

# Slovak University of Agriculture in Nitra

## Responsibilities and decision making

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# Mission of the University

Provide and ensure education, research and guidance so that knowledge necessary for the development of agriculture and related industries, rural development in Slovakia is created, transferred into and interconnected with the international community.

Major task of SUA in fulfilment of its mission is the provision of higher education and creative scientific research.

# Structure of SUA

- Faculties
- Education and Research Centres (Botanical garden, Baltic University center, Agricultural Expertise center)
- Information Centres (Agricultural library, Center of ICT, Publishing center)
- Econom and Administrative units
- Special – purpose Facilities (Cultural clubs, Students dormitories)

# Faculties

1. Faculty of Agrobiology and Food Resources
  - 16 Departments
  - 126 Academic teachers
2. Faculty of Economics and Management
  - 11 Departments
  - 111 Academic teachers
3. Faculty of Agricultural Engineering
  - 8 Departments
  - 80 Academic teachers
4. Faculty of Horticulture and Landscape Management
  - 8 Departments
  - 70 Academic teachers
5. Faculty of Biotechnology and Food Science
  - 7 Departments
  - 52 Academic teachers
6. Faculty of European Studies and Rural Development
  - 6 Departments
  - 34 Academic teachers

# Employees of SUA

Total number: 1200

Academic teachers: 473

- Professors 55
- Docents 123
- Lecturers 289
- Assistents 6

Research workers: 155

Service co-workers

# Students of SUA

## Development

1990: 3 769

1999: 9 158

2007: 10 542

## Study Programmes

Bachelor level: 39

Master level: 35

PhD level: 22

# Scope of Self-Government Activities of the University

1. The scope of self-government shall include:
  - Internal organisation
  - Determination of the number of applicants admitted to studies, conditions of admission to studies and decision-making in the admission procedure
  - Design and implementation of study programmes
  - Organisation of studies
  - Decision-making in issues concerning student academic rights and duties
  - Objectives of research, development and other creative activities and their organisation

# Scope of Self-Government Activities of the University

- Establishment, changes and termination of labour relations, and determination of the number and structure of positions
- Award of scientific-pedagogical degrees of „docent“ and „profesor“
- Cooperation with other higher education institutions, legal entities and persons, this also with foreigners
- Election of members of academic self-government bodies
- Economic management and assets management in accordance with Law
- Determination of amount of students' contribution towards a part of their study costs („tuition fees“) and study-related fees

# Scope of Self-Government Activities of the University

2. The basis of the academic self-government of University is the academic community, voting and recalling members of the Academic Senate.

## Academic Self-Government Bodies of the University

The academic self-government bodies are:

- the Academic Senate
- the Rector
- the Scientific Board

# Academic Senate (AS)

- is composed of elected representatives of the academic community
- it has at least 15 members, students constitute not less than 1/3
- each faculty is represented by equal number of members
- AS is divided into employee and student part
- members of employee part are voted by ballot by members of employee part of the academic community
- the function of a member of AS is incompatible with the function of Rector, Vice-Rector, Dean, Vice-Dean, Bursar and Registrar of faculty
- the term of office for members is four years at most
- the meetings of AS are open to public

# Activities of the University Academic Senate

The AS shall:

- Approve the Rector's proposal for establishment, merger, affiliation, split, dissolution, change of name, change of the seat of University and a faculty, after a prior opinion given by the Accreditation Commission
- Approve at the Rector's proposal the internal regulations of the University; at the proposal of the Dean, the internal regulations of the Faculty
- Approve the budget of the University presented by the Rector
- Supervise the use of financial means of University
- Approve the Rector's proposal for appointing and recalling members of the Scientific Board and Vice-Rectors

# Activities of the University

## Academic Senate

- Agree with the draft Statute of the Board of Trustees presented by the Rector (approved by Minister)
- Approve the long-term strategy of the University, after its discussion at the Scientific Board
- Approve the annual report on activities and annual statement on economic management
- Approve, after its discussion at the Scientific Board, the Rector's proposal of the study programmes not to be carried out at the faculty
- Approve the requirement for admission to study
- Submit once a year a report on its activity to the academic community of the University

# Scientific Board of the University (SB)

- Members are appointed and recalled by the Rector, after approval by the AS
- The term of office is four years
- Members are distinguished expert in the fields in which the University carries out its teaching, research, development and other activities
- Not less than  $\frac{1}{4}$  nor more than  $\frac{1}{3}$  of the SB are not members of the academic community

# Activities of the Scientific Board

The SB shall:

- Discuss the long-term strategy of the University
- Give a regular (min. once a year) evaluation of the level of University regarding its teaching and scientific activities
- Discuss a proposal of the University study programmes (for discussions are invited student representatives)
- Approve criteria for habilitation of „docents“ and criteria for nomination of „professors“

# Activities of the Scientific Board

- Approve proposals for nomination of „professors“, if it is in a field of study within faculty study programmes, it does so at the proposal of the SB of a faculty
- Approve general criteria for filling posts of „professors“ and „docents“ (at the proposal of the SB of a faculty)
- Approve the Rector’s proposals for filling posts of „visiting professor“ and „visiting docent“
- Award the degree of „doctor honoris causa“
- Propose to award the honorary degree of „professor emeritus“
- The Chairman of the SB is the rector

# Internal Regulations of the University

The university shall issue the internal regulations:

- The Statute of the University
- The Study Rules
- The Rules of Selection Procedure for filling positions of academic teachers, research workers, posts of professors and docents and management personnel
- The Employment Rules
- The Organisation Rules
- The Electoral Rules for members of the AS
- The Rules of Procedure of the AS
- The Rules of Procedure of the SB
- The Scholarship Rules
- The Disciplinary Rules for Students
- The Rules of Procedure of the Disciplinary Commission

# The Statute of the University

Shall detail in particular:

- Name and seat of the University
- Basic organisational structure
- The way for determination of the number and structure of positions
- Provisions on the bodies and system of the academic self-government
- Basic characteristics of the education system and the system of further education
- General conditions for admission to study
- The way for determination of the number of admitted applicants

# The Statute of the University

- General conditions pertaining to study of foreign citizen
- General provisions on tuition fees and study-related fees
- General provisions on social welfare aid to students
- More detailed definition of the student academic rights and duties
- Basic principles of labour relations
- Internal rules of economic management, inc. the rules on performing entrepreneurial activities
- Rules of performing the faculties competences concerning the issues in which they act on behalf of the University

# Faculty

The faculty shall:

- Contribute to fulfilment of the university mission and participate in fulfilment of major task in the determined field of knowledge expressed in its name

# Scope of the Faculty Self-Government Activities and Rights

- Determination of additional conditions for admission to the study; decision-making in the admission procedure for study programmes carried out at the faculty
- Development of new accredited study programmes and their accomplishment
- Decision-making in issues concerning acad. rights and duties of students
- Exercise of entrepreneurial activities
- Cooperation with other universities, legal entities ... in the areas in which the faculty carries out its activity, to the extent and under conditions set out by the Statute of the university

# Scope of the Faculty Self-Government Activities and Rights

- Internal organisation of the faculty
- Determination of the number of admitted applicants
- Organisation of the study in accordance with the study rules of university
- Determination of the course, organisation of research, development and other creative activities
- Determination of the number and structure of position for the staff
- Management of funds allocated to the faculty

# Academic Self-Government Bodies of the Faculty

- The Academic Senate
- The Dean
- The Scientific Board
- The Disciplinary Commission for students

# Activities of the Academic Senate of the Faculty

- Approve the internal regulations of the faculty
- Approve the Dean's proposal for appointing and recalling Vice-Dean, members of Scientific Board
- Approve the budget of the faculty, supervise the use of the finances
- Approve the long-term strategy in educational, research, development and other creative activities
- Approve the annual report on activities, annual statement on economic management presented by the Dean

# Activities of the Academic Senate of the Faculty

- Approve after discussing it by the SB the study programmes
- Approve the additional conditions for admission to study in the study programmes
- Elect a candidate for the Dean
- Give comments on the Dean's proposal for establishment, merger, affiliation split ... of faculty units

# Activities of the Scientific Board of a Faculty

- Discuss the long-term strategy prepared in accordance with the long-term strategy of the university
- Evaluate min. once a year the level of faculty regarding its educational and scientific activities
- Discuss the proposal of the study programmes to be carried out by the faculty

# Activities of the Scientific Board of a Faculty

- Discuss and present to the SB of the university the criteria for habilitation of docents and criteria for nomination of professors
- Discuss the habilitation of docents and make decisions on their results
- Discuss and submit to the SB of the university proposals for nomination of professors

# Activities of the Scientific Board of a Faculty

- Discuss and submit to the SB of the university general criteria and specific criteria of the selection procedure for filling posts of docents and professors
- Approve the Dean's proposals for filling posts of „visiting docent“
- Discuss and submit to the SB of the university the Dean's proposal for filling posts of „visiting professor“

# Internal Regulations of the Faculty

- The Statute of the Faculty
- The Organisation Order
- The Electoral Rules of the AS
- The Rules of Procedure of the AS
- The Rules of Procedure of the SB

Shall issue internal regulations, if decided that it needs to complete in greater detail the university inter. regulations:

- The Study Rules of the Faculty
- The Employment Rules
- The Scholarship Rules
- The Disciplinary Order
- The Rules of Procedure of the Disciplinary Commission

# Dean

- Is a representative of the faculty
- Provides management, representation and operations in matters of the faculty
- On issues of „faculty rights“ he acts on behalf of University
- The Dean is accountable for his activities to the AS
- The Dean is accountable to the Rector in the matters in which he acts on behalf of the University
- The Dean performs legal acts with regard to labour relations with employees to the extent determined by the Statute of University
- The Dean is substituted by Vice-Deans to the extent determined by the same
- The term of office of Dean, Vice-Deans is four years

# Management personnel of Faculty

- Registrar
- Heads of teaching, research, development, economic-administrative units (the term of office – four years)
- Posts of management personnel are filled by selection procedure
- The rules of selection procedure are determined by employment rules of the faculty
- The Registrar is responsible for economic management and administrative run of faculty
- Is directly subordinated to the Dean

# Vice - Deans

- Are accountable for their activity to the Dean in the matters:
- Education process (ECTS coordination)
- Research and development activities
- International relations and programs
- Public relations, personnel management

# Academic Teachers

Work in the posts:

- Profesor
- Docent
- Lecturer
- Assistant lecturer

Shall take active part in research and development activities, aimed at acquisition of new knowledge and development products.

The post of profesor and docent are associated with the fields of study in which the scient.-pedagogical degrees of profesor and docent are awarded.

# Responsibilities of Academic Teachers

## 1. Profesor

- Contributes by his/her research, development, educational and organisational activities to development of knowledge in the respective field of study
- Guarantees the quality and development of the study program (MSc., PhD. level)
- Duties in the field of education: giving lectures, seminars, evaluation of students, examination, supervision of PhD students, making opponent, development of study materials
- Duties in the field of science: formation of trends and concepts; leading research and teams, publishing the results of research

# Responsibilities of Academic Teachers

## 2. Docent

- Contributes in cooperation with professor by research development, educational and organisational activities to development of knowledge in the respective field of study
- Guarantees (Bc.) or participate (MSc., PhD.) the quality and development of the study program
- Duties in the field of education: the same
- Duties in the field of science: research and development activities, publishing their results, leading research teams

## 3. Lecturer

- In cooperation with professors and docents provides for the fulfilment of tasks in the field of education, science and technology.

Thank you for your attention