

ORGANIZATIONAL REGULATIONS

Faculty of Wood Sciences and Technology, Technical University in Zvolen

Number: R-4090/2023

Article 1 Basic provisions

- (1) The Organizational Regulations of the Faculty of Wood Sciences and Technology (hereinafter also "Faculty" or "DF") of Technical University in Zvolen (hereinafter also "Organizational Regulations of DF TUZVO") 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 TUZVO 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.

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 is the executive unit of the faculty for the organisational and administrative support of the faculty's activities. It mainly performs the following tasks:
 - a) prepares documents for the decision-making of academic officials of the faculty, academic bodies of the faculty, and professional advisory committees,

- b) coordinates educational activities at the faculty in cooperation with the Study Department of TU in Zvolen and the departments,
 - c) carries out organizational and administrative work related to scientific research, artistic, publishing activities and external relations of the faculty,
 - d) ensures habilitation procedures and procedures for appointment as professor,
 - e) ensures the economic running of the faculty, preparation, distribution, monitoring and evaluation of the faculty's budget,
 - f) organizes proposals for personnel and salary requirements of the employees enrolled at the faculty.
- (2) The economic and administrative running of the faculty is ensured by the Secretary of the Faculty. He/she is directly subordinate to the Dean. The competence of the Secretary is defined in Article 14 of the Statute of the Faculty of Wood Sciences and Technology of TU in Zvolen (hereinafter also referred to as the "Statute of the Faculty").

Article 4 ***Department***

- (1) The position and mission of the Departments is set out in Article 13 point (2) of the Statute of the Faculty.
- (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 staff members employed in 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 are established by the Dean of the Faculty on the proposal of the Head of the Department.
- (7) The departments provide education according to accredited study programmes at all three levels of higher education, as well as scientific research, development, artistic and other creative 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 listed in Article 15 of the Statute of the Faculty. In addition to these activities, the Head of Department submits proposals to the Dean concerning:
 - a) staffing of the main activities of the department, including qualification and salary matters of the staff assigned to the department,
 - 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 in his/her absence by an employee assigned to the Department designated in writing by the Head of the Department, 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, or 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 Article 13 of the Statute 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 by the head of the department. The head of the division manages the activities of the division methodologically and is 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 15 of the Statute of the Faculty.
- (4) The head of division is authorized to act on behalf of the department only in matters designated by the head of department.
- (5) The head of the division shall be represented by a member of staff designated by him or her and assigned to the department within a specified scope on the basis of a written authorisation.

Article 7 ***Advisory bodies of the Dean***

- (1) The Dean's permanent advisory bodies are the Dean's Advisory Board and the Faculty Management. Members of the advisory bodies are appointed and dismissed by the Dean. The composition and roles of the Dean's permanent advisory bodies are specified in the Statute of the Faculty.
- (2) The Dean establishes other working and advisory commissions to consider serious issues of the faculty's work and to prepare decisions. Commissions may be appointed either on an "ad hoc" basis or for a specific period of time.

The working and advisory committees of the Dean are in particular:

 - a) Programme councils for study programmes,
 - b) State examination commissions,
 - c) The Inventory commission,
 - d) The Council of Student Scientific and Professional Activities (hereinafter referred to as The Council of ŠVOČ),
 - e) Editorial Board of Acta Facultatis Xylogie Zvolen (hereinafter AFXZ),
 - f) other.

- (3) The competence of Programme councils for study programmes is defined in Article 17 of the Organizational Directive No. 4/2021 Internal Quality Assurance System of Higher Education of the TU in Zvolen.
- (4) The State examination commissions have a specific status, which is defined in the Study Regulations of TU Zvolen.
- (5) The Inventory commission discusses the results of the inventory of the property of the faculty and its departments and submits to the Central Inventory Commission of the University proposals for the arrangement of inventory differences.
- (6) The Council of ŠVOČ methodically manages the ŠVOČ proceedings at the departments, organizes the faculty round of ŠVOČ in cooperation with student representatives.
- (7) The Editorial Board of AFXZ edits the publication of the scientific journal of the Faculty registered in citation databases.

Article 8
Duties, rights and responsibilities of faculty staff

- (1) The scope of duties, rights and responsibilities of the employees employed at the Faculty is based on the Labour Code, the Higher Education Act, the Act on the Performance of Public Work, the Working Regulations of TU in Zvolen, the Statute of TU in Zvolen, the Statute of the Faculty of Wood Sciences and Technology, these Organisational Regulations, other legal regulations, and the instructions and orders of the respective superiors of the employees.
- (2) Each employee assigned to the faculty is obliged to familiarize himself with his duties, rights and responsibilities, to perform the assigned tasks in a quality, responsible and economical manner and to comply with the internal regulations of the TUZVO, the internal regulations of the Faculty of Wood Sciences and Technology and the generally applicable legal regulations.

Article 9
Representation of employees during absence from work

- (1) To ensure the smooth running of the work of the faculty during the absence of senior staff and other employees, it is necessary to provide their substitution.
- (2) In his absence, the dean is represented by the vice-dean designated by him to a specified extent.
- (3) The Vice-Deans shall represent themselves according to the instructions of the Dean.
- (4) The Head of the Department is represented by an employee authorised by him/her.
- (5) Other staff shall be represented as authorised by the Head of Department.
- (6) The represented person may reserve decision-making powers in the representation.
- (7) In all cases of representation, a written form and scope of competence are required for the validity of the legal act.

Article 10
Handover and takeover of functions

- (1) At the time of handing over the functions of the dean, vice-dean and other senior staff, a record shall be made of the status of the performance of the tasks of the managed section, of the staff, of files, correspondence, and of the status of funds and other assets. 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 that of head is transferred, if its importance, the extent of the material responsibility or other compelling reason so requires.
- (3) An extraordinary inventory shall be taken on handover of the function with responsibility for the entrusted values.
- (4) The record of the transfer of classified documents shall be governed by special regulations.
- (5) An analogous procedure should 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 scope of competence of the faculty, the relations of the faculty to other organisations and within the University are defined in Article 41 of the Statute of the TUZVO.
- (2) Departments enter into relationships within the university and with external entities only through the faculty.

Article 12
Final provision

- (1) The Organizational Regulations of the Faculty of Wood Sciences and Technology of TU in Zvolen enter into force upon approval by the Academic Senate of the Faculty of Wood Sciences and Technology.
- (2) This Organizational Regulations of the Faculty of Wood Sciences and Technology of TU in Zvolen No. R-4090/2023 was approved by the Academic Senate of the Faculty of Wood Sciences and Technology of TU in Zvolen on 22.6.2023 and enters into force and effect on this date.
- (3) Upon the entry into force of the Organisational Regulations of the Faculty of Wood Sciences and Technology of TU in Zvolen No. R-4090/2023, the Organisational Regulations of the Faculty of Wood Sciences and Technology of TU in Zvolen No. R-343/2019 are repealed.

prof. Ing. Ivan Klement, CSc.
Chairman of
the Academic Senate of the Faculty

prof. Ing. Ján Sedliačik, PhD.
Dean of the Faculty