

RULES OF PROCEDURE OF THE ACADEMIC SENATE OF THE ST. ELIZABETH UNIVERSITY OF HEALTH AND SOCIAL WORK IN BRATISLAVA

The Rules of Procedure of the Academic Senate St. Elizabeth University in Bratislava were prepared by Daniel Dian, Vice-Chairman of the Academic Senate of St. Elizabeth University in Bratislava. It was approved by the President of the Academic Senate of St. Elizabeth University Bratislava by Mária Mojzešová.

The Academic Senate of St. Elizabeth University in Bratislava (hereinafter referred to as AS) meets on the basis of the Rules of Procedure based on the Statute of St. Elizabeth University in Bratislava.

In the Statute of the St. Elizabeth University in Bratislava, paragraphs 6 and 7 do not strictly specify how many times a year the AS must meet. The AS shall meet at least twice a year and as required by the HEI when the AS has to take decisions arising from the Statutes.

The AS convenes the AS Chairwoman, or in the absence or inability of the AS Chairwoman to represent and convene the Vice-Chairman of the AS for the employee part.

According to § 6 Academic Senate of the HEI point (1) AS consists of elected representatives of the academic community of the HEI; it has at least 15 members, of which 5 are students.

Based on this key, for the AS to be quorate, a supermajority, i.e. at least half + one, must be present.

Therefore, the first order of business is the attendance check and subsequent adoption of the Quorum Resolution.

Subsequently, the agenda of the AS meeting is presented and any additions to the items for discussion, which have the right to submit any member of the AS, as well as invited the Rector of the University, Vice-Rectors, the Bursar, or any member of the Board of Trustees, who have the right under the Statute of the University § 6 to speak at the AS meeting, if they so request.

For serious reasons, the Chairperson or the one who chairs the AS meeting may declare the AS meeting closed, but this must be adopted by resolution.

If the AS deems it appropriate, it invites to its meeting those who are affected by the AS meeting and comments on their reports or requests, about which an appropriate resolution is also adopted.

The individual items of business are thus always concluded by the adoption of a resolution.

The minutes of the AS meeting shall be taken. As a rule, it is made by the secretary, the secretary of the AS, or the vice-chairman of the AS for the staff part. The minutes shall be verified by two designated verifiers. Substantial points of the meeting or resolutions of the AS are published on the website of the HEI.

AS President AS Vice President AS

Bratislava 28 May 2020