



**UNIVERSITY OF ECONOMICS  
IN BRATISLAVA**

INTERNAL REGULATION  
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

B/9/2023

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

## **Article 1**

### **Introductory Provisions**

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

## **Article 2**

### **EUBA PC's Mission and Areas of Activity**

1. The EUBA PC is a university-wide unit of the University of Economics in Bratislava, having no legal personality of its own.
2. The EUBA PC reports to the EUBA Vice-Rector for Research and Doctoral Studies.
3. The EUBA PC's mission is as follows:
  - a) to provide coordination, management, methodological, information and administrative (including archiving) support to EUBA employees / principal investigators in submitting and implementing project proposals, particularly those concerning research or educational grants from EU Structural and Investment Funds, Recovery and Resilience Plan, and European Union framework programmes for funding research and innovation,
  - b) to provide information and administrative support to applicants from EUBA in submitting project proposals and implementing successful projects funded from national or international resources, except for those referred to in sub-paragraph (a) above,
  - c) to initiate submission of project proposals and ensure implementation of successful projects aimed at professional development of innovative workers at EUBA,
  - d) to provide administrative support for EUBA Internal Grant Committee meetings,
  - e) to prepare input concerning submitted and approved projects for EUBA annual reports,
  - f) to coordinate communication with relevant grant agencies, particularly in Slovakia, in regard to submission and implementation of research and educational projects,
  - g) to archive grant agreements for approved project proposals concerning research or educational grants from EU Structural and Investment Funds, Recovery and Resilience Plan, European Union framework programmes for funding research and innovation, as well as from other foreign sources.

### **Article 3**

#### **EUBA PC Director**

1. The EUBA PC is managed by a senior staff member - EUBA PC Director, 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 PC Director is accountable for the EUBA PC's activities to the EUBA Vice-Rector for Research and Doctoral Studies.
3. The EUBA PC Director performs particularly the following activities:
  - a) creates framework policy for the EUBA PC's development and in this regard coordinates the EUBA PC's activities in preparing and implementing projects,
  - b) ensures ongoing education and training of EUBA PC employees,
  - c) accounts for professional and organisational standards of the activities conducted by the EUBA PC,
  - d) accounts for compliance with occupational health and safety regulations and with EUBA's internal regulations in the EUBA PC's activities,
  - e) accounts for work discipline of EUBA PC employees.
4. In the absence of the EUBA PC Director, all of his/her activities are provided for by the EUBA Vice-Rector for Research and Doctoral Studies.

### **Article 4**

#### **EUBA PC's Organisational Structure**

1. The EUBA PC is divided into the following organisational units:
  - a) EU Structural Funds Department,
  - b) Department of EU Framework Programme for Research and Innovation,
  - c) Projects Implementation Department.
2. The areas of activity of the EU Structural Funds Department include, in particular, coordination, methodological, information and administrative support in preparing and implementing projects submitted for, and funded from, the European Union structural funds.
3. The areas of activity of the Department of EU Framework Programme for Research and Development include, in particular, administrative, technical and consultancy support in preparing and implementing projects submitted for, and funded from, the European Union Framework Programme for Research and Innovation (Horizon 2020, Horizon Europe etc.).
4. The areas of activity of the Projects Implementation Department include, in particular, administrative, coordination and research activities in the framework of granted and implemented projects at the written request of the principal investigator from EUBA.

## **Article 5**

### **EUBA PC Employees**

1. EUBA PC employees have an employment relationship with EUBA.
2. Employment relationships, rights, liabilities and scope of employee duties for EUBA PC employees arise from the generally binding legal regulations, labour legislation as well as any other EUBA internal regulations and these Internal Governance Rules.
3. Job descriptions for EUBA PC employees are determined according to the specific activities they perform. The number of employees at the Projects Implementation Department depends on the quantity of the projects administered.
4. EUBA PC employees perform the following activities, in particular:
  - a) monitoring of calls for applications for international or national grants and promotion of such calls at EUBA faculties and EUBA university-wide research units,
  - b) cooperation with facilities in the territory of the Slovak Republic and European Union concerning collection of information on individual calls for grant applications and on project implementation,
  - c) providing consultations to EUBA employees on project intents and on implementation of approved projects,
  - d) design and implementation of one's own projects, or team coordination concerning content preparation, particularly for inter-faculty projects being submitted, unless otherwise agreed upon by the faculties,
  - e) administrative aid in submitting grant applications (provision of mandatory annexes, such as certificates from State Treasury, Social Insurance Agency, Tax Office etc.) at the request of the principal investigator or the faculty submitting the project,
  - f) record-keeping of legal documents in respect of projects being implemented (applications, agreements, appendices etc.), aid in drafting partnership agreements at the request of the principal investigator or the faculty implementing the project,
  - g) coordination of project activities (compliance with time limits) concerning submissions of annual reports, final reports, payment requests, monitoring reports and other duties undertaken by the projects upon signing the agreement, at the request of the principal investigator or the faculty implementing the project,
  - h) informing investigators on project-related requirements of the management body, administrative guidance in preparing working sheets at the request of the principal investigator or the faculty implementing the project,
  - i) preparation, in cooperation with EUBA's Department for Research and Doctoral Studies, of financial statements for the Ministry of Education, Science, Research and Sports of the Slovak Republic required for distribution of state budget subsidies to public higher education institutions, and preparation of documents for the EUBA Rectorate,
  - j) financial management of projects, implementation and archiving of documentation and accounting documents concerning reception and expenditure of funds falling under EU funds and structural funds, and provision of information on the situation of such funds to employees in charge of financial management and to the administrator or principal investigator of the grants in question; checks of correct utilisation of the funds, preparation of accounting documents for national or international project audits at the request of the principal investigator or the faculty implementing the project,
  - k) continuous self-learning in financial administration of projects, proceeding in accordance with individual development schedules submitted by the Centre's employees to the Vice-Rector for Research and Doctoral Studies for approval,
  - l) preparation of documents for Internal Grant Committee meetings, provision of consultations in respect of young researchers' projects submitted.

## **Article 6**

### **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 EUBA Project Centre of 1 March 2021 shall expire and cease to have effect.

Bratislava, on this 21<sup>st</sup> day of August 2023

prof. Ing. Ferdinand Daňo, PhD.  
Rector