



**RULES FOR THE INTERNAL GOVERNANCE
OF THE UNIVERSITY
OF HRADEC KRÁLOVÉ**

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PART ONE

Introductory Provisions

Article 1

- (1) Following Article 18 (3)(c) of the Constitution of the University of Hradec Králové, the Rector of the University of Hradec Králové (“UHK”) hereby issues these Rules for the Internal Governance of the University of Hradec Králové, which in accordance with section 6 (1) of Act No. 111/1998 Sb., to Regulate Higher Education Institutions and to Change and Amend Other Laws (the “Higher Education Act”), as amended (“the Act”) regulates the internal organisation of the UHK. The Rules for the Internal Governance of the UHK lay down, in accordance with the Constitution of the UHK, the activities of the Vice-Rectors, the Bursar and the Chancellor, the structure of the Rectorate, the powers and the mutual relations of and between the units and departments of the UHK, organisational and competence relations, the fundamental activities of UHK managerial staff, the use and protection of the Coat of Arms, stamps and seal of the UHK, the use of the insignia of the UHK, and the awarding of UHK medals and the *Doctor Honoris Causa* degree.
- (3) The Rules for the Internal Governance of the UHK regulate, in particular, the following:
- The organisational management of the UHK;
 - The organisational managing acts system;
 - Competence disputes;
 - Representation;
 - Transfer and acceptance of office;
 - Authority to sign and right of disposition;
 - Protection of personal data under the conditions of the UHK.
- (4) The Rules for the Internal Governance of the UHK are binding for all employees employed by the UHK, regardless of the type of employment relationship.

PART TWO

The Internal Organisation of the UHK

Article 2

The Organisational Structure of the UHK

- (1) Following Article 11 of the Constitution of the UHK, the UHK is divided into faculties, the Rectorate and special-purpose institutes and other UHK workplaces.
- (2) Following Appendix 2 to the Constitution of the UHK, the following faculties constitute the basic units of the UHK:
 - a) Faculty of Education (abbrev. PdF);
 - b) Faculty of Informatics and Management (abbrev, FIM);
 - c) Philosophical Faculty (abbrev. FF);
 - d) Faculty of Science (abbrev. PŘF).
- (3) The organisational structure of the individual UHK units and the details involved are regulated by the units' internal regulations or the managing acts of the self-governing academic bodies and other academic officers of the faculties.
- (4) The Rectorate of the UHK is divided into the following parts:
 - 1. Rectorate departments:**
 - a) Rector's Office;
 - b) UHK Archives;
 - c) Registrar and Registry;
 - d) Internal Audit Department;
 - e) International Office;
 - f) Projects and Research Department;
 - g) Legal Department;
 - h) Department of Publicity and Communication.
 - 2. Bursar's Office:**
 - a) HR and Payroll Department;
 - b) Economic Department;
 - c) Investment Department;
 - d) Technical and Operational Department;

- e) Public Procurement Office.
- (5) The special-purpose institutes and other workplaces of the UHK are as follows:
- a) University Library and UHK Publishing House;
 - b) Dormitory Administration Office;
 - c) Centre for Information Technologies of the UHK (CIT UHK);
 - d) Counselling Centre of the UHK (PC UHK);
 - e) The UHK Gallery T.

Article 3

Vice-Rectors, Bursar and Chancellor

- (1) At the UHK, the Rector has four Vice-Rectors. They are each entrusted with one division and are authorised to act on behalf of the UHK before the public. The Vice-Rectors are in charge of the following divisions:
- Vice-Rector for Strategy and Development;
 - Vice-Rector for Project Support;
 - Vice-Rector for International Affairs;
 - Vice-Rector for Internal Affairs.
- (2) The organisational and competence relations and the fundamental activities of the Vice-Rectors, Bursar and Chancellor constitute Appendix 2 to these Rules for the Internal Governance of the UHK.

Article 4

The Powers of the Rector, Vice-Rectors, Bursar and Chancellor

- (1) The Rector's powers are defined by the Act, Article 18 of the Constitution of the UHK and the Rules for the Internal Governance of the UHK. The Rector is the immediate superior of the Deans, Vice-Rectors, Bursar, Chancellor, Internal Audit Department staff members, Legal Department staff members and the head of the Projects and Research Department.
- (2) The legal status and powers of the Vice-Rectors are defined under section 10(4) of the Act, Article 19 of the Constitution of the UHK and the Rules for the Internal Governance of the UHK.
- (3) The Vice-Rector for International Affairs is the immediate superior of International Office staff.

- (4) The Vice-Rector for Project Support is the immediate superior of the Director of the University Library and UHK Publishing House. S/he coordinates cooperation with the Transfer of Technology Centre and the UHK Gallery T.
- (5) The Vice-Rector for Internal Affairs is the immediate superior of the Head of the Centre for Information Technologies of the UHK and s/he cooperates with the Dormitory Administration Office in matters concerning student accommodation.
- (6) The Vice-Rector for Strategy and Development oversees cooperation between the individual units of the UHK Education and Project Support Strategic Plan and an annual implementation plan) of the Act.
- (7) The Bursar's powers are defined by section 16 of the Act, Article 31 of the Constitution of the UHK and the Rules for the Internal Governance of the UHK. The Bursar manages the Bursar's Office and s/he is the immediate superior of the Head of the HR and Payroll Department, the Head of the Economic Department, the Head of the Investment Department, the Head of the Technical and Operational Department, the Head of the Public Procurement Office and the Director of the Dormitory Administration Office.
- (8) The Chancellor's powers are defined by the Rules for the Internal Governance of the UHK. The Chancellor manages the Rector's Office, the Registrar and Registry and the Department of Publicity and Communication and s/he is the immediate superior of the Head of the UHK Archives and the Head of the UHK Counselling Centre.

Article 5

The Spokesperson of the UHK

A Department of Publicity and Communication staff member acts as the spokesperson of the UHK.

Article 6

The Rector's Advisory Council

- (1) The Rector's Advisory Council is a permanent advisory body of the Rector; the Rector chairs Advisory Council meetings. Its permanent members are the Vice-Rectors, Bursar, Chancellor, Deans, Chairperson of the Academic Senate of the UHK ("AS UHK"), the Vice-Chairperson of the AS UHK for the Chamber of Students, the Head of the Project Support Department, the Head of the Economic Department and a Legal Department member of staff. Who will attend individual Advisory Council meetings is at the Rector's discretion.

- (2) The Rector calls the meetings at his discretion; usually once per month.

Article 7

The Rector's Operative Advisory Council

- (1) The Rector's Operative Advisory Council is an operative advisory body of the Rector. Its permanent members are the Vice-Rectors, Bursar, Chancellor, the Head of the Project Support Department, the Head of the Economic Department and a Legal Department member of staff. Who will attend individual Operative Advisory Council meetings is at the Rector's discretion.
- (2) The Rector calls Operative Advisory Board meetings at his discretion.

Article 8

The Advisory Bodies and Working Committees of the UHK

- (1) The advisory bodies and working committees of the UHK are appointed by the Rector.
- (2) The advisory bodies and working committees are permanent and temporary.
- (3) Permanent advisory bodies and working committees assess, discuss and recommend the implementation of issues concerning the UHK and its units. The Rector establishes temporary working committees to solve current and specific issues.
- (4) The advisory bodies and working committees of the UHK are chaired by the chairperson appointed by the Rector. The chairperson calls meetings as is necessary.
- (5) In view of resolving sub-assignments, working committees can also be established by Vice-Rectors, the Bursar, Chancellor and the Head of the Project Support Department.

Article 9

The Official Notice Board of the UHK

- (1) The UHK has an official notice board (both physical and electronic). It is overseen by the Rectorate of the UHK in cooperation with all of the units of the UHK.

- (2) The form of the official notice board is laid down by valid legislation, particularly section 26 of Act No. 500/2004 Sb., Rules of Administrative Procedure.
- (3) The physical official notice board of the UHK is located in Building A, Hradecká 1227, Hradec Králové and serves for the disclosure of documents that in accordance with the law must be disclosed by way of an official notice board.
- (4) The electronic official notice board of the UHK is located on the public website of the UHK.
- (5) Members of the academic community and the other employees of the UHK are obliged to monitor both the physical and the electronic official notice boards of the UHK.

PART THREE

Rectorate, Special-Purpose Institutes and Other UHK Workplaces

Article 10

Management of Rectorate-Related Workplaces, Special-Purpose Institutes and Other UHK Workplaces

- (1) The Project Support Department, the UHK Archives and the Bursar-related departments and sections are headed by a head, provided s/he manages at least two employees. If this condition is not met, the department head then takes on the position of an officer.
- (2) The Chancellor heads the Rector's Office, the Registrar and Registry and the Department of Publicity and Communication. The Internal Audit Department and the Legal Department are headed by the Rector. The International Office is headed by the Vice-Rector for International Affairs.
- (3) A director manages the University Library and UHK Publishing House and the Dormitory Administration Office. The UHK Counselling Centre and the Centre for Information Technologies of the UHK are managed by a head.
- (4) The Gallery T is run and managed in accordance with the Constitution of the UHK Gallery T.

Article 11

The Powers of Rectorate-Related Departments

- (1) **The Rector's Office** organises, executes and archives all administration-related paperwork that is narrowly connected to with the office of Rector, Vice-Rector and Bursar. It takes care of the paperwork of the Administrative Board of the UHK and the AS UHK. It is responsible for coordinating the marketing activities of the UHK.
- (2) **The UHK Archives** constitute a certified public specialised archive facility. The facility takes comprehensive and special care of archival documents arising primarily from the activities of the UHK and the predecessors thereof; it takes care of how these are scientifically and technically processed and utilised. It oversees the file service of the UHK. The facility manages the administrative procedures involved in the deposition and archiving of contracts. It collects, gives access to and keeps records on higher education theses and habilitation thesis defended before the UHK.

- (3) **The Registrar and Registry** is entrusted with an integrated set of activities aimed at document handling, inclusive of their receipt, registration, allocation, processing and dispatch. It stores papers and documents up until shredding procedure, which it organises.
- (4) **The Internal Audit Department** follows the Financial Control Act and relating regulations. The powers of the Internal Audit Department are regulated by a special Rector's decree.
- (5) **The International Office** takes care, administratively, of the activities of the Vice-Rector for International Affairs. This includes managing and coordinating foreign relations and mobility at the UHK.
- (6) **The Project Support Department** organises and coordinates activities associated with the project support agenda pertaining to the UHK. It administers domestic as well as international grant projects. It takes care, administratively, of the activities of the Vice-Rector for Strategy and Development in what regards EU-related projects, and the activities of the Vice-Rector for Project Support in what regards research and development. The Department takes care of the paperwork of the Research Board of the UHK.
- (7) **The Legal Department** oversees the legal agenda of the UHK. It provides legal support to all units and workplaces and checks, keeps records on and publishes contracts.
- (8) **The Department of Publicity and Communication** coordinates the marketing activities of the UHK. It oversees the content of the UHK's website, how the UHK is presented in social media, it cooperates with the PR staff of the individual units of the UHK, it co-organises university-wide events of the UHK and it is responsible for issuing the UHK Newsletter.

Article 12

The Powers of the Workplaces of the UHK Bursar's Office

- (1) **The HR and Payroll Department** takes care, in particular, of the administrative aspects relating to the recruitment, allocation and release of the employees of the UHK. It also oversees employment matters and record keeping to the extent required. The Department cooperates with the management boards of the individual faculties; these provide the Department with wage-related documentation and other documents concerning faculty employees within the deadlines set. It draws up statistical reports about employees and presents these to the management board of the UHK and the

management boards of its units. It steers payroll development under the Rectorate of the UHK in accordance with generally valid rules and regulations.

- (2) **The Economic Department** carries out and monitors the economic activities of the UHK, faculties included, in accordance with the UHK Salary Regulations and generally binding rules and regulations, keeping in mind the needs of the UHK. The Department oversees the financial activities of the UHK. It also organises and keeps the accounts and payroll records and pays out wages in accordance with generally binding rules and regulations. It also organises and establishes the draft budget and the final budget of the UHK. Once the budget has been approved, it monitors its implementation on an on-going basis. Focus is placed on the effective use of budgetary resources and appropriations. The Department maintains a central register of fixed capital assets and minor long-term tangible assets¹, it organises the inventory of assets, recognises depreciation and the liquidation of the unused assets of the UHK and its faculties.
- (3) **The Investment Department** handles the preparation and implementation of the investment construction of new buildings and the reconstruction of the existing buildings of the UHK. This includes cooperating with the Ministry of Education, Youth and Sports, territorial governance authorities, design organisations and contractor companies.
- (4) **The Technical and Operational Department** is particularly in charge of the operational functions of the UHK such as transportation, repairs, the construction maintenance and cleaning of buildings. It is also responsible for the general administration and restoration of the operating assets and material of the UHK, such as car fleet, furniture, protective gear and office material, and oversees their economic use. It coordinates the development and maintenance of the energy system and the water management of the UHK and it oversees the economic use thereof. The provisions of Article 13(2) are not prejudiced hereby.
- (5) **The Public Procurement Office** administers public contracts, particularly those with university-wide applicability, and it supports compliance of all thereto relating duties and obligations in accordance with the respective law governing the awarding of public contracts. It also provides expertise and methodical aid and support in what regards public contracts, it provides templates – especially in connection with the awarding of small-scale public contracts, it keeps, on behalf of the entire university, an overview of the financial volume of expected, relating and acquired performance, it administers the electronic tool for the awarding of public contracts, publishes

¹ Abbreviated DDHM in Czech

documents on the contracting authority's profile and it participates in the creation of internal rules and methodologies relating to public contracts as such.

Article 13

The Powers of Special-Purpose Institutes and Other UHK Workplaces

- (1) **The University Library and the UHK Publishing House** constitute the centre of library, information and publishing services at the UHK. Editorial activities are regulated by the Editorial Rules of the UHK. Through its collection of information, bibliographic activities and information services, it facilitates education and project support at the UHK. It secures the obtaining, registration, technical processing, preservation and ready availability of information collections. The department provides the academic community of the UHK with access to information from both in-house and other resources available. It helps to coordinate the purchase of specialised literature for departments. It directs the operation of the general and medial reading room of the University Library of the UHK. The ready availability and use of information sources and resources is governed by the Library Rules and the Rules on Library and Information Services of the University Library of the UHK. The Publishing House specialises in pre-press services, particularly in what concerns textbooks and other teaching material for the UHK and the results of the scientific activities of the UHK. It also takes care of distribution.
- (2) **The Dormitory Administration Office** oversees the running of the University Halls of Residence, construction maintenance and cleaning included. It oversees the organisation and economics involved in the accommodation of UHK students in accommodation facilities owned by the UHK and in other facilities housing UHK students. It also secures, organisation-wise, student meals outside the University Halls of Residence and Canteen in Hradec Králové. Student accommodation is regulated by the UHK Dormitory and Accommodation Rules.
- (3) **The Centre for Information Technologies of the UHK** oversees, on a university-wide scale, the development strategy and comprehensive services pertaining to information, communication and multimedia technology. Unless otherwise stipulated, the CIT UHK is in charge of the routine operation of these technologies at the UHK. In particular: network infrastructure and server administration; administration and service of user terminal equipment; software administration; development of software for university-wide purposes; administration of the University student affairs information system, virtualisation technologies, telecommunication systems

and multimedia equipment. Together with the faculties, the CIT UHK runs the UHK Service Centre for the Na Soutoku Campus.

- (4) **The UHK Counselling Centre** provides free counselling to students, applicants, graduates and UHK employees, as well as lifelong learning participants and University of the Third Age students, in what concerns study-related issues; relational issues; psychological problems; career, spiritual, social and legal advice; caring for students with special needs, and providing information services regarding existing facilities, and experts working in the above referred to fields.
- (5) **The UHK Gallery T** facilitates the presentation of artwork created by UHK staff and students, and other artists and the students of other schools at all levels of education. Its mission is to popularise contemporary art, paying special attention to young and less known domestic and international artists and to awaken students' and the general public's interest in contemporary art. No less important is its aim to contribute to the cultural development of the University, Town and region.

PART FOUR

The UHK System of Management

Article 14

Management Principles

- (1) The principle of a sole superior in charge is applied at all levels of management. The superior may establish advisory bodies and work teams for definite periods of time to work towards resolving any management-related issues his/her department may have. Only the superior assigns and checks tasks and assignments given to subordinates and makes acceptance of these from them; only s/he is authorised to assess these employees. The award of any special bonus or the conclusion of another employment relation with the UHK is strictly subject to the counter-signature of the direct superior of the remunerated person. Superiors at all levels of management consistently ensure that the activities that fall under their competence and responsibility are secured and subject to assessment.
- (2) An essential part of the management work done by the academic officers and other managerial staff of the UHK is a schedule of meetings at which addressed and fixed-term assignments are distributed. The senior officer who called the meeting decides about the form of the minutes of the meeting.
- (3) An employee is sent out on missions (otherwise referred to as business trips) by his/her immediate superior in view of performing set assignments. On his/her return, the employee must properly inform the superior who sent him/her on the mission about the results of his/her trip.
- (4) Employees employed under the Rectorate, Special-Purpose Institutes and Other UHK Workplaces may take leave subject to the approval of the Rector, Vice-Rectors, Bursar, Chancellor, and, if applicable, other superiors authorised by the Rector.

Article 15

The System of Managing Acts

- (1) The aim of managing acts is to define the division of work, the organisational and departmental structure, to standardise the processes and activities in place at the UHK, and to lay down information flows pertaining to the management process and various other measures.

- (2) The managing acts of the self-governing academic bodies and the other academic officers of the UHK are laid down in Article 17 of the Constitution of the UHK.
- (3) The managing acts of the self-governing academic bodies and the other academic officers of the faculties are laid down in their constitutions. The hereinafter documents take precedence over the managing acts of the UHK, in the following order:
 - The generally binding legal rules and regulations of the Czech Republic;
 - Departmental managing acts;
 - The Constitution of the UHK and the other internal rules and regulations of the UHK.
- (4) The organisational units and employees of the UHK are bound by managing acts in that managing acts allow the authorised managerial staff of the UHK to manage, organise and control activities in accordance with the Constitution of the UHK.
- (5) The Rector's Office keeps single files on the managing acts issued at UHK level; those issued at faculty level are kept by the Dean's Office. All internal rules and regulations and managing acts are available on the public UHK website.

Article 16

Competence Disputes

Should a dispute arise over the performance of an activity or the responsibility for an activity which is not enumerated and highlighted in the Rules for the Internal Governance of the UHK or in any other valid organisational or governing standard, the dispute will be decided by the closest joint superior of the leading persons whom the dispute over the activity concerns. In case of doubt, the dispute will be decided by the Rector.

Article 17

Representation

- (1) The Rector, the other Academic Officers and superiors may authorise, within the powers bestowed upon them in regards to individual cases or activities, in writing, their subordinates to act on behalf of the UHK, or on behalf of a unit, provided the issue concerns internal matters. Such authorisation empowers the representative to perform acts only in the extent of the authorisation, whereby such authorisation may be withdrawn at any time. The representative

bears full responsibility in the event of excess of the authorisation. The person who granted the authorisation also bears responsibility for any consequences arising from the acts performed by the representative within the framework of the authorisation.

- (2) For the time period they will be absent, Academic Officers and other superiors are obliged to appoint and authorise an employee who will stand in for them in full or restricted extent.
- (3) Should representation go on for more than four weeks, the immediate superior of the represented employee will issue, in accordance with valid rules and regulations, written authorisation for representation and s/he will determine further rights, obligations and personal responsibility. Should this be the case, the representative is entitled to a management and performance of office bonus. The said bonus is defined under Section 10 of the UHK Salary Regulations.
- (4) Representation of the Rector is defined under section 10(4) of the Act, Article 18(2) of the Constitution of the UHK and the Rules for the Internal Governance of the UHK. Representation of the Dean is defined under section 28 (5) of the Act and the constitution of the respective faculty.

Article 18

Transfer and Acceptance of Office

- (1) Senior offices and offices associated with a duty to indemnify are transferred and accepted only in writing.
- (2) The transferring person will ascertain and evaluate the state of affairs and activity results, for which s/he is responsible, and, if applicable, s/he will identify short-comings and defects. The transferring person will draw up a report on the transfer of the office. The said report will be signed by both the transferring person and the accepting person and it is subject to approval by a senior. The said report is made in at least five authentic copies. One authentic copy will be provided to the transferring employee, another will be provided to the accepting employee, one will be presented to the superior and two authentic copies will be submitted to the HR and Payroll Department, which will file these into the personal files of the transferring employee and the accepting employee.
- (3) If the office was not transferred and made acceptance of within a reasonable time period (one month) on serious grounds, the superior will decide on how to proceed.

- (4) Upon a change of employees having a duty to indemnify, inventory must be taken. When an office is transferred and accepted in regards to which the office is connected with liability for valuables entrusted based on a concluded agreement on the duty to protect valuables entrusted to an employee, a record on the extraordinary inventory made will form an integral and inseparable part of the report.
- (5) If the procedure laid down under sections 1 – 4 above cannot be applied, the Rector, or the Dean should the matter concern a faculty, will decide, within the framework of their powers, how the office will be transferred.

Article 19

Authority to Sign

- (1) The right to sign on behalf of the UHK is connected with legal effects for the UHK in its communications with the Ministry of Education, Youth and Sports, other public administration authorities and other legal and natural persons.
- (2) The Rector signs any and all documents concerning the UHK, unless s/he delegates such a power in writing to another employee and provided it is not stipulated otherwise hereinafter in this Article. When the Rector is absent, the Vice-Rectors act on behalf of the UHK and represent it to the same extent, each of them autonomously, in accordance with the Rector's written decision. Article 4 of the Rules for the Internal Governance and Article 18 (2)(b) of the Constitution of the UHK are not prejudiced thereby.
- (3) The Bursar signs documents sent to the Ministry of Education, Youth and Sports and other public administration institutions to the extent of his/her office duties. S/he also signs documents to the extent of his/her economic and administrative activities before the UHK, at all levels. Documents sent to other legal and natural persons are signed by the Bursar in accordance with his/her job-related duties laid down by the law and these Rules. The Bursar will submit any major documents he may have signed to the Rector's attention.
- (4) Vice-Rectors, the Chancellor and the heads of the departments, divisions and offices of the UHK, the superiors of Special-Purpose Institutes and Other UHK Workplaces and the internal auditor attach their signatures to written materials to the extent of their office duties regulating internal communication, communication with public administration authorities, economic and other legal and natural persons and they submit a copy of these documents to the attention of their immediate superior.
- (5) Documents submitted to the Rector to be signed are first initialled by a Vice-Rector, the Bursar, or the Chancellor depending on whose scope of activity the

document falls into (Refer to Appendix 2 to the Rules for the Internal Governance of the UHK.).

- (6) Unless stipulated otherwise, the Rector signs all contracts. The Dean signs contracts on behalf of the UHK that only bind the respective faculty.
- (7) The Bursar may sign obligation-related contracts only in cases when the total obligation does not exceed CZK 500,000. In respect of contracts concluded for an indefinite period of time, the expected annual performance for the first four years following the effective date of the contract are added up, for the needs of the above referred to limit.
- (8) The heads of the Rectorate's departments and offices, department heads or faculty institute directors, and the director or head of workplaces with university-wide applicability may sign obligation-related contracts only up to a total of CZK 100,000. In respect of contracts concluded for an indefinite period of time, the expected annual performance for the first four years following the effective date of the contract are added up, for the needs of the above referred to limit. The provisions under this Article apply only to contracts paid out of the budget allocation for the given workplace within a given calendar year.
- (9) Article 19 (6 – 8) also regulates the termination of contractual relations or amendment(s) thereto.
- (10) Further relating aspects regarding the conclusion of contractual relations are governed by the respective managing acts.
- (11) Employees having subject-matter authorisation approve invoices for payment in accordance with the managing acts regulating the internal control system and accounting document circulation. Invoices issued for an amount exceeding CZK 100,000 are also subject to the Bursar's approval.
- (12) A purchase order issued under the EIS Magion system must support any and all obligations associated with financial implementation.
- (13) Should the obligation exceed the amount of CZK 100,000, it is not enough to support it with a purchase order. A written contract also needs to be concluded in accordance with the law.
- (14) The amounts provided in this Article exclude VAT.

Article 20

Right of Disposition

- (1) The Rector and the Bursar have the right to dispose of the financial means of the UHK deposited in bank accounts administered by banking institutions. This right is subject to the Rules of the UHK Financial Management and the Budgetary Rules approved by the AS UHK. The person authorised to dispose of finances must proceed in accordance with Article 19 (6 to 11).
- (2) The Rector of the UHK may extend the right of disposition to other superiors, such as the Vice-Rectors, Deans or other persons subject to written authorisation. Each financial operation is subject to the signature of two authorised employees.

Article 21

Document Keeping

Uniform arrangements for handling any and all documents at the UHK follow a separate regulation, namely the Filing and Shredding Code of the UHK.

Article 22

Document Shredding

Shredding constitutes the systematic and planned assessment and selection of documents the shredding period of which has lapsed. Such documents are either sent off to be permanently archived, or they are prepared for destruction. The shredding procedure is regulated by the Filing and Shredding Code of the UHK, which is a separate regulation.

Article 23

Archival at the UHK

- (1) The pre-archival care of documents produced under the UHK is overseen by the Registrar and Registry of the UHK and the UHK Archives in accordance with the Filing and Shredding Code of the UHK.
- (2) The UHK Archives provide permanent archival care of such documents.

Article 24

Administration and Inventory of UHK Assets

- (1) The assets of the UHK means things, flats and non-residential premises, rights and property value under the ownership of the UHK.
- (2) The administration and Inventory of UHK assets are governed by the Bursar's guidelines regulating the administration of assets and the rules for the inventory of the assets and obligations of the UHK issued by the Bursar.

Article 25

Protection of UHK Assets

The assets of the UHK are protected in accordance with generally binding legal rules and regulations and the Bursar's guidelines. The Bursar's guidelines regulate, in particular, the following:

- Division of responsibility for the protection of assets;
- Technical and routine-technical measures for the protection of assets;
- The entry and exit of persons and vehicles into and from UHK premises;
- Key management;
- Running of buildings.

PART FIVE

Final Provisions

Article 26

Documents Attached to the Rules for the Internal Governance of the UHK

The hereinafter Appendixes constitute an integral and inseparable part of these Rules for the Internal Governance of the UHK:

1. The Organisation Chart of the UHK
2. The Organisational and Competence Relations and the Fundamental Activities
of the Members of Management of the UHK
3. The Rules for Using and Protecting the Coat of Arms of the UHK
4. Rules for Using the UHK Stamps and Seal
5. Rules for Using UHK Insignia
6. Rules for Awarding Medals
7. Personal Data Protection Principles under UHK Conditions
8. Rules for Awarding the *Doctor Honoris Causa* Degree

Article 27

How the Rules for the Internal Governance of the UHK are Linked to Other Rules and Regulations

- (1) The treatment of school and some other authorial work at the UHK, inclusive of the terms and conditions laid down in the licensing agreement for the use of school work and the licensing agreement for the use of a habilitation thesis is governed by the Rules for the Treatment of Bachelor, Master, Dissertation, Rigorosum and Habilitation Theses at the UHK.
- (2) Uniform arrangements governing file service, that being the handling of any and all documents (written, visual, sign and other records) created at the UHK or handled there at are regulated by the Filing and Shredding Code of the UHK.

- (3) The transportation of persons and freight at the UHK, including agreements to use official vehicles and records on the hand-over of such a vehicle to an approved driver is regulated under the Transport Rules of the UHK.
- (4) The accommodation of UHK students is regulated by the UHK Dormitory and Accommodation Rules.
- (5) The ready availability and use of information sources and resources through the University Library and the UHK Publishing House is governed by the Library Rules and the Rules on Library and Information Services of the University Library of the UHK.
- (6) The internal control system of the UHK is regulated by specific decrees issued by the Rector.
- (7) Rules governing the administration of the assets of the UHK and the inventory and protection thereof are regulated by the relevant managing acts.
- (8) Occupational Health and Safety and Fire Protection as applicable at the UHK are governed by the guidelines issued by the Bursar.
- (9) The ethical conduct of UHK employees relating to their professional and academic activities, particularly in what concerns education, research and project support, is defined in the UHK Code of Ethics.

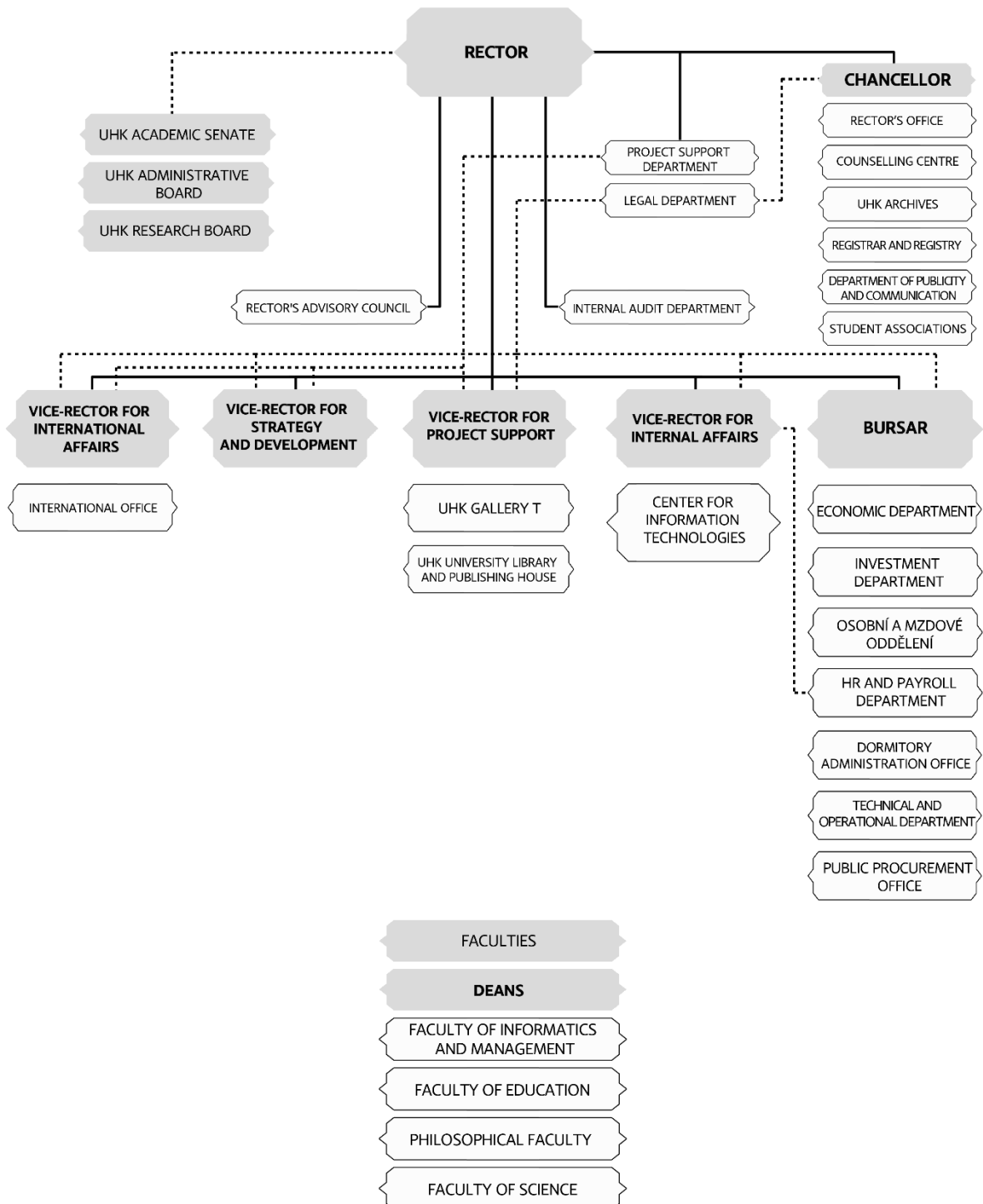
Article 28

The Validity and Applicability of the Rules for the Internal Governance of the UHK

The Rules for the Internal Governance of the University of Hradec Králové, inclusive of the appendices, become valid on the date signed and enter into effect on 1 February 2018. The Rules for the Internal Governance of the UHK of 4 October 2016 are repealed.

prof. Ing. Kamil Kuča, Ph.D., in his own hand
Rector

ORGANISATION CHART OF THE UNIVERSITY OF HRADEC KRÁLOVÉ



**THE ORGANISATIONAL AND COMPETENCE RELATIONS AND THE
FUNDAMENTAL ACTIVITIES
OF THE MEMBERS OF MANAGEMENT OF THE UHK**

Article 1

Vice-Rector for Strategy and Development

(1) Organisational and competence relations:

- a) S/he is subordinate to the Rector.
- b) S/he cooperates with the other Vice-Rectors, the Bursar, Chancellor and the management boards of the individual faculties of the UHK.
- c) S/he cooperates with the Project Support Department.
- d) S/he cooperates with the Legal Department in matters concerning legislation.
- e) The other Vice-Rectors represent him/her.

(2) The Vice-Rector's fundamental activities in what regards the Strategy and Development of the UHK:

- a) S/he is responsible for ensuring that the provisions of the Education and Project Support Strategic Plan pertaining to the UHK are observed and for its annual implementation plan to be met ("UHK Strategic Plan") in terms of the development of the UHK.
- b) S/he prepares a draft of the UHK Strategic Plan (in accordance with section 21 (1)(b) of the Act) and also recommends an annual implementation plan.
- c) S/he coordinates actions concerned with changes in the organisational structure of the UHK.
- d) S/he coordinates the drafting of a uniform system of attributes (insignias and other UHK-related symbols).
- e) S/he prepares the draft Annual Report of the UHK in what regards the activities of that year (in accordance with section 21 (2) of the Act).
- f) Together with the Bursar the Vice-Rector s/he concentrates on conceptual issues associated with preparations on the expansion of the UHK Campus.
- g) S/he decides about the relocation of the UHK between the faculties themselves and between the faculties and the Rectorate, always in cooperation with the respective Dean and the Bursar.

- (3) The Vice-Rector's fundamental activities in what regards legislation:
- a) S/he prepares or coordinates the draft internal rules and regulations of the UHK and the amendments thereto (in accordance with section 17 (1) of the Act).
 - b) S/he prepares draft Rules for the Internal Governance of the UHK, as well as other UHK-related rules and regulations, if applicable, and the amendments thereto.
 - c) S/he assesses the wording of the internal regulations of the faculties submitted for review.
 - d) S/he controls the reflection process (also referred to as the comment procedure) conducted at the UHK and required by the Ministry of Education, Youth and Sports in regards to draft amendments to the Act, draft regulations of the Ministry of Education, Youth and Sports and other legislation-related materials presented by the Ministry of Education, Youth and Sports.

Article 2

Vice-Rector for Project Support

- (1) Organisational and competence relations:
- a) S/he is subordinate to the Rector.
 - b) S/he is the immediate superior of the Director of the University Library and UHK Publishing House.
 - c) S/he cooperates with the UHK Gallery T Board.
 - d) S/he coordinates cooperation with the Transfer of Technology Centre.
 - e) S/he cooperates with the Project Support Department.
 - f) S/he cooperates with the other Vice-Rectors, the Bursar, Chancellor and the management boards of the individual faculties of the UHK.
 - g) The other Vice-Rectors represent him/her.
- (2) Fundamental activities:
- a) S/he is responsible for ensuring that the provisions of the Project Support Strategic Plan pertaining to the UHK are observed and s/he concentrates on therewith associated conceptual issues at UHK level.
 - b) In matters concerning the governance of science, s/he communicates with state administration authorities (the Ministry of Education, Youth and Sports and the Czech Government Council, in particular), other Czech universities and Czech science foundations.

- c) S/he ensures that the relevant science-oriented databases of the UHK are properly maintained and administered and s/he oversees their transfer into central databases.
- d) S/he coordinates project support facilitated by faculties, particularly those directed at research, and the creation of inter-faculty research teams.
- e) S/he programmes the work of the Research Board of the UHK in light of current needs and organises the elaboration of the agenda of the Research Board of the UHK.
- f) S/he is responsible for the methodology and preparation pertaining to project support at UHK level, particularly in what concerns technology transfer, consultancy and support in project preparation.
- g) S/he assures domestic cooperation with educational and research institutions in view of project support, at UHK level.
- h) S/he controls the development of the University Library and UHK Publishing House.
- i) S/he coordinates the selection of the most outstanding outputs of the UHK.
- j) S/he coordinates excellence competitions at university level.
- k) S/he coordinates cooperation between the UHK and applied practice.
- l) S/he keeps databases on Visiting and Emeritus Professors at the UHK.

Article 3

Vice-Rector for International Affairs

(1) Organisational and competence relations:

- a) S/he is subordinate to the Rector.
- b) S/he cooperates with the Project Support Department.
- c) S/he cooperates with the other Vice-Rectors, the Bursar, Chancellor and the management boards of the individual faculties of the UHK.
- d) S/he manages the International Office.
- e) The other Vice-Rectors represent him/her.

(2) Fundamental activities:

- a) S/he is responsible for ensuring that the provisions of the International Affairs Strategic Plan pertaining to the UHK are observed and s/he concentrates on therewith associated conceptual issues at UHK level.
- b) S/he assures international cooperation with educational and research institutions in view of project support, at UHK level.

- c) S/he coordinates activities associated with the international mobility of UHK students and employees.
- d) S/he coordinates promotion and student recruitment in foreign language study programmes.

Article 4

Vice-Rector for Internal Affairs

(1) Organisational and competence relations:

- a) S/he is subordinate to the Rector.
- b) The Vice-Rector is the immediate superior of the Head of the Centre for Information Technologies of the UHK.
- c) S/he cooperates with the other Vice-Rectors, the Bursar and the management boards of the individual faculties of the UHK.
- d) S/he cooperates with the Legal Department in what concerns ensuring quality at UHK level and also the internal assessment of such quality.
- e) The other Vice-Rectors represent him/her.

(2) Fundamental activities:

- a) S/he is responsible for the observance of the internal rules and regulations of the UHK and the Strategic Plan of the UHK, especially in what concerns education activities in Bachelor, Master and Doctoral Programmes and lifelong learning programmes.
- b) S/he works towards developing coordination and methodology related activities in view of the faculties. This primarily concerns the following fields of interest:
 - Organisation of study, study and examination rules and regulations, tuning faculty timetables;
 - Creation of terms and conditions designed to improve the teaching process at the UHK and support to modernise it.
- c) S/he works towards developing coordination and methodology related activities in view of the faculties, particularly in what concerns the recognition of the equivalence of education obtained at an international university.
- d) When it comes to caring for students, s/he provides help and assistance in addressing their study, social, and other problems. In particular:
 - Monitoring the study and social needs of UHK students;
 - Organising meetings with students or their representatives;

- Regular contact with the representatives of the Chamber of Students of the AS UHK and with student representatives in the Chamber of Students of the University Board;
 - Methodological support to internal student evaluation at faculty level through student evaluation of lessons;
 - Instigation, support and coordination of student activities not associated with studies, such as sports, cultural and research activities.
- e) S/he deals with basic issues concerning the accommodation of UHK students in the UHK Halls of Residence and other accommodation facilities.
- f) S/he coordinates the QA system assuring the quality of the educational, project support and related activities and their internal evaluation in accordance with section 77b of the Act. S/he controls, methodologically, the Internal Evaluation Board of the UHK.

Article 5

Bursar

(1) Organisational and competence relations:

- a) S/he is subordinate to the Rector.
- b) S/he is the immediate superior of the heads of the HR and Payroll Department, the Economic Department, Investment Department, Technical and Operational Department and the Public Procurement Department and the director of the Dormitory Administration Office.
- c) S/he cooperates with the Vice-Rectors, the Chancellor and the secretaries of the individual faculties of the UHK.
- d) S/he is represented by the head of the Economic Department.

(2) Fundamental activities:

- a) S/he is responsible for the observance of the Act, the internal rules and regulations of the UHK and the Strategic Plan of the UHK, especially in what concerns the economic activities of the UHK as a whole. Whereby, the Bursar primarily:
 - S/he recommends the indicative economic orientation of the UHK and s/he coordinates conceptual assignments aimed at developing the UHK from an economic point of view;
 - S/he secures funding for UHK activities and development;

- S/he prepares documents accompanying the draft budget of the UHK – inclusive of the distribution of funds – and s/he monitors the efficient use of such funds.
- b) S/he secures implementation of UHK investment projects.
- c) S/he organizes the recording, analysis and reporting of UHK financial management.
- d) S/he oversees the administration of the assets of the UHK.
- e) S/he controls the Bursar's Office.
- f) S/he issues economic and technical-and-operational managing acts, applicable at UHK level, in accordance with Article 17 of the Constitution of the UHK.
- g) S/he addresses substantive issues regarding the running of the UHK Halls of Residence.
- h) S/he leads negotiations with VOS, a trade union organisation, and drafts the collective agreement for the respective calendar year.
- i) S/he prepares the documents necessary for meetings held by the Administrative Board of the UHK; these documents follow from the Bursar's title and role.
- j) S/he exercises economic and administrative control over all the units of the UHK, and submits recommendations for solutions and measures to the Rector in cases when the balanced management of any UHK unit is under threat.
- k) S/he drafts the Annual Report in terms of the management of the UHK of that year.
- l) Together with the Vice-Rector for Strategy and Development, the Bursar concentrates on issues associated with preparations on the expansion of the UHK Campus.
- m) Together with the Vice-Rector for Strategy and Development, the Bursar participates in finding solutions to basic problems surrounding the relocation of the UHK and s/he works on suggestions how to relocate the Rectorate's workplaces.
- n) S/he oversees Occupational Health and Safety and Fire Protection.

Article 5

Chancellor

- (1) Organisational and competence relations:
- a) S/he is subordinate to the Rector.

- b) The Chancellor manages the Rector's Office, the Registrar and Registry and s/he is the immediate superior of the head of the UHK Archives and the head of the UHK Counselling Centre.
- c) S/he cooperates with the Vice-Rectors, Bursar and the faculties.
- d) S/he is represented by the Bursar.

(2) Fundamental activities:

- a) S/he manages the Rector's Office and is responsible for the organisation, execution and archival of all of the Office's paperwork.
- b) S/he takes care of the paperwork of the Administrative Board of the UHK and the AS UHK.
- c) S/he manages the preparation and organisation of the academic ceremonies of the UHK.
- d) S/he addresses substantive issues regarding the running and development of the UHK Archives.
- e) Together with the Vice-Rector for Strategy and Development, she drafts the Annual Report in terms of the activities of the UHK of that year.
- f) S/he is responsible for formalising the managing acts of the UHK and oversees the disclosure of documents as stipulated by law, the Constitution of the UHK and the Rules for the Internal Governance of the UHK on the public UHK website.
- g) In what concerns non-study related student activities, the Chancellor cooperates with the Vice-Rector for Internal Affairs.
- h) S/he develops cooperation with the graduates of the UHK in cooperation with the faculties of the UHK.
- i) Through the Department of Publicity and Promotion, the Chancellor provides central services in the field of media relations and s/he coordinates the marketing activities of the UHK. S/he is also responsible for managing the web content of the UHK. S/he coordinates communication on social networks and s/he cooperates with the PR workers of the individual units of the UHK. S/he helps to publish the UHK Newsletter and oversees observance of the Uniform Visual Style of the UHK.

THE RULES FOR USING AND PROTECTING THE COAT OF ARMS OF THE UHK

Article 1

Introductory Provisions

This document regulates the use of the coat of arms of the University of Hradec Králové (“UHK”), by the UHK and its units and non-university entities. It also regulates the protection of the coat of arms of the UHK (“Coat of Arms”) and the use of the Coat of Arms as a trademark.

Article 2

Use of the Coat of Arms by the Units of the UHK

The UHK and the faculties may use the Coat of Arms (according to Article 2 (2) and Annex 1 to the Constitution of the UHK) to:

- a) label documents associated with their activities according to Article 4 of the Constitution of the UHK, those being:
 - diplomas, school reports, certificates, and other study-related documents;
 - Official documents and the correspondence of the academic officers of the UHK, the Bursar and the Chancellor;
 - After adding the coat of arms of the faculty according to Article 2(4) of the Constitution of the UHK and the constitutions of the faculties, the official documents and correspondence of the academic officers of the faculties and the secretaries of the faculties (should the faculty not have a coat of arms of its own, the above referred to officers may use the Coat of Arms of the UHK only after having added the logo of the faculty or any other identification of the faculty);
 - Magazines, scientific publications, textbooks and schoolbooks, information printed matter;
 - Audiovisual programmes and aids;
- b) Label commemorative documents, invitations and things for the representation and promotion purposes of the UHK or a specific unit;
- c) Label products and services that constitute the subject-matter of the business activities of the UHK or its units and the documents associated with these activities.

Article 3

The Use of the Coat of Arms by Other Persons

- (1) Upon conclusion of a contract to use the Coat of Arms, the UHK may grant the right to use the Coat of Arms to the producer or seller of souvenirs that may bear the Coat of Arms under the terms and conditions laid down in the contract.
- (2) Based on an association agreement concluded by and between the UHK and a legal person, the legal person may be given the right to use the Coat of Arms when operating in the framework of the subject-matter of association. The said contract also lays down further terms and conditions for the use of the Coat of Arms for association purposes.
- (3) The right to use the Coat of Arms may also be granted to a legal person founded by the UHK. The contract under which the UHK grants the legal person the right to use the Coat of Arms must contain the possibility for the UHK to withdraw this right should the legal person's conduct endanger or harm the good reputation of the UHK or if the UHK's participation in the legal person terminates.
- (4) By entering into a contract to use the Coat of Arms, the UHK may provide the right to use the Coat of Arms free-of-charge to the state or a territorial self-governing body, provided this in the interest of both the UHK and the public interest.

Article 4

Protection of the Coat of Arms from Misuse

- (1) The Coat of Arms is protected as a trademark.
- (2) The managerial staff of the UHK is obliged to create conditions at their workplaces under which the Coat of Arms will remain protected when used according to these principles. For that purpose:
 - a) They oversee observance of the procedure regulating the issuance of diplomas and other documents certifying study at UHK;
 - b) They monitor whether the publications, printed matter and other documents and products bearing the Coat of Arms are the result of the activities of the UHK or its units and they will deal with any cases when it has been discovered that an employee of the UHK has engaged in the unauthorised use of the Coat of Arms for his own private purposes within their sphere of competence;

- c) They ensure that the Coat of Arms is used only in connection with events organised or jointly organised by the UHK or its units and they adopt measures ensuring that the Coat of Arms is not misused at events that the UHK or its units did not organise or jointly organise;
 - d) They monitor the quality of products and performance in connection with which the Coat of Arms is used and which constitute the subject-matter of the business activities of the UHK and should quality deficiencies be discovered, which could damage the UHK's reputation, they will adopt measures to remedy this.
- (3) Contracts to use the Coat of Arms according to Article 3 are usually concluded by the Bursar on behalf of the UHK, after consulting the AS UHK. The content of these contracts and the performance there under may neither be in contradiction with the mission of the UHK nor damage its reputation. These contracts must always contain provisions according to which the UHK is entitled to control the use of the Coat of Arms and according to which the UHK may withdraw from the contract should the other party endanger these values in exercising its authority.

Article 5

Using the Coat of Arms as a Trademark

- (1) The Coat of Arms is recorded in the Register of Trademarks as the UHK's trademark².
- (2) Use of the Coat of Arms in cases falling within the subject-matter of the trademark stated in section 1 is protected under Act No. 441/2003 Sb., on Trademarks and on the Amendment to Act No. 6/2002 Sb., on Courts, Judges, Lay Judges and the State Administration of Courts and on the Amendment to some other Acts (Courts and Judges Act), as amended, (Trademarks Act), as amended. The contracts referred to under Article 3 (1), (3) and (4) of this Annex are licensing agreements according to this act, provided the subject-matter of the said contracts falls within the subject-matter of the protection of the trademark of the UHK. The licensee obtains the right to use the Coat of Arms in such cases on the date the licensing agreement is recorded in the Register of Trademarks administered by the Industrial Property Office.

² For its use in association with the activities of the UHK that follow from the Constitution of the UHK. This primarily concerns the following products and services: books, magazines, printed matter, sound recording mediums and sound and image recording mediums, things and services for UHK-related promotion and advertising; then also instructional, educational, scientific, research, development and artistic activities, cultural and sports activities, editing and publishing, the organisation of exhibitions, congresses and symposia, intermediary and business activities and services associated with the accommodation of students, academic workers and other persons, if applicable.

- (3) Any and all acts which according to the Trademarks Act, as amended, pertain to the owner of the trademark, and acts relating to negotiations on expanding protection of the trademark abroad, are usually performed by the Bursar on behalf of the UHK.

Article 6

Common and Final Provisions

- (1) The Coat of Arms may be used under the terms and conditions stipulated herein only in the black and white graphic presentation provided in Annex 1 to the Constitution of the UHK. The subject-matter of the right of non-university entities to use the Coat of Arms on the basis of the contractual arrangements defined under Article 3 of this Annex may only constitute the graphic representation of the Coat of Arms.

RULES FOR USING THE UHK STAMPS AND SEAL

Article 1

UHK Stamps

- a) Two versions exist of the official round stamp of the UHK with the small national emblem of the Czech Republic under Article 2(2)(a) of the Constitution of the UHK, a small round stamp with the diameter of 25 mm and a large round stamp with the diameter of 36 mm. The stamp is made of rubber with a positive contour design; blue stamp ink is used to make a stamp impression. The stamps are numbered, registered and used in documents that act as decisions.
- b) The embossing seal consists in a negative and a positive steel stamp, and is used in important UHK documents as proof of authenticity, such as in official appointment letters for the academic officers of the UHK. The diameter of the embossing seal is 36 mm. A university diploma combines a holographic foil stamp in the upper left corner with the UHK's Coat of Arms and the impression of the UHK's embossing seal in the upper right corner.
- c) The Rector uses a round stamp 36 mm in diameter with the small national emblem, containing the text "Univerzita Hradec Králové" and numerical designation "1".
- d) When acting on behalf of the UHK, faculty deans use a round stamp 36 mm in diameter with the small national emblem, containing the text "Univerzita Hradec Králové" plus the name of their respective faculty.
- e) The Bursar, the Chancellor and the head of the Economic Department and the head of the HR Department use round stamps 25 mm in diameter with the small national emblem, containing the text "Univerzita Hradec Králové" and a numerical designation.
- f) Faculty secretaries, heads of deans' offices and heads of study departments use round stamps 25 mm in diameter with the small national emblem, containing the text "Univerzita Hradec Králové" plus the name of the respective faculty and a numerical designation.
- g) In addition to the stamps specified in paragraphs (a) to (f), the Rectorate and its departments, and the faculties and their departments use rectangular stamps.
- h) A rectangular stamp contains the following lines of text:
 - "Univerzita Hradec Králové"
 - "Univerzita Hradec Králové" and the name of the unit for stamps used by the Rectorate.

- “Univerzita Hradec Králové”, the name of the faculty and the workplace for faculty stamps.

Each stamp is also numbered and duly registered.

Article 2

The UHK Seal

- (1) The UHK seal bears the Coat of Arms of the UHK as described in Appendix 1 to the Constitution of the UHK. It is created by an impression of the official Seal Stamp of the UHK pressed into sealing wax.
- (2) The Seal Stamp of the UHK is a metal negative contour stamp and constitutes one of the official insignia of the UHK; it is kept by the Rector.
- (3) The Seal Stamp of the UHK is used to designate particularly important or historically significant documents and records. UHK Seals may be used to verify the authenticity of diplomas for the *doctor honoris causa* degree by the UHK (Dr.h.c.), the appointment of the academic officers of the UHK, or in award letters for medals by the UHK or the Rector.

RULES FOR USING UHK INSIGNIA

- (1) The academic insignia of the University of Hradec Králové and its faculties – such as sceptres, chains with medals and academic gowns – are the inalienable property of the UHK and may be used only for ceremonial purposes. During ceremonies, the sceptre may be held only by the UHK's (Rector's sceptres) or the faculties' (dean sceptres) masters of ceremony (beadles).
- (2) The entire set of insignia is used during academic ceremonies held at UHK premises – in matriculation and graduation ceremonies, award ceremonies for the *doctor honoris causa* degree and large gold University medals, during the inauguration of a rector or dean, and in other important anniversaries and events of the UHK. The use of any of the insignia outside UHK premises is subject to the Rector's approval (or the dean's approval in what concerns faculty insignia) and may occur only in exceptional cases.
- (3) A University gown with the official chain and without the sceptre is worn in ceremonies held outside UHK premises (such as in *doctor honoris causa* degree award ceremonies or during inaugurations at other universities, during the full professorship presentation ceremony at Karolinum or during official audiences with Czech Republic representatives, if required by the dress code).
- (4) The gown, without the official chain, is worn during academic ceremonies by the Bursar, faculty secretaries, the chair of the AS UHK, the chairs of the academic senates of the applicable faculties, members of research boards, and by all doctorate study programme graduates during the graduation ceremony.
- (5) With the Rector's (dean's) permission, the chain without the gown may be worn at ceremonies by academic officers who represent the UHK (or a faculty), if the dress code does not require or permit the officer to wear the gown. For example, a chain without the gown may be worn by an academic officer during the funeral ceremony of a distinguished member of the academic community.
- (6) For all the events described above, the gown must be worn with the appropriate formal garment.
- (7) An academic officer authorised to represent another academic officer is to wear the insignia of the office he or she represents.

RULES FOR AWARDING MEDALS

- (1) University medals are awarded in three degrees:
 - Large gold medal;
 - Gold medal;
 - Rector's medal.
- (2) University medals have a unified design and differ only in their size and the material used. On the face side, the University medal contains the official Coat of Arms of the UHK, while on the reverse side, it contains the text "Univerzita Hradec Králové".
- (3) The large gold medal has a diameter of 72 mm and is made of gold-plated tombac. The gold medal has a diameter of 45 mm and is also made of gold-plated tombac. The Rector's medal has a diameter of 45 mm and is made of platinum-plated tombac.
- (4) University medals are awarded in recognition of an important scientific, pedagogical, cultural or artistic accomplishment, for long-standing useful work for the UHK and cooperation with UHK or for the development of the state of science, culture and society. Medals may be awarded to natural and legal entities alike, to Czech or international nominees, usually at important or ceremonial events.
- (5) Large gold medals are awarded to the most prominent domestic and foreign public figures. The nominations are submitted by the Rector for the approval of the Research Board of the UHK. Medals are presented by the Rector at a public ceremony akin to the award of the *doctor honoris causa* degree.
- (6) Gold medals are awarded to eminent personalities from the field of science, culture and public life. Gold medals are awarded by the Rector subject to the UHK Research Board's approval. Gold medals are presented by the Rector at a ceremony attended by the members of the UHK and the relevant faculty's management, or by some additional guests. Gold medals are also awarded to the recipients of the *doctor honoris causa* degree; the gold medal is presented at the same ceremony as the *doctor honoris causa* degree.
- (7) The Rector's medal is awarded by the Rector to UHK employees or students for their extraordinary work or study accomplishments. The Rector may also award the medal to prominent public figures. The medal is presented by the Rector or the Vice-Rector.

- (8) A UHK medal award proposal must state:
- a) The nominee's personal information;
 - b) A description of the activities or results for which he or she has been nominated;
 - c) The occasion of the nomination.

For institutions:

a) A description of **the activity and of the cooperation and the institution's contribution to the UHK's development;**

b) The occasion of the nomination.

The nomination is presented to the Rector of the UHK.

- (9) The medal is presented together with a special diploma signed by the Rector of the UHK. The UHK seal is to be attached to the diploma for the large gold medal.
- (10) The records and documents associated with the medals and copies of diplomas, as well as the list of medal holders, are administered by the Chancellor of the UHK who ensures that they are stored in accordance with the Filing and Shredding Code of the UHK.

PERSONAL DATA PROTECTION PRINCIPLES UNDER UHK CONDITIONS.

Article 1

Personal data protection at the UHK is governed by Act No. 101/2000 Sb., *on Personal Data Protection and on the Amendment to some other Acts, as amended*, and the applicable EU legislation (“Applicable Laws”). The Applicable Laws regulate the protection of personal data of natural persons, and the rights and duties associated with the processing of such data. In addition, the Applicable Laws lay down the conditions under which the data may be transmitted to another country, and set up the Office for Personal Data Protection.

Article 2

(1) The practical implementation of the Applicable Laws at the UHK, and the compliance of the UHK’s existing data processing procedures with the statutory regulations are handled under UHK managing act. In the absence of any managing act to the contrary, the Vice-Rectors, the Bursar, the Chancellor and the deans agree to ensure the due discharge of the following tasks by their subordinate UHK units:

- a) To keep and to keep updated, in accordance with Applicable Laws, the lists of all documents of interest processed by the relevant units of the UHK that entail personal data.
- b) To classify the documents of interest (paperwork) into two categories: documents and records kept in accordance with other laws (such as Act No. 262/2006 Sb., Labour Code; Act No. 111/1998 Sb., on Universities; records archiving laws) and the category of documents and records that entail personal data processing which is subject to the statutory reporting duty. Also, to specify the laws and the relevant clauses that regulate personal data processing, paying special attention to the processing of any sensitive data (under section 9 of the Personal Data Protection Act).
- c) To submit basic information about individual instances of data processing to the respective offices in charge of the information, namely:
 - HR and Payroll Department – data about University employees;
 - The study department of the relevant faculties – data about University students;
 - The Rector’s Office – data concerning other persons.

The following data structure is recommended: *type of document/department to process the data /type of processing (statutory, reporting duty)/sensitive data (yes – no).*

- d) In processing personal data that are subject to the reporting duty, prepare the data needed to file the report with the Office for the Personal Data Protection (under section 16 of the Personal Data Protection Act). The completed reports must be submitted to the departments in charge of the personal data processing at the UHK.
- e) Obtain the consent of data subjects (students, employees) with the processing of their personal data, except to the extent listed in section 5(2) of the Personal Data Protection Act. Obtain express written consent from the data subjects for any sensitive data that needs to be processed.
- f) Adopt measures to prevent unauthorized or random access to personal data, to prevent their modification, destruction or loss, unauthorized transmission or any other form of unauthorized processing or abuse. This duty survives the termination of the personal data processing.

RULES FOR AWARDING THE *DOCTOR HONORIS CAUSA* DEGREE

- (1) The *doctor honoris causa* degree (abbreviated as “Dr.h.c.”) is awarded by the Rector to personalities, who have made an outstanding contribution to the development of science or culture or for the benefit of mankind.
- (2) In addition to basic personal information about the candidate, the proposal for the award of the *doctor honoris causa* degree must contain a detailed explanation.
- (3) The proposal for the award of the *doctor honoris causa* degree may be submitted by:
 - a) The Rector;
 - b) A faculty dean based on the recommendation from the Research Board of the relevant faculty where the field of study (science or culture) is taught.
- (4) The *doctor honoris causa* degree is awarded for a single scientific or art field in one of the key disciplines pursued by the UHK.
- (5) The proposal for the award of the degree is submitted by a faculty dean in conjunction with the recommendation by the faculty’s Research Board.
- (6) The Rector presents the proposal to the UHK’s Research Board; depending on the Research Board’s opinion, he or she will then decide as to whether to award the degree.
- (7) The *doctor honoris causa* degree may be awarded subject to the candidate’s consent.
- (8) The *doctor honoris causa* degree is presented at an appropriate ceremonial event. If the candidate cannot attend the ceremony for serious reasons, the degree may be accepted on his or her behalf by an appointed representative, or it may be awarded in an alternative manner.