

THE UNIVERSITY OF PARDUBICE	
Directive No. 4/2017 as amended by Appendix No. 1, 2 and 3	
Subject:	Organizational Guidelines of the University of Pardubice
Applicable to:	all departments of the University of Pardubice
Effective from:	November 1, 2017
Reference number:	RPO/0024/17
Prepared and submitted by:	Mgr. Lucie Kašková, Head of Rector's Office
Approved by:	prof. Ing. Jiří Málek, DrSc., Rector

Article 1 Basic Provisions

The Organisational Guidelines of the University of Pardubice (the "Organisational Guidelines") shall regulate the basic principles for the management of the University of Pardubice (the "University") in accordance with Act No. 111/1998 Sb. (Charter Book), on Higher Education and on modification and amendment to other acts, as amended (the "Higher Education Act"), and other generally binding legal regulations. It shall specify further details and regulate the internal structure of the University in accordance with the charter of the University of Pardubice (the "Charter") and other internal regulations of the University.

Article 2 University Organisation and Management Principles

1. The University is a public institution of higher education within the meaning of the Higher Education Act.
2. The self-governing academic bodies of the University shall include the Academic Senate, Rector, Scientific Board, Internal Evaluation Board and Disciplinary Committee. If all university students are enrolled at faculties, no Disciplinary Committee shall be established. Other University bodies shall include Management Board and Bursar. The position and competences of the University bodies are regulated by Sections 8 to 16 of the Higher Education Act and Articles 16 to 22 of the Charter.
3. The University is headed by the Rector, who manages and controls the University activities, acts and decides on University issues except for those on which the faculties are authorised to decide pursuant to Section 24 of the Higher Education Act and Article 23 of the Charter.
4. In accordance with Article 18, Paragraph 2, Subparagraph a), the Rector shall appoint: (a) the status of Vice-Rector for Education and Quality, Vice-Rector for Science and Creative Activities, Vice-Rector for Internal Affairs and Vice-Rector for Development.
5. The University Management shall be the Rector's main advisory body. Its members are: Rector, Vice-Rectors and Bursar.
6. The University Expanded Management is the Rector's operational advisory body. Its members are: Rector, Vice-Rectors, Bursar and Deans of individual faculties.
7. Another Rector's advisory body is the Rector's College appointed by the Rector pursuant to Article 18, Paragraph 2, Subparagraph d) of the Charter. The Rector may invite other persons concerned by the present cases to the Rector's College. Membership is irreplaceable.
8. The International Scientific Council is the Rector's advisory body in matters concerning,

- in particular, strategic issues of scientific and creative activities at international level.
9. The Ethics Committee is an advisory body to the Rector in matters concerning, in particular, compliance with the rules of ethics enshrined in the internal standards of the University of Pardubice.
 10. The Commercialization Board is an expert advisory body to the Rector in relation to the commercialization of science and research results. The Board consists of representatives of research organizations, the area of application and the financial sector. Its members are appointed and removed by the Rector.
 11. A university manager is any employee of the University who directly manages at least one subordinate employee in employment relations. The manager is entitled to assign and assign subordinate employees work tasks, to organize, manage and check their work and to give them binding instructions for this purpose.
 12. Direct management consists of assigning work tasks by a higher level of management to a lower level in a direct line of organizational subordination. Direct management shall include, in particular, the issuing of instructions or orders, their monitoring, checking and evaluation of results.
 13. Methodological management consists of delegated power of professional decision-making, determining methods of performing professional activities and checking their outcome.
 14. The management of the University also carries out management and organizational activities using a system of internal standards such as directives, orders or measures and announcements. The procedure for the preparation, issuing, publication and registration of the University's internal standards is set by the University's guideline¹.
 15. Management control is an integral part of the University's financial management to manage public funds. The definition of competencies and binding procedures for the application of management control are set by the University's guideline².

Article 3

Organisational Structure and Division of the University Main Parts

1. The basic organisational structure of the University is shown in Annex 1 – University Organisational Structure – and in Annex 2 – Legend to the University Organisational Structure.
2. The University consists of seven faculties:
 - a) Faculty of Transport Engineering (abbreviated as "FTE"),
 - b) Faculty of Electrical Engineering and Informatics (abbreviated as "FEEI"),
 - c) Faculty of Economics and Administration (abbreviated as "FEA"),
 - d) Faculty of Arts and Philosophy (abbreviated as "FAP"),
 - e) Faculty of Chemical Technology (abbreviated as "FChT"),
 - f) Faculty of Restoration (abbreviated as "FR"),
 - g) Faculty of Health Studies (abbreviated as "FHS").

The organizational structure of individual faculties shall be stipulated by the relevant faculty charter.

¹ University of Pardubice Directive No. 4/2014 Procedure for the Preparation, Issuing, Publication and Registration of Internal Standards of the University of Pardubice

² University of Pardubice Directive No. 29/2005 Internal Control System at the University of Pardubice

3. University workplaces for educational and scientific, research, development and other creative activities and for provision of information and other services are:
 - a) Centre for Information Technology and Services (abbreviated as "CITS"), consisting of:
 - aa) University Library (abbreviated as "UL"),
 - ab) Division of Information and Communication Technology (abbreviated as "DICT"),
 - ac) University Conference Centre (abbreviated as "UCC").

The internal organizational structure and competencies of the Centre for Information Technology and Services are defined in its Organisational Guidelines.

- b) Centre for Technology and Knowledge Transfer (abbreviated as "CTKT"),
- c) Language Centre (abbreviated as "LC"),
- d) Department of Physical Education and Sports (abbreviated as "DPES),
- e) University Ecological Centre (abbreviated as "UEC").

The internal organizational structure and competencies of the University Ecological Centre are laid down in the FChT Charter.

- f) Testing Laboratory AL FTE (abbreviated as "TLALFTE").

The internal organizational structure and competencies of the AL FTE Testing Laboratory are laid down in the FTE Charter.

4. The University workplaces established in cooperation with other legal entities on the basis of contracts are:

- a) Joint Laboratory of Analysis and Evaluation of Polymers of SYNPO a. s., Pardubice and the Faculty of Chemical Technology of the University of Pardubice (abbreviated as "SLAP"),
- b) Joint Laboratory of Applied Medical Science of the Pardubice hospital and the Faculty of Chemical Technology of the University of Pardubice (abbreviated as "SPAM"),
- c) Joint Laboratory of Membrane Processes of MEGA a. s., Stráž pod Ralskem and the University of Pardubice (abbreviated as "JLMP"),
- d) Rail Vehicles Research Centre (abbreviated as "RVRC").

With regard to the nature of the activity performed, the joint workplaces listed under Subparagraph a) to e) are organizationally assigned to the FChT and the workplace listed under Subparagraph d) to the FTE.

5. The inclusion of contractually established joint workplaces in the faculty's organizational structure and their subordination to the faculty bodies, to which the Rector's decision delegates the right to act on behalf of the University in matters of these workplaces, shall be determined by the charters of the faculties.
6. The purpose-built facility for accommodation and meals, especially for students and employees of the University, is the Halls of Residence and Catering Services (abbreviated as "HRCS"), which is further divided into:
 - a) Halls of Residence (abbreviated as "HR"),
 - b) Dining Halls (abbreviated as "DH").

The internal organizational structure and competences of the Halls of Residence and Catering Services are set out in its Organisational Guidelines.

7. The University's purpose-built facilities providing operational services are:
 - a) Technical Division (abbreviated as "TD"), which is further subdivided into:
 - aa) Dispatcher, Secretariat (abbreviated as "DS"),
 - ab) Building Investment Department (abbreviated as "OSD"),
 - ac) Buildings Maintenance Department (abbreviated as "BMD"),
 - ad) Buildings Administration and Security Department (abbreviated as "BASD"),
 - ae) Administration, Security, Inspection and Energy Department (abbreviated as "ASIED"),
 - af) Transport Department (abbreviated as "TO").

The internal organizational structure and competencies of the Technical Department are defined in its Organisational Guidelines.

- b) Printing and Publishing Centre (abbreviated as "PPC"), which also includes – in addition to the production, graphical and administrative sections – the following:
 - ba) Copy Centre (abbreviated as "CC"),
 - bb) Publishing Centre, Bookshop (abbreviated as "PCB").
8. The workplaces and facilities listed under Paragraph 3, Subparagraphs (a) to (d) and Paragraphs 6 and 7 are referred to as central university units in the university's information systems (abbreviated as "CUU").
9. The inclusion of workplaces and special-purpose facilities referred to in Paragraphs 3, 4, 6 and 7 into the organizational structure of the University and their assignment to individual parts of the University is determined by the organizational structure specified in Annex No. 1.

Article 3a **Rectorate Departments**

1. The Rectorate consists of organizational departments (hereinafter referred to as "Rectorate Departments") providing the administrative, administrative, economic and supervisory activities of the University. These are administrative, economic, operational and other departments managed by the Rector, Vice-Rectors, Bursar or Chancellor. Depending on the scope of activities provided, the Rectorate Departments form divisions, units or separate offices. Divisions are departments that are subdivided into at least two other subordinate departments - sections or offices. Departments are departments which usually have at least two employees.
2. Rectorate departments directly managed by the Rector:
 - a) Internal Audit and Complaints (abbreviated as "IAC"),
 - b) Administrative Security (abbreviated as "AS"),
Activities related to administrative security are performed by organizational units of the Technical Division.
 - c) Data Protection Office (abbreviated as "DPO").
3. Rectorate department managed by the Vice-Rector for Internal Affairs:

- Personnel and Payroll Section (abbreviated as "PPS").
4. Rectorate department managed by the Vice-Rector for Education and Quality:
Education and Research (abbreviated as "ER"), which includes:
 - a) Academic Advisory Centre of the University of Pardubice (abbreviated as "AACUP"),
 - b) ALMA Centre (abbreviated as "AC"),
 - c) Career Centre (abbreviated as "CC").
 5. Rectorate department managed by the Vice-Rector for Development:
International Affairs and Development (abbreviated as "IAD"), which includes:
 - a) Project Support ("PS"),
 - b) International Affairs (abbreviated as "IA"),Promotion and External Affairs (abbreviated as "PEA").
 6. Rectorate department managed by the Vice-Dean for Research and Development:
Department of Science and Academic Activities (abbreviated as "DSAA").
 7. Rectorate departments managed by Bursar:
 - a) Bursar's Office (abbreviated as "BurO"),
 - b) Finance and Accounting Centre (abbreviated as "FAC"), which is further subdivided into:
 - ba) Economic Management (abbreviated as "EM"),
 - bb) Internal Economy (abbreviated as "IE"),
 - bc) Finance (abbreviated as "Fin"),The internal organizational structure and competencies of the Economic Department are defined by its Organisational Guidelines.
 - c) Public Tenders Administration (abbreviated as "PTA"),
 - d) Law Office (abbreviated as "LO").
 8. Rectorate department managed by the Head of the Rector's Office:
Rector's Office (abbreviated as "RecOf").

Article 4

Negotiations with State Administration Authorities

1. Academic officials and managing employees negotiate on behalf of the University with the Ministry of Education, Youth and Sports and other public authorities at these levels:
 - a) the Rector at all levels,
 - b) the Vice-Rectors, Deans and Bursar up to the level of deputy ministers,
 - c) the Vice-Deans, Faculty secretaries, Head of Rector's Office, head of Halls of Residence and Catering Services, head of CITS, head of FAC and head of TD up to the level of division directors.

Article 5

Final and Transitional Provisions

1. Directive No. 8/2015 - Organizational Guidelines of the University of Pardubice is hereby repealed.

2. This Directive shall enter into effect on November 1, 2017.
3. The designation of the names of individual workplaces and their abbreviations in determining the organizational structures of the faculties, special-purpose facilities and workplaces of the University and the Rectorate organizational departments must be in accordance with these Organizational Guidelines, the related codebook of the University departments and the University information systems.
4. If the other directives of the University of Pardubice refer to the Information Centre, it shall mean the Centre for Information Technology and Services.

Annexes:

Annex 1 - Organizational Structure of the University

Annex 2 - Explanatory Notes to the Organizational Structure of the University

Pardubice, December 31, 2018.

prof. Ing. Jiří Málek, Dr.Sc. Rector

Amendment 1 to Directive 4/2017 entered into effect on May 18, 2018.

Amendment 2 to Directive 4/2017 entered into effect on January 1, 2019.

Amendment 3 to Directive 4/2017 entered into effect on July 1, 2019.