

STATUTE

Faculty of Informatics and Management
University of Hradec Králové

Approved by the Academic Senate of the Faculty of Informatics and Management
on 3 September 2024

Approved by the Academic Senate of the University of Hradec Králové on 11
September 2024

PART ONE

GENERAL PROVISIONS

Article 1

Introductory provisions

- (1) The Statute of the Faculty of Informatics and Management of the University of Hradec Králové (hereinafter referred to as “FIM”) is an internal regulation of FIM in accordance with Section 33, paragraph 2, letter a) of Act No. 111/1998 Coll. on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended (hereinafter referred to as the “Act”). It defines the status and fundamental mission of FIM, the scope of its activities, organizational structure, management processes, and system of financial management.
- (2) The Statute of FIM is developed in accordance with the Act, the Statute of the University of Hradec Králové (hereinafter referred to as the “UHK Statute”), and other internal regulations and standards of the University of Hradec Králové (hereinafter referred to as “UHK”).

Article 2

Status and mission of FIM

- (1) The Faculty of Informatics and Management is one of the faculties of UHK.
- (2) FIM was established by renaming the Faculty of Management and Information Technologies, which was founded by a decision of the Academic Senate of UHK on 15 February 1993 based on a recommendation from the Accreditation Commission of the Government of the Czech Republic.

- (3) The seat of FIM UHK is in Hradec Králové.
- (4) The full name of the faculty is "Faculty of Informatics and Management, University of Hradec Králové." In international relations, FIM uses either the full name in Czech or the English version.
- (5) The logo of FIM is described and depicted in Appendix 1 of this Statute. Its usage is determined by the Dean's decree.
- (6) FIM is a self-governing institution within UHK. Its main mission is to implement accredited study programs and lifelong learning programs based on creative scientific work. FIM offers:
 - a) bachelor's study programs, awarding the title "Bachelor" (abbreviated as "Bc." before the name),
 - b) master's study programs, awarding the academic title "Engineer" (abbreviated as "Ing." before the name),
 - c) doctoral study programs, awarding the academic title "Doctor" (abbreviated as "Ph.D." after the name),
 - d) lifelong learning programs.Within its supplementary activities, FIM also performs expert activities, including economic and business-related ones. Through its activities, FIM contributes to the development of culture, science, and education in the Czech Republic.
- (7) The extent of FIM's self-governing status within UHK and its right to act or decide on behalf of UHK is determined by the Act, the UHK Statute, and this Statute.

Article 3

Academic rights and freedoms

- (1) At FIM, academic freedoms and academic rights are guaranteed in accordance with the law and Article 3 of the Statute of UHK.

Article 4

Economic management of FIM

- (1) The rules of economic management of FIM are regulated by Article 29 of the Statute of UHK.

Article 5

Scope of activities of FIM

- (1) FIM carries out study and educational activities within accredited study programs.
- (2) FIM conducts scientific and professional activities in scientific disciplines that typically correspond to or complement the study programs or fields of education it offers.
- (3) FIM performs supplementary activities in accordance with Sections 20 and 24 of the Act and the Statute of UHK.
- (4) FIM provides lifelong learning programs beyond the scope of study programs specified in paragraph 1 in accordance with Section 60 of the Act.

PART TWO

ACTIVITIES OF FIM

Article 6

Core activities and their evaluation

- (1) FIM carries out and evaluates educational and creative activities, particularly study, teaching, and research activities, in accordance with the law and the Statute of UHK.

Article 7

Study and teaching activities

- (1) The principles of the organization of study at FIM are governed by generally binding regulations and the Study and Examination Regulations of UHK.
- (2) FIM provides instruction in selected subjects for other faculties based on an agreement concluded by the dean after consultation with the Academic Senate of FIM (hereinafter "AS FIM").

Article 8

Research activities

- (1) The faculty conducts scientific research particularly in the following main areas:
 - a) Intelligent systems and approaches for supporting managerial and other human activities
 - b) Smart solutions in computer environments
 - c) Cognitive processes and their support through modern ICT
- (2) FIM supports the development of scientific competence and qualifications of its staff. For this purpose:
 - a) it monitors and evaluates the publication activities of academic staff and their impact,
 - b) it enables academic staff to pursue scientific and qualification growth by releasing them from routine work duties, in accordance with the faculty's capacity and the teacher's needs. During this time, academic staff may work or complete a placement at another research institution in the Czech Republic or abroad
 - c) it grants sabbatical leave in accordance with Section 76 of the Act.
- (3) FIM ensures that students are appropriately involved in research activities. For this purpose:
 - a) it engages students in scientific research work,
 - b) it organizes and supports study stays at other universities in the Czech Republic and abroad.

Article 9

International relations

- (1) FIM, its departments, and individual members of its academic community establish international relations focused on educational and creative activities, especially in the scientific, pedagogical, and academic domains.
- (2) Establishing international relations as per paragraph 1 is done independently and freely, in line with the fulfillment of work or study obligations.

PART THREE

ORGANIZATION AND MANAGEMENT OF FIM

Article 10

Academic community of FIM

- (1) The academic community of FIM (hereinafter "academic community") consists of academic staff working at FIM and students enrolled at FIM (Section 25(3) of the Act).
- (2) The academic community is convened by the presidium of AS FIM on the basis of a resolution by AS FIM, at the request of the dean or vice-dean, or at the request of at least one-tenth of the signed members of the academic community of FIM.
- (3) The request to convene the academic community must be submitted in writing to the chair of AS FIM. The presidium of AS FIM will decide on holding the meeting within 14 days of receiving the request. The announcement of the meeting shall be posted at least one week in advance on the FIM building and on the public section of the FIM website.
- (4) At least once a year, the academic community is informed by the chair of AS FIM about the activities of AS FIM. At the same meeting, the dean typically presents a report on the activities of FIM and its development plans.
- (5) Members of the academic community have the right to express their views on FIM documents via AS FIM, to ask questions, and to submit comments regarding the activities of academic self-governing bodies and the dean and vice-deans.

Article 11

Academic self-governing bodies of FIM

- (1) The academic self-governing bodies of FIM are academic bodies and academic officials of FIM.
- (2) The academic bodies of FIM are the Academic Senate of FIM, the Research Board of FIM, and the Disciplinary Committee of FIM.
- (3) The academic officials of FIM are the dean, vice-deans, and the chair of the Academic Senate of FIM.
- (4) The academic self-governing bodies act and make decisions in accordance with the law, other legal regulations, the Statute of UHK, and this Statute.

Article 12

Academic Senate of FIM

- (1) The powers of the Academic Senate of FIM are defined primarily by Sections 26 and 27 of the Act and this Statute.
- (2) AS FIM is accountable to the academic community of FIM for its activities.
- (3) AS FIM is elected by the academic community. It consists of elected representatives of the academic community. Their number, composition, and election process are determined by the Rules of Procedure and the Electoral Code of AS FIM.
- (4) Membership in AS FIM is honorary, voluntary, and non-transferable, and incompatible with the functions of rector, vice-rector, bursar, dean, vice-dean, and faculty secretary-treasurer.
- (5) AS FIM elects its chair. The chair is the official representative of AS FIM and the academic community, represents AS FIM externally, and runs its activities and meetings.
- (6) The rules of procedure of AS FIM, its relations with academic bodies and officials, and the powers of its chair are governed by the law and the Rules of Procedure of AS FIM.
- (7) AS FIM elects a candidate for the position of dean of FIM. The election is conducted in accordance with the Electoral Code, which forms part of the Rules of Procedure of AS FIM.
- (8) AS FIM proposes representatives of the faculty to the Council of Higher Education Institutions.
- (9) AS FIM:
 - a) decides, at the proposal of the dean, on the establishment, merger, consolidation, division, or dissolution of faculty departments,
 - b) approves internal regulations of FIM,
 - c) approves the distribution of FIM's financial resources proposed by the dean and monitors their use,
 - d) approves the annual report on activities and the annual report on economic management submitted by the Dean,
 - e) approves the conditions for admission to study in programs delivered at FIM,
 - f) proposes the appointment and dismissal of the dean. AS FIM may propose to the rector the dismissal of the dean based on its resolution, requiring the consent of at least three-fifths of all AS FIM members,
 - g) gives prior consent to the appointment and dismissal of members of the Research Board and the Disciplinary Committee at the dean's proposal,
 - h) approves, at the dean's proposal, the strategic plan for educational and creative activities of FIM, developed in accordance with UHK's strategic plan and after consultation with the Research Board,
 - i) comments on proposals of study programs implemented at FIM.

Article 13

Research Board of FIM

- (1) The powers of the faculty's Research Board are defined by Section 30 of the Act.
- (2) Members of the Research Board are appointed by the dean after prior approval by AS FIM in accordance with Section 29 of the Act.

- (3) The dean is a member and chair of the Research Board by virtue of office.
- (4) The secretary-treasurer of FIM attends meetings of the Research Board with an advisory vote.
- (5) The Rules of Procedure of the Research Board of FIM regulate its meetings.

Article 13a

Council of Study Programs

- (1) The faculty establishes the Council of Study Programs of FIM (hereinafter “Council”) due to the interconnectedness of the study programs delivered at the faculty, to facilitate communication between program guarantors, and to coordinate changes affecting multiple programs. It serves as the single joint council for all study programs, overseeing and evaluating teaching and studies in the programs delivered by the faculty.
- (2) The Council focuses in particular on the following activities:
 - a) it comments on intentions to submit proposals for new accreditations, especially in relation to the strategic plan of the faculty and the focus of existing study programs,
 - b) it comments on changes to the structure and content of subjects common to multiple programs,
 - c) it monitors the compliance of implemented study programs with valid accreditations,
 - d) it monitors the development and modernization of study plans,
 - e) it monitors the quality of implemented study plans and considers feedback from surveys and evaluations,
 - f) it discusses suggestions and proposals from program guarantors, specialization guarantors, course guarantors, and other academic staff.
- (3) The members of the Council by virtue of their function are:
 - a) the dean,
 - b) the vice-dean for study affairs, who chairs the Council,
 - c) heads of departments at the faculty,
 - d) guarantors of accredited study programs of the faculty.
- (4) Members of the Council appointed by the dean include:
 - a) nominated representatives of the student chamber of AS FIM, one for each field of education,
 - b) possibly other experts.
- (5) The dean may define the Council’s activities in more detail through a management directive.
- (6) The Council meets at least once every academic year, usually in the spring before the publication of study plans for the following academic year.

Article 14

Disciplinary Committee of FIM

- (1) The Disciplinary Committee is appointed by the dean in accordance with Section 31(1) of the Act.
- (2) The term of office of members of the Disciplinary Committee is two years.

- (3) The Disciplinary Committee deals with student misconduct at FIM in accordance with the Disciplinary Code for Students of FIM, which, in accordance with Section 33(2)(a) of the Act, is an internal regulation of FIM, and submits a proposal for a decision to the dean.

Article 15

Dean

- (1) The dean's responsibilities are defined by the law, the Statute of UHK, and this Statute. The position of dean is incompatible with that of a head of a FIM department.
- a) AS FIM may propose the dismissal of the dean to the rector based on its resolution. The adoption of such a resolution requires the consent of at least three-fifths of all AS FIM members.
- (2) The dean shall in particular:
- a) run, supervise, and evaluate the educational and creative activities of FIM, especially scientific, pedagogical, and study activities,
- b) appoint and dismiss the vice-deans of FIM,
- c) appoint and dismiss members of the Research Board and the Disciplinary Committee of FIM, with prior approval of the AS FIM proposal,
- d) make decisions on personnel matters,
- e) establish and dissolve faculty departments (except the Dean's Office) following discussion and approval by AS FIM,
- f) award scholarships in accordance with the UHK Scholarship Code,
- g) submit the faculty budget to AS FIM for approval.
- (3) The dean is accountable to AS FIM and the rector of UHK for their activities and, in particular:
- a) compliance with laws, other legal regulations, the Statute of UHK, and the Statute of FIM,
- b) efficient use of financial resources allocated to FIM for their intended purposes, proper management of FIM's own resources, and proper handling of property used by FIM.
- (4) The dean
- a) convenes meetings of employees, academic staff, or students of FIM and proposes the agenda,
- b) is obliged to inform the academic community of FIM at least once a year about the state of the faculty, and the results of its educational and creative activities, particularly scientific, pedagogical, and study activities,
- c) presents an annual report on FIM's scientific and research activities to the Research Board and AS FIM.
- (5) The procedure for electing the dean is regulated by the Rules of Procedure of AS FIM.

Article 16

Vice-deans

- (1) Vice-deans represent the dean in activities and to the extent defined by the dean.
- (2) Vice-deans are accountable to the dean for their activities; they are appointed from among the faculty's academic staff based on the dean's proposal.
- (3) The number of vice-deans and the division of their competencies are approved by AS FIM based on the dean's proposal.
- (4) Vice-deans substitute for each other as determined by the dean. One vice-dean is appointed by the dean as the statutory representative.

Article 17

Other officials of FIM

- (1) Other officials of FIM are:
 - a) heads of departments and their deputies,
 - b) the secretary-treasurer of FIM.
- (2) The roles and responsibilities of these officials are defined in Articles 18, 19, 20, 21, and 22 of this Statute.
- (3) These positions are filled through a selection procedure governed by the UHK Selection Procedure Code for academic staff, an internal regulation of UHK.

Article 18

Secretary-treasurer of FIM

- (1) The secretary-treasurer manages FIM's economic operations and internal administration. S/he oversees the Dean's Office and the Study Department and provides methodological guidance to departmental secretaries.
- (2) The secretary-treasurer reports to the dean and, in cooperation with him/her:
 - a) proposes the structure of FIM's budget, including:
 - allocation of funds to individual departments,
 - use of investment funds,
 - salary proposals for non-teaching staff,
 - b) analyzes the use of budgeted funds of FIM,
 - c) prepares tenders and public procurement in compliance with applicable legislation,
 - d) discusses and drafts contracts and agreements, ensuring compliance with applicable laws and regulations,
 - e) runs the financial administration of grants,
 - f) participates in UHK budget negotiations and represents the dean in economic matters,
 - g) represents FIM at meetings convened by the bursar.

Article 19

Department

- (1) A department is a basic organizational unit of FIM. It is established to ensure instruction in a group of subjects, by decision of the dean with prior approval from AS FIM.
- (2) The main tasks of departments include:
 - a) professional training of students,
 - b) development of research activities within the department's area,
 - c) preparation of textbooks and other teaching aids for subjects within the department's area,
 - d) provision of tasks of an organisational and administrative nature to the extent necessary,
 - e) involvement in FIM's economic activities, especially applied research,
 - f) preparation and delivery of lifelong learning programs,
 - g) support for students' research and professional activities.
- (3) Each department manages its allocated financial resources independently.
- (4) A department consists of academic and non-academic staff working under their contracts and job descriptions.
- (5) Departments may also include:
 - a) external teachers of subjects and fields which departments provide,
 - b) scholarship holders on study stays,
 - c) Master's or Ph.D. students as members of research teams,
 - d) interns,
 - e) foreign guests.
- (6) The head of department is appointed by the dean from academic staff through a selection procedure.
- (7) The dean may dismiss the head of department:
 - a) upon his/her request,
 - b) for serious breaches of laws or regulations,
 - c) for failure to fulfill tasks listed in paragraph 2,
 - d) if the head is unable to perform their duties for an extended period.
- (8) The head runs the department's activities, oversees finances and task execution, conducts annual appraisals, and submits individual and departmental development plans to the dean.
- (9) The head submits proposals to the dean concerning:
 - a) the department's academic, research, and professional activities,
 - b) financial and material needs of these activities,
 - c) staffing, including salaries and qualifications of departmental staff members, external teachers, scholarship holders and students,
 - d) organizational structure.
- (10) The deputy head (department secretary) substitutes for the head during absences, within delegated authority. The dean appoints/dismisses the deputy at the head's request.

- (11) Departments may be divided into sections run by section heads. Article 19(3) of this Statute applies accordingly.

Article 20

Unit

- (1) A unit (center, institute - hereinafter “unit”) is established to provide administrative or operational services by decision of the dean after consultation with AS FIM.
- (2) The head of the unit is appointed by the dean following a selection procedure.
- (3) The Dean may dismiss the head of unit:
 - a) upon his/her request,
 - b) for serious misconduct, for serious breaches of laws or regulations,
 - c) if unable to perform duties for an extended period.
- (4) The head runs the unit’s operations and is responsible for its finances.
- (5) In the head’s absence, a designated staff member takes over assigned duties.

Article 21

Dean’s Office

- (1) The Dean’s Office is FIM’s executive unit, ensuring economic operations and preparing materials for management and decision-making by the dean.
- (2) The Dean’s Office is managed by the secretary-treasurer, who is accountable to the dean.
- (3) Heads of Dean’s Office departments are appointed and dismissed by the dean after consultation with AS FIM. These roles are filled via selection procedures.
- (4) The internal organizational structure of the Dean’s Office is defined by the Organizational and Internal Regulations of FIM UHK, issued by the dean.

Article 22

Internal regulations and governing acts

- (1) The internal regulations of the faculty are as follows:
 - a) Statute of FIM,
 - b) Rules of Procedure of AS FIM,
 - c) Electoral Code of AS FIM,
 - d) Rules of Procedure of the Research Board of FIM,
 - e) Organizational and Internal Regulations of FIM,
 - f) Disciplinary Code for Students of FIM,
 - g) Study and Examination Regulations of FIM, if established.
- (2) The governing acts of AS FIM and the Research Board are resolutions passed in accordance with their rules of procedure.
- (3) The dean’s governing acts include:
 - a) decisions and measures of the dean,
 - b) oral or written orders,

- c) appointment and authorization decrees,
- d) directives, decrees, communications,
- e) documents revoking the validity of governing acts instruments or other revocation documents.

Article 23

Principles of managing FIM's resources

- (1) The faculty independently manages allocated financial resources and university property in accordance with the law, applicable legal regulations, and the internal regulations of both the university and the faculty.
- (2) FIM's financial management follows the law and Article 29 of the Statute of UHK. FIM prepares a balanced budget for the calendar year and manages its operations accordingly.
- (3) A proposal for the distribution of funds is prepared by the secretary-treasurer based on the dean's requirements and submitted by the dean to AS FIM for approval.
- (4) The dean submits the annual financial report of FIM to AS FIM for approval.

PART FOUR

FACULTY STAFF AND STUDENTS

Article 24

Academic staff

- (1) Academic staff employed at FIM are in an employment relationship with UHK. Employment-related matters are negotiated and decided on behalf of UHK by the dean in accordance with Section 24(1)(e) of the Act and the Statute of UHK.
- (2) Academic staff positions are filled through a selection procedure in accordance with Section 77 of the Act and the UHK Selection Procedure Code for academic staff, which is an internal regulation of UHK.
- (3) The duties of individual categories of academic staff, including teaching obligations, are defined by the UHK Internal Salary Regulation and job descriptions.
- (4) The dean may (as per Article 8(2)(b) and (c)) exempt an academic staff member from teaching duties for the purpose of scientific development.

Article 25

Other employees

- (1) Other employees of the faculty include research and professional staff, technical staff, and administrative and economic staff ensuring the operation and services of FIM.
- (2) Other employees working at FIM are in an employment relationship with UHK, with employment matters handled and decided on behalf of UHK by the dean.
- (3) The duties of the various categories of other employees are defined by the UHK Internal Salary Regulation and job descriptions.

Article 26

Students

- (1) A student of FIM is a student enrolled in a bachelor's, master's, or doctoral study program.
- (2) The rights and responsibilities of students are defined by the Act and the UHK Study and Examination Regulations. In the areas specified in the UHK Study and Examination Regulations, they may be supplemented by the FIM Study and Examination Regulations and/or relevant directives issued by the dean.
- (3) An applicant becomes a student of FIM on the day of enrolment in a program.
- (4) A person ceases to be a student of FIM in accordance with Section 61(2) of the Act.
- (5) In the case of an interruption of studies, a person ceases to be a student in accordance with Section 54(2) of the Act. Details concerning the interruption of studies are governed by the UHK Study and Examination Regulations.

PART FIVE

ACADEMIC INSIGNIA AND CEREMONIES

Article 27

Academic insignia and ceremonies

- (1) The insignia of FIM (academic mace and chains of office) are expressions of the historical tradition, dignity, authority, and responsibility of academic officials on ceremonial occasions.
- (2) The use and safekeeping of these insignia are determined by the dean.
- (3) The ceremonial protocol of FIM is in accordance with the relevant provisions of the Statute of UHK. Its adaptation to FIM-specific conditions is decided by the dean.

PART SIX

FINAL PROVISIONS

Article 28

Final provisions

- (1) The following appendices form part of the Statute of FIM:
 - a) Appendix 1: Symbols of FIM
 - b) Appendix 2: Student Matriculation Oath
 - c) Appendix 3: Graduation Oath of Graduates
 - d) Appendix 4: Names of Departments and Units
- (2) This Statute, including its appendices, is available at the Dean's Office of the Faculty of Informatics and Management of the University of Hradec Králové, at the UHK Rector's Office, and on the public section of the FIM website.
- (3) This Statute, including its appendices, was approved by the Academic Senate of FIM on 3 September 2024.
- (4) This Statute, including its appendices, was approved by the Academic Senate of UHK on 11 September 2024.
- (5) This Statute shall enter into force on the date of its approval by the AS UHK.
- (6) This Statute shall become effective on the date of its approval by the AS UHK.
- (7) The Statute of FIM approved on 2 June 2021 shall cease to be effective on the date this Statute enters into force.

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

APPENDIX 1 OF THE STATUTE OF FIM

SYMBOLS of FIM

(1) Faculty colour

The faculty colour is blue.

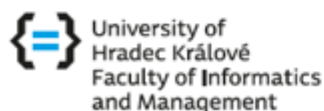
(2) Faculty symbolism

The faculty symbolism is an integral part of the system of symbols and emblems of the University of Hradec Králové and its constituent parts. On particularly ceremonial occasions, the faculty uses the official emblem of the University of Hradec Králové, the conditions for the use of which are defined in Appendix 3 of the Organizational and Internal Regulations of the University of Hradec Králové.

(3) Faculty logo

The logo of the Faculty of Informatics and Management is a faculty-specific variant of the university's logo. Its design, variations, logotypes, and rules and principles for use are defined in the Graphic Manual of the University of Hradec Králové's Unified Visual Style.

The basic variant of the faculty logo consists of the UHK logo complemented by an equals sign in the faculty's colour, symbolising the exact nature of the disciplines fostered by the faculty and expressing the pursuit of balanced harmony. (The logo may be used in both colour and black-and-white versions.):



APPENDIX 2 OF THE STATUTE OF FIM

STUDENT'S MATRICULATION OATH

I am becoming a student of a university. I am aware that university studies are associated with the pursuit of truth, creative activity, and the cultivation and observance of moral principles.

Therefore, I solemnly pledge to study in a way that enables me to thoroughly understand my chosen fields of study. I will learn to independently discover, create, and precisely formulate scientific knowledge, and I will learn to apply it creatively for the benefit of others.

I pledge to respect the academic rights I acquire by being admitted to the university and to value academic freedom. I will respect my honest work, honor the honest work of others, and learn to engage in serious and fair collaboration. Throughout my studies and beyond, I will keep in mind the good name of the University of Hradec Králové.

APPENDIX 3 OF THE STATUTE OF FIM

GRADUATION OATH OF THE GRADUATE

I solemnly pledge to use the knowledge acquired during my studies at the Faculty of Informatics and Management, University of Hradec Králové, for the benefit of my country, the advancement of society, and the development of my own personality.

I will selflessly contribute to the expansion of the horizons of knowledge and will continue to deepen my education with new insights, fully aware that learning is a lifelong pursuit.

I pledge to uphold the academic traditions of our university and to promote its good name.

APPENDIX 4 OF THE STATUTE OF FIM

NAMES OF DEPARTMENTS AND UNITS

1. Department of Applied Linguistics (DAL)
2. Department of Economics (DE)
3. Department of Management (DM)
4. Department of Information Technologies (DIT)
5. Department of Informatics and Quantitative Methods (DIQM)
6. Department of Recreology and Tourism (DRT)
7. Centre for Basic and Applied Research (CBAR)
8. Institute for Further Education (IFE)
9. Institute of Modern Information Technologies (IMIT)
10. Study Department (SD)