



**UNIVERSITY OF ECONOMICS  
IN BRATISLAVA**

RECTOR'S MEASURE  
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

NO 3/2025

**Measure to receive foreign guests in conditions  
Of the EU in Bratislava**

**2025**

The Rector of the University of Economics in Bratislava (hereinafter also referred to as "EU in Bratislava" or "University") issues

**the following measure:**

1. On the basis of the decision of the Rector of the EU in Bratislava, the Dean or the Head of the University-wide Department, in justified cases, when receiving a foreign guest at the relevant department of the EU in Bratislava, lunch and/or dinner may be provided in the amount of maximum EUR 50.00 (including VAT) per 1 person<sup>1</sup> exclusively from the non-grant resources of the EU in Bratislava<sup>2</sup>.
2. For participation in the lunch and/or dinner, the 2:1 principle applies, i.e. a maximum of 2 representatives of the relevant department of the EU Bratislava per 1 foreign guest, but only if the number of foreign guests is no more than 2. If the number of foreign guests exceeds 2, the number of EU representatives in Bratislava is in the ratio 1:1<sup>3</sup>.
3. A written proposal for the provision of lunch and/or dinner must be made in advance by the member of staff responsible for hosting the foreign guest. The proposal to provide lunch or dinner is subject to the prior approval of the Rector of the EU in Bratislava and the Dean of the Faculty or the Head of the University-wide Department of the EU in Bratislava.
4. The basis for the decision to provide lunch and/or dinner to a foreign guest in conditions of the EU in Bratislava are the Proposal for the admission of a foreign guest (Annex 1) and the Request for order<sup>3</sup> (hereinafter referred to as the "POBJ"). Within 10 days after the end of the foreign guest's stay, the employee responsible for the foreign guest's admission shall submit a report on the admission of the foreign guest to the CMV of the EU in Bratislava (hereinafter referred to as "CMV") (Annex 2).
5. Lunch and dinner for the guests of the EU in Bratislava are ordered by the CMV and it follows the Internal Directive No. 8/2024 on public procurement in the conditions of the EU in Bratislava, as amended by its supplements and methodological guidelines.

This measure shall enter into force on 2 May 2025.

Upon the entry into force of this measure, the Measure of the Rector of the University of Economics in Bratislava on the Admission of foreign guests in the conditions of the University of Economics in Bratislava of 1 January 2016, as amended, will cease to be effective.

Bratislava, April 16 2025

prof. Ing. Ferdinand Daňo, PhD.  
rector of the EU in Bratislava

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<sup>1</sup> Unless otherwise specified in the project conditions.

<sup>2</sup> These are all University resources except state budget funds.

<sup>3</sup> The POBJ must include the number of all persons attending the event as well as their names and surnames.