

Alexander Dubček University of Trenčín

Študentská 2, 911 50 TRENČÍN

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**RULES OF ORGANIZATION
CENTRE FOR FUNCTIONAL AND
SURFACEFUNCTIONALIZED GLASS,
ALEXANDER DUBČEK UNIVERSITY OF
TRENČÍN**



Effective from: 01. 01. 2018
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Submitted by: Rector TnUAD
Approved by: Academic Senate TnUAD



Acknowledgement Form

Head of Department:
Signature

Date:

I hereby declare that I have read and understood The Rules of Organization and I will comply with its provisions while carrying out my duties.

No.	Name and Surname	Acting in the Capacity of:	Date	Signature



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Rules of Organization of the Centre for Functional and Surface-Functionalized Glasses, acronym FunGlass (hereinafter referred to as the "Centre") at Alexander Dubček University of Trenčín (hereinafter referred to as "TnUAD") governs its legal standing, operations, organization and management as scientific and research Centre within the framework of TnUAD.

This document is issued as an internal guideline of TnUAD pursuant to Act No. 131/2002 Coll. on universities, as amended.

Part I General Provisions

Article 1 Basic Provisions

1. Rules of Organization of the Centre for Functional and Surface-Functionalized Glass, Alexander Dubček University of Trenčín, is an internal guideline issued by TnUAD pursuant to Act No. 131/2002 Coll. on universities, as amended (hereinafter referred to as the "Act"), specifically pursuant to provisions of Article 15(1)(e). Pursuant to provisions of Article 9(1)(b) of the Act, this internal guideline is submitted for approval by the Scientific Board of the Centre (Article 4) pursuant to FunGlass project of the EU research and innovation programme Horizon 2020 and Grant Agreement No. 739566 (hereinafter referred to as the "Project") and subsequently approved by Academic Senate of TnUAD.
2. Rules of Organization govern internal organization of the Centre, its organizational structure, operations and competencies of governing bodies of the Centre, managing employees of the Centre and division of competencies in all organizational departments of the Centre.

Article 2 Location of the Centre

1. Location of the Centre is at Študentská 2, 911 50 Trenčín, Slovak Republic.

Article 3 Legal Standing and Operations of the Centre

1. The Centre operates under TnUAD and as such is not considered a separate legal person. Pursuant to provisions of Article 39a(2)(a) of the Act, the Centre is a research centre of TnUAD. Pursuant to provisions of Article 39a(3) this specialized Centre of TnUAD carries out concentrated innovative research in chosen field of science or in several fields of science leading to new methods and procedures in research in connection to doctoral programmes.



2. The Centre is established in close cooperation with members of consortium of the Project, specifically prominent European institutions in the field of glass science and technologies, namely:

- a. Università degli Studi di Padova (Italy),
- b. Friedrich-Alexander Universität Erlangen-Nürnberg (Germany),
- c. Consejo Superior de Investigaciones Cientificas, (Spain),
- d. Friedrich-Schiller Universität Jena (Germany).

Members of the consortium are directly involved in management of the Centre via Scientific Board (Article 4), with the objective to contribute to achievement of excellent results in research and transformation of existing national Centre of Excellence for Ceramics, Glass and Silicate Materials to an internationally recognized and established scientific Centre.

3. Primary scope of work of the Centre is the following:

- a. Cutting edge research in the field of glass with special functional properties and functionalization of common glass with the objective to modify its properties and add new functionalities,
- b. Education at II. and III. level of university studies in the relevant research field of the Centre,
- c. Applied research, with the objective to use local know-how while boosting competitiveness of the region through professional training of qualified research personnel and seeking opportunities to form new partnerships within regional and European glass industry,
- d. Creation of international networks with the objective to form creative international environment and keeping close ties with members of the project consortium, as well as other leading European institutions in the field of glass research,
- e. Involvement of the Centre in all stages of research and development - solutions to basic questions, development of new concepts and strategies, identification of their business potential and development of technologies verified in laboratories dealing with technologies validated in relevant environments, in close cooperation with industry partners including small and medium-sized enterprises.

Part II

Organization and Management of the Centre

Article 4

Managing Bodies of the Centre

1. In order to ensure efficient management of research activities of the Centre, its structure is divided into two levels: management and organization. Organizational Scheme of the Centre is attached in Annex 1.

2. Managing Bodies of the Centre are:



- a. Scientific Board,
 - b. Director.
3. Advisory Bodies to the Scientific Board and Director are:
- a. Industrial Board,
 - b. International Advisory Board,
 - c. Management of the Centre.

Article 5 Scientific Board

1. Scientific Board is the main decision-making and supervisory body of the Centre and as such has decision-making authority in basic questions regarding development of the Centre.
2. The Centre is jointly managed by all partners in the project consortium through the Scientific Board. The Scientific Board consists of five members. Each partner institution of the project consortium appoints one representative chosen from its leading researchers to serve on the Scientific Board.
3. Scientific Board member's term of office is five years.
4. Activities of the Scientific Board are coordinated by Chairman. Chairman of the Scientific Board is elected by the Scientific Board from within its members on the first Board meeting by a majority of all member votes.
5. Scientific Board predominantly:
 - a. Defines overall strategy of the Centre, including areas and topics of research in the specific chosen field, within which the Centre operates,
 - b. Defines objectives of the Centre, particularly in terms of achieving desired quality and quantity of scientific outputs,
 - c. Discusses organizational structure of the Centre, or its modifications,
 - d. Defines basic rules of general legal, contractual, ethical, financial and administrative management of the Centre,
 - e. Monitors and evaluates achieved objectives and takes necessary remedy measures on annual basis,
 - f. Ensures knowledge management and other activities related to innovation activities on the project consortium level,
 - g. Supervises and supports compliance with principles of gender equality in the Centre.
6. The Scientific Board proceedings and voting arrangements are governed by the Rules of Procedure of the Scientific Board, approved by the Scientific Board.



Article 6 Director

1. The Centre is managed by Director. The Director is appointed and removed from office by Rector of TnUAD on the basis of a proposal submitted by the Scientific Board. Director's term of office is five years.
2. In case of removal from office or early termination due to other reasons, the post of Director is temporarily carried out by a person appointed by the Rector of TnUAD on the basis of a proposal submitted by the Scientific Board until a new Director is appointed.
3. Selection procedure for the position of Director must be initiated by the Rector of TnUAD within one month from the day the previous Director was removed from office or terminated his/her term of office early. Subsequently, the Scientific Board selects new Director and submits their appointment proposal to the Rector of TnUAD.
4. Director of the Centre predominantly:
 - a. Upon informing the Scientific Board, establishes, merges and orders merger, separation and dissolution of organizational units of the Centre,
 - b. Submits budget proposal of the Centre to the Scientific Board for approval and is responsible for ensuring compliance with the approved budget,
 - c. Within the scope of the Rector's authorization concludes, amends and terminates employment relationships with employees of the Centre, whose place of work, as agreed in the employment contract, is the Centre and determines number and structure of work positions of employees working in the Centre,
 - d. Proposes and determines salaries of employees of the Centre,
 - e. Informs the Scientific Board about conceptual objectives, task performance and status of the Centre at least once a year,
 - f. Is accountable to the Scientific Board and to the Rector of TnUAD,
 - g. is accountable for achieving objectives and tasks set by the Scientific Board,
 - h. is accountable for monitoring progress made on the project,
 - i. Approves agreements of cooperation with industrial and academic partners,
 - j. Approves project objectives of the Centre and appoints employees of the Centre to positions in research and development projects,
 - k. Has decision-making authority regarding day-to-day management of the Centre.
5. In his/her absence, the role of Director is temporarily carried out by deputies - employees of the Centre authorized by the Director within the scope set out in written authorization.

Article 7 International Advisory Board

1. International Advisory Board contributes to achievement of scientific excellence and provides advice to the Scientific Board and Director of the Centre.



2. The International Advisory Board consists of acclaimed researchers active in the relevant research field of the Centre who are based in non-EU countries.
3. Members of the International Advisory Board are nominated, approved and removed from office by the Scientific Board.
4. Members of the International Advisory Board meet annually with the objective to evaluate activities of the Centre and provide recommendations for its further development.
5. International Advisory Board proceedings are governed by the Rules of Procedure of the International Advisory Board, approved by the Scientific Board.

Article 8 Industrial Board

1. Industrial Board provides advice to the Scientific Board and Director of the Centre in questions related to applied research, experimental development and cooperation within the industry.
2. Industrial Board consists of representatives of industrial businesses of regional and European importance active in fields relevant to research and innovation activities of the Centre.
3. Members of the Industrial Board are appointed and removed from office by the Scientific Board. Their number is not limited and new members can be added any time on the basis of a proposal submitted by any member of the Scientific Board, Director of the Centre or Head of Department of the Centre.
4. Members of the Industrial Board meet at least once a year with the objective to identify research topics with high potential of innovation.
5. Industrial Board proceedings are governed by the Rules of Procedure of the Industrial Board approved by the Scientific Board.

Article 9 Centre Management Board

1. Permanent advisory body to the Director is the Centre Management Board.
2. Members of the Centre Management Board are:
 - a. Deputy Director for education and training,
 - b. Deputy Director for science, research and international cooperation,



- c. Heads of Research Departments,
 - d. Head of Administration Department,
 - e. Other employees authorized in writing by the Director.
3. Center Management Board meetings are convened by the Director as required.

Article 10
Deputies to the Director

1. Deputies to the Director substitute for the Director within the scope set out in written authorization issued by the Director. Deputies are accountable to the Director.
2. Deputies are appointed and removed from office by the Director.
3. Deputy Director for education and training predominantly:
 - a. Coordinates and ensures organization of level II. and III. of university studies within the Centre pursuant to provisions of the Act on universities,
 - b. Provides advisory activities regarding education in the Centre,
 - c. Coordinates methodological, content and organizational activities, control of education process of II. and III. level of university study programmes.
 - d. Prepares documentation for annual activity report of the Centre in the field of education and training,
 - e. Provides organizational activities related to preparation of documentation for complex accreditation in education and training,
 - f. Provides organizational activities related to preparation of accreditation files for accreditation of study programmes of the Centre,
 - g. Is responsible for ensuring compliance with managerial system of quality and use of related documentation for education at TnUAD.
4. Deputy Director for science, research and international cooperation predominantly:
 - a. Coordinates work related to science and research activities and professional growth of employees of the Centre,
 - b. Coordinates and guides individual units of the Centre within the scope of the science and research agenda,
 - c. Coordinates and ensures methodological activities related to programmes of student and employee mobility,
 - d. Manages and coordinates complex activities related to preparation of proposals with the aim to receive competitive research grants,
 - e. Manages, coordinates and guides units of the Centre in relation to the field of international cooperation and international relations,
 - f. Prepares documentation for annual activity report of the Centre related to the fields of science, research and international cooperation,



- g. Provides organizational activities related to preparation of documentation for complex accreditation within the context of science, research and international cooperation,
- h. Is responsible for ensuring compliance with managerial system of quality and use of related documentation within the field of science and research at TnUAD.

Part III

Departments of the Centre

Article 11

Research Departments

1. Research Department is a basic scientific research organizational unit of the Centre. The Director of the Centre decides on establishment, merger, separation and dissolution of research departments upon discussing such change with the Scientific Board. Structure and number of research departments reflects research topics defined by the Scientific Board with the objective to meet scientific challenges and innovation potential of the new Centre.
2. Research Department consists of:
 - a. Faculty, e.g. professors, associate professors, assistant professors, assistants and lecturers teaching at TnUAD and working in the field of research and development carried by employees of the Centre,
 - b. Researchers,
 - c. Technical staff,
 - d. Other employees.

There may be other personnel working in the Centre on the basis of commitments stemming from contracts that are binding for the Centre.

3. Joint glass center (VILA) is one of the research departments on organizational chart of the Centre. Its legal standing and operations as a joint Centre of three partner institutions are governed by the following documents:
 - a. Joint Glass Centre Establishment Agreement and its Addenda,
 - b. Rules of Organization VILA.
4. Research Department is managed by Head of Research Department.
5. Head of Research Department is appointed and removed from office by the Director on the basis of selection procedure. Term of office of Head of Department is 5 years. Head of Research Department is subordinate and reports to the Director.
6. Research Department with a vacant position of Head of Department is managed directly by the Director of the Centre.



7. Head of Research Department decides on internal matters regarding activities and organization of work at the department. Creates conditions for successful research activities and ensures quality work environment at the department. Head of Research Department predominantly:
 - a. Coordinates research activities and defines scientific profile of the department,
 - b. Coordinates, monitors and decides on technical matters in relation to research activities carried out within the department,
 - c. Is responsible for ensuring operations, maintenance and further development of research infrastructure of the department,
 - d. Is responsible for securing funding for research activities of the department,
 - e. Is responsible for complying with the budget in relation to individual tasks in the field of research and innovative activities of the department,
 - f. Is responsible for effective and efficient use of assets/property used by the employees of the department,
 - g. Creates conditions for further expansion of personnel and is responsible for professional and qualification growth of employees,
 - h. Conducts assessment of pedagogical, scientific and training activities of the department employees and submits proposals for their remuneration to the Director,
 - i. Conducts department meetings as needed, but at least once a month and submits minutes of meetings to the Director,
 - j. Initiates and manages cooperation between the department and local and international partners,
 - k. Reports on planned changes in research and innovation activities to the Director,
 - l. Reports on any issues that could endanger research and innovation activities of the department to the Director without any undue delay.

8. Head of Research Department submits to the Director the following proposals regarding:
 - a. Activities of the department,
 - b. Securing adequate human resources covering department activities,
 - c. Material and financial resources necessary to cover department activities,
 - d. Organization of the department.

Article 12
Administration Department

1. Administration Department predominantly:
 - a. Carries out all activities necessary to ensure that research personnel is not burdened by excessive administrative load,
 - b. Provides maximum support with administrative tasks related to research activities, preparation and realization of projects and procurement of consumables and services for the Centre.

2. Administration Department is managed by Head of Administration Department, Head of Administration Department is responsible for coordination of internal activities, organization of work and completion of tasks of the administration department pursuant to this article. Creates conditions for successful activities and ensures quality work environment at the department.



3. Head of Administration Department is appointed and removed from office by the Director on the basis of selection procedure. Term of office of Head of Administration Department is 5 years. Head of Administration Department is subordinate and reports to the Director.
4. If the Head of Administration Department position is vacant, the department is managed directly by the Director of the Centre.
5. Administration Department provides administrative support to the Centre, predominantly in the following areas:
 - a. Managing personnel activities,
 - b. Financial management (complex agenda related to financial plan and budget of the Centre, including operative changes, assessment of economic management, monitoring financial situation of the Centre),
 - c. Administrative management of projects,
 - d. Protection of intellectual property rights,
 - e. Submission of reports to EC, state authorities and ministries,
 - f. Preparation of documents for procurement of materials and services,
 - g. Managing documentation and registry,
 - h. Mediation of contacts with industrial partners, subsequent mediation of first contact with relevant research department,
 - i. Preparation of documents related to cooperation agreements and intellectual property rights agreements,
 - j. Dissemination activities,
 - k. Organization of events (conferences, workshops, trainings, etc.),
 - l. Methodological guidance for employees of the Centre.
6. European Office is a part of the Administration Department and its scope of work includes mainly:
 - a. Managing relations with the EU and European framework programmes (e.g. Horizon 2020) within the Centre, such as:
 - i. Administrative management of the project,
 - ii. Support with legal matters (consortium agreements, grant agreement, contracts, etc.),
 - iii. Protection of intellectual property rights,
 - iv. Administrative support with project audits and all related financial matters,
 - v. Reporting of compliance with ethical standards and gender equality principles.
 - b. Contact and communication with the EU authorities with the objective to:
 - i. Monitor and evaluate new calls in European framework programmes (e.g. Horizon 2020) and similar,
 - ii. Inform researchers of the Centre about topics and relevant calls,
 - iii. Provide support with legal matters regarding ongoing projects of the Centre.

Article 13 Specialized Units

1. Specialized Units are managed directly by the Director of the Centre.
2. Specialized Research Units predominantly:



- a. Ensure long-term sustainable management and efficient use of research facilities of the Centre,
- b. Provide researchers, doctoral students of the Centre and its partners with convenient access to research infrastructure of the Centre.

Part IV

Common and Final Provisions

Article 14

Organizational Structure, Functional Positions and Work Positions

1. Organization chart of the Centre is attached to these Rules of Organization in Annex 1 and Structure of Functional Positions of the Centre in Annex 2.
2. Annex 1 is updated whenever changes to the chart occur. Update to the Organization chart is carried out by the Director upon discussing it within the Scientific Board.
3. Annex 2 is updated whenever changes to the structure occur. Update to the Structure of Functional Positions of the Centre is carried out by the Director.

Article 15

Effective Date of the Rules of Organization

1. The Rules of Organization were approved by the Academic Senate of TnUAD in Trenčín on September 28, 2017. The Rules of Organization become effective on January 01, 2018.

doc. Ing. Ján Kútik, CSc.
Chairman of Academic Senate TnUAD

doc. Ing. Jozef Habánik, PhD.
Rector TnUAD