

**TECHNICAL UNIVERSITY IN ZVOLEN
FACULTY OF WOOD SCIENCES AND TECHNOLOGY**

č. R-2640/2020

S T A T U T E
***Faculty of Wood Sciences and Technology,
Technical university in Zvolen***

***issued pursuant to Section 33(2)(a) of Act No. 131/2002 Coll. on Higher
Education and on Amendments and Additions to Certain Acts, as amended
in accordance with***

***the Statute of the Technical university in Zvolen No. R-11302/2019,
approved by the Academic Senate of TUZVO on 7.10.2019, registered by the
Ministry of Education and Science of the Slovak Republic on 16.12.2019***

Zvolen
2020

STATUTE
Faculty of Wood Sciences and Technology, Technical University in Zvolen

PAGE
GENERAL PROVISIONS

Article 1
Name and seat of the faculty

(1) The Faculty of Wood Sciences and Technology (hereinafter also "Faculty" or "DF") is one of the basic organizational components of the Technical university in Zvolen (hereinafter also "University" or "TU in Zvolen" or only "TUZVO"), which contributes to the fulfillment of its mission and participates in the fulfillment of its main tasks in the defined field of knowledge.

(2) The name of the faculty reads "**Faculty of Wood Sciences and Technology of the Technical university in Zvolen**".

For internal use, the abbreviation "DF TU in Zvolen" or "DF TUZVO" or just "DF" may also be used. DF TUZVO uses a round stamp with the state emblem and the text "Technical University in Zvolen, Faculty of Wood Sciences and Technology" on decisions issued according to the general regulation on administrative proceedings (§108 (5) (b) of the Higher Education Act).

(3) Foreign language equivalents of the name of the faculty are:

English: Faculty of Wood Sciences and Technology

German: Fakultät für Holzwirtschaft

French: Faculté des Sciences et Technologie du Bois

Russian: Факультет обработки древесины

(4) The residence of the faculty is Zvolen, T. G. Masaryka 24, postcode 960 01.

PART TWO
THE MISSION, ACTIVITIES AND LEGAL STATUS OF THE FACULTY

Article 2
DF's mission and activities

(1) The faculty fulfils its mission in accordance with Article 3 of the Statute of the Technical university in Zvolen (hereinafter referred to as the "Statute of the Technical university in Zvolen").

(2) The main mission of the faculty is to develop harmonious personality, knowledge, wisdom, goodness and creativity in man and to contribute to the development of education, science, culture and health for the welfare of the whole society, and thus to contribute to the development of a knowledge-based society.

(3) The main task of the faculty in fulfilling its mission is to provide, organise and ensure higher education within the framework of accredited study programmes at all three levels of education; the scope of authorisation for their creation, modification and implementation is specified in the register of fields of study. The role of the Faculty of Wood Sciences and Technology is also to develop creative scientific research or creative artistic activity in the Slovak and international research and educational space.

(4) In the pedagogical field, the Faculty fulfils its mission by education in the fields of study of wood science, economics and management, arts and security sciences or in their combination according to accredited study programmes in all three levels of higher education (bachelor, engineering, master, doctoral) with an increased emphasis on the representation of second and third level programmes and accreditation and implementation of programmes in foreign languages, as well as further education in these areas.

(5) In the field of research, the faculty fulfils its mission by addressing research projects and programmes of national and international character, especially in the field of engineering and technology with a focus on woodworking, wood processing technology, structure and properties of wood, design and processes of wood products production, economics, management and business, art of security sciences, as well as other related and application areas.

(6) The scientific research activities of the faculty have long been oriented towards the comprehensive use of wood and other lignocellulosic materials. The thematic focus of scientific research activity is on the investigation of the structure and properties of wood in relation to its processing by mechanical and chemical technologies, aesthetic design of furniture and wood products, interior design, wooden buildings, economic and marketing aspects of wood recovery and fire protection and integrated safety.

(7) The organisation of studies at the faculty is regulated by the study regulations.

(8) The faculty carries out habilitation of associate professors and appointment proceedings for professors.

(9) The faculty develops international cooperation in teaching and scientific research activities.

(10) The faculty cooperates with the practice in the field of woodworking and related disciplines.

(11) In accordance with Article 49 of the Statute of TUZVO, the faculty may carry out entrepreneurial activities.

(12) The faculty shall regulate its mission and tasks in more detail in the form of a long-term plan, which contains its intentions in the individual areas of its activities and shall be drawn up for at least six years.

Article 3 ***Legal status of the DF***

(1) DF has no legal subjectivity; it is an organizational part of TU in Zvolen.

(2) The self-governing competence of the faculty on behalf of the university (TUZVO) is established:

131/2002 Coll. on Higher Education Institutions and on Amendments and Supplements to Certain Acts, as amended (hereinafter also referred to as the "Higher Education Institutions Act"), as specified and regulated in Article 4(10) of the TUZVO Statute and Article 51(2) of the TUZVO Statute.

(3) The scope of other self-governing competences of the faculty is determined: in accordance with Article 23(2) of the Higher Education Act in Article 52(1) and (2) of the TUZVO Statute.

(4) The faculty has the right to use its own academic insignia and to hold academic ceremonies in accordance with Articles 31, 32, 33 and 34 of the Statute of the TUZVO.

A. Scope of self-governing competence of the faculty on behalf of TUZVO

(1) The faculty performs self-governing competence on behalf of TUZVO to the extent provided for in Section 23(1) of the Higher Education Act, as further regulated in Article 4(10) and Article 51(2) of the Statutes of TUZVO.

(2) The bodies of the academic self-government of the faculty have the right to decide or act on behalf of TUZVO in the following matters and to the following extent:

- a) determination of other conditions of admission to studies and decision-making in the admission procedure for study programmes carried out at the faculty (full competence of the faculty),
- b) creation of new accredited study programmes and their implementation at the faculty (full faculty competence),

- c) deciding on matters relating to the academic rights and obligations of students enrolled for studies according to study programmes conducted at the faculty (the full competence of the faculty),
- (d) submitting proposals for the conclusion, amendment and termination of employment relationships (the faculty's competence in a limited scope, where the actual legal acts relating to the establishment, amendment and termination of employment relationships remain within the self-governing competence of the TUZVO),
- e) carrying out entrepreneurial activities (the faculty's competence in a limited scope, when the faculty will only be the implementers of activities resulting from contracts from entrepreneurial activities, while the conclusion of these contracts falls within the exclusive self-governing competence of the TUZVO), and in carrying out these entrepreneurial activities will be governed by the rules for carrying out entrepreneurial activities regulated in the Statute of the TUZVO,
- f) cooperation with other universities, legal and natural persons, including foreign ones, in the areas in which the faculty operates (the faculty's competence is limited to the extent that the conclusion of such agreements falls within the exclusive self-governing competence of the TUZVO).

B. Scope of other self-governing competences of the faculty

(1) The self-governing competence of the faculty (Section 23 (2) of the Higher Education Act) also includes:

- a) internal organisation of the faculty,
- b) preparation and submission of proposals for the number of applicants to be admitted to the faculty,
- c) organisation of studies in accordance with the TUZVO Study Regulations and the study regulations of the faculty,
- (d) determining the focus and organising research, development, artistic or other creative activities,
- (e) preparation and submission of proposals for the structure of posts of staff employed in the faculty, including the number of staff employed in the faculty,
- f) election of members of the academic self-government bodies of the faculty,
- g) in accordance with the concluded TUZVO contracts, the implementation of foreign relations and activities in the areas in which the faculty operates,
- (h) the management of funds allocated by TUZVO to the faculty and of funds otherwise received by the faculty for the fulfilment of its tasks; the faculty shall also comment on the management of TUZVO property used for the fulfilment of the faculty's tasks.

(2) In other matters, the faculty may act in the affairs of TUZVO only on the basis of a mandate from the Rector of TUZVO.

PART THREE ORGANISATIONAL STRUCTURE OF DF

Article 4 Organisational components

(1) The organisational units of the faculty are:

- a) the Dean's Office,
- (b) departments, which may be subdivided into divisions.

(2) In addition to the faculty departments, other organisational components of the University listed in Article 6(1) of the Statutes of the TUZVO participate in the provision of the faculty's tasks.

(3) The number and structure of posts is derived from the performance parameters determined by the Ministry of Education, Science, Research and Sport of the Slovak Republic for

the distribution of the state budget subsidy to public universities and is based on the systematization of posts, which is approved by the Rector of TUZVO after discussion in the Rector's Advisory Board of TUZVO.

Article 5
Status and mission of the faculty's organisational units

(1) Dean's Office:

a) is the executive unit of the faculty for the organisational and administrative provision of tasks. It prepares documents for the decision-making of academic officials of the faculty, resolutions of academic bodies of the faculty, expert advisory committees and ensures their implementation,
b) the organisational structure of the Dean's Office is set out in the Faculty's Organisational Regulations.

(2) Departments:

a) are the basic educational and scientific research workplaces of the faculty. They are established by the dean of the faculty after discussion in the Academic Senate. When they are established, their role in the pedagogical and scientific research process and their competence in the scientific disciplines must be specified,
b) the scope of competence may include the entire scientific field, a special part of the scientific field, several scientific fields where interdisciplinary education of students is carried out,
(c) the size and scope of the department must be defined in line with existing departments and must allow for the linking of scientific work and student training,
d) may be divided into departments established by the dean of the faculty. The department must represent a broader independent area of the discipline.

(3) Sections:

a) they are part of the department; their basic task is educational and scientific research activity in a certain scientific field, group of scientific fields, or a separate defined part of a scientific field from the scope of the department. They are established by the dean of the faculty on the proposals of the department.
(b) The size and scope of their responsibilities shall be defined in accordance with the basic mission of the department.

PART FOUR
THE SYSTEM OF ACADEMIC SELF-GOVERNMENT OF THE FACULTY AND ITS BODIES

Article 6
Academic community of the faculty

(1) The academic community of the faculty is the basis of the academic self-government of the faculty. It elects and dismisses the members of the Academic Senate of the Faculty (Section 26(2) of the Higher Education Act).

(2) The academic community of the faculty consists of university teachers, researchers enrolled at the faculty and other employees of the faculty with higher education who are employed by TUZVO 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).

Article 7
Bodies of Academic Self-Government of the Faculty

(1) The bodies of the academic self-government of the faculty (Section 24 of the Higher Education Act) are:

- a) the Academic Senate of the Faculty,
- b) the Dean,
- c) the scientific and artistic Board of the faculty,
- d) the faculty disciplinary committee for students of the faculty.

Article 8
Academic Senate of the Faculty

(1) The Academic Senate of the Faculty (hereinafter also referred to as "AS of the Faculty" or "AS DF") is its self-governing representative body. It shall have at least 11 members, of which at least one third shall be students. Its mission and competences are regulated by § 26 and § 27 of the Higher Education Act.

(2) The Academic Senate of the Faculty shall be divided into a staff part and a student part. The members of the staff part of the Academic Senate of the Faculty shall be elected in direct secret elections by the members of the staff part of the academic community of the faculty. Members of the student section of the Faculty Academic Senate shall be elected by secret elections by members of the student section of the faculty academic community. Only a member of the staff section of the Faculty Academic Senate may be a member of the staff section of the Faculty Academic Senate. Only a member of the student section of the Faculty Academic Senate may be a member of the student section of the Faculty Academic Senate.

(3) The position of a member of the AS of the faculty is incompatible with the position of the rector, vice-rector, dean, vice-dean, bursar and secretary of the faculty.

(4) The term of office of the members of the AS of the faculty shall not exceed four years.

(5) Meetings of the Academic Senate of the Faculty are public. The dean or, in his/her place, the vice-dean or the secretary of the faculty and the rector shall have the right to speak at a meeting in accordance with the rules of procedure of the Academic Senate whenever they so request. At the request of the dean or the rector, the chairman of the Faculty Academic Senate is obliged to convene a meeting of the Faculty Academic Senate without delay, but not later than within 14 days. If the chairman of the Faculty Academic Board fails to do so, the dean shall convene a meeting of the AS of the Faculty.

(6) The organizational structure, scope, activities and proceedings of the AS of the Faculty are further determined by the Statute of the Academic Senate of the Faculty of Wood Sciences and Technology, the Rules of Procedure of the Academic Senate of the Faculty of Wood Sciences and Technology and the Principles of Elections to the Academic Senate of the Faculty of Wood Sciences and Technology.

Article 9
Dean

(1) The dean is the representative of the faculty, manages it, represents it and acts in the affairs of the faculty. The dean shall be in an employment relationship with TUZVO and enlisted in the faculty, which he/she directs. Termination of the employment relationship relating to the performance of the dean's duties shall be conditional upon the prior termination of the dean's position.

(2) In matters pursuant to Section 23 (1) of the Higher Education Act, the dean acts on behalf of TUZVO to the extent determined by the Statutes of TUZVO.

(3) The dean is responsible for his/her activities to the Academic Senate of the Faculty.

(4) The dean is responsible to the rector for his/her activities in matters in which he/she acts on behalf of TUZVO (Section 23 (1) of the Higher Education Act), for the management of the faculty and for his/her other activities to the extent determined by the internal regulations of TUZVO and the internal regulations of the faculty.

(5) The dean is appointed and dismissed by the rector on the proposal of the Academic Senate of the Faculty. The rector appoints as dean a candidate proposed by the Academic Senate of the faculty, unless this is contrary to the Higher Education Act. The Academic Senate of the faculty shall submit a proposal for the dismissal of the dean whenever:

(a) has been finally convicted of a deliberate criminal offence; or

(b) he has been sentenced to an unconditional term of imprisonment, or if

(c) the dean asks to be relieved of his/her duties.

(6) On his/her own initiative, the rector, with the consent of the Academic Senate of the Faculty, may dismiss a dean if the dean:

(a) seriously fails to fulfil his/her obligations,

b) has grossly or repeatedly violated laws, other generally binding legal regulations, internal regulations of the TUZVO or the faculty, or

c) has seriously damaged the interest of the TUZVO or the faculty.

(7) If the Academic Senate of the Faculty repeatedly disagrees with the rector's proposal for the removal of the dean or does not express its opinion on the proposal within 30 days from the date on which the rector requested it, the rector may remove the dean with the consent of the AS TUZVO, if at least one of the conditions pursuant to Section 28 (3) of the Higher Education Act has been fulfilled; in the event that the rector asks the Academic Senate of the Faculty for its opinion between 15 June and 15 August, the period of 30 days pursuant to the previous sentence shall be extended to 60 days.

(8) The chairman of the Academic Senate of the Faculty may run for the office of dean at that faculty after the chair of the academic senate of the faculty has completed his or her term of office as chair of the academic senate of the faculty.

(9) The term of office of the Dean is four years. When a faculty does not have a dean, the function of the dean shall be performed by a person authorised by the rector on the proposal of the Academic Senate of the Faculty until the appointment of a new dean.

(10) The dean is represented by vice-deans to the extent determined by him/her.

(11) Dean of the faculty in accordance with the Higher Education Act:

a) Appoints and dismisses members of the Faculty's Scientific and Artistic Board with the approval of the AS of the Faculty,

b) submits to the AS of the Faculty for approval the long-term plan of the faculty in educational, research, development, artistic or other creative activities of the faculty, prepared in accordance with the long-term plan of the TUZVO after discussion in the scientific and artistic Board of the faculty and its update,

c) submits to the AS of the Faculty for approval the annual report on the activities and the annual report on the management of the faculty,

d) submits to the Scientific and Artistic Board of the faculty for approval the proposal of study programmes to be implemented by the faculty, after prior discussion in the AS of the Faculty,

e) submits to the AS of the Faculty for approval the conditions of admission of applicants to study in study programmes carried out by the faculty,

f) submits to the AS of the Faculty for approval the draft budget of the faculty,

g) establishes, merges, divides and abolishes faculty departments after prior approval of the AS of the Faculty,

- h) submits to the Scientific and Artistic Board of the Faculty for discussion and submission to the Scientific Board of TUZVO a proposal for filling the positions of visiting professors,
- i) decides on the admission of applicants to study in study programmes carried out by the faculty,
- j) performs legal acts in labour relations of TUZVO employees enrolled at the faculty only to the extent and under the conditions specified in the Statute of TUZVO.

Article 10

Election Regulations for the Election of the Candidate for Dean of the Faculty of Wood Sciences and Technology and the Method of Acceptance of the Proposal for the Removal of the Dean

(1) The Academic Senate of the Faculty of Wood Sciences and Technology of the TU in Zvolen (hereinafter referred to as "AS DF") elects a candidate for the dean of the Faculty of Wood Sciences and Technology of the TUZVO and submits a proposal for his/her dismissal.

(2) The place and time of the election shall be announced by the AS DF at least ten working days before the election.

(3) Elections are organised by the Election Commission. It shall be composed of five members. The chairman of the Election Commission shall be the chairman of the AS DF. Its members shall be proposed and approved by the AS DF in a secret ballot.

(4) Candidates for the position of dean of the Faculty of Wood Sciences and Technology shall be nominated by the academic community of the faculty according to the following principles:

a) Every member of the academic community has the right to nominate a candidate for the position of dean, which is defined in this Statute of the DF in Article 6,

b) each member of the academic community may nominate a candidate or candidates for the office of dean in writing within the time limit and in the manner specified by the Election Committee,

(c) the names of the proposed candidates shall appear on the nomination paper,

(d) the Election Commission shall contact each proposed candidate and the candidate shall, within a specified period, state in writing whether he or she accepts the candidature. On request, the Election Commission shall inform the candidate of the number of proposers of his candidature,

(e) the Election Commission shall publish the list of nominated candidates who have accepted the nomination in the AS DF notice board and on the internal television circuit within the set deadline,

(f) candidates who have accepted the candidature shall present themselves to the academic community of DF at the appointed time.

(5) The dean of the Faculty of Wood Sciences and Technology shall be elected by the AS of the Faculty of Wood Sciences and Technology from among the proposed candidates who have accepted the nomination. If the candidate for the position of dean is a member of the AS DF, he/she shall not participate in the voting. The number of votes required for the validity of the election shall be reduced by the respective number corresponding to the number of members of the AS DF who are standing for the office of dean.

(6) Elections shall be direct and secret.

(7) In the case of one candidate failing to achieve a supermajority of votes of all members of the AS DF, a new election will be called.

(8) In the case of two or more candidates, the candidate who achieves an absolute majority of votes of all members of the AS DF is elected. If in the first round neither candidate achieves the required number of votes, the election shall be repeated between the two candidates who achieved the highest number of votes in the first round.

(9) If in the second round none of the candidates achieves a supermajority of votes of all members of the AS DF, a new election will be called.

(10) The Election Commission shall draw up a record of the election of a candidate for the office of dean, which shall be signed by all its members present. The minutes shall include:

(a) the date of the election,

- (b) the total number of voters,
- (c) the number of voters to whom ballot papers have been issued,
- (d) the number of valid ballot papers cast,
- (e) the number of votes cast for each candidate.

(11) The results of the election shall be published by the Election Commission within 24 hours of the holding of the election.

(12) Objections to the elections may be submitted by any member of the faculty academic community to the Election Commission only in writing, no later than within two working days after the publication of the election results. Objections must be substantiated and may not be anonymous. Compliance with the deadline for filing objections and their validity shall be judged by the Election Commission and the AS DF. If the objections are lodged after the time limit has expired, or if they are unfounded or unjustified, the results of the election shall be valid and the Election Commission shall cease its work.

(13) The certificate of the election result shall be handed over to the newly elected dean by the chairman of the AS DF at a ceremonial meeting of the AS DF within 5 working days from the date of the election.

(14) A proposal for the dismissal of the dean of the Faculty of Wood Sciences and Technology may be submitted by any member of the AS of the Faculty of Wood Sciences and Technology in writing, in the hands of the Chairman of the AS DF. The AS DF shall always submit a motion for dismissal of the dean if the dean has been legally convicted of a deliberate criminal offence or if he/she has been given an unconditional prison sentence, or if the dean asks to be relieved of his/her office.

(15) The inclusion of a motion for the removal of a dean on the agenda shall require the consent of an absolute majority of all members of the AS DF.

(16) The approval of the proposal for the dismissal of the dean requires the consent of at least two thirds of all members of the AS DF.

(17) If the dean resigns for serious reasons or is dismissed, as well as whenever the situation arises that the faculty has no dean, new elections shall be held. A new election shall be held within four weeks of the date on which the dean has been dismissed or has resigned, or the date on which the faculty is demonstrably devoid of a dean.

(18) When a faculty does not have a dean, the function of the dean is performed until the appointment of a new dean by a person authorized by the rector of the TUZVO on the proposal of the AS of the faculty.

Article 11 ***Scientific and Artistic Board of the Faculty***

(1) The members of the Faculty Scientific and Artistic Board (hereinafter also referred to as the "VUR") are appointed and dismissed by the dean with the approval of the AS of the Faculty. The term of office of the members of the VUR shall be four years.

(2) The members of the VUR of the faculty are prominent experts in the field in which the faculty carries out educational, research, development, artistic or other creative activities. At least one quarter and no more than one third of the members of the VUR of the faculty shall be persons who are not members of the academic community of TU in Zvolen, of which the faculty is a part.

(3) The dean is the chairman of the VUR of the faculty.

Article 12
Competence of the Scientific and Artistic Board of the Faculty

- (1) Scientific and Artistic Board of the Faculty:
- a) discusses the long-term plan of the faculty developed in accordance with the long-term plan of the TUZVO,
 - b) approves, on the proposal of the dean after discussion with the AS DF, the internal regulations governing the internal quality assurance system of higher education at TUZVO (hereinafter referred to as the "internal system of TUZVO") in the conditions of the DF, if required by the internal system of TUZVO,
 - c) evaluate at least once a year the level of the faculty in educational activities and in the field of science, technology, or art,
 - d) approves other experts who have the right to sit for state examinations for study programmes conducted at the faculty (Section 63(3) of the Higher Education Act); approves supervisors for doctoral studies pursuant to Section 54(4) of the Higher Education Act,
 - e) discusses and submits to the Scientific Board of TUZVO the criteria for obtaining the title of associate professor and the criteria for obtaining the title of professor,
 - f) discusses proposals for the award of the title "Associate Professor" and decides on their outcome,
 - g) discusses and submits proposals for the appointment of professors to the Scientific Board of TUZVO,
 - h) discusses and submits to the Scientific Board of TUZVO general criteria for filling the positions of professors and associate professors at the faculty,
 - i) discusses and submits to the Scientific Board of TUZVO the specific conditions of the selection procedure for filling the positions of professors at the faculty,
 - j) discusses and submits to the Scientific Board of TUZVO the Dean's proposals for filling the positions of visiting professors (§ 79 of the Higher Education Act),
 - k) approves the rules of procedure of the Faculty Scientific and Artistic Board on the proposal of the Chairman of the Faculty Scientific and Artistic Board,
 - l) performs other tasks determined by the internal regulations of TUZVO or the faculty.
- (2) The Faculty's Scientific and Artistic Board discusses issues submitted to it by the Chairperman of the Faculty's Scientific and Artistic Board.

Article 13
Faculty Disciplinary Committee for students of the faculty

- (1) The Disciplinary Committee of the faculty for students of the faculty discusses disciplinary offences of students enrolled in a study programme carried out at the faculty and submits a proposal for a decision to the dean.
- (2) The members of the Disciplinary Committee of the faculty and its chairperson shall be appointed by the dean from among the members of the academic community of the faculty after approval by the Academic Senate of the Faculty; half of the members of the Committee shall be students.
- (3) The activities of the Disciplinary Committee of the faculty are governed by the Disciplinary Regulations of the TUZVO Disciplinary Committee for Students and the Rules of Procedure of the TUZVO Disciplinary Committee for Students.

Article 14
Vice-Deans of the Faculty

(1) Vice-deans are appointed and dismissed by the dean after approval by the Academic Senate of the Faculty. They shall be responsible for their activities to the dean.

(2) Vice-deans represent the dean in the areas of activity defined by the dean:

- a) Vice-Dean for Educational Activities,
- b) Vice-Dean for Research,
- c) the Vice-Dean for Development and International Relations.

(3) The term of office of vice-deans is four years.

Article 15
Secretary of the Faculty

(1) The secretary of the faculty is a senior employee of the faculty. He/she shall ensure the economic and administrative running of the faculty. He/she shall be directly subordinate to the dean of the faculty.

(2) The position of the faculty secretary is filled according to the "Principles of the Selection Procedure for Filling the Positions of University Teachers, Researchers, Professors, Associate Professors and Senior Staff at the TU in Zvolen".

(3) The secretary of the faculty shall be appointed and dismissed by the rector of TUZVO on the proposal of the dean of the faculty.

(4) Secretary:

- a) prepares planning and budget documents for the management of the faculty,
- b) ensure the protection and proper use of the property of the faculty,
- c) monitors the use of funds for the faculty, is responsible for their use in accordance with the applicable laws and proposes the necessary measures,
- d) organizes the meetings of the Scientific and Artistic Board and the Dean's advisory bodies.

Article 16
Head of Department, Head of Section, Secretary of Department

(1) The head of the department shall manage the department in all areas of its activities. He/she shall be directly subordinate to and responsible for his/her activities to the dean of the faculty.

(2) The position of the head of the department is filled according to the "Principles of the Selection Procedure for Filling the Positions of University Teachers, Researchers, Professors, Associate Professors and Senior Staff at the TU in Zvolen".

(3) The head of the department is appointed and dismissed by the rector of TUZVO on the proposal of the dean of the faculty.

(4) The term of office of the head of department shall be for a maximum of four years.

(5) The head of the department is responsible for:

- a) comprehensive development of courses of study within the study programmes under the competence of the department,
- b) the fulfilment of educational and scientific research tasks of the department,
- c) modernisation of the material equipment of the department,
- d) evaluation of the activities of the staff working in the department,
- e) cooperation with pedagogical and scientific research workplaces, practice in the Slovak Republic and abroad.

(6) The head of the department, the secretary of the department or the secretary for research may participate in the management of the department.

(7) The head of the section is appointed and dismissed by the dean on the basis of a proposal of the head of the department.

Article 17 ***Advisory bodies of the Dean***

(1) The permanent advisory bodies of the dean are the Dean's Advisory Board and the Faculty Management. Members of the advisory bodies are appointed and dismissed by the dean. The members of the Dean's Advisory Board are normally all Vice-Deans, the Secretary of the Faculty and the Heads of Departments. The dean may invite a representative of the trade union, the Chairman of the AS DF and a student representative to the meeting.

(2) Dean's Advisory Board:

- a) discuss issues of operational management of educational and scientific research activities,
- b) discuss issues of the faculty's personnel and economic work.

(3) The Faculty Management is an advisory body to the dean. Its members are: the dean, the vice-deans and the secretary of the faculty. It shall discuss operational matters of the management of the faculty. The dean may invite the chairman of the AS DF, a representative of the trade union organisation, other employees and students to the meeting.

(4) In order to improve the quality of management, the dean of the faculty may also establish other advisory bodies (permanent or temporary commissions), e.g. the Commission for State Examinations, the Inventory Commission, the Board of the Student scientific activity, whose tasks are specified in the Organisational Regulations of the Faculty of Wood Sciences and Technology .

PART FIVE ***INTERNAL RULES OF ECONOMIC MANAGEMENT OF THE FACULTY***

Article 18 ***Sources of funding, faculty budget and entrepreneurial activity***

(1) The faculty is financed from several sources within the meaning of Article 46 (1) to (4) of the Statute of TUZVO. The main source of funding is a subsidy from the state budget.

(2) The faculty obtains funds for the main activity based on the draft budget of TUZVO submitted by the Rector and approved by the AS TUZVO and the Board of Directors TUZVO.

(3) The management of the faculty is governed by Articles 45 to 48 of the Statutes of TUZVO.

(4) The AS of the faculty approves the proposal of the dean for the annual distribution of funds to the organizational units of the faculty.

(5) In addition to the performance of its main tasks, the faculty may also carry out entrepreneurial activities, subject to the guiding principles and internal rules of the TUZVO for the conduct of entrepreneurial activities, regulated in Articles 49 and 50 of the Statute of the TUZVO.

(6) The scope of the self-governing competence of the faculty on behalf of TUZVO in carrying out business activities is regulated in Article 3, point A., paragraph 2 (e) of this Statute of the Faculty of Wood Sciences and Technology.

PART SIX
BASIC CHARACTERISTICS OF THE SYSTEM OF HIGHER EDUCATION AND THE
SYSTEM OF FURTHER EDUCATION PROVIDED BY THE FACULTY OF WOOD
SCIENCES AND TECHNOLOGY TU IN ZVOLEN

Article 19
Framework provisions

(1) The Faculty is governed by the relevant provisions of the Statute of TUZVO, namely: Article 24 entitled "Basic characteristics of the system of higher education and the system of further education provided at TU IN Zvolen", Article 25 entitled "Framework conditions for admission to study at TUZVO", Article 26 entitled "Framework conditions for the study of foreigners at TUZVO", Article 27 entitled "Framework provisions on tuition fees and fees related to study at TUZVO", Article 28 entitled "Framework provisions on social support of students by TUZVO".

Article 20
Conditions of admission to study

(1) The basic conditions of admission to study are laid down in Section 56 of the Higher Education Act and the Framework Conditions of Admission to Study at TUZVO regulated in Article 25 of the Statute of TUZVO. If a study programme is carried out at a faculty, the faculty may determine additional admission conditions for admission to individual study programmes in accordance with Section 57 of the Higher Education Act,

(2) The admission procedure, academic mobility and enrolment for studies are regulated by § 58, § 58a and § 59 of the Higher Education Act and the Framework Conditions for Admission to Study at TUZVO regulated in Article 25 of the TUZVO Statute.

Article 21
Rights and Obligations of Students of the Faculty

(1) A candidate admitted to study (Section 58 of the Higher Education Act) becomes a student of the Faculty of Wood Sciences and Technology from the date of enrolment in a study programme conducted at the faculty. A student whose studies have been interrupted becomes a student from the date of re-enrolment. If the enrolment of an applicant admitted to study takes place before the beginning of the academic year in which his/her studies are to begin, the applicant becomes a student from the beginning of that academic year, unless he/she notifies the Technical university in Zvolen in writing by 15 August before the beginning of that academic year that he/she is cancelling his/her enrolment.

(2) A student ceases to be a DF student from the date of termination of studies pursuant to Sections 65(1) and 66 of the Higher Education Act, or from the date of interruption of studies pursuant to Section 64(1) of the Higher Education Act.

(3) The academic rights and obligations of students are stipulated in §70 and §71 of the Higher Education Act and Article 29 of the TUZVO Statute.

(3.1) A student of the faculty of TUZVO has the right to:

- (a) study the programme of study to which he/she has been admitted,
- (b) form a study plan according to the rules of the study programme (Section 51(4)(g) of the Higher Education Act),

- c) enrol in the next part of the study programme if he/she has fulfilled the obligations specified in the study programme or study regulations,
- d) while respecting the time and capacity constraints set by the study regulations and the study programme, to choose the pace of study, the order of completion of subjects while maintaining their prescribed continuity and to choose a teacher for a subject taught by several teachers,
- (e) as part of their studies, apply to study at another university, including abroad,
- f) participate in research, development or artistic and other creative activities of TU,
- g) participate in the establishment and activities of independent associations operating on campus (societies, unions, professional associations) in accordance with the law,
- h) at least once a year have the opportunity to comment on the quality of teaching and teachers by means of an anonymous questionnaire,
- (i) freely express opinions and comments on higher education,
- j) for information and advisory services related to studies and to the possibility of graduates of study programmes to be employed in practice,
- k) if he/she is subject to the obligation to pay tuition fees pursuant to Section 92(5) of the Higher Education Act, to decide in which study programme he/she will study free of charge in the relevant academic year, if he/she is entitled to free university studies,
- l) under the conditions specified in the study regulations, to change the study programme within the same field of study or a related field of study.

(3.2) The study obligations of a student of the faculty also arise from the study programme he/she is studying and from the TUZVO Study Regulations or the study regulations of the faculty, if the study programme is carried out at the faculty. The student is obliged to comply with the internal regulations of TUZVO and its components. The student is also obliged in particular to:

- (a) to protect and make economic use of the property, resources and services of TUZVO,
- b) pay tuition fees and fees associated with studies in accordance with Section 92 of the Higher Education Act directly to TUZVO or the faculty at which he/she is enrolled and truthfully state the facts relevant for their determination,
- (c) notify the TUZVO or the faculty, if the student is enrolled in a study programme carried out at the faculty, of the address for the delivery of documents,
- d) to appear in person at the written summons of the Rector, the dean or a staff member of the TUZVO or the Faculty authorised by them to discuss questions concerning the progress or termination of his/her studies or relating to his/her rights and obligations,
- (e) notify the TUZVO or the faculty, if the student is enrolled in a study programme conducted at the faculty, in writing of the decision pursuant to Section 70(1)(k) of the Higher Education Act by 30 September of the relevant academic year.

(4) Disciplinary offences of a student of the faculty within the meaning of §72 of the Higher Education Act are dealt with by the Disciplinary Committee of the Faculty for Students of the Faculty (Article 13 of this Statute), which is governed by the Disciplinary Regulations of the TUZVO Disciplinary Committee for Students and the Rules of Procedure of the Disciplinary Committee of the TUZVO Disciplinary Committee for Students.

PART SEVEN
BASIC PRINCIPLES OF EMPLOYMENT RELATIONS

Article 22
Staff

(1) University teachers, researchers, artistic staff and other employees work as university employees at the faculty of TUZVO.

(2) The rights and obligations of TUZVO employees enrolled at the faculty are regulated by the Higher Education Act and special regulations, in particular Act No. 311/2001 Coll., the Labour Code as amended, Act No. 552/2003 Coll., on the performance of work in the public interest as amended, the TUZVO Work Regulations, the TUZVO Salary Regulations, the TUZO Salary Regulations, the Organisational Regulations of the Faculty of Wood Sciences and Technology of TUZVO, and other generally binding legal regulations and the internal regulations of TUZVO and the Faculty of Wood Sciences and Technology of TUZVO and the Faculty of Wood Sciences and Technology of TUZVO.

(3) The filling of university teachers' posts and the filling of professors' and associate professors' posts is carried out by a selection procedure in accordance with the "Principles of the Selection Procedure for Filling University Teachers' Posts, Researchers' Posts, Professors' and Associate Professors' Posts, and Senior Staff Positions at TUZVO."

PART EIGHT
FINAL PROVISIONS

Article 23
DF internal rules

(1) The internal regulations of the faculty shall regulate the affairs of the faculty which fall within its self-governing competence and its relationship to the TUZVO, unless they are regulated by law.

(2) The Faculty of Wood Sciences and Technology issues the following internal regulations in accordance with Section 33(2) of the Higher Education Act:

- a) Statute of the Faculty of Wood Sciences and Technology of TU Zvolen,
- b) Organizational Regulations of the Faculty of Wood Sciences and Technology in Zvolen,
- c) Principles of elections to the Academic Senate of the Faculty of Wood Sciences and Technology in Zvolen,
- d) Rules of Procedure of the Academic Senate of the Faculty of Wood Sciences and Technology in Zvolen,
- e) Rules of Procedure of the Scientific and Artistic Board of the Faculty of Wood Sciences and Technology in Zvolen,
- f) Regulations governing the Internal Quality Assurance System for Higher Education at the TUZVO in terms of the DF, if required by the internal system of the TUZVO,
- g) Statute of the Academic Senate of the Faculty of Wood Sciences and Technology in Zvolen.

(3) The DF shall further issue, pursuant to Section 33(3) of the Act, the following documents. The following internal regulations:

- a) Study Regulations of the Faculty of Wood Sciences and Technology in Zvolen, in which the Faculty of Wood Sciences and Technology in Zvolen will adapt the Study Regulations of the TUZVO to its own conditions in more detail.

(4) In all other respects, the DF will follow the valid internal regulations of TUZVO, without modifying them to its own conditions. These are in particular:

- a) Working Regulations of TUZVO,
- b) Scholarship Regulations of TUZVO,
- c) Principles of the selection procedure for filling the posts of university teachers, posts of researchers, posts of professors and associate professors and posts of senior staff at TUZVO,
- d) Disciplinary Regulations of TUZVO for Students,
- e) Rules of Procedure of the Disciplinary Committee for Students of TUZVO,
- f) Salary Regulations of TUZVO,
- g) other internal regulations and organisational directives of the TUZVO with university-wide scope.

(5) The procedure for the approval of the faculty's internal regulations is regulated by Section 33 (5) of the Higher Education.

Article 24 *Final and repealing provisions*

(1) The Statute of the Faculty of Wood Sciences and Technology of the Technical university in Zvolen comes into force and effect on the day of its approval by the Academic Senate of the Technical university in Zvolen after its approval by the Academic Senate of the Faculty of Wood Sciences and Technology.

(2) This Statute of the Faculty of Wood Sciences and Technology of TU in Zvolen No. R-2640/2020 was approved by the Academic Senate of the Faculty of Wood Sciences and Technology on 9.6.2020 and by the Academic Senate of TU in Zvolen on 18.6.2020.

(3) On the date of entry into force and effect of the Statute of the Faculty of Wood Sciences and Technology TU in Zvolen No. R-2640/2020, the Statute of the Faculty of Wood Sciences and Technology TU in Zvolen No. R - 13294/2013 **is repealed.**

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

prof. Ing. Ján Sedliačik, PhD.
Dean of DF

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Chairman of the AS TU in Zvolen