

**ORGANIZATIONAL AND INTERNAL REGULATIONS
FACULTY OF INFORMATICS AND MANAGEMENT
UNIVERSITY OF HRADEC KRÁLOVÉ**

Article I

Introductory Provisions

- 1) In accordance with Article 21, paragraph 4 of the Statute of the Faculty of Informatics and Management of the University of Hradec Králové (hereinafter referred to as "FIM UHK"), this directive establishes the Organizational and Internal Regulations of FIM UHK, governing the internal structure of the FIM UHK Dean's Office.

Article II

Internal Structure of the Dean's Office

- 1) The Dean's Office of FIM UHK (hereinafter referred to as the "Dean's Office") is the administrative and managerial unit of FIM UHK responsible for the overall operation of FIM UHK and prepares materials necessary for the management activities and decision-making of the dean.
- 2) Heads of Dean's Office units are appointed and dismissed by the dean.
- 3) The Dean's Office comprises the following units:
 - a) Study Department
 - b) Institute of Further Education
 - c) Center for Basic and Applied Research
 - d) Institute of Modern Information Technologies
 - e) Center for Academic-Industry Cooperation
 - f) Secretariat
- 4) The Study Department primarily deals with administrative and organizational tasks associated with student records, study progress, implementation of study programs, admissions procedures, graduation processes, and related supplementary activities. It is methodologically guided by the respective vice-dean.
- 5) The Institute of Further Education provides educational programs and courses aimed at developing professional and personal skills of students, graduates, and the general public. Its responsibilities include organizing and coordinating these activities in alignment with current labor market needs and modern educational trends. The institute also handles cooperation with external partners and the

organization of events.

- 6) The Center for Basic and Applied Research comprehensively supports scientific and research activities of academic staff and students at FIM UHK, providing administrative services for these activities. The unit is methodologically guided by the respective vice-dean.
- 7) The Institute of Modern Information Technologies ensures the integration and development of the latest technological trends in the faculty's teaching and research activities, emphasizing the application of innovative technologies across various fields of study. It organizes and coordinates projects focused on technological advancement, collaborates with industry partners, and creates professional programs providing students with practical skills and knowledge necessary for successful careers in a digitally and technologically oriented economy. Additionally, it maintains the faculty's technological infrastructure and promotes interdisciplinary collaboration and innovation across study disciplines.
- 8) The Center for Academic-Industry Cooperation is an interdisciplinary research center focused on data analysis and information technologies, enabling the integration of expertise in data modeling, neural networks, artificial intelligence (AI), smart technologies, and user behavior from the perspectives of management, marketing, and smart technology utilization. This integration facilitates the effective development of comprehensive technologies and innovative solutions addressing real-world challenges across various industries.
- 9) The Dean's Secretariat provides administrative and organizational support for the dean and faculty leadership, including managing correspondence, scheduling meetings, preparing documentation for meetings, and communicating with internal and external partners. The Secretariat also coordinates and tracks tasks and deadlines, ensures smooth daily operations of the faculty's leadership agenda, manages internal documentation, and provides information services to faculty staff and students regarding faculty administration matters.

Article III

Validity and Effectiveness

- 1) These Organizational and Internal Regulations (including the Appendix) were approved by the Academic Senate of FIM UHK on March 18, 2025. They become valid and effective upon publication on the official notice board of FIM UHK.

prof. Ing. Mgr. Petra Marešová, Ph.D., MBA
Dean of FIM UHK

Appendix: 1. Organizational structure diagram of FIM UHK

ORGANIZAČNÍ STRUKTURA FIM

