	<b>COMENIUS UNIVERSITY BRATISLAVA</b> <b>JESSENIUS FACULTY OF MEDICINE IN MARTIN</b>	Int. doc. no.: VP 20/2023 Copy No.: 1 Retention period: 10 years
	Organisational Regulations of Jessenius Faculty of Medicine in Martin of Comenius University Bratislava	


## INTERNAL REGULATION No. 20/2023

### Organisational Regulations of Jessenius Faculty of Medicine in Martin of Comenius University Bratislava

<b>Elaborated by:</b> MSc. Ľubica Červeňová	<b>Date</b> 15/05/2023	<b>Signature:</b>
<b>Negotiated by:</b> Management of JFMED CU Academic Senate of JFMED CU	<b>Date</b> 29/05/2023 12/06/2023	<b>Signature:</b>
<b>Approved by:</b> prof. MUDr. Andrea Čalkovská, DrSc. Dean of JFMED CU	<b>Date</b> 12/06/2023	<b>Signature:</b>
<b>Number of copies: 1</b> Copy No. 1 – Dean's Office	<b>Valid from:</b> 12/06/2023	<b>Effective from:</b> 01/07/2023


#### Updates, amendments and additions to the internal regulation:

<b>Change No. 1:</b> Date: Signature:	<b>Change No. 2:</b> Date: Signature:	<b>Change No. 3:</b> Date: Signature:
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Jessenius Faculty of Medicine in Martin of Comenius University Bratislava ("JFMED CU"), after approval by the Academic Senate of Jessenius Faculty of Medicine in Martin of Comenius University Bratislava on 12 June 2023 in accordance with Article 34 (1)(a) of the Statute of Comenius University Bratislava (the "Statute of Comenius University Bratislava") hereby issues the following Organisational Regulations of Jessenius Faculty of Medicine in Martin, Comenius University Bratislava.

### **Article 1 Subject of regulation**

1. The Organisational Regulations regulate in particular the organisational structure of JFMED CU, internal organisational and management relations, the mission and scope of authority of JFMED CU units (e.g. special-purpose, information, and research workplaces), the system of internal regulations of JFMED CU and economic and accounting links within JFMED CU.
2. The Organisational Regulations are binding on all members of the academic community of JFMED CU and employees of the Dean's Office, other employees of JFMED CU, including those who perform work under agreements on work performed outside employment.

### **Article 2 Name, registered office and address**

1. Name: Comenius University Bratislava  
Jessenius Faculty of Medicine in Martin  
The following can be used as a short name: "JFMED CU".
2. Registered office: Slovak Republic, 036 01 Martin  
Malá Hora 10701/4A
3. Identification number: 00397865
4. Tax identification number: 2020845332
5. VAT registration number: SK2020845332
6. In historical documents, diplomas and other documents, as well as in contacts with foreign countries, the following names of JFMED CU are used:  
in Latin: Universitas Comeniana Bratislavensis  
Facultas medica Jesseniana  
in English: Comenius University Bratislava  
Jessenius Faculty of Medicine in Martin  
in German: Comenius-Universität in Bratislava  
Jessenius Fakultät in Martin
7. The mission, status and activities of the faculty are regulated by Articles 2 and 3 of the Statute of JFMED CU.
8. JFMED CU is a self-governing part of Comenius University Bratislava ("CU") which claims to be a research university.

### **Article 3 Internal organisation**

1. JFMED CU is divided into the following workplaces:
  - 1.1. Dean's Office of JFMED CU
  - 1.2. Scientific and teaching workplaces of JFMED CU
    - a. Theoretical departments  
Department of Anatomy  
Department of Foreign Languages

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Department of Physiology  
Department of Histology and Embryology  
Department of Medical Biophysics  
Department of Medical Biochemistry  
Department of Medical Biology  
Department of Physical Education and Relaxation Centre

b. Pre-clinical departments and centres


Department of Pharmacology  
Department of Microbiology and Immunology  
Department of Molecular Biology and Genomics  
Department of Pathological Physiology  
Department of Public Health  
Medical Education Support Centre

c. Non-medical departments

Department of Nursing  
Department of Midwifery

d. Clinics and departments in the health care facility

Dermatovenereology Clinic  
Gynaecology and Obstetrics Clinic  
1st Internal Medicine Clinic  
Internal Medicine Clinic – Gastroenterology  
Clinic of Anaesthesiology and Intensive Care Medicine  
Clinic for Children and Adolescents  
Clinic of Paediatric Anaesthesiology and Intensive Care Medicine  
Clinic of Paediatric Surgery  
Clinic of Paediatric Tuberculosis and Respiratory Diseases  
Clinic of Haematology and Transfusiology  
Clinic of Thoracic Surgery  
Clinic of Infectology and Travel Medicine  
Clinic of Nuclear Medicine  
Clinic of Otorhinolaryngology and Head and Neck Surgery  
Clinic of Pneumology and Phthisiology  
Clinic of Occupational Medicine and Toxicology  
Clinic of Dentistry and Maxillofacial Surgery  
Clinic of Physical Medicine  
Clinic of General, Visceral and Transplant Surgery  
Neonatology Clinic  
Neurosurgery Clinic  
Neurological Clinic  
Eye Clinic  
Orthopaedic Clinic  
Psychiatric Clinic  
Radiology Clinic  
Urology Clinic

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Department of Clinical Biochemistry  
Department of Clinical Oncology  
Department of Pathological Anatomy  
Department of Forensic Medicine and Medical Expertise

1.3. Special purpose workplaces of JFMED CU

Animal Care Facility  
Centre for Support of Science, Research and Development  
Student dormitory and canteen

1.4. Information workplaces of JFMED CU

Academic Library and Audiovisual Centre  
Department of Information Technology


1.5. Scientific and research workplaces and centres of JFMED CU

Biomedical Centre Martin – BioMed  
Competence centre for research and development in the field of diagnostics and  
therapy of oncological diseases  
Cancer and Rare Diseases Biobank  
Nursing Clinical Skills Centre

2. The names and locations of the JFMED CU departments are listed in Annex No. 1 hereto.

**Article 4 Management and collective bodies**

- JFMED CU does not have legal personality JFMED CU has labour law personality with the status of an employer. The dean acts on behalf of JFMED CU as an employer.
- The representative of the faculty is the dean, who is the body of the academic self-governance of the faculty. The dean manages, represents and acts in matters of the faculty in accordance with the law, the Statute of Comenius University, the Statute of JFMED CU and other generally binding legislation.
- Collective bodies at JFMED CU under Article 18 (1) of the Statute of Comenius University are:
  - the Academic Senate
  - the Scientific Board
  - the disciplinary board for students
  - bodies for the fulfilment of quality assurance tasks (e.g. the accreditation board, the study programme board, and others).
- The JFMED CU academic senate and JFMED CU disciplinary board for students are the faculty's collective self-governance bodies. The JFMED CU scientific board is the supreme body of the faculty's autonomous scientific research.
- Details at the composition and scope of authority of the collective bodies of JFMED CU are regulated by internal regulations of JFMED CU.
- The Dean's Office of JFMED CU primarily performs tasks related to the organisational, human, administrative and technical resources of JFMED CU. It provides the material and administrative resources to the dean, vice-deans, registrar and self-governing bodies of the faculty. It prepares materials related to their decision-making activities, conducts organisational, administrative, methodology-related, coordination, consultation and advisory, control and records-keeping activities.

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7. The status, scope of authority and internal structure of the Dean's Office of JFMED CU are regulated by its Organisational Regulations, which are approved and issued by the Dean of JFMED CU.

#### **Article 5 Dean**


1. The status and scope of authority of the dean of the faculty are regulated by the Higher Education Act, the Statute of Comenius University, and the Statute of JFMED CU.
2. The dean is accountable to the rector and the faculty academic senate for their activities and for the financial management of the faculty.
3. The dean is accountable to the rector for their activities in matters in which they act on behalf of the university pursuant to Article 16 of the Statute of Comenius University.
4. In the management of the faculty, the dean may impose tasks on heads of departments and other employees of the faculty and control their fulfilment. The dean of the faculty may establish boards (permanent, temporary) to ensure the fulfilment of tasks in individual areas of activity. The board adopts conclusions, which take the form of recommendations to the Dean of JFMED CU.
5. The dean is represented mainly by the vice-deans and the registrar to the extent determined by the dean.
6. The management JFMED CU is a permanent advisory body to the dean. The registrar and the vice-deans comprise the management of JFMED CU. The dean may invite the chair of the academic senate of JFMED CU and other persons to management meetings. Management adopts resolutions that function as recommendations for the dean. If, on the basis of these recommendations, the dean makes a decision in the form of resolutions, these resolutions of the advisory body become binding for the members of the advisory body.

#### **Article 6 Vice-deans**

1. The status and scope of authority of the vice-deans are primarily regulated by Article 23 of the Statute of Comenius University.
2. The faculty has the vice-deans for the following areas:
  - a. pedagogical activities in the study programme of general medicine for students studying in Slovak and information technologies,
  - b. pedagogical activities in the study programme of general medicine for students studying in English and foreign relations,
  - c. pedagogical activities in the study programme of dentistry
  - d. pedagogical activities in non-medical study programmes
  - e. science and research and doctoral studies
  - f. continuing education for health professionals,
  - g. faculty development and external relations.
3. Vice-deans are the professional guarantors of the relevant areas assigned to them by the dean.
4. Vice-deans are accountable to the dean of the faculty for their activities.
5. **The vice-dean for pedagogical activities in the study programme of general medicine for students studying in Slovak and information technologies** is primarily accountable to the dean for:
  - a. drafting proposals for the profiling, conception, management and coordination of studies in the study programme of general medicine and dentistry for students studying in Slovak at JFMED CU,

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- b. coordination of teaching individual accredited study programmes in accordance with the study regulations of the university and the faculty,
  - c. improving the content of teaching, innovating the educational system, expanding the use of computer and didactic technology in teaching,
  - d. organisational arrangements, timetable and teaching schedule in the academic year,
  - e. organisational preparation of the completion of courses for each year of studies, interruption of studies, abandonment of studies and other proposals concerning student issues in accordance with the study regulations,
  - f. organisational support for national examinations of the first and second degrees of study,
  - g. preparation of an analysis of learning outcomes for the academic year,
  - h. submitting proposals to the Dean of JFMED CU for awarding commendations and awards to JFMED CU students,
  - i. organising studies according to individual study plans,
  - j. coordination of professional practices and excursions of students in cooperation with pedagogical workplaces,
  - k. control of the teaching process and the completion of courses, control of the quality of the teaching process, including its evaluation by means of student feedback,
  - l. submitting documents to the academic self-governance bodies for discussion in the field of pedagogical activities and student welfare,
  - m. preparation and processing of documents for the area of pedagogical activities and social care for students for superior and other authorities (the Rector's Office of Comenius University, Ministry of Education, Science, Research and Sport of the Slovak Republic, Statistical Office of the Slovak Republic, etc.),
  - n. elaboration of the faculty's study regulations, the rules of procedure for the faculty's disciplinary board, and the faculty's disciplinary regulations for students,
  - o. awarding scholarships and student loans to students in accordance with current legislation,
  - p. management of the pedagogical or disciplinary board,
  - q. compiling information materials on accredited study programmes,
  - r. organisational and administrative support for the PhD oral examination procedure at the faculty,
  - s. preparation and conduct of events at the faculty, namely admissions procedure, the opening of the academic year, matriculation and graduation,
  - t. ensuring the coordination of students with specific needs,
  - u. development of the faculty's information and communication system services, including oversight of the faculty's website.
6. **The vice-dean for pedagogical activities in the study programme of general medicine for students studying in English and foreign relations** is primarily accountable to the dean for:
- a. drafting proposals for the profiling, conception, management and coordination of studies in the study programme of general medicine for students studying in English and foreign relations at JFMED CU,
  - b. preparation and processing of documents for the area of teaching students studying in English language for superior and other authorities (the Rector's Office of Comenius University, Ministry of Education, Science, Research and Sport of the Slovak Republic, Statistical Office of the Slovak Republic, etc.),
  - c. preparation and conduct of events at the faculty, namely the admissions procedure of applicants to study in English, matriculation and graduation,


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- d. monitoring the academic performance of students studying in English in collaboration with the head instructors for individual years,
  - e. control and ongoing monitoring of tuition and fees related to studying in English,
  - f. consultation and advice for international students regarding their studies,
  - g. preparation and issue of certificates relating to tuition and fees for the field of teaching students studying in English,
  - h. submission of documents for discussion to the self-governing academic bodies in the field of teaching students studying in English,
  - i. processing information for the media and contacts with representatives of the mass media and other partners of the faculty in the field of teaching students studying in English,
  - j. fulfilment of the obligations of JFMED CU under the Act No. 404/2011 Coll. on the Residence of Foreign Aliens and on amendment of certain acts, as amended,
  - k. submitting documents for discussion to the academic self-governance bodies for discussion in the field of foreign relations,
  - l. development of conceptual documents in the field of foreign relations,
  - m. coordination of cooperation of pedagogical departments with foreign faculties and scientific institutions within the framework of international programmes,
  - n. receiving and arranging the stay of foreign guests, including their professional programme in cooperation with the heads of JFMED CU departments,
  - o. coordinating the secondment of the faculty staff and students for stays abroad,
  - p. coordination of foreign lecturers at the faculty,
  - q. preparing and concluding agreements on cooperation and exchange of students, university teachers and scientific and research staff with other higher education institutions,
  - r. preparation and conclusion of cooperation agreements with other higher education institutions under the ECTS (European Credit Transfer System),
  - s. updating and acquisition of bilateral contracts under LLP/ERASMUS+,
  - t. ensuring the preparation of Learning Agreements and individual contracts for students going on mobility under the ERASMUS+ programme,
  - u. ensuring the preparation of Learning Agreements and the creation of individual study timetables for incoming international students under the ERASMUS+ programme,
  - v. preparation of the Transcript of Records of incoming international students under the ERASMUS+ programme after the end of the study stay,
  - w. development of recognition protocols for students upon return from mobility under the ERASMUS+ programme,
  - x. ensuring documentation related to teacher mobility under the ERASMUS+ programme.
7. **The vice-dean for pedagogical activities in the study programme of dentistry** is primarily accountable to the dean for:
- a. drafting proposals for the profiling, conception, management and coordination of studies in the study programme of dentistry for students studying in Slovak at JFMED CU,
  - b. coordination of teaching individual accredited study programmes in accordance with the study regulations of the university and the faculty,
  - c. improving the content of teaching, innovating the educational system, expanding the use of computer and didactic technology in teaching,
  - d. organisational arrangements, timetable and teaching schedule in the academic year,
  - e. organisational preparation of the completion of courses for each year of studies, interruption of studies, abandonment of studies and other proposals concerning student issues in accordance with the study regulations,




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- f. organisational support for national examinations of the first and second degrees of study,
  - g. preparation of an analysis of learning outcomes for the academic year,
  - h. submitting proposals to the Dean of JFMED CU for awarding commendations and awards to JFMED CU students,
  - i. organising studies according to individual study plans,
  - j. coordination of professional practices and excursions of students in cooperation with pedagogical workplaces,
  - k. control of the teaching process and the completion of courses, control of the quality of the teaching process, including its evaluation by means of student feedback,
  - l. submitting documents to the academic self-governance bodies for discussion in the field of pedagogical activities and student welfare,
  - m. preparation and processing of documents for the area of pedagogical activities and social care for students for superior and other authorities (the Rector's Office of Comenius University, Ministry of Education, Science, Research and Sport of the Slovak Republic, Statistical Office of the Slovak Republic, etc.),
  - n. elaboration of the faculty's study regulations, the rules of procedure for the faculty's disciplinary board, and the faculty's disciplinary regulations for students,
  - o. awarding scholarships and student loans to students in accordance with current legislation,
  - p. management of the pedagogical or disciplinary board,
  - q. compiling information materials on accredited study programmes,
  - r. organisational and administrative support for the PhD oral examination procedure at the faculty,
  - s. preparation and conduct of events at the faculty, namely admissions procedure, the opening of the academic year, matriculation and graduation,
  - t. ensuring the coordination of students with specific needs.
8. **The vice-dean for pedagogical activities in non-medical study programmes** is primarily accountable to the dean for:
- a. drafting proposals for the profiling, conception, management and coordination of studies in nursing, midwifery, public health and information technology programmes at JFMED CU,
  - b. preparation and conduct of events at the faculty, namely admissions procedure, the opening of the academic year, matriculation and graduation in non-medical study programmes,
  - c. coordination of teaching individual non-medical study programmes of accredited fields of study in accordance with the study regulations of the university and the faculty,
  - d. improving the content of teaching, innovating the educational system, expanding the use of computer technology in teaching,
  - e. organisational support, timetable and teaching schedule in the academic year in non-medical study programmes,
  - f. organisational preparation of the completion of courses for each year of studies, interruption of studies, abandonment of studies and other proposals concerning student issues in accordance with the study regulations,
  - g. organisational support for national examinations of the first and second degrees of study,
  - h. preparation of an analysis of learning outcomes for the academic year,
  - i. organising studies according to individual study plans,
  - j. coordination of professional practices and excursions of students in cooperation with pedagogical workplaces,
  - k. preparation and processing of documents for the area of pedagogical activities and social care for students for superior and other authorities (the Rector's Office of Comenius

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University, Ministry of Education, Science, Research and Sport of the Slovak Republic, Statistical Office of the Slovak Republic, etc.),

- l. management of the pedagogical or disciplinary board,
  - m. compiling information materials on accredited non-medical study programmes,
  - n. ensuring the coordination of students with specific needs.
9. **The vice-dean for science and research** (always the first vice-dean) **and doctoral studies** is primarily accountable to the dean for:
- a. drafting proposals for the profiling, conception, management and coordination of scientific and research activities at the faculty,
  - b. coordination of the grant system at JFMED CU and methodological guidance of departments in the field of scientific and research activities,
  - c. preparation of source documents for the long-term plan of JFMED CU in the field of scientific and research activities,
  - d. preparation of source documents for the evaluation of the level of JFMED CU in the field of science,
  - e. drafting criteria for the habilitation procedure for the award of the title of associate professor and the criteria for the appointment procedure for the title of professor,
  - f. drafting general criteria for filling the posts of professors and associate professors at JFMED CU,
  - g. drafting the rules of procedure for the faculty scientific board and the faculty approval board,
  - h. ensuring scientific and research cooperation with other faculties and legal entities,
  - i. preparation and organisation of faculty-wide scientific and research events,
  - j. internal evaluation of JFMED CU departments and employees in the field of scientific and research activities,
  - k. compilation and evaluation of the JFMED CU staff qualification growth programme,
  - l. preparation and management of the habilitation procedure for the award of the title of associate professor and the appointment procedure for the title of professor,
  - m. coordination of activities, processing of source documents and collection of documentation for the evaluation and accreditation of JFMED CU,
  - n. preparation of source documents for the meeting of the JFMED CU scientific board,
  - o. submission of documents for discussion to the academic self-governance bodies for scientific and research activities,
  - p. coordination of scientific and professional events in cooperation with research and education workplaces,
  - q. co-organising scientific events for doctoral students,
  - r. preparation and processing of documents for supervising authorities (the Ministry of Education, Science, Research and Sport of the Slovak Republic, the Rector's Office of Comenius University) and statistical organisations.
  - s. drafting proposals for the profiling, conception, management and coordination of doctoral studies at JFMED CU,
  - t. drafting the study programmes for third-level higher education,
  - u. preparation and management of the admissions procedure for the doctoral study programme and preparation of the annual evaluations of doctoral students,
  - v. development of the study regulations for students in third-level higher education,
  - w. preparation and conduct of dissertation examinations and dissertation defences of doctoral student theses,


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- x. coordination of student scientific professional activities,
  - y. submitting documents to the academic self-governance bodies for discussion for the field of doctoral studies,
  - z. development of conceptual documents in the field of doctoral studies.
10. **The vice-dean for the continuing education for health professionals** is primarily accountable to the dean for:
- a. the concept of continuing education of health professionals at JFMED CU including specialised study programmes, certification study programmes and continuing education programmes,
  - b. coordinating and preparing the accreditation of individual continuing education study programmes,
  - c. implementation of continuing education study programmes in accordance with the issued decision on accreditation and applicable legislation, including their completion by final examinations,
  - d. development and coordination of an annual plan of continuing education activities,
  - e. crediting of part of the completed studies, transfers, interruptions, withdrawals of trainees and changes of fields of study in accordance with the study regulations of continuing education,
  - f. creation and modification of the study regulations and other internal regulations of JFMED CU related to continuing education of health professionals,
  - g. preparation and processing of materials and statistical data on continuing education of health professionals for the Ministry of Health of the Slovak Republic, chambers of health professionals, and other relevant institutions,
  - h. ensuring the conditions for issuing an opinion to the Ministry of Health of the Slovak Republic on the assessment of the equivalence of the attained education (specialisation of health professionals),
  - i. organisational and administrative support for aptitude tests (a form of compensatory measure within the general system of recognition of educational qualifications, aimed at assessing the applicant's professional knowledge, abilities and skills in relation to the relevant regulated profession),
  - j. implementation and management of the Residency Programme of the Ministry of Health of the Slovak Republic.
11. **The vice-dean for faculty development** is primarily accountable to the dean for:
- a. preparing the concept of the faculty development in the medium and long term in relation to the development programmes of Comenius University Bratislava,
  - b. preparing the specific conditions of the selection procedure for filling the posts of professors and associate professors at JFMED CU in relation to the Statute of Comenius University, the Slovak Qualification Framework and the European Qualification Framework,
  - c. support for and methodological coordination of all faculty activities so that the faculty moves towards continuous development in cooperation with the members of the faculty management (vice-deans),
  - d. the area of work organisation and the faculty's development,
  - e. the field of quality management,
  - f. cooperates with members of faculty management (vice-deans), heads of clinics and departments, the faculty registrar and heads of scientific and special-purpose workplaces to secure and use the faculty's information systems for the analysis and evaluation of the faculty's development.

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### **Article 7 Registrar**

1. The status and scope of authority of the faculty registrar are regulated in particular by Article 23 of the Statute of JFMED CU.
2. The registrar is a senior staff member of the faculty; they are responsible for its economic and administrative operation.
3. The registrar makes decisions with the dean's prior approval in matters of an administrative, business, civil, economic, and financial nature, as well as in matters concerning the direction and development of the units of the Dean's Office.
4. The registrar is directly subordinated to and accountable to the Dean of JFMED CU for their activities.
5. The registrar manages the activities of the Dean's Office of the faculty and is obliged to carry out the instructions of the dean concerning all sections of activities.
6. The faculty registrar is primarily accountable to the dean for:
  - a. the performance and control of administrative, economic and management activities of the faculty,
  - b. the performance and control of the faculty's business activities, with a view to more efficient use of human resources and assets,
  - c. compliance with financial management rules and the efficient, cost-effective, effectual and effective use of funds,
  - d. disposal of property administered by JFMED CU in accordance with the internal regulations of Comenius University and JFMED CU,
  - e. the application of the statutory salary adjustments and compliance with the use of the authorised limits for salary appropriations by item, source of funding, functional and economic classification and purpose of their use,
  - f. preparation of the methodology and breakdown of the state budget subsidies and own revenues for the calendar year; supervision of the faculty's financial allocations,
  - g. the process of budgeting and balancing costs and revenues for the main and related activities of JFMED CU,
  - h. correct and proper bookkeeping in the double-entry bookkeeping system in the SAP-SOFIA information system (balance, movement and differences of assets and liabilities, costs and income or expenditure and revenue and economic result); keeping basic analytical and synthetic accounts of all economic and financial operations,
  - i. ensuring the circulation of accounting documents, making payments through the information system of the State Treasury,
  - j. checking data and interconnections between the SOFIA- SAP, the State Treasury, the Academic Information System (AIS), the Central Register of Students (CRŠ), and the Central Register of Contracts (CRZ) information systems,
  - k. managing the agenda relating to requests for access to information,
  - l. compliance with legal regulations relating to the activities of the faculty,
  - m. ensuring appropriate material-technical and operational conditions for the activities of the faculty (including occupational health and safety and fire protection), ensuring routine maintenance, repairs of property (buildings, equipment),
  - n. management and registration of immovable and movable property of JFMED CU,
  - o. drawing up a public procurement plan and preparing a procurement strategy for JFMED CU,
  - p. ensuring the personnel agenda in accordance with employment law legislation and internal regulations of Comenius University and JFMED CU,

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- q. preparing an annual report on the financial management of the faculty,
  - r. administration and management of a functioning system of internal control, including financial control aimed at verifying financial operations;
  - s. proper management of the system of issuing, amending, updating and cancelling internal regulations of the faculty; ensuring the registration and distribution of internal management acts in both electronic and paper form,
  - t. ensuring the registration of contracts in the CRZ (Central Register of Contracts).
7. The faculty registrar is authorised to:
- a. propose to the Dean of JFMED CU the issuance of binding measures in the administrative, business, civil and financial areas,
  - b. submit to the Dean of JFMED CU proposals for the appointment or dismissal of the heads of departments and sections of the Dean's Office,
  - c. request reports, documents, materials, information from the heads of departments on matters falling within the competence of the registrar.
8. The faculty registrar, through the departments and sections of the Dean's Office, completes materials for the needs of faculty management, the Rector's Office, statistical offices and other entities; in cooperation with the leadership of the academic senate, they ensure the preparation of documents for decision-making of the self-governing academic bodies.

#### **Article 8 Senior staff**

1. The status and scope of authority of the faculty's senior staff are regulated in particular by Article 23 of the Statute of JFMED CU and the Labour Regulations of Comenius University.
2. Senior staff at JFMED UK manage the activities of workplaces. They are fully accountable to the dean for their activities and the fulfilment of the tasks of the workplace they manage.
3. Heads of specialised teaching units in a health care facility (chief instructors, heads of departments) are also responsible for the professional level of health care provision and for the organisation and management of health care provision in accordance with the contracts concluded with health care facilities. They are responsible for the operation of the clinic/department in matters of undergraduate education to the public university and in matters of health care delivery to the health care facility.

#### **Article 9 Deputising for senior staff**

1. In order to ensure the proper and smooth running of work and the handling of the day-to-day operation of workplaces, a member of senior staff is deputised for in their absence by their authorised deputy (deputy head for pedagogical or scientific and research activities), within the specified scope of rights, duties and responsibilities.
2. The chief instructor of a clinic or the head of an workplace as a specialised teaching workplace in a health care facility is deputised in the medical-preventive area by the deputy chief instructor for health care and in the pedagogical area by the deputy chief instructor for pedagogical activities. In their absence, the deputy chief instructor for health care shall deputise for the chief instructor. The scope of competences and powers of deputy chief instructors of clinics are determined by the description of work activities (job description), which is part of their employment contracts with the health care facility.
3. A member of senior staff is obliged to ensure that absent staff members are deputised for by other members of staff in the workplace to the necessary extent of rights and duties for short-term deputising and to the full extent of rights and duties in the case of long-term deputising
4. The faculty registrar is deputised for by a member of staff authorised by the dean.

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5. The head of the workplace at the Dean's Office of the faculty is deputised for by an employee authorised by the registrar.
6. The vice-deans, the registrar and senior staff of the faculty may, in justified cases, delegate part of their authority and tasks to their subordinate staff. Delegation does not relieve a member of senior staff of their responsibility towards their superior.

## **Article 10 Organisational Structure**


### **1. Dean's Office**

- 1.1. The Dean's Office of JFMED CU provides activities, management, administration and tasks associated with the performance of the functions of the dean, vice-deans, registrar, academic bodies, management and boards of JFMED CU in the field of educational, scientific and research, economic and administrative, financial-economic, operational-technical and personnel areas and performs other administrative tasks. In fulfilling its mission, it cooperates with all organisational units of JFMED CU.
- 1.2. The management structure of the Dean's Office consists of the following sections:
  - a. the dean
  - b. the vice-deans
  - c. the registrar.
- 1.3. Within the dean's section, activities are carried out falling within their exclusive competence and activities which they have not delegated outside their competence. The dean directly manages the following departments:
  - a. Dean's Office
  - b. Section for Defence and Protection of Classified Information, Occupational Health and Safety, Fire Protection and Civil Defence
  - c. Capital Projects Section
  - d. Public Procurement Department
  - e. Marketing Manager.

The organisational chart of the dean's section is set out in Annex No. 2 hereto.
- 1.4. The activities necessary to ensure functionality in the area of competence entrusted to them are carried out in the area of the vice-deans. The organisational chart of the vice-deans' section is set out in Annex No. 3 hereto.
- 1.5. The registrar's section carries out activities of an administrative, business, civil, economic, financial, human resources, operational, and technical nature. The registrar also provides methodological guidance to the departments and sections falling under the responsibility of the vice-deans. The organisational chart of the registrar's section is set out in Annex No. 4 hereto.
- 1.6. Additional areas of competence and the management structure of the Dean's Office are regulated by the Organisational Regulations of the Dean's Office, which in accordance with Article 4 (7) hereof are approved and issued by the dean of the faculty.

### **2. Scientific and teaching workplaces**

- 2.1. The basic scientific and teaching workplaces of JFMED CU include workplaces and clinics, which are divided into:
  - theoretical departments,
  - pre-clinical departments,
  - non-medical departments,
  - clinics and departments in health care facilities.

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- 2.2. Basic scientific and teaching workplaces are established, merged and abolished by the dean after prior approval by the Academic Senate of JFMED CU. Clinics and workplaces are specialised teaching workplaces of the faculty established by the dean and the director of the relevant health care facility after discussion in the faculty academic senate; they are joint workspaces of JFMED CU and the relevant health care facility.
- 2.3. The department is directed by its head and the clinic is directed by its chief instructor. The positions of heads of departments and chiefs of clinics are filled by a selection procedure for a period of five years; the conditions for filling the positions of senior staff are regulated by the internal regulations of Comenius University and JFMED CU. Heads of departments are appointed and dismissed by the dean; chief instructors of clinics and heads of departments in a health care facility are appointed and dismissed by the Dean of JFMED CU together with the director of the health care facility in accordance with valid contracts.
- 2.4. At the scientific and teaching workplaces, the following is carried out in particular:
  - teaching students of the 1st, 2nd, combined 1st and 2nd and 3rd levels of higher education in accredited study programmes, based on the knowledge of science and technology, including the results of own scientific research,
  - scientific and research activity with the focus on complexity and interdisciplinary problem solving,
  - and therapeutic and preventive activities in clinics and departments in the health care facility.
- 2.5. In fulfilling their tasks, the scientific and teaching workplaces also cooperate with other domestic and foreign workplaces and workplaces, especially with those with which JFMED CU has concluded contracts.

### 3. Special purpose workplaces

- 3.1. Special purpose workplaces of JFMED CU include:

Animal Care Facility

Centre for Support of Science, Research and Development

Student dormitory and canteen.

- 3.2. **Animal Care Facility** (the "ACF")

- a. The Animal Care Facility is part of the Biomedical Centre Martin (BioMed Martin) and represents the base for a modern, dynamically developing research and development infrastructure. The Animal Care Facility is accredited by the State Veterinary and Food Administration in Bratislava as a supplier facility and as a user facility, i.e. in addition to keeping animals obtained from approved breeders and suppliers, it is also possible to breed small laboratory animals for internal needs.
- b. The Animal Care Facility is functionally divided into 4 wards: the quarantine ward, the holding ward, the experimental ward, where the animals in the experiment will be housed, and the operating ward.
- c. The details, status and scope of authority of the Animal Care Facility are regulated by the Organisational Regulations of the Animal Care Facility, which are approved and issued by the Dean of JFMED CU. The organisational regulations primarily contains in the internal organisation and relations in the Animal Care Facility, work procedures and animal hygiene parameters, defining the environment and its regulation, mutual relations between the Animal Care Facility and JFMED CU workplaces, management, ensuring the operation of the Animal Care Facility in emergency situations and its financing.


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- d. The Animal Care Facility is headed by the director appointed and dismissed by the dean of JFMED CU on the basis of the results of the selection procedure.
- e. The head of the Animal Care Facility is responsible for the operation of the Animal Care Facility, organises and manages the work of animal keepers and other staff and is responsible for the operation of the workplace in accordance with the internal regulations of JFMED CU.
- f. Professional aspects of the work of the director of the Animal Care Facility (breeding and keeping animals used for biomedical purposes) are directed by the director of BioMed while administrative and economic aspects are directed by the faculty registrar. The Animal Care Facility director is accountable to the Dean of JFMED CU for their activities.

### 3.3. **Centre for Support of Science, Research and Development** ("Support Centre")

- a. The Centre for Support of Science, Research and Development is a special purpose facility of JFMED CU, the basic aim and function of which is the comprehensive support of science, research and development activities at JFMED CU, including consultancy for the given area.
- b. The Support Centre performs the following tasks and ensures in particular:
  - identification of suitable research and development programmes at the national and international level,
  - support for coordinators and researchers of grants and projects to participate in national and international calls and competitions,
  - support for internal and external cooperation in the field of science, research and development and, in this context, building up an internal "in-house" database of contacts,
  - support for the development of efficient, cost-effective and effective funding of science, research and development,
  - support for the implementation of a quality management system at scientific and teaching workplaces with the aim of achieving certification of selected workplaces and a quality management system in the field of good laboratory practice,
  - on-going education and intellectual development in science, research and development through the organisation of and support for training, seminars, scientific and professional events, presentation activities and activities popularising science,
  - promotion of the results of science, research and development in accordance with the legislation in force in the field of intellectual property,
  - commercialisation of the results of science, research and development in accordance with the valid internal regulations of Comenius University and JFMED CU, as well as Slovak and European legislation,
  - creation of new spin-off or start-up companies in the environment of JFMED CU incubators "Come In" and "InBio",
  - support and fostering the sustainability of its own research and development programmes, projects and internal support for doctoral students, post-doctoral fellows and young researchers at JFMED CU,
  - appropriate resources (material, financial, personnel) for the sustainability of the highest standards in science, research and development.
- c. The details, status and scope of authority of the Support Centre are regulated by the Organisational Regulations of the Support Centre, which are approved and issued by the Dean of JFMED CU.



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- d. The Support Centre is headed by a director appointed and dismissed by the Dean of JFMED CU on the basis of the results of the selection procedure.
- e. The Support Centre director is accountable to the Dean of JFMED CU for their activities.

#### 3.4. Student dormitory and canteen ("Dormitory")

- a. The Dormitory a special purpose facility of the faculty, which provides accommodation and catering services to students of JFMED CU and, under the conditions stipulated by the internal regulations of Comenius University, to employees and foreigners. It also creates suitable conditions for study, support and development of cultural, social, sports life, physical and mental regeneration and interest activities of students.
- b. In accordance with the internal regulations of Comenius University, the Dormitory also carries out business activities in the field of accommodation and catering services and rental of non-residential premises.
- c. The Dormitory constitutes the following individual buildings:
  - VI ul. L. Novomeského 7, Martin
  - VI ul. P. O. Hviezdoslava 35, Martin
  - ŠJ ul. L. Novomeského 7, Martin.
- d. The details, status and scope of authority of the Dormitory are regulated by the Organisational Regulations of the Dormitory, which are approved and issued by the Dean of JFMED CU.
- e. The student canteen is managed by the head of the student canteen. The head of the student canteen is appointed and dismissed by the Dean of JFMED CU on the basis of the results of the selection procedure.
- f. The Dormitory is headed by a director appointed and dismissed by the Dean of JFMED CU on the basis of the results of the selection procedure. The administrative and economic aspects of the director's work is guided by the faculty registrar. The Dormitory director is accountable to the Dean of JFMED CU for their activities and for the proper operation of the facility.


#### 4. Information workplaces

##### 4.1. Information workplaces of JFMED CU are:

Academic Library and Audiovisual Centre  
Department of Information Technology

##### 4.2. Academic Library and Audiovisual Centre ("Library")


- a. The main mission of the Library is to provide information for the educational process and scientific and research activities. It provides scientific information, bibliographic, coordination and advisory services.
- b. The Library acquires, processes, preserves and makes available domestic and foreign, scientific and scholarly documents, regardless of their form.
- c. The Library mainly provides the following activities and services:
  - comprehensive library and information services to registered users, in particular to teachers, researchers, doctoral students, other students of Comenius University and the public in accordance with the library and lending regulations,
  - retention and bibliographic registration of qualification works,
  - bibliographic registration of the publication activity of teachers, scientific and research staff and students of the third degree of higher education; HI calculation,

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- participation in the creation, maintenance and disclosure of catalogues of library collections,
  - multimedia and technical assistance in teaching and presentation of the results of JFMED CU in all areas of its activities,
  - preparation and production of materials for teaching and presentation of JFMED CU, using the latest multimedia technologies,
  - management of audiovisual equipment.
- d. The details, status and scope of authority of the Library are regulated by the Organisational Regulations of the Library approved and issued by the dean of JFMED CU.
- e. The Library is headed by a director appointed and dismissed by the Dean of JFMED CU on the basis of the results of the selection procedure. The administrative and economic aspects of the director's work is guided by the faculty registrar. The Library director is accountable to the Dean of JFMED CU for their activities and for the proper operation of the facility.

#### 4.3. **Department of Information Technology** ("IT Department")

- a. The IT Department mainly ensures the development, maintenance and security of the faculty's computer, information and communication systems (ICS). It develops and proposes a concept for the development of the information and communication system of JFMED CU in the medium and long term.
- b. The IT Department has faculty-wide competence in ensuring tasks for the economic system, for the automation of the study agenda, for the system of automatic identification of persons, the catering system including follow-up applications, in the area of the faculty's presentation, in the provision of electronic mail and in the area of communication infrastructure and related services (HW, SW).
- c. The IT Department primarily secures:
- communications and operation of ICS for the faculty's users,
  - operation of network devices and end workstations at JFMED CU,
  - operation of the faculty's servers, network equipment and data storage facilities,
  - care for the faculty's hardware and software,
  - construction and operation of the faculty's internal technical infrastructure,
  - administration of voice communication using VoIP telephony,
  - administration and maintenance of the faculty's website,
  - Helpdesk technical support, care for personal computers and connected peripherals,
  - the video conference transmission system,
  - electronic distribution of teaching materials, e-learning portal, e-courses and testing,
  - digitisation, scanning and printing of documents,
  - automated processing of questionnaires and forms.
- d. The IT Department is headed by the head appointed and dismissed by the Dean of JFMED CU on the basis of the results of the selection procedure. The administrative and economic aspects of the head's work is guided by the faculty registrar. The Head of the IT Department is accountable to the Dean of JFMED CU for their activities and for the proper operation of the workplace.

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## 5. Scientific and research workplaces and centres

### 5.1. Scientific and research workplaces and centres of JFMED CU include:

Biomedical Centre Martin (BioMed)

Competence centre for research and development in the field of diagnostics and therapy of oncological diseases

Cancer and Rare Diseases Biobank

Nursing Clinical Skills Centre

5.2. Biomedical Centre Martin is a specialised scientific and research centre of JFMED CU with a priority focus on the fields of biomedicine and biotechnology. The primary mission of BioMed is to create the most suitable conditions for the implementation of basic, applied and translational research, its implementation, as well as to ensure the transfer of the results of scientific and research and development activities into social and economic practice.

5.3. The details, status and scope of authority of BioMed are regulated in the Organisational Regulations of the Biomedical Centre Martin, which are issued by the Dean of JFMED CU after prior approval by the Academic Senate of JFMED CU. The Organisational Regulations of BioMed determine in particular its status, scope of authority, internal organisation and classification within JFMED CU, methods of management, rights and duties of managers and other employees, activities and financial management.

5.4. BioMed is headed by a director appointed and dismissed by the Dean of JFMED CU on the basis of the results of the selection procedure. The work of the BioMed Director is directly directed by the Dean of JFMED CU, to whom the BioMed Director is accountable for their activities and for the proper operation of the workplace.

5.5. The details, status and scope of authority of BioMed are regulated by the organisational regulations approved and issued by the dean of JFMED CU.

5.6. The Cancer and Rare Diseases Biobank ("Biobank") is an independent scientific and research workplace of JFMED CU with a priority focus on providing biobanking.

5.7. The details, status and scope of authority of Biobank are regulated by the Organisational Regulations of Biobank approved and issued by the dean of JFMED CU. The Organisational Regulations of Biobank determine in particular its status, scope of authority, internal organisational structure, methods of management, rights and duties of managers and other employees, activities and financial management.

5.8. The Biobank is headed by a director appointed and dismissed by the Dean of JFMED CU on the basis of the results of the selection procedure. The work of the Biobank Director is directly guided by the Dean of JFMED CU, to whom the Biobank Director is accountable for their activities and for the proper operation of the workplace.

5.9. This competence centre for research and development in the field of diagnostics and therapy of oncological diseases created with the support of EU Structural Funds is focused on scientific and research activities focused on oncological research, and on research, development and deployment of modern molecular biological and genetic methods for diagnosis, treatment and prevention of selected oncological diseases.

5.10. Nursing Clinical Skills Centre as a joint platform for cooperation between the Department of Nursing at JFMED CU and the Department of Nursing Care at UNM focuses its activities on the education of nurses, mentors, and nurses in the adaptation processes and their professional preparation for practice.

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1. JFMED CU is an internal organisational unit of Comenius University, which keeps its own accounting. On the basis of the decision of the rector of Comenius University, it has established separate accounts in the State Treasury and is authorised to dispose of the funds in these accounts.
2. JFMED CU draws up its own budget and manages on its own account in accordance with the approved Comenius University budget. In the context of the approved budget of JFMED CU, the Dormitory has a separately allocated budget which is linked to the budget of JFMED CU by its financial relations.
3. The budget of JFMED CU is elaborated according to the approved methodology of distribution of subsidies from the state budget and own revenues to the workplaces of JFMED CU. The draft budget is submitted by the faculty registrar to faculty management for discussion; the budget is approved by the Academic Senate of JFMED CU.
4. Approved limits, budgetary measures and financial allocations are uploaded into the SAP-SOFIA information system, in which workplaces (work sections) keep track of their spending.
5. The heads of workplaces, project investigators and all persons authorised to dispose of allocated funds are accountable to the Dean of JFMED CU for the use of state budget subsidies and own revenues and for compliance with generally binding legislation in the area of handling financial resources.
6. An annual report shall be drawn up on the economic result for the calendar year. Faculty workspaces submit source documents for the annual report in the scope and structure determined by the registrar. The annual management report is submitted by the faculty registrar to faculty management for discussion; the annual management report is approved by the Academic Senate of JFMED CU.

#### **Article 12 Internal and external relations**


1. Direct and methodological management relations are applied within JFMED CU. Direct management consists in managing the process of leading and directing the human, financial, material, intellectual resources of the whole or part of the organisation; within JFMED CU it is applied in the relationships referred to in the law, the Statute of JFMED CU and herein. Methodological management consists in guiding, coordinating and controlling the performance of professional activities in accordance with legislation. Methodological management is carried out through methodological guidelines, meetings, expert briefings and consultations.
2. In their mutual relations, individual faculty workspaces are obliged to cooperate with each other in the performance of tasks, provide mutual assistance, participate in the developing of joint materials and, when doing so, to apply the principles of teamwork.
3. Within the departments, the individual units correspond directly with each other; official faculty correspondence is signed externally by the dean or by the vice-deans and the registrar of JFMED CU to the extent and in the field of activity determined by the dean.

#### **Article 13 System of internal regulations, their validity and effectiveness**

1. The internal regulations of JFMED CU regulate the affairs of the faculty, which fall within its self-governing authority, and its relationship to the university, unless they are regulated by the Higher Education Act. Internal regulations are regulated by Article 40 of the Statute of Comenius University.
2. The system of internal regulations at JFMED CU consists of:
  - a) internal regulations approved by the Academic Senate of Comenius University on the proposal of the dean of the faculty,

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- b) internal regulations approved by the Academic Senate of JFMED CU on the proposal of the dean of the faculty or the chair of the Academic Senate of JFMED CU,
  - c) internal regulations approved by the Scientific Board of JFMED CU,
  - d) organisational and management acts issued by the dean (directives, orders, organisational regulations),
  - e) other regulations, if so determined by the Statute of Comenius University, the Statute of JFMED CU or the Higher Education Act.
3. Internal regulations approved by the Academic Senate of Comenius University at the proposal of the dean of JFMED CU are signed by the chair of the Academic Senate of JFMED CU, the dean of the faculty, the chair of the Academic Senate of Comenius University and the rector of Comenius University. Internal regulations approved by the Academic Senate of JFMED CU on the proposal of the Dean of JFMED CU are signed by the dean of the faculty; those approved on the proposal of the chair of the Academic Senate of JFMED CU are signed by the chair of the Academic Senate of JFMED CU. The internal regulations approved by the Scientific Board of JFMED CU are signed by the dean of the faculty.
  4. The dean has the right to issue internal management acts (e.g. directives, orders, decisions, organisational regulations) within their competence, in accordance with the law, the Statute of JFMED CU and herein.
  5. The internal regulations referred to in paragraph 2 are centrally issued, registered and stored in one original copy in the Dean's Office and the faculty registrar. Each calendar year they are numbered from number one according to the chronological sequence of their issue, regardless of which body of JFMED CU issued or approved them. The numbers are assigned by the Dean's Office and the registrar of JFMED CU after the entry into force of the internal regulation. The internal regulations may be amended by addenda, which are numbered chronologically in relation to the internal regulation they amend (Addendum No. 1, 2, etc.). The chronologically numbered addenda are issued within the system of internal regulations with an assigned serial number in the chronological sequence of the respective calendar year.
  6. The internal regulations of JFMED CU are published on the JFMED CU website. Distribution of internal regulations in electronic form and to specific addressees in written form is ensured by the Dean's Office and the Registrar of JFMED CU.
  7. Senior staff of the faculty are obliged to acquaint their subordinate employees with the wording of generally binding legal regulations, internal regulations of the faculty and the university and various organisational instructions, guidelines, recommendations and warnings necessary for the performance of the functions entrusted to them.
  8. All the faculty's employees and students are obliged to comply with generally binding legislation, internal regulations of the faculty and the university applicable to their work or studies and to comply with other regulations, instructions, guidelines, recommendations and warnings applicable to their work or studies, provided that they have been duly acquainted with such regulations, instructions, guidelines, recommendations and warnings.
  9. An internal regulation is generally divided into:
    - the introduction / title page contains: the name of the university and the faculty, the emblem of Comenius University and JFMED CU, the type and number of the document, the year of issue, the copy number, the storage period, the designation of the internal regulation, the name and surname of the person who drafted the document, which self-governing body discussed and approved it, the dates of entry into force and effect, the number of copies with the distribution list of each copy, the revision of the document with the dates of revision and the signature of the person responsible for the revision, the page

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number, with the pages in each document being numbered consecutively starting with 1 of X, the last page being numbered X of X of the total number of pages


- table of contents/inside page contains: header from title page, table of contents, page number,
- text of the internal regulation,
- final and transitional provisions,
- the name and signature of the authorised person.

#### **Article 14 Handover and takeover of functions**


1. The handover and takeover of functions shall be triggered by the termination of the term of office by expiry of the term of appointment, or by removal or resignation. The purpose of the handover and takeover of a function is to gain a comprehensive view of the handover function and the work activities for the person taking over a function.
2. A report shall be drawn up of the handover and takeover of function, stating in particular:
  - name and surname of the transferring employee,
  - name and surname of the staff member taking over a function,
  - complete, truthful and objective description of the current status of the transferring function and work activity, mainly concerning tasks, their performance and work in progress, results, documents, documentation of the workplace and staff activities, the status of funds and entrusted assets; the scope of the protocol depends on the significance of the function and work activity being handed over and taken over.
3. An extraordinary inventory shall be carried out on the handover of a function entailing material responsibility for entrusted values; the order to carry it out shall be issued by the dean of the faculty.
4. The function handover and takeover protocol shall be signed by the staff member handing over and the staff member taking over a function.
5. The performance of a function other than that of head may also be handed over on protocol, in particular where the importance of the function, the extent of the material responsibility or any other compelling reason so require.
6. The handover and takeover of a function must take place no later than on the date of termination of the term of office by expiry of the term of appointment, or by removal or resignation.

#### **Article 15 Official stamps and rules of use**

1. JFMED CU uses stamps in official relations:
  - a) round stamp (large, small),
  - b) oblong stamp,
  - c) presentation stamp,
  - d) other stamps.
2. The round stamp has the national emblem of the Slovak Republic placed in the centre, there is the inscription "UNIVERZITA KOMENSKÉHO V BRATISLAVE" (translation: COMENIUS UNIVERSITY BRATISLAVA) around the outer circumference of the circle around the national emblem with the inner circumference containing the inscription: "JESSENIIOVA LEKÁRSKA FAKULTA V MARTINE" (translation: JESSENIUS FACULTY OF MEDICINE IN MARTIN). The inscriptions on the round stamp are printed in capital letters and the text is written in the official state language.

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3. Each round stamp shall be numbered with an Arabic numeral by which it is possible to identify the user of the stamp to whom it has been entrusted; it shall be placed below the national emblem.
4. The large round stamp has a diameter of 36 mm; the small round stamp has a diameter of 22 mm or 17 mm. It is printed in red.
5. The large round stamp with the national emblem is used in principle only for important, significant documents, such as diplomas, decisions, official certificates of important facts, decisions of the dean of the faculty, statements of studies, admission decisions, on interruption or abandonment of studies, on exclusion from studies, documents certifying important facts, decisions in administrative proceedings, authorisations and other documents for which the use of the round stamp with the national emblem is prescribed by law (e.g. the Act on National Symbols). The small round stamp is used for smaller forms or for special purposes.
6. If a record is stamped with the large round stamp, this will normally be placed two to three lines below the text column in the centre of the sheet. The signatory shall affix their signature to the right of the stamp imprint and their signature shall not interfere with the stamp imprint or the pre-printed name and surname and function of the signatory. The large round stamp shall be placed on the original and the counterpart of the registry record so that the counterpart is identical to the original.
7. The oblong stamp (inscription) contains the name of the university, faculty, workplace and the address of the faculty's registered office and the distinguishing stamp number. The inscriptions are written in capital letters and the text is printed in the official state language. The distinguishing number is indicated by an Arabic numeral, placed at the bottom of the seal field.
8. The oblong stamp is generally 52 mm wide and 20 mm high. The oblong stamp shall be stamped in blue.
9. The oblong stamp shall be used for the purposes of ordinary business and shall be used for the normal official agenda. The oblong stamp is used, as necessary, by all organisational units of the Dean's Office and workplaces of JFMED CU. As a rule, it is imprinted in the right half of the sheet of paper below the text column. On an envelope, the oblong stamp shall be stamped in the upper left-hand corner.
10. The presentation stamp typically contains the name of the university, faculty, data relating to the date of receipt of the document, the assigned number, and the name and surname of the person who handles the record. It is used to mark submissions addressed to the faculty and to record incoming mail. The imprint of the stamp shall normally be placed at the top right-hand side of the submission.
11. The presentation stamp is generally 59 mm wide and 38 mm high. It shall be stamped in blue or red.
12. Other stamps used by the faculty in official dealings are mainly auxiliary stamps (e.g., "Registered," "Postage Credited"), stamps intended to indicate the finality or enforceability of decisions, apostilles, and the stamp for superlegalisation; these stamps are stamped in blue or black.
13. The production of official stamps is secured by the Operations Department on the basis of a reasoned written request by the head of an organisational unit and with the approval of the faculty registrar. The new official stamps shall be registered by the Operations Department. The Operations Department is responsible for the registration of official stamps used at JFMED CU.
14. The register of official stamps shall contain:
  - a) the name and surname of the employee who received and uses the stamp (the "user"), including the designation of the organisational unit to which the user is assigned,

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- b) the imprint of the official stamp received,
  - c) the date and signature of the user upon receipt of the official stamp,
  - d) the date and signature of the user upon return of the official stamp.
15. The user is obliged to put the official stamp away at the end of working hours and secure it against damage, destruction, misuse, theft or forgery. The stamps cannot be taken outside the premises of JFMED CU. The user is obliged to handle the official stamp in such a way that it is not damaged, destroyed, lost, stolen, misused or forged.
  16. The loss, damage, destruction, theft, misuse or forgery of the official stamp shall be reported immediately by the user to the immediate superior staff member.
  17. The user is obliged to surrender the official stamp if their employment is terminated, their assignment within the faculty has changed so that the continued use of the official stamp has become unjustified, or if they are on maternity or parental leave.
  18. Any invalid, damaged, illegible, out-of-date official stamps shall be removed from the register and destroyed, and a record shall be made thereof.

#### **Article 16 Final provisions**

1. The following annexes are part of these Organisational Regulations of Jessenius Faculty of Medicine of Comenius University in Martin:
  - Annex No. 1        Names and registered offices of workplaces of JFMED CU
  - Annex No. 2        Organisational chart of the dean's section at JFMED CU
  - Annex No. 3        Organisational chart of the vice-deans' section at JFMED CU
  - Annex No. 4        Organisational chart of the registrar's section at JFMED CU
2. On the date these Internal Regulations of JFMED CU enter into force, the Organisational Regulations JFMED CU in Martin as approved by the Academic Senate of JFMED CU on 24 October 2016 as amended later.
3. These Organisational Regulations of JFMED CU shall enter into force on the date of their approval by the Academic Senate of JFMED CU and take effect on 1 July 2023.

**prof. MUDr. Andrea Čalkovská, DSc.**  
Dean of JFMED CU



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### Annex No. 1 Names and registered offices of workplaces of JFMED CU

#### 1. Dean's Office of JFMED CU

Name	Registered office
Dean's Office of JFMED CU in Martin	Malá Hora 4A, 036 01 Martin

#### 2. Scientific and teaching workplaces of JFMED CU

##### Theoretical departments

Name	Registered office
Department of Anatomy of JFMED CU	Malá Hora 4, 036 01 Martin, Teoretické ústavy Viliama Mézeša
Department of Foreign Languages of JFMED CU	Malá Hora 5, 036 01 Martin, Štefánikov ústav
Department of Physiology of JFMED CU	Malá Hora 4C, 036 01 Martin
Department of Histology and Embryology of JFMED CU	Malá Hora 4, 036 01 Martin, Teoretické ústavy Viliama Mézeša
Department of Medical Biophysics of JFMED CU	Malá Hora 4, 036 01 Martin, Teoretické ústavy Viliama Mézeša
Department of Medical Biochemistry of JFMED CU	Malá Hora 4D, 036 01 Martin
Department of Medical Biology of JFMED CU	Malá Hora 4, 036 01 Martin, Teoretické ústavy Viliama Mézeša
Department of Physical Education and Relaxation Centre of JFMED CU	Malá Hora 4, 036 01 Martin, Teoretické ústavy Viliama Mézeša

##### Pre-clinical departments


Name	Registered office
Department of Pharmacology of JFMED CU	Malá Hora 4C, 036 01 Martin
Department of Microbiology and Immunology of JFMED CU	Malá Hora 4B, 036 01 Martin
Department of Molecular Biology and Genomics of JFMED CU	Malá Hora 4C, 036 01 Martin
Department of Pathological Physiology of JFMED CU	Malá Hora 4C, 036 01 Martin
Department of Public Health of JFMED CU	Malá Hora 4B, 036 01 Martin
Medical Education Support Centre of JFMED CU	Ul. L. Novomeského 7A, 036 01 Martin

##### Non-medical departments


Name	Registered office
Department of Nursing of JFMED CU	Malá Hora 5, 036 01 Martin, Štefánikov ústav
Department of Midwifery of JFMED CU	Malá Hora 5, 036 01 Martin, Štefánikov ústav

##### Clinics and departments in health care facilities

Name	Registered office
Dermatovenerology Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin

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Gynaecology and Obstetrics Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Internal Clinic - Gastroenterology of JFMED CU and UNM	Kollárova 2, 036 01 Martin
1st Internal Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Anaesthesiology and Intensive Care Medicine of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic for Children and Adolescents of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Paediatric Anaesthesiology and Intensive Care Medicine of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Paediatric Surgery of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Paediatric Tuberculosis and Respiratory Diseases of JFMED CU and UNM	059 81 Dolný Smokovec
Clinic of Haematology and Transfusiology of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Thoracic Surgery of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Infectology and Travel Medicine of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Nuclear Medicine of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Otorhinolaryngology and Head and Neck Surgery of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Pneumology and Phthisiology of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Occupational Medicine and Toxicology of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Dentistry and Maxillofacial Surgery of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of Physical Medicine of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Clinic of General, Visceral and Transplant Surgery of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Neonatology Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Neurosurgery Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Neurological Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Eye Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Orthopaedic Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Psychiatric Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Radiology Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Urology Clinic of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Department of Clinical Biochemistry of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Department of Clinical Oncology of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Department of Pathological Anatomy of JFMED CU and UNM	Kollárova 2, 036 01 Martin
Department of Forensic Medicine and Medical Expertise of JFMED CU and UNM	Kollárova 2, 036 01 Martin

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### 3. Special purpose workplaces of JFMED CU

Name	Registered office
Animal Care Facility	Malá Hora 4D, 036 01 Martin
Centre for Support of Science, Research and Development	Malá Hora 4, 036 01 Martin, Teoretické ústavy Viliama Mézeša
Student hostel and canteen	ul. L. Novomeského 7, 036 01 Martin ul. P. O. Hviezdoslava 35, 036 01 Martin

### 4. Information workplaces of JFMED CU

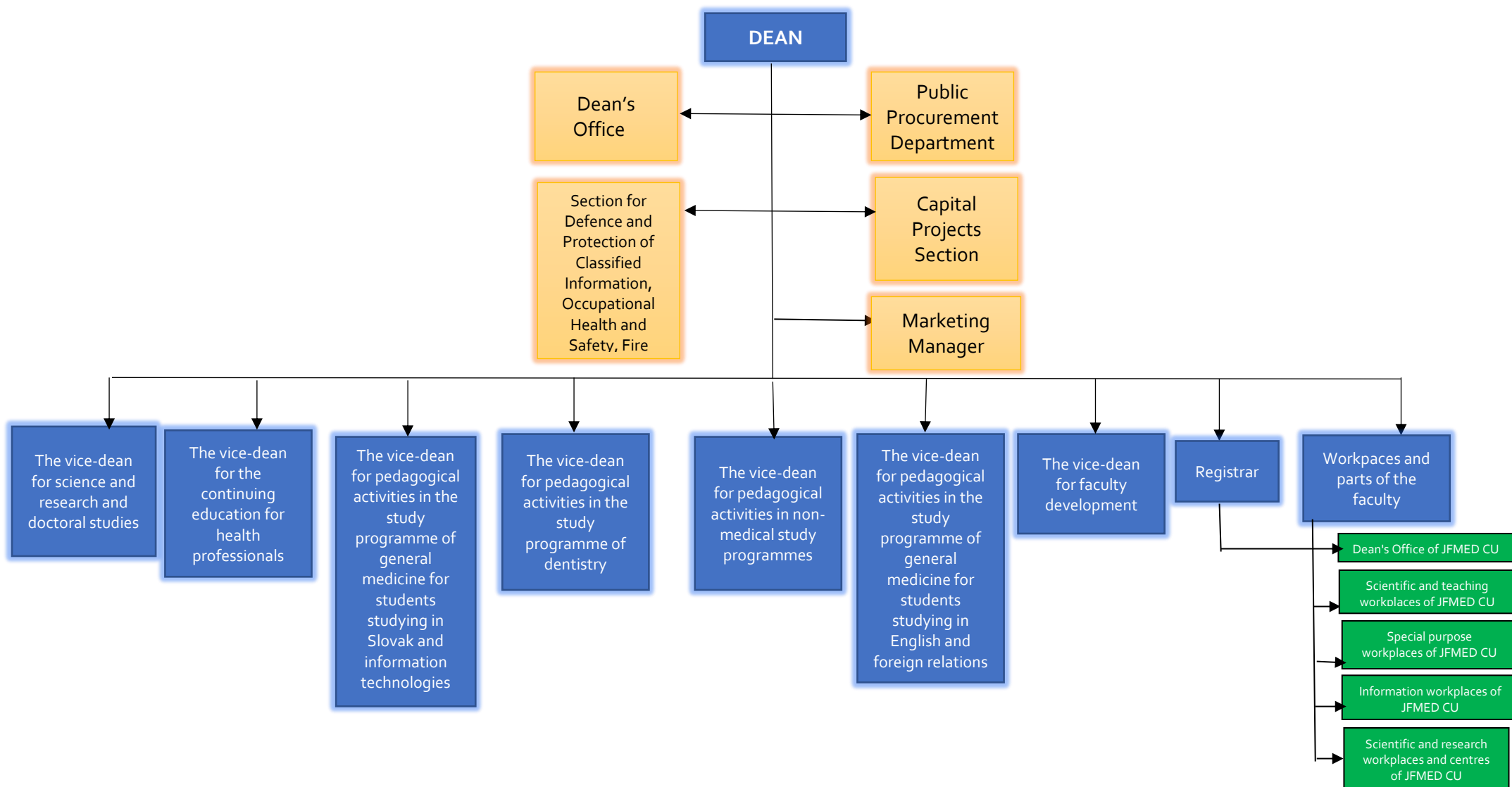
Academic Library and Audiovisual Centre	Ul. L. Novomeského 7A, 036 01 Martin
Department of Information Technology	Ul. L. Novomeského 7A, 036 01 Martin

### 5. Scientific and research workplaces and centres of JFMED CU

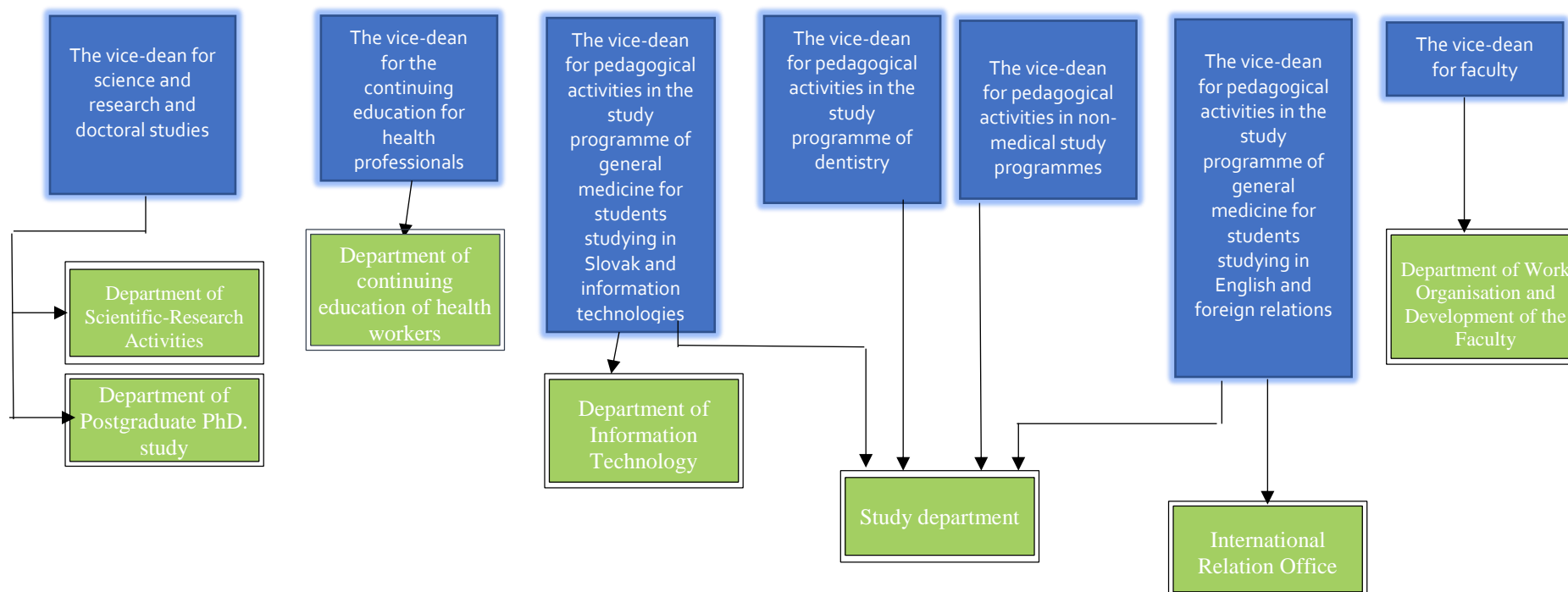
Name	Registered office
Biomedical Centre Martin - BioMed	Malá Hora 4C, 036 01 Martin
Competence Centre for Research and Development in the Field of Diagnostics and Therapy of Oncological Diseases of JFMED CU	Malá Hora 4, 036 01 Martin, Teoretické ústavy Viliama Mézeša
Cancer and Rare Diseases Biobank	Ul. L. Novomeského, 036 01 Martin



**Annex No. 2 Organisational chart of the dean's section at JFMED CU**



### Annex No. 3 Organisational chart of the vice-deans' section at JFMED CU





**Annex No. 4 Organisational chart of the registrar's section at JFMED CU**

