



**UNIVERSITY OF VETERINARY MEDICINE AND PHARMACY  
IN KOŠICE**



**Internal regulation**

**Principles for the Elections to the Academic Senate  
of University of Veterinary Medicine and Pharmacy in Košice**

**In accordance with Act No. 131/2002 Coll. on Higher Education Institutions  
and on amendments to certain laws, as amended by subsequent legislation  
approved by the Academic Senate of the University of Veterinary Medicine and  
Pharmacy in Košice on December 15, 2025**

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## **Article 1**

### **Basic provisions**

1. The Academic Senate of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as “A.S.”) is the academic self-governing body of the University of Veterinary Medicine and Pharmacy in Košice (hereinafter referred to as “UVMP”), consisting of elected representatives of the UVMP academic community.
2. The Principles for the Elections to the AS UVLF (hereinafter referred to as the “Election Principles”) govern, in accordance with Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as the “Higher Education Act”):
  - a) the principles of elections to the AS,
  - b) the procedure for electing the Chairman, Vice-Chairmans, and Secretary of the AS,
  - c) the procedure for adopting a motion to remove the Chairman, Vice-Chairmans, and Secretary of the AS.

## **Article 2**

### **Composition of AS UVMP**

1. AS consists of elected representatives of the academic community and is divided into a staff section and a student section.
2. The AS has 27 members and consists of two sections:
  - a) the staff section of the AS has 18 members; it is composed of university teachers and researchers,
  - b) the student section of the AS has 9 members, of whom 8 are students in the first and second degree and the combined first and second degree of higher education, and 1 is a student in the third degree of higher education.
3. Students in the first and second cycles and in the combined first and second cycles of university study are represented in the student section of the AS by 8 students, distributed by field of study (hereinafter “FoS”) as follows:
  - a) 6 students in study programmes in the FoS of veterinary medicine,
  - b) 2 students from the study programme in the FoS of Pharmacy.

## **Article 3**

### **Term of office for members of the AS**

1. The term of office for members of the AS elected in regular elections is four years.
2. The term of office of the AS begins on the first day following the end of the term of office of the AS elected in the previous regular elections.
3. The term of office of an AS member who has taken office as an alternate shall last until the end of the term of office of the AS members elected in the most recent regular elections and shall begin on the date the Presidium of AS announces the alternate’s assumption of office as an AS member.
4. If a member of the AS is elected in a by-election, the term of office of such a member shall last until the end of the term of office of the AS members elected in the most recent regular elections and shall begin on the first day following the date of the by-election.

## **Article 4**

### **Membership in the AS**



1. The right to vote for their representatives to the AS and the right to be elected to the AS has every member of the UVMP academic community (hereinafter referred to as the “AC”), which consists of university teachers and researchers who are employed by UVMP as a full-time employee (the staff section of the AC) and university students (the student section of the AC).
2. The grounds for termination of membership in the AS are governed by the Higher Education Act.
3. The Presidium of the AS continuously monitors whether any circumstances have arisen that would result in the termination of a member’s membership in the AS. If the Presidium of the AS determines that a member’s membership in the AS has been terminated, it shall announce the appointment of a alternate; if no alternate is available, it shall recommend that the AS hold a by-election to fill the vacant seats.

### **Article 5**

#### **Election Principles**

1. The Chairman of the AS shall announce elections for members of the AS for the next term of office no later than 8 weeks before the end of the current AS’s term of office by posting a notice on the university’s website.
2. When announcing the elections to the AS, the AS shall determine the date and venue of the elections.
3. Elections for members of the AS must be held no later than 4 weeks before the end of the current AS’s term of office.
4. The list of candidates for membership in the AS (hereinafter “candidates”) must include the names of all eligible candidates (i.e., university teachers and researchers) who are employed by UVMP as full-time employees (prescribed weekly working hours) and are employees of UVMP as of the date of the regular elections; furthermore, the names of all students in doctoral study programs, except those whose doctoral studies are suspended at the time of the elections, and the names of all students in the first, second and combined first and second degree studies who have expressed their consent to stand as candidates for membership in the AS in writing in the Slovak language.
5. Consent to stand as a candidate is deemed to be a written statement of consent to the candidacy, confirmed by a handwritten signature on the list of eligible candidates (staff section of the AC), or a written consent to the candidacy (student section of the AC) delivered to the chairman of the Election Committee for the AS elections no later than 2 weeks before the date of the regular AS elections.
6. The list of candidates must be finalized and published no later than one week before the date of the regular elections to the AS, together with the list of all eligible voters.

### **Article 6**

#### **Election Committee**

1. The Chairman of the AS, with the consent of the AS, appoints a 7-member Election Committee from among the members of the AC for the elections to the AS (hereinafter referred to as the “Election Committee”). The Election Committee is responsible for the administrative and organizational aspects of the elections to the AS, as well as the elections of the Chairman, Vice-Chairmans, and Secretary of the AS. Both sections of the AC must be represented in the Election Committee. A member of the AS may not serve as a member



- of the Election Committee. The Election Committee is operational if it has at least 5 members.
2. At its first meeting, which is convened by the Chairman of the AS, the Election Committee shall elect a Chairman and Vice-Chairman of the Election Committee.
  3. No later than three weeks before the date of the AS elections, the Election Committee shall send the list of eligible candidates to the heads of departments, heads of clinics, and heads of special facilities (hereinafter referred to as “heads of workplaces”) affected by the AS elections. Heads of workplaces are required to make the list of all eligible candidates available to the public. An eligible candidate shall confirm his or her candidacy in the election by signing the list of eligible candidates in person. Heads of workplaces are required to deliver the lists of eligible candidates to the Chairman of the Election Committee no later than two weeks before the election date.
  4. The Election Committee shall prepare the ballots and the attendance roster for the AS elections no later than two business days before the election date. For the student section of the AS, ballots shall be prepared listing candidates in alphabetical order by study programme, with a separate ballot for the doctoral student candidate.
  5. Ballots must include:
    - a) a list of candidates for the relevant section of the UVLF Academic Senate, in alphabetical order and with the candidate's serial number,
    - b) the box labeled "Number of candidates elected" at the bottom of the ballot,
    - c) the AS stamp and the signature of the Chairman of the Election Committee,
    - d) In the case of online voting (the student section of the AS), electronic ballots must include the information specified in Article 6, points 5a) and 5b).

### **Article 7** **The Conduct of Regular Elections**

1. Elections for the student section of the AC are held online, while elections for the staff section of the AC are held in person at a polling station. In the online election, eligible voters will receive an electronic ballot at their university email address, and only first ballot sent from that address will be accepted.
2. Elections for the staff section of the AC are held in a polling station designated by the AS. A separate area must be set aside in the polling station for marking ballots. Ballots are cast into the ballot box. Each member of the AC votes in person; proxy voting is not permitted.
3. Upon arriving at the polling station, voters from the staff section of the AC must check in on the list of eligible voters. A member of the Election Committee has the right to ask the voter to present identification for verification purposes. After checking in, the voter will receive a ballot.
4. Voters from the staff section of the AC have the right to mark their ballots in the designated area set aside for marking ballots.
5. The voter marks the ballot by circling the serial number written before the name of the candidate they wish to vote for and writing the number of candidates they have actually voted for in Arabic numerals in the "number of candidates elected" box. For each section of the AS on the ballot, the voter may circle the following maximum numbers of candidates:
  - a) for the staff section of the AS – 18 candidates,
  - b) for the student section of the AS  
– voter – a student of study programme in the FoS Veterinary Medicine – 6 candidates from that FoS,



- voter – a student of study programme in the FoS Pharmacy – 2 candidates from that FoS,
  - voter – doctoral student – 1 candidate from the ballot for doctoral students.
6. The candidates who received the highest total number of valid votes are elected to the respective sections of the AS; specifically, 18 university teachers and researchers to the staff section of the AS, and 9 students to the student section of the AS, of whom 6 are students from the study programmes in the FoS Veterinary Medicine, 2 are students from the study programmes in the FoS Pharmacy, and 1 is a doctoral student.
  7. In the event of a tie in the number of votes received for qualifying positions in the relevant sections of the AS, the candidates who received the same number of votes shall advance to the second round of the election. In the second round, the candidate who receives the highest number of votes in the relevant section of the AS shall be elected. If the second round still does not produce a winner among such candidates, the candidates advance to the third round, or subsequent rounds under the conditions described above, until the number of members in each section of the AS is filled to the specified number.
  6. The Election Committee shall mark unused ballots by crossing them out and writing “unused ballot” on them, then place them in an envelope, which it shall seal with adhesive tape. The adhesive tape must bear the AS stamp and be signed by the chair of the election commission.

### **Article 8** **Ballot counting**

1. Once the time allotted for the AS elections has elapsed, the Election Committee will close the election room and close the electronic voting.
2. The Chairman of the Election Committee, together with the members of the Election Committee, shall count the number of ballots cast, including electronic ballots, and sort the ballots into valid and invalid ones. The number of ballots cast must not exceed the number of voters present.
3. Ballots are invalid if they:
  - a) are not on the prescribed form,
  - b) are not stamped with the AS UVLF seal or are not signed by the chair of the election committees,
  - c) are modified in a manner other than that specified,
  - d) do not contain the name of any candidate marked in the prescribed manner,
  - e) contain a greater number of candidates designated in the prescribed manner than is specified in Article 7, paragraph 5 of these election principles,
  - f) contain a different number of candidates marked in the prescribed manner than the number of candidates listed in the "Number of candidates elected" box,
  - g) are not sent from the eligible voter's university email address in the case of electronic ballots.

### **Article 9** **Counting of votes and announcement of election results**

1. The Chairman of the Election Committee, in the presence of the committee members, will count all valid ballots one by one in both sections of the AS.
2. The Election Committee shall prepare minutes documenting the conduct and results of the elections to the AS for the next term.



3. The minutes contain:
  - a) the start time, end time, and location of the election,
  - b) total number of eligible voters,
  - c) the number of voters who were issued ballots (in total and in each section of the AS),
  - d) the number of ballots cast (in total and in each section of the AS),
  - e) the number of valid and invalid ballots (in total and in each section of the AS),
  - f) a list of elected members of the AS, including the number of votes received, with the elected members and alternates listed in descending order by the number of votes received,
  - g) a summary of the notifications and complaints submitted to the Election Committee during the election.
4. Within three days after the election of all members of the AS for the next term, the Election Committee shall submit to the Chairman of the AS the minutes signed by all members of the Election Committee, the sealed used ballots, and the sealed unused ballots.
5. The Chairman of the Election Committee shall announce and publish the election results within 24 hours of the conclusion of the AS elections. This provision also applies to by-elections.
6. The Chairman of the Election Committee, or a person authorized by the Chairman, shall issue certificates of election to elected members of the AS prior to the election of the Chairman of the AS, but no later than before the first regular meeting of the AS.
7. If a violation of the provisions of the election principles is discovered, the AS must order a repeat of the election. Repeat elections shall be held only for that section of the AS, or that part of the student section of the AS, to which the violation of the provisions of the election principles pertains. The procedure for repeat elections is governed by Articles 3, 4, 5, and 6 of these Election Principles.

### **Article 10** **Appointment of alternates to the AS**

1. If a member of the AS loses their membership before the end of their term of office pursuant to Section 8(6)(b) through (j) of the Higher Education Act, the elected alternate shall take their place within 15 days of the termination of membership. The alternate is designated according to the order of votes received in the AS elections. The alternate must consent to taking the vacant seat on the AS. If the alternate refuses to take the seat or fails to respond to the AS Chairman's request within the specified time limit, they shall be deemed to have relinquished their status as an alternate. In the case of alternates with the same number of votes, the AS member shall be determined by drawing lots.
2. At the time of the announcement of the alternate's appointment, the alternate must meet the conditions for membership in the AS pursuant to Article 4; otherwise, membership in the AS will not be granted.
3. Membership in the AS terminates pursuant to Section 8(6) of the Higher Education Act.
4. A member of the student section of the AS who is not enrolled in a doctoral programme may, prior to the scheduled completion of their studies, submit a written request to suspend their membership in the AS. Membership shall be suspended as of the day following the scheduled completion of their studies. Membership shall be reinstated on the day the member once again becomes a member of the student section of the AC for which they



- were elected. During the period of suspended membership in the AS, this member shall be considered absent from AS meetings. If a member of the student section of the AS does not request suspension of membership pursuant to the first sentence of this paragraph, their membership shall terminate pursuant to Section 8(6)(e) of the Higher Education Act.
5. If a member of the AS loses their membership and no alternate has been elected, the Chairman of the AS shall call a by-election in the relevant section of the AS or its sub-section. The procedure for by-elections is governed by Articles 3, 4, 5, and 6 of these internal regulations.
  6. The by-election will be held online.

### **Article 11**

#### **Election of the Chairman of the AS**

1. The members of the newly elected AS elect the Chairman of the AS from among the candidates who, based on the election results, have become members of the AS for the next term.
2. The Chairman of the Election Committee for the AS elections shall announce the election of the Chairman of AS within 2 calendar days of the publication of the results of the regular AS elections. The election of the Chairman of the AS shall take place within 5 business days of the publication of the results of the regular AS elections.
3. The Election Committee will be responsible for the administrative and organizational aspects of the election.
1. The Chairman of the Election Committee for the AS election shall convene a meeting of the Election Committee for the Chairman of the AS within two business days of the conclusion of the AS elections.
4. The Chairman of the Election Committee shall provide 27 ballots for each round of the election and an attendance sheet for each round as well. The ballots shall contain, in alphabetical order, the names of eligible candidates along with the candidate's serial number, the AS stamp, and the signature of the Chairman of the Election Committee for the election of the Chairman of the AS.
5. The Chairman of the Election Committee shall remove from the ballot any candidate from whom he or she has received a written statement of withdrawal from the race for the position of Chairman of the AS. A candidate for the position of Chairman of the AS may also withdraw his or her candidacy verbally prior to the election of the Chairman, in the presence of the members of the newly elected AS. In this case, however, they are not removed from the ballot.
6. The same person may serve as Chairman of the AS for a maximum of two consecutive terms.

### **Article 12**

#### **The Election Process for the Chairman of the AS**

1. Voting takes place at the polling station designated by the Election Committee. The polling station includes a space for marking ballots and a ballot box.
2. The candidate for Chairman of the AS is elected by secret ballot; voting must be done in person; proxy voting is not permitted.



3. Upon arriving at the polling place, the voter checks in on the voter list and receives a ballot in exchange for a signature.
4. To vote for a candidate for the position of Chairman of the AS, circle the candidate's serial number. Any other way of marking the ballot (underlining, drawing a cross, etc.) is invalid.
5. After marking the ballot in the designated area, the voter places the ballot in the sealed ballot box.
6. The election of the Chair of the UVLF Academic Senate is valid if at least two-thirds (18) of eligible voters have received and cast their ballots.
7. The Chairman of the AS is duly elected if he or she receives at least 18 votes. Otherwise, a second round will be held, in which the two candidates who received the highest number of votes in the first round will run. If multiple candidates received the second-highest number of valid votes, all candidates who received that number of votes will advance to the second round. Prior to the second round, any eligible candidate for the position of Chairman of the AS may withdraw their candidacy in writing to the Chairman of the Election Committee for the Chairman of the AS election, or orally before the eligible voters.
8. If no candidate receives two-thirds of the valid votes in the second round, the two candidates who received the most votes advance to the third round. The election is repeated for a maximum of three rounds. The candidate who receives a simple majority of the valid votes (14) out of the total number of members of the AS in the third round is elected.
9. If there are only two candidates, there will be only two rounds. In the first round, the candidate who receives two-thirds of the votes is elected; in the second round, a simple majority of valid votes (14) is sufficient.
10. If this criterion is also insufficient to elect the Chairman of the AS, the election shall be repeated without delay, no later than within 24 hours. The procedure for the re-election of the Chairman of the AS is the same as for the regular election of the Chairman of the AS.

### **Article 13**

#### **Counting of ballots in the election of the Chairman of the AS**

1. Once the time allotted for the election has elapsed, the election commission will close the polling station.
1. The Chairman of the Election Committee, together with the members of the Election Committee, shall count the number of ballots cast and sort them into valid and invalid ballots. The number of ballots cast must not exceed the number of voters present.
2. Ballots are invalid if they:
  - a) are not on the prescribed form,
  - b) are not stamped with the AS stamp or are not signed by the Chairman of the Election Committee,
  - c) are marked in a way other than by circling,
  - d) do not contain any circled candidate name,
  - e) contain more than one circled candidate,
  - f) contain more circled candidates than the number of circled candidates listed in the "Number of Elected Candidates" column.



**Article 14**  
**Counting of Votes and Announcement of Election Results**  
**for the Election of the Chairman of the AS**

1. The Chairman of the Election Committee, under the supervision of the Election Committee members, will count all valid ballots.
2. The Election Committee shall prepare minutes documenting the conduct and results of the election for the Chairman of the AS for the next term of office.
3. The minutes contain:
  - a) the start time, end time, and location of the election,
  - b) total number of eligible voters,
  - c) the number of voters who were issued ballots,
  - d) number of ballots cast,
  - e) the number of valid and invalid ballots,
  - f) the names of the candidates and the number of votes they received,
  - g) a summary of the notifications and complaints submitted to the Election Committee during the election.
4. Within three days of the election of the Chairman of the AS for the next term, the Election Committee shall submit to the Chairman of the AS the minutes, signed by all members of the Election Committee, along with the sealed used ballots and the sealed unused ballots.

**Article 15**  
**Dismissal of the Chair of the AS**

1. A motion to remove the Chair of the UVLF Academic Senate from office may be filed:
  - a) if he or she fails to fulfil his or her obligations under the Higher Education Act, the University's Statute, and other internal regulations,
  - b) due to a loss of trust.
2. A motion to remove the Chairman of the AS may be submitted by:
  - a) any section of the AS,
  - b) any member of the AS.
3. The AS UVLF will review the motion to remove within 15 calendar days, and if the motion is found to be justified, the AS will decide on the dismissal by secret ballot.
4. To approve the motion to remove the Chairman of the AS, a two-thirds majority (18) of the valid votes cast by the members of the AS is required.
1. If the Chairman of the AS resigns, is unable to perform his or her duties for serious reasons, or is removed from office, an election for a new Chairman of the AS must be held within 7 days. Until a new Chairman of the AS is elected, the Chairman of the staff section of the AS shall act as the Chairman of the AS, subject to the approval of the AS.
5. The procedure for electing a new Chair of the UVLF Academic Senate is the same as that for regular elections of the Chair of the AS, in accordance with Articles 11 through 14 of these election principles.

**Article 16**  
**Election of Vice-Chairmans and Secretary of the AS**

1. Elections for the Vice-Chairmans and Secretary of the AS shall take place immediately after the election of the Chairman of the AS, no later than 24 hours thereafter.
2. The AS has two Vice-Chairmans:
  - a) one from the staff section of the AS,



- b) one from the student section of the AS.
3. The election of the Vice-Chairmans and Secretary of the AS is conducted by secret ballot.
4. Any member of the relevant section of the AS may be a candidate for Vice-Chairman, except for the Chairman of the AS.
5. Any member of the AS may be a candidate for the position of Secretary of the AS, except for the Chairman and Vice-Chairmans of the AS.
6. The election of the Vice-Chairmans of the AS requires a simple majority of valid ballots cast by all members of the staff section of the AS (10) and the student section of the AS (5). A simple majority of valid ballots (14) cast by all members of the AS is required to elect the Secretary of the AS.
7. The Vice-Chairman of the AS also serves as the Chairman of the relevant section of the AS.
8. The election process, vote counting, and announcement of the election results are the same as in the election for the Chairman of the AS.
9. The removal of the Vice-Chairmans and Secretary of the AS is governed by the same rules as the removal of the Chairman of the AS. Approval of the motion to remove the Vice-Chairman requires a simple majority of the valid votes cast by all members of the relevant section of the AS, approval of the motion to remove the Secretary of the UVL Academic Senate requires at least a simple majority of the valid votes cast by all members of the AS.
10. The Presidium of the AS consists of:
  - a) Chairman of the AS,
  - b) Vice-Chairman (Chairman of the staff section),
  - c) Vice-Chairman (Chairman of the student section),
  - d) Secretary of the AS.

### **Article 17**

#### **Objections to the conduct and results of the election**

1. Every member of the AC has the right to file written objections regarding the conduct of the election. Objections must be submitted in writing to the Chairman of the Election Committee within five calendar days after the publication of the election results. Objections that were not submitted in the prescribed manner and objections received after the deadline for submission shall not be considered.
2. The Election Committee decides on any objections filed. The Election Committee shall investigate, in particular by hearing the objector, and shall review the election records and the conduct of the election. The Election Committee shall include all objections and the way they were resolved in its report on the conduct of the election. The decision of the Election Committee is final.

### **Article 18**

#### **Special Provisions**

1. In the event of a situation not covered by these Election Principles, or one covered by them but insufficiently so given the circumstances, the procedure shall be determined by the Election Committee, which may request an opinion from the Presidium of the AS regarding the situation.



**Article 19**  
**Final Provisions**

1. This internal regulation shall enter into force and take effect upon its approval by the Academic Senate of UVLF on December 15, 2025.
2. Upon its entry into force, the internal regulation "Principles for the Elections to the Academic Senate of the University of Veterinary Medicine and Pharmacy in Košice," approved on May 25, 2023, is hereby repealed.

In Košice, December 15, 2025

**prof. Slavomír Marcinčák, DVM, PhD.**  
Chairman of the Academic Senate  
of the University of Veterinary Medicine  
and Pharmacy in Košice

