



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

B/19/2023

**Rules for Internal Governance of the Rectorate 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 Rectorate of the University of Economics in Bratislava (hereinafter also referred to as "the EUBA Rectorate" or "the Rectorate").

Article 1

Introductory Provisions

1. These Rules for Internal Governance regulate the Rectorate's status, areas of activity and organisational structure, including general description of activities conducted by individual Rectorate units and their employees.
2. These Rules for Internal Governance are binding on all Rectorate's employees 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 Rectorate's activities.

Article 2

EUBA Rectorate's Status and Areas of Activity

1. The Rectorate is EUBA's economic and administrative unit providing for management, coordination and delegated centralised activities, particularly those regarding EUBA's development, financial management, assets, investment activities and human resources management. The Rectorate provides for specialised services for other EUBA units, and contacts with state administration bodies and other authorities.
2. The Rectorate performs particularly the following tasks:
 - a) carries out activities falling within the University's competence,
 - b) prepares source documents for decisions to be taken by the Rector, any other academic officials and academic bodies, and ensures that such decisions are implemented,
 - c) implements decisions taken by EUBA's academic officials and EUBA's academic bodies,
 - d) provides guidance to Faculty Dean's Offices and heads of university-wide units.

Article 3

Rectorate's Organisational Structure

1. The Rectorate consists of organisational units that are managed directly by the Rector, Vice-Rectors and Bursar.
2. Units directly managed by the Rector are as follows:
 - a) Rector's Secretariat,
 - b) Legal Services and Internal Audit Department,
 - c) Personnel and Social Affairs Department,
3. Units managed through Vice-Rectors:
 - a) Pedagogical Department managed by the Vice-Rector for Education,
 - b) Organisational Section managed by the Vice-Rector for Development, Culture and Sports,

- c) Department for Research and Doctoral Studies managed by the Vice-Rector for Research and Doctoral Studies.
4. 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 Section,
 - h) OSH and Fire Protection Section.

Article 4

General Areas of Activity for Rectorate Units

1. General areas of activity for Rectorate units are jointly determined activities for all back-office units. Each unit is obliged to ensure that such activities are pursued within the scope of its competence.
2. Each Rectorate unit performs particularly the following activities within the scope of its competence:
 - promotes implementation of new management methods,
 - cooperates in investigating and handling complaints and suggestions,
 - ensures development and harnessing of Rectorate employees' action,
 - checks and promotes respect for legality and adherence to contractual, planning, financial, budgetary, pricing and record-keeping discipline,
 - takes care of the assigned work equipment,
 - complies with material- and energy-saving measures,
 - carries out tasks concerning civil and fire protection, and protection of the equipment entrusted to it,
 - ensures protection of EUBA's tangible and intangible assets,
 - implements measures related to compliance with occupational safety and hygiene of work,
 - prepares source documents and proposals for decisions to be taken by the Rector, Vice-Rector and Bursar,
 - carries out tasks resulting from decisions taken by the Rector, Vice-Rectors and Bursar,
 - in fulfilling tasks, provides assistance to, and requests assistance from, other EUBA units,
 - prepares information and source documents for other units that are essential for them in order to perform their activities,
 - processes documents, statements, analyses, reports etc. related to the unit's activities,
 - performs any other activities not expressly stated among expert activities, but logically follow from the unit's mission.

Article 5

Areas of Expert Competence of Rectorate Units

1. Units' areas of expert competence are specific activities the unit is obliged to carry out as part of the activities assigned to it.
2. A general description of activities for individual Rectorate units is provided in Article 6 hereof.

Article 6

General Description of Activities for Rectorate Units

A. *Units managed directly by the Rector*

1. **The Rector's Secretariat** is the Rector's unit designated for administrative and organisational work. It covers activities related to preparation of source documents and suggestions for decisions to be taken by the Rector, written correspondence and tasks related to the Rector's meetings' activities. The Secretariat prepares source documents for the Rector, EUBA Scientific Council, Rector's Board, meetings of the University's top management, meetings of the EUBA Board of Governors and the Rector's proposals that are submitted to the EUBA Academic Senate. The Head of Secretariat accounts for the Secretariat's activities to the Rector.
2. **The Legal Services and Internal Audit Department** inspects compliance with generally valid legal regulations and EUBA internal regulations under the terms of the Rector's orders. The Department prepares evaluations from inspection activities. It also ensures handling of complaints as defined by the Complaints Act as amended and by the internal regulation adopted to apply the Complaints Act in the EUBA settings. The Department is also the responsible person performing tasks under the Whistleblowers Act as amended. It provides for the free access to information agenda within the meaning of the valid act and the relevant internal regulation.

The Department provides comprehensive coverage of the University's legal matters and performs demanding tasks involving specialised legal agenda for all EUBA's units. In cooperation with competent units, the Department prepares, comments on, supplements and modifies, from a legal perspective, draft contracts to be concluded at EUBA. The Department collects receivables at the initiative of the Accounting Department, or of the faculties. In all areas of law it prepares motions and specific contracts, ensures implementation of rulings and files all sorts of legal remedies. Prepares legal actions and applications to initiate court proceedings, and participates in investigations of economic and any other offences. The Department represents the University, to the extent as delegated by the EUBA Rector, in legal matters before courts of all instances, public authority bodies and police constituent units. It prepares specific contracts and possible amendments thereto, assesses draft contracts and the University's internal regulations and interprets generally binding legal regulations in regard to their application to the EUBA settings. The employees are accountable for the Department's activities to the Rector.

3. **The Personnel and Social Affairs Department** provides comprehensive coverage of the University's personnel matters. It cooperates with the Office of Labour, Social Affairs and Family as well as with other platforms in order to recruit employees; communicates with government institutions via a portal and acquires documents needed for the establishment of employment relationships and for payment of some benefits. The Department carries out conceptual, analytical and systemic activities for decision-making processes concerning EUBA's personnel and social policies. It creates internal employment regulations, university-wide directives, employment rules and collective bargaining agreement. The Department provides documents for decision-making processes regarding selection, hire, position assignment and pay classification, reassignment or release of employees, and prepares employees' employment contracts as well as any other documents related to employment relationships in accordance with the laws in effect and with internal regulations. It covers EUBA's personnel matters using available information systems. It is involved in the creation of EUBA's organisational and management structure, particularly in the

make-up and number of job positions, and comprehensively implements organisational changes in accordance with valid legislation. The Department provides guidance for, and implements, employment policy, policy of natural employee turnover, teacher motivation policy, and policy of adaptation, education and instruction of executive employees. It prepares EUBA social program and employee care framework policy. The Department ensures enhancement of the professional qualifications of EUBA employees in all qualifications and professional structures through training courses provided within or outside the University. It provides comprehensive coverage of the entire agenda of social, health and supplementary pension insurance of EUBA employees. It carries out analytical activities and statistical reporting. The Department head is accountable for the Department's activities directly to the Rector.

B. Units managed through Vice-Rectors

- 1. The Pedagogical Department** methodologically and administratively covers teaching activities for full-time and part-time bachelor's and master's studies at EUBA. It is responsible for the creation of the EUBA Academic Regulations, and prepares the EUBA Scholarship Rules. The Department keeps and publishes, in the form as set out by the Ministry of Education, Science, Research and Sports of the Slovak Republic (hereinafter also referred to as "the MESRS"), a list of study programmes in which EUBA delivers higher education. It provides for the methodology and organisation of the admission procedure, and also provides for the organisation of the course of instruction (coordination of study plans in credit studies, drawing up of the Academic Calendar and scheduling of teaching lessons - timetables preparation, publication of studies guide and other documents concerning the content of studies). Based on background data received from the faculties, the Department produces supporting and preparatory documents for EUBA's top management meetings as well as statistical and any other comprehensive EUBA studies-related documents required by superior authorities. It monitors entries made into the EUBA student register. The Department provides standard education-related forms, registers and archives education completion documents, issues diploma duplicates and education validation clauses, and covers the agenda of recognising educational documents for academic purposes. As part of the University's publishing activities, the Department ensures sufficiency of study materials for the teaching process by preparing a publication programme for the Ekonóm Publishing House. It also coordinates classrooms usage. The Department head is accountable for the Pedagogical Department's activities to the Vice-Rector for Education.
- 2. The Organisational Section** coordinates organisational activities at EUBA. It is responsible for the development of the EUBA Constitution and its registration with the MESRS. It coordinates development of other internal regulations in accordance with Article 15(1) of the Higher Education Act. The Section drafts the EUBA Internal Governance Rules and Internal Governance Rules of the EUBA Rectorate, and methodologically guides the development of internal governance rules for university-wide units. It covers activities defined in Article 4(1) of the University's internal regulation "Procedure for Approving Internal Regulations of EUBA Units". The Section participates in the preparation of annual plans and a long-term conceptual plan for EUBA development. It administratively covers work related to the activities of the Vice-Rector for Development, Culture and Sports. The Section communicates with superior and any other authorities and institutions in matters concerning EUBA's organisation and development. The Section's employee is accountable for the Section's activities to the Vice-Rector for Development, Culture and Sports.
- 3. The Department for Research and Doctoral Studies** conceptually covers activities related to science, research and doctoral studies, and coordinates scholarly and research activities at EUBA. It prepares source and preparatory documents in this field for the University's top management meetings. The Department processes all statistical materials, analyses and reports concerning scholarly and research activities at EUBA. It coordinates doctoral studies at the University's faculties. The Department prepares resource materials for planning purposes, statistical information, reports etc. It communicates with superior and any other authorities and institutions

over matters related to science, research and doctoral studies. The Department organises habilitation and inaugural procedures, award of the honorary title Dr. h. c. at EUBA, university rounds of the Student Scientific Competition and special tasks in science, research and doctoral studies under an authorisation from the EUBA Rector at the University level (award for best research publication outputs, international scientific conferences held at the EUBA level etc.). It also coordinates preparation of resource materials to maintain accreditation of quality in the care for human resources in research *HR Excellence in Research Award*, conferred by the European Commission, and coordinates preparation of resource materials concerning periodic evaluation of research, development, artistic and any other innovative activities. It ensures administrative operations for the Vice-Rector for Research and Doctoral Studies. The Department head is accountable for the Department's activities to the Vice-Rector for Research and Doctoral Studies.

C. Units managed by the Bursar

1. **The Bursar's Secretariat** is a unit intended for the Bursar's administrative and organisational work, providing information and resource materials for decisions to be taken by the Bursar; arranging the Bursar's meetings and drawing up records thereof; receiving, formally registering and dispatching the Bursar's correspondence in hard copy and in electronic form; preparing on its own the Bursar's routine correspondence; providing and coordinating cooperation with the non-investment fund Ekonomická univerzita n.f., archiving the Bursar's documentation; registering and distributing the Bursar's measures and orders; registering and distributing tasks and instructions imposed by the Bursar and monitoring implementation thereof; keeping a register of lease contracts and cooperating in concluding the same; covering the agenda of mandatory contract disclosure in line with valid legal regulations.
2. **The Planning and Budgeting Department** is responsible for carrying out activities related to EUBA planning and budgeting. It prepares EUBA budget drafts for a three-year period in the State Treasury's budgetary and information system as instructed by the MESRS. The Department prepares draft budget breakdowns for University units in accordance with the budget classification. It also prepares resource materials for decision-making related to EUBA budgeting and financing. The Department monitors the draw-down of funds based on the economic budget classification. It prepares source data for the EUBA's annual management report. The Department covers treasury-related matters, as well as registration and payment of supplier invoices through the State Treasury. The Department head is accountable for the Department's activities to the Bursar.
3. **The Labour Economics and Payroll Department** prepares a draft breakdown for individual EUBA units of the wage funds received from the MESRS. It monitors the draw-down of wage funds based on programmes, sub-programmes, employee categories, units and items. The Department prepares statistical reports and analyses. It awards wage accessories to EUBA employees and carries out any matters related thereto. The Department performs payroll processing for University employees; in relation thereto, it covers matters of health insurance, social insurance, supplementary pension insurance, temporary incapacity to work allowance, personal income tax, including annual reconciliation, tax bonus and preparation of documentation for income tax returns, and old age pension-related matters. It carries out, for the entire University, the registration of contracts for work conducted outside employment and payments for work conducted outside employment, including fulfilment of obligations to the Social Insurance Agency and to health insurance funds. The Department head is accountable for the Department's activities to the Bursar.
4. **The Accounting Department** provides for keeping of accounts for EUBA as a whole using a double-entry bookkeeping system in accordance with valid legal regulations. As part of the information scheme, the Department provides resource materials for drawing up a management report and for statistical purposes, information on the situation and movement of financial resources as well as any other information relevant for management purposes. The Department settles travel allowances for domestic business trips in accordance with valid regulations. It handles customer invoice-related matters. It covers electronic funds transfer with the State Treasury where the University has its bank accounts. The Department also makes arrangements for opening new bank

accounts and closing old ones. It handles matters related to value added tax and corporate income tax. The Department's executive employee is accountable for the Department's activities to the Bursar.

5. **The Facility Management and Investments** Department covers matters related to energy management, vehicle fleet operations, internal services (cleaning, security guards, filing rooms, maintenance operations, boiler room operation, gardening), repair and maintenance of technical and any other equipment, and stock management. The Department provides for purchases of goods and services in accordance with the Department's powers as defined. It finalizes bidding requirements. The Department carries out inspection activities for selected technical equipment and facilities. It ensures pre-project and project preparation for construction, remodelling and modernisation projects as well as implementation of approved projects. The Department provides technical supervision and final construction assessment, prepares documentation for inclusion of structures in the University's assets and provides for their commissioning, prepares financial management analyses in regard to investments and source data for annual reports. The Department provides comprehensive coverage of matters related to the University's movable and immovable assets (based on extracts from the Land Registry Office, it updates registration of plots of land, provides background documentation for disposal of non-essential assets, prepares disposal protocols and statistical summaries for EUBA assets, updates assets lists by University units, carries out ordinary and extraordinary inventory-taking of assets, covers real estate tax-related matters, provides for building surveys of the University's buildings, and carries out any other related tasks and activities). The Department head is accountable for the Department's activities to the Bursar.
6. **The Public Procurement Department** ensures, in accordance with the valid Public Procurement Act, comprehensive coverage of matters related to public procurements for goods, construction work and services. As part of EUBA's information system, the Department maintains and updates a list of goods, construction work and services; in cooperation with EUBA's organisational units it compiles and updates the public procurement plan for the year, and performs any other activities for the public procurement module required for the EU information system to work. The Department prepares tender dossiers for the award of contracts above and below the official limit set by a generally binding legal regulation, tender dossiers for the award of low-value contracts, and description forms for the procurement contract subject-matter, and subsequently places the bid in the electronic contracting system. It provides for the communication between the University as a contracting authority and the Public Procurement Office in regard to bid publication through the EPVO IS, and in regard to notifications in relevant public procurement periodicals. The Department ensures publication of tender documents for contracts above and below the official limit set by a generally binding legal regulation and of tender documents for low-value contracts on the buyer profile. It generates and publishes documents related to the information obligation in regard to the Public Procurement Office. It provides for the publication of concluded contracts tendered under the valid Public Procurement Act in the Central Contracts Register kept by the Government Office of the Slovak Republic. The Department provides for archiving of tender documentation, and keeps archives of tender documentation. It methodologically guides EUBA's organisational units as to the procedure for acquisition of goods, construction work and services, and performs any other related tasks and activities. The Department head is accountable for the Department's activities to the Bursar.
7. **The Civil Protection Section** ensures, in the EUBA settings, civil protection tasks as defined by the Act No. 42/1994 on civil protection of population as amended by subsequent regulations and implementing rules as well as ensuring tasks as defined by the Act No. 319/2002 on the defence of the Slovak Republic as amended. The Section's employee is accountable for the Section's activities directly to the Bursar.
8. **The Occupational Safety and Health & Fire Protection Section** organises, within EUBA, care for occupational safety and health of employees and students, as well as covering matters of fire protection in accordance with valid legal regulations. The OSH&FP Technician is accountable for the Section's activities directly to the Bursar.

Article 7

EUBA Rectorate's Executive Employees

1. The EUBA Rectorate's executive employees are the Bursar and heads of EUBA units in charge of management at various levels of management.
2. Employment contracts with executive employees are concluded by the EUBA Rector based on the selection procedure conducted in accordance with the Principles of Selection Procedure to Fill University Teachers', Research Workers', Full Professors'/Associate Professors' and Executive Employees' Positions at University of Economics in Bratislava.
3. Executive employees are entitled to determine, and assign to subordinate staff members, duties, to organise, manage and monitor their work, and to give them binding instructions therefor.
4. Each head of a unit makes their decisions independently in matters falling within the scope of the unit's competence, except where:
 - such powers have been delegated by the executive employee to their subordinates,
 - decisions in this domain have been reserved by the executive employee's superior for himself/herself,
 - his/her decisions have been restricted by a relevant legal regulation.

Article 8

Executive Employees' Obligations, Rights and Liability

1. Basic obligations of executive employees are regulated by the Act No. 311/2001 as amended (Labour Code) and by the Employment Rules of the University of Economics in Bratislava.
2. In the performance of their duties, executive employees are obliged to respect particularly the Labour Code, EUBA Constitution, EUBA Rules for Internal Governance, EUBA Employment Rules, as well as any other generally binding legal regulations and EUBA internal regulations related to the sphere of activities managed by the relevant executive employee.
3. Executive employees are accountable for responsible use of resources allocated to them and for work results of their subordinates. They are accountable to their superior for the decisions adopted and for the results of activities performed by the unit entrusted to them.

Article 9

Deputising for Executive Employees

1. In their absence, an executive employee is deputised by an employee designated by them.
2. The executive employee may reserve the right to propose decisions on crucial issues concerning the unit's overall activities. During the period of deputising, the employee deputising for an executive employee may postpone a decision on such issues until the executive employee returns, if the nature of such issue allows so. If the decision cannot be postponed, such employee will request the Rector, competent Vice-Rector or the University's Bursar (depending on the nature of the matter) to decide.
3. The executive employee and the employee deputising for him/her are obliged to inform each other in detail of all facts related to the unit's activities during the period of deputising.
4. In the case of a prolonged absence, the immediate superior of the represented person may decide on a written hand-over and take-over of the represented person's business.

Article 10

Delegated Power and Power of Attorney

1. In justified cases, the head of the unit may delegate part of their decision-making powers to their subordinates. In such case, the executive employee is not relieved of their responsibility towards the superior. Delegation of powers must be made in writing and must not be in contravention of generally valid laws or EUBA's internal regulations. The employee who has been delegated with part of an executive employee's powers acts independently, on their own responsibility, and to the extent as determined by the executive employee.
2. If needed, an executive employee may authorise any of their subordinates to negotiate or to perform certain acts in the position of an executive employee, unless precluded by generally binding regulations. Such power of attorney does not relieve the empowering person of their liability. The power of attorney must always be made in writing, specifying the extent of powers concerned. The empowering person may withdraw the power of attorney at any time.

Article 11

Employee Substitution

1. An employee is substituted during their short or long absence by an employee from the same unit, appointed by the executive employee.
2. As long as the nature of things so requires and permits, the substituted employee may reserve for themselves the right to decide on important matters; or the employee substituting for another employee may postpone such decision until the substituted employee returns, unless there is a danger of time-barring.
3. The substituted employee and the employee substituting for him/her are obliged to inform each other on the progress of work during the period of substitution.

Article 12

Handing Over and Assuming of Positions

1. When the position of an executive employee is being handed over, the condition of the unit being handed over must be determined, along with its defects and deficiencies, if any; the outcome of its heretofore activities must be specified as well as the status of tasks in progress, scheduled tasks and any other facts having impact on the unit's further operation. A protocol on handing over a position is to be drawn up and signed by the executive employee handing over the position and by the executive employee assuming the position, or by any other employee authorised by the Rector to assume the business, as well as by the superior of such executive employees.
2. If the executive employee handing over the position has had professional liability for the University's assets entrusted to him/her, an extraordinary stock-taking must be carried out.
3. Handing over of positions of other employees bearing professional liability must proceed under the same principles as apply to handing over of executive employees' positions.
4. Handing over and assuming of positions of other employees is conducted in the presence of the superior. A report must be made on the handing over of a position.

Article 13
Final Provisions

1. These Rules for Internal Governance shall become valid on the date of signing thereof, and effective on 1 September 2023.
2. Upon entry hereof into force, the Rules for Internal Governance of the EUBA Rectorate of 5 November 2018, as amended by Appendix 1 of 1 February 2021, shall be repealed.

Bratislava, on this 21st day of August 2023

prof. Ing. Ferdinand Daňo, PhD.
Rector