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INTERNAL REGULATION

ORGANIZATIONAL REGULATIONS OF THE FACULTY OF PHILOSOPHY CATHOLIC UNIVERSITY IN RUZOMBERK

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Approved:	Academic Senate FF KU	Chairman - Mgr. Miroslav Hut'ka, PhD.	6. 6. 2023	

The original of the signed Organizational Regulations of the Faculty of Arts of the Catholic University in Ružomberok No. VP-FFKU-03 dated 6 June 2023 is stored and available for inspection at the Secretariat of the Dean of the Faculty of Arts of the Catholic University in Ružomberok.

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**ORGANIZATIONAL REGULATIONS OF
THE FACULTY OF PHILOSOPHY
OF THE CATHOLIC UNIVERSITY IN RUŽOMBEROK**

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History of the document

This section records the history of the creation of the document in case it needs to be revised and re-approved and distributed.

Version number	Valid		Comment (reason for change or update)
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For the purposes of this Internal Regulation, the following abbreviations shall be used :

Shortcut	Name
AS FF KU	Academic Senate of the Faculty of Arts of the Catholic University in Ružomberok
FF KU	Faculty of Arts of the Catholic University in Ružomberok
KU	Catholic University in Ružomberok
OP	Organisational Regulations
The Higher Education Act	Act No. 131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended

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The Organizational Regulations of the Faculty of Arts of the Catholic University in Ružomberok are issued as an internal regulation in accordance with the Statute of the Catholic University in Ružomberok and the Statute of the Faculty of Arts of the Catholic University in Ružomberok.

Article 1


General provisions

- (1) This internal regulation regulates the organizational structure of the Faculty of Arts of the Catholic University in Ružomberok (hereinafter also "FF KU" or "Faculty"), i.e. it determines the number, division and activities of organizational units, as well as the mutual relations of superiority and subordination.
- (2) The Dean may conclude employment contracts only within the scope of the approved structure and number of posts resulting from these Organizational Regulations (hereinafter also referred to as the "OP") and its Annex, which determines the number of posts and positions at the Faculty.

Article 2

Organisational structure of the Faculty of Arts KU

- (1) The faculty is divided into departments, centres and the dean's office.
- (2) The Department, as the basic organizational unit of the faculty, carries out educational, scientific research and artistic activities. The following departments are included in the organisational structure of the Faculty of Arts KU:
 - Department of English Language and Literature, Faculty of Arts, KU (KAJL),
 - Department of Philosophy of the Faculty of Arts of KU (KF),
 - Department of German Studies, Faculty of Arts, KU (KG),
 - Department of History, Faculty of Arts KU (KH),
 - Department of Psychology FF KU (KP),
 - Department of Slovak Language and Literature, Faculty of Arts, KU (KSJL),
 - Department of Journalism, Faculty of Arts KU (KŽ).
- (3) The Centre is a department of the faculty, which specialises mainly in scientific and artistic research activities or specific aspects of higher and further education. The following centres are included in the organisational structure of the KU Faculty of Arts:
 - Centre of Academic Preparation (CAP),
 - Centre for Interdisciplinary Studies (CIS).
- (4) The Dean's Office ensures the administrative and operational running of the Faculty. The Dean's Office is divided into other departments (divisions) on the basis of their activities and competences:
 - the Dean's Secretariat,
 - Personnel department,
 - the information and editorial department,
 - study department,
 - Department for Science and Doctoral Studies,

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- Department for External Relations and Development,
- the economic department,
- Operations Department.

Article 3

Senior staff of the Faculty of Arts KU

- (1) According to the KU Working Regulations, the leading employees of the KU Faculty of Arts are the Dean of the Faculty, the Vice-Deans of the Faculty, the Secretary of the Faculty, and the heads of the Departments and Centres of the Faculty. With the exception of the dean and the vice-dean, the posts of senior staff of the KU Faculty of Arts are filled by a selection procedure.
- (2) The dean is the chief executive officer and representative of the faculty, who manages and represents the faculty and acts in the affairs of the faculty in accordance with the legislation in force, in particular Act No.131/2002 Coll. on Higher Education and on Amendments and Additions to Certain Acts, as amended (hereinafter referred to as the "Act on Higher Education"), the Statute of the Catholic University (hereinafter referred to as the "KU") and the Statute of the Faculty of Arts of the KU, as well as other valid internal regulations of the KU. The Dean is accountable for his/her activities to the Rector of KU.
- (3) The Dean of the Faculty is represented by the Vice-Deans to the extent determined by this OP or other internal regulations, directives or assignments. The KU Faculty of Arts has three vice-deans: the vice-dean for education and training, the vice-dean for science and doctoral studies, and the vice-dean for international relations and development.
- (4) The Vice-Dean for Education and Training comprehensively prepares and manages the curricular agenda in the first two stages of higher education, the rigorosum procedure and lifelong learning. He/she coordinates the preparation of accreditation files for higher education and is responsible for teaching, the organisation of studies and the timetable. As a rule, he/she chairs the Faculty Disciplinary Committee. The Vice-Dean for Education and Training is responsible for the study department and its agenda.
- (5) The Vice-Dean for Science and Doctoral Studies comprehensively prepares and manages the agenda of science and doctoral studies. He is responsible for the organisation of doctoral studies and, together with the Dean, is responsible for the preparation and implementation of the meetings of the Faculty's Scientific Council, as well as for the administrative process of habilitation and appointment procedures. It monitors, evaluates and proposes measures concerning the scientific activity and qualification growth of the faculty's teachers. Coordinates scientific and artistic events at the Faculty (colloquia, seminars, symposia, conferences). The Vice-Dean for Science and Doctoral Studies is responsible for the Science and Doctoral Studies Department and its agenda.
- (6) The Vice-Dean for International Relations and Development is responsible for



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cooperation with partner academic institutions from abroad, coordinates mobility of staff and students, and is responsible for the internationalisation of the academic environment at the Faculty. He also coordinates

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Contacts with organizations to raise funds for faculty development, manages faculty promotion in a systematic way, and handles alumni relations. The Vice-Dean for International Relations and Development is responsible for the Department for International Relations and Development.

- (7) The economic and administrative running of the Faculty is ensured by the Secretary of the Faculty. He/she is responsible for the correct preparation of the documents for the Faculty budget and its effective use and spending according to the plan, and he/she strives to secure additional financial resources for the Faculty. He/she shall take minutes of the meetings of the College of the Dean. The Economic Department and the Operations Department are subordinate to the Secretary of the Faculty.
- (8) The Department is managed by the Head of the Department, who represents it externally. The head of the department is usually a member of staff of the relevant department with fixed weekly working hours. The term of office of the Head of Department shall be a maximum of four years. The head of the department may be removed from office by the dean after discussion in the Academic Senate of the Faculty of Arts (hereinafter referred to as "AS FF KU") on the basis of the reasons for his/her removal. The dean may delegate the function of the head of the department temporarily, for a maximum period of six months.
- (9) The head of the department in particular:
- a) is responsible for the fulfilment of the scientific research, pedagogical, artistic, organisational and other tasks of the department and exercises control over them,
 - b) monitors, evaluates and supervises the scientific research and educational activities of the department's staff and takes care of their qualification growth,
 - c) is responsible for the efficient and effective use of funds or property allocated to the department,
 - d) regularly convenes meetings of the staff assigned to the department,
 - e) reports to the Dean on the activities of the Department upon request,
 - f) performs other tasks delegated by the Dean in accordance with applicable legislation and internal regulations of KU and KU Faculty of Arts,
 - g) when filling the posts of university teachers and research staff of the department, as well as when filling the posts of professors and associate professors, proposes or appoints a member of the selection committee in accordance with the Higher Education Act and the internal regulations of the KU,
 - h) submits to the Dean of the Faculty proposals concerning the activities of the Department and the Faculty, in particular educational and scientific activities, study programmes and internal regulations, material, financial and personnel security of these activities,
 - i) submits to the Dean of the Faculty an annual report on the activities of the Department in the specified deadline.



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- (10) The rights and obligations, as well as the conditions of appointment and dismissal of the Head of Department, shall apply mutatis mutandis to the Head of the Centre.

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Article 4


Other KU FF staff

- (1) Employment contracts between the KU Faculty of Arts and individual employees are concluded with the designation of a specific organisational unit. If the unit does not have a senior manager, the staff shall fall under the direct authority of the Dean.
- (2) The organisational structure of the posts of university teachers and scientific staff, as well as the organisational structure of the posts of professional and operational staff of the Faculty is specified in the Annex to this OP.

Article 5

Final provisions

- (1) The Organizational Regulations of the KU Faculty of Arts are approved by the KU Faculty of Arts on the proposal of the Dean with the prior approval of the KU Grand Chancellor. Interpretation of these Organisational Regulations shall be provided by the KU Faculty of Arts AS when necessary. The interpretation shall enter into force on the date of its publication after prior approval of the interpretation by the KU Grand Chancellor.
- (2) These organizational regulations were discussed and approved by the AS FF KU on 6.6.2023. On this date it enters into force and effect.
- (3) On the date when these Organizational Regulations come into force and effect, the Organizational Regulations of the Faculty of Arts of KU dated 4 February 2020 shall be repealed.
- (4) Annexes to the Organisational Regulations of the Faculty of Arts of KU:
 - Annex: Organisational structure of functional and job positions at the Faculty of Arts KU

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Annex: Organisational structure of functional and job positions at the Faculty of Arts KU

DEKAN

- ↪ Dean's Secretariat (1)
- ↪ Personnel Department (1)
- ↪ Information and Editing Department (1)
- ↪ **VICE-DEAN FOR EDUCATION AND TRAINING**
 - ↪ Study Department (2)
- ↪ **VICE-DEAN FOR SCIENCE AND DOCTORAL STUDIES**
 - ↪ Department of Science and Doctoral Studies (1)
- ↪ **VICE-DEAN FOR INTERNATIONAL RELATIONS AND DEVELOPMENT**
 - ↪ Department for External Relations and Development (2)
- ↪ **THE SECRETARY**
 - ↪ Economic department (2)
 - ↪ Operations Department (3)
- ↪ **HEAD OF THE DEPARTMENT OF ENGLISH LANGUAGE AND LITERATURE (KAIL)**
 - ↪ Professor KAJL (2) ↪ KAJL lecturer (2)
 - ↪ Associate Professor KAJL (5) ↪ Researcher KAJL (-)
 - ↪ Assistant Professor KAJL (2) ↪ KAJL professional staff (-)
 - ↪ KAJL assistant (1)
- ↪ **HEAD OF THE DEPARTMENT OF PHILOSOPHY (KF)**
 - ↪ Professor KH (2) ↪ KH lecturer (1)
 - ↪ Associate Professor KH (5) ↪ Researcher KAJL (-)
 - ↪ assistant professor KH (2) ↪ KAJL professional staff (-)
 - ↪ KH assistant (1)
- ↪ **HEAD OF THE DEPARTMENT OF GERMAN STUDIES (KG)**
 - ↪ Professor KG (1) ↪ KG lecturer (-)
 - ↪ Associate Professor KG ↪ KG Research Fellow (-)
 - (3) ↪ KG professional staff (-)
 - ↪ Assistant Professor KG
 - (-)
 - ↪ KG assistant (-)



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↵ **HEAD OF THE DEPARTMENT OF HISTORY (KH)**

↵ Professor KH (2)

↵ Associate Professor KH (5)

↵ assistant professor KH (2)

↵ KH assistant (1)

↵ KH lecturer (1)

↵ KH researcher (-)

↵ KH professional staff (-)

↵ **HEAD OF THE DEPARTMENT OF PSYCHOLOGY (KP)**

↵ Professor KP (2)

↵ Associate Professor KP (5)

↵ assistant professor KP (2)

↵ KP assistant (1)

↵ KP lecturer (1)

↵ Researcher KP (-)

↵ Professional staff of the CP (-)

↵ **HEAD OF THE DEPARTMENT OF SLOVAK LANGUAGE AND LITERATURE (KSJL)**

↵ Professor KSJL (2)

↵ Associate Professor KSJL (5)

↵ assistant professor KSJL (2)

↵ KSJL assistant (1)

↵ KSJL lecturer (1)

↵ researcher KSJL (-)

↵ KSJL professional staff (-)

↵ **HEAD OF THE DEPARTMENT OF JOURNALISM (KJ)**

↵ Professor KŽ (2)

↵ Associate Professor of KŽ (5)

↵ assistant professor (2)

↵ assistant KŽ (1)

↵ KJ lecturer (1)

↵ Researcher KŽ (-)

↵ KŽ professional staff (1)

↵ **HEAD OF THE ACADEMIC TRAINING CENTRE (CAP)**

↵ Professor CAP (1)

↵ Associate Professor CAP (2)

↵ CAP Assistant (2)

↵ CAP assistant (1)

↵ CAP lecturer (1)

↵ CAP Research Fellow (1)

↵ CAP professional staff (1)

↵ **HEAD OF THE CENTRE FOR INTERDISCIPLINARY STUDIES (CIS)**

↵ Professor CIS (1)

↵ Associate Professor CIS (2)

↵ CIS Assistant Professor (2)

↵ CIS Assistant (1)

↵ CIS lecturer (1)

↵ CIS Research Fellow (1)

↵ CIS professional staff (1)