

UNIVERSITA SV.  
CYRILA A METODA  
V TRPAVE



# STATUTE

FACULTY OF SOCIAL SCIENCES  
UNIVERSITY OF SAINTS CYRIL AND METHODIUS

IN TRNAVA

23/2023

## **PREAMBULE**

The Academic Senate of the Faculty of Social Sciences at the University of Saints Cyril and Methodius in Trnava (hereinafter referred to as "AS FSS UCM"), according to the provisions of § 27 par. 1 letter a) and § 33 par. 2 letter a) of Act No. 131/2002 Coll. on Higher Education and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education") and in connection with the Statute of the University of Saints Cyril and Methodius in Trnava, on June 29, 2021, approved the Statute of the Faculty of Social Sciences at the University of Saints Cyril and Methodius in Trnava (hereinafter "FSS UCM Statute") as follows:

### **Part 1 Basic provisions**

#### **§ 1 Subject of amendment**

The Statute of the FSS UCM is issued in accordance with the provisions of the Act on Higher Education, the Statute of the UCM and regulates the status of the Faculty of Social Sciences of the University of Saints Cyril and Methodius in Trnava (hereinafter referred to as the "faculty" or "FSS UCM") as part of the educational and scientific institution of the common European research area, whose mission is to develop a harmonious personality, knowledge, wisdom, goodness and creativity in a person in the spirit of national and universal humanistic and democratic traditions and contribute to the development of education, science, culture and health. By fulfilling this mission, it contributes to the development of education as a part of the culture of the entire society and simultaneously contributes to increasing the scientific, technical and economic level of the region.

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

- 1) FSS UCM is a part of the University of Saints Cyril and Methodius in Trnava (hereinafter referred to as "university" or "UCM").
- 2) FSS UCM was established by the Rector of the university after the previous statement of the Accreditation Commission and approval in the Academic Senate of the University of Saints Cyril and Methodius in Trnava (hereinafter "AS UCM") on December 1, 2011.
- 3) The seat of FSS UCM is Trnava. The address of FSS UCM is: Faculty of Social Sciences, the University of Saints Cyril and Methodius in Trnava, Bučianska cesta 4/A, 917 01 Trnava. The FSS UCM website is: <http://www.fsvucm.sk>.
- 4) In official written communication and oral presentation the designation Faculty of Social Sciences of the University of Saints Cyril and Methodius in Trnava is used. The abbreviation FSS UCM can be used in an internal environment.
- 5) The name of the faculty in the Slovak language is: Fakulta sociálnych vied Univerzity sv. Cyrila and Metoda v Trnave.

- 6) The name of the faculty in English is: Faculty of Social Sciences, University of Saints Cyril and Methodius in Trnava.
- 7) The name of the faculty in Latin is: Facultas Scientiarum Socialium, Universitas Sanctorum Cyrilli et Methodii Tyrnaviae.
- 8) FSS UCM, as a part of UCM, performs the tasks of a public university in accordance with the law. Based on accreditation and the results of scientific research, it provides and ensures higher education within an accredited bachelor, master, doctoral study program and further education. FSS UCM also creates conditions for creative scientific research, uses the latest scientific knowledge in the education of students and enables the involvement of students in creative scientific activities.
- 9) The scope of the self-governing powers of the FSS UCM and its relationship to the UCM and the self-governing powers of the university, including the right of self-governing bodies of the FSS UCM to act independently on behalf of the university, are determined by the relevant provisions of the law and the Statute of the UCM in Trnava.

### **§ 3**

#### **Mission of the Faculty**

- 1) The faculty is an organizational part of UCM.
- 2) The main mission of FSS UCM is to protect and develop education based on scientific knowledge, scientific activity in the spirit of national, human, humanistic and democratic traditions. Through its activities, it contributes to the development of education as a part of the culture of the whole society and at the same time contributes to the increase of the scientific and economic level of society. FSS UCM enables participation in creative scientific research, participates in the education of university-qualified professionals, able to develop political culture, science, art and education in Slovak society in the spirit of European and world cultural heritage, universal human traditions.
- 3) FSS UCM contributes to the spread of professional knowledge and skills in the field of social sciences.
- 4) The basic task of the faculty is to provide accredited higher education.
- 5) These are the main tasks of the faculty:
  - a) to provide higher education within accredited study programs of the first, second and third degree,
  - b) to do a basic and applied research, use the latest knowledge of science and technology in the education of students and involve them in creative scientific activities,
  - c) to provide further education,
  - d) to participate in the preparation of international and domestic scientific conferences and scientific projects together with other university and faculty workplaces,
  - e) to organize scientific national and international events.
- 6) The Faculty provides education in study programs in political sciences and social work.
- 7) Long-term concepts in the field of educational, scientific, research, development, business and other creative activities of the faculty are harmonized with the internal regulations of the faculty, its long-term goals and are implemented after discussion in the Scientific Board of the

Faculty of Social Sciences at the University of saints Cyril and Methodius in Trnava (hereinafter "SB FSS UCM") and after the approval in AS FSS UCM.

## **Part 2**

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

#### **§ 4**

#### **Academic self-government bodies and academic officials of the faculty**

- 1) The academic self-government bodies of the UCM faculty are entitled to decide and act on behalf of the UCM in the matters within the self-governing competence of the UCM.
- 2) The self-governing competence of the faculty also includes:
  - a) concluding, changing and terminating the employment relations of those UCM employees who are assigned to the faculty, with the written consent of the UCM Rector. The Dean of the Faculty has full responsibility for the consequences resulting from the violation of valid regulations in the area of employment relations of employees and in the area of their remuneration. Based on the results of the selection procedure at the faculty, on the proposal of the Dean of the faculty, the Rector of the UCM submits an appointment decree for the position of a professor working at the faculty,
  - b) conducting of business by the faculty, including the conclusion, amendment and termination of contractual relations relating to the business activity, the management of funds intended for this activity and the management of funds obtained from this activity. The contract exceeding the volume of performance in the amount of € 16,600 can be concluded by the faculty within the business activity only with the consent of the Rector of UCM,
  - c) concluding, changing and canceling contractual relations, the subject of which is a monetary gift for the UCM faculty,
  - d) determining the number and structure of jobs of employees assigned to the faculty in accordance with § 16 of this statute,
  - e) determining the number of admitted applicants for study, study programs carried out by the faculty,
  - f) creation of new accredited study programs and their implementation at the faculty,
  - g) implementation of cooperation of the faculty with other universities and their parts, legal entities and natural persons, including foreign ones, in the areas in which the faculty operates, including concluding, changing and terminating contractual relations related to this area of the faculty, handling funds earmarked for this activity and the management of funds obtained from this activity,
  - h) internal organization of the faculty,
  - i) organization of studies in accordance with the study regulations of the university,
  - j) determining the focus and organizing research, development, artistic or other creative activities at the faculty,
  - k) appointment of the bodies of the academic self-government of the faculty,
  - l) management of financial resources allocated to the faculty by the university and financial resources that the faculty has otherwise obtained for the performance of its tasks,
  - m) organizing other forms of education with accredited intentions study programs.

3) Bodies of academic self-government FSS UCM are:

- a) Academic Senate of FSS UCM
- b) Dean of FSS UCM

4) Academic officials of FSS UCM are:

- a) Dean of FSS UCM
- b) Vice-deans of FSS UCM
- c) Chairman of the FSS UCM AS.

5) In times of emergency or state of emergency, relationships are managed related to the negotiations of the academic self-government in accordance with § 108 letter e) of the Act on Higher Education.

## **§ 5**

### **Academic Community of the Faculty**

1) The academic community of FSS UCM consists of university teachers and researchers who are employed with FSS UCM for a fixed weekly working time, other employees who have completed university education (employee part of the academic community of the faculty), and students enrolled in study programs carried out at the faculty (student part of the academic community of the faculty).

2) The meeting of the academic community is convened at least once a year by the chairman of the AS FSS UCM or the dean of the faculty.

## **§ 6**

### **Academic Senate of the Faculty**

1) AS FSS UCM is the highest body of the academic self-government of FSS UCM.

2) AS FSS UCM consists of elected representatives of the academic community of FSS UCM. The method of election of members of AS FSS UCM is regulated by the Principles of elections to AS FSS UCM. Membership in AS FSS UCM is voluntary and irreplaceable.

3) AS FSS UCM meetings are public, convened by its chairman or vice-chairman. Sessions are held as needed, at least twice during the academic year. The proceedings of the AS FSS UCM are governed by the Rules of Procedure of the AS FSS UCM.

4) AS FSS UCM has 12 members. The staff part of AS FSS UCM (8 members) consists of members of the staff part of the academic community of the faculty. The student part of AS FSS UCM (4 members) consists of duly enrolled students of FSS UCM. The term of office of the members of the FSS UCM academic senate is four years.

5) Members of AS FSS UCM decide independently on matters discussed. They are responsible for their activities to the FSS UCM academic community. A member of the AS FSS UCM has the right to interpellate academic officials of the FSS UCM, who are obliged to take a position immediately or in writing within 14 days.

- 6) AS FSS UCM elects its chairman and two vice-chairmen (one each for the employee and student sections) in direct elections by secret ballot. The chairman of AS FSS UCM and vice-chairmen of AS FSS UCM form the presidency of AS FSS UCM.
- 7) The function of a member of the staff part of AS FSS UCM is incompatible with the function of rector, vice-rector, dean, vice-dean, bursar and secretary of the faculty.
- 8) The activity of AS FSS UCM is financially and administratively ensured by the dean's office of FSS UCM from the funds of the faculty, which were designated for this purpose. AS FSV UCM has the right to use the facilities of FSS UCM that are absolutely necessary for its activity.
- 9) Academic senate of the faculty
  - a) approves the faculty's statute upon proposal of the dean, before its approval in the UCM AS,
  - b) approves, on the proposal of the chairman of the academic senate of the faculty, the principles of elections to the academic senate of the faculty and the rules of procedure of the academic senate of the faculty,
  - c) expresses its opinion on the organizational rules of the faculty presented by the dean of the faculty,
  - d) comments on the proposal of the dean of the faculty regarding the internal regulations that regulate the internal system of the UCM in the conditions of the faculty, if it is required by the internal system of the UCM, before submitting them to the scientific council of the faculty,
  - e) as a member of the electoral assembly elects a candidate for the dean of the faculty, gives consent to the removal of the dean by the rector of UCM, if the faculty does not have a dean of the faculty, proposes to the rector of UCM a person who can be entrusted with the performance of the function of dean of the faculty until a new dean of the faculty is appointed,
  - f) comments on the faculty dean's proposal for the appointment and dismissal of vice-deans,
  - g) approves the faculty dean's proposal for the appointment and dismissal of members of the faculty's scientific council,
  - h) approves the proposal of the faculty budget, submitted by the dean of the faculty, and controls the management of the faculty's financial resources,
  - i) approves the long-term plan in the educational, research, development, artistic or other creative activities of the faculty (hereinafter referred to as the "long-term plan of the faculty") drawn up in accordance with the long-term plan of the UCM, submitted by the dean of the faculty after discussion in the scientific council of the faculty and its updating,
  - j) approves the annual report on activities and the annual report on the management of the faculty submitted by the dean of the faculty,
  - k) comments on other conditions of admission to study programs conducted by the faculty submitted by the dean of the faculty,
  - l) comments on the dean's proposal for the establishment, merger, fusion, division or abolition of faculty workplaces,
  - m) elects a faculty representative to the Council of Universities (§ 107, paragraph 3),
  - n) once a year, it submits a report on its activities to the academic community of the faculty, which it publishes on the UCM website for at least four years.

## § 7

### Dean of the Faculty

- 1) The faculty is managed by the dean, who is appointed for a four-year term and dismissed by the rector. At one faculty, the same person can serve as dean for a maximum of two consecutive terms of office. The dean is appointed by the rector on the basis of an election.
- 2) The dean is elected by the electoral assembly composed of
  - a) persons appointed by the UCM rector (4), who make up one quarter of all members,
  - b) members of the academic senate of the faculty (12).
- 3) The dean is represented by vice-deans to the extent determined by him. Vice-deans are appointed and dismissed by the dean after a statement by the academic senate of the faculty. The term of office of vice-deans is four years.
- 4) The dean is responsible to the rector of the UCM for his activities in the matters in which he acts on his behalf UCM, for the management of the faculty and for its further activity to the extent determined by special internal regulations of the UCM.
- 5) The dean fulfills the tasks arising from the law, the UCM Statute, the internal regulations of the UCM and faculties. Dean in particular
  - a) manages educational activities at the faculty,
  - b) manages the activities of vice-deans, heads of faculty departments, the faculty secretary,
  - c) manages research and development activities and foreign relations at the faculty,
  - d) appoints and dismisses senior employees and members of the dean's advisory bodies,
  - e) decides on personnel matters, on legal acts in labor relations to the extent and under the conditions determined by this statute,
  - f) if necessary, allows the relevant persons to enter the premises managed by the faculty,
  - g) decides on the admission of an applicant to study at the faculty and examines applicants' requests for review of the decision not to be admitted to study,
  - h) decides on the establishment, merger, division and cancellation of departments, institutes and centers after the opinion of the academic senate of the faculty.
- 6) The dean is mainly responsible for
  - a) compliance with law, legal regulations and internal regulations of the faculty and UCM,
  - b) the proper organization of the faculty's activities and the creation of conditions for this activity,
  - c) economical use of allocated funds from the state subsidy budget and other financial resources and for property managed by the faculty,
  - d) is responsible for the preparation, organization and realization of the admission procedure at the faculty.
- 7) The election of a candidate for the position of dean is regulated in more detail by a special internal regulation of the UCM, which is approved by the AS of the UCM on the proposal of the Rector of the UCM.
- 8) Termination of the function of the dean is governed by § 22 par. 7 to 9 of the Act.

## § 8

### Scientific Board of the Faculty

- 1) The scientific council of the faculty is not a collective self-governing body of the faculty, it belongs to other, different bodies of the faculty. The appointment and dismissal of members of the faculty's scientific council is under the authority of the dean of the faculty after the proposal has been approved by the faculty's academic senate. The maximum number of members of the scientific council of the faculty is 20.
- 2) The term of office of the members of the scientific council of the faculty is four years. Members of the faculty's scientific council, who are members of the faculty's academic community (internal members), can generally only be persons who work in the functional position of professor or in the functional position of associate professor. At least one quarter and at most one third of the members of the scientific council of the faculty are persons who are not members of the academic community of the faculty (external members). If a member of the faculty's scientific council (internal one) ceases to be a member of the faculty's academic community (e.g. termination of employment), his or her membership in the faculty's scientific council also ceases on that date. If a member of the faculty's scientific council (external one) becomes a member of the faculty's academic community, his or her membership in the faculty's scientific council also ceases as of this date. After approval of the proposal in the academic senate of the faculty, the dean appoints another member to the vacant position, whose term of office ends with the expiration of the term of office of the member of the scientific council of the faculty who was replaced.
- 3) The chairman of the scientific council of the faculty is the dean ex officio. As a rule, the vice-dean appointed by the dean is the vice-chairman of the scientific council of the faculty.
- 4) The members of the scientific council of the faculty are important experts from the fields in which the faculty carries out educational, research, development, artistic or other creative activities.
- 5) Membership in the scientific council of the faculty is irreplaceable.
- 6) The meetings of the scientific council of the faculty are governed by the rules of procedure of the scientific council of the faculty, which are submitted to it for approval by the chairman of the scientific council of the faculty.
- 7) Scientific council of the faculty
  - a) discusses the long-term plan of the faculty drawn up in accordance with the long-term plan of UCM,
  - b) after a statement of the academic senate of the faculty approves, on the proposal of the dean of the faculty, internal regulations that regulate the internal system of the UCM in the conditions of the faculty, if it is required by the internal system of the UCM,
  - c) evaluates at least once a year the level of the faculty in educational activity and its results, in creative activity and its results, and in the area of quality,
  - d) approves other experts who have the right to examine in state exams for study programs conducted at the faculty (§ 63, paragraph 3 of the Act); approves supervisors for doctoral studies according to § 54 par. 4 of the Act,
  - e) discusses and submits to the UCM VR the criteria for obtaining the title of docent and the criteria for obtaining the title of professor,



- f) discusses and approves proposals for awarding the title of "docent",
  - g) discusses and submits proposals for the appointment of professors to the UCM Board of Directors,
  - h) discusses and submits to the UCM VR the criteria for filling the positions of professors and associate professors at the faculty,
  - i) approves the rules of procedure of the faculty's scientific council on the proposal of the chairman of the scientific council of the faculty,
  - j) performs other tasks determined by the faculty statute.
- 8) The scientific council of the faculty discusses the questions presented to it by the chairman of the scientific council of the faculty.

### **Part 3**

#### **Organization of the Faculty and its Activities**

#### **§ 9**

##### **Advisory Bodies of the Dean of the Faculty**

- 1) The advisory bodies of the Dean of the Faculty are:
- a) faculty management,
  - b) the Dean's Advisory Board,
  - c) commissions appointed by the dean of the faculty,
  - d) FSS UCM Quality Board,
  - e) students' ombudsman.
- 2) The management of the faculty is a permanent advisory body of the dean for the operational solution of current issues of the faculty which require collective discussion. It consists of the dean, vice-deans and the secretary of FSS UCM, while the dean of FSS UCM can also invite other persons from the academic community of FSS UCM to the meeting of the faculty management.
- 3) The Dean's Advisory Board is a permanent advisory body to the Dean. The dean's board is chaired by the dean of the faculty. Its members are:
- a) management of FSS UCM
  - b) Chairman of the FSS UCM AS
  - c) directors of institutes,
  - d) students' ombudsman
  - f) other persons invited by the Dean of FSS UCM.
- 4) It is in the Dean's competence to establish and cancel temporary commissions. The members of the commissions are appointed by the dean from among the faculty staff and experts from the external environment.

## **§10**

### **The Quality Council of FSS UCM**

The Quality Council of FSS UCM is a structure of the horizontal plane at the faculty level.

- 1) RK FSV is an independent, permanent, advisory body of the dean of FSS UCM.
- 2) The activity of the RK FSS is part of the processes of the internal quality system at FSS UCM.
- 3) The composition, responsibility, competences and powers of the RK FSS are defined by the Statute of the RK at FSS UCM.

## **§ 11**

### **Vice-deans of the Faculty**

- 1) The dean of the faculty is substituted by the vice-deans of the faculty to the extent specified by him or her.
- 2) The vice-deans of the faculty are appointed and recalled by the dean of the faculty after the approval of the AS FSS UCM.
- 3) In his or her absence, the dean of the faculty is substituted in urgent matters by the vice-dean of the faculty. The method of substitution of individual vice-deans in his or her absence will be determined by the dean of the faculty.
- 4) The term of office of the vice-dean of the faculty is four years.
- 5) The performance of the vice-dean's function will end:
  - a) upon expiry of the term of office,
  - b) resigning from office,
  - c) by appeal,
  - d) by death.
- 6) Vice-deans of FSV UCM in a defined area of activity are authorized to perform and act on behalf of FSS UCM in legal relations to the extent determined by the dean of FSS UCM. In accordance with the conclusions of AS FSS UCM, VR FSS UCM and the instructions of the dean of FSS UCM they can impose tasks on senior employees of FSS UCM.
- 7) The vice-dean of FSVSUCM has the right to be present and speak at meetings of AS FSS UCM.

## **§ 12**

### **Organization of the Faculty**

- 1) The faculty is organizationally divided into:
  - a) dean's office,
  - b) Institutes,
  - d) and other components stipulated by the Organizational Order of the Faculty.
- 2) The task of the Institute is to provide teaching of accredited study programs and develop scientific research in relevant scientific fields.
- 3) The institutes are established, fused, divided and cancelled by the dean of the faculty on the basis of the statement of AS FSS UCM.

4) The Institute is headed by the director of the institute. The director of the institute is appointed by the dean of the faculty on the basis of a competition. In necessary cases, the dean can entrust the performance of the function of the director of the institute for a maximum period of six months, even repeatedly.

5) The created center is headed by the head of the center, who is appointed by the dean after consultation with the director of the relevant institute.

### **§ 13**

#### **Dean's Office**

1) The dean's office of the faculty provides professional management, administrative, economic, financial and educational activities, agenda of contractual relations of the faculty with institutions at home country and abroad, material and personnel development of the faculty, administration of the buildings used by the faculty and organization of internal faculty performance.

2) Details are regulated by the Organizational order of the Faculty.

### **§ 14**

#### **Secretary of the Faculty**

1) The Secretary of the faculty (hereinafter referred to as the "Secretary") is a senior employee of the faculty, who ensures and manages the organizational, economic, financial and administrative performance of the faculty to the extent specified by law, implementing legislation, internal regulations of the faculty and organizational order of the faculty. The secretary is responsible to the dean of the faculty for the economical use of budgetary and extra-budgetary funds of the faculty according to the approved 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 a competition.

### **§15**

#### **Director of the Institute**

1) The director of the institute is appointed and dismissed by the dean of the FSS UCM on the basis of a selection procedure.

2) The director of the institute is responsible to the dean for his activities.

3) The term of office of the director of the institute is determined by the dean for a period of four years, including repeatedly.

4) The director of the institute is responsible to the dean in particular:

a) for compliance with legal regulations and basic documents of FSS UCM and UCM,

b) for personnel development of the institute and effective use and protection of the entrusted property,

- c) for the development of provided study programs and for the concept of activity and development of the institute,
  - d) for the level of teaching and research of the institute and for adequate information about study fees issues.
- 5) The director of the institute in particular:
- a) ensures professional, pedagogical and scientific, organizational and administrative activity of the institute,
  - b) manages, controls and evaluates pedagogic-educational and scientific-research activities members of the institute, takes care of obtaining scientific and scientific-pedagogical grants,
  - c) creates conditions for the professional growth of members of the institute,
  - d) submits proposals to the dean of FSS UCM for deputy director of the institute and secretary constitution,
  - e) submits proposals for personnel and material support of the institute's tasks.
- 6) The director of the institute, in cooperation with the relevant vice-dean, submits the FSS UCM to the dean in particular:
- a) reports on the activity of the institute, evaluation of the progress of the educational process,
  - b) proposals for material and financial support of these activities,
  - c) proposals for disciplinary proceedings against institute members and students,
  - d) proposals for the teaching timetable.

## **Part Four**

### **Students and Employees of the Faculty**

#### **§ 16**

#### **Employees of the Faculty**

- 1) University teachers, researchers and other employees work at FSS UCM as employees.
- 2) University teachers of FSS UCM work in the positions of professors, visiting professors, associate professors, assistant professors, assistants and lecturers. FSS UCM university teachers are actively involved in research and development activities.
- 3) FSS UCM researchers fulfill scientific tasks. As a rule, they also participate in the educational activities of FSS UCM in accordance with the study program of the faculty.
- 4) The work activities of FSS UCM university teachers in the positions of professor, associate professor, assistant professor, assistant and lecturer and the relationship of these employees to the field of study and to the study program are regulated in the Act on Higher Education. The more detailed job description of these employees is attached to their employment contract.
- 5) Employing university teachers (professors, associate professors, assistant professors, assistants, lecturers working at the faculty) is carried out by a competition procedure in accordance with the Act on Higher Education and in accordance with the principles of the competition procedure for university teachers, professors and associate professors, managers and other UCM employees.

## § 17

### Students of the Faculty

- 1) The status of a FSS UCM student is defined in the Act on Higher Education, the University Statute, the UCM Study order and the UCM Disciplinary order.
- 2) A successful applicant becomes a student on the day of the enrollment. A faculty student whose study has been interrupted becomes a faculty student from the day of re-enrollment. The student who ceases to study in accordance with the Act on Higher Education ceases to be a student.
- 3) The interests of FSS UCM students are represented by the students in the AS FSS UCM and AS UCM.
- 4) A FSS UCM student has the right to use academic freedoms and academic rights at the UCM premises in accordance with the Act on Higher Education.
- 5) The use of academic freedoms and academic rights must be in accordance with law and internal regulations of FSS UCM.
- 6) In addition to the rights under the Act on Higher Education, the student has also the following rights:
  - a) the right to be represented in the student council of universities, in AS UCM and AS FSS UCM,
  - b) the right to apply for studies at another faculty and university, including abroad, as part of their studies,
  - c) the right to use UCM and FSS UCM facilities in accordance with the rules determined by UCM and FSS UCM,
  - d) the right to use forms of social support system if the student meets the conditions prescribed for their provision; these services are covered by subsidies from the state budget and, if possible, from own resources of UCM and FSS UCM.
- 7) On the proposal of the Dean of FSS UCM, a student may be awarded a commendation, honorable mention and a prize of the Rector or Dean of FSS UCM for exemplary performance of duties or for extraordinary results beyond the scope of duties.
- 8) FSS UCM provides students with the conditions for:
  - a) studying languages, sport and cultural activities,
  - b) mobility within UCM, at universities in the Slovak Republic and abroad,
  - c) counseling and consulting services for students and applicants for study.
- 9) A culpable breach of duty by a student is a disciplinary misbehaviour in accordance with the Act on higher education. The disciplinary misbehaviour is dealt with by the FSS UCM Disciplinary Commission in accordance with the UCM Disciplinary Order.
- 10) Study conditions for foreign students and fees of FSS UCM students are defined in the University Statute, in the UCM Study order and in other internal regulations of UCM and FSS UCM.

## **§18**

### **Students' Ombudsman**

- 1) The FSS UCM students' ombudsman is established as an advisory body to the dean. His or her function is independent and impartial.
- 2) The students' ombudsman is a confidential consultant who can guide FSS UCM students for questions related to study or study matters. FSS UCM students can contact the students' ombudsman also when dealing with conflict situations and complaints.
- 3) The students' ombudsman is elected by the representatives of the student part of AS FSS UCM for a period of 2 years.

## **§ 19**

### **Internal Quality System**

- 1) The internal system of ensuring the quality of higher education at FSS UCM (hereinafter referred to as "VSK FSV") represents a set of interrelated policies, structures and processes that enable ensuring and developing the quality of higher education, creative activities and other related processes in accordance with Act no. 269/2018 Coll., with the Standards issued by the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAVŠ") and the internal quality system of UCM (hereinafter referred to as "VSK UCM").
- 2) FSS UCM is responsible for ensuring the quality of the provided higher education through the implementation of its internal system and its continuous monitoring.
- 3) FSS UCM has a developed, implemented, used and functional internal quality system, which is regulated by an internal regulation. Fulfillment of the task specified in para. 2 is coordinated and evaluated by the FSS UCM Quality Council as an advisory body to the Dean in cooperation with the Study Program Councils.
- 4) The relevant vice-dean is responsible for the development, introduction, use and functionality of the internal quality system at FSS UCM.

## **§ 20**

### **Further Education**

- 1) FSS UCM, within the framework of further education, is responsible for the provision of lifelong learning educational programs in accordance with the Act on Lifelong Learning and generally binding legal regulations.
- 2) FSS UCM enables those interested in various target groups to widen and deepen their acquired education, retrain or satisfy their interests.
- 3) Further education is realized through formal and non-formal education and informal learning. Further education is realized through various short-term and long-term educational activities (e.g. seminars, training, courses and others).

4) The form of further education can be full-time, distance, combined, e-learning, self-study or another form by use of traditional as well as modern methods of education, including multimedia approaches.

5) Graduates of further education are provided with a certificate or other document in accordance with applicable legislation.

## **Part 5**

### **Internal Regulations and Ceremonies of the Faculty**

#### **§ 21**

##### **Internal Regulations of the Faculty**

1) In accordance with the Act on Higher education, the Faculty issues the following internal regulations:

a) Statute of FSS UCM,

b) Organizational Order of FSS UCM,

c) Rules of the elections to the AS FSS UCM,

d) Rules of procedure of AS FSS UCM,

e) Rules of procedure of the Scientific Council of the FSS UCM,

f) other regulations, if provided by the Statute of FSS UCM.

2) The Dean of FSS UCM is entitled to issue other internal regulations which enter into force after discussion in the Dean's Board and their signing by the Dean of FSS UCM.

3) Internal regulations of FSS UCM according to par. 1 must be in accordance with law, generally binding legal regulations, internal regulations of UCM and FSS UCM.

#### **§ 22**

##### **Academic Symbols, Faculty Insignia and Ceremonies**

1) The symbols of FSS UCM are the sign of the faculty and the colours of the faculty.

2) The symbols of the faculty are the logo, UCM Sans font, pattern and color. The primary color of the faculty is orange. The rules for using the faculty's symbols are determined by internal regulation 48/2021 Directive issuing the UCM Design Manual and amending the identity rules at the UCM.

3) The status of FSS UCM and its academic officials is represented by academic insignia of the faculty and the gowns of the faculty. The FSS UCM insignia consist of a gilded dean's chain with the FSS UCM sign and the state sign of the Slovak Republic and promoter chains.

4) The rules of using academic insignia and faculty gowns and conducting academic ceremonies, especially matriculations, graduations and awarding of academic or honorary degrees are defined by the internal regulations of the university.

5) Matriculations of FSS UCM students and taking the academic pledge takes place with the participation of the Rector of UCM or the Vice-Rector authorized by him, the Dean of the Faculty or the Vice-Deans of the Faculty.

6) Graduations of bachelor, master and doctoral graduates, as well as the third age university students carried out in the framework of lifelong learning are held with the participation of the UCM Rector or a vice-rector, the Dean of the faculty or vice-deans of the faculty. The wording of the graduation pledge is given in the UCM internal regulations.

### **§ 23**

#### **Faculty Awards**

- 1) The Faculty may award a faculty medal to employees, students and other persons who have contributed to the development of the faculty, science, legal education and academic rights and freedoms.
- 2) The faculty medal is awarded by the Dean of the faculty.
- 3) FSS UCM awards its employees and students who have contributed to the development of the faculty, science and education in accordance with the relevant internal regulations of the faculty.
- 4) FSS UCM awards are given by the Dean of the faculty on the basis of a proposal from the Dean's Board of FSS UCM.

### **Part 6**

#### **Financing and Property of the Faculty**

### **§ 24**

#### **Financing of the Faculty**

- 1) FSS UCM is financed on the basis of multi-source financing. Sources of funding are:
  - a) part of the subsidy from the state budget according to § 89 of the Act on Higher Education allocated to the faculty,
  - b) school fees according to § 92 par. 4, 5, 6, 8 and 11 and § 113a par. 10 of the Act on Higher Education,
  - c) fees associated with studies according to § 92 par. 12 to 15 of the Act on Higher Education,
  - d) income from further education,
  - e) revenues from intellectual property,
  - f) revenues from business activity,
  - g) revenues from donations,
  - h) revenues from domestic and foreign grants,
  - i) other revenues from the main activity of FSS UCM.
- 2) All entrusted movable and immovable property and allocated financial means are managed by the faculty in accordance with the economic and operational rules of the university and the measures of the Rector. The drawing and disposal of allocated funds is ensured by clear records and in the manner specified by UCM internal regulations.
- 3) FSS UCM draws up an annual budget for financial support and management of its main activity.



## **§ 25**

### **Obligations of the Faculty in Relation to UCM**

- 1) The Faculty submits the Rector of UCM an annual report on the activities of the faculty and an annual report on the management of the faculty.
- 2) Annually, the Faculty publishes a list of provided study programs on its website.

## **§ 26**

### **Final Provisions**

- 1) The current Statute of FSS UCM approved by AS FSS UCM on 29 June 2021 and by AS UCM on 30 November 2021 has been cancelled.
- 2) The Statute of FSS UCM may be changed or amended by AS FSS UCM at any time. All changes and amendments to the Statute must be submitted to the UCM AS for approval.
- 3) This Statute of FSS UCM enters into force on the day of approval in the AS UCM and takes effect on the first day of the following month.
- 4) An interpretation of the Statute in disputable cases is provided by the AS UCM. The interpretation of the AS UCM becomes binding if it is approved by the AS UCM.
- 5) This Statute of FSS UCM was approved by AS FSS UCM on 25 April 2023 and by AS UCM on 2 May 2023.
- 6) A graphic image of the faculty logo is an inseparable appendix to the Statute of FSS UCM.

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