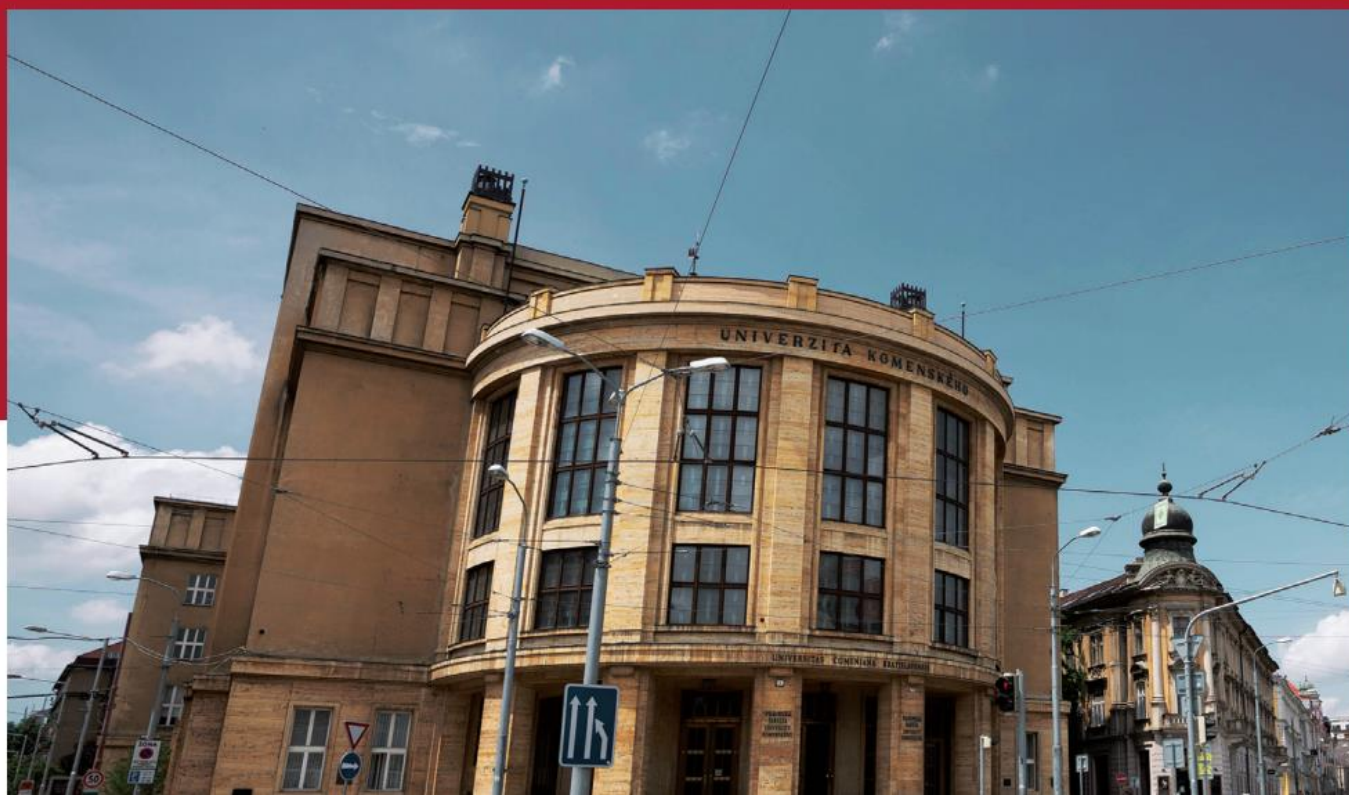




HR EXCELLENCE IN RESEARCH

COMENIUS
UNIVERSITY
BRATISLAVA

Employee Handbook





Comenius University Bratislava
Rectorate

Šafárikovo námestie 6
P. O. BOX 440
814 99 Bratislava 1

HRS₄R Office



COMENIUS
UNIVERSITY
BRATISLAVA

Comenius University Bratislava (CU) is a modern European university which celebrated its 100th anniversary in 2019. It is the only Slovak university to regularly appear in global rankings of the world's top universities. Its thirteen faculties offer the widest selection of study programmes (over 900) at three levels of study, and several of these study programmes are unique in Slovakia. There is a wide range of areas of human knowledge to choose from, be it medicine, the humanities and social sciences, natural sciences, mathematics, theology, and much more.

Comenius University is also a research institution which supports hundreds of domestic and international science and research projects. This allows many students to participate in top research during their study by actively contributing to projects, working on grants, and taking part in scientific internships both nationwide and abroad.

The handbook was created based on the cooperation of the HRS₄R Office at Comenius University Bratislava and is part of a COLOSSE project that is being implemented thanks to the European Union's HORIZON-WIDERA-2023-ACCESS-04 programme under grant agreement No. 101158464 funded by the European Union. The views and opinions expressed are, however, those of the author only and do not necessarily reflect those of the European Union or European Research Executive Agency. Neither the European Union nor the granting authority can be held responsible for them.

Author:

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Employee Handbook – Comenius University Bratislava

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1. Mission

The fundamental mission of Comenius University Bratislava is to generate and **disseminate knowledge in society**. As a research university, it does so through creative pedagogical, scientific and research and artistic activities that open up new horizons of knowledge. The mission of the University is also the development of science, culture and education level in the context of Slovak, European and world cultural heritage.

The CU prepares its graduates to represent not only the highest degree of professional quality, but also moral integrity and humanism. In the long term, the University aims to improve the scientific and cultural outlook of society and contribute to its sustainable development. It critically perceives and responds sensitively to societal risks in their national and global context and seeks to contribute to their mitigation. It initiates and engages in a large number of socially beneficial and charitable activities. The CU upholds **the principles of freedom and democracy** on its own academic premises. It also sees it as its mission to spread these principles throughout society. It defends academic freedoms and rights and its academic self-government and independence.

Comenius University Bratislava as a **research university and centre of excellence**:

- **is a reference point for science, research, education and culture in Slovakia**; It carries out its research and determines its teaching orientation independently. It carries out scientific research and education in a wide range of natural, mathematical, computer, technical, medical, social and human sciences;
- Bases its teaching on its own scientific activities and on the best domestic and international sources of scientific knowledge;
- Systematically introduces and implements new knowledge in science and research, innovations and new technologies in all areas of its activities;
- Prepares graduates of a wide range of study programmes, to be able use their education and skills in diverse areas of public life and able to respond to the dynamically evolving needs of society;
- Responds to societal demand by providing a range of vocationally oriented study programmes, or study programmes that also focus on the acquisition of practical skills and competences, in collaboration with the highest quality professional institutions, complementing a wide range of study options at all levels of study;
- Defines its objectives and priorities of its own volition, and members of its academic community enjoy academic freedoms and rights without restriction in the exercise of their profession;
- Pays attention to regular quality assessment and improvement to ensure that study programmes reflect the latest scientific knowledge and the requirements of practice;





- Develops cooperation with partners at home and abroad — with students, scientific and scientific-pedagogical institutions, state and public institutions, territorial and interest self-government, employers, business entities, interest associations, non-profit sector;
- Actively communicates with society — to impart knowledge, increase openness and potential for collaboration, present the results of its work and expert opinions, and provide a moral compass;
- Contributes to the sustainable development of society as a whole.

The mission thus defined stems from the fundamental value principles of Comenius University, according to which its activities and academic culture are guided and shaped:

• **The value basis** of all activities of Comenius University **Bratislava** includes the ideas of truth, social good and justice.

- The activities and intentions of the University are not linked to any political force or orientation.
- The CU strives for an inclusive approach to education for its students regardless of their age, gender, family, sexual orientation, race, faith or religion, political opinion, disability, social origin, wealth or membership to a nationality or ethnic group.
- The CU applies a non-discriminatory approach at all levels in the conduct of educational, research, artistic, cultural, administrative, managerial and other activities. The CU has mechanisms in place to deal with complaints and allegations of breaches of the non-discrimination principle.
- The basic principles of the University's functioning include free education, free scientific research, academic self-government, adherence to rules, responsibility for one's own actions and responsibility to society.
- By applying ethical principles in scientific, artistic and pedagogical activities, as well as in management processes, the CU contributes to tolerance in the spirit of humanism and European values in order to contribute to the sustainable moral development of its students and the whole society.





2. Vision

As members of the academic community of Comenius University Bratislava, we are aware that the new cannot arise without the previous and, vice versa, the previous gains life in the new. Tradition is a chain created by innovation. Everything together forms one organism, which is alive precisely with consciousness and the inseparable connection of the past, the present and the future. We therefore want to uphold the values on which our University is based and which it represents, and at the same time we want to be open to new ideas, challenges and the people who bring them. We aim to be a collective where we all work together and learn from and support each other. We aim to be a strong and distinctive platform for free thinking, to combine the knowledge of the past with creative thinking and responsible action. We want to be able to both inspire and be inspired, offer and receive. Knowing where we are coming from and what we are carrying, but above all having a vision that is still alive and being able to implement it.

Jolan Amos Comenius





3. Strategic Objectives

A socially responsible research university with high-quality graduates and an international reputation.

- The CU is **responsible for the quality** of provided education, conducted research and other creative activities; quality and the development of a quality culture in all units and at all levels of the University management is a priority.
- The CU is constantly **updating the contents and forms of education**, responding to current and new problems and challenges in society.
- The CU systematically introduces and implements new trends in science and research, **innovation** and technology with an **emphasis on the attributes of green and digital transformation** of the University in all areas of its activities.
- The CU actively seeks **cooperation with partners at home and abroad** – with students, scientific and scientific-pedagogical institutions, state and public institutions, territorial and interest self-government, employers, business entities, interest associations, the non-profit sector.
- The CU **actively communicates with society** – with the aim of transferring knowledge, increasing openness and potential for collaboration, presenting results, providing expert opinions and providing a moral compass.
- Through its activities, the CU consciously contributes to the sustainable development of the whole society.
- The CU has the ambition to improve its position as a **major European university**.





4. European Legislation

Slovakia, and therefore the higher education institutions within its borders, are part of the **European Higher Education Area (EHEA)**. What is the EHEA and why is it important for Comenius University Bratislava and its employees?

EHEA is one of the products of the so-called **Bologna Process**. In general, the goal of the Bologna Process is to bring closer, or reform, processes and policies at the individual higher education institutions that are part of it. Slovakia a signatory country of the Bologna Process, so it has been part of it since its inception – since 1999. There are currently 49 members within the EHEA. And all these countries are constantly, systematically striving to **harmonise their national education policies** so that their internal systems are as systematised and interconnected as possible. This, for example, is reflected in the simplified conditions of education, such as within mobility or an internship at a foreign university, for example. One of the positive results that are significant and tangible for students is, for example the fact that a foreign university or other institution recognises the results of your education (completion of subjects) during mobility or internship. This is also the result of efforts at the EHEA level.

Every country that is part of the EHEA has its own specifics, which are also reflected in higher education policies, which were not created and developed under the same conditions. That's why some areas are more difficult to reconcile. Even so, the activities at the EHEA level are crucial for the European area, for example to increase the competitiveness and quality of education in Europe. **However, it should be noted that not only politicians or university leaders are responsible for this quality, but also all students and EMPLOYEES.**

More information about the Bologna Process and the EHEA can be found at this link: <https://ehea.info/page-how-does-the-bologna-process-work>

Many policies and processes that are currently taking place at our university have therefore been influenced by the Bologna Process and activities at the EHEA level. In addition to the mentioned areas, one of the leading topics of the Bologna process is ensuring the quality of higher education (quality assurance). There is a strategically important idea behind it, which is related to everything that happens at the university and everything that affects you, your work and your success.





5. National Legislation

Quality assurance at the level of the Slovak Republic

The Accreditation Commission ensured actions related to quality assurance in Slovakia prior to 2018. The accreditation commission was only an advisory body for the Slovak Government which approved decisions related to quality. Quality assurance at the level of the Slovak Republic changed after 2018 with Act No. 269/2018 on Quality Assurance in Higher Education.

SAAHE

Act 269/2018 of 11/09/2018 created a new independent institution, the Slovak Accreditation Agency for Higher Education (SAAHE), which is responsible for quality assurance activities at the national level.

The main mission of SAAHE is to contribute to the improvement of the quality of higher education according to the principles of ESG 2015. SAAHE mainly decides on matters related to the granting of authorisations to higher education institutions based on their requests. It is recognised within the European Higher Education Area, SAAHE is a member of the European Association for Quality Assurance in Higher Education (ENQA) and therefore must be subject to its external evaluation. In addition to the establishment of SAAHE, the aforementioned law legislatively regulates the internal system of quality assurance in higher education.

Internal system

Act 269/2018 on Quality Assurance in Higher Education makes it obligatory for higher education institutions to assure the quality of higher education by creating and implementing an internal quality system and its subsequent and continuous improvement. Under this law, a higher education institution's internal system governs its internal processes, methods, and rules and procedures that are critical for the quality operation of higher education and creative activities (i.e. research, development and artistic activities). This means that the internal system must stipulate the rules for creating, approving and implementing every study programme. It must stipulate the authority assigned to the higher education institution's bodies (or its faculties) within these internal processes for providing education. The higher education institution's internal system must define the status of students, instructors, and external evaluators, and their share in the process of assuring the quality of higher education. Every one of the higher education institution's internal systems must conform to SAAHE. (Standards for the internal quality assurance systems, Standards for study programmes, Standards for habilitation and inauguration proceedings). In this process, SAAHE supervises the implementation of standards into internal quality systems. The main task of the SAAHE is to independently assess the internal systems of Slovak universities with the help of external evaluators (university staff, students and practitioners), who prepare a report for the Executive Board with a recommendation for approval or disapproval of the internal system.





SAAHE standards

SAAHE standards are a set of requirements defined by the agency to ensure the internal system, study programmes and for habilitation and inauguration proceedings. For the complete text of the standards, see the following links:

- [Standards for internal quality assurance systems – in accordance with ESG](#)
- [Standards for study programmes – in accordance with ESG](#)
- [Standards for habilitation and inauguration proceedings](#)

Standards for an internal quality system

Universities have an obligation to apply quality assurance policies in their management, and the university assumes responsibility for the quality of the education provided. A university:

- Has a clearly defined mission in its strategic documents, especially in the long-term plan, and consistently fulfils this mission;
- Has established and formalised quality assurance policies and follows them consistently.

The university has the task of implementing into the internal system policies that guarantee the involvement of students and external evaluators in quality assurance. They are also to ensure the linkage of education and creative activity. The university must guarantee protection against any form of intolerance or discrimination against students, employees and applicants on the basis of sex, gender, race, colour, language, age, sexual orientation, faith or religion, medical handicap, political or other opinion, national or social origin, belonging to a national or ethnic group, property and origin. The university must ensure the preservation of scientific integrity and compliance with academic ethics within its internal system. In case of violation of academic ethics, ensure detection and subsequent drawing of consequences. The university has an obligation not to burden teachers, students and other creative workers with unjustified bureaucracy, while ensuring quality

Part of the quality assurance policies and processes is regular monitoring, evaluation and revision of the internal system, in which all interested parties participate. The university provides easy public access to formalised policies and processes and other internal system documentation. Documentation of the internal system, which is relevant for employees, is published in all languages.

University teachers

The policies, structures and processes of the internal system guarantee that the selection of university teachers is transparent, objective and professionally founded and implemented on the basis of previously known requirements and criteria that are in accordance with the mission and long-term plan of the university and with generally binding regulations. The university has an obligation to systematically make sure that it has qualified teachers with sufficient practical experience and pedagogical skills to ensure the study programmes. The professional qualification of the teachers providing the study programme is higher than the qualification achieved





at the end of the study programme (except for lecturers of foreign languages, teachers providing practice, experts from practice and doctoral students). Scheduling the workload of university teachers enables ensuring and developing the quality of study programs.

Disclosure of information

The policies, structures and processes of the internal system guarantee that clear, accurate, adequate and up-to-date quantitative and qualitative information is published about study programs and their graduates, as well as other related activities in accordance with the mission of the university, which are relevant to those interested in studying, students, employees, employers and other external stakeholders and the general public.

Regular external quality assurance

The university undergoes regular external quality assurance assessment to ensure that the internal system of the university is developed and implemented in accordance with the standards for the internal system.





6. Comenius University Bratislava Legislation

In accordance with its mission, Comenius University ensures and is responsible for the quality of the higher education provided, as well as for the quality of the scientific research and other creative activities carried out on its academic grounds. The development of the importance of quality and its consistent implementation in all activities is ensured by the internal quality assurance system of Comenius University, which reflects European standards and guidelines.

The pillars of the internal system of Comenius University include linking higher education with the latest scientific knowledge, linking education with the current requirements of economic and social practice, and focusing on the student and his needs.

The implementation of the internal system as well as its results are regularly monitored for the purpose of its systematic improvement and development. An important tool is the systematic acquisition and evaluation of student feedback regarding their satisfaction with the provided education and other aspects of their university experience at Comenius University.

Internal quality system of Comenius University Bratislava

The internal quality assurance system for higher education at Comenius University is part of the internal quality system for the performance of activities at Comenius University which represents the sum total of all internal regulations of Comenius University. The internal system defines the structures for ensuring the quality of higher education at Comenius University:

- Quality Board of Comenius University;
- Scientific Board of Comenius University;
- Accreditation Board of Comenius University.

Code of Ethics

The Code of Ethics of Comenius University Bratislava, detailed in [Part Eight of CU's Internal Regulations](#), which comprise the Internal System of Quality Assurance.





Comenius University Bratislava
Rectorate

Šafárikovo námestie 6
P. O. BOX 440
814 99 Bratislava 1

HRS₄R Office



7. University Bodies

Academic Senate of Comenius University Bratislava

Governing Board of Comenius University Bratislava

Rector (President of University)

Scientific Board of Comenius University Bratislava

Accreditation board of Comenius University Bratislava

Vice-Rector for Property Management and Investment

Vice-rector for Education and Social Affairs

Vice-rector for Science and Doctoral Studies

Vice-Rector for External Relations

Vice-rector for Quality Assurance and Development

Vice-Rector for International Relations

Registrar

Ethical Board of Comenius University Bratislava

Quality Board of Comenius University Bratislava



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Rectorate

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814 99 Bratislava 1

HRS4R Office



HR EXCELLENCE IN RESEARCH

8. Faculties of Comenius University Bratislava



FACULTY OF MEDICINE

Špitálska 24, 813 72 Bratislava, Slovakia
Phone: +421 2 9011 9466
E-mail: dekan.sekretariat@fmed.uniba.sk
Web: www.fmed.uniba.sk



FACULTY OF LAW

Šafárikovo nám. 6, P. O. BOX 313,
810 00 Bratislava 1, Slovakia
Phone: +421 2 9012 9104
E-mail: sd_prafuk@flaw.uniba.sk
Web: www.flaw.uniba.sk



FACULTY OF ARTS

Gondova 2, 811 02 Bratislava 1, Slovakia
Phone: +421 2 9013 1111
E-mail: sd@fphil.uniba.sk
Web: www.fphil.uniba.sk



FACULTY OF NATURAL SCIENCES

Ilkovičova 6, Mlynská dolina,
842 15 Bratislava, Slovakia
Phone: +421 2 9014 1001
E-mail: sekrdek@fns.uniba.sk
Web: www.fns.uniba.sk



FACULTY OF EDUCATION

Račianska 59, 813 34 Bratislava, Slovakia
Phone: +421 2 9015 1001
E-mail: sd@fedu.uniba.sk
Web: www.fedu.uniba.sk



FACULTY OF PHARMACY

Odbojárov 10, 832 32 Bratislava, Slovakia
Phone: +421 2 501 17 101, 111
E-mail: sd@fparm.uniba.sk
Web: www.fpharm.uniba.sk



FACULTY OF PHYSICAL EDUCATION AND SPORT

Nábřežie arm. gen. L. Svobodu 9,
814 69 Bratislava, Slovakia
Phone: +421 2 9017 9906
E-mail: ftvs.sd@uniba.sk
Web: www.fsport.uniba.sk



JESSENIUS FACULTY OF MEDICINE

IN MARTIN

Malá Hora 4A, 036 01 Martin, Slovakia
Phone: +421 43 263 3309
E-mail: sdek@jfmed.uniba.sk
Web: www.jfmed.uniba.sk



FACULTY OF MATHEMATICS, PHYSICS

AND INFORMATICS

Mlynská dolina – F1, 842 48 Bratislava, Slovakia
Phone: +421 2 6542 6720
E-mail: sd@fmph.uniba.sk
Web: www.fmph.uniba.sk



FACULTY OF ROMAN CATHOLIC THEOLOGY

OF CYRIL AND METHODIUS

Kapitulská 26, 814 58 Bratislava, Slovakia
Phone: +421 2 32 777 101
E-mail: sd@frcth.uniba.sk
Web: www.frcth.uniba.sk



EVANGELICAL LUTHERAN THEOLOGICAL FACULTY

Bartókova 8, 811 02 Bratislava, Slovakia
Phone: +421 2 9020 2181
E-mail: sd@fevth.uniba.sk
Web: www.fevth.uniba.sk



FACULTY OF MANAGEMENT

Odbojárov 10, P.O.BOX 95,
820 05 Bratislava 25, Slovakia
Phone: +421 2 9021 2061
E-mail: sd@fm.uniba.sk
Web: www.fm.uniba.sk



FACULTY OF SOCIAL AND ECONOMIC SCIENCES

Mlynské luhy 4, 821 05 Bratislava, Slovakia
Phone: +421 2 206 69 801
E-mail: sd@fses.uniba.sk
Web: www.fses.uniba.sk



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9. Practical Information

Here you can find some practical information which may help you to get ready for your stay in Slovakia at Comenius University Bratislava.

VISA and Temporary Residence Permit Procedures

As a citizen of EU member-state you must have a valid passport (or a valid ID card) and have to register at the Foreign Police Department in Bratislava or Martin. Please note that if you stay longer than 90 days in Slovakia you have to apply for a Temporary Residence Permit in our country.

If you are a non-EU employee you are invited to apply for Visa and Temporary Residence Permit at the Embassy or Consulate of the Slovak Republic prior to your arrival. After your arrival you have to register at the Foreign Police Department.

Foreign Police Department in Bratislava

Address: Regrútska 4, 831 07 Bratislava

Phone: +421 (0) 961036999

Office hours:

Day	from – till
Monday	08:00 – 15:00
Tuesday	08:00 – 15:00
Wednesday	08:00 – 17:00
Thursday	08:00 – 15:00
Friday	08:00 – 14:00





Comenius University Bratislava
Rectorate

Šafárikovo námestie 6
P. O. BOX 440
814 99 Bratislava 1

HRS₄R Office



Foreign Police Department in Ružomberok (for employees at Jessenius Faculty of Medicine)

Address: Námestie Andreja Hlinku 74, Ružomberok 034 01 (6th Floor)

Telephone: +421 (0) 96 14 83 205

Appointment online booking system: <http://www.minv.sk/?ocp-pz-ruzomberok>

Office hours:

Day	from – till
Monday	07:30 – 15:30
Tuesday	07:30 – 15:30
Wednesday	07:30 – 15:30
Thursday	07:30 – 15:30
Friday	07:30 – 15:30

Getting there:

By train from Vrútky station (you can also travel from Martin but will need to change at Vrútky). Trains depart almost every half hour. Vrútky is easily accessible by public transport from Martin. To check the train times, please visit: www.cp.sk

The price of tickets varies, depending on whether you are travelling by a fast or slow train. Once you get to Ružomberok, it will take you around 10 min to walk to the department of Foreign Police.

Driving: GPS: N 49.078778 E 19.297222



www.uniba.sk/hrs4r



Documents needed for applying for Visa

- Application Form – the application must be signed by the applicant; in the case of minors or persons lacking legal capacity, the application must be signed by their legal guardian who is required to attach a copy of the document identifying him/her as the applicant's legal guardian;
- Full faced colour photograph of size 3 x 3,5 cm;
- Valid travel document – the travel document must be valid for at least three months longer than the expected validity of the visa requested and it must have been issued within previous 10 years. The document shall contain at least 2 blank pages;
- Documents demonstrating the purpose and conditions of the planned stay (an acceptance letter, a letter of invitation, a voucher in the case of an organised trip etc.)
- Accommodation-related documents, e.g.:
 - A voucher/reservation confirming hotel/dormitory accommodation and services provided;
 - A personal letter of invitation confirming that the applicant will stay at the inviting person's place;
 - Other documents.
- Documents confirming sufficient means of subsistence, e.g.:
 - Cash in a freely convertible currency;
 - Travel cheques;
 - A bank account statement confirming that the applicant has had a regular income (salary, pension) in the previous 6–12 months;
 - Other documents safeguarding funds in a convertible currency.

There is no prescribed amount of funds needed to cover the costs of living, but the funds must be sufficient for the length and purpose of the stay and costs of living in the final country of destination or Schengen area countries. When crossing the Slovak border, foreigners may be asked to demonstrate that they have sufficient means to cover the costs of living for the length of stay specified in the visa in the amount of EUR 56 per person per day.

- Documents enabling an assessment of the applicant's intention to leave the territory of the Member States before the expiry of the visa applied for, e.g. means of transport – a return (not open) air/bus/train ticket.
 - When travelling by a passenger motor vehicle, the applicant must submit a valid driving licence and roadworthiness certificate, motor third-party liability insurance certificate (so-called green card), and demonstrate possession of sufficient funds for fuel.
 - The travel insurance must be valid for all Schengen Member States and the entire length of the applicant's stay. A minimum insurance coverage of EUR 30,000 is required. Family members of EU or EEA nationals are exempt from the obligation of submitting travel health insurance. Such exemption does not apply to the family members of the Slovak citizens.





- Travel medical insurance – the insurance must cover all costs that may arise in connection with the repatriation of the applicant to their home country due to health problems, urgent medical treatment, emergency hospital treatment or death.
- Other documents – for the purposes of the visa application procedure, the embassy or consulate general may ask foreign nationals to submit other documents in order to verify the declared purpose of the visit and applicant's intention to return to their home country or the country of their residence.

Note:

- **The name on all needed documents has to be exactly the same as in passport – check everything prior to applying for visa.**
- More information can be found on the webpage of the [Migration Information Centre](#).

Documents needed for applying for the Temporary Residence Permit in the Slovak Republic

- Application Form, filled out in Slovak language;
- 2 coloured photographs of size 3 x 3,5 cm;
- Valid passport – validity of the passport must exceed the intended stay in Slovakia by at least 6 months;
- Documents confirming the purpose of stay, not older than 90 days in Slovak language – acceptance letter by the Comenius University;
- Documents confirming integrity, not older than 90 days in Slovak language (official translation by a Slovak legal translator or by the Embassy in your home country with an apostille of the Embassy)
- Confirmation of no criminal history issued in the home country from the Crime Register;
- Documents confirming financial resources, not older than 90 days in Slovak language – confirmation about granting a scholarship or an original statement of balance of your bank account from the bank in your home country where the balance has to be minimum 2 400 €;
- Documents confirming provision of accommodation, not older than 90 days in Slovak language – confirmation from the dormitories about the duration of the booked accommodation in Bratislava/Martin.





Note:

- The name on all needed documents has to be exactly the same as in passport – check everything prior to applying for temporary residence permit;
- We strongly recommend all employees to arrive at least one week prior to the start of work in order to apply for Temporary Residence Permit;
- For non-EU employees we recommend starting the procedure prior to departure to the Slovak Republic, since not all of the documents can be issued in the Slovak Republic (mainly the confirmation of no criminal history in the home country from the Crime Register);
- More information can be found on the webpage of the [Migration Information Centre](https://www.mzv.sk/web/en).

For more information please contact the Slovak Embassy in your home country and check on the website of the Ministry of Foreign Affairs (www.mzv.sk).

Ministry of Foreign and European Affairs of the Slovak Republic

Website: <https://www.mzv.sk/web/en>

Post Address:

Ministry of Foreign and European Affairs of the Slovak Republic

Hlboká cesta 2
833 36 Bratislava 37
Slovak Republic

Telephone number (Central Office):

From Slovakia: 02 / 5978 1111
From other country 00421-2 / 5978 1111

Opening hours to public of the Document Authentication Unit:

Monday	8:30 a.m. – 3 p.m.*
Wednesday	8:30 a.m. – 6 p.m.*
Thursday	8:30 a.m. – 3 p.m.*

*Note: Lunch break is 12 noon – 1 p.m

Opening hours of the Documents Submission Desk for the public:

Monday – Friday	7:30 a.m. – 3:30 p.m.
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List of Embassies

List of embassies in Slovak Republic, as of November 1, 2024. – [here](#).

Health insurance

EU employees have to travel to Slovakia with their European Health Insurance Card (E111 card). This card will grant the employee access to health care during their stay in Slovakia. Employee should request their card from their home country's health insurance company before they leave.

Non-EU employees need to have health insurance for the whole period of stay in Slovakia.

All employees must also have an insurance coverage against accidents for the whole stay in Slovakia.

Note: When applying for a Visa you will be asked to provide evidence of health insurance. Do not forget that medical treatment without coverage is very expensive!

Healthcare

Emergencies for Adults in Bratislava

Health Center (Zdravotné stredisko) – Strečnianska 13, Bratislava

Outpatient Clinic (Poliklinika) – Ružinov, Ružinovská 10, Bratislava

Dental emergency – Drieňová 38, Bratislava

Emergency Pharmacies in Bratislava

Lekárň Pokrok – Račianske múto 1/A

Univerzitná lekáreň – Ružinovská č. 12.

Emergencies for Adults in Martin

Emergency (Pohotovosť) – Mudroňová 14, Martin

Dental emergency – Mudroňová 14, Martin

In case of emergency, dial 112 to call an ambulance.

It is important to note that doctors providing primary health and dentistry care can be found at all Comenius University's Dormitories. For more information, please contact the concierge of your Residence Hall.





How to get to Bratislava

To reach Slovakia by plane, employees can fly to the **M.R. Stefanik Bratislava International Airport** which is situated only half an hour drive by bus from the centre of the town.

Another option is the **Vienna International Airport** which is located only 50km from Bratislava. You can take a shuttle bus line to Bratislava from there.

Shuttle buses from Vienna International Airport (Flughafen Schwechat) are organized by:

- "RegioJet" to the Main Bus Station Bratislava Nivy or the bus stop "Most SNP" in the center. If you book in advance, the ticket is significantly cheaper. For schedule and online booking visit the [website RegioJet](#)
- "Slovaklines" to the Main Bus Station Bratislava Nivy or the bus stop "Most SNP" in the center. If you book in advance, the ticket is significantly cheaper. For schedule and online booking [visit the website Slovaklines](#)
- "Flixbus" to the Main Bus Station Bratislava Nivy or the bus stop "Most SNP" in the center. Alternatively, Central train station called "Hlavná stanica". If you book in advance, the ticket is significantly cheaper. For schedule and online booking visit the website [flixbus](#).

Our capital city is also connected by railways with the major cities of all neighbouring countries (www.zssk.sk/en) as well as different European long-distance buses.

Public Transport in Bratislava

All towns have a network of public transport. Bratislava's network of public transportation consists of tram lines, trolleybus lines and bus lines and provides the cheapest and most convenient means of getting around.

Tickets are available in the ticket machines at the public transport stops, mobile apps (IDS BK), and in some of the newspaper stands. Some of the public transport vehicles have the option to sell you (cashless transaction via bank card) a ticket on board (when you board the vehicle). You can buy a tourist one-week ticket or a monthly ticket in different ticket shops (monthly pass: available online at www.idsbk.sk). We recommend the Public Transport Operator's Shop situated in the city center on Hodžovo námestie (underground passage between Presidential Palace and Hotel Crowne Plaza).

Please note that ticket inspectors in public transport are very strict. Immediately after entering the public transport vehicle, you **must mark your ticket** in the marking machine – the machines lock automatically 30 seconds after departure from the stop.

For more information about public transport: www.imhd.sk.

More information can be found on [ESN web page](#) about transportation in Bratislava.





How to get to Martin

The city of Martin is 224 km away from Bratislava and the journey takes from 2 to 4 hours – depending on the type of the transport connection.

The easiest way how to reach the city of Martin is to travel from your home country to Bratislava and from the capital city take the **bus** (www.slovaklines.sk) or the **train** (www.zssk.sk/en).

The most comfortable train connection is Bratislava – Žilina. Some fast trains go on from Žilina to Poprad and stop in Vrútky (part of the Martin agglomeration), here you get off and take a local bus to Martin. You can also get off in Žilina and continue by bus to Martin.

Public Transport in Martin

Tickets are available in the ticket machines at the public transport stops, by the driver and in newspaper stands.

Please note that ticket inspectors in public transport are strict. Immediately after entering the public transport vehicle, you must mark your ticket in the marking machine – the machines lock automatically 30 seconds after departure from the stop.

For more information on public transport see <https://imhd.sk/mt/public-transport>

Accommodation

University accommodation

- Students' Dormitories Družba;
- Students' Dormitories Ludovit Stur – Mlyny.

Other types of lodging in Bratislava

- Rent your flat in Bratislava for few months with Flatio – fully equipped flats and without any commission and deposit – et a 100% discount from booking fee with promo code ESNCU.
- housinganywhere.com
- More information can be found on [ESN page](#) about accommodation, including photos.

Services

Shops

Shops are generally open from 9.00 am to 6.00 pm from Monday to Saturday, however supermarkets and shopping centres are open longer. Shopping centers (Eurovea, Nivy centrum, Bory Mall, Aupark, Vivo, AVION Shopping park, Central, OC Tulip etc.) are open every day usually from 9.00 am to 9.00 pm. Most shops are open but close about an hour early on Sunday.





Telephone

You can buy prepaid phone cards from one of the three major mobile operators in Slovakia: [Orange Slovakia](#), [Telekom Slovakia](#) and [O2 Telefonica](#).

Postal services

The Slovak Post's main office in Bratislava is located in downtown Námestie SNP 25 and is opened every day. You can find all branches of the [Slovak Post](#).

Banks

If you want to open a bank account in Slovakia, you should go to one of our local banks with following documents:

- Identity card or passport;
- Stay permit (for Non-EU citizens);
- Proof of employment.

Major Banks:

- Slovenská Sporiteľňa;
- Tatra Banka;
- VÚB Bank.

We recommend to open a bank account in Tatra Banka, as this bank does not require to have a stay permit from the Foreign Police Department.

Banks are usually opened from Monday to Friday from 9.00 am to 6.00 pm. You can withdraw cash from a "Bankomat", which is an ATM (Automated teller machine).

Climate

Slovakia has a temperate climate with four distinct seasons. The coldest month is typically January, with average daily temperatures ranging from approximately -5°C to 5°C. The warmest month is usually July, with maximum daytime temperatures occasionally above 35°C in recent years due to climate change. In mountain regions, snow coverage generally lasts for around 100 to 130 days per year, though this can vary depending on annual weather patterns.

Entertainment, Culture

Slovakia is a country that can offer boundless opportunities when it comes to culture and entertainment.





In the winter, our mountains are the perfect place to go skiing, and you can find many quality ski resorts with well-prepared downhill slopes and cross-country trails, which are usually open from November to the end of April.

In the summer, you have the choice of cycling, rafting, trekking, hiking, horseback riding, and many more activities to fill up your free time.

During the whole year, you can swim in thermal swimming pools almost everywhere in Slovakia!

Thanks to its central position in Europe, Slovakia has always been a crossroad of cultures. **Museums and galleries** exhibit this heritage. They are the key to understanding Slovak culture, the fascinating history of the nation, and the natural landscape.

There are numerous **theatres, opera and ballet companies, chamber orchestras, and symphony orchestras** that represent Slovakia's national cultural heritage. It is right here, in the country of musicians and painters, where Andy Warhol has his origins.

To organize your free time in Bratislava, contact:

Bratislava Culture and Information Center on Klobučnícka 2 or go through website www.bkis.sk

To know more about Slovakia and the city of Martin see:

www.slovakia.travel

<https://www.martin.sk/zazi-martin/?p1=84932>

Sport activities

Each faculty of Comenius University offers different sport activities. For more information, contact the Department of Sports of your hosting faculty. In the case you are not a part of any faculty (e.g., Science Park), **the Faculty of Physical Education and Sport, Comenius University**, offers employees the possibility to rent various sports facilities (tennis court, basketball court, beach volleyball court, mini-football field, and football pitch).

Social activities

The International Relations Office organizes a Welcome Week at the beginning of each semester to welcome Erasmus+ students, including the doctoral students (R1 researchers). We strongly advise you to attend this meeting to gain comprehensive knowledge. The presented topics include information about studying at the University, about the Comenius University library, Slovak language courses, etc.

The Erasmus Student Network (ESN) organizes a variety of social activities. For more information, please visit [their Network site](#) and see the [events](#) they organize.





Public Holidays

Day of the Establishment of the Slovak republic	January 1 st
Epiphany	January 6 th
Good Friday and Easter Monday	March, April
International Workers' Day	May 1 st
Day of Victory over Fascism	May 8 th
St. Cyril & St. Methodius Day	July 5 th
Slovak National Uprising Anniversary	August 29 th
Day of the Constitution of the Slovak republic	September 1 st
Day of Blessed Virgin Mary	September 15 th
All Saints' Day	November 1 st
Struggle for Freedom and Democracy Day	November 17 th
Christmas Eve	December 24 th
Christmas Days	December 25 th –26 th

Living costs

Housing: 300€ – 500 €

Meals: 200 €

Books: 40 €

Local transportation: 35 €

These costs are just estimated; the actual living costs depend on your living standards.





10. Safety Guide & Green Guide

Safety Guide

Useful information and advice in the Safety Guide can help you feel safe and comfortable in Slovakia and Bratislava. Bratislava is a reasonably low-crime-rate, safe city. From all throughout the globe, many foreigners live here (students, workers of foreign businesses, embassy personnel...). The residents are hospitable to foreigners, including other religions, races, and backgrounds; notably, the younger generation can communicate in English. For more information, please see:

https://uniba.sk/fileadmin/ruk/omv/Enlight/SAFETY_GUIDE_def.docx

Green Guide

The Comenius University Green Guide provides a comprehensive overview of useful tips, tricks, resources, and services for making employees' time in Bratislava more sustainable, eco-friendly, and pleasant. Along with the European Green Deal and the EU's ambitious goals toward a sustainable society, universities are a key driver for the promotion of ideas and specific actions toward environmental goals. Alongside the ENLIGHT University Alliance, the Green Guide is a first step toward environmental awareness for students, teaching staff, and the wider public in Bratislava. For more information, please see:

https://uniba.sk/fileadmin/ruk/omv/Enlight/202210_Enlight_Green_Guide_web.pdf





11. Sexual Harassment

The goal of Comenius University Bratislava is to support a safe, inclusive and respectful working and study environment. Related to this is the effort to prevent and oppose every form of sexual harassment. The prohibition on sexual harassment is contained in the Code of Ethics of Comenius University (Article 68), according to which it is inadmissible to commit "verbal and non-verbal sexual harassment, physical behaviour of a sexual nature and other harassment and coercion, the intent or effect of which is or may be a violation of personal dignity and which creates an intimidating, demeaning, degrading, hostile or offensive environment, or abuses a position of authority".

It is up to all of us to behave in accordance with the Code of Ethics and to participate in the cultivation of the academic environment. The resolution of cases of sexual harassment at Comenius University is regulated by a [Directive of the Rector of Comenius University Bratislava on the resolution of cases of sexual harassment at Comenius University Bratislava \(Internal Regulation No. 30/2022\)](#), which took effect on 06/10/2022.

What can I do if I face sexual harassment?

If you have experienced or are experiencing sexual harassment, once or repeatedly, or have an unpleasant experience and you are not sure whether it was sexual harassment, you can contact one of the university's persons in a position of trust (PIPOTs).

You can turn to a PIPOT in case of sexual harassment that occurs on the academic grounds of Comenius University (including dormitories), or in connection with your work or studies. It refers to harassment from the staff, as well as from students.

PIPOTs at Comenius University offer support free of charge and regardless of age, gender, sexual orientation, religion or occupation. They support you with regard to your needs and requirements and are there for you, however you decide to proceed. You can count on their response to each case to be non-judgemental, proactive, non-directive and respectful. That is, one that allows you to have control over what happens next.





How can PIPOTs help you?	What is not the job of PIPOTs?
To determine if your unpleasant experience is sexual harassment	Investigate cases of sexual harassment
Provide psychological and legal assistance	Independently provide psychological, social or legal advice
Discreetly review your situation and explore the options available to you	Propose solutions that are not in accordance with generally binding legislation and internal regulations of Comenius University
Write and submit a notice at the Comenius University level	Assist in the filing of a criminal report
Accompany or represent you before the bodies of the faculty / university	Represent you before law enforcement authorities

The principle of the work of PIPOTs is to respect the wishes of the reporting persons. However, if they suspect a crime has occurred, they are subject to the reporting obligation under §3 (2) of the Criminal Code.

Most manifestations of sexual harassment fall under the anti-discrimination law and the reporting obligation does not apply to these cases.

PIPOTs maintain confidentiality and are required to maintain anonymity except under suspicion that a crime has been committed.

A list of persons who are active PIPOTs is available at: <https://uniba.sk/o-univerzite/plan-rodovej-rovnosti-uk/sexualne-obtazovanie/ako-kontaktovat-doverne-osoby/>

- You choose which of the PIPOT you want to contact and write them an email (you don't have to include any details about what happened). You can report sexual harassment both as a harassed person and as a witness to harassing behaviour;
- Notification cannot be submitted anonymously. Anonymous notifications will be recorded, but will not be processed further;
- The PIPOT will respond to you within 3 working days and propose an in-person meeting (or a meeting via MS Teams, primarily in the case of Jessenius Faculty of Medicine, or if an in-person meeting would not be possible);
- If the PIPOT discovers their potential bias or conflict of interest in the matter (for example, because the notification concerns a close colleague), they will immediately notify you and recommend contacting another PIPOT;





- If you have any evidence (letters, e-mail communication, text messages, etc.), you can send them by e-mail at this stage or you can bring them to the meeting;
- For a sense of greater security, another person can accompany you at the meeting (such person may be a colleague, a friend or family member);
- At the meeting, you will discuss your experience with harassment, the PIPOT will help identify potential solutions and you will agree on the next course of action. You will write a record of the meeting together, which you and the PIPOT will sign in two copies;
- If necessary, the PIPOT may consult the case with the Department of Legislation and Legal Services at the Rector's Office of Comenius University, another expert, or an external institution. In such a case, they only communicate the necessary amount of information and must preserve the anonymity of the persons to whom the notification relates, except under suspicion that a crime has been committed;
- If you decide to make a formal report, you can choose one of two forms – a formal report and an informal report (depending on the specific nature of the harassing behaviour).

-If you just want the harassment to stop and not have disciplinary (in the case of students) or employment/legal consequences (in the case of employees) for the harassing person, choose an **informal report**. This will be addressed to the management of the institution, e.g. of a specific faculty, which notifies the harassing person that there is behaviour that needs to be addressed and changed. If one of the students is the harasser, the notification is addressed to the dean of the relevant faculty.

-Especially in the case of more serious forms of harassment, it is advisable to consider a **formal report**. Its addressee can be the employer, the disciplinary board, the board of ethics of the relevant faculty, or the University's Board of Ethics. A formal notification may result in disciplinary consequences, possibly also expelling the harassing person from studies or termination of employment.

The PIPOT will help you with formulating the report. If you wish, they may accompany or even represent you in the process of resolving your complaint before the authorities of the faculty or university. You can also write a formal report on your own, without the cooperation of a PIPOT. An informal report is usually sent by a PIPOT.

More information on this topic are available on the Comenius University website: <https://uniba.sk/en/about/plan-rodovej-rovnosti-uk/sexualne-obtazovanie/> and on the Comenius University Information Centre website at: <https://infocentrum.uniba.sk/sexualne-obtazovanie/>





12. Contacts for International Employees

International Relations Office provides support to international staff and assists with settling in.

International Relations Office:

E-mail: iro@uniba.sk; iro@rec.uniba.sk

- **Phone:** +421 2 9010 9443
- **Location:** Šafárikovo nám. 6, 811 02 Bratislava
- **Office Hours:** Mon–Fri, 9:00–12:00, 13:00–15:00

Faculty coordinators and administrators

FACULTY OF MEDICINE

Faculty coordinator:

prof. MUDr. Daniela Ostatníková, PhD. – Vice-dean

- Phone: +421 2 9011 9525
- E-mail: daniela.ostanikova@fmed.uniba.sk

Head of International Relations Office

PhDr. Miriama Mikulková, PhD., MBA

- E-mail: miriama.mikulkova@fmed.uniba.sk

Administrators:

Bc. Petra Šikulová

- Phone: +421 2 9011 9690
- E-mail: petra.sikulova@fmed.uniba.sk

Zuzana Opoldusová, MSc.

- Phone: +421 2 9011 9712
- E-mail: zuzana.opoldusova@fmed.sk

Silvia Zemková

- Phone: +421 2 9011 9710
- E-mail: silvia.zemkova@fmed.uniba.sk
- Address: Špitálska 24, 813 72 Bratislava





FACULTY OF LAW

Faculty coordinator:

prof. JUDr. Lívia Trellová, PhD. – vice-dean

- Phone: +421 2 59 24 43 04
- E-mail: livia.trellova@flaw.uniba.sk

Administrator:

Ing. Michaela Krescanková, PhD.

- Phone: +421 2 59 24 41 43
- E-mail: michaela.krescankova@flaw.uniba.sk
- Address: Šafárikovo nám. 6, P. O. BOX 313, 810 00 Bratislava

FACULTY OF ARTS

Faculty coordinator:

Mgr. Martin Bača, PhD. – vice-dean

- E-mail: martin.baca@uniba.sk
- Phone: + 421 2 9013 2116

Administrators:

Ms. Mária Gajarská Kučerová, PhD.

- E-mail: maria.gajarska@uniba.sk
- Phone: +421 2 9013 1331

Ms. Lenka Gašová

- E-mail: lenka.gasova@uniba.sk
- Phone: +421 2 9013 1331
- Address: Gondova 2, 818 01 Bratislava, 1st floor, room nr. 148

FACULTY OF NATURAL SCIENCES

Faculty coordinator:

Assoc. Prof. RNDr. Marianna Kováčová, PhD. – vice-dean

- Phone: +421 2 9014 9360
- E-mail: marianna.kovacova@uniba.sk





Administrator:

Mgr. Kristína Havlíčková

- Phone: +421 2 9014 2043
- E-mail: kristina.havlickova@uniba.sk
- Address: Mlynská dolina, Ilkovičova 6, 842 15 Bratislava

FACULTY OF EDUCATION

Faculty coordinator:

Mgr. Eva Faithová, PhD. – vice-dean

- E-mail: faithova@fedu.uniba.sk

Administrator:

Mgr. Kristína Filipeje

- Phone: +421 2 9015 9499
- E-mail: international@fedu.uniba.sk
- Address: Račianska 59, 813 34 Bratislava, office 201 (2nd floor)

FACULTY OF PHARMACY

Faculty coordinator:

prof. Ing. Vladimír Frečer, DrSc. – vice-dean

- E-mail: frecer@fpharm.uniba.sk

Administrator:

Mgr. Kristína Piatničková, PhD.

- Phone: +421 2 9016 9132
- E-mail: erasmus@fpharm.uniba.sk
- Address: Odbojárov 10, 832 32 Bratislava

FACULTY OF PHYSICAL EDUCATION AND SPORT

Faculty coordinator:

Mgr. Zuzana Kováčiková, PhD.

- E-mail: zuzana.kovacikova@uniba.sk





Comenius University Bratislava
Rectorate

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814 99 Bratislava 1

HRS₄R Office



Administrator:

Mgr. Marcela Rychtáriková

- Phone: +421 90 17 99 02
- E-mail: erasmus@fsport.uniba.sk, marcela.rychtarikova@uniba.sk
- Address: Nábr. arm. gen. L. Svobodu 9, 814 69 Bratislava

JESSENIUS FACULTY OF MEDICINE

Faculty coordinator:

Assoc. Prof. MUDr. Martin Janík, PhD. – vice-dean

- Phone: +421 43 41 31 425
- E-mail: martin.janik@uniba.sk

Administrator:

Janka Sýkorová

- Phone: +421 43 26 33 117
- E-mail: janka.sykorova@uniba.sk
- Address: Referát zahraničných vzťahov, Malá hora 4A, 036 01 Martin

FACULTY OF MATHEMATICS, PHYSICS AND INFORMATICS

Faculty coordinator:

prof. RNDr. Peter Babinec, CSc. – vice-dean

- Phone: 02/602 95 674
- E-mail: peter.babinec@fmph.uniba.sk

Administrator:

Mgr. Patrik Kmetek

- Phone: +421 2 602 95 212
- E-mail: kmetek@fmph.uniba.sk
- Address: Mlynská dolina, 842 48 Bratislava





FACULTY OF ROMAN-CATHOLIC THEOLOGY

Faculty coordinator:

Assoc. Prof. Mgr. Róbert Horka, PhD – vice-dean

- Phone: +421 2 32 77 71 10
- E-mail: robert.horka@uniba.sk romana.farska@frcth.uniba.sk

Administrator:

Mgr. Romana Farská

- Phone: +421 2 32 77 71 05
- E-mail: romana.farska@frcth.uniba.sk
- Address: Kapitulská 26, 814 58 Bratislava

EVANGELICAL LUTHERAN THEOLOGICAL FACULTY

Faculty coordinator:

Mgr. Maroš Nicák, Dr. theol. – vice-dean

- Phone: +421 2 90 20 21 63
- E-mail: maros.nicak@fevth.uniba.sk

Administrator:

Mgr. Jana Mokošová

- Phone: +421 2 67 28 81 59
- E-mail: mokosova@fevth.uniba.sk
- Address: Bartókova 8, 811 02 Bratislava

FACULTY OF MANAGEMENT

Faculty coordinator:

Mgr. Lucia Vilčeková, PhD., – vice-dean for international relations

- E-mail.: lucia.vilcekova@fm.uniba.sk

Administrators:

Mgr. Erika Černeková

- E-mail: erika.cerneкова@fm.uniba.sk
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- E-mail: farska8@uniba.sk
- Phone: +421 2 9021 2098
- Address: Odbojárov 10, P.O.Box 95, 820 05 Bratislava

FACULTY OF SOCIAL AND ECONOMIC SCIENCES

Faculty coordinator:

Mgr. Andrej Mentel, PhD. – Vice-dean

- E-mail: andrej.mentel@fses.uniba.sk
- Phone: +421 2 20 66 98 49

Administrator:

Mgr. Zuzana Miškóciová

- E-mail: zuzana.miskociova@fses.uniba.sk
- Phone: +421 2 20 66 98 69
- Address: Mlynské luhy 4, 821 05 Bratislava





13. Selected Units Contacts

Rectorate of Comenius University Bratislava
Šafárikovo nám. č. 6
P. O. Box 440
814 99 Bratislava 1, Slovakia

Office of the Rector

- Phone: +421 2 9010 2011
- E-mail: kr@rec.uniba.sk

Office of the Bursar

- Phone: +421 2 9010 9395
- E-mail: kk@rec.uniba.sk

Office of the Academic Senate and the Board of Trustees of Comenius University

- Phone: +421 2 9010 2061
- E-mail: as@rec.uniba.sk

Office of Education

- Phone: +421 2 9010 9339
- E-mail: pdo@rec.uniba.sk

Office of Science, Doctoral Studies and Research

- Phone: +421 2 9010 2081
- E-mail: renata.horakova@rec.uniba.sk

External Relations Office

- Phone: +421 2 9010 2012, -2013
- E-mail: pr@uniba.sk





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HRS₄R Office



Erasmus Programme Office

- Phone: +421 2 9010 9238, -2015
- E-mail: erasmusplus@uniba.sk

CU Infocentre

- Phone: +421 2 9010 9986
- E-mail: infocentrum@uniba.sk

CU Archive

- Phone: +421 2 9010 9004
- E-mail: grofova@rec.uniba.sk

HRS₄R Office

- Phone: +421 2 9021 2040
- E-mail: hrs4r@uniba.sk





14. Emergency Contacts & Medical Aid

- **General Emergency Number (EU-wide):** 112
- **Police:** 158
- **Ambulance:** 155
- **Fire Department:** 150

For urgent medical situations, call 112 or visit:

- **University Hospital:** Mickiewiczova 13, Bratislava
- **Emergency Room (Urgentný príjem):** Antolská 11, Bratislava

For non-emergency medical care:

- **Poliklinika Mýtna:** Mýtna 5, Bratislava
- **Medical Assistance for Foreigners:** +421 2 9010 9001





15. Language Courses

Courses at Comenius University

- State language exam preparation course for teachers

We offer state language exam preparation courses for teaching and professional staff. We specifically design these courses to practice [the skills necessary for passing individual parts of the written and oral exam](#), making them distinct from classic language courses. (After successfully completing the course, you can have the cost refunded through [the International Organization for Migration program](#).)

[Registration](#) for the online course: <https://forms.office.com/e/SUEKSk8gec?origin=lprLink>

Note: Completing the preparatory course does not automatically mean passing the [state language exam](#) itself. You must register for the exam.

Please direct any questions to the coordinator: adela.ismail.gabrikova@uniba.sk

- **Free Introductory Slovak Courses:** Available at the beginning of each semester

The **IOM Migration Information Centre (MIC)** organizes Open Courses of Slovak Language for foreigners, which are available for citizens of non-EU/EEA countries who have temporary, permanent or tolerated stay in Slovakia, including applicants for temporary refuge and persons granted temporary refuge in Slovakia ("deportees").

- Open Courses of Slovak Language organized by MIC are not certified language courses;
- They serve as a first contact with the Slovak language and most of the groups are recommended for absolute beginners (A1 level);
- **They are free of charge;**
- **They are intended for adult participants who have not attended these courses in the past.**

Commercial Language Courses:

- VOLIS ACADEMY: <https://www.volis.sk/kurzy/slovincina/>
- Slovenský inštitút vzdelávania: <https://www.siv.sk/jazykove-kurzy-slovincina-pre-cudzincov/>





16. IT Services at Comenius University

CePIT / IT Support Centre is a unified workplace for initial contact with customers regarding failures, outages or users' issues related to supported IT services. This workplace provides support via telephone to solve problems with IT and is also used for reporting IT outages.

- **IT Support hotline:** +421 2 9010 4444
Monday – Friday: 8 AM – 8 PM
Weekends / Holidays: 9 AM – 12 AM
- **Wi-Fi Access:** Eduroam (Login: university credentials)
- **Employee Portal:** <https://uniba.sk/en/>





17. Checklist for New Employees

- Submit personal documents to HR
- Register with the Foreigners' Police
- Open a bank account
- Apply for a public transport pass
- Enroll in Slovak language courses
- The full HRS₄R Checklist for the New Employees can be found on bottom of the HRS₄R webpage, under section "Documents, Manuals, Review":
<https://uniba.sk/en/research/human-resource-strategy-for-researchers-hrs4r/>





18. Must-Have Apps and Websites

- **IDS BK:** Public transport tickets – <https://www.idsbk.sk/en/>
- **Waze:** Navigation and traffic updates – <https://www.waze.com/sk>
- **BlaBlaCar:** The world's leading community-based travel network – www.blablacar.sk/
- **obedvmeste.sk:** Restaurants and cafes – <https://obedvmeste.sk/>
- **Bolt (food):** Bolt is the all-in-one mobility app – <https://bolt.eu/en-sk/>
- **Revolut:** Fintech company that offers banking services – <https://www.revolut.com/sk-SK/>
- **EasyPark:** The no.1 parking app in Europe – <https://www.easypark.com/en-sk>
- **Meteo.sk:** Weather forecasts – <https://www.meteo.sk/>
- **UBIAN:** Public transport planner – <https://ubian.azet.sk/>





19. Frequently Asked Questions (FAQ)

What are the other university parts?

University Parts

Academic Library
Botanical Garden
Centre for Continuing Education
Centre for Information Technologies
Centre for Students with Specific Needs
Psychological Counselling Service
Training and Education Facilities
Comenius University Science Park
Comenius University Press
Confucius Institute
Canadian Studies Centre
UK Veda s.r.o.
UNESCO Human Rights Education Centre
UNESCO Chair of Plurilingual and Multicultural Communication
Dormitories
CU Mlyny Dormitories
CU Druzba Dormitories

What is the hierarchy of units at Comenius University Bratislava?

Hierarchy of Units

- Unit – Útvar
- Section – Úsek
- Department – Odbor
- Office – Oddelenie
- Unit – Referát
- Desk; Office – Kancelária
- Part – Súčasť





Comenius University Bratislava
Rectorate

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HRS₄R Office



This handbook has primarily been created for employees of Comenius University Bratislava.

In case of any questions or ambiguities, but especially in case of any problem, contact any of the representatives in the HRS₄R Office of Comenius University, who can be found on the Comenius University Bratislava website.



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