



# UNIVERSITY OF ECONOMICS IN BRATISLAVA

## INTERNAL REGULATION OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

No. A/5/2023

### **Rules for Internal Governance of the University of Economics in Bratislava**

2023

The University of Economics in Bratislava (hereinafter also referred to as "EUBA" or "University") is issuing, in accordance with Article 15(1)(f) of Act No. 131/2002 on higher education institutions and on amendments and supplements of certain laws as amended (hereinafter also referred to as "the Higher Education Act" or "Act") and in accordance with the EUBA Constitution as well as any other internal regulations, these Rules for Internal Governance of the University of Economics in Bratislava, following an approval by the EUBA Academic Senate (hereinafter also referred to as "the EUBA AS") on 27 June 2023.

## **Article 1**

### **Subject Matter of Regulation**

The EUBA Rules for Internal Governance regulate, in particular, EUBA's organisational structure, internal organisational relations and relations of subordination at the University and a body of EUBA's internal regulations. The EUBA Rules for Internal Governance are binding on all employees who have an employment relationship with EUBA.

## **Article 2**

### **Name, Seat and Identification Details of University**

- 1) Name: Ekonomická univerzita v Bratislave, an abbreviated name may be used in Slovak: EU v Bratislave; in English: University of Economics in Bratislava.
- 2) Seat: Bratislava, Dolnozemska cesta 1, 852 35 Bratislava.
- 3) Identification number for EUBA: 00399957.
- 4) VAT registration number for EUBA: SK 2020879245, TIN: 2020879245.

## **Article 3**

### **Scope of Powers of EUBA as Legal Person**

- 1) EUBA is a legal person. It is a public and a self-governing institution created and wound up by law.
- 2) In keeping with EUBA's mission and tasks under Article 2 of the EUBA Constitution, the following activities, in particular, fall within the scope of powers of EUBA as a legal person:
  - a) internal organisation of EUBA,
  - 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 student admission procedure in regard to study programmes provided by EUBA,
  - c) development and implementation of study programmes,
  - d) organisation of studies at EUBA,
  - 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 titles of Associate Professor and Professor,
  - i) cooperation with other higher education institutions, other legal entities and natural persons, both Slovak and international,
  - j) election of members for EUBA academic self-government bodies,
  - k) EUBA's financial management and handling of its property in accordance with the Higher Education Act,
  - l) determination of the student contribution to reimburse part of the cost of studies and study-related fees under Article 92 of the Higher Education Act, unless the Higher Education Act provides otherwise.
- 3) The following activities also fall within EUBA's powers:
- a) creation of conditions for higher education studies, scientific research and further activities of the University and its faculties, particularly as regards material, spatial, personnel, social and information aspects,
  - b) allocation of EUBA subsidy funds to EUBA faculties and units, and monitoring of the use of such funding,
  - c) maintenance of relations to the Ministry of Education, Science, Research and Sports of the Slovak Republic, other government institutions and other higher education institutions in Slovakia and abroad,
  - d) conduct of legislative activities and further elaboration of generally binding legal regulations to fit EUBA settings,
  - e) conduct of business activities at EUBA,
  - f) operation of student dormitories and canteens,
  - g) handling of legal matters and carrying out of inspection activities at the EUBA level,
  - h) performance of archiving operations at the EUBA level,
  - i) conduct of statistical reporting for state administration bodies,
  - j) conduct of investment activities, including any property rights-related matters linked thereto,
  - k) provision of civil protection services,
  - l) provision of services related to occupational health and safety as well as fire protection,
  - m) performance of editorial and publishing activities,
  - n) provision of University-wide automated information systems operation,
  - o) protection of industrial property rights in relation to the results of technical creative activities,
  - p) provision of social care and healthcare to University employees and students,

- q) provision of library and information services,
- r) provision of counselling services related to studies and to study programme graduates' employability,
- s) provision of lifelong learning,
- t) provision of counselling services in regard to project submission and implementation,
- u) provision of expert witness services and of training in expert witness services.

## **Article 4**

### **University's Top Management and Rector's Advisory Bodies**

- 1) The University's top management involves the Rector, Vice-Rector and Bursar. The University's top management is the Rector's advisory body.
- 2) The Rector is the University's statutory body, manages the University, acts on its behalf and represents it before third parties. The Rector is accountable to the EUBA AS and the EUBA Board of Governors, unless the provisions of Section 19(7) of the Higher Education Act provide otherwise.
- 3) The Rector's scope of powers is governed by Section 10a of the Higher Education Act.
- 4) The Rector may delegate to units referred to in Article 5(1) hereof the competences which fall within the University's scope of powers and for which the Rector is accountable. The appropriate heads of the units are accountable to the Rector for the exercise of such competences. The powers of the faculty's academic self-government bodies are regulated by the EUBA Constitution.
- 5) The Rector is deputised by the Vice-Rectors and the Bursar to the extent as determined by a separate Rector's decision and in compliance with the EUBA Constitution.
- 6) In addition to the University's top management, the EUBA Rector's Board also constitutes the Rector's permanent advisory body. The Rector's Board comprises the Rector, Vice-Rectors, Deans, Bursar, Chair of the University's Academic Senate, employee representative, representative of the University's Academic Senate student section and any other members as may be decided by the Rector.
- 7) The Rector may set up permanent and temporary committees in order to prepare and assess documents concerning fundamental work issues at EUBA.
- 8) The Ethics Committee of the University of Economics in Bratislava is the Rector's independent expert and consultative body established in accordance with EUBA's Code of Ethics.

## **Article 5**

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

- 1) EUBA is divided into the following organisational units:
  - a) faculties:
    - Faculty of Economics and Finance of the University of Economics in Bratislava,

- Faculty of Commerce of the University of Economics in Bratislava,
  - Faculty of Economic Informatics of the University of Economics in Bratislava,
  - Faculty of Business Management of the University of Economics in Bratislava,
  - Faculty of International Relations of the University of Economics in Bratislava,
  - Faculty of Business Economics of the University of Economics in Bratislava with seat in Košice,
  - Faculty of Applied Languages of the University of Economics in Bratislava,
- (hereinafter referred to collectively also as "faculties", or individually also as "the faculty"),

b) educational, research, economic and administrative and IT units:

- Physical Education and Sports Centre of the University of Economics in Bratislava,
  - Lifelong Learning Centre of the University of Economics in Bratislava,
  - Centre of Quality Assurance and Support of the University of Economics in Bratislava,
  - Institute of Economics and Management of the University of Economics in Bratislava,
  - Research-Exhibitory and Information Bio-Energy Centre in Kapušany - unit Kapušany,
  - Project Centre of the University of Economics in Bratislava,
  - Rectorate of the University of Economics in Bratislava,
  - Centre for International Relations of the University of Economics in Bratislava,
  - Centre of Communication and Public Relations of the University of Economics in Bratislava,
  - Business Activities and University Services Centre of the University of Economics in Bratislava,
  - Archives of the University of Economics in Bratislava,
  - Centre of Information Technologies of the University of Economics in Bratislava,
  - Slovak Economic Library of the University of Economics in Bratislava,
- (hereinafter collectively also referred to as "University-wide Units"),

c) other organisational units:

- Editorial Office of the Ekonomické rozhl'ady Journal of the University of Economics in Bratislava,
  - Centre of Drugs Prevention and Counselling of the University of Economics in Bratislava,
  - Expert Institute of the University of Economics in Bratislava,
- (hereinafter collectively referred to as "Other Organisational Units"),

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

- 2) The EUBA Rectorate is EUBA's economic and administrative unit as well as being EUBA's operational, methodological and coordination centre.
- 3) The Rectorate consists of organisational units that are managed directly by the Rector, Vice-Rectors and Bursar.
- 4) The Rectorate involves the following units (in alphabetical order):
  - a) Labour Economics and Payroll Department,
  - b) Accounting Department,
  - c) Legal Services and Internal Audit Department,
  - d) Personnel and Social Affairs Department,
  - e) Planning and Budgeting Department,
  - f) Department for Research and Doctoral Studies,
  - g) Public Procurement Office,
  - h) Facility Management and Investments Department,
  - i) Organisational Department,
  - j) Pedagogical Department,
  - k) OSH and Fire Protection Office.
  - l) Civil Protection Office,
  - m) Bursar's Secretariat,
  - n) Rector's Secretariat,
- 5) Units managed by the Rector are the following:
  - a) Rector's Secretariat,
  - b) Legal Services and Internal Audit Department,
  - c) Personnel and Social Affairs Department,
  - d) University-wide units:
    - Archives of the University of Economics in Bratislava.
- 6) Units managed by the Vice-Rector for Development, Culture and Sports are as follows:
  - a) Organisational Department,
  - b) University-wide units:
    - Physical Education and Sports Centre,
    - Business Activities and University Services Centre,
  - c) other EUBA organisational units:
    - Expert Institute,
    - Drugs Prevention and Counselling Centre.

The following organisational units fall under the indirect competence of the Vice-Rector for Development, Culture and Sports:

- University Sports Club Ekonóm Bratislava (USC Ekonóm),
  - Sports Union Slávia Ekonóm Bratislava (SU Slávia),
  - Volleyball Team Slávia Ekonomická univerzita Bratislava (Slávia EU),
  - Folklore Ensemble Ekonóm (FE Ekonóm),
- 7) Units managed by the Vice-Rector for Education are as follows:
- a) Pedagogical Department,
  - b) University-wide units:
    - Information Technology Centre,
    - Lifelong Learning Centre.
- 8) The following are units managed by the Vice-Rector for International Relations:
- a) University-wide units:
    - Centre for International Relations,
    - Communication and Public Relations Centre.
- 9) The following are units managed by the Vice-Rector for Research and Doctoral Studies:
- a) Department for Research and Doctoral Studies,
  - b) University-wide units:
    - Institute of Economics and Management of the University of Economics in Bratislava,
    - Research-Exhibitory and Information Bio-Energy Centre in Kapušany - unit Kapušany,
    - Project Centre,
  - c) other EUBA organisational units:
    - Editorial Office of the Ekonomické rozhľady Journal of the University of Economics in Bratislava,
- 10) The following are units managed by the Vice-Rector for Accreditation and Quality:
- a) University-wide units:
    - Quality Assurance and Support Centre,
    - Slovak Economic Library.
- 11) Units managed by the Bursar are as follows:
- a) Bursar's Secretariat,
  - b) Planning and Budgeting Department,
  - c) Labour Economics and Payroll Department,
  - d) Accounting Department,
  - e) Facility Management and Investments Department,

- f) Public Procurement Office,
  - g) Civil Protection Office,
  - h) OSH and Fire Protection Office.
- 12) The organisational structure, mission and scope of powers of university-wide units and other organisational units at the University are regulated by their respective internal governance rules issued by the Rector. Internal regulations of university-wide units and other organisational units at the University must be in compliance with EUBA internal regulations.

## **Article 6**

### **EUBA Internal Regulations**

- 1) Under Article 15(1) of the Higher Education Act, EUBA issues the following internal regulations:
- a) EUBA Constitution,
  - b) Internal Higher Education Quality Assurance System at EUBA, which may be amended by one or more separate internal regulations,
  - c) Academic Regulations of the University of Economics in Bratislava,
  - d) Principles of Selection Procedure to Fill University Teachers', Research Workers', Professors'/Associate Professors' and Senior Staff Members' Positions at University of Economics in Bratislava,
  - e) Employment Rules of the University of Economics in Bratislava,
  - f) Rules for Internal Governance of the University of Economics in Bratislava,
  - g) Principles Governing Elections to the Academic Senate of the University of Economics in Bratislava,
  - h) Rules for Election of a Candidate for the Rector's Office and for Adoption of a Proposal to Dismiss the Rector,
  - i) Rules of Procedure of the Academic Senate of the University of Economics in Bratislava,
  - j) Rules of Procedure of the Scientific Council of the University of Economics in Bratislava,
  - k) Scholarship Rules of the University of Economics in Bratislava,
  - l) Disciplinary Code of the University of Economics in Bratislava for Students,
  - m) Rules of Procedure of the Disciplinary Board of the University of Economics in Bratislava,
  - n) any other regulation(s), if so determined by the EUBA Constitution or by the Higher Education Act.
- 2) The following are further internal regulations of the University of Economics in Bratislava under the Higher Education Act and under the EUBA Constitution:



- a) Criteria for Award of the Degree of Associate Professor and Criteria for Award of the Degree of Professor,
  - b) General Criteria for Filling Positions of Professors and Associate Professors,
  - c) Specific Terms and Conditions for Filling Positions of Professors,
  - d) Internal Regulation Concerning the Method of Approving Internal Regulations for Organisational Units under Article 21 of the Higher Education Act,
  - e) Constitution of the Board of Governors of the University of Economics in Bratislava,
  - f) Internal Regulation on Establishing Field of Study Committee to Monitor and Evaluate Doctoral Studies in the Appropriate Field of Study,
  - g) Framework Terms and Conditions for Admission to First- and Second-Level Study Programmes at the University of Economics in Bratislava,
  - h) Framework Terms and Conditions for Admission to Third-Level Study Programmes at the University of Economics in Bratislava,
  - i) Internal Regulation on Tuition and Study-Related Fees at EUBA,
  - j) Principles for Releasing Teachers at the University of Economics in Bratislava from Performing Teaching Duties,
  - k) Internal Regulation on Establishing Generally Accessible Academic Environment for Special Needs Students at EUBA,
  - l) Rules for Internal Governance of University-wide Units and Other Organisational Units at EUBA,
  - m) Code of Ethics of the University of Economics in Bratislava,
  - n) Rules of Procedure of the Ethics Committee of the University of Economics in Bratislava,
  - o) Rules for Providing and Determination of Remuneration Amount and Reimbursement of Expenses to Board of Governors Members of University of Economics in Bratislava,
  - p) Internal Regulation Laying Down Rules for Using Academic Insignia and Rules for Conducting Academic Ceremonies at EUBA,
  - q) Principles for Awarding Title of Doctor Honoris Causa,
  - r) Internal Regulation on Award of the Prize for Best Publication Output,
  - s) Internal Regulation on Award of the Prize for Teaching Activities,
  - t) Internal Regulation on Student Admission Procedure,
  - u) Internal Regulation on Scope of Powers for Special Needs Students Coordinator.
- 3) EUBA faculties issue particularly the following internal regulations under the EUBA Constitution:
- a) Faculty Constitution,
  - b) 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) Internal Regulation Concerning Further Terms of Admission to First-, Second- and Third-Level Study Programmes at the Faculty, and Concerning the Method of Verifying Fulfilment of Such Terms,
- h) any further regulation(s), if so determined by the Faculty Constitution.

## **Article 7**

### **EUBA Senior Staff Members and Faculty Senior Staff Members**

- 1) EUBA senior staff members involve the Bursar and heads of EUBA's organisational units under Article 5(1)(b) and 5(1)(c) of the EUBA Constitution.
- 2) The positions of EUBA senior staff members are filled through a selection procedure as defined by the internal regulation Principles of Selection Procedure to Fill the Positions of University Teachers, Researchers, Professors/Associate Professors and Senior Staff Members.
- 3) The faculty's senior staff members are: Faculty Secretary and heads of teaching, research, economic and administrative, and information units as well as any other units of the faculty as defined by the provisions of individual faculties' Rules for Internal Governance.
- 4) The positions of the faculty's senior staff members are filled through a selection procedure as defined by the internal regulation Principles of Selection Procedure to Fill the Positions of University Teachers, Researchers, Professors/Associate Professors and Senior Staff Members.
- 5) In the performance of their duties, senior staff members are obliged to respect the senior staff members' fundamental obligations as defined by the University's internal regulations as well as any other regulations being mainly the University organisational units' internal regulations, internal directives and Rector's orders.
- 6) Senior staff members are responsible for the tasks performed by their subordinates and for responsible use of the resources allocated to them.

## **Article 8**

### **Principles of Dealing with State Administration Authorities**

- 1) EUBA academic officials and EUBA senior staff members negotiate matters on behalf of EUBA or on behalf of a EUBA faculty with the Ministry of Education, Science, Research and Sports of the Slovak Republic and any other central administrative bodies as follows:
  - a) Rectors and Faculty Deans are involved in negotiations at all levels,
  - b) Vice-Rectors and Vice-Deans are involved in negotiations up to the level of a State Secretary,
  - c) Bursar and Faculty Secretaries are involved in negotiations up to the level of Section Directors,

- d) heads of EUBA organisational units under Article 5(1)(b) and 5(1)(c) of the EUBA Constitution are involved in negotiations up to the level as delegated by the EUBA Rector,
  - e) heads of educational, research, economic and administrative, and IT as well as any other units at the faculty are involved in negotiations up to the level as delegated by the Faculty Dean.
- 2) Academic officials and senior staff members are obliged to notify their immediate superiors of the results of such negotiations without delay.

## **Article 9**

### **Temporary and Final Provisions**

- 1) These Rules for Internal Governance of the University of Economics in Bratislava were approved by the EUBA Academic Senate on 27 June 2023.
- 2) These Rules for Internal Governance of the University of Economics in Bratislava shall become valid on the date of approval thereof and effective on 1 July 2023.
- 3) On the effective date hereof, the Rules for Internal Governance of the University of Economics in Bratislava approved by the EUBA Academic Senate on 15 February 2018 as amended by Appendix 1 approved by the EUBA Academic Senate on 14 November 2018 and Appendix 2 approved by the EUBA Academic Senate on 19 November 2020 shall expire and cease to have effect.

prof. Ing. Helena Majdúchová, CSc.  
EUBA AS Chair

prof. Ing. Ferdinand Daňo, PhD.  
EUBA Rector