

UNIVERSITY OF PARDUBICE	
Directive No. 26/2006 as amended by amendments No. 1 and 2 and 3	
Issue:	Organisational Guidelines of the University of Pardubice
Applicable to:	all University divisions and departments
Effective from:	1 January 2007
Prepared and submitted by:	Bc. Marta Kutílková, Law Office
Approved by:	doc. Ing. Jiří Čákl, Vice-Rector for Internal Affairs

Article 1 Basic Provisions

1. The organisational guidelines of the University of Pardubice (hereinafter referred to as the “Organisational Guidelines”) shall regulate the basic principles for the management of the University of Pardubice (hereinafter referred to as the “University”) in accordance with Act No. 111/1998 Coll. (Collection of Laws), on universities and on modification and amendment to other laws, as amended by later regulations (hereinafter referred to as the “Act on Universities”), and other generally binding legal regulations. It shall specify further details and regulate the internal structure of the University in accordance with the charter of the University of Pardubice (hereinafter referred to as the “Charter”) and other internal regulations of the University.

Article 2 University Organisation and Management Principles

1. The University is a public institution of higher education within the meaning of the Act on Universities.
2. The self-governing academic bodies of the University shall include the academic senate, Rector, scientific board and disciplinary commission. Other University bodies shall include management board, Bursar and student board. The position and competences of the University bodies are regulated by s. 8 to s. 16 of the Act on Universities and art. 14 to art. 20 of the Charter.
3. The University is headed by the Rector, who manages and controls the University activities, acts and decides on University issues except for those on which the faculties are authorised to decide pursuant to s. 24 of the Act on Universities, and those on which the University institutions are authorised to decide pursuant to s. 34 of the Act on Universities and art. 22 of the Charter.
4. The Rector shall appoint the Vice-Rector for education and student issues, the Vice-Rector for research, the Vice-Rector for internal affairs, and the Vice-Rector for development.
5. The University management shall be the Rector’s operative consulting body, its members being the Rector, Vice-Rectors and Bursar.
6. The Rector’s board shall be the Rector’s other consulting body appointed by the Rector on the basis of art. 15(2d) of the Charter.
7. A managing employee of the University shall be any University employee who directly controls at least one subordinate employee in labour-law relationships. The managing employee shall be entitled to set and assign working tasks to subordinate employees, to organise, manage and control their work, and give them binding instructions for this

purpose.

8. The direct management shall lie in the assignment of working tasks by the management on a higher level to employees on a lower level in the direct line of the organisational subordination. The direct management shall above all include instructions or orders to be given, their monitoring, checking and evaluation of the results.
9. The methodical management shall lie in delegated powers to make decisions, to determine methods for performance of expert activities and to check their results in a professional manner.
10. The University management shall also implement managing and organisational activities with use of the system of the internal standards, which include above all directives, orders or measures and notifications. The procedure used to prepare, issue, publish and register the University internal standards shall be regulated by a separate directive.
11. The management audits shall be an integral part of the University financial management ensuring the economic use of public financial funds. The specification of powers and the binding procedures applicable to the management audits shall be stipulated in a separate directive.

Article 3

Organisational Structure and Division of the University Main Parts

1. The basic organisational structure of the University is shown in annex No. 1 – the University organisational structure – and in annex No. 2 – Legend to the University organisational structure.
2. The University consists of seven faculties:
 - a) Jana Perner Faculty of Transport (Czech abbreviation “DFJP”),
 - b) Faculty of Electrical Engineering and Informatics (Czech abbreviation “FEI”)
 - c) Faculty of Economics and Administration (Czech abbreviation “FES”),
 - d) Faculty of Arts and Philosophy (Czech abbreviation “FF”),
 - e) Faculty of Chemical Technology (Czech abbreviation “FChT”),
 - f) Faculty of Restoration (Czech abbreviation “FR”),
 - g) Faculty of Health Studies (Czech abbreviation “FZS”).

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

3. The University has one university institute:
 - a) Centre for Materials Science (Czech abbreviation “CMV”).

The organisational structure of the university institute shall be stipulated by the internal directive of the institute.

4. University workplaces for educational and scientific, research, development and other creative activities and for provision of information and other services are listed below:
 - a) Department of Physical Education and Sports (Czech abbreviation “KTS”),
 - b) Language Centre (Czech abbreviation “JC”),
 - c) University Ecological Centre (Czech abbreviation “UEC”),

- d) Testing Laboratory AL DFJP (Czech abbreviation “ZLALDFJP”),
- e) Polygrafic Testing Laboratory (Czech abbreviation “PZL”),
- f) Information Centre (Czech abbreviation “IC”), which consists of:
 - fa) University Library (Czech abbreviation “UK”),
 - fb) University Conference Centre (Czech abbreviation “UKC”),
 - fc) Division of Information and Communication technology (Czech abbreviation “OIKT”).

The Information Centre has defined its internal organisational structure in detail in its organisational guidelines.

5. The University workplaces created with other legal entities on the basis of contracts are listed below:
 - a) Joint Laboratory of Solid State Chemistry of the Institute of Macromolecular Chemistry of the academy of Sciences of the Czech Republic and of the University of Pardubice (Czech abbreviation “SLChPL”),
 - b) Joint Laboratory of NMR Spectroscopy of the Research Institute of Organic Syntheses a. s., Pardubice – Rybitví and the University of Pardubice (Czech abbreviation “SLNMR”),
 - c) Joint Laboratory of Analysis and Evaluation of Polymers of SYNPO a. s., Pardubice and the Faculty of Chemical Technology of the University of Pardubice (Czech abbreviation “SLAP”),
 - d) Joint Laboratory of Applied Medical Science of the Pardubice hospital and the Faculty of Chemical Technology of the University of Pardubice (Czech abbreviation “SPAM”),
 - e) Joint Laboratory of Membrane Processes of MEGA a. s., Stráž pod Ralskem and the Faculty of Chemical Technology of the University of Pardubice (Czech abbreviation “SLMP”),
 - f) Rail Vehicles Research Centre, joint workplace of the University of West Bohemia in Plzeň and the University of Pardubice (Czech abbreviation “VCKV”).

With regard to the character of the activities carried out, the following joint workplaces created on the basis of a contract – SLChPL, SLNMR, SLAP, SPAM and SLMP – have been organisationally included under the FChT. The VCKV has been organisationally included under the DFJP. The charters of the relevant faculty shall stipulate the inclusion of the workplaces within the faculty organisational structure and their subordination to the faculty bodies to which the right to act in the issues of the workplaces on behalf of the University has been delegated on the basis of a decision made by the Rector.

6. The specialised facility for accommodation and meals provided in particular to the University students and employees shall be the Halls of Residence and Catering Services (Czech abbreviation “SKM”), which is further subdivided from the viewpoint of organisation as follows:
 - a) Halls of Residence (Czech abbreviation “Kol”)
 - b) Dining Halls (Czech abbreviation “Men”).
7. The University specialised facilities providing operational services are listed below:
 - a) Technical Division (Czech abbreviation “TO”), which is further subdivided into:
 - aa) Dispatcher, Secretariat (Czech abbreviation “DS”),
 - ab) Building Investment Office (Czech abbreviation “OSI”),

- ac) Maintenance (Czech abbreviation “OUB”),
- ad) Administration and Security (Czech abbreviation “OSBO”),
- ae) Security Administration Office (Czech abbreviation “OSBRE“),
- af) Transport Office (Czech abbreviation “OD”).

The Technical Division shall stipulate its international organisational structure in its organisational guidelines.

- b) Printing and Publishing Centre (Czech abbreviation “TS”), which also includes – in addition to the production, graphical and administrative sections – the following
 - ba) Copy Centre (Czech abbreviation “KIC”),
 - bb) Publishing House, Book shop (Czech abbreviation “Vyd”).
8. The workplaces and specialised facilities listed in points a), b) and f) of par. 4 and in par. 6 and par. 7 are referred to in the University information systems as the whole-university departments and divisions (Czech abbreviation “CUÚ”).
 9. The inclusion of the workplaces and specialised facilities referred to in paragraphs 4, 6 and 7 in the University organisational structure and their assignment to the University individual parts has been stipulated by means of the organisational structure referred to in annex No. 1. The detailed organisational structure of the IC, SKM and TO shall be defined in their organisational guidelines. The Charter shall stipulate the secured activities and the subordination of the managing employees of these workplaces and specialised facilities.

Article 3a **Rector’s Section**

1. The Rector’s section shall consist of the organisational departments (hereinafter referred to as the “Rector’s Divisions”) ensuring the University administrative, managing, economic and controlling activities. This shall include administrative, economic, operational and other divisions and departments managed by the Rector, Vice-Rectors, Bursar or Head of Rector’s Office. Depending on the scope of the activities ensured, the Rector’s Divisions shall include divisions, departments or separate offices. The divisions shall mean departments that are subdivided at least into two subordinate departments – sections or offices. Sections are divisions having at least two employees as a rule.
2. The Rector’s Divisions managed by the Rector directly:
 - a) Human Resources (Czech abbreviation “OLZ”),
 - b) Internal Audit (Czech abbreviation “RIAK”),
 - c) Administrative Security (Czech abbreviation “AB”).

The activities related to the administrative security shall be ensured by the organisational divisions or departments of the Technical Division.

3. The Rector’s Divisions managed by the Vice-Rector for Education and Student Issues:
 - a) Education and Research (Czech abbreviation “OVV”), which includes the International Mobility Centre (Czech abbreviation “CMM”).
4. The Rector’s Divisions managed by the Vice-Rector for Development:
 - a) International Affairs and Development (Czech abbreviation “ORMV”), which

includes the Centre for Technology Transfer (Czech abbreviation “CTT”).

5. The Rector’s Divisions managed by the Bursar:

- a) Bursar’s Office (Czech abbreviation “SKve”),
- b) Finance and Accounting (Czech abbreviation “EkO”), which is further subdivided as follows:
 - Economic Management (Czech abbreviation “OEŘ”),
 - Internal Economy (Czech abbreviation “OVE”),
 - Finances (Czech abbreviation “OF”),
 - Labour and Wages (Czech abbreviation “OPaM”).

The Finance and Accounting shall stipulate its internal organisational structure in detail in its organisational guidelines.

c) Preparation and implementation of public contracts (Czech abbreviation “OPRVZ”).

6. The Rector’s Divisions managed by the Head of the Rector’s Office:

- a) Rector’s Office (Czech abbreviation “KaRek”),
- b) Law Office (Czech abbreviation “RPO”),
- c) Promotion and External Affairs (Czech abbreviation “OPVV”).

Article 4

Negotiations with State Administration Authorities

1. The academic officials and managing employees shall act on behalf of the University with the Ministry of Education, Youth and Sports and with the other state administration authorities on the following levels:
 - a) the Rector on all levels,
 - b) the Vice-Rectors, Deans and Bursar up to the level of deputy ministers,
 - c) the Vice-Deans, Faculty secretaries, Head of Rector’s Office, SKM director, IC director, EkO head and TO head up to the level of division directors.

Article 5

Final and Transitional Provisions

1. Directive No. 4/2005 – the Organisational Guidelines of the University of Pardubice is cancelled.
2. This directive shall become effective on 1 January 2007.
3. The individual workplaces shall be marked and their abbreviations shall be used in definitions of the organisational structures of the University faculties, specialised facilities and workplaces as well as organisational departments of the Rector’s section shall be in accordance with these Organisational Guidelines, related numerical list of the University departments and divisions and the University information systems.

Annexes:

Annex No. 1 – University organisational structure

Annex No. 2 – Legend to the University organisational structure

In Pardubice, on 22 December 2006

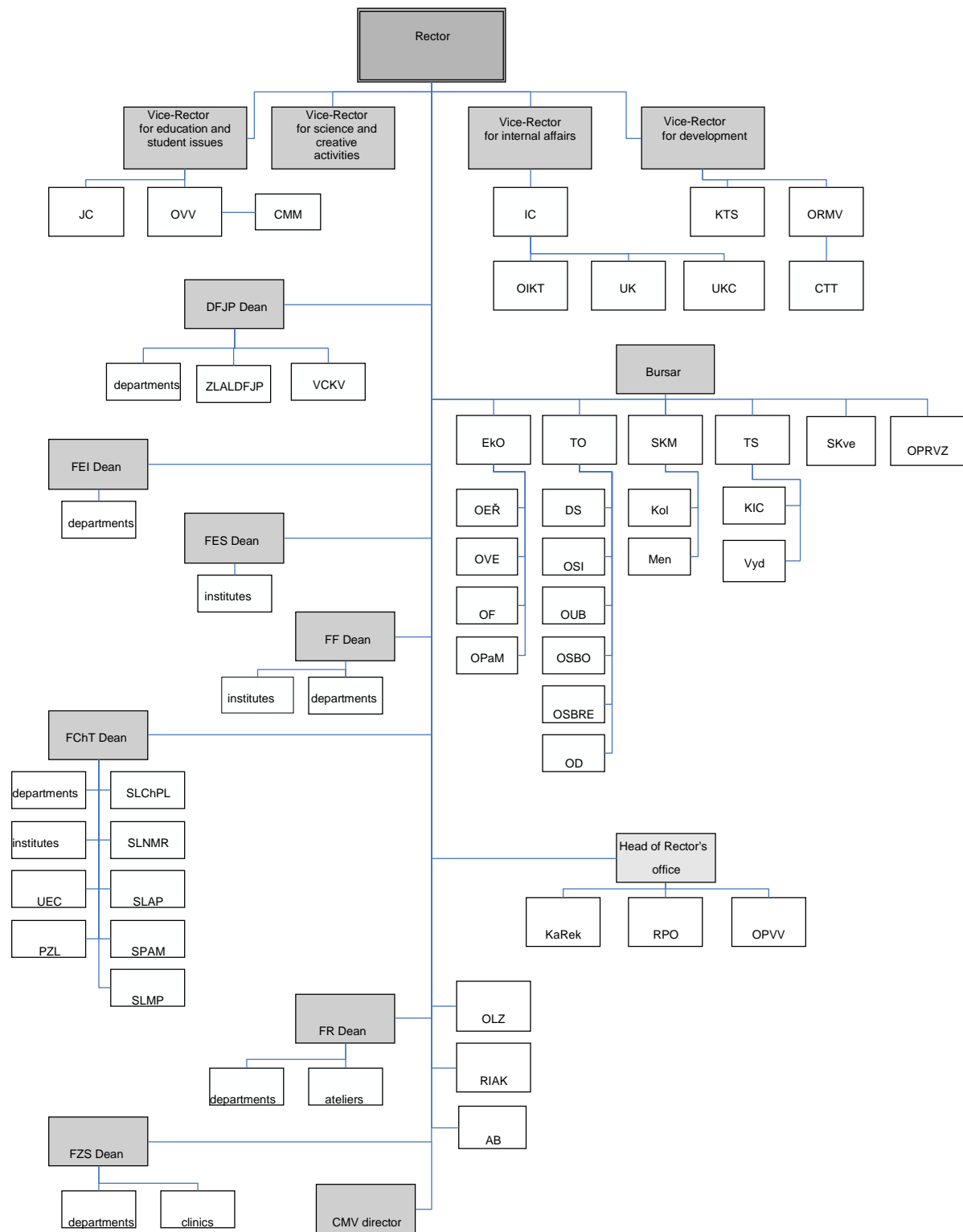
prof. Ing. Jiří Málek, DrSc.,
Rector

Amendment No. 1 to Directive No. 26/2006 became effective on 1 January 2008.

Amendment No. 2 to Directive No. 26/2006 became effective on 1 February 2009, except for par. 3(7b) of the Directive, which became effective on 1 March 2009 and par. 3a(5b) of the Directive, which became effective on 1 September 2008.

Amendment No. 3 to Directive No. 26/2006 became effective on 1 October 2011.

Annex No. 1 – University organisational structure



12. Annex No. 2 is worded as follows – including the heading:
Annex No. 2 – Legend to the University organisational structure

AB	Administrative Security
CMM	International Mobility Centre
CMV	Centre for Materials Science
CTT	Centre for Technology Transfer
DFJP	Jan Perner Faculty of Transport
DS	Dispatcher, Secretariat
EkO	Finance and Accounting
FEI	Faculty of Electrical Engineering and Informatics
FES	Faculty of Economics and Administration
FF	Faculty of Arts and Philosophy
FChT	Faculty of Chemical Technology
FR	Faculty of Restoration
FZS	Faculty of Health Studies
IC	Information Centre
JC	Language Centre
KaRek	Rector's Office
KIC	Copy Centre
Kol	Halls of Residence
KTS	Department of Physical Education and Sports
Men	Dining Halls
OD	Transport Office
OEŘ	Economic Management
OF	Finances
OIKT	Division of Information and Communication Technology
OVE	Internal Economy
OLZ	Human Resources
OPaM	Labour and Wages section
OPVV	Promotion and External Affairs
ORMV	International Affairs and Development
OPRVZ	Preparation and implementation of public contracts
OSI	Building Investment Office
OSBO	Administration and Security
OSBRE	Security Administration Office
OUB	Maintenance
OVV	Education and Research
PZL	Polygrafic Testing Laboratory
RIAK	Internal Audit
RPO	Law Office
SKM	Halls of Residence and Catering Services
SKve	Bursar's Office
SLAP	Joint Laboratory of Analysis and Evaluation of Polymers
SLChPL	Joint Laboratory of Solid State Chemistry
SLMP	Joint Laboratory of Membrane Processes
SLNMR	Joint Laboratory of NMR Spectroscopy
SPAM	Joint Laboratory of Applied Medical Science
TO	Technical Division
TS	Printing and Publishing Centre
UEC	University Ecological Centre
UK	University Library
UKC	University Conference Centre
Vyd	Publishing House, Book shop
VCKV	Rail Vehicles Research Centre
ZLALDFJP	Testing Laboratory AL DFJP