



*ST. ELISABETH UNIVERSITY OF HEALTH AND  
SOCIAL WORK in BRATISLAVA*

***ACADEMIC SENATE***

**ELECTION REGULATIONS**

**Who makes up the academic community of St. Elizabeth University of Health and Social Work**

On the basis of the Statute of the St. Elizabeth University of Health and Social Work in Bratislava

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- (1) The academic community of is made up of university teachers and researchers who have a contract of employment with the university and students.
- (2) The academic community of u is divided into a staff section and a student section. The staff part of the academic community of a higher education institution shall consist of members of the academic community of the higher education institution who are employees of the higher education institution. The student part of the HEI academic community shall consist of members of the HEI academic community who are students of the HEI.

**PRINCIPLES OF ELECTIONS TO THE ACADEMIC SENATE**

1. (1) The Academic Senate of the HEI (hereinafter referred to as the "HEI Academic Senate") shall consist of elected representatives of the academic community of the HEI; it shall have at least 15 members, one third of whom shall be students.  
(2) The Academic Senate of HEIs is divided into a staff part and a student part. The members of the staff part of the Academic Senate of the HEI shall be elected in secret elections by the members of the staff part of the academic community. The members of the student part of the Academic Senate of the HEI are elected in secret elections by the members of the student part of the academic community. Only a member of the staff of the Academic Senate of an HEI may be a member of the staff of its academic community. Only a member of the student part of the Academic Senate of a HEI may be a member of the student part of its academic community.  
(3) The office of a member of the Academic Senate of a HEI is incompatible with the office of Rector, Vice-Rector, Bursar, Dean, Vice-Dean and Secretary of the Faculty.  
(4) The term of office of the members of the Academic Senate of the HEI shall be four years.
2. (1) Elections to the University Senate shall be called by the President of the University Senate and shall be conducted by an election committee elected by the President.

(2) The members of the staff section of the Faculty Senate shall be elected in direct secret ballot by the members of the staff section of the academic community of the faculty, institutes and institutes

Members of the Student Participants' Senate Voting in secret ballot elections members of the student part of the academic community of the faculty.

3. (1) Those candidates who, in order of the total number determined, have received the highest number of votes shall be elected to the University Senate; in the event of a tie, the lot shall decide.

**4. (1) Elections shall be held on a single day at the HEI so that at least three hours of voting can take place at designated locations on that day.**

#### **Electoral commissions**

(1) A three-member election committee shall be established for the elections to the University Senate.

The Chairperson and the other two members of the Election Committee shall be appointed and dismissed by the HEI Senate from among the members of the staff and the student members of the academic community.

**(2) The names and surnames of the chairman and members of the Electoral Commission shall be published without delay after their appointment.**

(3) The Electoral Commission manages and controls the conduct of the elections.

#### **Candidates**

(1) Only those staff and students who are on the HEI lists are eligible to stand for election to the HEI Senate.

(2) Any member of the academic community of the HEI may nominate a candidate from among the eligible voters for the relevant part of the academic community. The candidate's inclusion on the list of candidates shall be subject to his or her written consent to the proposal.

(3) Proposals for candidates shall be submitted to the chairman of the Electoral Commission from the day following the date of publication of the list of eligible voters, and the submission of such proposals shall end on the day preceding the publication of the lists of candidates.

(4) The chairman of the Electoral Commission shall publish the lists of candidates no later than two working days before the election.

(5) By agreement in the AS, this can also be done by the AS President.

(6) The lists of candidates shall include, in particular, the name and surname of the staff or student candidates and their basic details.

#### **Ballot papers**

(1) The Electoral Commission will arrange for the printing of ballot papers through the Rector's Office. The ballot papers shall be formally identical in both the staff and student sections of the academic community.

Once agreed in the AS, this will be arranged for all constituencies by the Chair and Vice-Chair of the AS

(2) Ballot papers contain: information about the time and subject of the election, instructions on the method of election and handling of the ballot paper during the

election, the signature of the chairman of the election commission - after agreement in the AS ballot papers are signed by the chairman and vice-chairman of the AS, the stamp of the University - AS and the list of candidates; two types of ballot papers are made, separately for the student part and separately for the staff part of the academic community.

Ballot papers are sent by registered post to the names of the chairperson(s) of the electoral commission(s) no later than two days before the election itself.

### **The course of the elections**

(1) The polling station or other area designated for the election must be so arranged as to preserve the possibility of secret ballot (in particular the secret ballot paper).

(2) The voter, after proving his/her identity to the electoral commission, if he/she is on the list of voters or if it is proven that he/she should be on the list (which will be decided by the electoral commission), takes the ballot paper and goes to the reserved place for ballot paper editing.

(3) The academic staff voter shall modify the ballot by marking no more than the **designated number of staff** candidates and shall cast the ballot in the ballot box. If the voter marks incorrectly or marks more than one candidate, or if the marking is not clearly identifiable, the ballot paper shall be invalid.

(4) The number of elected members shall be determined by the current state of the HEIs and shall be at parity. The number of AS members is decided at the last meeting of the functional AS. The number of candidates shall be published on the day of the announcement of the elections to the AS.

(5) The student voter of the campus community edits the ballot by marking the student candidates and drops the ballot into the ballot box. If the voter marks incorrectly or marks more than the maximum number of candidates, or if the marking is not clearly identifiable, the ballot shall be invalid.

(6) At least two members of the Electoral Commission must be present during the electoral act.

### **Election results**

(1) After the election is over, the Election Committee shall count the votes, place the ballots in envelopes, separately for the staff section and for the student section of the academic community, and seal the envelopes.

The two sealed envelopes containing the ballot papers must be signed by all members of the Electoral Commission on the border of the sealed parts of the envelopes.

(2) The chairman of the electoral commission shall draw up a record of the results of the election in which, in addition to the general data, he shall clearly indicate, without transcription, the number of ballot papers cast by voters, the number of ballot papers received from voters, the number of valid ballot papers received and, for each candidate, the number of votes obtained. The minutes shall be signed by all members of the Electoral Commission, otherwise they shall not be valid. The minutes with the ballot papers shall be sent on the day of the election by registered mail to the President of the AS in Bratislava.

The minutes will also be sent by email to the address of the outgoing current AS Chair and Vice-Chair.

(3) Those candidates who have received the most votes are elected to the Senate of the Faculty of Health, Institutes and Departments of the Faculty of Health Sciences of the University of St. Elizabeth.

(4) In the event of a tie in the counting of the votes for the places decisive for the election of a candidate, the order of precedence shall be decided by drawing lots. The Electoral Commission shall draw lots and record the results in the minutes of the election.

(5) The Chairman of the Election Commission shall announce the results of the election on the next working day following the day of the election through the official notice board of the Rector's Office, the Dean's Office of the Faculty, institutes and departments and on the Faculty's WEB page. By agreement at the AS meeting, this competence is given to the AS Chairperson.

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Chairwoman of the AS St. Elizabeth

Mgr. Mgr. ThLic. Daniel Dian

Vice-Chairman of the AS St. Elizabeth

These election regulations were approved at the meeting of the AS St. Elizabeth, n.o. in Bratislava on 29 April 2019.