

Based on the authority conferred by Article 19, paragraph 2, of the Statutory Decision on Amendments to the Statute of the University of Zagreb Faculty of Forestry and Wood Technology, CLASS: 003-05/23-01/02, REG. NO.: 251-72-01-24-4 of 18 July 2024, the Secretary's Office of the University of Zagreb, Faculty of Forestry and Wood Technology, has compiled the consolidated text of the Statute of the University of Zagreb, Faculty of Forestry and Wood Technology.

The consolidated text of the Statute of the University of Zagreb, Faculty of Forestry and Wood Technology, includes the Statute of the University of Zagreb, Faculty of Forestry and Wood Technology, CLASS: 003-05/23-01/02, REG. NO.: 251-72-03-23-1 of 27 April 2023 and the Statutory Decision on Amendments to the Statute of the University of Zagreb, Faculty of Forestry and Wood Technology, CLASS: 003-05/23-01/02, REG. NO.: 251-72-01-24-4 of 18 July 2024, in which no specific date of entry into force has been indicated.

S T A T U T E

(consolidated version)

I. GENERAL PROVISIONS

Article 1

- (1) This Statute shall regulate: the organization, activity and operation of the University of Zagreb, Faculty of Forestry and Wood Technology (hereinafter: the Faculty), the composition, powers and manner of decision-making of faculty bodies, the organization and performance of study programmes and scientific research, the status of teaching staff, associates, scientists and other employees, the status of students and other issues relevant to the Faculty.
- (2) Terms and expressions in the Statute of the Faculty that have a gender meaning shall apply equally to both the female and the male gender.

Article 2

The Faculty is a higher education institution within the University of Zagreb (hereinafter: the University) that organizes and performs university and professional study programmes and scientific, research and professional work in the scientific area of biotechnical sciences, the scientific field of forestry and the scientific field of wood technology.

Article 3

- (1) The Faculty shall be a legal entity with the status of a public institution. It shall be entered in the court register and the Register of Higher Education Institutions maintained by the competent ministry.
- (2) The founder and holder of the founding rights of the Faculty shall be the University.

Article 4

- (1) The full name of the Faculty shall be the University of Zagreb, Faculty of Forestry and Wood Technology. The official name of the Faculty in English shall be the University of Zagreb Faculty of Forestry and Wood Technology.
- (2) The abbreviated name of the Faculty shall be FŠDT.
- (3) The seat of the Faculty shall be in Zagreb, Svetošimunska cesta 23.
- (4) The Faculty is the legal successor of the University of Zagreb Faculty of Forestry.
- (5) The day of the Faculty is October 20.

Article 5

- (1) The Faculty has its own coat of arms, dry stamp, seal and flag.
- (2) The coat of arms of the Faculty shall be of a round shape, with a drawing of the historical building of the University and the text "Sveučilište u Zagrebu" (University of Zagreb) and the year of the founding of the University in 1669; along the rim on the lower side shall be the text "Fakultet šumarstva i drvne tehnologije" (Faculty of Forestry and Wood Technology), the year of the founding of the Forestry Academy in 1898 along the upper edge, and a drawing of a silver fir branch with a cone to the right of the year of the founding, and to the left of the year of the founding is a drawing of a pedunculate oak leaf with two acorns. The coat of arms of the Faculty shall be rendered in green on a white background.
- (3) The seal of the Faculty with the coat of arms of the Republic of Croatia in the middle and the text along the edge: "Republika Hrvatska, Sveučilište u Zagrebu Fakultet šumarstva i drvne tehnologije, Zagreb" (Republic of Croatia, University of Zagreb, Faculty of Forestry and Wood Technology, Zagreb) shall be used for issuing documents based on public authority. It shall be round in shape and made in a diameter of 38 mm. The Faculty also possesses a seal of identical content, 25 mm in diameter, made in six copies marked with ordinal numbers.
- (4) The seal of the Faculty with the coat of arms of the Faculty and the text along the edge: "Sveučilište u Zagrebu Fakultet šumarstva i drvne tehnologije, Zagreb" (University of Zagreb, Faculty of Forestry and Wood Technology, Zagreb) shall be used for administrative tasks relating to the Faculty's core activity. It shall be round in shape and made in a diameter of 38 mm. The Faculty also possesses a stamp of identical content, 25 mm in diameter, made in two copies marked with ordinal numbers.
- (5) The dry stamp of the Faculty shall be 38 mm in diameter, shall be circular in shape and shall be identical to the seal referred to in paragraph 3 of this Article.
- (6) The rectangular seal (stamp or rubber stamp) of the Faculty shall be 70 × 45 mm and shall contain the text: "Sveučilište u Zagrebu Fakultet šumarstva i drvne tehnologije" University of Zagreb Faculty of Forestry and Wood Technology, and shall be used in other cases.
- (7) The flag of the Faculty shall be blue in colour. At the centre of the horizontally oriented flag, with the shorter side attached to the flagpole, the Faculty's coat of arms shall appear in gold.
- (8) The method for recording issued seals, assigning responsibility for their custody, and other related matters shall be determined by decision of the Dean.

II. REPRESENTATION AND LEGAL STANDING OF THE FACULTY

Article 6

- (1) The Dean shall be the head of the Faculty with the powers laid down by the Act, the Statute of the University and this Statute.
- (2) The Dean shall represent the Faculty.
- (3) The Dean may also authorize other employees of the Faculty and persons outside the Faculty for representation in certain cases within the limits of their powers, by granting appropriate written powers of attorney.

- (4) The scope and duration of the powers of attorney shall be determined by the Dean of the Faculty.

Article 7

In the event of absence or incapacity, the Dean of the Faculty shall be replaced by one of the Vice Deans authorized by a special decision of the Dean.

III. ACTIVITY (SCOPE OF OPERATIONS) OF THE FACULTY

Article 8

- (1) The activity (scope of operations) of the Faculty shall include:
1. organization and performance of university undergraduate and graduate study programmes
 2. organization and performance of professional undergraduate study programmes
 3. organization and performance of doctoral study programmes and university specialist study programmes in the scientific area of biotechnical sciences, the scientific field of forestry and the scientific field of wood technology, and the performance of lifelong learning and adult education programmes
 4. scientific-research work in the scientific fields of forestry and wood technology
 5. organization and holding of scientific and professional conferences in the field of forestry and wood technology and implementing continuous and occasional training programs
 6. publication of scientific, professional and other publications
 7. forest management
 8. management of hunting grounds and wildlife management
 9. agricultural estate management
 10. consulting in the field of forestry, wood technology, hunting and related activities
 11. expert assessments
 12. transport of persons and goods for internal needs
 13. rental of motor vehicles
 14. cultivation and wholesale and retail of forest and ornamental seedlings
 15. wholesale and retail trade of forest timber, forest non-wood and game products
 16. design and consulting in forestry, hunting, urban forestry, nature conservation and environmental protection, landscape design, landscape architecture, horticulture, wood processing and production of finished wood products
 17. preparation of hunting management plans
 18. measurement and assessment of forest resources and preparation of forest management plans and programmes
 19. design and supervision of forest road construction
 20. development of forest openness by means of forest roads studies
 21. hunting, trapping and game care
 22. mandatory professional supervision of forest seed production
 23. professional activities in nature conservation, environmental protection and urban forestry
 24. forest seed and planting material quality testing
 25. testing of forest biomass for energy (physical and chemical analyses)
 26. molecular-biological analyses
 27. analyses of plant physiological characteristics
 28. analysis of soil, water and plant material

29. maintenance and care of urban tree and shrub plantings (arboriculture)
 30. establishment and implementation of monitoring systems for the health status of forest and urban trees
 31. establishment and implementation of ecological monitoring in forest ecosystems
 32. diagnosis of tree health status, identification of pests and disease agents, and preparation of prevention and mitigation reports concerning damage to woody vegetation
 33. implementation of pest and disease risk assessment procedures
 34. preparation of environmental impact studies and assessment of the acceptability of the project on the ecological network
 35. testing and certification of wood panels for general use and construction, furniture and furniture components, timber products for construction, other wood and non-wood materials, and coating materials
 36. testing and certification of children's playgrounds and equipment
 37. issuance of product conformity certificates with the technical specifications
 38. ergonomic interdisciplinary research on furniture
 39. design and development of wood and furniture products, production of models and wood products
 40. quality control of forest timber (assortments) and non-timber products, semi-finished products and wood products
 41. education and inspection related to phytosanitary wood protection
 42. chemical analysis of wood, wood products, wood materials and other non-wood materials
 43. manufacture of sawmill products and furniture
 44. wholesale and retail of roundwood, sawn and planed wood, and furniture
 45. auditing the traceability of wood and wood products according to FSC and PEFC certification schemes
 46. measurement of noise and vibration during work and determination of airborne particle concentrations
 47. testing of macroscopic, physical and mechanical properties of wood and wood products
 48. testing of technological properties of wood and wood products
 49. testing of the anatomical properties of wood, analysis of the causes and agents of wood and wood products degradation
 50. testing of materials and methods of protection, modification and restoration of wood and wood products
 51. renting of the Faculty's premises
 52. photography – aerial imaging
 53. forestry works
 54. land surveying and mapping
 55. remote sensing in forestry, urban forestry, nature conservation and environmental protection
 56. professional support to the phytosanitary system in the field of wood packaging material in international trade (establishment, implementation, official verification, professional supervision, education, consultancy).
- (2) The Faculty may perform other activities, without it being entered in the court register and the register kept at the ministry responsible for higher education, provided such activities support its primary registered activities and contribute to the optimal utilization of all available resources.

Article 9

The Faculty may establish legal entities whose activities link higher education, science, professional work and practice with the consent of the University Senate, unless otherwise provided by the Statute of the University or the decision of the University Senate.

IV. ORGANIZATION OF THE FACULTY

Departments

Article 10

- (1) There shall be two departments within the Faculty:
 1. Department of Forestry
 2. Department of Wood Technology.
- (2) The Forestry Department shall be a teaching, scientific-research and professional unit of the Faculty that unites institutes for carrying out higher education and science in the scientific field of forestry are integrated.
- (3) The Wood Technology Department shall be a teaching, scientific-research and professional unit of the Faculty that unites institutes for carrying out higher education and science in the scientific field of wood technology.
- (4) The Department Councils have an advisory role and provide recommendations, opinions, approvals and decision proposals to the Faculty Council.
- (5) The organizational units of the Faculty shall be:
 1. Institutes
 2. Dean's Office
 3. Faculty Secretary's Office
 4. Public Procurement Office
 5. Accounting and Financial Service
 6. Library and Digital Repository.
- (6) The work of all organizational units shall be regulated by a special general act. The decision on the establishment or abolition of organizational units shall be adopted by the Faculty Council by a two-thirds majority vote of the total number of members.

Institutes of the Faculty

Article 11

- (1) The following institutes and their associated laboratories and teaching and experimental forest facilities shall form part of the Forestry Department:
 - 1. Institute of Ecology and Silviculture**
 1. Laboratory of Ecology and Pedology
 2. Laboratory of Forest Seed and Nursery Production
 3. Dendroecological Laboratory
 4. Laboratory for Ecological Monitoring
 - 2. Institute of Forest Inventory, Management Planning and Remote Sensing**
 1. Laboratory of Dendrochronology and Measurement of Forest Resource
 2. Remote Sensing and GIS Laboratory
 3. Laboratory for Experiment Design and Statistical Data Analysis
 - 3. Institute of Forest Genetics, Dendrology and Botany**

1. Laboratory of Molecular Biology
2. Laboratory of Physiology
3. Laboratory of Plant Morphology and Anatomy
- 4. Institute of Forest Engineering**
 1. Laboratory of Technical and Technological Measurements in Forestry
 2. Laboratory of Forest Biomass
 3. Laboratory for Design in Forestry
 4. Laboratory for Entrepreneurship and Innovation in Forestry
- 5. Institute of Forest Protection and Wildlife Management**
 1. Laboratory of Tree Pathology
 2. Laboratory of Forestry Zoology
 3. Laboratory for Forest Entomology
- 6. Institute of Training and Forest Research Centres (hereinafter: the Institute of NPŠO)**
 1. Training and Forest Research Centres: Lipovljani, consisting of an agricultural holding, Velika, Zalesina, Rab and Zagreb, including the Forest Garden
 2. State-owned open hunting grounds of Opeke II/39 and Kalifront VIII/6
 - (2) The following institutes and their associated laboratories and teaching and experimental wood technology facilities form part of the Wood Technology Department:
 - 1. Institute of Wood Science**
 1. Laboratory of Anatomical Properties of Wood and Wood Preservation
 2. Laboratory of Pathology, Protection and Modification of Wood Properties
 3. Laboratory of Physical and Mechanical Properties of Wood
 - 2. Institute of Materials Technologies**
 1. Laboratory of Wood Panels
 2. Laboratory of Hydrothermal Treatment of Wood and Wood Materials
 3. Chemistry Laboratory
 4. Laboratory for Cellulose-Based Nan-biomaterials
 5. Laboratory of Advanced Wood Technologies
 - 3. Institute of Production Organization**
 1. Laboratory of Industrial Systems
 - 4. Institute of Processes Engineering**
 1. Laboratory of Mechanical Wood Processing
 2. Laboratory of Noise and Vibration Measurement
 3. Laboratory for Energy Measurements
 - 5. Institute of Furniture and Wood in Construction**
 1. Laboratory for Furniture
 2. Laboratory of Wood in Construction
 - 6. Institute of Training and Wood Technology Research Centres (hereinafter: the Institute of NPDTO)**
 1. Sawmill Maksimir
 2. Workshop for Practical Training
 3. CNC Technology Practicum

- (3) Institutes shall be the basic organizational units of the Faculty. Each Institute shall prepare, combine and develop educational, scientific research and professional activity within the disciplines for which it was established. The work of the Institute shall be managed by the Head of the Institute.
- (4) The members of the Institute shall be teaching staff members, associates and non-teaching staff who are employed by the Faculty and who have concluded an employment contract for a position at the Institute.
- (5) Teaching staff members from other higher education institutions, experts from outside the Faculty and students shall also be able to participate in the work of the Faculty, organizationally within the Institute.
- (6) The decision on the establishment or abolition of institutes shall be adopted by the Faculty Council on the proposal of the department council by a two-thirds majority vote of all members.
- (7) Within the scope of their activities, institutes shall have the right and obligation to use the name, coat of arms and flag of the Faculty and to incorporate them in full or in part into their visual identities.
- (8) The name "University of Zagreb, Faculty of Forestry and Wood Technology" shall be placed in front of the name of the institute.
- (9) In legal transactions, the Institute shall act only under the name of the Faculty.
- (10) Laboratories in the institutes of both departments shall be established for the purposes of teaching, research and provision of services to legal entities and natural persons. Laboratories shall be managed by Laboratory Managers, who shall be appointed by the Faculty Council at the proposal of the Institute, and with the consent of the department council. The decision on the abolition and establishment of new laboratories shall be adopted by the Faculty Council by a two-thirds majority vote of the total number of members of the Faculty Council, at the proposal of the department council, and at the initiative of the institute within which the laboratory is located.

Dean's Office

Article 12

- (1) The following offices and services shall form part of the Dean's Office:
 1. International and Inter-Institutional Relations Office
 2. Quality Management Office
 3. Public Relations and Promotion Office
 4. Office for Scientific and Professional Projects
 5. Practical Training and Career Counselling Office
 6. Maintenance and General Services
 7. Doorman service.
- (2) The International and Inter-Institutional Relations Office shall be an organizational unit of the Faculty established to perform the tasks of international and inter-institutional cooperation.
- (3) The Quality Management Office shall be an organizational unit of the Faculty established to perform management and insurance of quality of the Faculty's work.
- (4) The Public Relations and Promotion Office shall be an organizational unit of the Faculty established to perform public relations and electronic media management and to promote the Faculty.
- (5) The Office for Scientific and Professional Projects shall be an organizational unit of the Faculty established to support the application and implementation of scientific and professional projects.

- (6) The Practical Training and Career Counselling Office shall be an organizational unit of the Faculty established to improve the employment opportunities of young professionals in the field of forestry, urban forestry, nature conservation and environmental protection, and wood technology.
- (7) General and administrative tasks for the Dean shall be performed by employees holding positions within the Dean's Office.
- (8) The number of employees in the Dean's office and their organization shall be determined by the act on the internal organization of job positions.
- (9) Within the Dean's Office are courses that shall not be classified into institutes, but form an integral part of the curriculum of individual study programmes (physical education, foreign languages, etc.).

Faculty Secretary's Office

Article 13

- (1) For the performance of the Faculty's joint professional, legal, human resources, administrative-technical, IT, and information-documentation tasks, the Secretary's Office shall be organized into the following offices:
 1. Legal Affairs Office
 2. Human Resources and General Affairs Office
 3. Student Administration Office
 4. IT Office
 5. Registry and Records Office.
- (2) The number of employees and job position descriptions in the Faculty Secretary's Office, as well as their organization by individual office, shall be determined by the act on the internal organization of job positions.

Public Procurement Office

Article 13a

- (1) For the purpose of performing public procurement activities, the Public Procurement Office shall be established.
- (2) The number of employees of the Public Procurement Office and their organization shall be determined by the act on the internal organization of job positions.

Accounting and Financial Service

Article 14

- (1) For the purpose of performing joint accounting, bookkeeping, and financial tasks, the Accounting and Finance Service shall be established and it shall consist of the following offices:
 1. Accounting Office
 2. Finance Office (accounts payable, register and payroll)
 3. Financial Reporting and Analysis Office
- (2) The number of employees in the Accounting and Financial Service, as well as their organization by individual office shall be determined by the act on the internal organization of job positions.

Library and Digital Repository

Article 15

- (1) The library shall be an independent organizational unit which provides access to scientific and professional publications and information. The Digital Repository shall operate as part of the Library.
- (2) The work of the Library shall be managed by a manager who shall report to the Dean, Vice Deans and the Chair of the Library Committee.
- (3) Library work shall be directed and supervised by the Library Committee.
- (4) The Library Committee shall plan the acquisitions of books and journals, work to improve Library conditions, and discuss its operations.

V. FACULTY MANAGEMENT

Article 16

The Faculty shall be managed by the Faculty Council and the Dean.

Dean of the Faculty

Article 17

- (1) The Dean shall manage the Faculty, be its head and leader. A person eligible for Dean shall be a member of the teaching staff of the Faculty at the position of Full Professor with tenure, Full Professor, or Associate Professor.
- (2) The symbol of the Dean's office shall be the Dean's chain.
- (3) The Dean's term of office shall last for three years, and the same person may be re-elected once. The departments of the Faculty shall, as a rule, take turns proposing candidates for the position of Dean, at the proposal of at least two institutes or through a candidacy supported by the signatures of at least 20 members of the teaching staff at scientific-teaching positions.
- (4) The Dean shall:
 1. represent and act on behalf of the Faculty
 2. be an ex officio member of the Senate of the University
 3. be an ex officio member of the Biotechnical Area Council
 4. organize the work and operations of the Faculty
 5. convene and chair sessions of the Faculty Council and prepare and propose their agenda
 6. propose to the Faculty Council the adoption of general acts and adopt general acts that are not within the competence of the Faculty Council
 7. propose to the Faculty Council measures to improve the work of the Faculty
 8. implement the decisions of the Senate of the University and the Faculty Council
 9. in cooperation with the Rector of the University, propose the part of the programme agreement relating to the Faculty and actively participate with the Rector of the University in the negotiations on the programme agreement of the Faculty with the competent ministry
 10. prepare with the Rector of the University a consolidated draft for the University's programme agreement
 11. propose the business plan of the Faculty
 12. propose a human resources management plan of the Faculty
 13. manage the implementation of the Faculty's financial plan
 14. manage the Faculty's assets
 15. adopt business decisions in accordance with regulations
 16. adopt decisions on the assignment of employees within the Faculty
 17. convene and chair the Dean's Council

18. perform other activities in accordance with the Act, the Statute of the University, the Statute and other general acts of the University and the Faculty.
- (5) The Dean shall have the right to undertake all legal actions in the name and on behalf of the Faculty in the amount of up to EUR 200,000.00. For legal actions exceeding this amount but not exceeding EUR 600,000, the Dean shall obtain the consent of the Faculty Council. The consent of the Faculty Council and the Senate of the University shall be required to undertake legal actions for amounts exceeding EUR 600,000.00.
- (6) The Dean shall be assisted in performing duties by the Vice Deans in accordance with the Statute of the Faculty. The term of office of a Vice Dean shall be equal to that of the Dean who proposed their appointment.
- (7) The Dean shall report to the Rector and the Faculty Council, to which they shall submit an annual report on the implementation of the Faculty's strategy, an annual report on the operation and implementation of part of the programme agreement within their competence and other reports as prescribed by the Statute of the Faculty.

Election and Dismissal of the Dean

Article 18

- (1) The procedure for the election of the Dean shall begin with the invitation of the Faculty Council to submit nominations, at which time an election commission consisting of five members shall be appointed.
- (2) Candidates for Dean shall be nominated by the institutes or shall apply independently with the written support of at least 20 members of the teaching staff at scientific-teaching positions.
- (3) The applications received shall be reviewed by the election commission, which shall determine which candidates meet the conditions for election prescribed by the Act and the Statute and invite them to declare in writing within three days whether they accept the candidacy for Dean.
- (4) Candidates who have accepted the candidacy for the office of Dean shall be required to prepare a professional curriculum vitae and a work programme, which they shall present to the Faculty Council.
- (5) Work programmes that receive the approval of the Faculty Council shall be referred to the Senate of the University.
- (6) After obtaining a positive opinion of the Senate of the University, the Faculty Council shall elect the Dean by secret ballot from among the candidates for which the Senate of the University has given its approval. The vote may precede if two thirds of the members of the Faculty Council are present at the session. The candidate who receives a simple majority of the total number of members of the Faculty Council in the vote shall be elected Dean.
- (7) The election procedure shall be carried out in a maximum of three voting rounds.
- (8) First voting round:
 1. If there is one nominee in the first round, and they do not obtain a simple majority of the votes of all members of the Faculty Council, the election procedure shall be repeated. In this case, the Faculty Council shall determine the appropriate deadlines for the new election procedure.
 2. If there are two nominees in the first round, and none of them obtain a simple majority of the votes of all members of the Faculty Council, the second round shall be entered, which shall include the nominee who received a higher number of votes in the first round.
 3. If there are two nominees in the first round and both receive the same number of votes, the voting shall be repeated in the first round. If both candidates receive the same number of votes in the repeated vote, the election procedure shall be repeated, and the Faculty Council shall determine the appropriate deadlines for the new election procedure.

4. If there are three or more nominees in the first round, and none of them obtain a simple majority of votes of the members of the Faculty Council, the second round shall be entered, which shall include two nominees who received the highest number of votes in the first round.
5. If there are three or more nominees in the first round and all of them receive the same number of votes, the voting shall be repeated in the first round. If all candidates receive the same number of votes in the repeated vote, the election procedure shall be repeated, and the Faculty Council shall determine the appropriate deadlines for the new election procedure.
6. If there are more than two nominees remaining who would enter the second round after the first voting round due to an equal number of votes, an additional vote between nominees with an equal number of votes shall be organized before the second voting round in order to select the nominee who will enter the second election round. If the additional vote fails to produce a nominee for the second round, the selection procedure shall continue only for the nominee who received the highest number of votes in the first round.
- (9) Second voting round:
 1. If there is one nominee in the second round, and they do not obtain a simple majority of the votes of all members of the Faculty Council, the election procedure shall be repeated. In this case, the Faculty Council shall determine the appropriate deadlines for the new election procedure.
 2. If in the second round no nominee receives a simple majority of the votes of all members of the Faculty Council, the third round shall be entered, which shall include the nominee who received a higher number of votes in the second round.
 3. If the nominees receive the same number of votes in the second round, they shall both enter the third round.
- (10) Third voting round:
 1. In the third round, the nominee who obtained a simple majority of the votes of all members of the Faculty Council shall be elected Dean.
- (11) If the Dean is not elected in the third voting round, the election procedure shall be repeated, and the Faculty Council shall determine the appropriate deadlines for the new election procedure.
- (12) The election procedure for a Dean whose term is expiring must be completed no later than four months before the new term begin. The Dean shall take office on the first day of the new academic year.
- (13) If a new Dean is not elected by the deadline referred to in paragraph 12 of this Article, the Faculty Council shall appoint an Acting Dean within 30 days, until the election of a Dean and for a term not exceeding one year. The Senate of the University shall confirm the appointment of the Acting Dean as soon as possible, and no later than 30 days from the appointment, with the prior opinion of the Rector of the University.
- (14) In the event that the Faculty Council does not appoint an Acting Dean within the prescribed period, one shall be appointed by the Senate of the University based on the proposal of the Rector.
- (15) The Dean's term of office may be terminated before the expiration of the mandate if:
 1. the Dean requests dismissal
 2. the employment contract is terminated
 3. the Dean assumes another position
 4. The Dean enters into an employment relationship with another legal entity or teaching base outside the University.
- (16) The Dean may be dismissed before the expiration of the mandate if:

1. through unlawful, improper or negligent conduct causes significant damage to the University or the Faculty
 2. fails to act in accordance with the general acts
 3. neglects, abuses or irresponsibly performs their duty
 4. through conduct damages the reputation and dignity of duty
 5. loses the ability to perform their duties
 6. the conditions for dismissal set out in the Statute of the University are met.
- (17) The procedure dismissal of the Dean shall be initiated at the proposal of the Rector of the University in accordance with the provisions of the Statute of the University or at the proposal of one third of the members of the Faculty Council.
 - (18) The explanation of the proposal must contain: a factual description, a legal basis and evidence of the existence of the grounds for dismissal referred to in paragraph 16 of this Article.
 - (19) The Dean shall place the proposal referred to in paragraph 17 of this Article on the agenda of the session of the Faculty Council within 30 days from the date of delivery of the complete proposal.
 - (20) The Faculty Council shall decide on the dismissal of the Dean by secret ballot and simple majority vote of all members of the Faculty Council.
 - (21) Before voting on the dismissal, the Dean must be given the opportunity to respond to the reasons for the dismissal at a session of the Faculty Council.
 - (22) During the Faculty Council session where the proposal for dismissal is discussed and the session on which it is decided upon, the agenda item on the Dean's dismissal shall chaired by the oldest member of the Faculty Council (by age) holding a scientific-teaching position.
 - (23) In the event of the Dean's dismissal, the Faculty Council shall appoint an Acting Dean without delay until the election of a new Dean and for a term not exceeding one year. The Senate of the University shall confirm the appointment of the acting Dean as soon as possible with the prior opinion of the Rector of the University.
 - (24) In the event of dismissal, the dismissed Dean may not be the nominee.

Dean's Council

Article 19

- (1) The Dean's Council shall consist of the Dean and Vice Deans.
- (2) The Dean's Advisory Council shall consist of the Dean, Vice Deans, the Head of the Institute for NPŠO, the Head of the Institute for NPDTO, the Secretary of the Faculty, the Head of the Accounting and Financial Service, a representative of students from the Faculty Council, a union representative and other persons appointed by the Dean.
- (3) The Dean's Council and the Dean's Advisory Council shall assist the Dean in considering major issues related to the work of the Faculty.
- (4) The Dean's and Dean's Advisory Council shall be convened by the Dean as necessary.

Vice Deans of the Faculty

Article 20

- (1) The Faculty shall appoint five Vice Deans, as follows:
 1. Vice Dean of the Department of Forestry
 2. Vice Dean of the Department of Wood Technology
 3. Vice Dean for Business and Quality
 4. Vice Dean for International and Inter-Institutional Cooperation

5. Vice Dean for Science and Postgraduate Studies
- (2) The Vice Dean, as a rule, three from the department from which the Dean was not elected and two from the department from which the Dean was elected shall be appointed and dismissed by the Faculty Council, upon the Dean's proposal, from among the employees holding scientific-teaching positions.
- (3) The Vice Deans shall be appointed by simple majority vote of all members of the Faculty Council.
- (4) The Vice Deans shall assist the Dean in the area for which they have been appointed, as well as in other activities of the Faculty as assigned by the Dean, and shall be accountable to the Dean for the performance of said activities.
- (5) The term of office of the Vice Dean shall be equal to the term of office of the Dean, at the proposal of who the Vice Deans were appointed, and shall cease simultaneously with the term of office of the Dean. The term of office of the Vice Dean may be renewed.

Article 21

- (1) The Vice Deans of the Department shall perform all tasks related to the teaching process and support of students during their studies at the Faculty. The departmental Vice Deans shall prepare, convene, and chair meetings of the Department Council and ensure the implementation of the Council's conclusions.
- (2) The Vice Dean for Business and Quality shall assist the Dean in the Faculty's business operations and manage the Faculty's quality assurance system.
- (3) The Vice Dean for International and Inter-Institutional Cooperation shall manage, supervise and coordinate the cooperation of the Faculty with related institutions in the country and abroad, as well as with international funds and institutions.
- (4) The Vice Dean for Science and Postgraduate Studies shall manage, supervise, and coordinate scientific research activities and postgraduate studies at the Faculty.
- (5) The Vice Dean may be dismissed before the expiration of the term for which they were appointed if:
 1. the Vice Dean request dismissal
 2. through unlawful, improper or negligent conduct causes significant damage to the University or the Faculty
 3. fails to act in accordance with the general acts
 4. neglects, abuses or irresponsibly performs their duty
 5. through conduct damages the reputation and dignity of duty
 6. loses the ability to perform their duties
 7. loses the Dean's trust.
- (6) A Vice Dean shall be dismissed by the Faculty Council upon a proposal of the Dean.

The Faculty Council and its Composition

Article 22

- (1) The Faculty Council is the professional council of the Faculty.
- (2) The Faculty Council shall have 44 (forty-four) members and shall consist of the following representatives:
 1. the Dean of the Faculty (ex officio)
 2. 5 (five) Vice Deans

3. 30 (thirty) representatives of teaching staff members elected to the scientific-teaching position, 15 (fifteen) from each department
 4. 1 (one) representative of associates elected to the associate position
 5. 5 (five) students, 2 (two) from each department and 1 (one) doctoral student
 6. 2 (two) representatives of other employees.
 7. Members of the Faculty Council from among the teaching staff shall be elected by the departments upon proposal of the institutes, ensuring proportional representation of teaching staff from each institute based on their share in the total number of teaching staff in the respective department. Heads of institutes shall be ex officio members of the Faculty Council, and enter the quota of members from their respective institute. In cases of equal numbers of teaching staff from two or more institutes, the number of associates in those institutes shall also be taken into account.
- (3) All employees in associate positions shall elect their representative to the Faculty Council.
 - (4) Student members of the Faculty Council shall be elected by the Faculty's Student Council members according to the rules on the election of student representatives to the Faculty Council and the Department Council.
 - (5) Student representatives participating as members of the Faculty Council, or their deputies in case of absence, shall be elected as two students from the Forestry Department, two from the Wood Technology Department, and one doctoral student.
 - (6) Other employees shall elect their representatives to the Faculty Council by secret ballot, with the nomination of candidates taking place at a gathering of employees convened by the Dean.
 - (7) A representative of a representative union in the field of science and higher education, who participates in the work of the Faculty Council without the right to vote, and who must be an employee of the Faculty at a scientific-teaching or teaching position, shall be invited to the sessions of the Faculty Council.

Article 23

- (1) Members of the Faculty Council shall be elected for a period of three years and may be re-elected.
- (2) The term of office of student representatives shall be two years.
- (3) Any member of the Faculty Council may, at their own request, be dismissed from their duties before the expiration of the period for which they were elected.

Article 24

- (1) Student representatives in the Faculty Council shall have the right of suspensive veto regarding issues such as changes to study conditions, modifications to study programmes and study implementation plan, student standards, and other matters relevant to students regulated by the Statute of the Faculty. The suspension veto shall be invoked by a simple majority of all student representatives in the Faculty Council. Following the suspensive veto, the Faculty Council shall re-examine the issue at the earliest after the expiration of the period of 8 (eight) days. In the repeated vote, the decision shall be adopted by simple majority of all members of the Faculty Council and no suspensive veto may be applied to it.
- (2) Student representatives in the Faculty Council shall not participate in voting during the process of selecting teaching staff members and associates for positions.

Competences of the Faculty Council

Article 25

The Faculty Council shall:

1. adopt decisions on teaching, scientific, artistic and professional matters
2. adopt the Statute of the Faculty by a two-thirds majority of the total number of members of the Faculty Council
3. adopt general acts
4. adopt the mission and development strategy
5. adopt the proposal for the part of the programme agreement relating to the Faculty
6. adopt the financial plan
7. approve the final financial statement
8. grant consent to the Dean to undertake legal actions in the name and on behalf of the Faculty in the amount of over EUR 200,000.00, up to the amount of EUR 600,000.00
9. confirm the Dean's proposal to the Senate of the University to undertake legal actions in the name and on behalf of the constituent in the amount above EUR 600,000.00
10. carry out the procedure for the election and dismissal of the Dean
11. carry out the procedure for the appointment and dismissal of Vice Deans
12. elect members of the Biotechnical Area Council
13. adopt additional criteria for the election and reappointment to scientific-teaching, artistic-teaching, teaching, associate, and professional positions
14. carry out elections and reappointments to scientific-teaching, artistic-teaching, teaching, associate, and professional positions
15. proposes to the Senate of the University the number of enrolment places for each study programme
16. carry out elections and reappointments of titular professors
17. award the honorary title of *professor emeritus* to Faculty staff
18. adopt the Dean's annual report
19. perform other activities in accordance with the Act, the Statute of the University, other general acts of the University, the Statute of the Faculty and other general acts of the Faculty.
20. appoint the heads and deputy heads of institutes at the proposal of institutes and with the consent of the department council
21. appoint the heads and deputy heads of the Institute for NPŠO at the proposal of the Committee for Training and Forest Research Centres and with the consent of the Forestry Department Council
22. appoint managers and deputy managers of training and forest research centres at the proposal of the Committee for Training and Forest Research Centres and with the consent of the Forestry Department Council
23. appoint the heads and deputy heads of the Institute for NPDTO at the proposal of the Committee for Training and Wood Technology Research Centres and with the consent of the Wood Technology Department Council
24. appoint managers and deputy managers of training and wood technology research centres at the proposal of the Committee for Training and Wood Technology Research Centres and with the consent of the Wood Technology Department Council
25. appoint managers and deputy managers of laboratories at the proposal of the Institute and with the consent of the department council
26. appoint heads of study programmes and majors at the proposal of the department council
27. establish the Doctoral Studies Council and appoint the Chair of the Doctoral Studies and Science Committee, the Head of Doctoral Studies and one coordinator from each department.
28. grant consent for the use, repurposing and sale of the Faculty's real estate

29. initiate the process of adopting and ensure implementation of study programmes
30. appoint members of the standing committees of the Faculty.

Article 26

- (1) Attendance at sessions of the Faculty Council shall be mandatory for all members.
- (2) The Faculty Council's decisions shall be valid if a majority of members are present at the session.
- (3) The Faculty Council shall decide on matters within its competence by simple majority vote of the members present, except in cases for which the Act, the Statute of the University and this Statute stipulate otherwise.
- (4) In case of an equal number of votes, the Dean shall cast the deciding vote.
- (5) The manner of work of the Faculty Council shall be regulated by the Rules of Procedure of the Faculty Council.
- (6) The sessions of the Faculty Council shall be public. The sessions shall be prepared, convened and chaired by the Dean of the Faculty.

Advisory Bodies of the Faculty Council

Article 27

- (1) In order to study individual issues and prepare decisions within its scope, the Faculty Council may establish permanent or ad-hoc advisory bodies as follows:
 1. Committee for Quality Management
 2. Educational Quality Committee
 3. Teacher and Associates Selection Committee
 4. Student Affairs Committee
 5. Publishing Committee
 6. Promotion Committee
 7. Undergraduate and Graduate Studies Committee
 8. Doctoral Studies and Science Committee
 9. University Specialist Studies Committee
 10. Library Committee
 11. Training and Forest Research Centres Committee
 12. Training and Wood Technology Research Centres Committee
- (2) The Educational Quality Committee shall plan, coordinate, implement, monitor and evaluate activities within the quality assurance system at the Faculty, subject to the consent of the Faculty Council.
- (3) Other questions about the composition, manner of work and competences of the Educational Quality Committee shall be regulated by a special regulation in accordance with the Regulation of the University.
- (4) The Educational Quality Management Committee shall consist of: the Vice Dean for Business and Quality, the Vice Dean of the Forestry Department, the Vice Dean of the Wood Technology Department, two student representatives and two teaching staff representatives from each department.
- (5) Teacher and Associates Selection Committee shall consist of: six members of the teaching staff holding scientific-teaching positions at the level of Full Professor at minimum, three from each department.

- (6) The Student Affairs Committee shall consist of: the Vice Dean of the Forestry Department, the Vice Dean of the Wood Technology Department, the Head of the Student Administration Office and two student representatives.
- (7) The Publishing Committee shall consist of: the Vice Dean for International and Inter-Institutional Cooperation, the Vice Dean for Science and Postgraduate Studies, the Editors-in-Chief of faculty journals, and the Head of the Library.
- (8) The Promotion Committee shall promote and present all activities of the Faculty, and shall consist of: the Vice Dean for International and Inter-Institutional Cooperation, the Vice Dean for Science and Postgraduate Studies, and two members of the teaching staff from each department.
- (9) The Undergraduate and Graduate Studies Committee shall consist of: the Vice Dean of the Forestry Department, the Vice Dean of the Wood Technology Department and the Heads of Undergraduate and Graduate Studies.
- (10) The Doctoral Studies and Science Committee shall consist of: the Vice Dean for Science and Postgraduate Studies, the Vice Dean of the Forestry Department, the Vice Dean of the Wood Technology Department, the Head of the Doctoral Study, the Doctoral Study Coordinator from the Forestry Department, the Doctoral Study Coordinator from the Wood Technology Department, the representative of the teaching staff at the study, the representative of the doctoral students from the Forestry Department and the representative of the doctoral students from the Wood Technology Department.
- (11) The University Specialist Studies Committee shall consist of: the Vice Dean for Science and Postgraduate Studies, the Vice Dean of the Forestry Department, the Vice Dean of the Wood Technology Department and the Heads of University Specialist Studies.
- (12) The Training and Forest Research Centres Committee (hereinafter: the NPŠO Committee) shall consist of: the Head of the Institute for NPŠO, managers of all centres, deputy managers of centres (those centres with a need for a deputy), the Vice Dean of the Forestry Department and the Dean. The Head of the NPŠO Institute serves ex officio as Chair of the Training and Forest Research Centres Committee. The work of the NPŠO Committee shall be regulated by the Rules of Procedure for the work of the NPŠO Committee.
- (13) The Training and Wood Technology Research Centres Committee (hereinafter: the NPDTO Committee) shall consist of: the Head of the Institute for NPDTO, managers of constituent units (Maksimir Sawmill, Workshop for Practical Training and CNC Technology Practicum), centre deputy managers (those centres with a need for a deputy), the Vice Dean of the Wood Technology Department and the Dean. The Head of the NPDTO Institute serves ex officio as Chair of the NPDTO Committee. The work of the NPDTO Committee shall be regulated by the Rules of Procedure for the work of the NPDTO Committee.
- (14) The term of office of the members of all committees, except the NPŠO Committee and the NPDTO Committee, shall be equal to the term of office of the Dean of the Faculty. The term of office of the members of the NPŠO Committee and the NPDTO Committee, except for the term of office of the Dean, the Vice Dean of the Forestry Department and the Vice Dean of the Wood Technology Department, shall last four years with the possibility of re-appointment.
- (15) The scope, composition and manner of work of the committees shall be regulated by a special act in accordance with this Statute and the Statute of the University.
- (16) The Faculty Council may appoint other permanent or ad hoc committees and commissions to carry out tasks within its scope.

Commissions

Article 28

The Dean may appoint permanent or ad hoc commissions to carry out tasks within their scope.

VI. DEPARTMENT COUNCIL

Article 29

- (1) The Department of Forestry and the Department of Wood Technology shall establish Department Councils.
- (2) The Forestry Department Council shall consist of all employees at the scientific-teaching and associate position and elected student representatives. The Wood Technology Department Council shall consist of all employees at the scientific-teaching and associate position and elected student representatives. The Department Council shall be chaired by the Vice Dean of the Department. Attendance at sessions of the Department Council shall be mandatory for all members.
- (3) The Department Council shall:
 1. discuss all issues relevant to the organization and performance of classes in its scientific field
 2. give consent to the proposal submitted by the Institute to the Faculty Council for the appointment of the Head and Deputy Head of the Institute
 3. give consent to the proposal submitted by the NPŠO Committee to the Faculty Council for the appointment of the Head and Deputy Head of the Institute for NPŠO
 4. give consent to the proposal submitted by the NPŠO Committee to the Faculty Council for the appointment of the manager and deputy manager of training and forest research centres
 5. give consent to the proposal submitted by the NPDTO Committee to the Faculty Council for the appointment of the Head and Deputy Head of the Institute for NPDTO
 6. give consent to the proposal submitted by the NPDTO Committee to the Faculty Council for the appointment of the manager and deputy manager of training and wood technology research centres
 7. give consent to the proposal submitted by the Institute to the Faculty Council for the appointment of the Manager and Deputy Manager of the Laboratory
 8. oversee and propose decisions to ensure the quality of studies and scientific work
 9. propose new and develop existing research capacities at the level of the relevant scientific branch
 10. propose heads of study programmes and majors
 11. provide conditions for the freedom of initiative of individuals and groups of researchers, members of the teaching staff and students in scientific, teaching and professional activities.
- (4) The Department Council shall consider issues within its scope during its sessions, and adopt proposals by simple majority vote of the members present, unless otherwise prescribed.

Article 30

- (1) Each of the Forestry and Wood Technology Department Councils shall include five student representatives as members, or, in the case of their absence, their deputies elected by the Faculty's Student Council in accordance with the rules on the election of student representatives to the Faculty Council.
- (2) Student representatives in Department Councils shall be elected as one from each year of study from the Forestry Department one from each year of study from the Wood Technology Department.

VII. HEADS OF INSTITUTES AND LABORATORY MANAGERS

Article 31

- (1) The Head of the Institute shall manage the work of the institute, ensure the advancement and implementation of educational, scientific research and professional work and represent the Institute.
- (2) In the absence of the Head of the Institute, this duty shall be performed by the Deputy Head of the Institute.
- (3) In addition to the tasks referred to in paragraph 1 of this Article, the Head of the Institute shall in particular:
 1. oversee the teaching activities of the employees of the institute
 2. coordinate teaching, scientific-research and professional work in the Institute
 3. plan and implement the equitable use of the institute's infrastructure
 4. ensure the cost-effectiveness of operations of the institute, investment maintenance of equipment and the condition of consumables necessary for the activity of the institute, within the available financial resources
 5. if necessary, convene meetings of the institute, inform the employees of the institute about important events relevant to the work of the institute and the Faculty
 6. ensure work discipline in the institute.
- (4) The Head of Department shall be accountable for their work to the Vice Dean of the relevant department, the Council of the relevant department, the Dean, and the Faculty Council.

Appointment and Dismissal of Institute Heads and Deputy Heads

Article 32

- (1) The heads of institutes and deputy heads of institutes shall be appointed by the Faculty Council at the proposal of the institute and with the consent of the department council to which the institute belongs, for the term of four years, with the possibility of reappointment.
- (2) The Head of the Institute and the Deputy Head of the Institute shall be appointed from among the teaching staff of the department who are employed at the Faculty at a scientific-teaching position.
- (3) A member of the teaching staff of the Faculty elected in the scientific field of forestry who performs the duty of centre manager may be appointed as the Head and Deputy Head of the Institute for NPŠO. The heads and deputy heads of the Institute for NPŠO shall be appointed by the Faculty Council at the proposal of the NPŠO Committee and with the consent of the Forestry Department Council.
- (4) A member of the teaching staff of the Faculty elected in the scientific field of wood technology who performs the duty of centre manager may be appointed as the Head and Deputy Head of the Institute for NPDTO. The heads and deputy heads of the Institute for NPDTO shall be appointed by the Faculty Council at the proposal of the NPDTO Committee and with the consent of the Wood Technology Department Council.
- (5) The Head of the Institute and/or the Deputy Head of the Institute may be dismissed before the end of the term for which they were appointed.
- (6) The Faculty Council may dismiss the Head or Deputy Head of the institute if they:
 1. request dismissal themselves
 2. fail to fulfil the duty of the Head or Deputy
 3. seriously and persistently violate the provisions of the Statute, general acts of the Faculty, or other regulations
 4. abuses the position of the Head or Deputy
 5. through conduct damage the reputation of the position
 6. lose the ability to perform their duties

- (7) The reasoned proposal to initiate dismissal proceedings for the Institute Head or Deputy Head shall be submitted in writing to the Department Council and the Faculty Council by the Dean or by a majority of the institute's full members, and must be signed.
- (8) If the position of the Institute Head remains vacant before the expiry of the term of office, the appointment of a new Head shall be carried out within 30 days after the termination of the term of office. The term of office of the newly appointed Institute Head shall last until the expiration of the previous Institute Head's term of office.
- (9) The Faculty Council may, with the consent of the Department Council, at the Dean's proposal, appoint an Acting Head from the ranks of the teaching staff of given Institute for a limited period of time, but not beyond the end of the academic year.

Laboratory Managers

Article 33

- (1) Managers and Deputy Managers of laboratories shall be appointed for the management of laboratories within the Institute.
- (2) The Laboratory Managers shall be appointed by the Faculty Council at the proposal of the Institute and with the consent of the Department Council from the ranks of the teaching staff of the Institute in which the laboratory is located, for the term of four years, with the possibility of reappointment. The Laboratory Manager shall propose a Deputy Laboratory Manager. Laboratory Managers shall be responsible to the Head of the Institute for their work.
- (3) The Deputy Laboratory Managers shall be appointed by the Faculty Council at the proposal of the Institute and with the consent of the Department Council from the ranks of the teaching staff and associates of the Institute in which the laboratory is located, for the term of four years, with the possibility of reappointment.

Secretary of the Faculty

Article 34

- (1) The Secretary of the Faculty shall manage the work of the Secretary's Office and assists the Dean and Vice Deans in the performance of their duties.
- (2) The Secretary of the Faculty shall report to the Dean and Vice Deans.

Head of the Public Procurement Office

Article 34 a

- (1) The Head of the Public Procurement Office shall manage the Public Procurement Office of the Faculty.
- (2) The Head of the Public Procurement Office shall report to the Dean and Vice Deans.

Head of the Accounting and Financial Service

Article 35

- (1) The Head of the Accounting and Financial Service shall manage the Accounting and Financial Service of the Faculty.
- (2) The Head of the Accounting and Financial Service shall report to the Dean and Vice Deans.

VIII. TEACHING STAFF AND ASSOCIATES

Teaching and Associate Positions

Article 36

- (1) The teaching staff at the Faculty shall be employed in scientific-teaching and teaching positions.
- (2) The scientific-teaching positions at the Faculty shall be assistant professor (doc. dr. sc.), associate professor (izv. prof. dr. sc.), full professor and full professor with tenure (prof. dr. sc.).
- (3) Abbreviations of scientific-teaching titles shall be written before the name and surname of the person employed in that position.
- (4) The teaching positions at the Faculty shall be lecturer (pred.) and senior lecturer (v. pred.). Teaching staff in these positions shall be employed to perform courses that do not require a scientific approach.
- (5) Abbreviations of teaching titles shall be written after the name and surname of the person elected to the respective teaching position.
- (6) Associates shall be employed in the positions of Assistant and Senior Assistant.
- (7) Professional positions shall be professional associate, senior professional associate and professional advisor. Persons employed at these positions carry out the implementation of scientific and professional projects and the delivery of instruction that does not require a scientific approach.
- (8) The organization of the positions of teaching staff, associates and other employees shall be regulated by a general act.

Selection Criteria for Teaching And Associate Positions

Article 37

- (1) In order to be selected for a teaching position, a person shall be required to meet the criteria prescribed by the Act, the national university, scientific and artistic criteria for selection to a scientific-teaching and teaching position, as well as additional criteria established by the Faculty.
- (2) A person from the ranks of exceptionally successful students shall be elected to the associate position of Assistant.
- (3) A person who has acquired the academic degree of doctor of science may be employed as a Senior Assistant.
- (4) The Faculty shall also establish additional criteria for selection to scientific-teaching, teaching and associate positions.
- (5) Additional criteria for selection to teaching positions and selection criteria for associate positions shall be determined by a general act.

Selection to a Vacant Teaching, Associates or Professional Position

Article 38

- (1) Appointment to a vacant teaching, associate, or professional position shall be conducted through a public tender published in the Official Gazette of the Republic of Croatia, on the Faculty's website in Croatian, and on the official online job portal of the European Research Area in English.
- (2) The selection procedure for a vacant teaching, associates or professional position shall be conducted in accordance with the provisions of the Act and the Statute of the University.

Term of Selection to Teaching Positions

Article 39

- (1) Selection to a teaching position shall be for a period of five years.

- (2) After the expiration of the five-year period, the member of the teaching staff shall be reselected to an existing position or shall be selected to a higher position in accordance with the provisions of the Act and the Statute of the University.
- (3) By selecting a member of the teaching staff to a position of full professor with tenure, the procedure of promotion or reselection shall be completed.

Reselection to Teaching Positions

Article 40

- (1) The procedure for the reselection of teaching staff shall be initiated five years after the last selection or reselection, and shall be completed no later than six months from the date of initiation of the procedure. The reselection procedure shall be initiated if the member of the teaching staff has not, before the expiration of the period for which they were selected or re-elected, submitted a request for election to a higher position.
- (2) Reselection of members of the teaching staff shall be conducted in accordance with the provisions of the Act and the Statute of the University.
- (3) Re-election to a teaching position shall be for a period of five years.
- (4) The employment of a member of the teaching staff who has not been re-elected to an existing position shall be terminated in accordance with the law governing employment relations.

Selection to a Higher Teaching Position

Article 41

- (1) A member of the teaching staff who considers that they have meet the criteria for selection to a higher position before the expiration of the period for the position for which they were selected or reselected shall submit to the employer a request for selection to a higher position no earlier than six months before the expiration of the period of five years.
- (2) The procedure for the selection of members of the teaching staff to a higher position shall be conducted in accordance with the provisions of the Act and the Statute of the University.
- (3) If, in the process of selection to a higher position, it is determined that the member of the teaching staff does not meet the criteria for selection for a higher position, the reselection procedure for the position shall be initiated no later than within thirty days.

Associates

Article 42

- (1) An assistant shall be employed on the basis of a fixed-term employment contract for a period of six years, and a senior assistant on the basis of a fixed-term employment contract for a period not exceeding four years.
- (2) The rights and obligations of associates shall be prescribed by the Act and the Statute of the University.

Performance Evaluation of Associates

Article 43

- (1) The procedure for appointing mentors to associates and the procedure for evaluating the associate's performance shall be determined by a general act.
- (2) The performance of associates shall be evaluated once a year.
- (3) The performance of the associate shall be decided by a decision against which no appeal is allowed, but an administrative dispute may be initiated.

- (4) The employment of an associate who has been negatively assessed for two consecutive years shall be terminated in accordance with the law governing employment relations.

Selection to Professional Positions

Article 44

- (1) A person may be appointed to a professional position if they meet the following requirements:
1. professional associate:
 - completed undergraduate and graduate university studies of the relevant study programme
 2. senior professional associate:
 - ten years of work experience in the position of a professional associate and two scientific or five professional papers related to the profession, or a scientific degree of a master of science specialist (Master of Science) and five years of work experience in the position of a professional associate and two scientific or four professional papers related to the profession (one scientific paper can be replaced by two professional papers)
 3. professional advisor
 - twenty years of work experience in the position of a professional associate/senior professional associate and four scientific or ten professional papers related to the profession, or a scientific degree of a doctor of science and ten years of work experience in the position of a professional associate/senior professional associate performing the same or similar tasks and four scientific or eight professional papers related to the profession (one scientific paper can be replaced by two professional papers).
- (2) Persons in professional positions shall perform appropriate professional tasks related to scientific research and professional work in the system of higher education and scientific activity, as well as teaching that does not require a scientific approach.

Titular Teaching and Associate Titles

Article 45

- (1) The Faculty may hire a person with a titular teaching or associate title without conducting a public call for applications.
- (2) A person with a titular teaching or associate title shall be a person who is not the Faculty's employee, but meets the criteria for selection for a scientific-teaching or associate position.
- (3) The person with a titular teaching or associate title shall be selected in accordance with Articles 38 and 41 of this Statute.
- (4) The title "titular" shall precede the abbreviation of the respective position of the person with a titular teaching or associate title in all official references.

Honorary Title

Article 46

- (1) The Faculty may award an honorary title of *professor emeritus* to a prominent retired professor.
- (2) The basic criteria for the appointment of *professor emeritus* of the Faculty shall be regulated by a general act of the University, and the status, procedure of appointment, rights, obligations and additional criteria for the appointment of professors *emeritus* of the Faculty shall be regulated by a general act of the Faculty.

Rights and Obligations of Teaching Staff and Associates

Article 47

- (1) Teaching staff and associates shall be obliged to duly perform teaching and other obligations in accordance with the general acts of the University and the Faculty, and to fulfil the obligations in relation to the scientific and professional work they perform at the Faculty. They shall be obliged to pay special attention to working with students, encouraging their independent work and creativity, as well as involvement in professional and scientific work.
- (2) Teaching staff and associates may perform activities that fall within or are related to the scope of activity of the Faculty outside the University or the Faculty.
- (3) The procedure for issuing the consent for the work of employees referred to in paragraph 2 of this Article shall be regulated by a general act of the University or the Faculty.
- (4) The scope and teaching load for scientific-teaching, teaching and associate positions shall be determined by the regulations governing labour relations.

Sabbatical Leave

Article 48

- (1) The Faculty Council shall grant a member of the teaching staff in a scientific-teaching position a paid *sabbatical* leave for the purpose of scientific work.
- (2) During the period of sabbatical leave, the Faculty shall be obliged to ensure the continuous performance of classes or the fulfilment of other obligations of the absent employee.
- (3) Upon completion of the sabbatical leave, the member of the teaching staff shall submit a report to the Faculty Council.

IX. WORK OUTSIDE THE UNIVERSITY AND THE FACULTY

Article 49

- (1) A member of the teaching staff and an associate may perform activities that fall within or are related to the scope of activity of the University or a constituent outside the University or a constituent. The procedure for issuing the consent for the work of employees referred to in paragraph 1 of this Article shall be regulated by a general act of the University or the Faculty.
- (2) The external teaching activity of the Faculty's employees at another higher education institution shall be achieved by agreement between the Faculty or the University and the higher education institution. Such activity shall not exceed 30% of the employee's regular teaching activity at the University.
- (3) If the Faculty's employees perform more than 30% of the study programme at another higher education institution, the Faculty Council may issue consent for such an activity only if it pertains to a joint programme of the Faculty or the University and the higher education institution.

X. EVALUATION OF TEACHING PERFORMANCE

Article 50

- (1) Employees in scientific-teaching and teaching positions shall be subject to performance evaluation in accordance with the general act of the University and/or the Faculty.
- (2) Regular evaluation of teaching performance must also take into account the results of the student survey. The survey is conducted among students of study programmes performed at the Faculty during the periods determined by the Decision of the University Senate. The method of evaluating teaching performance shall be determined by the University Senate, taking into account the specificities of the study programmes and individual courses.

XI. AWARDS, COMMENDATIONS, HONOURS, AND ACKNOWLEDGMENTS

Article 51

For successful work and contributions to the reputation of the Faculty, the Faculty shall grant awards, commendations, honours, and acknowledgments to employees, students, and other deserving individuals in a manner and form defined by the Faculty's general acts.

XII. CODE OF ETHICS

Article 52

Teaching staff members and associates must adhere to the principles of professional ethics in their work, conduct, and behaviour, and base their work on the freedom of scientific creativity in accordance with the Code of Ethics adopted by the University Senate.

XIII. STUDY PROGRAMMES

Types of Study Programmes

Article 53

- (1) Higher education at the Faculty shall be conducted in the form of university study programmes.
- (2) By way of exception, professional study programmes shall be conducted at the Faculty in accordance with the Act.
- (3) The Faculty shall organize and perform university study programmes in the scientific field of forestry and the scientific field of wood technology as:
 1. university undergraduate study programme, in the duration of three years and upon the completion of which at least 180 ECTS credits shall be acquired
 2. university graduate study programme, in the duration of two years and upon the completion of which at least 120 ECTS credits shall be acquired
 3. postgraduate study programme, which can be organized as a doctoral study programme in the duration of three years or as a specialist study programme in the duration of one year. Upon fulfilling the prescribed conditions for each year of a postgraduate study programme, at least 60 ECTS credits shall be acquired.
- (4) Each level of university study shall end with the acquisition of a specific title or degree.
- (5) The Faculty shall organize and perform professional study programmes in the scientific field of wood technology as:
 1. undergraduate study programme, in the duration of three years and upon the completion of which at least 180 ECTS credits shall be acquired.
- (6) Undergraduate professional study programme shall be completed by acquiring a professional title.
- (7) The manner in which study programmes are performed shall be regulated in more detail by the general acts of the Faculty.

Heads of Study Programmes

Article 54

- (1) Study programme heads shall be employees in the position of assistant professor or higher.
- (2) All study programme heads shall be appointed for the same term as the Dean at the beginning of the academic year when the Dean takes office.
- (3) The same person may be reappointed as the head of a study programme.

Undergraduate Study Programme

Article 55

- (1) A university integrated study programme may be enrolled by a person who has completed an appropriate upper secondary education programme of at least four years and passed the state graduation exam (matura). These undergraduate study programmes shall be organized and performed as full-time study programmes according to the study programme implementation plan.
- (2) Upon completion of a university undergraduate study programme, the student shall be awarded a diploma certifying the completion of the programme and the acquisition of the academic title of university baccalaureus or baccalaurea (bachelor), with an indication of the field of study.
- (3) Upon completion of a professional undergraduate study programme, the student shall be awarded a diploma certifying the completion of the programme and the acquisition of the academic title of professional baccalaureus or baccalaurea (bachelor), with an indication of the field of study.
- (4) Upon completion of the undergraduate study programme, with a diploma the student shall be issued a diploma supplement in accordance with the provisions of the Statute of the University.

Graduate Study Programme

Article 56

- (1) A university graduate study programme may be enrolled by a person who has completed an appropriate undergraduate study programme.
- (2) Upon completion of a university graduate study programme, the student shall be awarded a diploma certifying the completion of the programme and the acquisition of the academic title of university master, with an indication of the field of study.
- (3) Upon completion of the graduate study programme, with a diploma the student shall be issued a diploma supplement in accordance with the provisions of the Statute of the University.

XIV. ADMISSIONS TO THE STUDY PROGRAMME

Article 57

Students shall be entitled to enrolment in accordance with the Act and general acts of the University and the Faculty.

XV. STUDY PROGRAMMES AND STUDY IMPLEMENTATION PLAN

Article 58

- (1) The study programmes shall be adopted by the Senate of the University at the proposal of the Faculty Council.
- (2) The study programme shall be performed according to the study implementation plan adopted by the Faculty Council in accordance with the Act and general acts of the University and the Faculty, and at the proposal of the Department Councils and Institutes.

XVI. ORGANIZATION OF CLASSES AND STUDENT WORKLOAD

Article 59

- (1) The study implementation plan for a full-time student shall be based on student workload of 40 hours per week, which includes classes, fieldwork, practical sessions and other forms of teaching, as well as the time required for student preparation.
- (2) Classes shall be organized by semesters in accordance with the provisions of the study implementation plan.
- (3) As a rule, the academic year shall have 44 work weeks, of which 30 are teaching weeks and 14 are weeks within which only the time required for consultations, examination preparation and

examinations is provided, with no obligation of any other forms of teaching.

- (4) Average total weekly class obligations shall be the following:
 1. in undergraduate study programmes 26 hours
 2. in graduate study programmes 22 hours
 3. in postgraduate study programmes 12 hours.
- (5) By way of derogation from the provision of paragraph 4 of this Article, students' obligations may be greater when an increased number of practical and fieldwork hours is required according to the study programme and curriculum.
- (6) As a rule, classes of a particular course shall be carried out within one semester and may not last longer than two semesters.
- (7) A full-time student shall take on between 25 and 35 ECTS credits per semester.
- (8) A student who fulfils their obligations regularly may be allowed to take on more than 35 ECTS credits, for the purpose of completing their studies faster or obtaining a broader education.
- (9) Teaching and extracurricular activities in physical education shall be performed outside the schedule specified in paragraph 4 of this Article, and shall be compulsory in the first and second year of the undergraduate study programme and elective in subsequent years.

XVII. ASSESSMENT OF ACHIEVED LEARNING OUTCOMES, EXAMINATIONS AND GRADES

Article 60

- (1) The achievement of the student's learning outcomes shall be checked and assessed in accordance with the Statute of the University and the general acts of the Faculty.
- (2) The student shall have the right to appeal against the grade and the right to be examined before a committee upon appeal. In the event of an appeal against the written part of the examination, the Committee shall be obliged to reassess the written examination before the student.
- (3) The manner of conducting the exams, the time and schedule, withdrawal from the exam, exam cancellation, exam procedures following an appeal, the method of maintaining exam records, and other issues related to examinations shall be regulated by a general act of the Faculty or the corresponding regulation.

XVIII. ENROLLMENT IN A HIGHER STUDY YEAR

Article 61

- (1) Enrolment in a higher year of study shall be carried out in accordance with the general act of the Faculty.
- (2) A student who has not met the requirements for enrolment in the higher year of the study programme may continue their studies by re-enrolling in study obligations they failed to meet in the previous year of study and by enrolling in new obligations, but in such a way that their total study obligations in each semester are within the range of 25 to 35 ECTS credits.

COMPLETION OF STUDIES

Article 62

- (1) The undergraduate study programme shall be completed by passing all exams and fulfilling other study obligations and preparing and defending the final thesis.
- (2) The graduate study programme shall be completed by passing all exams, fulfilling other study obligations, preparing the diploma thesis and publicly defending the diploma thesis in accordance with the study programme. Diploma thesis shall be an independent student's work.

- (3) The manner of publishing final and diploma theses shall be determined by the Act.
- (4) The university specialist study programme shall be completed by passing all exams, preparing and defending the specialist thesis in accordance with the study programme.
- (5) The doctoral study programme shall be completed by passing all exams, preparing and publicly defending a scientific doctoral thesis (dissertation).
- (6) The procedure for submission, evaluation, and defence of the doctoral theses at the Faculty, and the manner of publishing doctoral theses shall be regulated by a special general act of the University and the Faculty.

Formal Graduation Ceremony

Article 63

- (1) The graduation ceremony shall be the formal ceremony for the presentation of a diploma upon the completion of studies.
- (2) Students completing undergraduate, graduate, and postgraduate university specialist study programmes shall be promoted by the Dean, while students obtaining the academic degree of Doctor of Science shall be promoted by the Rector.

XX. STUDENTS

Acquisition of Student Status

Article 64

- (1) Student status shall be acquired by admission in the study programme at the Faculty.
- (2) Student status shall be evidenced by a student document, the form and content of which shall be determined by the competent minister through a regulation.

Full-Time Student

Article 65

- (1) Students shall be enrolled in university and professional undergraduate, university graduate and postgraduate study programmes as full-time students.
- (2) A full-time student shall study within the full-time teaching schedule. As a rule, a student enrolled with full-time status shall enrol 60 ECTS credits in the academic year in accordance with the study programme implementation plan.

Subsidizing Tuition Costs

Article 66

Subsidization of tuition costs shall be realized in accordance with the provisions of the Act.

Visiting Student and Auditing Student

Article 67

- (1) Visiting student shall be a student, full-time or part-time, of another university who enrolls in parts of the study programme at the Faculty in accordance with a special agreement with other universities on the recognition of ECTS credits.
- (2) The status of a visiting student shall last for a maximum of one academic year. The rights and obligations of the visiting student, the manner of covering the costs of their studies, the possibility of continuing studies at the University and other issues related to the status of the visiting student shall be regulated by an agreement with other universities.
- (3) Attendance and passed exams of the visiting student referred to in the previous paragraph shall be recorded by an appropriate document.

- (4) An auditing student shall be person who, as part of the openness of the public institution to the wider community, with the consent of the member of the teaching staff, attends classes without enrolling in a course and without the obligation to take an exam.

Student Status

Article 68

- (1) The student shall have a full-time status during the prescribed duration of study, and no longer than twice the prescribed duration of study. During the period of study, the period of suspension of the obligations of the student shall not be included, i.e. the deadline for the completion of the study shall be extended for the duration of the suspension.
- (2) A full-time student may be enrolled in only one study programme at the Faculty at a time.

Rights and Obligations of Students

Article 69

The rights and obligations of students shall be determined by the Act, general acts of the University and the Faculty.

Right to Suspension of Student Obligations

Article 70

The right to suspend student obligations shall be determined by the Act, general acts of the University and the Faculty.

Special Study Opportunities

Article 71

Special study opportunities shall be determined by the Act, general acts of the University and the Faculty.

Termination of Student Status

Article 72

The student status shall cease in accordance with the provisions of the Act, general acts of the University and the Faculty.

Disciplinary Responsibility of Students

Article 73

The disciplinary responsibility of a student is determined by the Faculty's Regulation on Disciplinary Responsibility of Students.

XXI. NON-DEGREE EDUCATION PROGRAMMES

Article 74

- (1) As part of its teaching activities, the Faculty shall conduct specialist training programmes in areas related to the Faculty's study programmes.
- (2) In order to carry out the training program referred to in paragraph 1 of this Article, the Faculty shall, in accordance with the content of the training programme, obtain registration in the Register of Authorised Programme Providers with the competent authorities.
- (3) The Faculty shall issue a certificate of attendance at the training programme to the participants of the training programme, which is a prerequisite for taking a written examination and

obtaining a certificate awarded by the competent authority or by the Faculty, if the central authority has delegated such powers to the Faculty.

- (4) The Faculty shall prescribe the manner and conditions related to the performance of specialist training programmes by a special act.

XXII. PUBLISHING ACTIVITY

Article 75

- (1) As part of its publishing activity, the Faculty shall publish scientific, teaching, professional and other publications in the field of its activity and act as a co-publisher.
- (2) Publishing activity shall be realized through the editorial boards of the journal and through the Publishing Committee in accordance with the Regulation on Publishing Activity.

XXIII. ASSETS AND SOURCES OF FUNDING

Article 76

The Faculty's assets, sources of funding for the performance of the Faculty's activities, management of assets and other issues of financial operations of the Faculty shall be determined by the Act and the Statute of the University.

XXIV. TRANSPARENCY OF OPERATIONS AND CONFIDENTIALITY

Article 77

- (1) The work of the Faculty shall be public.
- (2) The Faculty shall timely and truthfully inform the public about the performance of its activities in accordance with the Act and other regulations governing its work by issuing individual notices, publishing information on the Faculty's website, or through the media.
- (3) Only the Dean and persons authorized by the Dean may use the means of public communication to inform the public about the activities of the Faculty.
- (4) The right of access to information held, controlled, or managed by the Faculty shall be exercised on the basis of the law governing the right of access to information.

Article 78

- (1) Confidential business information shall include data and documents that the competent authority declares as such, those communicated to the Faculty as confidential, those relating to the activities performed by the Faculty for the Ministry of Defence of the Republic of Croatia, those declared a military secret, those marked "top secret", or those which, due to the special interest of the Faculty, were declared confidential business information by the Dean.
- (2) The obligation to maintain the confidentiality of business information shall continue even after the termination of employment at the Faculty. The Dean shall decide on the changes to that provision.

XXV. TRANSITIONAL AND FINAL PROVISIONS

Article 79

The members of the Faculty Council, the Dean, the Vice Deans, the Heads of Institutes, the Chairpersons of Committees and Commissions elected or appointed before the entry into force of this Statute shall continue to serve until the expiry of the term of office for which they were elected or appointed.

Article 80

- (1) This Statute shall enter into force on the eighth following its publication on the notice board and the website of the Faculty, after the consent of the Senate of the University has been obtained.
- (2) Upon entry into force of this Statute, the Statute of the University of Zagreb, Faculty of Forestry and Wood Technology, CLASS: 003-05/21-01/01, REG. NO.: 251-72-01-21-5 of 15 March 2021 shall cease to be valid.

Article 81

- (1) The general acts of the Faculty shall be harmonized with this Statute within the deadline specified in the Statute of the University.
- (2) Until the adoption of general acts under the provisions of this Statute, the existing general acts of the Faculty shall apply, provided they are not contrary to the Act, the Statute of the University and this Statute.

Dean

Full professor Josip
Margaletić, PhD

CLASS: 003-05/23-01/02

REG. NO: 251-72-01-24-7

In Zagreb, 1 October 2024

This consolidated text of the Statute of the University of Zagreb, Faculty of Forestry and Wood Technology, was published on the Faculty's website on 1 October 2024.