

PROCEDURE RULES OF THE SCIENTIFIC AND ARTISTIC BOARD
Faculty of Wood Sciences and Technology, Technical University in Zvolen

No: R-10352/2020; 127/2020/DDF

Article 1
Basic provisions

(1) The Scientific and Artistic Board of the Faculty of Wood Sciences and Technology of Technical University in Zvolen (hereinafter referred to as "VUR DF" or just "VUR") is one of the bodies of the academic self-government of the Faculty of Wood Sciences and Technology of the TU in Zvolen (hereinafter referred to as "the Faculty" or "DF" or "DF TU"). The status and membership of the VUR DF is regulated by Article 11 of the Statute of the Faculty of Wood Sciences and Technology of TU in Zvolen. The chairman of the VUR is the dean of the DF TU in Zvolen.

(2) Meetings of the VUR shall be held on the basis of an approved work plan and a decision of the Chairman of the VUR DF. If necessary, the Chairman of the VUR DF may convene an extraordinary meeting of the VUR DF. A meeting of the VUR DF may be held by videoconference or by other means of information and communication technology without physical presence.

(3) The VUR DF shall be able to deliberate and hold a quorum if at least 2/3 of its members are present.

(4) There is a separate discussion for each item of business.

(5) Approval of proposals shall be by vote of the members of the VUR DF in accordance with Article 5 of these Procedure Rules.

(6) The Dean's Office is obliged to send the basic background materials to the members of the VUR DF at least five working days before the VUR DF meeting; in exceptional cases, mainly due to time pressure or urgency of the issue, the background materials may be handed over later with the consent of the VUR DF Chairman, or delivered at the VUR DF meeting.

(7) Resolutions of the VUR are binding on the faculty. The competence of the VUR results from the law (§ 30 (1) and (2) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education") and is specified in Article 12 of the Statute of the Faculty of Wood Sciences and Technology of the Technical University in Zvolen.

Article 2
Conducting the meeting

(1) The meetings of the VUR are chaired by its chairman or by the vice-dean of the faculty authorised by the chairman.

(2) At the beginning of the meeting, the VUR DF shall approve the verifiers of the minutes and, if necessary, the scrutineers for the secret ballot.

(3) The Chairman shall ensure that minutes are taken of each meeting of the VUR DF, which shall include the date of the meeting, the agenda, the attendance (number) of members at the meeting, the abbreviated proceedings of the discussion, the manner and results of the voting and the resolutions. The minutes shall be annexed to the attendance register. Each minute, after verification, must be delivered to all members of the VUR and to the Chairman of

the Academic Senate of the Faculty of Wood Sciences and Technology of the Technical University in Zvolen.

Article 3
Discussion and its organisation

(1) The discussion shall be opened, chaired and closed by the Chairman on each item of business.

(2) A member of the VUR DF shall declare his/her place in the discussion by a show of hands or in writing in advance.

(3) There is no time limit for discussion contributions, unless the VUR DF decides otherwise.

(4) A factual remark shall be announced by a member of the VUR DF raising his hand and saying "factual remark". He may make it only when the Chairman has given him the floor. It shall last no longer than one minute.

Article 4
Obligations and rights of the members of the VUR DF

(1) A member of the VUR DF is obliged to participate in the meetings of the VUR, to observe the Rules of Procedure of the VUR and the approved agenda of the meeting. His/her attendance at a meeting of the VUR DF shall be irreplaceable. Absence from a meeting shall be excused in advance in writing to the chairman of the VUR DF.

(2) A member of the VUR has the right to:

- a) comment on all materials discussed by the VUR,
- b) participate in the debate, express opinions, make a factual comment,
- c) more serious items for inclusion on the agenda may be submitted to the Chairman of the VUR DF at least five days before the meeting; less serious proposals may be submitted for inclusion on the agenda directly at the VUR DF meeting,
- d) receive competent answers to the questions, suggestions and comments requested and needing a written response, no later than 15 days after the end of the VUR meeting,
- e) vote on the proposed resolutions,
- f) express any of the above rights orally or in writing.

(3) The absent member of the VUR DF may submit his/her opinions on the issues to be discussed in writing to the chairman of the VUR DF.

Article 5
Voting and approval

(1) Voting shall normally be open to the public. In cases provided for by generally binding legislation and in personnel matters, or if at least 1/3 of the members present at a meeting of the VUR DF so agree, the VUR DF shall decide by secret ballot.

(2) The adoption of the agenda shall require the consent of a majority of the members of the VUR DF present at the VUR DF meeting.

(3) The approval of the Rules of Procedure of the VUR and amendments thereto shall require the consent of a supermajority of all members of the VUR.

(4) The approval of a majority of all members of the VUR DF shall be required for the decision on matters to be voted on by secret ballot. Resolutions on matters on which voting is not separately provided for in these Rules of Procedure shall require the consent of a majority of the members of the VUR present.

(5) If a member of the VUR DF moves a motion for a resolution, or an amendment or alteration thereto, it shall be put to the vote.

(6) If the vote concerns a member of the VUR DF, he/she shall not participate in the vote. The number of votes required for the validity of the election or of the resolutions adopted shall be reduced by one vote.

(7) In urgent and justified cases, the Chairman of the VUR DF may request the members of the VUR DF to vote by correspondence (per rollam or by e-mail), except in cases where voting is by secret ballot. A secret ballot may be conducted by means of information and communication technology which technically allow it.

(8) In the matters of voting for the acquisition of scientific-pedagogical titles or artistic-pedagogical titles "Associate Professor" and "Professor", the VUR is governed by the Decree of the Ministry of Education and Science of the Slovak Republic No. 246/2019 Coll. on the procedure for the acquisition of scientific-pedagogical titles and artistic-pedagogical titles of Associate Professor and Professor and by the valid internal regulations of the TU in Zvolen.

(9) The VUR decides whether or not to award the title of associate professor by secret ballot. Similarly, the VUR shall decide on the approval or disapproval of a proposal for appointment as professor by secret ballot. In both cases, the approval of a supermajority of all members of the VUR is required for a decision to be taken.

(10) If the VUR disagrees with the proposal for the award of the title of associate professor or disapproves the proposal for appointment as professor, the applicant may resubmit the application for the title of associate professor or professor no earlier than six months after the decision of the VUR on disagreement with the award of the title of associate professor or the disapproval of the proposal for appointment as professor.

Article 6 ***Final provisions***

(1) The Procedure Rules of The Scientific and Artistic Board of the Faculty shall enter into force on the date of its approval by The Scientific and Artistic Board of the Faculty.

(2) These Procedure Rules of The Scientific and Artistic Board of the Faculty of Wood Sciences and Technology of the Technical University in Zvolen No. R-10352/2020 shall enter into force upon approval by the VUR DF on 12.11.2020 .

(3) Upon the entry into force of these Procedure Rules of the VUR DF No.R-10352/2020, the existing Procedure Rules of The Scientific and Artistic Board of the Faculty of Wood Sciences and Technology of the Technical University in Zvolen No.R-12243/2019, which was approved by the VUR DF on 7.11.2019, shall be repealed.

In Zvolen on 12.11.2020

prof. Ing. Ján Sedliačik, PhD.
Dean of the Faculty of Wood Sciences
and Technology in Zvolen