

**ORGANISATIONAL RULES
OF THE TECHNICAL UNIVERSITY OF KOŠICE**

FULL TEXT

Pursuant to Section 9 (1b) and Section 15 (1f) of Act No 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended, and pursuant to Article 49 (3e) of the Statute of the Technical University of Košice, the Academic Senate of the Technical University of Košice has approved these Organisational Rules of the Technical University of Košice as an internal regulation, including Amendment 1 and Amendment 3 thereto, in the following wording:

Article 1

Basic Provision

The Organisational Rules of the Technical University of Košice (hereinafter referred to as the "Rules") define, in compliance with the Statute of the Technical University of Košice, the organisational structure, management, internal relations and activities of the University.

Article 2

University Organisational Structure

(1) The Technical University of Košice (hereinafter referred to as the "TUKE") comprises the following organisational units:

- a) Faculties:
 - 1. Faculty of Mining, Ecology, Process Control and Geotechnologies;
 - 2. Faculty Materials, Metallurgy and Recycling;
 - 3. Faculty of Mechanical Engineering;
 - 4. Faculty of Electrical Engineering and Informatics;
 - 5. Faculty of Civil Engineering;
 - 6. Faculty of Economics;
 - 7. Faculty of Manufacturing Technologies with the seat in Prešov;
 - 8. Faculty of Arts;
 - 9. Faculty of Aeronautics.
 - b) Rectorate;
 - c) Student Dormitories and Canteens (hereinafter referred to as the "SDaC").
- (2) The TUKE organisational structure also includes:
- a) School-wide institutes:
 - 1. Institute of Computer Technology;
 - 2. University Library;
 - 3. Institute of Languages, Social Sciences and Academic Sports.
 - b) School-wide institutes conducting activities funded primarily by special-purpose subsidies and funds obtained from their own activities:
 - 1. Access Centre;
 - 2. Centre for Social and Psychological Support;
 - 3. Interest Third Age Studies / University of the Third Age;
 - 4. University Centre for Innovation, Technology Transfer and Intellectual Property Protection;
 - 5. Centre for Advanced Visualisations;
 - 6. Centre for Research of the Integration Effectiveness of Combined Systems for Renewable Energy Sources;
 - 7. Competency Centre for Knowledge Technologies Aimed at Innovation of Production Systems in Industries and Services;
 - 8. University Science Park TECHNICOM.
 - c) Sports and recreational facilities and educational and training facilities (Bukovec, Ružín);
 - d) Interest associations in the field of culture (e.g. Collegium Technicum Mixed Singer Choir, Jahodná Folklore Ensemble);
 - e) Sports organisations and clubs.

Article 3

University Management

(1) The Rector is the statutory body of the University. He/she manages and represents the University and acts on its behalf.

(2) The legal status of the Rector is defined in Section 10 of Act No 131/2002 Coll. on Higher Education and on Amendments and Supplements to Certain Acts, as amended (hereinafter referred to as the "Act") and in the provision of Article 17 of the TUKE Statute.

(3) In addition to the competences defined by the law and by the Statute, the Rector also manages Vice-Rectors, the Commissioner for Quality and the Bursar, assigns task to them and controls their activities. By means of the Vice-Rectors, the Commissioner for Quality and the Bursar, the Rector manages the heads of the TUKE institutes listed in Article 2, paragraph 1 subparagraphs b) and c) and paragraph 2, of these Rules.

(4) The Rector manages:

- a) Rector's Office;
- b) Inspection and Complaints Office;
- c) Office of Crisis Management and Personal Data Protection;
- d) Office of Marketing.

(5) Based on the individual fields of University activities, five Vice-Rectors and the Commissioner for Quality have been appointed. They act on behalf of the University and manage individual institutes, as specified in paragraphs 7–13 of this Article, within a respective field of activities and to the extent determined by the Rector. More detailed information on individual competencies of the Vice-Rectors and of the Commissioner for Quality is provided in the Organisational Rules of the TUKE Rectorate.

(6) The Vice-Rectors deputise for the Rector in the following fields of University activities:

- a) Innovations and technology transfer;
- b) Education;
- c) Science, research and doctoral study;
- d) International relations and mobilities;
- e) Development and external relations.

(7) The Vice-Rector for Innovation and Technology Transfer manages the following units to the extent and in the form determined by the TUKE Rector:

- a) Division of Innovations and Technology Transfer, consisting of:
 - Office of Innovations and Technology Transfer;
- b) Institute of Computer Technology;
- c) University Science Park TECHNICOM;
- d) University Centre for Innovation, Technology Transfer and Intellectual Property Protection;
- e) Advanced Visualisations Centre.

(8) The Vice-Rector for Innovation and Technology Transfer deputises for the TUKE Rector during his/her absence to the full extent.

(9) The Vice-Rector for Education manages the following units to the extent and in the form determined by the TUKE Rector:

- a) Division of Education, consisting of:
 - Office of Education and Projects;
- b) Institute of Languages, Social Sciences and Academic Sports;
- c) Access Centre;
- d) Centre for Social and Psychological Support;
- e) Interest Third Age Studies / University of the Third Age;
- f) Student Dormitories and Canteens.

(10) The Vice-Rector for Science, Research and Doctoral Study manages the following units to the extent and in the form determined by the TUKE Rector:

- a) Division of Science, Research and Doctoral Study, consisting of:
 - Office of Science, Research and Doctoral Study;
 - Office of Domestic and International Projects;
- b) University Library.

(11) The Vice-Rector for International Relations and Mobilities manages the following units to the extent and in the form determined by the TUKE Rector:

- a) Division of International Relations and Mobilities, consisting of:
 - Office of Administration and Economy of the International Relations;
 - Office of International Agreements and Projects;
 - Mobility Programs Office.

(12) The Vice-Rector for Development and External Relations manages the following units to the extent and in the form determined by the TUKE Rector:

- a) Division of Development and External Relations, consisting of:
 - Office of Development and External Relations;
- b) Research Centre for Efficient Integration of Renewable Energy Sources;
- c) Competency Centre for Knowledge Technologies Aimed at Innovation of Production Systems in Industries and Services;

d) Economic Governance and Energy Department.

(13) The Commissioner for Quality manages the following units to the extent and in the form determined by the TUKE Rector:

a) Division of Quality Management, consisting of:

- Quality Management Division;
- Quality Management Office;
- Specialist-Coordinator;
- TUKE Main Metrologist.

(14) The Bursar is the University's chief employee. The Bursar's legal status is defined in Section 14 of the Act and in Article 22 of the TUKE Statute. The Bursar deputises for the Rector in legal matters regarding commerce, property, labour (for TUKE Rectorate employees only) and administration to the extent determined by the Rector. The Bursar ensures and is accountable for the economic and proper functioning of the University; with regard to the management and administration, the Bursar provides guidance to secretaries of individual faculties and performs other activities assigned to him/her by the TUKE Rector. The Bursar is appointed by the Rector based on the results of a selection procedure and is removed from office by the Rector.

(15) The Bursar is accountable for:

- a) Preparation of TUKE work programmes, financing and material procurement;
- b) Allocation of the approved work programmes and funds to individual TUKE units and institutes, including the coordination of the fulfilment thereof; preparation of proposals for necessary amendments;
- c) Compliance with the TUKE financial management pursuant to applicable legislation;
- d) Provision for and performance of economic and administration activities;
- e) Preparation of documents required for decisions made by academic chief officers and academic bodies of the University in the assigned fields of activities;
- f) Registry administration;
- g) Administration of movable and immovable property owned by the University; rent of temporarily redundant property; decommissioning and disposal of redundant property; preparation of TUKE property amortisation plans;
- h) Preparation and management of the agenda related to organisation and management; legislation-related activities of the TUKE;
- i) Keeping the HR agenda of the TUKE Rectorate;
- j) Management of the sports and recreational facilities and of the educational and training facilities;
- k) Execution of investments; operation and maintenance of buildings; energy management; public procurement;
- l) Financial management and funding of sports events and clubs and interest associations in the field of culture (e.g. Collegium Technicum Mixed Singer Choir, Jahodná Folklore Ensemble).

(16) The Bursar manages, to the extent and in the form determined by the TUKE Rector, the following:

- a) The Bursar's Secretariat;
- b) OHS and Fire Protection Office,
- c) Finance Department;
- d) Legislation and Legal Department;
- e) Economic Governance and Energy Department;
- f) Management of the Sports and Recreational Facilities;
- g) Student Dormitories and Canteens;
- h) Sports organisations and clubs;
- i) Interest associations in the field of culture.

(17) A Dean is the representative of a faculty who manages and represents the faculty and acts on its behalf. The Dean's legal status is defined in Section 28 of the Act and in Article 27 paragraph 3 of the TUKE Statute. The method of faculty management is specified in the faculty's organisation rules.

(18) The SDaC Director manages student dormitories and canteens which he/she represents and acts on their behalf to the extent defined in Article 30 of the TUKE Statute. The SDaC Director reports to the TUKE Rector. The method of management of SDaC is specified in the SDaC Organisational Rules. The SDaC Director is appointed by the Rector based on the results of the selection procedure and is removed from office by the Rector.

(19) The heads of the institutes listed in Article 2 paragraph 2 of these Rules are authorised heads of the respective institutes and report to the Rector, Vice-Rector or the Bursar of the TUKE who hold respective powers delegated by the Rector. The heads of the institutes are appointed by the Rector based on the results of the selection procedure and they are removed from office by the Rector.

Article 4

Organisational Units of the University Rectorate

(1) The Rectorate is the executive organisational unit of the University. It consists of divisions directly managed by the Rector, Vice-Rectors and Commissioner for Quality, as well as divisions managed by the Bursar.

(2) The Rectorate specialised divisions are as follows:

- a) Divisions that perform all activities that fall within their agendas centrally for all University units and institutes:
1. Finance Department (planning finances, the budget and budget allocations; controlling; central financial and payroll accounting; registration of property; tax agenda; methodical guidance in the field of financing and HR; transactions with the state treasury and financial institutions; cash desk);
 2. Economic Governance and Energy Department (management and maintenance of property; public procurement and purchasing; personal protective equipment; property disposal; waste management; the Education Training Facility in Herľany; power engineering; investment projects; investment construction; property passportisation);
 3. Legislation and Legal Department (complex legal agenda; consulting for and representation of the TUKE; contractual relations; rent of redundant property, non-residential premises, rental and occupational apartments; propriety right settlement and property registration; accommodation of employees; complex legislation; central publishing of contracts; management; TUKE registry administration);
 4. Office of Crisis Management and Personal Data Protection (defence; civil defence; economic mobilisation; protection of confidential facts; personal data protection);
 5. Inspection and Complaints Office;
 6. OHS and Fire Protection Office;
 7. Specialist-Coordinator;
 8. TUKE Main Metrologist;
 9. Office of International Agreements and Projects.
- b) Divisions that are executive divisions of Vice-Rectors and the Commissioner for Quality; they perform certain specific activities for faculties; in addition, they fully perform tasks for other University units and institutes which are not managed by faculties:
1. Office of Education and Projects Coordinates;
 2. Office of Science, Research and Doctoral Study;
 3. Office of Domestic and International Projects;
 4. Office of Innovations and Technology Transfer;
 5. Office of Development and External Relations;
 6. Office of Administration and Economy of the International Relations;
 7. Mobility Programs Office;
 8. Quality Management Office.
- c) Information and contact centres:
1. Rector's Office;
 2. Bursar's Office;
 3. Office of Marketing.
- (3) More detailed characteristics of activities performed by individual Rectorate divisions are presented in the Organisation Rules of the TUKE Rectorate.

Article 5

Registry Management

(1) The management of registry records comprises the registration, creation, storage and protection of registry records, as well as management of access to and deletion of data. A registry record is a piece of information registered by a person creating the registry; a file is a registry record, or a set of registry records, created in connection with the settlement of a certain matter. The registries at individual University institutes fall within the liability of the institute heads.

(2) Receiving and sorting of postal items, assigning marks to registry records, as well as preparation, sending, storage and deletion of registry records and files is specified in the TUKE Registry Rules. On 1 January 2015, TUKE implemented an electronic system for the management of registry record.

(3) Registry records and files containing confidential data are specified in the TUKE internal regulations. The process of disposal of registry records containing confidential data is specified in a separate regulation.

(4) Documentation materials (written, pictorial, symbolic, 3-dimensional, documentation created in connection with the use of computer technology of automated control systems) which are of a historical, scientific or technical and operational value for all TUKE institutes must be archived.

(5) Documentation materials of the archive nature are filed in a professional manner, depending on their value, at individual TUKE institutes. Documentation materials must be stored in compliance with the criteria applicable to registration and identification of materials in a manner that ensures avoiding confusion thereof.

Article 6

Circulation of Documents

(1) Circulation of documents is specified in TUKE internal regulations issued within the quality management system documentation.

(2) Circulation of documents in the TUKE is carried out with the participation of all TUKE institutes that create, control, examine and approve documents.

(3) Proper circulation of documents must be organised in a manner that ensures avoiding interference with the functions assigned to the information system by relevant laws and regulations.

(4) As a rule, accounting documents are examined before they are accounted for in terms of their substantial and formal aspects and of the basic financial control.

Article 7

Common and Final Provisions

(1) Other TUKE internal regulations which specify in detail the individual fields of TUKE activities, as well as its economy, management and administration, are issued by the TUKE in compliance with the laws and regulations related to a field in question and with the quality management system.

(2) Decisions on matters related to organising relations that are not explicitly described herein, or are created within the implementation of these Organisational Rules, fall within the competence of the TUKE Rector.

(3) The Organisational Rules of the TUKE Rectorate, the SDaC Organisational Rules and organisational rules of individual TUKE institutes listed in Article 2 paragraph 2 of these Rules, as well as amendments and supplements thereto, are approved by the TUKE Academic Senate (AS) at the Rector's proposal.

(4) The TUKE Organisational Rules and the organisational rules mentioned in the previous clause, as well as amendments and supplements thereto, become effective and enter into force on the day they are approved by the TUKE AS.

(5) The TUKE Organisational Rules in the wording of its 7 Amendments approved by the TUKE AS on 3 March 2008 have been cancelled.

(6) The TUKE Organisational Rules also include the TUKE Organisational Structure.

(7) These TUKE Organisational Rules, including the Annex hereto, were approved by the TUKE AS on 30 September 2019, Decision No. 48/2019, and becomes effective on 1 January 2019.

Article 7a

Common and Final Provisions to Amendment 1

(1) This Amendment 1 to the Organisational Rules of TUKE, including the Annex, was approved by the Academic Senate of the TUKE on 24 February 2020, Decision No. 05/2020.

(2) This Amendment 1, specifying, inter alia, changes in the organisational structure of the TUKE which represents Annex 1 to these TUKE Organisational Rules, becomes effective and enters into force following the registration of Amendment 11 to the TUKE Statute which contains the changes incorporated in this Amendment 1.

Article 7b

Common and Final Provisions to Amendment 2

(1) This Amendment 2 to the Organisational Rules of TUKE, including the Annex hereto, was approved by the Academic Senate of the TUKE on 20 May 2021, Decision No. 21/2021.

(2) This Amendment 2, specifying, inter alia, changes in the organisational structure of the TUKE which represents Annex 1 to these TUKE Organisational Rules, becomes effective and enters into force following the registration of Amendment 12 to the TUKE Statute which contains the changes incorporated in this Amendment 2.

Article 7c

Common and Final Provisions to Amendment 3

(1) This Amendment 3 to the Organisational Rules of TUKE, including the Annex hereto, was approved by the Academic Senate of the TUKE on 29 November 2021, Decision No. 49/2021, and it becomes effective on 1 January 2022.

(2) By its Decision No. 49/2021, the Academic Senate of the TUKE approved the issuance of the full text of these TUKE Organisational Rules.

Dr. h. c. prof. h. c. prof. Ing. Stanislav Kmeť, DrSc.
TUKE Rector

prof. Ing. Roman Cimbalá, PhD.
TUKE Academic Senate Chairman