

UNIVERSITY OF PRESOV

**ORGANIZATIONAL RULES of
the University of Presov**

2011

Organizational rules of the University of Presov

Pursuant to § 15 section 1 letter e) of Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments and Additions to Certain Acts, as amended, after approval by the Academic Senate of the University of Presov, are issued following

o r g a n i z a t i o n a l r u l e s

First part Basic provisions

Art. 1 Introductory provisions

1. Organizational rules of the University of Presov (hereinafter referred to as “organizational rules”) following the Statute of the University of Presov (hereinafter referred to as “the university”) regulate in more detail:
 - a) organizational structure of the university,
 - b) position and scope of the university and its units,
 - c) rights and duties of the managing employees of the university,
 - d) organizational relations.
2. Organizational rules are binding for all employees of the university and for employees performing work based on agreements on work performed outside the employment relationship.

Art. 2 Basic data

1. The name of the university is the University of Presov, in Latin language Universitas Presoviensis and in English language the University of Presov.
2. The seat of the university is Presov.

3. The university was established by the Act No. 361/1996 Coll. on the division of the University of Pavol Jozef Šafárik in Košice on January 1, 1997.
4. For operational needs it is possible to use the abbreviation UP.

Second part

Basic organizational structure of the university

Art. 3

Organizational structure

The university is divided into following units :

- a) faculties,
- b) university-wide workplaces,
- c) purpose-built facilities,
- d) specialized workplaces,
- e) specialized teaching facilities (hereinafter referred to as “units”).

Art. 4

Faculties

The following faculties are established at the university:

- a) Faculty of Arts (FF)
- b) Greek-Catholic Theological Faculty (GTF)
- c) Faculty of Humanities and Natural Sciences (FHPV)
- d) Faculty of Management and Business (FMEO)
- e) Faculty of Education (PF)
- f) Faculty of Orthodox Theology (PBF)
- g) Faculty of Sports (FŠ)
- h) Faculty of Health Care (FZO)

Art. 5

University-wide workplaces

The following university-wide workplaces are established at the university:

- a) Centre of Competencies and Lifelong Learning (CCKV PU)
- b) The Centre of Computer Technologies (CVT PU)
- c) Rectorate (RPU)
- d) Student's Service and Information Centre (UNIPOCENTRUM PU)
- e) University Library (UL UP)
- f) Institute of Ruthenian language and culture (URJK PU)
- g) Institute of Asian Studies (UAS PU)
- h) University of Presov Publishing House (V PU)
- i) Institute of Romani studies (URS PU)

- j) The Institute of Hungarian language and culture (UMJK PU)
- k) The Centre of Excellence of the Animal and Human Ecology
- l) The Centre of Excellence of Socio-Historical and Cultural-Historical Research

Art. 6

Purpose-built facilities

The following purpose-built facilities are established at the university:

- a) University-wide educational, training, and recreational Centre Domaša (CED Domaša)
- b) University grounds Pod Kalváriou
- c) Sports complex
- d) Sports hall Pod Kamennou baňou
- e) Multifunctional sports playground
- f) Student Halls of Residence and dining hall
- g) Purpose-built facility Batizovce
- h) Purpose-built facility Lodenica Zemplínska Šírava

Art. 7

Specialized workplaces

- 1. Theological seminaries and specialized teaching facilities operate at the university:
 - a) Greek-Catholic priestly seminary of blessed bishop Pavol Peter Gojdič
 - b) Orthodox priestly seminary
- 2. Further specialized teaching facilities are established by special agreements concluded in accordance with Act No. 131/2002 Coll. on Higher Education Institutions and on Amendments and Additions to Certain Acts, as amended, (hereinafter referred to as “Act”).

Third part

Position and scope of the university and its units

Art. 8

The legal position of the university and its units

- 1. The university is a legal entity. In legal relations, it acts on its own behalf and has the responsibility resulting from these relations.
- 2. The statutory body of the university is the rector. The scope of authorizations of other bodies and employees to act on behalf of the university is defined by legal regulations, by the Statute of the University of Presov (hereinafter referred to as “the statute”), by these organizational rules and by the rector's authorization.
- 3. Units of the university have no legal subjectivity.

Art. 9
Scope of the university

1. The university is a public-legal and self-governing institution. Its self-governing scope includes:
 - a) internal organization,
 - b) determining the number of admitted study applicants, determining the conditions of admission to study and making decisions in the admission procedure,
 - c) creation and realization of study programmes,
 - d) organization of the study,
 - e) decision-making in matters related to the academic rights and duties of students,
 - f) determining the focus and organizing of research, developmental, artistic, and other creative activities,
 - g) creating, changing, and cancelling labour-legal relations and determining the number and structure of jobs at the university,
 - h) awarding the scientific-pedagogical title “assistant professor” and “professor”,
 - i) cooperation with other universities, with other legal persons and natural persons, including those from abroad,
 - j) election of members of the university's academic self-governing bodies,
 - k) management of the university and management of its property,
 - l) determining the amount of the student contribution to cover a part of the study costs and study-related fees.

Art. 10
Faculties' activity on behalf of the university

1. The bodies of academic self-government of a faculty have a right to decide and act on behalf of the university in these matters related to education:
 - a) determining other conditions for admission to study and making decisions in the admission procedure for study programmes carried out at the faculties,
 - b) creation of new study programmes at the faculty in accordance with the long-term strategy of the university,
 - c) implementation of accredited study programmes at the faculty,
 - d) deciding on matters related to the academic rights and duties of students enrolled in studies according to the study programmes carried out at the faculty,
 - e) determining the number of admitted applicants for study programmes carried out at the faculty in accordance with the total number of students admitted to the faculty determined by the rector,
 - f) organization of study in accordance with the statute and Study Regulations of the University of Presov (hereinafter referred to as “university study regulations”).
2. The following also belong to the self-governing scope of a faculty:
 - a) internal organization of a faculty in accordance with organizational rules,
 - b) organization of study in accordance with the statute and with university study regulations
 - c) determining the focus and organizing of the research, development, artistic, or other creative activity,
 - d) deciding on the right of faculty students to be awarded a social scholarship,
 - e) election of members of a faculty's academic self-governing bodies,

- f) managing the funds allocated to a faculty by the university and the funds otherwise obtained by a faculty for the fulfilling of its tasks; a faculty also comments on the management of property that serves to fulfil its tasks,
- g) performing business activities.

Fourth part

Units of the university

Art. 11

Faculties

1. Faculties are basic units of the university. Their main role is to participate in fulfilling of university's roles, provide education in accredited study programmes and to perform scientific, research, development or other creative activity in accordance with the faculty's focus.
2. The representative of a faculty is a dean, who manages it and acts in its matters. On behalf of the university, the dean acts in matters defined by the law, by the university statute and by the authorization of the rector.
3. The scope of a faculty to decide and act on behalf of the university is defined by law, the university statute and these organizational rules.
4. The details on the faculty's position, its self-governing bodies, workplaces, organizational structure, economy and conditions of study and labour-legal relations are defined by internal regulations of a faculty issued in accordance with the law and with the internal regulations of the university. Internal regulations of theological and orthodox faculties are submitted to the senate to be approved after the statement of the corresponding church, in accordance with internal regulations of the church.

Art. 12

University-wide workplaces

1. University-wide workplaces are centres, institutes, and other workplaces for pedagogical, research, scientific, development, artistic, and economic-administrative activity and for providing of information services.
2. University-wide workplaces have no legal subjectivity. They are established, united, divided and cancelled by the rector after the statement of the Academic Senate of the University of Presov (hereinafter referred to as "senate").
3. The directors of the university-wide workplaces are appointed by the rector on the basis of results of selection procedure. The directors are also removed from their functions by the rector. The directors are responsible for their activity to the rector, for the economic matters to the bursar.

4. The internal regulation of the university-wide workplace, issued by the rector after the discussion in the senate, defines the scope of the university-wide workplaces, their organizational structure, position, main roles, and management principles.

Art. 13

Purpose-built facilities

1. Purpose-built facilities are units of the university established to ensure cultural and sports activity, accommodation and catering services, mainly for the members of the university's academic community, for other employees of the university or for ensuring the operation of the university.
2. The departments of the rectorate, which belong to the institute directed by the bursar, ensure the administration of the purpose-built facilities in a service way.
3. The rector appoints the directors of the purpose-built facilities on the basis of results of selection procedure. The directors are also removed from their functions by the rector. The directors are responsible for their activity to the rector, for the economic matters to the bursar.
4. The internal regulation of the purpose-built facility, issued by the rector after the discussion in the senate, defines their organizational structure, position, scope, main roles and management principles.

Art. 14

Theological seminary

1. Theological seminary is a specialized workplace of the university, where university education and education of students towards values supported by the corresponding church, in accordance with internal regulations of that church, takes place.
2. Theological seminary has its own internal regulation, which is issued by the rector of the university, after the discussion in the senate and after the approval of the corresponding church.

Fifth part

Bodies of the university, managers

Art. 15

Rector

1. The rector is a statutory body of the university; he/she manages it, acts on its behalf and represents it externally.

2. The scope and competences of the rector are defined by § 10 of the Act.
3. The rector is responsible mainly for the:
 - a) elaboration and realization of the long-term strategy of university development,
 - b) concept of development of the educational and scientific-research activity,
 - c) foreign cooperation.
4. The rector fulfils other tasks, mainly:
 - a) according to his authorization he manages deans, vice-rectors, bursar, directors of university-wide workplaces, purpose-built facilities and rectors of theological seminaries; the rector checks their activity and imposes measures to eliminate the deficiencies,
 - b) he manages the control department, legal department, department of human resources and civil defence department,
 - c) he issues further organizational and directing regulations, which are in accordance with general binding and legal regulations and the statute and they serve to define the activity, organization, and management of the university,
 - d) he appoints managing employees of the university to their functions,
 - e) he creates, makes changes, and cancels labour-legal relations according to the rector's measure.
5. The rector is represented, according to the scope defined by himself, by the vice-rectors and bursar.

Art. 16 **Rector's advisory bodies**

1. The rector's permanent advisory bodies are:
 - a) rector's collegium,
 - b) university management board.
2. The rector's collegium is a permanent advisory body of the rector, which discusses all major issues concerning the activities of the university. Its members are composed of the rector, vice-rectors, bursar, deans of faculties, the Chair of the academic senate and other members as decided by the rector.
3. The university management board is a narrower advisory body of the rector, consisting of the rector, vice-rectors, bursar and the Chair of the senate. At the discretion of the rector, it shall deal expeditiously with urgent university matters requiring collective assessment.

Art. 17 **Rector's expert committees**

1. As additional advisory bodies, the rector establishes professional permanent or temporary bodies, committees and working groups for the purpose of preparing and assessing documents on fundamental issues of the university's work. The members of these

committees are appointed by the rector from the university employees, university students and experts from practice.

2. The permanent expert committees are:
 - a) claims committee,
 - b) property liquidation committee.
3. The claims committee is a permanent advisory body of the rector for assessing damages caused by university employees or university students or done to university employees and university students. The Chair of the committee and members of the committee are appointed from the university employees by the rector.
4. The property liquidation committee is the rector's permanent advisory body for the disposal of university property. The Chair of the committee and members of the committee are appointed from the university employees by the rector.

Art. 18 **Vice-Rectors**

1. Vice-rectors in a defined section of the university's activities:
 - a) act on behalf of the university in administrative matters, act in management and other relationships to the extent determined by the rector, statute and organizational rules,
 - b) coordinate the activities of vice-deans and directors of university-wide workplaces and special-purpose facilities within the framework of the competences, plans and instructions approved by the rector,
 - c) submit proposals for the development of activities in the section in which they represent the rector.
2. During the absence of the rector, he is represented in urgent matters by the first vice-rector designated by him. If the first vice-rector is absent, the vice-rector shall represent the rector according to the next order determined by the rector, always on the basis of a written mandate. Vice-rectors represent each other in a manner determined by the rector.

Art. 19 **Dean of the faculty**

1. The dean is the representative of the faculty, manages it, represents and acts in the affairs of the faculty.
2. The law, statute and internal regulations of the faculty determine the way of appointment, position, and competence of the dean.

Art. 20

Bursar

1. Bursar is a managing employee of the university, ensures and is responsible for the economic and administrative running of the university and acts on its behalf to the extent determined by the rector.
2. The bursar is appointed by the rector based on the results of the selection process. The rector has the right to dismiss the bursar. The bursar reports directly to the rector.
3. The bursar in particular:
 - a) ensures compliance with economic rules in the sense of valid legislative standards, internal regulations and instructions of the rector,
 - b) ensures compliance with financial and planning discipline,
 - c) provides socio-economic information for the decision-making activities of academic self-government bodies and university bodies,
 - d) is responsible for further education of the rectorate staff and for improving the quality of their qualification structure,
 - e) is responsible for the preparation and implementation of the financial and investment plan and material and technical support of the university,
 - f) is responsible for the efficient and effective use of subsidies and their accounting within the state budget and for managing the university's property within the scope of competences given by the rector,
 - g) is responsible for conducting analyses of the university's economic activities and for submitting annual reports,
 - h) manages the activity of the unit according to the organizational rules of the rectorate,
 - i) manages the investment activities,
 - j) manages the preparation and conduct of public procurement,
 - k) provides methodological guidance to the economic and administrative activities of faculty secretaries,
 - l) coordinates the salary policy of the university,
 - m) organizes and manages the performance and control of the economic and administrative operation of all workplaces and purpose-built facilities of the university.

Art. 21

Managing employees

1. To the managing employees of the university and the managing employees of the faculties belong:
 - a) bursar,
 - b) directors of university-wide workplaces and special-purpose facilities,
 - c) rectors of theological seminaries,
 - d) chief controller,
 - e) head of the human resources department, head of the economic department, head of the technical-operational department,
 - f) faculty secretaries,
 - g) heads of pedagogical, research, development and artistic workplaces of the faculty.

2. Managing employees listed in par. 1 letter a), b), c) are managed by the rector and are responsible for their activities to the rector, in economic matters to the bursar.
3. Faculty secretaries are subordinated directly to the dean of the relevant faculty.
4. The responsibility for the management of pedagogical, research and development workplaces of the faculties is regulated by the organizational rules of the faculty.
5. The chief controller and the head of the human resources department are subordinate to the rector, the head of the economic department and the head of the technical-operational department are subordinate to the bursar. Their status, rights and duties are regulated in the Organizational Rules of the Rectorate of the University of Presov and given in the job description.

Art. 22 Employees

1. To the employees of the university belong:
 - a) university teachers who work as professors, visiting professors, associate professors, assistant professors, assistants and lecturers,
 - b) researchers, artists and other employees.
2. Labour relations of employees are regulated by Act No. 131/2002 Coll. on Higher Education Institutions and on the Amendments and Additions to Certain Acts, as amended, by Act No. 552/2003 Coll. on the Performance of Work in the Public Interest, as amended, the Labour Code and Internal Regulations of the University.

Sixth part Organizational relations

Art. 23 Representation

1. During the absence of the rector, he is represented by vice-rectors according to the principles in Art. 19 par. 2 of these Organizational rules.
2. During the absence of the bursar, he is represented by an employee assigned by the rector.
3. The head of the workplace is represented by an employee assigned by the bursar.
4. Managing employees permanently define the mutual representation of individual employees in such a way as to ensure the smooth performance of tasks even in the absence of the represented person.

5. The represented person may reserve a decision on extremely important issues. The representative can condition the decision on such questions until the return of the represented person; if the nature of the matter allows it. If it is not possible to postpone the decision, he will request a decision from the relevant superior of the represented employee.
6. Managing employees may, in justified cases, delegate part of their authority and tasks to their subordinates in accordance with valid legal regulations. By delegating part of his authority, the relevant managing employee does not refuse responsibility for the performance of tasks.

Art. 24

Transfer and takeover of functions

1. When handing over the managing employee's job responsibilities, it is important to make a record about the state of the tasks realization in workplace, about employees, correspondence, files, about the state of financial resources and other property values. The handover document shall be signed by the employee who hands it over, employee who takes it over and by the superior managing employee.
2. A managing employee may request a handover document, when necessary, because of its importance, scope of material liability or other serious reasons.
3. When handing over a function associated with material liability, an extraordinary inventory is carried out.
4. The record of transfer of classified documents is governed by special regulations.
5. If the process of handover and take-over of the function does not take place within 14 days, the relevant managing employee shall decide on the next procedure.
6. An analogous procedure must be maintained when handing over job responsibilities during long-term representation (e.g. absence of an employee from work due to illness or injury).

Art. 25

Relations of managing employees to university units and other legal entities

1. Managing employees that are assigned to the rectorate, methodically manage and carry out routine control in the area determined by the workload of the workplace in relation to the faculties and other units of the university.
2. Managing employees and academic officials of the university act on behalf of the university with the Minister of Education, Science, Research and Sports, with other ministers and heads of central bodies of state administration and self-government as follows:
 - a) rector at all levels,

- b) vice-rectors and the bursar on the basis of the rector's mandate.
3. The bodies of the academic self-government of the faculties and the heads of the organizational units of the university may act on behalf of the faculty or another unit of the university with the Minister of Education, Science, Research and Sports, with other ministers and heads of other central state administration bodies to the extent authorized by the rector.
 4. Managing employees and academic officials of the university are obliged to inform the rector without undue delay about the results of the negotiations.
 5. Managing employees act externally towards other legal entities to the extent determined by their job description.

Seventh part

Final provisions

Art. 26

Final provisions

1. The Organizational Rules of the University of Presov dated October 1, 2004, as amended by Amendment No. 1 are cancelled.
2. The organizational plan of the University of Presov is attached to these Organizational rules.
3. These Organizational rules were approved by the Academic Senate of the University of Presov on December 12, 2011.
4. These Organizational rules shall come into force on the day of approval by the Academic Senate of the University of Presov and shall take effect on January 1, 2012.

In Presov, December 21, 2011

PaedDr. Helena Galdunová, PhD.
Chair of AS UP

prof. RNDr. René Matlovič, PhD.
Rector