VŠTE.
Vysoká škola technická
a ekonomická v Prešove

Regulation No. **14/2026**	**Internal Regulation of the Institute of Technology and Business in Prešov**

Directive VŠTE No. 14/2026 Organisational Rules

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Prepared by (submitted by)			Rector of VŠTE in Prešov (proposal under Section 31(2) of Act No. 300/2025 Coll.)		
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VŠTE.
Vysoká škola technická
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Organisational Rules

Institute of Technology and Business in Prešov

Directive VŠTE No. 14/2026 Organisational Rules (Smernica VŠTE č. 14/2026 Organizačný poriadok)

2026

Article 1 Introductory Provisions

The Organisational Rules of the Institute of Technology and Business in Prešov (hereinafter the "Organisational Rules") are issued by the Institute of Technology and Business in Prešov (hereinafter "VŠTE in Prešov") pursuant to Section 31(1)(f) of Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act) (hereinafter the "Act") as its internal regulation.

The Organisational Rules govern:

- a) the organisational structure of VŠTE in Prešov,
- b) the status of its organisational constituent parts and their mutual relations,
- c) the rights and obligations of the senior employees of VŠTE in Prešov,
- d) the principles of dealings with the bodies of state administration, self-government, the police and the judiciary.

The Organisational Rules are binding on all employees of VŠTE in Prešov, including those who perform work on the basis of agreements on work performed outside an employment relationship.

Article 2 Basic Data

The founder of the Institute of Technology and Business in Prešov is the company Vysoká škola technická a ekonomická v Prešove s. r. o., Company ID (IČO) 36 484 695, registered in the Commercial Register of the District Court Prešov, Section Sro, Insert No. 14027/P. Vysoká škola technická a ekonomická v Prešove s. r. o. is the legal person operating as a private higher education institution under Section 4(c) and Section 13(2) of the Act on the basis of the state approval granted by Resolution of the Government of the Slovak Republic No. 639 of 24 August 2005; the change of the name of VŠTE in Prešov was approved by the Government of the Slovak Republic on 4 December 2024 with effect from 7 March 2025.

The name of VŠTE in Prešov is Vysoká škola technická a ekonomická v Prešove (Institute of Technology and Business in Prešov).

The registered office of VŠTE in Prešov is Masarykova 22, 080 01 Prešov.

For operational purposes, the abbreviation "VŠTE in Prešov" ("VŠTE v Prešove") may be used.

Article 3 Organisational Structure

VŠTE in Prešov is a legal person.

The legal form of VŠTE in Prešov is a limited liability company.

The supreme governing and decision-making body of VŠTE in Prešov is the Board of Trustees of the private higher education institution (Section 26(1) of the Act).

The bodies of VŠTE in Prešov under Section 19(1) of the Act are the Rector, the Academic Senate (hereinafter the "Senate"), the Board of Trustees, the Scientific Board, the Bursar and the Disciplinary Committee for students (hereinafter the "Disciplinary Committee"). The powers of the Bursar under Section 29 of the Act are exercised by the Chancellor of VŠTE in Prešov (Article 7). A further body of VŠTE in Prešov under Section 19(3) of the Act is the Convent of VŠTE as the advisory body of the Rector for the internal quality assurance system; its status is governed by the Statute of the Convent of VŠTE (Štatút Konventu VŠTE). The composition, manner of establishment and powers of the bodies of VŠTE in Prešov are governed by the Act and by the Statute of VŠTE in Prešov.

The Chair of the Board of Trustees is the statutory representative of VŠTE in Prešov with powers delegated by the Statute of VŠTE in Prešov.

The organisational structure of VŠTE in Prešov consists of:

- a) the Office of the Chair of the Board of Trustees,
- b) the Office of the Chancellor,
- c) the Office of the Rector (Rectorate),
- d) the Departments and the Centre for Professional Language Training (hereinafter "COJP"),
- e) the Centre for Lifelong Learning (hereinafter "CCV"), whose organisation is governed by Directive No. 6/2025 Organisational Rules of the CCV.

The constituent parts of VŠTE in Prešov are the organisational units designated by the Statute under Section 32(1) of the Act; VŠTE in Prešov is not divided into faculties. If VŠTE in Prešov delivers a third-cycle study programme, it provides the part of studies under Section 64(4)(b) of the Act through a doctoral school as an organisational unit of VŠTE in Prešov or on the basis of an agreement on a joint doctoral school under Section 34 of the Act.

Article 4 Principles of Management of VŠTE in Prešov

The management system of VŠTE in Prešov is governed by the following principles:

1. Observance of legality. Employees are responsible, in the exercise of their function, for compliance with generally binding legal regulations.

2. Defence and protection of academic rights and freedoms. Employees, within their managerial and executive activities, consistently ensure the observance and promotion of academic rights and freedoms (Section 11 of the Act).

3. Elimination of conflicts of interest. Employees are obliged to avoid situations which may cause a conflict between their personal interests and the interests of VŠTE in Prešov and damage the interests and good name of the institution.

4. Principle of effectiveness and economy. Employees are obliged to continuously evaluate the effectiveness and economy of activities within their remit and to adopt effective measures leading to the elimination of any uneconomical conduct.

5. Single responsible manager. Each employee is directly subordinate to only one manager, who directs him or her and to whom he or she is also accountable for the fulfilment of assigned tasks. The manager acts independently towards his or her subordinate employees and is responsible for the decisions taken by him or her and for the activity and results of the unit he or she manages.

6. Personal example of the senior employee. A senior employee must set an example for his or her subordinates from the point of view of the interests of VŠTE in Prešov and positive interpersonal relations.

7. Comprehensive preparation of decisions. Employees are obliged, in their decisions, to use all available sources of information and to cooperate closely with their colleagues in doing so.

8. Ongoing control. Every senior employee is obliged, within the unit he or she manages, to create and put into practice an effective system of control activity, and at the same time to initiate and continuously support the self-control activity of his or her subordinates.

9. Employee evaluation. It is the duty of senior employees to evaluate their subordinates systematically, continuously and objectively.

10. Employee motivation. Senior employees propose the motivation of their subordinates and, within the management system, make differentiated use of all available motivation tools.

Article 5 Office of the Chair of the Board of Trustees

The Office of the Chair of the Board of Trustees is the governing and decision-making unit of VŠTE in Prešov.

The Chair of the Board of Trustees acts on behalf of VŠTE in Prešov within the powers delegated by the Statute of VŠTE in Prešov, by the Board of Trustees and by the executive directors.

The Chair of the Board of Trustees signs agreements on international cooperation of VŠTE in Prešov.

The Chair of the Board of Trustees is accountable for his or her activity to the statutory bodies of the founder of VŠTE in Prešov.

The Office of the Chair of the Board of Trustees is divided into:

- a) the Budget Department, which ensures in particular: the preparation of the budget (the budget of VŠTE in Prešov is approved by the Board of Trustees on the proposal of the Rector – Section 26(2) and Section 38(2) of the Act), compliance with budgetary discipline, the preparation of economic analyses, reviews and annual statements; it reports directly to the Chair of the Board of Trustees.
- b) the Legal Department, which ensures in particular: the personnel agenda of VŠTE in Prešov, the legal agenda of VŠTE in Prešov, the internal legislation of the institution, including its drafting and amendment, prepares opinions on contracts being prepared by VŠTE in Prešov from the point of view of their effectiveness and compliance with legal regulations, represents VŠTE in Prešov before courts and bodies of state administration and self-government, the recovery of receivables, the preparation of

meetings of the Board of Trustees and of the general meeting; it reports directly to the Chair of the Board of Trustees.

– c) the Marketing and Management Department, which ensures in particular: the marketing activities of VŠTE in Prešov towards the external environment, assistant and secretarial work for the Chair of the Board of Trustees, the official agenda of the Chair of the Board of Trustees; it reports directly to the Chair of the Board of Trustees.

Article 6 Office of the Chancellor

The Office of the Chancellor is the executive and control unit of VŠTE in Prešov. It ensures the economic, administrative and operational activities of VŠTE in Prešov in accordance with the competences defined by generally binding legal regulations and the internal regulations of VŠTE in Prešov (Section 29 of the Act).

The Office of the Chancellor includes the Economic Department, which ensures in particular:

– a) accounting,

– b) the labour economics and payroll agenda,

– c) the internal operations of VŠTE in Prešov.

Article 7 Chancellor

The powers of the Bursar under Section 29 of the Act are exercised by the Chancellor of VŠTE in Prešov; where these Organisational Rules or other internal regulations of VŠTE in Prešov refer to the Chancellor, this means the Bursar within the meaning of the Act. The Chancellor (Bursar) ensures the economic, operational and administrative running of VŠTE in Prešov and acts on its behalf to the extent determined by the Rector; he or she is appointed and dismissed by the Rector (Section 29 of the Act).

The Chancellor also performs the duties delegated to him or her by the Board of Trustees of VŠTE in Prešov.

The Chancellor is accountable for his or her activity to the Rector and to the Board of Trustees of VŠTE in Prešov.

The Chancellor in particular:

– a) directly manages the Economic Department,

– b) directly manages the financial management of VŠTE in Prešov within his or her competences,

– c) ensures compliance with economic rules under the legislative standards in force,

– d) ensures the drafting of internal regulations, their supplements and amendments in the areas within his or her competences,

– e) organises and manages the performance and control of the economic and administrative running of all units of VŠTE in Prešov,

– f) ensures compliance with financial and planning discipline,

– g) provides socio-economic information for the decision-making activities of academic officials and the bodies of VŠTE in Prešov,

- h) ensures the material equipment of VŠTE in Prešov,
- i) ensures the protection of the property of VŠTE in Prešov,
- j) is responsible for the preparation and implementation of the financial plan and the material and technical provision of VŠTE in Prešov,
- k) is responsible for the purposeful and efficient use of subsidies and their settlement within the state budget (Sections 46 and 47 of the Act) and for the management of the property of VŠTE in Prešov within his or her competences,
- l) takes part in carrying out analyses of the economic activity of VŠTE in Prešov and in submitting annual reports,
- m) draws up the draft annual financial report of the institution and, after its approval by the Senate (Section 23(1)(e) of the Act), submits it to the Chair of the Board of Trustees; ensures its annual publication on the website of VŠTE in Prešov, its deposit in the public part of the register of financial statements and the provision of data on income and expenditure on higher education to the Ministry of Education, Research, Development and Youth of the Slovak Republic (hereinafter the "Ministry") by 30 April (Section 18(1)(b) and (c) and Section 18(3) of the Act),
- n) is responsible for the technical and organisational provision of the educational process, scientific training, scientific research and academic ceremonies in cooperation with the Study Department, and ensures the activity of the individual units of the institution from the financial, organisational and technical point of view,
- o) keeps the agenda of leases and subleases, ensures the occupational health and safety (OHS) agenda and the fire protection (OPP) agenda,
- p) ensures the provision of services for university teachers, researchers and students,
- q) is responsible for the inventory and administration of movable and immovable property,
- r) ensures publishing, promotional and information activities in cooperation with the Library and the Rectorate,
- s) provides material and technical support for the activities of the Rectorate, ensures the maintenance and cleaning of the premises of the institution,
- t) reports directly to the Chair of the Board of Trustees in matters delegated by the Board of Trustees.

Article 8 Economic Unit

1. Records economic information and data.

2. Manages petty cash.

3. Checks the management of financial resources.

4. Checks the financial performance of the institution's agreements and is responsible for their performance, and takes part in securing financial resources.

5. Ensures contact with financial institutions.

6. Ensures accounting activity and its verification.

7. Ensures the preparation of materials for decisions of the Chair of the Board of Trustees.

8. Prepares the draft budget, monitors its implementation and draws up its annual evaluation.

9. Keeps and checks the economic agenda.

10. Records the collection of tuition fees and fees associated with studies (Section 99 of the Act) in cooperation with the Study Department.

11. Processes and provides monthly payroll reports for accounting.

12. Ensures contact with the Social Insurance Agency, health insurance companies and the tax office.

13. Performs other tasks according to the instructions of the Chancellor.

Article 9 Personnel and Payroll Unit

1. Ensures and keeps the agenda relating to the commencement and termination of employment in accordance with Directive VŠTE No. 11/2026 on Human Resources Management and Personnel Work.

2. Keeps the records of employees' personal files.

3. Monitors and checks the use of working time, draws up analyses and proposes measures.

4. Processes employee attendance (Section 140(8) of the Act).

5. Monitors and records the taking of leave.

6. Prepares statistical reports relating to personnel work and wages.

7. Keeps records of agreements on the performance of work and processes them as a basis for payment.

8. Performs other tasks according to the instructions of the Chancellor.

Article 10 Office of the Rector

1. The Office of the Rector (hereinafter the "Rectorate") is the governing and control unit of VŠTE in Prešov in the area of teaching and research activities.

2. It ensures this activity in accordance with the competences defined by generally binding legal regulations and the internal regulations of VŠTE in Prešov.

3. The Rectorate is divided into:

- a) the Secretariat of the Rector,
- b) the Office of the Vice-Rector for Science and Research, which includes the Library of VŠTE in Prešov,
- c) the Office of the Vice-Rector for Studies, which includes the Study Department and the CCV,
- d) the Office of the Vice-Rector for Internationalisation and External Relations,
- e) IS Administration, which ensures the administration of the academic information system AiS2 (hereinafter "AiS2") and of the information and communication technologies of VŠTE in Prešov.

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Article 11 Rector

1. The Rector is a body of VŠTE in Prešov and the representative of its academic community (Section 19(1)(a) and Section 20(2) of the Act). The Rector is appointed and dismissed by the President of the Slovak Republic on the proposal of the Board of Trustees submitted through the Minister of Education, Research, Development and Youth of the Slovak Republic (Section 20(4)(b) and Section 26(3) of the Act); the term of office of the Rector is four years, and the same person may be appointed for no more than three consecutive terms of office (Section 20(10) of the Act).

2. The Rector is accountable for the performance of his or her function to the Senate and to the Board of Trustees of VŠTE in Prešov (Section 20(3) of the Act).

3. The Rector acts on behalf of VŠTE in Prešov in the matters determined for him or her by the Statute of VŠTE in Prešov (Section 20(2) of the Act).

4. The Rector exercises the powers laid down by the Act (Section 20(16), Section 21(1)(b) and (c) and Section 21(3) and (4) of the Act).

5. The Rector promotes the interests of the academic community in the statutory body of VŠTE in Prešov.

6. The Rector has the right to speak at a meeting of the Senate in accordance with the Rules of Procedure of the Senate whenever he or she so requests (Section 22(5) of the Act).

7. The Rector is the chair of the Scientific Board (Section 27(1) of the Act).

8. The Rector takes part in the preparation of the internal regulations of VŠTE in Prešov and of the long-term strategic plan of the private higher education institution (Article 10(11) of the Statute of VŠTE in Prešov). The Rector submits the long-term strategic plan of VŠTE in Prešov, drawn up for at least six years (Section 7(4) of the Act), for approval to the Senate and the Board of Trustees and, after their approval, submits it to the Ministry for its opinion (Section 21(1)(a) of the Act).

9. The Rector submits to the Senate for its opinion:

- a) the proposal for the appointment and dismissal of Vice-Rectors (if so determined by the Statute of VŠTE in Prešov),
- b) the draft Statute of VŠTE in Prešov and its amendments (Section 31(2)(a) of the Act),
- c) the draft Study Rules (Section 31(1)(c) and Section 31(2)(a) of the Act),
- d) the draft principles of the selection procedure (Section 31(1)(d) and Section 31(2)(a) of the Act),
- e) the draft Work Rules and the draft Organisational Rules (Section 31(1)(e) and (f) and Section 31(2)(c) of the Act),
- f) the draft Scholarship Rules (Section 31(1)(k) and Section 31(2)(c) of the Act),
- g) the draft Disciplinary Rules for students (Section 31(1)(l) and Section 31(2)(c) of the Act),
- h) the draft Rules of Procedure of the Disciplinary Committee (Section 31(1)(m) and Section 31(2)(c) of the Act).

10. The Rector submits to the Senate for approval:

– a) the proposal for the appointment and dismissal of the members and the chair of the Disciplinary Committee (Section 30(2) of the Act; half of the members of the Disciplinary Committee are students),

– b) the proposal for the appointment and dismissal of the members of the Scientific Board (Section 27(2) of the Act),

– c) the conditions for admission to studies (Section 23(1)(b) of the Act),

– d) the annual report on the activities of VŠTE in Prešov and the annual financial report of VŠTE in Prešov (Section 18(1)(b) and Section 23(1)(e) of the Act),

– e) the long-term strategic plan of VŠTE in Prešov (Section 21(1)(a) of the Act),

– f) the internal quality assurance system of higher education and the internal regulations forming it, if the Statute of VŠTE in Prešov designates the Senate as the body under Section 31(2)(b) of the Act.

11. The Rector (also as chair of the Scientific Board) submits to the Scientific Board for approval:

– a) further experts entitled to examine at state examinations for the study programmes delivered at VŠTE in Prešov and supervisors for doctoral studies delivered at VŠTE in Prešov (Section 28(1)(b) and Section 84(3) of the Act),

– b) the general criteria for filling the academic positions of professors and associate professors and the specific conditions for filling the academic positions of professors (criteria and conditions for filling academic positions – Section 28(1)(f) and Section 31(1)(n) of the Act),

– c) the award of the honorary title "doctor honoris causa" to distinguished personalities (Section 28(1)(g) of the Act),

– d) the Rules of Procedure of the Scientific Board of VŠTE in Prešov (Section 31(1)(j) and Section 31(2)(f) of the Act),

– e) supervisors of final theses who are experts from practice (Section 82(4) of the Act).

12. The Rector, after discussion in the Board of Trustees, appoints and dismisses, for no longer than the duration of his or her term of office:

– a) after approval by the Senate, the members of the Scientific Board (Section 27(2) and (3) of the Act),

– b) after approval by the Senate, the chair and members of the Disciplinary Committee (Section 30(2) of the Act),

– c) after the opinion of the Senate, the Vice-Rectors (Section 20(16) of the Act),

– d) the heads of departments and the head of the Centre for Professional Language Training and the head of the CCV,

– e) the Chancellor, who exercises the powers of the Bursar (Section 29 of the Act).

13. The Rector appoints the Vice-Rectors (Section 20(16) of the Act).

14. The Rector directs, coordinates and controls the activity of:

– a) the Secretariat,

– b) the Vice-Rectors,

– c) the heads of departments and of the Centre for Professional Language Training,

– d) the head of the CCV and IS Administration.

15. The Rector decides:

– a) on the proposals of the Disciplinary Committee for disciplinary measures against students (Section 30 and Section 94(5) of the Act),

– b) on the rights and obligations of students,

– c) on appeals against decisions of the Vice-Rectors,

– d) on requests for review of a decision on non-admission to studies and of a decision imposing a disciplinary measure (Section 70(6) and Section 94(7) of the Act).

16. The Rector convenes:

– a) a meeting of the Senate if the chair of the Senate fails to do so at his or her request within 14 days (Section 22(5) of the Act),

– b) assemblies of teachers and students to discuss important measures and ceremonial assemblies on other occasions,

– c) meetings of the Scientific Board,

– d) meetings of the Rector's Collegium, which consists of the Vice-Rectors, the heads of departments and of COJP and the head of the CCV. The members of the Board of Trustees, the Chancellor and the chair of the Senate have the right to attend meetings of the Collegium,

– e) meetings of the Convent of VŠTE, which he or she chairs.

17. The Rector is responsible for:

– a) the organisation of the admission procedure, enrolments, matriculations and graduation ceremonies,

– b) the quality of the educational process,

– c) the improvement of the qualification structure of teachers,

– d) the implementation of study plans,

– e) the accreditation and re-accreditation of study programmes and the assessment of the internal quality assurance system by the Slovak Accreditation Agency for Higher Education (Act No. 269/2018 Coll., as amended),

– f) the preparation of the draft annual report on the activities of VŠTE in Prešov in the area of teaching and research activities,

– g) the publication of the current and complete wording of the internal regulations of VŠTE in Prešov on its website (Section 18(1)(h) of the Act),

– h) the submission of the application for registration of the Statute of VŠTE in Prešov and its amendments to the Ministry (Section 126 of the Act),

– i) bringing the internal regulations of VŠTE in Prešov into conformity with the Act within the period under Section 145(1) of the Act.

18. The Rector prepares the materials for meetings of the Scientific Board.

19. The Rector appoints the coordinator for students with special needs (Section 119(6) and (7) of the Act). The performance of his or her activities is governed by a separate internal regulation of VŠTE in Prešov (Section 119(10) of the Act – Directive VŠTE No. 19/2026 on Support for Students with Special Needs).

20. The Rector appoints the coordinator for student mobility (Section 120(5) of the Act). The performance of his or her activities is governed by a separate internal regulation of VŠTE in Prešov (Directive VŠTE No. 3/2025 on the Implementation of the Erasmus+ Programme).

21. The Rector ensures the provision of free counselling services to students (psychological counselling, career counselling and counselling on effective learning) and support for first-year students under Section 120 of the Act; he or she may entrust the performance of these activities to the Vice-Rector for Studies or to a coordinator.

22. The Rector takes part in the preparation of guidelines by which, in accordance with generally binding legal regulations, the activity of VŠTE in Prešov in teaching and research activities is regulated.

23. The Rector concludes bilateral agreements on the mobility of university teachers and students to the extent delegated by the Board of Trustees.

24. The Rector ensures compliance with the legislative standards in force and the updating of the internal regulations and directives of VŠTE in Prešov in line with changes in legislation in the area of teaching and research activities.

25. The Rector submits analyses of the results of scientific and teaching activities for discussion by the Board of Trustees. He or she may entrust the submission to the relevant Vice-Rectors.

26. The Rector decides on the study matters of students, in particular:

- a) on the admission of an applicant to studies (Section 70(5) of the Act),
- b) on interruption of studies (Section 85 of the Act) and on a change of study programme or form of study,
- c) on an individual study plan,
- d) on the imposition of disciplinary measures under the Disciplinary Rules for students and on expulsion from studies (Sections 87 and 94 of the Act),
- e) on the award of social scholarships and pregnancy scholarships (Sections 111 and 113 of the Act) and of scholarships under the Scholarship Rules to students,
- f) on the granting of the status of a student with special needs (Section 119 of the Act),
- g) on measures under the rules for the survey-based evaluation of teachers by students (Section 91(1)(g) of the Act),
- h) on other matters under the Act and other generally binding legal regulations.

27. In a period when no Vice-Rectors have been appointed, the Rector performs their tasks.

28. The status of the Rector and his or her powers are further laid down by the Act and by the Statute of VŠTE in Prešov.

29. The Rector is also responsible for the coordination of the activities of the constituent parts of VŠTE in Prešov.

30. The Rector performs other tasks assigned by the Board of Trustees of VŠTE in Prešov.

Article 12 Secretariat of the Rector

1. It is the executive unit of VŠTE in Prešov which ensures:

- a) administrative work for the Rector and the Chair of the Board of Trustees,
- b) administrative control of the fulfilment of tasks,
- c) the recording and archiving of internal documents in accordance with the Records Management Rules of VŠTE in Prešov (Registratúrny poriadok VŠTE v Prešove),
- d) prepares and ensures the meetings of the Rector's bodies and keeps their agenda,
- e) organises and co-organises events and activities of the institution,
- f) cooperates administratively in the processing of accreditation files,
- g) administratively and organisationally ensures rigorosum procedures (Section 61 of the Act),
- h) performs the tasks of the institution's registry office, records incoming and outgoing mail, ensures the circulation of documents (receipt of documents and their sorting, marking and registration of documents, circulation of documents, handling of documents, signing of documents, dispatch of documents, filing of documents, disposal of documents (shredding) under Act No. 395/2002 Coll. on Archives and Registries and the Records Management Rules of VŠTE in Prešov; documents delivered to the electronic mailbox of VŠTE in Prešov and students' submissions delivered via AiS2 or from the student's assigned e-mail address (Section 95(4) of the Act) are recorded in the same way as paper documents),
- i) cooperates in public relations (prepares advertisements, advertising of the institution, etc.),
- j) ensures the organisation and administrative processing of selection procedures and keeps their agenda, including the publication of announcements and results of selection procedures under Section 52(2) and (9) of the Act,
- k) prepares statistical reports for the institution,
- l) performs other tasks according to the instructions of the Rector and the Chair of the Board of Trustees.

Article 13 Vice-Rectors

1. The Vice-Rectors deputise for the Rector to the extent defined by these Organisational Rules. The Vice-Rectors are appointed and dismissed by the Rector; the term of office of a Vice-Rector is four years and the employment of a Vice-Rector is concluded for the duration of the term of office (Section 20(16) of the Act).

2. Three Vice-Rectors work at VŠTE in Prešov:

- a) the Vice-Rector for Studies,
- b) the Vice-Rector for Science and Research,

– c) the Vice-Rector for Internationalisation and External Relations.

3. The Vice-Rector for Studies:

– a) methodically and organisationally ensures the preparation and course of the admission procedure (Sections 67 to 70 of the Act), the opening of the academic year, matriculation and graduation ceremonies,

– b) coordinates and controls teaching in bachelor's, master's and engineering study programmes according to the approved study plans in the full-time and part-time forms of study, including teaching delivered by the distance method or the blended method (Directive VŠTE No. 26/2026 on the Distance Method and E-Learning),

– c) coordinates and controls teaching in educational programmes according to the approved study plans in the full-time and part-time forms of study, including teaching delivered by the distance method or the blended method,

– d) coordinates the work of the guarantors in the creation and updating of study programmes and educational programmes and is responsible for their observance,

– e) is responsible for the ongoing updating of the agenda of study and educational programmes, professionally ensures rigorosum procedures, postgraduate programmes (Section 138(6) of the Act), professional education and adult education under Act No. 292/2024 Coll. on Adult Education, including educational programmes leading to a micro-credential and short-cycle study programmes (Section 66 of the Act),

– f) coordinates work in AiS2,

– g) is responsible for keeping the student register of VŠTE in Prešov (Section 133 of the Act),

– h) is responsible for the collection, processing, updating and provision of data to the registers relating to VŠTE in Prešov under the Act (register of higher education institutions, register of consortia of higher education institutions, register of fields of study and register of study programmes, student register, Central Register of Students, register of final theses) (Sections 129 to 137 of the Act; time limits under Sections 10 to 14 of Decree of the Ministry of Education, Research, Development and Youth of the Slovak Republic No. 205/2026 Coll. implementing certain provisions of the Higher Education Act (hereinafter the "Decree")),

– i) is responsible for the collection, processing, updating and provision of data to the Adult Education Information System (register of accredited educational programmes, register of non-accredited educational programmes, register of certified educational institutions) under Act No. 292/2024 Coll. in the context of the study process,

– j) is responsible for the issue of documents on studies and documents on completion of studies (Sections 88 and 89 of the Act) and of documents on education and for the coordination of the preparation of statistics on the numbers of applicants, students and graduates,

– k) is responsible for the teaching documentation of VŠTE in Prešov and for the content of the website of VŠTE in Prešov as regards information on studies, including the information on study opportunities in the Slovak and English languages (Section 18(1)(f) of the Act, Section 1 of the Decree) and the

publication of the conditions of admission and of tuition fees within the time limits under Section 69(6) and Section 99(2) of the Act,

- l) coordinates and is responsible for the activity of the heads of departments in ensuring the tasks of education and controls the quality of the teaching process carried out at the institution,
- m) monitors and evaluates teaching activity, prepares materials for the annual report on the activities of VŠTE in Prešov and for development plans in the area of education,
- n) is responsible to the Rector for the control of studies in accordance with the Study Rules in all disciplines, for every type and element of the control process, including the organisation of examinations and their evaluation up to the publication of their results,
- o) is responsible for the preparation and course of state examinations of the first and second cycles of studies, including the defences of final theses and final internships (Sections 83 and 84 of the Act), and draws up analyses of study results for the academic year,
- p) submits proposals to the Rector for the award of commendations and prizes to students,
- q) coordinates work placements (practical training under Section 75 of the Act) and excursions of students in cooperation with the departments,
- r) organises and controls the course of the teaching process and the completion of courses, and the evaluation of teachers by students (Section 91(1)(g) of the Act),
- s) evaluates the workload of university teachers,
- t) on the basis of materials from the departments, prepares background and conceptual materials for the management activity of the leadership of VŠTE in Prešov, and statistical and other comprehensive materials from the area of studies for the needs of superior bodies,
- u) is responsible for the preparation and processing of materials in the area of teaching activity and social care for students for superior bodies and other bodies,
- v) is responsible for drawing up the Study Rules for the first and second cycles of studies and postgraduate studies,
- w) is responsible for the award of merit scholarships under the legal regulations in force (Sections 112 and 115 of the Act and the Scholarship Rules),
- x) manages the Study Department and the CCV,
- y) is responsible for the preparation and compilation of the schedule of the academic year (Section 73 of the Act) and the distribution of teaching – the teaching timetable in the academic year and other materials on the content of studies,
- z) takes part in the preparation of the long-term strategic plan of VŠTE in Prešov,
- aa) coordinates the work of the departments and of the Centre for Professional Language Training in educational activities,
- bb) coordinates the announcement of topics of final theses and the offer of final internships (Sections 82 and 83 of the Act),
- cc) is responsible for compliance with the Study Rules,

- dd) recommends the recognition of documents on education obtained at foreign higher education institutions under Act No. 422/2015 Coll. on the Recognition of Documents on Education and on the Recognition of Professional Qualifications, as amended,
- ee) is responsible for the organisation of electronic service of documents to students and the receipt of students' submissions via AiS2 (Section 95 of the Act) and for the provision of counselling services to students under Section 120 of the Act,
- ff) is responsible for the use of the artificial intelligence systems of VŠTE in Prešov in the educational process, in assessment, in the admission procedure and in the rigorosum procedure and for organising human oversight of them, including keeping their documentation, risk management and regular evaluation of their accuracy and reliability in cooperation with IS Administration (Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff),
- gg) performs other tasks according to the instructions of the Rector.

4. The Vice-Rector for Science and Research:

- a) draws up the concept of the scientific profile and the research programme of VŠTE in Prešov,
- b) is responsible for drawing up the plan of research activity and its refinement, the analysis and evaluation of the state of scientific activity and the results achieved, and proposals for raising the qualification growth of teaching staff,
- c) is responsible for the documentation in the area of science and research and for the content of the website of VŠTE in Prešov as regards information on research activity,
- d) coordinates, manages and controls grant activity, including the recording of outputs and the methodological management of the individual units in the area of research activity,
- e) is responsible for the preparation and processing of materials in the area of research activity for superior and other bodies,
- f) is responsible for the ongoing updating of the agenda of the comprehensive accreditation of the institution and of the individual study programmes and educational programmes for the purposes of accreditation and evaluation of the institution,
- g) coordinates the processing of materials and the collection of documentation for the evaluation of the institution's units,
- h) is responsible for the preparation and submission of documents for the meetings of the bodies of academic self-government and of the bodies for the management of the quality system (the Convent of VŠTE, of which he or she is deputy chair) in the area of research activity and doctoral studies,
- i) is responsible for the coordination of scientific and professional events in cooperation with the departments and with professional practice,
- j) is responsible for the scientific and professional activity of students and young researchers,
- k) is responsible for drawing up internal regulations in the area of research activity,
- l) approves the categorisation of the publication activity of teachers,
- m) takes part in the preparation of the long-term strategic plan of VŠTE in Prešov,
- n) coordinates the work of the departments in research activity,

- o) is responsible for the preparation of the publishing plan and the publication of works,
- p) manages, coordinates and controls the activity of the Library of VŠTE in Prešov,
- q) is responsible for the collection, processing, updating and provision of data to the registers relating to VŠTE in Prešov under the Act (Central Register of Employees, central register of publication activity, register of fields of habilitation procedure and inaugural procedure) (Sections 134 and 136 of the Act; Section 12 of the Decree),
- r) is responsible for the collection, processing, updating and provision of data to the Adult Education Information System (register of accredited educational programmes, register of non-accredited educational programmes, register of certified educational institutions) in the context of the quality of staffing,
- s) performs other tasks according to the instructions of the Rector.

5. The Vice-Rector for Internationalisation and External Relations:

- a) carries out strategic planning of the development of internationalisation (Directive VŠTE No. 7/2026 Internationalisation Strategy),
- b) methodically manages and coordinates education abroad,
- c) coordinates, manages and controls the Erasmus+ programme (Directive VŠTE No. 3/2025 on the Implementation of the Erasmus+ Programme),
- d) coordinates, manages and controls other mobility programmes (Sections 71 and 80 of the Act),
- e) coordinates the process of supporting the development, delivery and international validation of international programmes,
- f) carries out strategic planning of the development of external relations,
- g) manages the agenda of agreements and contracts within international relations,
- h) ensures the monitoring and control of the fulfilment of international agreements,
- i) coordinates cooperation with foreign universities and institutions,
- j) seeks out and connects VŠTE in Prešov with foreign partners,
- k) cooperates with the scientific and teaching units and other constituent parts of VŠTE in Prešov on the internationalisation of studies and further in creating the organisational conditions for sending students and employees of VŠTE in Prešov abroad and receiving students and employees from other foreign higher education institutions and institutions,
- l) formulates the marketing strategies of VŠTE in Prešov, manages and ensures the marketing of education, the marketing of the third role of VŠTE in Prešov and international marketing,
- m) is responsible for the content of the website of VŠTE in Prešov as regards information on internationalisation and external relations,
- n) evaluates marketing efficiency and effectiveness,
- o) ensures the coordination of the promotion of the brand of VŠTE in Prešov and the management of the visual identity,

- p) plans, prepares and ensures the implementation of marketing events in cooperation with the Rectorate,
- q) manages the internal marketing of VŠTE in Prešov,
- r) manages advertising, sponsorship and public relations, including the related contractual relations and their administration,
- s) performs other tasks according to the instructions of the Rector.

Article 14 Departments and the Centre for Professional Language Training

1. Two departments and the Centre for Professional Language Training are established at VŠTE in Prešov:
   - a) the Department of Economics, Management and Marketing (KEMM),
   - b) the Department of Social Sciences (KSV),
   - c) the Centre for Professional Language Training (COJP).
2. A department and COJP are managed by the head of department and the head of COJP, who is entitled to act on behalf of VŠTE in Prešov only in the matters determined for him or her by the Rector, in particular:
   - a) is responsible for the activity of the department and COJP in educational and research activities,
   - b) organises the fulfilment of the educational tasks of the department and COJP and is responsible for their quality,
   - c) organises and is responsible for the scientific research of the department and COJP,
   - d) decides on the recognition of courses (recognition of credits under Section 81 of the Act and the Study Rules),
   - e) takes part in and is responsible for the creation and implementation of study programmes and concepts,
   - f) submits proposals for the staffing and material provision for the fulfilment of the tasks of the department and COJP,
   - g) ensures the efficient use and protection of the property entrusted to the department and COJP,
   - h) evaluates the activity of the department and COJP and of its members,
   - i) ensures cooperation with other institutions and persons in the Slovak Republic and abroad, as well as with international organisations,
   - j) is responsible for the preparation of materials for the periodic evaluation of the department and COJP,
   - k) is responsible for improving the qualification structure of the members of the department and COJP,
   - l) is responsible for the planning, organisation, preparation and implementation of scientific events organised by the department and COJP,
   - m) coordinates and controls the grant activity of the members of the department and COJP,
   - n) coordinates and controls the publication activity and outputs of the members of the department and COJP and is responsible for its proper coordination,

- o) is responsible for and submits the outputs of publication activity for the department to the Vice-Rector for Science and Research,
- p) is responsible for handing over the outputs of publication activity within the set deadlines for processing to the head of the Library of VŠTE in Prešov,
- q) is responsible for approving the study programmes of students sent to study at partner higher education institutions and for the recognition of study results obtained abroad within the Erasmus+ programme or within other contractual mobilities (transfer of credits from credit mobility under Section 80 of the Act),
- r) ensures compliance with the internal regulations of VŠTE in Prešov within the department and COJP,
- s) once a year submits to the Rector a report on the activity of the department and COJP,
- t) records the participation and presentations of the members of the department and COJP at national and international scientific and professional events and submits them to the Vice-Rector for Science and Research within the set deadlines,
- u) coordinates, controls and records the announcement of examination dates in the examination period so that an adequate number of examination dates with adequate capacity is published before the end of the teaching part of the semester (Section 79(8) of the Act),
- v) coordinates and is responsible for the activities connected with the submission of final theses and final internship records within the set deadlines (Sections 82, 83 and 137 of the Act),
- w) ensures that no breaches of work discipline occur,
- x) creates favourable conditions for raising the professional level of employees and for meeting their social needs,
- y) in coordination with the Study Department, ensures the admission procedure,
- z) prepares the study programmes for the following academic year and publishes them electronically in the AiS2 system,
- aa) is responsible for the organisation and control of the announcement of topics of final theses and the offer of final internships,
- bb) submits proposals for the staffing and material provision for the fulfilment of the tasks of the department and COJP,
- cc) ensures the efficient use and protection of the property entrusted to the department and COJP,
- dd) performs other tasks according to the instructions of the Rector.

3. The head of department and of COJP is appointed to the position by the Rector for no longer than the end of the Rector's term of office.

The head of department and of COJP may appoint from among the members of the department and COJP a secretary of the department and COJP, who keeps the official agenda of the department and COJP.

The secretary of the department may be appointed by the head of department and of COJP for no longer than the end of the head's term of office.

In his or her absence, the head designates a deputy, of which he or she usually informs the Rector in writing. In his or her absence, he or she is responsible for ensuring that he or she is deputised for.

Article 15 Scope of Responsibility of the Heads of Departments and of COJP

The head of department and of COJP is responsible to the Vice-Rector, subject to the consent of the person responsible for the study programme (guarantor), for the staffing of lectures (by professors and associate professors in the first place), seminars, exercises and other organisational forms of teaching in all accredited teaching disciplines:

- a) ensures high-quality teaching of the specific disciplines for which his or her department and COJP are responsible, primarily by the internal staff of his or her department and COJP in accordance with their professional profile and fulfilling their workload (teaching duty) according to their academic position,
- b) if his or her department and COJP are not able to ensure high-quality teaching with their own resources, as a first step the head of the department and COJP responsible for the delivery of the discipline approaches the heads of the other units of VŠTE in Prešov with a request to ensure the teaching of specific disciplines, at which there is a member (members) of staff with a profile corresponding to the given teaching discipline.

All draft agreements relating to points a) and b) are submitted by the head of department and of COJP to the Vice-Rector for Studies for approval, subject to the consent of the guarantor of the study programme. Each department and COJP may propose to the guarantor of the study programme and, after his or her approval, subsequently propose to the Vice-Rector for Studies for approval further units (elective courses) in the study programmes of the field of study for which it is responsible. The provision of profile courses is governed by a separate process.

The head of department and of COJP submits to the guarantor of the study programme, up to 10 days before the start of the semester, for checking the syllabi of all disciplines in the given semester for which his or her department and COJP are responsible. The head of department and of COJP is responsible for the publication of the approved syllabi (and the related requirements under the Study Rules) within 7 days after the start of the semester.

The head of department and of COJP is fully responsible to the Vice-Rector for Studies (in disputed cases with the written opinion of the guarantor of the study programme) for the control of studies in accordance with the Study Rules in all disciplines for which his or her department and COJP are responsible, for every type and element of the control process, including the organisation of examinations and their evaluation up to the publication of their results.

The head of department and of COJP, in cooperation with the guarantor of the study programme, organises the state examinations and, after approval by that guarantor, submits the proposed composition of the state examination committees (at least four members – Section 84(2) of the Act) to the Vice-Rector by the deadline set for them.

The heads of departments and of COJP draw up and submit the proposed workloads for the following academic year to the Chancellor of the institution by the deadline set for them.

The head of department ensures the drawing up of the self-evaluation reports of the department and COJP for decision-making in the relevant bodies of VŠTE in Prešov, usually by the end of June of the given year.

Article 16 Study Department

1. Processes the occupancy of lecture rooms for teaching.

2. Provides information and prepares materials for the Ministry necessary for its activity.

3. Records, checks and processes applications for studies delivered via the e-application of VŠTE in Prešov (e-prihlaska.vste.sk) or via the information system for central electronic applications under Section 70(2) of the Act.

4. Verifies the document on the highest level of education attained submitted under Directive VŠTE No. 18/2026 on the Admission Procedure (the original, an officially certified copy or a guaranteed conversion, or a document issued as an electronic document) where VŠTE in Prešov cannot verify its authenticity itself; makes a copy of a submitted original and recognises it as sufficient for the internal needs of VŠTE in Prešov (Section 140(2) of the Act).

5. Provides information on the conditions of admission to studies and comprehensively ensures the study agenda.

6. Prepares and ensures the admission procedure in coordination with the heads of departments.

7. Ensures the dispatch of the results of admission interviews in the form of decisions (Section 70(6) of the Act), and ensures the enrolment of students in the relevant year, including electronic enrolment in the next part of studies via AiS2 (Section 72(3) of the Act).

8. Provides organisational and technical support for academic ceremonies related to studies.

9. Records the study results of students.

10. Checks the fulfilment of the conditions for progression to the next year in coordination with the heads of departments.

11. Records changes during studies (interruption, withdrawal, transfers, etc.).

12. Issues confirmations of studies, transcripts of records (Section 88 of the Act) and decisions on the recognition of examinations.

13. Decides on the placement of students in the relevant year.

14. Administratively and organisationally ensures postgraduate studies.

15. Cooperates in ensuring adult education programmes with the Centre for Lifelong Learning of VŠTE in Prešov.

16. Records requests for review of decisions on non-admission to studies (Section 70(6) of the Act) and forwards them to the competent body for review.

17. Receives and processes students' requests (individual study plan, etc.), including submissions delivered via AiS2 or from the student's assigned e-mail address (Section 95(4) of the Act), and grants consent after approval by the Rector.

18. Issues student cards and transcripts of records (Section 88 of the Act).

19. Processes study statistics for the relevant state and public institutions.

20. Keeps the student register (Section 133 of the Act) and provides data to the Central Register of Students (Section 132 of the Act) within the time limits under Section 11 of the Decree.

21. Archives the postal agenda relating to its department and retains the electronic documentation of the admission procedure, enrolments, transcripts of records and documents on completion of studies for at least 25 years from the end of studies (Section 18(1)(j) of the Act).

22. Provides assistance to the Economic Department in recording and checking the payment of tuition fees and fees associated with studies.

23. Receives applications for social and pregnancy scholarships and processes the materials for the decision on the award or non-award of a social scholarship and a pregnancy scholarship (Sections 111 and 113 of the Act; Sections 26 to 30 of the Decree).

24. Prepares materials and decisions for the award of merit scholarships.

25. Prepares and issues diplomas and diploma supplements (Section 89 of the Act) within 30 days of the proper completion of studies.

26. Ensures the service of documents to students via AiS2 in accordance with Section 95 of the Act.

27. Performs other tasks according to the instructions of the Vice-Rector for Studies.

Article 17 Library of VŠTE in Prešov and IS Administration

The Library of VŠTE in Prešov (an academic library under Act No. 126/2015 Coll. on Libraries, whose activity is governed by Directive VŠTE No. 17/2026 Library Rules (Knižničný poriadok)) performs the following tasks:

- a) ensures the operation of the academic library of VŠTE in Prešov,
- b) selects relevant documents for the library collection,
- c) ensures the building and protection of the book and journal collection,
- d) provides on-site and lending services,
- e) creates and edits user records in the academic library (Section 133(9) of the Act),
- f) carries out the inventory of the library collection,
- g) ensures the archiving and electronic processing of final theses and final internship records, including their submission to the register of final theses (Section 137 of the Act; Sections 17 and 18 of the Decree),
- h) provides reprographic and literature search services,
- i) administers access to external electronic resources,

– j) processes the bibliographic registration of the publication activity and citations of teaching staff,

– k) ensures the cataloguing of books and journals in the academic library,

– l) performs other work according to the instructions of the Vice-Rector for Science and Research.

IS Administration ensures the operation and administration of AiS2 and other information systems of VŠTE in Prešov, including the e-learning environment and the videoconferencing system of VŠTE in Prešov (Directive VŠTE No. 26/2026 on the Distance Method and E-Learning and Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification), the technical operation and technical security of the artificial intelligence systems of VŠTE in Prešov (Directive VŠTE No. 23/2026), the technical conditions for the electronic service of documents and receipt of submissions (Section 95 of the Act), electronic enrolment (Section 72(3) of the Act), the electronic application and the automated transfer of data to the registers (Section 129(8) of the Act), the protection of personal data and the cybersecurity of the information systems of VŠTE in Prešov (Act No. 69/2018 Coll. on Cybersecurity, as amended), and performs other tasks according to the instructions of the Rector.

Article 18 Internal Organisational Relations

The following organisational relations arise between the individual employees of VŠTE in Prešov:

– a) the relation of superiority and subordination,

– b) the relation of methodological guidance,

– c) the relation of teamwork,

– d) the relation of cooperation.

The senior employees of VŠTE in Prešov methodically direct the activity of and carry out routine control of their subordinates in the areas determined by their job descriptions.

The senior employees of VŠTE in Prešov are:

– a) the Chair of the Board of Trustees,

– b) the Rector,

– c) the Chancellor (Bursar),

– d) the Vice-Rectors,

– e) the heads of departments and of COJP,

– f) the head of the CCV.

The scope of the rights, obligations and responsibilities of all employees follows from the relevant legal regulations, the Work Rules of VŠTE in Prešov, the job description, other internal regulations, as well as the instructions and orders of senior employees.

The senior employees of the individual offices and departments are responsible for the organisation and efficiency of work and are obliged to cooperate with each other and to coordinate their management activities. In the event of a conflict between offices or departments, the Rector decides and assigns the work activity.

Article 19 Deputising

In the Rector's absence, the Rector is deputised for by an authorised Vice-Rector.

In the event of the Rector's long-term absence from the workplace (more than one month, but no more than six months), the authorised Vice-Rector manages VŠTE in Prešov with all the rights and obligations of the Rector. If VŠTE in Prešov has no Rector, the procedure under Section 20(17) of the Act applies (the Senate entrusts the performance of the function of Rector, for no more than one year, to a person whose entrustment is approved by a simple majority of the total number of members of the Senate and a simple majority of the total number of members of the Board of Trustees).

Senior employees permanently define the mutual deputising of individual employees so that the smooth fulfilment of tasks is ensured even in the absence of the person deputised for.

The person deputised for may reserve the decision on matters of exceptional importance. The deputy may defer the decision on such matters until the return of the person deputised for, if the nature of the matter so permits. If the decision cannot be deferred, the deputy requests a decision from the relevant superior of the employee deputised for.

Senior employees may, in justified cases, delegate part of their powers and tasks to their subordinates in accordance with the legal regulations in force. By delegating part of his or her powers, the senior employee concerned is not relieved of responsibility for the fulfilment of tasks.

Article 20 Handover and Takeover of Functions

1. On the handover of the function of a senior employee, a record is drawn up on the state of fulfilment of the tasks of the unit managed, on employees, correspondence, files, and on the state of any financial resources and other assets. The record is signed by the person handing over, the person taking over and the immediately superior manager.

2. On the handover of a function involving material liability, an extraordinary inventory is carried out.

3. The record on the handover of classified documents is governed by special regulations.

4. If the handover and takeover of the function does not take place within 14 days, the senior employee to whom the function being handed over is subordinate decides on the further procedure.

5. An analogous procedure is followed on the handover of a function in the case of long-term deputising.

Article 21 Related Regulations

1. These Organisational Rules build on the following legal regulations: Act No. 300/2025 Coll. on Higher Education and on Amendments to Certain Acts (Higher Education Act), as amended by Act No. 121/2026 Coll., in particular Sections 17 to 34, 49 to 54, 95, 119, 120, 126, 129 to 137 and 145; Decree No. 205/2026 Coll. implementing certain provisions of the Higher Education Act; Act No. 269/2018 Coll. on Quality Assurance of Higher Education, as amended; Act No. 292/2024 Coll. on Adult Education; Act No. 311/2001 Coll. the Labour Code, as amended; Act No. 395/2002 Coll. on Archives and Registries, as amended; Act No.

126/2015 Coll. on Libraries, as amended; Act No. 69/2018 Coll. on Cybersecurity, as amended; Regulation (EU) 2016/679 (GDPR) and Act No. 18/2018 Coll. on Personal Data Protection, as amended.

2. These Organisational Rules build on the following internal regulations of VŠTE in Prešov: Statute of VŠTE in Prešov (Štatút VŠTE v Prešove); Statute of the Convent of VŠTE (Štatút Konventu VŠTE); Work Rules of VŠTE in Prešov (Pracovný poriadok); Directive VŠTE No. 21/2026 Study Rules (Študijný poriadok); Directive VŠTE No. 16/2026 Disciplinary Rules (Disciplinárny poriadok); Directive VŠTE No. 11/2026 on Human Resources Management and Personnel Work; Directive VŠTE No. 20/2026 Principles of the Selection Procedure (Zásady výberového konania); Directive VŠTE No. 17/2026 Library Rules (Knižničný poriadok); Directive VŠTE No. 18/2026 on the Admission Procedure; Directive VŠTE No. 19/2026 on Support for Students with Special Needs; Directive VŠTE No. 3/2025 on the Implementation of the Erasmus+ Programme; Directive VŠTE No. 23/2026 on the Use of Generative Artificial Intelligence by Students and Academic Staff; Directive VŠTE No. 26/2026 on the Distance Method and E-Learning; Directive VŠTE No. 27/2026 on Online Examinations and Identity Verification; Directive No. 6/2025 Organisational Rules of the CCV; Records Management Rules of VŠTE in Prešov (Registratúrny poriadok); Internal Quality Assurance System of VŠTE (Vnútorný systém kvality VŠTE); Rules of Procedure of the Senate; Rules of Procedure of the Scientific Board; Rules of Procedure of the Disciplinary Committee.

Article 22 Repealing Provisions

The Organisational Rules, Directive VŠTE No. 14/2026 of 20 April 2026, repealed the Organisational Rules of the College of International Business ISM Slovakia in Prešov of 24 October 2024. No other internal regulation is repealed by this wording; it replaces the original wording of Directive VŠTE No. 14/2026 Organisational Rules of 20 April 2026.

Article 23 Final Provisions

1. The Organisational Rules of the College of International Business ISM Slovakia in Prešov of 24 October 2024 are repealed.

2. The Senate of the Institute of Technology and Business in Prešov gave a favourable opinion on these Organisational Rules on 17 April 2026.

3. These Organisational Rules were approved by the Board of Trustees of the Institute of Technology and Business in Prešov on 20 April 2026.

4. These Organisational Rules enter into force and take effect on 20 April 2026.

5. These Organisational Rules have no annexes. The organisational chart of VŠTE in Prešov is published on the website of VŠTE in Prešov (www.vste.sk) and is updated together with these Organisational Rules.

VŠTE.
Vysoká škola technická
a ekonomická v Prešove

6. The Academic Senate of VŠTE in Prešov expressed its opinion on this version on 9 October 2026. This version was approved and issued by the Board of Trustees of VŠTE in Prešov on the proposal of the Rector after the prior opinion of the Academic Senate (Section 31(2)(c) of the Act) on 29 October 2026. Effective from 29 October 2026.

Prešov, 09 October 2026

PhDr. ThLic. Ing. Jozef Polačko, PhD., MBA, University Associate Professor

Chair of the Senate of VŠTE in Prešov

Prešov, 29 October 2026

doc. Ing. Jakub Horák, MBA, PhD.

Chair of the Board of Trustees of VŠTE in Prešov