

**STATUTE
OF THE FACULTY OF ECONOMICS AND ADMINISTRATION
OF THE UNIVERSITY OF PARDUBICE
OF 25 APRIL 2017**

PART ONE

Preliminary

Pursuant to Act no. 111/1998 Coll., on Higher Education Institutions and on amendments and supplements to some other acts (Higher Education Act), amended and consolidated, (hereinafter referred to as “the Act”), the Statute of the Faculty of Economics and Administration (hereinafter referred to as “Statute of the Faculty”) is a basic legal document of the Faculty of Economics and Administration (hereinafter referred to as “the Faculty”) as the faculty of a public higher education institution.

Article 1

Basic Provisions

(1) The Faculty is instituted by the following elementary terms:

Full name: Faculty of Economics and Administration (abbreviated as “FEA”)

Domicile: Studentská 84, 532 10 Pardubice

Instituted: by the decision of the Academic Senate of the University of Pardubice on January 17, 1991.

Change of names: Original title of the Faculty was Faculty of Territorial Administration.
The name was changed in 1993.

Legal predecessor: Faculty of Economics and Administration of the University of Pardubice pursuant to the Act no. 172/1990 Coll., on Higher Education Institutions, as amended by the Act no. 216/1993 Coll., (hereinafter referred to as “the Act of 1990”).

English translation of the name is Faculty of Economics and Administration.

Domain for electronic communication: upce.cz

Article 2

Position of the Faculty

(1) The Faculty constitutes a part of the University of Pardubice (hereinafter referred to as “the University”) providing academic, research, development and other activities thereby developing tradition and reflecting modern trends in the fields of economics, administration, information and communication technologies in the sphere of public administration and the related interdisciplinary fields of study.

(2) The Faculty secures its activities by its autonomous representative academic bodies and academic officers pursuant to § 23 to 32 of the Act. Its activities are provided in compliance with the valid legislation, Statutes of the University of Pardubice (hereinafter referred to as “the Statutes of the University”) and this Statute of the Faculty.

(3) Official bodies and officers of the faculty have the right to make decisions or act on behalf of the University with respect to the following issues pertaining to the Faculty pursuant to § 24 section 1 of the Act:

- a) setting up the academic bodies of the faculty,
- b) the internal organisation of the faculty,
- c) carrying out the procedures for conferring “venium docendi” (habilitation) and for the appointment of professors,
- d) the use of the financial resources that have been committed to the faculty,
- e) employment contracts.

(4) Pursuant to the Statute of the University, article 23, sections 2 and 3, official bodies and officers of the faculty have the right to make decisions and act in regard to the following items concerning the Faculty:

- a) the design and implementation of the degree programmes,
- b) the strategic focus of creative activities,
- c) international relations and other similar activities,
- d) complementary activities and the use of the financial resources generated by these activities,
- e) the University’s tangible and intangible assets used for the Faculty’s activities and support.

Article 3

Activities and their Support

(1) Academic and teaching activities are carried out

- a) within accredited degree programmes (hereinafter referred to as “degree programmes”),
- b) within programmes of life-long education.

(2) The Faculty provides a range of research, development, innovation and other creative activities (hereinafter referred to as “creative activities”).

(3) Complementary activities of the Faculty pursuant to § 20 section 2 of the Act are carried out in relation to the activities specified in parts (1) and (2) of this Article.

(4) The Faculty also

- a) creates conditions for international cooperation with higher education institutions, participation in multinational higher education organisations and student mobility programmes, and provides support for these,
- b) organises further activities developing and securing relationships with other higher education and other scientific institutions, alumni, bodies of state administration and self-administration as well as activities complying with the University’s mission pursuant to § 1 of the Act as well as the University’s tradition.

Article 4

Degree Programmes and the Procedures for Conferring “Veni Docendi” (Habilitation) and for the Appointment of Professors

(1) The Faculty organises bachelor, master and doctoral degree programmes.

(2) A guarantor of a degree programme is appointed and dismissed by the Dean pursuant to § 44 of the Act.

(3) The list of accredited degree programmes including other information pursuant to § 21 section 1 letter h) of the Act is posted on the public part of the Faculty website.

(4) Graduates of a bachelor degree programme are awarded the academic title “Bachelor” – abbreviated “Bc.” and written before the name. Graduates of a master degree programme are awarded the academic title “inženýr” – abbreviated “Ing.” and written before the name. Graduates of a doctoral degree programme are awarded the academic title “doctor” – abbreviated “Ph.D.” and written after the name.

(5) The list of accredited fields in which the Faculty is entitled to carry out the procedures for conferring “venium docendi” (habilitation) and for the appointment of professors is posted on the public part of the Faculty website.

Article 5

Internal Rules and Regulations

- (1) The Faculty has the following internal rules and regulations, which must be approved by the Academic Senate of the Faculty and the Academic Senate of the University:
 - a) the Statute of the Faculty,
 - b) Election Code of the Academic Senate of the Faculty of Economics and Administration (hereinafter referred to as “the Election Code of the Academic Senate of the Faculty”),
 - c) Rules of Procedure of the Academic Senate of the Faculty of Economics and Administration (hereinafter referred to as “the Rules of Procedure of the Academic Senate of the Faculty”),
 - c) Rules of Procedure of the Scientific Board of the Faculty of Economics and Administration (hereinafter referred to as “the Rules of Procedure of the Scientific Board of the Faculty),
 - d) Student Disciplinary Code for the students of the Faculty of Economics and Administration (hereinafter referred to as “the Student Disciplinary Code the Faculty”).
- (2) Other internal regulations of the Faculty are the following internal regulations of the University:
 - a) Internal Wage Regulation of the University of Pardubice;
 - b) Rules of Competitive Selection Procedures of the University of Pardubice;
 - c) Study and Examination Code of the University of Pardubice;
 - d) Scholarship and Bursary Regulation of the University of Pardubice;
 - e) Rules of the system ensuring the quality of educational, creative, and other related activities and the internal evaluation of the quality of the educational, creative, and other related activities;
 - f) Rules of Economic Management of the University of Pardubice;
 - g) Code of Lifelong Learning of the University of Pardubice;
 - h) Rules of Procedure for conferring “veniam docendi” (habilitation) and for the appointment of professors at the University of Pardubice.
- (3) Internal regulations of the Faculty are posted on the public part of the Faculty website including the information of their validity and effect.
- (4) Internal norms of the Faculty which do not pertain to the agreement of the Academic Senate of the Faculty include: norms, decrees, orders, notifications and provisions.

PART TWO

Admission to Studies in Degree Programmes and Study-Related Fees

Article 6

Admission to Studies

- (1) Admission to study in degree programmes provided by the Faculty is conditional upon meeting the general conditions of admission to study pursuant to § 48 of the Act and the conditions stipulated by Articles 6 to 8 of the Statutes of the University. Conditions for admission to study in the degree programmes provided by the Faculty are stipulated by the Dean after the approval of the Academic Senate of the Faculty.
- (2) Additional conditions for admission to study pursuant to § 49 sections 1 to 3 of the Act and Article 6 of the Statutes of the University are declared by the Dean after their approval in the Academic Senate of the Faculty.
- (3) The conditions of the admission of foreigners to study in the degree programmes provided by the Faculty (hereinafter referred to as “foreigners”) in the Czech or other language are stipulated by Article 9 of the Statutes of the University.

Article 7

Study-Related Fees

(1) Fees related to the admission procedure, study-related fees and fees for study in a foreign language are stipulated by Articles 10 to 12 of the Statutes of the University.

PART THREE

Officers and Official Bodies of the Faculty

Article 8

Definition and Powers of the Officers and Official Bodies of the Faculty

(1) The Faculty has the following autonomous academic officers and official bodies:

- the Academic Senate;
- the Dean;
- the Scientific Board;
- the Disciplinary Committee.

(2) The other officer of the faculty is the Bursar.

(3) The competences and powers of the officers and official bodies within the Faculty are complemented by Articles 9 to 14 of the Statute of the Faculty.

(4) The academic community of the Faculty consists of the academic staff employed and the students enrolled at the Faculty.

Article 9

The Academic Senate of the Faculty

(1) The Academic Senate of the Faculty (hereinafter referred to as “the Senate of the Faculty”) is its autonomous representative academic body.

(2) The Election Code of the Academic Senate of the Faculty specifies the number of members of the Academic Senate, the manner in which they are to be elected and the length of the term of office in the Academic Senate, as well as the manner in which the Chair and other official bodies of the Senate of the Faculty are to be elected.

(3) Pursuant § 27 of the Act, the Senate of the Faculty is acting in a manner and on subject matter stipulated by the Rules of Procedure of the Academic Senate of the Faculty.

(4) The Senate of the Faculty has the right to an adequate material and administrative provision of its activities as well as the right to information needed for the execution of its powers. Requirements of the Senate of the Faculty are presented to the Dean of the Faculty by the Chair of the Senate of the Faculty. Material and administrative provision for the activities of the Senate of the Faculty are in the jurisdiction of the Dean’s Office of the Faculty.

(5) Upon the Dean’s request, the Chair of the Senate of the Faculty must call an extraordinary meeting of the Senate of the Faculty without delay.

(6) The Senate of the Faculty and its members are responsible for their activities to the academic community of the Faculty. When executing their membership in the Senate of the Faculty, the members are not bound either by the opinion of other officers or official bodies of the Faculty or by the management of the Faculty. Member of the Senate of the Faculty act in the interest of the Faculty as a whole and follow their conscience.

(7) Membership in the Senate of the Faculty terminates:

- a) upon a written notification of the Senate of the Faculty member of his/her resignation,
- b) upon terminating the membership in the academic community of the Faculty,
- c) upon the incompatibility of membership in the Senate of the Faculty with the exercise of other duties.

Article 10

The Dean of the Faculty

- (1) The Dean of the Faculty is the highest representative of the Faculty representing it in relation to other Faculties and parts of the University as well as other higher education institutions in the Czech Republic and abroad, public institutions and bodies of state administration especially the Ministry of Education, Youth and Sports of the Czech Republic, entrepreneurship and the public.
- (2) The position of the Dean, his/her appointment, dismissal and length of his/her term of office are stipulated by § 28 of the Act.
- (3) The procedure of the vote on a proposal to nominate or dismiss the Dean is stipulated by the Rules of Procedure of the Academic Senate of the Faculty.
- (4) The Dean is responsible for the exercise of his/her function to the Rector.
- (5) The power and responsibilities of the Dean are stipulated by the Act and the internal regulations of the University and Faculty.
- (6) The Dean issues internal regulations of the Faculty in areas stipulated by the Act and the Statute of the Faculty on approval of the Senate of the Faculty and the Senate of the University. Within the exercise of his/her function, the Dean issues internal norms.
- (7) The Dean appoints the members of the Dean's standing advisory assemblies: the Dean's committees. The Dean has the right to establish further advisory bodies and appoint its members to fulfil his/her duties and activities.
- (8) The Dean assembles the management of the Faculty as its operative advisory body comprising the Dean, his/her Vice-Deans and the Bursar of the Faculty.

Article 11

Vice-Deans

- (1) The Dean appoints and dismisses his/her Vice-Deans after negotiating this intention with the Senate of the Faculty.
- (2) The Dean stipulates the number of Vice-Deans and their competences. The Dean decides which of Vice-Deans is authorised to act as his/her deputy in full.
- (3) Vice-Deans are authorised to act and make decisions in matters pertaining to the Faculty, specifically those matters pertaining to the activities of the Faculty and its organisation parts under their methodical management, to the extent stipulated by the Dean.
- (4) When prompted by the Dean, Vice-Deans may set tasks for other executives of the Faculty.
- (5) The Vice-Deans are responsible for the exercise of their functions to the Dean.

Article 12

The Scientific Board of the Faculty

- (1) The Scientific Board of the Faculty (hereinafter referred to as "the Scientific Board") an autonomous representative academic body of the Faculty.
- (2) The Dean appoints the members of the Scientific Board, who are distinguished representatives in fields in which the faculty carries out teaching and creative activities. At least one third of the members of the Scientific Board must be from outside the academic community of the University.
- (3) The powers of the Scientific Board are stipulated by § 30 of the Act.
- (4) Members of the Scientific Board are appointed and dismissed by the Dean on approval of the Senate of the Faculty.
- (5) Membership in the Scientific Board terminates:
 - a) upon a dismissal of the member on approval by the Senate of the Faculty,
 - b) upon the death of the member or on the date of effect of a proclamation of the death of the member or proclamation of the member a missing person.

Article 13

The Disciplinary Committee of the Faculty

- (1) The Disciplinary Committee of the Faculty (hereinafter referred to as “the Disciplinary Committee”) is established pursuant to § 31 of the Act to deal with the disciplinary infractions of students who are enrolled at the faculty.
- (2) The Disciplinary Committee acts in compliance with the Student Disciplinary Code for the students of the Faculty.
- (3) Members of the Disciplinary Committee are appointed and dismissed by the Dean on approval of the Senate of the Faculty.

Article 14

The Faculty Bursar

- (1) The Faculty Bursar is appointed and dismissed by the Dean. Power and responsibilities of the Faculty Bursar are stipulated by the Dean.
- (2) To ensure coordinated financial management and internal administration of the Faculty’s institutes, the Bursar acts in cooperation with the bursars of individual institutes of the Faculty, and provides their methodological management.
- (3) The Faculty Bursar is directly managed by the Dean, methodology on the matters of financial management of the Faculty is provided by the University Bursar.
- (4) The Faculty Bursar has the right to suspend the decisions concerning the financial management of the Faculty, which would contradict the interests of the Faculty until the final decision of the Dean.

PART FOUR

Parts of the Faculty

Article 15

Division of the Faculty

- (1) Institutes of the Faculty constitute its elementary parts which carry out the educational and creative activities.
- (2) The Faculty consists of the following institutes:
 - Institute of Economic Sciences (abbreviated as IES),
 - Institute of Mathematics and Quantitative Methods (abbreviated as IMQM),
 - Institute of Business Economics and Management (abbreviated as IBEM),
 - Institute of Regional and Security Sciences (abbreviated as IRSS),
 - Institute of Administrative and Social Sciences (abbreviated as IASS),
 - Institute of System Engineering and Informatics (abbreviated as ISEI).
- (3) The administrative body of the Faculty is the Office of the Dean.

Article 16

Institutes

- (1) An institute represents the elementary organisation unit of the Faculty for management and development of educational and creative activities. Decisions regarding the establishment, merger, amalgamation, splitting or dissolution of an institute are taken by the Senate of the Faculty, acting upon a proposal presented by the Dean.
- (2) The staff of an institute consists of:
 - a) academic staff,
 - b) scientific staff,

- c) other employees.
- (3) The staff of the institute can also include:
 - a) visiting scholars from abroad,
 - b) other specialists hired under job contracts or contracts for work done.

Article 17

The Director of an Institute

- (1) An institute is headed by the Director of the Institute, who manages and organises the educational, creative and economic activities of the institute and is responsible for his/her actions and decisions to the Dean.
- (2) The Director of an Institute is appointed by the Dean through a competitive selection procedure. The Director of an Institute is appointed for the term of office of maximally three years. The position of the Director of an Institute may be executed by repeatedly by the same person.
- (3) The Director of an Institute may be substituted by his/her Deputy authorised to act in all urgent matters during the absence of the Director of an Institute.
- (4) The Director of an Institute may appoint a member of the academic staff to the position of the bursar of the Institute. The Institute's bursar provides the economic management and internal administration of the Institute. He/She is subordinated to the Director of the Institute and acts upon the methodology of the Faculty's Bursar.

Article 18

The Office of the Dean

- (1) The Office of the Dean represents an executive and administrative body of the Faculty.
- (2) The Office of the Dean provides, above all, the following activities:
 - a) administrative, economic and control activities at the Faculty,
 - b) educational, scientific and research agenda of the Faculty, Faculty development agenda and the agenda of international relations,
 - c) the agenda of the Scientific Board of the Faculty, Senate of the Faculty and the advisory assemblies of the Dean,
 - d) Bachelor and Master Graduation ceremonies and organisation of festivities and special events of the Faculty,
 - e) competitive selection procedures for the academic staff.
- (3) The Office of the Dean fulfils other tasks set by the Dean, Vice-Deans or the Faculty Bursar.

PART FIVE

Rules of Economic Management

Article 19

Economic Management of the Faculty

- (1) The Faculty manages independently its financial budget and assets of the University in compliance with the Act, relevant legislation, internal regulations of the University and internal regulations of the Faculty.
- (2) The Faculty manages independently the allocated financial budget, including wages, in compliance with its budget proposal approved by the Senate of the Faculty.
- (3) The annual budget of the Faculty must not be drawn up such that it foresees a deficit.

(4) The paid supplementary activities of the Faculty are carried out pursuant to § 20, section 2 of the Act. These supplementary activities must not jeopardise the quality, extent or availability of the activities for the realization of which the Faculty was established.

Article 20

Economic Management Control

(1) The economic management control of the Faculty is carried out at least once a year and its course is the responsibility of the Bursar of the University. All parts of the Faculty must provide all data and documentation necessary for the economic management control.

(2) The Dean presents the annual report on the economic management of the Faculty for approval to the Senate of the Faculty. On approval of the Senate of the Faculty, the Dean presents the annual report on the economic management of the Faculty to the Rector.

PART SIX

Quality Assurance and Evaluation of the Activities of the Faculty

Article 21

Quality Assurance

(1) The quality of teaching, creative and related activities is assured in compliance with the Rules of Quality Assurance of Teaching, Creative, and Related Activities and Internal Evaluations of Teaching, Creative, and Related Activities of the University of Pardubice (hereinafter referred to as “the Rules of Quality Assurance and Evaluation”).

Article 22

Quality Evaluation

(1) Pursuant to Article 30 of the Statutes of the University, the Faculty carries out the internal as well as external quality evaluation of teaching, creative and related activities.

(2) The internal evaluation is carried out in compliance with the Rules of Quality Assurance and Evaluation.

(3) External evaluation is carried out by the National Accreditation Bureau and other external subjects.

PART SEVEN

Academic Staff

Article 23

Position of the Academic Staff

(1) Position of the academic staff of the Faculty is defined by § 70 of the Act and Article 31 of the Statutes of the University.

(2) The conditions of providing a sabbatical leave are stipulated by § 76 of the Act and Article 32 of the Statutes of the University.

(3) Activities of the members of the academic community of the Faculty in academic senates, scientific boards and other bodies are defined by Article 33 of the Statutes of the University.

(4) The management of the Faculty is obliged to create conditions allowing the participation of staff and students in the meetings of bodies and committees and reflect upon these activities in the evaluation of the academic staff.

(5) The fees for a habilitation procedure or for the appointment of professors are stipulated by Article 34 of the Statutes of the University. The proceedings for the statement of invalidity of the habilitation procedure are stipulated by § 74a and 74b of the Act and Article 36 of the Statutes of the University.

(6) The position of an extraordinary, visiting or emeritus professor is defined by Article 35 of the Statutes of the University.

PART EIGHT

Academic Insignia and Ceremonies

Article 24

Academic Officers and Insignia

- (1) The academic officers of the Faculty include the Dean and Vice-Deans, and the Promotor during the academic ceremonies such as the matriculation and Bachelor or Master Graduation. The academic insignia of the Faculty consist of the chains, sceptre and the gowns.
- (2) The sceptre of the Faculty, the chain and gown of the Dean represent a symbol of the Faculty and their use is connected to the position of the Dean.
- (3) The following officers of the Faculty are entitled to wear gowns on ceremonial occasions:
 - a) the Dean and the Chair of the Senate of the Faculty,
 - b) Vice-Deans, members of the Senate of the Faculty, members of the Scientific Board of the Faculty and the Promotor,
 - c) the Faculty's Bursar.
- (4) The Dean and Vice-Deans are entitled to wear the chain on ceremonial occasions.

Article 25

Academic Ceremonies

- (1) Academic ceremonies organised by the Faculty include especially installation of a Dean, Bachelor and Master Graduation, ceremonial meeting of the Scientific Board of the Faculty, ceremonial meeting of the academic community, ceremony of the completion of study in the programme of life-long education, and ceremonies on special occasions.
- (2) The form and content of the academic ceremonies of the Faculty are proposed in the spirit of academic traditions by the respective Vice-Dean and approved by the Dean.

PART NINE

Cancelling and Final Provisions

- (1) The Statute of the Faculty of Economics and Administration of 18 June 2002 is hereby cancelled.
- (2) This proposal of the Statute of the Faculty was approved pursuant to § 27 section 1 letter b) of the Act by the Senate of the Faculty on 27 February 2017.
- (3) This Statute of the Faculty was approved pursuant to § 9 section 1 letter b) point 2 of the Act by the Academic Senate of the University on 25 April 2017.
- (4) This Statute of the Faculty becomes valid on the date of its approval by the Academic Senate of the University.
- (5) This Statute of the Faculty takes effect on that date of its approval by the Academic Senate of the University.

doc. Ing. Romana Provazníková, Ph.D., m. p.
the Dean