Principles of Elections to the Academic Senate

of the College of International Business ISM Slovakia in Prešov (today the Institute of Technology and Business in Prešov)

Approved: by the Academic Senate on 16 October 2007 pursuant to § 47b(2)(b) of Act No. 131/2002 Coll.; valid and effective from the date of approval

Signed: Mgr. Katarína Radvanská, Chair of the Academic Senate

Note: Issued under the institution's former name (College of International Business ISM Slovakia in Prešov – VŠMP) and the former Higher Education Act No. 131/2002 Coll.; published on vste.sk as the version currently in force.

Article 1 – Introductory provisions

1. The Academic Senate of the College of International Business ISM Slovakia in Prešov (hereinafter the "Senate") consists of elected representatives of its academic community.
2. The Senate is divided into a staff section and a student section. The members of the staff section are elected by secret ballot by the members of the staff section of the academic community. The members of the student section are elected by secret ballot by the members of the student section of the academic community.
3. Only a member of the staff section of the academic community may be a member of the staff section of the Senate. Only a member of the student section of the academic community may be a member of the student section of the Senate.
4. The Senate has 15 members, of whom the staff section has 10 members and the student section 5 members.

Article 2 – Calling and organisation of elections

1. Elections of the members of the new Senate are called by the outgoing Senate.
2. The elections are organised and conducted by an election committee, elected by the outgoing Senate sufficiently in advance.
3. The election committee has at least three members. Students and academic staff must each be represented by at least one member. The election committee elects its chair. Membership of the election committee is incompatible with the offices of Chair of the Board of Trustees, Rector, Vice-Rector, Chair of the Senate and Chancellor. A member of the election committee may not be registered as a candidate.
4. Elections of the new Senate are held no later than 30 days before the end of the term of office of the outgoing Senate.
5. The election committee notifies the academic community of the date and manner of the elections no later than 15 days before the first day of the elections.
6. The date and venue of the elections are set by the outgoing Senate so that at least one day is a teaching day and voting is possible at the set venue for at least three hours each day.
7. The resolution calling the elections is published without delay on the official notice board.

Article 3 – Electoral rolls

1. No later than 15 days before the first day of the elections the Study Department draws up and hands over to the Chair of the Senate the electoral rolls: (a) the current list of members of the student

section of the academic community; (b) the current list of members of the staff section of the academic community.

2. The Chair of the Senate hands the electoral rolls over to the chair of the election committee.

Article 4 – Candidates, lists of candidates, preparation of the elections

1. Candidates for the Senate may be nominated in writing to the election committee by any member of the respective section of the academic community no later than 5 days before the first day of the elections.
2. The written nomination, containing the candidate's name, surname and titles together with his or her personally signed consent, is submitted to the chair of the election committee.
3. The election committee publishes the list of candidates on the official notice board no later than 3 days before the day of the elections.
4. The election committee prepares the polling room, which is equipped with: (a) a sealed ballot box; (b) the electoral roll; (c) ballot papers listing the surnames and first names of the candidates in alphabetical order under serial numbers; (d) writing materials; (e) a space for marking ballot papers.

Article 5 – Election campaign

1. Individual candidates may conduct an election campaign in which they present themselves to the academic community. The campaign must be conducted fairly and factually.
2. Candidates may also present their campaign materials, up to one A4 page, on the official notice board.
3. The election campaign ends on the day before the elections.

Article 6 – Conduct of the elections

1. At least two members of the election committee must be continuously present in the polling room to supervise the proper conduct of the elections.
2. On entering the polling room the voter receives a ballot paper bearing the official stamp.
3. The election committee marks the voter's attendance in the electoral roll.
4. In the space designated for marking ballot papers the voter circles the numbers of the candidates he or she votes for. The voter may circle at most as many candidates as are to be elected.
5. A ballot paper is invalid: (a) if the name of at least one candidate is crossed out or underlined; (b) if another candidate is written in; (c) if more candidates are circled than are to be elected.
6. A blank ballot paper means that the voter abstained.
7. The voter inserts the marked ballot paper into the slot of the sealed ballot box.

Article 7 – Election results

1. Immediately after the hour set for the close of voting on the last day of the elections, the ballot box is opened at a meeting of the election committee attended by all its members. All ballot papers cast are counted separately for the two sections of the academic community and divided into valid and invalid.
2. If the elections last more than one day, after the close of voting on each day the ballot box is sealed at a meeting of the election committee attended by all its members and placed in a safe. On the following days the seal is removed immediately before the start of voting in the presence of all members of the election committee. On the last day of the elections the procedure under Article 7(1) and (3)–(6) applies.
3. The election committee counts the votes on the valid ballot papers and draws up the ranking by number of votes obtained for each section of the academic community separately.
4. The candidates who obtained the highest number of valid votes in the respective section of the academic community become members of the Senate.

5. The ranking of candidates who obtained the same number of votes is decided by lot, drawn by the election committee.
6. The election committee draws up minutes of the conduct and results of the voting, signed by all members of the committee. It publishes the results without delay on the official notice board and notifies them in writing to the Chair of the Senate and the elected candidates.
7. If membership of the Senate terminates under § 8(6) of Act No. 131/2002 Coll. on Higher Education Institutions, as amended (hereinafter the "Act"), the Senate calls by-elections under § 8(7) of the Act, to which these Principles apply mutatis mutandis.

Article 8 – Final provisions

1. The Principles of Elections to the Academic Senate of the College of International Business ISM Slovakia in Prešov of 16 October 2005 are repealed.
2. These Principles of Elections to the Academic Senate were approved by the Academic Senate of the College of International Business ISM Slovakia in Prešov on 16 October 2007 in accordance with § 47b(2)(b) of the Act and enter into force and effect on the date of approval.

Prešov, 16 October 2007

Mgr. Katarína Radvanská
Chair of the Academic Senate

Unofficial English translation prepared by VŠTE in Prešov for the information of international students, staff and partners. The Slovak original published at www.vste.sk is the sole binding version; in case of any discrepancy the Slovak text prevails. Contact: Rector's Office, rektorat@vste.sk.