



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

B/3/2023

**Rules for Internal Governance of the Centre for International
Relations of the University of Economics in Bratislava**

2023

The University of Economics in Bratislava (hereinafter also referred to as "EUBA" or "the University") is issuing, in accordance with Article 5(4) of the EUBA Constitution, this internal regulation entitled Rules for Internal Governance of the Centre for International Relations of the University of Economics in Bratislava (hereinafter also referred to as the "EUBA CIR" or "the Centre").

Article 1

Introductory Provisions

1. These Rules for Internal Governance regulate the EUBA CIR's status, mission, areas of activity, organisational management as well as the EUBA CIR's relations to EUBA faculties, other EUBA units and to external environment.
2. These Rules for Internal Governance are binding on all employees of the Centre who have an employment relationship with the University as well as on all persons who perform work under contracts for work conducted outside employment or who are in any manner involved in the Centre's activities.

Article 2

EUBA CIR Status, Mission and Areas of Activity

1. The EUBA CIR is a university-wide unit of the University of Economics in Bratislava with no legal personality.
2. The EUBA CIR is managed by the EUBA Vice-Rector for International Relations.
3. The EUBA CIR's mission involves particularly the following activities:
 - to provide administrative, organisational and technical support to the University's top management, University faculties, departments and other EUBA units in creating, maintaining and improving international relations at EUBA,
 - to initiate, maintain and develop EUBA's international relations, thus strengthening the international dimension of the University's activities, including cooperation with real-life business world.
4. In fulfilment of its mission, the EUBA CIR executes administrative, organisational, information, consultancy, promotional and educational activities aimed at developing international cooperation with universities, businesses and other organisations in the business and community environment.
5. The EUBA CIR's tasks include particularly the following:
 - to comprehensively cover the international relations agenda at EUBA,
 - to prepare cooperation agreements as regards international programmes Erasmus+, CEEPUS etc.,
 - to provide for administrative and organisational activities in respect of sending and receiving of students, university teachers and any other employees as part of EU programmes at an international level under bilateral as well as any other cooperation agreements,
 - to comprehensively cover business trips abroad for University teachers and any other University employees,
 - to initiate and develop relations with universities and any other organisations abroad,

- to prepare cooperation agreements and monitor their execution,
- to handle stay-related formalities concerning incoming students from third-countries, and to provide consultancy in regard to integration of such students,
- to administratively cover courses in foreign languages on offer for foreign students,
- to prepare, organise and/or provide for educational, cultural and promotional activities, such as summer schools, presentations, exhibitions etc.

Article 3

EUBA CIR's Organisational Management

1. The EUBA CIR has a one-tier management structure.
2. The EUBA CIR is managed by a senior staff member, whose employment contract is concluded by the EUBA Rector based on a selection procedure conducted in accordance with the 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.
3. The Centre's senior staff member is accountable for his/her activities to the EUBA Vice-Rector for International Relations.
4. EUBA CIR employees have an employment relationship with EUBA. Employment relationships, rights, liabilities and scope of employee duties for CIR employees arise from the generally binding legal regulations, labour legislation as well as any other EUBA internal regulations and these Internal Governance Rules. The job description for CIR employees is determined according to the specific activities they perform. The employees are accountable to the Centre's senior staff member for the performance of their work.

Article 4

EUBA CIR's Relations to EUBA Faculties, Other EUBA Units and External Environment

1. In performing its mission and tasks resulting therefrom, the EUBA CIR cooperates with the EUBA Rectorate, EUBA faculties, EUBA departments and EUBA's university-wide units.
2. In fulfilling its mission, the EUBA CIR develops cooperation with universities, businesses, public administration bodies and the third sector both in Slovakia and abroad.
3. The EUBA CIR's relations to organisations outside the University are governed by contracts and agreements concluded in accordance with the EUBA Constitution and EUBA's internal directives.

Article 5

Final Provisions

1. These Rules for Internal Governance shall become valid on the date of signing thereof, and effective on 1 September 2023.

2. On the date of entry hereof into force and effect, the Rules for Internal Governance of EUBA CIR of 15 November 2018 shall expire and cease to have effect.

Bratislava, on this 14th day of June 2023

prof. Ing. Ferdinand Daňo, PhD.

Rector