

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

Number: R-4089/2023

S T A T U T E

Faculty of Wood Sciences and Technology, Technical University in Zvolen

**issued in accordance with the Statute of the Technical University in Zvolen
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STATUTE

Faculty of Wood Sciences and Technology, Technical University in Zvolen

Article 1

Name and seat of the faculty

- (1) The Faculty of Wood Sciences and Technology (hereinafter also "**Faculty**") is one of the basic organizational parts of the Technical University in Zvolen (hereinafter also "University" or "TU in Zvolen;" or just "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 is: "**Faculty of Wood Sciences and Technology of the Technical University in Zvolen**". For internal use, the abbreviation "DF TU in Zvolen", "DF TUZVO" or also "DF" may be used.
- (3) Foreign language equivalents of the faculty name are:
Faculty of Wood Sciences and Technology
German: Fakultät für Holzwirtschaft
French: Faculté des Sciences et Technologie du Bois
Russian: Faculty of Wood Processing
- (4) The seat of the faculty is Zvolen, T. G. Masaryka 24, postcode 960 01.

Article 2

Mission of the Faculty

- (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 TUZVO").
- (2) The main mission of the faculty is to develop harmonious personality, knowledge, wisdom and creativity in man and thus contribute to the deepening of education, science and culture for the development of a knowledge society.
- (3) The main task of the faculty in fulfilling its mission is to provide, organize and ensure higher education within the framework of accredited study programmes in all three levels of education. The role of the Faculty of Arts is also to develop creative scientific research or creative artistic activities in the Slovak and international educational and research 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 emphasis on the representation of second and third level programmes and the implementation of programmes in foreign languages, as well as further education in these areas.

- (5) In the field of research and art, the Faculty fulfils its mission by solving research projects and programmes of national and international character, especially in the field of engineering and technology with a focus on woodworking, structure and properties of wood, wood processing technologies, construction and production processes of wood products, economics, management and entrepreneurship, furniture and interior design, security sciences, as well as other related and application areas.
- (6) The scientific and artistic activities of the faculty have long been focused on the complex use of wood and other lignocellulosic materials. Thematic research and artistic activity focuses on the complex use of wood raw materials, the study of the structure and properties of wood in relation to its processing by mechanical and chemical technologies, the creation and construction of furniture, wooden buildings, furniture and interior design, economic and marketing aspects of wood utilization, fire protection and integrated safety.

Article 3

Legal status of the faculty

- (1) The Faculty is an organizational part of TUZVO.
- (2) The Faculty has no legal personality.
- (3) The scope of competence of the faculty, its bodies and the competences of the faculty bodies are determined by the Statute of TUZVO in its eleventh part.

Article 4

Scope of competence of the faculty according to the Statute of TUZVO

- (1) The Faculty has the right to decide or act on behalf of TUZVO in the following matters falling within the self-governing competence of TUZVO:
 - a) Determining other conditions of admission to study and making decisions in the admission procedure for study programmes carried out at the faculty,
 - b) creating new accredited study programmes and their implementation at the faculty,
 - c) deciding on matters relating to the academic rights and obligations of students enrolled for studies under study programmes conducted at the faculty,
 - d) submitting proposals for the conclusion, modification and termination of employment relationships of employees enrolled at the faculty,
 - e) the implementation of business activities in the areas in which the faculty operates, resulting from business activity contracts concluded by TUZVO,
 - f) the implementation of cooperation with other universities, legal entities and individuals, including foreign ones, in the areas in which the faculty operates, resulting from contracts in the field of this cooperation concluded by TUZVO.
- (2) The self-governing competence of the faculty further includes:
 - a) internal organisation of the faculty,
 - b) submitting proposals for the number of applicants to be admitted to the faculty,
 - c) organisation of studies in accordance with the TUZVO Study Regulations,
 - d) determining the focus and organising research, development, artistic and other creative activities,

- e) submitting proposals for the structure and number of posts of staff employed at the faculty,
- f) the establishment of faculty bodies in accordance with the TUZVO Statute,
- g) conducting foreign relations and activities in the areas in which the faculty operates, in accordance with the agreements concluded by TUZVO,
- h) the management of funds allocated to the faculty and of funds otherwise received by the faculty for the performance of its tasks,
- i) commenting on the management of TUZVO property used to perform the tasks of the faculty,
- j) the performance of other tasks and activities arising from this Statute and the Statute of TUZVO.

(3) The Faculty has the right to use its own academic insignia and to conduct academic ceremonies in accordance with the internal regulations and traditions of the TUZVO.

Article 5 **Academic community of the faculty**

The academic community of the faculty (hereinafter also referred to as "AO") is regulated in Article 40, paragraph 3 of the TUZVO Statute.

Article 6 **Bodies of Academic Self-Government of the Faculty**

The bodies of the academic self-government of the Faculty are:

- a) Academic Senate of the Faculty,
- b) Dean.

Article 7 **Competence of faculty bodies**

The status, composition and powers of the academic self-government bodies of the Faculty are regulated in Article 40 to Article 44 of the TUZVO Statute. The status, composition and powers of the Scientific and Artistic Council of the Faculty of Woodworking, as another collective body of the Faculty, are regulated in Article 45 of the Statutes of the Faculty of Woodworking.

Article 8 **Election of a candidate for dean and dismissal of the dean**

The status and powers of the dean, the election of the candidate for dean and the proposal for the dismissal of the dean are regulated by the Statute of TUZVO in Article 42 and Article 43.

Article 9

Details of the election of a candidate for dean

- (1) The candidate for dean is elected by the electoral assembly. The Electoral Assembly shall be constituted in such a way that the Academic Senate of the Faculty as a whole constitutes three quarters of the Electoral Assembly and the remaining quarter consists of persons appointed by the Rector.
- (2) The election is announced and secured by the Academic Senate of the Faculty. The election must be announced no later than 120 days before the end of the dean's term of office; if the faculty does not have a dean, the election must be announced immediately. Elections shall be announced by the Academic Senate of the Faculty on the Faculty's website and through web applications, social media and social networks or other innovative means of communication in the Slovak language and in English.
- (3) The election shall be organised by a three-member election committee, of which the chairperson shall be the chairman of the Academic Senate of the Faculty, one member shall be elected by the Academic Senate of the Faculty and one member shall be appointed by the Rector from among the persons appointed by him/her to the Electoral Assembly.
- (4) The Electoral Assembly shall be convened and chaired by the chairperson of the Academic Senate of the Faculty, who shall request the Rector to appoint the members of the Electoral Assembly no later than 30 days prior to the election of the candidate for dean.
- (5) The right to nominate candidates for the election of a candidate for dean is vested in the members of the academic community of the faculty.
- (6) A member of the Academic Senate of the Faculty may not stand for election as a candidate for Dean while serving as a member of the Academic Senate of the Faculty. A person who has served as a member of the Executive Board of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "the Agency") may stand for election as a candidate for dean no earlier than three years after the expiry of his/her membership of the Executive Board of the Agency.
- (7) The Academic Senate of the Faculty shall set a deadline of at least 30 days for the submission of proposals for the candidate for dean and the date of the election shall be no later than 30 days after the expiry of the deadline. Proposals in writing shall be delivered to the Chairman of the Election Committee. The proposal must include:
 - a) a declaration by the candidate that he/she accepts his/her candidature,
 - b) a brief professional CV of the candidate,
 - c) an affidavit of the candidate that he/she meets the legal prerequisites for the office of dean,
 - d) the proposed candidate's consent to the processing and disclosure of personal data (including curriculum vitae) for the purpose of candidacy for Dean,
 - e) the name, surname and signature of the claimant(s).
- (8) The Electoral Commission shall publish a list of those who have accepted the candidacy for the office of dean no later than 14 days prior to the election in such a way that it is accessible to all members of the academic community of the faculty (faculty website, information box of the Academic Senate of the faculty, internal TV circuit, etc.).

- (9) The election shall be by secret ballot. An absolute majority of votes of all members of the Electoral Assembly shall be required for the election of a candidate for dean.
- (10) In the event that only one candidate for dean participates in the election and this candidate fails to achieve a supermajority of votes of all members of the Electoral Assembly, the Academic Senate of the Faculty shall call a rerun election.
- (11) In the event that more than one candidate for the office of dean participates in the election and no candidate for the office of dean was elected in the first round of elections, the candidate or candidates who received the highest number of votes in the first round shall advance to the second round. If a candidate for dean is not elected in the second round either, the Academic Senate of the Faculty shall call a rerun election.
- (12) If no candidate is successful in the election, a re-election shall be called within 30 days of the end of the previous election.
- (13) If the faculty does not have a dean and the election of a candidate for dean is not announced or if the election has not been held, the election of a candidate for dean shall be announced within 30 days of the occurrence of this fact.
- (14) At the Electoral Assembly meeting, a public hearing is held for the candidates for Dean. The public hearing shall ascertain the candidates' managerial experience, their relationship to higher education, science and technology, and their relationship to the mission and scope of the College. The candidate shall also present a proposal for a faculty development strategy and, if the Electoral Assembly so decides, the candidate may be requested to provide additional information.
- (15) The results of the election of a candidate for the office of Dean shall be published by the Election Committee no later than on the next working day after the election so that they are accessible to every member of the academic community of the Faculty.
- (16) The certificate of the election result shall be handed over to the elected candidate for dean by the chairman of the Academic Senate of the Faculty at a ceremonial meeting of the Academic Senate of the Faculty no later than within 5 working days from the date of the election.
- (17) The election of a candidate for the office of Dean shall be recorded by the Election Committee and signed by all members of the Election Committee present. The minutes shall state:
 - a) the date, place and time of the beginning and end of the election,
 - b) the total number of members of the electoral assembly present,
 - c) the number of members of the electoral assembly to whom ballot papers have been issued,
 - d) the number of valid and invalid ballot papers cast,
 - e) the number of votes cast by the candidate.
- (18) The Academic Senate of the Faculty shall submit the proposal for the appointment of the Dean to the Rector of TUZVO within 15 days of the decision.
- (19) The Academic Senate of the faculty shall provide comprehensive administration and organisation related to the election of the candidate for dean. It also ensures the archiving of related documentation.

Article 10
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.
- (2) The members of the Dean's Advisory Board are all Vice-Deans, the Secretary of the Faculty and Heads of Departments. The dean may invite a representative of the trade union, the chairman of the faculty AS, a student representative and other persons to the meeting.
- (3) Dean's Advisory Board:
 - a) discusses conceptual and strategic plans and documents of the Faculty,
 - b) discusses issues of operational management of educational, scientific research and artistic activities,
 - c) discusses issues of personnel and economic work of the faculty.
- (4) Members of the faculty management are the dean and vice-deans. The dean may invite a representative of the trade union, other employees and students of the faculty to the meeting of the faculty management.
- (5) The faculty management discusses operational matters of faculty management.
- (6) The Dean of the Faculty may also establish other advisory bodies to improve the quality of management.

Article 11
Vice-Deans of the Faculty

- (1) Vice-Deans of the Faculty are appointed and dismissed by the Dean after the opinion of the Academic Senate of the Faculty. They shall be accountable for their activities to the Dean.
- (2) Vice-deans represent the dean in the areas of activity defined by the dean:
 - a) Education,
 - b) Science and Research,
 - c) Faculty Development and External Relations.
- (3) The term of office of vice-deans is four years.

Article 12
Organisational Components of the Faculty

- (1) The organizational components of the Faculty are:
 - a) Dean's Office,
 - b) departments, which may be subdivided into divisions.

- (2) In addition to the faculty departments, other organisational components of TUZVO listed in Article 6 of the Statute of TUZVO participate in ensuring the tasks of the faculty.

Article 13
Status and mission of the Faculty's organisational units

- (1) Dean's Office:

It is the executive unit of the faculty for the organisational and administrative provision of the faculty's tasks. It prepares documents for the decision-making of the self-governing bodies of the faculty and ensures their implementation. Other tasks provided by the Dean's Office are listed in the Organisational Regulations of the Faculty of Wood Sciences and Technology of TUZVO.

- (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 of the Faculty. When they are established, their role in the educational and scientific research process and their competence in scientific disciplines must be specified,
- b) The scope of competence may include the entire scientific field, a special part of a scientific field, several scientific fields where interdisciplinary education of students is carried out,
- c) the size of the department and its scope of activity must be defined in line with existing departments and must allow for the link between scientific work and student training,
- d) departments may be subdivided into divisions established by the dean of the faculty,
- e) divisions are part of the departments. 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 proposal of the department and after discussion in the academic senate of the faculty. The size and scope of their competence must be defined in accordance with the basic mission of the department.

Article 14
Secretary of the Faculty

- (1) The Secretary of the Faculty ensures the economic and administrative running of the Faculty. He/she is directly subordinate to the Dean.

- (2) Secretary of the Faculty:

- a) prepares planning and budget documents for the management of the Faculty,
- b) organizes the inventory of the faculty's assets,
- c) monitors the use of funds for the faculty in accordance with the applicable legislation and proposes the necessary measures,
- d) organizes meetings of the Scientific and Artistic Council of the Faculty of Wood Sciences and Technology and the Dean's advisory bodies.

Article 15

Head of Department

- (1) The head of the department manages the department in all areas of its activities. He/she is directly subordinate and responsible for his/her activities to the Dean of the Faculty.
- (2) The position of the Head of the Department is filled by a selection procedure according to the "Principles of Selection Procedure for Filling the Positions of University Teachers, Researchers, Professors and Associate Professors and Senior Staff Positions at TUZVO".
- (3) The Head of the Department is appointed and dismissed by the Rector of TUZVO on the proposal of the Dean of the Faculty after a successful selection procedure.
- (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 degree programmes within the remit of the department in collaboration with those responsible for the degree programmes,
 - b) fulfilment of educational and scientific research tasks of the department,
 - c) modernization of the material equipment of the department,
 - d) evaluation of the activities of the staff working in the department,
 - e) cooperation with educational, scientific and research workplaces, practice in the Slovak Republic and abroad.
- (6) The deputy head of the department, the head of the department, the secretary of the department, or the secretary for the organisation of research may participate in the management of the department.
- (7) The Head of Division is appointed and dismissed by the Dean on the basis of a proposal by the Head of Department.

Article 16 Study at the Faculty

- (1) In matters of higher education, the faculty is governed by the provisions of the Statute of TUZVO, namely Article 23 - Basic characteristics of the system of higher education and the system of further education provided at TUZVO, Article 24 - Framework conditions of admission of applicants for study at TUZVO, Article 24 - Framework conditions of admission of applicants for study at TUZVO, Article 23 - Basic characteristics of the system of higher education and the system of further education provided at TUZVO, Article 24 - Framework conditions of admission of applicants for study at TUZVO, Article 23 - Basic characteristics of the system of further education provided at TUZVO. 25 - Framework conditions for the study of foreigners at TUZVO, Art. 26 - Framework provisions on tuition fees and fees related to study at TUZVO, Art. 27 - Framework provisions on social support of students by the TUZVO and Art. 28 - Academic rights and obligations of students.
- (2) The organisation of studies at the faculty falls within the self-governing competence of the faculty, but it must be in accordance with the TUZVO Study Regulations.

- (3) Within the organisation of studies, the faculty has the right to determine other principles and conditions for studies in Bachelor's, Engineer's, Master's and Doctoral study programmes in the study rules of the study programmes.

Article 17

Rules for the use of academic insignia and the conduct of academic ceremonies

The academic insignia, gowns, the embossed seal of the TUZVO and the academic ceremonies of the TUZVO are defined in Article 29 and Article 30 of the TUZVO Statutes.

Article 18

Basic principles of labour relations at the Faculty

In the matter of labour relations, the Faculty is guided by the basic principles laid down in Article 33 and Article 34 of the TUZVO Statute.

Article 19

Internal rules of management at the faculty and business activity

In the matter of management and business activities, the Faculty is governed by the internal rules of management of the TUZVO regulated in Articles 35 to 39 of the Statute of the TUZVO.

Article 20

Internal regulations of the faculty

- (1) The internal regulations of the Faculty and the procedure for their approval are regulated in Article 46 of the TUZVO Statute.
- (2) In accordance with the Statute of TUZVO, the Faculty of Wood Sciences and Technology of TU in Zvolen issues the following internal regulations:
- a) Statute of the Faculty of Wood Sciences and Technology of TU Zvolen (hereinafter also referred to as the "Statute of the Faculty "),
 - b) Organisational Regulations of the Faculty of Wood Sciences and Technology, TU in Zvolen,
 - c) Statute of the Academic Senate of the Faculty of Wood Sciences and Technology, TU in Zvolen,
 - d) Rules of Procedure of the Academic Senate of the Faculty of Wood Sciences and Technology, TU in Zvolen,
 - e) Principles of elections to the Academic Senate of the Faculty of Wood Sciences and Technology, TU in Zvolen,
 - f) Rules of Procedure of the Scientific and Artistic Board of the Faculty of Wood Sciences and Technology , TU in Zvolen.

Article 21
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 of the Technical University in Zvolen.
- (2) This Statute of the Faculty of Wood Sciences and Technology of TUZVO No. R-4089/2023 was approved by the Academic Senate of the Faculty of Wood Sciences and Technology of TUZVO on 22.6.2023 and approved by the Academic Senate of TUZVO on 13.9.2023.
- (3) On the date of entry into force of the Statute of the Faculty of Wood Sciences and Technology of the Technical University in Zvolen No. R-4089/2023, the Statute of the Faculty of Wood Sciences and Technology of the Technical University in Zvolen No. R-2640/2020, which was approved by the Academic Senate of the Faculty of Wood Sciences and Technology of TUZVO on 9 June 2020 and by the Academic Senate of the Technical University in Zvolen on 18 June 2020, is repealed.

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

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

prof. Ing. Ján Tuček, CSc.
Chairman of the AS TUZVO