

**University of Ss. Cyril and Methodius in Trnava**

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**Faculty of Social Sciences**

**Internal regulations**

**University of Ss. Cyril  
and Methodius in Trnava**

**Faculty of Social Sciences**

# **STATUTE**



**2015**

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The Academic Senate of the Faculty of Social Sciences at the University of Ss. Cyril and Methodius (hereinafter only AS FSS), according to the regulations §27 par. 1 letter a) and § 33 par 2 letter a) of the Act No 131/2002 Coll. on higher education and on a change and amendment of some acts as amended (hereinafter only the Act on higher education) and in connection with the Statute of UCM, on June 9 2015 in Trnava, approved the Statute of the Faculty of Social Sciences at UCM (hereinafter only the Statute of FSS) as follows:

## **Part 1**

### **Basic regulations**

#### **§ 1**

##### **Subject of amendment**

- 1) The Statute of FSS is issued pursuant to §33 par 2 letter a) of the Act on higher education. It regulates the status of the Faculty of social sciences at UCM in Trnava (FSS UCM) as an educational and scientific institution which provides teaching in accordance with Christian philosophy and keeps academic rights and freedom. The Statute regulates the organization, activities and the system of self-government of the faculty.

#### **§ 2**

##### **Name, seat and status of the faculty**

- 1) FSS is a part of UCM.
- 2) FSS was established by the Rector of the university after the approval of the Accreditation commission and the approval of the Academic Senate of UCM in Trnava on December 1, 2011.
- 3) The seat of FSS is Trnava. The address is: Faculty of Social Sciences, the University of Ss. Cyril and Methodius in Trnava, Bučianska cesta 4/A, 917 01 Trnava, Slovakia. Website: <http://fsv.ucm.sk>.
- 4) The Faculty of Social Sciences of the University of Ss. Cyril and Methodius in Trnava is the designation used in a written and oral form. Internally, the abbreviation FSS UCM or only FSS can be used.
- 5) The name of the faculty in the Slovak language is: Fakulta sociálnych vied Univerzity sv. Cyrila a Metoda v Trnave.
- 6) The name of the faculty in the English language is: Faculty of Social Sciences, University of Ss. Cyril and Methodius in Trnava.
- 7) The name of the faculty in the Latin language is: Facultas Scientiarum Socialium, Universitas Sanctorum Cyrilli et Methodii Tyrnaviae.
- 8) FSS as a part of UCM fulfills the tasks of a public higher institution. On the basis of the accreditation and results of scientific research it provides higher education within accredited bachelor, master and doctoral study programs as well as further education. FSS creates the conditions for scientific research; it uses the latest knowledge in teaching students and enables the students to participate in scientific activities.

- 9) Internal relations within FSS and towards UCM are regulated by the Act on higher education, the Statute of UCM and other internal regulations of UCM pursuant to §33 par 2, §15 par 1 of the Act on higher education, §19 of the Statute of FSS, §48 of the Statute of UCM.

### **§ 3**

#### **Mission of the faculty**

- 1) The faculty is an organizational part of UCM.
- 2) The main mission of FSS is to protect and develop the education on the basis of scientific knowledge, scientific activity in the spirit of national, humane and democratic traditions. It contributes to the development of education as part of culture of the whole society and thus to the increase of the scientific and economic standard of the society. FSS enables participation in scientific research and educates qualified experts who are able to develop political culture, science, art and knowledge in the Slovak society in the spirit of European and world culture heritage and global humane traditions.
- 3) FSS contributes to the spread of professional knowledge and skills in the field of political culture of society, in the sphere of public policy, public administration and to the increase of the economic standard of the society.
- 4) The basic task of the faculty is to provide higher education according to study programs which are accredited by the Ministry of education, science, research and sport of the Slovak Republic.
- 5) These are the main tasks of the faculty:
  - a) to provide higher education within accredited study programs of the 1st, 2nd and 3rd degree,
  - b) to do a basic and applied research, use the latest scientific knowledge and technologies in teaching students and foster their participation in scientific activities,
  - c) to provide further education,
  - d) to organize and co-organize domestic and international conferences and scientific projects,
  - e) to build a faculty library.
- 6) The faculty provides education in study programs of social and behavioral sciences.
- 7) Long-term conceptions of the development in the field of scientific, educational, developmental, entrepreneur and other creative activities of the faculty are in accordance with internal regulations of the faculty and its long-term intentions and are realized after the debate in the Scientific Board of FSS UCM in Trnava and after the approval in the Academic Senate of FSS.

## **Part 2**

### **Areas of faculty self-government**

#### **§ 4**

#### **Bodies of the faculty self-government and academic functionaries**

- 1) Bodies of the academic self-government are entitled to decide on behalf of the university or to act in accordance with § 23 par 1 a par 2 of the Act on higher education.
- 2) Bodies of the faculty self-government of FSS:
  - a) Academic Senate of FSS,
  - b) Dean of FSS,
  - c) Scientific Board of FSS,
  - d) Disciplinary commission of FSS for students.
- 3) Academic functionaries of FSS are:
  - a) dean of FSS,
  - b) vice- deans of FSS,
  - c) chairman of AS FSS.

#### **§ 5**

#### **Academic community of the faculty**

- 1) The academic community of FSS is represented by university teachers and research workers employed with a contract, other employees with higher education qualification and students.
- 2) A session of the academic community is organized at least once a year by the chairman of the AS FSS or by the dean of the faculty.

#### **§ 6**

#### **Academic Senate of the faculty**

- 1) AS FSS is the highest body of the academic self-government of FSS. The legal status and performance of AS FSS is defined in § 26 and § 27 of the Act.
- 2) AS FSS comprise elected representatives of the academic community of FSS. The election rules are defined in the Principles of the election to AS FSS. The membership in AS FSV is voluntary and unsubstitutable.
- 3) Sessions of AS FSS are open to public. They are organized by its chairman or vice-chairman. The sessions are held according to need, at least twice an academic year. They are guided in accordance with the standing order of AS FSS.
- 4) AS FSS has 12 members. The academic community comprises mostly professors, associate professors and PhD or CSc teachers. At least one third is comprised by the representatives of students.
- 5) Members of AS FSS decide independently and are responsible to the academic community of FSS. A member of AS FSS has the right to interpell academic functionaries of FSS who are obliged to express their attitude immediately or in writing within 14 days.
- 6) AS FSS elects its chairman and vice-chairmen mainly from professors and associate professors directly in secret ballots.

- 7) The function in the AS FSS is incompatible with the function of rector, vice-rector, dean, vice-dean and secretary of the faculty.
- 8) The activity of AS FSS is financed and administered by the dean's office from the funds of the faculty determined for this purpose. AS FSS has the right to use facilities of the faculty that are needed for its activity.
- 9) In case that AS FSS acts against law, other generally binding regulations or internal regulations of UCM or the faculty, or if the activity of AS FSS is not in compliance with law or internal regulations of the faculty, the activity of AS FSS is temporarily performed by AS UCM. The conditions of the performance are defined in § 6 par 10 - 12 of the Statute of UCM.

## **§ 7 Dean of the faculty**

- 1) The dean of FSS is the representative of the faculty; he or she directs and represents it. He can also act on behalf of UCM. The dean is responsible to the AS FSS.
- 2) The dean of FSS is responsible to the Rector of UCM for the activities which are performed on behalf of UCM, for the management of the faculty and for the activities defined by internal regulations of UCM.
- 3) The dean fulfils the tasks given by the Act on higher education, the University Statute, the internal regulations of UCM and FSS. The dean mainly:
  - a) directs the educational process at the faculty,
  - b) directs the activity of vice-deans, heads of departments, directors of centres, the secretary of the faculty and managers of other departments,
  - c) directs research, development and international relations,
  - d) appoints and recalls managers and members of advisory bodies of the dean,
  - e) decides about personnel affairs, legal acts in work relations within the statute of the university,
  - f) issues supplementary regulations to the study, competition and disciplinary order and decides about the questions related to these regulations,
  - g) permits other persons to enter the premises of the faculty if needed,
  - h) decides about the admission of an applicant for the study at the faculty and judges the applications of unsuccessful applicants,
  - i) decides about the establishment, fusion, division or cancellation of departments and other facilities of the faculty.
- 4) The dean is responsible for:
  - a) keeping law, legal and internal regulations of the faculty and UCM,
  - b) organization of the faculty activities and creating conditions for this activity,
  - c) economic use of allocated funds from the state budget and other financial resources and for the property administrated by the faculty,
  - d) preparing, organization and realization of the admission procedure at the faculty.
- 5) The election of the Dean of FSS is regulated by the internal guideline of FSS – the voting procedure for the election of the candidate for the position of the dean of the FSS UCM in Trnava.
- 6) The term of the dean's office of the faculty lasts four years. The same person can be the dean for two following terms at most. After the recall of the dean or after the untimely termination of the dean's office term the office of the dean is directed by a person appointed by the rector of the university on a proposal of the AS FSS.

- 7) The Rector can also recall the dean with the approval of AS FSS if the dean :
  - a) does not fulfill his or her duties,
  - b) breaks law or other generally binding regulations, internal regulations of the university or the faculty or,
  - c) injures the interests of a public university or the faculty.
- 8) If the AS FSS repeatedly does not agree with the proposal of the Rector to recall the dean or the Senate does not reply to the proposal of the Rector within 30 days from the date of the Rector's proposal to recall the dean the Rector can recall him or her with the agreement of the AS FSS, if at least one condition according to the par 7 is fulfilled. If the Rector asks the AS FSS for a reply from June 15 till August 15 the term for a reply is prolonged up to 60 days.
- 9) AS FSS asks for a recall of the dean always if the dean is sentenced for a crime or if he or she wants to resign.
- 10) If the dean wants to resign he or she informs the chairman of the AS FSS and the Rector of UCM in writing.

## **§ 8**

### **Scientific board of the faculty**

- 1) The SB FSS is a self-government body of FSS. The dean of FSS is empowered to appoint and recall the members of the SB FSS after the approval by the AS FSS.
- 2) The dean is usually the chairman of the SB FSS and a vice-dean is a vice chairman of the board.
- 3) Members of the SB of the faculty are usually important experts in the fields in which the faculty develops its educational, research, artistic and other creative activity. At least one fourth and at most one third of the SB is represented by the people who are not members of the academic community of the public university whose the faculty is a part of.
- 4) The membership in the SB is unsubstitutable.
- 5) The performance of the SB is defined in the § 29 of the Act on higher education.
- 6) Sessions of the SB FSS are guided by the standing order of SB FSS which is submitted by the chairman of the SB FSS to an approval.

## **§ 9**

### **Disciplinary commission of the faculty**

- 1) The disciplinary commission of FSS debates disciplinary misbehaviors of students of the faculty and submits a proposal to the dean for a decision.
- 2) Members of the Disciplinary commission are appointed from among the members of the academic community of FSS and its chairman is appointed by the dean after the approval of the AS FSS. Half of the commission is formed by students.
- 3) The activity of the Disciplinary commission is guided by the Standing order of the disciplinary commission of FSS which is approved by the AS FSS on the proposal of the dean.

## **Part 3**

### **Organization of the faculty and its activity**

#### **§ 10**

##### **Advisory bodies of the dean of the faculty**

- 1) Advisory bodies of the dean are:
  - a) faculty management,
  - b) collegium of the dean,
  - c) commissions of the faculty,
  - d) board for the quality of the FSS UCM
- 2) The faculty management is a stable advisory body of the dean for the solving current matters of the faculty which need a collective debate.
- 3) Debates of the faculty management can be participated in by the Rector, management of UCM and the supervisor of the university.
- 4) The collegium of the dean is a broader stable advisory body of the dean. The chairman of the collegium of the dean is the dean of the faculty. Its members are :
  - a) vice-deans,
  - b) secretary,
  - c) heads of departments,
  - d) directors of centres,
  - e) chairman of AS FSS,
  - f) other members appointed by the dean of FSS.
- 5) The dean can invite also other members of the academic community, representatives of the UCM employees, other employees of FSS and UCM, students and guests.
- 6) The dean can establish and cancel temporary commissions. Members of the commissions are appointed by the dean and can be created from the faculty employees, students, experts from other faculties and institutions.

#### **§ 11**

##### **Vice-deans of the faculty**

- 1) The dean of the faculty is substituted by the vice-deans in the range determined by him or her.
- 2) Vice-deans are appointed and recalled by the dean of the faculty after the approval of AS FSS.
- 3) The dean of the faculty when absent is substituted by a vice-dean of the faculty who had been appointed by the dean.
- 4) The term of the dean's office is 4 years. The same person can be a dean at most twice in the following terms.



## **§ 12**

### **Head of the department**

- 1) The head of the department is appointed on the basis of a competition procedure and recalled by the dean.
- 2) The head of the department is responsible to the dean for his or her activity.
- 3) The office term of the head of the department is determined by the dean for four years.
- 4) The head of the department is responsible to the dean mainly for:
  - a) keeping legal regulations and basic documents of FSS UCM and UCM,
  - b) personnel development of the department and effective use and protection of the property
  - c) development of the study program and the conception of activities and development of the department
  - d) the quality of teaching and research at the department and adequate information about study.
- 5) The head of the department:
  - a) manages professional, pedagogic and scientific, organizational and administrative activity of the department
  - b) manages, controls and evaluates educational, scientific and research activity of the members of the faculty with the aim to achieve scientific grants,
  - c) creates the conditions for the professional development of the members of the department,
  - d) appoints and recalls the vice-head of the department and the secretary of the department,
  - e) provides and manages teaching and activity of the department and the members for the examination commissions.
- 6) The head of the department submits the dean mainly:
  - a) reports about the activity of the department, evaluation of teaching process and solving scientific and research tasks and the achieved grants,
  - b) proposals for the material and financial support of these activities,
  - c) proposals for disciplinary procedures against the members of the department and students,
  - d) proposals for the schedule of lessons.

## **§ 13**

### **Organization of the faculty**

- 1) The faculty is divided into:
  - a) departments,
  - b) dean's office,
  - c) centres of scientific activities

- d) and other parts.
- 2) The task of the department is to develop scientific research in a related field of science and to provide teaching in accredited study programs.
  - 3) The departments are established, fused, divided and cancelled by the dean of the faculty on the basis of the decision of the AS FSS.
  - 4) The department is headed by the head of the department. He or she is appointed by the dean of the faculty from among professors or associate professors, or from PhD teachers. Heads of departments are the managers of the faculty.
  - 5) The centres are headed by the directors who are appointed by the dean on the base of the competition.

#### **§ 14 Dean's office**

- 1) The dean's office provides management, administrative, economic, financial and educational activity and relations agenda of the faculty, material and personnel development of the faculty, maintenance of the buildings used by the faculty and organization of the internal performance of the faculty.
- 2) The details are regulated by the organizational order of the faculty.

#### **§ 15 Secretary of the faculty**

- 1) The secretary of the faculty (hereinafter only 'the secretary') is a managing employee of the faculty who assures and manages organizational, economic, financial and administrative performance of the faculty in the range defined by law, legal regulations, internal regulations of the faculty and the organizational order of the faculty. He or she is responsible to the dean for the economic use of budgetary and extra budgetary financial resources of the faculty approved according to the annual allocation.
- 2) The secretary is directly subordinated to the dean of the faculty.
- 3) The secretary is appointed by the dean on the basis of the competition.

### **Part 4 Students and employees of the faculty**

#### **§ 16 Employees of the faculty**

- 1) Employees of FSS are university teachers, research workers and other employees.
- 2) University teachers are professors, guest professors, associate professors, assistants and lecturers. University teachers of FSS actively participate in research and development activities.
- 3) Research workers of FSS fulfill the tasks in science. They usually teach in study programs of the faculty as well.
- 4) Work activity of university teachers at FSS is regulated by the Act on higher education and their work load and content belongs to their work contract.
- 5) Recruitment of the university teachers is realized through a competition in accordance with the Act on higher education and with the rules of the competition for the recruitment of the employees of UCM.

### **§ 17**

#### **Principles of work relations**

- 1) Basic principles of work relations of FSS are defined by special regulations<sup>1</sup>.
- 2) The rights and duties of the employees of FSS and UCM are defined in the Work order of UCM.
- 3) In the matters of work relations within the faculty faculties can decide and act on behalf of UCM according to the Statute of university.

### **§ 18**

#### **Students of the faculty**

- 1) The status of the student of FSS is defined in the Act on higher education, the Statute of the university, Study order of UCM and Disciplinary order of UCM.
- 2) Every successful applicant becomes a student of the faculty on the date of admission to the study. A student who interrupted the study becomes a student of the faculty again on the day of the admission. The status of a student ceases when he or she terminates the study at the faculty in accordance with the Act on higher education.
- 3) The interests of students of FSS are represented by the students in the AS UCM.
- 4) The student of FSS has the right to use academic freedom and academic rights at the academic premises of UCM in accordance with the Act on higher education.
- 5) Use of academic freedom and rights must be in accordance with law and internal regulations of FSS.
- 6) The student has also the following rights:
  - a) the right for the representation in the Student board of the universities, in AS UCM and AS FSS,
  - b) the right to apply for the study also at another faculty or university, or in abroad,
  - c) the right to use the facilities of UCM and FSS in accordance with the rules given by UCM and FSS,
  - d) the right to use a system of social support, if the student meets the conditions for providing – these services are financed from the state subsidies or from the resources of UCM and FSS.

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<sup>1</sup> For example Act No. 311/2001 Coll. Labour code as amended, Act No. 552/2003 Coll. about work in public interest, as amended, Act No. 553/2003 Coll. about awarding some employees for the work in public interest, as amended, Act No. 428/2002 Coll. about the protection of personal data, as amended.

- 7) A student can be awarded on the proposal of the dean. He or she can be awarded approbation, honorable mention or a prize of the Rector or the dean of FSS.
- 8) FSS provides the students with the conditions for :
  - a) studying languages, sport and culture activities,
  - b) mobility within UCM, universities in the Slovak Republic and in abroad,
  - c) counseling for students and applicants for study
- 9) Breach of the duties of a student is a disciplinary misbehavior in accordance with the Act on higher education. The disciplinary misbehavior is solved by the Disciplinary commission of FSS in accordance with the Disciplinary order of UCM.
- 10) Study conditions for foreign students and the fees of the FSS students are defined in the Statute of the university, Study order of UCM and other internal regulations of UCM and FSS.

### **§ 19**

#### **Internal system of quality**

- 1) FSS is responsible for quality assurance of the provided higher education.
- 2) FSS has introduced a functional internal quality system which is regulated by the internal guideline. The task defined in the par 1 is coordinated and evaluated by the Council for the quality of FSS UCM as the advisory body of the dean.
- 3) A related vice-dean is responsible for the realization of the internal quality system of FSS.

### **Part 5**

#### **Internal regulations and the Ceremonies of the faculty**

### **§ 20**

#### **Internal regulations of the faculty**

- 1) The faculty issues the following internal regulations:
  - a) Statute of FSS,
  - b) Organizational order of FSS,
  - c) Rules for the elections to the AS FSS,
  - d) Standing order of AS FSS,
  - e) Standing order of the Scientific board of FSS,
  - f) other regulations.
- 2) In accordance with internal regulations of UCM AS FSS can issue:
  - a) Study order of FSS,
  - b) Labour code of FSS,
  - c) Scholarship order of FSS,
  - d) Disciplinary order of FSS,
  - e) Standing order of FSS,
  - f) Election order for the election of the candidate for the dean of FSS UCM in Trnava
  - g) other regulations .
- 3) The statute of FSS, Study order of FSS and Labour code of FSS become valid on the day of their approval in the AS UCM. Other internal regulations, except for the Standing order of the Scientific board of the faculty, become valid by their approval

in the AS FSS. Standing order of the Scientific board of the faculty becomes valid by its approval in the Scientific board of FSS.

- 4) The dean of FSS can issue also other internal regulations in accordance with § 33 par 2 letter f) of the Act on higher education which become valid after the debate in the collegiums of the dean and the dean's signature.
- 5) Internal regulations of FSS according to par 4 must be in accordance with law, generally binding regulations, internal regulations of UCM and FSS.
- 6) The statute of FSS and other internal regulations of FSS are binding for all the employees of the faculty. The dean of the faculty is entitled to issue the instructions whose process of admission is defined in the organizational order of UCM and the Organizational order of FSS.

## **§ 21**

### **Academic symbols, insignia and ceremonies of the faculty**

- 1) Symbols of FSS are the sign of the faculty and the colours of the faculty.
- 2) The sign of the faculty is the sign of UCM amended by the Latin words *Facultas Scientiarum Socialium, Universitas Sanctorum Cyrilli et Methodii Tyrnaviae*. The colours of the faculty are orange and black. The graphic image of the sign of the faculty is the supplement of the Statute of the faculty.
- 3) Symbols of FSS are in detail regulated by an internal regulation of FSS.
- 4) The status of FSS and its academic representatives is symbolized by means of academic insignia and gowns of the faculty. Insignia of FSS are a gold-plated chain of the dean with the emblem of FSS and the state sign of the Slovak republic, a mace of the dean of FSS and promoters' chains.
- 5) Rules of the use of academic insignia and gowns of the faculty and the performance of academic ceremonies, e.g. matriculations, graduations, awarding academic or honorary degrees are defined in an internal regulation of the university and an internal regulation of the faculty.
- 6) Matriculations of FSS students are held in the presence of the rector or a vice-rector of UCM, the dean of the faculty or the vice-deans and a representative of the AS.
- 7) Graduations are held in the presence of the rector of UCM or a vice-rector, the dean of the faculty or vice-deans and a representative of the AS. The readings of the graduation oath are written in an internal regulation of UCM.
- 8) A medal of the faculty can be awarded to an employee, a student or other person who contributed to the development of the faculty, science, knowledge and academic rights and freedom.
- 9) A medal of the faculty is awarded by the dean after the approval in the AS FSS.

## **Part 6**

### **Finances and property of the faculty**

## **§ 22**

## **Financing of the faculty**

- 1) FSS is financed by different resources. They are:
  - a) state subsidies,
  - b) school fees ,
  - c) admission fees,
  - d) income from entrepreneur activity,
  - e) donations,
  - f) other resources.
- 2) All the movable and immovable estate and allocated financial means are managed by the faculty according to economic and maintenance rules of the university and regulations of the rector. Use of the allocated means is transparently recorded in accordance with internal regulations of the faculty.
- 3) FSS keeps the budget which it prepares for every calendar year.

### **§ 23**

#### **Obligations of the faculty in relation to UCM**

- 1) The faculty submits the rector of UCM an annual report on the activity of the faculty and about management of the faculty.
- 2) FSS submits the rector of UCM a long-term plan of the development of the faculty to negotiations.
- 3) Every year the faculty publishes the list of its study programs at its website.

### **§ 24**

#### **Conclusion**

- 1) The Statute of FSS which was approved in the AS FSS on 9 May 2013 and in the AS UCM on 1 May 2013 has been cancelled.
- 2) The statute can be changed and amended by the AS FSS any time. All changes and amendments must be submitted to the AS UCM for the approval.
- 3) This statute of FSS becomes valid on the day of its approval by the AS UCM and comes to effect on the first day of the following month.
- 4) The interpretation of the Statute in disputable matters is realized by AS UCM. The interpretation of the Senate becomes binding when it is approved by the Senate.
- 5) This Statute was approved in the AS FSS on June 9, 2015 and in the AS UCM on June 16, 2015.
- 6) The graphic image of the faculty logo represents the supplement of the statute of FSS.

doc. PhDr. Milan Čáky, CSc.  
Chairman of AS FSS

PhDr. Peter Horváth, PhD.  
Dean of FSS

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**The Supplement :**

