



# UNIVERSITY OF ECONOMICS IN BRATISLAVA

INTERNAL REGULATION  
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

No. A/1/2022

## **CONSTITUTION OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA**

Consolidated Version as Amended by Addendum No. 1

Addendum No. 1 to the EUBA Constitution became valid on 9 March 2023 and effective on 14 April 2023

The University of Economics in Bratislava is issuing, in accordance with the provisions of Section 15(1)(a) of Act No. 131/2002 Coll. on higher education institutions and on amendments and supplements of certain laws, as amended (hereinafter the "Higher Education Act"), this

## **C O N S T I T U T I O N**

### **of the University of Economics in Bratislava**

#### **Part One**

#### **Fundamental Provisions**

#### **Article 1**

#### **Name and Seat of the University of Economics in Bratislava**

- (1) The University of Economics in Bratislava (hereinafter also referred to as "EUBA" or "University") is a top-level educational and research institution. EUBA is a public higher education institution.
- (2) EUBA's full name in English is the University of Economics in Bratislava.
- (3) EUBA's seat is: Slovak Republic, Bratislava, Dolnozemska cesta 1.
- (4) EUBA was established in 1940 as a private Higher School of Commerce having its seat in Bratislava and was given the status of a public school. In 1944 the school was renamed the Slovak Higher School of Commerce and by virtue of Decree of the Slovak National Council No. 34/1945 it was nationalized. In 1949 the name was changed again, to the Higher School of Economic Sciences. Later Decree of the Government No. 40/1952 modified the name to the Higher School of Economics. Finally, pursuant to the provisions of Act of the Slovak National Council No. 292/1992, the name was changed to the University of Economics in Bratislava.

#### **Article 2**

#### **EUBA's Mission and Tasks**

- (1) EUBA's mission is to contribute towards the development of education, knowledge, science and culture in accordance with society's needs, and to develop the knowledge, skills, understanding, creativity and good of humanity, thus contributing towards the advancement of knowledge society.
- (2) EUBA's main task is to provide high-quality university education at all three higher-education levels encompassing a complex of business and management study programmes and selected study programmes in humanities and information sciences, through the development of knowledge based on free creative research in economics, information sciences and humanities, thus contributing towards knowledge society development in Slovakia and in the European Area.
- (3) EUBA regulates its mission and tasks in the form of EUBA's Long-term Plan of Development. EUBA prepares its long-term plan of development for a period of at least six years. Prior to being submitted to the EUBA Scientific Council for comment, a draft long-term plan of

development for the University is discussed with the Ministry of Education, Science, Research and Sports of the Slovak Republic (hereinafter the "Ministry of Education"). The long-term plan is approved by the Academic Senate of the University of Economics in Bratislava and subsequently by the Board of Governors of the University of Economics in Bratislava. Following its approval, the long-term plan is published when and as determined by the Ministry of Education. The implementation of the long-term plan of development is evaluated every year in the EUBA Annual Activity Report.

### **Article 3**

#### **EUBA's Legal Status**

- (1) EUBA is a legal person carrying out research and development activities. It is a public and a self-governing institution created and wound up by law.
- (2) EUBA's statutory body is the Rector of the University (hereinafter also referred to as the "Rector").

### **Article 4**

#### **Academic Freedoms and Academic Rights**

- (1) Academic freedoms and academic rights as defined by the provisions of Section 4(1) of the Higher Education Act are guaranteed at the University of Economics in Bratislava. The exercise of such rights and freedoms must be in line with the principles of democracy and humanity, as well as in line with the law.
- (2) Inviolability of academic premises is guaranteed, except where jeopardy of life and limb, risk of endangering property or natural disasters are involved.
- (3) The EUBA academic premises comprise the area defined by the real property owned or rented by the University, or the area where the University's mission and main tasks are being accomplished. Entry of law-enforcement personnel into the academic premises must be authorised by the Rector.
- (4) Political parties and political movements are not allowed to pursue political activities and to establish their organisations at the University.

## **Part Two**

### **Basic Organisational Structure and Method of Determining Number and Structure of Jobs at University**

### **Article 5**

#### **University's Organisational Structure**

- (1) EUBA is divided into the following organisational units:
  - a) faculties:
    1. Faculty of National Economy of the University of Economics in Bratislava,
    2. Faculty of Commerce of the University of Economics in Bratislava,

3. Faculty of Economic Informatics of the University of Economics in Bratislava,
  4. Faculty of Business Management of the University of Economics in Bratislava,
  5. Faculty of International Relations of the University of Economics in Bratislava,
  6. Faculty of Business Economy of the University of Economics in Bratislava with seat in Košice,
  7. Faculty of Applied Languages of the University of Economics in Bratislava, (hereinafter referred to collectively as "Faculties" or individually also as "Faculty"),
- b) educational, research, servicing/administrative and IT units:
1. Physical Education and Sports Centre of the University of Economics in Bratislava,
  2. Lifelong Learning Centre of the University of Economics in Bratislava,
  3. Centre of Quality Assurance and Support of the University of Economics in Bratislava,
  4. Institute of Economics and Management of the University of Economics in Bratislava,
  5. Research-Exhibitory and Information Bio-Energy Centre in Kapušany - unit Kapušany,
  6. Project Centre of the University of Economics in Bratislava,
  7. Rectorate of the University of Economics in Bratislava,
  8. Centre for International Relations of the University of Economics in Bratislava,
  9. Centre of Communication and Public Relations of the University of Economics in Bratislava,
  10. Business Activities and University Services Centre of the University of Economics in Bratislava,
  11. Archives of the University of Economics in Bratislava,
  12. Centre of Information Technologies of the University of Economics in Bratislava,
  13. Slovak Economic Library of the University of Economics in Bratislava, (hereinafter collectively referred to as "University-wide Units"),
- c) other units:
1. Office of the Ekonomické rozhľady Magazine of the University of Economics in Bratislava,
  2. Centre of Drugs Prevention and Counselling of the University of Economics in Bratislava,
  3. Expert Institute of the University of Economics in Bratislava, (hereinafter collectively referred to as "Other Units"),

[faculties, university-wide units and other units (hereinafter collectively also referred to as "EUBA Units").

- (2) Establishment, merger, consolidation, dissolution, split, change of name or change of seat of EUBA Units is approved by EUBA's Board of Governors on a proposal of the Rector, following a prior approval by the University's Academic Senate.
- (3) Scope of powers of a faculty, faculty bodies and scope of powers of faculty bodies are set out in Part Four hereof.
- (4) The scope of powers, organisational structure, management and activities of university-wide units and other units are determined in the Rules for Internal Governance of the University of Economics in Bratislava and rules for internal governance of such university-wide units and other units. Rules for internal governance of university-wide units and other units of the University of Economics in Bratislava are issued by the Rector.

## **Article 6**

### **Method of Determining Number and Structure of Jobs at University**

- (1) The number of jobs and job structure at the University of Economics in Bratislava are determined as required by the needs to perform the assigned tasks.
- (2) The number of jobs and job structure are determined using as a basis therefor the University's main areas of activities - educational, research and other activities.
- (3) The number and structure of jobs of university teachers, full professors' and associate professors' positions, researchers, senior staff members and other employees are based on the needs to provide for complex education in the accredited study programmes at the first-, second- and third-level of studies, to perform research and other activities of the University and its units, and to ensure proper operation of the University and its units,

## **Part Three**

### **University's Self-Government**

## **Article 7**

### **Scope of University's Self-Governing Powers**

- (1) The basis of EUBA's academic self-government is the academic community of EUBA, which elects and dismisses the members of EUBA's Academic Senate.
- (2) EUBA's academic community is made up of university teachers, researchers and specialised staff members with a higher education employed at EUBA for full-time weekly hours (employee section), and of students (student section).
- (3) EUBA fosters University students and their involvement in the exercise of self-governing powers. The University enables its students to actively engage in the University's activities and management, particularly as regards higher education quality assurance, organisation of studies and taking decisions on matters concerning students' academic rights and obligations.
- (4) Students participate in EUBA's academic self-government through their representatives in the EUBA Academic Senate and collective self-government bodies of the faculties, EUBA Student Disciplinary Board and student disciplinary boards of the faculties, EUBA Ethics Committee, EUBA Internal Quality Assessment Board and in any other advisory bodies and committees.
- (5) The following areas fall within the EUBA self-governing powers:
  - a) internal organisation,
  - b) determination of the number of applicants to be admitted for study, specification of the terms of admission for study and taking decisions in the admission procedure in regard to student admission for study programmes provided by EUBA,
  - c) development and implementation of study programmes,
  - d) organisation of studies,
  - e) taking decisions on matters related to students' academic rights and obligations,
  - f) determination of the focus and organisation of research, development and any other innovative activities,

- g) conclusion, modification and termination of employment relationships and determination of the number and structure of jobs at EUBA,
  - h) award of associate professor's and full professor's degrees,
  - i) cooperation with other higher education institutions, other legal entities and natural persons, both Slovak and international,
  - j) election of members of EUBA academic self-government bodies,
  - k) EUBA's financial management and disposal of its property in accordance with the Higher Education Act,
  - l) determination of student contribution to reimburse part of the cost of studies and study-related fees under Section 92 of the Higher Education Act, unless the Higher Education Act provides otherwise.
- (6) Details concerning EUBA's organisation and activities are governed by University's internal regulations in line with the provisions of Section 15 of the Higher Education Act. The system of EUBA's internal regulations is governed by the Rules for Internal Governance of the University of Economics in Bratislava.
- (7) The procedure for approving internal regulations of EUBA units referred to in Articles 5(1)(b) and 5(1)(c) hereof is governed by an internal regulation.

## **Article 8**

### **Internal Higher Education Quality Assurance System at EUBA**

- (1) The internal higher education quality assurance system at EUBA (hereinafter the "Internal System") is governed in the EUBA settings by a number of separate internal regulations.
- (2) The Internal System is discussed by the EUBA Scientific Council upon the Rector's proposal and subsequently approved by the EUBA Academic Senate.

## **Article 9**

### **EUBA Bodies**

- (1) EUBA bodies involve academic self-government bodies as well as any other bodies as defined by the Higher Education Act.
- (2) The following are EUBA academic self-government bodies:
- a) EUBA Academic Senate,
  - b) EUBA Rector,
  - c) EUBA Scientific Council,
  - d) EUBA Student Disciplinary Board.
- (3) Other EUBA bodies include the Bursar, EUBA Board of Governors, EUBA Internal Quality Assessment Board and EUBA Ethics Committee.

## **Article 10**

### **EUBA Academic Senate and Its Scope of Powers**

- (1) The EUBA Academic Senate (hereinafter also referred to as the "University's Academic Senate") is composed of elected representatives of EUBA's academic community.
- (2) The total number of members in the University's Academic Senate is 39 (thirty-nine). Students constitute at least one third out of the total number of the University's Academic Senate members. Each faculty has five representatives in the University's Academic Senate, of which three are elected for the employee section and the remaining two for the student section of the faculty's academic community. The EUBA units under Article 5(1)(b) hereof have altogether four members in the University's Academic Senate.
- (3) The University's Academic Senate is divided into an employee section and a student section. Members of the employee section of the University's Academic Senate are elected in secret ballot elections by members of the employee section of EUBA's academic community. Members of the student section of the University's Academic Senate are elected in secret ballot elections by members of the student section of EUBA's academic community. Only a member of the employee section of EUBA's academic community may be a member of the employee section of the University's Academic Senate. Only a member of the student section of EUBA's academic community may be a member of the student section of the University's Academic Senate.
- (4) The position of the University's Academic Senate member is incompatible with the position of Rector, Vice-Rector, Dean, Vice-Dean, Bursar, Faculty Secretary and Head of EUBA's university-wide unit, which forms part of EUBA under Article 5(1)(b) hereof.
- (5) The principles governing elections to the University's Academic Senate are stipulated in the internal regulation entitled Principles Governing Elections to EUBA's Academic Senate.
- (6) The term of office for the University's Academic Senate members is four years.
- (7) The scope of powers of the University's Academic Senate is stipulated by the provisions of Section 9 of the Higher Education Act and by this Constitution.
- (8) In exercising the powers defined in Sections 9(1)(d) and 9(1)(h) of the Higher Education Act, the University's Academic Senate decides by secret ballot. In exercising any other powers under Section 9(1) of the Higher Education Act, the University's Academic Senate decides by secret ballot, if the Senate so chooses.
- (9) The rules of procedure for the University's Academic Senate are stipulated by the internal regulation Rules of Procedure of EUBA's Academic Senate.
- (10) The University's Academic Senate is entitled to exercise the powers of the faculty's collective self-government body for no longer than necessary and only in the extent as required for approving amendments of the faculty's internal regulations so that such amendments are not in contravention of the Higher Education Act, any other generally binding legal regulation or this Constitution.
- (11) If the faculty's collective body exercises its powers in a make-up that is in contravention of the Higher Education Act, this Constitution or the EUBA faculty's internal regulations, the University's Academic Senate is entitled to undertake measures to align the make-up of the Faculty's relevant collective body with the relevant regulation.

## **Article 11**

### **EUBA Rector**

- (1) The Rector is the statutory body of the University of Economics in Bratislava, manages the University, acts on its behalf and represents it before third parties. The Rector is accountable to the University's Academic Senate and EUBA's Board of Governors, unless the provisions of Section 19(7) of the Higher Education Act provide otherwise.
- (2) The Rector is appointed and dismissed by the President of the Slovak Republic. The proposal for appointment, or the proposal for dismissal, of the Rector is submitted to the President of the Slovak Republic by the Minister of Education, Science, Research and Sports of the Slovak Republic (hereinafter the "Minister of Education"), to whom such proposal is submitted by the University's Academic Senate within 15 days of the adoption of the relevant resolution.
- (3) The term of office for the Rector is four years. The same person may hold the position of Rector in one public higher education institution for no more than two consecutive terms of office.
- (4) The principles governing the election of a candidate for the Rector's position and the adoption of the proposal to dismiss the Rector is governed by EUBA's internal regulation, which must be approved by the EUBA Board of Governors following a prior approval by the University's Academic Senate.
- (5) The Rector's scope of powers is governed by Section 10a of the Higher Education Act.
- (6) The Rector's permanent advisory bodies are the Rector's Board and EUBA's top management. The Rector's Board comprises the Rector, Vice-Rectors, Deans, Bursar, Chair of the University's Academic Senate, employee representative, representative of the student section of the University's Academic Senate and any other members as decided by the Rector. The University's top management involves the Rector, Vice-Rectors and Bursar.
- (7) The Rector may set up permanent and temporary committees in order to prepare and assess documents concerning fundamental work issues at EUBA. Committee members are appointed by the Rector from among EUBA employees and students as well as from among professional practitioners. The committee members' term of office expires upon expiration of the Rector's term of office.
- (8) The Ethics Committee of the University of Economics in Bratislava (hereinafter the "Ethics Committee") is an independent expert and consultative body of the Rector established in accordance with EUBA's Code of Ethics. Details concerning the make-up and rules of procedure of the Ethics Committee are governed by the Rules of Procedure of the Ethics Committee. EUBA's Code of Ethics and the Rules of Procedure of the Ethics Committee constitute internal regulations.
- (9) The Rector issues internal regulations in accordance with Section 15 of the Higher Education Act as well as issuing internal directives and Rector's measures.
- (10) The Rector is deputised by Vice-Rectors to the extent as determined by the Rector.



## **Article 12**

### **Vice-Rectors**

- (1) EUBA has no more than 5 Vice-Rectors, who cover particularly the following areas - education, research activities, international relations, development, information technology, public relations and quality management. The division of the areas of competence between individual Vice-Rectors is determined by the Rector.
- (2) The Vice-Rectors are appointed and dismissed by the Rector following the opinion of the University's Academic Senate. The term of office for the Vice-Rectors is four years.
- (3) The Rector in his/her position as EUBA's statutory body is deputised by the First Vice-Rector, who is appointed from among the Vice-Rectors by the Rector.
- (4) The Vice-Rectors are accountable for their activities to the Rector; in their designated areas of competence, they are entitled to represent EUBA and act on its behalf.
- (5) In their designated areas of competence, the Vice-Rectors direct activities at EUBA via the competent Faculty Vice-Deans, heads of units and appointed members of committees set up for the respective areas of EUBA activities.

## **Article 13**

### **EUBA Scientific Council and Its Scope of Powers**

- (1) Members of the EUBA Scientific Council (hereinafter also referred to as the "University's Scientific Council") are appointed and dismissed by the Rector following their approval by the University's Academic Senate. The term of office for members of the University's Scientific Council is four years and expires upon expiration of the Rector's term of office.
- (2) Members of the University's Scientific Council are distinguished experts in areas wherein the University carries out educational, research or any other innovative activities.
- (3) The members of the University's Scientific Council who are also members of the EUBA academic community may only be persons occupying the position of a full professor or an associate professor, or researchers possessing a relevant scientific qualification (level IIa or I).
- (4) No less than one quarter, and no more than one third, of the members of the University's Scientific Council are persons that are not members of the EUBA academic community.
- (5) The Chair of the University's Scientific Council is the Rector.
- (6) The scope of powers of the University's Scientific Council is stipulated by the provisions of Section 12 of the Higher Education Act.
- (7) The operations of the University's Scientific Council are governed by the Rules of Procedure of the Scientific Council of the University of Economics in Bratislava. The Rules of Procedure of the University's Scientific Council constitute an internal regulation to be approved by the University's Scientific Council on a proposal of the University Scientific Council Chair.

## **Article 14**

### **EUBA Student Disciplinary Board**

- (1) The EUBA Student Disciplinary Board (hereinafter the "University Disciplinary Board") discusses disciplinary offences of those EUBA students who are not enrolled in any study programme provided by a faculty, and submits the proposal for a decision to the Rector.
- (2) Members of the University Disciplinary Board and the Chair thereof are appointed from among members of EUBA's academic community by the Rector, following their approval by the University's Academic Senate. Half of the University Disciplinary Board members are made of students.
- (3) The scope of powers of the University Disciplinary Board is governed by the internal regulation EUBA Disciplinary Code for Students.
- (4) The operations of the University Disciplinary Board are governed by the internal regulation Rules of Procedure for the Disciplinary Board of the University of Economics in Bratislava and for Student Disciplinary Boards at Faculties.

## **Article 15**

### **EUBA's Senior Staff Members**

- (1) EUBA's senior staff members are the Bursar and heads of EUBA's units as defined by Articles 5(1)(b) and 5(1)(c) hereof. The positions of EUBA's senior staff members are filled by personnel selection procedure. The rules guiding the personnel selection procedure for the positions of EUBA's senior staff members are stipulated in the internal regulation Principles of Selection Procedure to Fill University Teachers', Research Workers', Full Professors'/Associate Professors' and Senior Staff Members' Positions at University of Economics in Bratislava (hereinafter also referred to as the "Selection Procedure Rules").
- (2) The Bursar:
  - a) provides for, and is accountable for, the economic, operational and administrative sides of the EUBA operations, and acts on behalf of the University to the extent as determined by the Rector. The Bursar directly reports to the Rector to whom the Bursar is accountable for his/her activities,
  - b) acts in respect of employment relationships to the extent as determined in Article 35 hereof,
  - c) within the framework of the resolutions adopted by the University's Academic Senate and the EUBA academic officials in the areas of competence assigned to the Bursar, coordinates the activities of the EUBA Rectorate's organisational units and directs Faculty Secretaries.

## **Article 16**

### **EUBA Board of Governors and Its Scope of Powers**

- (1) The EUBA Board of Governors (hereinafter the "Board of Governors") is the body supporting, within the framework of its competences, the strengthening of links between EUBA and society

at large in accordance with EUBA's mission. The Board of Governors invokes and promotes public interest in EUBA operations.

- (2) The members of the Board of Governors include, in particular, prominent scientific personalities, representatives of public life at national or regional levels, and prominent business representatives, compatible with EUBA's mission, or persons having experience in disposing of assets and funds of a legal person.
- (3) The term of office for Board of Governors' members is five years.
- (4) The Board of Governors has 11 (eleven) members. One member of the Board of Governors is elected and dismissed in secret ballot elections by the remaining members of the Board of Governors. Five members of the Board of Governors are elected and dismissed by the University's Academic Senate, and of those five members one member is elected and dismissed solely by the student section of the University's Academic Senate. Five Board of Governors' members are appointed and dismissed by the Minister of Education.
- (5) The Constitution of the Board of Governors is approved by the Board of Governors upon a proposal by the Chair of the Board of Governors, and is registered by the Ministry of Education following the procedure under Section 103 of the Higher Education Act.
- (6) Board of Governors' meetings are public and are held at least twice a year. Rules for Providing and Determination of Remuneration and Reimbursement of Expenses to Members of the Board of Governors constitute an internal regulation.
- (7) The operations of the Board of Governors are stipulated by Section 40 of the Higher Education Act.
- (8) The scope of powers of the Board of Governors is stipulated by Section 41 of the Higher Education Act.

## **Part Four**

### **Faculty, Faculty's Scope of Powers, Faculty Bodies and Scope of Powers of Faculty Bodies**

#### **Article 17**

##### **Faculty**

- (1) The faculty is divided into:
  - a) departments, which constitute the faculty's basic units for performing teaching and research activities,
  - b) Dean's Office, which is the faculty's economic-administrative unit, and
  - c) other units.

Details about the faculty's organisational structure are governed by an internal regulation of the faculty.

- (2) The faculty's senior staff members are: Faculty Secretary and heads of teaching, research, economic-administrative and information units as well as any other units at the faculty. The positions of the faculty's senior staff members are filled by personnel selection procedure, following the principles of personnel selection procedure.

- (3) The faculty has the right to use its own academic insignia and to hold academic ceremonies in line with EUBA's internal regulations.
- (4) The faculty is an independent operational unit for public procurement purposes. The details are governed by an internal regulation on public procurement.
- (5) The faculty issues particularly the following regulations:
  - a) the Faculty's Constitution,
  - b) the Faculty's Rules for Internal Governance,
  - c) principles governing elections to the Faculty's Academic Senate,
  - d) Rules of Procedure of the Faculty's Academic Senate,
  - e) Rules of Procedure of the Faculty's Scientific Council,
  - f) principles governing the election of the candidate for the Dean's office and the adoption of a proposal to dismiss the Dean,
  - g) further terms of admission to first-, second- and third-level study programmes at the faculty, and the method of verifying the fulfilment of such terms.

## **Article 18**

### **Faculty's Scope of Powers**

- (1) The faculty has the right to decide or act, on behalf of EUBA, in the following matters falling within EUBA's self-governing competence:
  - a) stipulation of any further terms for admission of students, and taking decisions in the admission procedure in regard to student admission for study programmes carried out at the faculty,
  - b) development of new accredited study programmes and implementation of such study programmes at the faculty,
  - c) taking decisions on matters concerning academic rights and obligations of students enrolled for study in study programmes carried out at the faculty,
  - d) conclusion, modification and termination of employment relationships to the extent and under the conditions as stipulated in Article 35 hereof,
  - e) undertaking business activities according to the rules set out in Article 36 hereof,
  - f) cooperation with other higher education institutions, legal entities and natural persons, both Slovak and international, in the areas in which the faculty operates. Such agreements are concluded by the faculties under master agreements entered into by EUBA with the aforementioned entities. The faculty agreements lay down in more detail the subject-matter and terms of the cooperation, time-lines as well as persons in charge of implementation thereof.
- (2) The following fall within the self-governing powers of the faculty:
  - a) the faculty's internal organisation,
  - b) determination of the number of students to be admitted, in the manner as set out in Article 27 hereof,
  - c) organisation of studies in accordance with the Academic Regulations of the University of Economics in Bratislava,
  - d) determination of the focus and organisation of research and any other innovative activities,
  - e) determination of the number and structure of jobs of employees assigned to the faculty, to the extent as determined herein,
  - f) election of members of the faculty's academic self-government bodies,

- g) handling of funds allocated to the faculty by EUBA and funds obtained by the faculty otherwise for the purpose of fulfilling its tasks.
- (3) Faculty matters falling within the scope of the faculty's self-governing powers as well as the faculty's relation to the University are governed by the Faculty Constitution and other internal regulations of the faculty.

## **Article 19**

### **Faculty Bodies**

- (1) The faculty has academic self-government bodies as well as other bodies.
- (2) The following are academic self-government bodies:
  - a) the Faculty's Academic Senate,
  - b) Dean, and
  - c) the Faculty's Student Disciplinary Board.
- (3) The Faculty's Scientific Council is another faculty body.
- (4) Under the Higher Education Act, students constitute no less than one third of members of the faculty's collective self-government bodies. Meetings of the faculty's collective bodies are public, except when disciplinary offences are discussed.

## **Article 20**

### **Faculty's Academic Community**

- (1) The faculty's academic community forms the basis of the faculty's academic self-government. The faculty's academic community elects and dismisses members of the Faculty's Academic Senate.
- (2) The faculty's academic community is made up of university teachers, researchers and specialised staff members with a higher education assigned to the faculty and employed for full-time weekly hours (employee section of the faculty's academic community), and of students enrolled for study in study programmes carried out by the faculty (student section of the faculty's academic community).

## **Article 21**

### **Faculty's Academic Senate**

- (1) The Faculty's Academic Senate is a collective self-government body of the faculty. The number and structure of the Faculty's Academic Senate members is governed by the Faculty Constitution. The position of the Faculty's Academic Senate member is incompatible with the position of Rector, Vice-Rector, Dean, Vice-Dean, Bursar and Faculty Secretary. The term of office for the Faculty's Academic Senate members is four years.
- (2) The method of election to the Faculty's Academic Senate is governed by the internal regulation Principles Governing Elections to the Faculty's Academic Senate.
- (3) The Faculty's Academic Senate performs particularly the following:

- a) approves, upon the Faculty Dean's proposal,
  - 1. the Faculty Constitution; following the Faculty Constitution's approval by the Faculty's Academic Senate, the Faculty Constitution is to be approved by the University's Academic Senate,
  - 2. the Faculty's Rules for Internal Governance,
  - 3. further terms of admission to individual first-, second- and third-level study programmes, and the method of verifying the fulfilment of such terms,
  - 4. annual report on the faculty's activities,
  - 5. the faculty's budget,
- b) approves, upon the proposal of the faculty's Academic Senate Chair,
  - 1. principles governing the election of the candidate for the Dean's office and the adoption of a proposal to dismiss the Dean,
  - 2. principles governing elections to the Faculty's Academic Senate,
  - 3. Rules of Procedure of the Faculty's Academic Senate;
- c) approves the Faculty Dean's proposal to appoint and dismiss members of the Faculty's Scientific Council,
- d) approves members of the Faculty's Student Disciplinary Board,
- e) takes position on the proposal of the Faculty's Dean to appoint and dismiss Vice-Deans,
- f) submits, once a year, to the faculty's academic community an activity report of the Faculty's Academic Senate, which the Faculty's Academic Senate publishes on the faculty's website and keeps it published for a period of at least four years,
- g) elects the faculty's representative to the Council for Higher Education,
- h) fulfils any other tasks as defined by the faculty's internal regulations.

## **Article 22**

### **Faculty Dean**

- (1) The Dean of the Faculty is the representative of the faculty, manages the faculty, represents it and acts in the faculty's matters to the extent as defined by Article 18 hereof.
- (2) Further scope of powers of the Faculty Dean is governed by this Constitution and by the Faculty Constitution.
- (3) The Dean is deputised by Vice-Deans to the extent as stipulated by the Dean. Vice-Deans are appointed and dismissed by the Faculty Dean following the opinion of the Faculty's Academic Senate. The term of office for Vice-Deans is four years.
- (4) The number of Vice-Deans and areas to be covered by Vice-Deans are determined by the Faculty's Constitution.
- (5) The Faculty Dean's permanent advisory bodies are the Faculty Dean's Board and the faculty's top management. The Faculty Dean's Board comprises the Dean, Vice-Deans, Faculty Secretary, heads of the faculty's units as decided by the Dean, Chair of the Faculty's Academic Senate, employee representative, representative of the student section of the Faculty's Academic Senate and any other members as decided by the Dean. The faculty's top management involves the Dean, Vice-Deans and Faculty Secretary.

- (6) The Dean is accountable for his/her activities to:
  - a) the Faculty's Academic Senate,
  - b) the EUBA Rector for the matters in which the Dean acts on behalf of EUBA, for the faculty's financial management and for any further activities to the extent as determined by EUBA's internal regulations.
- (7) The Dean is employed by EUBA and in respect of his/her employment is assigned to the faculty managed by him/her. The termination of the employment relationship concerning the exercise of the Dean's office is conditional upon the prior termination of the Dean's office exercise.
- (8) When appointing the Dean, the Rector concludes with the Dean a contract of service for the Dean's term of office containing measurable indicators intended to enhance the quality of higher education provided by the faculty and to improve the level of research, development or any other innovative activities of the faculty as well as containing objectives implied by EUBA's Long-term Plan of Development.
- (9) The Dean's office is filled by elections. The Dean is elected by an election assembly comprising members of the Faculty's Academic Senate and persons appointed by the Rector whose number corresponds to one fourth of the number of the election assembly members.
- (10) The principles governing the election of a candidate for the Dean's office and the adoption of the proposal to dismiss the Dean are laid down by the faculty's internal regulation, which must be approved by the Faculty's Academic Senate on a proposal of the Faculty's Academic Senate Chair.
- (11) The Dean's term of office is four years. The same person may hold the Dean's office at one faculty for no more than two consecutive terms of office.

## **Article 23**

### **Faculty's Student Disciplinary Board**

- (1) The Faculty's Student Disciplinary Board is a collective self-governing body of the faculty. The Board discusses disciplinary offences of students enrolled in study programmes carried out by the faculty, and submits the proposal for a decision to the Dean.
- (2) Members and Chair of the Faculty's Disciplinary Board are appointed from among members of the faculty's academic community by the Faculty Dean, following their approval by the Faculty's Academic Senate. Half of the Disciplinary Board members are made of students.
- (3) The scope of powers of the Faculty's Disciplinary Board is governed by the internal regulation EUBA Disciplinary Code for Students.
- (4) The operations of the Faculty's Disciplinary Board are governed by the internal regulation Rules of Procedure of the Disciplinary Board of the University of Economics in Bratislava and of Student Disciplinary Boards at EUBA Faculties.

## **Article 24**

### **Faculty's Scientific Council**

- (1) The members of the Faculty's Scientific Council are appointed and dismissed by the Faculty Dean, following the approval by the Faculty's Academic Senate. The term of office for members

of the Faculty's Scientific Council is four years, and expires upon the expiration of the Dean's term of office.

- (2) Members of the Faculty's Scientific Council are distinguished experts in areas wherein the faculty carries out educational, research or any other innovative activities.
- (3) The members of the Faculty's Scientific Council who are also members of the faculty's academic community may only be persons occupying the position of a full professor or an associate professor, or researchers possessing a relevant scientific qualification (level IIa or I).
- (4) No less than one quarter, and no more than one third, of the members of the Faculty's Scientific Council are persons that are not members of the faculty's academic community.
- (5) The position of the Faculty's Scientific Council Chair is held by the Faculty Dean.
- (6) The number of the Faculty's Scientific Council members is determined by the Faculty's Constitution.
- (7) The operations of the Faculty's Scientific Council are governed by the Rules of Procedure of the Faculty's Scientific Council. The Rules of Procedure of the Faculty's Scientific Council constitute an internal regulation of the Faculty to be approved by the Faculty's Scientific Council on a proposal of the Faculty's Scientific Council Chair.
- (8) The Faculty's Scientific Council performs the following:
  - a) on the Faculty Dean's proposal, takes position on the faculty's long-term plan of development, if the faculty is obliged to prepare such plan,
  - b) assesses on a regular basis, but in any case, no less than once a year, the level of the faculty in teaching as well as in science, technology or arts,
  - c) approves, upon the Faculty Dean's proposal, further experts that have the right to conduct state examination tests for the study programmes conducted at the faculty,
  - d) approves, upon the Dean's proposal, doctorate tutors for the study programmes carried out at the faculty,
  - e) discusses proposals for awarding the degree of associate professor, and decides on the outcome of such proposals in the field of the habilitation procedure and inaugural procedure for which accreditation has been obtained,
  - f) discusses, and submits to the University's Scientific Council, proposals to appoint full professors in the field of the habilitation procedure and inaugural procedure for which the faculty is accredited,
  - g) discusses, and submits to the University's Scientific Council for approval, general criteria for filling the positions of full professors and associate professors at the faculty,
  - h) discusses, and submits to the University's Academic Council for approval, specific conditions for filling full professors' positions at the faculty,
  - i) fulfils any other tasks as defined by the faculty's internal regulations.



**Part Five**  
**Organisation of Studies at EUBA**

**Article 25**

**System of Higher Education Studies at University of Economics in Bratislava**

- (1) EUBA provides higher education studies in accredited study programmes at all three higher education levels.
- (2) A study programme may be conducted in a field of study or in a combination of fields of study. First-level study programmes are carried out at EUBA as bachelor's study programmes, second-level study programmes as master's study programmes and third-level study programmes as doctoral study programmes.
- (3) Graduates of study programmes who have attained a master's degree (abbreviated as "Mgr") or of any other similar study programmes abroad may take a rigorosum examination, a part of which is the defence of a rigorous thesis. The rigorosum procedure at EUBA is governed by an internal regulation issued by the Rector.
- (4) Doctoral studies in the given field of study are monitored and evaluated by the field of study committee established under a EUBA internal regulation. The principles governing the organisation of doctoral studies at EUBA constitute a EUBA internal regulation.
- (5) Higher education at EUBA is carried out as full-time study or part-time study.
- (6) The organisation of all levels and forms of higher education at EUBA is based on the credit system.
- (7) A successful completion of studies at all three levels is conditional upon passing a state examination(s) in accordance with the recommended study plan of the accredited study programme.
- (8) The rules governing higher education at EUBA are stipulated in the internal regulation Academic Regulations of the University of Economics in Bratislava.
- (9) Studies in one academic year are divided into two semesters.

**Article 26**

**Further Education at EUBA**

- (1) EUBA carries out further education as part of lifelong education in accordance with the generally binding legal regulations.
- (2) Participants in further learning are not University students within the meaning of the Higher Education Act.
- (3) Further education and its activities are intended for various target groups, focusing particularly on supplementing, deepening and innovation of the trainee's expert knowledge and skills; leisure education and foreign language teaching.

## **Article 27**

### **Framework Terms for Admission to Study, Including Method to Determine Number of Applicants to Be Admitted at EUBA**

- (1) Basic terms for admission to study are determined by Section 56 of the Higher Education Act.
- (2) The framework terms for admission to study programmes in the first- and second-level of studies at EUBA constitute a EUBA internal regulation to be approved by the University's Academic Senate upon the Rector's proposal.
- (3) Any further terms for admission to study programmes in the first- and second-level of studies at the faculties, and the method of verifying the fulfilment of such terms, are stipulated by the EUBA faculties separately.
- (4) The framework terms for admission to third-level study programmes at EUBA constitute a EUBA internal regulation to be approved by the University's Academic Senate upon the Rector's proposal.
- (5) Any further terms for admission to third-level study programmes at the faculties, and the method of verifying the fulfilment of such terms, are determined by the EUBA faculties separately.
- (6) The number of students to be admitted to the faculties' study programmes is determined by the Dean in respect of the study programmes carried out at the faculty, taking into consideration particularly the following factors:
  - a) resources of the units providing studies in the respective study programme in terms of their capacity and personnel,
  - b) future needs of society as regards graduates of the respective study programme, and
  - c) public interest in studying the respective study programme.

## **Article 28**

### **Framework Terms of Study for Foreign Nationals at EUBA**

- (1) The terms for admission of foreign nationals are the same as those applicable to Slovak citizens.
- (2) Foreign nationals study at EUBA as:
  - a) students under the Higher Education Act and under this Constitution,
  - b) under promulgated international treaties binding upon the Slovak Republic,
  - c) under agreements concluded in accordance with the provisions of Section 6(1)(i) of the Higher Education Act, particularly as part of international programmes and EU academic mobility programmes,
- (3) EUBA may also provide further education to foreign nationals.
- (4) When registering for studies, foreign nationals must submit a residence permit for the Slovak Republic and demonstrate that they have met any further conditions as stipulated by the legal regulations governing stay of foreign nationals in the territory of the Slovak Republic.

## **Article 29**

### **Students' Academic Rights and Academic Obligations**

- (1) Students have particularly the right
  - a) to study in the study programme they have been admitted to,
  - b) to set up a curriculum according to the rules of the study programme in line with the EUBA Academic Regulations,
  - c) to enrol in the next stage of the study programme after having fulfilled the conditions stipulated by the study programme and Academic Regulations,
  - d) to select the pace of study and order of passing the courses respecting the given sequence thereof and to select a teacher for the course taught by several teachers, while respecting time and capacity restrictions of the study programme and of the Academic Regulations,
  - e) as part of their studies, to apply also for studies at another university, including universities abroad;
  - f) to participate in research and any other innovative activities at the University,
  - g) to take part in founding and work of independent associations operating in academia in accordance with legal regulations,
  - h) to be able, at least once a year, to express themselves on the quality of teaching and on the teachers by means of an anonymous questionnaire,
  - i) to freely express their opinions and suggestions concerning the system of higher education,
  - j) to make use of information and counselling services related to their studies and to the possibility of applying study programmes in practice,
  - k) if subject to the obligation to pay tuition under Section 92(5) of the Higher Education Act, to decide in which study programme they will study free of charge in the academic year concerned, if they are entitled to free university studies,
  - l) under the terms stipulated by the Academic Regulations, to change the study programme within the same or related field of study.
- (2) Students are obliged to meet all study obligations stipulated by the study programme they are studying and by the Academic Regulations of the University of Economics in Bratislava. Students are obliged to observe internal regulations of EUBA and its units, including house rules of student dormitories whose services they use, and to observe the principles of ethical conduct in accordance with EUBA's Code of Ethics.
- (3) Students are further obliged to perform particularly the following:
  - a) to protect and responsibly use EUBA's property, equipment and services,
  - b) to pay tuition and fees related to their studies under the Higher Education Act, and to do so exclusively and directly to EUBA, as well as truthfully presenting the facts relevant to the determination of such fees and tuition,
  - c) to notify the faculty of the mail delivery address or any change thereof,
  - d) to present themselves in person upon the written notice to do so issued by the Rector, Dean or any other employee authorized by the aforementioned persons in order to discuss issues concerning the course or completion of their studies, or related to students' rights and obligations,
  - e) to notify the faculty, in writing, no later than 30 September of the relevant academic year, of their decision in which study programme they will study free of charge in the academic year concerned, if they are entitled to pursue higher education studies free of charge.

- (4) Taking decisions on students' academic rights and academic obligations falls within the self-governing powers of EUBA or EUBA faculties. Taking decisions on academic rights and academic obligations is not subject to the general regulation on administrative procedure.

### **Article 30**

#### **Tuition and Fees Associated with Studies at EUBA**

- (1) EUBA collects tuition and fees associated with EUBA studies under the provisions of Section 92 of the Higher Education Act.
- (2) Tuition and other fees are paid by cashless transfer in the EUBA's account.
- (3) Fees are payable no later than the day of performing the act or issuing the document for which the respective fee is collected.
- (4) Based on a student's request, the EUBA Rector may decide on the reduction of, or exemption from, the tuition or fees associated with studies, or postpone due dates thereof, taking into account educational achievements, social and health situation of such student or any other facts worthy of special consideration. When making a decision concerning the reduction of, or exemption from, the tuition or fees associated with studies or postponement of due dates thereof, the Rector follows the principles below:
  - a) taking into account the position of the Faculty Dean,
  - b) taking into account the student's educational achievements,
  - c) taking into account the student's social situation,
  - d) taking into account the student's health condition, and
  - e) taking into account any other facts worthy of consideration.
- (5) The amount of the tuition and other fees as well as specific conditions for the reduction of, or exemption from, tuition or any other fees, or for the postponement of due dates thereof are specified by a EUBA internal regulation.

### **Article 31**

#### **Social Assistance for EUBA Students**

- (1) EUBA provides its students with social assistance in direct and indirect forms.
- (2) Scholarships constitute a direct form of social assistance. EUBA provides its students with scholarships as follows:
  - a) from the funds received for such purpose from the state budget:
    1. social scholarship,
    2. motivational scholarship,
    3. pregnancy scholarship,
  - b) using its own resources through the Scholarship Fund.
- (3) The Dean of the faculty offering the respective study programme decides on the entitlement to a social scholarship. Should the student fail to comply with the terms and conditions applicable to social scholarship award, EUBA will not award the social scholarship.
- (4) The award of a pregnancy scholarship is decided by the Rector.

- (5) The terms and conditions for awarding scholarships are governed by the internal regulation Scholarship Rules of the University of Economics in Bratislava, which is approved by the University's Academic Senate upon the Rector's proposal.
- (6) EUBA may conclude a scholarship programme agreement with a business, intended to provide company scholarships.
- (7) An indirect form of student social assistance includes, in particular, catering and accommodation services as well as financial and organisational support of sports activities, cultural activities and any other leisure activities. EUBA provides special support to the academic folklore ensemble EKONÓM, sports club Slávia Ekonóm Bratislava, university sports club Ekonóm Bratislava and volleyball team Slávia Ekonomická univerzita Bratislava. Their operations are governed by internal regulations of their own.
- (8) EUBA creates, within its capabilities, study conditions for special needs students as regards their special study needs without reducing requirements for study achievements. Details regarding the scope of powers of the University coordinator and faculty coordinators for special needs students are laid down by the internal regulation Establishing Generally Accessible Academic Environment for Special Needs Students at EUBA.

## **Part Six**

### **Academic Insignia, Ceremonies and Awards**

#### **Article 32**

##### **Rules of Using Academic Insignia and Holding Academic Ceremonies**

- (1) Academic insignia are symbols of EUBA's independent existence and autonomy.
- (2) The following constitute EUBA's academic insignia:
  - a) sceptre and Rector's medal hung on a chain,
  - b) sceptres and Deans' medals hung on a chain of Deans at individual EUBA faculties,
  - c) Vice-Rector's medal hung on a chain,
  - d) Vice-Deans' medals hung on a chain of Vice-Deans at individual EUBA faculties,
- (3) Academic insignia are used particularly at academic ceremonies, for instance when opening an academic year, at student matriculations, at graduation ceremonies for all study levels, when conferring the honorary title Doctor Honoris Causa, and at inaugurations of the EUBA Rector and EUBA Faculty Deans.
- (4) Gowns are also used at academic ceremonies. A gown consists of a cloak and a cap.
- (5) The rules for using academic insignia and the rules for conducting academic ceremonies are governed by an internal EUBA regulation.

#### **Article 33**

##### **EUBA Awards**

- (1) EUBA may award the honorary title "Doctor Honoris Causa" (abbreviated as "Dr. h. c."). The honorary title "Doctor Honoris Causa" is conferred upon prominent personalities by the

University's Scientific Council upon the Rector's proposal. The principles of awarding the honorary degree "Doctor Honoris Causa" are governed by an internal regulation.

- (2) The Imrich Karvaš Medal awarded by the University Rector to prominent personalities in economic science is a prestigious award of the University of Economics in Bratislava.
- (3) The Rector awards members of the EUBA academic community and other prominent personalities the Gold or Silver EUBA Memorable Medal for merits in the development of EUBA or for contributions to the development of science and education.
- (4) In the given academic year, the Rector may award the Prize of Rector to graduates with excellent academic achievements upon the Faculty Dean's proposal. The Rector may also award the Prize of Rector to EUBA students for exceptionally important activities.
- (5) The Rector awards every year the EUBA Prize for Best Publication Output and the Prize for Teaching Activities. Details concerning awards of the prizes above are laid down by internal regulations.
- (6) The Rector awards every year the Imrich Karvaš Prize for the best master's and dissertation thesis. Proposals for the award are submitted by EUBA faculties. Details concerning the Prize award are laid down by an internal regulation.

## **Part Seven**

### **Basic Principles of Employment Relationships at EUBA and Its Faculties and Procedure for Decisions Concerning Such Matters**

#### **Article 34**

##### **Basic Principles of Employment Relationships**

- (1) The University of Economics in Bratislava employs university teachers, researchers and other employees. Employment relationships of EUBA employees are governed by the Higher Education Act, Act on Work Performance in Public Interest and Labour Code.
- (2) University teachers occupy positions of full professors, visiting professors, associate professors, assistant professors, assistants and lecturers.
- (3) The positions of university teachers, researchers, full professors, associate professors and senior staff members at EUBA and EUBA faculties are filled by personnel selection procedure, in accordance with the principles of personnel selection procedure.
- (4) Whenever positions of a full professor or associate professor are to be filled, general criteria applicable to filling full professor's and associate professor's positions as well as minimum criteria for teaching and research activities according to Section 77 of the Higher Education Act must be met.
- (5) The university teacher occupying the position of a full professor may use the designation "University Professor" and the university teacher occupying the position of an associate professor may use the designation "University Associate Professor".
- (6) The Rector or the Dean may release the university teacher assigned to a faculty from the performance of teaching tasks for a period of at least six months and allow him/her to pursue solely scientific work, including scientific work to be carried out outside the territory of the

Slovak Republic. The procedure concerning the release of a university teacher is governed by an internal regulation.

## **Article 35**

### **Procedure for Employment Relationship-Related Decisions**

- (1) The Rector concludes, modifies or terminates employment relationships:
  - a) with EUBA's senior staff members (Bursar and heads of university-wide units or of any other EUBA units),
  - b) with employees having the EUBA Rectorate as their place of employment, who directly report to the Rector and those who report to Vice-Rectors,
  - c) with university teachers and researchers not assigned to faculties;
- (2) The Bursar concludes, modifies or terminates employment relationships:
  - a) with employees having the EUBA Rectorate as their place of employment, who directly report to the Bursar as well as with those employees who directly report to such EUBA Rectorate's employees,
  - b) with all EUBA employees performing manual, craft or handling work with prevalence of physical work.
- (3) The Faculty Dean concludes, modifies or terminates employment relationships:
  - a) with senior staff members at a faculty and with employees who report to senior staff members at a faculty,
  - b) with university teachers and researchers assigned to a faculty,
  - c) with any other EUBA employees assigned to a faculty.

## **Part Eight**

### **Financial Management and Business Activities at EUBA**

## **Article 36**

### **Internal Financial Management Rules Including Rules for Conducting Business Activities at EUBA**

- (1) To ensure the proper conduct of financial affairs in respect of its core and business activities, EUBA establishes a budget comprising income and expenses for the calendar year, and carries out its financial management based on such budget.
- (2) At year end EUBA prepares a settlement of accounts concerning its financial management and a final account of its financial relations with the Ministry of Education, and submits the same to the Ministry of Education within such time limit as set out by the Ministry.
- (3) Subject to the consent of the University' Academic Senate and the Board of Governors, EUBA may also use loans from banks as a source of funding for R&D activities and for financing its capital expenditure.

- (4) EUBA's annual financial statements must be audited by an auditor at least once every four years.
- (5) EUBA's profit distribution or settlement of loss for the previous calendar year is carried out following the approval of the Annual Management Report by the University's Academic Senate and following an opinion of the Board of Governors, no later than the end of the calendar year.
- (6) EUBA conducts, for reward, business activities related to its educational, research or development activities, or activities intended for a more efficient utilization of human resources and assets. Business activities must not compromise the quality, scope and availability of activities fulfilling EUBA's mission.
- (7) Business activities are also carried out by faculties, university-wide units and other EUBA's units.
- (8) The Faculty Dean concludes contracts concerning EUBA's business activities up to the total amount of EUR 30,000, VAT exclusive. Any other contracts concerning business activities are entered into by the Rector or by an employee authorized by the Rector in writing to do so.
- (9) The cost of business activities must be covered by revenues earned from it. The funds obtained through business activities are used by EUBA to carry out the tasks for which the University has been established.

## **Part Nine**

### **Article 37**

#### **Final Provisions**

- (1) The Constitution of the University of Economics in Bratislava was approved by EUBA's Academic Senate on 23 September 2022.
- (2) This Constitution shall become valid on the date of registration thereof by the Ministry of Education, and effective on the date on which the respective registration decision becomes final.
- (3) The Constitution of the University of Economics in Bratislava approved by EUBA's Academic Senate on 29 April 2013 and registered by the Ministry of Education, Science, Research and Sports of the Slovak Republic on 3 September 2013 under number 2013-13729/37155:2-071 as well as all four Addenda thereto approved by EUBA's Academic Senate and registered by the Ministry of Education, Science, Research and Sports of the Slovak Republic are hereby repealed.
- (4) Addendum 1 to the Constitution of the University of Economics in Bratislava was approved by EUBA's Academic Senate on 3 February 2023.

prof. Ing. Helena Majdúchová, CSc.  
EUBA Academic Senate Chair

prof. Ing. Ferdinand Daňo, PhD.  
EUBA Rector