



JESSENOVA LEKÁRSKA
FAKULTA V MARTINE
Univerzita Komenského
v Bratislave

Internal Regulations of Jessenius Faculty of Medicine in Martin of Comenius University Bratislava

Internal Regulation No. 12/2023

approved

by the Academic Senate of the Jessenius Faculty of Medicine
in Martin of Comenius University Bratislava
and
Academic Senate of Comenius University Bratislava

**Statute
of Jessenius Faculty of Medicine in Martin
of Comenius University Bratislava**

Year 2023

Table of Contents

PREAMBLE	4
PART ONE INTRODUCTORY PROVISIONS	5
SECTION ONE Introductory provisions	5
Art. 1 Name and registered office of the Jessenius Faculty of Medicine in Martin of Comenius University Bratislava	5
SECTION TWO Faculty mission and activities	5
Art. 2 Mission	5
Art. 3 Activity	6
SECTION THREE Academic freedoms and academic rights	6
Art. 4 Academic freedoms and academic rights	6
Art. 5 Academic ground.....	7
SECTION FOUR Academic insignia and academic ceremonies	7
Art. 6 Academic insignia and visual identity.....	7
Art. 7 Gowns.....	8
Art. 8 Academic ceremonies and academic festivities.....	8
Art. 9 Faculty medals.....	8
PART TWO FACULTY	10
SECTION ONE Legal status of the Faculty and its subdivisions.....	10
Art. 10 Legal status of the Faculty	10
Art. 11 Subdivision of the Faculty	10
Art. 12 Management	10
Art. 13 Election and dismissal of the Dean.....	11
SECTION TWO Scope of authority of the Faculty	11
Art. 14	11
PART THREE ACADEMIC COMMUNITY OF THE FACULTY AND THE COLLECTIVE BODIES OF THE FACULTY	11
SECTION ONE Basic provisions	12
Art. 15 Academic community.....	12
Art. 16 Collective bodies	13
SECTION TWO Academic Senate of the Faculty.....	13
Art. 17	13
Art. 18 Scope of authority.....	16
SECTION THREE Scientific Board of the Faculty.....	17
Art. 19	17
Art. 20 Scope of authority.....	18
SECTION FOUR Faculty Disciplinary Committee for Students	18
Art. 21	18

SECTION FIVE Bodies for the performance of tasks in the field of quality assurance of higher education	19
Art. 22	19
PART FOUR STAFF.....	19
Art. 23 Staff and senior employees.....	19
PART FIVE ACTIVITIES OF THE FACULTY	21
SECTION ONE Higher education and education.....	21
Art. 24 Basic characteristics of the higher education system and continuing education system ..	21
Art. 25 Method of determining the number of applicants admitted.....	23
Art. 26 Framework conditions for admission to study.....	23
Art. 27 Framework conditions for study of foreigners	24
Art. 28 Framework provisions on social support for students	25
Art. 29 Academic rights and obligations of students	26
Art. 30 Tuition fees	27
Art. 31 Fees related to studies.....	28
SECTION TWO Science and research	28
Art. 32	28
SECTION THREE International relations.....	28
Art. 33	29
SECTION FOUR Financial management.....	29
Art. 34 Basic provisions.....	29
Art. 35 Formation of the Faculty budget.....	30
Art. 36 Creation and use of CU and Faculty funds	31
Art. 37 Financial Management and Disposal of CU Property in the Administration of the Faculty	31
Art. 38 Business activities.....	31
Art. 39 Management financial control	32
PART SIX INTERNAL REGULATIONS	32
Art. 40 Internal regulations of the Faculty	32
PART SEVEN QUALITY ASSURANCE OF HIGHER EDUCATION AND LONG-TERM PLAN	33
Art. 41 Internal quality system.....	33
Art. 42 Long-term plan of the Faculty	33
Art. 43 Faculty annual reports and evaluation of Faculty activities.....	34
PART EIGHT TRANSITIONAL AND FINAL PROVISIONS	34
Art. 44 Transitional provisions	34
Art. 45 Final provisions	35

PREAMBLE

We, the members of the Academic Senate of the Jessenius Faculty of Medicine in Martin of Comenius University Bratislava,¹

Based on the traditions of Comenius University Bratislava, the oldest of today's higher education institutions in the Slovak Republic,

Expressing the will of the academic community of the Jessenius Faculty of Medicine in Martin of Comenius University Bratislava,

Aware of the importance of the University and the Faculty for the development of human knowledge, education level, culture and their mission to serve the truth,

In an effort to create a community in which the mutual relations of its members are not determined by power but by spiritual authority and in which academic freedom is respected as a prerequisite for the existence and sustainable development of all scientific, educational and training activities,

Bearing in mind the deepening of the self-governing character of Comenius University Bratislava and its Jessenius Faculty of Medicine in Martin and their independence from power and politics,

Guided by the desire to provide access to education for all who want it,

Committed to the idea of building a European Higher Education Area and global cooperation of universities and faculties as a basis for a common European Research Area and international scientific research, but also as a prerequisite for the development of a knowledge-based society and the education of new generations for understanding and tolerance, and

Imbued with the desire to take pride of place in the family of free universities,

Pursuant to Section 9(1)(a)(3) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act") and pursuant to Art. 22(3)(b), Art. 34(1)(a) and Art. 66(6) and (9) of the Internal Regulation of Comenius University Bratislava No. 5/2023 of the Statute of Comenius University Bratislava (hereinafter referred to as the "Statute of CU"), we have approved, on the proposal of the Dean of the Jessenius Faculty of Medicine in Martin of Comenius University Bratislava, the following

STATUTE OF THE JESSENIUS FACULTY OF MEDICINE IN MARTIN OF COMENIUS UNIVERSITY BRATISLAVA

¹ For the sake of clarity and conciseness of the legal text, the masculine nouns referred to in the following text of the Statute are used in the sense of the generic masculine and include all genders.

**PART ONE
INTRODUCTORY PROVISIONS**

**SECTION ONE
*Introductory provisions***

Art. 1

Name and registered office of the Jessenius Faculty of Medicine in Martin of Comenius University Bratislava

- (1) The Jessenius Faculty of Medicine in Martin of Comenius University Bratislava (hereinafter referred to as "the Faculty") is a self-governing part of the public university of Comenius University Bratislava (hereinafter referred to as "the CU" or "the University"), exercising its competences within the scope set out in Section 22 (1) and (10) of the Higher Education Act and in Art. 19 of the Statute of CU.
- (2) The full name of the Faculty in Slovak is "Univerzita Komenského v Bratislave, Jesseniova lekárska fakulta v Martine", in Latin "Universitas Comeniana Bratislavensis, Facultas medica Jesseniana Martinensis", in English "Comenius University Bratislava, Jessenius Faculty of Medicine in Martin". The wording of the name of the Faculty in some other languages is given in Annex No. 1. to the Statute of CU.²
- (3) The historical basis of the current Faculty in Martin was the establishment of a detached clinical department of the Faculty of Medicine of Comenius University in 1962. On 27 May 1966, a branch of the Faculty of Medicine of Comenius University - the Faculty of Medicine of Comenius University in Martin was established. On 21 July 1969³, an independent Faculty of Medicine of Comenius University with its registered office in Martin was established. On 16 May 1991⁴, the Academic Senate of Comenius University approved the decree on renaming the Faculty to the Jessenius Faculty of Medicine in Martin of Comenius University Bratislava.
- (4) The registered office of the Faculty is Malá Hora 10701/4A, 036 01 Martin, Slovak Republic.

**SECTION TWO
*Faculty mission and activities***

**Art. 2
Mission**

- (1) The Faculty contributes to the fulfilment of the University's mission, to the development and dissemination of education and to the protection of what is known, to the cultivation of free thinking, independent scientific research and creativity, and

² CU Internal Regulation No. 5/2023 Statute of Comenius University Bratislava.

³ Government Decree of the Slovak Socialist Republic No. 79/1969 of the Collection of Laws of the Czechoslovak Socialist Republic dated 21 July 1969.

⁴ Resolution of the AS CU No. 8a/ dated 16 May 1991.

to the all-round promotion of the creative spirit in human society. The full text of the Faculty's mission is given in Annex No. 1 to the Statute of the JFMED CU.

Art. 3 Activity

- (1) The Faculty provides, organises and ensures higher education within the framework of accredited study programmes of all levels in the group of fields of study "medical sciences and health sciences"⁵. In the field of medicine and non-medical study programmes, the Faculty's scientific and educational activities also include therapeutic-preventive care. The Faculty also provides, organises and ensures continuing education of health care professionals⁶. The Faculty also provides continuing education.⁷
- (2) The Faculty also provides library and other information services and, through the CU, carries out publishing and editorial activities, which are primarily related to the scientific and pedagogical activities of its academic community.
- (3) The Faculty cooperates with domestic and foreign higher education institutions, scientific and research institutions and other legal entities and natural persons. Creates conditions for the participation of members of the academic community in this cooperation. The forms and methods of cooperation between the Faculty and legal entities are usually regulated in special contracts.
- (4) The Faculty may carry out, for remuneration, business activities that are related to its educational, research, development, therapeutic-preventive, or other creative activities or activities that serve to make more efficient use of its human resources and assets. The Faculty's business activities must not compromise the quality, scope and availability of activities fulfilling its mission.⁸

SECTION THREE *Academic freedoms and academic rights*

Art. 4 Academic freedoms and academic rights

- (1) The Faculty guarantees academic freedoms and academic rights to the members of the academic community and defends them when they are restricted.

⁵ Decree of the Ministry of Education, Science, Research and Sport of the Slovak Republic No. 244/2019 Coll. on the system of fields of study of the Slovak Republic (Annex No. 2, letter c).

⁶ Government Regulation No. 296/2010 Coll. on professional competence for the exercise of the health profession, the method of continuing education of health care professionals, the system of specialisation fields and the system of certified work activities.

⁷ Section 2 (4) of the Higher Education Act and Act No. 568/2009 Coll. on continuing education, as amended.

⁸ Section 18(1) of the Higher Education Act.

- (2) The scope of academic freedoms and academic rights is regulated by the Higher Education Act.⁹
- (3) The exercise of academic freedoms and academic rights must be consistent with the principles of democracy, humanity and the rule of law.

Art. 5
Academic ground

- (1) Academic ground administered by the Faculty consists of land and buildings used, managed or leased by the Faculty or used by the Faculty to fulfil the Faculty's mission and main tasks. The inviolability of the academic ground is guaranteed by the Higher Education Act.
- (2) On the academic ground, everyone is obligated to conduct himself/herself in a manner that does not endanger life, limb, or property, that does not restrict academic freedoms and academic rights, and that does not disrupt collegial and fair interpersonal relationships.
- (3) The academic ground is apolitical. Individuals, political parties and political movements are not allowed to perform political activities and establish their organisations on the academic ground.
- (4) The academic ground is sacrosanct. Consent for law enforcement entry is granted by the Rector.

SECTION FOUR
Academic insignia and academic ceremonies

Art. 6
Academic insignia and visual identity

- (1) The academic insignia are a symbol of academic freedom, historical traditions, academic self-government of the Faculty and powers of the Dean and Vice-Deans.
- (2) In the spirit of tradition, the Faculty has the right to use its own academic insignia and to hold academic ceremonies in accordance with the internal regulations of Comenius University.
- (3) The academic insignia of the Faculty include (Annex No. 2):
 - a) the emblem of the Faculty,
 - b) rank chain with flat eyelets of the Dean¹⁰,
 - c) the sceptre of the Dean.
- (4) The emblem of the Faculty consists of a circle, in the centre of which is the staff of

⁹ Section 4(1) and (2) of the Higher Education Act.

¹⁰ Chain of Rank.

Aesculapius with a snake coiled around it, with the inscription on the outer circle "UNIVERSITAS COMENIANA BRATISLAVENSIS MCMXIX" and on the inner circle "FACULTAS MEDICA JESSENIANA". .

- (5) The rank chain with flat eyelets of the Dean is insignia worn by the Dean around his/her shoulders during academic ceremonies and academic festivities.
- (6) The sceptre of the Dean is an insignia worn by the Pedal of the Dean in front of the academic officials during academic ceremonies and academic festivities.
- (7) More detailed rules of the use of the academic insignia shall be laid down in a specific internal regulation issued by the Rector.¹¹
- (8) The rules of the use of the Faculty's visual identity and the standards for the visual design of the Faculty's logo shall be laid down in a specific internal regulation issued by the Rector.¹²

Art. 7 Gowns

- (1) The Dean, the Vice-Deans, the President of the Academic Senate of the Faculty, Professors, Associate Professors and, at the decision of the Rector or the Dean, also other members of the academic community and distinguished guests are entitled to use gowns as ceremonial attire at academic ceremonies and academic festivities.
- (2) The manner of use of the gowns shall be laid down in a specific internal regulation issued by the Rector.¹³

Art. 8 Academic ceremonies and academic festivities

The Faculty conducts academic ceremonies in accordance with the traditions of the University and the Faculty. The Faculty holds student matriculation and graduation ceremonies for graduates of undergraduate studies, graduation ceremonies for graduates of the rigorosum procedure, graduation ceremonies for graduates of lifelong learning and continuing education of health care professionals, and a golden graduation ceremony. More detailed rules of academic ceremonies and academic festivities shall be laid down in a specific internal regulation issued by the Rector.¹⁴

Art. 9 Faculty medals

- (1) The Dean may award the Faculty medals to natural persons or, in exceptional cases, to

¹¹ Rector's Directive regulating the use of academic insignia.

¹² Rector's Directive issuing the Design Manual of CU.

¹³ Rector's Directive regulating the use of academic insignia.

¹⁴ Matriculation and Graduation Regulations of Comenius University.

legal entities who have contributed to the development of the Faculty, science, education level and academic rights and freedoms. The documentation concerning the Faculty medals is stored in the Faculty's registration centre.

- (2) The Faculty medals are:
 - a) commemorative medals of the Faculty issued on the Faculty anniversaries,
 - b) Faculty medals (golden, silver, bronze),
 - c) other medals of the Faculty.

- (3) Details on the awarding of the Faculty medals shall be laid down in an internal regulation of the Faculty issued by the Dean.

**PART TWO
FACULTY**

SECTION ONE

Legal status of the Faculty and its subdivisions

Art. 10

Legal status of the Faculty

- (1) The legal and employment status of the Faculty is regulated by Article 15 of the Statute of CU.
- (2) The Faculty does not have a legal personality. The Faculty has a labour law personality – the status of an employer.

Art. 11

Subdivision of the Faculty

- (1) The Faculty is divided into basic scientific-pedagogical workplaces, scientific-research, information, economic-administrative and other workplaces and special-purpose facilities.¹⁵
- (2) The basic scientific-pedagogical workplaces are the institutes, headed by the head, and the teaching bases (clinics and institutes) at the University Hospital Martin (hereinafter referred to as "UHM"), headed by the head. Scientific, information and special-purpose establishments are headed by a head or director.
- (3) The organisational structure of the Faculty is regulated by the Faculty's Organisational Regulations, which also regulate organisational relations within the Faculty, its basic economic and accounting relations, the rights and duties of the Faculty's senior employees and the use of the Faculty's stamps. The Organisational Regulations shall be issued by the Dean of the Faculty after approval by the Academic Senate of the Faculty. The number and structure of posts at the Faculty shall be determined by a decision of the Dean after discussion in the Academic Senate of the Faculty. The number and structure of posts shall be determined within the limits of the Faculty's available financial resources.

Art. 12

Management

- (1) The representative of the Faculty is the Dean, who is the body of the academic self-government of the Faculty. The Dean is a senior employee of Comenius University and is assigned to the faculty he/she manages. The Dean shall be appointed by the Rector on the basis of an election in accordance with Article 13.¹⁶ If the Faculty does not have the Dean, the Rector shall delegate the Dean's functions to a CU employee until a new Dean is elected.

¹⁵ Organisational Regulations of JFMED.

¹⁶ Section 22(2) and (4) of the Higher Education Act.

- (2) The Dean manages and represents the Faculty and acts in its affairs. In matters under Article 14, the Dean acts on behalf of the CU. The Rector may also authorise the Dean to represent the Comenius University in other matters determined by a specific internal regulation¹⁷ or on the basis of an authorisation.
- (3) The Dean is represented mainly by the Vice-Deans and the Secretary to the extent determined by the Dean.
- (4) The Dean is accountable to the Rector and the Academic Senate of the Faculty for his/her activities and for the financial management of the Faculty.
- (5) The Dean's salary shall be determined by the Rector after the written opinion of the Board of Trustees of Comenius University (hereinafter referred to as the "BT CU")¹⁸ and is paid from the budget of the Faculty. The Dean's salary may vary, in particular with regard to the extent to which the performance contract and the statistical indicators of the quality of the Faculty are fulfilled.

Art. 13
Election and dismissal of the Dean

- (1) The election and dismissal of the Dean is regulated by the Statute of CU.¹⁹
- (2) The Dean is elected by the Electoral Assembly established pursuant to Article 17(2) of the Statute of CU. The election is announced and secured by the Academic Senate of the Faculty.
- (3) The election of the Dean shall be carried out by secret ballot. An absolute majority vote of all members of the Electoral Assembly is required for the election of the Dean.
- (4) The details of the election shall be regulated by the internal regulation of the Faculty.²⁰

SECTION TWO
Scope of authority of the Faculty

Art. 14

- (1) The competence of the Faculty is stipulated by the Higher Education Act²¹ and the Statute of CU.²²

PART THREE

¹⁷ Signature Regulations of CU.

¹⁸ Section 10a(1)(h) of the Higher Education Act.

¹⁹ Art. 17 of the Statute of CU.

²⁰ Principles for the election of the Dean.

²¹ Section 22(1) of the Higher Education Act.

²² Art. 19 of the Statute of CU.

ACADEMIC COMMUNITY OF THE FACULTY AND THE COLLECTIVE BODIES OF THE FACULTY

SECTION ONE *Basic provisions*

Art. 15 **Academic community**

- (1) The basis of the academic self-government of the Faculty is the academic community. The academic community of the Faculty consists of university teachers and researchers who are employed by the Faculty on a fixed weekly working time, and students enrolled to a study programme carried out at the Faculty.²³ The Rector, Vice-Rectors and Deans are members of the academic community of the faculty at which at the time of their appointment they had a fixed-week employment contract or of the faculty at which they have a fixed-week employment contract.
- (2) Within its possibilities the Faculty supports the activities of scientific, professional, occupational, student, trade union and other interest-based associations bringing together members of the academic community, whose activities help fulfil the mission of the Faculty.
- (3) Within its possibilities the Faculty looks after the social needs of the members of the academic community and other employees.
- (4) Within its possibilities the Faculty creates conditions for the cultivation of physical culture and sport of the members of the academic community and other employees.
- (5) Members the academic community have the right to:
 - a) nominate candidates for members of the bodies of academic self-government in the prescribed manner, to elect and to be elected as members of the bodies of the academic self-government of the Faculty and the University,
 - b) propose, in accordance with the provisions of this Statute and other internal regulations of the Faculty, a candidate for the Dean,²⁴
 - c) participate in the sessions of the academic senates,
 - d) familiarise themselves with the minutes of the deliberations of the academic senates and scientific boards, including the content of the resolutions,
 - e) address an assembly of members of the academic community,
 - f) address suggestions, comments and complaints to the academic self-government bodies; these bodies are obliged to deal with the complaint without undue delay.
- (6) Any member of the academic community is mainly obliged to:
 - a) comply with generally binding legal regulations and internal regulations of Comenius University and the Faculty and other units,

²³ Section 3 of the Higher Education Act.

²⁴ Principles for the election of the Dean.

- b) actively speak out in defence of academic rights and freedoms, academic self-government and the integrity of the Faculty and the CU,
- c) take care to preserve the reputation of Comenius University, its faculties and other units,
- d) act and perform in accordance with good manners and academic traditions.

Art. 16
Collective bodies

- (1) The following collective bodies shall be established at the Faculty:
 - a) Academic Senate of the Faculty,
 - b) Scientific Board of the Faculty,
 - c) Faculty Disciplinary Committee for Students,
 - d) bodies for the performance of tasks in the field of quality assurance²⁵ - the Accreditation Board of the Faculty, the Study Programme Board, or other bodies in accordance with a specific internal regulation.²⁶
- (2) The Academic Senate of the Faculty and the Faculty Disciplinary Committee for Students are collective self-governing bodies. The Scientific Board of the Faculty is the supreme body of the Faculty's scientific research autonomy.
- (3) Details of the composition and competence of the collective bodies of the Faculty are regulated in this Statute of the Faculty, the Statute of CU, or other internal regulations of Comenius University or internal regulations of the Faculty.²⁷
- (4) Further details on elections, the majority required for the adoption of resolutions, activities and meetings shall be regulated by other internal regulations of the CU or internal regulations of the Faculty.

SECTION TWO
Academic Senate of the Faculty

Art. 17

- (1) The Academic Senate of the Faculty is its self-governing representative body and consists of elected representatives of the academic community of the Faculty. Details of the composition of the Academic Senate of the Faculty and the method of their election shall be laid down in the Statute of the Faculty (paragraph 2 of this Article) and the principles of elections to the Academic Senate of the Faculty. Details of the deliberation course shall be laid down in the Rules of Procedure of the Academic Senate of the Faculty, which shall be approved by the Academic Senate of the Faculty.

²⁵ Section 7(4) of the Higher Education Act.

²⁶ The Internal Quality Assurance System of CU Higher Education (hereinafter referred to as "the Internal Quality System").

²⁷ Part Four of the Statute of CU.

- (2) The Academic Senate of the Faculty is composed of the employees chamber and the student chamber. The number of its members is 30, including 20 members in the employees chamber of the Senate and 10 members in the student chamber of the Senate. The employees chamber and the student chamber of the Academic Senate of the Faculty shall be divided into electoral areas, the division of which is annexed to the internal regulation of the Faculty.²⁸ Members of the individual areas and chambers of the Academic Senate of the Faculty shall be elected in direct secret ballot by the members of the respective area and chamber of the academic community of the Faculty.
- (3) The function of a member of the Academic Senate of the Faculty is incompatible with the function of the Rector, the Vice-Rector, the Dean, the Vice-Dean, the Registrar and the Secretary of the Faculty.
- (4) The term of office of the members of the employees chamber of the Academic Senate of the Faculty shall be four years and the term of office of the members of the student chamber of the Academic Senate of the Faculty shall be two years.
- (5) Meetings of the Academic Senate of the Faculty are public. Meetings of the Academic Senate of the Faculty are summoned by its President. The Dean or, on his/her behalf, the Vice-Dean or the Secretary of the Faculty and the Rector have the right to speak at a meeting in accordance with the Rules of Procedure of the Academic Senate of the Faculty whenever they so request. At the request of the Dean or the Rector, the President of the Academic Senate of the Faculty is obliged to convene a meeting of the Academic Senate of the Faculty without delay, but no later than within 14 days. If the President of the Academic Senate of the Faculty fails to do so, the Dean shall convene a meeting of the Academic Senate of the Faculty.
- (6) Membership in the Academic Senate of the Faculty shall terminate:
 - a) at the end of the term of office of the member,
 - b) upon the appointment of a member to one of the positions referred to in paragraph 3,
 - c) by termination of membership in the employees chamber of the academic community of the Faculty,
 - d) by interruption of the study of a member of the student chamber of the Academic Senate of the Faculty,
 - e) upon the termination of the studies of a member of the student chamber of the Academic Senate of the Faculty, unless he/she has applied for suspension of membership in the Academic Senate of the Faculty in accordance with paragraph 8,
 - f) upon failure to enrol in studies at the faculty at which the member was elected no later than the last day set for the enrolment of admitted applicants for studies in the relevant academic year, if the member is a member with suspended membership,
 - g) on the expiry of six months from the date of suspension of membership; this shall not apply if membership is reinstated within that time-limit,

²⁸ The Principles of Elections to the Academic Senate of the Faculty.

- h) upon resignation as a member,
 - i) by removal of a member from office; the grounds for removal and the procedure for election and removal shall be determined by an internal regulation of the Faculty²⁹,
 - j) upon the death of a member.
- (7) If the membership of a member of the Academic Senate of the Faculty is terminated before the end of the term of office pursuant to paragraph 6(b) to (j), the corresponding area of the relevant chamber of the academic community shall elect a new member of the Academic Senate of the Faculty to fill the vacancy, whose term of office shall last until the end of the term of office of the member whose membership has been terminated prematurely.
- (8) A member of the student chamber of the Academic Senate of the Faculty who is not a student of a third-level (doctoral) study programme may request in writing to be suspended from the Academic Senate of the Faculty before the regular termination of his/her studies. Membership shall be suspended from the date following the date on which the student duly completes his/her studies. Membership shall be renewed on the date on which he/she again becomes a member of the student chamber of the academic community of the faculty concerned, unless it has lapsed for other reasons. For the period of suspended membership, a suspended member shall be considered absent from the deliberations of the Academic Senate of the Faculty.
- (9) In the event that a member of the employees chamber of the Academic Senate of the Faculty changes the area of the employees chamber in which he/she was elected during his/her membership in the Academic Senate of the Faculty, he/she shall be deemed to be a member of the employees chamber of the new area and a by-election shall not be held in the original area.
- (10) In the event that a member of the student chamber of the Academic Senate of the Faculty changes the area of the student chamber in which he/she was elected during his/her membership in the Academic Senate of the Faculty (due to promotion to a higher year), he/she shall be deemed to be a member of the student chamber of the Academic Senate of the Faculty of the new area and a by-election shall not be held in the original area. This shall not apply if a change of the area creates a vacancy in the student chamber of the Academic Senate, in which case the by-election will take place in that area of the student chamber of the Academic Senate that is not currently represented on the Academic Senate of the Faculty.
- (11) The Academic Senate of CU is authorised to exercise the competence of the Academic Senate of the Faculty³⁰ only to the extent of approving changes in the internal regulations of the Faculty so that these changes do not contravene the Higher Education Act, other generally binding legislation or the Statute of CU for the necessary period of time.³¹ If the Academic Senate of the Faculty exercises its powers in a composition that is contrary to the Higher Education Act, the Statute of CU or the

²⁹ The Principles of elections to the Academic Senate of the Faculty.

³⁰ Section 9(1)(j) of the Higher Education Act.

³¹ Section 9(4) of the Higher Education Act.

internal regulations of the Faculty, the AS CU is authorised to take measures to bring the composition of the Academic Senate of the Faculty into compliance with the relevant regulation.³²

- (12) Proposals for the AS CU proceedings under the preceding paragraph shall be submitted to AS CU by the President of AS CU, the Rector or the Dean of the Faculty.

Art. 18 **Scope of authority**

- (1) The Academic Senate of the Faculty:³³
- a) approves, on the proposal of the Dean, the Statute of the Faculty, the Organisational Regulations of the Faculty and other regulations pursuant to Article 66(3) of the Statute of CU,³⁴
 - b) approves, on the proposal of the President of the Academic Senate of the Faculty, the principles of elections to the Academic Senate of the Faculty, the Rules of Procedure of the Academic Senate of the Faculty and the principles of the election of the Dean,³⁵
 - c) approves regulations governing the internal system of the CU in the conditions of the Faculty, especially if required by the internal system of the CU,³⁶
 - d) approve the Dean's proposal for appointment and dismissal of members of the Scientific Board of the Faculty,
 - e) approves the draft budget of the Faculty submitted by the Dean and controls the management of the Faculty's funds,
 - f) 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 Comenius University, submitted by the Dean after discussion in the Scientific Board of the Faculty and its update,
 - g) approves the annual activity report and the annual financial management report of the Faculty submitted by the Dean,
 - h) approves other conditions for admission to studying of study programmes carried out by the Faculty submitted by the Dean,
 - i) elects a Faculty representative to the Council of Higher Education Institutions,
 - j) reports once a year to the academic community of the Faculty on its activities, which shall be published on the higher education institution's website for at least four years,
 - k) expresses its opinion on the Rector's proposals for actions pursuant to Section 41(3)(a) to (d) of the Higher Education Act concerning a transfer of assets or the establishment of a lien, or a pre-emption right to assets serving for the

³² Section 9(6) of the Higher Education Act.

³³ Art. 34 of the Statute of CU and Art. 66(3) of the Statute of CU.

³⁴ Pursuant to Art. 66(3) of the Statute of CU, unless it is decided, on the Dean's proposal, that the Faculty shall be governed by the relevant internal regulations of the CU.

³⁵ Art. 66 (2) of the Statute of CU.

³⁶ Art. 66 (2) of the Statute of CU.

performance of the Faculty's tasks before they are submitted to the Board of Trustees of Comenius University for approval,

- l) performs other tasks determined by the internal regulations of CU or this Statute.
- (2) When negotiating, the Academic Senate of the Faculty is governed by the Rules of Procedure of the Academic Senate of the Faculty. It shall act by secret ballot on the matters referred to in paragraph 1(d) and (i) and by secret ballot on the other matters referred to in paragraph 1, if it decides on a secret ballot in the matter or if the internal regulations of the Faculty so provide.

SECTION THREE ***Scientific Board of the Faculty***

Art. 19

- (1) Members of the Scientific Board of the Faculty are appointed and dismissed by the Dean with the approval of the Academic Senate of the Faculty. The term of office of the members of the Scientific Board of the Faculty is four years.
- (2) Members of the Scientific Board of the Faculty are distinguished experts in the fields in which the Faculty carries out educational, research, development and other creative activities. At least one quarter and no more than one third of the members of the Scientific Board of the Faculty shall be persons who are not members of the academic community of the CU.
- (3) The President of the Scientific Board of the Faculty shall be the Dean.
- (4) Members of the Scientific Board are, by virtue of their position, the Vice-Deans of the Faculty and the Director of the University Hospital Martin (UHM).
- (5) When appointing members of the Scientific Board of the Faculty, the Dean shall take into account the appropriate representation of groups of fields of study and the focus of individual workplaces of the Faculty.
- (6) Membership in the Scientific Board of the Faculty shall terminate:
 - a) at the end of the term of office of the member,
 - b) upon resignation of the member; the function of the member shall terminate on the date of delivery of a written notification of the member of the Scientific Board to the Dean on the resignation of the membership in the Scientific Board of the Faculty,
 - c) upon removal of a member if the member has been restricted in his/her legal capacity by a final court decision or if he/she has been unable to perform his/her function for more than 3 months; the function of a member shall terminate on the day following the day on which the Academic Senate of the Faculty has approved the Dean's proposal for the removal of a member of the Scientific Board of the Faculty,
 - d) upon the termination of the performance of the function with which it is associated,
 - e) upon the death of a member.

Art. 20
Scope of authority

- (1) The Scientific Board of the Faculty:
 - a) discusses the Long-Term Plan of the Faculty, developed in accordance with the Long-Term Plan of the CU,
 - b) evaluates, at least once a year, the level of the Faculty in educational activities and in the field of science, technology or art,
 - c) approves other experts who have the right to sit for state examinations for the study programmes carried out at the Faculty;³⁷ approves supervisors for doctoral studies,³⁸
 - d) discusses and submits to the Scientific Board of CU proposals for the appointment of professors in the case of the appointment of a professor in the field of habilitation and inauguration proceedings, for which the CU has indicated in its application for accreditation of habilitation proceedings and accreditation of inauguration proceedings the field of study in which the Faculty carries out its study programmes,³⁹
 - e) discusses and submits to the Scientific Board of CU the general criteria for filling the posts of professors and associate professors at the Faculty in the case of filling the posts of professors and associate professors at the Faculty,⁴⁰
 - f) discusses and submits to the Scientific Board of CU the specific condition of the selection procedure for filling the posts of professors at the Faculty in the case of filling the posts of professors at the Faculty,⁴¹
 - g) discuss proposals for the award of the title "Associate Professor" and decide on their outcome,⁴²
 - h) approves the Rules of Procedure of the Scientific Board of the Faculty based on the proposal of the President of the Scientific Board of the Faculty,
 - i) performs other tasks determined by the internal regulations of CU or this Statute.
- (2) The Scientific Board of the Faculty discusses issues submitted to it by the President of the Scientific Board of the Faculty.
- (3) In its deliberations, the Scientific Board of the Faculty is governed by the Rules of Procedure of the Scientific Board of the Faculty.

SECTION FOUR
Faculty Disciplinary Committee for Students

Art. 21

- (1) The Faculty Disciplinary Committee for Students discusses disciplinary offences of

³⁷ Section 63(3) of the Higher Education Act.

³⁸ Section 54(4) of the Higher Education Act.

³⁹ Section 12 (1) (f) of the Higher Education Act.

⁴⁰ Section 12 (1) (g) of the Higher Education Act.

⁴¹ Section 12(1)(h) of the Higher Education Act.

⁴² Section 10a(1)(e) of the Higher Education Act.

students enrolled to a study programme carried out at the Faculty and submits a proposal to the Dean for decision.

- (2) Members of the Faculty Disciplinary Committee for Students and its chairperson shall be appointed by the Dean from among the members of the Faculty's academic community after approval by the Academic Senate of the Faculty; half of the members of this Committee shall be students.
- (3) Details of the composition and competence of the Faculty Disciplinary Committee for Students shall be governed by the Faculty Disciplinary Regulations for Students approved by the Academic Senate of the Faculty, if issued; otherwise they shall be governed by the CU Disciplinary Regulations for Students.
- (4) The activities of the Faculty Disciplinary Committee for Students shall be governed by the Rules of Procedure of the Faculty Disciplinary Committee for Students, if issued; otherwise, they shall be governed by the Rules of Procedure of the CU Disciplinary Committee for Students.

SECTION FIVE

Bodies for the performance of tasks in the field of quality assurance of higher education

Art. 22

The establishment of bodies for the performance of tasks in the field of quality assurance of higher education, their composition and competence shall be regulated by a specific internal regulation.⁴³

PART FOUR STAFF

Art. 23

Staff and senior employees

- (1) Employment relations of employees and senior employees are governed by the Higher Education Act, the Act on the Performance of Public Work, the Labour Code and other relevant generally binding legislation.⁴⁴
- (2) The formation, content and termination of employment relationships at the Faculty are regulated in more detail by the Working Regulations of CU and other internal regulations.⁴⁵

⁴³ Internal quality system.

⁴⁴ E.g. Act No. 553/2003 Coll. on Remuneration of Certain Employees in the Performance of Public Work and on Amendments and Additions to Certain Acts, as amended.

⁴⁵ E.g. the Principles of the Selection Procedure for Filling the Job Positions of University Teachers and Researchers, Posts of Professors and Associate Professors and Functions of Senior Employees of CU.

- (3) Senior employees are employees listed in Section 14 of the Higher Education Act and employees in accordance with Section 9(3) of the Labour Code, i.e. employees who are authorised at individual levels of the employer's management to determine and assign work tasks to the employer's subordinate employees, to organise, direct and control their work, and to give them binding instructions to that end.
- (4) The senior employees of the Faculty are mainly the Vice-Deans, the Secretary, heads of scientific and pedagogical departments (institutes), heads of teaching bases at the University Hospital Martin (clinics, institutes), directors of research departments (e.g. Martin Centre for Biomedicine, heads or directors of information departments and special-purpose facilities of the Faculty (e.g. Director of the Academic Library and Audiovisual Centre, Head of the Institute of Information Technology, Director of the University Dormitory and Canteen, Director of the Central Menagerie) and heads of other administrative organisational units of the Faculty.
- (5) The senior employees of the Faculty are fully accountable to the Dean for their activities and the fulfilment of the tasks of the Faculty department they manage.
- (6) The Secretary of the Faculty ensures the economic and administrative operation of the Faculty. He/she reports directly to the Dean.
- (7) In ensuring the tasks of the Faculty, the Secretary cooperates with the Vice-Deans and other senior employees of the Faculty.
- (8) The Secretary is authorised to convene meetings of the administrative staff of the Faculty units and to issue instructions and methodological guidelines within the scope of his/her competence, which do not have the character of internal regulations.
- (9) The Vice-Dean manages the relevant section in the area of competence determined by the Dean. The Dean may decide that the Vice-Dean manages more than one section.
- (10) The Vice-Deans are appointed and dismissed by the Dean.⁴⁶ The term of office of the Vice-Deans is four years.
- (11) The Vice-Deans are authorised to convene senior employees of the Faculty with the corresponding area of competence and to assign tasks to them.
- (12) The Vice-Deans are authorised to issue instructions and methodological guidelines within the scope of their competence, which do not have the character of internal regulations.
- (13) Positions of senior employees for whom this is stipulated by the Higher Education Act or the Working Regulations of CU shall be filled by a selection procedure.
- (14) The job positions of university teachers and the posts of professors and associate

⁴⁶ Art. 16 (3) of the Statute of CU.

professors shall be filled by a selection procedure;⁴⁷ with the exception of the job positions of university teachers recruited for one year on a part-time basis or on the basis of agreements on work performed outside the employment relationship.⁴⁸

- (15) The details of the selection procedure for the positions of senior employees and the filling of job positions of university teachers and posts of professors and associate professors shall be regulated by a specific internal regulation.⁴⁹

**PART FIVE
ACTIVITIES OF THE FACULTY**

**SECTION ONE
*Higher education and education***

Art. 24

Basic characteristics of the higher education system and continuing education system

- (1) Studies at the Faculty are governed by the provisions of the Higher Education Act,⁵⁰ the Statute of CU, this the Statute, the Study Regulations of CU, the Study Regulations of the Faculty and the Study Regulations for Continuing Education of Health Care Professionals at the Faculty.
- (2) The Faculty provides university education in accredited study programmes in all three levels of study. The study programme can be carried out in a field of study, in a combination of two fields of study or as interdisciplinary studies.
- (3) The time and content sequence of subjects and the forms of assessment of study results, including consideration of the possibility of the participation in academic mobility, are determined by the study plan.⁵¹
- (4) The first-level study programmes at the Faculty are carried out as bachelor's degree programmes, second-level study programmes at the Faculty are conducted as master's degree programmes. The first two levels of higher education may be merged into a single unit under the conditions set out in the Higher Education Act (doctoral degree programmes).⁵²

⁴⁷ Section 77(1) of the Higher Education Act.

⁴⁸ Section 77(13) of the Higher Education Act.

⁴⁹ Principles of the Selection Procedure for Filling the Job Positions of University Teachers and Researchers, Posts of Professors and Associate Professors and Functions of Senior Employees of Comenius University.

⁵⁰ Part 6 of the Higher Education Act.

⁵¹ Section 51 of the Higher Education Act.

⁵² Section 53(3) of the Higher Education Act.

- (5) The third-level study programmes at the Faculty are conducted as doctoral degree programmes.⁵³
- (6) The study programmes carried out at the Faculty are professionally, organisationally, personnel and materially provided by the Faculty.⁵⁴
- (7) Bodies for the performance of tasks in the field of quality assurance of higher education have the right to decide on the creation of new accredited study programmes and their implementation at the Faculty.
- (8) Higher education at the Faculty is carried out in the doctoral study programme exclusively in the full-time form and in the bachelor's, master's and doctoral study programmes in the full-time and part-time form of study. Both forms of study can be carried out by the face-to-face method, by the distance method or by a combined method.⁵⁵
- (9) The organisation of all levels and forms of higher education at Comenius University is based on the credit system.⁵⁶
- (10) The academic year shall begin on 1 September of the current year and end on 31 August of the following year. Study in one academic year is divided into two semesters, namely the winter semester and the summer semester.
- (11) The Faculty also provides continuing education, including continuing education for health care professionals in accordance with the act on continuing education⁵⁷.
- (12) Continuing education is aimed at supporting the development of human resources and their activities in the civic and economic spheres and at meeting the objectives of the development of a knowledge-based society.
- (13) Continuing education and its activities are aimed at different target groups and are mainly oriented towards:
 - a) supplementing, deepening and innovating professional knowledge and skills expanding the professional profile, supplementing qualifications or providing retraining of trainees,
 - b) special-interest education (university of the third age),
 - c) teaching foreign languages,
 - d) Slovak language teaching for foreigners.

⁵³ Sections 52 to 54 of the Higher Education Act.

⁵⁴ Section 2(7) of the Higher Education Act.

⁵⁵ Section 60 of the Higher Education Act.

⁵⁶ Section 62 of the Higher Education Act.

⁵⁷ Act No. 568/2009 Coll. on continuing education, as amended, and the Slovak Government Regulation No. 296/2010 on professional competence for the exercise of the health profession, the method of continuing education of health care professionals, the system of specialisation fields and the system of certified work activities.

- (14) The participants in continuing education are not students within the meaning of the Higher Education Act.⁵⁸
- (15) The Faculty also provides, organises and ensures continuing education of health care professionals in accordance with the Slovak Government Regulation on the method of continuing education of health care professionals.⁵⁹
- (16) Continuing education for health professionals is the upgrading or deepening of professional competence. It includes, in particular, specialisation studies for the performance of specialised work activities, certification training for the performance of certified work activities and continuous education.

Art. 25

Method of determining the number of applicants admitted

The CU determines the number of applicants to be admitted to studying in a given study programme on the basis of a proposal of the Dean of the Faculty approved by the Academic Senate of the Faculty. It is based on the limit set by the Ministry of Education, Science, Research and Sport of the Slovak Republic (hereinafter also referred to as "the Ministry")⁶⁰ and takes into account the long-term plan of Comenius University, the development programmes of the Faculty and its personnel, spatial and material capacities.

Art. 26

Framework conditions for admission to study

- (1) Everyone has the right to study at the Faculty their chosen study programme if they meet the basic conditions for admission to studies pursuant to Section 56 of the Higher Education Act, other conditions determined by the Higher Education Act, the Comenius University or the Faculty pursuant to Section 57 of the Higher Education Act, the conditions determined in the agreement pursuant to Section 54a(2) of the Higher Education Act, and the conditions pursuant to Section 58a(4) of the Higher Education Act.⁶¹
- (2) The Faculty may accept applicants only for the study of accredited study programmes that are listed in its Register of Study Programmes, unless a special regulation provides otherwise.⁶²

⁵⁸ Art. 63 (5) of the Statute of CU.

⁵⁹ Slovak Government Regulation No. 296/2010 on professional competence for the exercise of the health profession, the manner of continuing education of health professionals, the system of specialisation fields and the system of certified work activities.

⁶⁰ Section 102 (2) (f) of the Higher Education Act.

⁶¹ Section 55(1) of the Higher Education Act.

⁶² Section 55(6) of the Higher Education Act and Section 27(2)(a) of Act No. 269/2018 Coll. on Quality Assurance of Higher Education and on Amendments and Additions to Act No. 343/2015 Coll. on Public Procurement and on

- (3) Other admission conditions that may be taken into account and the aim of which is to ensure that applicants who demonstrate the highest level of aptitude for study are admitted include for example:
 - a) knowledge, abilities, talents, sports performance,
 - b) achievements at national or international secondary-school competitions (e.g. Olympiads),
 - c) secondary-school study results,
 - d) special conditions determined by the CU or the Faculty.
- (4) The conditions referred to in paragraph 3(a) and (d), where applicable, shall normally be verified by an entrance examination. The entrance examination is usually written.
- (5) More detailed regulation of the admission procedure is contained in the Higher Education Act⁶³ and a CU specific internal regulation.⁶⁴

Art. 27

Framework conditions for study of foreigners

- (1) Third-country nationals who are not nationals of any EU Member State or of a state which is a state party to the Agreement on the European Economic Area or of the Swiss Confederation (hereinafter referred to as "the Member States") or do not have permanent address in a Member State (hereinafter referred to as "foreigners"), shall study at the Faculty mainly:
 - a) under the same conditions as the students who are nationals of the Slovak Republic in accordance with the Higher Education Act, and the Faculty may ask them to pay tuition fees under the conditions laid down in the Higher Education Act,
 - b) based on international treaties and agreements to which the Slovak Republic is bound,
 - c) based on agreements on cooperation and agreements concluded mainly within international student mobility programmes,
 - d) based on an agreement on involvement in continuing education.
- (2) Upon enrolling to studies, it is verified whether a foreigner has a residence permit in the territory of the Slovak Republic and whether he/she meets other conditions according to generally binding legal regulations governing the residence of foreigners in the territory of the Slovak Republic.
- (3) The Dean may, with the approval of the Academic Senate of the Faculty, regulate other conditions for admission to studies of foreigners, as well as the conditions for transfer from a foreign higher education institution differently from the conditions set for other applicants.

Amendments and Additions to Certain Acts, as amended by Act No. 345/2021 Coll.

⁶³ Section 58 of the Higher Education Act.

⁶⁴ The rules of the admission procedure at Comenius University.

- (4) The number of foreigners studying at the Faculty may not exceed the number of students from among the citizens of the Slovak Republic.
- (5) Citizens of other countries study at the Faculty under the same conditions as students from the Slovak Republic, unless the study programme is in English.
- (6) More detailed conditions for the study of foreigners may be regulated by a CU internal regulation or an internal regulation of the Faculty.
- (7) Students studying in English are obliged to pay tuition fees and fees for studies according to the internal regulation of Comenius University, determining the amount of tuition fees and fees for studies for the relevant academic year, unless an international treaty or other cooperation agreement stipulates otherwise. Students studying in English are obliged to pay the full year's tuition fees and other fees according to Article 30.
- (8) All foreigners, including students studying in English, are obliged to know the basics of the Slovak language and are obliged to use the Slovak language in contact with patients.

Art. 28

Framework provisions on social support for students

- (1) Social support for students is regulated by the Higher Education Act.⁶⁵
- (2) Social support to students is provided directly and indirectly.
- (3) Scholarships are a direct form of social support. The conditions and principles of granting scholarships are regulated by the Higher Education Act⁶⁶, the CU Scholarship Regulations and the Faculty Scholarship Regulations, if issued.
- (4) The Dean of the faculty providing the relevant study programme in which a student is enrolled shall decide on the eligibility for a social scholarship. If the student fails to meet the conditions for the award of a social scholarship, the CU will not award the social scholarship. The Faculty is also responsible for the correctness of the use of funds from the subsidies earmarked for this purpose.
- (5) Indirect forms of social support mainly include:
 - a) boarding and accommodation of students, if possible, with the provision of a contribution to the costs associated with boarding and accommodation, which the

⁶⁵ Sections 94 to 101 of the Higher Education Act.

⁶⁶ Section 94 et seq. of the Higher Education Act.

CU and the Faculty provide in accordance with the Higher Education Act⁶⁷, a specific internal regulation⁶⁸ and in accordance with the Contract on the Provision of Subsidy from the State Budget through the budget of the Ministry of Education, Science, Research and Sport of the Slovak Republic,

- b) financial and organisational support for sporting activities, cultural activities and other student interest activities provided by the CU and the Faculty in accordance with the Higher Education Act⁶⁹ and in accordance with a specific internal regulation.⁷⁰ Sports activities and cultural activities of students are financially supported according to the financial possibilities of the Faculty.
- (6) Contributions to students' boarding and accommodation, and contributions to sports and cultural activities are covered by the state budget as part of the subsidy for students' social support.⁷¹ The subsidy is distributed according to the rules laid down by the Comenius University in the Methodology for the Distribution of State Budget Subsidies to Faculties and Other Units of Comenius University in accordance with the rules laid down by the Ministry. The subsidy is revenue for the unit of the CU that provides these services.
- (7) Support for students and applicants for studies with specific needs is provided at the Faculty in accordance with the Higher Education Act and a specific internal regulation of CU.⁷²

Art. 29

Academic rights and obligations of students

- (1) The Faculty has the right to decide on matters relating to the academic rights and obligations of students enrolled at the Faculty.
- (2) The rights laid down in the Higher Education Act and this Statute are guaranteed equally to all applicants and students in accordance with the principle of equal treatment in education laid down in a special act.⁷³
- (3) Students' rights are laid down in the Higher Education Act.⁷⁴ Furthermore, the student has the right to:
 - a) take an active part in the activities and management of the higher education institution and its units, in particular with regard to the quality assurance of higher education, the organisation of studies and decision-making in matters concerning

⁶⁷ Section 94(3) and Section 98 of the Higher Education Act.

⁶⁸ E.g. Rector's Directive of Comenius University regulating the accommodation process at Comenius University.

⁶⁹ Section 94(3) and Section 99 of the Higher Education Act.

⁷⁰ E.g. Rules of financial support for student societies - grant scheme.

⁷¹ Section 89 (2) and (7), Section 98 (4) and Section 99 of the Higher Education Act.

⁷² Section 100 of the Higher Education Act and an internal regulation to ensure a generally accessible academic environment for students with specific needs.

⁷³ 101 Act No. 365/2004 Coll. on Equal Treatment in Certain Areas and on Protection against Discrimination and on Amendments and Additions to Certain Acts (Anti-Discrimination Act), as amended.

⁷⁴ Section 70 of the Higher Education Act.

- the academic rights and obligations of students,⁷⁵
- b) express and publish their views freely,⁷⁶
 - c) elect the bodies of the academic community and be elected to them,⁷⁷
 - d) lodge a complaint with the Dean of the Faculty and to have such a complaint to be dealt with; the receipt, registration, investigation, handling of complaints and the implementation of remedial measures shall be governed by a special regulation,⁷⁸
 - e) review of the Dean's decision on expulsion from studies for failure to meet the requirements and obligations arising from the study programme and the Study Regulations of Comenius University or the Faculty,
 - f) review of the Dean's decision to expel a student for a disciplinary offence.
- (4) Students' obligations are set out in the Higher Education Act.⁷⁹ The student shall also be obliged to:
- a) observe generally binding legal regulations, internal regulations of Comenius University, faculties and other units of Comenius University, generally known and respected moral principles of conduct based on human rights and good manners,
 - b) not to damage the reputation of Comenius University and the Faculty by his/her behaviour,
 - c) communicate with dignity at all levels of academic life,
 - d) participate in meetings of the CU bodies of which he/she is a member,
 - e) use the email address assigned to him/her by the CU (the University email account) when communicating officially with the CU staff,
 - f) appear in person at the written summons of the Rector, the Dean or a member of staff authorised by them to discuss matters concerning the course or termination of his/her studies or relating to his/her rights and obligations,

Art. 30 Tuition fees

- (1) Tuition fees are regulated by the Higher Education Act and the internal regulations of Comenius University.⁸⁰ The student is obliged to pay the annual tuition fees if he/she becomes liable to pay the annual tuition fees under the Higher Education Act. The annual tuition fees cover the academic year.
- (2) The amount of the annual tuition fees is determined by a CU internal regulation⁸¹ issued by the Rector in accordance with the statutory method of calculating the annual tuition fees and the set maximum amount of tuition fees.⁸² In the case of study

⁷⁵ Section 2(13) of the Higher Education Act.

⁷⁶ Section 4(1)(d) of the Higher Education Act.

⁷⁷ Section 4(1)(e) of the Higher Education Act. 106 Act No. 9/2010 Coll. on Complaints, as amended.

⁷⁸ Act No. 9/2010 Coll. on Complaints, as amended.

⁷⁹ Section 71 of the Higher Education Act.

⁸⁰ Section 92 of the Higher Education Act, Art. 51 of the Statute of CU and the Rector's Directive determining the amount of tuition fees and fees associated with studies at the CU.

⁸¹ Rector's Directive determining the amount of tuition fees and fees associated with studies at Comenius University.

⁸² 110 Section 92(1) to (8), (11) of the Higher Education Act.

programmes provided by the Faculty of Comenius University, the Rector sets the annual tuition fees for these study programmes on the proposal of the Dean of the Faculty.

- (3) Tuition fees are a revenue of the CU. At least 20% of the tuition fees for concurrent studies and tuition fees for exceeding the standard length of studies shall be the income of the Faculty's scholarship fund.⁸³
- (4) The annual tuition fees shall be paid by the student by wire transfer to the Faculty's account and shall be payable on the date specified in the tuition fees decision. The Dean may also determine the due date of the annual tuition fees in other ways by an internal regulation of the Faculty, or divide the payment of the annual tuition fees into usually two instalments, if this is more advantageous for the students.

Art. 31 **Fees related to studies**

- (1) The acts for which the Faculty may charge fees associated with studies are laid down in the Higher Education Act and the Statute of CU.⁸⁴
- (2) The amount of fees associated with studies and other details concerning fees associated with studies shall be laid down in a specific internal regulation of the CU⁸⁵ and the Faculty.

SECTION TWO **Science and research**

Art. 32

- (1) The freedom of scientific inquiry, research, development and other creative activities is guaranteed at the Faculty.
- (2) At least once a year, the Scientific Board of the Faculty evaluates the level of the Faculty in the field of science, technology or art.⁸⁶
- (3) The Faculty is obliged to inform the Rector's Office about the success level of its projects in obtaining funds for research from grant agencies and other national and international sources, as well as about the implemented results.⁸⁷

SECTION THREE **International relations**

⁸³ Section 92(19) and (20) of the Higher Education Act.

⁸⁴ Section 92 (12) to (15) of the Higher Education Act and Art. 52 of the Statute of CU.

⁸⁵ Rector's Directive determining the amount of tuition fees and fees associated with studies at Comenius University.

⁸⁶ Section 12(1)(b) of the Higher Education Act.

⁸⁷ Art. 53 (8) of the Statute of CU.

Art. 33

- (1) The Faculty develops its international relations in cooperation with foreign legal entities and natural persons (hereinafter also referred to as "the foreign partner"), in the areas in which the Faculty operates, provided that the concluded cooperation agreement implies obligations and commitments only for the Faculty, which the Faculty shall cover exclusively from its own monetary resources.
- (2) The cooperation of Comenius University with the foreign partner mainly relates to education, research, development, therapeutic-preventive activities or other creative and professional activities serving for more efficient use of human resources and property.
- (3) To establish the rules of cooperation with the foreign partner, the Faculty concludes a written contract. The contract sets out the terms and conditions for the cooperation, in particular in economic, financial, professional, organisational, personnel and other matters, and defines the duration of the contract concluded.
- (4) The relevant section of the Dean's Office of the Faculty, under the responsibility of the Vice-Dean, provides organisational support for the fulfilment of tasks arising from the Faculty's cooperation agreements with the foreign partners.
- (5) In the case of the conclusion of a cooperation agreement with the Faculty, the obligations under such an agreement shall be fulfilled through the economic, financial, personnel, organisational, administrative, spatial and other resources of the faculty concerned, unless otherwise agreed in advance with the Rector's written consent.
- (6) If the cooperation agreement with the foreign partner also includes agreements on the stay of the Faculty students or employees at the workplace of the foreign partner or vice versa (hereinafter also referred to as "mobility"), the Faculty shall act in accordance with the Higher Education Act.⁸⁸ Details shall be laid down in an internal regulation issued by the Rector.

SECTION FOUR ***Financial management***

Art. 34 **Basic provisions**

- (1) The self-governing competence of the Faculty includes the management of funds

⁸⁸ Section 58a of the Higher Education Act.

allocated to the Faculty and of funds otherwise acquired by the Faculty for the fulfilment of its tasks; the Faculty shall also have a say in the management of property used for the fulfilment of its tasks.

- (2) The Faculty also independently manages and disposes of earmarked funds of the European Union and state budget funds earmarked for the financing of joint programmes of the Slovak Republic and the EU on the basis of the conditions specified in the relevant contract.
- (3) The Faculty manages according to the Higher Education Act, in accordance with generally binding legal regulations, internal regulations of the CU and the Faculty, in accordance with the contract on the provision of subsidies and according to the internal regulations of financial management, including the rules of the implementation of the Faculty's business activities and methodological guidance by the University.
- (4) The Dean is responsible to the Rector for the financial management of the funds.
- (5) The Faculty manages the public funds provided in such a way that the funds are spent economically, efficiently, effectively and transparently.

Art. 35 Formation of the Faculty budget

- (1) The Faculty manages the allocated funds independently according to the established budget of income and expenses.
- (2) As a rule, the Faculty's budget is drawn up for the calendar year as a balanced budget.
- (3) The budget of the Faculty, the methodology and the distribution of the subsidy from the state budget and own revenues are approved by the Academic Senate of the Faculty on the basis of the Dean's proposal.
- (4) The basic source of funding for the main activities of the Faculty is subsidies from the state budget. Other revenues of the Faculty mainly include: tuition fees, fees associated with studies, revenues from continuing education, revenues from property, revenues from intellectual property, revenues from own financial funds, revenues from donations, other revenues from main activities, revenues from business activities, subsidies from the budgets of municipalities and higher territorial units.⁸⁹
- (5) Details on the creation and use of the Faculty budget and the creation of other sources of funding for the Faculty are laid down in the internal regulations of Comenius University and the Faculty, in particular the rules of financial management and the basic rules of business activity.

⁸⁹ Section 16(3) and (4) of the Higher Education Act.

Art. 36
Creation and use of CU and Faculty funds

- (1) The Faculty creates funds in accordance with the Higher Education Act and the Statute of CU.
- (2) Details on the creation of funds shall be regulated by an internal regulation issued by the Rector or the Dean.

Art. 37
Financial Management and Disposal of CU Property in the Administration of the Faculty

- (1) The Faculty uses the property of the CU in the administration of the Faculty in accordance with the Higher Education Act, generally binding legal regulations, internal regulations of the CU and the Faculty, in particular for the fulfilment of tasks in educational, research, development and other creative activities. The Faculty is entitled to use the property of the CU under the administration of the Faculty also for business activities, as well as for the provision of services for its students and employees.
- (2) Details on the disposal of the property of Comenius University in the administration of the Faculty shall be regulated by a specific internal regulation.

Art. 38
Business activities

- (1) The Faculty may carry out business activities according to the rules set out in the Statute of CU.⁹⁰ As a part of its business activities, the Faculty performs activities for remuneration related to its educational, research, development, therapeutic and preventive, or other creative activities or activities serving the better use of human resources and property.
- (2) The conduct of business activities contributes to the enhancement of the quality of the Faculty and must not jeopardize the scope and availability of activities fulfilling the Faculty's mission.
- (3) Funds obtained by subsidy from the state budget or from other sources intended to finance the main tasks for which the Faculty was established may not be used to cover the costs of business activities.
- (4) The costs of the business activity must be covered by the income from it.
- (5) The senior employees of the relevant departments are fully responsible for the

⁹⁰ Art. 58 of the Statute of CU.

implementation of business activities at the Faculty's workplaces. The Dean is responsible for the implementation of business activities at the Faculty. The Dean and the Secretary of the Faculty have the right to continuously control the business activities at the Faculty's workplaces.

Art. 39
Management financial control

- (1) The basic form of financial management control is proper and demonstrable bookkeeping, annual financial statements and continuous control of the factual and formal correctness of individual operations by the responsible employees.
- (2) At the Faculty's level, the Dean entrusts selected professional staff with the control of the Faculty's financial management.

PART SIX
INTERNAL REGULATIONS

Art. 40
Internal regulations of the Faculty

- (1) The internal regulations of the Faculty regulate the affairs of the Faculty that fall within its self-governing competence and its relationship to the Comenius University, unless they are regulated by law. The internal regulations of the Faculty are regulated by the Statute of CU.⁹¹
- (2) The Dean may issue directives and orders within his/her competence in relation to the staff and students of the Faculty, Article 65(2) of the Statute of CU being applied *mutatis mutandis*.
- (3) Internal regulations issued by the Dean shall enter into force on the date of their issue.
- (4) Internal regulations approved by collective bodies shall enter into force on the date of their approval by the competent authority.
- (5) The internal regulations shall become effective on the date specified in the final provisions of the regulation, but not earlier than the date of their entry into force.
- (6) The Faculty is obliged to publish on its website the current and complete version of the internal regulation it has issued and to register and archive its paper version.
- (7) The internal regulations of the Faculty must be in accordance with generally binding legal regulations and with the internal regulations of Comenius University.
- (8) If an internal regulation of the Faculty is in conflict with generally binding legal regulations and if an internal regulation of the Faculty is in conflict with the internal

⁹¹ Section 66 of the Statute of CU.

regulations of the CU, the person responsible for its issuance is obliged to eliminate the conflict as soon as possible.

- (9) In the event of a conflict of internal regulations pursuant to paragraph 8, the general principles of law shall apply, in particular the higher-ranking regulation shall prevail.

PART SEVEN QUALITY ASSURANCE OF HIGHER EDUCATION AND LONG-TERM PLAN

Art. 41 Internal quality system

- (1) The Faculty ensures the quality of higher education provided by implementing the CU's internal quality system and the Faculty's internal quality system and its continuous development. The internal quality system at the Faculty must be in line with the internal system at CU.
- (2) The internal quality system regulates the way of fulfilling the mission in the field of higher education through:
 - a) the strategy for ensuring the quality of higher education and the quality of research, development or other creative activity (hereinafter referred to as "creative activity"),
 - b) processes for ensuring the quality of higher education and the quality of creative activity,
 - c) links between creative activity and higher education in the relevant field of study.
- (3) The internal quality system, or its documents adapted to the conditions of the Faculty, is approved by the Academic Senate of the Faculty after discussion in the Scientific Board of the Faculty.

Art. 42 Long-term plan of the Faculty

- (1) The long-term plan of the Faculty is a Faculty development concept and strategy. The preparation of the long-term plan of the Faculty is based on the intentions of the CU as a whole.
- (2) The long-term plan at the Faculty is prepared by the factually competent departments of the Faculty. The Faculty participates in the preparation of the CU's long-term plan, first developing a draft of its long-term plan. After the approval of the long-term plan of the CU, the Faculty will develop its long-term plan, which is based on the long-term plan of the CU.

Art. 43
Faculty annual reports and evaluation of Faculty activities

- (1) The annual activity report of the Faculty and the annual financial management report of the Faculty are prepared according to the documents of the Faculty's factually competent departments. The annual activity report also includes an assessment of the Faculty as a whole.
- (2) The conclusions of the annual reports are mainly used in management activities and for the purpose of updating the Faculty's long-term plan.
- (3) The Faculty publishes its annual reports on its website for at least 10 years.
- (4) The evaluation of the Faculty's activities is part of the quality assurance system at CU and the Faculty.
- (5) The results of the evaluation of the Faculty's activities are mainly used in management activities and for the purpose of updating the Faculty's long-term plan.
- (6) The results of the evaluation of the Faculty's activities shall be published in the usual way as part of the annual activity report of the Faculty and the annual activity report of the CU.

PART EIGHT
TRANSITIONAL AND FINAL PROVISIONS

Art. 44
Transitional provisions

- (1) The existing Academic Senate of the Faculty, the Scientific Board of the Faculty and the Faculty Disciplinary Committee for Students shall be abolished as at the date of appointment, election or other establishment of the relevant body of the Faculty (with the same name) established in accordance with the provisions of the Statute of CU and this Statute of the Faculty.⁹² Pending the establishment of these bodies established under the Statute of CU and this Statute, their respective competences shall be exercised by the existing Academic Senate of the Faculty, the Scientific Boards of the Faculty and the Disciplinary Committee of the Faculty for Students.
- (2) Elections of members to the relevant bodies of the Faculty pursuant to paragraph 1 shall be announced by the existing bodies of the Faculty (with the same name) immediately after taking effect of this Statute, but at the latest so that the appointment and election of the members of the bodies of the Faculty take place by 31 August 2023.⁹³

⁹² Section 113am (7) of the Higher Education Act.

⁹³ Section 113am (8) of the Higher Education Act.

- (3) The provisions of Article 17 (2), (7) to (10) shall apply for the first time in the term of office of the members of the AS CU elected under this Statute.

Art. 45
Final provisions

- (1) The Statute of the Jessenius Faculty of Medicine in Martin of Comenius University Bratislava approved by the Academic Senate of the Faculty on 25 September 2008 and modifications and additions on 1 December 2008, 23 March 2009 and 22 May 2009 and by the Academic Senate of the CU on 17 June 2009, as amended, shall be hereby repealed.
- (2) This Statute was approved by the Academic Senate of the Faculty on 24 April 2023.
- (3) This Statute was approved by the Academic Senate of the CU on 26 April 2023.
- (4) This Statute shall enter into force and become effective on the date of its approval by the Academic Senate of the CU.
- (5) The following Annexes shall form part of this Statute:
Annex No. 1 Mission Statement of the Jessenius Faculty of Medicine in Martin of Comenius University Bratislava
Annex No. 2 Representation of the Faculty emblem, the medal on the Dean's rank chain with flat eyelets and the sceptre of the Dean

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

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

Prof. MUDr. Mirko Zibolen, CSc.
President of the AS JFMED CU

Prof. MUDr. Andrea Čalkovská, DrSc.
Dean of JFMED CU