



Guarantor: Department of the Rector of UPJŠ

Kosice 13.07.2023

No j.: REK000386/2023UPA/1989

## **Rector's Decision No. 9/2023 on the Submission and Handling of Queries, Complaints and Petitions at Pavol Jozef Šafárik University in Košice and its Parts**

In accordance with Article 9(1)(f) of the Statute of Pavol Jozef Šafárik University in Košice (the "Statute of UPJŠ"), Article 4(3) of the Organizational Rules of Pavol Jozef Šafárik University in Košice, as amended, and in conjunction with Section 15(1)(n) of Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended (the "HEI Act")

### **I hereby issue**

Decision of the Rector No. 9/2023 on the Submission and Handling of Queries, Complaints and Petitions at Pavol Jozef Šafárik University in Košice and its components (the "Decision"), which regulates the procedure for submitting, handling and controlling the handling of queries, complaints and petitions submitted at Pavol Jozef Šafárik University in Košice ("UPJŠ" or the "University").

### **PART ONE General provisions**

#### **Article I. Recitals**

1. This Decision lays down:
  - a) the status, competences and activities of the University's Ombudsman;
  - b) submission, receipt, registration and handling of complaints from employees and students of UPJŠ under Section 3(3)(g) of Act no. 269/2018 on Quality Assurance in Higher Education and on Amendments to Act no. 343/2015 on Public Procurement and on Amendments to Certain Acts, as amended (the "Quality Act"),

- c) submission, receipt, registration and handling of queries under Act no. 365/2004 on equal treatment in certain areas and on protection against discrimination and on the amendment of certain acts (Anti-Discrimination Act), as amended,
  - d) submission, receipt, registration and handling of queries from employees and students of UPJŠ under the Code of Ethics of UPJŠ as amended, the UPJŠ Student Code of Ethics, the internal regulations of UPJŠ, which issue the principles of good practice of scientific publishing as amended and which issue the principles of good research practice and the principles formulated in the Strategy of Human Resources in Research (HRS4R),
  - e) submission, receipt, registration, investigation, complaint handling and control of the handling of complaints of natural persons or legal entities with UPJŠ in accordance with the provisions of Act no. 9/2010 on Complaints, as amended (the “Complaints Act”),
  - f) submission and handling of petitions to UPJŠ in accordance with the provisions of Act no. 85/1990 on the right of petition, as amended (the “Right of Petition Act).
2. This decision of the Rector applies to the employees and students of UPJŠ.
  3. Queries, complaints and petitions submitted to UPJŠ means queries, complaints, and petitions submitted to any part of UPJŠ within the meaning of Article 6 of the Statute of UPJŠ or to any UPJŠ body within the meaning of Article 10, Article 18 (1) and (2) and Article 28 of the Statute of UPJŠ (the “Authority”).

## **Article II.**

### **Basic provisions and definitions**

1. Queries of UPJŠ employees and students are mainly submissions:
  - a) under Section 3(3)(g) of Act no. 269/2018 on Quality Assurance in Higher Education and on Amendments to Law No. 343/2015 on Public Procurement and on Amendments to Certain Acts, as amended,
  - b) under Act No 365/2004 on equal treatment in certain areas and on protection against discrimination and amending and supplementing certain acts (Anti-Discrimination Act), as amended;
  - c) under the Code of Ethics of UPJŠ as amended, or the faculty, the Code of Ethics of a UPJŠ student,
  - d) under the internal rules issuing principles:
    - (da) of good practice for scientific publishing;
    - (db) of good research practice;
    - dc) and the principles formulated in the Human Resources in Research Strategy (HRS4R).
2. A complaint shall also be understood as a submission:
  - a) which is of the nature of a demand, expression, opinion, request or proposal, in particular concerning the quality of the teaching activity and support activities,

- b) by which the student seeks the protection of the rights or legally protected interests that they consider to have been violated by the acts or inactions of UPJŠ, parts of UPJŠ, UPJŠ bodies or its employees (under the Quality Act, Section 3(3)(g)),
- c) by which the student points out specific deficiencies in the activities or inactivity of UPJŠ, parts of UPJŠ, UPJŠ bodies or employees of UPJŠ, in particular the violation of legal regulations, the elimination of which is within the competence of UPJŠ or the violation of the internal regulations of UPJŠ [under the Quality Act, section 3(3)(g)],
- d) in other matters concerning the academic rights and obligations of UPJŠ employees and students,
- e) in other matters concerning the rights and obligations arising from the employment relationships of UPJŠ employees.

## **PART TWO**

### **Article III**

#### **The Ombudsman's Office and the Ombudsman**

1. At UPJŠ, a separate organizational unit - the Office of the Ombudsman - is established in the organizational structure of the Rectorate.
2. The Ombudsman's Office is headed by the Ombudsman.
3. Posts are created in an establishment unit to carry out posts of entrusted persons, which are filled on the basis of a proposal from the Ombudsman.
4. The Ombudsman is the defender of the rights of students, employees and other persons in a similar position in situations in which their rights and legally protected interests may be, are or have been threatened as a result of inappropriate or different treatment, conflict situations, inaction by bodies that should have acted, etc.
5. As a rule, the Ombudsman is the secondary body to which staff and students turn when making queries.
6. The submitter of the query (the "affected person") primarily addresses the query to the employees of UPJŠ under whose competence the query falls (for example, the relevant teacher, senior employee, person responsible for the programme ("PRP"), etc.), acting in accordance with Article VI(9)(a) of this Decision.
7. If the affected person is not satisfied with the handling of the query in the primary instance or the query is of such a nature (for example, anti-discrimination queries) that it requires the anonymity of the affected person to be maintained, or the affected person needs support to be provided, they shall address themselves to the relevant entrusted person within the meaning of Article V of this Decision or directly to the Ombudsman.
8. The Ombudsman's remit includes, in particular, queries concerning:

- a) bullying, discrimination, inappropriate behaviour and unequal treatment, sexual harassment, bossing, mobbing, conflict of interest;
  - b) supervision in the case of delays and cases where the competent authority fails to act,
  - c) violation of legal regulations, including the internal regulations of the university, faculties or university departments and other similar proceedings directed against the affected person,
  - d) other situations in which the affected person assesses that they are an interference with their dignity and affect their conditions of work or study.
9. In particular, the Ombudsman carries out the following activities:
- a) receiving and registering queries from students and employees of UPJŠ,
  - b) taking initiatives to solve systemic problems in connection with the tasks entrusted to them,
  - c) deciding on the competent authority responsible for handling and resolving the query within 10 working days of receipt of the query, taking into account the seriousness of the query;
  - d) providing support and sharing in a difficult situation addressed to the Ombudsman; identification of the type of support the affected person needs (e.g. psychological support from UNIPOC, etc.);
  - e) mediation of conflict situations, mediation of communication between the parties, thereby contributing to the search for an appropriate and acceptable solution to the problem for all parties if the affected person and the person identified as the violator in the query agree to mediation;
  - f) representation of the affected person on their behalf vis-à-vis other bodies of UPJŠ or parts of UPJŠ in sensitive cases (e.g. sexual harassment), if the affected person wishes to maintain anonymity,
  - g) support for solving situations by contact with responsible organizational units of the university/faculties/departments (e.g. dean, vice-dean, senior employee),
  - h) identification of problems and obstacles negatively affecting the working, study and academic environment at the University,
  - i) methodological and educational action to prevent and solve problems and to create a safe, respectful, equitable and pleasant study and working environment,
  - j) formulation of recommendations for the handling of specific cases by the competent authority and preparation of proposals for systemic changes to prevent them,
  - k) formulation of recommendations in the informal/formal complaint procedure under Article VI(9) of this Regulation.
10. The Ombudsman is not entitled to carry out the following activities:
- a) independently address received queries,
  - b) change, repeal or substitute decisions of university bodies,
  - c) interfere with the activities and decision-making of other bodies,
  - d) act as an administrative authority;

- e) decide on the rights and obligations of students,
  - f) decide on employment relations.
11. If the Ombudsman suspects a criminal offence, they immediately take appropriate steps to prevent further criminal actions and informs the Rector.
  12. The Ombudsman's conclusions are recommendatory in nature and are not a substitute for decision-making by other bodies (usually the bodies competent to handle queries).
  13. In the performance of their duties, the Ombudsman is entitled to request the cooperation of all university bodies, faculty bodies or other parts of the university, and also university staff and students.
  14. Upon receipt of the query, the Ombudsman contacts the affected person in order to further clarify the situation and to conclude a joint agreement on further steps for examining the query. The specific form of resolving a query always depends on the individual nature of the problems, needs and interests of the affected person. The decision on how to investigate the query is left to the affected person.
  15. Once a year, the Ombudsman draws up a report on queries received, which contains an overview of all queries received (anonymised, investigated, postponed), and also an overview of queries resolved. The report shall be submitted to the Rector and to the Board for Internal Quality Assurance of UPJŠ (the "UPJŠ BIQA").

#### **Article IV**

##### **Position of the Ombudsman**

1. The Ombudsman is appointed by the Rector following the selection procedure. The selection procedure is announced by the Rector and is governed by the internal regulation: Principles of the selection procedure for filling posts of university teachers, researchers, posts of professors and associate professors and positions of senior staff at Pavol Jozef Šafárik University in Košice.
2. Prerequisites for filling the position of Ombudsman are:
  - a) as a rule, experience in human resources management, conflict resolution, anti-discrimination issues, whether through intervention or mediation procedures,
  - b) knowledge of the academic environment,
  - c) moral qualities that guarantee that in the performance of their activities they act fairly, with dignity, conscientiously, honestly and in accordance with good morals.
3. The employment relationship of the Ombudsman shall be established by a written contract of employment upon appointment. If an employee who is already employed at a university is appointed, the employer concludes an addendum to the employment contract with them on the basis of the appointment. The term of office of the Ombudsman shall be 5 years from the date of appointment.
4. The post of Ombudsman is incompatible with that of Rector, Vice-Rector, Quaestor, Dean, Vice-Dean, Faculty Secretary, Director of a University Part,

Member of a University or Faculty Disciplinary Committee, Member of the Academic Senate of a University or Faculty.

5. The Rector may dismiss the Ombudsman and terminate the employment relationship with the Ombudsman at their own decision or upon the proposal of one of the Deans of the Faculty and after the Academic Senate expresses its view, if they fail to fulfil their duties in a serious manner, have seriously violated legal regulations or the internal regulations of the public higher education institution, if they have lost the essential prerequisites for the performance of the Ombudsman's function or if an incompatibility has arisen.
6. The Ombudsman shall carry out their duties independently and impartially. The Ombudsman must not be instructed by anyone on how to proceed or what recommendations they should make.
7. The Ombudsman is entitled to remuneration under pre-agreed conditions in the contract of employment under the applicable legislation.
8. The term of office of the Ombudsman shall lapse:
  - a) upon delivery of the written resignation to the rector,
  - b) removal from office by the rector,
  - c) the occurrence of an incompatibility of a function under (4) of this Article,
  - d) at the end of their term of office,
  - e) upon termination of employment for reasons specified in the Labour Code,
  - f) death.
9. The Ombudsman is obliged to preserve the anonymity of the affected person if they so request, except for suspicion of a criminal offence. The Ombudsman shall not divulge any information which has come to their knowledge in connection with the performance of their activities and the performance of their duties. Without the consent of the affected person, they do not provide personal data, information about work or study position, etc. or persons concerned by the query, except for suspicion of a criminal offence.
10. The Ombudsman may be invited to meetings of the competent query handling bodies.
11. The Ombudsman is obliged to notify the Rector of UPJŠ without undue delay of any possible interest in the matter.

## **Article V**

### **Entrusted persons**

1. Entrusted persons cooperate with the Ombudsman on sexual harassment queries. The number of entrusted persons shall be determined by the Ombudsman.
2. Entrusted persons are appointed by the Rector of the University on the basis of a proposal from the Ombudsman for a renewable term of 3 years.
3. An entrusted person is entitled to remuneration under conditions pre-agreed in the employment contract in accordance with applicable legislation.

4. The entrusted person cooperates with the Ombudsman and provides assistance to employees and students of UPJŠ – affected persons.
5. In particular, the entrusted person:
  - a) hears the affected person or other persons who turn to them for assistance;
  - b) assists the affected person in the process of submitting and resolving the query,
  - c) receives queries from affected persons,
  - d) identifies the type of support that the affected person needs and provides information about the institution providing the type of support (e.g. psychological support from UNIPOC, etc.),
  - e) cooperates in methodological and educational activities to prevent problems and to create a safe, respectful, equitable and pleasant study and working environment.
6. Based on the received query, the entrusted person contacts the affected person for the purpose of further necessary clarification of the situation and in order to conclude a joint agreement on the further procedure for resolving the query. The specific form of resolving a query always depends on the individual nature of the problems, needs and interests of the affected person. The decision on how to investigate the query is left to the affected person. The entrusted person informs the Ombudsman in an agreed manner of receipt of the information.
7. An entrusted person shall act within the limits laid down by the Ombudsman.
8. An entrusted person shall be obliged to maintain the anonymity of the affected person if they so request, except in the case of suspicion of a criminal offence. An entrusted person shall observe the confidentiality of all information which has come to their knowledge in connection with the performance of their activities and in the performance of their tasks. They do not provide personal data, information about work or study classification, etc. or the persons concerned by the query without the consent of the affected person, except for suspicion of a criminal offence.
9. An entrusted person is obliged to notify the Ombudsman without undue delay of any possible interest in the matter.

### **PART THREE** **Queries**

#### **Article VI.** **Submission and Handling of Queries**

1. Queries from employees or students of UPJŠ that are not a complaint or a petition are submitted:

- a) primarily to employees of UPJŠ, the faculty or department in whose competence the query belongs (e.g. the relevant teacher, senior employee, person responsible for the study programme, etc.),
  - b) the Ombudsman in the event that the affected person is not satisfied with the handling of the query in the primary instance under point (a);
  - c) to the Ombudsman or to an entrusted person if the query is of such a nature (for example, anti-discrimination query) that the anonymity of the affected person is required or the affected person needs support to be provided.
2. The Dean, Senior Staff and the person responsible for the study programme are obliged to prepare a record of queries that have been resolved by formal procedure at the faculties/departments of UPJŠ, as a rule, within 30 days of receipt of the query, unless otherwise specified by the internal regulation of UPJŠ, and to inform the Ombudsman within 10 working days of the resolution of the query. The Ombudsman registers the submission in the central register of queries.
  3. On receipt of queries under (1)(b) and (c) of this Article, the Ombudsman shall assess their relevance. On the basis of that assessment, it shall take a decision without undue delay about which authority is competent to investigate the query.
  4. The competent authority may request the opinion of the:
    - a) Ethics Committee of UPJŠ,
    - b) Ethics Committee of the corresponding faculty,
    - c) Committee for Gender Equality of UPJŠin accordance with the statute of UPJŠ or the statute of the faculty.
  5. In the case of queries under Article 1(1)(b), the Ombudsman shall inform the UPJŠ BIQA of the receipt of such a query.
  6. A query may be submitted by the affected person:
    - a) electronically
    - b) in person in consultation with an entrusted person or the Ombudsman;
    - c) in person at the submission desk of the Rectorate of UPJŠ / faculties,
    - d) by post.
  7. A sample form for submitting a query to investigate a suspected violation of the UPJŠ Code of Ethics, the Faculty Code of Ethics, the Code of Ethics of a UPJŠ student, the principles of good practice of scientific publishing, good research practice and the principles formulated in the Strategy of Human Resources in Research (HRS4R) forms annexes 1 and 2 of this decision. The form is published on the UPJŠ website.
  8. A query may be submitted by:
    - a) the person directly concerned by the query;
    - b) another person who has knowledge of such conduct.
  9. Query submission procedures:
    - a) informal, if the affected person communicates directly with the person identified as an infringer/harasser about the inappropriateness of their conduct and does not require the involvement of university authorities. In that informal procedure, it is recommended that the affected person document any communication between them in an appropriate manner and, where these



- efforts do not lead to a remedy of the behaviour, the affected person may opt for a formal query procedure under (6) of this Article.
- b) formal, if the affected person submits an official query under (6) of this Article.
10. The affected person may not be sanctioned, disadvantaged or otherwise restricted in any way because they have taken recourse to the authorities referred to in Article I.(3) of this Decision.
11. The Ombudsman sets the query aside where:
- a) it is anonymous or where it is not clear what and to whom the query relates and where it is not possible to contact the affected person,
  - b) in which it finds that the matter queried has been or is being acted upon by a court, the prosecution service, another law enforcement agency or another public authority or authority under Article I(3) of this Decision,
  - c) if more than three years have elapsed since the event to which the subject matter of the query relates on the date of submission of the query.
12. The authority competent under Article I(3) of this Decision shall notify the affected person and the Ombudsman of the handling of the query. If the affected person or the person identified in the query as a possible violator is a student, they shall notify the dean of the relevant faculty at the same time.
13. If the affected person, who is a student of UPJŠ/faculty, does not agree with the handling of the query, they may file a repeated query with the Ombudsman in the same matter. If the affected person, who is a student of UPJŠ/faculty, does not agree with the handling of the repeated query, they may file a query with the UPJŠ BIQA in the same matter. Any further submission on the same subject matter is already considered and investigated as a query.
14. If the affected person, who is an employee of UPJŠ, does not agree with its handling, they may again query the Ombudsman on the same matter. If the affected person, who is an employee of UPJŠ, does not agree with the handling of the repeated query, they may file a query with the Rector of UPJŠ on the same matter.
15. In case of doubt whether the content of the submission should be considered and handled as a query or as a complaint, the submission shall be handled as a complaint in accordance with the applicable legislation and internal regulations of UPJŠ.
16. Queries concerning the standards of the Slovak Accreditation Agency for Higher Education are subject to monitoring by the UPJŠ BIQA.
17. If a complaint is filed by a student or concerns students, a student representative designated by the student section of the Academic Senate of UPJŠ shall participate in its investigation and handling as an authorized representative.

## **Article VII**

### **Anti-discrimination queries**

1. The principles of equal treatment and non-discrimination based on sex, religion or belief, race, membership of a national or ethnic group, disability, age, sexual orientation, marital and marital status, colour, language, political or any other opinion, national or social origin, property, birth or other status, or on the grounds of reporting crime or other anti-social activities are regulated by Law No 365/2004 on equal treatment in certain areas and protection against discrimination and amending certain laws.
2. Employees and students of UPJŠ are entitled to submit queries that refer to the Strategic Framework for Gender Equality Policy at Pavol Jozef Šafárik University in Košice and the Gender Equality Plan of Pavol Jozef Šafárik University in Košice and which relate to compliance with the principles of gender equality, equal treatment, equal opportunities and non-discrimination.
3. For the submission and handling of a query under this Article, Article VI of this Decision shall apply by analogy.
4. Anti-discrimination queries may be investigated by an informal procedure or by the formal procedure provided for in Article VI(9)(a) and (b).
5. The informal procedure ought to result in the cessation of harassing conduct without employment or disciplinary consequences for the person complained of under this Article.
6. In addition to stopping the harassing behaviour, a formal procedure may result in employment or disciplinary consequences, or the submission of a criminal report.
7. The provisions of Article VI shall apply analogously to the handling of such queries.

### **Article VIII**

#### **Queries in cases of sexual harassment**

1. Sexual harassment is regulated by Law No 365/2004 on equal treatment in certain areas and on protection against discrimination and amending certain acts (Anti-Discrimination Act).
2. Sexual harassment is verbal, non-verbal or physical conduct of a sexual nature, the purpose or effect of which is, or may be, to violate the dignity of a person and which creates an intimidating, degrading, humiliating, hostile or offensive environment.
3. Sexual harassment means, in particular:
  - a) unwanted physical contact and attempted physical contact,
  - b) unwanted sexual advances, suggesting benefits in exchange for sexual contact, implying negative consequences in case of refusal of sexual contact,
  - c) harassment, if the expressions of affection and interest of the other party are unpleasant, they refuse them,
  - d) commenting on body parts, jokes and allusions with sexual undertones, sending erotic materials unsolicitedly, mentioning sex when it is not necessary in the context.

4. An affected person under this Article may be a person seeking the protection of their rights or legally protected interests which they consider to have been infringed by sexual harassment.
5. The affected person under this Article may contact the Ombudsman or an entrusted person directly.
6. The manner of investigation of a specific case of sexual harassment is left to the decision of the affected person.
7. Queries of cases of sexual harassment may be investigated under Article VI(9) using (a) formal or (b) informal procedure.
8. Anyone who considers that their rights or legally protected interests have been affected may also assert their rights (for example, the provision of reasonable satisfaction) in court in accordance with Section 9 et seq. of the Anti-Discrimination Act.
9. The provisions of Article VI shall apply analogously to the handling of such queries.

## **PART FOUR Complaints**

### **Article IX Handling Complaints**

1. UPJŠ is obliged to handle complaints from students in accordance with provisions of Section 20(1)(g) of Act no. 131/2002 on Higher Education and on Amendments to Certain Acts, as amended, and the employees of UPJŠ in accordance with Act no. 9/2010 on Complaints, as amended, and the applicable internal regulations of UPJŠ.
2. A complaint is a submission by a natural person or legal entity which:
  - a) seeks protection of their rights or legally protected interests, which they consider to have been violated by the activity or inactivity of UPJŠ,
  - b) points to specific shortcomings, in particular violations of legal regulations, the elimination of which is within the competence of UPJŠ.
3. If a complaint is filed by a student or concerns students, a student representative designated by the student section of the Academic Senate of UPJŠ shall participate in its investigation and handling as an authorized representative.
4. The procedure for handling complaints to UPJŠ is regulated in a specific decision of the Rector.

## **PART FIVE Right of petition**

### **Article X Petitions**

1. The right to petition is regulated by Act no 85/1990 on the right of petition, as amended.
2. A petition is a request, proposal or complaint concerning matters of public interest or other common interest, which relates to UPJŠ and is related to its mission and activities.
3. Submissions are judged by their contents. A submission that is a petition must be explicitly marked with the word petition.
4. If in doubts as to whether the content of a submission is to be considered and investigated as a complaint or as a petition, that submission shall be investigated as a petition if it is expressly marked as a petition.

**PART SIX**  
**Final provisions**

**Article XI**  
**Final provisions**

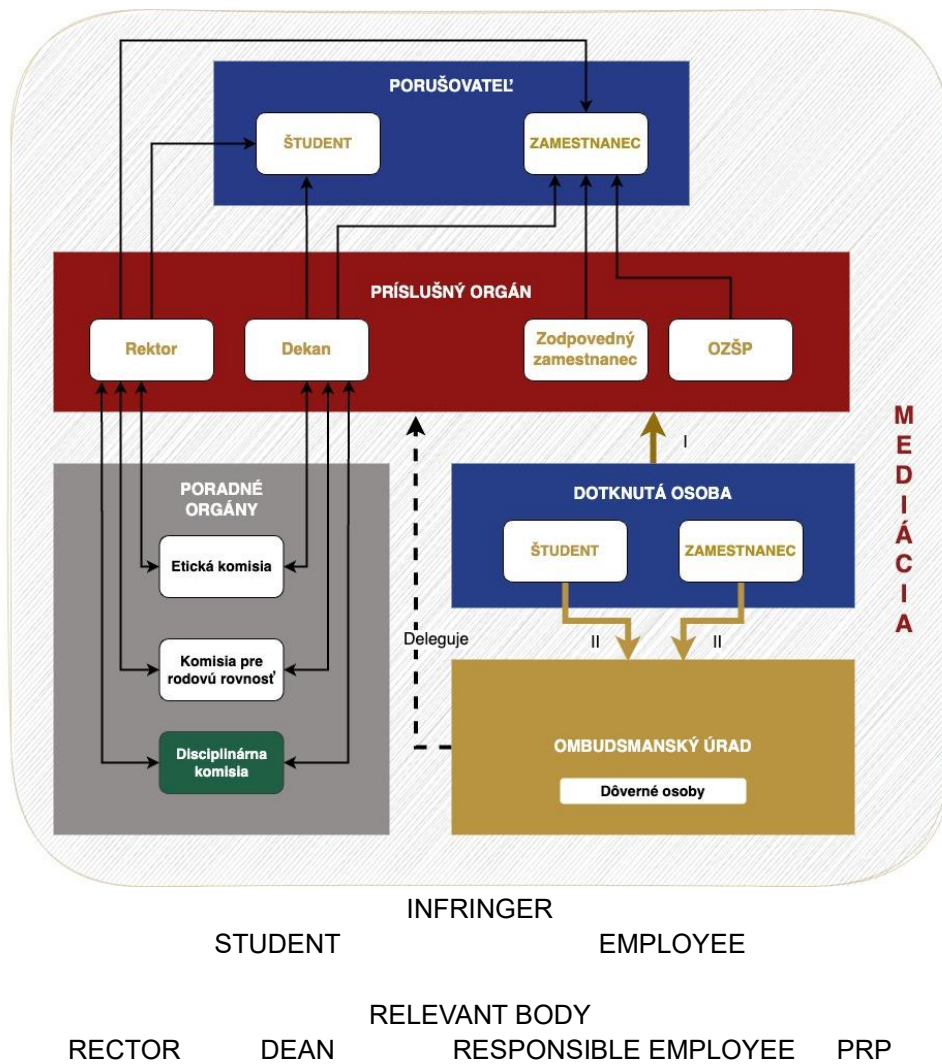
1. Unless otherwise provided in this Decision or in another generally binding legal regulation, the general regulation on administrative proceedings does not apply to the procedure of UPJŠ in handling queries under this Decision.
2. UPJŠ shall without undue delay make changes resulting from this decision to the Organizational Rules of UPJŠ in Košice and other relevant internal regulations (for example, statutes and rules of procedure of the advisory bodies concerned).
3. This decision of the Rector shall become valid and effective on the day of its signature by the Rector of UPJŠ.

Prof. RNDr. Pavol Sovák, CSc.  
rector

**Annex:**

1. Competency schema for the query handling process
2. Template: Electronic Query Form for an Employee
3. Template: Electronic Query Form for a Student

**Annex No. 1 of the Rector's Decision No. 9/2023 - Competency schema for the query handling process**



GREY  
 ADVISORY BODIES  
 ETHICS COMMITTEE  
 COMMITTEE FOR GENDER EQUALITY  
 DISCIPLINARY COMMITTEE

BLUE  
 AFFECTED PERSON  
 STUDENT  
 EMPLOYEE

YELLOW  
 OMBUDSMAN'S OFFICE  
 ENTRUSTED PERSONS  
 (ARROW) DELEGATES

RED TEXT: MEDIATES

## Annex No. 2 Rector's Decision No. 9/2023

### TEMPLATE: Query Form for an Employee

#### Query

This form has the character of a recommendation and it is used for the submission of a query for investigation of a suspected breach of the [Code of Ethics of UPJŠ](#), the Code of Ethics of a Faculty, [Good Practice in Scientific Publication](#), [Good Practice in Research](#) and the [Principles Formulated in the Strategy for Human Resources in Research \(HRS4R\)](#).

Submitting a query using the form will streamline communication between the affected person and the UPJŠ Ethics Committee, and also the work of the UPJŠ Ethics Committee itself. The form contains the information necessary for submission and discussion of the query and it is possible to use the annexes to attach documentation attesting to the facts that the affected person states in the form. Under Article 1(2) of the Statute of the Ethics Committee, anonymous queries will not be considered.

#### Affected person

1. First Name **Click or tap here and enter your text**
2. Surname **Click or tap here and enter your text**
3. Faculty of UPJŠ/UPJŠ department: **Click or tap here and enter your text**
4. Job title/function: **Click or tap here and enter your text**
5. E-mail address: **Click or tap here and enter your text**
6. Telephone: **Click or tap here and enter your text**
7. Address for delivery (if different from work): **Click or tap here and enter your text**
8. Is that affected person also the corresponding person? **Select**

**Note. If the answer “no” is entered, correspondence will be directed to all affected persons**

**Other affected person: (insert first name surname and contact details or identification data of other affected persons)**

**Click or tap here and enter your text**

#### Infringer

1. First Name **Click or tap here and enter your text**
2. Surname **Click or tap here and enter your text**
3. Faculty of UPJŠ/UPJŠ department where they work: **Click or tap here and enter your text**
4. Job title/function: **Click or tap here and enter your text**

**Other infringers: (insert first name surname and contact details, or identification details of other violators)**

**Click or tap here and enter your text**

**Description of the violation Select an item**

- 1. Description of the contested facts:** Please describe what action or actions have been committed **Select an item** Focus primarily on describing the fact. Only in the next part of the submission will it be necessary to suggest which specific provisions **Select the item** have been violated in your opinion.

**Click or tap here and enter your text**

- 2. Proposed evidence:** Please suggest documents, propose that persons be questioned or indicate other sources that prove the existence of the facts you cite above. If you have relevant documents or other sources available, please attach them to your submission as attachments.
- 3. Alleged violation Select an item:** Please identify what provisions you think have been violated (identify both the article and the paragraph). Please explain where and why you think there has been a breach of the provision. If you claim that there has been a violation of several provisions, explain separately the violation of each provision.

**3.1 Violated provision:** Click or tap here to enter text

**3.1 a Explain what the violation was:** Click or tap here and enter your text

**3.2 Violated provision:** Click or tap here to enter text

**3.2 a Explain what the violation was:** Click or tap here and enter your text

**3.3 Violated provision:** Click or tap here to enter text

**3.3 a Explain what the violation was:** Click or tap here and enter your text

**3.4 Violated provision: Click or tap here to enter text**

**3.4 a Explain what the violation was:** Click or tap here and enter your text

**3.5 Violated provision: Click or tap here to enter text**

**3.5 a Explain what the violation was:** Click or tap here and enter your text

In the event of the violation of other provisions, please add both the title of the provision and an explanation in the free text.

Click or tap here and enter your text

**Date of submission**

Click or tap here and enter your text

**Signature(s)**

**Annex**

**Appendix 1:** Click or tap here and enter text

**Appendix 2:** Click or tap here and enter text

**Appendix 3:** Click or tap here and enter text

**Appendix 4:** Click or tap here to enter text

**Appendix 5:** Click or tap here to enter text

If you attach more than 5 attachments, please indicate and describe them in the free text below.

Click or tap here and enter your text

**Please send the completed, printed and signed form to:**

**Rector of UPJŠ**

**Prof. RNDr. Pavol Sovák, CSc.**

**Šrobárova 2**

**041 80 Kosice**

Put **“Ethics Committee of UPJŠ”** on the envelope



## Annex 3 Rector's Decision No 9/2023

### TEMPLATE: Query Form for a Student

#### Query

This form has the character of a recommendation and it is used for the submission of a query for investigation of a suspected breach of the [UPJŠ Student Code of Ethics](#), [Good Practice in Scientific Publication](#), [Good Practice in Research](#) and the [Principles Formulated in the Strategy for Human Resources in Research \(HRS4R\)](#).

Submitting a query using the form will streamline communication between the persons concerned and the UPJŠ Ethics Committee, and also the work of the UPJŠ Ethics Committee itself. The form contains the information necessary for the submission and discussion of the query and the annexes enable the attachment of documentation attesting to the facts that the affected person states in the form.

#### Affected person of the query

1. First name
2. Surname
3. Faculty of UPJŠ
4. Programme:
5. Year and form of study:
6. E-mail address:
7. Telephone:
8. Address for delivery
9. Is that affected person also the corresponding person?

**Note. If the answer “no” is entered, correspondence will be directed to all affected persons**

**Other affected person: (insert first name surname and contact details or identification data of other affected persons)**

#### Infringer

1. First name
2. Surname

3. **Faculty of UPJŠ/UPJŠ department, where they work:** Click or tap here and enter your text

4. **Job title/function:** Click or tap here and enter your text

**Other infringer: (insert first name surname and contact details, or identification details of other violators)**

Click or tap here and enter your text

### **Description of the violation** Select an item

1. **Description of the contested facts:** Please describe what action or actions have been committed **Select an item** Focus primarily on describing the fact. Only in the next part of the submission will it be necessary to suggest which specific provisions **Select the item** have been violated in your opinion.

Click or tap here and enter your text

2. **Proposed evidence:** Please indicate documents, propose that persons be questioned or indicate other sources that prove the existence of the facts you cite above. If you have relevant documents or other sources available, please attach them to your submission as attachments.

3. **Alleged violation Select an item** : Please identify what provisions you think have been violated (identify both the article and the paragraph). Please explain in what parts and why you think there has been a breach of the provision. If you claim that there has been a violation of several provisions, explain separately the violation of each provision.

**3.1 Violated provision:** Click or tap here to enter text

**3.1 a Explain what the violation was:** Click or tap here and enter your text

**3.2 Violated provision:** Click or tap here to enter text

**3.2 a Explain what the violation was:** Click or tap here and enter your text

**3.3 Violated provision:** Click or tap here to enter text

**3.3 a Explain what the violation was:** Click or tap here and enter your text

**3.4 Violated provision:** Click or tap here to enter text

**3.4 a Explain what the violation was:** Click or tap here and enter your text

**3.5 Violated provision:** Click or tap here to enter text

**3.5 a Explain what the violation was:** Click or tap here and enter your text

In the event of violation of other provisions, please add both the title of the provision and an explanation in the free text.

Click or tap here and enter your text

**Date of submission** Click or tap here and enter your text

**Signature(s)**

**Annex**

**Appendix 1:** Click or tap here and enter text

**Appendix 2:** Click or tap here and enter text

**Appendix 3:** Click or tap here and enter text

**Appendix 4:** Click or tap here to enter text

**Appendix 5:** Click or tap here to enter text

If you attach more than 5 attachments, please indicate and describe them in the free text below.

Click or tap here and enter your text

**Please send the completed and printed and signed form to:**

**Rector of UPJŠ**

**Prof. RNDr. Pavol Sovák, CSc.**

**Šrobárova 2**

**041 80 Kosice**

Put "Ethics Committee of the UPJŠ" on the envelope