

**Internal rules  
of Comenius University in Bratislava, Faculty of Law**

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**Internal Regulation No. 4/2022**

adopted  
by the Academic Senate of Comenius University,  
Bratislava  
and  
the Academic Senate of Comenius University in  
Bratislava, Faculty of Law

**Statute of Comenius University in Bratislava,  
Faculty of Law**

Pursuant to S 33 (2a) of Act No. 131/2002 Coll. on Higher Education and  
amending and supplementing certain acts as amended  
and

Art. 10 (5) of Internal Rule of Comenius University in Bratislava No. 10/2008  
Statute of Comenius University in Bratislava adopted by Academic Senate of  
Comenius University in Bratislava as amended by supplements No. 1 to No. 6



**Year 2022**

**PART I**  
**INTRODUCTORY PROVISIONS**

**UNIT 1**  
**Basic provisions**

**Art. 1**

**Name and residence of the Faculty**

(1) Comenius University in Bratislava, Faculty of Law (hereinafter referred to as „the Faculty“) is a part of Comenius University (hereinafter referred to as „the University“).

(2) The full name of the Faculty is:

a) in the Slovak language: „Univerzita Komenského v Bratislave, Právnická fakulta“, abbreviated to „PraF UK“;

b) in the English language: „Comenius University Bratislava, Faculty of Law“, abbreviated to „FLAW CU“;

c) in the Latin language: „Universitas Comeniana Bratislavensis, Facultas Iuridica“,

d) in the German language: „Juristische Fakultät der Comenius-Universität Bratislava“,

e) in the French language: „Université Commenius de Bratislava, Faculté des Droit“,

f) in the Russian language: „Юридический факультет Университета имени Коменского“,

g) in the Spanish language: „Universidad Comenius de Bratislava, Facultad de Derecho“.

(3) The Faculty was established with the date of effectivity on 11 July 1919<sup>1</sup> and started to develop its pedagogic and education activities on 24 October 1921.

(4) The seat of the Faculty is the Slovak Republic, Bratislava, Šafárikovo námestie 6.

**UNIT 2**

**Mission and Activities of the Faculty**

**Art. 2**

**Mission of the Faculty**

(1) The Faculty contributes to fulfilment of the university mission, to spread education and protect knowledge, to cultivate free thinking, independent scientific research and to fully promote the creative spirit of human society.

(2) The Faculty fulfils its mission by means of development of the study specialization of law and related study specializations, implementation of accredited study programmes, and realization of research and other creative work.

(3) The Faculty ensures education in the study programme of the Canon Law, and thus also being an ecclesiastical Faculty, and from the view of the canon law, it is governed by the apostolic constitution *Veritatis gaudium* of Francisco Pope issued on 29 January 2018

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<sup>1</sup> Law No. 375/1919 Coll. establishing the Czechoslovak State University in Bratislava.

(hereinafter referred to as „Ver. gaud."), and by the norms of the Canonic Code (hereinafter referred to as „CIC") (can. 815–820 CIC).

### **Art. 3**

#### **Status and Activities of the Faculty**

(1) The Faculty is a part of university as a public and self-governing institution. The Faculty freely performs creative scientific and educational activities. The educational activity at the Faculty is based on the knowledge in science, including the results of its own research. The Faculty contributes significantly to the development of science, education and culture in the Slovak Republic and in Europe.

(2) The scope of the self-governing performance and rights of the Faculty are defined in S 23 of Act No. 131/2002 Coll. on Higher Education and amending and supplementing of certain acts as amended (hereinafter referred to as „Higher Education Act"). The matters belonging to the self-governing performance of the Faculty and its relation to university are regulated by internal rules of the Faculty, if not being regulated by law and internal rules of university.

(3) The Faculty provides, organizes, and ensures higher education within accredited study programmes of all levels, mainly in the field of law. The Faculty also provides further education.

(4) The Faculty also performs scientific and theological research, and provides higher education within accredited study programmes in three degrees- Bachelor's, Master's and Doctorate.<sup>2</sup> In compliance with can. 817 CIC, the Faculty grants academic degrees in the study programme of Canonic Law with canonic effects in the Catholic church.

(5) While ensuring study programmes in the field of Canonic Law, the Faculty pursues to improve and enhance its own subjects through scientific research, mainly those directly or indirectly related to the Christian Epiphany, and which directly serve the mission of the Catholic Church, to systematically submit the truths contained therein, to educate students in its own subjects on a high professional level and in compliance with the catholic education, to prepare them appropriately for performance of their tasks and to promote permanent formation of priests in the Church.<sup>3</sup>

(6) The Faculty provides library and other information services. The Faculty carries out publishing activities that is particularly related to scientific and educational activities; it can also perform them in cooperation with external partners.

(7) The Faculty cooperates with national and foreign higher education institutions and faculties, scientific and research institutions, state authorities, other legal entities and natural persons. The Faculty creates conditions for members of the academic community to participate in such cooperation. The forms and manner of the cooperation are usually regulated by special contracts.

(8) In compliance with the Higher Education Act, other generally binding regulations, the University Statute and other internal rule of university and in compliance with internal rules of the Faculty, the Faculty may, as a part of the university, carry out, against payment,

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<sup>2</sup> Higher Education Act S 2 (5).

<sup>3</sup> Ver. gaud. Art. 3, S 1–2.

business activity<sup>4</sup> that builds on its educational, research, development, or other creative activities or activities that make more efficient use of its human resources and assets. The Faculty's business activity must not compromise its quality, scope, and availability of activities that fulfil its mission.

(9) The Faculty guarantees every applicant for higher education of the first degree (Bachelor's degree), or higher education of the joined first and second degree pursuant to 53 (3) of Higher Education Act, the right to study in the selected study programme, provided he/she has accomplished full secondary education or full secondary vocational education if he/she meets the conditions defined by the Higher Education Act, other generally binding regulations, conditions defined by internal rules of university and the Faculty and other conditions stipulated by university and the Faculty.

(10) The Faculty guarantees every applicant for higher education of the second degree (Master's degree) the right to study in the selected study programme provided he/she has accomplished higher education of the first degree, if he/she meets the obligations defined by the Higher Education Act, other generally binding regulations, conditions defined by internal rules of university and the Faculty and other conditions stipulated by university and the Faculty.

(11) The Faculty guarantees every applicant for higher education of the third degree (the doctorate studies) the right to study in the selected study programme provided he/she has accomplished higher education of the second degree, if he/she proves necessary capacity for studies in the selected study programme and if he/she meets the obligations defined by the Higher Education Act, other generally binding regulations, conditions defined by internal rules of university and the Faculty and other conditions stipulated by the University and the Faculty.

### **UNIT 3**

#### **Academic Freedom and Academic Rights, Academic premises, Conduct in Academic Premises**

##### **Art. 4**

(1) The Faculty guarantees to members of the academic community the academic rights and freedoms and acts in their defence in case of their potential restriction.

(2) The scope of academic rights and freedoms, their application, and the integrity of the academic premises of the University are regulated by the Higher Education Act<sup>5</sup> and internal rules of university and the Faculty. Deployment of academic rights and freedoms must be in line with the principles of democracy, humanity and with the law. The academic rights and freedom entails primarily:

- a) freedom of scientific investigation, research, development, artistic and other creative activities and publishing their results,
- b) freedom of education based mainly on openness towards different scientific views, scientific and research methods and artistic streams,

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<sup>4</sup> Higher Education Act S 18.

<sup>5</sup> Higher Education Act S 4.

- c) the right to study while maintaining free choice of studies within the accredited study programmes,
- d) the right to free expression and publication of one's views,
- e) the right of the academia members to elect academia bodies and to be elected into them,
- f) the right to use academic insignia and coat of arms and to perform academic ceremonies.

(3) The academic premises of the Faculty consist of lands and buildings which the Faculty owns, manages, or leases or where the mission and main tasks of the Faculty are fulfilled, primarily the premises in the building in Šafárikovo námestie 6 in Bratislava, and in the building in Vajanského nábrežie 10 in Bratislava. The Higher Education Act guarantees intangibility of the academic premises.<sup>6</sup>

(4) When on the academic premises, everyone is obliged to behave in such a way that life, health, and property are not endangered, the academic rights and freedoms are not restricted, and collegial and fair interpersonal relations are not disrupted.

(5) Political parties and political movements are not allowed to perform their political activities and to establish their organizations in the academic premises.<sup>7</sup>

#### **UNIT 4**

#### **Academic Insignia, Coat of Arms and Academic Ceremonies**

##### **Art. 5**

##### **Academic Insignia and Faculty Gowns**

(1) The Faculty has the right to use its academic insignia in line with the University and Faculty traditions. Academic insignia of the Faculty are symbols of historical traditions and the status of the Faculty and competences of the Dean and Vice-Deans.

(2) The Faculty academic insignia are:

- a) medals on the Dean and Vice-Dean chains,
- b) Dean's mace.

(3) In case of ceremonies, the Faculty gowns can be used by the Dean, Vice-Deans, Chairman of the Academic Senate of the Faculty, professors, assistant professors and other university teachers and scientists of the Faculty and its significant guests upon the decision of the Dean. The gown documentation is kept in the university archive. The manner of usage of gowns is regulated by an internal rule issued by the Rector.

(4) The documentation of the Faculty insignia is kept in the University archive. The manner of usage of academic insignia is regulated by an internal rule issued by the Rector.

##### **Art. 6**

##### **Coat of Arms of the Faculty**

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<sup>6</sup> Higher Education Act S 4 (3).

<sup>7</sup> Higher Education Act S 4 (4).

The coat of arms of the Faculty is made by a circle with a graphic image of a paragraph after which there is a lime branch and a title „FACULTAS JURIDICA“, and circular inscription “UNIVERSITAS COMENIANA BRATISLAVENSIS MCMXIX”. The Faculty uses the coat of arms in particular to mark publications, certificates, press and correspondence without prejudice to the usage of the Faculty logo being in line with an internal rule of the University.<sup>8</sup>

#### **Art. 7**

##### **Academic Ceremonies**

The Faculty is entitled to organize academic ceremonies aligned with the traditions of the University and the Faculty. The Faculty organizes ceremonial matriculations of students and graduations of university graduates. Ceremonial graduations of graduates of further education may also take place at the Faculty. Details on the performance of academic ceremonies are set out in the Rules of Matriculation and Graduation issued by the Rector.<sup>9</sup>

#### **Art. 8**

##### **Faculty Medals**

The Dean may award a Faculty medal to a person, or exceptionally, to an institution which has contributed to the development of the Faculty, science, education, and academic rights and freedoms. The documentation concerning the medals is deposited in the Faculty archive. The details on their awarding shall be set out in the internal rule issued by the Dean.

## **PART II**

### **FACULTY ORGANIZATION AND BODIES**

#### **UNIT 1**

##### **Basic Organization and Status of the Faculty**

#### **Art. 9**

##### **Organization of the Faculty**

(1) The Faculty is a part of the University. The Faculty establishes the bodies of self-government and other bodies in order to ensure the internal quality system.

(2) The Faculty structure involves departments, institutes, information workplaces, the Dean’s Office and other Faculty workplaces. The details are enlisted in the establishment plan of the Faculty regulating mainly

a) management and organizational relations within the Faculty,

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<sup>8</sup> Internal rule No. 18/2021 Directive of the Rector of Comenius University in Bratislava issuing a Design Manual of Comenius University in Bratislava.

<sup>9</sup> Directive of the Rector of the University No. 1/2005 as amended in supplements No. 1 to No. 4.

- b) basic economic and accountancy relations of the Faculty,
- c) denomination, rights and duties of the heads of departments, institutes and other workplaces of the Faculty.

(3) Deployment of seals under the Faculty conditions is regulated by an internal rule of the University.<sup>10</sup>

## Čl. 10

### Scope of the Faculty Autonomy

- (1) In line with the Higher Education Act<sup>11</sup>, the bodies of the Faculty academic self-government have the right to decide and act on behalf of the University on the following issues belonging to the autonomous competence of the University:
- a) determination of additional conditions for admission to the study<sup>12</sup> and decision-making in the admission procedure for study programmes carried out at the Faculty,<sup>13</sup>
  - b) development of new accredited study programmes and their accomplishment at the Faculty,<sup>14</sup>
  - c) decision-making on issues concerning the academic rights and duties of students enrolled in the study at the Faculty,<sup>15</sup>
  - d) establishment, changes, and termination of labour relations of employees assigned to the Faculty, which is in the position of an employer, in the scope and under the conditions defined in the University Statute,<sup>16</sup>
  - e) exercise of the entrepreneurial activity in compliance with the Higher Education Act<sup>17</sup> and the rules as set out in Art. 87 of the University Statute,
  - f) cooperation with other higher education institutions, legal entities and natural persons in the areas in which the Faculty performs its activities with the prior approval of the Rector or to the extent of the competences delegated on the Faculty by the Rector; prior to the conclusion of the cooperation agreement, the dean notifies the Rector in writing on the contemplated agreement, negotiates with the Rector the framework conditions of the agreement and any consequences for the University that may result from the planned agreement.<sup>18</sup>
- (2) Bodies of the academic self-government of the Faculty further decide on matters that fall within the self-governing competence of the Faculty aligned with the Higher Education Act:<sup>19</sup>

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<sup>10</sup> Art. 11 of Internal Rule No. 1/2006 Directive of the Rector of Comenius University in Bratislava Registry Regulation and Registry Plan.

<sup>11</sup> Higher Education Act S 23 (1).

<sup>12</sup> Higher Education Act S 27 (1h).

<sup>13</sup> Higher Education Act S 58 (6).

<sup>14</sup> Higher Education Act S 23 (1b).

<sup>15</sup> Higher Education Act S 70 to S 72.

<sup>16</sup> Higher Education Act S 15 (2l).

<sup>17</sup> Higher Education Act S 18.

<sup>18</sup> Art. 12 (1f) of University Statute.

<sup>19</sup> Higher Education Act S 23 (2).

- a) internal organization of the Faculty,
  - b) determination of the number of admitted applicants for the study according to Art. 54 aligned with the Higher Education Act and the University Statute,
  - c) organization of the study in compliance with the University Rules of Study and the Rules of Study of the Faculty,
  - d) determination and organization of research, development and other creative activities in compliance with a long-term plan for the development of the University and the Faculty,
  - e) determination of the number and structure of position for the staff assigned to the Faculty within the available salary funds of the Faculty and according to the approved number and structure of the job positions at the Faculty determined in line with the University Statute and a long-term development goal of the Faculty,
  - f) implementation of foreign relations and activities in the fields of the Faculty scope, in line with Art. 12 (1f) and Art. 39 (7) of the University Statute and in line with other internal rules of the University and the Faculty,
  - g) management of funds allocated to the Faculty by the University and funds acquired by the Faculty by other means in order to fulfill its tasks, within the limits set out in Art. 83 ti 89 of the the University Statute, the University internal rules and authorization granted by the Rector; the Faculty also provides its views on management of the assets determined for fulfillment of its tasks.
- (3) The self-governing scope of the Faculty also includes election of or proposing members of the bodies of academic self-government of the Faculty.<sup>20</sup>
- (4) In line with this statute, the particulars on the study at the Faculty shall be stipulated by the Rules of Study of the Faculty<sup>21</sup> issued in line with the University Rules of Study.
- (5) The bodies of the Faculty execute tasks and make decisions also in other fields if stipulated so by a University internal rule.

## **UNIT 2**

### **Academic Community**

#### **Art. 11**

##### **Members of the Academic Community**

(1) The academic autonomy of the Faculty is built on the academic community<sup>22</sup>. Members of the Faculty academic community are university teachers and researchers employed by the Faculty or its parts for a specified weekly working time, and students of study programmes realized at the Faculty. The University Rector, the University Vice-Rectors and the Dean of the Faculty are members of the academic community of the Faculty, provided at the

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<sup>20</sup> Higher Education Act S 23 (2f).

<sup>21</sup> Internal Rule No. 5/2020 adopted by Academic Senate of Comenius University and Academic Senate of Comenius University in Bratislava, Faculty of Law, the Study Rules of Comenius University in Bratislava, Faculty of Law.

<sup>22</sup> Higher Education Act S 3.



time of their nomination to the position they had concluded a work relation for a specified weekly working time with the Faculty, or they have a concluded employment contract with the Faculty.

(2) Members of the academic community are entitled to:

- a) nominate candidates for members of academic self-government, in the prescribed manner, elect, and be elected as members of the bodies of academic self-government of the University and the Faculty,
- b) nominate candidates for the rector in accordance with provisions of the University Statute or the Dean according to this Statute,
- c) participate at the sessions of Academic Senates of the Faculty and the University,
- d) inspect the minutes of sessions of the Academic Senates of the Faculty and the University, the Scientific Board of the Faculty and the University, the Dean's college, management of the Faculty and in particular the Faculty workplaces including the content of their resolutions,
- e) speak at the meeting of members of the academic community of the Faculty and the University,
- f) submit motions, comments, and complaints to the academic self-governing bodies of the Faculty or the University; these bodies shall handle them without undue delay.<sup>23</sup>

(3) Within its capacities, the Faculty supports activities of scientific, specialist, professional, student, trade union and other interest associations that are members of the academic community, as well as other Faculty employees whose activities contribute to the achievement of the aims of the Faculty.

(4) The Faculty heeds, within its capacity, the social needs of the members of the academic community and other employees.

(5) The Faculty creates, within its capacity, the conditions favourable for physical education and sport of the members of the academic community and other employees.

(6) Members of the academic community are obliged to:

- a) observe the laws, the generally binding statutory regulations, the statutes of the Faculty and the University, other internal rules of the Faculty and the University,
- b) actively participate in the defence of academic rights and freedoms, academic autonomy and integrity of the Faculty and the University,
- c) promote the good reputation of the Faculty and the University.

## **Art. 12**

### **The Faculty Academic Self-Government Bodies**

The bodies of the Faculty academic self-government are:

- a) Academic Senate of Comenius University in Bratislava, Faculty of Law (hereinafter referred to as „the Academic Senate of the Faculty“),

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<sup>23</sup> E.g. Art. 60 to 65 of Internal Rule No. 23/2021 adopted by Science Council of University Comenius in Bratislava, the Internal System of Higher Educations Quality Assurance of Comenius University in Bratislava, Internal rule No. 17/2015 Directive of the Rector of Comenius University in Bratislava defining the principles of application, verification and registry of claims related to antisociety activities notifications.

- b) the Dean of the Faculty of Law, Comenius University (hereinafter referred to as „the Dean“),
- c) Scientific Board of Comenius University in Bratislava, Faculty of Law (hereinafter referred to as „the Scientific Board of the Faculty“),
- d) Disciplinary Commission of Comenius University in Bratislava, Faculty of Law for students (hereinafter referred to as „the Disciplinary Commission of the Faculty“).

### **UNIT 3**

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

#### **Art. 13**

##### **Faculty Academic Senate Bodies and Organization**

(1) Academic Senate of the Faculty is the body of academic self-government of the Faculty.

(2) Academic Senate of the Faculty and its members account for their activities to the academic community. While executing their offices, members of the Senate are bound only by their conscience, generally binding statutory legal regulations, and internal University and Faculty regulations, while they are obliged to heed the interest of the Faculty and the University.

(3) Academic Senate of the Faculty shall report to the academic community once a year on its activities published on the Faculty website for the period of at least four years. The report shall be submitted by the Senate, as a rule, for the past period at the beginning of the academic year and always before the expiry of its term of office.

(4) Bodies of Academic Senate of the Faculty are: the Chairman of Academic Senate of the Faculty (hereinafter referred to as „the Chairman of the Senate“). Two vice-Chairmans of the Academic Senate of the Faculty (hereinafter referred to as „vice-Chairmans of the Senate“), a secretary of the Academic Senate of the Faculty ((hereinafter referred to as „the secretary of the Senate“), three verifiers of the Academic Senate of the Faculty (hereinafter referred to as „verifiers“), the Board of Academic Senate of the Faculty (hereinafter referred to as „the Board“) and the Commission of Academic Senate of the Faculty (hereinafter referred to as „the Commission“). Their detailed competences shall be stipulated by an internal rule of the Faculty- the Rules of Procedure of Academic Senate of the Faculty.

(5) The Chairman is elected among members of the Academic Senate of the Faculty who are university teachers or researchers employed for a specified weekly working hours at the Faculty. Any member of the Academic Senate of the Faculty has the right to propose a candidate for the position of the Chairman.

(6) The employee part of the Academic Senate of the Faculty elects one vice-Chairman of the Senate from among the members of the employee part of the Academic Senate of the Faculty. Any member of the employee part of the Academic Senate of the Faculty has the right to propose a candidate for the position of a vice-Chairman for the employee part of the Senate.

(7) The student part of the Academic Senate of the Faculty elects one vice-Chairman of the Senate from among the members of the student part of the Academic Senate of the Faculty. Any member of the student part of the Academic Senate of the Faculty has the

right to propose a candidate for the position of a vice-Chairman for the student part of the Senate.

(8) Academic Senate of the Faculty elects a secretary from among its members. Any member of the Academic Senate of the Faculty has the right to propose a candidate for the position of a secretary of the Senate.

(9) Academic Senate of the Faculty elects three verifiers, out of which one from among the student part of the Academic Senate of the Faculty and two from among the employee part of Academic Senate of the Faculty. Any member of the employee part of the Academic Senate of the Faculty has the right to propose a candidate for the position of a verifier for the employee part of the Senate. Any member of the student part of the Academic Senate of the Faculty has the right to propose a candidate for the position of a verifier for the student part of the Senate.

(10) The right to propose candidates pursuant to paragraphs 5 to 9 has also

a) The Board of the Senate,

b) the Board of the previous Academic Senate of the Faculty which prepares and chairs the meeting of a newly elected Academic Senate of the Faculty until a new Board is elected.

(11) The Chairman of the Senate, Vice-Chairmans of the Senate, the Senate Secretary and Verifiers make the Senate Board. The Board primarily ensure preparation of the Faculty Academic Senate meetings, cares of implementation of its decisions, is in charge of drafting minutes of the Faculty Academic Senate meetings and the Board, takes part in presenting interpretation of internal rules of the Faculty, and presents interpretation of internal rules of the Faculty approved by the Academic Senate of the Faculty in the manner regulated by this Statute (Art. 84 par. 1 of this Statute).

(12) The Academic Senate of the Faculty establishes commissions as its advisory, initiative and supervisory bodies. The Academic Senate of the Faculty establishes a legislative commission and a supervisory commission as its permanent advisory bodies; if needed, it can establish even more commissions. By means of a resolution on a commission establishment, the Academic Senate of the Faculty determines the number and composition of its members. In the period between Senate meetings, the commission performance is managed by the Board of the Senate.

(13) The Senate secretary primarily ensures drafting of the minutes of the Academic Senate of the Faculty meetings and the Board of the Senate, keeps registry of the Academic Senate of the Faculty and executes related tasks.

(14) In coordination with the Senate secretary, an employee of the Faculty authorized by the Dean and agreed by the Board of the Academic Senate of the Faculty, ensures technical and organizational matters of the Academic Senate of the Faculty.

#### **Art. 14**

##### **Membership in the Academic Senate of the Faculty**

(1) The Academic Senate of the Faculty is divided into an employee part and a student part. A member of the employee part of the Academic Senate of the Faculty can be only a member of the employee part of the Academic Senate of the Faculty. A member of the

student part of the Academic Senate of the Faculty can be only a member of the student part of the Academic Senate of the Faculty.<sup>24</sup>

(2) The Academic Senate of the Faculty has at least eleven members, while at least one third is represented by students. Each department and each institute must have at least one representative in the employee part of the Academic Senate of the Faculty. The number of members of the employee part of the Academic Senate of the Faculty and their structure, and the number of members of the student part of the Academic Senate of the Faculty represented by students of the Bachelor's study programme, students of the Master's study programme and the students of the Doctorate study programme, shall be determined by the Academic Senate of the Faculty in line with this structure and within the rules of election to the Academic Senate of the Faculty.

(3) Membership in the Academic Senate of the Faculty is not compatible with the office of the Rector, Vice-Rector, Dean, Vice-Dean, bursar and secretary to the Faculty.

(4) The office of a member of the Academic Senate of the Faculty is irreplaceable.

(5) Members of the Academic Senate of the Faculty are entitled to:

- a) submit proposals at the Academic Senate of the Fathe Universitylty,
- b) comment on all matters disthe Universityssed by the Academic Senate of the Faculty meetings,
- c) ask questions and request explanations from the Rector, Vice-Rectors, and the Secretary at the Senate meetings in matters within their competence,
- d) resign as a member of the Senate.

(6) A member of the Senate is obliged to participate in the work of the Senate as a whole, in the work of its bodies and commissions. If a member of the Senate is unable to attend the meeting of the Senate or body of which he/she is a member or leaves the meeting early, he/she shall be required to apologize; the particulars shall be stipulated in the Rules of Procedure of the Academic Senate of the Faculty.

(7) The Faculty shall take into account the performance of tasks arising from the office of a member of the Senate representing its Faculty within the scope of his/her work or study duties. The Faculty, its bodies and members of the academic community may not penalize the Senate members in relation to the activities they perform or have performed for the Senate; they may not sanction them for statements presented at the meetings of the Academic Senate of the Faculty, Board of the Senate or a Commission.

(8) The office term of the members of Academic Senate of the Faculty is four years. The office term commences on the first day following the end of the term of office of members of the preceding Academic Senate of the Faculty, or in case the Academic Senate of the Faculty election was organized after the term of office of the members of the preceding Academic Senate of the Faculty expired, on the first day following the day of election, or on the first day following the day of election in case of additional election.

## **Art. 15**

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<sup>24</sup> Higher Education Act S 26 (2).

<sup>24</sup> Higher Education Act S 8 (3).

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

(1) The day, time and place of elections of the Academic Senate of the Faculty is announced by the Board of the Senate no later than fourteen days prior the expiry of the term of office of the members of the Academic Senate of the Faculty, so that the elections are organized only within the study term of the academic year.

(2) The elections of the employee part of the Academic Senate of the Faculty are organized by the Election Commission of the Faculty for the elections to the employee part of the Academic Senate of the Faculty (hereinafter referred to as „the Employees’ Election Commission, EEC“) elected by the employee Academic Senate of the Faculty from among the members of the employee part of the Academic Senate of the Faculty. The office of a member of the EEC is incompatible with the office of the Rector, Vice-Rector, Dean, Vice-Dean, and with the candidacy for the Academic Senate of the Faculty. The EEC elects the Chairman from among its members by secret ballot.

(3) The elections of the student part of the Academic Senate of the Faculty are organized by the Election Commission of the Faculty for the elections to the student part of the Academic Senate of the Faculty (hereinafter referred to as „the Students’ Election Commission, SEC“) elected by the student Academic Senate of the Faculty from among the members of the student part of the Academic Senate of the Faculty. The office of a member of the SEC is incompatible with the office of the Rector, Vice-Rector, Dean, Vice-Dean, and with the candidacy for the Academic Senate of the Faculty. The SEC elects the Chairman from among its members by secret ballot.

(4) The members of the employee part of the Academic Senate of the Faculty are elected by the members of the employee part of the Academic Senate of the Faculty in the direct secret elections. The employee part of the Academic Community of the Faculty elects members of the employee part of the Academic Senate of the Faculty in the manner each department or institute has at least one representative in the Academic Senate of the Faculty. The manner of proposing candidates for the office of a member of the Academic Senate of the Faculty for the employee part is regulated by the rules of elections to the Academic Senate of the Faculty.

(5) The members of the student part of the Academic Senate of the Faculty are elected by the members of the student part of the Academic Senate of the Faculty in the direct secret elections. The manner of proposing candidates for the office of a member of the Academic Senate of the Faculty for the student part is regulated by the rules of elections to the Academic Senate of the Faculty.

(6) A candidate with the highest number of votes is elected. In case of equality of votes for two and more candidates, a re-elections will decide on the validly elected candidate; if the decision is not made, a lot will do so.

(7) The organization and procedure of elections, the work of the EEC and SEC, the course and evaluation of the elections and other election particulars shall be regulated by an internal rule of the Faculty- the rules of elections to the Academic Senate of the Faculty adopted by the Academic Senate of the Faculty and consist of two parts:

- a) rules of elections to the employee part of the Academic Senate of the Faculty,
- b) rules of elections to the student part of the Academic Senate of the Faculty.

## **Art. 16**

### **Termination of Membership in the Academic Senate of the Faculty**

- (1) Membership in the Academic Senate of the Faculty expires<sup>25</sup>
- a) by termination of the office term of a member,
  - b) by appointing a member to the office mentioned in Art. 14(3),
  - c) by termination of a membership in the employee part of the Academic Community of the Faculty,
  - d) by interruption of studies of a member of the student part of the Academic Senate of the Faculty,
  - e) by termination of studies of a member of the student part of the Academic Senate of the Faculty, if he/she did not request suspension of membership in the Academic Senate of the Faculty pursuant to paragraph 3,
  - f) by not enrolling for study at least on the last date of enrollment of applicants admitted to study in the relevant academic year in case of a member with suspended membership,
  - g) six months after the date of suspension of membership; the said does not apply if the renewal of membership took place within this period,
  - h) by resignation of a member,
  - i) by removal of a member from office by the academic community; the removal grounds and the election and revocation procedures are regulated by an internal rule of the Faculty (the rules of elections to the Academic Senate of the Faculty),
  - j) by death of a member.
- (2) If a member of the Academic Senate of the Faculty terminated his/her membership prior to the end of the office term according to paragraph 1 letter b) to j), the relevant part of the academic community shall elect a new member of the University Academic Senate for the vacant position and his/her term expires at the end of office term of a member whose membership has ceased. Details shall be laid down by the Rules of Elections to the Academic Senate of the Faculty.
- (3) A member of the student part of Academic Senate of the Faculty who is not a student of a doctoral study programme may request the Faculty in writing to suspend his/her membership before his/her successful completion of the study. Membership shall be suspended from the day following the date of successful completion of his/her studies. The membership shall be renewed on the day when he/she again becomes a member of the student part of the academic community of the Faculty part for which he/she was elected. A member whose membership has been suspended is considered to be absent from the meeting of Academic Senate of the Faculty.

## **Art. 17**

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<sup>25</sup> Higher Education Act S 26 (6).

### **Scope of Competencies of Academic Senate of the Faculty**

The scope of the Academic Senate of the Faculty competencies is regulated by the law.<sup>26</sup>  
The Academic Senate of the Faculty primarily:

- a) upon the Dean's proposal, approves the Statute of the Faculty, Establishment Plan of the Faculty, other internal rules of the Faculty stipulated by the Statute of the Faculty, and the Study Rules of the Faculty, Labour Rules of the Faculty, the Scholarship Rules of the Faculty, the Disciplinary Rules of the Faculty, the Rules of Procedure of the Disciplinary Commission of the Faculty if, upon the Dean's proposal, it is not decided on regulation of the Faculty by respective internal rules of the University,
- b) upon a proposal of the Chairman of the Senate, approves the Rules of Elections to the Academic Senate of the Faculty, and the rules of procedure of the Academic Senate of the Faculty,
- c) elects a Dean candidate, eventually proposes revocation of the Dean from his/her office, and approves a proposal of the Rector to revoke the Dean; if the Faculty lacks a Dean, he/she proposes a person to the Rector, who shall be authorized to the office of the Dean until a new Dean is appointed, and thus for the period not exceeding 6 months,
- d) approves a Dean's proposal to appoint and revoke vice-deans,
- e) approves a Dean's proposal to appoint and remove members of the Science Council of the Faculty,
- f) approves a Faculty budget proposal submitted by the Dean, and supervises management of the Faculty funds,
- g) approves a long-term goal in education, research, artistic or other creative activities of the Faculty (hereinafter referred to as „the long-term goal of the Faculty“) elaborated in line with the long-term intent of the Faculty, submitted by the Dean after being discussed in the Science Council of the Faculty, and its updated version,
- h) approves an annual report on activities and an annual report on management of the Faculty submitted by the Dean,
- i) approves other conditions of study admission for the study programmes conducted by the Faculty and submitted by the Dean,
- j) provides his/her views on a Dean's proposal on establishment, merger, division or revocation of the Faculty workplaces,
- k) elects a representative of the Faculty to the Council of Higher Education Institutions of the Slovak Republic,
- l) once a year, he/she provides the Academic Community with a report on his/her activities that shall be published on the Faculty website for the period of at least four years,
- m) provides his/her views on Rector's proposals for the actions pursuant to S 41 (1a to c) of Higher Education Act related to transfer of assets or establishment of encumbrance, or an option to purchase assets serving for fulfillment of the

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<sup>26</sup> Higher Education Act S 27.

- Faculty tasks prior to their submission for approval of the Academic Senate of the University,
- n) provides his/her views on a proposal of the Dean for internal rules regulating the internal system of the university within the conditions of the Faculty, if so required by the internal system of the University, prior to their submission to the Science Council of the Faculty,
  - o) fulfills other tasks stipulated by the internal rules of the University and Faculty.

#### **Art. 18**

The performance of competencies of the Academic Senate of the Faculty by the Academic Senate of University is regulated by the University Statute.<sup>27</sup>

#### **Art. 19**

##### **Faculty Academic Senate Activities**

(1) The Academic Senate exercises its activities through meetings. The Academic Senate meetings are public. The Dean, or a Vice-Dean or a Secretary of the Faculty acting on behalf of the Dean, the Great Chancellor (Art. 37) and the Rector are entitled to have a speech at an Academic Senate meeting upon their requests.

(2) Faculty Academic Senate meetings are held at least four times per academic year. The term, venue and agenda of a meeting are published at the Faculty website in the section of the Faculty Academic Senate no later than 5 days prior to the meeting.

(3) The Dean, Vice-Deans and Faculty Secretary, the Great Chancellor and representatives of the Faculty in the University Academic Senate are invited to the Faculty Academic Senate meetings.

(4) The first meeting of a newly-elected Faculty Academic Senate is convened by the current Senate Presidency no later than 10 days following the announcement of election results. Before a new Chairman of the Senate is elected, the first meeting of the Faculty Academic Senate is chaired by the current Senate Chairman provided he/she is not a member of a newly elected Faculty Academic Senate without the voting right. In the first Faculty Academic Senate meeting, even the other Board members exercise their duties until new members are elected, provided they are not members of a newly elected Faculty Academic Senate without the voting right.

(5) A Faculty Academic Senate meeting is convened by the Chairman of the Faculty Academic Senate. The Senate Chairman is obliged to convene a meeting of the Senate without delay but no later than within 14 days at the request of:

- a) at least one third of its members,
- b) Board of the Senate,
- c) the Faculty Dean,
- d) an absolute majority of the members of the student part of the Faculty Academic Senate,
- e) an absolute majority of the members of the employee part of the Faculty Academic Senate,

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<sup>27</sup> Art. 20a of University Statute.



- f) the Rector,
- g) the Great Chancellor of the Faculty.

If the Chairman of the Senate fails to do so, the Dean shall convene the meeting of the Faculty Academic Senate upon a request pursuant to letter c), f) and g) in other cases the further procedure is stipulated by the Rules of Procedure of the Faculty Academic Senate.

(6) The Faculty Academic Senate members must be notified on the agenda and documents at least 5 days prior to a Faculty Academic Senate meeting. In extraordinary cases, the Senate Chairman can decide to shorten the said period.

(7) As for the issues in Art. 17 c), d), e) and k) and Art. 84 (1) sentence 3, the Faculty Academic Senate makes a resolution by secret ballot, and in other issues defined in Art. 17 makes a resolution by secret ballot provided if they decide on the secret ballot in the respective issue.

(8) A valid resolution of the Faculty Academic Senate requires the consent of an absolute majority of the present Faculty Academic Senate members.

(9) The details on the Academic Senate quorum, and on the method of Academic Senate negotiations shall be regulated by an internal rule of the Faculty, especially the Rules of Procedure of the Faculty Academic Senate.

#### **Art. 20**

##### **Cooperation of Faculty Academic Senate with Other Bodies and Persons**

(1) The Faculty Academic Senate and its members may request the opinion of another body of the Faculty academic self-government, head employees of the Faculty or its workplaces in the matters within the scope of their competencies, and at the same time, they may present their proposals and statements.

(2) The Faculty Academic Senate and its members are entitled to be informed of the conclusions of the meeting of the Faculty management, the Dean college and the Faculty Scientific Board.

(3) The Faculty Academic Senate and its members can cooperate with other members of the Faculty academic community or other persons in the matters related to activities of the Faculty Academic Senate.

#### **UNIT 4**

##### **Faculty Management**

#### **Art. 21**

##### **Basic Provisions**

(1) The Faculty management is comprised of the Dean and Vice-Deans.

(2) The office of the Dean and Vice-deans is set for 4 years.

(3) The Dean's office execution is terminated by:

- a) office term expiration,
- b) revocation,
- c) death.

- (4) The Vice-Dean's office execution is terminated by:
- a) office term expiration,
  - b) resignation,
  - c) revocation,
  - d) death.

#### **Art. 22**

##### **Dean**

(1) The Dean is a representative of the Faculty, who manages the Faculty and acts on its behalf.

(2) In the matters pursuant to S 23 (1) of Higher Education Act, the Dean acts on behalf of the University.

(3) The Dean is appointed and revoked by the Rector upon a proposal of the Faculty Academic Senate.

(4) The Dean of the Faculty is accountable for his/her activities to the Faculty Academic Senate.

(5) The Dean is accountable for his/her activities to the Rector pursuant to Higher Education Act in the matters he/she acts on behalf of the higher education institution,<sup>28</sup> for the Faculty management and his/her other activities defined by the Higher Education Act and by internal rules of the University.

#### **Art. 23**

##### **Competences of the Dean**

(1) The Dean is entitled to make decisions on the matters stipulated by the Higher Education Act<sup>29</sup> and on other matters regulated by the internal rules of the University and the Faculty, in particular on:

- a) admission of a Faculty study applicant,
- b) interruption of the study and on modifications to the study programme or the study form,
- c) acknowledgment of the subjects, or on transfer of credits and grades,
- d) exemption of a student from the obligation to participate on the term study programme units of the respective subject (e.g. seminars, presentations),
- e) a possibility to complete one subject or a number of subjects by students of other faculties or universities,
- f) establishment, merger, division or annulment of departments, institutes, scientific, pedagogic, economic and information units of the Faculty; every decision pursuant to this letter is valid and effective only after the Organization Rules of the Faculty or their modifications become valid and effective, provided the Faculty Academic Senate adopts the Dean's decision on this matter,

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<sup>28</sup> Higher Education Act S 23 (1).

<sup>29</sup> For example S 58 (6), S 64 (2) and S 72 (4) of Higher Education Act.

- g) imposing of disciplinary measures for students pursuant to the Disciplinary Rules of the Faculty and on expulsion from the studies,
- h) granting scholarships to students,
- i) measures related to results of a survey evaluation of the Faculty teachers done by students, and to results of evaluation of scientific activities of the Faculty employees and its Doctorate students,
- j) other issues pursuant to Higher Education Act and other generally binding legal rules,
- k) other issues delegated to the Dean to decide on by internal rules of the Faculty or University, provided they do not contradict with generally binding legal rules and in case of internal rules of the Faculty, there are no contradiction with the internal rules of the University,
- l) other issues of the Faculty performance decisions on which are made by other bodies of the academic community of the Faculty and University pursuant to Higher Education Act, generally binding legal rules, internal rules of the University and the Faculty, and the decisions on these issues are not a part of performance of usual work duties of the Faculty employees, nor they were not authorized to make decisions on them pursuant to generally binding legal rules, internal rules of the University and Faculty.

(2) The Dean is also entitled to:

- a) address the academic community of the Faculty and to convene its meetings,
- b) participate at the meetings and consultancy sessions of the departments, institutes and other units of the Faculty, and to make speeches,
- c) convene a meeting of the Faculty Academic Senate, if, upon his/her proposal or a proposal of the Rector or the Great Chancellor, the Chairman of the Senate did not do so within 14 days from the date of submission of a proposal to convene a meeting of the Faculty Academic Senate,
- d) manage activities and delegate tasks to Vice-Deans, the Faculty Secretary, heads of the departments, directors of the institutes, a director of the library, heads of Faculty workplaces, other head employees of the Faculty, and, within the generally binding legal rules and internal rules of the University and Faculty, to deputies of the departments and deputies of institutes and other Faculty employees.

(3) The Dean

- a) appoints and revokes the Faculty Secretary, heads of the departments, directors of the institutes, a director of the library, heads of other Faculty workplaces and other head employees of the Faculty (Art. 28 of the Statute),
- b) appoints and revokes deputies of the departments and deputies of the institutes,
- c) appoints and revokes assistants of Vice-Deans from among the Faculty employees, and the daily form Doctorate students,
- d) from among the employees, he/she appoints and revokes a Dean's representative for external relations; an appointment of the Dean's representative for external relations requires consent of the Faculty Academic Senate.

(4) Upon consent of the Academic Senate, the Dean appoints and revokes:

- a) Vice-Deans,
- b) members of the Scientific Board of the Faculty.

(5) The Dean provides the Scientific Board of the Faculty with proposals on habilitation of Associate Professors, and proposals on appointment of Professors, the proposals on appointment of Professors are also presented to the Scientific Board of the University.

(6) The Dean provides the Faculty Academic Senate with a proposal on:

- a) internal rules pursuant to Art. 17 (a),
- b) a budget of the Faculty,
- c) a long-term intention of the Faculty,
- d) an annual report on activities of the Faculty and an annual report on Faculty management,
- e) other conditions on study admission,
- f) the number and structure of employees,
- g) establishment, merger, division and revocation of departments, institutes, scientific, pedagogic, economic and information units of the Faculty and other Faculty workplaces,
- h) resolution of other issues necessary to be solved within the Faculty Academic Senate.

(7) The Dean provides the Faculty Academic Senate with a proposal to be adopted pursuant to S 6(a-g). Pursuant to S 6(g), the proposal is adopted by the Faculty Academic Senate within the Organization Rules of the Faculty or its amendments. Pursuant to S 6 (h), the proposal is adopted by the Faculty Academic Senate besides situations when adoption of the proposal is not necessary (from the view of requirements of generally binding legal rules, internal rules of the University and Faculty; or from the view of the features of the proposal if this is not contradictory to the generally binding legal rules, internal rules of the University and Faculty).

(8) The Dean informs the Great Chancellor of the Faculty on activities of the Faculty and provides him/her with annual statistics data on the number and allocation of teachers and the number of students studying the subject of the Canon Law.

#### **Art. 24**

##### **Election of a Dean Candidate**

(1) A Dean Candidate is elected by the Faculty Academic Senate by secret ballot. The Chairman of the Senate may stand for a Dean Candidate in this Faculty after the office of the Chairman of the Faculty Academic Senate is terminated. Other issues a Dean Candidate must follow in the election are stipulated by the Rules of Election of the Faculty<sup>30</sup> adopted by the Faculty Academic Senate.

(2) The Senate Presidency announces the election of a candidate for the Dean so that it takes place at least 60 days prior to expiration of the Dean's term of office.

(3) The election of a candidate for the Dean is managed by an election commission for the Dean election (hereinafter referred to as „the election commission“) elected by the

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<sup>30</sup> Internal Rule of the Faculty – Rules of Election of a Dean Candidate of Comenius University in Bratislava, Faculty of Law dated 22 June 2010.

Faculty Academic Senate from among its members. At least one of its members is a student.

(4) Members of the Faculty Academic Senate, the Dean, the departments, institutes and other Faculty workplaces, and members of the academic community of the Faculty have the right to nominate a candidate for the position of the Dean.

(5) If only one candidate is nominated for the position of the Dean, an absolute majority of votes of all members of the Faculty Academic Senate is required for his/her election. If the candidate does not obtain an absolute majority of votes, a second round of elections will take place immediately, in which the consent of an absolute majority of votes of the present members of the Senate is sufficient for election. If a candidate for the Dean has not been elected according to the previous procedure, the Presidency of the Senate will announce new elections within 48 hours.

(6) If there are more candidates for the position of the Dean, the candidate who has obtained a majority of the votes of the present members of the Faculty Academic Senate is elected. If none of the candidates obtains the required majority in the first round, the second round of elections shall take place immediately. The two candidates with the highest number of votes obtained shall advance to the second round of elections. If several candidates received the same highest number of votes in the first place, only these candidates advance to the second round. If in the first round one candidate received the highest number of votes and more candidates obtained the same number of votes in the second place, all candidates in the first and second place advance to the second round.

(7) If any of the candidates advanced to the second round of the elections gives up his/her right to candidate, and thus only one candidate remains for the second round, the candidate who received the other highest number of votes in the previous round shall advance to the second round. If more candidates received equal other highest number of votes pursuant to the previous sentence, these candidates are advanced to the second round. If there is no other candidate, section 5, second and third sentences will be followed.

(8) In the second round of elections, a candidate who will receive a majority of the votes of all members of the Faculty Academic Senate will be elected for a Dean Candidate.

(9) If none of the candidates obtains a majority in the second round, the third round will be convened immediately. Those two candidates who received the highest number of votes in the second round advance to the third round. If more candidates received equal other highest number of votes, only these candidates advance to the third round. If one candidate received the highest number of votes in the second round, and more candidates received equal votes in the second place, all candidates in the first and second place advance to the third round of elections.

(10) If any of the candidates advanced to the third round of the elections gives up his/her right to candidate, and thus only one candidate remains for the third round, the candidate who received the other highest number of votes in the second round shall advance to the third round. If more candidates received equal other highest number of votes pursuant to the previous sentence, these candidates are advanced to the second round. If there is no other candidate, section 5, second and third sentences will be followed.

(11) In the third round of elections, a candidate who will receive a majority of the votes of the present members of the Faculty Academic Senate will be elected.

(12) If a candidate for the Dean has not been elected in accordance with the procedure specified in the preceding paragraphs, the Presidency of the Academic Senate shall announce new elections within 48 hours.

(13) If the performance of Dean's office ends before the expiration of his/her term of office, the election of a candidate for the Dean shall take place without delay, but not later than within 30 days from the date of termination of the Dean's term of office.

(14) The provisions of S 1, 2 and 5 to 13 and 15 shall be appropriately used for election of a candidate authorized by the Rector to temporarily execute the office of the Dean; the right to propose more than one candidate is granted for the members of the Faculty Academic Senate.

(15) The particulars on Dean's candidate election shall be regulated by the Rules of Election of a Dean's Candidate of the Faculty adopted by the Faculty Academic Senate.

#### **Art. 25**

##### **Removal of the Dean**

(1) The Faculty Academic Senate shall provide the Rector with a motion to remove the Dean at all times after he/she was lawfully convicted of intentional crime, if he/she was imposed a mandatory sentence to a term of imprisonment, or if the Dean resigns from his/her office.

(2) A meeting on the removal of the Dean requires a motion of majority of all members of the Faculty Academic Senate. If the Faculty Academic Senate has received a motion to remove the Dean, the Chairman of the Senate shall, within 24 hours, notify the Dean of this fact, together with the reasons for the motion for removal, and invite him/her to a meeting of the Faculty Academic Senate to consider the motion.

(3) The Faculty Academic Senate may discuss a motion to remove the Dean only in his/her presence. If the Dean without justification fails to appear at the Senate meeting at which a decision is made on his/her removal, the Senate will discuss the motion even without his/her presence. Before the vote on the motion to remove the Dean, a discussion takes place in the Academic Senate.

(4) The Faculty Academic Senate decides on the motion to remove the Dean by secret ballot. A valid resolution on a motion to remove the Rector requires the consent of a two-thirds majority of all members of the The Faculty Academic Senate. The adopted motion on Dean's removal shall be delivered to the Rector by the Chairman of the Senate without delay.

(5) Removal of the Dean by the Rector on his own initiative is regulated by S 28 (3 and 4) of Higher Education Act.

#### **Art. 26**

##### **Vice-Deans**

(1) The particulars on competences of Vice-Deans are regulated by the Rules of Procedure of the Faculty.

(2) The allocation of Vice-Deans' competences is stipulated by the Dean. The Vice-Deans decide on issues within their competences.

(3) The Dean, in his/her absence, is represented by a Vice-Dean authorized by the Dean.

The Vice-Deans are represented by a method stipulated by the Dean.

(4) A Vice-Dean is entitled to be present and to speak at the Faculty Academic Senate meetings.

#### **Art. 27**

##### **Permanent Advisory Bodies of the Dean**

(1) The permanent advisory bodies of the Dean are the following:

- a) Dean's College,
- b) Faculty Management,
- c) Dean's representative for external relations.

(2) The members of the Dean's College are Vice-Deans, Faculty Secretary, Dean's representative for external relations, heads of departments, directors of institutes, deputies of departments, deputies of institutes, the library director, the Chairman of the Senate, vice-Chairmans of the Senate, verifiers, representatives of labour unions of the Faculty, or other members of the Faculty Academic Senate appointed by the Dean. The Dean may also invite other persons from among students and employees.

(3) The management of the Faculty is chaired by the Dean. The Faculty management members comprise Vice-Deans, the Senate Chairman, the Faculty Secretary, the Dean's Representative for external relations, other members of the Faculty Academic Senate specified by the Ruled of Procedure of the Faculty, or other members of the Faculty academic community appointed by the Dean. The Dean may also invite other employees of the Faculty or students of the Faculty if necessary.

(4) The Dean appoints a Dean's representative for external relations from among Faculty employees following prior consent of the Faculty Academic Senate. A Dean's representative for external relations is removed by the Dean. A Dean's representative for external relations is an advisory body of the Dean, he/she represents the Dean and cooperates in making contacts towards the professional and wide public in the Slovak Republic and in foreign countries. A Dean's representative for external relations is entitled to be present and speak at Faculty Academic Senate meetings.

#### **UNIT 5**

##### **Leading Staff of the Faculty**

#### **Art. 28**

##### **Leading Staff of the Faculty**

The leading staff of the Faculty comprises of the Faculty secretary, heads of departments, directors of institutes, a library director, leading staff of other Faculty workplaces and other leading staff of the Faculty.<sup>31</sup> The offices of leading staff of the Faculty are subject to selection, and thus by a method defined in the Rules of Procedure of the Faculty<sup>32</sup> or the

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<sup>31</sup> Higher Education Act S 32 (1).

<sup>32</sup> Higher Education Act S 33 (3b).

University if the Faculty is regulated accordingly.<sup>33</sup>

**Art. 29**  
**Faculty Secretary**

(1) The Faculty Secretary is a leading employee of the Faculty ensuring and being in charge of the economic and administrative procedures of the Faculty. He/she is directly accountable to the Dean.<sup>34</sup> The Faculty Secretary represents the Dean in the scope defined by a Dean's decision. The decision is a written authorization by the Dean.

(2) The Secretary manages the workplaces of the Dean's Office regulated by the Rules of Procedure of the Faculty.

(3) The Faculty Secretary cooperates with Vice-Deans in ensuring his/her tasks.

**Art. 30**  
**Other Leading Staff of the Faculty**

Other leading staff of the Faculty are in charge of fulfillment of tasks of the respective workplaces of the Faculty they manage. Further on, they are responsible for:

- a) fulfillment of generally binding legal acts, of this Statute, the University Statute and other internal rules of the University and the Faculty,
- b) fulfillment of the rules of management and effective and economical treatment of financial means and the property put into administration,
- c) labour and legal relations at a respective Faculty workplace in the scope defined by the Dean.

**UNIT 6**  
**Scientific Board of the Faculty**

**Art. 31**  
**Scientific Board of the Faculty**

(1) The members of the Scientific Board of the Faculty are appointed and removed by the Dean after the approval of the Faculty Academic Senate.<sup>35</sup>

(2) The term of office of the members of the Faculty Scientific Board is four years.

(3) The Dean is the Chairman of the Faculty Scientific Board. Other members of the Faculty Scientific Board are renowned experts from the fields in which the Faculty performs educational, research, development or other creative activities, especially from the field of

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<sup>33</sup> Higher Education Act S 15 (1 d and e); Internal Rule of Comenius University in Bratislava No. 26/2021 Labour Rules of Comenius University in Bratislava; Internal Rule of Comenius University in Bratislava No. 14/2014 adopted by the University Academic Senate Principles of Selection Procedure for Occupation of Positions of University teachers, Researchers, Offices of Professors and Associate Professors, and Positions of Headpersons of the University.

<sup>34</sup> Higher Education Act S 32 (2).

<sup>35</sup> Higher Education Act S 29 (1).



legal science and legal practice.<sup>36</sup>

(4) When appointing members of the Faculty Scientific Board, the Dean takes into account appropriate representation of study fields and the focus of the respective faculties and workplaces of the Faculty, as well as individual renowned institutions of legal science and legal practice.

(5) Members of the Faculty Scientific Board are, by virtue of their office, usually Vice-Deans of the Faculty without prejudice to the provision of Section 1.

(6) At least one quarter and at most one third of the members of the Faculty Scientific Board are appointed by the Dean from among renowned experts who are not members of the academic community of the University.<sup>37</sup>

(7) Membership in the Faculty Scientific Board terminates:

- a) upon expiration of the term of office of the member,
- b) by resignation of a member; the position of a member expires on the day of delivery of a letter of resignation of a member of the Faculty Scientific Board to the Dean,
- c) by removal of a member, the position of a member expires on the day the Dean specifies in his/her decision on removal of a member of the Faculty Scientific Board (if there is no such date specified in the decision, the day following the day the decision was issued is valid); prior to the decision on removal of a member of the Faculty Scientific Board, the Dean shall obtain consent of the Faculty Academic Senate with this removal,
- d) upon death of a member.

(8) Membership in the Scientific Board of the Faculty is honorary and irreplaceable.

### **Art. 32**

#### **Competences of the Scientific Board of the Faculty**

The Scientific Board of the Faculty:

- a) discusses the long-term goal of the Faculty drafted in compliance with the long-term goal of the University,
- b) upon the Dean's proposal and after discussions in the Faculty Academic Senate, adopts internal rules regulating internal quality system of higher education within the Faculty conditions, if this is required by the internal quality system of higher education of the University,
- c) evaluates the level of the Faculty in education activities and in the field of science at least once a year,
- d) approves other experts entitled to supervise at state examinations for the study programmes performed at the Faculty and at rigorous examinations performed at the Faculty;<sup>38</sup> approves Doctorate study programmes advisers,<sup>39</sup>
- e) discusses and provides the University Scientific Board with the criteria for the title

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<sup>36</sup> Higher Education Act S 29 (2 and 3).

<sup>37</sup> Higher Education Act S 29 (2).

<sup>38</sup> Higher Education Act S 63 (3).

<sup>39</sup> Higher Education Act S 54 (4).

- of the Associate Professor and the criteria for acquiring the title of the Professor,
- f) discusses proposals for granting the title of the Associate Professor and decides on their results,
  - g) discusses and provides the University Scientific Board with proposals for appointment of Professors,
  - h) discusses and provides the University Scientific Board with general criteria on filling the Professor offices in the Faculty,
  - i) discusses and provides the University Scientific Board with particular conditions of a selection procedure for filling the Professor offices in the Faculty,
  - j) discusses and provides the University Scientific Board with the Dean's proposals to fill the positions of Visiting professors,<sup>40</sup>
  - k) adopts Rules of Procedure of the Faculty Scientific Board upon a proposal of the Chairman of the Faculty Scientific Board,
  - l) discusses other issues submitted by the Chairman of the Faculty Scientific Board or those it agreed on, and adopts respective opinions,
  - m) fulfils other tasks defined by the internal rules of the University or Faculty.

### **Art. 33**

#### **Meetings of Scientific Board of the Faculty**

(1) Meetings of the Scientific Board of the Faculty are convened by its Chairman at least four times per academic year.

(2) The Scientific Board of the Faculty is quorate if a two-thirds majority of its members are present. The validity of its resolution requires consent of an absolute majority of the members present. In matters pursuant to Art. 31 (f to k), consent of an absolute majority of all its members is required for the validity of the resolution of the Faculty Scientific Board.

(3) In matters pursuant to Art. 31 (f, g, j), the Faculty Scientific Board decides by secret ballot. Secret ballot is used also in making decisions on other issues if agreed so in the respective case.

(4) If necessary, the Chairman of the Faculty Scientific Board invites other persons to a meeting.

(5) The particulars on the method of discussion, organization of activities and adoption of resolutions are defined by the Faculty Scientific Board in the Rules of Procedure of the Faculty Scientific Board, which is an internal rule of the Faculty.

### **Art. 34**

#### **Cooperation of Scientific Board of the Faculty with Other Bodies and Specialists**

(1) The Faculty Scientific Board may request the opinion of a body of the academic self-government of the Faculty, a leading employee, a Faculty workplace or any other member of the academic community of the Faculty; these entities are obliged to express their opinion upon request. The Faculty Scientific Board may request an opinion on a discussed matter from a person who is not a member of the Faculty Scientific Board.

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<sup>40</sup> Higher Education Act S 79.

(2) The Faculty Scientific Board may establish commissions as its advisory bodies to discuss issues within its competence. Experts who are not members of the Faculty Scientific Board may also be members of the commissions. The Chairman of the commission is always a member of the Faculty Scientific Board.

## **UNIT 7**

### **Disciplinary Commission of the Faculty**

#### **Art. 35**

(1) The Faculty Disciplinary Commission discusses disciplinary offences of those students who are not enrolled in any study programme carried out at the Faculty. The Disciplinary Commission submits a proposal for a decision to the Dean.<sup>41</sup>

(2) The Faculty may decide to issue its own Disciplinary Rules as an internal rule of the Faculty approved by the Academic Senate of the Faculty, if it is necessary to adjust the Disciplinary Rules of the University in details to its own conditions.

(3) The Faculty may decide it will issue the Rules of Procedure of the Disciplinary Commission for students as an internal rule of the Faculty approved by the Academic Senate of the Faculty, if it is necessary to adjust the Rules of Procedure of the Disciplinary Commission of the University in details to its own conditions.

## **UNIT 8**

### **Bodies Ensuring Internal Quality System**

#### **Art. 36**

(1) The bodies ensuring the internal quality system of the Faculty are:

- a) the Accreditation Board of the Faculty,
- b) the Quality Board of the Faculty,
- c) the Board of Ethics of the Faculty,
- d) the Study Programmes Boards.

(2) The Accreditation Board of the Faculty is a permanent body of the Faculty to ensure evaluation of study programmes in all study levels of the provided higher education in the Faculty. The role of the Accreditation Board of the Faculty is to discuss and adopt proposals of study programmes to be performed at the Faculty, and to submit them for discussion and adoption to the Accreditation Commission of the University, as well as to fulfil other tasks defined by internal rules of the University and the Faculty. The members of the Accreditation Board of the Faculty are appointed and removed by the Dean of the Faculty; in order to appoint a member of the Accreditation Board of the Faculty, consent of the Academic Senate of the Faculty is required.

(3) The Quality Board of the Faculty is a common advisory, supervisory and initiative body of the Dean of the Faculty and the Academic Senate of the Faculty in which

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<sup>41</sup>Higher Education Act S 31 (1).

representatives of students and representatives representing interests of the external environment, in particular employers or professional chambers, must be included. Members of the Quality Board of the Faculty are appointed and removed by the Dean upon consent of the Academic Senate of the Faculty.

(4) The Board of Ethics of the Faculty discusses cases of infringement of the Ethics Code of the University and the Ethics Code of the Faculty if adopted by the Faculty employees and Faculty students. Members of the Board of Ethics of the Faculty are appointed and removed by the Dean.

(5) The Study Programmes Boards are bodies established by the Faculty as its permanent bodies. The main task of a Study Programme Board is to draft a proposal on accreditation of a new study programme, a proposal on modification of a study programme or a proposal on suspension or removal of a study programme. The position, composition, competences and activities of a Study Programme Board are regulated by an internal rule of the University,<sup>42</sup> the Faculty may define particulars on establishment and discussion on a Study Programme Board in its own internal rule.

(6) The particulars on composition and number of members of the bodies pursuant to section 1 (a to c) and on their competences are regulated by an internal rule of the University, adopted by the Scientific Board of the University, and an internal rule of the Faculty adopted by the Scientific Board of the Faculty which is a part of the internal quality system of the Faculty.

## **UNIT 9**

### **Great Chancellor of the Faculty**

#### **Art. 37**

(1) The Great Chancellor of the Faculty is a local Ordinary, unless the Conference of Bishops does not specify otherwise.

(2) The Great Chancellor represents the Apostolic See at the Faculty, and at the same time, he acts on behalf of the Faculty at the Apostolic See. The position and competences of the Great Chancellor are regulated by the Apostolic Constitution *Veritatis gaudium*.<sup>43</sup>

(3) The role of the Great Chancellor in relation to the study programmes in the field of the Canon Law is to:

a) develop the Faculty permanently; promote scientific activities and church identity; supervise the catholic doctrine to remain intact and the statutes and norms issued by the Apostolic See to be faithfully followed;

b) develop unity among all members of the academic community;

c) provide the Congregation for Catholic Education with a name of a person to be the principal guarantor of the study programme of Canon Law pursuant to Art. 18 of the

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<sup>42</sup> Art. 23 – 31 of Internal rule No. 23/2021 adopted by the Scientific Board of Comenius University in Bratislava, Internal System of Quality Assurance of Higher Education of Comenius University in Bratislava

<sup>43</sup> Application norms for faithful observation of the Apostolic Constitution *Veritatis gaudium*, Art. 9.

Apostolic Constitution Veritatis gaudium;

d) adopt professio fidei (confession of faith) from the principal guarantor of the study programme in the field of Canon Law;

e) grant or to withdraw missio canonica from teachers, or venia docendi according to the norm of the Apostolic Constitution Veritatis gaudium;

f) inform the Congregation for Catholic Education on the most important events and on a 5-years' basis to present a detailed report on academic and morale status, as well as a strategic plan with the own standpoint according to a template specified by this Congregation.

(4) The Great Chancellor, in relation to the study programmes in the field of Canon Law, is entitled to:

a) express his standpoint on proposed candidates for the office of the principal guarantor of the study programme in the field of Canon Law,

b) address the bodies of the academic self-government of the Faculty with proposals, comments and claims; these bodies are obliged to discuss them, to treat them and provide their response without any delay,

c) speak at a session of the Academic Senate of the Faculty and the Scientific Board of the Faculty whenever he requests so,

d) be informed on a drafted agenda of meetings of the Faculty Academic Senate and the Faculty Scientific Board, and to take part at the session of the Faculty Academic Senate and the Faculty Scientific Board,

e) be informed on resolutions of the Faculty Academic Senate and the Faculty Scientific Board in the field of Canon Law, to order a new discussion if a decision of any body of the academic self-government of the Faculty in the field of Canon Law is in contradiction with the catholic doctrine, church discipline or regulations of the Apostolic See.

### **PART III**

## **MANAGEMENT AND COMPETENCES OF THE FACULTY AND ITS WORKPLACES**

### **UNIT 1**

#### **Faculty Management**

#### **Art. 38**

##### **Competences in the Field of Faculty Management**

(1) The Dean is a representative of the Faculty, he/she manages it, represents externally and acts in the matters of the Faculty. In the matters pursuant to Higher Education Act S 23 (1) and Art. 12 (1) of the University Statute, he/she acts on behalf of the University. The Dean is accountable to the Rector in the matter of his/her activities in which he/she acts on behalf of the University, in the matter of the Faculty management and his/her other activities in the scope defined by internal rules of the University.<sup>44</sup>

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<sup>44</sup> Higher Education Act S 28 (1).

(2) The Dean is represented by Vice-Deans and the Faculty Secretary in the scope defined by the Dean's decision. Vice-Deans and the Faculty Secretary perform management of the Faculty workplaces and Faculty employees in the scope defined by internal rules of the University, Faculty and by management actions of the Dean of the Faculty.

(3) The management of the Faculty workplaces and Faculty employees is performed by the leading staff of the Faculty in the scope defined by internal rules of the University, Faculty and by management actions of the Dean of the Faculty, and by other employees of the Faculty upon authorization granted by the Dean of the Faculty.

### **Art. 39**

#### **Dean's Office of the Faculty**

(1) The tasks related mainly to organizational, personnel, administrative and technical provision of the Faculty are performed by the Dean's Office. The scope of the tasks, its organizational structure, relations of the management and tasks of its departments are defined by the Organization Rules of the Faculty which is an internal rule of the Faculty.

(2) The Dean's Office prepares, processes background documents to fulfil the duties of the Faculty, mainly in the fields of accountancy, statistics, prescribed record keeping and to draft summary reports and overviews of the Faculty. Employees of the Dean's Office are responsible for fulfillment of these tasks, and they are entitled to request the Faculty workplaces and their employees to provide them with all relevant information, background documentation and overviews.

## **UNIT 2**

### **Other Competences of the Faculty**

#### **Art. 40**

##### **Competences in the Field of Education and Study Organization**

(1) The Faculty studies are regulated by provisions of the Higher Education Act, the University Statute, this Statute, the University Study Rules and the Faculty Study Rules.

(2) Bodies of the academic self-government of the Faculty are entitled on behalf of the University to make decisions and act in these matters related to education belonging to the self-government competences of the University:

- a) determination of other study admission conditions and making decisions on the admission procedure for the study programmes performed at the Faculty,
- b) making decisions on the matters related to the academic rights and duties of students enrolled to the study programmes performed at the Faculty.

(3) Further on, the Faculty self-government bodies make decisions in the matters belonging to the Faculty self-government competences:

- a) determination of the number of admitted study applicants in the method defined by this Statute, the University Statute and the Higher Education Act,

- b) education and organization of study according to the University Study Rules and the Faculty Study Rules.
- (4) Development, adjustment and revocation of study programmes of the Faculty are regulated by the internal system of University higher education quality assurance and the internal system of Faculty higher education quality assurance.

#### **Art. 41**

##### **Competences in the Area of Scientific Research**

- (1) The Faculty ensures freedom of scientific research, development and other creative activities, and publication of their results.<sup>45</sup>
- (2) The concept and direction of scientific research of the Faculty is a subject of the goal of the Faculty and the social requirements, and focuses on law science and law practice.
- (3) The direction of the scientific research is the subject of the long-term goal of the Faculty which is discussed by the Faculty Scientific Board on the proposal of the Dean, and approved by the Faculty Academic Senate. The long-term goal of the Faculty is a subject of the long-term goal of the University and must comply with it.
- (4) At least once a year, the Faculty Scientific Board assesses the level of the Faculty in the fields of science and research.
- (5) The Faculty, within its possibilities, assists the Faculty workplaces to develop scientific and related projects, especially in case of international cooperation and making contacts with potential inland and foreign cooperating experts.

#### **Art. 42**

##### **Competences in the Area of International Relations**

- (1) The Faculty develops its international relations in cooperation with foreign legal and natural persons (hereinafter referred to as „foreign partner“) independently or in coordination with the University, or in coordination with institutions established for this purpose, based on international contracts and agreements on the state level, or in coordination with other entities. Membership and activities in international organizations are also part of international relations of the Faculty.
- (2) Faculty cooperation with a foreign partner relates mainly to education, research, development or other creative and professional activities serving to a more efficient use of human resources and property.
- (3) The Faculty enters into a written agreement with a foreign partner to establish the rules of cooperation upon a prior consent of the Rector, or in the scope of competences delegated to the Dean by the Rector. Prior to a Faculty contract conclusion, the Dean shall inform the Rector in writing on the drafted contract and shall discuss framework conditions of the contract and potential consequences for the University which would result from the drafted contract. The contract stipulates conditions of such cooperation, mainly in economic, financial, professional, organizational, personnel, and other issues, and sets out the term of the contract.

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<sup>45</sup> Higher Education Act S 4 (1a).

(4) The organizational support for the fulfillment of the tasks arising from the Faculty cooperation contracts with foreign partners is provided by the Dean's Office of the Faculty.

(5) If the Faculty cooperation contract with a foreign partner includes agreements on academic mobility of students or Faculty employees in the workplace of a foreign partner or vice versa (hereinafter referred to as "mobility"), the Faculty acts according to the Higher Education Act.<sup>46</sup> A coordinator, usually the Vice-Dean for International Relations, is responsible for the organizational support of the mobility. Details are set out in an internal rule.

(6) The Faculty acts according to subsection 5 even when the mobility results from other agreements and contracts in which the Faculty is a party.

(7) The Faculty contract does not have any impact on the University economic, financial, personnel, organizational, administrative, spacial or other duties and commitments, unless agreed in advance otherwise and on the Rector's written consent.

(8) In case the Faculty contract relates to foreign students or to issues in which the University acts directly or indirectly (granting of a diploma, another document etc.), the Rector must agree with the contract. In such a contract, a financial plan towards the University will be defined, and its validity is subject to the Rector's signature.

### **Art. 43**

#### **Competences of the Faculty in the Area of Information Administration**

(1) Information administration at the Faculty, duties of the Faculty as the author of the registry records, registry maintenance and administration of the archive are regulated by an internal rule of the University,<sup>47</sup> the Faculty may regulate these matters by its internal rule.

(2) Information loaded in the information systems, registry and archive of the Faculty is provided to Faculty employees and Faculty students in the scope defined by acts, internal rules of the University and Faculty.

(3) Information administration at the Faculty is performed in line with the requirements on personal data protection<sup>48</sup> and copyright protection<sup>49</sup>.

(4) The Faculty, as a part of the University, contributes to publishing and granting access to information pursuant to regulations dealing with free access to information.<sup>50</sup> If an act, internal rule of the University or Faculty does not regulate otherwise, the Faculty and its workplaces shall use mainly official bulletin boards and the websites of the Faculty and its workplaces to communicate information on its activities and on decisions of the Faculty

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<sup>46</sup> Higher Education Act S 58a.

<sup>47</sup> Internal rule of University No. 1/2006 (Directive of the Rector) Registry Rules and Registry Plan.

<sup>48</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) („GDPR“), Act No. 18/2018 Coll. on protection of personal data as amended, and Internal rule No. 13/2020 Directive of the Rector of Comenius University in Bratislava on protection of personal data at Comenius University in Bratislava.

<sup>49</sup> Act No. 185/2015 Coll. Copyright Act as amended.

<sup>50</sup> Freedom of Information Act No. 211/2000 Coll. and amending and supplementing certain acts as amended and Internal rule No. 12/2021 Directive of the Rector of Comenius University in Bratislava, Scholarship Code of Comenius University in Bratislava.



bodies and the leading employees of the Faculty. These methods of communication are deemed usual.

(5) The Faculty provides study applicants and the Faculty students and if possible even other persons with information and advisory services related to the study and to practice possibilities of graduates of the study programme performed at the Faculty, and thus in the scope defined in internal rules of the Faculty, in line with generally binding legal acts and internal rules of the University.

#### **Art. 44**

### **Competences in the Area of Employment Relationships**

Pursuant to S. 23 (1) (d) of the Higher Education Act, pursuant to S. 7 of the Labour Code, and pursuant to Art. 41 (2) of the University Statute, the Faculty acts as an employer. The Dean performs legal acts in employment relations with respect to employees assigned to the Faculty within available financial resources of the Faculty and according to the number and structure of posts at the Faculty. The Dean is accountable to the Rector for consequences arising from the breach of valid regulations in employment relations and in issues related to remuneration. The Faculty may issue the Labour Rules upon a decision of a need to have its own conditions regulated in more details compared to the Labour Rules of the University.

#### **Art. 45**

### **Competences in the Area of Social Services**

(1) Social support for students is regulated by the Higher Education Act.<sup>51</sup>

(2) Social support of students is a system of direct and indirect forms of support. Scholarships represent the direct forms of support; catering, accommodation, financial and organizational support of sports and cultural activities for students are indirect forms of support.

(3) Providing scholarships at the Faculty is governed by the University Scholarship Rules<sup>52</sup> and the Scholarship Rules of the Faculty which the Faculty may issue upon a decision to have its own conditions drafted in more details compared to the Scholarship Rules of the University. Provision of social scholarships is governed by a legally binding legal act.<sup>53</sup> The Faculty is in charge of correct treatment of financial means from the funds stipulated for this purpose.

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<sup>51</sup> Higher Education Act S 94 to 101.

<sup>52</sup> Internal rule No. 9/2018 adopted by Academic Senate of Comenius University in Bratislava, Scholarship Rules of Comenius University in Bratislava.

<sup>53</sup> Ministry Decree No. 102/2006 Coll. on granting social scholarship to students of higher education institutions.

## **Art. 46**

### **Integrated Information and Communication System of the Faculty**

(1) The Faculty Integrated Information and Communication System (hereinafter referred to as „IICS of the Faculty“) ensures the operation and development of services in the area of information and communication technologies, supporting the performance of the Faculty tasks. Their focus and priorities are set by the Faculty in its long-term goal and are specified in the annual implementation plans.

(2) IICS at the Faculty level is managed by the Vice-Dean having the competences in the area of information technologies (hereinafter referred to as „Vice-Dean for information Technologies“).

(3) The Faculty Commission for the IICS of the Faculty is an advisory board of the Vice-Dean providing for the area of information technologies. Its members consist of a technical administrator of the IICS of the Faculty, the Faculty Secretary, the director of the library, the Head of the Study Department and other employees appointed by the Dean.

(4) The Vice-Dean, providing for the area of information technologies, may assign tasks and coordinate the interaction of employees responsible for individual sections of activities of the IICS of the Faculty.

(5) The employees responsible for individual sections of activities of the IICS of the Faculty are:

- a) the technical administrator of the IICS of the Faculty,
- b) the administrator of the computer network of the Faculty,
- c) the webmaster,
- d) administrators of the Faculty IICS operation services.

(6) The Faculty is responsible within the IICS of the Faculty mainly for:

- a) building and operating its own internal technical infrastructure,
- b) operation of IICS services at the premises of the Faculty and cooperation with the IICS of the University.

(7) In the operation and development of the IICS of the Faculty, all parties are obliged to comply with technological, safety, and organizational standards set out in the special regulations pursuant to subsection 8 and thus maintain the functionality, compatibility, and safety of the operated services.

(8) Rights and obligations of all participating departments, employees, students, and other users of the IICS of the Faculty, as well as the mechanisms of operation management and development of the IICS of the Faculty are set by the IICS Organizational and Operation Rules of the Faculty that can be issued by the Rector and are in line with the IICS Organizational and Operation Rules of the University issued by the Rector.<sup>54</sup>

## **Art. 47**

### **Competences in the Area of Internal Rules of the Faculty**

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<sup>54</sup> Measure of the Rector of Comenius University No. 29/2002 Organizational and Operation Rules of the University IICS as amended by Internal Rule No. 27/2017 Directive of the Rector of Comenius University in Bratislava Amendment No. 1 to the Internal Rule No. 29/2002 Organizational and Operation Rules of the University IICS.

(1) Internal rules of the Faculty regulate the matters of the Faculty belonging to its self-governing competences and its relation to the University, if not being regulated by internal rules of the University or by generally binding legal rules.<sup>55</sup>

(2) The Faculty adopts and issues internal rules pursuant to S 33 of the Higher Education Act. The Faculty may also issue other internal rules regulating its matters in more detail, if adoption of such regulation is not contradictory with a generally binding legal act or an internal rule of the University.

(3) The Academic Senate of the Faculty approves and adopts internal rules if stipulated so by the Higher Education Act, another generally binding legal rule, an internal rule of the University, an internal rule of the Faculty, or if adoption of such internal rule was agreed by the Academic Senate of the Faculty supposing the adoption of such an internal rule is not under competence of another body of the academic self-government of the Faculty.

(4) The Scientific Board of the Faculty approves and adopts internal rules if so stipulated by the Higher Education Act, another generally binding legal act, an internal rule of the University, an internal rule of the Faculty, or if adoption of such internal rule was agreed by the Scientific Board of the Faculty supposing the adoption of such an internal rule is not under competence of another body of the academic self-government of the Faculty.

(5) Internal rules issued by the Dean are called Directives. Dean's Directives are internal normative organizational and management acts which are binding for all members of the academic community of the Faculty, other employees of the Faculty and other persons (e.g. persons admitted to rigorous proceedings), based on a generally binding legal act if not otherwise stipulated in the Directives

(6) The Dean may issue measures of the Dean if

a) an internal rule of the Faculty stipulates so for the purpose of execution of the internal rule,

b) an internal rule of the Faculty requires the Dean of the Faculty to define a time schedule or rules for fulfillment of duties according to an internal rule in the respective academic year or its part,

c) it is necessary to issue a management normative act which is not supposed to be used for a long term, or it shall be related to a special group of addressees, for example if there is a necessity to define details of organization of an academic event or to define duties of a certain group of Faculty employees in relation to a respective area of tasks.

By means of a Dean's measure pursuant to letters a) and b), the Dean determines details on application of rules stipulated in this internal rule of the Faculty. The measures are appropriately related to the Directive rules.

(7) If there is a dispute on which body of the academic self-government of the Faculty is competent to adopt an internal rule governing certain matters of the Faculty, the rule is that these matters are regulated by a Dean's Directive, if the Academic Senate of the Faculty does not make a decision that these matters shall be defined in an internal rule adopted by the Academic Senate of the Faculty.

(8) Internal rules of the Faculty become effective on the date of their adoption or issuance by a body of the academic self-government of the Faculty, if not defined otherwise

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<sup>55</sup> Higher Education Act S 33 (1).

by generally binding legal rules. In case of internal rules which do not belong according to generally binding legal rules into the Faculty self-government competences, but the Faculty adopted them upon a University authorization, they become effective on the date of their adoption by a body of the academic self-government of the Faculty if not stipulated otherwise in generally binding legal rules or internal rules of the University. The Faculty Statute, the Study Rules of the Faculty and the Labour Rules of the Faculty become effective on the date of their adoption by the Academic Senate of the University.

(9) Only valid internal rules can be effective. Internal rules become effective on the date defined by them as the effectivity date, if they became effective only after this date, they become effective on the date of becoming valid. If the effectivity date is not defined in the internal rule, it becomes effective on the validity date. Internal rules of the Faculty which must be approved by the Academic Senate of the University become valid on the date of their approval by the Academic Senate of the University, and become effective on the first day of the month following the month in which they were approved by the Academic Senate of the University, if not stipulated otherwise in the final provisions of an internal rule.

(10) Internal rules are signed by a body of the academic self-government of the Faculty who adopted them, if this is a collective body, the signature is provided by the Chairman. The Faculty Statute, the Study Rules of the Faculty and the Labour Rules of the Faculty are signed by the Chairman of the Academic Senate of the University. Internal rules of the Faculty are signed by the Dean at all times.

(11) The valid and effective internal rules are published by the Dean; if this is the matter of internal rules adopted by the Academic Senate of the Faculty in coordination with the Chairman of the Academic Senate of the Faculty. The dean is in charge of keeping the signed originals of internal rules, if these are rules adopted by the Academic Senate of the Faculty, together with the Chairman of the Academic Senate of the Faculty. The valid and effective internal rules shall be published by the Dean by usual means, especially on the Faculty website. The Dean is in charge of timing and correctness of internal rules publishing.

(12) Internal rules of the Faculty contain a notification that these are internal rules of the Faculty and a number of the internal rule consisting of a number before the slash and a number after the slash. The number after the slash stands for a calendar year in which the internal rules became effective, and the number before the slash stands for the order number of the internal rule according to publishing in the respective calendar year.

(13) Internal rules of the Faculty are modified and amended by amendments. The provisions of this article are related to validity and effectivity of the amendments. After an amendment of an internal rule becomes effective, adoption of which is governed by the Higher Education Act or the University Statute, a full version of the internal rule shall be issued including all valid and effective amendments. A full version of an internal rule can be issued even in relation to other internal rules modified by an amendment. Full versions of internal rules are issued by the Dean if these are internal rules adopted by the Academic Senate of the Faculty in coordination with the Chairman of the Academic Senate of the Faculty. Their elaboration, signature and publishing are appropriately subject to paragraphs 9 to 11.

(14) The details on development of internal rules including the method of their publishing and keeping their originals, and on the system of internal rules of the Faculty, are governed by the Organizational Rules of the Faculty.

#### **Art. 48**

##### **Academic Library of the Faculty**

(1) The Faculty establishes an academic library of the Faculty which is a part of the University Academic Library. Its position and tasks are regulated by a special act<sup>56</sup> and by internal rules of the University<sup>57</sup> and the Organization Rules of the Faculty and other internal rules of the Faculty.<sup>58</sup>

(2) Tasks that require the use of information and communication technologies are dealt by the Faculty Academic Library in cooperation with IKS of the Faculty and the IKS of the University.

(3) The rights and obligations of all participating departments, employees, and other users of the Faculty Academic Library are set by the Lending Rules of the Faculty<sup>59</sup> issued by the Dean.

#### **UNIT 3**

##### **Long-Term Goals of the Faculty, Annual Report and Activities Assessment**

#### **Art. 49**

##### **Long-term Goals of the Faculty**

(1) The long-term goal of the Faculty in educational, scientific, research, development, and other creative Faculty activities (hereafter referred to as the "Faculty long-term goal") contains the objectives in the individual areas of operation. The Faculty prepares the long-term goal for a period of at least six years and updates it annually.

(2) The long-term goal of the Faculty is the conception and development strategy of the Faculty. The preparation of the Faculty long-term goal is based on the goals of the University as a whole. The Departments and other Faculty parts shall participate in the preparation of the long-term goal and shall first develop concepts of their long-term goals. After the approval of the long-term goal of the Faculty, the Departments and other

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<sup>56</sup> Act No. 126/2015 Coll. on libraries and amendments of Act No. 206/2009 Coll. on museums and galleries and on protection of objects of the University of cultural significance and on amendments to Act of the Slovak National Council No. 372/1990 Coll. on misdemeanors as amended in the Act No. 38/2014 Coll.

<sup>57</sup> Directive of the Rector of Comenius University No. 3/2004 Organizational and Operation Rules of the THE UNIVERSITY Academic Library.

<sup>58</sup> Statute and Organizational Rules of the Academic Library of Comenius University in Bratislava, Faculty of Law of the University of Law as of 1 January 2006.

<sup>59</sup> Internal Rule No. 1/2012 Lending Rules of the Faculty of Law Library of THE UNIVERSITY in Bratislava.

workplaces of the Faculty develop their own long-term goals based on the long-term goal of the Faculty.

(3) The Dean discusses the long-term goal with the Rector.

(4) The Dean submits the long-term goals of the Faculty and its updates for discussion to the Faculty Scientific Board.<sup>60</sup> The Academic Senate of the Faculty approves the long-term goals of the Faculty submitted by the Dean following the discussion in the Scientific Board of the Faculty, and its updates.<sup>61</sup> The long-term goals of the Faculty are published on the date and in the form defined by the Rector.

(5) Fulfillment of the long-term goals of the Faculty is assessed annually in the annual report on Faculty activities.

#### **Art. 50**

##### **Annual Reports**

(1) An Annual Report on Faculty Activities and an Annual report on Faculty Management are elaborated based on background information of departments and other Faculty workplaces. An Annual Report on Faculty Activities also includes assessment of the Faculty as a whole.

(2) The conclusions of the annual reports are used mainly in management activities and for the purposes of updates of the long-term goal of the Faculty.

(3) The Academic Senate of the Faculty approves an Annual Report on Faculty Activities and an Annual report on Faculty Management submitted by the Dean.<sup>62</sup>

(4) The Faculty publishes its annual reports on its website.

#### **Art. 51**

##### **Faculty Activities Assessment**

(1) Assessment of the Faculty level in education activities and science is executed on an annual basis, however, at least once a year by the Scientific Board of the Faculty in coordination with the Faculty Quality Board. While assessing education activities, the Scientific Board of the Faculty considers actual results of anonymous survey assessment of teachers done by Faculty students.

(2) The Faculty Quality Board coordinates and controls development, implementation and assessment of the internal quality system of the Faculty in line with guidances, opinions and tasks adopted by the University Quality Board.<sup>63</sup>

(3) Assessment of activities of the Faculty in education activities is a part of the internal system of higher education quality of the University, and is performed according to an internal rule of the University.<sup>64</sup>

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<sup>60</sup> Higher Education Act S 30 (1a).

<sup>61</sup> Higher Education Act S 27 (1f).

<sup>62</sup> Higher Education Act S 27 (1g).

<sup>63</sup> Art. 7 (3) of Internal Rule No. 23/2021 approved by Scientific Board of Comenius University in Bratislava Internal Quality System of Higher Education of Comenius University in Bratislava.

<sup>64</sup> Internal Rule No. 23/2021 approved by Scientific Board of Comenius University in Bratislava Internal Quality System of Higher Education of Comenius University in Bratislava.

(4) The results of assessment of Faculty activities are used mainly in economic management and for the purpose of updates of the long-term goal of the Faculty. The results of assessment of Faculty activities are provided to the Board for University Quality.

(5) The results of assessment of Faculty activities are published in usual manner as a part of an Annual Report on Faculty Activities and an Annual report on Faculty Management.

## **PART IV UNIVERSITY STUDIES AND FURTHER EDUCATION**

### **UNIT 1 Conditions for Study at the Faculty**

#### **Art. 52 Basic Provisions**

(1) The Faculty provides academic education in accredited study programmes in all three degrees of study.

(2) The study programme of the first degree is performed at the Faculty as the Bachelor's programme, the study programme of the second degree is performed at the Faculty as the Master's programme, the study programme of the third degree is performed at the Faculty as the Doctoral programme.

(3) The Faculty provides academic education in full-time or external forms using in-person or distant methods of education or a combination thereof.

(4) The organization of all degrees or forms of higher education at the Faculty is based on the credit system.

(5) The rules governing the academic study are stipulated in the Rules of Study of the Faculty.

#### **Art. 53 Rules Governing Numbers of Admittees**

The Faculty stipulates the number of admissions to the respective programmes upon the rules stipulated by the Academic Senate of the Faculty on the proposal of the Dean of the Faculty in line with internal rules of the University.

#### **Art. 54 Conditions for Admission to Study**

(1) Everyone has the right to study the selected study programme at the Faculty if he or she complies with the basic conditions for study under S56 of the Higher Education Act, other conditions under S57 (1) of the Higher Education Act, conditions specified in the

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agreement under S 54a (2) of the Higher Education Act, and conditions under S 58a (4) of the Higher Education Act.<sup>65</sup>

(2) The basic conditions for admission to study are set forth in the Higher Education Act.<sup>66</sup> The Faculty can stipulate additional conditions for admission in the form of admission procedure criteria of the Faculty.

#### **Art. 55 Admission Procedure**

(1) The admission procedure represents a process that enables an applicant who proves to meet the conditions set for admission to become a student of the chosen study programme at the Faculty. An applicant who does not show the fulfilment of the basic conditions for admission at the time of verification of the same, may be admitted to study conditionally, provided that or she shows the fulfilment of the aforementioned conditions not later than on the date set for enrolment.

(2) More detailed provisions on the course of the admission procedure, including the review of decisions on nonadmission to studies, are encompassed in the Comenius University internal rule adopted by the Scientific Board of the University; the Scientific Board of the University can stipulate more detailed rules on admission procedure in the scope set forth by an internal rule of the University.

### **UNIT 2 Academic Rights and Obligations of Students**

#### **Art. 56 Academic Rights of Students**

(1) The rights established by the Higher Education Act and this Statute are equally guaranteed to all applicants and students in compliance with the principle of equal treatment in education stipulated by a special law.<sup>67</sup> The Faculty focuses on guidance of students towards application of ethical principals in legal profession, in law and life in society as a whole.

(2) The rights and duties of students are stipulated by law <sup>68</sup>, the University Statute, the Study Rules of the Faculty and other internal rules of the University and Faculty. A student has the right in particular:

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<sup>65</sup> Higher Education Act S 55 (1).

<sup>66</sup> Higher Education Act S 56.

<sup>67</sup> Act no. 365/2004 Coll. on equal treatment in certain areas and on protection against discrimination and on the amendment of certain Acts (Anti-Discrimination Act)

<sup>68</sup> Higher Education Act S 70.



- a) to study the study programme to which he or she was admitted,
- b) to create a study plan in compliance with the study programme rules,
- c) while respecting the time and capacity limits given by the rules of study and the study programme, to choose the study pace, the order of completion of subjects, while maintaining their prescribed continuity,
- d) to enrol at the following level of the study programme, if he or she has complied with the obligations set forth by the study programme or the rules of study,
- e) as part of his or her studies, also to apply to study at another university, including abroad (academic mobility),
- f) to participate in research, development or artistic and other creative activities of the Faculty,
- g) to study in line with the current knowledge and development of law science, or a respective study subject,
- h) to participate in the establishment and activities of independent associations operating at the Faculty according to statutory regulations,
- i) to have the opportunity to comment on the quality of teaching and teachers at least once a year in the form of an anonymous questionnaire,
- j) within the frames of good conduct, to freely express comments and opinions on higher education, on the University, the Faculty, on individual departments and other Faculty workplaces, to university teachers, researchers, Doctorate students and other persons performing education activities (hereinafter referred to as „teachers“) and other Faculty employees, as well as on the study subjects,
- k) to have access to information and counseling services related to studies,
- l) if he/she is subject to the obligation to pay tuition fees according to S 92 (5) of the Act on Higher Education, to decide in which study programme he/she will study free of charge in the relevant academic year, should he/she be entitled to free university study,
- m) to proper treatment of teachers and other Faculty employees and persons contractually cooperating with the Faculty,
- n) within the frames of good conduct, to consult a teacher within his/her consultancy hours or via electronic mail on the forms and methods of education and assessment of the respective subject, as well as stipulated conditions students have to fulfil in order to be evaluated by a certain classification degree,
- o) in case of breach of his/her rights stipulated in this Statute, in other internal rules of the Faculty, internal rules of the University and generally binding legal rules, to address respective heads of departments, directors of institutes, deputies of departments or deputy-directors of the institutes, or the Vice-Dean for education activities or respective bodies of academic self-government with a request on remedy; to file a complaint with the dean of the Faculty and to process the same; the reception, registration, investigation, handling of complaints and the implementation of remedial measures are regulated by a special regulation,<sup>69</sup>

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<sup>69</sup> Act no. 9/2010 Coll. on complaints; Internal Rule No. 23/2021 approved by the Scientific Board of Comenius University in Bratislava Internal System of Higher Education Quality of Comenius University in Bratislava,

- p) to have the decision of the Dean on expulsion from studies for non-fulfillment of requirements and obligations arising from the study programme and the Study Rules of the University or for malpractice at the admission exam reviewed,
- q) to change a study programme within the same field of study or combination of fields of study under the conditions stipulated in the Study Rules of the Faculty,
- r) the right to get response on an email sent to a teacher or a Faculty employee within an appropriate time frame under the condition that it is sent from a university email account of the student to a university email account of the teacher or the Faculty employee; a student is not eligible to a response if his/her email communication does not relate to his/her study duties.

### **Art. 57 Obligations of Students**

The obligations of students are stipulated by law<sup>70</sup>, by the University Statute, the Study Rules of the Faculty and by other internal rules of the University and Faculty. A student is obliged in particular:

- a) to obey internal rules of the University and Faculty, and to fulfil the obligations stipulated by decisions of the University or Faculty bodies properly and in timely manner,
- b) to protect and make economic use of the University and Faculty property, resources, and services;
- c) to pay tuition fees and fees associated with studies according to the law, in line with the rules and decisions of the University and Faculty, thus directly to the University or Faculty, and to truthfully declare facts being decisive for their stipulation,
- d) to notify the Faculty in writing of the decision pursuant to Art. 56(l) by 30 September of the relevant academic year,
- e) to notify the Faculty of the address designated for the delivery of documents,
- f) to appear in person at a written summons of the Rector, the Dean, or a Faculty employee authorized by them,
- g) to study in line with the current knowledge and development of the law science, or the respective study subject,
- h) to participate at course of studies in line with the Study Rules of the Faculty,
- i) to get prepared for studies and all study inspection forms properly, to fulfil tasks defined by a teacher properly and in a timely manner, to dispose of laws and other supporting documents at lessons according to instructions of a teacher,
- j) to participate at scientific, professional, study and other similar events conducted at the premises of the Faculty or University, or organized by the Faculty or University, focused on the field of law, in particular under instructions of the Dean or Vice-Deans, and the doctoral students even under instructions of their study

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Internal Rule No. 1/2021 Directive of the Rector of Comenius University in Bratislava on Complaints Handling at Comenius University in Bratislava.

<sup>70</sup> Higher Education Act S 71.

consultants, a respective head of a department or a director of an institute, a chairman of a professional commission, a chairman of a programme commission,

- k) to maintain principles of good conduct, especially towards teachers and other employees of the Faculty and University, but also towards other students of the Faculty and University and towards human beings as such,
- l) to spread good reputation of the University and Faculty, and to abstain from causing harm to good reputation of the University and Faculty,
- m) to abstain from political activities, promotion of political parties and movements at the academic premises, and from exploitation of the academic environment and the relationship towards the University and Faculty for political purposes,
- n) to abstain from any actions and expressions of extremism, vilification of race, nation, ethnic group, faith or belief of an individual or a group of individuals for their race, origin, nationality, ethnicity, gender, sexual orientation, faith or for a lack of faith, promotion or approval of such actions,
- o) to respond an email delivered from a teacher or a Faculty employee within an appropriate timeframe under the condition this was sent from a university email account of a teacher onto a university email account of a student; a student is free from such an obligation if an email is not related to his/her study obligations.

#### **Art. 58**

#### **Decision- Making Process Concerning Academic Rights and Duties of Students**

The proceedings in the matters of academic rights and obligations of students are regulated by law and internal rules of the University and the Study Rules of the Faculty.

### **UNIT 3**

#### **Organization of Study at the Faculty**

#### **Art. 59**

Organization of the study at the Faculty, the fields of study, study programmes, forms and methods of study, students' mobility and study conditions for foreigners, as well as the issues on commencement, interruption and termination of the study are governed by the Study Rules of the Faculty and other internal rules of the Faculty and University in line with the law and internal rules of the University.

### **UNIT 4**

#### **Rigorous Procedure**

#### **Art. 60**

(1) Graduates of study programs in the field of study titled the law who have obtained the Master's degree (abbreviated as "Mgr.") or similar study programmes abroad may take a rigorous examination, which also includes the defense of a rigorous thesis.

(2) Rigorous proceedings at the Faculty are governed by the internal regulations of Comenius University and an internal rules issued by the Dean.<sup>71</sup>

## **UNIT 5**

### **Further Education**

#### **Art. 61**

(1) In addition to university studies, the Faculty provides further education.

(2) Participants in further education are not students within the meaning of the Act on Higher Education.

(3) Further education and its activities are intended for various target groups and focuses mainly on supplementing, deepening, and innovating professional knowledge, broadening the professional profile, extending qualifications and on hobby education (e.g. university of the third age) in the field of law and related sciences.

(4) Particulars on further education are stipulated in generally binding legal rules,<sup>72</sup> internal rules of the University and Faculty.

## **UNIT 6**

### **Academic Praise and Dean's Awards, Scholarships, Tuition and Study-Related Fees**

#### **Art. 62**

##### **Academic Praise of the Dean and Award of the Dean for Excellent Diploma Thesis**

(1) The Dean may award the Academic Praise of the Dean to students who in particular:

- a) achieve excellent study results throughout the study,
- b) participate successfully in professional, research, or scientific activities,
- c) represent the Faculty and University in an excellent way at home and abroad,
- d) performed an exemplary act or demonstrated an exemplary civic attitude.

(2) The Dean may grant the Dean's Award for an excellent diploma thesis.

(3) Details on prize distribution are regulated by the Scholarship Rules of the Faculty.<sup>73</sup>

(4) In addition to the award, a student may also be awarded a motivational scholarship or a single motivational scholarship pursuant to the Scholarship Rules of the Faculty.<sup>74</sup>

#### **Art. 63**

##### **Scholarships**

The conditions of scholarships provision are stipulated in the Scholarship Rules of the

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<sup>71</sup> Internal Rule No. 22/2018 Directive of the Rector of Comenius University in Bratislava Principles of Rigorous Proceedings at Comenius University in Bratislava, and Internal Rule No. 19/2015 Directive of the Dean of Comenius University in Bratislava, Faculty of Law on Rigorous Proceedings at Comenius University in Bratislava, Faculty of Law

<sup>72</sup> Act No. 568/2009 Coll. on Life-Long Learning and on amendments to certain acts as amended.

<sup>73</sup> Internal Rule No. 4/2018 Scholarship code of Comenius University in Bratislava, Faculty of Law.

<sup>74</sup> Internal Rule No. 4/2018 Scholarship code of Comenius University in Bratislava, Faculty of Law.

Faculty,<sup>75</sup> which is in line with the Scholarship Rules of the University.

#### **Art. 64** **Tuition Fees**

(1) The University stipulates the amount of the tuition fee for Faculty studies.<sup>76</sup> The basis for determination of the amount of the tuition fee is stipulated by the Higher Education Act<sup>77</sup>, and the Ministry provides its publishing for every academic year. The students who are obliged to pay tuition fees are defined in the Higher Education Act.<sup>78</sup>

(2) The amount of the tuition fee for studies at the Faculty is proposed by the Dean of the Faculty to the Rector upon approval by the Academic Senate of the Faculty.<sup>79</sup>

(3) The annual tuition fee may not exceed five times the base referred to in subsection 1.

(4) The tuition fees and the study fees are the University's revenues. If decided so by the Rector, the tuition fees and the study fees are the Faculty's revenues. If the tuition fees are the Faculty's revenues, they represent income of the Scholarship Fund of the Faculty in at least 20% of the tuition fees for concurrent studies and for exceeding the standard study period.<sup>80</sup>

(5) The payment method shall be defined by the Rector. If not defined by the Rector otherwise, the tuition fees are paid by a credit transfer onto the Faculty's account, or by a post cheque in two instalments in terms defined by the Rector or the Dean if he/ she is authorized by the Rector. The principles of payment of tuition and study fees are stipulated by the Higher Education Act and by an internal rule of the University defining the amount of the tuition fees and study fees related to the studies at the University.

(6) The Dean submits to the Rector his/her statement to a student's request on reduction of the tuition fee or exemption from paying the tuition fee, or the study fees related to his/her studies, or on extension of the payment term. This statement is submitted by the Dean to the Rector who further on follows the Statute of the University and other internal rules of the University.<sup>81</sup>

#### **Art. 65** **Fees Associated with Studies at the Faculty**

(1) The actions for which the Faculty may charge fees related to the study are stipulated

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<sup>75</sup> Internal Rule No. 4/2018 Scholarship code of Comenius University in Bratislava, Faculty of Law.

<sup>76</sup> Art. 66 of the University Statute.

<sup>77</sup> Higher Education Act S 92 (1).

<sup>78</sup> Higher Education Act S 92 and 113a.

<sup>79</sup> Pursuant to Art. 66 (3) of the University Statute, the Rector shall define the amount of the tuition fee upon proposals of the Deans of Faculties.

<sup>80</sup> Art. 67a (1) of the University Statute.

<sup>81</sup> Pursuant to Art. 67a (4) of the University Statute, the Rector may, upon a student's request, decide on reduction of the tuition fee or exemption from paying the tuition fee, or the study fees related to his/her studies, or to extend the payment term. In making a decision, he/she considers the Dean's standpoint, the student's study results, the student's social situation, the health conditions and other appreciable facts stipulated by the internal rule of the University mentioned in section 2.

by law and the University Statute.<sup>82</sup>

(2) The payment method and the fees maturity are defined by the University Statute.

## **PART V SOCIAL SERVICES**

### **Art. 66 Basic Provisions**

Any student has the right to apply for social support system services if he/she complies with the service provision conditions. In case the number of applicants for a particular service exceeds its possibilities, the service shall be provided to applicants in the order of fulfillment of the pre-established criteria while considering the social situation and study results of the applicant.<sup>83</sup>

### **Art. 67 Board and Lodging of Students**

The University ensures the accommodation and boarding of students in accordance with the Higher Education Act.

## **PART VI FACULTY EMPLOYEES**

### **Art. 68 Basic Provisions**

(1) The employment relations of the University employees allocated at the Faculty are governed by the Higher Education Act, the Act on the Execution of Work of Public Interest,<sup>84</sup> the Act on Remuneration of Employees in the Public Sector<sup>85</sup> and the Labour Code,<sup>86</sup> the Labour Rules of the University<sup>87</sup> and other internal rules of the University<sup>88</sup> and

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<sup>82</sup> S 92 of Higher Education Act and Art. 67 of University Statute.

<sup>83</sup> Higher Education Act S 94 (5).

<sup>84</sup> Act No. 552/2003 Coll. on the Execution of Work of Public Interest as amended.

<sup>85</sup> Act No. 553/2003 Coll. on Remuneration of Employees in the Public Sector and amending and supplementing certain acts as amended.

<sup>86</sup> Act No. 311/2001 Coll. Labour Code as amended.

<sup>87</sup> Internal Rule of Comenius University in Bratislava No. 26/2021 Labour Rules of Comenius University in Bratislava.

the Faculty.

(2) Pursuant to Art. 44, the Faculty also holds the position of an employer.

(3) In case termination of employment relationship of a university employee is directly followed by creation of a new employment relationship with the University, it is deemed as one employment relationship pursuant to the Higher Education Act.

(4) A university teacher, a researcher, and an artist are entitled to have no more than three employment relations with higher education institutions seated in the territory of the Slovak Republic or performing their activities in the territory of the Slovak Republic, being concluded in order to perform work of a university teacher, a researcher, and an artist while he/she is allowed to perform his/her work in no more than one of them in the stipulated weekly working time.

### **Art. 69**

#### **University Teachers**

(1) The university teachers perform their activities in the positions of a professor, a visiting professor, an associate professor, an assistant professor, and a lecturer.<sup>89</sup> The work positions of university teachers and the functions of professors and associate professors are filled under selection procedures<sup>90</sup> to the extent of an approved structure of work positions of university teachers at the Faculty.

(2) An employment contract for the position of a university teacher can be concluded with an employee without the scientific and pedagogical title nor the artistic and pedagogical title of a professor or associate professor upon a selection procedure for a period not exceeding 5 years.

(3) A university teacher can fill the position of a professor or an associate professor upon one selection procedure for a period not exceeding 5 years. If a university teacher has filled the position of a professor or associate professor for the third time, while the overall work performance time has reached at least 9 years and he/she has been awarded the scientific and pedagogical title of "an associate professor" or "a professor" if speaking about the

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<sup>88</sup> E.g. Internal Rule No. 14/2014 approved by the Academic Senate of Comenius University in Bratislava Principles of Selection Procedure for Occupation of Positions of University teachers, Positions of Researchers, Offices of Professors and Associate Professors, and Offices of Headpersons of Comenius University in Bratislava, Art. 103 to 108 of Internal Rule No. 23/2021 approved by the Scientific Board of Comenius University in Bratislava Internal System of Quality Assurance of Higher Education at Comenius University in Bratislava.

<sup>89</sup> Higher Education Act S 75 (1).

<sup>90</sup> Higher Education Act S 77 (1).

function of an associate professor, and the scientific and pedagogical or artistic and pedagogical title of "a professor" if speaking about the office of a professor, he/she gains the right to conclude an employment contract with the University or its part for the position of a university teacher and be nominated into this function for a fixed term period until the age of 70 years.<sup>91</sup>

(4) The employment of university teachers shall be terminated at the end of an academic year in which they reach the age of 70 years, provided that their employment has not been terminated earlier and thus under special provisions. The Dean can conclude an employment contract with a person exceeding the age of 70 years for the position of a university teacher if the employee performs his/her Faculty activities for a period not exceeding one year; such an employment relationship can be concluded repeatedly.<sup>92</sup>

(5) The Rector or the Dean can hire an employee for a shorter period of time or to conclude an agreement on activities performed outside of the employment relationship, and thus without a selection procedure for the position of a university teacher.<sup>93</sup>

(6) A university teacher is entitled to request a Faculty dean to be released from his/her pedagogic activities for an appropriate period of time not exceeding one academic year. The purpose of release is the scientific or artistic work of the teacher. The release from work is based on the decision of the Dean. A teacher can address such a request once in five years of his/her permanent work performance at a faculty, without prejudice to other special provisions on employee remuneration.<sup>94</sup>

(7) The Dean and Vice-Deans are entitled to request release from their pedagogic activities within a year after termination of their functions in the scope and matter defined in paragraph 6.

## **Art. 70**

### **Selection Procedure for the Functions of Associate Professors and Professors**

(1) An invitation, organization, administration, and evaluation of a selection procedure for the functions of professors and associate professors are governed by an internal rule of the University<sup>95</sup> and can be defined in more details by an internal rule of the Faculty accordingly.

(2) The Dean is entitled not to accept recommendations of the selection commission and

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<sup>91</sup> Higher Education Act S 77 (4).

<sup>92</sup> Higher Education Act S 77 (6).

<sup>93</sup> Higher Education Act S 77 (8).

<sup>94</sup> Higher Education Act S 77 (5).

<sup>95</sup> Internal Rule No. 14/2014 approved by the Academic Senate of Comenius University in Bratislava Principle of Selection Procedure for Occupation of Positions of University Teachers, Positions of Researchers, Offices of Professors and Associate Professors, and Offices of Headpersons of Comenius University in Bratislava, Art. 108 of Internal Rule No. 23/2021 approved by the Scientific Board of Comenius University in Bratislava Internal System of Higher Education Quality of Comenius University in Bratislava.



to announce a new selection procedure.

**Art. 71**  
**Researchers**

The work positions of researchers employed at the Faculty are filled upon selection procedures pursuant to internal rules of the University and the Faculty.

**Art. 72**  
**Selection Procedure for Positions of Other Employees**

(1) A group of headpersons of the Faculty whose employment admission is conditioned by success in a selection procedure is derived from Art. 28 and 29 of this Statute. In order to occupy a position of a Faculty employee, it is necessary to organize a selection procedure if stipulated so by the Higher Education Act, by another generally binding legal rule, an internal rule of the University, by this Statute or another internal rule of the Faculty.

(2) Announcement, organization, course of the procedure and assessment of a selection procedure to occupy positions of other employees are stipulated by an internal rule of the University<sup>96</sup> and can be specified in more details by an internal rule of the Faculty.

**Art. 73**  
**Teachers Providing Education in the Subjects Covered in the Study Programme of the  
Canonic Law**

(1) The teachers providing education of the subjects covered in the study programme of the Canonic Law present education on faith and ethics must adopt the canonic mission (*missio canonica*) from the Great Chancellor following their official faith confession, because they do not educate by their own authority but upon their mission adopted from the Church. The other teachers are granted by the Chancellor a permission to educate (*venia docendi*) subjects within the study programme of the Canonic Law, and thus upon a Dean's proposal.

(2) The Great Chancellor may remove the permissions of *missio canonica* or *venia docendi* from a teacher upon doctrinal or disciplinary grounds. By this act, the teacher loses the permission to teach within the study programme of the Canonic Law.

(3) All teachers providing education of subjects within the study programme of the Canonic Law must respect the Catholic Church doctrine.

(4) An eventual dispute related to the doctrinal or disciplinary area and related to persons taking part at education of subjects within the study programme of the Canonic

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<sup>96</sup> E.g. Internal Rule of Comenius University in Bratislava No. 26/2021 Labour Rules of Comenius University in Bratislava, Internal Rule No. 14/2014 adopted by the Academic Senate of Comenius University in Bratislava Principles of Selection Procedure to Occupy the Positions of University Teachers, Positions of Researchers, Offices of Professors and Associate Professors and Offices of Headpersons of Comenius University in Bratislava, Art. 103 to 107 of the Internal Rule No. 23/2021 approved by the Scientific Board of Comenius University in Bratislava Internal System of Ensuring University Education Quality of Comenius University in Bratislava.

Law shall be primarily treated at the Faculty. If this is not sufficient to resolve the matter, it must be presented to the Great Chancellor who shall adopt appropriate measures following consultancy with the Faculty employees chosen by him or with other persons. The respective teacher is entitled to address the Holy See to definitively resolve the dispute, while the teacher is always provided with an opportunity to express himself and to defend his matter. The respective teacher is entitled to submit a recourse to the Holy See in order to achieve final solution of the case.<sup>97</sup>

(5) Pursuant to paragraph 4, in serious and urgent cases, the Great Chancellor of the Faculty shall suspend the teacher for a temporary period of time (ad tempus) until the proper process is finalised.<sup>98</sup> The Great Chancellor shall inform the Dean of the Faculty without any delay on the act mentioned in the previous sentence, and if possible, he shall discuss it with the Dean before its execution.

(6) The acts according to par. 1 to 5 do not have impact on the employment relationship between the teacher and the Faculty and on the right of the teacher to provide education in other study programmes other than the study programme of the Canonic Law.

#### **Art. 74**

##### **Habilitation Procedure and Inaugural Procedure**

(1) The Faculty performs habilitation procedure and inaugural procedure in the specializations of habilitation procedure and inaugural procedure in which the Faculty acquired accreditation of habilitation procedure and inaugural procedure.

(2) The framework minimum criteria of the University for assessing the fulfillment of conditions for acquiring scientific and pedagogic title of an associate professor, and the framework minimum criteria for assessing the fulfillment of conditions for acquiring scientific and pedagogic title of a professor fulfillment of which is a necessary condition for acquiring the title of an associate professor and a professor (hereinafter referred to as „framework criteria“) are governed by an internal rule issued by the Scientific Board of the University.<sup>99</sup> The Scientific Board of the Faculty discusses, approves and provides the Scientific Board of the University with the criteria on assessment of fulfillment of conditions for granting the scientific and pedagogical title of an associate professor and fulfillment of conditions for granting the scientific and pedagogical title of a professor to be approved (hereinafter referred to as „Faculty criteria“), which are in line with the framework criteria, and are valid and effective for the specializations of the habilitation and inaugural procedures implemented at the Faculty, or they include specificities according to respective fields of study which the specializations of the habilitation and inaugural procedures are allocated to, or the specificities according to respective specializations of the habilitation and inaugural procedures or their groups. An applicant for the titles of an associate professor and a professor is also required to fulfil the Faculty criteria.

(3) Particulars on submission of proposals, on the course of the habilitation and inaugural

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<sup>97</sup> Application standards for faithful retention of the Apostolic Constitution *Veritatis gaudium*, Art. 24, S 2.

<sup>98</sup> Application standards for faithful retention of the Apostolic Constitution *Veritatis gaudium*, Art. 24, S 3.

<sup>99</sup> Internal Rule No. 24/2021 approved by the Scientific Board of Comenius University in Bratislava Framework Criteria for Acquiring the Title of an Associate Professor and a Professor at Comenius University in Bratislava.

procedures are stipulated in line with a generally binding rule<sup>100</sup>, an internal rule of the University<sup>101</sup>, and are specified in more details by an internal rule of the Faculty.

#### **Art. 75** **Visiting Professor**

(1) Upon consent of the Scientific Board of the University, it is possible to conclude an employment contract with a prominent expert for the position of a university teacher with the function of a visiting professor, and thus for a period not exceeding two years. The Faculty Scientific Board provides the University Scientific Board with the Dean's proposals for the positions of visiting professors. The proposal includes a workplan of continual education for the minimum period of one semester.

(2) Visiting professors are eligible to use the title of "a visiting professor of the Comenius University in Bratislava" for the period of their work performance at the University.

(3) Details on concluding an employment contract with a visiting professor are stipulated by an internal rule of the University issued by the Rector.<sup>102</sup>

#### **Art. 76** **Professor Emeritus**

(1) Upon a proposal of the University Scientific Board, the Rector may grant an honorary title of a "profesor emeritus" to a professor who is older than 70 years, who terminated his/her employment at the University, at a Faculty or in a part of the University as a full professor and he/she continues in active scientific and pedagogical activities, and thus in honour to his/her significant benefits in the field of science or art and education.

(2) The details on the procedure of granting an honorary title of a "profesor emeritus" are defined by an internal rule of the University.<sup>103</sup>

### **PART VII** **ECONOMIC MANAGEMENT OF THE FACULTY**

#### **Art. 77** **Basic Provisions**

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<sup>100</sup> Decree of the Ministry No. 246/2019 Coll. on the procedure for obtaining scientific pedagogical titles and artistic-pedagogical titles of associate professor and professor.

<sup>101</sup> Internal Rule No. 16/2013 approved by the Scientific Board of Comenius University in Bratislava Principles of the habilitation procedure for granting the title of an associate professor and the professor appointment procedure of Comenius University in the wording of Annex No. 1 and Annex No. 2.

<sup>102</sup> Measure of the Rector No. 10/2002 Principles of Employment Conclusion for the Positions of University Teachers within the Positions of a Visiting Professor or a Visiting Associate Professor.

<sup>103</sup> Internal Rule No. 6/2012 Directive of the Rector of Comenius University in Bratislava regulating the principles of awarding an honour title of „profesor emeritus" (an emerit professor) at Comenius University in Bratislava.

(1) The Faculty manages its finances according to the Higher Education Act, generally binding legal rules, internal rules of the University and Faculty, in accordance with a contract on funds provision, and according to internal rules of economic management, including the rules on performance of Faculty business activities and the methodical guidance of the University.

(2) At the end of a calendar year, the Faculty and its workplaces shall make a statement of its accounts and submit it to the University to settle the allocated funds.

(3) The Dean is accountable to the Rector for the efficient and effective use of funds and for Faculty economic management.

#### **Art. 78**

##### **Faculty Budgeting**

(1) The budget of the Faculty is established for a calendar year as balanced.

(2) The Dean submits a draft budget to the Rector for his standpoint. Upon a proposal of the Dean, the Academic Senate of the Faculty approves the Faculty budget.

(3) Details on preparing and implementing the Faculty budget and creating other sources of funding are laid down in the Basic Rules of Economic Management and the Basic Rules of Business Activities of the Comenius University<sup>104</sup> issued by the University and the Faculty may adopt rules of economic management, rules of creation and use of financial funds at the Faculty and basic rules for business activities balancing at the Faculty accordingly.

(4) The Faculty manages the allocated financial means independently. The Dean reports on the financial means management to the Rector.

#### **Art. 79**

##### **Creation and Use of the Faculty Funds**

Apart from the funds stipulated by law, the Faculty may also create other funds, e.g. a social fund, an award fund, a Faculty development fund. Particulars on creation and use of funds are governed by the Higher Education Act,<sup>105</sup> other laws<sup>106</sup> and by rules on creation and use of funds of the University.

#### **Art. 80**

##### **Economic Management and Disposal of the Faculty Property**

The Faculty uses its property to perform its tasks, to provide social services to students and employees of the Faculty, and also for its business activities in line with the Higher Education Act, with generally binding legal rules, internal rules of the University and the Faculty.

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<sup>104</sup> Directive of the Rector No. 2/2005 Basic Rules of Economic Management and an internal rule Basic Rules of Business Activities Performance of Comenius University in Bratislava approved by the Academic Senate of Comenius University in Bratislava on 8 November 2005.

<sup>105</sup> Higher Education Act S 16a

<sup>106</sup> E.g. Act of National Council of the Slovak Republic No. 152/1994 Coll. on Social Fund and on amendments to Act No. 286/1992 Coll. on Income Taxes as amended, Act No. 431/2002 Coll. on Accountancy as amended.

## **Art. 81**

### **Business Activities Performance**

(1) The Faculty may perform business activities as a part of the University. In the course of business activities, it carries out its activities related to its educational, research, development, treatment, and prevention, artistic or other creative activities, or activities for the more effective use of human resources and property for payment. Particulars on economic and employment matters of business activities are governed by an internal rule of the University<sup>107</sup> and they can be stipulated in more detail in the Basic Rules of Business Activities Performance at the Faculty that can be approved by the Academic Senate of the Faculty.

(2) Monitoring and registry of business activities is filed in a separate account of the State Treasury. The costs and revenues from business activities do not form a part of the Faculty budget.

(3) The costs on business activities must be covered by their revenues.

(4) Performance of business activities shall not put at risk the quality, scope, and availability of activities fulfilling the mission of the Faculty. The Dean is fully responsible for business activities performed by the Faculty in their full extent.

(5) The Dean concludes contracts on business activities into the overall volume stipulated by a Rector's decision.

## **Art. 82**

### **Economic Management Control of the Faculty**

(1) The basic form of economic management control is properly and demonstrably kept accounting, annual accounts, and ongoing control of the factual and formal correctness of individual operations by authorized senior staff. The financial control and the internal audit of the University is governed by an internal rule of the University.<sup>108</sup>

(2) Subsequent economic management control is carried out in the form of themed inspections by a Rectorate Office unit defined by an internal rule of the University, and other specialist staff of the University authorized by the Rector.

(3) The units of the Dean's Office, academic officials and Faculty employees performing control at the Faculty are defined by the Organization Rules of the Faculty or another internal rule of the Faculty. The Dean and the Academic Senate of the Faculty may authorize other Faculty employees, and when justified even Faculty students, the members of the control commission established by the Dean or by the Academic Senate of the Faculty to perform control. If stipulated by law, by an internal rule of the University or an internal rule of the Faculty, a Faculty student must take part in control performance.

(4) The management academic officials and headpersons are entitled to perform control in the extent of their management authorization.

(5) Particulars on the Faculty internal control are governed by the Organization Rules of

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<sup>107</sup> Internal rule Basic Rules of BUbusiness Activities Performance of Comenius University in Bratislava approved by the Academic Senate of Comenius University in Bratislava on 8 November 2005.

<sup>108</sup> Internal Rule No. 16/2020 Directive of the Rector of Comenius University in Bratislava Financial Control and Internal Audit at Comenius University in Bratislava.

the Faculty.

### **Art. 83**

#### **Annual Report on Economic Management of the Faculty**

(1) The annual report on economic management of the Faculty is a document on economic management of the Faculty for the period of a calendar year.

(2) The annual report on economic management of the Faculty is approved by the Academic Senate of the Faculty. Publication of the annual report on economic management of the Faculty on the Faculty website is ensured by the Dean.

## **PART VIII**

### **COMMON, TRANSITIONAL, REPEAL AND FINAL PROVISIONS**

### **Art. 84**

#### **Interpretation of the Faculty Internal Rules**

(1) Interpretation of the provisions of this Statute and of internal rules of the Faculty approved by the Academic Senate of the Faculty if a matter is at issue, is submitted by the Dean of the Faculty following consultancy with the Senate Board within the term of 30 days from the date of the proposal delivery. If the Academic Senate of the Faculty does not provide their standpoint on the interpretation of an internal rule of the Faculty within 30 days from the date of the proposal delivery despite the Dean's calls, the rule is that the Academic Senate of the Faculty may reject the interpretation and to submit their own interpretation, and thus within 30 days from the date of delivery of the Dean's call on providing standpoint or from the date they get informed on the Dean's interpretation. Special provisions on interpretation of internal rules of the Faculty approved by the Academic Senate of the Faculty containing texts of these internal rules of the Faculty, do not form any prejudice to this provision.

(2) Interpretation of other internal rules of the Faculty, if the matter is at issue, is submitted by the Dean within 15 days from the date of the proposal delivery.

(3) Pursuant to paragraphs 1 and 2, a proposal on interpretation of internal rules of the Faculty can be submitted by any member of the academic community of the Faculty.

### **Art. 85**

#### **Official Board**

(1) The Faculty has its own official board. If not stipulated otherwise by an internal rule of the Faculty, documents concerning the Faculty are displayed on the official board of the Faculty.

(2) The official Faculty board must carry a distinctive identification and be placed in a readily accessible place in the building in which the Dean's Office of the Faculty sits. The official board can be composed of a number of boards at various places in the building of the

Faculty provided the first sentence is followed, since such a division is justified by specificities of the published documents.

(3) The documents stated in the Higher Education Act are displayed on the official board.<sup>109</sup> Apart from this, other documents and announcements are displayed on the official board based on the decision of the Rector or the Dean and other Faculty self-government bodies and Faculty headpersons.

(4) The documents displayed on the official board are available on the Faculty page as well.

#### **Art. 86**

##### **Modifications and Publication of the Statute**

(1) Modifications of this Statute are performed in the form of numbered amendments.

(2) The Dean is authorized to issue the full version of the Statute in case of every modification.

(3) The valid and effective wording of the Statute is published with other internal rules of the Faculty on the Faculty website.

#### **Art. 87**

##### **Transitional Provisions**

(1) Appointments or elections of academic officials and bodies of the academic self-government of the Faculty and their members and their terms of offices according to the previous Statute remain unaffected by this Statute.

(2) The internal rules of the Faculty valid and effective prior to the day effectivity and validity of this Statute remain valid and effective apart from those provisions which are in contradiction to this Statute.

(3) The provision of Art. 14 (8) on the term of the office of members of the Academic Senate shall be used for the term of office of members of the Academic Senate of the Faculty which will be elected after this Statute becomes effective. The current internal rules shall be used for the term of office of the members of the Academic Senate elected before the effective date of this Statute.

#### **Art. 88**

##### **Repeal Provision**

As of the effectivity date of this Statute, the Internal Rule No. 1/2009 approved by the Academic Senate of Comenius University in Bratislava, Faculty of Law on 6 October 2009 and by the Academic Senate of Comenius University in Bratislava on 11 November 2009 the Statute of Comenius University in Bratislava, Faculty of Law as amended is repealed.

#### **Art. 89**

##### **Final Provisions**

(1) This Statute was passed by the Academic Senate of Comenius University in

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<sup>109</sup> E.g. S 57 (5), S 58 (7) and S 77 (1) of Higher Education Act.

Bratislava, Faculty of Law on 17 March 2022.

(2) This Statute was passed by the Academic Senate of Comenius University in Bratislava on 30 March 2022.

(3) This Statute becomes valid and effective on the day of approval by the Academic Senate of Comenius University in Bratislava, apart from provisions of Art. 2(3) and Art. 3(4) which become effective on the day when the Faculty acquires accreditation of the Canonic Law study programme.

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Doc. JUDr. Peter Lukáčka, PhD.  
Chairman of AS FLAW

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Doc. JUDr. Eduard Burda, PhD.  
Dean of FLAW CU

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Prof. PhDr. Zlatica Plašienková, PhD.  
Chairman of CU AS

.....  
Prof. JUDr. Marek Števček, PhD.  
Rector of CU