



**UNIVERSITY OF ECONOMICS  
IN BRATISLAVA**

INTERNAL REGULATION  
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

B/17/2023

**Rules for Internal Governance of the Centre of Quality Assurance  
and Support 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 Quality Assurance and Support Centre of the University of Economics in Bratislava (hereinafter also referred to as the "EUBA QASC" or "the Centre").

## **Article 1**

### **Introductory Provisions**

1. These Rules for Internal Governance regulate the EUBA QASC's status, mission, areas of activity, internal organisational relations and relations to the EUBA Rectorate and other EUBA units.
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 QASC Status, Mission and Areas of Activity**

1. The EUBA QASC is a university-wide unit of the University of Economics in Bratislava with no legal personality.
2. The EUBA QASC is managed by the EUBA Vice-Rector for Accreditation and Quality, who under an authorisation granted by the EUBA Rector acts as the Quality Commissioner.
3. The EUBA QASC's primary mission is improvement of the functional internal quality system in place, in accordance with the Rules for Internal Higher Education Quality Assurance System at the University of Economics in Bratislava.
4. The EUBA QASC's mission furthermore includes provision of administrative, organisational and technical support to the University's top management, University faculties, institutes, departments as well as any other EUBA units in creating, implementing, maintaining and improving the internal integrated quality assurance and enhancement system (hereinafter also referred to as "the Quality System") at EUBA in all of its areas of activity.
5. The EUBA QASC tasks involve particularly the following:
  - a) ensuring submission of questionnaires intended for opinion surveys of selected target groups in regard to quality in all areas of activity,
  - b) processing of opinion survey results in the form of a report for the University's top management, University faculties or any other University units,
  - c) ensuring that selected performance and achievement indicators concerning the University's activities are monitored,
  - d) processing of documentation on selected performance and achievement indicators concerning the University's activities for the University's top management, University faculties or any other University units,
  - e) preparation of documentation concerning quality system reviews conducted by EUBA's top management in cooperation with employees in charge of the processes and activities under review,

- f) cooperation with the EUBA Quality Assessment Board in acquiring proposals and suggestions for improving quality in all of the University's areas of activity,
- g) provision of organisational and administrative support for the EUBA Quality Assessment Board's activities,
- h) execution of support activities in regard to preparation of documentation for external EUBA evaluation / accreditation at national and international levels,
- i) provision of organisational arrangements in regard to preparation of training courses and workshops related to quality assurance and improvement at EUBA,
- j) delivery of quality assurance system courses for new University employees,
- k) submission, once in an academic year, of comments and suggestions concerning the functioning of the quality system at EUBA.

### **Article 3**

#### **EUBA QASC's Organisational Management**

1. The QASC 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.
2. The Head of QASC is accountable for the Centre's activities to the EUBA Vice-Rector for Accreditation and Quality.
3. The Head of the Centre performs particularly the following activities:
  - manages the EUBA QASC's activities,
  - ensures implementation of the Centre's tasks in accordance herewith,
  - ensures performance of corrective and preventive actions in accordance with guidelines provided by the EUBA Vice-Rector for Accreditation and Quality,
  - cooperates in shaping the University's quality improvement strategy,
  - submits proposals for changes in the Centre's organisational structure and the Centre's Rules for Internal Governance,
  - submits proposals for hiring and terminating the Centre's employees,
  - is responsible for proper operation of the Centre and for collection of information on quality system operation,
  - is responsible for compliance with regulations concerning record-keeping and use of the Centre's assets,
  - prepares drafts of the internal regulation Quality Monitoring and Evaluation at the University of Economics in Bratislava, and submits proposals for its amendments.
4. In his/her absence, the Head of QASC is deputised by a Centre employee authorised by the Head within the scope of competencies as determined.
5. EUBA QASC employees have an employment relationship with EUBA. Employment relationships, rights, liabilities and scope of employee duties for QASC employees arise from the generally binding legal regulations, labour legislation as well as any other EUBA internal regulations and these Internal Governance Rules. Job descriptions for EUBA QASC employees are

determined according to the specific activities they perform. The employees are accountable to the Head of the Centre for the performance of their work.

#### **Article 4**

#### **Relations between EUBA QASC, Faculties and Other EUBA Units**

1. In performing its mission and tasks resulting therefrom, the QASC cooperates with EUBA faculties, EUBA Rectorate and EUBA's university-wide units,
2. The EUBA QASC also cooperates with external organisations operating in quality management.

#### **Article 7**

#### **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 QASC of 25 October 2018 shall expire and cease to have effect.

Bratislava, on this 21<sup>st</sup> day of August 2023

prof. Ing. Ferdinand Daňo, PhD.  
Rector