

**Registration and shredding regulations of the St.  
Elizabeth University of Health and Social work,  
Bratislava**

Article 1

Pursuant to Section 48 of Act No. 131/2002, the University has issued a registry filing system for the purpose of regulating correspondence, given that the University has not received any subsidies from the state budget or a contribution to the building of an archive.

Article 2

All correspondence addressed to teachers and students of the SEU is sent to the address of the SEU, as indicated on the SEU's website, via the SEU's mailroom. Registered and hand-delivered mail and parcels are recorded. It is sent from the mailroom by internal mail to the various departments for processing and is kept for 10 years.

Article 3

The minutes of the bodies or local government shall be published for 5 years and kept for 10 years

Article 4

Qualification papers and files are kept in the libraries at the individual school sites as follows:

Bachelor theses 12 years - Master theses 6 years - Dissertation theses 8 years

Habilitation theses 5 years - Specialization theses 5 years

Article 5

The documents referred to in Article 4 shall be shredded by the individual departments after the expiry of the time limit, with the exception of the accreditation decisions of the instruments of incorporation and the internal rules, which shall be kept without restriction.

Article 6

The Study Department archives the state examination reports and copies of the diploma in its own archives.

The Academic Senate and the Board of Trustees shall between the registrar and the shredding in terms of tSEUr own resolutions. The Human Resources Department shall keep its records in accordance with the relevant provisions of the Labour Code.

Article 7

Inspection of the files in Article 4 shall be made available to students, teachers free of charge, to other authorised persons with the consent of the persons concerned for a fee. The amount of the fee shall be determined by the Rector's directive on tuition fees.

Art. 8

These Regulations shall enter into force on 1 December 2003

prof. MUDr. M. Šramka, DrSc., v. r.

rector