



**FACULTY OF COMMERCE
UNIVERSITY OF ECONOMICS IN BRATISLAVA**

**INTERNAL REGULATIONS OF THE FACULTY OF COMMERCE
OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA**

No. 2/2023

**ORGANISATIONAL REGULATIONS
of the Faculty of Commerce of
the University of Economics in Bratislava**

2023

The Faculty of Commerce of the University of Economics in Bratislava, in accordance with the Statute of the Faculty of Commerce of the University of Economics in Bratislava, which has been approved by the Academic Senate of the Faculty of Commerce of the University of Economics in Bratislava and the Academic Senate of the University of Economics in Bratislava, issues this

ORGANISATIONAL REGULATIONS OF THE FACULTY OF COMMERCE OF THE UNIVERSITY OF ECONOMICS IN BRATISLAVA

Article 1. Preliminary Provisions

1. The Organizational Regulations of the Faculty of Commerce of the University of Economics in Bratislava (hereinafter referred to as "the Faculty" or "the OF EU in Bratislava") regulates in particular:
 - a) the organisational structure of the Faculty,
 - b) the status and activities of the Faculty's Departments,
 - c) the rights and duties of the Faculty's leading employees,
 - d) the principles of relations with state administration bodies.
2. The Organizational Regulations of the Faculty are binding for all employees of the OF EU in Bratislava.

Article 2. Status and Seat of the Faculty

1. The OF EU in Bratislava is a part of the University of Economics in Bratislava (hereinafter referred to as "EU in Bratislava").
2. The scope of competence of the Faculty, its bodies and the competence of the Faculty bodies in accordance with the provisions of Section 22 (10) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education") are determined by the Statute of the EU in Bratislava in its fourth part and the Statute of the OF EU in Bratislava.
3. The seat of the Faculty is Dolnozemska cesta 1, 852 35 Bratislava 5.

Article 3. Bodies of the Academic Self-Government of the Faculty

1. The bodies of the academic self-government of the Faculty are:
 - a) the Academic Senate of the OF EU in Bratislava,

- b) the Dean,
 - c) the Disciplinary Committee of the OF EU in Bratislava for students.
2. Details of the roles and activities of the academic bodies of the Faculty are regulated by law, the Statute of the Faculty and other Internal Regulations of the Faculty.

Article 3. Bodies of the Academic Self-Government of the Faculty

The bodies of the academic self-government of the Faculty are

- a) departments, which are the main units of the Faculty for pedagogical and scientific research activities,
- b) the Dean's Office, which is the executive department of the Faculty and
- c) the Research Institute of Trade and Sustainable Business ("VIOUP"), which is the research, project and implementation unit of the Faculty.

Article 5. Dean of the Faculty

1. The Dean is the representative of the Faculty, manages it, represents it and acts in the affairs of the Faculty in accordance with Article 5 of this Statute.
2. The Dean of the OF EU in Bratislava has an employment contract with the EU in Bratislava, where he is a member of the Faculty which he/she directs; termination of the employment contract related to the performance of the Dean's function is conditional upon the prior termination of the Dean's performance of the Dean's function.
3. The Dean is accountable for his/her activities to:
 - a) the Academic Senate of the OF EU in Bratislava
 - b) the Rector of the EU in Bratislava for his/her activities in matters in which he/she acts on behalf of the university, for the management of the Faculty and for his/her other activities within the scope determined by the Internal Regulations of the EU in Bratislava.

Article 6. Vice-Deans

1. The Faculty has four Vice-Deans:
 - a) the Vice-Dean for International Relations,
 - b) the Vice-Dean for Science and Doctoral Studies,
 - c) the Vice-Dean for Education,
 - d) the Vice-Dean for Development and Quality Assurance.

2. The Vice-Dean for International Relations manages the International Relations Office and is responsible for the fulfilment of its tasks.
3. The Vice-Dean for Science and Doctoral Studies manages the Office for Science and Doctoral Studies.
4. The Vice-Dean for Education manages the Study Department and is responsible for the fulfilment of its tasks
5. The Vice-Dean for Development and Quality Assurance manages the Development and Quality Assurance Office and is responsible for the fulfilment of its tasks.
6. The Dean is represented by the first Vice-Dean, who is appointed by the Dean from among the Vice-Deans.

Article 7. Secretary of the Faculty

1. The Secretary of the Faculty is a leading employee of the Faculty who ensures the economic and administrative running of the Faculty. He/she is directly subordinate to the Dean of the Faculty, to whom he/she is accountable for his/her activities.
2. The Secretary of the Faculty in particular:
 - a) acts on behalf of the Faculty within the scope determined by the Dean,
 - b) ensures the management of the financial resources allocated to the Faculty by legal regulations, internal and other regulations of the EU in Bratislava and the Faculty and by the Principles for the creation and management of the budget of the EU in Bratislava,
 - c) ensures the management and protection of the property intended for the fulfilment of the tasks of the Faculty,
 - d) in the field of economic and operational maintenance of the Faculty, he/she cooperates with the relevant Vice-Deans and the Academic Senate of the Faculty.

Article 8. Departments

1. The main organizational units of the Faculty are the Departments. The Departments may be subdivided into units.
2. The Faculty is composed of the following Departments:
 - a) Department of Marketing (abbreviated as "KMR"),
 - b) Department of International Trade (abbreviated as "KMO"),
 - c) Department of Tourism (abbreviated as "KCR"),
 - d) Department of Business Law (abbreviated as "KOP"),

3. Departments are established, abolished, merged and divided by the Dean of the Faculty after discussion in the Dean's Collegium of the OF EU in Bratislava and in the Academic Senate of the OF EU in Bratislava.
4. Department as the main organizational unit of the Faculty:
 - a) contributes to the fulfilment of the pedagogical and scientific research tasks of the Faculty and participates in the fulfilment of the tasks of the Faculty,
 - b) develops study programmes implemented at the Faculty, participates in the implementation of study fields and study programmes at the Faculty, as well as study fields implemented at other Faculties of the EU in Bratislava,
 - c) following its focus, it carries out scientific research, development as well as other creative activities
5. Members of the Department are:
 - a) university teachers, i.e. professors, associate professors, assistant professors, assistants and lecturers
 - b) other employees working in the Department on the basis of an employment contract.
6. The following may also be working at the Department:
 - a) external employees (employees working at the Department based on agreements on work performed outside the employment relationship - in particular, agreements on the performance of work and agreements on work activity),
 - b) scholarship holders on a study stay
 - c) PhD students,
 - d) visiting professors,
 - e) professors emeritus.
7. The Department is managed by the Head of the Department, who is responsible for the activities of the Department to the Dean. In his/her absence, he/she shall be fully represented by the appointed Deputy Head of the Department. The Department unit shall be managed by the head of the unit, who shall be responsible for the activities of the unit to the Head of the Department.
8. Head of the Department in particular:
 - a) ensures the fulfilment of the strategic, conceptual and developmental tasks of the Department,
 - b) organises and ensures the fulfilment of pedagogical, scientific-research, organisational and other tasks of the Department and exercises control over them,
 - c) is responsible for the efficient and economical use of the Department's property and for its protection within the meaning of the relevant legal provisions of the Slovak legal system,
 - d) as a rule, once a month, convenes the Department members for the Department meetings and submits the minutes of these meetings to the Secretary of the Faculty; in order to

- solve urgent tasks, the Head of the Department may also convene an extraordinary meeting of the Department,
- e) takes care of the development of the study fields and study programmes established at the Department and perform other tasks entrusted to him/her by the Dean in accordance with the provisions of the Act, the related implementing regulations, the Statute of the EU in Bratislava, the Statute of the OF EU in Bratislava and ensures compliance with the working regulations,
 - f) from among the employees of the Department, appoints, in consultation with the Dean, his/her Deputy and the Secretary of the Department.
9. The Secretary of the Department is the executive body of the Department. The duties of the Secretary of the Department include, but are not limited to:
- a) taking minutes of the meetings of the Department,
 - b) maintaining the Department's website and notice board,
 - c) coordinating departmental activities through the AIS system,
 - d) organising the implementation of teachers' observations in the Department,
 - e) processing administratively the overview of the Department staff's working hours.
10. The Secretariat of the Head of the Department is the workplace of the Head of the Department for administrative and organisational work. The Secretariat of the Head of the Department mainly performs the following tasks:
- a) carries out administrative activities related to the preparation of decisions of the Head of Department,
 - b) provides written communication and tasks related to the activities of the Head of Department's meetings,
 - c) organizes the supporting materials for the Head of the Department, which the Head of the Department submits to the Dean, the Scientific Board of the OF EU in Bratislava, the Dean's Collegium of the OF EU in Bratislava, the management of the OF EU in Bratislava, and the Secretary of the Faculty,
 - d) participates in the implementation of tasks within the Academic Information System (AIS) and the EU Information System (SAP) within the scope of assigned roles at the departmental level,
 - e) ensures the registration of the department's assets and carries out their inventory
 - f) ensures the continuous archiving of the documents of the Secretariat of the Head of the Department and its submission to the EU in Bratislava Archive.

Article 9. Dean's Office of the Faculty

1. The Dean's Office is the executive department of the Faculty, which ensures the economic and administrative activities of the Faculty, prepares documents for the decisions and opinions of the Dean, the Scientific Board of the OF EU in Bratislava, Vice-Deans, and the Secretary of the Faculty and ensures the execution of their decisions.
2. The Dean's Office of the Faculty is subordinate to the Dean of the Faculty.

3. The Dean's Office of the Faculty is divided into the following units and workplaces:
 - a) the Dean's Secretariat,
 - b) the Study Department,
 - c) the Science and Doctoral Studies Unit,
 - d) the International Relations Unit,
 - e) the Development and Quality Assurance Unit,
 - f) the Communications and PR Unit,
 - g) the Student Social Issues Unit.
4. The Dean's Secretariat is directly managed by the Dean of the Faculty.
5. The Study Department is managed by the Vice-Dean for Education.
6. The Science and Doctoral Studies Unit is managed by the Vice-Dean for Science and Doctoral Studies.
7. The International Relations Unit is managed by the Vice-Dean for the International Relations.
8. Development and Quality Assurance Unit is managed by the Vice-Dean for the Development and Quality Assurance.
9. The Communication and PR Unit is managed by the Dean of the Faculty
10. The Student Social Issues Unit is managed by the Dean of the Faculty.
11. The administrative and operational aspect of the activities of the Units managed through the Vice-Deans and the Dean is ensured by the Secretary of the Faculty.

Article 10. Mission and Scope of the Units of the Dean's Office

1. The Dean's Secretariat is the Dean's workplace for administrative and organisational work. It provides activities related to the preparation for the Dean's decision-making, written communication and tasks related to the activities of the Dean's meetings. It provides organizational support materials for the Dean, the Scientific Board of the OF EU in Bratislava, the Dean's Collegium, the management of the OF EU in Bratislava and the Secretary of the Faculty. It also participates in the implementation of tasks within the AIS and the SAP within the scope of assigned roles at the Dean's Office level. It ensures the registration of the Dean's Office assets, preparation and provision of their inventory. It also ensures the ongoing archiving of documents of the Dean's Secretariat and their submission to the Archive of the EU in Bratislava.

2. The Study Department organizes and administratively (through the AIS) provides pedagogical activities for the 1st and the 2nd cycles of higher education at the OF EU in Bratislava. It processes documents, reports, analyses and prepares supporting materials for the Dean and the Vice-Dean for Education. It maintains student-related files and carries out other activities resulting from its mission. It organizes dissertation defences, the payments of scholarships to doctoral students and incentive scholarships to students. It prepares draft donation agreements, self-financing agreements and monitors the use of these funds via the AIS. It also ensures the ongoing archiving of documents of the Study Department and their submission to the Archive of the EU in Bratislava.
3. The Science and Doctoral Studies Unit is responsible for activities in the field of science, doctoral studies and international projects. Organisationally and administratively (through AIS), it provides pedagogical activities at the third cycle of higher education at the OF EU in Bratislava. It also maintains a file agenda concerning students. Organisationally, it arranges the defence of dissertation theses. Organisationally, it ensures the payment of scholarships to doctoral students. It processes documents, reports, analyses and prepares supporting materials for the Dean and the Vice-Dean for Science and Doctoral Studies. It organises habilitation and inauguration procedures. The Unit also conceptually ensures activities in the field of science and coordinates scientific research activities at the OF EU in Bratislava. In this area, it prepares background and conceptual materials for the management activities of the OF EU in Bratislava, the Faculty's Scientific Board, and the Scientific Board of the EU in Bratislava. Administratively, it ensures all activities of the Vice-Dean for Science and Doctoral Studies. It manages correspondence with superiors and other bodies and departments in connection with the science and research agenda. It also ensures the ongoing archiving of documents of the Unit and their submission to the Archive of the EU in Bratislava.
4. The International Relations Unit provides conceptual work in the field of international relations, coordinates international relations within the OF EU in Bratislava and participates in the promotion of it towards abroad. It prepares background and conceptual materials for the management activities of the management of the OF EU in Bratislava. It also manages correspondence with superiors and other bodies and departments in connection with the international relations. It develops activities in the field of international cooperation and participates in the preparation of contracts with foreign partners. It organises selection procedures for foreign mobility and internships for the OF EU in Bratislava staff, internal PhD students and students of the 1st and 2nd cycles of higher education at the OF EU in Bratislava. It ensures the ongoing archiving of documents of the Unit and their submission to the Archive of the EU in Bratislava.
5. The Development and Quality Assurance Unit provides activities in the field of the Faculty's development and quality assurance at the OF EU in Bratislava. It prepares background and conceptual materials for the management activities of the management of the OF EU in Bratislava. It also manages correspondence with superiors and other bodies and departments in connection with the development, quality assurance and international accreditation agenda at the OF EU in Bratislava. It also carries out the Faculty's

development activities and coordinates the Faculty's cooperation with economic practice in all areas of activity. It organises the Student Scientific and Professional Activity (ŠVOČ), which develops the scientific method habits of talented students of the OF EU in Bratislava. It also ensures the ongoing archiving of documents of the Unit and their submission to the Archive of the EU in Bratislava.

6. The Communication and PR Unit provides specialised work in the field of communication and promotion of the Faculty towards students, media, foreign countries and other publics.
7. The Student Social Issues Unit provides organizational and administrative solutions to social issues of students, especially the payment of social scholarships. It is responsible for the payment of doctoral scholarships, incentive scholarships, scholarships from the scholarship fund, scholarships for foreign students and pregnancy scholarships. It also ensures the ongoing archiving of documents of the Unit and their submission to the Archive of the EU in Bratislava.

Article 11. Research Institute of Trade and Sustainable Business

1. The Research Institute of Trade and Sustainable Business (VIOUP) is a research, project and implementation workplace of the Faculty.
2. VIOUP as the Faculty's workplace:
 - a) carries out research, advisory, consulting, educational, project and information activities in the field of trade and entrepreneurship,
 - b) cooperates in its activities with important scientific research institutions, economic practice entities and state and public administration authorities,
 - c) supports the scientific research activities of the Departments, the improvement of the quality of educational activities and the knowledge transfer between the Faculty and economic practice,
 - d) activates the research teams of the Departments in submitting project plans to domestic and foreign grant schemes,
 - e) creates space for more intensive involvement of students, especially doctoral students, in science and research activities,
 - f) is the umbrella organisation of the Centres as its integral parts
3. The components of VIOUP are:
 - a) The Project Centre ("PC"),
 - b) The Family Business Centre ("CRP"),
 - c) The Centre for Neuromarketing Research and Strategy ("CNVS"),
 - d) The Centre for International Trade and Entrepreneurship ("CMOP").
4. The Project Centre as part of VIOUP:
 - a) carries out review and summary activities related to the science and research activities of the Faculty staff,

- b) searches for, sorts out and informs about possible calls for project proposals of domestic and foreign grant schemes,
 - c) is cooperative in the submission and administration of the Faculty staff projects,
 - d) performs other tasks as instructed by the Dean of the Faculty.
5. The Family Business Centre as part of VIOUP:
- a) carries out research and educational activities focusing on family business,
 - b) organises courses, workshops, conferences and other events for interested professionals,
 - c) transfers know-how from international experts in the field,
 - d) communicates with the public sector, the professional public and the media on the issue of family business in the Slovak Republic,
 - e) carries out periodic data collection on the presence and contribution of family businesses to the national economy.
6. The Centre for Neuromarketing Research and Strategy as part of VIOUP:
- a) carries out research and educational activities in the field of consumer neuroscience, neuromarketing and commerce,
 - b) carries out conceptual work with a focus on the strategic application of consumer neuroscience, neuromarketing and commerce insights to the field of practice,
 - c) provides activities aimed at the development of consumer neuroscience and neuromarketing in relation to neuroscience, artificial intelligence, modern information and communication technologies and human resources,
 - d) organises scientific and professional events aimed at the scientific, professional and student public, taking into account the interdisciplinary nature of the activity,
 - e) creates partnerships for the advancement of neuroscience, consumer neuroscience and related fields and disciplines at national and international levels,
 - f) carries out other tasks in relation to trends and needs in theory and practice.
7. The Centre for International Trade and Entrepreneurship as part of VIOUP:
- a) provides seminars and training for companies and employees in the field of international trade and entrepreneurship,
 - b) provides the preparation of foreign trade and territorial analyses, strategic documents and expert studies in the field of international and foreign trade for the decision-making and entrepreneurial spheres,
 - c) carries out scientific and research activities implemented through projects,
 - d) conducts targeted export seminars focused on markets of particular interest and territories with high potential for economic growth from the perspective of the Slovak economy,
 - e) provides search and analysis of business opportunities, search and verification of suitable partners, development of databases of potential foreign contacts,
 - f) provides training in the process of training economic diplomats,
 - g) provides practical information and assistance on problems with the implementation of export/import,

- h) serves as a platform for professional practice of students of the Department of International Trade.
- 8. The members of VIOUP are:
 - a) researchers,
 - b) university teachers,
 - c) other members of staff working under a contract of employment
 - d) external associates.
- 9. VIOUP is directed by the Dean of the Faculty. In his/her absence, he/she shall be fully represented by the Vice-Dean for Science and Doctoral Studies.

Article 12. Leading employees of the Faculty

1. The leading employees of the Faculty are the Secretary of the Faculty, Heads of Departments and Heads of Departments' Units.
2. The positions of the leading employees of the Faculty are filled by a selection procedure in accordance with the Internal Regulation of the EU in Bratislava "Principles of Selection Procedure for Filling the Positions of University Teachers, Positions of Researchers, Positions of Professors and Associate Professors and Positions of Leading Employees of the EU in Bratislava" (hereinafter referred to as the "Principles of the Selection Procedure").
3. On the basis of a single selection procedure, the Dean of the Faculty may agree with the candidate for the post of the Head of Department and the Head of Unit of the Department, who ranked first in the selection procedure, the performance of the post for a maximum of four years.
4. The position of leading employee may be filled without competition only until the position of leading employee has been filled by competition in accordance with the competition policy, for a maximum period of six months.
5. The performance of the function of a leading employee, unless the function of a leading employee is a separate position within the meaning of the organisational structure of the Faculty, always follows the duration of the employment contract for the position of the Faculty's employee who filled the position of a leading employee on the basis of a selection procedure.
6. If the period of performance of the function of a leading employee of the Faculty exceeds the duration of his/her employment as an employee of the Faculty, the period of performance of the function of a leading employee may be extended on the basis of a single selection procedure for filling the function of a leading employee. This extension shall be for a maximum period determined by the outcome of the competition for the function of a leading employee. Extension of the period of office shall be conditional on successful

completion of the selection procedure for filling the Faculty's post and the subsequent establishment of the Faculty's employment contract.

7. In the performance of their duties, the leading employees are obliged to observe the basic duties of leading employees in accordance with the Internal Regulations of the EU in Bratislava and the laws applicable to the performance of the employee.
8. The leading employees are responsible to the Dean of the OF EU in Bratislava for the performance of the tasks of their subordinate staff members, as well as for the economical use of the financial and material resources entrusted to them

**Article 14. Cooperation of the Faculty with state administration bodies,
with social organisations, with pedagogical and scientific institutions and with practice**

1. The Dean of the Faculty, the Vice-Deans of the Faculty and the leading employees of the Faculty, to the extent stipulated by the Statute of the EU in Bratislava and the Statute of the Faculty of Commerce of the EU in Bratislava, shall negotiate on behalf of the Faculty with the central bodies of the state administration as follows:
 - a) the Dean at all levels,
 - b) the Vice-Deans up to the level of Secretary of State of the relevant central authorities
 - c) the Secretary up to the level of section directors
2. The Vice-Deans and leading employees are obliged to inform the Dean without delay about the results of the meeting

Article 15. Final provisions

1. Tento organizačný poriadok schválil Akademický senát OF EU v Bratislave v Bratislave dňa 22. 5. 2023 a nadobúda platnosť a účinnosť dňa 22. 5. 2023. These Organizational Regulations were approved by the Academic Senate of the OF EU in Bratislava on May 22, 2023 and comes into force and effect on May 22, 2023.
2. On the date of entry into force of these Organizational Regulations of the Faculty, the Organizational Regulations of the OF EU in Bratislava approved at the meeting of the Academic Senate of the OF EU in Bratislava on January 31, 2023 with effect from February 1, 2023 shall cease to be valid and effective.

.....
doc. Mgr. Elena Kašťáková, PhD.
The Chairwoman of the Academic Senate
of the Faculty of Commerce
of the University of Economics in Bratislava

.....
doc. Ing. Peter Drábik, PhD., MSc.
The Dean of the Faculty of Commerce
of the University of Economics in Bratislava