

TECHNICAL UNIVERSITY IN ZVOLEN
Faculty of Wood Sciences and Technology

STATUTE OF THE ACADEMIC SENATE
Faculty of Wood Sciences and Technology
TU in Zvolen

January 2015

STATUTE OF THE ACADEMIC SENATE
Faculty of Wood Sciences and Technology, TU in Zvolen

The Statute of the Academic Senate of the Faculty of Wood Sciences and Technology (hereinafter referred to as "AS DF") of the Technical University of Zvolen (hereinafter referred to as "TU") is prepared in accordance with Section 24 (a) of Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter also referred to as the "Higher Education Act"). AS DF is a representative academic self-governing body of the Faculty of Wood Sciences and Technology.

ARTICLE 1

Introductory provisions

(1) The Academic Senate of the Faculty of Wood Sciences and Technology consists of elected representatives of the academic community of the Faculty of Wood Sciences and Technology (hereinafter also referred to as the "Faculty of Wood Sciences and Technology"), which is defined in Article 3, paragraph (1) of this Statute of the Faculty of Wood Sciences and Technology. The Academic Senate of the Faculty of Wood Sciences and Technology is accountable for its activities to the academic community of the Faculty of Wood Sciences and Technology. Its activities do not replace the executive power of the Dean and other bodies of the academic self-government of the Faculty.

(2) The Academic Senate of the Faculty of Wood Sciences and Technology is divided into a staff part and a student part. The members of the staff part of the DF AS are elected in direct secret elections by the members of the respective staff part of the DF academic community. The members of the student part of the DF AS are elected in secret elections by the students of the relevant part of the DF academic community (the student part of the DF AS consists of students enrolled in study programmes carried out at the faculty). Students constitute at least one third of the members of the DF Academic Senate. The number of members in the staff and student parts of the DF AS is determined by the election regulations of the DF AS.

ARTICLE 2

Activities of the Academic Senate

- (1) Academic Senate of the Faculty of Wood Sciences and Technology in accordance with § 27 of the Higher Education Act:
- a) approves the internal regulations of the Faculty of Wood Sciences and Technology on the proposal of the Dean:
- Statute of the Faculty of Wood Sciences and Technology,
 - Organizational Regulations of the Faculty of Wood Sciences and Technology,
 - other regulations (Art. 22, para. (2) of the DF Statute),
 - internal regulations of the Faculty of Wood Sciences and Technology, unless the Dean decides that the Faculty of Wood Sciences and Technology will be governed by the relevant internal regulations of the Technical University of Zvolen;
- approves the internal regulations of the Faculty of Wood Sciences and Technology on the proposal of the Chairman of the AS DF:
- the principles of elections to the Academic Senate of the Faculty of Wood Sciences and Technology,
 - Rules of Procedure of the AS DF,
 - Statute of the AS DF,

- Election regulations for the election of a candidate for the position of Dean of the Faculty of Wood Sciences and Technology and the procedure for proposing his/her removal;
- b) elects a candidate for Dean of the Faculty of Wood Sciences and Technology, or proposes the removal of the Dean of the Faculty of Wood Sciences and Technology from his/her position, and approves the Rector's proposal for the removal of the Dean of the Faculty of Wood Sciences and Technology; if after the removal of the Dean, or after the early termination of his/her function for other reasons, the Faculty does not have a Dean, it proposes to the Rector a person to be entrusted with the performance of the function of the Dean until the appointment of a new Dean,
- c) approves the proposal of the Dean of the Faculty of Wood Sciences and Technology for the appointment and dismissal of Vice-Deans,
- d) approves the proposal of the Dean of the Faculty of Wood Sciences and Technology for the appointment and dismissal of the members of the Faculty of Wood Sciences and Technology Scientific and Artistic Board,
- e) approves the draft budget of the Faculty of Wood Sciences and Technology, submitted by the dean and controls the management of the faculty's financial resources,
- f) approves the long-term plan in the educational, research, development or other creative activities of the Faculty (hereinafter referred to as the "long-term plan of the Faculty"), prepared in accordance with the long-term plan of the Technical University of Zvolen, submitted by the Dean after discussion in the Scientific Council of the Faculty of Science and its updating,
- g) approves the annual report on the activities of the Faculty of Wood Sciences and Technology and the annual report on the management of the Faculty of Wood Sciences and Technology submitted by the Dean,
- h) discusses the proposal of study programmes to be implemented by the Faculty, submitted by the Dean, before approval by the Faculty's Scientific Council,
- i) approves the conditions for admission to study the study programmes carried out by the Faculty of Wood Sciences and Technology submitted by the Dean,
- j) expresses its opinion on the Dean's proposal for the establishment, merger, amalgamation, division or abolition of DF departments,
- k) elects the DF representative to the Council of Universities,
- l) once a year reports to the Academic Community of the Faculty of Wood Sciences and Technology on its activities by posting in a publicly accessible place and publishing on the website of the Faculty of Wood Sciences and Technology, the publication of the "Report on the activities of the AS Faculty of Wood Sciences and Technology" is for a period of at least four years,
- m) expresses its opinion on the proposal of the Rector of the Technical University of Zvolen for actions pursuant to Section 41 (1) (a) to (c) of Act No. 131/2002 on Higher Education, concerning the transfer of property or the establishment of easements or pre-emption rights on property used for the performance of the tasks of the Faculty of Wood Sciences and Technology prior to their submission to the Academic Senate of the Technical University of Zvolen for approval,
- n) agrees with the proposal of the Dean of the Faculty of Wood Sciences and Technology to close the employment contract for the post of university teacher for employees who have reached the age of 70 years.
- o) performs other tasks determined by the internal regulations of the faculty.

(2) The DF AS is obliged to submit to the DF AO for consideration important proposals concerning the DF, in particular those contained in Article 2(1)(b), (f) and (h) of these Statutes.

ARTICLE 3

Membership of the Academic Senate

(1) Any member of the academic community of the Faculty of Wood Sciences and Technology may be elected as a member of the Academic Senate of the Faculty of Wood Sciences and Technology. The academic community of the Faculty of Wood Sciences and Technology consists of university teachers, researchers and other employees with higher education enrolled at the faculty who are employed by the university for a fixed weekly working time (the employee part of the academic community of the faculty) and students enrolled in study programmes carried out at the faculty (the student part of the academic community of the faculty).

(2) The office of a member of the Academic Senate of the Faculty is incompatible with the office of Rector, Vice-Rector, Dean and Vice-Dean, Bursar and Secretary of the Faculty.

(3) The Rector of TU, academic officers of the DF and the Secretary of the DF have the right to attend and speak at meetings of the DF AS in accordance with the Rules of Procedure of the DF AS whenever they request it. In the case of discussion of the agenda related to the issues defined in the Statute of the DF AS in Article 2, paragraph (1), letter j), a representative of the DF trade union organisation may be invited to the DF AS meeting.

(4) Members of the Academic Senate are elected and dismissed by the electorate of the relevant part of the academic community of the Faculty of Wood Sciences and Technology by secret ballot.

(5) The term of office of the AS DF is four years.

(6) Membership in the Academic Senate of the DF shall cease:

- a) the end of the term of office of the DF AS,
- b) at the end of the member's term of office,
- c) the appointment of a member to any of the offices referred to in Article 3(2),
- d) termination of employment with TU, transfer to another faculty within TU, interruption and termination of studies,
- e) the dissolution of the relevant part of the academic community,
- f) by resigning from the DF AS,
- g) dismissal of a member of the DF AS by the relevant part of the academic community,
- h) death of a member,
- i) interruption of the studies of a member of the student part of the Academic Senate of the Faculty,
- j) the end of the student member's studies in the Academic Senate of the Faculty, unless he or she has applied for suspension from the Academic Senate of the Faculty pursuant to paragraph 7,
- k) by failing to enrol in studies at the faculty for which he or she has been elected no later than the last day set for the enrolment of admitted applicants for the academic year in question, in the case of a member with suspended membership,
- l) on the expiry of six months from the date of suspension; this shall not apply if the reinstatement of membership has taken place within that period.

(7) A member of the student part of the Academic Senate of the Faculty who is not a student of a doctoral study programme may request in writing to suspend his/her membership in the Academic Senate of the Faculty before the regular end of his/her studies. Membership shall be suspended as of the day following the day on which the student duly completes his/her studies. Membership shall be restored on the date on which he or she rejoins the student section of the academic community of the faculty concerned, unless it has ceased for other reasons. At

the time of suspension, he/she shall be considered absent from the deliberations of the DF AS.

(8) The Academic Senate of the Faculty of Wood Sciences and Technology may decide to terminate its activities before the end of the term of office and call new elections if:

- a) a two-thirds majority of all members of the AS DF resolves on it,
- b) by a supermajority of all members of the AS DF membership has lapsed,
- c) if the dean is not elected even after the first repetition of the election of the dean.

(9) The function of the Electoral Commission for the election of a new AS DF, whose activity is terminated for the reasons referred to in Article 3, paragraph (8), shall be assumed by the Presidency of the AS DF.

(10) The election of a new member of the DF AS must be held within 5 months of the termination of membership in the DF AS, in accordance with the DF AS Election Principles.

ARTICLE 4

Rights and obligations of members of the Senate

(1) A member of the Academic Senate of the Faculty of Wood Sciences and Technology is obliged to:

- a) participate in the meetings of the Academic Senate and comply with the Rules of Procedure of the AS DF and the approved agenda of the meeting. Attendance at meetings of the DF AS is considered a work obligation. Absence from the meeting must be notified in advance to the President of the DF AS,
- b) report on the decisions of the DF AS to its constituents,
- c) express, explain and promote the demands of their constituents,
- d) to comply with the adopted resolutions of the DF AS.

(2) A member of the Academic Senate has the right to:

- a) to comment on all materials discussed by the AS DF,
- b) engage in debate, express opinions, make factual comments, defend and promote the demands of their constituents,
- c) evaluate the activities of the Bureau and the members of the AS DF and make proposals for their dismissal,
- d) address questions to the Dean, Vice-Deans, Secretary of the Faculty, Heads of Departments and members of the AS DF Presidium. Due to the seriousness of the issue, questions and answers must be made in writing. The answer must be provided within 14 days at the latest,
- e) exercise all the above rights in accordance with the Rules of Procedure of the AS DF.

ARTICLE 5

Bodies and Commissions of the Academic Senate of the Faculty of Wood Sciences and Technology

(1) The AS DF is headed by a presidency, which ensures the activities of the AS DF between meetings. The members of the DF AS Bureau are:

- a) the Chairman of the AS DF,
- b) the Vice-Chairman of the AS DF,
- c) Secretary of the AS DF,
- d) Chairman of the AS DF Legislative Commission,
- e) Chairman of the Economic Commission of the AS DF,
- f) representative of the student part of AS DF.

(2) The Presidium prepares the agenda and documents for individual meetings of the AS DF.

(3) The Academic Senate Committees (Legislative, Economic and Temporary) are the initiative and working bodies of the AS DF. The chairman of the commission must be a member of the Senate. Members of the commissions may also be experts from non-academic departments.

(4) Meetings of the commissions shall be convened by their chairpersons as necessary.

ARTICLE 6

Convocation and deliberations of the Academic Senate

(1) The Academic Senate of the DF meets:

- a) at least once a semester at a regular meeting which is open to the public,
- b) if requested by the Dean of the Faculty of Wood Sciences and Technology, the Rector of the TU, or at least 1/3 of all members of the Faculty of Wood Sciences and Technology, the President is obliged to convene the Academic Senate for an extraordinary meeting so that the meeting is held no later than 14 days from the submission of the written proposal.

(2) The agenda and the submitted materials must be communicated to the members of the AS DF in writing by the Chairman of the AS DF no later than 5 working days before the meeting.

(3) Written materials may be submitted to the President of the AS DF or the Secretary of the AS DF by individual working committees or members of the AS DF. A member of the DF academic community shall submit his/her proposal through elected representatives. The Dean and the Vice-Deans of the Faculty shall submit their proposals to the President of the DF AS.

(4) The meeting is convened and chaired by the President or Vice President of the AS DF. For individual items on the agenda of the AS DF meeting, the chairman or vice-chairman of the AS DF may invite guests.

(5) The deliberations of the AS DF are governed by the Rules of Procedure of the AS DF, which is an integral part of these Statutes.

(6) Minutes of each DF AS meeting are prepared to inform the entire DF Academic Community.

ARTICLE 7

Final provisions

(1) The DF AS shall ensure that its former and current members are not sanctioned in connection with their activities in the DF AS.

(2) The Statute of the AS DF comes into force and effect upon approval by the AS DF. The same procedural procedure shall apply to the amendment of the Statute as for its approval. This Statute of the AS DF together with its annexes was discussed and approved by the AS DF at its meeting on 20 January 2015.

(3) Upon the entry into force and effect of this Statute of the AS DF, the Statute of the AS DF, approved on 23 October 2013, shall cease to be valid and effective.

prof. Ing. Ladislav Dzurenda, PhD.
chairman of AS DF