

**TECHNICAL UNIVERSITY IN ZVOLENO**  
**Faculty of Wood Sciences and Technology**

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**STATUTE**  
**OF THE ACADEMIC SENATE**

**Faculty of Wood Sciences and Technology, TU in Zvolen**

**June 2023**

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The Statute of the Academic Senate of the Faculty of Wood Sciences and Technology (hereinafter referred to as "AS DF") of the Technical University in Zvolen (hereinafter referred to as "TUZVO") is drawn up in accordance with the Statute of the Technical University in Zvolen. AS DF is a collective 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 "DF"), which is defined in Article 3, paragraph (1) of this Statute of the Faculty of Wood Sciences and Technology. The Academic Senate of DF is accountable for its activities to the academic community of the Faculty of Wood Sciences and Technology.
- (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 AS DF 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 AS DF are elected in secret elections by the students of the relevant part of the DF academic community (the student part of the AS DF 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 AS DF is determined by the principles of elections to the AS DF.

**ARTICLE 2**

***Activities of the Academic Senate***

- (1) Academic Senate of the Faculty of Wood Sciences and Technology in accordance with the Statute of the TUZVO: Section 27 of the Higher Education Act:
  - a) approves, on the proposal of the Dean, the Statute of the Faculty and the Organizational Regulations of the Faculty,
  - b) approves, on the proposal of the Chairman of the Academic Senate of the Faculty, the Statute of the Academic Senate of the Faculty, the Rules of Procedure of the Academic Senate of the Faculty, and the principles of elections to the Academic Senate of the Faculty,
  - c) approves the Dean's proposal for the appointment and dismissal of members of the Faculty's Scientific and Artistic Board,

- d) approves the draft budget of the faculty submitted by the Dean and controls the management of the faculty's funds,
- e) approves the long-term plan in the educational, research, development, artistic or other creative activities of the Faculty (hereinafter referred to as the "long-term plan of the Faculty"), drawn up in accordance with the long-term plan of the TUZVO, submitted by the Dean after discussion in the Scientific and Artistic Board of the Faculty,
- f) approves the annual report on the activities of the Faculty and the annual report on the management of the Faculty submitted by the Dean,
- g) approves other conditions for admission to study in study programmes carried out at the faculty, submitted by the dean,
- h) comments on the Dean's proposal for the appointment and dismissal of Vice-Deans,
- i) comments on the Dean's proposal for the establishment, merger, amalgamation, division or abolition of faculty departments,
- j) announces the election of a candidate for Dean of the Faculty,
- k) elects a faculty representative to the Council of Universities,
- l) report once a year to the academic community of the faculty on its activities, which shall be published on the DF website for at least four years,
- m) performs other tasks determined by the internal regulations of TUZVO or the faculty.

### ***ARTICLE 3***

#### ***Membership of the Academic Senate***

- (1) Any member of the academic community of the Faculty of Wood Sciences and Technology can be elected as a member of the Academic Senate of the Faculty of Wood Sciences and Technology. The academic community of the Faculty consists of university teachers, researchers and other employees with higher education enrolled at the Faculty, who are employed by the Faculty of Wood Sciences and Technology on 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 Faculty Academic Senate is incompatible with the office of Rector, Vice-Rector, Dean, Vice-Dean and Bursar.
- (3) The Rector of TUZVO, the Dean of the Faculty of Wood Sciences and Technology or, in his/her place, the Vice-Dean of the Faculty of Wood Sciences and Technology or the Secretary of the Faculty of Wood Sciences and Technology have the right to speak at the meetings of the Faculty of Wood Sciences and Technology in accordance with the Rules of Procedure of the Faculty of Wood Sciences and Technology at any time they so request.
- (4) Members of the Academic Senate are elected and dismissed by the electorate of the relevant part of the DF academic community 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 AS DF,
  - 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 AS DF,
  - g) dismissal of a member of the AS DF 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 AS DF.
- (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 AS DF must be held within 5 months of the termination of membership in the AS DF, in accordance with the AS DF Election Principles.

## ***ARTICLE 4***

### ***Rights and obligations of the 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 AS DF is considered a work obligation. Absence from the meeting must be notified in advance to the Chairman of the AS DF,

- b) report on the decisions of the AS DF to its constituents,
- c) express, explain and promote the demands of their constituents,
- d) to comply with the adopted resolutions of the AS DF.

(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 Presidium and the members of the AS DF and make proposals for their dismissal,
- d) to 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) to 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 AS DF Presidium are:
  - a) Chairman of the AS DF,
  - b) 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 the 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 TU, or at least 1/3 of all members of the Faculty of Wood Sciences and Technology,

the Chairman 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 Chair of the AS DF no later than 5 working days before the meeting.
- (3) Written materials may be submitted to the Chairman 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 submit their proposals to the Chairman of the AS DF.
- (4) The meeting is convened and chaired by the Chairman or Vice Chairman 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 AS DF meeting are prepared to inform the entire DF Academic Community.

## ***ARTICLE 7***

### ***Final provisions***

- (1) The AS DF shall ensure that its former and current members are not sanctioned in connection with their activities in the AS DF.
- (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 22 June 2023.
- (3) Upon the entry into force and effect of this Statute of the AS DF, the Statute of the AS DF, approved on 20 January 2015, shall cease to be valid and effective.

prof. Ing. Ivan Klement, CSc.  
Chairman of the AS DF