ensures records and responsibility for the allocation and use of protective work equipment in the maintenance department;
- h) provides the technical and organizational support for activities of the maintenance staff;
- i) performs administration and maintenance of sports grounds and their equipment, including revision checks, especially cleaning, tidying, care of built-in and mobile sports equipment, their inspection and revision;
- j) registers and manages the agenda of losses and finds, keeps records of car transport and management of the Student Houses vehicle fleet;
- k) performs maintenance and repairs, especially all types of plumbing, locksmith, electrical, glass, plumbing and auxiliary work; performs repairs and maintenance of property in the given areas;

l) performs other related tasks and activities.

(6) The **Section of the Operation Družba** mainly carries out the following agenda:

- a) comprehensively manages accommodation capacities (occupied and unoccupied) and other interior spaces of the Student Houses Družba;
- b) provides comprehensive management of the inventory of accommodation premises;
- c) ensures inventory records and labelling of inventory with inventory numbers, ensures inventory lists in rooms and inventory checks;
- d) keeps records of the condition of rooms and inventory in the electronic central database;
- e) ensures replenishment of missing room inventory, replacement of old or damaged inventory/property;
- f) ensures the exchange of inventory and, in cooperation with the Department of Property, Investment and Technical Administration for the Student Houses, inventory repairs;
- g) imposes criminal measures and sanctions in accordance with the dormitory regulations and the accommodation contract (e.g. in case of loss/damage/destruction of inventory);
- h) comprehensively ensures the logistics of the inventory of accommodation spaces and other internal spaces of the Student Houses (inventory receipt to the relevant warehouse, transfers between accommodation capacities or between inventory warehouses or the Student Houses spaces, transfers to designated rooms/spaces/offices, etc.);
- i) comprehensively ensures the warehouse management of the inventory, its professional storage, checks the state of inventory stock and ensures their replenishment when the stock drops to the level of minimum reserves to ensure proper operation;
- j) ensures efficient and economical handling of inventory, submits: requests for purchase of inventory, repairs of inventory, proposals for discarding/professional disposal of inventory;
- k) performs both ordinary and extraordinary property stocktaking in cooperation with the property registration office;
- l) comprehensively ensures the bed linen warehouse, manages the bed linen warehouse, provides bed linen for the accommodated guests, its washing;
- m) manages warehouses of the operations department;
- n) carries out categorization, valuation and marking of goods upon receipt, storage and storage;
- o) processes the inventory record agenda, including receipts, issuance, orders and control sheets;
- p) ensures checks on the state of warehouse stocks and their replenishment when stocks fall to the level of minimum reserves to ensure the proper operation of the operations department;
- q) submits requests for the purchase of materials and goods;
- r) ensures professional storage of material, goods, products and linen received in the warehouse;
- s) repairs and modifies all textiles for the CU;
- t) ensures the production of textile products for the needs of the CU;
- u) ensures the cleaning of all internal premises of the Student Houses Družba (internally and externally) and subsequently controls the cleaning work;

- v) performs regular inspections and activities to ensure the operability of unoccupied/non-operated accommodation capacities (performs visual inspections of the premises, ventilation, siphon filling, etc.);
- w) checks compliance with the hygiene of the accommodated persons in accordance with the provisions of the dormitory regulations;
- x) ensures regular hygiene checks of the accommodation premises in accordance with the provisions of the dormitory regulations for accommodated persons;
- y) provides documentation for the performed hygiene checks (written records, photo documentation, etc.); imposes criminal measures and sanctions in accordance with the dormitory regulations and the accommodation contract;
- z) carries out follow-up inspections of the elimination of identified hygiene deficiencies;
- aa) plans and carries out disinsection and extermination sprays, resolves initiatives related to hygiene, reporting rodents and insects, ensures control activities during disinsection and extermination works;
- bb) independently investigates damage events, processes documents and statements for the damage commission for the operations department;
- cc) participates in inspections at the site of technical accidents or other damage to equipment or parts of the Student House buildings;
- dd) performs other related tasks and activities.

(6.1) The **Section of Technical Operation Družba** mainly carries out the following agenda:

- a) performs maintenance and repairs, especially all types of plumbing, locksmithing, ensures cleaning and tidying of the premises of the Student Houses;
- b) ensures registration, removal and disposal of municipal mixed waste (OLO);
- c) ensures the disposal of municipal waste, maintains and cleans pavements and pedestrian zones from weeds and other debris, operates compression containers, removes plastic containers and sorts municipal waste;
- d) ensures the maintenance and elimination of malfunctions and defects (electrical installation, plumbing, locksmithing);
- e) ensures the maintenance of windows and doors, including the removal of malfunctions of fittings, locks and accessories;
- f) ensures the elimination of detected defects after revisions;
- g) ensures records and responsibility for the allocation and use of protective work equipment in the maintenance department;
- h) provides the technical and organizational support for activities of the maintenance staff;
- i) performs administration and maintenance of sports grounds and their equipment, including revision checks, especially cleaning, tidying, care of built-in and mobile sports equipment, their inspection and revision;
- j) registers and manages the agenda of losses and finds, keeps records of car transport and management of the Student Houses vehicle fleet;
- k) performs maintenance and repairs, especially all types of plumbing, locksmith, electrical, glass, plumbing and auxiliary work; performs repairs and maintenance of property in the given areas;
- l) performs other related tasks and activities.

- (7) The **Section of Porter's Lodge Service for the Student Houses** mainly carries out the following agenda:
- a) provides the round-the-clock porter's lodge service at the porter's lodges of the Student Houses;
 - b) checks the entrances and those entering the buildings, checks the exits and those leaving the facilities;
 - c) prevents the entry of unauthorized persons and unauthorized entry of vehicles,
 - d) provides information to visitors and accommodated persons;
 - e) records visits;
 - f) ensures supervision over the passage of turnstiles, checkpoints;
 - g) carries out control of bringing in and out of furniture, equipment and other property;
 - h) ensures continuous monitoring of the interior and exterior through the camera system and regular errands;
 - i) records the arrival and departure of employees to and from the workplace during non-working hours;
 - j) ensures compliance with internal and generally binding legal standards in the premises of the accommodation facility, especially the dormitory regulations;
 - k) registers and documents disciplinary offenses committed against the dormitory regulations;
 - l) imposes criminal measures and sanctions in accordance with the dormitory regulations and the accommodation contract;
 - m) ensures checks and inspections of the accommodation part and the entire premises of the Student House;
 - n) receives and registers reports on incidents (e.g. power outages, equipment malfunctions, violations of dormitory regulations, other events), provides documentation of incidents (written records, photo documentation, etc.);
 - o) reports and announces fires, elevator malfunctions, incidents in the event of their occurrence,
 - p) carries out immediate procedures and measures to prevent threats to the health or life of persons and/or to prevent damage to property; if cooperation is necessary, it ensures that relevant workplaces are informed, it ensures the application of procedures resulting from fire and alarm guidelines and the fire evacuation plan;
 - q) supervises compliance with the intra-premises traffic regime, ensures communication with the relevant authorities of the police force,
 - r) comprehensively ensures the key mode, registers receipt and issuance of keys, ensures their safe custody; ensures replenishment of keys and their marking, performs their inspection and stocktaking;
 - s) ensures receipt/issuance of bed linen outside of operating hours of the bed linen warehouse and keeps records thereof;
 - t) provides accommodation during non-working hours of accommodation departments and hotel accommodation sections and performs related work and services, including keeping records;
 - u) collects fees and checks the authenticity of banknotes on equipment designated for this purpose and is responsible for any identified deficiencies related to this;
 - v) issues an inventory that is lent to the accommodated persons and keeps records thereof;
 - w) checks safety and signalling devices;
 - x) operates and checks security and monitoring devices;

- y) independently investigates damage events, processes documents and statements for the damage commission;
- z) performs other related tasks and activities.