

UNIVERZITA SV.  
CYRILA A METODA  
V TRPAVE



# STATUTE

FACULTY OF SOCIAL SCIENCES  
UNIVERSITY OF SAINTS CYRIL AND METHODIUS  
IN TRNAVA

## 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

- 1) The Statute of FSS UCM is issued according to § 33 par. 2 letter a) of the Act on Higher Education and regulates the position of the Faculty of Social Sciences of the University of Saints Cyril and Methodius in Trnava (hereinafter "FSS UCM") as an educational and scientific institution providing teaching while respecting academic rights and freedoms, its organization, activities, as well as the system of its self-governing.

#### § 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 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 a 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) Internal relations of FSS UCM and relations with UCM are governed by the Act on Higher Education, the Statute of UCM and other internal regulations of UCM according to § 33 par. 2, § 15 par. 1 of the Act on higher education, § 19 of the Statute of FSV UCM, § 48 of the Statute of UCM. (The scope of the FSS UCM's self-governing competence and its relationship to the UCM and the university's self-governing competence, including the right of the FSS UCM self-governing bodies to act independently on behalf of the university, are determined by the relevant provisions of the UCM law and statute).

### § 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 political culture of society, in the field of public policy, public administration, social and economic level of society.
- 4) The basic task of the faculty is to provide higher education according to study programs that are accredited by the Ministry of Education, Science, Research and Sports of the Slovak Republic on the approval of the Slovak Accreditation Agency for 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,
  - f) to build a faculty library.
- 6) The Faculty provides education in study programs in political science 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 in accordance with § 23 of the Act on Higher Education.
- 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 and the study regulations of the faculty,
  - 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
- c) FSS UCM Scientific Board
- d) FSS UCM Disciplinary Commission for Students

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

### 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 academic self-government of FSS UCM. The legal status and competence of the AS FSS UCM is regulated in § 26 and § 27 of the Act on Higher education.
- 2) AS FSS UCM consists of elected representatives of the academic community of FSS UCM. The method of election of members of the AS of FSS UCM is regulated by the Principles of Elections to the AS of FSS UCM. Membership in AS of FSS UCM is voluntary and irreplaceable.
- 3) Meetings of the AS of FSS UCM are public, convened by its chairman or vice-chairman. Meetings are held as needed, at least twice during the academic year. The proceedings of the AS of FSS UCM are governed by the Rules of Procedure of the AS FSS UCM.
- 4) AS of FSS UCM has 12 members. The employee part of the AS of FSS UCM consists mainly of professors, associate professors and assistant professors with the scientific-academic degree of CSc. or a PhD. At least one third of the members of the AS of FSS UCM are student representatives.
- 5) The members of the AS of FSS UCM decide on the discussed matters independently. They are responsible for their activities to the academic community of FSS UCM. A member of the FSS UCM AS has the right to interpell the 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 vice-chairmen mainly from professors and associate professors who are members of AS FSS UCM in direct elections by secret ballots. The Chairman of the AS FSS UCM and the Vice-Chairmen of the AS FSS UCM form the presidency of the AS FSS UCM.
- 7) The function of a member of the employee part of the AS FSS UCM is incompatible with the function of the rector, vice-rector, dean, vice-dean and secretary of the faculty.
- 8) The activities of the FSS UCM AS are financially and administratively provided by the FSS UCM dean's office from the faculty funds determined for this purpose. The FSS UCM AS has the right to use the FSS UCM equipment that is absolutely necessary for its operation.
- 9) In the case that AS FSS UCM acts in violation of laws, other generally binding legal regulations or internal regulations of UCM or the faculty, if AS FSS UCM performs its activities in a composition that is in conflict with the law or internal regulations of the faculty, or if the composition of the AS FSS UCM cannot be harmonized with the law or with the internal regulations of the faculty for objective reasons, AS FSS UCM performs the activities during the necessary period of AS UCM. The conditions for the exercise of powers are regulated by § 6 para. 8 to 12 UCM statute.
- 10) The term of office of the members of the student part of the Academic Senate is extended in case of declaration of an emergency situation, in case of crisis situation or in case of other similarly unfavorable event, by the time during which the declared emergency situation, crisis situation or other similar adverse event. In the event that a member of the faculty's academic senate terminates his or her membership in the faculty academic senate during the declared emergency situation, crisis situation or other similarly unfavorable event, elections will be held to fill the vacancy of the academic senate as soon as possible in accordance with the principles of elections to the Academic Senate of the Faculty of Social Sciences.

## § 7

### Dean of the Faculty

- 1) The Dean of FSS UCM is a representative of the faculty who manages it, represents it and acts in matters of the faculty. He acts on behalf of UCM in matters stipulated by law. The Dean is responsible for his or her activities to the AS FSS UCM.
- 2) The Dean of FSS UCM is responsible to the Rector of UCM for his or her activities in matters in which he or she acts on behalf of UCM, for the management of the faculty and for his or her other activities to the extent determined by the internal regulations of UCM.
- 3) The Dean performs tasks arising from the Higher education Act, the statute of the university, the internal regulations of the UCM and the FSS UCM. The Dean in particular:
  - a) manages the educational process at the faculty,
  - b) manages the activities of vice-deans, heads of departments, directors of established centers, faculty secretary and heads of other departments,
  - c) manages research and development activities and foreign relations,
  - d) appoints and recalls senior staff 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 the statute of the university,
  - f) issues implementary regulations for the study, competition and disciplinary rules and decides on issues arising from these regulations,

- g) permits relevant persons to enter the premises managed by the faculty, if necessary,
  - h) decides on the admission of an applicant to study at the faculty and judges the applications of unsuccessful applicants,
  - i) decides on the establishment, fusion, division and cancellation of departments and other facilities of the faculty.
- 4) The Dean is responsible in particular for:
- a) compliance with law, legal and internal regulations of the faculty and UCM,
  - b) proper organization of the faculty activities and creation of conditions for this activity,
  - c) economical use of allocated funds from state budget subsidies and other funds and for property managed by the faculty,
  - d) is responsible for the preparation, organization and process of the admission procedure at the faculty.
- 5) The election of the dean of FSS UCM is regulated in more detail by the internal guideline of FSS UCM - Election Rules for the election of a candidate for the dean of the Faculty of Social Sciences at the University of Saints Cyril and Methodius in Trnava.
- 6) The term of the dean's office of the faculty is four years. After the recall of the dean of the faculty or after the premature termination of the function of the dean of the faculty, the function of the dean of the faculty is performed by a person authorized by the rector on the proposal of the AS FSS UCM.
- 7) On his or her own initiative, the Rector may, with the consent of the AS FSS UCM, recall the dean if the dean:
- a) seriously fails to fulfill his or her obligations,
  - b) has grossly or repeatedly violated laws, other generally binding legal regulations, internal regulations of a university or a faculty, or
  - c) seriously harmed the interest of a public university or faculty.
- 8) If AS FSS UCM repeatedly disagrees with the Rector's proposal to recall the Dean or does not comment on the proposal within 30 days from the day when the Rector requested it, the Rector may recall the Dean with the approval of AS FSS UCM if at least one of the conditions was fulfilled.
- 9) If the Rector requests the AS FSS UCM for a statement from 15 June to 15 August, the deadline for a statement is extended to 60 days.
- 10) If the dean requests to resign, he or she shall immediately notify the chairman of the AS FSS UCM and the Rector of the UCM in writing.

## § 8

### Scientific Board of the Faculty

- 1) SB FSS UCM is a body of academic self-government of FSS UCM. The appointment and recall of the members of the FSS UCM SB is within the competence of the Dean of the FSS UCM after the approval of the proposal in the AS FSS UCM.
- 2) The chairman of the SB FSS UCM is the dean of the FSS UCM by virtue of his position. The Vice-Chair of the FSS UCM SB is usually the relevant Vice-Dean.
- 3) The members of the scientific board of the faculty are important experts in the fields in which the faculty carries out educational, research, development, artistic or other creative activities. At least one quarter and at most one third of the members of the scientific board of the faculty

are persons who are not members of the academic community of the public university of which the faculty is a part.

4) Membership in the FSS UCM SB is irreplaceable.

5) The competence of the Scientific Board is defined in § 30 of the Act on Higher education.

6) The meeting of the FSS UCM SB is governed by the Rules of Procedure of the FSS UCM SB, which is submitted to it for approval by the chairman of the FSS UCM SB.

## § 9

### Disciplinary Commission of the Faculty

1) On the basis of the FSS UCM Disciplinary Rules, the FSS UCM Disciplinary Commission discusses disciplinary offenses of students of the faculty and submits a proposal for a decision to the Dean.

2) The members of the Disciplinary Commission of the FSS UCM and its chairman are appointed from among the members of the academic community of the FSS UCM after approval by the AS of the FSS UCM and the Dean. Half of the members of this commission are students.

3) The activities of the FSS UCM Disciplinary Commission are governed by the Rules of Procedure of the FSS UCM Disciplinary Commission, which are approved by the FSS UCM AS on the proposal of the Dean.

4) The activities of the Disciplinary Commissions of the faculties are regulated by Section 31 of the Act on Higher education.

## Part 3

### Organization of the Faculty and its Activities

## § 10

### 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.

2) The management of the faculty is a permanent advisory body of the dean for the operational solution of current issues of the faculty that require collective discussion.

3) The Rector, representatives of the UCM management and the university inspector may participate in the meetings of the faculty management.

4) 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) vice-deans,
- b) Secretary,
- c) heads of departments,
- d) directors of established centers,



- e) Chairman of the FSS UCM AS,
  - f) other members appointed by the Dean of FSS UCM.
- 5) In justified cases, the dean may also invite members of the academic community of the faculty, representatives of UCM employees, other FSS UCM and UCM employees, students and guests to the meeting of the board.
- 6) 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, students and experts from other faculties and professional institutions.
- 7) The FSS UCM Quality Council is a permanent advisory body to the Dean. In particular, the Quality Council prepares, controls, evaluates and coordinates the creation, implementation and use of the internal quality system of education, coordinates the implementation, use, functionality and implementation of the quality management system.

## § 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 their 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.

## § 12

### Head of the Department

- 1) The head of the department is appointed and recalled by the dean on the basis of a competition procedure.
- 2) The head of the department is responsible to the dean for his or her activities.
- 3) The term of office of the head of the department is set by the dean for a four-year period.
- 4) The head of the department is responsible to the dean in particular for:
  - a) compliance with legal regulations and basic documents of FSS UCM and UCM,
  - b) the personnel development of the department and the effective use and protection of the entrusted property,
  - c) the development of the provided study program and the conception of activities and development department,
  - d) the quality of teaching and research at the department and for adequate information on study issues.
- 5) The head of the department in particular:
  - a) manages professional, pedagogical and scientific, organizational and administrative activities of the department,

- b) manages, controls and evaluates educational, scientific and research activities of the members of the department with the aim to achieve scientific and educational grants,
  - c) creates conditions for the professional growth of members of the department,
  - d) appoints and recalls the deputy head of the department and the secretary of the department,
  - e) provides and manages teaching and activities of the department, lecturers and members of the state examination commissions.
- 6) The head of the department submits to the dean in particular:
- a) reports on the activities of the department, evaluation of the educational process, solutions of scientific research tasks and scientific grants achieved,
  - b) proposals for a material and financial support of these activities,
  - c) proposals for disciplinary procedures against members of the department and students,
  - d) proposals for a teaching schedule.

### § 13

#### Organization of the Faculty

- 1) The faculty is organizationally divided into:
  - a) departments,
  - b) dean's office,
  - c) centers of professional and scientific activities
  - d) and other components stipulated by the Organizational Order of the Faculty.
- 2) The task of the departments is to develop scientific research in relevant scientific fields and to provide teaching of accredited study programs.
- 3) Departments are established, fused, divided and cancelled by the dean of the faculty on the basis of the statement of AS FSS UCM. A department can also be established by fusing departments.
- 4) The department is headed by the head of the department. The head of the department is appointed by the dean of the faculty from among professors and associate professors, and in necessary cases from teachers with a PhD degree or other similar rank. The heads of departments are the managers of the faculty.
- 5) The established centres are headed by the directors, who are appointed by the dean on the basis of a competition procedure.

### § 14

#### 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.

## § 15

### 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.

## Part 4

### 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

### Principles of Work Relations

- 1) The basic principles of work relations at FSS UCM are regulated by special regulations.
- 2) A more detailed definition of the rights and obligations of an employee of FSS UCM and UCM as an employer is set out in the UCM Work Order.
- 3) In the matters of work relations carried out at the faculty, the deans of the faculties act on behalf of UCM, with the prior consent of the Rector of UCM in accordance with § 18 par. 2 letter a) and § 24 par. 4 of the UCM Statute.

## § 18

### 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.

## § 19

### Internal Quality System

- 1) FSS UCM is responsible for quality assurance of higher education provided.
- 2) FSS UCM has developed and implemented a functional internal quality system, which is regulated by internal regulations. Fulfillment of the task referred to in para. 1 is coordinated and evaluated by the FSS UCM Quality Council as an advisory body to the Dean.
- 3) A relevant vice-dean is responsible for the development, implementation, 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) In accordance with the internal regulations of UCM AS FSS UCM may accept:
  - a) Study order of FSS UCM,

- b) FSS UCM Work order,
  - c) FSS UCM Scholarship order,
  - d) Disciplinary order of FSS UCM,
  - e) Rules of procedure of FSS UCM,
  - f) Electoral rules for the election of a candidate for a dean of FSS UCM,
  - g) other regulations, if provided by the Statute of FSS UCM.
- 3) The Statute of FSS UCM, the Study Order of FSS UCM and the Work Order of FSS UCM shall enter into force on the day of their approval by the AS UCM. Other internal regulations, except for the Rules of Procedure of the Scientific board of the FSS UCM, enter into force upon their approval by the AS of the FSS UCM. The Rules of Procedure of the FSS UCM Scientific Board shall enter into force upon their approval by the FSS UCM Scientific Board.
- 4) The Dean of FSS UCM is entitled to issue other internal regulations in accordance with § 33 par. 2 letter f) of the Act on Higher Education, which enter into force after discussion in the Dean's Board and their signing by the Dean of FSS UCM.
- 5) Internal regulations of FSS UCM according to par. 4 must be in accordance with law, generally binding regulations, internal regulations of UCM and FSS UCM.
- 6) The Statute of FSS UCM and other internal regulations of FSS UCM are binding for all faculty employees. The Dean of the Faculty is entitled to issue orders, the acceptance process of which is regulated in the UCM Organizational Order and the FSS UCM Organizational order.

## § 22

### Academic Symbols, Faculty Insignia and Ceremonies

- 1) The symbols of FSV UCM are the sign of the faculty and the colours of the faculty.
- 2) The sign of the faculty is the sign of UCM supplemented by the Latin words *Facultas Scientiarum Socialium, Universitas Sanctorum Cyrilli et Methodii Tyrnaviae*. The colours of the faculty are orange and black. The graphic representation of the faculty sign is supplement to the faculty statute.
- 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 national 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 and a representative of the Academic Senate.
- 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 and a representative of the Academic Senate. 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) subsidies from the state budget,
  - b) study fees,
  - c) fees associated with the admission procedure,
  - d) income from business activities,
  - e) donations,
  - f) other resources.
- 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

### Special Provisions in the State of Emergency

- 1) The term of office of members of the Academic senate of the faculty or members of the Scientific board of the faculty, which expires in state of emergency or crisis situation (hereinafter "crisis situation") shall end on the last day of the third calendar month if the conditions do not allow for the election or appointment of new members of a competent authority. If a new member of a competent body is elected or appointed during this period, the term of office of the current member of the competent body shall expire on the day following that on which the new member of the competent body was elected or appointed.
- 2) Within a crisis situation, educational activities carried out by the full-time method can be carried out by the distance method.
- 3) Within a crisis situation, especially if the organization of the school year changes in accordance with a special regulation or part of the examination or the form of the examination which terminates education at a secondary school is canceled, the higher education institution may change the information specified in § 57 par. 5 of the Act on Higher Education and publish it in a different period than the one stipulated in § 57 par. 5 of the Act on Higher Education. The information can be changed repeatedly. The change does not require an approval by the Academic senate of the university or the Academic senate of the faculty. If it is a change of date, the university will publish it no later than 14 days before this date.
- 4) If, due to the crisis situation, the student could not properly complete his / her studies within the period according to § 65 par. 2 of the Act on Higher Education, the Rector may, at the reasoned request of the student, exceptionally extend the study beyond the scope stipulated in § 65 par. 2 of the Act on Higher Education and determine the period for which the study will be extended.
- 5) In the time of crisis, it is possible to take a state exam, a rigorous exam, a defense of a rigorous thesis, a defense of a habilitation thesis, a habilitation lecture and an inaugural lecture by videoconference or other means of information and communication technology without physical presence.
- 6) In the time of crisis, the public part of the state examination, the public part of the rigorous examination and the public part of the defense of the rigorous thesis are considered public if the university provides their audio recording available to the public for hearing at university premises within three months of the end of the crisis situation.
- 7) The employment relationship of a university teacher concluded for a definite period of time, the agreed period of which expires at the time of the crisis situation, may be extended without a competition procedure until the end of the last day of the third calendar month after the end of the crisis situation.

## § 27

### Final Provisions

- 1) The current Statute of FSS UCM approved by AS FSS UCM on 9 June 2015 and by AS UCM on 16 June 2015 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 29 June 2021 and by AS UCM on 30 November 2021.
- 6) A graphic image of the faculty logo is an inseparable appendix to the Statute of FSS UCM.

doc. PhDr. Mgr. Olga Bočáková, PhD.  
associate professor  
Chairwoman of AS FSS UCM

doc. PhDr. Jaroslav Mihálik, PhD.  
Dean of the FSS UCM

doc. PhDr. Ján Višňovský, PhD.,  
associate professor Chairman of AS UCM

