



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

B/12/2023

**Rules for Internal Governance of the Centre of Information
Technologies 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 Article 5(4) of the EUBA Constitution, this internal regulation entitled Rules for Internal Governance of the Centre of Information Technologies of the University of Economics in Bratislava (hereinafter also referred to as the "EUBA CIT" or "the Centre").

Article 1

Introductory Provisions

1. These Rules for Internal Governance regulate the EUBA CIT's status, areas of activity and mission, as well as its organisational structure, internal organisational relations, relations of subordination and relations to the EUBA Rectorate and other EUBA units.
2. These Rules for Internal Governance are binding on all EUBA CIT employees who have 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 CIT's activities.

Article 2

Status and Areas of Activity of EUBA CIT

1. The EUBA CIT is a university-wide unit of the University of Economics in Bratislava with no legal personality.
2. THE EUBA CIT reports to the EUBA's Vice-Rector for Education.
3. In keeping with EUBA's mission and tasks, the EUBA CIT operates mainly in the following areas:
 - a) conceptual designs concerning the development of information and communication technologies (hereinafter also referred to as the "ICT"),
 - b) streamlining of processes using ICT,
 - c) EUBA security policies,
 - d) cyber security-related tasks,
 - e) hardware and software operation and servicing,
 - f) EUBA data centre operation,
 - g) defining of criteria for ICT purchases,
 - h) education in cyber security,
 - i) software license administration,
 - j) connecting of the University network to international networks of Internet, SANET etc.
 - k) cooperation with other higher education institutions, other legal entities and natural persons, both Slovak and international,

Article 3

EUBA CIT's Organisational Structure

1. The EUBA CIT is divided into the following organisational units:
 - a) Secretariat,
 - b) Information Systems Operations Department,
 - c) User Services Department,
 - d) Technical and Economic Department.

Article 4

EUBA CIT Director

1. The EUBA CIT Director is 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 EUBA CIT Director reports to the EUBA's Vice-Rector for Education.
3. The EUBA CIT Director coordinates and manages the following activities:
 - a) directs the EUBA CIT's activities, negotiates matters on behalf of the Centre and represents the Centre,
 - b) conceptually directs the Centre's development and expert activities in line with the objectives as determined in the Centre's Rules for Internal Governance and in line with EUBA's and EUBA CIT's main tasks for future periods,
 - c) is responsible for timely performance of the Centre's tasks,
 - d) accounts for the Centre's economic activities, compliance with legal regulations and adherence to the work discipline,
 - e) ensures that occupational health and safety regulations as well as fire protection regulations are adhered to,
 - f) is responsible for personnel policy in the EUBA CIT setting and for harnessing the employees' expertise, and supports and motivates employees as regards further education,
 - g) makes proposals for hiring and terminating EUBA CIT employees and for filling the EUBA CIT's management positions,
 - h) coordinates cooperation with EUBA's units and faculties as well as with any other educational and research institutions in achieving the Centre's tasks,
 - i) is responsible for compliance with the Personal Data Protection Act by the Centre's employees when handling the units' information systems and hardware.
4. In his/her absence, the Director is deputised by a EUBA CIT employee under a written authorisation within the scope of competencies as determined.

Article 5

Head of EUBA CIT Department

1. The Head of Department directly reports to the EUBA CIT Director.
2. The Head of Department:
 - a) is responsible for expert activities of the relevant department, for performance of the department's tasks and for responsible use of the resources allocated,
 - b) manages, provides guidance for, and supervises the department's activities, and promptly eliminates any shortcomings identified,
 - c) provides for a specialised methodology in respect of activities conducted by the relevant department, and is involved in performing the tasks of the department entrusted to him/her; prepares background information for the EUBA CIT Director's managing and decision-making activities and for the activities of the EUBA CIT Director's advisory bodies.
3. In his/her absence, the Head of Department is deputised by an employee authorised by the Head of Department following an approval from the EUBA CIT Director.
4. When the office of the Head of Department and the post of the employee bearing professional liability is being handed over and assumed, a record of handing over and assuming the office/post is drawn up to be signed by the immediate superior as well as by the persons handing over and assuming the office/post.

Article 6

EUBA CIT Employees

1. EUBA CIT employees have an employment relationship with EUBA. Employment relationships, rights, liabilities and scope of employee duties for CIT 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 is determined according to the specific activities performed by the employee. The employees are accountable to the head of the relevant department for the performance of their work.

Article 7

Areas of Activity of EUBA CIT's Organisational Units

1. The EUBA CIT Director's Secretariat:
 - a) is a unit directly managed by the EUBA CIT Director,
 - b) provides for organising and performance of the Centre's joint activities,
 - c) provides for administrative operations of the Centre's Director and the Centre's management, and for personnel and payroll services at the Centre's level,
 - d) orders computer hardware and processes invoices received to be paid,
 - e) generates documentation and specifications for public procurement purchases of computer hardware and audio-visual equipment,

- f) procures, decommissions and disposes of computer hardware and audio-visual equipment.
2. Information Systems Operations Department:
- a) is a unit directly managed by the EUBA CIT Director,
 - b) provides for server and network infrastructure installation and administration,
 - c) operates the EUBA Data Centre,
 - d) defines conditions for connecting devices to computer networks,
 - e) operates the university-wide NetEU network,
 - f) provides for the operation of optical routes and for network monitoring.
3. The User Services Department:
- a) ensures administration of user accounts and licenses in university-wide information systems, such as SAP, AiS2, or admission procedure portal,
 - b) ensures updating of data in the Central Student Register, Central Employee Register and Central Final Theses Register,
 - c) operates Helpdesk to aid computer users,
 - d) ensures uploading of contracts to the Central Contracts Register attached to the Government Office of the Slovak Republic,
 - e) ensures production, distribution and administration of identification chip cards.
4. The Technical and Economic Department:
- a) ensures ICT installation and administration,
 - b) provides technical support to other EUBA CIT departments,
 - c) provides ICT spare parts and consumables management,
 - d) operates and provides for the development of computer networks, optical routes, structured cabling systems and wireless infrastructure,
 - e) performs computer hardware installations, repairs and upgrades,
 - f) ensures the operation of computer labs assigned to the Centre,
 - g) operates audio-visual, video conferencing, teaching and interpretation equipment.

Article 8

Temporary and 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 the Centre of Information Technologies of the University of Economics in Bratislava of 25 October 2018 shall expire and cease to have effect.

Bratislava, on this 21st day of August 2023

prof. Ing. Ferdinand Daňo, PhD.

Rector