



Danubius College

Faculty of Public Policy and Public Administration of Danubius College

Organizational Regulations of the Faculty of Public Policy and Public Administration of Danubius College

In Sládkovičovo, the 12.4.2019

Following the Statute of the Faculty of Public Policy and Public Administration of Danubius College (hereinafter referred to as "FVPVS"), the Academic Senate of the Faculty of Public Policy and Public Administration of Danubius College (hereinafter referred to as "Senate" of the Faculty of Public Policy and Public Administration of Danubius College) has approved, pursuant to Section 33 (2) (b) of Act No.

Art. 1

Subject to changes

1. The Organisational Regulations of the FPP AND PA regulate in particular the organizational structure, internal organizational and management relations of the FPP AND PA.
2. The organizational regulations of the FPP AND PA are binding for all employees assigned to perform work tasks arising from an employment contract or who are in an employment relationship with the Danubius College (hereinafter referred to as "DANUBIUS COLLEGE") or who perform work on the basis of employment agreements.

Art. 2

Position and tasks of FPP AND PA

1. FPP AND PA contributes to the mission of the College and participates in the fulfillment of the main tasks of DANUBIUS COLLEGE in the defined field of knowledge, institutional education in the approved curriculum and its own scientific research activities.
2. the FPP AND PA develops a field of study or several related fields of study in the relevant programme of study.
3. the FPP AND PA shall establish academic self-government bodies.
4. the FPP AND PA has the right to use its own academic insignia and to conduct academic ceremonies in accordance with the internal regulations and traditions of the college.
5. The seat of the FPP AND PA is in Sládkovičovo, Richterova ul. 1171.
6. FPP AND PA is an integral part of DANUBIUS COLLEGE.
8. The scope of the self-governing competence and the rights or obligations of the FPP AND PA are laid down in the relevant legal regulations.

Art. 3
Organizational structure of FPP AND PA

1. FPP AND PA has the following workplaces:

(a) Departments:

- Department of Public Policy and Public Economics – DPP and PE
- Department of Public Administration - DPA

(b) the Dean's Office

(c) the Office of the Associate - Deans

Art. 4
Management of
FPP AND PA

The Dean is the highest representative of the FPP AND PA. The Dean of the FPP AND PA further manages:

(a) Associate-Deans,

(b) the Dean's Secretariat and the Study Department,

(c) the Heads of Departments.

1. The Associate-Deans manage:

(a) the Associate-Dean for Studies, the development of accreditation is directly managed by the Study Department,

b) the Associate-Dean for International Relations, Science and Research directly manages the Department for International Relations, Science and Research.

2. The Dean, Associate-Deans and Heads of Departments form the leadership of the FPP AND PA.

Art. 5
Status and competence of the Dean

1. The Dean, as the supreme representative of the FPP AND PA, manages, represents and acts in matters within his/her competence. The Dean of the FPP AND PA shall be accountable for his/her activities to the FPP AND PA Senate. He is accountable to the Rector of DANUBIUS COLLEGE in matters in which he acts on behalf of DANUBIUS COLLEGE, and he is accountable to the Board of Trustees of DANUBIUS COLLEGE for the management of the FPP AND PA.

2. The candidate for Dean is elected by the FPP AND PA Senate after prior approval by the DANUBIUS COLLEGE Board of Trustees. The candidate for the position of Dean of the FPP AND PA shall be appointed by the Rector. On his/her own initiative, the Rector may dismiss the Dean of the FPP AND PA if he/she has grossly or repeatedly violated the internal regulations

FPP AND PA and DANUBIUS COLLEGE or has seriously and persistently failed to perform the duties entrusted to him/her, or has harmed or damaged the name of the FPP AND PA or DANUBIUS COLLEGE. The Rector may dismiss the Dean of the FPP AND PA even without giving reasons.

3. The term of office of the Dean of the FPP AND PA shall be four years. He/she may be re-elected. After the dismissal of the Dean of the FPP AND PA or after the early termination of the Dean of the FPP AND PA, the person entrusted by the Rector of DANUBIUS COLLEGE with his/her competences shall exercise the powers of the Dean of the FPP AND PA until a new Dean is appointed.

4. The Dean of the FPP AND PA shall inform the FPP AND PA Senate of the approved budget for the calendar and academic year.

5. The Dean of the FPP AND PA shall be represented, within the scope of his/her authority, by the Associate-Deans of the FPP AND PA. The FPP AND PA Associate-Deans shall be appointed and dismissed by the FPP AND PA Dean after the FPP AND PA Senate has given its opinion. Their term of office shall be four years.

6. The powers of the Dean of the FPP AND PA are governed by the Law on Higher Education and the Statutes of DANUBIUS COLLEGE.

Art. 6

Competence of Associate-Deans

1. The Associate Dean of FPP AND PA for Study, Development and Accreditation is mainly responsible for:

- preparation and conduct of the admissions procedure, opening of the academic year, matriculation, and graduation,
- the coordination of teaching in the Bachelor's and Master's degree programmes in full-time and part-time study,
- technical, organizational and professional support for the doctoral procedure,
- the technical and organizational arrangements for teaching in the relevant winter or summer semester, the timetable for the academic year,

- ensuring the conduct of the examination period in the relevant winter or summer term of the academic year of study, interruption of studies, abandonment of studies,
- solving problems related to the study agenda of the FPP AND PA or the study regulations of the FPP AND PA,
- ensures the preparation and guides the process of coordinating the conduct of state examinations at the relevant levels of study at the FPP AND PA,
- coordinates the processes of analyzing the academic performance of FPP AND PA students for the relevant academic year,
- ascertaining the status and evaluating the workload of college teachers and researchers working at the FPP AND PA,
- Submission of documents to the FPP AND PA and DANUBIUS COLLEGE academic self-government bodies for the area of pedagogical activities and social care of FPP AND PA students.

2. The Associate-Dean for International Relations, Science and Research is mainly responsible for:

- international relations, the preparation of the concept of cooperation with other entities, the search for contacts, the preparation of documents for foreign cooperation, the actual implementation of foreign cooperation and its evaluation in the field of benefit for the FPP AND PA,
- drafting promotional or information material for the FPP AND PA,
- drawing up the schedule of international FPP AND PA events,
- information and publicity activities of the FPP AND PA within the area entrusted to it,
- drawing up concepts for the management and coordination of scientific activities at the FPP AND PA,
- coordination of the grant system for scientific activities at the FPP AND PA,
- coordination of methodological guidelines for the scientific research activities of the FPP AND PA,
- coordination of activities, processing of documents and collection of documentation for evaluation purposes,
- keeping records of the FPP AND PA's publishing activities.

Art. 6
Status and powers of the Head of Department

1. The head of the relevant department is appointed by the Dean of the Faculty after discussion in the FPP AND PA Senate.
2. The head of the relevant department at the FPP AND PA is responsible for the course and development of pedagogical and research work in that department.
3. The head of the relevant department at the FPP AND PA ensures the academic, organizational, administrative, and economic running of his/her department.
4. The head of the department at the FPP AND PA regularly convenes and chairs meetings of the relevant department.
5. He/she approves the topics of the final theses of the Bachelor's, Master's, and Rigorous Theses at the FPP AND PA.
6. Responsible for the documentation that captures the activities of the respective department at the FPP AND PA.

Art. 7
Secretariat of the Dean

1. The Secretariat of the Dean of the FPP AND PA provides administrative tasks for the Dean of the FPP AND PA, prepares documents for the decision-making activities of the Dean and Associate-Deans of the FPP AND PA, agenda related to the archives, including the receipt and registration of written documents, in accordance with the requirements of the legislation, in relation to archiving and shredding obligations.

Art. 8
Advisory bodies of the Dean

1. The advisory bodies to the Dean of the FPP AND PA are the Faculty Management of the FPP AND PA, the College of the Dean of the FPP AND PA and the relevant committees appointed by the Dean of the FPP AND PA.
2. The FPP AND PA Management Board is a restricted advisory body to the Dean of the FPP AND PA.
3. The FPP AND PA Management Board consists of the Dean of the FPP AND PA, the Associate-Deans of the FPP AND PA, the President of the FPP AND PA Senate.
3. The FPP AND PA College is a broader advisory body to the Dean of the FPP AND PA and consists of the members of the FPP AND PA management and the heads of the relevant FPP AND PA departments.

4. The standing advisory committees of the Dean of the FPP AND PA are the Disciplinary Committee of the FPP AND PA, the Editorial Board and the Editorial Board of the DANUBIUS COLLEGE.

Art. 9

Quality Commissioner's Office

1. DANUBIUS COLLEGE has implemented a quality management system according to an internationally recognized model, which is the European Foundation for Quality Management model of excellence (hereinafter referred to as "EFQM"), primarily intended for private institutions. DANUBIUS COLLEGE ensures the quality system according to the so-called self-assessment model EFQM (European Foundation for Quality Management) and at the same time accepts the so-called internal criteria of the quality system for education, which have been adopted by the Ministry of Education and Science of the Slovak Republic.

2. The Office of the Quality Commissioner is responsible for continuous quality improvement at all levels of the functioning of DANUBIUS COLLEGE.

3. The Quality Commissioner's Office is responsible for its activities and is governed by the Board of Directors of DANUBIUS COLLEGE and the Rector of DANUBIUS COLLEGE.

4. The quality assurance system is supported from the central level of the Rector's Office of DANUBIUS COLLEGE and the deans' offices of the individual faculties of DANUBIUS COLLEGE.

5. At the FPP AND PA level, a quality manager, an internal auditor, and a custodian of relevant documentation are established.

6. The Board of Directors of DANUBIUS COLLEGE, upon the proposal of the Rector of DANUBIUS COLLEGE, establishes a guarantor and methodology for the EFQM model, whose task is to inform and guide the EFQM teams established at the individual faculties of DANUBIUS COLLEGE.

The EFQM teams established at the individual faculties of DANUBIUS COLLEGE are responsible for the full functioning of the system and for fulfilling the requirements arising from the EFQM criteria.

Art. 10

Joint provisions

1. The Rules of Procedure of the FPP AND PA regulate its organizational structure, status, operation and management, the relations between the organizational components of the FPP AND PA and each other.

2. The Organizational Regulations of the FPP AND PA are its internal regulations and come into force upon approval by the Academic Senate of DANUBIUS COLLEGE.

Art. 11
Final provisions

1. A diagram of the organizational structure of the FPP AND PA forms part of these Rules of Procedure and is attached as Annex 1.
2. These Organizational Regulations shall enter into force on the date of their approval by the Senate of the FPP AND PA.
3. The Organizational Regulations shall be signed by the Dean of the FPP AND PA and the President of the Senate of the FPP AND PA.
4. These Organizational Regulations of the FPP AND PA were approved or updated by the Senate of the FPP AND PA on 12.4.2019.

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Chairwoman of the Academic Senate of FPP and PA
Prof. PhDr. Monika Čambáliková, CSc.

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Dean of FPP and PA
Doc. PhDr. et Mgr. Peter Ondria, PhD.

Annex no. 1

Organizational structure of FPP AND PA

Dean:

Doc. PhDr. et Mgr. Peter Ondria, PhD.

Associate-Deans:

Doc. Ing. Dušan Masár, PhD.

Associate Dean for Studies, Development and Accreditation

Doc. PhDr. Natália Kováčová, PhD.

Associate Dean for International Relations, Science and Research

Dean's Collegium:

Doc. PhDr. et. Mgr. Peter Ondria, PhD.

Doc. Ing. Dušan Masár, PhD.

Doc. PhDr. Natália Kováčová, PhD.

Study Department, Secretary to the Dean:

Alžbeta Bondorová

Departments:

Department of Public Policy and Public

Economics

Head of Department:

Doc. Ing. Dušan Masár, PhD.

Members of the Department:

Prof. PhDr. Ján Koper, PhD.

Doc. PhDr. et Mgr. Peter Ondria, PhD.

Doc. PhDr. Branislav Kováčik, PhD.

Department of Public Administration –

Head of Department:

Doc. Ing. Ján Králik, CSc.

Members of the Department:

Prof. PhDr. Monika Čambáliková, CSc.

Prof. PhDr. Peter Čajka, PhD.

Doc. PhDr. Natália Kováčová, PhD.

PhDr. Zuzana Kulašiková, PhD.

Quality Commissioner's Office of FPP and PA DANUBIUS COLLEGE:

Quality manager of the faculty:

Doc. PhDr. Natália Kováčová, PhD.

Internal auditor:

Doc. Ing. Ján Králik, CSc.

Custodian of the

documentation:

Alžbeta Bondorová