

**Academic Senate of the  
University of Presov**

**PRINCIPLES OF ELECTIONS**  
**to the Academic Senate of the University of Presov**

**2022**

## **PRINCIPLES OF ELECTIONS TO THE ACADEMIC SENATE OF THE UNIVERSITY OF PRESOV**

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### **Art. 1 Basic provisions**

1. The Academic Senate of the University of Presov (hereinafter referred to as the “Senate”) is the highest self-governing body of the university. The legal status and competences of the Senate are determined in § 8 and 9 of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the “Act”). The academic community of the University of Presov (hereinafter referred to as “the university”) consists of university teachers and researchers (the staff part of the academic community) and students (the student part of the academic community) according to § 8 section 2 of the Act.
2. The Senate is composed of elected representatives of the academic community. Each faculty is represented in the Senate by two members of the staff part of the academic community of the faculty and by one member of the student part of the academic community of the faculty. Members of the academic community of the university, who do not belong to any faculty, are represented in the Senate by two members of the staff part of the academic community of the university-wide workplaces, special purpose-built facilities and priestly seminaries (hereinafter referred to as the “university-wide workplace”) and by one member of the student part of the academic community of the university-wide workplace, who is enrolled at the university.
3. The elections of Senate members are general, direct, and equal. They are realized by secret voting of the academic community members. Each voter votes in person, no representation is permitted.
4. Any member of the academic community may submit a complaint concerning the process and results of the Senate elections within 24 hours after the end of the elections. The complaint shall be submitted in writing to the chairperson of the Electoral and Mandate Committee (hereinafter referred to as the “Committee”) for the Senate elections. The final decision on the electoral complaint will be made by the Committee. It shall communicate its decision in writing to the person who submitted the complaint.

### **Art. 2 Announcement of elections**

1. Regular elections to the Senate are held in accordance with the length of the term of office of the Senate once every four years.
2. Supplemental elections to the Senate are held to fill free positions occurring after the expiry of a term of office (§ 8 section 6 of the Act). The term of office of a member of the Senate so elected lasts until the end of the term of office of the member, whose membership has been terminated earlier than usual.
3. Elections and the date of the Senate elections are announced by the Senate, the place of the elections determines the Committee. Elections are held during the teaching period of the academic year within the one working day.
4. The announcement of the Senate elections, the date and place of the elections are published on the university website no later than 14 days before the date of the elections.

5. On the same day, the Electoral Decree and the election procedure is published by the Committee at particular faculties and the university-wide workplace.

### **Art. 3**

#### **Electoral and Mandate Committee**

1. The Senate establishes a Committee for elections to the Senate. Each faculty and university-wide workplace has one representative in this Committee.
2. The chairperson of the Senate will call the meeting of the Committee elected members, no later than three weeks before the announced date of the elections. At this meeting, the chairperson of the Committee is elected, who further manages the course of the elections.
3. In case of supplementary elections, the chairperson of the Senate will inform the chairperson of the Committee of this fact, who will then arrange supplementary elections at the particular faculty or university-wide workplace.
4. The elected representative of the faculty and the university-wide workplace ensures the Committee at the faculty level. He is also the chairperson of the faculty Committee and manages the entire course of the elections. A Committee of at least three members is established by the Senate for the university-wide workplace. Elections of representatives of the academic community to the Senate are held at university-wide workplaces. The function of a member of the Committee is incompatible with the function of the rector, vice-rector, bursar, dean, vice-dean and secretary of the faculty.
5. Membership in the Committee ceases if a member of the Committee accepts a candidacy in the elections, resigns, is removed from the function, or ceases to be a member of the academic community.

### **Art. 4**

#### **List of voters**

1. No later than seven days before the election date, deans of faculties draw up lists of staff members and students who are members of the academic community of the faculty and submit them to the chairperson of the Committee.
2. The chairperson of the Senate draws up lists of eligible voters for the university-wide workplace and submits them to the chairperson of the Committee or to the entrusted member of the Committee.

### **Art. 5**

#### **Candidates for membership in the Senate**

1. Members of the university academic community may stand for elections as members of the Senate (§ 8 of the Act).
2. Any member of the university academic community may nominate a candidate for membership of the Senate to any member of the Committee no later than seven days before the date of the elections.
3. A written proposal for a candidate must include:

- a) first name, surname, title, academic rank, functional and professional rank, age of the candidate and, in case of students, first name, surname, degree of study, year of study and study programme,
  - b) a written declaration by the candidate that he/she accepts the candidature,
  - c) the name and signature of the proposer(s).
4. The Committee is obliged to ensure that a record is kept of the received proposals.
  5. A candidate for a member of the Senate may convene pre-election meetings at faculties and university workplaces. A pre-election meeting may be held no later than two days before the elections.

## **Art. 6**

### **Lists of candidates, ballot papers and other acts in preparation for the elections**

1. The Committee draws up an alphabetical list of proposed candidates for the particular faculties and the university-wide workplace. It publishes the nominations no later than seven days before the date of the elections on the website of particular faculty or university-wide workplace. It determines the date, place and exact time of the elections.
2. The Committee draws up separate ballot papers for members of the staff and student sections of the academic community.
3. The ballot paper contains a list of candidates in alphabetical order with the following information:
  - a) the name, surname, and age of the candidate,
  - b) the candidate's function and occupation (in case of students, degree and year of study),
  - c) the faculty stamp (stamp of the Senate on the candidates' ballot paper of the university-wide workplace) and the signature of the chairperson of the Committee.
 The sample of ballot paper must be published before the election act.

## **Art. 7**

### **The course of the elections**

1. Elections are held at a polling station designated by the Committee. The polling station has a separate area for the processing of ballot papers and a ballot box for the casting of ballot papers.
2. Every eligible voter presents proof of identity. The voter is given one ballot paper for the elections to the staff section of the Senate or one ballot paper for the elections to the student section of the Senate. Voting is done in person by circling the serial numbers of the candidates. A maximum of two candidates for the staff part of the academic community and one candidate for the student part of the academic community can be circled.
3. If the ballot paper is altered in a manner other than that provided for in section 2, the ballot paper is invalid.
4. At least two members of the Committee shall be present in the polling room during the act of elections.

**Art. 8**  
**Results of elections**

1. The results of the elections are evaluated by the Committee, which draws up a minutes of the results of the elections on the day of the elections. The minutes must contain the number of voters present, the list of candidates, the list of elected candidates, the number of votes obtained by all candidates and the signatures of all members of the Committee.
2. The candidates, who received the highest number of votes, are elected. If there is the same number of votes for two candidates, the candidate, who has been longer at the university, gets elected.
3. The Committee shall ensure that the announcement of the result of the Senate elections is posted on the university website on the next working day after the day of the elections.
4. The Committee will send the minutes of the election results at particular faculties and the university-wide workplace to the chairperson of the Committee for elections to the Senate.
5. The chairperson of the Senate Election Committee shall convene the constituent meeting of the Senate no later than 14 days after the announcement of the results of the Senate elections.
6. At the constituent meeting of the Senate, the chairperson of the Senate Election Committee shall present the elected candidates with a certificate of election to the Senate.
7. The chairperson of the Committee conducts the elections of the Electoral Committee for the elections of the president and vice-presidents of the Senate and hands over the management of the Senate meeting to the elected chairperson of the Electoral Committee for the elections of the president and vice-presidents of the Senate.

**Art. 9**  
**Repetition of elections**

1. The elections are repeated if there has been an error which may have affected the results of the elections.
2. The Senate Elections Committee decides on the announcement of repeated elections and at the same time conducts the repeated elections in accordance with the Principles of Elections.

**Art. 10**  
**New elections**

1. New elections are held if:
  - a) the Committee determines that there has been a violation of the Principles of Elections in such a way as to affect the results of the elections. The Committee may act on its own initiative or on the basis of an electoral complaint submitted by a member of the university academic community;
  - b) a free position occurs in the membership of the Senate for various reasons.

2. New elections under shall be announced by the Committee within 14 days of the date on which it has been decided that there was a violation of the Principles of Elections. The Committee shall arrange the elections.
3. New elections in accordance with Article 2 section 2 shall be announced by the Senate or the Senate Presidency within 30 days of a free position occurring in the Senate.
4. New elections shall be conducted in accordance with the Principles of Elections to the Senate.

### **Art. 11**

#### **Suspension and termination of membership in the Senate**

1. A member of the student part of the academic senate of a public university who is not a student of a doctoral study program may, before the proper completion of his studies, request the public university in writing to suspend his membership in the academic senate of a public university. Membership will be suspended from the day following the day of proper completion of his studies. The membership is renewed on the day when he again becomes a member of the student part of the academic community of the public higher education institution or a member of the academic community of the part of the public higher education institution for which he/she was elected.
2. If a member of the Senate does not participate in the work of the Senate and its bodies without justification for a period of at least six months, his or her mandate in the Senate shall expire. The Senate shall announce new elections for the free position in accordance with Article 10 section 1 letter b) of these Principles.
3. Membership of the Senate ceases pursuant to § 8 section 6 of the Act.

### **Art. 12**

#### **Final provisions**

1. The Academic Senate has the right to amend and supply these Principles of Elections to the Academic Senate of the University of Presov.
2. The Principles of Elections to the Academic Senate of the University of Presov of 29<sup>th</sup> October 2014 are hereby repealed.
3. The Principles of Elections to the Academic Senate of the University of Presov were approved on 19<sup>th</sup> December 2022 and come into force and effect on the date of their approval by the Senate.

In Presov on 19<sup>th</sup> December 2022

PaedDr. Bc. Helena Galdunová, PhD.  
Chairperson of AS UP