

**Internal regulations of the
Faculty of Roman Catholic Theology
of Cyril and Methodius,
Comenius University Bratislava**

Internal Regulation No. 2/2022

**approved by the Academic Senate
of Comenius University Bratislava,
Faculty of Roman Catholic Theology of Cyril and Methodius CU**

Organisational Regulations of the FRCTH CU

Year 2022

According to Article 10 Clause 7 letter j) of the Statutes of the Comenius University Bratislava, Faculty of Roman Catholic Theology of Cyril and Methodius, the Dean of the Comenius University Bratislava, Faculty of Roman Catholic Theology of Cyril and Methodius, acting in cooperation with the President of the Academic Senate of the Comenius University Bratislava, Faculty of Roman Catholic Theology of Cyril and Methodius, hereby publishes this full text of the internal regulation approved by the Academic Senate of the Comenius University Bratislava, Faculty of Roman Catholic Theology of Cyril and Methodius, the Organizational Regulations of the Comenius University Bratislava, Faculty of Roman Catholic Theology of Cyril and Methodius:

Part One

Basic Provisions

Art. 1

- 1) The Organisational Regulations of the Comenius University Bratislava, Faculty of Roman Catholic Theology of Cyril and Methodius (hereinafter referred to as the "Organisational Regulations") shall regulate the organisational structure, management and scope (rights and duties) of its departments.
- 2) The Organisational Regulations are binding for all employees, including employees who perform work on the basis of agreements outside the employment relationship, and students of the Faculty.
- 3) The name and the seat of the Faculty are laid down in Art. 1 of the Statutes of Comenius University Bratislava, Faculty of Roman Catholic Theology of Cyril and Methodius (hereinafter referred to as the "Statutes of the Faculty").

Part two

Organisational structure of the Faculty

Art. 2

The Faculty is a part of Comenius University Bratislava.¹

The Faculty is divided into the following departments::

1. Departments:

- a) Department of Christian Philosophy and Historical Sciences,
- b) Department of Biblical Studies,
- c) Department of Systematic Theology,
- d) Department of Practical Theology.

¹ Art. 1 (4) of the Statutes of the Faculty.

The members of the Department are all university teachers and researchers of the Department, as well as other faculty members assigned to the Department to carry out their work assignments.

2. Dean's Office:

- a) Dean's secretariat,
- b) study department,
- c) Science and Doctoral Studies Office,
- d) economics department,
- e) personnel and payroll office,
- f) technical and economic administration department,
- g) Information Technology Department.

Departments may be subdivided into departments. The internal structure is determined by the Dean of the Faculty.

3. Information desk:

The Faculty Library of the Faculty of Roman Catholic Theology of Cyril and Methodius (hereinafter referred to as 'the Library').

4. Priest Seminaries:

- a) Sts. Cyril a Methodius Seminary in Bratislava,
- b) St. Gorazd Seminary in Nitra.

Part three

Leading employees of the Faculty

Art. 3

The leading employees of the Faculty² are:

- a) Dean,
- b) Vice-deans,
- c) Secretary of the Faculty,
- d) Heads of Departments,
- e) Head of the Library,
- f) heads of departments of the Dean's Office,
- g) Rectors of seminaries.

Art. 4

Dean of the Faculty

² Art. 27 the Statutes of the Faculty.

1) The position and powers of the Dean of the Faculty are regulated by Section 28 of the Higher Education Act, Articles 11 and 36 of the Statutes of Comenius University (hereinafter referred to as "the University") and Article 10 of the Statutes of the Faculty.

2) The Dean in the management of the faculty, in addition to the competence provided for in paragraph 1) of these Organizational Regulations and in accordance with the concept of faculty development:

- a) assigns tasks to the departments of the Faculty pursuant to Article 2 of these Organisational Regulations;
- b) directly directs and supervises the activities of the Vice-deans, the Secretary of the Faculty, the Rectors of the Seminaries, the Heads of the Departments and the Dean's Secretariat,
- c) issues the internal regulations of the Faculty.

3) The dean of the Faculty may delegate the management of the Faculty's departments to the Vice-deans of the Faculty, the Secretary of the Faculty, the Rectors of the seminaries and other employees of the Faculty to the extent determined by a special decision of the Dean and in accordance with the statutes of the Faculty.

4) The Dean may establish committees as his/her advisory and initiative bodies.

5) The Dean's advisory bodies are the Faculty Management Board and the Dean's Collegium.³

Art. 5

Vice-deans

1) The status and powers of the Vice-deans are regulated by Section 28 Clause 8 of the Higher Education Act and Article 13 of the Statutes of the Faculty.

2) The number of Vice-deans of the Faculty shall be determined by the Dean of the Faculty at the time of their appointment and dismissal with the consent of the Academic Senate of the Faculty, so that their number is no more than three. A decision on the appointment of a Vice-dean and a decision on the dismissal of a Vice-dean which result in a change in the number of Vice-deans shall be considered as a decision on the determination of the number of Vice-deans of the Faculty. The Dean of the Faculty shall determine the areas of activity of the Vice-deans, in particular within these areas:

- a) educational activities of first and second study cycles or of joined first and second study cycle;
- b) educational activities of the third study cycle (doctoral studies);
- c) scientific research and project activities;
- d) international relations;
- e) public relations, mass media communication and promotion of the Faculty;
- f) Faculty development and evaluation;
- g) further and complementary education;

³ Art . 14 the Statutes of the Faculty.

- h) editorial and publishing activities;
- i) information technology and management of the Faculty's website.

3) The field of educational activities of the first and second study cycles or of the joined first and second study cycle includes in particular:

- a) organisation and conduct of the pedagogical process according to the study programmes of the first and second study cycles or the joined first and second study cycle, in accordance with the study regulations of the University and the Faculty;
- b) timetable and schedule of studies;
- c) preparation and conduct of the admission procedure for first and second study cycles or joined first and second study cycle;
- d) organisation and conduct of state examinations;
- e) organisation and conduct of matriculation and graduation ceremonies;
- f) organisation and editing of study yearbooks;
- g) content of documents for accreditation, evaluation and annual reports;
- h) compliance with the study regulations, including disciplinary procedures;
- i) activities of the study department;
- j) administration of scholarships in accordance with the Scholarship Regulations, with the exception of doctoral scholarships;
- k) coordination and activities of the study adviser;
- l) monitoring accreditation criteria, proposing and implementing the concept and concrete measures for accreditation at the Faculty in relation to first and second cycle study programmes or combined first and second cycle study programmes.

4) The field of educational activities of the third study cycle (doctoral studies) includes in particular:

- a) preparation and conduct of the admission procedure for the third cycle study programmes;
- b) organisation of teaching in the third cycle study programmes in accordance with the study regulations of the University and the Faculty;
- c) timetable of teaching hours and compliance with the timetable of teaching in the third study cycle;
- d) coordination of the educational activities of the departments within the third cycle study programmes;
- e) co-organisation of scientific events for third cycle students;
- f) monitoring of the publishing activities of full-time doctoral students;
- g) content of documents for accreditation, evaluation and annual reports;
- h) preparation of Faculty accreditation materials in relation to third cycle study programmes;
- i) administration of doctoral scholarships;
- j) monitoring of accreditation criteria and designing and implementing both the concept and concrete measures for accreditation in the Faculty in relation to third cycle study programmes.

5) The area of scientific research and project activities includes in particular:

- a) concept of the Faculty's scientific research activities, proposals for the content and scope of the Faculty's participation in the University's scientific activities;
- b) content and organisational provision of the habilitation procedure and the procedure for appointment as professor according to the accredited study programmes of the Faculty;
- c) training of university teachers and researchers at the Faculty;
- d) cooperation in the field of science with other faculties and scientific and pedagogical departments of the University;
- e) coordination and registration of research tasks;
- f) content of documents for accreditation, evaluation and annual reports;
- g) content of the meetings of the Scientific Council;
- h) editorial activities of the Faculty and the agenda of the Library of the FRCTH CU (elaboration of the concept of editorial activities, elaboration of the editorial plan and management of publishing activities);
- i) activities of the Scientific Research Department;
- j) management and coordination of administrative activities in the field of projects;
- k) searching for and communicating information on individual projects to members of the academic community, providing methodological guidance to applicants for grant projects and to grant project investigators;
- l) coordination of the formation of research teams for grant projects of interdisciplinary nature;
- m) monitoring of the participation in grant projects of the Faculty's university teachers, Faculty's researchers and internal doctoral students, its evaluation and preparation of the concept and specific measures for increasing the quantity and quality of participation of the Faculty's university teachers, Faculty's researchers and internal doctoral students in grant projects.

6) The area of international relations includes in particular:

- a) preparation of the concept of Faculty's relations, in particular with foreign universities and faculties;
- b) implementation of Faculty's international relations;
- c) co-organisation of scientific events organised jointly with foreign universities and scientific events with international participation;
- d) organisation of academic mobility of students, university teachers and researchers resulting from cooperation agreements and agreements concluded within the framework of international programmes;
- e) updating and acquiring bilateral agreements in the framework of mobility programmes;
- f) content of documents for accreditation, evaluation and annual reports.

7) The area of faculty development and evaluation includes in particular:

- a) content and preparation of materials for accreditation, annual reports, and official and unofficial faculty evaluations;
- b) methodological coordination of all faculty activities so that the faculty is, as far as possible, directed towards continuous development;
- c) creation of initiatives for the optimisation of internal processes within the Faculty;

- d) coordination of the decision-making and activities of the other Vice-deans in the various areas of Faculty management;
- e) monitoring of accreditation criteria and participating in the design and execution of both the concept and concrete measures for accreditation at the Faculty;
- f) monitoring the criteria of major Faculty evaluations and proposing and executing both the concept and specific measures for the proper and trouble-free implementation of the evaluation criteria in the Faculty;
- g) analysis of the publication activity of the Faculty's university teachers, Faculty researchers and internal doctoral students, its evaluation of and preparation of the concept and specific measures for increasing the quantity and quality of the publication activity of the Faculty's university teachers, Faculty researchers and internal doctoral students.

8) The area of further and supplementary education includes, in particular, the conception and organisation of further and supplementary education at the Faculty, which focuses primarily on supplementary pedagogical and further education of teachers of religious education, as well as on further education of laypersons in the field of theology.

9) The area of information technology and the area of administration of the Faculty's web site includes in particular:

- a) operation and development of the services of the Faculty's Integrated Information and Communication System (IICS);
- b) coordination of interaction of the staff responsible for the different sections of the IICS activities of the Faculty (technical administrator of the Faculty computer network, Faculty webmaster, departmental webmaster, etc.);
- c) building and operating the internal technical infrastructure of the Faculty;
- d) creation and changes to the concept of the Faculty's web site;
- e) ensuring timely updating of the Faculty's web site.

10) The distribution of the areas of responsibility of the Vice-deans shall be determined by the Dean. As a rule, one Vice-dean is usually responsible for several areas.

Art. 6

Secretary of the Faculty

1) The Secretary of the Faculty is a leading employee of the Faculty. The status and powers of the Secretary of the Faculty shall be governed by Section 32 of the Higher Education Act and Article 14 of the Statutes of the Faculty.

2) The Secretary of the Faculty ensures the economic and administrative running of the Faculty within the scope of his/her competence. The Secretary of the Faculty is directly supervised by the Dean of the Faculty.

3) The Secretary of the Faculty manages and is accountable to the Dean of the Faculty for the performance of his/her duties, in particular in the following areas:

- a) performance and control of the economic and administrative activities of the Faculty;

- b) performance of the business activities of the Faculty;
- c) compliance with the rules of management and efficient economic use of funds and property under the administration of the Faculty;
- d) strict compliance with generally binding legal regulations and internal regulations of the University and the Faculty in the performance of these activities;
- e) preparation of budget documents for the main activities of the Faculty, the management and the efficient use of the funds earmarked for the activities of the Faculty;
- f) creation of material and spatial conditions for the activities of the Faculty in cooperation with the Rector's Office;
- g) organisation of the work of the Dean's Office of the Faculty and cooperation with other departments of the University;
- h) protection and proper use of property held by the Faculty;
- i) compilation, production, transmission and recording of information relating to the activities of the Faculty;
- j) control of the use of funds and proposing the necessary measures;
- k) preparation of documents for the annual management report of the Faculty.

Art. 7

Head of department

- 1) The position and powers of the Head of Department are governed by Article 27 of the Statutes of the Faculty.
- 2) The Head of Department shall, within the scope of competence laid down in these Organisational Regulations, manage the scientific, pedagogical, organisational and administrative activities of the Department and is responsible to the Dean.
- 3) The Head of the department in particular:
 - a) organises and is responsible for scientific research of department;
 - b) ensures scientific cooperation with other departments and with other scientific institutions;
 - c) ensures the development of educational concept within the scope of the department's competence;
 - d) is responsible for the quality of the Department's educational tasks;
 - e) evaluates the teaching and research activities of the Department and its members;
 - f) prepares questions for state examinations;
 - g) prepares a plan for the development of the department in connection with the long-term plan of the faculty.

Art. 8

Head of the Library

- 1) The Head of the Library in particular:
 - a) ensures the development of all library activities;

- b) cooperates with libraries and information departments of universities, research institutes and other organisations at home and abroad;
- c) is responsible for the technical and information development of the library.

2) The head of the library is responsible for the professional, organisational and economic activities of the Faculty Library (hereinafter referred to as "the Library") to the Vice-dean responsible for scientific research and project activities.

Art. 9

Deputizing of leading employees

1) In the absence of the Dean, the Dean is deputized by a Vice-dean, authorised by the Dean. Vice-deans are deputized in a manner to be determined by the Dean.

2) Other leading employees of the Faculty are deputized as follows:

- a) Head of Department is deputized in his/her absence by another employee of the Department authorised by the Head of Department;
- b) Secretary of the Faculty is deputized in his/her absence by a member of staff authorised by him/her or by the Dean;
- c) Head of the Library is deputized in his/her absence by a member of the library staff authorised by him/her, the Dean or the relevant Vice-Dean;
- d) Head of the department of the Dean's office is deputized in his/her absence by an employee of the department authorised by him/her or by the Secretary of the Faculty.

Art. 10

Cooperating practitioners

Departments may have collaborating practitioners who are involved in the implementation of the department's pedagogical, professional and scientific activities. Collaborating practitioners are not members of the academic community of the Faculty or members of the department. They are listed on the Faculty's website.

Art. 11

Faculty Quality Council

1) The organisation of the internal quality system at the Faculty consists of the Faculty Quality Council (hereinafter referred to as the "Quality Council"), which has at least three members.

2) The Quality Council prepares, coordinates, controls and evaluates the development, implementation and application of the internal quality system. In order to fulfil their duties, the members of the Quality Board are authorised to carry out evaluations of the courses taught by the Faculty staff, internal doctoral students of the Faculty and cooperating experts from practice (especially in the form of classroom visits). If deficiencies are identified, the Quality Board is entitled to make proposals to the Dean of the Faculty for their elimination. The Quality Board submits to the Dean of the Faculty a report on the results of the application

of the internal quality system, which shall include the identification of areas for possible improvement as well as proposals for the elimination of deficiencies.

3) Details on the appointment and dismissal of the chairperson and members of the Quality Council and on its scope and activities shall be laid down by a directive of the Dean of the Faculty.

Part four

Competence of the organisational units of the Faculty

First Section

Departments

Their main tasks are to ensure teaching of the subjects entrusted to the competence of the department at the Faculty and pedagogical detached workplaces, development of textbooks and study materials for the given subjects, care for the development of the relevant scientific discipline, scientific and professional growth of teachers and students.

Art. 12

Department of Christian Philosophy and Historical Sciences

The Department carries out scientific activities and provides teaching of compulsory, compulsory elective and elective courses in philosophical and historical disciplines and training of students of the first, second and third cycle according to the approved study programme.

Art. 13

Department of Biblical Studies

The Department of Biblical Studies carries out scientific activities, especially in the field of philological, translational and textual-critical research on the Bible texts, works on the translation of the Bible into Slovak, and on the preparation of exegetical commentaries on the texts of the Holy Scriptures. The Department provides biblically oriented compulsory, compulsory elective and elective courses and training of students of university studies of the first, second and third cycle according to the approved study programme.

Art. 14

Department of Systematic Theology

The Department carries out scientific activities and provides teaching, in particular in the fields of dogmatic theology, fundamental theology, moral theology, spiritual theology, social doctrine of the Church and ecumenism. It provides teaching of compulsory, compulsory elective and elective courses and training of students of the first, second and third cycle according to the approved study programme.

Art. 15

Department of Practical Theology

The Department of Practical Theology carries out scientific activities and provides teaching in the fields of canon law, pastoral theology, pedagogy, psychology, catechetics, liturgy and modern languages. It provides teaching of compulsory, compulsory elective and elective courses and training of students of the first, second and third cycle according to the approved study programme.

Second section

Faculty library

Art. 16

Faculty library

1) The Faculty library of the Faculty performs the function of the Faculty's information workplace. Through its library, bibliographic, documentation, research and other information activities within the scope of its specialisation, which is mainly the field of theology, it ensures in particular:

- a) acquisition, processing, preservation and access to library documents;
- b) the provision of library and information services to registered users: university teachers, researchers, doctoral students, students and other employees of CU, employees of other organisations and other organisations in accordance with the interests of the Faculty, the general public and other libraries and information centres;
- c) preservation and bibliographic registration of qualifying theses defended at the Faculty;
- d) bibliographic registration of publication activities of teachers, researchers, full-time doctoral students and other employees of the Faculty.

2) The rights and obligations of all participating Faculty departments, staff and other users of the Faculty library are regulated by the Lending Regulations of the Faculty Academic Library.⁴

3) The Department of Editorial and Publishing is a part of the Faculty library. It ensures and carries out the Faculty's editorial activities within the framework of generally binding legal regulations and the Faculty's internal regulations. The Department of Editorial and Publishing is managed by the relevant Vice-dean.

4) The Department of Editorial and Publishing Activities in particular:

- a) organisationally ensures publication of editorial series, in particular monographs, textbooks, university teaching texts, proceedings, journals;
- b) organisationally ensures editing of titles (stylistic and linguistic editing of manuscripts, consultation with the author, proofreading, etc.);
- c) ensures cooperation with authors, reviewers, editors, graphic designers, printers, including the administrative provision of the publishing agenda (e.g. drafting and signing contracts, calculating royalties, etc.);

⁴ Lending Regulations of the Library of FRCTH CU Bratislava of 30 June 2015.

- d) ensures cooperation with the National Book Numbering Agency (ISBN) and the National Serial Numbering Agency (ISSN);
- e) ensures cooperation in the field of publishing activities with other theological faculties in the Slovak Republic and abroad, with libraries, as well as with other institutions and persons active in the field of theology;
- f) ensures cooperation in the field of publishing activities with publishing houses in the Slovak Republic and abroad;
- g) ensures cooperation with the Comenius University Publishing House;
- h) ensures regular inventory of the stock of published titles;
- i) ensures the sale of own publishing production, providing documents for invoicing of sold titles, keeping the agenda of sales and sellers (delivery notes, reports, invoices, etc.).

Third section

Dean's Office

Art. 17

Secretariat of the Dean of the Faculty

1) The Secretariat of the Dean of the Faculty carries out organisational and administrative work related to the activities of the Dean, his/her advisory bodies, the Vice-deans and the Secretary of the Faculty.

In particular:

- a) organisationally and administratively ensures the work directly related to the activities of the advisory bodies of the Dean of the Faculty, as well as the organization of their meetings;
- b) records the tasks of the Faculty, deadlines for their fulfilment and their observance;
- c) organises the personal contact of the Dean of the Faculty and the Vice-deans of the Faculty with the departments and staff of the Faculty and the University;
- d) ensures the complete agenda of the Secretariat;
- e) is responsible for technical and material equipment of the Dean's Secretariat;
- f) ensures the complete agenda of the Faculty's mailroom and the administration of the Faculty's registry:
 - comprehensively handles incoming and outgoing mail, including Faculty protocol;
 - dispatches mail;
 - prepares files for shredding and maintains the archives of the mailroom.

2) The Dean's Secretariat is managed by the Dean of the Faculty.

Art. 18

Study Department

1) The Study Department in the pedagogical section in particular:

- a) ensures administrative activities related to the educational process at the Faculty;

- b) organises and administers the admission procedure at the Faculty;
 - c) ensures the enrolment of students, maintains the relevant agenda and records of internal and external students in the first and second cycle of higher education according to the years of study and semesters;
 - d) performs administrative work related to the completion of courses, handles student applications during the course of studies and keeps the relevant records;
 - e) registers students with specific needs and coordinates their academic support;
 - f) completes documentation for the development of the timetable of units of study within the course and the full use of teaching facilities;
 - g) organises and administers the state examination agenda;
 - h) handles the agenda related to disciplinary measures against students and keeps records of them;
 - i) carries out administrative work in connection with the assessment of students during and at the end of their studies;
 - j) participates in the preparation of study programmes and information materials of the Faculty;
 - k) draws up certificates related to the study agenda;
 - l) prepares documentation for analyses, reports and evaluations of the performance of tasks and ensure statistical reporting;
 - m) ensures administrative activities related to the awarding and recording of credits;
 - n) organises matriculation and graduation ceremonies for students and graduates of the Faculty, if they are not organised by the University.
- 2) The Study Department in the social care section in particular:
- a) handles the agenda related to the provision of social and incentive scholarships and awards of the Dean and the Rector;
 - b) draws up information and statistical reports on the activities carried out.
- 3) The Study Department is managed by the Head of the Study Department, who is substantively supervised by the relevant Vice-dean.

Art. 19

Department of Science and Doctoral Studies

- 1) Department of Science and Doctoral Studies ensures in particular:
- a) admission procedure and the agenda of third-level students and administration of doctoral scholarships;
 - b) organisational and administrative preparation of the meetings of the Faculty's Scientific Council and the implementation of its resolutions;
 - c) organisational and administrative assembly and provision of qualification growth materials for habilitation and appointment procedures, as well as the award of honorary doctorates, and the keeping of records of qualification growths carried out at the Faculty;
 - d) administrative tasks and record-keeping in the field of scientific research;
 - e) administrative work related to dissertation examinations and dissertation defences;

f) registration, administrative preparation and monitoring of research projects.

2) The department is substantively managed by the relevant Vice-dean.

Art. 20

Economic Department

1) The Economics Department mainly ensures the economic agenda of the Faculty in accordance with the applicable legislation and the basic rules of management at CU. It is responsible for the preparation of documents, registration, control and status of the economic department's agenda.

2) Within the administrative area, the Economic Department mainly ensures the following agenda:

- a) carries out professional work in the field of budgeting and financing of the Faculty, including the preparation and compliance with the approved budget;
- b) draws up professional documents for public procurement;
- c) monitors and applies legislative changes in the economic and fiscal field;
- d) provides comprehensive accounting, cash and securities operations;
- e) ensures cash management (keeping the cash book, drawing up receipts and expenditure documents);
- f) ensures activities and operations connected with the Treasury;
- g) ensures the transfer of salaries and catering allowances to staff accounts, contributions to insurance funds and payments of employment taxes;
- h) processes travel orders for foreign and domestic missions and accounting for travel expenses in accordance with current legislation;
- i) carries out activities related to the economic administration of projects;
- j) prepares supporting documents (information, reports and analyses) on management;
- k) coordinates the circulation of accounting documents, the processing of accounting documents and carrying out formal checks on them;
- l) draws up accounts, documents for corporate tax returns, administrative regime and payment of VAT;
- m) professionally ensures the management of the Faculty's property, its insurance, checks and reconciles the accounting status with the Faculty's property records.

3) The Economic Department is managed by the Head of the Department. He/she is responsible for his/her activities to the Secretary of the Faculty.

Art. 21

Personnel and Payroll Office

1) The Personnel and Payroll Office in particular:

- a) prepares comprehensive personnel documents for the decisions of the Dean of the Faculty when recruiting, deploying and dismissing staff;

- b) ensures the implementation of the Dean's personnel decisions (preparation of employment contracts, job descriptions, reassignment decrees, salary decrees, changes to the employment contract, etc.);
- c) cooperates with academic officials and leading employees of the Faculty in the provision, performance and implementation of personnel activities;
- d) collects and processes documents from individual departments of the Faculty to ensure the performance of the personnel agenda (applications for annual leave, sick leave passes, processing of attendance records, etc.);
- e) maintains the agenda of staff personnel files;
- f) prepares staff files for selection procedures;
- g) ensures staff participation in social security, sickness and health insurance;
- h) compiles reports on the personnel file and draws up analyses of it for the supervisory authorities;
- i) ensures the labour economy agenda: application of legal adjustments in the area of salary (salary components), submits opinions on proposals for the salary classification of Faculty staff, processes information, statements and analyses in the area of labour economy, processes agreements on work performed outside the employment relationship;
- j) is responsible for the calculation and settlement of staff salaries and their individual entitlements;
- k) monitors compliance with the collective agreement and social legislation;
- l) ensures the insurance and employment tax clearance agenda;
- m) keeps the archives of the Personnel and Payroll Department, issues certificates of employment for the pension scheme.

2) The Personnel and Payroll Department is managed by the Secretary of the Faculty.

Art. 22

Technical and Economic Administration Department

- 1) Department of technical and economic administration:
 - a) administratively and organisationally arranges orders for goods and services;
 - b) ensures the operation of the buildings used by the Faculty and the comprehensive material and technical support for its operation;
 - c) maintains the material and technical security warehouse;
 - d) is responsible for the timely maintenance and necessary revisions of technical equipment, heating, guarding and cleaning of premises and all related activities;
 - e) monitors and, where necessary, corrects energy and waste management;
 - f) coordinates and ensures the tasks arising from the legislation in force in the field of occupational safety and health, fire protection and civil protection;
 - g) in cooperation with the Economic Department, technically ensures the marking of Faculty property, its inventory and possible disposal after decommissioning.

Art. 23

Information Technology Department

- 1) The Information Technology Department ensures in particular:
 - a) administration of the Faculty's integrated information and communication system (IICS);
 - b) administration of computer and audiovisual technology;
 - c) maintenance of the Faculty's software and hardware;
 - d) keeping records of the Faculty's software;
 - e) coordination of the interaction of the staff responsible for individual sections of the Faculty's IICS activities (technical administrator, administrator of the Faculty computer network, webmaster ...);
 - f) building and operating the internal technical infrastructure of the Faculty;
 - g) relations with the wider public in administrative terms;
 - h) administrative and technical support for the operation of the Faculty's Internet information portal aimed at the general public.

- 2) The Information Technology Department is managed by the relevant Vice-dean.

Fourth Section

Priest Seminaries

Art. 24

Priest Seminary

- 1) A seminary is part of the Faculty.⁵ The number and names of seminaries are listed in Annex 1 to the Statutes of the Faculty. The seminary is a specialised department of the Faculty, approved by the Congregation for Catholic Education in Rome.
 - a) St. Gorazd Seminary in Nitra provides higher education in the programme of studies of the joined first and second study cycle identical to that of the Faculty, with the same extent and content, and the formation of students in the values promoted by the Catholic Church in accordance with its internal regulations.⁶ The Faculty and the Seminary collaborate with each other in this task.
 - b) Sts. Cyril and Methodius Seminary in Bratislava only provides formation of students in the values promoted by the Catholic Church in accordance with its internal regulations. Higher education is carried out by the Faculty.⁷

⁵ § 35 (2) and § 39 of Higher Education Act.

⁶ § 39 (1) of Higher Education Act.

⁷ § 39 (2) of Higher Education Act.

Art. 25

Head of the Seminary

Rector of the Seminary is the head of the Seminary. The approval of the local Ordinary is a special qualification for the office of Rector of the Seminary.⁸ The rights and duties of the Rector of the Seminary are determined by the Dean. He is responsible for his activities to the Dean of the Faculty, except in those areas which are provided for in the relevant ecclesiastical regulations (in particular the Code of Canon Law).

Art. 26

Formators of the Seminary

The formation of students in the Catholic theology programme who are preparing for the priesthood is provided by the formation personnel in the Seminary, in accordance with Article 24 (a) and (b) of these Regulations:

- a) Vice-rector of the Seminary,
- b) Prefect of the Seminary,
- c) Spiritual of the Seminary.

They are responsible for their activities to the Rector of the Seminary.

Fifth Section

Art. 27

Handing over of the staff agenda

1) Upon termination of employment and change of job classification of an employee, as well as upon termination of the position of a senior employee, with the exception of the position of the Dean of the Faculty, a record shall be made of the files, correspondence, or the status of funds and other assets. The record shall be signed by the transferor, the transferee and the immediate superior.

2) A record of the handing over and assumption of office may also be imposed by a leading employee on the handing over of a function other than a leading function if the importance of the function, the extent of the material responsibility or any other compelling reason so requires.

3) When a function with material responsibility is handed over, an extraordinary inventory shall be taken.

4) The record of the transfer of classified documents shall be governed by special regulations.

5) If the handover and acceptance of the agenda does not take place, the next course of action shall be decided by the staff member's superior.

6) This Article shall also apply, as a general rule and as appropriate, to the handing over of an agenda in the case of long-term substitute.

⁸ Code of Canon Law, Can. 259 § 1.

Sixth Section

Art. 28

Internal rules of the Faculty

- 1) The internal regulations are published on the Faculty's website under "Internal regulations", where the following internal regulations are published separately: the Faculty Statutes, the Faculty Study Regulations, the Faculty Organisational Regulations, the Faculty Disciplinary Regulations. Subsequently, all internal regulations are published according to the calendar year of issue and within them according to the order number of the internal regulation issued in a given calendar year (if an internal regulation does not contain such a number, it is listed according to the date of issue after the numbered internal regulations).
- 2) The Dean sends the new or amended internal regulation by e-mail to all Faculty departments whose activities are affected by the regulation.
- 3) The Dean is responsible for the timeliness and correctness of the publication of internal regulations.
- 4) Internal regulations signed by the Dean are kept in at least one original in the Dean's Secretariat. At least one signed original of each internal regulation approved by the Academic Senate of the Faculty shall be kept by the Chair of the Academic Senate of the Faculty.

Art. 29

Record-keeping and knowledge of legal provisions

- 1) Faculty managers shall make subordinate staff members aware of, and shall be responsible for ensuring that complete and clear documentation of, generally binding legislation, internal regulations of the University and the Faculty and the various organisational instructions, guidelines, recommendations and warnings necessary for the performance of the functions entrusted to them is kept in their units/workplaces.
- 2) All Faculty employees and internal doctoral students are obliged to comply with the generally binding legal regulations, internal regulations of the Faculty and the University applicable to the work or studies carried out by them, and to comply with other regulations, instructions, guidelines, recommendations and warnings applicable to the work or studies carried out by them, provided that they have been duly informed of them.

Part five

Final provisions

Art. 30

- 1) On the date of entry into force of these Organisational Regulations, the Organisational Regulations of 11 December 2007 are repealed.

2) These Organisational Regulations were approved by the AS FRCTH CU on February, 15th 2022 and entered into force on February, 15th 2022.

Mgr. Gašpar Fronc

ThDr. Ing. Vladimír Thurzo, PhD.

President of the Academic Senate of FRCTH CU
Dean of FRCTH CU