

**STATUTES
OF THE
FACULTY OF ELECTRICAL ENGINEERING AND INFORMATICS
OF THE UNIVERSITY OF PARDUBICE
DATED 1 JULY 2024**

**PART ONE
Introductory Provisions**

In accordance with Act No. 111/1998 Sb., on Higher Education Institutions and Amendments and Supplements to Other Acts (the Higher Education Act), as amended (the “Act”), the Statutes of the Faculty of Electrical Engineering and Informatics (the “Statutes”) are the basic internal regulation of the Faculty of Electrical Engineering and Informatics (the “Faculty”) of the University of Pardubice (the “University”) as part of a public university-type higher education institution.

**Article 1
Basic Provisions**

(1) The Faculty is defined by the following principal concepts:

Name: **Fakulta elektrotechniky a informatiky (“FEI”)**

Registered office: Studentská 95, 532 10 Pardubice

Mailing address: nám. Čs. legií 565, 532 10 Pardubice

Established by: the decision of the Academic Senate of the University of Pardubice dated 11 December 2007, effective from 1 January 2008.

Legal predecessor: The Institute of Informatics of the University of Pardubice, established by the decision of the Academic Senate of the University of Pardubice dated 20 November 2001, effective from 1 January 2002, renamed in 2004 to the Institute of Electrical Engineering and Informatics of the University of Pardubice.

The English equivalent of the Faculty name is the “Faculty of Electrical Engineering and Informatics” (the “FEEI”).

Domain name (DNS): fei.upce.cz.

English WWW address: fei.upce.cz/en.

**Article 2
Faculty Status**

(1) The Faculty is part of the University for educational, scientific, research, development and other creative activities, which builds on a long tradition and reflects development trends.

(2) The Faculty ensures its activities through its own self-governing academic bodies and academic officials listed in SS25 to 32 of the Act. In its activities, it is governed by the Act, general legal regulations, internal regulations and standards of the University and internal regulations and standards of the Faculty.

(3) The bodies of the Faculty have the right to independently decide and act on behalf of the University in matters concerning the Faculty within the meaning of S24(1) of the Act, namely:

(a) the appointment of self-governing academic bodies of the Faculty,

- (b) the internal organisation of the Faculty,
- (c) habilitation procedure and the procedure for appointment as professor,
- (d) the management of funds allocated to the Faculty,
- (e) labour relations.

(4) The bodies of the Faculty shall have the right to make independent decisions or act on behalf of the University in matters concerning the Faculty under Article 23, paragraphs 2 and 3 of the Statutes of the University.

Article 3

Focus and Long-Term Orientation

(1) Educational, scientific, research, development, innovation and other creative activities (“creative activities”) at the Faculty, which build on a long tradition and reflect development trends, are mainly focused on technical and technological fields of study in Electrical Engineering, Cybernetics and Informatics (according to Government Regulation No. 275/2016 Sb., on Education Areas in Higher Education). The creative activities of the Faculty cover electrical, electronic, information, computer, communication, and automation fields, including frontier and interdisciplinary fields.

(2) The strategic plan and the annually updated plan for its implementation in the Faculty’s educational, scientific, research, development and innovation, artistic and other creative activities are approved by the Faculty Academic Senate after discussion in the Faculty Scientific Council.

Article 4

Activities and Support

(1) The Faculty carries out educational activities:

- (a) in accredited study programmes (“study programme(s)”),
- (b) in lifelong education programmes in accordance with the internal regulations of the University.

(2) Scientific, research, development, innovation and other creative activities are carried out within the framework of the academic freedom of scientific research and creative activity as the basis for educational activities, covering in particular the areas of long-term orientation according to Article 3 hereof in relation to the needs of practice.

(3) Other departments of the University and other domestic and foreign legal entities engaged in these activities may participate in the activities of the Faculty.

(4) In order to make more efficient use of human resources and property, the Faculty carries out complementary activities within the meaning of S20(2) of the Act in connection with the activities referred to in Subsections (1) and (2), while respecting the rules for carrying out complementary activities laid down by the University.

(5) The Faculty creates international cooperation conditions for participation in transnational higher education institutions and for the mobility of students and faculty staff.

(6) The Faculty creates conditions for the development of relations with other universities and legal entities while defining their share in the educational and creative activities of the Faculty.

(7) The Faculty supports the activities of scientific, expert, professional and student associations.

(8) The Faculty organises other activities to develop and strengthen relations, especially between similarly oriented faculties of universities in the Czech Republic and abroad. The Faculty cooperates with other educational and scientific institutions, with graduates of the Faculty, public authorities and important companies, institutions and recognised experts.

Article 5

Study Programmes and Fields of the Procedures for Habilitation and Appointment as a Professor

- (1) The Faculty implements Bachelor's, Master's and Doctoral study programmes.
- (2) The study programme supervisor is appointed and dismissed by the dean under S44 of the Act.
- (3) A list of study programmes with the particulars referred to in S21(1)(h) of the Act shall be published in the public part of the University and Faculty websites.
- (4) Other departments of the University and other legal entities engaged in educational and creative activities which have their registered office, central administration or principal place of business in the territory of a Member State of the EU or which have been established or incorporated under the law of a Member State of the EU, may participate in the implementation of study programmes.
- (5) The list of fields of study in which the Faculty is authorised to hold the procedures for habilitation and appointment as a professor is published in the public section of the Faculty's website.

Article 6

Internal Regulations and Internal Standards

- (1) The matters of the Faculty falling within its self-governing competence and its relationship with the University shall be governed by the Act, the internal regulations of universities and internal standards of the University, the internal regulations of the Faculty and the internal standards of the Faculty.
- (2) The internal regulations of the University by which the Faculty is governed are the regulations referred to in S17(1) of the Act and the rules referred to in Article 5(1) of the Statutes of the University.
- (3) The internal regulations of the Faculty, which are subject to approval by the Academic Senate of the Faculty and the Academic Senate of the University, are the following:
 - (a) Statutes of the Faculty of Electrical Engineering and Informatics,
 - (b) Electoral Rules of the Academic Senate of the Faculty of Electrical Engineering and Informatics,
 - (c) Rules of Procedure of the Academic Senate of the Faculty of Electrical Engineering and Informatics,
 - (d) Rules of Procedure of the Scientific Board of the Faculty of Electrical Engineering and Informatics,
 - (e) Disciplinary Code for students of the Faculty of Electrical Engineering and Informatics.
- (4) The internal regulations of the Faculty are published in the public part of the Faculty's website, including information on the period of validity and effectiveness.
- (5) Internal norms of the Faculty, which are not subject to approval by the Academic Senate of the Faculty, are Faculty directives, orders, measures and notices approved by the Dean.

**PART TWO
Studies**

Article 7

Admission to Study

- (1) The conditions for admission to study in accredited study programmes implemented by the Faculty are laid down in SS48 to 50 of the Act and Articles 6 to 10(b) of the Statutes of the University. The conditions for admission to study in study programmes implemented by the Faculty shall be set by the Dean after approval by the Academic Senate of the Faculty.

(2) Other conditions for admission to study under SS49(1) to (3) of the Act and Article 6 of the Statutes of the University shall be set by the Dean after approval by the Academic Senate of the Faculty.

(3) The conditions of study for applicants with citizenship other than that of the Czech Republic in study programmes implemented by the Faculty are laid down by Article 9 of the Statutes of the University.

Article 8
Study-Related Fees

(1) The fees for the acts associated with the admission procedure to study programmes implemented by the Faculty, the fee for acts associated with the assessment of the fulfilment of the condition for admission to study (fee for the verification of foreign education), the fee associated with the state rigorous examination, and the fee for the use of equipment and information technology, the fee for extended study time, and the fee for study in a foreign language are laid down in Articles 10 to 12 of the Statutes of the University.

PART THREE
Faculty Bodies

Article 9
Definition and Competence of Faculty Bodies

(1) The self-governing academic bodies of the Faculty are the following:

- (a) Academic Senate,
- (b) Dean,
- (c) Scientific Board,
- (d) Disciplinary Committee.

(2) The Secretary is another body of the Faculty.

(3) Articles 10 to 15 hereof supplement the powers of the self-governing bodies within the Faculty.

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

Article 10
Academic Senate

(1) The Academic Senate of the Faculty (the “Senate”) is its self-governing representative academic body. It is empowered to act and decide on the matters of the Faculty in accordance with S27 of the Act.

(2) The number of members of the Senate, the manner of their election, the incompatibility of membership in the Senate with the performance of other offices and the length of the term of office of the Senate shall be determined by the Electoral Rules of the Academic Senate of the Faculty of Electrical Engineering and Informatics in accordance with S26 of the Act.

(3) The manner and subject of the Faculty Senate’s deliberations and its powers, the manner of election of the Senate President, the Senate bodies and their appointment in accordance with S27 of the Act shall be regulated by the Rules of Procedure of the Academic Senate of the Faculty of Electrical Engineering and Informatics.

(4) Membership in the Senate shall be honorary and non-substitutable. The Senate and its members shall be accountable for their activities to the members of the academic community of the Faculty. In performing their duties, members of the Senate shall not be bound by the opinion of other academic

bodies or senior staff of the Faculty. Members shall have regard for the interests of the Faculty as a whole and shall be guided by their conscience in decision making.

(5) Membership of the Senate shall cease by:

- (a) a written notice of resignation by a member of the Senate,
- (b) the termination of membership in the academic community of the Faculty,
- (c) the assumption by a member of the Senate of a position incompatible with membership in the Senate,
- (d) termination of the term of office of the Senate.

(6) The Senate shall have the right to adequate material, administrative support and the information necessary for its activities. The President of the Senate shall submit the requests of the Senate to the Dean. Costs associated with the activities of the Senate and administrative support shall be provided by the dean's office of the Faculty.

Article 11

Dean

(1) The Faculty is headed by the Dean, its highest representative in relation to the University, other parts of the University, other universities in the Czech Republic and abroad, state authorities, public institutions, the business community and citizens.

(2) The Dean is accountable to the Rector for performing their duties.

(3) The Dean's status, appointment, dismissal and length of their term of office shall be determined by S28 of the Act.

(4) The procedure for passing a resolution on a proposal for appointing a candidate as dean or removing a dean from office is determined by the Rules of Procedure of the Academic Senate of the Faculty of Electrical Engineering and Informatics.

(5) The authority of the Dean to act and decide on behalf of the University concerning the Faculty is determined by the Act, the Statutes of the University, the internal regulations of the Faculty, or the Rector's delegation in other matters.

(6) The Dean proposes and, after discussion and approval of the proposal by the Senate and the Academic Senate of the University, issues the internal regulations of the Faculty. Within the scope of their management and decision-making authority, the Dean shall issue internal standards regulating the activities of the Faculty.

(7) The Dean shall establish their advisory bodies and appoint their members. The advisory bodies may be established as permanent for an indefinite period or only to deal with individual cases. The Dean shall determine the mission, scope and activities of the advisory body.

(8) The Dean shall convene the Faculty Board, their operational advisory body.

Article 12

Vice-Deans

(1) The Dean appoints and dismisses Vice-Deans after the Senate has expressed its intention to appoint or dismiss Vice-Deans.

(2) The competence, powers and responsibilities of individual Vice-Deans shall be determined by the Dean, specifying the competence of the Vice-Deans for defined sections of the Faculty's activities, including the designation of the organisational units under their methodological control. The Dean determines which of the Vice-Deans is authorised to represent them fully.

- (3) Vice-Deans are authorised to act and make decisions in the Faculty matters concerning the section of the Faculty's activity and the organisational units methodically managed by them, within the scope determined by the mandate issued by the Dean.
- (4) Within the framework of the established competence or the instructions of the Dean, Vice-Deans may impose tasks on the senior staff of the Faculty. Vice-Deans are responsible for their activities to the Dean.
- (5) Vice-Deans cooperate, but there is no relationship of mutual subordination between them.

Article 13

Scientific Board

- (1) The Faculty Scientific Board (the "Scientific Board") is a self-governing academic body of the Faculty. The Scientific Board shall act and decide on the matters of the Faculty as provided for in S30 of the Act. The Rules of Procedure of the Scientific Board of the Faculty of Electrical Engineering and Informatics shall govern the proceedings of the Scientific Board.
- (2) The members of the Scientific Board shall be appointed and dismissed by the Dean with the prior approval of the Senate for appointment or dismissal.
- (3) In appointing members of the Scientific Board, the Dean shall ensure that the members of the Scientific Board include prominent representatives of the fields in which the Faculty carries out its educational and creative activities. At least one-third of the members of the Scientific Board shall be persons other than members of the University's academic community.
- (4) Membership of the Faculty Scientific Board shall cease by:
 - (a) a written notice of resignation to the Dean,
 - (b) removal of a member by the Dean, with the prior approval of the Senate,
 - (c) death or the date on which a court decision declaring the Scientific Board member dead or missing comes into force.
- (5) The administrative agenda of the Scientific Board shall be handled by the faculty department designated by the Dean.

Article 14

Disciplinary Committee

- (1) The Disciplinary Committee of the Faculty (the "Disciplinary Committee") hears disciplinary offences of students enrolled at the Faculty. It shall submit a proposal for imposing a sanction for a disciplinary offence to the Dean.
- (2) The composition, the method of appointment and the length of the term of office of the Disciplinary Committee is determined by S31 of the Act.
- (3) Members of the Faculty Disciplinary Committee shall be appointed and dismissed by the Dean with the prior approval of the Senate for appointment or dismissal.
- (4) The Disciplinary Committee shall be guided in its work by the Disciplinary Code for Students of the Faculty of Electrical Engineering and Informatics.

Article 15

Secretary

- (1) The Secretary of the Faculty (the "Secretary") is appointed and dismissed by the Dean.
- (2) The Secretary is subordinate to the Dean, to whom they are responsible for their activities. In matters of management, they shall be under the methodological direction of the Bursar.

(3) The Secretary is in charge of the management and internal administration of the Faculty to the extent determined by a measure of the Dean.

(4) In order to ensure a coordinated approach of the Faculty in management, the Secretary cooperates with the secretaries of the departments and the Research Centre of the FEEI, if appointed, and guides them methodically.

(5) The Secretary is authorised to suspend decisions concerning the management of Faculty departments which are contrary to the interests of the Faculty, pending a final decision by the Dean.

Article 16

Advisory Bodies

(1) The Dean's Advisory Board and the Faculty Board are the permanent advisory bodies of the Dean.

(2) The Dean's Advisory Board members are the Vice-Deans, Heads of Departments, the Secretary, the President of the Senate and one student representative of the Faculty.

(3) In addition to the Dean, the members of the Faculty Board are the Vice-Deans and the Secretary.

(4) The Dean shall convene the Dean's Advisory Board and the Faculty Board and may invite other persons concerned with the matters under discussion.

PART FOUR

Faculty Departments

Article 17

Division of the Faculty

(1) The Faculty departments for educational and creative activities are

(a) Department of Automation and Mathematics (KAM),

(b) Department of Electronics and Radio Systems (KERS),

(c) Department of Information Technology (KIT),

(d) Department of Software Technology (KST),

(e) Research Centre of the Faculty of Electrical Engineering and Informatics (VC FEI).

(2) The executive and administrative unit of the Faculty is the Dean's Office.

(3) The organisational structure of the Faculty is set out in Annex 1 hereto.

(4) The establishment, merger, fusion, division or dissolution of Faculty departments and the organisational structure of the Faculty shall be decided by the Senate on the proposal of the Dean.

Article 18

Dean's Office

(1) The Dean's Office is the executive and administrative unit of the Faculty. The Dean's Office is managed by the Dean, who may delegate certain activities to Vice-Deans or the Secretary. In accordance with the legal regulations, the internal regulations and standards of the University and the internal rules and standards of the Faculty, the Dean's Office shall methodically direct the senior staff of the Faculty in administrative, economic, supplementary and clerical activities.

(2) The structure of the Dean's Office and the subordination of its organisational units shall be determined by the organisational structure as set out in Annex 1 hereto.

(3) The Dean's Office shall ensure, in particular, the following main activities:

- (a) the study agenda of the Faculty,
 - (b) the scientific and research agenda of the Faculty,
 - (c) the agenda of Faculty development and international cooperation,
 - (d) the economic and accounting agenda of the Faculty, including property management,
 - (e) the agenda of the Scientific Council, the Senate and the Dean's advisory bodies,
 - (f) the organisation of academic ceremonies and festive events at the Faculty,
 - (g) the organisation of selection procedures for the filling of faculty staff positions.
- (4) The organisational units of the Dean's Office shall perform other tasks assigned by the Dean, the Vice-Deans or the Secretary.

Article 19 **Departments**

- (1) Departments are the essential Faculty workplaces that participate in the implementation of study programmes or parts thereof and carry out creative activities in accordance with the focus and long-term orientation of the Faculty.
- (2) A department shall be headed by a Head of Department, appointed for a fixed term by the Dean. A selection procedure shall precede the appointment. The term of office of the Head of Department shall be a maximum of four years. The position of Head of Department may be held repeatedly by the same person.
- (3) The Head of Department manages and organises the Department's educational, creative and economic activities and is responsible to the Dean.
- (4) The department may be divided into units, divisions or offices. The Dean shall appoint the Head of a unit, division or office on the proposal of the Head of the Department for a fixed term.
- (5) On the proposal of the Head of the Department, the Dean may appoint a Deputy Head of the Department and a Secretary of the Department from among the academic staff, to whom they shall define the scope of responsibilities by delegation. The Deputy Head of the Department and the Secretary of the Department shall be responsible to the Head of the Department.

Article 20 **Research Centre of the Faculty of Electrical Engineering and Informatics**

- (1) The Research Centre of the Faculty of Electrical Engineering and Informatics (the "Research Centre") is a workplace of the Faculty for the implementation of strategic research activities thereof and the performance of other selected tasks in scientific and research, development, innovation and other creative activities of the Faculty.
- (2) The Research Centre is managed by the Head of the Research Centre, who shall be appointed for a fixed term by the Dean. A selection procedure shall precede the appointment. The term of office of the Head of the Research Centre shall be a maximum of four years. The Head of the Research Centre post may be held repeatedly by the same person.
- (3) The Head of the Research Centre shall manage and organise the creative and economic activities of the Research Centre and be responsible to the Dean.
- (4) The Research Centre may be subdivided into units as required. The Dean shall appoint the Head of the Unit on the proposal of the Head of the Research Centre for a fixed term.
- (5) Based on the proposal of the Head of the Research Centre, the Dean may appoint a Deputy Head of the Research Centre and a Secretary of the Research Centre, to whom they shall define the scope of

responsibilities by delegation. Concerning their activities, the Deputy Head of the Research Centre and the Secretary of the Research Centre shall be responsible to the Head of the Research Centre.

Article 21
Faculty Staff

- (1) The staff of the departments and the Research Centre are:
 - (a) academic staff,
 - (b) research staff,
 - (c) other staff.

- (2) Faculty departments/units may also employ:
 - (a) foreign guests,
 - (b) other experts, based on agreements on work performed outside the employment relationship.

PART FIVE
Rules of Management

Article 22
Management of the Faculty

- (1) The Faculty manages the allocated funds and property independently following the law, relevant legal regulations, internal regulations and standards of the University and internal regulations and standards of the Faculty.
- (2) The Faculty manages its allocated funds, including salary funds, independently following its budget approved by the Senate.
- (3) The budget of the Faculty shall be drawn up as a balanced budget. The rules of budget construction are submitted by the Dean to the Senate for consideration before the consideration of the budget.
- (4) If the Senate does not approve the budget submitted by the Dean, the Dean shall submit a new budget proposal within one month.
- (5) In the case of supplementary activities, the Faculty shall be governed in accordance with S20(2) of the Act. Complementary activities must not jeopardise the quality, scope and availability of the activities for which the Faculty was established.

Article 23
Management Audit

- (1) The audit of the Faculty's management is carried out at least once a year, for which the Bursar is responsible. All Faculty departments are obliged to provide all necessary documents for the management audit.
- (2) Once a year, the Dean submits an annual report on the management of the Faculty to the Faculty Senate for approval. After approval by the Faculty Senate, the Dean submits the annual management report to the Rector of the University.

PART SIX
Quality Assurance and Evaluation of Faculty Activities

Article 24

- (1) The quality of educational, creative and related activities is ensured in accordance with the Rules of a System to Assure and Evaluate Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of the University of Pardubice (hereinafter referred to as the “Rules of a System to Assure and Evaluate Quality”). The University’s internal regulations determine the Rules of a System to Assure and Evaluate Quality.
- (2) Based on the evaluation results, the Dean submits the annual report on the activities and the annual report on the management of the Faculty to the Senate for approval. After the Senate’s approval, the Dean submits the annual reports to the Rector and publishes them.

Article 25
Quality Evaluation

- (1) In accordance with Article 30 of the Statutes of the University, the Faculty carries out internal and external evaluations of educational, creative and related activities.
- (2) Internal evaluation is carried out in accordance with the Rules of a System to Assure and Evaluate Quality.
- (3) The National Accreditation Bureau and other external bodies carry out external evaluations.

PART SEVEN
Academic Community

Article 26
Academic Staff Status

- (1) The activities, scope and status of an academic staff member are defined in S70 of the Act and Article 31 of the Statutes of the University.
- (2) The granting of sabbatical leave is provided for in S76 of the Act and Article 32 of the Statutes of the University.
- (3) The activities of members of the Faculty academic community in academic senates, scientific boards and other bodies are laid down in Article 33 of the Statutes of the University.
- (4) Faculty heads are obliged to create conditions for the participation of staff and students in meetings with the Faculty and the University bodies and to reflect these activities in evaluating academic staff.
- (5) Fees for acts connected with procedures of habilitation and appointment as professor are laid down in Article 34 of the Statutes of the University. The procedure for the invalidation of an appointment as an associate professor is governed by SS74a and 74b of the Act and Article 36 of the Statutes of the University.
- (6) The status of visiting and emeritus professors is laid down in Article 35 of the Statutes of the University.

PART EIGHT
Academic Symbols and Awards

Article 27
Academic Symbols and Ceremonies

- (1) The academic officers of the Faculty are the Dean and Vice-Deans and, during the academic ceremony of matriculation, bachelor’s sponsorship or graduation, the Graduation Officer.
- (2) The academic insignia of the Faculty shall be the mace, chains and gowns.

- (3) The symbols of the Faculty and the manner of their use are laid down in Articles 38 and 39 of the Statutes of the University.
- (4) The mace of the Faculty, the chain and the gown of the Dean are the symbols of the Faculty and their use is connected with the office of the Dean.
- (5) On ceremonial occasions, the following are entitled to use the gowns:
 - (a) the Dean and the President of the Senate,
 - (b) Vice-Deans, members of the Senate, members of the Faculty Research Council and the Graduation Officer,
 - (c) the Secretary of the Faculty,
 - (d) other Faculty academic staff or distinguished guests as decided by the Dean.
- (6) Academic ceremonies include, in particular,
 - (a) the inauguration of the Dean,
 - (b) matriculation,
 - (c) undergraduate pledge,
 - (d) graduation,
 - (e) the ceremonial meeting of the Academic Board,
 - (f) the ceremonial assembly of the academic community of the Faculty,
 - (g) graduation ceremony of the Lifelong Education Programme,
 - (h) special purpose ceremonies.
- (7) The content and conduct of the academic ceremonies of the Faculty shall be proposed by the relevant Vice-Dean and approved by the Dean in the spirit of University traditions.

Article 28

Medals Awarded by the Faculty

- (1) The Dean awards the gold, silver or bronze medal of the Faculty of Electrical Engineering and Informatics to persons who have contributed to the development of the Faculty and the development of science and education.

PART NINE

Transitional and Final Provisions

- (1) The Statutes of the Faculty of Electrical Engineering and Informatics of the University of Pardubice dated 6 June 2017 are hereby repealed.
- (2) The Statutes contain the following annexes:
 - Annex 1 – Organisational Structure of the Faculty of Electrical Engineering and Informatics
- (3) These draft statutes were approved under S27(1)(b) of the Act by the Senate on 6 May 2024.
- (4) These Statutes were approved under S9(1)(b)(2) of the Act by the Academic Senate of the University on 28 May 2024.

- (5) These Statutes shall come into force on the date of their approval by the University's Academic Senate.
- (6) These Statutes shall come into force on 1 July 2024.

Prof. Ing. Petr Doležel, Ph.D.
Dean

Annex 1 to the Statutes of the Faculty of Electrical Engineering and Informatics of the University of Pardubice

Organisational Structure

