ACADEMY OF PERFORMING ARTS IN BRATISLAVA
VENTÚRSKA 3, 813 01 BRATISLAVA

Organisational Regulations of the Academy of Performing Arts in Bratislava

Internal Regulation of the Academy of Performing Arts in Bratislava

[issued pursuant to Section 15 (1)(f) of Act No. 131/2002 Coll.
on Higher Education and on Amendments and Additions to Certain Acts, as amended]

Effective date: 1 January 2023

VŠMU
VYSOKÁ ŠKOLA MÚZICKÝCH UMENÍ

Article 1
Basic provisions

1. The Organisational Regulations of the Academy of Performing Arts in Bratislava (hereinafter referred to as the "Academy of Performing Arts"), following the Statute of the Academy of Performing Arts, regulate the legal status of the Academy of Performing Arts and its sections, the wording of the name of the Academy of Performing Arts in other languages, details of the organisational structure of the Academy of Performing Arts, details of the activities of the Vice-Rectors and the Quaestor of the Academy of Performing Arts, the principles of the management of the Academy of Performing Arts, as well as other related issues.
2. The Organisational Regulations of the Academy of Performing Arts are binding for all employees who are in an employment relationship with the Academy of Performing Arts.

Article 2
Legal status of the Academy of Performing Arts and its parts

1. The Academy of Performing Arts is a legal entity. It is a public and self-governing institution established and dissolved by law.
2. The Academy of Performing Arts is a public higher education institution, which is listed in the List of Public Higher Education Institutions – in Annex 1 to the Act.
3. The faculties of the Academy of Performing Arts act externally on behalf of the Academy of Performing Arts to the extent provided for by law, the Statutes of the Academy of Performing Arts, or other internal regulations of the Academy of Performing Arts, or within the scope of the powers delegated by the Rector.
4. Other parts of the Academy of Performing Arts act externally only within the powers delegated by the Rector.

Article 3
Name, seat and identification data of the Academy of Performing Arts

1. The full name of the Academy of Performing Arts reads: "Academy of Performing Arts in Bratislava". The abbreviation "VŠMU" may be used in the Slovak language.
2. The name of the Academy of Performing Arts is used in international relations in the English language: "Academy of Performing Arts in Bratislava", abbreviated as "APA".
3. Faculties and other parts of the Academy of Performing Arts state in official correspondence and on stamps first the name "Academy of Performing Arts in Bratislava" and then the name of the section (department).
4. The seat of the Academy of Performing Arts is Ventúrska Street No. 3, 813 01 Bratislava.
5. The identification number of the Academy of Performing Arts (ID) is: 00397431.
6. The tax identification number (TIN) of the Academy of Performing Arts is: 2020845200 and the identification number for value added tax is: SK2020845200.

Article 4
Organisational structure of the Academy of Performing Arts

1. The organisational structure and activities of the Academy of Performing Arts are adapted to the requirements of the interconnection of the bodies of the academic self-government of the Academy of Performing Arts and the section of the Academy of Performing Arts with the definition of powers and responsibilities.
2. The bodies of the academic self-government of the Academy of Performing Arts are:
3. Academic Senate of the Academy of Performing Arts (hereinafter referred to as "AS VŠMU"),
   (a) Rector of the Academy of Performing Arts,
   (b) Scientific and Artistic Council of the Academy of Performing Arts (hereinafter referred to as the "VUR VŠMU") and
   (c) Disciplinary Committee for Students of the Academy of Performing Arts.
4. Other bodies of the Academy of Performing Arts are:
   (a) Quaestor of the Academy of Performing Arts,
   (b) Management Board of the Academy of Performing Arts (hereinafter referred to as the "SR VŠMU"),
   (c) Council for Internal Quality Assessment of the Academy of Performing Arts,
   (d) Ethics Council of the Academy of Performing Arts.
5. Details of the roles and activities of the academic self-government bodies of the Academy of Performing Arts and other bodies of the Academy of Performing Arts are regulated by law, the Statutes of the Academy of Performing Arts and other internal regulations of the Academy of Performing Arts.
6. The Academy of Performing Arts is divided into faculties and other parts of the Academy of Performing Arts.
7. The Academy of Performing Arts has the following faculties:
   (a) Theatre Faculty of the Academy of Performing Arts (hereinafter also referred to as "DF VŠMU"),
   (b) Film and Television Faculty of the Academy of Performing Arts (hereinafter also referred to as "FTF VŠMU"),
   (c) Faculty of Music and Dance of the Academy of Performing Arts (hereinafter also referred to as "HTF VŠMU").
8. The organisation and management of the faculties are regulated by the statutes of the faculties and the organisational regulations of the faculties.
9. Other parts of the Academy of Performing Arts are:
   (a) Rector's Office of the Academy of Performing Arts – the executive department of the Academy of Performing Arts, which ensures the economic and administrative activities of the Academy of Performing Arts,
   (b) Institute of Theatre, Film and Music Theory of the Academy of Performing Arts (hereinafter also referred to as the "Institute") – an educational institution with a university-wide scope established to provide education in the university study programme of theatre, film and

music theory; its activities are regulated by the Organisational Regulations of the Institute of Theatre, Film and Music Theory of the Academy of Performing Arts,

(c) Academic library of the Academy of Performing Arts (hereinafter referred to as the "AK VŠMU" or the "library") is a scientific and information office with a university-wide function; its activities are regulated by the Statute of the Academic Library of the Academy of Performing Arts and the Organisational Regulations of the Academic Library of the Academy of Performing Arts,

(d) Department of Languages of the Academy of Performing Arts (hereinafter also referred to as the "KJ VŠMU") – an educational institution with a university-wide scope focused on language training of students; its activities are regulated by the Organisational Regulations of the Department of Languages of the Academy of Performing Arts,

(e) other parts of the Academy of Performing Arts.

Article 5
Location of faculties and other parts of the Academy of Performing Arts

1. The seat of the Theatre Faculty of the Academy of Performing Arts is located at Zochova Street 1, 813 01 Bratislava.
2. The seat of the Film and Television Faculty of the Academy of Performing Arts is located at Svoradova Street 2, 813 01 Bratislava.
3. The seat of the Faculty of Music and Dance of the Academy of Performing Arts is located at Zochova Street 1, 813 01 Bratislava.
4. The seat of the Rector's Office of the Academy of Performing Arts is located at Ventúrska Street 3, 813 01 Bratislava.
5. The seat of the Institute is located at Ventúrska Street 3, 813 01 Bratislava.
6. The seat of the KJ VŠMU is located at Ventúrska Street 3, 813 01 Bratislava.
7. The seat of the AK VŠMU is located at Zochova Street 1, 813 01 Bratislava.

Article 6
Rector of the Academy of Performing Arts

1. The Rector of the Academy of Performing Arts is the statutory body of the Academy of Performing Arts, manages it, acts on its behalf and represents it externally. The Rector is accountable for his/her activities to the Academic Senate of the Academy of Performing Arts and to the Management Board of the Academy of Performing Arts; s/he is accountable to the Minister of Education, Science, Research and Sport of the Slovak Republic for the efficient and effective use of subsidies and their settlement with the state budget, and for the management of the property of the Academy of Performing Arts.
2. The activities, powers and responsibilities of the Rector of the Academy of Performing Arts are detailed in the law and in the Statute of the Academy of Performing Arts.
3. The Rector of the Academy of Performing Arts directly manages the faculties and other parts of the Academy of Performing Arts.

Article 7
Advisory bodies of the Rector of the Academy of Performing Arts

1. The permanent advisory body of the Rector of the Academy of Performing Arts is the College of the Rector of the Academy of Performing Arts (hereinafter referred to as the "College").
2. The members of the College are vice-rectors of the Academy of Performing Arts, deans of the faculties of the Academy of Performing Arts, the chairman of the Academic Senate of the Academy of Performing Arts, a representative of the students and the quaestor of the Academy of Performing Arts. In case of discussion of important tasks, the Rector of the Academy of Performing Arts may invite other employees of the Academy of Performing Arts to the College.
3. Other advisory bodies to the Rector are:
   (a) Damage Committee of the Academy of Performing Arts (for the issues of compensation for damages caused by the Academy of Performing Arts),
   (b) Decommissioning Committee of the Academy of Performing Arts (in matters of assessing the surplus, uselessness and unnecessary nature of the assets of the Academy of Performing Arts).
4. If necessary, the Rector of the Academy of Performing Arts may establish other advisory bodies.

Article 8
Vice-rectors of the Academy of Performing Arts

1. Vice-rectors of the Academy of Performing Arts are appointed and dismissed by the Rector of the Academy of Performing Arts after the opinion of the Academic Senate of the Academy of Performing Arts.
2. The term of office of Vice-Rectors of the Academy of Performing Arts is four years.
3. The Academy of Performing Arts has at least three Vice-Rectors, who are primarily responsible for the following areas:
   (a) area of educational development,
   (b) area of quality assurance of higher education provision,
   (c) development and coordination of cooperation in the field of art, science and research with other universities, art and research institutions,
   (d) development and implementation of information and communication technologies (ICT),
   (e) development of international relations and coordination of cooperation with universities and other artistic institutions abroad,
   (f) public and media relations,
   (g) area of presentation of the Academy of Performing Arts at home and abroad,
   (h) area of project development.
4. The division of responsibilities of individual Vice-Rectors is determined by the Rector of the Academy of Performing Arts.
5. The Rector of the Academy of Performing Arts entrusts the Vice-Rectors of the Academy of Performing Arts with the methodological management of departments with school-wide scope. The departments methodologically managed by the Vice-Rectors are:

(a) Institute,

(b) Academic Library of the Academy of Performing Arts,

(c) Department of Languages of the Academy of Performing Arts,

(d) Office of the Erasmus+ mobility programme at the Academy of Performing Arts.

6. Vice-rectors of the Academy of Performing Arts are authorised to convene the respective vice-deans of the faculties of the Academy of Performing Arts and to discuss with them the tasks of the Academy of Performing Arts and its faculties.
7. Vice-Rectors of the Academy of Performing Arts represent the Rector of the Academy of Performing Arts in his/her absence to the extent determined by the Rector.
8. Vice-Rectors of the Academy of Performing Arts have the right to be present and to speak at meetings of the Academic Senate of the Academy of Performing Arts.

Article 9
Deans of the faculties of the Academy of Performing Arts

1. The Dean is the representative of the faculty, manages, represents and acts in the affairs of the Faculty according to the law and according to the Statute of the Academy of Performing Arts. In matters pursuant to Article 21 of the Statutes of the Academy of Performing Arts, s/he acts on behalf of the Academy of Performing Arts. The Dean of the faculty is accountable for his/her activities to the Academic Senate of the faculty and the Rector of the Academy of Performing Arts.
2. The Dean of the faculty is appointed and dismissed for a four-year term of office on the basis of an election by the Rector of the Academy of Performing Arts. The conditions for the election of the Dean are regulated by the internal regulation Principles for the Election of the Dean of the Faculty of the Academy of Performing Arts in Bratislava and the acceptance of the proposal for removal of the Dean of the faculty of the Academy of Performing Arts.
3. The Dean of the faculty is responsible to the Rector of the Academy of Performing Arts for:

   (a) activities of the faculty referred to in Article 22 (1) of the Act and Article 21 of the Statutes of the Academy of Performing Arts,

   (b) management of the faculty and

   (c) his/her other activities within the scope determined by the Statutes of the Academy of Performing Arts and other internal regulations of the Academy of Performing Arts.
4. The activities, powers and responsibilities of the deans of the faculties are detailed in the law and in the statutes of the faculties and the organisational regulations of the faculties.
5. The deans of the faculties directly manage the faculties' components.
6. The Dean of the faculty appoints and dismisses Vice-Deans after the opinion of the Academic Senate of the Faculty. Vice-Deans represent the dean in his/her absence to the extent determined by the Dean. Details of the activities of Vice-Deans are laid down in the statutes of the faculties and in the organisational regulations of the faculties.

Article 10
Heads of other departments of the Academy of Performing Arts

1. The Institute is directly managed by the relevant Vice-Rector of the Academy of Performing Arts, whose agenda includes the development and coordination of cooperation in the field of art, science and research with other universities, artistic and research institutions.
2. The Academic Library of Academy of Performing Arts is directly managed by the Director of the library, who is a senior employee of the Academy of Performing Arts (Section 14 (1) of the Act). His/her position is filled by a selection procedure in accordance with the internal regulation of the Academy of Performing Arts – Principles of Selection Procedure for Filling the Positions of University Teachers, Positions of Research and Artistic Staff, Functional Positions of Professors and Associate Professors and Positions of Senior Staff of the Academy of Performing Arts in Bratislava and its Faculties (hereafter referred to as the "Principles of the Selection Procedure").
3. The Department of Languages of the Academy of Performing Arts is directly managed by the Head of the Department of Languages, who is a senior employee of the Academy of Performing Arts (Section 14 (1) of the Act). His/her position shall be filled by a selection procedure in accordance with the Principles of the Selection Procedure.

Article 11
Quaestor of the Academy of Performing Arts

1. The Quaestor of the Academy of Performing Arts is a senior employee of the Academy of Performing Arts and his/her position is filled by a selection procedure in accordance with the Principles of Selection Procedure.
2. The Quaestor of the Academy of Performing Arts ensures and is responsible for the economic and administrative running of the Academy of Performing Arts and acts on its behalf to the extent determined by the Rector of the Academy of Performing Arts. S/he reports directly to the Rector, to whom s/he is accountable for its activities.
3. Within his/her competence, the Quaestor of the Academy of Performing Arts performs the following tasks:
   (a) ensures the economic and administrative running of the Academy of Performing Arts and acts on its behalf in economic, administrative, commercial and civil law matters;
   (b) manages the departments and offices of the Rector's Office of the Academy of Performing Arts performing in particular activities in the field of economic and operational, entrepreneurial activities, technical-investment, energy and revisions, property registration and management, operations, material and technical supply and others, which ensure the operation of the Academy of Performing Arts.

Article 12
Advisory bodies of the Quaestor of the Academy of Performing Arts

1. The permanent advisory body of the Quaestor of the Academy of Performing Arts is the Economic and Financial Management of the Academy of Performing Arts (hereinafter referred to as "HEV").

2. The members of the HEV are the secretaries of the faculties of the Academy of Performing Arts, the head of the Department of Languages of the Academy of Performing Arts, the director of the Academic Library of the Academy of Performing Arts and the head of the economic department of the Rector's Office of the Academy of Performing Arts.
3. If necessary, the Quaestor of the Academy of Performing Arts may invite other employees of the Academy of Performing Arts to the HEV meeting.
4. The HEV is convened by the Quaestor of the Academy of Performing Arts once a month as a rule.
5. Another advisory body to the Bursar is the Liquidation Committee (on the issues of the method of liquidation of decommissioned assets of the Academy of Performing Arts).
6. The Quaestor of the Academy of Performing Arts is entitled to appoint other permanent or extraordinary advisory bodies.

Article 13
Rector's Office of the Academy of Performing Arts

1. The Rector's Office of the Academy of Performing Arts is an executive department of the Academy of Performing Arts. It ensures economic and administrative activities and prepares documents for the decisions of the Rector, Vice-Rectors and the Quaestor and ensures the execution of these decisions. S/he directs the sections of the Academy of Performing Arts.
2. The Rector's Office of the Academy of Performing Arts consists of organizational units, which are divided into:
   (a) departments managed by the Rector of the Academy of Performing Arts,
   (b) departments managed through vice-rectors,
   (c) departments controlled by the Quaestor.
3. Organisational departments or agendas directly managed by the Rector of the Academy of Performing Arts are:
   (a) secretariat of the Rector of the Academy of Performing Arts,
   (b) agenda of occupational health and safety and fire protection,
   (c) civil protection section,
   (d) personnel agenda,
   (e) agenda for handling complaints within the meaning of Act No. 9/2010 Coll. on complaints as amended and complaints within the meaning of Act No. 54/2019 Coll. on the protection of whistleblowers of antisocial activities and on amendment and supplementation of certain acts,
   (f) personal data protection agenda within the meaning of the Act. No. 18/2018 Coll. on the protection of personal data and on amendment and supplementation of certain acts, as amended,
   (g) legal administration.
4. The departments or agendas managed by the Vice-Rectors of the Academy of Performing Arts are:
   (a) agenda for the recognition of educational qualifications,
   (b) agenda of the coordinator for students with specific needs,

(c) ICT department and the network and server management agenda,

(d) Erasmus+ mobility programme office and academic mobility agenda.

5. The Quaestor of the Academy of Performing Arts directly manages the following organisational departments of the Rector's Office of the Academy of Performing Arts:

(a) economic department, which mainly includes the agenda of the plan, budget, analyses, university-wide reports, agenda of labour economics and wages (PaM), the payroll office, the agenda of business trips of Academy of Performing Arts employees, the central registration of Academy of Performing Arts doctoral students and the provision of the agenda of doctoral studies, the agenda of scholarships provided to students of Academy of Performing Arts, as well as economic matters related to the agenda of project activities,

(b) financial accounting office, which includes, in particular, the agenda of the general accounting office (accounting processing in accordance with the applicable regulations), keeping records of the property of the Academy of Performing Arts, providing treasury services of the Academy of Performing Arts,

(c) operational department, which includes mainly the agenda of investment activities, car transport, activities in the field of energy and revisions, the area of material and technical supply, ensuring repairs and maintenance of the property of the Academy of Performing Arts, cleaning of the premises of the Academy of Performing Arts, ensuring the protection of property and objects of the Academy of Performing Arts, as well as reception services,

(d) public procurement of goods, services and works,

(e) entrepreneurial activity of the Academy of Performing Arts,

(f) file service of the Academy of Performing Arts (activities of the mailroom) and administration of the registry,

(g) agenda of free access to information within the meaning of Act No. 211/2000 Coll. on free access to information and on amendment and supplementation of other regulations, orders of which laws (Freedom of Information Act), as amended, and invoices within the meaning of this Act.

Article 14
Institute of Theatre, Film and Music Theory

1. The Institute is an educational institution with a university-wide scope. Its primary role is to provide teaching in the joint interdisciplinary university degree programme in Theatre, Film and Music Theory. The activities of the Institute, the position and duties of the Academy of Performing Arts and its faculties in the implementation of this study programme are regulated by the Organisational Regulations of the Institute of Theatre, Film and Music Theory.

2. The Institute's activities are closely linked to education, scientific and research activities at the faculties of the Academy of Performing Arts, especially at the Department of Theatre Studies, the Department of Film Studies, the Department of Music Theory and the Department of Dance Production.

Article 15
Academic Library of the Academy of Performing Arts

1. The Academic Library of the Academy of Performing Arts is a scientific-information, bibliographic, educational and editorial workplace of the Academy of Performing Arts. Its position and tasks are further regulated by the Statute of the Academic Library of the Academy of Performing Arts, the Library and Lending Regulations of the Academic Library of the Academy of Performing Arts and the Organisational Regulations of the Academic Library of the Academy of Performing Arts.
2. Academic Library of the Academy of Performing Arts is conceptually, substantively and organizationally oriented towards systematic collection, processing, preservation and access to information from the fields of artistic practice, history and theory of theatre, film, music and dance art, inter-media and other social sciences.
3. In accordance with the mission, status and orientation of the Academy of Performing Arts, the Academic Library of the Academy of Performing Arts shall purposefully create and update an information base for higher education, scientific research, scientific education and lifelong learning.
4. On the basis of documents from the faculties of the Academy of Performing Arts, the Academic Library of the Academy of Performing Arts provides records of the artistic and publishing activities of Academy of Performing Arts teachers and doctoral students in the central registers and ensures bibliographic processing and storage of final and qualification works.
5. Based on the proposals of the various faculties of the Academy of Performing Arts and the Department of Languages of the Academy of Performing Arts, the Academic Library of the Academy of Performing Arts shall draw up a draft editing activity plan for each calendar year and ensure its implementation.

Article 16
Department of Languages of the Academy of Performing Arts

Department of Languages of the Academy of Performing Arts is an educational workplace with school-wide scope. Its basic mission is to organize and provide professional language training for students of the Academy of Performing Arts.

Article 17
Organisation of work and principles of management at the Academy of Performing Arts

1. The organisation of work, rights and obligations arising from employment relations concluded between the Academy of Performing Arts and its components on the employer's side and natural persons on the employee's side are regulated by the Academy of Performing Arts Labour Regulations.
2. The sections and individual workplaces of the Academy of Performing Arts cooperate with each other and ensure the performance of tasks with maximum efficiency and economy.
3. An important form of management are meetings convened by the Rector of the Academy of Performing Arts, the College of the Rector of the Academy of Performing Arts, as well as working meetings convened by the Vice-Rectors, the Quaestor and the heads of the sections of the Academy of Performing Arts.

4. Meetings of the organs, deliberations and deliberations shall be held primarily by attendance. In justified cases, negotiations may also be conducted remotely or in a combined form by videoconference or other means of information and communication technology. The rules of this method of negotiation are regulated by the internal regulation Principles of Distance or Combined Negotiations at the Academy of Performing Arts.
5. Heads of individual organisational units of the Academy of Performing Arts negotiate with employees of other organisational units of the Academy of Performing Arts only with the knowledge of their heads. The conclusions of the hearing shall be recorded in the minutes.
6. Internal written communication takes the form of entries, as a rule, directly on the documents handled.
7. The Academy of Performing Arts and its sections record and control the performance of tasks related to their activities.
8. Task control must be part of management work.
9. The heads of the units of the Academy of Performing Arts convene regular working meetings in order to ensure the fulfilment of tasks and control their implementation. At working meetings, heads of units inform subordinate staff of planned tasks and important issues relating to their work.
10. The issues discussed at working meetings does not relieve the heads of the units of the Academy of Performing Arts of their responsibility for the completion or fulfilment of tasks.**Article 18**

Ensuring awareness

1. The heads of the units of the Academy of Performing Arts are responsible for ensuring information as a basic prerequisite for the correctness and professionalism of management, decision-making and control activities. Further, they are responsible for the timeliness and accuracy of information pertaining to the part of the Academy of Performing Arts that they manage.
2. Transfer of information to subordinate employees is mainly ensured by the heads of the units of the Academy of Performing Arts:
   (a) orally at regular meetings,
   (b) in writing, in particular by e-mail, but also in the form of minutes of meetings, guidelines, etc,
   (c) by written orders from heads of units,
   (d) other materials, literature, legislation, etc,
   (e) publishing relevant information on the website of the Academy of Performing Arts.
3. Feedback is ensured in particular by:
   (a) reports on the performance or completion of tasks, mission reports,
   (b) personal operational information,
   (c) informative reports, records and opinions on materials.

Article 19
Issuance of internal regulations of the Academy of Performing Arts and their registration

1. The system of internal regulations of the Academy of Performing Arts consists of:
   (a) internal regulations approved by the Academic Senate of the Academy of Performing Arts on the proposal of the Rector or the Chairman of the Academic Senate of the Academy of Performing Arts,
   (b) internal regulations approved by the Management Board of the Academy of Performing Arts,
   (c) internal regulations approved by the Scientific and Artistic Council of the Academy of Performing Arts,
   (d) organisational and management acts issued by the Rector (e.g. directives, methodological guidelines, measures or orders),
   (e) other regulations, if so determined by the Statutes of the Academy of Performing Arts or by law or other generally binding legal regulations.
2. Internal regulations approved by the Academic Senate of the Academy of Performing Arts on the proposal of the Rector of the Academy of Performing Arts are signed by the Chairman of the Academic Senate of the Academy of Performing Arts and the Rector of the Academy of Performing Arts. Internal regulations approved by the Academic Senate of the Academy of Performing Arts on the proposal of the Chairman of the Academic Senate of the Academy of Performing Arts are signed by the Chairman of the Academic Senate of the Academy of Performing Arts. Internal regulations approved by the Scientific and Artistic Council of the Academy of Performing Arts are signed by the Rector of the Academy of Performing Arts. Internal regulations approved by the Management Board of the Academy of Performing Arts on the proposal of the President of the Academic Senate of the Academy of Performing Arts are signed by the Chairman of the Academic Senate of the Academy of Performing Arts and the Chairman of the Management Board of the Academy of Performing Arts. Internal regulations approved by the Management Board of the Academy of Performing Arts shall be signed by the Chairman of the Management Board of the Academy of Performing Arts.
3. The internal regulations of the Academy of Performing Arts are stored in original copies at the Secretariat of the Rector of the Academy of Performing Arts, which keeps a record of them.
4. The orders of the Rector of the Academy of Performing Arts are numbered from number one each calendar year according to the chronological sequence of their issuance. The numbers are assigned by the Secretariat of the Rector of the Academy of Performing Arts.
5. The internal regulations of the Academy of Performing Arts, except for the orders of the Rector of the Academy of Performing Arts, are published on the website of the Academy of Performing Arts. The internal regulations of the Academy of Performing Arts are sent in written form to the faculties, other parts of the Academy of Performing Arts, Vice-Rectors and the Quaestor.
6. If a generally binding regulation obliges the Academy of Performing Arts to issue internal organisational and management standards in accordance with the content of these legal regulations, such standards shall be issued by the Rector of the Academy of Performing Arts. This mainly concerns the issuance of the following internal regulations or orders of the Rector:
   (a) directives governing occupational health and safety and fire protection rules,
   (b) rules for the circulation of accounting documents, the right of signature and the powers of disposal,
   (c) rules for the protection of property,

(d) orders to carry out an inventory of the assets of the Academy of Performing Arts,

(e) operating rules of buildings,

(f) rules of operation of the claims, decommissioning and liquidation commissions,

(g) registry regulations,

(h) principles of handling requests for information pursuant to Act No. 211/2000 Coll. on Free Access to Information and on Amendments and Additions to Certain Acts (Act on Freedom of Information), as amended,

(i) directives implementing the Act No. 18/2018 Coll. on the Protection of Personal Data and on Amendments and Additions to Certain Acts.

7. Deans of faculties are authorised to issue internal organisational and management standards concerning the management of faculties and their units.

8. The secretaries of the individual faculties of the Academy of Performing Arts keep records of the internal regulations of the faculties and orders issued by the deans of the faculties of the Academy of Performing Arts.

Article 20
Inspection

1. Control activities are an integral part of the management work, which is obligatory for the management bodies (i.e. senior employees of the Academy of Performing Arts, e.g. the Rector, the Quaestor, deans of faculties, heads of departments of the Academy of Performing Arts and other departments of the Academy of Performing Arts) to permanently carry out and ensure at their level of management. Its task is to objectively assess the facts ascertained, compare them with the legal provisions and draw corrective measures.

2. The Rector ensures internal control activities mainly through the senior staff of the Academy of Performing Arts.

Article 21
Principle of a single responsible leader

1. Each part of the Academy of Performing Arts is managed by a single responsible head. Each staff member is directly subordinate to his/her manager, receives tasks and orders from him/her and is accountable to him/her for their fulfilment. A senior member of staff shall take decisions independently within the scope of his/her job description. S/he creates feedback between activities and objectives, applies control and corrective action.

2. If a dispute arises regarding the performance of an activity or responsibility for an activity that is not specified by name in the Act, the Statutes of the Academy of Performing Arts, or any other organizational or management standard, the dispute shall be decided by the nearest supervisor of the employees who are in dispute.

Article 22
Representation of employees in their absence

1. During his/her absence, the employee is replaced by another employee of the Academy of Performing Arts.
2. The represented person is obliged to inform his/her representative of all necessary tasks and measures to be carried out in his/her absence.
3. During his absence, the Rector of the Academy of Performing Arts shall be represented by the Vice-Rector, authorised in writing by the Rector, in the capacity of the Statutory Representative, to the extent specified in the authorisation for representation.
4. During his absence, the Quaestor of the Academy of Performing Arts shall be represented by an employee designated in writing by the Quaestor, with the knowledge of the Rector, to the extent specified in the assignment for representation.
5. Other senior employees of the Academy of Performing Arts are replaced in their absence by employees designated by them.
6. The represented employee may reserve decisions on matters of exceptional importance. If the nature of the case so permits, the representative may postpone a decision on important issues until the return of the represented person.
7. When replacing a staff member with material responsibility, the function shall be handed over and taken over in the form of a memorandum after an inventory has been taken.

Article 23
Principles of contact with government authorities

1. Academic officials and senior employees of the Academy of Performing Arts negotiate on behalf of the Academy of Performing Arts with the Ministry of Education, Science, Research and Sport of the Slovak Republic and other central government bodies as follows:
   (a) Rector of the Academy of Performing Arts at all levels,
   (b) Vice-Rectors of the Academy of Performing Arts up to the level of the State Secretary,
   (c) Deans of faculties up to the level of Head of Office,
   (d) Quaestor up to the level of Head of Office,
   (e) Heads of other unitsof the Academy of Performing Arts up to the level of section directors.
2. Academic officials and senior employees of the Academy of Performing Arts are obliged to immediately inform their direct supervisor about the results of the hearing.

Article 24
Authorisation

1. Academic officials and senior employees of the Academy of Performing Arts may authorise subordinate employees to act on their behalf for an indefinite period of time, on a temporary basis or only for individual cases or activities. The authorisation of indefinite duration must be in writing. The authorisation may be revoked at any time. The authorised representative shall be liable for exceeding the authorisation granted.
2. The authority of officers and employees to deal with financial matters derives from the power of signature and the power of disposition.

Article 25
Handover and takeover

When handing over and taking over a function or an employee's agenda, a protocol of handing over and taking over shall be drawn up. The protocol must be signed by the transferring and accepting employee and their supervisor. The time limit for handing over the function or agenda shall be set by the employee's superior in proportion to the content of the handover.

Article 26
Final and repeal provision

1. These Organisational Regulations of the Academy of Performing Arts were discussed by the Rector's College at its meeting on 7 November 2022.
2. These Organisational Regulations were approved by the Academic Senate of the Academy of Performing Arts at its meeting on 18 November 2022. These Organizational Regulations shall enter into force on the date of their approval by the Academic Senate of the Academy of Performing Arts and shall become effective on 1 January 2023.
3. On the date of entry into force of these Organisational Regulations of the Academy of Performing Arts, the Organisational Regulations of the Academy of Performing Arts of 13 December 2019 and the Organisational Regulations of the Centre for Arts and Science of 4 December 2020 are repealed.

In Bratislava, 21 November 2022

doc. Lucia Papanetzová, ArtD.

Chairwoman of the Academic Senate of the Acade of Performing Arts

doc. Mária Heinzová, ArtD.

Rector of the Academy of Performin Arts