



NEW EMPLOYEE HANDBOOK

PAVOL JOZEF ŠAFÁRIK UNIVERSITY IN KOŠICE



HR EXCELLENCE IN RESEARCH

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WELCOME TO UPJŠ

Welcome to Pavol Jozef Šafárik University in Košice (UPJŠ), one of the most prominent and oldest universities in Slovakia. We are delighted that you have become a member of our university community and look forward to working with you.

UPJŠ is a place where tradition, expertise and innovative thinking come together. Our ambition is to provide high-quality education, conduct excellent research, and create an open, inspiring and respectful environment for all members of the university community. We can achieve this goal only thanks to the people who make up our university, including academic, research, professional and administrative staff.

This handbook is designed to help you navigate your first days at the university. It contains essential information about how UPJŠ operates, the services available to you, working conditions, opportunities for learning and professional development, as well as contacts for offices and departments that may assist you.

We wish you a successful start, many professional achievements, inspiring encounters, and satisfaction in pursuing your professional goals at Pavol Jozef Šafárik University in Košice.

MISSION

The mission of Pavol Jozef Šafárik University in Košice is to contribute to the advancement of education, knowledge, science and culture in line with the needs of society, to develop knowledge, skills, transferable competences, wisdom, creativity and human well-being, and thereby contribute to the development of a knowledge-based society. In fulfilling this mission, the University draws on the historical traditions of Universitas Cassoviensis, its role in advancing human knowledge, education and culture, and its commitment to serving the truth and fostering the ideals of humanity.



VISION

The vision of Pavol Jozef Šafárik University in Košice is to provide modern and innovative education, support excellent research, and contribute to societal development through education, science and cooperation with both the public and private sectors. Our primary goal is to establish ourselves as a modern, internationally recognised institution delivering high-quality education and conducting research at a respected international level. The University is aware of its social responsibility extending beyond regional and national boundaries. It is being developed as a cosmopolitan university with the ambition to become one of the leading universities in Slovakia and to rank among the top quartile of universities in Central Europe.

RECTOR'S OFFICE

The Rector's Office is the University's administrative, management, and financial department with executive functions. It prepares materials for discussions and decision-making by the University's academic bodies and senior staff, and ensures their implementation.

UNIVERSITY UNITS

RESEARCH AND EDUCATIONAL UNITS

Institute of Physical Education and Sports

Botanical Garden

Technology and Innovation Park (TIP)

INFORMATION UNITS

University Library

Centre of Information and Communication Technologies (CiaKT)

University Counselling Center (UNIPOC)

SPECIAL-PURPOSE FACILITIES

Student dormitories and canteens (ŠDaJ)

Lifelong Learning Center and Project Support (CCVaCP)

Kindergarten

Training and Education Centre in Danišovce

FACULTIES

FACULTY OF MEDICINE

FACULTY OF SCIENCE

FACULTY OF LAW

FACULTY OF PUBLIC ADMINISTRATION

FACULTY OF ARTS



UNIVERSITY LEADERSHIP

The University is headed by the Rector, who serves as its statutory representative and is responsible for the University as a whole, including its faculties, institutes and other units. The Rector is elected every four years by the Board of Trustees and the Academic Senate. The Vice-Rectors are members of the University leadership. They are appointed by the Rector and participate in the decision-making processes and governance of the University. UPJŠ currently has eight Vice-Rectors. The leadership team also includes the Questor, who is responsible for the University's financial, economic and property management. The governing and advisory bodies of the University include University Senior Management, Rector's Council, Extended Rector's Council, Academic Senate, Scientific Board, Board of Trustees, Ethics Committee, and Board for Internal Quality Verification. Each faculty has its own management structure consisting of the Dean and Vice-Deans, as well as its own Academic Senate. The faculty Academic Senate elects the Dean for a four-year term. The Dean subsequently appoints Vice-Deans responsible for specific areas of faculty activities.

■ <https://www.upjs.sk/en/university/about-the-university/university-officers-and-governing-bodies/rector-and-vice-rectors/>

■ <https://www.upjs.sk/lekarska-fakulta/en/about-faculty/faculty-leadership/faculty-board/>

■ <https://www.upjs.sk/prirodovedecka-fakulta/en/faculty/faculty-board/>

■ <https://www.upjs.sk/pravnicka-fakulta/en/about-faculty/vedenie-fakulty/>

■ <https://www.upjs.sk/fakulta-verejnej-spravy/en/faculty-bodies/faculty-senior-management/>

■ <https://www.upjs.sk/filozoficka-fakulta/en/faculty-board/>

STRATEGIC DOCUMENTS

The strategic direction of Pavol Jozef Šafárik University in Košice is defined through a set of strategic documents that establish its long-term goals, priorities and guiding principles, while supporting the continuous enhancement of educational quality, research development, internationalisation, staff support and modern university governance. The key strategic document is the Long-Term Strategy of UPJŠ, which sets out the University's vision and strategic objectives for a multi-year period. It is complemented by other important documents and strategic frameworks, including the Statute of UPJŠ, the Code of Ethics, the Internationalisation Strategy, the HRS4R Implementation Strategy, and the Interactive Application of Performance Contract Indicators for Public Higher Education Institutions.



QUALITY ASSURANCE SYSTEM

UPJŠ develops the quality of education, research, and support services through its internal quality assurance system, in accordance with both national and European standards.

More info →

HRS4R

UPJŠ holds the HR Excellence in Research award, granted by the European Commission to institutions that apply the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The HRS4R Implementation Strategy at UPJŠ helps the University create a transparent, open, and attractive working environment for researchers and academic staff.

More info →

AURORA ALLIANCE

UPJŠ is a member of the Aurora European University Alliance, a network of European universities united by a commitment to enhancing the quality of education, research, and the societal impact of universities. The Aurora Alliance also promotes the values of inclusion, sustainability, internationalisation, and the active engagement of universities in societal development. More information about the Alliance, as well as opportunities it offers—from training and workshops to short-term mobility programmes, project partnerships, and international networking events—are available at the University website.

More info →



EURAXESS

The Euraxess Wellcome Office, established as part of the EURAXESS network, provides support to international researchers, university teachers, staff members, and their family members as they relocate and integrate into academic and social life at the university and in Košice. Its activities include assistance with matters related to residence in Slovakia, administrative procedures, health insurance, accommodation, everyday life, and navigating the university environment. The Office also assists UPJŠ departments with the recruitment and integration of international staff.

More info →



FIRST STEPS



Please remember that any changes to your personal data must be reported to the HR Department within 3 working days.

What should you arrange during your first days?

Upon starting employment, several basic steps need to be completed:

- Signing the employment contract and related documents. The documents required before starting work include, at a minimum: a valid ID card/passport, documents confirming the highest level of education attained (diplomas, academic degrees), an employment record from the previous employer, bank account details (IBAN), and the name of your health insurance provider;
- Initial medical examination (for certain positions);
- Contacting the Payroll Office (to arrange matters related to the tax bonus, tax allowance, and other relevant issues);
- Completing mandatory occupational health and safety (OHS) and fire safety trainings;
- Arranging and collecting your employee ID card;
- Activating university access accounts;
- Collecting work equipment and devices (computer, laptop, mobile phone, or other equipment depending on the job position);
- Familiarising yourself with UPJŠ facilities and services;
- Familiarising yourself with the UPJŠ attendance system;
- Familiarising yourself with the UPJŠ Work Regulations and Collective Agreement.



PRACTICAL INFORMATION

EMPLOYEE PORTAL

It provides UPJŠ staff with access to information on relevant legislation, trade unions, and employee benefits, as well as practical information useful for their day-to-day work.

More info →

ACADEMIC INFORMATION SYSTEM (AIS2)

AiS2 is one of the university's main information systems. It is primarily used to manage academic administration, including courses, students, examinations, theses, and other processes related to education. If you are involved in teaching or working with academic administration, AiS2 will become an integral part of your daily work. Once the relevant permissions have been assigned, you will have access to the functions corresponding to your position.

More info →

UNIVERSITY EMAIL

The university e-mail is the university's official communication channel. It is used to communicate with students and colleagues, receive important university announcements, manage your calendar, and schedule meetings. We recommend checking your university mailbox regularly, as all university-wide information is distributed through this channel.

More info →

PAYSLIP

A payslip provides an overview of the salary paid, individual components of remuneration, deductions, and other related information for the relevant period. We recommend checking its contents regularly and contacting the relevant HR Department if you have any questions or concerns.

More info →

WORKING HOURS, ATTENDANCE, ABSENCE, LEAVE

Working hours and the amount of annual leave are governed by the UPJŠ Collective Agreement. Employees are also required to comply with the rules concerning working hours, attendance records, and reporting absences from work.

More info →

INTRANET

The Intranet is UPJŠ's internal information portal, providing employees with access to documents, policies, forms, announcements, and other information needed for their day-to-day work. It also includes a repository containing the university's internal regulations and policies. The Intranet is the main source of internal information, and we recommend checking it regularly.

More info →



PRACTICAL INFORMATION

FORMS OF ADDRESS

The academic environment is based on mutual respect and professional communication. In both oral and written communication, the use of academic, professional, or functional titles is recommended. Employees should generally be addressed by their highest relevant academic title or position.

When communicating with students and external partners, we maintain a professional, courteous, and respectful tone. When communicating with international partners, it is appropriate to observe international academic conventions and practices.

INTERCULTURAL UNIVERSITY ENVIRONMENT

UPJŠ operates in an increasingly diverse international environment, making it important to develop a sensitive and professional approach to communication across cultures.

The handbook **Teaching Across Cultures** provides practical recommendations for effective intercultural communication and supports the creation of an inclusive academic environment where international students and staff feel welcome and respected.

Download the handbook →



PRACTICAL INFORMATION

IT SUPPORT

If you need assistance with information systems, e-mail, login credentials, technical equipment, or other IT services, please use the university Helpdesk. When reporting an issue, it is advisable to provide as much information as possible (a description of the problem, any error message, and, if applicable, a screenshot) so that the request can be resolved as quickly as possible.

More info →

VIRTUAL PRIVATE NETWORK (VPN)

OpenVPN is a private network that enables users to securely connect to the UPJŠ network through an encrypted tunnel. This provides mobile and home users with the same network access conditions as users connected directly to the UPJŠ network. Please note that connections to OpenVPN are blocked from within the UPJŠ network.

More info →

WI-FI AND EDUROAM

All university employees have access to the eduroam (EDUcation ROAMing) Wi-Fi network at university premises. The service is free of charge; however, access must be configured before using the network by following the simple instructions provided.

More info →

EMPLOYEE ID CARD/ITIC

UPJŠ employees are required to have a Personal Identification Card (PIK), which serves as an employee ID card and is also used, for example, to access university premises, record attendance, and at canteens. The card can be obtained through the HR Department and AIO office.

More info →



INFRASTRUCTURE

University infrastructure includes teaching and research facilities, administrative offices, libraries, student dormitories, canteens, and other services that support the university's day-to-day operations.



UPJŠ IN KOŠICE

UPJŠ buildings and facilities are located mainly in the city centre and on the university campuses of the individual faculties. Below, you will find a map showing the main buildings, faculties, Rector's Office, library, student dormitories, and other important facilities. It will help you find your way around during your first days at the university and make it easier to move between different workplaces.

CAMPUS MAP



VIRTUAL TOUR



ROOMS AND BUILDINGS IDENTIFICATION

Each course in the schedule in AiS2 includes an abbreviation identifying the building and room. For example, AA2S6 for the Faculty of Arts means: A – Aristotle, 2 – second floor, S6 – room designation.

KINDERGARTEN

The UPJŠ Kindergarten provides pre-primary education for the children of university employees and students, helping them better balance work, studies, and family life.

More info →



INFRASTRUCTURE

CANTEENS

UPJŠ has several canteens across Košice. Employees can take advantage of subsidised meals in accordance with applicable internal regulations and labour legislation.

More info →

STUDENT DORMITORIES

The UPJŠ student dormitories provide accommodation primarily for students, but in justified cases, they may also offer short-term accommodation to visiting professors, researchers, or international guests of the university.

More info →

UNIVERSITY LIBRARY

The UPJŠ University Library provides access to extensive collections of academic literature, scientific databases, electronic information resources, and bibliometric services. It also offers individual study rooms and other services supporting education, teaching, and research.

More info →

INSTITUTE OF PHYSICAL EDUCATION AND SPORT

The Institute of Physical Education and Sport (ÚTVŠ) of UPJŠ is a university department responsible for providing physical education and sports activities for students of all faculties of Pavol Jozef Šafárik University. ÚTVŠ also offers sports activities to employees at discounted rates and organizes hiking trips.

More info →

UNIVERSITY COUNSELLING CENTER – UNIPOC

UNIPOC provides UPJŠ students and employees with professional counselling, personal development support, and assistance with academic, work-related, psychological, and career-related matters.

More info →

BOTANICAL GARDEN

The UPJŠ Botanical Garden is a university scientific and educational facility and an important cultural and educational centre in eastern Slovakia, with national and international significance.

More info →

CHORUS UNIVERSITATIS ŠAFARIKIANAE - CHUŠ

The university choir with a rich tradition and an important role in the university's cultural life.

More info →

A photograph of a classical marble statue of Lady Justice, seated and holding a scale of justice in her left hand and a sword in her right. She is wearing a crown and a long, flowing robe. The statue is set against a light-colored wall with architectural details.

SUPPORT, EQUALITY, AND SAFE WORKING ENVIRONMENT

UPJŠ fosters a working environment based on professionalism, mutual respect, transparency, and accountability. Every employee contributes through their work to the good reputation of the university and has the right to dignified, safe, and fair working conditions.

OMBUDSMAN

The Ombudsman provides independent and confidential support to employees in addressing problems, conflicts, or situations that may negatively affect the working or study environment. You can contact the Ombudsman particularly in cases of inappropriate behaviour, discrimination, harassment, workplace conflicts, or when you need to discuss sensitive situations. Confidentiality, impartiality, and fairness are guaranteed in the performance of the Ombudsman's duties.

More info →

GENDER EQUALITY

UPJŠ promotes equal opportunities and an inclusive environment free from discrimination. The university has adopted a Gender Equality Plan focusing on fair working conditions, equal access to professional development, work-life balance, and the prevention of gender-based violence and harassment.

More info →

GDPR AND PERSONAL DATA PROTECTION

In the course of your work, you may come into contact with the personal data of students, colleagues, partners, or research participants. You are therefore required to handle personal data responsibly and in accordance with the requirements of the GDPR and the university's internal regulations.

More info →

CYBERSECURITY

When using university systems, employees must follow cybersecurity principles, use strong passwords, protect their login credentials, and remain vigilant about fraudulent e-mails and other security threats. A responsible approach to cybersecurity helps protect not only individuals but the entire university community.

More info →

TRADE UNION

The trade union represents and protects employees' labour, pay, and social interests when negotiating the Collective Agreement with the university management. Trade union membership provides employees with various benefits, advice, and additional social and financial support.

More info →

VIOLATION OF EMPLOYEE RIGHTS

Employees have the right to file a complaint with their employer in cases involving a breach of the principle of equal treatment; failure to exercise rights and fulfil obligations in accordance with good morals; unjustified or unlawful interference with an employee's privacy; an unlawful prohibition on maintaining confidentiality regarding working conditions; or a prohibition on engaging in other gainful activity. The complaint may also concern a violation of rights and obligations arising from the employment relationship. It must be submitted in writing and may also be sent electronically to the UPJŠ Compliance Officer.

More info →



STAFF DEVELOPMENT AND EMPLOYEE BENEFITS

LANGUAGE COURSES

UPJŠ supports foreign language learning and offers its employees the opportunity to participate in language courses focused primarily on developing communication skills in a foreign language. Information about the available language courses is sent to all employees by e-mail.

TRAINING AND COURSES

Educational activities for employees are primarily provided by the Lifelong Learning Centre and Project Support (CCVaPP). The offer includes professional, management, project, and digital training, as well as courses focused on developing teaching and research competencies.

More info →

UPJŠ supports lifelong learning and the professional development of its employees.

The university creates opportunities to acquire new knowledge, skills, and experience through internal training, language education, international mobility programmes, and other development activities. Supporting employees' professional growth is one of the tools for enhancing the quality of education, research, and services provided by the university.

MOBILITY OPPORTUNITIES

UPJŠ supports international staff mobility, providing opportunities to gain new professional experience, exchange good practices, and establish cooperation with partners at home and abroad. Through programmes such as Erasmus+, employees can participate in teaching and training stays, workshops, conferences, and job-shadowing opportunities at partner institutions.

More info →

EMPLOYEE BENEFITS



UPJŠ provides employees with a range of benefits, which are regularly updated in accordance with applicable legislation and the provisions of the Collective Agreement.

Up-to-date information on eligibility requirements, contribution amounts, and the detailed procedures for applying for individual benefits can be found in the current Collective Agreement and on the Employee Portal, or can be obtained from the HR Department.

Recreation vouchers:

Financial contribution towards recreation in Slovakia for employees who meet the statutory requirements.

Flexible working hours:

In accordance with the Collective Agreement, flexible working hours are in place at UPJŠ.

Childbirth allowance:

A non-refundable allowance provided upon the birth of a child is governed by the Collective Agreement.

Discounted accommodation at the Teaching and Training Facility in Danišovce:

Employees and their family members can use the facility in Danišovce with a contribution from the social fund.

Supplementary pension savings:

The principles governing supplementary pension savings are set out in Annex 2 to the Collective Agreement.

Microsoft Office 365:

Free download and use of the Microsoft Office suite throughout employment at UPJŠ. It also includes 1 TB of cloud storage.

Multisport card:

The opportunity to obtain a MultiSport Card, giving you access to a wide network of sports and leisure facilities.

Contribution for children's sports activities:

Support for regular sports activities for employees' children.

Hiking trips:

The schedule of hiking trips for UPJŠ employees and their family members can be found on the UPJŠ website.

Annual leave:

Basic annual leave entitlement: 5 weeks
After reaching the age of 33: 6 weeks
University teachers and research staff: 9 weeks

Kindergarten:

Access to preschool childcare for children of UPJŠ employees.

University without Borders:

Every year, UPJŠ organizes the University Without Borders, and the children of employees are more than welcome to take part!



SCIENCE AND RESEARCH

The University creates the conditions for conducting high-quality research with a positive societal impact, supports international cooperation and the development of research careers, and upholds the highest ethical and professional standards.

ACADEMIC INTEGRITY AND RESEARCH ETHICS

As an UPJŠ employee, you are expected to uphold high professional and ethical standards in teaching, publishing, grant applications, and collaboration with colleagues and partners. Research must be conducted honestly and transparently, in compliance with applicable legislation and ethical standards. This includes protecting research participants, responsibly managing research outputs, preventing plagiarism, and avoiding potential conflicts of interest.

More info →

OPEN SCIENCE AND OPEN ACCESS

UPJŠ supports open science and the sharing of research results, publications, and data in accordance with the requirements of funding agencies and internal regulations.

More info →

USE OF AI

Artificial intelligence tools are to be used responsibly in research, teaching, and administrative work. AI-generated outputs should always be critically assessed and their accuracy verified, while ensuring the protection of confidential, personal, and research data. Employees currently have access to the Copilot AI assistant as part of Microsoft 365, and the University regularly organizes training courses on its safe and effective use.

More info →

RESEARCH OUTPUT RECORDS

Research publications at UPJŠ are registered through the UPJŠ University Library, which, as part of its services, maintains bibliographic records of publications and citations.

More info →

TECHNOLOGY TRANSFER AND INTELLECTUAL PROPERTY PROTECTION

Intellectual property protection and technology transfer activities at Pavol Jozef Šafárik University in Košice are carried out through the Technology Transfer Centre (TTC), which contributes to the development of the University primarily by supporting the commercialization of selected academic research, facilitating cooperation between UPJŠ and the industrial and commercial sectors, and providing consultations on intellectual property protection.

More info →

PROJECT SUPPORT

UPJŠ employees can participate in a wide range of national and international grant schemes supporting research, educational, and innovation activities. In addition, UPJŠ has its own internal VVGS grant scheme.

Through the Centre for Lifelong Learning and Project Support (CCVaPP), UPJŠ provides support throughout the entire project life cycle – from developing the project proposal and submitting the application to project implementation, financial management, and final reporting. If you are planning to submit a project proposal or join an existing grant team, you are advised to consult your plans with the relevant department and your supervisor at an early stage of the preparation process.

More info →



CONTACTS AND COMMUNICATION

During your time at UPJŠ, you can turn to several university departments that provide employees with support in administrative, technical, academic, and HR matters. Important information about university activities, upcoming events, the academic year schedule, and communication guidelines is available through UPJŠ's official information and communication channels.



SOCIAL MEDIA

Social media provides up-to-date information about events, achievements of employees and students, research results, international activities, and opportunities to get involved in university life. We also recommend following the social media profiles of your faculty or department, which regularly publish information relevant to their employees and students. UPJŠ is particularly active on the following platforms:



CENTRAL TELEPHONE DIRECTORY

In your work, you will regularly collaborate and communicate with colleagues and departments across different parts of the University. For easier navigation and effective communication, a central telephone directory of employees and departments is available.

More info →

ACADEMIC YEAR SCHEDULE AND EVENTS CALENDAR

The Academic Year Schedule and Events Calendar provide an overview of important dates and events to help you navigate university life throughout the year.

More info →

UPJŠ VISUAL IDENTITY AND LOGOS

When creating presentations, documents, or promotional materials, please use the official UPJŠ logos and visual identity elements, which help maintain a consistent and professional image of the University.

More info →

NEWSLETTER, NEWS, WEBSITE

To stay up to date with what is happening at the University, regularly check the UPJŠ website and university newsletter, where you will find the latest information, event invitations, important announcements, and news from university life.

More info →

E-SHOP

The University e-shop offers a wide selection of promotional items and souvenirs featuring the UPJŠ logo, allowing you to represent your University beyond its premises.

More info →

UNIVERSITAS ŠAFARIKIANA

Universitas Šafarikiana is the University's official magazine, published to provide information about events and developments within its academic community. It serves as a means of internal communication while also aiming to bring university life at UPJŠ closer to the general public. The magazine is published quarterly in October, December, March, and June and is distributed free of charge.

More info →





ANNEX 1

NEW EMPLOYEE CHECKLIST

The following checklist will help you make sure that you have taken care of all the necessary administrative, technical, and organizational matters during your first days at UPJŠ.

☐

I have signed all the necessary documents.

☐

I have completed occupational health and safety (OHS) and fire safety training.

☐

I have applied for and collected my employee ID card / ITIC.

☐

I have the University email account and login credentials.

☐

I have access to AiS2 and the University intranet.

☐

I have received my work equipment.

☐

I know who to contact with any HR, technical, or administrative questions.



We wish you a great start at Pavol Jozef Šafárik University in Košice and every success in both your professional and personal life. We hope this manual has helped you find your way around the University and will remain a useful resource throughout your time at the University.

If you have any questions, please do not hesitate to contact your HR department.