



**UNIVERSITY OF ECONOMICS  
IN BRATISLAVA**

INTERNAL REGULATION  
OF THE ECONOMIC UNIVERSITY IN BRATISLAVA

No. A/3/2022

**Rules of Procedure of the Academic Senate of the  
University of Economics in Bratislava**

**2022**

The Academic Senate of the University of Economics in Bratislava (hereinafter also referred to as the "UEBA AS" or "Senate") issues, in accordance with Article 15(1)(i) of the Act No. 131/2022 Coll. on Universities and on amendments and supplements of certain laws as amended (hereinafter also referred to as the "Universities Act"), this Rules of Procedure of the Academic Senate of the University of Economics in Bratislava (hereinafter also referred to as the "Rules of Procedure").

## **Article 1**

### **Introductory Provisions**

- (1) These Rules of Procedure regulate the method of establishment and scope of powers of Senate bodies, meeting preparation and convocation, course of meetings, method of adopting Senate resolutions, organizational and technical arrangements concerning Senate activities as well as any other rules governing Senate organization and activities.
- (2) The Rules of Procedures are binding on Senate members, members of Senate bodies and guests attending Senate meetings.
- (3) The UEBA AS is a body of academic self-administration of the University of Economics in Bratislava (hereinafter also referred to as the "UEBA"). The competence of the UEBA AS is governed by Article 9 of the Universities Act and by the UEBA Statute.
- (4) UEBA AS meetings are public. A Senate meeting shall be deemed public also in the event that the UEBA provides for its public live transmission.
- (5) Senate meetings are usually held by way of personal attendance of its participants. Senate meetings may also be held by way of a videoconference or by any other means of IT and communication technology without Senate members being physically present, including voting by secret ballot, if technical arrangements allow such a procedure.

## **Article 2**

### **UEBA AS Bodies**

- (1) The bodies of the UEBA AS are: Chair of the Senate, Vice-Chairs of the Senate, Presidium of the Senate, Senate Committees and Secretary of the Senate.
- (2) The term of office of the Senate bodies shall be identical with the term of office of Senate members.
- (3) The work of the UEBA AS is governed by the Chair of the Senate.
- (4) The Presidium of the UEBA AS is made up of the Chair and two Vice-Chairs. The First Vice-Chair comes from the employee section of the Senate; the Second Vice-Chair from the student section of the Senate. The Chair is deputised by the First Vice-Chair. The Presidium of the UEBA AS shall draw up a plan of the Senate's activities for the respective calendar year.
- (5) The Secretary of the Senate is the executive body of the UEBA AS. The Secretary of the Senate is not a UEBA AS member. The Secretary of the Senate shall provide for clerical and

organisational activities related to the Senate's work. Conditions for his/her work shall be provided for by the Rector of the UEBA.

- (6) The Senate shall establish the Electoral Committee of the Senate as a permanent committee thereof.
- (7) If need be, the Senate may establish ad-hoc committees. The committee chair shall be a member of the UEBA AS elected by Senate members; committee members may also include other members of the UEBA academic community.
- (8) The exercise of Senate members' office shall terminate:
  - a) upon the expiry of the term of office,
  - b) upon the expiry of Senate membership,
  - c) by resigning from the office, and
  - d) by removal from the office.
- (9) A Senate member may resign from the Senate member's office by a written declaration in paper form addressed to the Chair of the Senate; the Chair shall notify this fact without undue delay to the Senate members and to the Chair of the Senate of the faculty, or any other UEBA constituent part which the relevant Senate member represented.
- (10) In the performance of the Senate member's duties, the Senate member cannot be represented by a proxy.

### **Article 3**

#### **UEBA AS Constituent Meeting for New Term of Office**

- (1) The constituent meeting of the Senate for a new term of office shall be convened by the previous Chair of the UEBA AS, or if absent, by the First Chair of the previous UEBA AS elected for the Senate's employee section so that the meeting takes place between the first and the fifteenth day of the start of the term of office of the Senate members elected in the vote. Organisational arrangements for the constituent Senate meeting in the new term of office shall be provided for by the previous UEBA AS Chair in cooperation with the Secretary of the Senate.
- (2) The constituent Senate meeting shall be opened and until the election of a new UEBA AS Chair conducted by the previous UEBA AS Chair or the First Vice-Chair of the previous UEBA AS elected for the UEBA AS employee section.
- (3) At its constituent meeting, the UEBA AS shall elect the Chair of the Senate, First Vice-Chair of the Senate, Second Vice-Chair of the Senate, Senate representative in the Council for Higher Education and Secretary of the Senate. The UEBA AS student section shall elect the UEBA's representative in the Student Council for Higher Education.
- (4) The Secretary of the Senate shall be elected by the UEBA AS from among members of the UEBA academic community.
- (5) The method of electing and dismissing the Chair of the Senate, Vice-Chair of the Senate, Senate representative in the Council for Higher Education and Secretary of the Senate is governed by the internal regulation Principles of UEBA AS Elections.

## **Article 4**

### **Further UEBA AS Meetings**

- (1) UEBA AS meetings shall be convened by the Chair of the Senate, or the Vice-Chair entrusted by the Chair.
- (2) Ordinary UEBA AS meetings are held usually once in a quarter.
- (3) At the request of the UEBA Rector, the Chair of the UEBA AS shall be obliged to immediately, but in any case, no later than 14 days, convene a Senate meeting. Should the Chair of the UEBA AS fail to do so, the Senate meeting shall be convened by the UEBA Rector.
- (4) An extraordinary meeting of the UEBA AS may also be convened at the initiative of the Chair of the Senate or at the request of at least one quarter of all Senate members.
- (5) The UEBA Rector, or, on his behalf, a UEBA Prorector or UEBA Quastor, shall have the right to speak in a Senate meeting in accordance with these Rules of Procedures any time they ask to do so.
- (6) If needed, the Chair of the UEBA AS may decide on inviting additional members of the UEBA AS academic community as well as any other guests to a Senate meeting.
- (7) UEBA AS meetings are convened at least 7 calendar days in advance. Along with the invitation, each Senate member will also receive the documents that are the subject of discussion at the meeting. The documents not provided to UEBA AS members within the deadline as set may only be put on the agenda, if so approved by a simple majority of the UEBA AS members present.
- (8) Senate meetings shall be conducted, and their agenda proposed, by the Chair of the UEBA AS and in his/her absence by the First Vice-Chair of the Senate.
- (9) Individual points on the agenda shall usually be discussed based on written supporting documents. The supporting documents shall be submitted by the proposer demanding the discussion thereof no later than 8 days prior to the Senate meeting.
- (10) Proposers having the right to submit documents for EUBA AS meetings shall be, in particular:
  - a) UEBA Rector, or Pro-Rector/Quaestor acting on behalf of the Rector,
  - b) Deans of UEBA faculties,
  - c) Chair of the Senate,
  - d) Chairs of the Senate Committees,
  - e) members of the Senate, and
  - f) Chair of the UEBA Board of Governors.

- (11) In some instances, the submission of a written supporting document concerning a certain point on the Senate meeting's agenda may be refrained from, subject to the consent of the Chair of the Senate or UEBA AS members.
- (12) At the beginning of a Senate meeting, UEBA AS members shall have the right to present amendments to the agenda. The UEBA Rector or any representative authorised by the Rector shall also have the right to present amendments to the agenda.
- (13) The proposed agenda and any amendments thereof shall be put to the vote.
- (14) The proposals shall be voted on in the order in which the proposals were submitted.
- (15) Should there be any observations, amendments or counter-proposals concerning the respective proposal, the voting procedure shall be as follows:
  - a) if the proposer accepts the observations, amendments or counter-proposals concerning his/her proposal, or if he/she withdraws the proposal in favour of a counter-proposal, only the proposal amended in this manner shall be voted on.
  - b) if the proposer does not accept the observations or amendments, the undisputed part of the proposal shall be voted on first; the disputed part shall be put to the vote in such a way that the observations and amendments are voted on first individually, in the reverse order in which they were made,
  - c) if any counter-proposal(s) have been submitted, they are voted on individually, in the reverse order in which they were made; if none of the counter-proposals have been approved, the original proposal shall be put to the vote.
- (16) A debate shall be held on each point on the agenda. Introductory words on each matter under discussion shall be spoken by the Chair or by the proposer. In the debate senate members are allowed to present amendments to the matter submitted.
- (17) The debate is also open for the invited members of the UEBA academic community.
- (18) Should the UEBA AS resolve in the course of the meeting that a supporting document concerning a certain agenda point is insufficient, the debate shall be terminated.
- (19) The proposer may modify or amend his/her proposal based on the amendments presented in the debate, or withdraw the proposal from the Senate's meeting.
- (20) The proposer shall speak at the end of the debate should he himself ask to do so.
- (21) The termination of the debate shall be proposed by the Chair of the Senate, or Vice-Chair of the Senate.
- (22) If need be, but in any case, no less than once in an academic year, the UEBA AS Chair shall convene the gathering of the entire UEBA academic community dedicated to the information on the Senate's activities and public review of the most important issues facing the UEBA.
- (23) The Senate shall also post its activity report for the previous calendar year at a publicly accessible location and publish it on the UEBA website for a period of at least four years.

## **Article 5**

### **Rights and Duties of UEBA AS Members**

- (1) The UEBA AS and the members thereof are answerable for their activities to the UEBA academic community. In exercising their offices, Senate members are only bound by their conscience, generally binding legal regulations and internal regulations issued by the University of Economics in Bratislava, while respecting the interests of the University of Economics in Bratislava as a whole.
- (2) A UEBA AS member shall have the right:
  - a) to submit, via the Chair of the Senate or Vice-Chairs of the Senate, proactive proposals falling under the Senate's scope of authority; the proposals shall be submitted in writing and in time so that they could be sent to Senate members along with an invitation to the nearest Senate meeting where such proposals are to be discussed; the proposals cannot be adjourned without being discussed first.
  - b) to ask UEBA academic officials and the UEBA Quaestor questions concerning all areas of life at the UEBA; the questions may be submitted either in writing via the Chair of the Senate or Vice-Chairs of the Senate in the period between two Senate meetings, or orally directly in a Senate meeting. The UEBA Rector shall be obliged to give answers to such questions (in written or oral form) in or before the Senate meeting which immediately follows the Senate meeting where such questions were raised. The right to ask questions via UEBA AS members may also be exercised by other members of the UEBA academic community.
  - c) to submit amendments in the debate on the proposal under discussion,
  - d) to vote on the proposals submitted, and
  - e) to resign from the post of the Senate member.
- (3) The basic duty of a Senate member is to participate in the Senate's work. If a Senate member cannot attend a Senate meeting, or leaves a Senate meeting early, the Senate member shall be obliged to excuse himself/herself to the Chair of the Senate or Secretary of the Senate.

## **Article 6**

### **Quorum and Voting in UEBA AS**

- (1) The UEBA AS constitutes a quorum, if a two-third majority of all Senate members is present.
- (2) When assessing the quorum in the Senate, the total number of Senate members shall also include vacant seats.
- (3) In respect of the matters referred to in Article 9(1)(d) and 9(1)(h) of the Universities Act and in electing and dismissing Senate officials, the UEBA AS shall decide by secret ballot.

- (4) As regards any other matters referred to in Article 9(1) of the Universities Act, the Senate shall decide by secret ballot, if the Senate rules on voting in the respective matter by secret ballot. Otherwise the Senate shall decide by public vote.
- (5) UEBA AS voting in regard to electing a candidate to the office of the UEBA Rector and in regard to the motion to remove the Rector from office shall be governed by the internal regulation Principles of Electing Candidate to Office of Rector of Economic University in Bratislava and Adopting Motion for Rector's Removal from Office.
- (6) UEBA AS voting in regard to electing and dismissing Senate officials shall be governed by the internal regulation Principles of UEBA AS Elections.
- (7) A resolution on the matters referred to in Article 9(1)(i) of the Universities Act shall be adopted, if voted for by at least two thirds of all Senate members.
- (8) As regards all other instances, the resolution shall be adopted, if voted for by the absolute majority of all Senate members, or the respective section thereof.
- (9) The motion not adopted by the UEBA AS shall be referred back to the proposer for revision and shall be discussed again at the next UEBA AS meeting.
- (10) The UEBA AS manifests its will by way of resolutions.
- (11) The resolution must be stated in the minutes from the respective UEBA AS meeting.

## **Article 6a**

### **Per Rollam Voting**

- (1) In urgent and justified cases, the Chair of the Senate may request Senate members to adopt a resolution outside a Senate meeting by per rollam voting.
- (2) The Chair of the Senate shall send all Senate members the documents, along with the motion for resolution, in electronic form via the Secretary of the Senate, or Vice-Chair of the Senate, and shall set the voting deadline.
- (3) In order for a resolution of the Senate to be validly adopted, a two-third majority of all Senate members shall take part in the per-rollam voting, and the absolute majority of all Senate members shall agree to the motion for resolution. The consent in electronic form must be manifestation of a Senate member's will without reasonable doubt.
- (4) Minutes shall be taken of a per-rollam voting, containing the motion for resolution and the results of votes, if the resolution was adopted. The minutes shall be signed by the Chair of the Senate. A record of the vote of individual Senate members shall be annexed to the minutes.
- (5) Per rollam voting may not be used to vote on
  - a) matters falling under the competence of the UEBA AS according to the Universities Act, and
  - b) proposals for, and election of, Senate officials.

## **Article 7**

### **Minutes of UEBA AS Meeting**

- (1) The proceedings of each Senate meeting shall be entered into a written record by way of minutes.
- (2) The minutes of the Senate meeting shall be taken by the Secretary of the UEBA AS. The correctness of the minutes shall be verified with their signatures by the Chair of the Senate and two verifiers elected at the UEBA AS meeting.
- (3) The minutes of the Senate meeting shall be delivered electronically to all UEBA AS members and the UEBA Rector.
- (4) The minutes of the Senate meeting shall be displayed on the Senate's official notice board and on the UEBA website.
- (5) A necessary correction may be made in the minutes upon the motion of a UEBA AS member at the next Senate meeting; the correction of the minutes in regard to disputed points shall be voted on by the UEBA AS.
- (6) Minutes, written records as well as any and all written supporting documents shall be archived at the UEBA AS office. Each member of the UEBA academic community shall have the right to peruse the above-mentioned documents on the spot.

## **Article 8**

### **UEBA AS Electoral Committee**

- (1) Only Senate members are allowed to become members of the Senate's Electoral Committee.
- (2) The Senate's Electoral Committee shall, in particular:
  - a) manage secret ballot procedure at Senate meetings,
  - b) decide disputed cases regarding Senate members' term of office,
  - c) verify motions to appoint candidates to the Board of Governors of the University of Economics in Bratislava, and
  - d) submit to the Senate motions to adopt relevant measures in cases where the academic senate of the respective faculty acts in contravention of laws, any other generally binding legal regulations or internal regulations of the UEBA or of the respective UEBA faculty, or where the academic senate of the respective faculty exercises its competences in a makeup that is in contravention of the Universities Act or internal regulations of the respective UEBA faculty.
- (3) The Electoral Committee shall have five members, of which two are representatives of the Senate's student section. In their first meeting, the members of the Electoral Committee shall



elect their chair from the employee section of the Senate. The chair of the Committee shall direct the activities of the Electoral Committee during its term of office, which is identical with the Senate's term of office.

## **Article 9**

### **Election, Appointment and Removal from Office of Members of UEBA Board of Governors**

- (1) The number of members of the UEBA Board of Governors is determined by the UEBA Statute. The UEBA AS shall elect and dismiss half of the members of the UEBA Board of Governors; the UEBA AS student section shall elect and dismiss such number of members of the UEBA Board of Governors as determined by the UEBA Statute. The UEBA AS student section must constitute a quorum in the election. The election shall always be conducted at a UEBA AS meeting.
- (2) Only persons compliant with the requirements of Article 40(3) of the Universities Act may be elected members of the UEBA Board of Governors. The office of a member of the UEBA Board of Governors is incompatible with offices referred to in Article 40(4) of the Universities Act.
- (3) The UEBA AS declares the election of members of the UEBA Board of Governors by way of a resolution in which the Senate shall determine:
  - a) details concerning submission of candidate proposals for membership in the UEBA Board of Governors,
  - b) deadlines for submission of candidate proposals for membership in the UEBA Board of Governors, and
  - c) date for the holding of the election of candidates for membership in the UEBA Board of Governors.
- (4) Submission of candidate proposals for membership in the UEBA Board of Governors shall be regulated by Article 40 of the Universities Act.
- (5) The UEBA AS Electoral Committee shall verify fulfilment of the requirements under Article 40(3) of the Universities Act in respect of all candidate proposals.
- (6) From the candidate proposals delivered, the UEBA AS shall elect the relevant number of members of the UEBA AS Board of Governors by secret ballot.
- (7) A UEBA AS member shall indicate his/her vote by circling sequential numbers of candidates for such number of candidates that must not exceed the number of members of the UEBA AS Board of Governors to be elected. Ballots marked in any other manner shall be invalid. Candidates with the largest number of votes shall be elected members of the UEBA Board of Governors. If there are several candidates with the same number of valid votes, the validly elected candidate shall be decided in a re-election. If such candidates win the same number of votes even in a re-election, the member of the UEBA Board of Governors shall be determined by lot drawn by the UEBA Electoral Committee.

- (8) After the election the UEBA AS shall hold a public hearing of the candidates. The date of the public hearing of the candidates for membership in the UEBA Board of Governors and particulars concerning its course shall be determined by the UEBA AS Electoral Committee. The UEBA AS may combine the public hearing of the candidates for membership in the UEBA Board of Governors elected by the Senate with the public hearing of the candidates selected by the Minister of Education, Science, Research and Sports of the Slovak Republic (hereinafter also referred to as the "Minister").
- (9) Following the public hearing of the candidates, the UEBA AS Chair shall submit the proposal of candidates elected by the UEBA AS to the Minister for comment. Should the Minister fail to provide comment on the proposal within 30 days of the date of submission thereof, it shall be deemed that the Minister has provided comment. After the lapse of the above-mentioned period, the UEBA AS shall confirm or not confirm the election of members of the UEBA Board of Governors in a secret ballot; a valid resolution confirming or not confirming the election of a member of the UEBA Board of Governors shall require a simple majority of the UEBA AS members present. If the UEBA AS does not confirm the election of a candidate, the procedure under this paragraph hereof shall be repeated using the originally submitted proposals.<sup>1</sup>
- (10) Following the public hearing of the candidates selected by the Minister, the UEBA AS shall provide comment on the candidate proposal(s) for membership in the UEBA Board of Governors appointed by the Minister, by way of a resolution. A valid resolution concerning comment on the candidate proposal for membership in the UEBA Board of Governors shall require the consent of a simple majority of the UEBA AS members present. Should the UEBA AS fail to provide comment within 30 days of the date of submission of the proposal, it shall be deemed that the UEBA AS has provided comment.<sup>2</sup>
- (11) The term of office for members of the UEBA Board of Governors shall be five years. Members of the UEBA Board of Governors for the next term of office shall be elected by the UEBA AS so that the new members are confirmed no later than 30 days prior to the expiry of the term of office of the old members; the term of office for the new members shall start running on the day following the day of expiry of the old members' term of office.
- (12) If membership of any member of the UEBA Board of Governors elected by the UEBA AS expires, or if, due to a change in the number of UEBA AS members, the number of the members of the UEBA Board of Governors is modified, the UEBA AS shall adjust the number of members of the UEBA Board of Governors in accordance with the UEBA AS Rules of Procedure without undue delay so that the makeup of the UEBA Board of Governors as defined by the UEBA Statute is preserved.
- (13) A member of the UEBA Board of Governors may be dismissed from office only by whoever voted or appointed him/her into office. The reasons for removal of a member of the UEBA Board of Governors are regulated by Article 40(9) of the Universities Act.
- (14) The motion for removal of a member of the UEBA Board of Governors elected by the UEBA AS may be submitted by at least one fifth of all UEBA AS members; the motion for removal of a member of the UEBA Board of Governors elected by the UEBA AS student section may be submitted by at least one fifth of the members of the UEBA AS student section.
- (15) In order for a resolution on the motion for removal from office of a member of the UEBA Board of Governors elected by the UEBA AS to be valid, the consent of a simple majority of the

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<sup>1</sup> Article 40(5) of the Universities Act

<sup>2</sup> Article 40(5) of the Universities Act

UEBA AS members present is required; in order for a resolution on the motion for removal from office of a member of the UEBA Board of Governors elected by the UEBA AS student section to be valid, the consent of a simple majority of the UEBA AS student section members present is required. The UEBA AS student section must constitute a quorum in the voting.

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## **Article 10**

### **Final Provisions**

- (1) These Rules of Procedure of the Academic Senate of the University of Economics in Bratislava was approved by the Academic Senate of the University of Economics in Bratislava on 23 September 2022 and shall become valid and effective on the afore-mentioned day.
- (2) The Rules of Procedure of the Academic Senate of the University of Economics in Bratislava approved by the UEBA Academic Senate on 19 November 2020 shall be repealed on the effective date of these Rules of Procedure.

Bratislava, on this 23<sup>rd</sup> day of September 2022

prof. Ing. Helena Majdúchová, CSc.

Chair of UEBA AS