



FILOZOFICKÁ FAKULTA
Univerzita Komenského
v Bratislave

**Long-term Development Plan of the Faculty of
Arts of Comenius University in Bratislava for the
period of 2021 – 2027**

Vol. 2021

CONTENTS

1.	INTRODUCTION	3
2.	MISSION.....	4
3.	THE FIELD OF STUDY AND EDUCATION	5
3.1.	Quality of social and humanitarian education	5
3.2.	Education in a wide range of traditional and modern study programmes	6
3.3.	Modern education respecting the requirements of practice.....	6
3.4.	Education in an international context.....	7
3.5.	The quality of postgraduate studies.....	8
3.6.	Promotion of studies and transparent admission proceedings	8
3.7.	The care for students with specific needs.....	9
3.8.	The level of study and education staffing	9
3.9.	The level of material-technical and areal provision of study and education	10
3.10.	Faculty graduates	10
4.	SCIENCE AND RESEARCH	11
4.1.	Quality assurance of scientific research and other creative activities.....	11
4.2.	Strategic fields of scientific research.....	11
4.3.	Supporting top-level scientific research activities	12
4.4.	Creative potential.....	13
4.5.	Cooperation in science and research	13
4.6.	Ethical aspects of creative activity	14
4.7.	Transfer of knowledge into education, social practice, and popularization of science	14
5.	MANAGEMENT, ORGANIZATION AND HUMAN RESOURCES	15
5.1.	Self-administered management.....	15
5.2.	Transparency in the management and distribution of funds	15
5.3.	Working conditions and taking care of employees	16
5.4.	The quality of performance of administrative activities	17
5.5.	Taking care of the community.....	18
5.6.	Property management	18
6.	SOCIAL RESPONSIBILITY.....	19
6.1.	Value anchorage.....	19
6.2.	Outreach activities.....	19
6.3.	Cooperation with the external environment	20

1. INTRODUCTION

The Faculty of Arts of Comenius University in Bratislava is the oldest continuously operating faculty of social and humanitarian sciences in Slovakia, and it also is one of the oldest faculties of Comenius University in Bratislava – it was the third faculty to start its activity after the foundation of Comenius University in 1919. The year 2021 marks the 100th anniversary of its functioning. On September 23, 1921, the inaugural meeting of the professorial staff was held, and teaching began on October 24, 1921.

The long-term plan of the Faculty of Arts of Comenius University in Bratislava for the years from 2021 to 2027 in the field of education, scientific and research activities, management, human resources, infrastructure, and social responsibility elaborates the long-term plan of Comenius University in Bratislava for the years 2021 – 2027 in the conditions of the faculty, considering the specifics of its focus on social and humanitarian sciences. This long-term plan of the Faculty of Arts of Comenius University thus contributes to the mosaic of the common mission and vision of the University by emphasising those areas of education and research that have an irreplaceable role in the creation of a worldview and value image of society.

When creating the long-term plan of the Faculty of Arts of Comenius University, not only the strategic lines contained in the current long-term plan of Comenius University were considered, but also the previous activities of the faculty in the national and international context in the key areas of its focus. Creating a plan of the future image of the faculty can be based on solid foundations: at present, the faculty is one of the largest faculties in Slovakia in terms of the number of its study programmes, students, and staff. The breadth of its scientific research scope, in turn, covers all important aspects of research-oriented on social and humanitarian sciences. Its staff consists of leading local experts and specialists in individual areas of teaching and research. In addition, the faculty is involved in intensive educational and scientific research cooperation with several domestic and foreign partner institutions, not only within the framework of shorter-term project activities but also within the framework of long-term partnerships.

This long-term plan is emerging at a time of significant changes in the higher education sector in Slovakia. A particular challenge is the introduction of new quality standards for higher education, which increases the demands on universities and changes the overall philosophy of the current approach to the provision of tertiary education. Another important challenge will be the preparation of the expected evaluation system of scientific research. Essential changes in the way universities are subsidised by the state budget are gradually being introduced, which will place greater emphasis on the quality of education and research activities in relation to the preparation of graduates who are most employable in the labor market. Significant changes in managing universities and their constituent parts are also being discussed.

The ambition of this long-term plan is to contribute to the faculty's responsible preparation for these changes as an important part of Comenius University. The individual parts of this document are elaborated in a certain way to allow the monitoring of whether this objective is being met. Evaluation of the fulfillment of the long-term plan will be published every year in the annual report on the activities of the faculty.

The long-term development plan of the faculty for the period of 2021-2027 was discussed by the management of the faculty on September 10, 2021; by the dean's board on September 27, 2021; and

by the Scientific Council of the Faculty of Arts on October 28, 2021; it was approved by the Academic Senate of the Faculty of Arts on November 22, 2021.

2. MISSION

The main mission of the Faculty of Arts of Comenius University in Bratislava, as part of the most important research university in Slovakia, is to disseminate education and deepen knowledge in the social and humanitarian sciences while being aware of their fundamental influence on the formation of the worldview and value orientation of the society. On the faculty, leading experts are developing educational and research activities in their respective scientific fields in the spirit of the motto “We enjoy thinking”. With an emphasis on the free development of knowledge in their individual areas of expertise, they contribute responsibly to realising the faculty's mission while taking care of the social status and significance of the university and the faculty.

The faculty contributes to the development of a civil society that cherishes the values of freedom and democracy and upholds high moral standards. It also creates a pluralistic, open, inclusive, and non-discriminatory environment in which individual freedom is naturally combined with responsibility towards oneself, other people, groups of people and society. The faculty guarantees that it creates space for each person for his or her own self-fulfillment regardless of his or her opinions, attitudes and values, membership of a nation, nationality or ethnic group, race and skin color, language and age, sex and gender identity, sexual orientation, faith and religious beliefs, property and social origin, political and other opinions, etc. The faculty fundamentally rejects the suppression of the rights of individuals or groups, extremism, intolerance, discrimination and any form of illiberality and hatred.

Respecting this value framework in its teaching and research activities, the faculty carries out scientific research and provides education in all relevant social and humanitarian sciences, especially in philological, philosophical, historical, artistic, psychological, behavioral, sociological, political, pedagogical, mass media, and communication disciplines.

In the field of study and education, the Faculty of Arts of Comenius University profiles itself as an institution that:

- provides a modern, scientifically informed, and socially beneficial education in the social and humanitarian sciences-oriented fields of study at all three levels of higher education
- offers the widest range of social and humanitarian study programmes in Slovakia, including unique study programmes and specialisations, while promoting interdisciplinary overlaps in education
- supports quality education in ethnocultural areas.

In the field of science and research, the Faculty of Arts of Comenius University profiles itself as an institution that:

- enhances the knowledge in the field of social and humanitarian sciences by its own research activities anchored in an international research environment and links the pedagogical process with current research
- respects the free choice of research topics, methodological approaches, and theoretical frameworks while respecting the principles of scientific strictness and criticality

- sets its research priorities in line with the Comenius University's strategic priorities and with the priorities of the national and international research framework to support research on socially relevant topics.

In the field of management, organisation and human resources, the Faculty of Arts of Comenius University profiles itself as an institution that:

- is managed in a transparent, accountable, efficient, and principled manner, with an emphasis on good cooperation and open dialogue between all parties concerned
- allows for systematic control and open criticism at both horizontal and vertical levels in both directions with a guarantee of protecting the critics
- encourages open competition in filling university teaching posts and researchers to ensure the selection of the best quality candidates.

In the field of social responsibility, the Faculty of Arts of Comenius University profiles itself as an institution that:

- promotes pluralism of opinion and values, guarantees the possibility of open and free exchange of knowledge, opinions, attitudes, fosters equal and fair accession to all individuals and groups
- actively participates in public discourse on a local, national, and international level and aspires to influence the orientation of opinions and values of the society and the overall cultivation of public discourse by the seriousness of its authority
- develops cooperation with the external environment – national and public institutions, non-governmental organisations, the media, the business sector, etc. – to enhance civil society.

3. THE FIELD OF STUDY AND EDUCATION

3.1. Quality of social and humanitarian education

- The Faculty of Arts implements a new quality assurance system of higher education of Comenius University.
- The Faculty of Arts engages students, professional organisations, employers, and other professionals to supervise the quality of the provided education.
- The Faculty of Arts ensures the long-term sustainability of the realisation of study programmes in terms of their optimal personal provision.
- The Faculty of Arts systematically monitors and regularly evaluates the quality of education in the provided study programmes.
- The Faculty of Arts regularly collects and evaluates feedback from students focused on the quality of the provided education.

Indicators

- internal systems of quality assurance of education, which is formed by the system of internal regulations of the Comenius University and its Faculty of Arts
- the composition of internal bodies overseeing the quality of education – the council of study programmes and the faculty accreditation board – with the participation of representatives of students, employers, professional organisations, etc.
- the periodic evaluation and assessment of the quality of study programmes based on internal evaluation reports of study programmes

- a periodic survey of student satisfaction with study programmes through a student survey
- implementation of student feedback into the innovation of study programmes and individual courses

3.2. Education in a wide range of traditional and modern study programmes

- a) The Faculty of Arts provides education in the following fields of study: philology, philosophy, historical sciences, media and communication studies, political sciences, psychology, sociology, social anthropology, teaching and pedagogical sciences, artistic and cultural sciences.
- b) The Faculty of Arts evaluates the effectiveness of study programmes with a goal of enhancing the potential of those that are less effective or replacing them with new study programmes that respond more adequately to the demands and needs of the society.
- c) The Faculty of Arts provides study programmes that are unique in Slovakia and, at the same time, fulfil an essential cultural and social function.
- d) In selected study programmes, the Faculty of Arts cooperates in providing education with other faculties of Comenius University.
- e) The Faculty of Arts will introduce attractive interdisciplinary study programmes at the bachelor's degree level, which will broaden the employment opportunities for graduates.
- f) The Faculty of Arts promotes the link between education and research.

Indicators

- the total number of accredited study programmes at each level of higher education, divided by the fields of study
- a list of study programmes that are being opened in the current academic year
- a list of unique study programmes
- a list of study programmes offered in cooperation with other faculties of Comenius University
- a list of interdisciplinary study programmes
- the development of the number of students by study programmes and academic years
- the number of compulsory elective and elective courses thematically focused on research projects

3.3. Modern education respecting the requirements of practice

- a) In the implementation of study programmes, the Faculty of Arts collaborates with partner institutions from the public and private sectors, as well as civil society.
- b) The Faculty of Arts offers study programmes involving professional practice, including long-term internships lasting several weeks.
- c) The Faculty of Arts offers a wide range of courses aimed at developing soft skills.
- d) The Faculty of Arts will introduce career-oriented bachelor's degree programmes that prepare students for employment in socially demanded fields.
- e) The Faculty of Arts will expand the offer of foreign language courses for non-philological study programmes.
- f) The Faculty of Arts will support new forms of learning, the development of distance and hybrid forms of learning if they are appropriate to the goals of the education, and the implementation of learning practices that are not only attractive to students but also effective in terms of achieving the educational goals.

- g) The Faculty of Arts will introduce a system for identification and evaluation of excellent teaching performances, supplemented by giving awards for the best pedagogists.

Indicators

- a list of training schools and other partner institutions involved in practical education
- the number of non-teaching programme students who have completed a practice provided by a partner institution
- a list of study programmes in which practice in cooperation with partner institutions is required
- a list of courses aimed at developing soft skills
- a list of professionally oriented bachelor's degree programmes
- the number of foreign language courses available for students of non-philology study programmes
- the number of non-philological study programmes in which a foreign language course is included among compulsory or compulsory elective subjects
- a list of study programmes in which innovative forms of learning were introduced in the last term
- an internal regulation about the evaluation and awarding of excellent teaching performances

3.4. Education in an international context

- a) The Faculty of Arts increases the degree of internationalisation of education at each level of study through mobility programmes and contractual relations with foreign universities.
- b) The Faculty of Arts increases the internationalisation of postgraduate studies by making it compulsory for postgraduate students to undertake a study stay abroad.
- c) The Faculty of Arts will expand the number of major foreign universities with which it uses contracts to support both student and teacher mobility.
- d) The Faculty of Arts will intensify the cooperation with foreign partners within the ENLIGHT University Alliance, in which the Comenius University also takes part.
- e) The Faculty of Arts provides education that is attractive to prospective students from abroad.
- f) The Faculty of Arts provides education in English study programmes and will extend the offer of foreign language courses.
- g) The Faculty of Arts creates room for an increased use of student mobilities in an appropriate way by adjusting the timetable of lessons in individual semesters, by creating a mobility window.

Indicators

- a list of foreign universities with which exchanges have taken place in the current academic year
- the number of students participating in student mobilities
- the number of foreign students and year-on-year change in the number of foreign students
- the number of study programmes in English
- the number of courses offered in a foreign language (excluding courses in translation-interpreting programmes and foreign language teaching programmes)
- the introduction of a free semester in which students of the study programme undertake mobility abroad

3.5. The quality of postgraduate studies

- a) The Faculty of Arts applies a demanding selection process for a PhD candidates, which considers the applicant's prerequisites for successful completion of studies and academic performance.
- b) The Faculty of Arts involves postgraduate students in scientific research activities and domestic and international grant projects.
- c) The Faculty of Arts motivates postgraduate students to publish the results of their own scientific work in prestigious journals and academic publications.
- d) The Faculty of Arts provides postgraduate students with courses focused on the acquisition of cross-sectional knowledge, skills, and abilities.
- e) The Faculty of Arts supports postgraduate studies with double supervision of the dissertation thesis (so-called *cotutelle*).
- f) The Faculty of Arts involves renowned foreign experts in the evaluation process at state examinations (dissertation exam, dissertation thesis defence).
- g) The Faculty of Arts cooperates in the provision of postgraduate studies with partner external educational institutions.

Indicators

- the number of admitted and non-admitted applicants for full-time or part-time postgraduate studies in a given academic year and the year-on-year change in these numbers
- the number of accepted foreign postgraduate students
- the share of the number of postgraduate students involved in research projects on the total number of postgraduate students
- the number of scientific theses of PhD. candidates published in indexed journals and in the academic press
- the number of current double supervised dissertation theses
- the number of foreign experts who have opposed dissertation theses and participated in dissertation exams or who have been members of examination committees
- a list of departments that are external educational institutions in postgraduate study programmes provided by the faculty

3.6. Promotion of studies and transparent admission proceedings

- a) The Faculty of Arts publishes all necessary information about study opportunities, while this information is easily accessible via the faculty's website, it's clearly structured and available in English.
- b) The Faculty of Arts cooperates with Comenius University to actively promote study opportunities for domestic and foreign applicants.
- c) The Faculty of Arts promotes study opportunities through participation in higher education trade fairs in Slovakia and abroad, as well as visitations of secondary schools.
- d) The Faculty of Arts ensures the admission procedure in cooperation with an external provider who realises the entrance examination.

Indicators

- the faculty website
- the number of faculty presentations at education fairs and other promotional activities
- the estimated number of visitors of the faculty open day

- the number of lectures in secondary schools
- the number of Slovak and foreign applicants in the relevant academic year
- the proportion of enrolled students to the total number of enrolled prospective students and to the total number of enrolled prospective students in the academic year and to the total number of enrolled prospective students in the academic year
- the proportion of students admitted from other universities in the second and third degree

3.7. The care for students with specific needs

- a) The Faculty of Arts is an inclusive educational institution that provides education for all students regardless of their specific needs.
- b) The Faculty of Arts publishes information in an easily accessible format for students with disabilities.
- c) The Faculty of Arts allows applicants with specific needs to take the admission exam in an individual way, considering their specific needs.
- d) The Faculty of Arts creates an environment free of physical barriers for students with disabilities.
- e) The Faculty of Arts creates a supportive environment to manage the psychological and communication barriers of students with specific needs.

Indicators

- the number of students with specific needs
- the number of applicants with specific needs, or the number of applicants with specific needs passing the entrance exam
- a list of services for students with specific needs
- a survey of the satisfaction of students with specific needs with the offered services
- the number of activities aimed at the riddance of barriers at the faculty and the total volume of invested funds

3.8. The level of study and education staffing

- a) The Faculty of Arts disposes of a sufficient number of professionally qualified pedagogues who provide teaching of study programmes.
- b) The Faculty of Arts requires its pedagogues to actively participate in scientific research and other creative activities and demonstrable results of creative activity.
- c) The Faculty of Arts creates conditions for the development of professional, pedagogical, linguistic, and digital skills of university pedagogues, including the establishment of a teacher training centre.
- d) The Faculty of Arts supports the career development of pedagogues and researchers.
- e) The Faculty of Arts disposes of a sufficient number of staff to provide administrative services to students.
- f) The Faculty of Arts disposes of a sufficient number of central library staff to provide library services to students.

Indicators

- the number of university pedagogues who provide teaching of study programmes
- the ratio of the number of university pedagogues to the number of students

- the number of habilitation and inauguration procedures of faculty staff
- the number of tenured positions given to professors and assistant professors at the faculty
- the number of formal and informal training courses organised by the faculty, university or external institution and the number of creative staff who have attended in-house or external training
- monitoring of individual creative performance
- the number of staff providing administrative services to students
- the number of central library staff

3.9. The level of material-technical and areal provision of study and education

- a) The Faculty of Arts continuously modernises its classrooms, their equipment, and technical devices, including practical teaching facilities.
- b) The Faculty of Arts takes care of the necessary equipment of the central library, access to databases, study literature, and scientific and professional periodicals.
- c) The Faculty of Arts disposes of sufficient space for individual studying and modern equipped library facilities.
- d) The Faculty of Arts disposes of resting and relaxation areas for students.

Indicators

- collecting and evaluating feedback on students' satisfaction with the material, technical and areal provision of education
- the number of reconstructed classrooms
- the volume of funds invested in reconstruction and modernisation of educational spaces
- number of places in the library for attendance studying
- the number of borrowed books
- a list of databases with free access for faculty students

3.10. Faculty graduates

- a) The Faculty of Arts has an alumni club through which it maintains contacts with alumni and motivates them to cooperate with the faculty.
- b) The Faculty of Arts regularly informs alumni and other interested parties about the happening at the faculty.
- c) The Faculty of Arts invites its alumni to cooperate in the promotion of the faculty and studies, in innovations in the content of education, and in identifying employability in the labour market.

Indicators

- the statute of the alumni club
- a list of members of the alumni club chairmanship
- the number of activities carried out in cooperation with alumni
- collecting feedback from alumni

4. SCIENCE AND RESEARCH

4.1. Quality assurance of scientific research and other creative activities

- a) The Faculty of Arts is governed by a policy of quality assurance of scientific research and other creative activities at Comenius University.
- b) The Faculty of Arts systematically evaluates the quality of its own scientific research and other creative activities in accordance with the quality assurance policy for scientific research and other creative activities of Comenius University.
- c) The Faculty of Arts defines specific criteria for qualitative and quantitative parameters of the scientific work of candidates for habilitation and inauguration proceedings.
- d) The Faculty of Arts defines specific criteria for the appointment of professors and assistant professors.

Indicators

- the annual report on scientific research activities approved by the Scientific Council of the Faculty of Arts of Comenius University
- monitoring the individual performances of scientific research activities of the employees of the Faculty of Arts of Comenius University
- an internal regulation on the criteria of the Faculty of Arts of Comenius University for the evaluation of the fulfilment of the conditions for obtaining the scientific-pedagogical title “Assistant Professor” and the scientific-pedagogical title “Professor”
- an internal regulation on the general criteria of the Faculty of Arts of Comenius University for filling the positions of professors and assistant professors and specific conditions for filling the positions of professors

4.2. Strategic fields of scientific research

- a) The Faculty of Arts encourages the free choice of research topics, methodological approaches, and theoretical frameworks, while taking care of preserving the principles of scientific strictness and criticality.
- b) The Faculty of Arts supports scientific research with a primary orientation on current research and socially relevant problems, which has the prerequisites for a significant impact on the state of knowledge in the social and humanitarian sciences not only at the national but also at the international level.
- c) The Faculty of Arts identifies the following topics as strategic areas of its scientific research focus:
 - group identities as the main components of social and cultural processes
 - cultural heritage and historical recollection
 - social and ethical challenges and human rights
 - social inequalities, options for prevention and solutions
 - linguistic-communicative aspects of intracultural and intercultural communication
 - mental processes, behaviour, the human mind, and brain
 - history of the Faculty of Arts of Comenius University in Bratislava

Indicators

- the number of creative workers carrying out research on the above topics and their share in the total number of creative workers
- the number of outputs of creative activity on the above topics and their share in the total number of creative outputs
- the number of research projects focusing on the above topics and their share in the total number of research projects

4.3. Supporting top-level scientific research activities

- a) The Faculty of Arts identifies individuals and teams carrying out excellent research and put in place tools to support them systematically, considering participation in international projects and scientific publications in publishing houses and scientific journals that are considered internationally renowned in the relevant scientific fields.
- b) The Faculty of Arts supports the publication of scientific monographs and scientific articles in languages that are standard means of international academic communication in the relevant scientific disciplines and in publishing houses and journals that are considered to be renowned in the relevant scientific disciplines.
- c) The Faculty of Arts defines the appropriate quality and quantity of scientific research activities as a prerequisite for selection procedures and periodically evaluates the effectiveness of these and other measures to raise the quality of the level of the scientific activity.
- d) The Faculty of Arts defines the conditions of the individual pricing of the employees, considering the prestige and international relevance of scientific publications, the reception, impact and inspiration of scientific results and involvement in international cooperation.
- e) The Faculty of Arts supports the organisation of top-level international scientific events at the faculty.
- f) The Faculty of Arts provides all-around support for individuals and teams applying for scientific research support from major international grant schemes.

Indicators

- an internal regulation about the conditions of the identification of top-level teams at the faculty
- an internal regulation about the pricing of employees for their publication performances
- an internal regulation about the general criteria of the Faculty of Arts of Comenius University for filling the positions of professors and assistant professors and specific conditions for filling the positions of professors
- the number of scientific monographs published by internationally renowned publishers in languages that are standard means of international academic communication in the relevant scientific disciplines
- the number of scientific articles published in internationally renowned indexed journals in languages that are standard means of international academic communication in the relevant scientific disciplines
- a list of top-level international scientific events organised at the faculty
- a list of individuals or teams applying for support from major grant schemes
- the number of foreign citations and other references and the number of references registered in citation databases

4.4. Creative potential

- a) The Faculty of Arts supports scientific activity at the undergraduate and postgraduate levels.
- b) The Faculty of Arts supports explicitly postgraduate students who are above-average in their publishing activity, especially at the international level.
- c) The Faculty of Arts motivates younger creative staff to undergo habilitation or inauguration procedures to obtain quality academic cadres for the staffing of study programmes.
- d) The Faculty of Arts provides targeted support for selected types of publication outputs.
- e) The Faculty of Arts is building a project centre to provide the employees with complex advisory services in the search for grant opportunities, project preparation and project implementation.

Indicators

- the amount of funding paid for exceptional scholarships for postgraduate students
- the number of postgraduate students who have been awarded a Comenius University Grant
- organisation of student scientific and professional conferences and the number of their participants
- the number of successful habitations graduates up to the age of 40 and the number of successful inaugurations graduates up to the age of 45 and their ratio to the total number of successful habilitation or inauguration procedures
- the number of unsuccessful habilitation or inauguration procedures
- an internal regulation about the fund for supporting the publication of scientific literature
- the amount of funding disbursed to support the publication of scientific literature and the number of publications resulting from this support
- staffing of the project centre and its website

4.5. Cooperation in science and research

- a) The Faculty of Arts engages in scientific research cooperation with partner institutions, especially institutes of the Slovak Academy of Sciences and other domestic or foreign universities and academic institutions.
- b) The Faculty of Arts develops scientific research cooperation with other faculties of Comenius University, especially by engaging in joint scientific research projects.
- c) The Faculty of Arts supports interdisciplinary research, interdisciplinary research topics and cooperation beyond the departments operating at the Faculty of Arts of Comenius University.
- d) The Faculty of Arts engages in international cooperation by participating in international research projects.

Indicators

- a list of institutions with which joint research projects are currently being carried out
- a list of institutions with which The Faculty of Arts of Comenius University has signed a cooperation agreement or a memorandum of cooperation
- the number of international projects in which the Faculty of Arts of Comenius University acts as a co-investigation organisation or in which the employees of the Faculty of Arts of Comenius University act as researchers
- the number of interdisciplinary or cross-disciplinary research projects
- the number of scientific projects carried out in collaboration with other institutions

- the number of scientific outputs published in the framework of joint projects with other universities or academic institutions
- the number of scientific events in the organisation of which the Faculty of Arts of Comenius University cooperated with another university or academic institution

4.6. Ethical aspects of creative activity

- a) The Faculty of Arts has an ethics committee, which (among other things) is responsible for assessing the ethical aspects of scientific research.
- b) The Faculty of Arts applies zero tolerance to academic frauds such as plagiarism, cheating, forced authorship or co-authorship, attribution of excessive research contribution to scientific accomplishment or excessive authorship in a publication, etc.
- c) The Faculty of Arts motivates its staff to avoid purposeful publishing practices, such as publishing in special-purpose journals or publishing houses, splitting a publication into multiple publications, attending special-purpose conferences or similar events, and involvement in editorial boards of special purpose journals or publishing houses, etc.
- d) The Faculty of Arts guarantees protection for whistleblowers of unethical proceedings in creative activity.

Indicators

- the statute of the Ethics Committee of the Faculty of Arts and the rules of procedure of the Ethics Committee of the Faculty of Arts
- the Code of Ethics of the Faculty of Arts of Comenius University
- the number of proceedings of the Ethics Committee of the Faculty of Arts of Comenius University in the matter of academic cheating and the number of violations of the principles of ethical proceeding in creative activity proved in this way
- the number of proceedings of the Disciplinary Committee of the Faculty of Arts for students in the matter of academic cheating and the number of violations of the principles of ethical proceeding in creative activities
- the number of edifying activities aimed at repressing unethical practices in science and in the publishing behaviour of employees and students of the Faculty of Arts of Comenius University

4.7. Transfer of knowledge into education, social practice, and popularisation of science

- a) The Faculty of Arts creates conditions for its staff to communicate the results of their own scientific activities to students.
- b) The Faculty of Arts encourages the involvement of both undergraduate and postgraduate students in their own research activities.
- c) The Faculty of Arts creates conditions for its staff to communicate results of their own scientific activities to the wider professional and laical public.
- d) The Faculty of Arts supports the production of publications for the wider public and lower levels of education.
- e) The Faculty of Arts supports the organisation of scientific and professional events in cooperation with state, public, municipal, non-governmental, private, etc., institutions aimed at transferring the results of scientific research into social practice.
- f) The Faculty of Arts participates in educational activities with a wider societal impact.

- g) The Faculty of Arts cooperates with the media in the creation of educational outputs, popularisation of science and its own research results.

Indicators

- the number of published university textbooks, university scripts and other educational materials
- the number of students involved in research projects
- the number of published educational texts for lower levels of education
- the number of popularisation publications
- the number of popular media appearances (press, radio, television, internet media)
- the number of events organised in cooperation with state, public, local governments, non-governmental, private, etc. institutions

5. MANAGEMENT, ORGANISATION AND HUMAN RESOURCES

5.1. Self-administered management

- a) The Faculty of Arts is governed autonomously by academic self-government.
- b) The Faculty of Arts has a prepared long-term plan, which constitutes the basic strategic management tool.
- c) The Faculty of Arts has functional communication between the Academic Senate of the Faculty of Arts, the Scientific Council of the Faculty of Arts, the Quality Council of the Faculty of Arts, the faculty directory, and the Dean's College.
- d) The Faculty of Arts has an established functional communication between the authorities of the faculty and the authorities of Comenius University.
- e) The Faculty of Arts ensures an effective vertical and horizontal flow of information between all faculty departments.
- f) The Faculty of Arts ensures the effective participation of students in the self-governing bodies of the Faculty of Arts of Comenius University.

Indicators

- the statute of the Faculty of Arts of Comenius University
- the long-term plan of the Faculty of Arts of Comenius University
- the annual report of the Faculty of Arts of Comenius University for the relevant calendar year with an evaluation of the fulfilment of the long-term plan of the Faculty of Arts of Comenius University
- the level of student representation in the academic self-government bodies of the Faculty of Arts of Comenius University

5.2. Transparency in the management and distribution of funds

- a) The Faculty of Arts has a solid organisational structure with defined competencies and responsibilities at each management level.
- b) The Faculty of Arts is managed transparently, decisions are taken after discussion, or they are made and approved by the relevant bodies.

- c) The Faculty of Arts considers not only teaching and scientific experiences but also managerial, organisational, and administrative qualifications and the ability to cooperate effectively with the management and other bodies of the faculty when filling the positions of heads of departments.
- d) The Faculty of Arts promotes a personnel policy in which the filling of the posts of professors, assistant professors, the heads of departments and managers consistently respects professionalism, expertise, cooperation, and personal integrity.
- e) The Faculty of Arts establishes multi-source funding in line with faculty priorities and regularly evaluates the cost-effectiveness of the use of resources.
- f) The Faculty of Arts allocates funds in the budget for the Dean's Office of the Faculty of Arts and the Central Library of the Faculty of Arts of Comenius University.
- g) The Faculty of Arts applies the principles of performance funding in allocating salary resources to departments based on demonstrable, annually monitored and evaluated parameters in selected areas.
- h) The Faculty of Arts applies the principles of solidarity between its departments.

Indicators

- organisational regulations of the Faculty of Arts of Comenius University
- reports from faculty management meetings
- reports from the meetings of the Scientific Council of the Faculty of Arts of Comenius University
- reports from the meetings of the Academic Senate of the Faculty of Arts of Comenius University
- an internal regulation about the organisation of selection procedures for filling the posts of university pedagogues, researchers, professors and assistant professors and heads of departments at the Faculty of Arts of Comenius University
- the use of subsidies and revenues in the relevant calendar year and a breakdown of common and capital subsidies and revenues in the relevant calendar year
- the methodology of the distribution of the salary fund at the Faculty of Arts of Comenius University in the relevant calendar year

5.3. Working conditions and taking care of employees

- a) The Faculty of Arts ensures that the rights of employees are respected.
- b) The Faculty of Arts ensures a non-discriminatory working environment.
- c) The Faculty of Arts effectively cooperates with the Trade Union Organization at the Faculty of Arts of Comenius University in securing the rights of the faculty's employees.
- d) The Faculty of Arts has developed a code of ethics and established the Ethics Committee of the Faculty of Arts of Comenius University with the competence to deal with the issue of respecting the rights of employees.
- e) For its employees, the Faculty of Arts ensures adequate office equipment and work facilities, information technology, modern computing equipment including software, office supplies, access to data sources, etc.
- f) The Faculty of Arts supports the career and preliminary development of employees, including the use of mobility placements abroad.
- g) The Faculty of Arts supports the development of the competences of employees through training activities.
- h) The Faculty of Arts implements a transparent and merit-based system for determining the above-tariff components of the salary.

- i) The Faculty of Arts systematically monitors and evaluates individual performance in the field of pedagogical and scientific research activities.
- j) The Faculty of Arts will carry out a space inventory check and will evaluate the space utilisation in the departments in order to provide employees with working conditions suitable for the performance of teaching, research and administrative duties.

Indicators

- the code of ethics of the Faculty of Arts of Comenius University
- the statute of the Ethics Committee of the Faculty of Arts of Comenius University
- the collective agreement of Comenius University for the relevant calendar year and the specific supplement to the collective agreement for the Faculty of Arts
- the number of employees sent abroad on a mobility programme
- the number of employees who have attended a training course aimed at improving pedagogical, digital, language or other skills and knowledge
- the methodology of distribution of the salary fund at the Faculty of Arts of Comenius University in the relevant calendar year
- the rules of the rewarding of employees and postgraduate students of the Faculty of Arts of Comenius University for scientific performance in the relevant calendar year
- a satisfaction survey for employees about working conditions, conditions for career growth, development of professional, pedagogical, language and digital skills

5.4. The quality of performance of administrative activities

- a) The Faculty of Arts implements policies to improve the quality of administrative performance provided by the Dean's Office and shall realise an audit of the work activities of the Dean's Office.
- b) The Faculty of Arts strengthens the capacity of the project centre to provide the highest quality services to creative employees of the faculty.
- c) The Faculty of Arts will adjust the provision of administrative activities of its departments by reorganising the secretariats of the departments and creating a department in the organisational structure of the Dean's Office, covering the provision of administrative activities of the departments.
- d) The Faculty of Arts will create conditions for the further development of the central library and the modernisation of its services provided to students and employees.
- e) The Faculty of Arts will provide career and preliminary growth for administrative workers by training, language and other courses and mobility programmes.
- f) The Faculty of Arts will ensure the publication of all key documents and internal regulations in English.

Indicators

- a report about the audit of the administration of the Dean's Office
- the number of administrative workers
- the staffing of the project centre and the website
- the reorganisation of the department secretariats
- the organisational regulations of the faculty
- the number of administrative employees who have received training, courses or have taken part in mobility programmes

- the number of documents and internal regulations published in English

5.5. Taking care of the community

- a) The Faculty of Arts creates a free, tolerant, and open environment in which every employee and student has the space for self-fulfillment, regardless of their views, attitudes, values, belonging to a nation, nationality or ethnic group, race and skin colour, language and age, sex and gender identity, sexual orientation, faith and religious beliefs, property and social origin, political and other opinions etc.
- b) The Faculty of Arts builds faculty affiliation among its employees and students, supports mutual fellowship and collegiality among employees, students, alumni, and supporters, and creates a space for building academic community.
- c) The Faculty of Arts maintains contact with its alumni through an alumni club.
- d) The Faculty of Arts maintains contacts with its former employees, including in cooperation with the Trade Union Organization at the Faculty of Arts.
- e) The Faculty of Arts supports social events for its students and employees, which are organised by various associations and alliances operating at the faculty or cooperating with the faculty.
- f) The Faculty of Arts creates space for the establishment and operation of various cultural, social, and spare-time associations and clubs on its territory, which contributes to mutual fellowship and collegiality and creates space for further engagement of employees, students, and alumni.
- g) The Faculty of Arts supports the founding and operation of student clubs and contributes partly to their activities financially, materially or in other ways.

Indicators

- the code of ethics of the Faculty of Arts of Comenius University
- the statute of the Alumni Club of the Faculty of Arts of Comenius University
- the number of activities carried out in cooperation with alumni
- a list of organised social events, including the social events for former employees of the faculty
- a list of associations and clubs operating at the faculty or cooperating with the faculty
- internal regulations about the subsidy programme to support the activities of student clubs at the Faculty of Arts of Comenius University
- the amount of funding provided to student clubs for the organisation of activities in the relevant calendar year

5.6. Property management

- a) The Faculty of Arts takes a sustainable approach to both real-estate and corporeal properties.
- b) As a responsible administrator of valuable real-estate property, the Faculty of Arts ensures the effective and historically sensitive disposition of the property and enhances it.
- c) As an inclusive institution, the Faculty of Arts ensures that all facilities are accessible to employees, students, and visitors with physical disabilities.
- d) The Faculty of Arts seeks opportunities of external funding for renovations and repairs, from state, public and private sources.

- e) The Faculty of Arts economically evaluates its properties through short-term and long-term leases.
- f) The Faculty of Arts makes efficient use of corporeal property, computer technology, technical equipment in classrooms, devices, etc.

Indicators

- a list of major renovation and repair works
- the volume of funds invested in renovations and repairs
- a list of renovation works aimed at removing the barriers from the faculty's spaces
- the amount of funds invested in the removal of the barriers from the faculty's spaces
- the number of applications sent in for funding of reconstruction works
- the number of valid contracts for long-term lease of faculty spaces and the number of valid contracts for short-term rental of faculty spaces

6. SOCIAL RESPONSIBILITY

6.1. Value anchorage

- a) The Faculty of Arts promotes the pluralism of opinions and values, guarantees the possibility of open and free exchange of knowledge, opinions, attitudes, fosters an equal and fair access to all individuals and groups.
- b) The Faculty of Arts contributes to the development of a civil society based on democratic values, is fully respectful of human rights, and openly communicates key issues and positions to the public.
- c) The Faculty of Arts enters the public debate on socially sensitive issues.
- d) The Faculty of Arts perceives global environmental threats and therefore implements measures to reduce the production of environmental burdens and contributes to raising environmental awareness among students and employees.

Indicators

- the number of research and training projects aimed at developing the value orientation of the society
- the number of media appearances of employees related to socially relevant topics
- the number of activities focused on socially sensitive topics organised by the faculty or in which the employees of the faculty participated
- a list of measures aimed at reducing the production of environmental burdens
- the number of activities that are raising awareness of environmental issues

6.2. Outreach activities

- a) The Faculty of Arts consciously contributes to the sustainable development of the whole society through its activities and contributes to raising the educational and cultural level of society.
- b) The Faculty of Arts carries out targeted awareness-raising activities, spreads scientifically based facts and prevents the spreading of false or fabricated information.

- c) The Faculty of Arts strengthens the presentation of its scientific and pedagogical results and activities in the media.
- d) The Faculty of Arts organises competitions and other awareness-raising activities for university students, reinforcing the values of democracy, freedom, and human rights.

Indicators

- the number of popularisation presentations in the media
- the number of media presentations aimed at developing critical thinking
- the number of media presentations aimed at communicating the results of own scientific and pedagogical work
- the number of projects with a direct impact on social practice
- the number of activities in secondary schools aimed at faculty presentation
- the number of participants in competitions focusing on the values of democracy, freedom, and human rights

6.3. Cooperation with the external environment

- a) The Faculty of Arts develops cooperation with state and public institutions, local authorities, non-governmental organisations, the business sector, etc., with a goal to improve the civil society.
- b) The Faculty of Arts provides state and non-state organisations with professional and reviewal activity and expertise in the areas that are the subject of its activities.
- c) The Faculty of Arts maintains a high level of scientific research activity and published results, and with this goal is being heavily involved in assessment activities for scientific and professional journals, publishers, and grant agencies.

Indicators

- the number of partnerships with state and public institutions, local authorities, non-governmental organisations, business sector, etc.
- a list of activities carried out in cooperation with partners to improve civil society
- the number of prepared professional opinions and expertise
- the number of employees involved in assessment activities for scientific and professional journals, publishers, and grant agencies