

**RULES OF ORGANIZATION AND  
OPERATION OF THE FACULTY OF SPORT**

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(Based on the provisions of the Statute of the University of Ljubljana (Official Gazette of RS, 64/2001; amendments to Off. Gazette 8-230/2005), the Senate of the Faculty of Sport of the UL accepted at its panel session on April 8th 2009 (changes and additions on the panel sessions on October 13th 2010, October 19th 2011, October 3rd 2012)

## **RULES OF ORGANIZATION AND OPERATION OF THE FACULTY OF SPORT (consolidated text)**

### **1. General provisions**

#### **Article 1**

With these rules (hereinafter: Rules) shall be governed and defined legal relationships and procedures that are not governed by the Statute of the University of Ljubljana (hereinafter the Statute UL), or those which by this Act are not governed in sufficient detail or the Statute UL expressly provides or requires their arrangement with the Rules of the Member Faculty.

Exception to the principle of the preceding paragraph, are the provisions of these Rules relating to the work and composition of the bodies of the Faculty of Sport (FS). Composition and functioning of FS is governed by the provisions of the Statute UL. Those rules to improve transparency are not referenced, but are fully summarized.

#### **Article 2**

Name of the FS: Univerza v Ljubljani, Fakulteta za šport.

Abbreviated FŠ: abbreviation UL FŠ.

In English: University of Ljubljana, Faculty of Sport.

Abbreviated FS: abbreviation UL FS.

Seat of FS is in Ljubljana, Gortanova 22.

#### **Article 3**

FS has a round stamp. The outline of the seal is formed by the inscription: University of Ljubljana, Faculty of Sport. In the middle of the seal is the coat of arms of the Republic of Slovenia. For operating activities FS uses sign of UL.

#### **Article 4**

FS is a regular member of UL. FS performs the following tasks:

- carries out the National Programme of Higher Education under the principle of autonomy of the profession and the principle of parentage arising from the activities of FS registered under the Ordinance on the transformation of UL and the Act of the Senate UL,
- carries out the National Programme of Scientific Research,
- carries out other activities determined by the UL Statute and these Rules.

#### **Article 5**

FS is an institution without legal personality, which in the name and on behalf of the University carries out activities under the National Higher Education Programme and the National Programme for Scientific Research, which is funded by the state. At the same time FS is an institution with legal personality and acts in its own name and for its own account in conducting activities under article 16 of the Statute UL.

#### **Article 6**

FS is led by the Dean (hereinafter: the Dean), who is organizational and professional head of FS. In the part of the activities which are conducted autonomously by the FS in its own name and for its own account, the Dean acts as managing authority with full powers in legal transactions.

#### **Article 7**

FS has the organizational units in which workers are engaged in teaching, research and professional work and all other activities. Organizational unit FS:

- 1) Departments,
- 2) Chairs,
- 3) Institute of Kinesiology, (hereinafter: IK)
- 4) Institute for Sport, (hereinafter: CI)
- 5) Laboratories,
- 6) The Secretariat,
- 7) Center for IT and multimedia activities
- 8) Student Office

The structure of the FS is shown in the organization chart - Annex 1, which is an integral part of these Rules.

#### **Article 8**

The Senate may, in accordance with these Rules, establish a new organizational unit or amend already established unit or conclude that organizational unit stops working.

## 2. Departments

### Article 9

Department is the basic organizational unit of the FS, in which university teachers, university staff and researchers are engaged in teaching, scientific and professional activity.

FS has the following departments:

- Department for Physical Education,
- Department for Sports Training,
- Department of Kinesiology,
- Department for Sports Recreation.

### Article 10

A department is an organizational unit of combined human and material resources to carry out the study, research and professional program and:

- develops and provides scientific and professional development of members of the department
- coordinates the work of members of the department,
- participates in the preparation of study programmes conducted by FS,
- proposes curriculum for subjects whose holders are members of the department
- is responsible for regular conduct of educational work, monitors the implementation of study programmes and assesses the quality of execution of the study programme for courses that the department combines and monitors, and analyses the study success in these subjects,
- participates in planning and verification of study literature and other study aids,
- coordinates the seminar topics and dissertations, master's theses and doctoral dissertations from areas of the department,
- organizes and carries out scientific work, which is necessary for the smooth pedagogical work,
- is responsible for creating conditions for employment of graduates and for the monitoring the employability and performance of graduates in practice
- encourages and makes suggestions with regard to the education and employment of teachers, researchers and faculty co-operators,
- in cooperation with other departments and Chairs grows interdisciplinary
- plans and proposes absence of its members and proposes substitutions of absent staff of the department,
- monitors the professional, scientific and pedagogical development of teachers and staff,
- monitors the bibliographic data of members of the department, and biographical information relating to their educational, scientific or professional development path,
- monitors and participates in the development of laboratory equipment that is necessary to carry out the research and teaching process,
- may stand for all types of calls to conduct scientific research and professional projects,
- is in charge of the implementation and promotion of the achievements of the teaching and

research work in the field of operation in professional and other public,

- discusses and gives suggestions for the participation of external partners from practice and visiting teachers,
- organizes cooperation with professional institutions at home and abroad,
- cooperates and gives expert opinions within its scope to various interested third persons or corporate bodies in sport,
- prepares an annual plan of department , annual procurement plan of department and other planning documents or reports made to order or decision of the Dean,
- regularly informs the Dean and other organs of FS on all activities of the department and its members.

### **Article 11**

Members of the department are as rule teachers, researchers and faculty assistants who are employed in the FS full-time and they join in a specific department.

Exceptionally, the members of the department may also be workers mentioned in the first paragraph of this article, due to reduced teaching load during a specified period, employed in the FS part-time, but not less than half of full-time work.

If teachers carry out their teaching assignments in several departments, they become, as a rule, a member of the department, within which they perform most of their teaching obligations, or in a department that develops its parent scientific discipline. They can also be the member of department under which they have the greatest chance to develop their teaching and scientific research or professional potential.

In the event that a worker from the first paragraph of this Article determines that with the use of the criteria set out in the preceding article, he cannot operate in only one department, he may still join in the other departments.

### **Article 12**

Higher education teachers, who decide to join several departments, must, before the admission to membership to the department, provide a written statement in which of the departments they will exercise their active and passive right to vote in all types of elections and at all levels and for all types of bodies and elected office within the FS and UL. Statement is filed in the Dean's registry office.

In accordance with these Rules and other acts of FS and UL or the Higher Education Act, the statement regarding in which department will the active and passive right to vote be invoked, must be provided also by any higher education worker or scientific worker employed full-time by the FS, who decides to join several departments. This statement is filed in the Dean's registry office.

The statement in accordance with the first and second paragraphs of this Article shall apply until written revocation. Statement cannot be revoked during the tendered elections of the bodies and organs within the FS. Statement cannot be withdrawn by the end of the term or the end of the function, if the worker has been elected to any office or has gained a membership in any body and has acquired this function or membership through membership in a particular department.

### **Article 13**

Department is headed by the head of department, who must have the rank of a university teacher and is employed full-time by the FS.

Head of the department has a deputy who fulfils the conditions from the first paragraph of this Article. Deputy Head is replacing the head in his absence and performs certain tasks that he is appointed for by the head of department.

Head is responsible for the implementation of the tasks, planning and reporting on the work of the department. The head of the department must coordinate with Associate Dean for a particular content area.

Head of the department and his deputy are elected by all members of the department, which in this department assert right to vote, by secret elections of the department.

Head of the department is elected candidate in an electoral meeting who got the most votes and the deputy elected is the candidate with the second most votes of the members of the department who voted in electoral meeting. Voting meeting constitutes a quorum, if there are more than half of the members of the department present at the electoral meeting.

After the election of the preceding paragraph the Dean decides on appointing the head of the department and his deputy. When appointing the Dean is tied to the outcome of the election in the department.

### **Article 14**

Head of the department and his deputy are appointed for the term of Office of the Dean.

The function of the head and deputy head of the department may be terminated on the expiry of the term of office, with the termination of the employment relationship at FS and with resignation or dismissal by secret elections adopted by a majority of all members of the department who bare right to vote in the department.

### **Article 15**

Department, as a rule, meets in ordinary session before the meetings of the Senate of the FS, if necessary, more often.

At its meetings it develops proposals for decisions relating to the working area of the department. Proposals shall be communicated to the competent authorities of the FS. All members of the department have the right and duty to participate in meetings of the department, propose conclusions, discuss and vote on all matters covered by the department. External expert participates do not have the rights that are guaranteed by the membership of the department.

### **Article 16**

Meeting of the department is led by the head of the department. When the head of the department is absent, the meeting is led by his deputy. Department meeting constitutes a quorum when there are more than half of the members of the department present at the meeting.

On the presence of members of the department, a record is kept. In the event that a member of the department is unjustifiably absent at meetings for more than three times, he can be on a proposal from the head of department, in a secret ballot by a majority vote, excluded from the membership of the department. Meetings of the department shall be minuted and signed by the head.

A register keeper at the meeting is a higher education worker, who is a member of the department and is determined by those who lead the session. Minutes will be published on the websites and archives of the registry office.

### 3. Chairs

#### Article 17

Chair is a fundamental educational and research group, which operates in a specific, independent, scientific, professional and educational field.

Competence of the Chair is to consider and conclude on technical issues within its scope, to carry out research and development projects and provide Chairs, in which members of the Chair's suggestions for improvements of the contents of the study and scientific research are involved. The Chairs of FS are:

- 1) Chair of Alpine Skiing,
- 2) Chair of Athletics,
- 3) Chair of Basketball,
- 4) Chair of Biomechanics of Sport,
- 5) Chair of Dances,
- 6) Chair of Fitness and Aerobics,
- 7) Chair of Gymnastics,
- 8) Chair of Handball,
- 9) Chair of Informatics and Statistics in Sport,
- 10) Chair of Kinesiology,
- 11) Chair of Martial Arts,
- 12) Chair of Medicine Sports,
- 13) Chair of Mountaineering, Climbing and Outdoor Activities,
- 14) Chair of Movement Controlling Behaviour and Learning,
- 15) Chair of Nordic skiing,
- 16) Chair of Organization and Management of Sport,
- 17) Chair of Pedagogy of Sports,
- 18) Chair of Philosophy of Sport,
- 19) Chair of Physiology of Sport,
- 20) Chair of Pre-school Physical Education,
- 21) Chair of Racquet Sports,
- 22) Chair of School Physical Education,



- 23) Chair of Soccer,
- 24) Chair of Sociology and the History of Sport,
- 25) Chair of Sport Psychology,
- 26) Chair of Sporting Activity of Individuals with Special Needs,
- 27) Chair of Sports Recreation and Health,
- 28) Chair of Sports Training,
- 29) Chair of Swimming, Water Outdoor Activities and Water Sports,
- 30) Chair of Volleyball.

#### **Article 18**

Chair, as a rule, consists of full-time employed university teachers at FS, researchers and faculty assistants, who perform at least one third of their labour obligations at FS.

Workers from the first paragraph of this Article may be members of three Chairs at most.

The working process of the Chair, if judged so by the members of the Chair from the first paragraph of this Article, can also include teachers, researchers, staff and other experts in the field of operation of the Chair.

The working process of the Chair may also include in order for them to have an in-depth study opportunity and the opportunity for implementation of the research work.

#### **Article 19**

The Chair is led by the head of the Chair, who must be an university teacher. The head of the Chair is, as a rule, a full time employee of the FS. Exceptionally, if members of the Chair decide by a majority vote of the members of the Chair, the head of the Chair may also be a university teacher who contractually participates with FS.

Each university teacher can be the head of only one Chair.

Head of the Chair is elected by the members of the Chair from the workers mentioned in the first paragraph of this Article. Head of the Chair may be re-elected without limitation on the number of mandates. In the event that members of the Chair cannot determinate the head by the elections, then the head of the Chair is chosen by decision of the Dean.

The head of the Chair shall be appointed by the Dean with order on the basis of the criteria referred to in the preceding paragraph of this Article for the term of the Dean Office.

The head of the Chair may be dismissed by the Senate, on a proposal from the majority of members of the Chair and on the basis of a reasoned proposal by the Dean, in the event that the head of the Chair no longer wishes to perform this function, if he is unable to perform, or if he does not perform.

## **Article 20**

Head of the Chair manages and organizes the work of the Chair and is responsible for the quality of implementation of tasks defined by the plan of work of the Chair in teaching and scientific-research fields. In this context the head of the Chair is:

- obliged to prepare a proposal for membership in the Chair, motions to terminate the membership of the Chair or the inclusion of new members in the Chair and to record external experts engaged with the Chair, which is previously coordinated with the Dean; obliged to provide to the Senate for approval,
- responsible for implementing the decisions of the Senate and the Dean, referring to the work of the Chair,
- responsible for the coordinated work between the members of the Chair, which he is leading
- required to refer Chair meetings.

Head of the Chair is obliged to produce, at least once a year, usually before the start of the new academic year, a written report to the Dean and to the Senate of FS on the work of the Chair.

Head of the Chair, if necessary, at the request of the Dean, Vice-Deans, or members of the Chair, but at least four times a year, convenes a meeting of the Chair, at which the members of the Chair by a majority vote of the present members deal and conclude about the most important issues of the operations of the Chair.

## **Article 21**

Decision on the establishment of a new Chair, merger or demerger of Chairs and the abolition of the Chair is adopted by the Senate on a proposal from the Commission for Education, Commission for Scientific Research, Development Work and Doctoral Studies, or from the proposal of the Dean with a simple majority of votes.

Reasons for the establishment, acquisition or division of the Chairs and the abolition of the Chair are of developmental, educational, or organizational nature.

## **4. Institute of Kinesiology (IK)**

### **Article 22**

IK is an organizational unit of FS, which carries out scientific research activity, carries out doctoral studies and develops international cooperation of FS. IK activity is carried out in the following organizational units:

- Office for International Cooperation,
- Office for Doctoral Studies,
- Research group IK.

IK is led by the Vice-Dean for Scientific and Research Activity.

### **Article 23**

In the organizational units of IK there are the following tasks performed:

- An annual work plan of IK is prepared. Regular reports on the work of the Institute shall be considered by the management committee, the Senate and on the Dean's college,
- the draft of the financial plan and report on the operations of IK are prepared,
- regularly monitors the financial performance of the IK and prepares reports for consideration by the management committee,
- scientific research and development is systematic governed on the FS
- on the IK there must be co-ordinated work between researchers in the research group, so that the relationship between different types of research is balanced, and that the performance of duties is consistent, timely and economical,
- coordinate the basic, developmental, applied and other projects that are components of the National Research Programme,
- researchers are provided with the best possible working conditions, access to literature, world-class scientific methodology and technology,
- all the activities and obligations in connection with the acquisition and organization of work and implementation of work of young researchers and employees are carried out at IK,
- responsible for the issuing of central scientific journal Kinesiologia Slovenica,
- regulate all matters relating to the assets of individual research work and the use of these funds in accordance with the regulations,
- formulate proposals for the members of the commission to assess the issues and the project PhD thesis,
- provide incentives and consent to research on behalf of third parties,
- IK in cooperation with the IS takes care of updating the measurement technology for laboratories and diagnostic centres,
- PhD programmes are systematically governed by the IK, care for the execution of the doctoral study on the FS and for the organization and conduct of regular teaching assignments at the doctoral level,
- preparing the material for the session of the Senate on the scope of IK,
- informs professional and other public on the activities and achievements of IK,
- cooperate with domestic and international scientific research institutions,
- IK is preparing proposals for agreements or arrangements on cooperation between faculties and universities in Slovenian and international arena. In this IK is acting in cooperation with all other organizational units and authorities of the FS

Performs other tasks set by the Senate.

### **Article 24**

The work of organizational units is managed by the heads of units, who are teachers or other employees of FS, appointed by the Dean for a term of Dean on a proposal from the Vice-Dean for Scientific and Research Activity. Heads of organizational units are responsible for the successful and timely fulfilment of the tasks to the head of IK.

## 5. Institute of Sport (IS)

### Article 25

IS is the organizational unit of FS, which, according to the National Sports Programme of the Republic of Slovenia, performs professional, consulting and development activities.

Activity of IS is carried out in the following organizational units:

- Sports Diagnostic Centre
- Sport Discipline Professional Teams,
- Centre for Lifelong Learning in Sport (hereinafter CLLS)
- Laboratory
- Sports Centre, Faculty of Sport (abbreviation: SC)

As a rule, the head is a deputy dean for management. In the event that the faculty does not have a deputy dean for management, the head is appointed from one of the regular employees for the period of the mandate of the Dean, by the faculty Senate on a proposal from the Dean.

### 5.1 Sports Diagnostic Centre

#### Article 26

Sports Diagnostic Center is an organizational unit of the IS, which in cooperation with national sports federations and OKS plans and coordinates the implementation of the national program of measurements and consultations to excellent and talented athletes, programme measurement and consultancy in sports recreation, in the laboratories of FS and other relevant laboratories.

#### Article 27

Sports Diagnostic Center performs the following tasks:

- based on measurements of annual counselling to programs and expert teams of sport disciplines prepares a proposal for a national program of measurements and consultations for top and talented athletes and recreational athletes,
- to confirm validity of the proposal for a national program of measurements there must be a written agreement given by the Top Sports Department of Olympic Committee of Slovenia and to confirm the proposal for programme of sports recreation, there has to be a written agreement given by the Sport for All Committee with the Olympic Committee of Slovenia,
- declaring the national programs of measurement and counselling for athletes on how to tender,
- in cooperation with the heads of sports discipline team professionals it organizes the implementation of the national program of measurements and consultancy to top and talented athletes and to recreational ones,

- runs operations and records of services rendered by the national program of measurements and consultancy to top and talented athletes and recreational athletes,
- prepares an annual report on the realization of the national program of measurements and consultancy to top and talented athletes and on the realization of the program of measurement and consultancy to recreational athletes, which is submitted to the Olympic Committee of Slovenia, branch sports associations, board of FS, the Senate and co-financers,
- keeps records of services provided to the individual laboratories of FS and regarding the use of laboratory equipment for the needs of the national program of measurements and consultancy to top and talented athletes and program of measurement and counselling to recreational athletes,
- on a proposal from the college and the heads of laboratories and leaders of professional teams, prepares a plan of procurement of equipment for laboratories and for expert teams of sport disciplines.

#### **Article 28**

The work of the center is run by the head of the center. The head coordinates and supervises the implementation of all processes that are substantively defined by the Top Sports Department and the Sport for All Committee in the Olympic Committee of Slovenia - Association of Sports Federations. The head of the center with the consent of mentioned committees shall be appointed by the Dean for the time of Dean's Office term.

Detailed definition of the functions of the head of the center is determined by an Act of the Dean formed by mutual agreement with the assistant dean for management and head of the centre.

## ***5.2 Expert Teams of Sport Disciplines***

#### **Article 29**

For the purposes of coordination and exchange of knowledge in the sport practice there are expert teams of sport disciplines operating within IS. Head of expert team is a renowned expert in the field of sports training and preparation of athletes in individual sports discipline, or group of related sports disciplines, having at least a college or a university degree.

Head of the sport discipline expert team is appointed on a proposal from sport's discipline expert association by the Dean for a period of one year. The head within 30 days after his appointment names the members of the sport discipline expert team. The head is responsible to the sport's discipline expert association and to the Dean for performing tasks of the sport discipline expert team.

### **Article 30**

The tasks of the sport discipline expert team are mainly:

- producing an annual plan of measurement and counselling to athletes, for the purposes of sports discipline,
- producing an annual program of measurements and consulting for the needs of sports recreation,
- coordination of expert cooperation of different discipline borderline experts for the execution of annual plan of measurements and counselling,
- coordination of measurement and counselling for sports discipline,
- consultancy work in planning and monitoring the preparation of athletes, based on expert analysis of the competitive performance of athletes and measurement results between laboratories,
- updating and developing measurement procedures for the purpose of sports discipline,
- monitoring and analysis of the structure of professional experts in the sports discipline,
- participation in education and training of professional staff,
- preparation of a work report.

### **5.3 Center for Lifelong Learning in Sport**

#### **Article 31**

Center for Lifelong Learning in Sport (hereinafter CLLS) is an organizational unit of FS, which is responsible for life-long staff development opportunities in sport. CLLS organizes professional training of students, programmes of continuing professional training and programmes for professional training in sport, training programs, publishing activities, promotional activities of FS, programmes, professional meetings, programmes and services to help prospective students, students and graduates of FS, and other sports professionals.

#### **Article 32**

In CLLS the following tasks are performed in the programmes:

Professional training of students, continuing professional development, staff training in sport and upgrading, where:

- plans, coordinates, implements and analyses the implementation of programmes for the professional training of students, continuing professional development, staff training in sport and perfecting,
- preparing an annual catalogue of programs CLLS,
- participates in the implementation of programmes of departments, departments and potential external partners,
- monitors developments in the field of education in the Republic of Slovenia and the sport and informs users about these updates,
- develops programs of continuing professional training in the field of sports and sporting activities in education,
- In collaboration with the National sports federations and Olympic Committee prepares

- professional training programs in sport,
- candidates to tender for carrying out the programmes
- cooperates with the media and partners,
- manages the database of the programmes and produces a certificate of participation,
- is responsible for the current financial operations within its mandate.

Publishing in sports where:

- issues expert book material, such as a book, as in electronic and digital form
- defined in the annual work plan of CLLS,
- organizes all book sales materials of CLLS.

Service programmes, where it is carried out:

- organization and execution of technical and promotional meetings, seminars, workshops, fairs, etc.,
- services for students and graduates of FS in terms of job search assistance during and after their studies,
- cooperation with other organizations related to sports (tourism, health care).

#### **Article 33**

The work of CLLS is run by the head of CLLS. The head coordinates and supervises the implementation of all processes that substantively define the programming world of CLLS. CLLS head and members of the programme board are appointed by the dean of permanent workers of FS for the term of office.

Detailed definition of the functions of the head of CLLS is determined by a decision of the Dean formed by agreement with the Vice-Dean for management and head of the centre.

#### **Article 34**

The tasks of the Programme Council of CLLS are:

- adoption of the strategy of the Centre,
- discussing the annual work plan center
- discussing the report on the annual work plan and pass on this opinion,
- propose to the Dean, the Senate and the Board on the operation of CLLS.

### ***5.4 Sports Centre of Faculty of Sport***

#### **Article 34. a**

Sports center is an organizational unit which is operating in the field of offering programmes for external users of Faculty of Sport. As part of its work under the expert guidance of teachers and assistants it carries out various innovative sports and other programmes to market in order to promote the transfer of scientific knowledge into practice and increase the visibility and reputation of the faculty in society.

Programmes to be carried out at the premises of FS or outside.

#### **Article 34. b**

Sports Center through its programmes carries out the following activities :

- sport exercise , especially swimming courses for children up to 10 years , ABC gymnastics , athletics ABC , ABC ball games and similar programmes
- training and exercise adolescents who mainly consist of organized team and individual sports
- sports training students and adults who mainly consist of organized training team and individual sports
- training and exercise for parents who mainly consist of organized recreation sports individuals or groups and individual training under professional supervision (eg. fitness )
- training and exercise for families which mainly comprises swimming fun for the whole family - organized exercise family of children and parents ( joint programme ), protection and organized exercise family of children and parents ( separate programme )
- organization of games for companies , groups, schools and other one-off competitions and implementation
- organization of social activities and events (eg. birthdays , memorial days of fun for the closed group , and the like
- other programmes on the proposal of the head of school center

#### **Article 34. b**

The work of Sports Centre is run by the head of the center. Head of the center coordinates and supervises the implementation of the programmes and processes that are substantively defined by the head of the Institute of Sport and the Dean. Head of the Sports Center is appointed by the Dean and permanent workers of FS for the term of office. Head is accountable to the President of the Institute of Sport and to the Dean.

Detailed definition of the functions of the head of SC are determined by a decision of the Dean, formed by mutual agreement with the head of IS and the head of the center.

Detailed definition of the functions of the head of the Sports Center are determined by a decision of the Dean.



## 5.5 *Development Center*

### **Article 34. d**

Development Center (abbreviation: DC) is an organizational unit which is operating in the field of software development for external users. Within the framework of its operation, with the participation of external partners, teachers and staff of the Faculty of Sport, it develops different equipment and carry out activities listed in Article 34 e. Market for the purpose of transferring technical and scientific knowledge into practice.

### **Article 34. e**

Center for Development is within the framework of its activities engaged in development:

- indoor equipment adapted to individual medical conditions,
- competitive equipment for individual adjustment,
- sports equipment,
- training places in nature and indoors,
- equipment for measurements,
- monitoring equipment training process,
- equipment and resources to help trainers.

Development Center also deals with:

- innovation in the field of software,
- visits and exchange of foreign experts,
- publishing innovations and technical improvements in the international arena,
- cooperation and the implementation of projects for a specific client,
- testing racing equipment.

### **Article 34. f**

The work of the Development Center is run by the head of the center. Head of the center coordinates and supervises the implementation of the programmes and processes that are substantively defined by head of the Institute of Sport and the Dean. Head of the Development Center is appointed by the Dean and permanent workers of FS for the term of office. Head is accountable to the President of the Institute of Sport and the Dean.

Detailed definition of the functions of the head of the Development Centre is determined by a decision of the Dean formed by mutual agreement with the Head of IS and the head of the center.

## 6. Laboratories

### Article 35

Laboratories are organizational units of FS in cooperation with departments and departments conduct research, professional, consulting and development.

### Article 36

On the FS there are the following laboratories organized:

- Laboratory Diagnosis of physical and motor development,
- Laboratory for Biodynamics,
- Laboratory for Biomechanics,
- Laboratory for Motion control,
- Laboratory for Physical Behavior,
- Laboratory for Psychodiagnostics,
- Laboratory for Sports - medical diagnosis and nutrition (the clinic for sport medicine),
- Laboratory of Kinesiology,
- Laboratory of Physiology of Sport.

In addition to the laboratories referred to in the preceding paragraph with respect to the substantive, technical, advisory, and educational scientific needs of the faculty, other laboratories can also be organized.

The laboratory must, for its operation, including its share of the total cost of the FS, provide additional funds outside the National Higher Education Programme (research and professional services).

If the financial statements of any laboratory show a negative outcome, then the Dean of the Senate may, after exploring the reasons for this situation, propose the assessment of reasonableness of the existence of such laboratory with the head of laboratory or they together propose measures to improve the situation.

### Article 37

The work of laboratories is managed by the heads of laboratories that are appointed from academic staff from the FS on the proposal by the Dean to the Senate for the time term of the office.

Head of the Laboratory is responsible for the following tasks:

- management and coordination of work in the laboratory and supervising the work of professional staff,
- preparation of annual plan of substantive and financial management work plan and annual report on the work of laboratory,
- making proposals for modernization of equipment in the laboratory,
- the preparation of technical documentation work for public tenders for the purchase or upgrading of equipment,
- checking the operation of new equipment purchased and providing a written report on the full functionality of software or about possible errors,

- the preparation of the protocol and training for the use of laboratory,
- caring for the proper use and maintenance of laboratory,
- keeping records of the laboratory equipment and preparing the annual report on the equipment,
- keeping records of the services performed in the laboratory and use of laboratory equipment,
- participation with the leaders of professional sports teams industry and managers of Diagnostic Center in implementing the activities of the National Programme of Sport
- Informing the public, and presentation of the activities and achievements of the laboratory in public.

If the Dean determines, that the head of the laboratory doesn't fulfil the assignments from the previous Article, his dismissal may be proposed to the Senate.

### **Article 38**

The college of heads of laboratories of FS is a professional body that deliberates and decides on all technical and development issues in relation to the work of laboratories. The task of college is also the organizational coordination of work in laboratories, depending on the needs of the scientific, educational and professional activities.

The college is composed of the heads of individual laboratories and head of IS, which is also the Chair of the college.

Minutes and decisions by the college of heads of laboratories shall be transmitted to the Senate for consideration.

## **7. The Secretariat**

### **Article 39**

The secretariat of FS performs the activities defined in the statute of UL and other legal and organizational acts of UL.

The secretariat as an organizational unit of the FS consists of:

- The Dean's Secretariat,
- Financial and Accounting Department,
- Human Resources,
- Office Management and Maintenance.

Systematization of jobs to perform the functions of secretariat shall be determined in accordance with the unified systematization of jobs of UL and with the Act of Organization and Systematization of Jobs at the FS to perform the duties of the National Higher Education Programme and the National Programme for Scientific Research and for carrying out the tasks referred to in Article 16 of the Statute

of the OJ. Systematization also contains descriptions of duties and tasks performed by employees of the secretariat.

#### **Article 40**

The secretariat of FS is headed by the registrar of the FS. Appointment of registrar and conditions of appointment is set by the Statute of UL, respectively the Act on Organization and Systematization of Jobs for Workers at FS, which also provides work and functions of the secretary.

Secretary of the FS is in case of his long absence substituted by the head of Financial Accounting Department, in case of long absence of both the secretary and of the head of the Financial Accounting Department, substitution is made by the assistant secretary for HR.

## **8. Center for IT and Multimedia**

#### **Article 41**

### ***8.1 Office of Informatics***

Is an independent organizational unit, which mainly carries out the following activities:

- analyses the needs and plans to purchase hardware, advise users on their type and technical characteristics, suggests or directs selection of suppliers and repairers, carries out or supervises the implementation of its installation, servicing, or arrange for servicing, proposes to write off, and keep a record of their number, location (liable user), type, components, supplier and warranty period
- analyses needs and plan the purchase of passive and active equipment for local and online network, proposes or directs the selection of suppliers and repairers, directly carries out or supervises the implementation of its installation, to be administered directly or carried out by the chosen external contractor to correct errors,
- analyses the needs and plans to purchase the software, advises users regardless of their types and abilities, suggests or directs the selection of suppliers, carries out or supervises the implementation of its installation, providing advice and technical support on how to use it, connects users with external technical support, care for the installation of updated versions, introduces users to the application, keeps a record of their number and location (installed computer), version and the expiration of the rights of use,
- pursues the purchase of computer consumables, taking care of its stock and organizes its distribution,
- responsible for creating and restoring backups of system and user files
- caring for a computer room and a computer room for teachers that directly supervises and is responsible for the smooth operation of hardware and software, controlling access and the type and method of administration, and provides technical support to users (teachers, students and external users)
- directly undertakes or proposes outsourced educators for the users for the use of computer

hardware and software

- administers and manages INDOK services to meet the needs of scientific research,
- in the agreed scope the use of departmental and common hardware, communications and software it directly carries out, or assists in the implementation of technically complex tasks of and for other organizational units of the FS.

Department is managed by Head of Informatics. For his work the Dean is responsible.

#### **Article 42**

### **8.2 Library**

Is an independent organizational unit of the FS, which mainly carries out the following activities:

- Support to teaching and research activities of users
- The purchase, processing materials, storage (library catalogues, computerized bibliographic database), the transmission of information (direct aid - rent, retrospective searches)
- Preparation of bibliographies for teachers of FS,
- Input of resources and cooperation with the COBISS system
- Preparation of SDI for academic staff of FS
- Preparation of UL BB
- Integration of library and other relevant information systems and their use.

Business, operations, organization of work and the operating time of library are set by Rules of the Operations of the Library, on the proposal of the Dean adopted by the Senate.

The work of libraries is run by the head of the library. For his work the Dean is responsible.

#### **Article 43**

### **8.3 Laboratory for Multimedia**

Is an independent organizational unit that carries out the following activities:

- participates in all forms of the teaching process: lectures, tutorials, demonstrations
- (recording, video projection and video analysis),
- ensures the smooth operation of audio-visual equipment,
- shall keep and rent audio-visual equipment provided,
- concerns for the ongoing purchase of supplies of audio-visual materials (films, video and audio cassettes, transparencies),
- carries out photo documentation and archiving of video materials,
- manufactures transparencies for advanced teaching and scientific research projects,
- the needs of the teaching process produces audio-visual materials and thematically completes projects (recording in the field, electronic assembly, computer graphics, sound equipment),
- cooperates with IS and IK at measurements of athletes,
- implements electronic presentations of individual activities of FS,

- participates in the graphic equipment of books, scripts and other materials,
- implements electronic presentations of individual activities FS,
- participates in the graphic equipment of books, scripts and other materials,
- analyses and plans needs and proposes suppliers of audio-visual equipment,
- other tasks consistent with the interests of the new theory and practice.

## 9. Student Office

### Article 44

Student Office is a service that performs organizational, technical and administrative matters for the execution of all courses, except the programme of doctoral studies. The tasks of the Student Office are:

- work in connection with the execution of enrolment (eg, collection of the relevant certificates and other documents necessary for registration);
- all work in connection with the execution and publication of the results of exams for students with proof of student status,
- work in connection with the execution and publication of the results of differential and commission exams and exams of students without legal status,
- participation in the technical execution of the information day,
- keeping records of students
- preparation of all necessary information and records which are related to the students, for the Dean 's Office, Financial - Accounting office and HR office,
- informs students on matters relating to the teaching process,
- issues a certificate of registration of exams and other certificates that are tied to student status
- organization of defending thesis and preparing the necessary documentation,
- preparation of documentation and organization of the award of diplomas,
- preparation of data for statistical reports
- all the administrative and technical tasks relating to disciplinary proceedings conducted against students,
- preparation of data for analytical monitoring of academic performance of students
- managing, editing and replying to study archive
- preparation of lists of lectures and publications on studies
- other work under the direction of Vice-Dean for educational activities.

The Student Office is an organizational and substantive subordinate to Vice-Dean for educational activities.

Working of the Student Office is managed and supervised by the head. The head shall be appointed by the Dean of FS on a proposal from the Vice-Dean for academic activity.

Systematization of jobs to perform the functions of Student Office shall be determined in accordance with the unified systematization of jobs at UL and with the Act of Organization and Systematization of Jobs at the FS. Systematization also contains descriptions of duties and tasks performed by employees of the Student Office.

In matters relating to the exercise of the rights and obligations arising from employment of staff in the Student Office, they are obliged to obtain the consent of the registrar of FS.

## 10. Bodies of FS

### Article 45

Bodies of FS:

- 1) Dean,
- 2) Senate,
- 3) Academic Assembly,
- 4) Management Board,
- 5) Student Council.

FS can in addition to that form other bodies. Their composition and powers shall be determined by amendments to these Rules in the Senate.

#### 10.1. *The Dean*

### Article 46

Dean leads and represents the FS, and is a professional manager who performs tasks based on the Higher Education Act, the Ordinance on Reorganization of the University, the Statute of the UL and the authority of the Rector of the UL, who transfers them to the Dean with written authorization.

Dean is the management body when FS operates within the framework of the activities referred to in Article 16 of the Statute of UL. The Dean is responsible for the legality of the work of the FS.

### Article 47

Dean in the implementation of the National Programme of Higher Education and the National Programme of Scientific Research:

- coordinates the educational and research work,
- monitors and ensures the quality of work of the FS, study programmes, scientific research and professional work and prepares an annual report on the quality (self-evaluation of FS)
- In accordance with his mandate ensures the legality of the FS,
- makes decisions on the execution of those tasks in the field of material operations of FS, which are necessary for the smooth and uninterrupted implementation of the adopted programs of the National Higher Education Programme and the National Programme for Research,
- At least once a year shall report on the work to the Senate and the Rector of UL
- convenes and chairs meetings of the Senate,

- decides on matters relating to labour relations of employees of FS, except on matters which are responsibilities of the Rector of the University according to the Statute of the UL,
- decides on the study absences of the teaching staff up to 30 days,
- proposes to Rector of UL the decisions from the 9th indent of the first paragraph of Article 36 of the Statute of UL relating to labour relations of university teachers, researchers and university staff, who are required to implement the study and scientific research programmes of the National Higher Education Programme,
- proposes candidates for the Vice-Dean of the Senate,
- appoints the heads of organizational units, working groups and committees to carry out specific operational tasks in the operations of FS,
- as a body of first instance decides on applications of FS students in study matters, unless the articles of Statute of the UL state otherwise,
- performs other duties in accordance with the Statute of UL, other general acts of UL, these Rules and authorizations of the Rector of UL.
- Dean decides on the rights and obligations of labour relations of workers of FS, engaged in activity under Article 16 of the Statute of UL.
- In addition to the powers and duties set out in the Statute of UL, the Dean has other responsibilities and duties and performs other tasks such as:
  - shall report on their work at least once a year to the Academic Assembly,
  - awards diplomas, prizes and awards of FS,
  - adopts decisions on the calling of the elections and the elections of members of FS, unless otherwise required by these Rules
  - makes decisions through the individual acts of FS and other decisions within their competencies,
  - establishes and appoints temporary commissions for individual areas and defines their duties and jurisdiction.

#### **Article 48**

In cases where FS operates legally in its own name and for its own account, Dean as a management body of the FS:

- represents the FS,
- is responsible for the legality,
- coordinates the work and operations of FS.

Dean decides on employment relations of FS, engaged in activity under Article 16 of the Statute of UL.

#### **Article 49**

Dean in his absence, which is more than 15 days, is replaced by the Vice-Dean for educational activities.



Vice-Dean, replacing the Dean, has the same rights and duties as the Dean. Dean may authorize individual Vice-Dean even to the extent of competence.

#### ***THE PROCESS OF ELECTIONS AND APPOINTMENTS OF THE DEAN***

##### **Article 50**

The procedure for the appointment of the Dean begins at the initiative of the rector of UL, at least six months before the expiry of his term in the office.

The Senate shall adopt a decision to initiate the procedure for the election of the new Dean, and appoint a three-member constituency Commission for the conduct of electoral tasks.

In the decision to initiate the procedure for the election of the Dean, the Senate sets a deadline for applications, which may not be longer than 30 days from the date of the decision.

Election of the proposal for the Dean shall be carried out normally at the June session of the Senate.

##### **Article 51**

For the place of the Dean university teachers (hereinafter: teachers), who are employed at FS full-time, can compete.

Senate invites with a public appeal on the notice board the teachers from the first paragraph of this Article within the time limit set by the decision to initiate the procedure for the election of the Dean, to hand to the Election Commission a statement in a sealed envelope, stating their candidature for the Dean.

##### **Article 52**

Election Commission after the expiry of the deadline set by the Senate, opens the envelope and finds which of the candidates who have the right to stand for the Dean, made statements that are candidates for this function.

Based on the findings of the first paragraph of this article, and based on the list of teachers at FS, the Election Commission shall draw up a list and post it on the bulletin board.

##### **Article 53**

Electoral Commission shall at the same time as the publication of the candidate list on the bulletin board, send that list to the President of the Academic Assembly which shall ask the candidates for the Dean, within a period of 20 days, that they may submit their plan of work programme to the President of the Academic Assembly for the coming term.

##### **Article 54**

President of the Academic Assembly, after the deadline for submission of work programmes, shall convene a meeting of the Academic Assembly.

At Academic Assembly individual candidates for the Dean, if they choose so, can present their work programme and the development of FS and answer the questions which relate to the presented programme. The order of presentation of each candidate shall be determined by drawing of lots carried out by the Electoral Commission.

Candidates who choose to present the programme also decide to what extent it will be presented and if they will be answering the questions.

Candidates cannot make proposals of the names of potential Vice-Deans in their presentations.

#### **Article 55**

After completing the presentation of candidates to the Electoral Commission, at the Academic Assembly vote on all candidates and proposed candidates for the Dean is carried out.

Academic Assembly acts valid on the proposals for the Dean, if there are the majority of members of the Academic Assembly present.

The right to vote on the candidates for the Dean is among members of the Academic Assembly bared only by the ones who are employed full-time at FS.

Representatives of the students in the Academic Assembly may independently form their opinions on the candidates for the Dean, and shall forward it to the Senate.

#### **Article 56**

Academic Assembly vote on motions for the Dean is secret.

Ballot papers for secret ballot on proposals for the Dean include:

- serial numbers front of the names of candidates for the Dean in alphabetical order of surnames,
- voting instructions,
- date of vote,
- seal of FS.

Members of the Academic Assembly may vote for one or more candidates for the Dean.

#### **Article 57**

Voted through are two candidates who obtained the greatest number of votes.

After the election the President of the Academic Assembly in the same session announces a decision on the elected candidates for the Dean.

Decision of the Academic Assembly on the candidates for the Dean shall be made public on the bulletin board.

President of the Academic Assembly hands to the President of the Electoral Commission decision on the candidates elected for the Dean and programmes of work of these candidates.

#### **Article 58**

Chairman of the Electoral Commission shall submit to the Senate elected proposal of the candidates for the Dean.

Prior to carrying out the elections to the Senate, the candidate voted by the Academic Assembly is obliged to members of the Senate in a special election panel session to present his work programmes and the development of FS, which is in writing, a statement in a sealed envelope, submitted to the President of the Electoral Commission, at least two hours before the election meeting of the Senate. Programme of work and development must not contain potential proposals of the names of Vice-Deans.

Election Commission opens the envelope, finds out which of the candidates submitted a programme and prepares the material for the Senate, so that each member of the Senate at its meeting receives a copy of each candidate's programme.

A candidate who does not submit the work programme and the development of FS within the period specified in the first paragraph of this Article, or fails to present mediated programme on electoral panel session, is not placed on the list of candidates voted on by the Senate.

#### **Article 59**

After the presentations to the Electoral Commission, the latter conducts elections for the Dean. Senate decides on validity of proposals for the Dean for the next term, if the majority of the members of the senate are present at the meeting..

#### **Article 60**

Registry of FS prepares:

- a list of Senate members,
- secret ballot for elections for the Dean, which include:
- serial number before the surname of the candidates in alphabetical order,
- voting instructions,
- the date of the vote,
- seal of FS.

#### **Article 60**

Member of the Senate can only vote for one candidate, namely by circling the number next to the name and surname of the candidate for whom he votes.

If there is just one candidate for the function of the Dean, a sequential number is not before the name

of the candidate, but under the name on the left side of the ballot inscription: Vote "FOR" on the right-hand side: Vote: "AGAINST". In order to circle "FOR" or "AGAINST"

#### **Article 62**

The voting commission shall determine the outcome of elections for the Dean for the new term.

The dean elected is the candidate who has won more than half of the valid votes of all members of the Senate.

#### **Article 63**

If there are two candidates on the candidate list, but none of them obtains the required majority after the first round of elections, the election shall be repeated. In a repeat ballot the candidate who receives more votes than the other candidate shall be elected.

In the event that candidates get the same number of votes, the election shall be repeated two more times.

#### **Article 64**

After each round of the election commission shall determine the outcome of elections for the Dean.

If after the third ballot no candidate receives the required majority of votes, the Senate shall take conclusion that the election process shall repeat at the next sitting of the Senate.

#### **Article 65**

The Senate proposal for the appointment of the Dean, along with the work programme of the elected candidate, shall be sent to the Rector of UL.

Appointment of the Dean, on a proposal from the Senate of FS, is performed by the Rector of UL until October 1st. Dean is appointed by the Rector of UL for a term of four years. Dean may be reappointed.

#### **Article 66**

If the Senate does not form a proposal for the appointment of the Dean for the new mandate period until the beginning of the term, it shall be appointed by the Rector of UL among the teachers of FS, eligible for election to the Senate.

#### **Article 67**

The Rector may dismiss the Dean before the end of his term in office, on the basis of a reasoned decision by the Senate, which is adopted by a two-thirds majority of all members.

If the Dean is terminated before the expiration of the term for which he was elected, the Senate chooses one of the Vice-Deans or makes elections for a new Dean. Performing duties of the Dean until appointment of a new one are carried out by Vice-Deans. With the election of a new Dean, Vice-Dean's mandate cease to function.

#### **Article 68**

Dean in the management of FS is assisted by three Vice-Deans, namely:

- Vice-Dean for Academic Activity
- Vice-Dean for Scientific Research, who is also the head of IK,
- Vice-Dean for Management, who is usually also the head of IS. FS may have other Vice-Deans.
- Change in the number of Vice-Deans and the term of office is made by the Senate's decision with amending the Amendments to these Rules.

The teacher, who has been appointed Vice-Dean, continues to educational, scientific and development work.

#### **Article 69**

Dean proposes to the Senate a candidate for the Vice-Dean from one of the teachers who are employed full time at FS.

Vice-Dean is voted by secret ballot, by a majority vote of the present Senate members. Vice-Dean is appointed by the Dean for the term of office.

If the candidate for the Vice-Dean did not receive a sufficient number of votes, the Dean proposes the same or another candidate at the next sitting of the Senate.

#### **Article 70**

Field of work of the Vice-Dean for educational activity consists of a direct and substantive conduct of the student office, and coordinating and supervising the implementation of all procedures, which are led by the FS regarding the design and implementation of study programmes.

Field of work of the Vice-Dean for science and research and the head of the scope of management activities IK and the management, coordination and supervision of the execution of all processes of FS, is led by the scientific research work of workers of the FS, and procedures relating to doctoral studies and habilitation procedures.

Field of work of management and the Vice-Dean of the head is the scope of management of the IS, and the management, coordination and implementation of all activities and procedures that FS leads in planning and implementing the work on the financial and economic operations of FS.

Detailed definition of the functions and responsibilities of Vice-Deans is determined by a decision of

the Dean, formed by mutual agreement with a single Vice-Dean. Decision shall be published on the intranet of FS.

#### **Article 71**

Advisory body to the Dean of co-ordination and implementation of the tasks is the Dean's college. The Dean's college shall consist of the Dean, Vice-Deans and secretary of the FS.

The Dean's college in extended composition in addition to members of the college under the preceding paragraph, shall also include the heads of departments and Chairman of the Board.

The Dean's college or its extended composition, with the invitation of the Dean, may also consist of other workers of FS or other invited persons, who are not employees of FS.

Meetings of the Dean's college are convened and chaired by the Dean.

### **10.2 Senate**

#### **Article 72**

The Senate is the highest academic body of FS, which consists of teachers of FS, who are employed full-time, and students.

Senate deliberates and decides on professional issues in the field of teaching, research and development and professional work. Senate may propose to the Senate of the UL adoption of appropriate conclusions.

Senate:

- adopts rules and other general acts within its jurisdiction,
- adopts the annual work program of the FS,
- the proposals of courses to the undergraduate, postgraduate and doctoral studies
- decides on the number of admissions for the undergraduate, postgraduate and doctoral programmes
- elects the Dean and proposes the Dean for appointment to the Rector of UL,
- proposes candidates for the Rector to the University , vice-rectors and members of commissions,
- In the process of his appointment as a university teacher, researcher and university associate, appoints rapporteurs on the professional qualifications of the candidate,
- elected by university teachers, researchers and staff in the title and suggests the
- UL Senate the candidates for election to the title of full professor and senior researcher,
- decision on the introduction of study programmes at the undergraduate, post-graduate and doctoral studies in a foreign language taking into account the language skills of students and teachers,
- appoints a committee to evaluate the suitability of a doctoral dissertation and the qualifications of the candidate to carry out a doctorate proposed by the University Senate and the approval of the doctoral thesis topic,

- • appoints the rapporteurs for the evaluation of the doctoral thesis, dissertation assessment and appoints a committee for the defence of the doctoral thesis submitted,
- provides a way of accepting and evaluating master's and specialist tasks
- shall appoint a commission for the recognition of qualifications, confirms the commission's decision and decides on the recognition of foreign qualifications for continuing education programmes at the FS,
- appointing committees and other working bodies of the Senate,
- annually deals with reports of the presidents of committees and other bodies of the Senate,
- establishes, modifies, or deletes organizational units of the FS,
- develops proposals for university awards and recognition, and provides faculty awards
- discusses and decides on the opinions of the Student Council of FS within their competence,
- responsible for monitoring the quality of education, research and professional work and makes self-evaluation report,
- as a second instance authority definitively decides on appeals of students on study matters when it comes to appeal against the decision of FS in the first instance,
- performs other tasks as may be determined by the UL Statute or these Rules.

Before adopting the decision, which results in the use of funds from its own activity, the Senate must acquire the Management Board's opinion.

### **Article 73**

Senate shall consider and shall decide on matters within its competence at the meetings. Senate shall adopt rules of procedure for the governing of the organization, its working methods and for the realization of the rights and duties of a Senate member.

Without voting rights, but present in the work of the Senate are the heads of departments, if they are not members of the Senate or the registrar of the FS.

### ***ASSEMBLY AND ELECTIONS OF THE SENATE***

### **Article 74**

A member of the Senate can stand as a candidate and can be elected according to the procedure set out in these Rules. Every teacher who has been permanently employed at FS full-time and FS students with a valid student status can apply.

The Senate has 12 (twelve) members.

For the departments of the FS there are 8 (eight) member places available in the Senate, three (3) member places are available for students of FS and by function the Dean is a member of the Senate.

Member places are divided evenly between departments, and so that to each department belong two member places.

### **Article 75**

The term of the members of the Senate lasts four years. Members of the Senate may be re-elected. The mandate of a member of the Senate shall cease:

- with expiration of the term,
- with end of employment at the FS,
- with resignation,
- with dismissal.

#### **Article 76**

Dean at least three months before the expiry of the term of office of the members of the Senate shall adopt a decision to initiate the procedure for the election of members of the Senate of the new convocation. The decision shall set the date and time of the elections, provide a timetable of electoral processes, and shall invite the heads of departments of FS to carry out the candidacy procedure for designing of the proposal for the members of the department which will be proposed by the department for the election to the Academic Assembly for Membership in a Senate of a new convocation.

Decision to initiate the procedure for the election of members of the Senate's new convocation, must be accepted by secretariat of FS within 48 hours following the adoption of the Dean's decision, or the next business day if the time limit referred to in this Article shall expire on a day of publishing on a notice board of FS's Office, and send the decision to the workers of FS by e-mail.

#### **Article 77**

Head of department within 15 days from the date of publication of the decision has to initiate the procedure for the election of the employee or employees of the department for convocating new members of the Senate. A meeting of all voting members of the department shall be convened. At this meeting, members of the department carry out departmental elections and elect the candidate nominated by the Academic Assembly as a candidate for the Senate of the new convocation.

The right to vote goes to all those members of the department of Article 12 of these Rules, the right to be elected, goes to the members of the department of paragraph 1, Article 12.

#### **Article 78**

No later than 48 hours after the meeting in the previous article of these Rules or the next working day if the deadline expires on a non-working day, the head of the department notifies in writing the results of the departmental vote, the names of candidates for members of the Senate and their written consent to candidacy, in the name of the Dean to the secretariat.

The secretariat within the next three days or the next working day if the deadline falls on a day off, creates a list of candidates and posts it on the bulletin board at the Dean's office at FS and by e-mail.

With the publication of candidate lists the candidacy procedure for the election of members of the Senate of the new convocation is completed.



### **Article 79**

In the event that the procedures of electing a new Senate are delayed beyond the date when the term of office of the members of the Senate ends, the members of the old convocation mandates are extended until the election of members of the Senate of the new convocation.

### **Article 80**

President of the Academic Assembly shall publish no later than 7 days before the date of election for a member of the Senate, the date of the convening of the election meeting of the Academic Assembly, at which candidates can for a member of the Senate, included on the list of candidates, if they wish so, present to the members of the Academic Assembly.

### **Article 81**

Members of the Academic Assembly at the electoral meeting firstly by a majority of votes elect the electoral commission proposed by the President of the Academic Assembly. The electoral commission is at its meeting required to implement the relevant election procedures.

Members of the Academic Assembly by secret ballot vote for a single closed list of candidates. Members of the Academic Assembly vote with the list of candidates at the voting leaflet circling the vote "FOR" or vote "AGAINST".

Candidates are elected if for a single closed votes the majority of the members of the Academic Assembly, who have the right of voting and who voted. If a single and a closed list of candidates do not get a majority of votes of the members of the Academic Assembly, who have the right of voting and who voted, Academic Assembly repeats the whole process.

### **Article 82**

In the same way as the Academic Assembly elects the members of the Senate, it also decides on its dismissal.

Reasoned proposal for dismissal of the members of the panel is to be given by a specific department, if the members of this department by a majority vote of all members of the department determine that a Senator who proposed the election in this department, did not carry out his work responsibly and successfully.

Proposal for a recall may also be given by the Dean, provided it finds that the Senator is often or unjustifiably absent from meetings of the Senate and thereby prevents regular and effective functioning of the body and thus to advance the interests of individual departments or faculties common goals.

Proposal explanation shall be submitted to the secretariat of FS, which transmits it immediately to the Chairman of the Academic Assembly, which then within 30 days of receiving the proposal shall convene a meeting of the Academic Assembly, where members deal with the proposal and take a decision.

If the president of the Academic Assembly within the period referred to in the preceding paragraph of this Article shall not convene a meeting of this body, the meeting shall be convened by the Dean.

#### **Article 83**

In the same manner as carrying out the procedure for the election of members of the Senate, also the substitute elections for member of the Senate in the event that an elected member of the Senate for any reason ceases to hold office, will be conducted. In the case of substitute elections, the time limit specified in Article 77 shall be reduced to 3 days and the period referred to in Article 78 to 7 days.

### ***10.3 The Commissions of the Senate***

#### **Article 84**

The Senate has the following committees:

- Commission for Education,
- Commission for Scientific Research and Development Work and Doctoral Studies
- Commission for Self-assessment of Quality Study
- Commission for Terminology in Sport,
- Ethical Commission in the Field of Sport,
- Habilitation Commission of FS,
- Commission for the Recognition of Qualifications.

The senate may establish other committees and working groups.

Composition and number of working bodies of the senate, its functions, powers and term of office of the members of the commissions or working bodies is established with the decision by the Senate, if not stated by these Rules otherwise.

#### **Article 85**

The members of the commissions and working groups elect at the first meeting the president and a deputy in the absence of these Rules otherwise.

Meetings are convened by the President.

Commissions and working groups have quorum if there are more than half of the members present at the meeting. A decision is adopted by vote of a majority of the members present.

Decisions taken at meetings of the committees of the Senate, the presidents are required to forward in writing for information to the Dean's secretary office no later than in fifteen days.

#### **Article 86**

Each commission of the Senate has a number of members from the ranks of teachers and academic staff who are employed in the FS full-time and students as well.

Candidates for members of each commission are proposed by the Dean to the Senate.

Members of the Senate are elected by the members of the committees with public vote by the Senate. Those members are elected to the commissions, who get a majority of votes of the Senate.

Senators have a chance to make further proposals for members of individual committees at a panel session.

## **Article 87**

### ***THE COMMISSION FOR EDUCATION***

The Commission for Education has 7 (seven) members: 5 members from the ranks of teachers, one member from the students. Member of the Commission is by function also the Vice-Dean for academic activity who chairs and leads the Commission.

In the case where there is no Vice-Dean for academic activity, leading committee member is the one with the highest title. In the event that multiple members are having equivalent titles, the commission is chaired and led by the one who holds the title for a longer time.

The term of the commission shall be four years.

Commission under the authority of the Senate in the field of undergraduate and postgraduate studies:

- implements long-term assignments in developing curriculum of FS and technology studies (full-time, part-time study and distance learning)
- consideration and adoption of draft study programs and proposals to amend and supplement existing programs and reports prepared by the heads of departments,
- discuss proposals for new study programs and proposals for amending existing
- proposes to the Senate a call for enrolment and prepares a proposal on limited enrolment,
- deals with the analysis of efficacy of study and proposals and measures for efficient and modern studies at the FS,
- monitors and makes suggestions for improving educational work
- oversees the implementation of organized study of work and deals with student performance,
- proposes to the senate rules proposes to study: the academic order, theses, parallel studies of transitions between programs, expedite the progress of students and other rules
- appoints a replacement examiners and examiners
- decides on all study and status issues and deals with requests of students in sixth exam,
- sets out draft terms of promotion, transitions between programs and completion of the of study after an interruption,
- decides on the conditions for the transition of students
- decides on cases repetition of a year and exceptional student enrolment and progression to the next year if they have not fulfilled all study requirements

- decides on the extension of student status,
- appoints a chairman of the defence theses,
- sets out the criteria for inclusion in education and adapt the program to students who are studying in an interdisciplinary program
- deals with applications of students
- proposes to the Management Board the exemption from payment of the exams,
- propose to the Management Board the exemption from exams,
- directs guides and supervises the practical training of students
- in accordance with the Rules of acknowledgments of FS proposes to the commission for recognition of FS candidates for awards for students of FS,
- consideration of issues related to financial management and to develop proposals for consideration and admission to the Management Board,
- Performs other tasks that fall within its contextual framework or set by the Senate.

### **Article 88**

#### *COMMISSION FOR SCIENTIFIC RESEARCH, DEVELOPMENT WORK AND DOCTORAL STUDIES*

Commission for scientific research and development work and doctoral studies has five (5) members: three (3) members from the ranks of teachers and university employees of FS, 1 (one) member from doctoral students, a member by function is also the Vice-Dean for scientific and research activities, who shall chair and lead the Commission.

In the absence of Vice-Dean for science and research, the committee is chaired by the oldest member of the commission. The term of the commission shall be four years.

The Commission for Scientific Research and doctoral studies:

- considers proposals for programmes of scientific research and development work and gives the Senate an opinion on them,
- ensures and oversees that the adopted programs of scientific and research work are realized in the time limits laid down in the contracts,
- considers the efficiency of spending in the field of scientific research and doctoral studies
- proposes to the Senate candidates for national awards in science and candidates for the award of life's work and outstanding achievements,
- proposes to the Senate the creation of a new organizational unit in science and research field,
- deals with all issues relating to international cooperation of FS on science and research,
- carries out long-term assignments in developing curriculum of FS and technology studies considers and adopts the draft study and research programs and reading the report prepared for the Senate
- proposes to the Senate the enrolment in the doctoral program and prepares a proposal to restrict the entry
- in accordance with the Rules of acknowledgment of FS the Commission for the recognition of FS proposes candidates for awards for students of FS,
- prepares a draft of commission members to assess the suitability of the doctoral dissertation,
- proposes the appointment of the production of doctoral dissertations,

- proposes to the senate the appointment of commission for the evaluation of the doctoral dissertation,
- proposes to the Senate committee appointed for the defence of the doctoral dissertation,
- performs other tasks that fall within its contextual framework or are set by the Senate.

### **Article 89**

#### *COMMISSION FOR SELF-ASSESSMENT OF THE QUALITY OF STUDY*

Commission has five (5) members: two from the ranks of teachers, 2 from the ranks of university employees, one from the students. Chairman of the Commission shall be elected by members of the committee among themselves by open vote, by a majority vote of the members of Commission.

The term of the commission is tied to the term of the Dean.

Functions of the Commission are:

- monitoring the work of the Commission for self-assessment of quality at the university and co-operation in carrying out its duties,
- Implementing the process of evaluating quality of teaching, research and consultancy work on FS and giving a written report to the Senate or to the relevant authorities at the university,
- proposes to the Senate measures to ensure a high quality of work on the study and scientific research areas of action of FS
- Other tasks related to the self-evaluation of the quality of studies

### **Article 90**

#### *COMMISSION FOR TERMINOLOGY IN SPORT*

Commission has three (3) members from the ranks of teachers. President is determined by members of the commission.

The term of the commission shall be four years.

The Commission shall perform the following tasks:

- monitor the development of terminology in Slovenia and internationally and observe a critical response in the public
- propose departments, departments and the Senate by adoption of the overall current professional terms,
- nourishes and strengthens the care of the local terminology involved in the translation of foreign expressions and their meanings
- provides a written explanation of comments, opinions at the request of subscribers or third parties
- invokes the doctrine of terminology in the field of sport science and physical culture, especially when it comes to the generally applicable textbooks, manuals, lexicons and professional programs.

## Article 91

### *ETHICAL COMMISSION IN THE FIELD OF SPORT*

Commission has five (5) members from the ranks of teachers. The term of the members of the commission shall be four years.

The Commission shall perform the following tasks:

- Consideration of issues relating to the ethics of sport in general and forward its opinion to the senate and other bodies and institutions,
- give an opinion in connection with research activities and projects which interfere with the integrity of the
- living beings in the field of sport and physical culture, which are or may become subject to such issues in accordance with the development of the doctrine of ethics, ethical comprehension of reality and human activity,
- address the issue of human rights in sport, in this context, deals with questions related to the evaluation of honour in sport, Honour Code of persons functioning in the field of sports, professional functioning of individuals in the field of sport,
- address the issue of human rights in sport, in this context, dealing with issues related to the evaluation should sport Honour Code functioning of persons in the field of sports, vocational functioning of individuals in the field of sport,
- deals with the problems regarding the acquisition of storage and disclosure of personal
- data
- discussion and decision on ethical issues regarding the use and methods of teaching, training and coaching,
- consideration of ethical issues of the evaluation of the achievements and results in the field of sport
- and physical culture,
- propose penalties for violations of ethical norms in all segments of workings of the FS and its members and associates,
- gives written opinions and recommendations on the request or petition by the client or third parties,
- consider any other questions and issues that are in the process of development and design of ethical
- Norms and emerge as relevant.

## Article 92

### *HABILITATION COMMISSION OF FS*

The Commission has three (3) members from the ranks of teachers. President is determined by members of the committee by a majority vote. Members are elected by the Senate for a term of four years and the term of office expires may be re-elected.

- communicate to the Senate and to the candidate the opinion on the formal preparation of the material in the habilitation process,
- ensure the uniform application of existing criteria
- preparing technical basis for process of changes to existing criteria.

## **Article 93**

### ***COMMISSION FOR THE RECOGNITION OF QUALIFICATIONS***

The Commission has 7 (seven) members from the ranks of teachers.

President of the Commission shall be elected by members of the committee among themselves by open vote by a majority vote of the members of Commission.

Commission on the individual application for recognition of education decides to draw up a shortlist of three members appointed by the President. This also establishes a president of the Committee in the narrower composition.

Commission for recognition of education shall have the functions and competences which are set out in the Act on Recognition and Assessment of Education (ZPVI - Off. Gazette 73/2004). The Commission's proposals for the recognition of education is decided by the Senate.

## ***10.4 Academic Assembly***

### **Article 94**

Academic Assembly shall consist of all teachers, university staff and scientific workers who are employed at the FS.

In the work of the Academic Assembly there is also participation of representatives of students. Number of students of FS shall not be less than 1/5 of all members of the the Academic Assembly and shall be determined at the beginning of each academic year based on the number of teachers, researchers and staff.

The student representatives of the Academic Assembly is elected by Student Council FS. The term of office of the representatives of students in the Academic Assembly shall be one year.

The manner of electing the representatives of the students participating in the Academic Assembly shall be determined by special rules of procedure adopted by the University Student Council.

### **Article 95**

Academic Assembly reviews the reports of the Dean and other bodies of FS about their work and gives proposals and initiatives to the senate. In the discussion and decision making participate student representatives of FS.

Academic Assembly on the proposal of departments elects the members the Senate and proposes to the Senate candidates for the Dean, whit that that a right to vote have only members of the the Academic Assembly, who are employed full-time in FS.

Representatives of the students can independently form opinions on the candidates for the dean and

send it to Senate.

#### **Article 96**

Academic Assembly among its members by secret vote elects the President for a term of four years.

#### **Article 97**

Meeting of the Academic Assembly at which the President of the Academic Assembly is elected, shall be convened by the Dean and lead by the Dean until the president is voted in function.

#### **Article 98**

Proposal for listing candidate on the list of candidates for president, can give each member of the Academic Assembly. Proposal may be made in writing or orally to the Academic Assembly, but the submission of this proposal to the Dean must be in writing.

The president of Academic Assembly is elected on the basis of majority of gained votes among the candidates, who participated on the candidates list.

#### **Article 99**

Academic Assembly discusses and decides on matters within its competence in public sessions.

Academic Assembly session may be closed to the public when dealing with matters relating to personal information.

#### **Article 100**

Academic Assembly shall have a quorum if there is majority of the members present at the session. Academic Assembly accepts reports and decisions by a majority vote of the members present, unless if stated by the statute of UL and these Rules otherwise.

#### **Article 101**

Meetings of the Academic Assembly are convened by the President of the Academic Assembly.

Academic Assembly shall meet at least once a year. Convening the Academic Assembly may propose: Dean, the Senate, the Management Board or Student Council FS and at least one third of the members of the Academic Assembly, with that that the proposal to convene a meeting with the signatures has to be given to the President of the Academic Assembly.

#### **Article 102**

Of all meetings of the Academic Assembly minutes shall be kept and signed by the President.

Minute keeper shall be appointed by the President at the meeting of the Academic Assembly.



Minutes will be published on websites and on notice board of FS. Minutes with the attachments are archived in the secretariat of FS.

## ***10.5 The Management Board***

### **Article 103**

The Management Board shall decide in cases where the assets acquired with the activity of FS under Article 16 of the Statute of UL and managing the assets of FS, which is obtained in bequeaths or gifts, and ensures with due diligence for the smooth functioning of the FS in cases when it operates legally in its own name and for its own account.

In matters of National Higher Education Programme and the National Programme for scientific research, which is funded by the State, Governing Board shall decide in accordance under powers by UL transferred to FS.

### **Article 104**

The Management Board shall, within their respective competences of the preceding Article:

- adopt general acts and decisions, which determine the use of revenues from the activities of FS of Article 9 of these Rules, as well as other acts relating to financial management FS,
- adopt the work program and consider the annual accounts,
- oversee asset management and take fundamental decisions relating to property
- develop a proposal for the disposal and the load of real property or equipment of higher value for the UL competent authority,
- set and formulate proposals for contributions to the study and other services if they are not, or are only partially funded under the national program,
- provides pricing for the activities of FS,
- consideration of a proposal from the price list and other contributions to the study,
- adopt decisions on the financing of teaching and other work that is not financed by National higher education program,
- adopt the investment plan FS and supervise the implementation of this plan,
- give its opinion to the senate on issues that have resulted in the use of financial resources.

## ***ASSEMBLY AND ELECTIONS OF THE MANAGEMENT BOARD***

### **Article 105**

The Management Board shall have 7 (seven) members; 4 (four) members from the ranks of university teachers. Departments propose each one member, and one member is proposed by the Dean. The senate votes on proposed members by public or secret ballot. Before the vote, the Board shall take a decision on how to vote.

The Management Board shall have 1 (one) member from the students, who for each academic year shall be appointed by the Student Council of FS.

The Management Board shall have 1 (one) member from the ranks of non-teaching staff. Member of the Board from among the non-teaching employees may be proposed by any non-pedagogical worker who is a full-time employee at FS. Member of the Board from among the non-teaching employees shall be determined on the electoral assembly of non-teaching employees in the public vote by a majority of votes present at the assembly election. On Election Assembly are invited all non-teaching employees who are employed by the college full time. Electoral Assembly shall have a quorum if over half of the non-teaching employees from previous sentence are present.

The Management Board is, other than the student representative, elected for 4 years. If a student representative is not proposed, the Management Board has six members.

The Management Board is chaired by the President of the Management Board, which by a majority vote of all members elected from among the members of the Board.

Vice-Dean for academic activity, Vice-Dean for scientific and research and Vice-Dean for management, may not be members of the Management Board but may participate in the work of the Board without voting rights.

Involved with the work of the Management Board are the Dean, Registrar of FS and the head of the financial accounting department.

In the event that anyone of the board members from the ranks of teachers becomes the Dean or Vice-Dean, it is necessary to appoint an alternate member of the Board from the ranks of the teachers until the expiry of the term of office of the Management Board following the procedure specified in this Article.

#### **Article 106**

The Management Board for governing the organization and its working methods adopts rules of procedure.

### ***10.6 Student Council***

#### **Article 107**

The Student Council is a body of students of FS. The Student Council has at least nine (9) members, who are elected from students of FS themselves.

#### **Article 108**

At the first meeting of the Student Council, convened by the Dean, shall be elected from among

themselves President and Vice-President and their deputies, who represent students of FS in the Student Council of UL.

#### **Article 109**

Student Council of FS operates at meetings convened by the President of the Student Council

The Student Council has a quorum if the majority of the members are present. The Student Council shall act by a majority vote of the members present.

#### **Article 110**

Student Council will discuss all matters relating to the rights and obligations of students and in addition:

- develops students opinions of the FS for the Student Council of UL
- elects the members of the working bodies of the Senate and bodies of FS from students, as defined by these Rules
- gives an opinion on the pedagogical competence in the procedures of election in the name of teachers and staff based on the student survey
- gives an opinion on candidates for the Dean
- performs other tasks after the decision for the Senate or Dean. Student Council in cooperation with the community of students of FS adopts and implements a program of extracurricular student activities at FS.

#### **Article 111**

Of all meetings of Student Council minutes shall be taken and signed by the President, in his absence the vice president.

Minutes will be published on websites and bulletin boards. Minutes of the Student Council shall be filed in the office of the Student Council.

#### **Article 112**

FS grants faculty awards.

About the faculty recognitions the Senate decides on the basis of a reasoned proposal by the Commission for the recognition of the FS.

Faculty awards and conditions for the granting of awards are determined and regulated by special rules adopted by the Senate.

#### **Article 113**

Commission for the recognition of the FS has a chairman and four members who are on the proposal of

the Dean appointed by the Senate for four years.

#### **Article 114**

With the implementation of these Rules shall cease to apply Rules on the Organization and Functioning of the Faculty of Sport, adopted at meetings of the Senate of the FS on July 20th 2001 and at meetings of January 14th 2003, July 1st 2003, October 23rd 2003, April 6th 2004, April 12th 2005, December 22nd 2005, April 4th 2006, September 26th 2006, October 24th 2006, October 9th 2007, November 21st 2007, February 15th 2008 and April 16th 2008 (as amended), the Rules on Candidacy and Election of Members of the Senate of the Faculty of Sport adopted at its meeting of July 20th 2001 and of September 13th 2005 (as amended) and the Rules on Standing as Candidate and the Election of the Dean of the Faculty of Sport, adopted at its meeting on April 3rd 2001 and at its meeting on January 14th 2003 (as amended).

#### **Article 115**

Dean and Vice-Dean that have been performing their functions on the day of the enactment of these Rules, carry out the expiry of the term for which they were appointed and elected.

#### **Article 116**

Dean shall invite 8 days after the adoption of these Rules in the Senate by a decision all teachers and staff to enrol within 30 days in departments and provide their declaration of membership and a declaration in accordance with Article 12 of these Rules provided to the Dean's secretariat.

The Dean's secretariat within the next 3 working days produces lists of membership in each department and status of members of the department in accordance with Article 12 of these Rules.

Dean on the basis of this list within 7 days convenes meetings of the departments in which, in accordance with Article 13 of these Rules, departments conduct their elections of heads of departments and their deputies.

#### **Article 117**

After all departments carry out electoral meeting for the election of heads of departments and their deputies, the Dean immediately, but not later than in 2 working days, issues a decision to initiate the procedure for the election of members of the Senate of the new convocation. The decision must determine how many candidates have the right, in accordance with paragraph 3 of Article 75, to propose a particular department. Heads of departments, in accordance with Article 78 of these Rules, convene an election meeting of the department to which the members of the department shall elect the candidates for members of the Senate of the new convocation.

Decision on the election of a candidate or candidates is provided by the head of the department the next day after the session to the Academic Assembly.

### **Article 118**

President of the Academic Assembly shall no later than seven days before the date of election publish the date of the convening of the meeting of the Academic Assembly election, in which the Senate of new convocation is elected in accordance with these Rules.

On the day of the election of the Senate of a new convocation the term of office expires to the members of the Senate of the previous convocation.

### **Article 119**

In the event that the Senate of new convocation is elected by the Academic Assembly, the Dean must within the next 7 working days convene the constitutive session of the Senate where candidates for the Senate commissions are proposed.

In the event that the Senate of new convocation is not elected, the Senate of the previous convocation works till the end of its mandate, ie. until the end of October 2009.

Senate elections of the new convocation shall be repeated in the case of the second paragraph of this Article in September 2009 with the same list of candidates. If the Senate at this election is not elected, the entire procedure for the election of members of the Senate in accordance with these Rules is to be repeated.

### **Article 120**

For all members and the heads of the bodies and commissions, appointed by the Dean for his term of office in accordance with these Rules, the Dean must prepare and implement appropriate new decisions in writing on the appointment.

### **Article 121**

Until the implementation of study programs in accordance with Article 93 of the Law on Higher Education of the FS, or as long as there are study programmes held on FS, that apply to the enforcement of the above Article of the Law on Higher Education, the tasks at graduate and professional higher education program are being performed by Vice-Dean for Academic activity and the Commission for Education and at postgraduate and doctoral studies, the Vice-Dean for science and research activity and the Commission for Scientific Research and Development Work and Doctoral Studies in accordance with the powers they held until the enactment of these Rules, The Commission and the Student Office, Commission for Education and the Commission for Master's and Doctoral studies and the Office of Postgraduate Studies.

### **Article 122**

These Rules and its amendments and additions are adopted by the Senate by a majority vote of all members present at the meeting of the Senate members.

For an authentic interpretation of these Rules the Senate is responsible.

**Article 123**

These rules and amendments to these rules shall enter into effect when adopted by the Senate. Rules shall be published on web sites and provided in writing to all organizational units of the FS.

Dean  
Prof dr. Milan Žvan