



**UNIVERSITY OF ECONOMICS
IN BRATISLAVA**

INTERNAL REGULATION
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

B/5/2023

**Rules for Internal Governance of the Business Activities and
University Services Centre 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 Business Activities and University Services Centre of the University of Economics in Bratislava (hereinafter also referred to as the "EUBA BAUSC" or "the Centre").

Article 1

Introductory Provisions

1. These Rules for Internal Governance regulate the EUBA BAUSC status, areas of activity, organisational structure, internal organisational relations, relations of subordination as well as relations to the EUBA Rectorate and to other EUBA units.
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 BAUSC's activities.

Article 2

EUBA BAUSC Status and Areas of Activity

1. The EUBA BAUSC is a university-wide unit of the University of Economics in Bratislava, having no legal personality of its own.
2. As regards methodology aspects of its activities, the EUBA BAUSC is managed by the EUBA Rectorate. For such purposes, the Bursar and executive employees of the EUBA Rectorate are entitled to issue methodological guidelines within the scope of their competences, and such guidelines are binding on the EUBA BAUSC.
3. Individual organisational units incorporated into the EUBA BAUSC act in front of third parties within the scope of competences delegated by the Centre's Director.
4. The following, in particular, fall within the scope of the EUBA BAUSC's activities as a university-wide unit of the University of Economics in Bratislava:
 - ensuring accommodation, catering and recreational services for University students, University employees and the public,
 - ensuring the provision of complex services concerning the University's business activities in accordance with generally binding legal regulations,
 - ensuring proper and economic use of the University's building at Palisády 22 and 24, Bratislava, including adjacent land,
 - supporting the University's leisure activities as well as students' cultural and social life,
 - ensuring cooperation with the Folklore Ensemble EKONÓM,

Article 3

EUBA BAUSC Units

1. The following organisational units are incorporated into the EUBA BAUSC:

- a) Educational facility VIRT,
- b) Educational facility Konventná,
- c) Villa Horský park,
- d) Accommodation facility Pokrok,
- e) Accommodation facility Jarabá,
- f) Student dormitories and canteens:
 - Student dormitory and canteen Horský park of the University of Economics in Bratislava (Prokopa Veľkého 41 and Hroboňova 4),
 - Student dormitories and canteen Petržalka attached to the University of Economics in Bratislava (Dolnozemska cesta 1, Starohájska 4 and Starohájska 8),
 - Student dormitory and canteen Ekonóm (Prístavná 8),
 - Student dormitory Vlčie hrdlo 74.

Article 4

Areas of Activity and General Description of Activities for EUBA BAUSC Units

1. **The Educational Facility VIRT** (hereinafter also referred to as "the EF VIRT" or "the Facility") is a unit which ensures the operation and provision of lecture rooms, accommodation and catering to EUBA students, EUBA employees and the public. The EF VIRT serves to hold workshops as well as training and other courses with ICT support, and also offers sports facilities on its premises. Available accommodation capacity makes it possible to ensure optimum organisation of multiday programmes and camps for EUBA undergraduate students, doctoral students and employees. During the summer vacation, the unit also provides for recreational stays of University employees. The manager of the Facility is the employee in charge of the Facility's operation and financial management and is accountable for his/her activities to the EUBA BAUSC Director.
2. **The Educational Facility Konventná** (hereinafter also referred to as "the EF Konventná" or "the Facility") is a unit which ensures the operation and provision of lecture rooms, accommodation and catering for EUBA undergraduate students, EUBA doctoral students, EUBA employees and the public. The EUBA BAUSC Director is the employee in charge of the Facility's operation and financial management.
3. **The Villa Horský park** (hereinafter also referred to as "the Facility") is a unit that provides accommodation and catering, also including an option of using conference rooms for commercial purposes. The EUBA BAUSC Director is the employee in charge of the Facility's operation and financial management.
4. **The Accommodation Facility Pokrok** (hereinafter also referred to as "the AF Pokrok" or "the Facility") is a unit which ensures particularly year-round recreational stays for EUBA employees and students. The EUBA BAUSC Director is the employee in charge of the Facility's operation and financial management.
5. **The Accommodation Facility Jarabá** (hereinafter also referred to as "the AF Jarabá" or "the Facility") is a unit which ensures particularly year-round recreational stays for EUBA employees and students. The EUBA BAUSC Director is the employee in charge of the Facility's operation and financial management.

6. **Student dormitories and canteens** (hereinafter also referred to as "the SDC" or "the Facilities") are units whose primary mission is to ensure services of an accommodation, social and educational facility, especially for EUBA full-time students, as well as ensuring appropriate conditions for studying and for students' physical and mental recuperation, and supporting leisure activities and cultural, social, civil and sporting life of such students. The Facilities provide for catering of University students and employees, or employees from other entities. The Facilities are also used to provide catering services for participants of congresses, conferences, workshops, banquets and similar events, to hold family celebrations, social gatherings for private individuals, receptions, celebrations and social events for institutions and companies, and to provide catering to accommodated guests and pensioners. As part of its core activities, EUBA ensures utilisation of the SDC's free accommodation capacity during the summer vacation. The SDCs located in Bratislava are managed by directors appointed by the University Rector. The directors are then accountable for their activities to the EUBA BAUSC Director. The Dean of the Faculty of Business Economics of the University of Economics in Bratislava is responsible for the operation and financial management of the Student Dormitory Bellova 1 in Košice. The student dormitory is managed by the EUBA BAUSC Director.
7. In performing their duties, executive employees, or managers, of the EUBA BAUSC's individual organisational units are obliged to respect executive employees' or employees' fundamental obligations as defined by valid legal regulations, particularly the Labour Code, Act on Work Performance in Public Interest, Higher Education Act and EUBA internal regulations, particularly the EUBA Rules for Internal Governance and Rules for Internal Governance of the EUBA BAUSC.
8. Executive employees, or managers of the EUBA BAUSC's organisational units perform the following tasks, in particular:
 - they manage the unit assigned to them, and account for and check the execution of its tasks,
 - they check adherence to the work discipline and outcome of the employees' work,
 - they submit documentation for hiring and terminating employees,
 - they account for compliance with regulations related to asset management and record-keeping, occupational safety and health, sanitation, fire protection and personal data protection,
 - they draw up draft budgets, handle the allocated funds in accordance with valid regulations while being fully compliant with financial discipline, and prepare economic analyses and calculations,
 - they account for the unit's operation and for the quality of services rendered, in accordance with valid regulations.
9. A more detailed description of activities for an executive employee, or manager, of a specific EUBA BAUSC unit as regards economic and legal matters, organisational and personnel matters and matters of technical operations is provided in the Rules for Internal Governance of the relevant EUBA BAUSC unit.

Article 5

EUBA BAUSC Director

1. The EUBA BAUSC's executive employee is the EUBA BAUSC Director, who is 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 Executive Employees' Positions at University of Economics in Bratislava.

2. The EUBA BAUSC Director accounts for the EUBA BAUSC's activities to the EUBA Vice-Rector for Development, Culture and Sports. The Director is accountable to the EUBA Bursar for economic aspects of the EUBA BAUSC's activities.
3. The EUBA BAUSC Director manages the Centre's activities and accounts for the following:
 - compliance with laws and generally binding legal regulations as well as any other EUBA internal regulations,
 - financial management of the allocated funds and management of the EUBA BAUSC's assets,
 - responsible and efficient use of accommodation, catering and social capacity so as to ensure maximum financial revenue for EUBA with the focus on meeting requirements of legitimate interests of EUBA students and employees,
 - ensuring execution of EUBA BAUSC's main tasks regarding planning, budgeting, financing and business activities of the University,
4. The Centre's Director performs particularly the following activities:
 - a) in regard to economic and legal matters:
 - coordinates activities of organisational units incorporated into the EUBA BAUSC,
 - checks and directs the performance of tasks concerning all services provided,
 - cooperates with the Public Procurement Department, and prepares documents relating to public procurement of goods, services and works for organisational units forming part of the EUBA BAUSC,
 - provides for planning and budgetary matters, and ensures implementation of the plan and budget within the EUBA BAUSC,
 - ensures adherence to financial discipline and prudent disposition of funds,
 - carries out economic analyses of operating and business activities, and submits proposals for improving these activities,
 - ensures asset protection within the EUBA BAUSC,
 - provides for the EUBA BAUSC pricing policy,
 - prepares resource materials for the repair and maintenance plan, and monitors its implementation,
 - prepares resource materials for concluding contracts of lease for the EUBA BAUSC's non-essential assets,
 - provides comprehensive coverage of short-term leases of EUBA's movable and immovable property in accordance with EUBA's relevant internal regulation,
 - provides underlying accounting books and records for all organisational units of the Centre,
 - provides background data for analyses and statistics,
 - b) in regard to organisational and personnel matters:
 - prepares proposals for staffing of posts at the EUBA BAUSC,
 - prepares background data for pay classification and remuneration of EUBA BAUSC employees,
 - prepares reckoning of years of employment so that pay steps for EUBA BAUSC employees can be determined,

- handles operations related to directing and inspecting working time use, and keeps attendance records of EUBA BAUSC employees,
 - arranges for evaluation of the outcome of work done by EUBA BAUSC employees interlinked to their remuneration,
 - provides mandatory retraining of EUBA BAUSC employees,
 - handles operations related to recreation activities, record-keeping of vacationers, clearing of recreation vouchers etc.,
 - arranges for issuing house rules for accommodation facilities incorporated into the EUBA BAUSC,
- c) in regard to matters of technical operations:
- provides for operation and maintenance of buildings as well as installations inside buildings,
 - cooperates in ensuring continuous operation of energy installations, and prepares background data for material and technical operations,
 - assesses, prepares and summarises proposals for repair and maintenance of structural installations, machinery and equipment in respect of all EUBA BAUSC units,
 - decides on repair priorities,
 - processes background data intended for concluding contracts on repair and maintenance of EUBA assets, as well as background data for concluding contracts for the purchase of all kinds of utilities, and monitors performance of such contracts,
 - checks that energy-saving measures are complied with at all EUBA BAUSC units,
 - handles technical operations, including inspections of equipment and installations, participates in organising of, and checking for compliance with, obligations arising from valid legal regulations, and elimination of the shortcomings detected, ensures that measures imposed by state supervisory authorities and superior authorities are implemented,
 - ensures attendance of EUBA BAUSC employees at initial employee briefings, occupational health and safety training, fire protection training and personal data protection training,
 - submits proposals for disposal of the EUBA BAUSC's unnecessary and unusable assets.
5. Administrative work for the Centre is provided by the Secretariat of the EUBA BAUSC Director.

Article 6

Advisory Bodies to EUBA BAUSC Director

1. A collective advisory body to the EUBA BAUSC Director is an operational meeting presided over by the Centre's Director, who also directs the meeting's activities.
2. Members of the operational meeting comprise executive employees, or managers of the organisational units incorporated into the EUBA BAUSC's organisational structure. The Centre's Director may also invite other University employees, or representatives of the EUBA Student Parliament, to the operational meeting.
3. The EUBA BAUSC Director sets up, as and where appropriate, temporary expert committees (disposal committee, inventory committee, occupational safety committee, dining committee etc.).

Article 7

Deputising for EUBA BAUSC Director

1. In the absence of the EUBA BAUSC Director, the person deputising for the EUBA BAUSC Director is the executive employee of an organisational unit incorporated into the EUBA BAUSC, authorised in writing by the EUBA BAUSC Director to do so.
2. Persons to deputise for executive employees, or managers of individual organisational units incorporated into the EUBA BAUSC will be determined by the Centre's Director so as to ensure continued fulfilment of tasks during the absence of the represented employee.
3. The executive employee, or manager, and the employee to deputise for such staff member are obliged to notify each other in detail of all current facts related to deputising.

Article 8

Handing Over and Assuming of Positions

1. When the position of an executive employee, or manager, is being handed over, a record is drawn up on the situation of the organisational unit being handed over, particularly on the fulfilment of scheduled tasks and on correspondence. The record is signed by the person handing over the position, the person assuming the position and the EUBA BAUSC Director.
2. Such record is also drawn up when a position other than an executive employee's post is handed over, if the importance of such position, extent of material liability or any other serious reason so requires.
3. When a position involving an employee's material liability is being handed over, extraordinary inventory-taking must take place.

Article 9

Final Provisions

1. These Rules for Internal Governance of the EUBA BAUSC shall become valid on the date of signing thereof, and effective on 1 September 2023.
2. On the effective date hereof the Rules for Internal Governance of the Business Activities and University Services Centre of the University of Economics in Bratislava of 12 February 2018 shall be repealed.

Bratislava, on this 21st day of August 2023

prof. Ing. Ferdinand Daňo, PhD.
Rector