

ORGANIZATIONAL REGULATIONS

Faculty of Wood Sciences and Technology, Technical University in Zvolen

Number: R - 343/2019

Article 1 Basic provisions

(1) The Organizational Regulations of the Faculty of Wood Sciences and Technology (hereinafter also referred to as "Faculty") of the TU in Zvolen (hereinafter also referred to as "Organizational Regulations of DF") regulate in detail the organizational structure, management and activities of the individual organizational components of the faculty, their relations within the faculty and externally to other parts of the university and to other entities.

(2) The Organizational Regulations of DF are binding for all employees who are in an employment or similar employment relationship with TU in Zvolen and are classified as employees of the Faculty of Wood Sciences and Technology of TU in Zvolen.

Article 2 Organisational Structure of the Faculty

The Faculty of Wood Sciences and Technology is divided into the following organizational components:

a) Dean's Office, (hereinafter referred to as "DDF") in the following breakdown:

- Secretariat,
- The pedagogical activities department,
- Department for scientific research activities,
- Department for faculty development and external relations.

b) Departments:

- Department of Furniture and Interior Design (KDNI),
- Department of Wood Technology (KDT),
- Department of Wooden Constructions (KDS),
- Department of Economics, Management and Business (KEMP),
- Department of Physics, Electrical Engineering and Applied Mechanics (KFEAM),
- Department of Chemistry and Chemical Technology (KCHCHT),
- Department of Marketing, Trade and World Forestry (KMOSL),
- Department of Mathematics and Descriptive Geometry (KMDG),
- Department of Furniture and Wood Products (KNDV),
- Department of Wood Science (KND),
- Department of Woodworking (KOD),
- Department of Fire Protection (KPO).

Article 3 ***Dean's Office***

(1) The dean's office mainly provides administrative and organisational activities in this area:

- a) Educational:
 - 1. organisation of the admissions procedure,
 - 2. ensuring pedagogical activities, including pedagogical documentation,
 - 3. keeping personal records of students,
- b) scientific research, faculty development and external relations:
 - 1. administrative support of scientific research activities and doctoral studies,
 - 2. management of the agenda of foreign trips and cooperation with pedagogical departments, scientific research departments and practice in the Slovak Republic and abroad,
 - 3. ensuring the habilitation of associate professors and the appointment of professors,
- c) economic-administrative:
 - 1. activities related to the preparation, monitoring and evaluation of the budget,
 - 2. organizational provision of proposals for personnel and salary requirements of the faculty staff,
 - 3. keeping the register and managing the archives.

Article 4 ***Department***

(1) The position and mission of the departments is specified in Article 5 (2) of the Statute of the Faculty of Wood Sciences and Technology in Zvolen.

(2) The following shall work in the Department:

- a) university teachers, i.e., professors, associate professors, assistant professors, assistant lecturers and lecturers,
- b) researchers,
- c) artistic staff,
- d) other staff.

(3) The following may also work at the department:

- a) visiting professors,
- b) external subject teachers and trainees,
- (c) scholarship holders on a study stay,
- (d) undergraduate students,
- e) foreign guests.

(4) The plenum of the department consists of all the employees of the department.

(5) The department may have an advisory group of external experts appointed by the head of the department, who are invited to the extended plenary session of the department or to professional meetings.

(6) Departments may be subdivided into divisions, which shall be established by the dean of the faculty on the proposal of the head of the department.

(7) Departments provide teaching according to accredited study programmes at all three levels of higher education, as well as further education and scientific research activities.

Article 5
Head of Department

- (1) The department is headed by the head of the department (hereinafter also referred to as the "head").
- (2) The head of the department is appointed, dismissed or authorised by the rector on the proposal of the dean of the faculty.
- (3) The term of office of the head of department shall be for a maximum of four years.
- (4) The main activities provided by the head of the department are specified in the statute of the faculty. In addition to these activities, the head of the department shall submit proposals to the dean concerning:
 - a) staffing of the main activities of the department, including qualification and salary matters of the department's staff,
 - b) material and financial security of the entire activity of the department,
 - c) organization and division of the department.
- (5) The head of the department is authorised to negotiate on behalf of the faculty only in matters and to the extent determined by the dean in a written mandate.
- (6) The head of the department shall be replaced by an employee of the department designated in writing by the head of the department in his/her absence, to the extent specified.
- (7) The head of the department may appoint a secretary of the department and a deputy head of the department to assist him/her in managerial and organizational activities, and, where appropriate, a secretary for organizing research in the department.

Article 6
Division of the Department

- (1) The status and mission of the division is set out in the statutes of the faculty.
- (2) The head of the division is appointed and dismissed by the dean of the faculty on the basis of a proposal of the head of the department. The head of the division shall methodically manage the activities of the division and shall be responsible for them to the head of the department.
- (3) The head of the division shall ensure, in coordination with the head of the department, the activities referred to in Article 16 of the Statute of the Faculty.
- (4) The head of the division is authorized to act on behalf of the department only in matters designated by the head of the department.
- (5) The head of the division shall be represented by an employee of the division designated by him within the specified scope on the basis of a written authorization.

Article 7
Working and advisory commissions of the Dean

- (1) For the consideration of major issues in the work of the faculty and for the preparation of decisions, it shall establish the dean in particular the following working and advisory commissions. Commissions may be appointed either on an "ad hoc" basis or for a specific period.
- (2) The working and advisory committees of the dean are:
 - a) State Examination Commissions,
 - b) The Inventory Commission,

- c) The Council of the Student Scientific Activity (SSA),
- d) other.

(3) The State Examination Commissions have a specific status, which is defined in the Study Regulations of the Faculty of Wood Sciences and Technology of the Technical University of Zvolen.

(4) The Inventory Commission discusses the results of the inventory of the faculty property and its departments and submits to The Central Inventory Commission of the university proposals for the arrangement of inventory differences. The chairman of the commission is the secretary of the faculty, the members are the chairmen of the sub-inventory commissions.

(5) The SSA Council methodically manages the SSA proceedings at the departments, organizes the faculty round of the SSA in cooperation with student representatives.

Article 8 ***Duties, rights and responsibilities of faculty staff***

(1) The scope of duties, rights and responsibilities of the faculty employees derives from the Labour Code, the Higher Education Act, the Public Employment Act, the Statutes of TU in Zvolen, the TU Working Regulations, the Statutes of the Faculty of Wood Sciences and Technology, these Organisational Regulations, other legal regulations and from the instructions and orders of the relevant superior employees.

(2) Every faculty employee is obliged to familiarize himself with his duties, rights and responsibilities, to perform the tasks entrusted to him in a quality, responsible and economical manner and to comply with the internal regulations of TU, the internal regulations of the Faculty of Wood Sciences and Technology and generally applicable legal regulations.

Article 9 ***Representation of employees during absence from work***

(1) In order to ensure the smooth running of the work of the faculty during the absence of senior staff and other employees, it is necessary to ensure their substitution.

(2) In his absence, the dean is represented by the vice-dean designated by the dean.

(3) Vice-deans shall represent themselves according to the instructions of the dean.

(4) The secretary of the faculty shall be represented by an employee of the dean's office designated by him/her.

(5) The head of the department is represented by an employee authorised by him.

(6) Other faculty staff members shall be represented as delegated by the head of department.

(7) The represented person may reserve decision-making powers in the representation.

(8) In all cases of representation, a written form and scope of authority shall be required for the validity of the legal act.

Article 10 ***Handover and takeover of functions***

(1) On handing over the functions of the dean, vice-dean and other senior staff of the faculty, a record shall be made of the status of the performance of the tasks of the managed

section, of the staff, of the files, correspondence, and of the status of funds and other property values. The minutes shall be signed by the transferor, the transferee and the immediate superior.

(2) A record of the transfer and assumption of office may also be made by the head of staff when a function other than the head's function is transferred, if the importance of the function, the extent of the material responsibility or other compelling reason so requires.

(3) On handing over the function with responsibility for the entrusted values, an extraordinary inventory shall be taken.

(4) The record of the transfer of classified documents shall be governed by special regulations.

(5) An analogous procedure shall be followed for the transfer of functions in the case of long-term representation.

Article 11

Internal relations and relations to other entities

(1) The relations of the faculty to other entities and within the university are defined in § 22 to § 33 of the Higher Education Act, Article 6 and Articles 46 to 49 of the Statute of the TU in Zvolen.

(2) Departments enter into relations within the university and with external entities only through the faculty.

Article 12

Final provision

(1) The Organisational Regulations of the Faculty of Wood Sciences and Technology TU come into force upon approval by the Academic Senate of the Faculty of Wood Sciences and Technology.

(2) These Organizational Regulations of the Faculty of Wood Sciences and Technology TU No. R - 343/2019 were approved by the Academic Senate of the Faculty of Wood Sciences and Technology on 5 February 2019 and enter into force and effect on that date.

(3) Upon the entry into force of the Organisational Regulations of the Faculty of Wood Sciences and Technology No. R - 343/2019 the Organisational Regulations of the Faculty of Wood Sciences and Technology No. R-750/2015 are repealed.

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