

## **STATUTE**

### **St. Elizabeth University of Health and Social Work in Bratislava, n.o.**

#### **§ 1**

##### **Name, seat, founder of the SEU. Long-term plan of the SEU**

(1) St. Elizabeth's University of Health and Social Work (hereinafter referred to as the „ SEU “), is a private university.

(2) The name of the University is the St. Elizabeth University of Health and Social Work. The seat of the SEU is in Bratislava. VŠ operates as a non-profit organization registered at the Regional Office in Bratislava on 21.10.2002 under No. OVVS-673-/54/2002-NO under the name Vysoká škola zdravotníctva a sociálnej práce sv. Alžbety, n.o.

(3) The founders of the non-profit organization of the SEU are private persons in cooperation with the Foundation for the Support of Education and Training at the Faculty of Health and Social Work of the University of Trnava, which is established and registered under the Law on Foundations at the Ministry of the Interior of the Slovak Republic. The founders established the legal entity referred to in paragraph 2 in legal form as a non-profit organisation providing services of general interest. The legal entity under paragraph 2 is authorised to operate as a private higher education institution on the basis of the State consent granted by the Government of the Slovak Republic by Resolution No 891 of 24 September 2003 with effect from 24 September 2003.

(4) The long-term goal of the SEU is to assist in the field of medical higher education and education health professionals, particularly in the fields of public health and social work, nursing, rehabilitation, laboratory testing methods for home, state, public, private, religious and foreign institutions and state, public, private, religious social and missions abroad. The SEU operates in the spirit of Christian humanism with a focus on basic principles of Christian medical ethics and spreads the legacy of St. Elizabeth, a native of Bratislava, to serve the sick and the poor without distinction of race, nationality or religious orientation. The SEU will provide education, scholarship and scientific research as well as practical activities for students in all three levels of higher education. It will guide its students and teachers in the principles of Christian ethics and humanism, with a legacy of protecting life from conception to a dignified natural death, thus fulfilling the legacy of St. Elizabeth (born in Bratislava), a great personality of European health and social work.

#### **§ 2**

##### **Academic community of the university**

(1) The academic community of a higher education institution consists of university teachers and researchers who have an employment relationship with the higher education institution, employees and students.

(2) The academic community of a higher education institution shall be divided into a staff section and a student section. The staff part of the academic community of the SEU shall consist of members of the academic community of the SEU who are employees of the SEU. The student

part of the academic community of the SEU shall consist of members of the academic community of the SEU who are students of the SEU.

### **§ 3**

#### **Academic freedoms and academic rights**

(1) At SEUs, members of the academic community shall be guaranteed freedom of scientific research and publication of its results, freedom of artistic creation, the right to teach and learn, the right to elect and be elected to bodies of academic self-government, the right to hold and disseminate different philosophical and political opinions and religious beliefs, the right to use academic insignia and emblems and to perform academic ceremonies.

(2) The exercise of academic freedoms and academic rights under subsection (1) shall be consistent with the principles of democracy, humanity and the rule of law.

(3) To ensure academic rights and academic freedoms at the SEU, the sanctity of the SEU campus shall be guaranteed except in cases of threat to life, health, property, or in cases of natural disaster. Academic grounds shall consist of the area bounded by immovable property owned, managed or leased by the SEU. Law enforcement entry onto campus shall be authorized by the Chancellor.

(4) Political parties and political movements may not carry out political activities and form organisations on campus; the Rector may authorise the organisation of meetings between members of the academic community and representatives of political parties and political movements in the nature of a public debate, while respecting the plurality of opinions and the balance in the opportunities for expression.

### **§ 4**

#### **Basic characteristics of the university**

(1) A university is a legal person. The form of a legal person is a non-profit organization.

(2) A SEU is a private non-university SEU.

(3) The SEU provides study programmes of the first to the third degree mainly in the fields of study of health and social sciences, namely:

- public health,
- Social work,
- Nursing,
- laboratory investigation methods in healthcare,

for which it received accreditation from the Ministry of Education of the Slovak Republic after the Accreditation Commission's opinion, as well as in other disciplines in the field of health and social sciences.

(4) The list of accredited fields of study is attached to the Statute.

(5) The SEU also conducts research in the field of health and social sciences in clinics, subdepartments, or departments, as well as in specialised workplaces it establishes with organisations of science, technology, health and social work research.

## **§ 5** **SEU its formation and demise**

The academic community of the SEU shall elect the Academic Senate and the academic officers within 12 months after the establishment of the SEU. Until this time, the function of the statutory body of the SEU shall be performed by a person appointed by the Principal of SEU.

## **§ 6** **Bodies of the academic self-government of the university**

The bodies of the academic self-government of the university are:

- a) the Academic Senate of the University,
- b) Rector,
- c) the scientific council of the university,
- d) Disciplinary Board,
- e) the Board of Trustees of the SEU.

## **§ 7** **Academic Senate of the University**

(1) The Academic Senate of the University (abbreviated as "AS SEU") consists of elected representatives of the academic community of the University; it has at least 15 members, of which at least one third are students.

(2) The Academic Senate of a higher education institution shall be divided into a staff section and a student section. The members of the staff part of the Academic Senate of the University shall be elected by members of the staff part of the academic community in secret ballot. Members of the student section of the Academic Senate of the SEU shall be elected by secret ballot by members of the student section of the academic community. Only a member of the staff section of the academic senate of a higher education institution may be a member of the staff section of its academic community. Only a member of the student part of the academic senate of a higher education institution may be a member of the student part of its academic community.

(3) The office of a member of the Academic Senate of a higher education institution shall be incompatible with the office of Rector, Vice-Rector, Bursar.

(4) The term of office of the members of the Academic Senate of a higher education institution shall be four years.

(5) Meetings of the Academic Senate of a higher education institution shall be open to the public. The Rector or, on his behalf, the Vice-Rector or the Bursar shall have the right to speak at a meeting at any time he so requests. At the request of the Rector, the President of the Academic Senate of the SEU shall convene a meeting of the Academic Senate of the SEU without delay, but at the latest within 14 days.

(6) Membership in the Academic Senate of a higher education institution shall terminate for the reasons specified in Section 8(6) of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as Act No. 131/2002 Coll.).

(7) If a member of the academic senate of a higher education institution ceases to be a member before the end of the term of office pursuant to section 8(6)(b)-(f) of Act No. 131/2002 Coll., the relevant part of the academic community shall elect a new member of the academic senate of the higher education institution to fill the vacancy, whose term of office shall last until the end of the term of office of the member whose membership has ceased

## **§ 8**

### **Competence of the Academic Senate of the University**

(1) The Academic Senate of the university:

- a) approves the Rector's proposal for the establishment, merger, amalgamation, division, dissolution, change of name or change of seat of the faculties of the SEU,
- b) approves, on the proposal of the Rector, the internal regulations of the SEU, except for the Rules of Procedure of the Scientific Council of the SEU, and, on the proposal of the Dean, the internal regulations of the Faculty,
- c) elects a candidate for rector and proposes the rector's removal from office, submits the relevant proposal to the Board of Trustees of the SEU, which submits the proposal to the Minister within 15 days of the decision. After the rector has been dismissed or after the rector's term of office has been terminated early for other reasons (e.g. for personal or health reasons) or in other cases where the higher education institution does not have a rector, the governing board shall entrust the person selected by it with the function of rector until a new rector is appointed,
- d) approves the Rector's proposal for the appointment and dismissal of Vice-Rectors,
- e) approves the Rector's proposal for the appointment and dismissal of the members of the Scientific Council of the University,
- f) approves the draft budget of the SEU submitted by the rector and controls the management of the SEU's funds,
- g) Approves the long-term plan of the SEU submitted by the Rector after discussion in the Scientific Council of the SEU and its update,
- h) approves the annual activity report and the annual management report of the SEU submitted by the Rector,
- i) discusses the draft study programmes,
- j) approves the conditions of admission submitted by the Rector,
- k) Approves the Rector's proposals for the establishment, change of name, merger, amalgamation, division or dissolution of units of the SEU,
- l) elects the SEU's representative to the Council of Universities,
- m) the student section of the Academic Senate of the SEU elects the SEU representative to the Student Council of the SEU,

- n) report once a year to the academic community of the SEU on its activities by posting them in a publicly accessible place and by publishing them on the SEU's website,
- o) and performs other tasks under these Statutes.

(2) The Academic Senate of the University shall decide on personnel matters by secret ballot.

(3) Until the time of the establishment of the Academic Senate of the SEU, the Board of Trustees of the SEU shall perform its tasks, with the exception of point 1(c).

## **§ 9**

### **Rector**

(1) The Rector is the representative and statutory body of the SEU, manages it, represents it and acts on its behalf. The Rector shall be accountable for his/her activities to the Academic Senate of the SEU,

in economic and economic matters, it is accountable to the Board of Governors of the SEU.

(2) The Rector shall be appointed and dismissed by the President of the Slovak Republic on the proposal of the Board of Trustees of the SEU, to which the relevant proposal shall be submitted by the Academic Senate of the SEU. The proposal of the academic senate of the higher education institution shall be submitted by the administrative board to the Minister, who shall submit it to the President of the Republic.

(3) The term of office of the Rector shall be four years. At the same higher education institution, the same person may hold the office of rector for a maximum of two consecutive terms. After the rector is dismissed or if the SEU does not have a rector for other reasons, the person appointed by the governing board shall perform the function of the rector of the SEU until the rector is appointed.

(4) The Rector shall establish, merge, order mergers, divide and dissolve components of the SEU after the opinion of the Academic Senate of the University and the Board of Trustees of the University.

(5) The rector shall submit a draft budget of the SEU to the academic senate of the SEU and the board of trustees of the SEU for approval.

(6) After habilitation, the Rector confers a scientific-pedagogical degree (artistic-pedagogical degree)

"Associate Professor" if the SEU has been granted the right.

(7) The Rector shall submit to the Minister proposals for the appointment of professors by the President of the Slovak

republic approved by the scientific council of the university, if the university has been granted the right to do so.

(8) The Rector is represented by Vice-Rectors to the extent determined by the Rector. Vice-rectors shall be appointed by the and dismissed by the Rector after approval by the Academic Senate of the University. The term of office of vice-rectors shall be four years.

(9) The Rector may, at the request of the student, waive the tuition fee in part or in full.

(10) The Rector performs other activities pursuant to Sections 75, 77, 78 and 79 of Act No.131/2002 Coll.

## **§ 10**

### **Method of election of a candidate for rector and method of acceptance of a proposal for his/her removal**

(1) The candidate for the post of Rector is elected by the AS of the SEU by secret ballot for a period of 4 years.

(2) The election of a candidate for the post of Rector shall be announced by the AS of the SEU at least 30 days before the expiry of the Rector's term of office.

(3) The right to nominate no more than one candidate for candidacy for the post of Rector is vested in the academic senates of the faculties, if established, the members of the academic senate of the SEU, the Rector and the deans, if established, of the faculties, as a rule from among the professors who are members of the academic community of the SEU.

(4) A three-fifths majority of votes of all members of the AS of the SEU is required for the election of a candidate for the post of Rector. In the second round of election, a supermajority of votes of all members of the SEU AS of the two candidates who received the highest number of votes in the first round is sufficient to elect a candidate for the post of Rector. If a candidate does not obtain the necessary majority of votes in the second round, the AS of the SEU shall announce a new election of the candidate for the post of Rector within 30 days.

(5) The same person may be elected as a candidate for the post of Rector in no more than two consecutive terms. If the full term of office of the next (new) Rector does not expire for any reason after the expiry of the term of office, the candidature for the office of Rector of the previous Rector shall be excluded.

(6) For the purpose of the election of a candidate for the post of Rector, the Senate of the SEU shall establish a three-member election commission and elect its chairperson. The Election Committee shall manage and ensure the actual election of the candidate for the post of Rector, determine the voting method, the place of the election and draw up the minutes of the course and result of the election of the candidate for the post of Rector.

(7) The minutes of the Election Commission shall contain the number of voters present, the list of candidates for candidature for the office of Rector, the number of votes obtained, votes against and invalid votes, the number of ballot papers issued and the number of ballot papers not cast, a statement as to whether or not a candidate for the office of Rector has been elected, and the signatures of all members of the Election Commission.

(8) The results of the election of a candidate for the post of Rector shall be published by the chairman of the Election Committee of the AS SEU within three working days after the end of the election.

(9) A supermajority of all members of the AS is required to remove the Rector from the office of Rector.

(10) The election of a candidate to hold the office of Rector until a new Rector is appointed shall be the same as the election of a candidate for the office of Rector.

(11) The elected candidate for rector shall be proposed by the Board of Trustees of the SEU through the Minister of Education of the Slovak Republic to the President for appointment.

## **§ 11**

### **Scientific Council of the University**

(1) Members of the Scientific Council of the University shall be appointed and dismissed by the Rector with the consent of the Academic Senate of the University. The term of office of the members of the Scientific Council of the SEU shall be four years. Unless elected by the AS, approval shall be given by the Board of Trustees.

(2) The members of the scientific council of the university are prominent experts in the fields in which the university carries out educational, research or development activities. At least one quarter and no more than one third of the members of the scientific board of a higher education institution shall be persons who are not members of the academic community of that higher education institution.

(3) The Rector is the chairman of the Scientific Council of the University.

## § 12

### Competence of the Scientific Council of the University

(1) The Scientific Council of the University:

- a) Discusses the long-term plan of the SEU,
- b) periodically, but at least once a year, evaluate the level of the university in educational activities and in the field of science,
- c) approves, after discussion in the academic senate of the university, the proposal of study programmes; student representatives appointed by the student part of the academic senate of the university are invited to the meeting of the scientific council of the university on the proposal of study programmes,
- d) approves other experts who have the right to examine in state examinations for study programmes carried out at the university, approves supervisors for doctoral studies,
- e) approves the criteria for the habilitation of associate professors and the criteria for the appointment of professors, after granting the relevant rights,
- f) discusses habilitations of associate professors and decides on outcome in the fields of study in which the study programmes are carried out by the university, after granting the relevant rights,
- g) discusses and approves proposals for the appointment of professors, if the appointment is for the appointment of a professor in the field of study in which the study programmes are carried out, after granting the relevant rights,
- h) approves the general criteria for filling the posts of professors and associate professors,
- i) approves the specific conditions for filling professorships,
- j) approves the Rector's proposals for filling the posts of visiting professors,
- k) approves the Rector's proposals for filling the posts of visiting associate professors,
- l) awards the scientific degree "doctor scientiarum" (abbreviated "DrSc."),
- m) awards the title "doctor honoris causa" (abbreviation Dr.h. c.) to eminent domestic and foreign personalities,
- n) proposes to the Rector of the University to confer the honorary title of "Professor Emeritus" to professors over 65 years of age,
- o) approves, on the proposal of the President of the Scientific Council of the University, the Rules of Procedure of the Scientific Council of the University.

(2) The Scientific Council of the University shall deliberate on issues submitted to it by the chairman of the Scientific Council of the University.

## § 13



## **Disciplinary Committee of the University**

(1) The Rector, with the approval of the AS of the SEU, establishes the Disciplinary Committee of the SEU to resolve disciplinary cases. The details of the proceedings shall be determined by the commission in its rules of procedure.

(2) The competence, composition and appointment of the members and the chairman of the disciplinary committee of the SEU shall be governed by Section 13 of Act No. 131/2002 Coll. Details of the activities of the committee shall be laid down in an internal regulation.

## **§ 14**

### **The Governing Board of the University**

(1) The chairman and members of the board of directors shall be appointed and dismissed by the founders of the n. o. The term of office of the members of the board of directors shall be three years and shall have a maximum of five members.

(2) The competence of the Board of Trustees of the SEU includes:

- a) delegation of the function of statutory representative when the SEU does not have a rector,
- b) approval of the SEU budget,
- c) approval of the annual report of the SEU,
- d) a statement on the establishment, change of name, merger, amalgamation, division and abolition of parts of the SEU,
- e) approval of the Rector's proposal for the appointment of the SEU's Scientific Council, unless an SEU Academic Senate is established,
- f) submitting the proposal of the Academic Senate of the SEU for the appointment or dismissal of the Rector to the Minister of Education.

(3) The Board of Trustees of the SEU shall carry out other activities pursuant to section 8(3) until the Academic Senate of the SEU has been elected

## **§ 15**

### **Sources of funding and the SEU budget**

(1) The SEU shall establish its budget for the calendar year and shall manage on the basis of it as a private entity, as well as other sources. It may also receive funds from tuition fees, both from full-time and part-time students, as well as from other sources (donations, grants, foundations, etc.) to cover part of its costs. The amount of tuition fees for a given academic year is approved by the Board of Trustees of the SEU on the proposal of the Rector.

(2) The SEU shall make an accounting of its management results after the end of the calendar year and submit it to the board of trustees of the n. o.

(3) In the case of granting a subsidy from the state budget pursuant to Section 91(2) of Act No.131/2002 Coll., the SEU shall proceed pursuant to Section 49(1)(b) of Act No.131/2002 Coll.

## **§ 16**

### **Business activities of the university**

(1) The SEU shall create business activities aimed at the development of education, research as well as editorial, promotional activities aimed at promoting the results of its activities to the public.

(2) The SEU carries out business activities related to its creative activity (further education, research, but also education in the field of medical fields of study and related fields of study) of domestic and foreign students. Profits from these activities are exempt from income tax.

(3) The SEU also carries out other business activities, the profit of which is taxable.

(4) Business activities shall not interfere with the educational process and shall be recorded in the accounting records of the SEU or the relevant faculty

(5) If a business activity is generated at the SEU, the profit from this activity shall accrue to the revenue budget of the SEU.

(6) Employees of the university shall have priority in the provision of business activities in the conclusion of agreements for the performance of work, as far as the activity aimed at education is concerned.

(7) The property of a SEU may be used for business activities referred to in subsection (2) free of charge, or for activities referred to in subsection (3) in return for payment to the SEU. The details shall be arranged by the SEU by agreement.

## **§ 17**

## **Management of the SEU**

- (1) The SEU shall keep accounting records in accordance with Section 563/1991 Coll. on Accounting, as amended.
- (2) The funds of the SEU shall be held in bank accounts. The SEU shall carry out an audited financial statement at least once every 3 years.
- (3) The SEU prepares a report on the activities and a report on the management of the SEU and its components once a year.

## **§ 18**

### **Breakdown of the university**

- (1) A SEU may be divided into faculties. Faculties shall be established, abolished, merged and divided by the Rector with the approval of the AS and the Board of Trustees of the SEU.
- (2) The SEU and its faculties may establish joint or detached workplaces (institutes, clinics, missions and other workplaces) together with facilities of science, research, health, social affairs, religious and other religious organizations, both at home and abroad.
- (3) Departments set up jointly by a government or private or non-government medical institution shall be called clinics. Departments with a social service focus shall be called institutes or missions. In these workplaces, curative-preventive care (LPS) is also established.
- (4) The list of these departments is given in the annex to the organisational regulations of the SEU and its faculties.
- (5) The details of the financing and management as well as the activities of these departments shall be regulated by agreement between the faculties, if established, or the SEUs and the cooperating entities. The joint workplaces shall regulate the conditions of activities by an internal regulation (statute), which shall be approved by the Senate of the SEU or of the faculty, in case of its establishment, if it is a workplace included in the organisational regulations of the faculty.

## **§ 19**

### **Obligations of SEUs in relation to the Ministry**

- (1) The SEU shall submit to the Ministry an annual report on the activities of the SEU and an annual report on the management of the SEU in the case of a subsidy from the state budget.
- (2) The SEU shall publish a list of study programmes annually on its website.
- (3) The SEU shall submit its statutes, study regulations and selection procedure principles to the Ministry for registration.

- (4) The SEU shall submit and discuss with the Ministry the long-term plan of the SEU
- (5) Upon request of the Ministry and the Accreditation Commission, SEUs shall provide information necessary for activities pursuant to Act No. 131/2002 Coll.
- (6) The SEU shall notify the Ministry if the SEU has been declared bankrupt or has been dissolved and if the form of the legal entity has changed
- (7) If a SEU ceases to carry out educational activities, it shall notify the Ministry.

## **§ 20**

### **Study programme and curriculum**

(1) A higher education institution shall carry out studies in fields of study according to accredited study programmes for which, after the statement of the accreditation commission, it obtains the approval of the relevant ministry to grant the right, in the first to third level of higher education studies, in particular in medical fields of study, as well as in specialisation fields, if it has been granted the relevant right in the studies of domestic and foreign students. The details of the studies shall be governed by the study regulations of the SEU.

(2) Higher education in a field of study or in a combination of fields of study shall be obtained by studying according to an accredited programme of study listed in the Annex to the Statutes in that field of study or in the combination of fields of study.

## **§ 21**

### **Bachelor's study programme**

(1) The bachelor's study programme as a first degree study programme aims at acquiring theoretical knowledge and practical knowledge based on the current state of science or art and at mastering application in the exercise of a profession or in the continuation of further higher education studies. Graduates of the Bachelor's degree programme receive a first degree.

(2) The standard length of study for a bachelor's degree programme, including internship, is three years.

(3) The final thesis of the Bachelor's study programme (hereinafter referred to as "Bachelor's study") is the Bachelor's thesis.

(4) Graduates of bachelor studies are awarded the academic degree of "Bachelor" (abbreviated as "Bc. ").

## **§ 22**

## **Master's degree programme**

(1) A second-degree programme of study aims at acquiring theoretical and practical knowledge based on the current state of science or art and at developing the ability to apply it creatively in the exercise of a profession or in the continuation of higher education studies according to a doctoral programme of study. Graduates of the second degree study programme receive a second degree.

(2) The standard length of study for a second-degree programme, including internship, is two years. The total standard length of study for a bachelor's degree programme and a related second-degree programme in the same or a related field of study shall be five years in total.

(3) The final thesis in the study according to the study programme of the second degree is a diploma thesis.

(4) Second degree study programmes are master's degree study programmes. Graduates of studies under a master's degree programme (hereinafter referred to as "master's studies") shall be awarded the academic degree of "Master" (abbreviated as "Mgr.").

(5) Graduates of study programmes who have obtained the degree of "Master" may take the rigorosum examination, which includes the defence of the rigorosum thesis in the field of study in which they have obtained higher education or in a related field of study. After passing the examination, the university will award them an academic degree:

- a) in natural science study programmes "Doctor of Natural Sciences" (abbreviated "RNDr."),
- b) "Doctor of Philosophy" (abbreviated as "PhDr.") in social science study programmes,

(6) By the rigorous examination and defence of the rigorous thesis, the candidate is to demonstrate, on the basis of independent study, that he or she has deeper knowledge in the field of study in its broader basis and is capable of independently acquiring new knowledge of science and practice and is able to apply the acquired knowledge in a creative way in practice.

## **§ 23**

### **Doctoral study programme**

(1) A doctoral study programme as a third-degree study programme aims at acquiring knowledge based on the current state of scientific knowledge and, in particular, on the student's own contribution to it, which is the result of scientific research and independent creative activity in the field of science or technology. Graduates of the doctoral study programme receive a third-level higher education diploma from a higher education institution.

(2) The standard length of study for a doctoral study programme in the full-time form is three years, in the part-time form it is a maximum of five years.

(3) The study according to the doctoral study programme (hereinafter referred to as "doctoral study") is conducted according to an individual study plan under the guidance of a supervisor. A condition for the proper completion of doctoral studies is the passing of the dissertation examination, which is one of the state examinations, and the defence of the dissertation. The dissertation is the final thesis .

(4) The function of a supervisor for a given field of study may be performed by teachers of the university and other experts after approval by the scientific board of the university. The function of supervisor for themes written by a non-university institution which has obtained the right to participate in the implementation of the study programme in the field of study (hereinafter referred to as "external educational institution") may be performed by supervisors approved by that institution. The external training institution shall provide the scientific and pedagogical characteristics of these trainers to the academic board of the higher education institution. The rules for the approval of trainers shall be included in the documents provided to the Accreditation Committee.

(5) Prior to the commencement of the admission procedure for doctoral studies, the university shall announce the topics of the dissertations for which it is possible to apply during the admission procedure. A supervisor shall be appointed for each of the thesis topics. The doctoral candidate shall apply for one of the topics. At the same time as the admission of the candidate to the doctoral programme, the university shall appoint a supervisor.

(6) The university shall include among the topics of the dissertation also the topics together with the supervisors commissioned by the external educational institution; the name of the commissioning external educational institution shall be indicated together with the topic. The external educational institution may also publish the topics separately.

(7) If a candidate for doctoral studies chooses a dissertation topic written by an external educational institution, the external educational institution must also agree to his or her admission to doctoral studies. The admission examination shall be held before a committee comprising members from the university and members appointed by the director of the external training institution. The members from the university shall be appointed by the Rector for the degree programmes. The entrance examination may, by agreement between the SEU and the external educational institution, be held on the premises of the external educational institution with the participation of representatives of the SEU.

(8) Doctoral studies consist of a study part and a scientific part. The study plan is drawn up by the supervisor and submitted for approval to the departmental committee.

(9) The study part of the doctoral studies consists mainly of lectures, seminars and individual study of literature necessary in terms of the focus of the dissertation.

(10) The scientific part of the doctoral study consists of individual or team scientific work of the doctoral student (hereinafter referred to as "doctoral student"), which is related to the topic of the doctoral thesis. The scientific part of the doctoral study is professionally supervised by the supervisor.

(11) Part of the full-time doctoral studies is the performance of teaching activities or other professional activities related to teaching activities to the extent of no more than four hours per week on average per academic year in which the teaching takes place.

(12) If a doctoral student has applied for a dissertation topic announced by an external educational institution, he/she shall carry out the scientific part of the doctoral studies and the obligations of the study part of the doctoral studies agreed with the university in this external educational institution. The university concludes an individual agreement with the external educational institution concerning the doctoral studies of the doctoral student. This agreement addresses the employment and financial issues related to the doctoral student's work at the

external educational institution. The activities referred to in paragraph 11 shall be linked to the educational activities of the university.

(13) If a doctoral student has applied for a dissertation topic announced by an external educational institution (paragraph 12), both the dissertation examination and the dissertation defence shall be held before a committee in which members from the university and members appointed by the external educational institution are represented in parity. The committee shall have at least four members. The defence of the doctoral thesis may be held at the external educational institution by agreement between the university and the external educational institution. The name of the external educational institution shall also appear on the diploma.

(14) The defence of the doctoral thesis is the end of the doctoral studies. It demonstrates the ability and readiness for independent scientific and creative activity in the field of research or development or for independent theoretical activity.

(15) Graduates of doctoral studies are awarded the academic degree of "doctor" ("philosophiae doctor", abbreviated "PhD.").

(16) Doctoral studies in a given field of study are monitored and evaluated by a departmental committee. The members of the specialised committee elect a chairperson from among members. If a higher education institution carries out doctoral studies in cooperation with an external educational institution pursuant to paragraph 6, the external educational institution shall have adequate representation on the relevant branch committee.

(17) For the purposes of health insurance, sickness insurance, pension insurance and for the purposes of paying unemployment insurance contributions, a doctoral student in the full-time form of doctoral studies has the status of an employee.

## **§ 24 Further education**

The university also conducts further education in health and social sciences in the form of courses, training at home and abroad.

## **§ 25 Framework provisions on tuition fees and study-related fees**

**(1) Tuition fees are based on the actual cost of study.**

**(2) The SEU shall publish on the official notice board and the website of the SEU no later than seven days before the last day for the submission of applications for studies, the tuition fees and fees associated with studies at the SEU for the following academic year.**

(3) The annual tuition fee is payable by all students.

(4) The annual tuition fee for students of study programmes and further education programmes at SEUs and the amount of the fees pursuant to subsection (8)(b)-(e) shall be determined by the Rector.

(5) The Rector may, at the request of the student, waive the tuition fee in part or in full.

(6) Tuition and fees for foreigners associated with studies shall be at least the actual annual cost of study in the given study programme.

(7) For foreigners studying under interstate compacts, tuition and fees related to studies are governed by the provisions of these compacts. The provision of this paragraph does not apply to foreigners with permanent residence in the territory of the Slovak Republic.

(8) The form of payment and the due date of the fees shall be as follows:

- a) tuition fees for one year in advance are payable on the day of enrolment,
- b) the fee for material support for the admission procedure is paid by postal order or by cashless payment to the account of the SEU, is payable no later than on the day of submission of the application form and is not refundable to the applicant,
- c) the fee for the activities related to the rigorous examination and the defence of the rigorous thesis is payable by postal order, by bank transfer to the SEU's account or in cash, and is payable no later than five days before the rigorous examination takes place,
- d) the fee for the acts related to the issuance of a diploma of academic degree to a Master's graduate who has passed the rigorosum examination is payable by postal order by cashless payment to the account of the SEU or in cash and is payable within ten days after the successful completion of the rigorosum examination and the defence of the rigorosum thesis, but at the latest by the graduation ceremony,
- e) The fees for the issue of documents of studies and copies, for the issue of documents of graduation, if they are required in a foreign language, and for the issue of copies of documents of graduation are determined by the internal regulation of the SEU, amount is derived from the actual costs of the SEU associated with these actions.

(9) Tuition fees and fees associated with studies are the income of the SEU.

## **§ 26**

### **Framework provisions on social support for students**

(1) A higher education institution shall award scholarships to students from its own resources within the limits of its possibilities, in particular for outstanding performance of study obligations, achievement of an outstanding result in the field of study, research, development, artistic or sporting activities, or as a one-off or regular social support.

(2) The conditions for the provision of the scholarships referred to in subsection (1) shall be determined annually by the Rector.

(3) Students from underprivileged backgrounds may also receive additional scholarships to cover all or part of tuition fees from donations, foundations, religious and religious societies.

(4) Students who meet the established conditions are legally entitled to social scholarships pursuant to Section 96 of Act No. 131/2002 Coll.



## **§ 28**

### **Framework conditions for admission to study, including the method of determining the number of admitted applicants**

- (1) The basic condition for admission to first cycle studies is the acquisition of a complete secondary education or a complete secondary vocational education.
- (2) The basic condition for admission to the study programme of the second degree is the completion of the study programme of the first degree.
- (3) The basic condition for admission to doctoral studies is the completion of the second cycle study programme and the entrance examination.
- (4) Other conditions of admission to first, second and third cycle studies are governed by the provisions of Section 57 of Act No. 131/2002 Coll.
- (5) The university shall publish in due time, not later than four months, in 2003 not later than seven days, before the last day for the submission of applications, the deadline for the submission of applications for studies, the conditions of admission, the date and method of verification of fulfilment and, if the verification of aptitude for studies includes an entrance examination, also the form and framework content of the examination and the method of evaluation of its results. These shall be published on the official notice board of the SEU and in a mass manner. In the same way, the SEU must also publish information on the approximate number of applicants it intends to admit to the study programme concerned.
- (6) Other conditions of admission to first, second and third cycle studies shall be approved by the AS of the SEU on the proposal of the Rector.

## **§ 29**

### **Framework conditions for the study of foreigners**

- (1) Foreigners studying at universities:
  - a) as students according to Act No. 131/2002 Coll,
  - b) on the basis of international treaties to which the Slovak Republic is bound,
  - c) on the basis of cooperation agreements concluded pursuant to Section 6(1)(i) of Act No 131/2002 Coll., in particular within the framework of international programmes, EU programmes for academic mobility, as well as agreements with universities,
  - d) on the basis of an agreement to participate in further training.
- (2) The Rector may, in the event that he/she has reasonable doubts about the ability of an applicant under subsection (1)(a) of this section to study in a study programme conducted in the Slovak language, determine that the admission examination shall include verification of knowledge in the Slovak language; this shall not apply if an international treaty by which the Slovak Republic is bound provides otherwise.
- (3) When enrolling for full-time studies, it is verified whether the foreigner has a residence permit in the territory of the Slovak Republic and whether he/she meets other conditions according to the legislation regulating the residence of foreigners in the territory of the Slovak Republic.

(4) If a foreigner studies in a study programme conducted in a foreign language, he/she is obliged to pay a higher fee for studies than if he/she studies in the Slovak language:

- for bachelor studies           4 500 - 5 500 USD
- for Master's studies           5 500 - 6 500 USD
- for doctoral studies           6 500 - 8 500 USD

### **§ 30**

#### **Admission procedure**

(1) The admission procedure for an applicant for studies begins with the delivery of his/her written application for studies to the university. The application must be received by the deadline set by the university.

(2) The Rector decides on admission to study a study programme conducted by a higher education institution.

(3) The decision on the outcome of the admission procedure must be made in writing within 30 days of verification that the conditions for admission have been met. It shall contain a statement of the reasons and a statement of the possibility of applying for a review of the decision. It must be delivered to the applicant by hand. An applicant whose place of residence is unknown shall be served by posting the decision on the official notice board of the SEU for 15 days. The last day of that period shall be deemed to be the date of service.

(4) An applicant who has received a decision not to be admitted to study may apply for a review of that decision. The application shall be submitted to the authority which issued the decision within eight days of the date of its receipt. Otherwise, the application shall be forwarded to the SEU AS. The SEU AS shall amend the decision if it was issued in violation of the law, the internal regulations of the SEU. Otherwise, it shall reject the application and confirm the original decision. The response to the applicant for review of the decision must be sent within 30 days of receipt of the request for review of the decision on non-admission to the university.

(5) The SEU has the right to request information from admitted applicants as to whether they will enrol. The applicant is obliged to provide such information to the SEU before the beginning of the academic year. If the applicant does not express interest in the study or does not provide the information within the specified time, the right to enrol in the study programme in question shall cease and the SEU may offer a place to the next applicant in the order of the results of the admission procedure.

### **§ 31**

#### **Enrolment for studies**

(1) Upon notification of the decision on admission to the study, the applicant shall become entitled to enrol in the study. The date, place and method of enrolment of applicants shall be determined by the university and communicated to the admitted applicants.

(2) At the time of enrolment, the student determines what part of the obligations prescribed by the study programme he/she will complete in the next period of study affected by the enrolment.

(3) An applicant's right to enrol for studies pursuant to subsection (1) shall be terminated if he/she answers in the negative to a question from the university as to whether he/she will enrol for studies or fails to respond by the deadline set.

## **§ 32**

### **Forms and methods of study**

(1) A study programme may be carried out in the full-time form of study or in the part-time form of study.

(2) A programme of study in both forms of study pursuant to subsections (2) and (3) may be pursued:

- a) by the attendance method,
- b) by the distance method or
- c) combined method.

(3) The face-to-face method of study consists of teaching in direct contact between the teacher and the student.

(4) The distance method replaces direct contact between the teacher and the student by communication through means of communication, in particular means based on the use of computer networks.

## **§ 33**

### **The academic year and its organisation**

(1) The academic year shall begin on 1 September of the current year and end on 31 August of the following year.

(2) Studies in one academic year shall be divided into two semesters.

(3) Bachelor's and Master's studies shall commence at the beginning of the first semester of the academic year. Doctoral studies may also begin at the beginning of the second semester.

## **§ 34**

### **State examinations, rigorosum examinations**

(1) Every programme of study shall include the passing of a state examination or state examinations as one of the conditions for its successful completion.

(2) The state examination shall be held before an examination board. The course of the state examination and the announcement of its results shall be public. The decision of the Board of Examiners on the results of the state examination shall be taken at a closed meeting of the Board of Examiners. The same conditions and procedure shall also apply to the rigorous examinations.

(3) Only university teachers acting as professors and associate professors and other experts approved by the relevant scientific council shall have the right to examine at the state examination and rigorosum examinations.

(4) The composition of the examination boards for state examinations shall be determined by the Rector from among the persons authorised to examine pursuant to subsection (3). As a rule, the examination commissions for state examinations shall also include eminent experts in a given field of study from other universities, from health care institutions, from legal persons carrying out social-preventive care, research and development in the territory of the Slovak Republic, or from practice.

(5) The composition of the rigorosum examination committees is determined by the Rector from among the persons authorised to examine.

(6) The Examination Board for the State Examinations shall have at least four members.

### **§ 35 Interruption of studies**

(1) The study of a study programme may be interrupted at the request of a student under the conditions specified in the study regulations. The study regulations shall determine the maximum total duration of the interruption of studies.

(2) The Rector authorises the interruption of studies.

### **§ 36 Ordinary completion of studies**

(1) The study shall be duly terminated by the completion of the study according to the relevant study programme. The date of completion of studies shall be the date on which the last of the conditions prescribed for the proper completion of studies of the study programme concerned is fulfilled.

(2) Evidence of the proper completion of studies of an accredited study programme and of the acquisition of the relevant academic degree is a university diploma and certificates of state examinations. The diploma and the certificate shall be issued by the SEU.

### **§ 37 Other termination of studies**

Other termination of studies is governed by § 66 No. 131/2002 Coll.

**§ 38**  
**Evidence of study**

(1) Evidence of study shall be:

- a) student ID,
- b) study report (index),
- c) statement of learning outcomes.

(2) Further use of documents of study is governed by Section 67 of Act No. 131/2002 Coll.

**§ 39**  
**Evidence of graduation**

(1) Evidence of completion of a programme of study in a field of study or a specialisation in a given field of specialisation shall be:

- a) university diploma,
- b) certificate of state examination,
- c) diploma of specialisation (§ 46, paragraph 12 of Act No. 131/2002 Coll.),
- d) Diploma Supplement.

(2) Upon a special request, the university shall also issue documents of studies in a foreign language to the graduate.

(3) The content of the documents on the completion of studies is governed by Section 68 of Act No. 131/2002 Coll.

**§ 40**  
**SEU students**

(1) An applicant admitted to study shall become a student from the date of enrolment; a student whose studies have been interrupted shall become a student from the date of re-enrolment.

(2) A student shall cease to be a student from the date of termination of studies or from the date of interruption of studies.

**§ 41**  
**Student rights**

(1) A student has the right to:

- a) study the programme of study to which he/she has been admitted,
- b) create a study plan according to the rules of the study programme,
- c) enrol in the next part of the study programme if he/she has fulfilled the obligations specified in the study programme or study regulations,
- d) while respecting the time and capacity constraints imposed by the study regulations and the study programme, to choose the pace of study, the order of completion of the study programme units while maintaining prescribed continuity and to choose a teacher for a subject taught by more than one teacher,
- e) apply to study at another university as part of your studies, including abroad,

- f) participate in the research, development or artistic and other creative activities of the university,
- g) participate in the establishment and activities of independent associations operating on campus (societies, unions, professional associations) in accordance with the law,
- h) at least once a year have the opportunity to comment on the quality of teaching and teachers through an anonymous questionnaire,
- i) freely express opinions and comments on higher education.

(2) The general regulations on occupational safety and health and working conditions for women within the meaning of the Labour Code shall apply to a student participating in practical training and practice.

## **§ 42 Duties of the student**

(1) A student's study obligations arise from the study programme he or she is studying and from the study regulations.

(2) The student is obliged to comply with the internal regulations of the SEU and its components.

(3) The student is also obliged in particular:

- a) Protect and make economical use of the property, resources and services of the SEU,
- b) pay tuition and fees associated with studies under this Act and truthfully state the facts relevant to determination,
- c) notify the SEU of the address for service of documents,
- d) appear in person at the summons of the Rector to discuss matters relating to the progress or termination of his/her studies or relating to his/her rights and obligations.

## **§ 43 Disciplinary offence**

(1) A disciplinary offence is a culpable breach of the law or the internal regulations of the SEU or a part thereof or of public order.

(2) A student may be subject to any of the following disciplinary measures for a disciplinary offence:

- a) reprimand,
- b) conditional exclusion from studies, specifying the time limit and the conditions under which the conditional exclusion from studies will be lifted,
- c) expulsion from studies.

(3) A disciplinary offence is time-barred if more than one year has elapsed since its commission.

(4) Disciplinary measures pursuant to subsection (2) shall be imposed by the Rector.

**§ 44**  
**Register of students**

- (1) The SEU shall maintain a register of students. The register of students shall be used for the registration of students and for budgetary and statistical purposes.
- (2) The register of students shall record in particular the first name, surname, birth number, marital status and place of permanent residence of the student, in the case of foreigners also the date of birth, sex, residence in the Slovak Republic and citizenship according to the structure of the information sentence of the operated database and its technical conditions determined by the Ministry after discussion with the university.
- (3) In the register of students, data on individual students are recorded in particular on:
- a) enrolment,
  - b) previous education,
  - c) study programme,
  - d) enrolment in a higher year or in a further part of studies (§ 47(4)(i)),
  - e) allocation of accommodation in a student house,
  - f) the state examination passed and the academic degree awarded,
  - g) interruption of studies,
  - h) graduation.
- (4) Entries in the register of students may only be made by specifically authorised employees of the SEU; entries under paragraph (3)(a), (c) to (g) shall be made within three days of the decisive event.
- (5) Employees pursuant to paragraph 4 are obliged to comply with generally applicable legal regulations on personal data protection pursuant to Act No. 428/2002 Coll. on the protection of personal data when working with the register.
- (6) The SEU shall permanently store the data from the student register.

**§ 45**  
**SEU staff**

- (1) University teachers, researchers and other employees work as employees at SEUs.
- (2) Employees of SEUs engaged in clinical and practical teaching in specialised teaching facilities provide health and social care according to special regulations (Act No. 277/1994 Coll. on Health Care, as amended).

**§ 46**  
**University teachers**

- (1) University teachers hold the positions of professor, visiting professor, associate professor, visiting associate professor, assistant professor, assistant professor and lecturer.
- (2) University teachers actively participate in research, development activities aimed at acquiring new knowledge and development products

(3) The function of professor and the function of associate professor is bound to the field of study of the second or third degree.

(4) A university teacher serving as a professor in a field of study shall be responsible within the university for research and education in that field of study. He or she shall contribute through his or her research, development, teaching and organisational activities to the development of knowledge in that field of study and to the clarification of relationships with other fields of study; he or she shall guarantee or participate in guaranteeing the quality and development of the programme of study pursued by the SEU. The professor's duties in the field of education include, in particular, the conduct of lectures and seminars and the related assessment of students, including examination at state examinations, the supervision of doctoral students, the supervision and marking of theses, the production of study materials. In the field of science and technology, the professor's duties include shaping trends and concepts, research and development activities and publishing results in journals and at scientific and professional events of international importance, leading research teams and organising international scientific events.

(5) A university teacher acting as an associate professor in a field of study contributes, in cooperation with a professor in that field of study, to the development of knowledge in that field of study through his or her research, development, pedagogical and organisational activities. He/she guarantees or participates in guaranteeing the quality and development of the bachelor's degree programme which the SEU is carrying out, if this activity is not carried out by the professor. The duties of an associate professor in the field of education include, in particular, the conduct of lectures and seminars and the related assessment of students, including examination at state examinations, the supervision of doctoral students, the supervision and opposition of theses or dissertations, and the development of study materials. In the field of science and technology, an associate professor's duties include research and development activities and the publication of results in journals and at scientific and professional events of international significance, the management of research teams and the organisation of scientific events.

(6) The qualification prerequisite for performing the function of professor is a scientific-pedagogical degree in the field of study to which the function is attached or in a related field of study. The qualification prerequisite for holding the post of associate professor is the scientific-pedagogical title "associate professor" in the field of study to which the post is attached or in a related field of study or the scientific rank of PhD and, if working in a clinical field, also a specialisation examination (attestation) in the same or a related field or a post-secondary attestation or an attestation of the second degree.

(7) A university teacher who holds the scientific-pedagogical title of "professor" and holds the office of professor shall be a full professor of the relevant university during the period of holding that office. A university teacher who holds the scientific-pedagogical title "Associate Professor" and holds the function of professor shall, during his/her term of office, be an associate professor of the relevant university. If an associate professor of a higher education institution acquires the scientific-pedagogical title 'professor' during his/her term of office as professor, he/she shall become a full professor of the higher education institution.

(8) A university teacher acting as an assistant professor ensures, in cooperation with professors and associate professors of the university (paragraphs 4 and 5), the fulfilment of the university's tasks in the field of education and in the field of science and technology. If a university teacher acting as an assistant professor does not have a PhD or a degree in science and technology, he/she shall be trained with a view to obtaining them. The duties of an assistant professor in the field of education include, in particular, giving lectures in selected chapters, conducting seminars and tutorials and the related assessment of students and conducting and marking theses in the



first two stages of higher education, developing study materials, advising students and arranging field trips and students' professional practice. In the field of science and technology, the assistant professor's duties include participating in the research, development or artistic activities of the department and publishing the results in journals and at scientific, professional or artistic events, and cooperating in the organisation of scientific or artistic events. Depending on the specific content of the work tasks, the qualification for performing the function of assistant professor shall be a second-level university degree or a third-level university degree. Another requirement for an assistant professor is a specialisation examination (attestation) if he or she works in a clinical field.

(9) Under the guidance of professors and associate professors of the university, a university teacher acting as an assistant ensures the fulfilment of the tasks of the university in the field of education and in the field of science and technology. The SEU shall provide the assistant professor with the opportunity to pursue his/her education with a view to obtaining the academic degree of "PhD". The assistant professor's duties in the field of education include, in particular, conducting practical exercises and the related assessment of students, participating in the provision of other educational activities and participating in the development of study materials. In the field of science and technology, the assistant's duties include taking part in research and development activities and in the publication of results, and taking part in the organisation of scientific and professional events. The qualification for the post of assistant professor is a second-level university degree.

(10) A university teacher acting as a lecturer ensures the fulfilment of the tasks of the university in the defined field of education. The duties of a lecturer include teaching which does not require active participation in research or development, in particular conducting tutorials and related student assessment, participating in the provision of other educational activities and participating in the development of study materials. Other duties of lecturers shall be determined by the internal regulations of the SEU. Depending on the specific content of the work tasks, the qualifications required to perform the duties of a lecturer are a first-class university degree or a second-class university degree.

(11) In order to ensure student mobility, the Rector appoints a coordinator from among university teachers, whose task is in particular to participate in the preparation and implementation of international cooperation programmes in the educational field, to solve tasks related to the sending and receiving of students, and to provide advisory services to students on the possibilities of studying at other universities in the Slovak Republic and abroad.

## **§ 47**

### **Scientific and pedagogical titles "Associate Professor" and "Professor"**

(1) An expert who is scientifically and pedagogically active at a higher education institution and meets the specified criteria may apply for the award of the scientific-pedagogical degree or the artistic-pedagogical degree of "Associate Professor" or "Professor" in a given field of study, if the higher education institution has been granted the rights.

(2) The procedure for submitting applications and the criteria for obtaining degrees shall be laid down in an internal regulation of the SEU, which shall be approved by the SEU's Board of Governors.

## **§ 48**

### **Filling university teaching posts**

(1) The filling of posts of university teachers and the filling of posts of professors and associate professors shall be carried out by selection procedure. The selection procedure for filling the post of professor and the post of associate professor shall also be the selection procedure for filling the post of university teacher. The announcement of the selection procedure must be published on the official notice board of the university and made available to the Ministry of Education and the Ministry of Health for publication on its specific website. The announcement of the competition to fill the post of professor must also be published in a periodical daily newspaper of national circulation.

(2) The employment relationship for the position of a university teacher with an employee who does not hold the scientific-pedagogical title of "professor" or "associate professor" may be concluded on the basis of a single selection procedure for a maximum period of five years.

(3) A university teacher shall fill the position of associate professor or professor on the basis of a single selection procedure for a maximum of five years. If a university teacher has occupied the post of associate professor or professor for the third time, with a total duration of at least nine years in these posts, and has a corresponding scientific-pedagogical degree, he/she shall acquire the right to an employment contract with this university for the post of university teacher and to be included in this post for a period of time until he/she reaches the age of 65 years.

(4) The Rector may release a university teacher for an appropriate period from the performance of teaching tasks and allow him to devote himself only to scientific work. This is without prejudice to the provisions of special regulations on remuneration of employees under the Labour Code.

(5) The employment of university teachers shall terminate at the end of the academic year in which they reach the age of 65 years, unless employment has been terminated earlier under the Labour Code. The Rector shall conclude an employment contract with a person over 65 years of age for the post of university teacher for a maximum period of one year; the employment contract may also be concluded repeatedly in this way.

(6) If a university teacher holds the post of rector at a university and during his term of office in that post his employment is due to terminate on the basis of a contract of employment or because he has reached the age of 65 years under subsection (5), his employment shall terminate on the expiry of his term of office.

(7) The Rector may recruit an employee for a maximum of one year on a part-time basis to the position of university teacher without a selection procedure.

## **§ 49**

### **Professor emeritus**

(1) The Rector may, on the proposal of the Scientific Council of a university, award the honorary title of Professor Emeritus (Emeritus Professor) for significant contributions in the field of science and education to a professor over 65 years of age who has terminated his/her employment with the university as a full professor and who continues to be actively engaged in

scientific and pedagogical activities. In accordance with its internal regulations, the SEU shall allow emeritus professors to participate in its research and other activities.

## **§ 50**

### **Visiting Associate Professor and Visiting Professor**

(1) The Rector may, with the approval of the Scientific Council, enter into an employment relationship with an eminent expert for a period not exceeding two years for the position of a university teacher in the capacity of a visiting associate professor. If the visiting associate professor is to work in a study programme which is carried out at the university, the rector, with the consent of the scientific council of the university, shall conclude an employment relationship with him/her.

(2) The Rector may, with the consent of the Scientific Council of the University, conclude an employment relationship with an eminent expert for a period not exceeding two years for the position of a university teacher in the capacity of a visiting professor.

## **§ 51**

### **Research staff**

(1) To carry out its tasks in science and technology, a higher education institution may employ researchers and medical personnel as well as professional instructors.

(2) Researchers may also participate in the educational activities of the university.

## **§ 52**

### **Method of determining the number and structure of posts**

**(1) Positions shall be assigned to departments or the Rector's Office (hereinafter referred to as "SEU organizational units").**

(2) The number of posts in departments is determined by the Rector of the University on the proposal of head

(3) The number of new places shall be determined so that the following levels of teaching activity per teacher per semester/week

- by professors	8 hours
- at docents	12 hours
- for assistants	16 hours

(4) The number of students in 1 group and the number of hours per teacher shall be derived from the coefficient of economic difficulty of the subject proposed by the Ministry of Education as follows:

- |                           |                          |
|---------------------------|--------------------------|
| - clinical subjects       | 5 - 10 students/teacher  |
| - theoretical subjects    | 10 - 15 students/teacher |
| - social science subjects | 15 - 20 students/teacher |

## § 53

### **Rules for the use of academic insignia and the performance of academic ceremonies**

(1) The academic insignia of the SEU is a symbol of the competence and responsibility of the academic self-government bodies of the SEU, as well as an expression of university traditions.

(2) The insignia of the SEU are:

- a) the emblem and seal of the University,
- b) the chain of Rector and Vice-Rectors.

(3) The emblem of the University of Applied Sciences consists of a depiction of the statue of St. Elizabeth in the Chapel of St. Elizabeth at the St. Elizabeth Oncological Institute in Bratislava.

(4) The documentation of the insignia of the SEU is kept in the archives of the SEU. The manner of use shall be laid down by the Rector.

(5) SEU gowns are authorized for use by:

- a) Rector and Vice-Rectors,
- b) President of the AS SEU,
- c) professors and associate professors,
- d) a person to whom the degree of Dr. h. c. is being conferred or has been conferred,
- e) distinguished guests of the SEU as decided by the Rector.

(6) SEU gowns shall be used on ceremonial occasions:

- a) the beginning and end of the academic year,
- b) matriculation of newly admitted students,
- c) Graduation ceremonies for higher education graduates,
- d) graduation of graduates of third age higher education,
- e) graduation of the graduates of the rigorous procedure,
- f) Graduation ceremonies for PhD students, visiting associate professors and visiting professors,
- g) graduation of honoris causa doctors,
- h) a ceremonial meeting of the Scientific Council of the SEU, extended to include the Scientific Councils of the faculties, if established, by decision of the Rector.

(7) The Rector of the SEU shall award a commemorative medal to the SEU. The manner of awarding the commemorative medal shall be laid down by the Rector by decree.

(8) The matriculation of students as the solemn taking of the academic oath shall take place in the presence of the Rector or the Vice-Rector.

(9) The graduation of graduates as a solemn oath and the reception of the bachelor's, master's or doctoral diploma shall take place in the presence of the Rector or the Vice-Rector.

(10) The graduation of rigorosants as a solemn oath and the reception of diplomas shall take place in the presence of the Rector or the Vice-Rector.

(11) Graduation ceremonies of graduates of the Third Age SEU as a solemn oath and the receipt of the certificate of studies shall be held in the presence of the Rector or the Vice-Rector.

(12) Graduation ceremonies of doctoral students, associate professors and doctors of science, such as the oath ceremony and the diploma reception, are held in the presence of the Rector and the Vice-Rectors.

(13) The graduation of Doctors honoris causa as a solemn oath and the reception of the diploma shall take place in the presence of the Rector and the Vice-Rectors.

(14) The procedure for the matriculation of students and the graduation of graduates, doctoral students, associate professors, doctors of science and doctors honoris causa is laid down by a decree of the Rector as an internal regulation of the SEU.

#### **§ 54 Transitional provisions**

(1) Unless the Academic Senate of the university is established, the Rector and the Board of Trustees have the right to exercise powers without the expression of the AS SEU in the cases referred to in § 8 (1) (b/, d/, e/, f/, g/, i/, j/, k/, o/.

(2) Sections 29(5) and 30 shall apply mutatis mutandis to the admission of students in 2003.

**§ 55**  
**Final provision**

This Statute shall be effective on the date on which a complete version is submitted to the Ministry of Education and shall be effective from the date on which it is registered by the Ministry of Education.

In Bratislava, 25 September 2003

prof. MUDr. Vladimír Krčméry, DrSc.  
statutory body

Martin Fronc  
Minister for Education

**Appendix No 1**  
**to the Statute**  
**University of Health and Social Work St. Elizabeth in Bratislava,**  
**n.o.**

**This amendment supplements the Statutes of the SEU of Health and Social Work as follows:**

**I.**

**After § 18, new §§ 19-30 are inserted as follows:**

**§ 19**

**Faculty**

**(1) Faculty**

- a) contributes to the mission of the SEU and participates in the fulfillment of the SEU's main tasks in the defined field of knowledge expressed by its name,
- b) develops a field of study or several related or connected fields and pursues one or more programmes of study in that field or fields,

**(2) Academic self-government bodies shall be established at the faculty.**

**(3) The faculty has the right to use its own academic insignia and to conduct academic ceremonies in accordance with the internal regulations and traditions of the SEU.**

**(4) Faculties shall be established, merged, ordered to be merged, divided and dissolved by the Rector with the consent of the Academic Senate of the University after the prior opinion of the Accreditation Commission. The name and seat of the faculty shall be similarly established.**

**(5) A newly established faculty is obliged to establish its academic self-government bodies within six years from the date of establishment. Pending the establishment of these bodies, powers shall be exercised, to the extent necessary, by persons authorised by the Rector.**

**§ 20**

**Scope of self-governing competence and rights of the faculty**

**(1) In accordance with the Higher Education Act and in accordance with this Statute of the SEU, the academic self-government bodies of the SEU have the right to decide or act on behalf of the SEU in the following matters falling within the self-government competence of the SEU:**

- a) Determining other conditions of admission to study and making decisions in the admission procedure for study programmes carried out at the faculty,
- b) creating new accredited study programmes and implementation at the faculty,

- c) deciding on matters relating to the academic rights and obligations of students enrolled for studies under study programmes conducted at the faculty,
- d) the conclusion, modification and termination of employment relationships on the basis of competences delegated by the Rector up to the annual financial allocation,
- e) the implementation of business activities,
- f) cooperation with other universities, legal and natural persons, including foreign ones, in the areas in which the faculty operates.

(2) The self-governing competence of the faculty further includes:

- a) internal organisation of the faculty,
- b) Determining the number of admitted applicants for study in the manner specified in these Statutes of the SEU,
- c) organisation of studies in accordance with the study regulations of the university,
- d) determining the focus and organising research, development and other creative activities,
- e) Determining the number and structure of staff posts within the Faculty's budget,
- f) conducting international relations and activities in the areas in which the faculty operates,
- g) election of members of the academic self-government bodies of the faculty,
- h) the management of funds allocated to the faculty by the university and of funds otherwise obtained by the faculty for the performance of its tasks.

The Faculty also comments on the disposal of property used for the performance of its tasks.

## **§ 21**

### **Bodies of Academic Self-Government of the Faculty**

The bodies of the academic self-government of the Faculty are:

- a) Academic Senate of the Faculty,
- b) Dean,
- c) the Faculty's Scientific Council,
- d) the Faculty Disciplinary Committee for Students (hereinafter referred to as the "Faculty Disciplinary Committee").

## **§ 22**

### **Academic community of the Faculty**

- (1) The academic community of the faculty is the basis of the academic self-government of the faculty. It elects and dismisses members of the Academic Senate of the Faculty.
- (2) The academic community of the faculty consists of university teachers and researchers enrolled at the faculty who are employed by the university for a fixed weekly working time, other employees enrolled at the faculty if so determined by the statutes of the university (the employee part of the academic community of the faculty), and students enrolled in study programmes carried out at the faculty (the student part of the academic community of the faculty).



## § 23

### **Academic Senate of the Faculty**

- (1) The Academic Senate of the Faculty is its self-governing representative body. It shall have at least 11 members, at least one third of whom shall be students.
- (2) The Academic Senate of the Faculty is divided into a staff part and a student part. The members of the staff part of the Academic Senate of the Faculty shall be elected in direct secret ballot by the members of the staff part of the academic community of the Faculty. Members of the student section of the Faculty Academic Senate shall be elected by secret ballot by members of the student section of the Faculty academic community. Only a member of the staff section of the Faculty Academic Senate may be a member of the staff section of the Faculty Academic Senate. Only a member of the student section of the Faculty Academic Senate may be a member of the student section of the Faculty Academic Senate.
- (3) The office of a member of the Academic Senate of the Faculty is incompatible with the office of Rector, Vice-Rector, Dean, Vice-Dean, Bursar and Secretary of the Faculty.
- (4) The term of office of the members of the Academic Senate of the Faculty shall be a maximum of four years.
- (5) Meetings of the Academic Senate of the Faculty are public. The dean or, in his/her place, the vice-dean or the secretary of the faculty and the rector shall have the right to speak at a meeting in accordance with the rules of procedure of the Academic Senate whenever they so request. At the request of the dean or the rector, the chairman of the Academic Senate shall convene a meeting of the Academic Senate without delay, but not later than within 14 days.
- (6) Membership in the Academic Senate of the Faculty shall cease
  - a) at the end of the member's term of office,
  - b) the appointment of a member to one of the offices referred to in paragraph 3,
  - c) termination of employment with the university of members of the staff of the academic community of the faculty and interruption or study of members of the student part of the academic senate of the faculty,
  - d) by renunciation of membership,
  - e) removal of the member from office by the academic community. The grounds for removal and the procedure for election and removal shall be laid down in an internal regulation of the Faculty,
  - f) death of a member.
- (7) If the membership of a member of the Academic Senate of the Faculty has expired before the end of the term of office pursuant to paragraph 6(b) to (f), the corresponding part of the academic community shall elect a new member of the Academic Senate of the Faculty to fill the vacancy, whose term of office shall last until the end of the term of office of the member whose membership has expired prematurely.

## § 24

## **Competence of the Academic Senate of the Faculty**

- (1) Academic Senate of the Faculty
  - a) approves, on the proposal of the Dean, the internal regulations of the Faculty pursuant to Section 33 (2) (a), (b) and (f) of the Act and the internal regulations of the Faculty pursuant to Section 33 (3), unless it is decided, on the proposal of the Dean, that the Faculty shall be governed by the relevant internal regulations of the University.
  - (b) approves, on the proposal of the President of the Academic Senate of the Faculty, the internal regulations of the Faculty pursuant to Section 33 (2) (c) and (d),
  - (c) elects a candidate for dean or proposes the removal of the dean. If, after the removal of the dean or after the early termination of the dean's office for other reasons, the faculty does not have a dean, it proposes to the Rector a person to be entrusted with the office of dean until a new dean is appointed,
  - (d) approves the Dean's proposal for the appointment and dismissal of Vice-Deans,
  - (e) approves the Dean's proposal for the appointment and dismissal of members of the Faculty's Scientific Council,
  - (f) approves the draft budget of the faculty submitted by the dean and controls the use of the faculty's funds,
  - (g) approves the long-term plan in the educational, research, development or other creative activities of the faculty (hereinafter referred to as the "long-term plan of the faculty") drawn up in accordance with the long-term plan of the university, submitted by the dean after discussion in the scientific council of the faculty and its update,
  - (h) approves the annual activity report and the annual management report of the Faculty submitted by the Dean,
  - (i) after discussion in the Scientific Council, approves the proposal of study programmes to be implemented by the Faculty, submitted by the Dean,
  - (j) approves other conditions of admission to study study programmes carried out by the faculty submitted by the Dean,
  - (k) expresses its opinion on the Dean's proposal for the establishment, merger, amalgamation, division or abolition of faculty departments,
  - (l) elects a faculty representative to the Council of Universities,
  - (m) report once a year to the academic community of the faculty on its activities, which shall be posted in a publicly accessible place and published on the faculty's website,
- (2) The Academic Senate of the Faculty shall vote by secret ballot on the matters referred to in paragraph 1 (c), (d), (e) and (l) and shall decide on the other matters referred to in paragraph 1 by secret ballot if it decides on a secret ballot in the matter.

### **§ 25**

#### **Dean**

- (1) The dean is the representative of the faculty, manages it, represents it and acts in the affairs of the faculty.

In matters pursuant to Section 23(1) of the Act, he acts on behalf of the SEU. The dean is accountable for his/her activities to the Academic Senate of the faculty. The dean shall be accountable to the rector for his/her activities in matters in which he/she acts on behalf of the SEU, for the management of the SEU and for his/her other activities to the extent determined by the internal regulations of the SEU.

(2) The Dean is appointed and dismissed by the Rector on the proposal of the Academic Senate of the Faculty. The Rector appoints as Dean a candidate proposed by the Academic Senate of the Faculty, unless this is contrary to the law. The Academic Senate of the Faculty shall submit a proposal for the dismissal of a dean whenever he has been finally convicted of a deliberate criminal offence or if he has been given an unconditional prison sentence.

(3) On his/her own initiative, the Rector may dismiss a dean if the dean

- a) seriously fails to fulfil its obligations,
- b) has grossly or repeatedly violated the internal regulations of the SEU or faculty; or
- c) seriously harmed the interest of the SEU or the faculty.

(4) The term of office of the dean shall be a maximum of four years. At the same faculty, the same person may hold the office of dean for a maximum of two consecutive terms. After the dismissal of the dean or after the early termination of the dean's office, the office of dean shall be exercised until the appointment of a new dean by a person entrusted by the rector on the proposal of the academic senate of the faculty.

(5) The dean submits a draft faculty budget to the academic senate of the faculty for approval.

(6) The dean is represented by vice-deans to the extent determined by him/her. Vice-deans shall be appointed and removed by the Dean after approval by the Academic Senate of the Faculty. The term of office of vice-deans shall be four years.

(7) The dean performs legal acts in labour relations for employees of the university enrolled at the faculty to the extent and under the conditions specified in this Statute.

## **§ 26**

### **Scientific Council of the Faculty**

(1) The members of the Faculty Scientific Council are appointed and dismissed by the Dean with the approval of the Academic Senate of the Faculty. The term of office of the members of the Scientific Council shall be four years.

(2) The members of the Faculty's Scientific Council are distinguished experts in the fields in which the Faculty carries out educational, research, development or other creative activities. At least one quarter and no more than one third of the members of the Faculty's Scientific Council shall be persons who are not members of the academic community of the university of which the Faculty is a part.

(3) The dean is the chairman of the faculty's scientific council.

## § 27

### **Competence of the Scientific Council of the Faculty**

#### (1) Faculty Scientific Council

- a) Discusses the long-term plan of the faculty developed in accordance with the long-term plan of the SEU,
- (b) evaluate at least once a year the level of the faculty's educational activities in the field of science and technology,
- c) discusses the proposal of study programmes to be implemented by the faculty, Student representatives designated by the student part of the academic senate of the faculty are invited to the meeting of the scientific council of the faculty on the proposal of study programmes,
- d) approve other experts who have the right to sit for state examinations for study programmes carried out at the faculty,
- e) approve supervisors for doctoral studies,
- f) discusses and submits to the Scientific Council of the University the criteria for the habilitation of associate professors and the criteria for the appointment of professors,
- g) discusses habilitations of associate professors and decides on outcome,
- h) discusses and submits proposals for the appointment of professors to the Scientific Council of the University,
- i) discusses and submits to the Scientific Council of the University the criteria for filling the posts of professors and associate professors at the Faculty,
- j) discusses and submits to the Scientific Council of the University the specific conditions of the selection procedure for filling the posts of professors at the faculty,
- k) approves the Dean's proposals for filling the positions of Visiting Associate Professors,
- l) discusses and submits to the Scientific Council of the University the Dean's proposals for filling the positions of visiting professors,
- m) approves the rules of procedure of the Faculty's Scientific Council on the proposal of the Chairperson of the Faculty's Scientific Council.

(2) The Faculty's Scientific Council discusses issues submitted to it by the Chairperson of the Faculty's Scientific Council.

## § 28

### **Disciplinary Committee of the Faculty**

(1) The Disciplinary Committee of the Faculty shall discuss disciplinary offences of students enrolled in a study programme conducted at the Faculty and submit a proposal for a decision to the Dean.

(2) The members of the Disciplinary Committee of the Faculty and its chairperson shall be appointed by the Dean from among the academic community of the Faculty after approval by the Academic Senate of the Faculty. Half of the members of this committee shall be students.

(3) The activities of the Faculty Disciplinary Board shall be governed by the Rules of Procedure of the Faculty Disciplinary Board.

## § 29

### **Senior faculty staff**

(1) The leading employees of the faculty are the secretary of the faculty and individual heads of teaching, research, development or economic-administrative and information departments and special-purpose facilities. Faculty. The posts of senior staff of the faculty shall be filled by a selection procedure. The method of selection for the posts shall be determined by the Faculty Regulations or the SEU Regulations for the senior staff of the faculty.

(2) The secretary of the faculty shall ensure the economic and administrative running of the faculty. He/she is directly subordinate to the Dean.

## § 30

### **Internal regulations of the faculty**

(1) The internal regulations of the faculty shall regulate the affairs of the faculty which fall within its self-governing competence and its relationship to the university, unless they are regulated by law.

(2) The Faculty shall issue the following internal regulations:

- a) the Statute of the Faculty,
- b) the Faculty's organisational regulations,
- c) the principles of elections to the Academic Senate of the Faculty,
- d) the rules of procedure of the Academic Senate of the Faculty,
- e) the rules of procedure of the Faculty's Scientific Council,
- f) other regulations, if so provided for in the statutes of the faculty.

(3) The Faculty may also issue the following internal regulations in accordance with Act No. 131/2002 Coll:

- a) the study regulations of the faculty,
- b) the Faculty's working regulations,
- c) the Faculty's scholarship regulations,
- d) the Faculty's disciplinary regulations for students,
- e) the rules of procedure of the Faculty Disciplinary Committee.

(4) Section 15(2) of Act No 131/2002 Coll. applies to the content of the statute.

(5) The Faculty Statutes, Study Regulations and Work Regulations are subject to approval by the Academic Senate of the University and come into force on the date of approval by the Academic Senate of the University. Other internal regulations, except for the Rules of Procedure of the Faculty Research Council, shall enter into force upon approval by the Academic Senate of the Faculty. The Rules of Procedure of the Faculty Scientific Council shall enter into force upon approval by the Faculty Scientific Council.

## II.

**The original paragraphs 19 to 55 are renumbered as paragraphs 31 to 67 following the addition of the new paragraphs under point I.**

Done at Bratislava, 9 May 2005.

prof. MUDr. Vladimír Krčméry, DrSc.  
statutory body

Martin Fronc  
Minister for Education

**Appendix No 2**  
**to the Statute**  
**St. Elizabeth University of Health and Social Work in Bratislava**

**This amendment supplements the Statute of the St. Elizabeth University of Health and Social Work in Bratislava (hereinafter referred to as the Statute) registered by the Ministry of Education of the Slovak Republic No.1001/2003-sekr. dated 25 September 2003 and as amended by Appendix No. 1, as follows:**

(1) In § 7, paragraph (1) is amended to read as follows:

**"(1) The Academic Senate of the University (abbreviated as "AS SEU") consists of elected representatives of the academic community of the University, where each part of the University (Rectorate, faculties) have equal representation in the AS SEU five members, two of whom are students. "**

2. In § 7, paragraph (6) is deleted in its entirety and replaced by:

**"(6) Membership in the Academic Senate of a higher education institution shall cease:**  
**a) the expiry of the term of office of the Academic Senate,**  
**b) by appointment to the position of Rector, Vice-Rector, Dean, Vice-Dean, Bursar, Secretary of the Faculty,**  
**c) the termination of the employment of staff members and the interruption and termination of the studies of student members,**  
**d) by renunciation,**  
**e) by appeal by an absolute majority of the members of the academic community, or,**  
**f) by the death of a member."**

3. In § 8 (1) (a) the text "approves the proposal of the Rector" is deleted. ' and replaced by

**"commenting on the rector's proposal. "**

4. In § 8(1)(c), the words "**within 15 days of the decision**" are deleted.

5. In § 10, paragraph (3), the entire text is deleted and replaced by:

**"(3) Any member of the academic community shall have the right to nominate a candidate for the office of Rector."**

6. In § 10(5), the second sentence is deleted:

**"If the full term of office of the next (new) Rector does not expire for any reason after the expiration of the term of office, the candidacy for the office of Rector of the previous Rector shall be excluded."**

7. In Article 19(4) of the Statute, as amended by Appendix No 1, the text is deleted in its entirety and replaced by the following:

**"(4) Faculties shall be established by the Rector after the opinion of the Academic Senate and the Board of Trustees of the University. "**

8. In Article 22, paragraph (2) of the Statute, as amended by Appendix No. 1, the following text shall be deleted:

**"if so determined by these SEU statutes"**

Bratislava, 7. 11. 2006

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prof. MUDr. Vladimír Krčméry, DrSc. , Dr.h. c.  
founder

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Minister for Education of the Slovak Republic