

**PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE
FACULTY OF SCIENCE**

Guarantor:

In Košice on
No.



STATUTE

**FACULTY OF SCIENCE OF PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN
KOŠICE**

June 2023

PART ONE

INTRODUCTORY PROVISIONS

Art. 1 Basic provisions

- (1) The Faculty of Science of Pavol Jozef Šafárik University in Košice (hereinafter referred to as "the Faculty") was established by the Government Decree No. 17/1963 Coll. on the establishment of the Faculty of Science of P. J. Šafárik University in Košice dated on 01. 03. 1963. Pursuant to § 1 par. 2 of Act No. 361/1996 Coll. on the division of Pavol Jozef Šafárik University in Košice, effective from the 1st January 1997, the Faculty of Science was established as part of newly established Pavol Jozef Šafárik University with its seat in Košice (hereinafter also referred to as "the University").
- (2) The full name of the Faculty is: "Pavol Jozef Šafárik University in Košice, Faculty of Science".
The English name of the Faculty is "Pavol Jozef Šafárik University in Košice, Faculty of Science".
The German name of the Faculty is "Pavol-Jozef-Šafárik-Universität in Košice, Fakultät für Naturwissenschaften".
The French name of the Faculty is: "Université Pavol Jozef Šafárik de Košice, Faculté des Sciences".
The Ukrainian name of the Faculty is: „Univrsytet Pavla Yozefa Shafaryka v Koshytsyakh, Fakultet pryrodnychykh nauk“
The seat of the Faculty is the city of Košice, Šrobárova street No. 2.
The faculty's website is at: www.upjs.sk/prirodovedecka-fakulta.

Art. 2 Mission and Activities of the Faculty

- (1) The Faculty contributes to the spread of education and the protection of what is known, fosters free thinking, independent scientific research and the all-round promotion of the creative spirit of human society. Its activities contribute to the development of education, science and culture of the Slovak Republic.
- (2) The mission of the Faculty is to provide higher (bachelor, master and doctoral) education and to conduct scientific research in biology, physics, geography, chemistry, computer science, mathematics and pedagogical sciences. The Faculty fulfils this mission in the form of accredited study programmes and scientific activities in line with modern European trends. The Faculty also provides other forms of lifelong learning.
- (3) In accordance with the Study Regulations of Pavol Jozef Šafárik University in Košice (hereinafter referred to as "Study Regulations of P. J. Šafárik University"), the Faculty may also carry out accredited study programmes in combination with fields of study developed at other faculties and departments of the University and other higher education institutions.
- (4) The Faculty cooperates with domestic and foreign universities, scientific and research institutions. It creates conditions for members of its academic community for such cooperation. The forms and methods of cooperation between the Faculty and other institutions are generally regulated by written contracts.
- (5) In accordance with the Statute of Pavol Jozef Šafárik University in Košice (hereinafter referred to as the "Statute of P. J. Šafárik University"), other internal regulations of the

University and the Faculty and general binding legal regulations, the Faculty may carry out business activities. Business activity of the Faculty builds on its educational, research and other creative activities, or serves to make more efficient use of its human resources and assets. The business activities of the Faculty shall not compromise the quality, scope and availability of activities fulfilling the mission of the Faculty.

Art. 3 Academic rights and academic freedoms

- (1) The Faculty guarantees the academic rights and academic freedoms of the members of the academic community of the Faculty and defends them in the event of their possible restriction.
- (2) The scope of academic rights and academic freedoms, their use and the inviolability of the campus are regulated by the section 4 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as "the Act No. 131/2002 Coll. On Higher Education") and Article 3 of the Statute of P. J. Šafárik University.
- (3) The Faculty's campus consists of the space defined by real property owned, managed, leased, or leased by the Faculty, or space where the Faculty's mission and major tasks are carried out.

Art. 4 Academic insignia of the Faculty

- (1) The Faculty has the right to use its academic insignia in accordance with the internal regulations and traditions of the University.
- (2) The academic insignia of the Faculty is a symbol of its historical traditions, the academic self-government of the Faculty and the powers of the dean of the Faculty (hereinafter also referred to as the "dean") and the vice-deans of the Faculty. The insignia of the Faculty are:
 - a) the scepter of the Faculty,
 - b) faculty emblem,
 - c) chains of academic functionaries,
 - d) gowns of academic functionaries.
- (3) The faculty emblem is used by the Faculty mainly to mark publications, press and correspondence. The faculty emblem is usually also used on the reverse of medals and commemorative medals of the Faculty. An internal regulation of the Faculty issued by the dean after prior approval by the Academic Senate of the Faculty (hereinafter also referred to as "AS of the Faculty") shall determine other, occasional uses of the faculty emblem.
- (4) The dean, vice-deans, the chairman of the Academic Senate of the Faculty, professors, associate professors and, according to the decision of the dean of the Faculty, other university teachers and researchers of the Faculty and its significant guests are entitled to use the faculty gowns on ceremonial occasions.
- (5) The dean may decide that an internal regulation of the University which regulates the manner of use of the insignia of the University shall be deemed to be an internal regulation pursuant to paragraph 1 of this Article and shall appropriate apply for the needs of the Faculty.

Art. 5 Academic ceremonies

- (1) The Faculty has the right to hold academic ceremonies in accordance with the internal regulations and traditions of the University.
- (2) The Faculty organizes student matriculation ceremonies, graduation ceremonies for graduates of undergraduate studies, ceremonies to confirm graduation vows after fifty years (hereafter referred to as the "Golden Graduation"), or the graduation ceremony of lifelong learning graduates.
- (6) The dean may decide that the matriculation and graduation regulations of the University shall be deemed to be internal regulations pursuant to paragraph 1 of this Article and shall appropriate apply for the needs of the Faculty.

Art. 6 Medals of the Faculty

- (1) The medals of the Faculty of Science of P. J. Šafárik University in Košice can be awarded to personalities of the Faculty who have contributed to the development of education, science and spreading the good name of the Faculty in the Slovak Republic and in the world.
- (2) Medals of the Faculty of Science of P. J. Šafárik University in Košice may also be awarded to personalities and institutions outside the Faculty that have contributed to the enrichment of science, education and culture, to the spread of the ideals of humanity, democratic traditions and understanding between nations.
- (3) The documentation related to the awarding of medals of the Faculty of Science of P. J. Šafárik University in Košice is managed by the Dean's secretariat of the Faculty.
- (4) Details regarding the award of the faculty medals shall be set up in the internal regulations of the Faculty, which shall be issued by the dean after its approval by the Academic senate of the Faculty.

PART TWO

ACADEMIC SELF-GOVERNMENT OF THE FACULTY

Art. 7 Self-governing competence of the Faculty and its rights

- (1) On the basis of Article 29 of the Statute of P. J. Šafárik University, the Faculty has the following scope of self-governing competence:
 - a) determining other conditions of admission to study and making decisions in the admission procedure for study programmes carried out at the Faculty,
 - b) implementation of accredited study programmes at the Faculty,
 - c) creating proposals for new accredited study programmes, submitting them for approval to the Board for Internal Quality Verification of P. J. Šafárik University (hereinafter referred to as the "BQV") and their implementation at the Faculty or their amendments and additions,
 - d) deciding on matters relating to the academic rights and obligations of students enrolled for studies under study programmes conducted at the Faculty,

- e) conclusion, changes and cancellation of employment relationships of employees organizationally assigned to the Faculty. If the dean has concluded an employment relationship with an employee who has been recruited to the position of professor and researcher with qualification level I, the rector of P. J. Šafárik University (hereinafter referred to as the "rector") issues a special decree to such an employee declaring his/her recruitment to this position at the University.
- f) granting of personal salary to employees organizationally classified at the Faculty within the meaning of a special legal regulation¹. The personal salary of faculty employees is granted by the rector on the basis of a proposal by the dean of the Faculty, in accordance with the University' staff regulations, which must be duly substantiated, stating the specific facts underlying the performance of significant work activities or particularly demanding work tasks. In case that the faculty has an internal regulation on staff remuneration, the proposal must also correspond to the content of that internal regulation,
- g) conducting business activities according to the rules and within the scope determined by the internal regulations of the University,
- h) cooperation with other universities, legal entities and natural persons, including foreign ones, in the areas in which the faculty operates, to the extent and under the conditions determined by special regulations of the University,
- i) internal organisation of the Faculty,
- j) determining the number of admitted applicants for study in the manner determined by the Statute of P. J. Šafárik University,
- k) organisation of studies in accordance with the University's study regulations,
- l) determining the focus and organising research, development and other creative activities,
- m) determining the number and structure of jobs of the employees assigned to the Faculty within the scope specified in the Statute of P. J. Šafárik University,
- n) election of members of the academic self-government bodies of the Faculty,
- o) conducting international relations and activities in the areas in which the Faculty operates,
- p) the handling of funds allocated to the Faculty by the University and of funds otherwise acquired by the Faculty for the performance of its tasks; the Faculty also comments on the handling of property used for the performance of its tasks.

¹ § 7a of Act No. 553/2003 Coll. on the remuneration of certain employees in the performance of public work and on amendments and supplements to certain acts, as amended

Art. 8 Academic Community of the Faculty

- (1) Members of the academic community of the Faculty are entitled to participate in the exercise of the self-governing competence of the Faculty to the extent entrusted to it by the Statute of P. J. Šafárik University.
- (2) The academic community (hereinafter also referred to as "AC") is divided into an employee section (hereinafter also referred to as "ES AC") and a student section (hereinafter also referred to as "SS AC").
- (3) On the basis of the Statute of P. J. Šafárik University, AC of the University consists of:
 - a) university teachers and researchers who are employed by the University on fixed weekly working time or on less than fixed weekly working time, but not less than fifty percent of the fixed weekly working time,
 - b) university teachers and researchers who are released to perform a public function and at the same time retain their employment at the University to the extent provided for in point a) of this paragraph of this Article of the Statute of the Faculty,
 - c) employees of the University with higher education who are employed by the University for a fixed weekly working time and are organisationally assigned to the Faculty.
- (4) The members of ES AC of the Faculty are the members of ES AC of the University who are organizationally assigned to the faculty.
- (5) Academic Community of the Faculty is further divided into AC of the Institutes and AC of the specialized units. The members of AC of the institute are all members of ES AC of the University who are organisationally assigned to the Institute. Members of AC of the specialized unit are all members of AC of the University who are organizationally assigned to the specialized unit.
- (6) Based on the Statute of P. J. Šafárik University, the Faculty's AC consists of Bachelor's, Master's and Doctoral students of the University who are enrolled in at least one study programme carried out at the Faculty.
- (7) The status of the members of AC of the Faculty and their rights are regulated by Article 9 of the Statute of P. J. Šafárik University.
- (8) The duties of a member of AC of the Faculty are in particular:
 - a) comply with generally binding legal regulations, internal regulations of the University and internal regulations of the Faculty,
 - b) take care to preserve the reputation of the Faculty and the University,
 - c) to be guided by ethical principles generally accepted in society, to show respect and fairness to other AC members, as well as courtesy, willingness and approachability in communication.

Art. 9 Assembly of members of the academic community of the Faculty, the academic community of the Institute and the academic community of the specialized unit

- (1) An assembly of the members of Faculty's AC (hereinafter also referred to as the "Assembly") shall be convened in particular:
 - a) on the occasion of the presentation of the annual report on the state of the Faculty and the annual report on the activities of the Academic Senate of the Faculty,

- b) to discuss important issues in the life of the Faculty,
 - c) to introduce the candidates for the position of dean of the Faculty,
 - d) on festive occasions or significant anniversaries of the Faculty.
- (2) The assembly of the members of Faculty's AC are entitled to convene:
- a) rector,
 - b) dean,
 - c) chairman of the Academic Senate of the Faculty or
 - d) other persons, if so provided by an internal regulation of the University or an internal regulation of the Faculty.
- (3) The assembly of the members of the academic community of the Faculty shall be chaired by its convener or by a representative authorised by him/her.
- (4) A meeting of the members of AC of the Institute shall be convened in particular:
- a) on the occasion of the presentation of the annual report on the state of the Institute and the annual report on the management of the Institute,
 - b) to discuss important issues in the life of the Institute,
 - c) on festive occasions or significant anniversaries of the Institute.
- (5) An assembly of the members of AC of the specialized unit shall be convened in particular
- a) to discuss important issues in the life of the specialized unit,
 - b) on festive occasions or significant anniversaries of the specialized unit

Art. 10 Organisation of the Faculty

- (1) In terms of the organisation of activities, the Faculty is divided into institutes, specialized units and the Dean's Office.
- (2) The organizational structure of the Faculty and the basic characteristics of its departments are set out in the organizational regulations of the Faculty, which are issued by the dean of the faculty after its approval by AS of the Faculty.
- (3) The establishment, merger, division or dissolution of the institute and its organizational units is decided by the dean after the discussion in AS of the Faculty.
- (4) The division of activities and competences between the University and the Faculty is defined in the Statute of P. J. Šafárik University and the organizational regulations of P. J. Šafárik University.

Art. 11 Faculty Bodies

- (1) The bodies of the academic self-government of the Faculty are:
 - a) Academic Senate of the Faculty,
 - b) Dean of the Faculty,
 - c) Faculty Disciplinary Committee for Students.
- (2) Other faculty bodies are:
 - a) Vice-deans of the Faculty,
 - b) Bursar of the Faculty,
 - c) the Faculty's Scientific Board.

- (3) The Dean's advisory bodies are in particular:
 - a) Faculty Board,
 - b) Dean's advisory Board,
 - c) commissions, which are established by the dean by his/her decision.
- (4) The bodies of the Faculty perform their duties on the basis of the Statute of P. J. Šafárik University and Act No.131/2002 coll. on Higher Education within their limits, in the scope and in the manner provided for in the Statute of P. J. Šafárik University and Act No.131/2002 coll. on Higher Education.
- (5) In their activities, the faculty bodies help to fulfill the long-term goal of the University in accordance with the values and mission of the University.
- (6) The term of office of the collective body of the faculty corresponds to the term of office set out in the Statute of P. J. Šafárik University and in this Statute as the term of office of the majority of its members.

Art. 12 Academic Senate of the Faculty

- (1) The Academic Senate of the Faculty is the body of academic self-government of the Faculty.
- (2) The Faculty's AS is divided into an employee section and a student section. The members of the student section shall constitute at least one third of the Faculty's AS. A member of the employee section of the Faculty's AS may only be a member of ES of the Faculty's AC. A member of the student part of the Faculty's AS may only be a member of the Faculty's SS of the Faculty's AC.
- (3) The function of a member of AS of the Faculty is incompatible with the function of rector, vice-rector, dean, vice-dean, quaestor, bursar, head of other pedagogical, research, development, artistic, economic-administrative and information workplace of the University and head of a specialized unit of the University.
- (4) The Faculty's AS has 33 members, of which 22 members in the employee section and 11 members in the student section.
- (5) The members of AS of the Faculty are elected by AC of the Faculty in direct and secret elections. ES of the Faculty's AC is entitled to elect only those representatives in the Faculty's AS who are members of ES of the Faculty's AC. SS of the Faculty's AC is entitled to elect only those representatives in the Faculty's AS who belong to SS of the Faculty's AC.
- (6) The term of office of the members of the staff section of the Faculty's AS is a maximum of four years and the term of office of the members of the student section of the Faculty's AS is a maximum of two years. The term of office of the members of AS of the Faculty shall begin on the day of the constituent meeting of AS of the Faculty and shall end with the presentation of certificates to the members of the new AS of the Faculty.
- (7) Details regarding the structure of the Faculty's AS, the method of election to the Faculty's AS, the method of dismissal of a member of the Faculty's AS and the termination of membership in the Faculty's AS is determined in the Principles of Elections to the Academic Senate of the Faculty of Science of P. J. Šafárik University.
- (8) The Faculty's AS is headed by the chairman. The chairman of the Faculty's AS is entitled to act externally for the Faculty by virtue of his office only in matters falling within the competence of the Faculty's AS and at the same time only in relation to the self-governing

bodies of higher education in Slovakia and abroad.

- (9) Filling the positions of the chairman and vice-chairmen of the Faculty's AS, the bodies of the Faculty's AS, the activities, manner and exercise of powers of the Faculty's AS and its bodies, as well as other facts relating to the Faculty's AS are regulated in more detail by this Statute and the Rules of Procedure of the Academic Senate of the Faculty of Science of P. J. Šafárik University in Košice.

**Art. 13 Competence of the Faculty's Academic Senate, rights and duties
of the members of the Academic Senate of the Faculty**

- (1) The responsibilities of the Academic Senate of the Faculty are as follows:
- a) approves the long-term plan in educational, research, development or other creative activities of the Faculty (hereinafter referred to as the "long-term plan of the Faculty") drawn up in accordance with the long-term plan of the University submitted by the dean after discussion in the Faculty's Scientific Board and its update,
 - b) discusses, on the proposal of the dean, the list of candidates submitted by the dean to the rector for appointment as vice-deans,
 - c) discusses the dean's proposal for the dismissal of the vice-dean,
 - d) discusses the rector's information on the establishment and fulfilment of performance criteria by the dean,
 - e) expresses its opinion on the legal acts referred to in Article 12 par. 1 point f) of the Statute of P. J. Šafárik University, if they concern property used for the fulfilment of the tasks of the Faculty,
 - f) approves the draft budget of the Faculty submitted by the dean,
 - g) inspects the management of the Faculty's financial resources and the disposal of the Faculty's property and, in justified cases, reports the results of the inspection to the University's Board of Trustees,
 - h) approves the dean's proposal for the appointment and dismissal of members of the Faculty's Scientific Board,
 - i) approves the annual activity report and the annual management report of the Faculty submitted by the dean,
 - j) approves other conditions of admission to study programmes carried out by the Faculty submitted by the dean,
 - k) on the proposal of the dean, approves the proposal of internal regulations of the Faculty pursuant to Article 37 par. 4 points from a) to e) of the Statute of P. J. Šafárik University and in accordance with the procedure pursuant to Article 37 par. 5 of the Statute of P. J. Šafárik University before submitting them to AS of P. J. Šafárik University for approval,
 - l) approves the internal regulations of the Faculty, except of the internal regulations referred to in Article 37 par. 4. points a), b), e) and j) of the Statute of P. J. Šafárik University, on the proposal of the dean,
 - m) on the proposal of the chairman of the Faculty's AS, approves the internal regulations of the faculty pursuant to Article 37 par. 4 points b) and j) of the Statute of P. J. Šafárik University,
 - n) on the proposal of the chairman of the Faculty's AS approves the members of the

Electoral Assembly in accordance with the Statute of P. J. Šafárik University according to Article 31 par. 5 (c) of the Statute of P. J. Šafárik University,

- o) elects and dismisses the chairman and the vice-chairman of the Faculty's AS,
 - p) comments on the dean's proposal for the establishment, merger, amalgamation, division or abolition of faculty departments,
 - q) elects a faculty representative to the Board of Universities,
 - r) report once a year to the academic community of the Faculty on its activities, which shall be published on the University's website for at least four years,
 - s) approves the criteria for the provision of scholarships from the Faculty's scholarship fund,
 - t) submits proposals and comments to the dean or rector for discussion and decision,
 - u) performs tasks and carries out other activities that are explicitly entrusted to it by the Statute of P. J. Šafárik University, this Statute or the Act No.131/2002 coll. on Higher Education.
- (2) The chairman of the Academic Senate is obliged to inform the rector of the outcome of the proceedings on the proposals in the matters referred to in paragraph 1 points from a) to e) of this Article of the Statute of the Faculty.
- (3) Resolutions of the Faculty's AS come into force and effect on the day of their approval in the Faculty's AS, unless the resolution of the Faculty's AS, the Statute of P. J. Šafárik University, the Act No.131/2002 coll. on Higher Education or the Rules of Procedure of the Academic Senate of the Faculty of Science of P. J. Šafárik University stipulate otherwise.
- (4) The Faculty's AS and its bodies may request the opinion of another body of the Faculty, senior staff of the Faculty or its departments on matters within their competence and may also submit proposals and opinions to them.
- (5) The Faculty's AS and its bodies may cooperate with other members of the Faculty's AS or other persons in matters related to the activities of the Faculty's AS.
- (6) The basic duty of a member of the AS of the Faculty is to participate in the work of the Faculty's AS as a whole and in the work of its bodies, if it is a member of them. If he/she is unable to attend a meeting of the Faculty's AS or its body of which he/she is a member, he/she is obliged to apologise.
- (7) In addition to fulfilling their duties associated with the performance of their functions in the Faculty's AS, members of the Faculty's AS are also obliged to provide assistance in the performance of the tasks of the University and the Faculty, in particular:
- a) to participate in selection procedures for filling posts at the University,
 - b) to participate in the work of „BQV“
 - c) to participate in the work of the study programmes boards.
- (8) The basic rights of a member of the Faculty's AS are:
- a) the right to make proposals at meetings of AS and its bodies,
 - b) the right to speak on all issues discussed by AS,
 - c) the right to ask questions and request explanations from the dean, vice-deans and the bursar of the Faculty in the meetings of the Faculty's AS on matters falling within their competence.
- (9) The Faculty takes into account the performance of tasks arising from this function within the framework of the faculty member's work or study duties. The Faculty and its academic

self-government bodies, members of the Faculty's AC and other faculty employees may not penalise members of the Faculty's AS and other persons in connection with the activities they carry out or have carried out for the Faculty's AS, in particular they may not penalise them for statements made at meetings of the Faculty's AS or its body.

Art. 14 Dean of the Faculty

- (1) The Faculty is managed by a dean, who is appointed and dismissed by the rector. The candidate for the post of dean shall be elected by the electoral assembly by an absolute majority of all members of the electoral assembly (hereinafter also referred to as "dean"). The rector may dismiss the dean only with the prior consent of a supermajority of all members of the electoral assembly.
- (2) The dean of the Faculty is responsible to the rector for the performance of the activities which he/she carries out on behalf of the University within the meaning of the delegated powers.
- (3) The dean's term of office is four years. At one Faculty, the same person may hold the office of dean for a maximum of two consecutive terms.
- (4) A person who has served as a member of the Executive Board of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SEBHE") may be appointed as a dean at the earliest after three years have elapsed since the end of his/her membership in the Executive Board of SEBHE.
- (5) The dean has an employment relationship with the University in which he or she is assigned to the Faculty he or she directs; the termination of the employment relationship related to the performance of the dean's duties is conditional upon the prior termination of the dean's duties. When appointing a dean, the rector concludes with the dean for the duration of the term of office a contract on the performance of the function, which contains measurable indicators for the purpose of improving the quality of higher education provided by the faculty and the level of research, development or artistic and other creative activities of the faculty and the objectives which result from the long-term plan of the University. When setting measurable indicators for the purposes of the contract of appointment, the rector shall take into account the long-term plan of the Faculty, if such plan has been received by the Faculty.
- (6) Within his/her areas of responsibility, the dean also facilitates the fulfillment of the objectives and participates in ensuring collaboration between BQV and the Faculty.
- (7) In the event that the performance of the office of dean has ceased and no person has been elected as a candidate for the office of dean at this time, the rector is entitled, on the basis of his own choice and after discussion in AS of the Faculty for the necessary time to temporarily entrust the leadership of the Faculty to the person designated by him, in the same position as the position of the dean of the Faculty. This person must be a member of the academic community of the Faculty. The delegation may not exceed a period of 6 months and may be extended up to once with the consent of the Faculty's AS.
- (8) The performance of the office of the dean ceases for reasons pursuant to Section 22 par. 7 of the Act No.131/2002 coll. on Higher Education. The rector may dismiss the dean for reasons pursuant to § 22 par. 8 of the Act No.131/2002 coll. on Higher Education.

Art. 15 Election of a candidate to fill the position of the dean of the Faculty

- (1) Every member of AC of the Faculty has the right to nominate a candidate for the post of dean of the Faculty. A candidate may also run for the position of the dean on his/her own.
- (2) The selection of a candidate for the post of the dean of the Faculty is carried out by election. The candidate for the post of the dean shall be elected by the electoral assembly by an absolute majority of all members of the electoral assembly. The election of a candidate for the post of dean of the Faculty shall be multiround, with the possibility of electing a candidate in the first round.
- (3) The electoral assembly shall be constituted as follows:
 - a) members of the electoral assembly are all persons who are members of the Faculty's Senate at the time of the election of a candidate to fill the position of dean or the decision on the granting of consent to the removal of the dean by the rector,
 - b) one quarter of the members of the electoral assembly shall be persons appointed by the rector,
 - c) if the sum of the members of the electoral assembly established under points a) and b) of this paragraph is less than the total number of members of the electoral assembly determined by the internal regulations of the Faculty, the remaining members of the electoral assembly shall be persons elected by the Faculty's AS from the members of the academic community of the Faculty on the proposal of the chairman of the Faculty's AS.
- (4) The details on the establishment of the electoral assembly, on the method of election of a candidate to fill the office of dean of the Faculty and on the decision on granting consent to the proposal for the removal of the dean are regulated by the Principles for the election of a candidate to fill the office of dean of the Faculty.

Art. 16 Vice-Deans of the Faculty

- (1) The dean is represented by the vice-deans of the faculty (hereinafter also referred to as vice-deans) to the extent determined by the dean. The number of vice-deans and their individual areas of competence in their term of office shall be determined by the dean. Within their areas of competence, the vice-deans shall also facilitate the fulfilment of the objectives and participate in ensuring cooperation between BQV and the Faculty.
- (2) Vice-deans are appointed and dismissed by the rector on the proposal of the dean, usually during the act of induction.
- (3) The list of candidates for appointment as vice-deans is submitted by the dean to the Faculty's AS. The Faculty's AS shall discuss the proposal for appointment as vice-deans (vice-dean).
- (4) The dean submits the proposal of candidates for appointment as vice-deans together with the opinion of the Faculty's AS to the rector.
- (5) Vice-deans shall be appointed by the rector from a proposal of candidates submitted by the dean pursuant to paragraph 4 of this article. The rector shall be entitled to decide to reject a proposal submitted by a candidate for a vice-dean, and shall be obliged to justify his/her decision. The grounds for rejecting such a proposal shall be the fact that:
 - a) the proposal has not been discussed in the Faculty's AS, or

- b) the opinion of the Faculty's AS on such a proposal was negative, or
 - c) the proposed candidate has been validly convicted of a deliberate criminal offence or has been convicted of a criminal offence and the court has not decided to suspend the execution of the prison sentence in his/her case and at the date of submission of the candidate's proposal to the rector such conviction has not been cancelled.
- (6) Vice-deans are removed from office by the rector on the proposal of the dean. The rector is entitled to decide to reject a proposal submitted by the dean for the removal of a vice-dean from office, and is obliged to justify such a decision. The grounds for rejecting such a proposal shall be the fact that:
- a) the proposal has not been discussed in the Faculty's AS, or
 - b) the opinion of the Faculty's AS on such a proposal was negative.
- (7) The status and powers of vice-deans may be regulated by the internal regulations of the Faculty.

Art. 17 Scientific Board of the Faculty

- (1) The chairman of the Faculty's Scientific Board is the dean of the Faculty.
- (2) The members of the Scientific Board of the Faculty are distinguished experts in the fields in which the Faculty carries out educational, research, development or other creative activities. The members of the Faculty's Scientific Board, who are the members of AC of the University at the same time may be only persons holding the position of professor or associate professor, or researchers with scientific qualification degree IIa or scientific qualification degree I.
- (3) At least one quarter and no more than one third of the members of the Faculty's Scientific Board shall be persons who are not members of AC of the University.
- (4) The function of a member of the Faculty's Scientific Board is honorary and its performance is irreplaceable. In the event of suspension of a member of the Faculty's Scientific Board for more than 6 months, the dean shall, on his/her own initiative, suspend or terminate his/her membership in the Faculty's Scientific Board with the consent of the Faculty's AS.
- (5) The meeting of the Faculty's Scientific Board is convened by its chairman at least four times per academic year.
- (6) Details on the method of deliberation, organisation of activities and approval of resolutions shall be laid down by the Faculty's Scientific Board in the Rules of Procedure of the Faculty's Scientific Board.

Art. 18 Competence of the Scientific Board of the Faculty

- (1) The responsibilities of the Faculty's Scientific Board are as follows:
 - a) expresses its opinion on the proposal of the dean to the draft long-term plan of the Faculty and to the draft of its update, especially in terms of its assessment in relation to the long-term plan of the University,
 - b) evaluate at least once a year the level of the Faculty in educational and scientific research activities,
 - c) approves other experts who have the right to examine at state examinations for study programmes carried out at the Faculty according to § 63 par. 3 of the Act No.131/2002

- coll. on Higher Education; approves supervisors for doctoral studies according to § 54 par. 4 of the Act No.131/2002 coll. on Higher Education,
- d) discusses proposals for the award of the title "Associate Professor" and decides on their outcome,
 - e) discusses and submits proposals for the appointment of professors to the Scientific Board of the University,
 - f) discusses and submits to the Scientific Board of the University the general criteria for filling the posts of professors and associate professors at the Faculty,
 - g) discusses and submits to the Scientific Board of the University the specific conditions of the selection procedure for filling the posts of professors at the Faculty,
 - h) approves the Rules of Procedure of the Faculty's Scientific Board
 - i) deliberates on questions referred to it by its chairman,
 - j) performs other tasks explicitly determined by the University's Statute, this Statute or the Act No.131/2002 coll. on Higher Education.
- (2) The Faculty's Scientific Board may request the opinion of the academic self-government body of the Faculty, a senior member of the Faculty, Faculty's department or any other member of the Faculty's Scientific Board on the issue under discussion; these entities are obliged to take a position upon request. The Faculty's Scientific Board may also request the opinion of a person who is not a member of the Faculty's Scientific Board on the issue under discussion.

Art. 19 Disciplinary Committee of the Faculty

- (1) The Disciplinary Committee of the Faculty discusses disciplinary offences of students enrolled in a study programme carried out at the Faculty and submits a proposal for a decision to the dean.
- (2) The Disciplinary Committee of the Faculty has 6 members appointed by the dean after approval by the Faculty's AS. The chairman of the committee is the vice-dean appointed by the dean of the Faculty. Half of the members of this committee are students from the ranks of the Student Section of the academic community.
- (3) The activities of the Faculty's Disciplinary Committee shall be governed by the Rules of Procedure of the Faculty Disciplinary Committee.

Art. 20 Bursar of the Faculty

- (1) The Bursar of the Faculty shall be a senior faculty staff member. The Bursar of the Faculty ensures the administrative administration of the Faculty and the economic running of the Faculty, including the agenda related to the financial status of the Faculty.
- (2) The candidate for the post of the Bursar of the Faculty is selected by the dean on the basis of a selection procedure and proposed to the rector for appointment. The Rector is entitled to decide to reject the proposal submitted by the candidate for the post of the bursar of the Faculty, and is obliged to duly justify his/her decision.
- (3) The bursar of the Faculty is responsible to the dean in matters of administrative administration and management of the property entrusted to the Faculty.
- (4) The bursar of the Faculty is responsible to the dean and the quaestor for the management

of the Faculty's financial resources in accordance with the Faculty's budget and the approved methodology for the allocation of the state budget subsidy from the Ministry of Education.

- (5) In ensuring the tasks of the Faculty, the bursar of the Faculty cooperates with the vice-deans and other senior staff of the Faculty.

Art. 21 Advisory Bodies of the Dean

- (1) The dean's permanent advisory bodies are the Faculty Board and the Dean's Advisory Board. Other advisory bodies of the dean are mainly committees established by the dean of the Faculty. The advisory bodies shall work in the form of meetings.
- (2) The members of the Faculty Board are: the dean, vice-deans and the bursar of the Faculty. The chairman of AS of the Faculty is usually invited to the meetings of the Board. The dean may invite another member of the University's AC to the meeting of the Board. The Faculty Board addresses current issues of the faculty life and proposes solutions to conceptual issues in all areas of the Faculty's activities.
- (3) The members of the Dean's Advisory Board are the dean, vice-deans, bursar of the Faculty, the directors of Institutes, the heads of specialized units. The right to participate in the meeting of the Dean's Advisory Board has the chairman of the Faculty's AS or a member of the Faculty's AS authorized by him. The dean may invite another member of the University's AC to the meeting of the Dean's Advisory Board.
- (4) The dean may establish committees to ensure certain tasks. The faculty trade union shall have a representative on committees whose activities are related to employee social issues and occupational health and safety issues.
- (5) Details on the composition, activities and scope of the Dean's advisory bodies shall be regulated by the Faculty's organizational regulations.

PART THREE

INTERNAL REGULATIONS OF THE FACULTY

Art. 22 Internal Regulations of the Faculty

- (1) Internal regulations of the Faculty are internal regulations of the University, whose approval, submission for approval or issuance of which is entrusted by the Statute of P. J. Šafárik University to the competence of the competent body of the Faculty. Unless otherwise specified in the Statute of P. J. Šafárik University, this faculty body is AS of the Faculty.
- (2) The Faculty may regulate by internal regulation the relevant issues entrusted to its competence by this Statute even to a wider extent than that which explicitly follows from the Statute of P. J. Šafárik University. However, the internal regulations of the Faculty may not contradict the Statute of P. J. Šafárik University, the internal regulations of the University to which the Statute of P. J. Šafárik University refers and the Act No. 131/2002 Coll. on Higher Education.
- (3) The decision to adopt an internal regulation of the Faculty may be reviewed at the proposal

- of the rector in accordance with Article 28 par. 6 of the Statute of P. J. Šafárik University.
- (4) The internal regulations of the Faculty are:
- a) the Statute of the Faculty
 - b) the organizational regulations of the Faculty,
 - c) the organizational structure of the Faculty,
 - d) the directive of the dean of the Faculty, which adopts the Study regulations of P. J. Šafárik University to extent of amendments and additions allowed by the Study regulations of P. J. Šafárik University
 - e) the scholarship regulations of the Faculty to extent of changes allowed by the scholarship regulations of P. J. Šafárik University or the directive of the dean of the Faculty adopting the scholarship regulations of P. J. Šafárik University to extent of changes and amendments allowed by the scholarship regulations of P. J. Šafárik University
 - f) the rules for the rigorous examinations and the defence of rigorous thesis,
 - g) the principles of elections to AS of the Faculty,
 - h) the rules of procedure of AS of the Faculty,
 - i) the principles for the election of a candidate to fill the position of dean of the Faculty,
 - j) the rules of procedure of the Faculty's Scientific Board,
 - k) Disciplinary regulations of the Faculty,
 - l) Rules of procedure of the Faculty disciplinary committee,
 - m) other internal regulations of the Faculty laid down in this Statute.
- (5) The internal regulations, which are the study regulations of the Faculty and the Statute of the Faculty, are adopted in the following manner:
- a) the proposal of these internal regulations of the Faculty, their additions and changes shall be submitted by the dean for the approval by AS of the Faculty,
 - b) after the approval of the proposal according to the point a) by AS of the Faculty, the dean of the Faculty submits such a proposal to AS of P. J. Šafárik University for approval,
 - c) the submitted proposal may be approved or disapproved by AS of P. J. Šafárik University. AS of P. J. Šafárik University cannot amend or supplement the proposal submitted in this way.

PART FOUR

UNDERGRADUATE STUDIES AND FURTHER EDUCATION AT THE FACULTY

Art. 23 Basic provisions

The rules of higher education at the Faculty are regulated in particular by the Act No. 131/2002 Coll. on Higher Education, the Statute of P. J. Šafárik University, this Statute of the Faculty, the Study regulations of the University and other internal regulations of the University and internal regulations of the Faculty.

Art. 24 Organisation and Degrees of Study

- (1) Anyone who fulfils the basic conditions of admission to the study determined by the Act No. 131/2002 Coll. on Higher Education and other annually updated conditions determined by the Faculty may study the chosen study programme at the Faculty.
- (2) The Faculty may accept applicants only for the study of accredited study programmes that are listed in the register of study programmes (§ 55 par. 6 of the Act No. 131/2002 Coll. on Higher Education).
- (3) The Faculty shall verify the fulfilment of the conditions under paragraph 1 of this Article by an entrance examination, if this examination is designated as part of the verification of the prerequisites for studies. The verification of knowledge must take into account the content of the previous level of study. The conditions of the entrance examination or the possibility of waiving it for a given study programme shall be approved by AS of the Faculty on the proposal of the dean.
- (4) The Dean is responsible to the rector for the course of the entrance examinations held at the Faculty and their evaluation. The conduct and processing of the results of the entrance examination must be organised and ensured in such a way as to exclude any possibility of subjective influence on the results.
- (5) The number of students admitted to the University is determined by the rector on the proposal of the deans. He mainly takes into account the long-term plan of the University, as well as the development programmes of the faculties and their personnel and material possibilities. If more than one applicant fulfils the admission requirements, the ranking based on the results of the admission examination shall be decisive.
- (6) The dean shall set the deadline for the submission of applications and the date of the admission examinations for study programmes held at the faculty.
- (7) The admission procedure for doctoral studies is carried out according to the provisions of the Act No. 131/2002 Coll. on Higher Education.
- (8) The dean decides on the admission of the applicant to study. The dean's decision on non-admission to study may be changed by the rector on the basis of the applicant's request for a review of the dean's decision. The request shall be submitted to the authority which issued the decision within eight days of receipt of the decision on non-admission.
- (9) A candidate admitted to study becomes a student of the Faculty from the date of enrolment at the Faculty. A student whose studies have been interrupted becomes a student from the date of re-enrolment.
- (10) In the event that the enrolment of an applicant admitted to study takes place before the beginning of the academic year in which his/her studies are to commence, the applicant shall become a student from the beginning of that academic year unless he/she notifies the faculty in writing by 15 August before the beginning of that academic year that he/she is cancelling his/her enrolment.
- (11) Higher education at the Faculty is carried out in full-time or part-time form, either by full-time or distance learning or a combination of both. Higher education at the faculty takes place in Slovak and English language forms.
- (12) The organisation of all levels and forms of higher education is based on the credit system.
- (13) Studies at the faculty consist of three degrees:

- a) Bachelor's degree (§ 52 Act No. 131/2002 Coll. on Higher Education),
 - b) Master's degree (§ 53 Act No. 131/2002 Coll. on Higher Education),
 - c) doctoral (§ 54 Act No. 131/2002 Coll. on Higher Education).
- (14) Bachelor's studies at the Faculty end with the Bachelor's state examination and the defence of the bachelor thesis, which takes place before a committee appointed for this purpose.
 - (15) Master's studies at the faculty are completed by passing the Master's state examination and defending the thesis, which is held before a committee appointed for this purpose.
 - (16) The dean appoints the chairman of the State Examination Committee (hereinafter referred to as the "SE"). The members of State Examination Committee are appointed by the dean on the basis of a proposal of the person responsible for the study programme discussed in the Board of the study programme. The SE Committee shall have a minimum of four members.
 - (17) A student ceases to be a student from the date of the regular termination of studies according to § 65 of the Act No. 131/2002 Coll. on Higher Education, or from the date of the termination of studies according to § 66 of the Act No. 131/2002 Coll. on Higher Education, or from the date of the interruption of studies according to § 64 par. 1 of the Act No. 131/2002 Coll. on Higher Education (§ 69 par. 3 Act No. 131/2002 Coll. on Higher Education).
 - (18) The study programme implemented at the faculty is approved by BQV after the discussion in the faculty bodies determined by the internal regulations of the Faculty.
 - (19) The study programmes carried out at the Faculty in organisational, personnel and material terms are provided by the Faculty.
 - (20) The dean of the Faculty is responsible for the implementation of study programmes in accordance with the Act No. 131/2002 Coll. on Higher Education, the Statute of P. J. Šafárik University, this Statute and the Study regulations of P. J. Šafárik University and the Faculty.
 - (21) The university diploma of a graduate of an accredited study programme is signed by the dean and subsequently by the rector.
 - (22) Students who study a study programme in a language other than Slovak, study at the Faculty in accordance with the Act No. 131/2002 Coll. on Higher Education, the Statute of P. J. Šafárik University and the internal regulations of the University.

Art. 25 Academic rights and obligations of students

- (1) The rights laid down in the Act No. 131/2002 Coll. on Higher Education and this Statute of the Faculty are guaranteed equally to all applicants and students of the Faculty in accordance with the principle of equal treatment in education laid down in a special law.
- (2) In particular, the student has the right to:
 - a) study the programme of study to which he/she has been admitted; if the University has made adjustments to the programme of study, the student shall continue to study that programme of study according to the courses and rules after the adjustment, unless the rules of the programme of study state otherwise,
 - b) create a study plan according to the rules of the study programme (§ 51 par. 4 point g) Act No. 131/2002 Coll. on Higher Education),

- c) enrol in the next part of the study programme if he/she has fulfilled the obligations specified in the study programme or study regulations,
 - d) respecting the time and capacity constraints imposed by the study regulations and the study programme, to choose the pace of study, the order of completion of subjects while maintaining their prescribed continuity and to choose a teacher for a subject taught by several teachers,
 - e) apply to study at another university as part of your studies, including abroad,
 - f) participate in the research, development or artistic and other creative activities of the University,
 - g) participate in the establishment and activities of independent associations operating on campus (societies, unions, professional associations) in accordance with the law,
 - h) at least once a year have the opportunity to evaluate the level of the teaching process by means of an anonymous questionnaire and in case of dissatisfaction with the level of the teaching process to demand corrections,
 - i) freely express opinions and comments on higher education ,
 - j) for information and advisory services related to studies and to the possibility of graduates of study programmes in practice,
 - k) if he or she is subject to the obligation to pay tuition fees pursuant to § 92 par. 5 of the Act No. 131/2002 Coll. on Higher Education, to decide in which study programme he or she will study free of charge in the relevant academic year, if he or she is entitled to study free of charge,
 - l) change the study programme within the same field of study or a related field of study under the conditions specified in the study regulations.
- (3) The Faculty provides students with scholarships according to the valid and effective regulations.
- (4) The student is obliged in particular:
- a) comply with the internal regulations of the University and its parts,
 - b) protect and make economic use of the University's property, resources and services,
 - c) pay tuition and fees associated with studies according to the Act No. 131/2002 Coll. on Higher Education, exclusively and directly to the University or Faculty at which he/she is enrolled, and truthfully state the facts decisive for their determination,
 - d) notify the University or the Faculty, if enrolled in a study programme carried out at the faculty, of the address for the delivery of the documents,
 - e) to appear in person at the written summons of the rector, dean or a staff member of the University or Faculty authorised by them to discuss questions concerning the progress or termination of his/her studies or relating to his/her rights and obligations,
 - f) notify the University or the Faculty, if the student is enrolled in a study programme conducted at the Faculty, the decision in writing pursuant to § 70 par. 1 point k) of the Act No. 131/2002 Coll. on Higher Education until the 30th September of the relevant academic year.
- (5) A student may be subject to disciplinary action for a disciplinary infraction.
- (6) A disciplinary offence is a culpable violation of the law or the internal regulations of the University or its components or of public order.
- (7) The details of disciplinary measures and their hearing are regulated by § 72 of the Act No. 131/2002 Coll. on Higher Education and the Disciplinary regulations of the Faculty.

Art. 26 Deciding process on students' academic rights and obligations

- (1) Decision-making in matters concerning the academic rights and obligations of students falls within the self-governing competence of the University and the Faculty, unless otherwise stipulated by the Act No. 131/2002 Coll. on Higher Education.
- (2) Detailed regulation of the decision-making process in matters related to the academic rights and obligations of students is regulated by the internal regulations of the University and the internal regulations of the faculty in accordance with the defined scope of their competence.
- (3) The student must be informed in a demonstrable way of the decision concerning his/her rights and obligations. The decision shall be noted in the student file maintained by the Faculty.

Art. 27 Participation of the students in the activities and management of the University

- (1) The University enables students to actively participate in the activities and management of the University and its units, especially in terms of quality assurance of higher education, organisation of studies and decision-making in matters of students' academic rights and freedoms.
- (2) The achievement of the objective referred to in the previous paragraph is made possible in particular by:
 - a) through student representatives in AS of P. J. Šafárik University and AS of the Faculty and their election by students,
 - b) through representatives in the disciplinary committees of the University and the Faculty in accordance with the provisions of Statute of P. J. Šafárik University and this Statute,
 - c) the election of a student representative on the Board of Trustees,
 - d) by electing a student representative on the University Student Board,
 - e) through the student representatives on BQV,
 - f) through student representatives on study programme boards,
 - g) through student representatives in student organisations at the Faculty.

Art. 28 Academic Information System

- (1) The information necessary for the management of the Faculty and the organisation of studies is processed mainly through the University's comprehensive electronic information system called P. J. Šafárik University's Academic Information System (hereinafter also referred to as "AIS").
- (2) Administrative tasks related to enrolment in individual courses, examination dates, registration for examinations, registration of course assessments, publication of course information sheets, syllabuses, sample study plans and publication of the timetable are preferably carried out via AIS.
- (3) Data security in AIS is ensured in accordance with the latest knowledge, taking into account the technical capabilities of the Faculty. The protection of personal data is implemented in accordance with the legislation in force in the territory of the Slovak Republic.

- (4) Individual users are obliged to respect the rules for access to AIS and to ensure that their actions do not allow the misuse of information processed in AIS by third parties.
- (5) Unauthorized access to AIS and unauthorized manipulation of information in AIS is prohibited and will be sanctioned in accordance with the Disciplinary Regulations of the University and generally binding legislation.
- (6) The method of backup, archiving of data processed by AIS and verification of the consistency of electronic archives is regulated by "AIS filing and archiving regulations". In the event of a discrepancy between the electronic and the written version of the data, the authorised written version shall prevail.

Art. 29 Graduates of the Faculty

- (1) The University awards the following academic degrees to graduates of undergraduate studies at the Faculty:
 - a) in bachelor studies, the academic degree "Bachelor" with the abbreviation "Bc.",
 - b) in the Master's degree programme, the academic degree "Master" with the abbreviation "Mgr.",
 - c) after the rigorous examination, the academic degree "Doctor of Natural Sciences" with the abbreviation "RNDr." and "Doctor of Education" with the abbreviation "PaedDr.",
 - d) in doctoral studies, the academic title "doktor" ("philosophiae doctor") with the abbreviation "PhD".
- (2) Graduates of the Faculty are awarded diplomas and graduation certificates in a ceremonial manner.

Art. 30 Further education

- (1) The Faculty organizes further education and qualification improvement of citizens. Within its framework it is possible to graduate at the Faculty, in particular:
 - a) extension studies,
 - b) additional pedagogical studies,
 - c) rigorous studies,
 - d) certification and professional development of teaching and professional staff in primary and secondary schools.
- (2) The Faculty organizes accredited educational programs and courses for the public.
- (3) Details on the implementation of extension studies and additional pedagogical studies are regulated by the internal regulations of the University on the implementation of qualification education at P. J. Šafárik University in Košice.

FIFTH PART

FACULTY STAFF

Art. 31 Basic provisions

Labour relations of the University employees working at the Faculty are governed by the Labour Code and Act No. 552/2003 Coll. on the performance of public work as amended, unless the Act No. 131/2002 Coll. on Higher Education or special regulations provide otherwise. The competence of the Faculty in labour relations with employees organisationally assigned to the Faculty is regulated by the Statute of P. J. Šafárik University.

Art. 32 Senior Faculty staff

- (1) The senior staff of the Faculty are:
 - a) Bursar of the Faculty,
 - b) Directors of the institutes,
 - c) Heads of specialized units.
- (2) The positions of senior faculty employees are filled by selection procedure in accordance with the Principles of selection procedure for filling the positions of university teachers, researchers, professors and associate professors and senior staff, issued by the rector of P. J. Šafárik University.

Art. 33 Director of the Institute

- (1) The Director of the Institute is appointed by the dean on the basis of the result of the selection procedure.
- (2) The Director of the Institute must be on the Faculty for the established weekly working hours. The term of office of the director of the Institute shall be a maximum of four years.
- (3) The director of the Institute proposes to the dean for appointment his/her representatives after their approval by the Institute's Board, as a rule for the following areas: pedagogical activities, scientific research activities and external relations. The deputies shall represent the director to the extent determined by him/her.
- (4) The director of the Institute represents the Institute and the Institute's Board in relation to the Faculty and is a member of the Dean's College.
- (5) The director of the Institute is obliged to act and decide in his/her competence in the interest of the Institute as a whole. If the director fails to fulfil his/her duties or seriously damages the interest of the Institute, the dean may dismiss him/her.
- (6) The position of the director, his/her rights and competences are defined in the Faculty's organisational regulations.

Art. 34 Head of a specialized unit

- (1) The head of the specialized unit is appointed by the dean in a manner that is regulated in the Faculty's organizational regulations.

- (2) The head of the specialized unit must work at the Faculty for the established weekly working hours. The term of office of the head of the specialized unit shall be a maximum of four years.
- (3) The head of the specialized unit represents the specialized unit in relation to the Faculty and is a member of the Dean's College.
- (4) Heads of specialized units are responsible for:
 - a) the performance of its core functions in relation to the Faculty and the development of the department in accordance with its mission,
 - b) compliance with generally binding regulations, valid internal regulations of the University and internal regulations of the Faculty,
 - c) compliance with the rules of management and efficient and economical use of financial resources and entrusted property, labour relations at a given workplace of the Faculty to the extent established in accordance with the organizational regulations of the Faculty by the dean.
- (5) The head of a specialized unit is obliged to act and make decisions in his/her area of responsibility in the interests of the specialized unit as a whole. If the head of a specialized unit fails to fulfil his/her duties or seriously harms the interest of the specialized unit, the dean may dismiss him/her.
- (6) The position of the head of the specialized unit, his/her rights and competences are defined in the Faculty's organizational regulations.

Art. 35 University teachers

- (1) University teachers are employees of the University who hold the following positions: professor, visiting professor, associate professor, assistant professor and lecturer. Researchers and other experts from universities, research institutes and practice may participate in the educational activities of the University.
- (2) University teachers actively participate in research and development activities aimed at acquiring new knowledge and development products.
- (3) University teachers have an employment relationship with the University. In the case of university teachers assigned to a Faculty, the dean of the Faculty has the right to conclude, amend and terminate employment relationships on behalf of the University.
- (4) A university teacher of the University may carry out educational activities at several faculties of P. J. Šafárik University. In such a case, legal acts in labour law matters are performed by the dean of the Faculty at which he/she has the greatest scope of educational activity.
- (5) The tasks of the Faculty are also performed by research, professional, technical-economic, administrative and operational staff.
- (6) The procedure for the appointment of professors and associate professors is regulated by the Act No. 131/2002 Coll. on Higher Education and a special regulation issued by the University.
- (7) A graduate of a university who has the prerequisites for scientific activity in the required field may be recruited to the position of a faculty researcher.
- (8) The posts of the university teachers are filled by a selection procedure in accordance with the Principles of selection procedure for filling the posts of university teachers,

researchers, professors and associate professors and senior staff, issued by the rector of P. J. Šafárik University.

- (9) University teachers and researchers are regularly evaluated in terms of the results of their scientific and pedagogical activities.
- (10) Professors, associate professors and lecturers from other universities, including those from abroad, may work at the Faculty on fixed-term contracts.

Art. 36 Research staff

- (1) Researchers work at the Faculty in the following positions: senior researcher, independent researcher, scientific researcher, researcher, professional-technical worker. Positions are filled on the basis of a selection procedure.
- (2) The criteria for filling the posts of research staff are approved by the Faculty Scientific Board.
- (3) Researcher posts are filled by selection procedure in accordance with the Principles of selection procedure for filling University teachers' Posts, researchers' posts, professors' and associate professors' positions and senior staff positions, issued by the Rector of P. J. Šafárik University.

Art. 37 Rights and obligations of university teachers and researchers

- (1) University teachers and researchers have the right to:
 - a) freely teach and interpret the conclusions of scientific research,
 - b) to carry out and publish the results of their scientific work independently of outside interests,
 - c) be evaluated primarily on the basis of academic criteria in teaching and research activities,
 - d) to obtain adequate time to conduct scientific research and access to scientific resources at the faculty,
 - e) travel and interact with the international scientific community,
 - f) freely determine the content of his/her lecture and teaching method.
- (2) University teachers, researchers, scientific-technical and professional staff with a university degree have the right to:
 - a) freely express opinions on the activities of the Faculty and on the activities of academic and other faculty officials,
 - b) Participate in the self-governance of the Faculty.
- (3) University teachers, researchers, scientific, technical and professional staff with higher education qualifications must not be discriminated against or penalised for expressing their views.
- (4) The exercise of academic rights and academic freedoms under the preceding paragraphs of this article shall be in accordance with the principles of democracy, humanity and the legal order of the Slovak Republic.
- (5) University teachers, researchers, scientific-technical and professional staff with a university degree are obliged to:
 - a) to teach effectively and efficiently in accordance with the latest scientific knowledge,

- b) to carry out scientific research and publish their results,
- c) respect the scholarly work of their academic colleagues,
- d) perform the duties required of him/her by the dean and the senior staff and which are consistent with the duties of the department,
- e) to comply with the Statute of P. J. Šafárik University, this Statute and other internal regulations of the University and the Faculty and to fulfil the tasks arising from them.

Art. 38 Evaluation of teachers and researchers

- (1) The scientific-pedagogical work of university teachers, researchers, scientific-technical employees and professional employees with higher education may be evaluated by the dean of the Faculty in cooperation with the director of the institute according to criteria approved by the Scientific board of the Faculty.
- (2) The areas being evaluated are:
 - a) pedagogical work,
 - b) scientific work,
 - c) other activities in the interest of the Institute, the Faculty and the University.
- (3) Part of the evaluation of pedagogical work is also the evaluation by students according to the criteria approved by AS of P. J. Šafárik University or AS of the Faculty.
- (4) A teacher working at the Faculty may be released by the dean of the Faculty for an appropriate period of time from the performance of pedagogical tasks and be allowed to devote himself only to scientific work in accordance with § 77 par. 9 of the Act No. 131/2002 Coll. on Higher Education by the dean of the Faculty with the consent of the head of the department.
- (5) Staff working at the Faculty may take a part in a work or study stay abroad. Issues relating to salary and social security during the stay shall be regulated by a separate regulation issued by the University in accordance with generally binding legislation.

SIXTH PART OTHER FACULTY ACTIVITIES

Art. 39 Scientific research and teaching activities

- (1) Scientific research and teaching activities create the basic components of the Faculty's activities and belong to the basic duties of the university teachers. For research staff, scientific activity is of primary importance. Employees with a secondary education who are involved in the activities of the teams from the Institute's Academic Departments (hereinafter referred to as 'ADI') also contribute to scientific activities in an appropriate way.
- (2) Scientific activity at the Faculty is carried out in the disciplines specified by the long-term plan of the Faculty.

Art. 40 International relations

- (1) The aim of the Faculty's international relations is the gradual introduction and deepening of the European dimension in the scientific and educational activities of the Faculty.
- (2) Foreign relations of members of academic community can be implemented mainly in the following forms:
 - a) preparing for or participating in international scientific and educational programmes and projects,
 - b) participation in scientific events,
 - c) in the framework of bilateral cooperation agreements,
 - d) by invitation.
- (3) Students' international relations are mainly carried out within the framework of European educational programmes and regional cooperation programmes.

Art. 41 Editorial activities

- (1) The editorial activity of the Faculty is managed by a committee appointed by the dean of the Faculty under the direction of the vice-dean in charge. The Commission prepares the editorial plan, monitors and controls its implementation.
- (2) The editorial plan is approved by the Faculty Board.

PART SEVEN FINANCIAL MANAGEMENT OF THE FACULTY

Art. 42 Faculty budget

- (1) The financial sources of the Faculty are:
 - a) state subsidy from the University budget,
 - b) other sources defined by the Act No. 131/2002 Coll. on Higher Education and the Statute of P. J. Šafárik University and this Statute (tuition fees, fees related to studies, income from further education, income from domestic and foreign grants, business activities of the Faculty, income from donations, etc.)
- (2) The Faculty manages according to the approved budget. The budget period is the same as the calendar year.
- (3) The dean submits the budget proposal of the Faculty to AS of the Faculty for approval. The submitted proposal must be in accordance with the "Rules for the Formation of the Budget of the Faculty of Science, P. J. Šafárik University" approved for the budget period by AS of the Faculty on the proposal of the dean.
- (4) Until the approval of the budget for the respective calendar year by AS of the Faculty, the Faculty manages according to the budget provision in the amount equal to 90% of the subsidy approved for the previous year.

Art. 43 Business activity

- (1) Business activity at the Faculty is carried out in accordance with the valid and effective legal regulations and the internal regulations of the University governing the rules of conducting business activity at the University and is oriented towards the use of the scientific, pedagogical and material-technical potential of the Faculty. The funds obtained through entrepreneurial activity are distributed according to the principles of the internal regulations of the University issued by the rector and within the Faculty on the basis of the principles approved by AS of the Faculty.
- (2) Business activities must not compromise the quality, scope and availability of activities fulfilling the mission of the Faculty.

PART EIGHT COMMON, INTERIM AND CONCLUDING PROVISIONS

Art. 44 Revocation provision

On the date of entry into force of this Statute, the Statute of the Faculty of Science of P. J. Šafárik University in Košice from the 29th January 2015 as amended and supplemented, is repealed.

Art. 45 Validity and effectiveness

- (1) This Statute was approved at the meeting of AS of the Faculty on 21.06.2023 and at the meeting of AS of P. J. Šafárik University on 22.06.2023.
- (2) This Statute shall enter into force on the date of its approval by AS of P. J. Šafárik University.

This is the English language translation of the original Slovak language version of the Statute of the Faculty of Science, P. J. Šafárik University in Košice and is not an authorized translation. In the event of inconsistency or discrepancy between the Slovak language version and the English translation of this Statute, the original Slovak language version prevails.

**Juraj
Ševc** Digitally signed by
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