

# **ORGANISATIONAL REGULATIONS**

## **Faculty of Forestry, Technical University in Zvolen**

Number: R-8020/2020

### **Article 1**

#### **Basic provisions**

(1) The Organizational Regulations of the Faculty of Forestry of the Technical University of Zvolen (hereinafter also referred to as "Faculty" or "Faculty") regulate in more detail the organizational structure, management and activities of the individual organizational components of the Faculty, their relations within the Faculty and externally to other parts of the University and to other organizations.

(2) The Organizational Regulations are binding for all employees who are employed by the Technical University of Zvolen (hereinafter also referred to as "TUZVO") and classified as employees of the Faculty of Forestry, including external employees of the faculty.

(3)

### **Article 2**

#### **Detailed organisational structure of the Faculty**

The Faculty of Forestry consists of the following organizational components:

a) The Dean's Office (hereinafter also referred to as "DLF") in the following structure,

Department for pedagogical work,

Department for Scientific Research and External Relations.

b) Departments:

Department of Applied Zoology and Wildlife Management (KAZMZ)

Department of Economics and Management of Forestry (KERLH)

Department of Phytology (KF),

Department of Forest Resource Planning and Informatics (KPLZI)

Department of Integrated Forest and Landscape Protection (KIOLK)

Department of Forest Harvesting, Logistics and Land/Soil Ameliorations (KLŤLM)

Department of Silviculture (KPL),

Department of Natural Environment (KPP).

### **Article 3 Dean's Office**

(1) The Dean's Office provides, in accordance with Article 5 (1) of the Statute of the Faculty of Forestry of TU Zvolen, in particular the following activities: a)

Educational:

1. organisation of the admissions follow-up,

2. provision of educational activities, including pedagogical documentation, 3. keeping personal records of students.

b) scientific-research and external relations:

1. administrative support of scientific research activities and doctoral studies,

2. management of the agenda of foreign trips and other contacts with educational institutions, scientific research institutions and practice in the Slovak Republic and abroad,
3. ensuring habilitation and inauguration procedures, 4. faculty promotion and public relations.

- c) economic-administrative:
  - 1. work related to the preparation, monitoring and evaluation of the budget, 2. organizational provision of personnel and salary requirements of the faculty staff,
  - 3. keeping the register and managing the archives.

#### **Article 4 Department**

(1) The status and mission of the departments is specified in Article 5 (2) of the Statute of the Faculty of Forestry of TU Zvolen.

(2) The department employs:

- a) university teachers, i.e. professors, associate professors, assistant professors, assistant lecturers and lecturers,
- b) researchers,
- c) other staff.

(3) The following may continue to work at the Department:

- a) Emeritus Professors,
- b) external subject teachers and trainees,
- c) scholarship holders on a study stay,
- d) students at all levels of higher education,
- e) foreign guests.

(4) The plenum of the Department consists of all the employees of the Department.

(5) The Department may have an advisory group of external experts appointed by the Head of the Department who are invited to the extended plenary of the Department or to professional meetings.

(6) Departments may be subdivided into divisions.

(7) Departments provide teaching and usually, or according to the actual need, they cooperate with each other within the accredited study programmes at all three levels of higher education at the Faculty of Forestry, and possibly at other faculties of the Faculty of Science, as well as further education and scientific research activities as follows:

##### **a) Department of Applied Zoology and Game Management**

The Department provides teaching of subjects mainly in the areas of applied zoology, animal ecology, methods and techniques of quantitative zoology, physiology, nutrition and diseases of game, biology of game, hunting, world hunting, special game breeding, intensive game breeding, hunting management, shooting, cynology, hunting history and culture, veterinary care for game, protection of animals and their habitats, plant and animal production, falconry, fishing, beekeeping. The scientific research activity of the department is mainly focused on the study of the ecology of populations and groups of forest species of birds and mammals, management and protection of populations of selected species of animals, especially game animals and carnivores.

##### **b) Department of Forest Economics and Management**

The Department of Forest Economics and Management provides teaching of subjects in the following areas: economics, forest economics, management theory, accounting, finance and financial management, marketing, legislation and forest policy. Under the Department's responsibility, accredited university study programmes focused on the

economics of natural resources are provided at all three levels of study.

The scientific research activity of the department is mainly focused on the issues of financing of forest enterprises, economics of creation and use of natural resources, efficiency of

forest investment, trade and trade policy in timber and timber products, forestry policy and legislation, as well as forecasting the economic development of the forestry sector.

**c) Department of Phytology**

The Department provides teaching of courses at the Faculty of Forestry and the Faculty of Ecology and Environmental Science in the following areas: systematic botany, protected plants and habitats, phytocenology, forest typology, vegetation dynamics, phytogeography, ecology, biodiversity, biotechnology, genetics and breeding of forest trees.

The scientific research activity of the department is mainly focused on taxonomy, ecology of plants and their populations, structural botany, biotechnology, classification of plant communities, dynamics and ecology of vegetation, population and evolutionary genetics of forest tree species and animals.

**d) Department of Forest Resource Planning and Informatics**

The Department of Forest Resource Planning and Informatics provides teaching of subjects in the areas of biometry, dendrometry, geodesy, photogrammetry and forest mapping, forest inventory, forest growth, structure and production, forest management, forest valuation, forest modelling, remote sensing, informatics, geoinformatics and ecoinformatics.

The scientific research activity of the department is mainly focused on new methods and technologies of data collection, inventory, forest modelling and virtual reality, use of geoinformatics, ecoinformatics, remote sensing, rationalization of forestry mapping, research and modelling of forest ecosystems under the influence of climate change, economic and management planning in changed ecological and legislative conditions and forms of ownership, decision support, adaptive and precision forestry.

**e) Department of Integrated Forest and Landscape Conservation**

The Department of Integrated Forest and Landscape Conservation (KIOLK) will provide teaching of subjects mainly in the areas of integrated forest conservation, phytopathology and forest protection, pest management, tree remediation and preservation, pests in urban environments and operational safety of trees, forest entomology, beekeeping, plant physiology, ecophysiology and stress physiology of plants, tree pathophysiology, forest dieback and implementation of countermeasures, resilience potential and forest stability, nature and landscape conservation, landscape care, landscape ecology and disturbance ecology, practical mycology.

The scientific research activity of the department is mainly focused on sustainable management and stability of forest ecosystems and landscapes, care and management of protected areas and forest health in changed ecological conditions, as well as on issues of disturbance ecology and stress physiology of trees. The issues of urban vegetation and the assessment of tree health from an ecophysiological and operational safety point of view are addressed.

**f) Department of Forest Harvesting, Logistics and Reclamation**

The Department provides teaching of courses in the following areas: basics of forestry technology, forestry mechanization means, recuperative rope equipment, general basics of forestry constructions, forest roads, forestry constructions, hunting constructions and equipment, forest accessibility, forest road design, forestry engineering constructions, logging - transport technologies, ergonomics and safety at work, cableways in forestry, multi-operational machines, complex use of biomass, forestry land reclamation and bunds, anti-airvotic

conservation, landscape engineering, land management in forestry, small water reservoirs, forestry hydrology.

The scientific research activity of the department is focused on several areas: research, development and optimization of ecologically and environmentally appropriate logging and transport technologies, mechanization and automation means, logistics systems of timber production with emphasis on sustainable forest management, ergonomics and safety at work, rationalization and optimization of wood and other biomass recovery, optimisation of forest accessibility, optimisation of forest road network design, forestry construction, forestry land reclamation, gully protection, flood, erosion and flood protection of landscapes within small catchment areas, forest hydrology and the water management and water protection function of forest ecosystems.

#### **g) Department of Silviculture**

The Department provides teaching of subjects in the following thematic areas: dendrology, history of forestry, forest establishment and forest cultivation, including highly specialised subjects focused on nature-oriented forest cultivation, management of forest ecosystems in extreme ecological conditions and special purpose forests.

The scientific research activity of the department is mainly focused on the research of variability of forest tree species and optimization of their reproduction, optimization of silvicultural systems in forests with different functional focus in changed ecological conditions. An essential activity is the long-term research of the structure, texture, disturbance regime and regeneration processes in natural forests of Slovakia, the output of which is, among other things, the creation of modern cultivation concepts and models in accordance with the requirements for the creation of adaptive forest ecosystems.

#### **h) Department of Natural Environment**

The Department provides teaching of courses in the following areas: Meteorology, bioclimatology, hydrology, geomorphology, geology and soil mechanics, pedology and microbiology, global climate change, forest ecology, phytogeography of forest ecosystems, ecotoxicology, forest and natural environment monitoring, global climate change, forest recreation and forest ecosystem services at the Faculty of Forestry, as well as in other organizational units of the University, in all three levels of teaching.

The scientific research activity of the department is mainly focused on basic research in the field of applied climatology and hydrology, geology, pedology, forest ecology, environmental functions of forests in the landscape and ecosystem services. It also focuses on addressing the impact of climate change, natural hazards (droughts, floods, fires, wind and snow calamities, etc.) of ecosystems, their water balance and ecological stability, research on changes in soil properties and organic carbon sequestration in soils, on nutrition, fertilisation and revitalisation of soils, on the diversity of soil organisms and ecosystem functions in forest stands, and on transport and metabolism-energy cycles in the water-soil-plant-atmosphere system.

### **Article 5 Head of Department**

- (1) The Department is headed by the Head of the Department (hereinafter also referred to as the "Head").
- (2) The term of office of the Head of Department shall be for a maximum of four years.

(3) The main activities provided by the Head are listed in the Faculty Statute in Article 16 of the LF Statute. In addition to these activities, the Head submits proposals to the Dean concerning:

- a) Staffing security main activities of the Department, including qualification and salary matters of the Department's staff,
- b) material and financial security of the entire activity of the department,
- c) organization of the department.

(4) The Head is authorised to negotiate on behalf of the Faculty only in matters which the Dean shall designate in a written decision.

(5) The Head is represented by a member of the Department designated by the Head, to the extent specified.

(6) The head may appoint a secretary of the department to assist him/her in managerial and organizational activities, or a secretary for organizing research in the department.

### **Article 6 Division of the Department**

(1) The status and mission of the Department is set out in Article 5(2)(e) of the LF Statutes.

(2) The head of the department is appointed by the dean of the faculty on the basis of a proposal by the head of the department. The head of the department shall methodically manage the activities of the department and shall be responsible for them to the head of the department.

(3) The Head of the Department ensures, in coordination with the Head of the Department, the activities referred to in Article 16 of the LF Statute.

(4) The Head of Department is authorized to act on behalf of the Department only in matters designated by the Head of Department.

(5) The head of the department shall be represented by a member of the department designated by the head of the department to the extent specified.

### **Article 7 Duties, authority and responsibilities of faculty staff**

(1) The scope of duties, rights and responsibilities of the faculty employees is based on the Labour Code, the Higher Education Act, the Act on the Performance of Public Work, the Statute of the TUZVO, the Working Regulations of the TUZVO, the Statute of the Faculty of Forestry and these Organisational Regulations, and the instructions and orders of the respective supervisors.

(2) Every employee of the faculty is obliged to familiarize himself with his duties, rights and responsibilities, to perform the tasks entrusted to him in a quality and economical manner and to observe the provisions of the internal regulations of the college.

### **Article 8 Representation of employees during absence from work**

(1) To ensure smooth operation of work faculty after for the duration of the absence of senior staff and other staff, it is necessary to arrange for their substitution.

(2) In his absence, the dean is represented by the vice-dean designated by him to a specified extent.

- (3) The Vice-Deans shall represent themselves according to the instructions of the Dean.
- (4) The Secretary of the Faculty is represented by an employee of the Dean's Office.
- (5) The Head of the Department is represented by an employee authorised by him/her.
- (6) Other faculty staff members are represented as delegated by the Head of Department.
- (7) The represented person may reserve decision-making powers in the representation.



## **Article 9 Handover and takeover of functions**

(1) At the time of handing over the functions of the dean, vice-dean and other senior staff of the faculty, a record shall be made of the status of the fulfilment of the tasks of the managed section, of the staff, of the files, correspondence, and of the state of funds and other assets. The minutes shall be signed by the transferor, the transferee and the immediate superior.

(2) A record of the handing over and assumption of office may be made by the head of the staff member, also when a function other than that of head is being handed over, if its importance, the extent of its material responsibility or other compelling reason so requires.

(3) An extraordinary inventory shall be taken on handover of the function with responsibility for the entrusted values.

(4) The record of the transfer of classified documents shall be governed by special regulations.

(5) An analogous procedure should be followed for the transfer of functions in the case of long-term representation.

## **Article 10 Internal relations and relations with other organisations**

(1) The relations of the faculty to other organizations and within the university are defined by § 22, § 23 of Act 131/2002 Coll. on Higher Education and on Amendments and Additions to Other Acts, as amended, and Article 4 (10), Article 6 of the Statute of TUZVO.

(2) Departments enter into relationships within TUZVO and with external entities only through the faculty.

## **Article 11 Final provision**

1) Upon the entry into force and effect of these Organizational Regulations of the Faculty of Forestry TU in Zvolen, the Organizational Regulations of the Faculty of Forestry TU in Zvolen No. R-1340/2019 approved by the AS LF TU on 26.3.2019 shall be abolished at the same time.

(2) These Organizational Regulations of the Faculty of Forestry were approved by the Academic Senate of the Faculty of Forestry on 22.10.2020 and shall come into force and effect from 1.11.2020.

Zvolen 22 October 2020

prof. Ing. Jaroslav Kmet'j, PhD.  
dean of LF

prof. Ing. Marek Fabrika, PhD. chairman of AS LF