



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

B/4/2023

**Rules for Internal Governance of the Lifelong Learning Centre 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 Section 5(4) of the EUBA Constitution, this internal regulation entitled Rules for Internal Governance of the Lifelong Learning Centre of the University of Economics in Bratislava (hereinafter also referred to as the "EUBA LLC").

Article 1

Introductory Provisions

1. These Rules for Internal Governance regulate the EUBA LLC's mission, areas of activity and organisational structure.
2. These Rules for Internal Governance are binding on all 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 EUBA LLC's activities.

Article 2

Areas of Activity and Mission of EUBA LLC

1. The EUBA LLC is a university-wide unit of the University of Economics in Bratislava having no legal personality.
2. The EUBA LLC's mission is provision of services involving further education for bachelor's, master's and PhD. graduates as well as for the public.
3. In performing its tasks in an effective and creative way, the EUBA LLC contributes to fulfilling the University's mission as regards educational activities in further and lifelong education in keeping with the University's Long-Term Plan of Development.
4. The EUBA LLC carries out lifelong education in business/managerial and economics fields of study and fields of science, accredited at the University, and allows trainees to supplement, extend and deepen their education, to retrain for the future or to prepare for university studies in order to obtain a degree. At the University of the Third Age (hereinafter also referred to as the "EUBA LLC UTA"), the EUBA LLC additionally provides education in study programmes prepared also in other than accredited fields of study and fields of science, as may be demanded by the applicants.
5. The EUBA LLC organises education particularly in the form of two types of specialised programmes - open specialised programmes of variable duration and programmes tailored to corporate clients' needs.
6. The EUBA LLC's areas of activity also include education provided at the EUBA LLC UTA, Children's University of Economics and EUBA Nursery School.
7. In performing its tasks, the EUBA LLC cooperates with further and lifelong education entities, higher education institutions, research facilities and foreign organisations both in Slovakia and abroad.

Article 3

EUBA LLC's Organisational Structure

1. The EUBA LLC is divided into the following organisational units:
 - a) Education Unit 1,
 - b) Education Unit 2,
 - c) EUBA Nursery School (hereinafter also referred to as "the EUBA NS" or "the Nursery School"),
 - d) Administrative Department.
2. The areas of activity of the Education Unit 1 include, in particular, preparation and organisation of educational activities in the form of further education for bachelor's, master's and PhD. graduates as well as for the public by means of specialised training courses, and preparation and organisation of the Children's University of Economics.
3. The areas of activity of the Education Unit 2 include, in particular, preparation and organisation of the EUBA LLC UTA's educational activities.
4. The areas of activity of the EUBA NS entail the operation of the EUBA's nursery school.
5. The areas of activity of the Administrative Department include performance of the EUBA LLC's administrative, economic and marketing operations as per instructions of the managers entrusted with the management of individual units. The administrative, economic and marketing operations involve particularly record-keeping of the EUBA LLC's educational activities, preparation, record-keeping and evaluation of work performance agreements, as well as activities in financing, budgeting, asset management and asset record-keeping within the EUBA LLC's scope of activities, and preparation and implementation of the EUBA LLC's marketing activities.

Article 4

EUBA LLC Employees

1. EUBA LLC employees have an employment relationship with EUBA.
2. EUBA LLC employees, except for Administrative Department employees, act as managers of individual educational activities.
3. Employment relationships, rights, liabilities and scope of duties of EUBA LLC employees arise from the generally binding legal regulations, labour legislation as well as any other EUBA internal regulations and these Internal Governance Rules.
4. Job descriptions for EUBA LLC employees are determined according to the specific activities they perform.
5. The tasks of the Education Units' managers include providing of technical and organisational arrangements for the units' educational activities.
6. The education unit managers and the Nursery School principal are responsible for the management and conduct of business activities and entrusted activities of the relevant

education unit, for the financial management of such unit as well as for an efficient and economic use of the University's assets.

7. The education unit managers and the Nursery School principal are responsible for the planning of tasks and activities of the relevant unit, and for the performance of such tasks and evaluation of their performance. They propose to the EUBA Rector the price for educational activities determined based on calculating the economically admissible cost, including a reasonable profit.

Article 5

EUBA LLC's Management

1. The EUBA LLC is managed by the Vice-Rector for Education.
2. The Vice-Rector for Education acts on behalf of the EUBA LLC, directly manages EUBA LLC employees and coordinates their activities.
3. The Vice-Rector for Education entrusts the management of the units referred to in Article 3(1)(a) and 3(1)(b) hereof to an employee at such units. Persons entrusted with the management of such units do not have the status of a senior staff member, and report directly to the Vice-Rector for Education.
4. The Nursery School principal is a senior staff member appointed by the EUBA Rector based on a selection procedure conducted under 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.
5. The education unit managers, marketing employee, administrative employee and Nursery School principal are accountable for the performance of their work directly to the Vice-Rector for Education.

Article 6

Final Provisions

1. These Rules for Internal Governance shall become valid on the date of signing thereof, and effective on 1 August 2023.
2. On the date of entry hereof into force and effect, the Rules for Internal Governance of the Lifelong Learning Centre of the University of Economics in Bratislava of 9 December 2020 shall expire and cease to have effect.

Bratislava, on this 4th day of July 2023

prof. Ing. Ferdinand Daňo, PhD.

EUBA Rector