

*On 20 December 2016, the Ministry of Education, Youth and Sports registered under Section 36(2) of Act No.111/1998 Sb., on Higher Education Institutions and Amendments to Other Acts (Higher Education Act) under No. MSMT-38440/2016 Statutes of the University of Pardubice.*

*The Amendments to the Statutes of the University of Pardubice were registered by the Ministry of Education, Youth and Sports under Section 36 (2) and (5) of the Higher Education Act on 31 October 2019 under No. MSMT-35126/2019-1, on 7 December 2020 under No. MSMT-44805/2020-1, on 24 June 2021 under No. MSMT-17820/2021-1, on 20 December 2022 under No. MSMT-34565/2022-4 and on 11 July 2023 under No. MSMT-18909/2023.*

.....  
*Mgr. Karolína Gondková*  
*Head of Higher Education*

---

**V**  
**FULL TEXT OF**  
**THE STATUTES**  
**OF THE UNIVERSITY OF PARDUBICE**  
**OF 1 SEPTEMBER 2023**

*Academic Senate of the University of Pardubice*  
*pursuant to Sections 9(1)(b) and 17(1)(a) of Act No.111/1998 Sb., on Higher Education Institutions and*  
*Amendments to Other Acts (Higher Education Act), as amended,*  
*has resolved on the following Statutes of the University of Pardubice:*

**PART ONE**  
**Introductory Provisions**

**Article 1**  
**Basic Provisions**

(1) In accordance with Act No. 111/1998 Sb., on Higher Education Institutions and Amendments to Other Acts (Higher Education Act), as amended (Act), the Statutes of the University of Pardubice (Statutes) are the basic legal document of the University of Pardubice as a public university-type higher education institution. The University of Pardubice is defined by the following basic terms:

*Name: **University of Pardubice** (abbreviated "UPCE")*

*Headquarters: Studentská 95, 532 10 Pardubice*

*Established: 27 June 1950 by Government Decree No. 81/1950 Sb., on certain changes in the organisation of universities, as the Chemical College in Pardubice.*

*Historical name changes: on 27 November 1953 by Government Decree No.98/1953 Sb., on changes in the organisation of higher education institutions, to the Institute of Chemical Technology in Pardubice, on 16 February 1994 by Act No.46/1994 Sb., on changing the name of the Institute of Chemical Technology in Pardubice to the University of Pardubice.*

*Legal predecessor: the University of Pardubice under Act No. 172/1990 Sb., on Higher Education Institutions, as amended by Act No. 216/1993 Sb.*

*Identification Number (ICO): 00216 275*

*Tax Identification Number (DIC): CZ00216275*

(2) The English translation of the name is the **University of Pardubice** (abbreviated "UPCE").

(3) The use of the name of the University of Pardubice ("University"), or word forms derived therefrom, by the University's units not mentioned in the Statutes, both in the name of these units and in the name of organised events, is possible only after written permission from the Rector of the University ("Rector").

## **Article 2 Focus and Long-term Orientation**

(1) Educational and scientific, research, development and innovation, artistic and other creative activities at the University, which continue the long-standing tradition and reflect development trends, include the following disciplines:

- a) social sciences, especially historical, philosophical, sociological, philological and pedagogical,
- b) natural sciences, focusing on chemistry, microbiology, biochemistry, mathematics, physics,
- c) economic and administrative, mainly oriented towards public administration,
- d) technical and technological, focusing on chemistry, transport and communications, informatics, electrical engineering, materials engineering,
- e) medical, focusing mainly on nursing and other non-medical disciplines,
- f) arts, focused within the fine arts on the restoration and conservation of works,
- g) related border and interdisciplinary fields.

## **Article 3 Activities and Support for Activities**

(1) Education shall take place

- a) in accredited study programmes ("study programme"),
- b) in lifelong learning programmes.

(2) Scientific, research, development, innovation, artistic and other creative activities ("creative activities") range from research activities to development activities, in relation to the needs of practice. As a research organisation, the University carries out activities pursuant to Act No. 130/2002 Sb., on Support for Research, Experimental Development and Innovation from Public Funds and on Amendments to Certain Related Acts (Act on Support for Research, Experimental Development and Innovation), as amended.

(3) Complementary activities within the meaning of Section 20(2) of the Act shall be carried out in connection with the activities referred to in Paragraphs 1 and 2.

(4) In order to support the activities referred to in Paragraphs 1 and 2 and to promote the harmonious development of the personality of the student and the academic community as a whole, the University creates conditions, in particular through

- a) information activities and services, providing access to library and journal collections and to electronic and other information,
- b) sports, physical education and cultural activities, organised as voluntary or, in the case of students, as an option within their study programmes,
- c) social activities and services within the scope of the University's capabilities, especially student accommodation and boarding.

(5) The University also

- a) creates conditions and supports cooperation at the international higher education level, participation in transnational higher education institutions, student mobility,
- b) organises other activities for the development and strengthening of relations, especially between universities and other educational and scientific institutions, graduates of the University, state and local government authorities, as well as activities fulfilling the mission of the University resulting from Section 1 of the Act and the traditions of the University.

**Article 4**  
**Study Programmes and Fields of Study of the Habilitation Procedure**  
**And the Procedure for Appointment as Professor**

(1) Study programmes at the University are established and implemented at the faculties. Their list is published in the public part of the University's website with the particulars referred to in Section 21 (1) (h) of the Act, including the corresponding study plans.

(2) The guarantor of a study programme is appointed and dismissed by the Dean of the faculty at which the study programme is implemented or predominantly implemented in accordance with Section 44 of the Act.

(3) The list of fields of study in which the University is authorised to hold a habilitation procedure or a procedure for appointment as professor is published in the public section of the University's website.

(4) The implementation of study programmes may involve units of the University specifically established for educational and creative activities and for the provision of information services or the transfer of technology, and other legal entities which have their registered office, their central administration or their main place of business in the territory of a Member State of the European Union, or which have been established or incorporated under the law of a Member State of the European Union, engaged in educational and creative activities.

(5) The public section of the University's website shall publish information on the restriction or withdrawal of institutional accreditation, on the restriction or termination of the authorisation to implement a study programme, on the restriction or withdrawal of accreditation of study programmes and the suspension or withdrawal of accreditation of a habilitation procedure or a procedure for appointment as professor.

**Article 5**  
**Internal Regulations and Internal Standards of the University of Pardubice**

(1) In addition to the internal regulations referred to in Section 17 (1) of the Act, other internal regulations of the University are subject to registration by the Ministry of Education, Youth and Sports ("Ministry"):

- a) Rules of Financial Management of the University of Pardubice,
- b) Rules for Making Monetary and Non-Monetary Contributions to Legal Entities by the University of Pardubice,
- c) Lifelong Learning Regulations of the University of Pardubice,
- d) Rules for Habilitation Procedure and Procedure for Appointment as Professor at the University of Pardubice.

(2) The internal regulations of the University are published in the public part of the University's website, including information on their force and effect.

(3) In addition to the internal regulations of the faculties pursuant to Section 33 of the Act, internal standards of the University which are not subject to registration by the Ministry are directives, orders, measures and notices issued by the University or the faculties, regulations of special-purpose facilities of the University, or regulations of other units of the University.

**PART TWO**  
**Admission to Study in Study Programmes, Tuition Fees**  
**and the Student Board**

**Article 6**  
**Admission to Study**

(1) Applicants for study at the University are admitted to study in a particular study programme based on an admission procedure. Admission to study in a study programme takes place at the relevant faculty.

(2) The admission procedure is announced in the public part of the website in accordance with the law by an internal standard of the relevant faculty, which includes in particular:

- a) the deadline for submitting applications, the method of submission in paper or electronic form and the details, including the amount of the fee for the admission procedure (Section 58(1) of the Act), the symbols for payment, the bank account number and the form of payment,

- b) the conditions of admission laid down pursuant to Sections 48(4) and (5) and 49(1) and (3) of the Act and the date and method of verifying their fulfilment, in particular the form of the admission procedure, the specification of the subjects and conditions of the admission procedure, the binding dates and place of the admission examinations, and the method of evaluating the results of the admission examination,
- c) the requirements for medical fitness to study the relevant study programme, if the applicant's medical fitness is a condition of admission to study,
- d) different conditions for the admission of applicants in accordance with Section 49(3) of the Act, if any,
- e) the maximum number of students admitted to study in the relevant study programme, the form and framework content of the entrance examination, if required, and the criteria for its evaluation, and the rules for possible waiver of the entrance examination,
- f) the method of assessing excuses for absence from the entrance examination, or the possibility of holding the entrance examination on an alternative date.

(3) The admission procedure is initiated by delivery of the application for study with the formalities pursuant to Section 50 of the Act to the faculty implementing the study programme. If the application does not have the prescribed formalities or suffers from other defects, the relevant study office shall return it to the applicant for correction and completion. If the applicant fails to remedy the substantial defects in the application by the deadline set, he or she has not fulfilled the admission requirement and the admission procedure shall be terminated.

(4) If the applicant fails to pay the fee for the admission procedure in the manner and within the time limit specified in these Statutes, he/she has not fulfilled the condition for admission to study and the admission procedure shall be terminated.

(5) The applicant is invited to participate in the entrance examination in writing or electronically. If he/she fails to appear without a prior excuse or if the excuse is not accepted, the applicant has not fulfilled the conditions for admission to study.

(6) The decision must be issued no later than 30 days after verification of the conditions for admission to study pursuant to Section 50(4) of the Act.

(7) The Rector is the administrative appellate authority. When reviewing an admission decision, the Rector examines the conformity of the contested decision and the procedure preceding the decision with the law, the internal regulations of the University and the Faculty and the conditions of admission to study.

(8) The University delivers documents to applicants for study by itself or through a postal service provider. If the decision grants the applicant's application for admission to study, the decision may be delivered to the applicant via the University's electronic information system if the applicant has agreed to this method of delivery in advance on the application form; in such a case, the date of delivery and notification of the decision shall be the first day following the date on which the decision is made available to the applicant in the University's electronic information system.

## **Article 7 Entrance Examination**

(1) The entrance examination may be written, oral or combined, that is, it has a written and an oral part. If the admission examination consists of more than one part, it need not be taken on the same date. An unsatisfactory result in the entrance examination or in one part of the combined entrance examination shall constitute a failure to fulfil the conditions for admission to study. Before and, on request, during the entrance examination, applicants must provide proof of identity with a valid identity card.

(2) If the written entrance examination for related study programmes implemented at a faculty verifies the conditions for admission in the same subject, the Dean may decide that an applicant registered for admission to study these programmes shall take this examination only once. The result of the examination is valid for all study programmes listed in the decision.

(3) The entrance examination may be waived for an applicant based on the results of previous studies or demonstrated other study activities. The Dean decides on the waiver based on previously published conditions.

## **Article 8**

## **Enrolment in Studies**

(1) Upon notification of the decision on admission to study, the applicant becomes entitled to enrol in the study. Applicants shall enrol on the deadline set by the faculty which implements the relevant study programme.

(2) If an applicant is unable to enrol on the specified date, he or she must excuse himself or herself in writing to the faculty implementing the relevant study programme in advance or, in an exceptional case, within five days after the specified enrolment date.

(3) The Dean decides on the acceptance of the excuse. If the excuse is accepted, the Dean sets an alternative date for enrolment.

(4) The right to enrol expires if an applicant admitted to study fails to enrol by the deadline without an excuse or if his/her excuse is not accepted.

(5) On the date of enrolment in the course of study, which shall be entered in the register of students in accordance with Section 88 (3) (a) of the Act, the applicant becomes a student at the University.

## **Article 9**

### **Conditions of Study for International Students**

(1) Applicants for study at the University with citizenship of a state other than the Czech Republic ("international students") are admitted to study in the Czech language under the same conditions as other applicants, provided that

- a) their education has been recognised as the education required by law for admission to that type of study programme,
- b) they have met the conditions of the admission procedure set for other applicants, including proof of linguistic competence for study in the study programme in the Czech language in accordance with the requirements set out in the internal standard of the relevant faculty.

(2) In the admission of international students to study within the framework of international treaties and agreements to which the Czech Republic is bound, the conditions of Paragraph (1) shall apply proportionately, i.e. the date of the admission procedure may be adjusted, and an individual assessment of the applicant's educational attainment may be made, or the admission examination may not be required.

(3) More detailed conditions for admission to study in a foreign language and the conditions of their study are laid down in a directive issued by the faculty implementing the relevant study programme.

## **Article 10**

### **Admission Procedure Fees**

(1) The fee for acts related to the admission procedure for studies in an undergraduate, postgraduate, or doctoral study programme conducted in the Czech language is CZK 600. The fee is a revenue for the University.

(2) The fee for acts related to the admission procedure for studies in an undergraduate, postgraduate or doctoral study programme conducted in a foreign language is CZK 2 000. The fee is a revenue for the University.

(3) The fee for the admission procedure is non-refundable. The applicant for studies ("applicant") shall pay it by bank transfer to the University's account or by credit card. The applicant is obliged to indicate the variable and specific symbol of payment when paying the fee for the acts. Payment of the application fee shall be made by the applicant no later than the deadline for the submission of applications.

## **Article 10a**

### **Fee for Acts Related to the Assessment of the Fulfilment of the Condition for Admission to Study ("Foreign Education Verification Fee")**

(1) Applicants for study in undergraduate, postgraduate, and doctoral degree programmes accredited by the University who prove that they meet the conditions for admission to study with a foreign document of education under Section 48 (4) (d) or (5) (c) of the Act are required to pay the fee for verification of foreign education.

(2) The fee for verification of foreign education is CZK 600. The fee is a revenue for the University.

(3) The fee for the verification of foreign education is payable no later than the date of submission of the documents specified in the provisions of Section 48 (4) and (5) of the Act. The fee shall be non-refundable.

(4) Act No. 280/2009 Sb., the Tax Code, as amended, applies to the payment of the fee for the verification of foreign education.

#### **Article 10b**

##### **Fee Associated with the State Rigorous Examination and Payment for the Use of Equipment and Information Technology**

(1) The fee for the acts associated with the acceptance of the application for the state rigorous examination and with the holding of this examination shall be twice the base referred to in Section 58 (2) of the Act.

(2) The amount of the fee for the use of the equipment and information technology required for the preparation for the State Rigorous Examination under Section 46 (5) of the Act shall be determined by the faculty conducting the State Rigorous Examination.

#### **Article 11**

##### **Fee for Extended Period of Study**

(1) The fee for exceeding the standard period of study increased by one year ("extended period of study fee") in an undergraduate or postgraduate degree programme shall be set by the University pursuant to Section 58(3) of the Act. The amount of the fee for an extended period of study set for a student who has exceeded the standard period of his/her studies increased by one year at the date of the specific fee obligation:

- a) by less than 6 months, the amount is CZK 15 000 for six months of study or part thereof,
- b) by more than 6 months and less than 12 months, is CZK 20 000 for six months of study or part thereof,
- c) by more than 12 months and less than 18 months, the amount is CZK 25 000 for six months of study or part thereof,
- d) by 18 months or more, is CZK 30 000 for each six months of study or part thereof.

(2) The decision on the determination of the fee for an extended period of study ("decision") shall be issued by the Dean within 30 days from the date of discovery of the fact that the student has become obliged to pay the fee for an extended period of study. The fee for an extended period of study is payable on the first day after the expiry of 90 days from the date of the decision.

(3) Section 68 of the Act applies to the procedure for deciding on the determination of the fee for an extended period of study.

(4) The student may, within 30 days from the date of notification of the decision, lodge an appeal against the decision through the University's filing office. The Rector is the administrative appellate authority.

(5) The student is obliged to attach evidence to the appeal that proves the reasons cited in the appeal against the decision. The Rector may reduce, waive or defer the fee for an extended period of study as part of the decision on the appeal against the decision. The grounds for reduction, waiver or deferral include, but are not limited to:

- a) the decision was issued in violation of legal regulations and the internal regulations of the University,
- (b) social,
- (c) health,
- d) study,
- (e) other reasons worthy of special consideration.

(6) The fee for an extended period of study shall be paid by the student by bank transfer to the University's account or by credit card. When paying the fee for an extended period of study, the student is obliged to indicate the variable and specific payment symbol. The symbols for payment of the extended period fee are specified in the decision.

(7) Failure to pay the fee for an extended period of study by the due date is a breach of the student's obligations under Section 63(3)(a) of the Act and disciplinary proceedings may be initiated at the Dean's suggestion.

**Article 12**  
**Fee for Studying in a Foreign Language**

(1) The fee for study in a study programme in a foreign language under Section 58 (4) of the Act shall be set as follows:

- a) for students enrolled in a study programme in a foreign language, except for students who pay their tuition fees in full, the fee for each completed year of study in the undergraduate, postgraduate, and doctoral programmes is set out in Annex 1 to these Statutes,
- b) For students enrolled in a study programme in a foreign language who pay their tuition fees in full, the fee for each year of study in the undergraduate, postgraduate, and doctoral programmes is set out in Annex 1 to these Statutes.

(2) The rules for the classification of students under Paragraph (1)(a) or (b) shall be laid down in an internal standard issued by the faculty.

(3) If a student studies in an undergraduate or postgraduate degree programme in a foreign language for longer than the standard period of study increased by one year, he or she is always considered to be a fully paying student.

(4) The fee for studying in a foreign language shall be paid by the student by bank transfer or credit card to the University's account. The fee for studying in a foreign language is payable no later than on the day of enrolment, and in subsequent years of study no later than on the day of the beginning of each subsequent year of study.

(5) The amount of fees for study in a foreign language, the bank connection, identification data for payment and the form of payment for the next academic year shall be determined and published in the publicly accessible part of the University's website before the deadline for submitting applications for study.

**Article 12a**  
**Study Programmes Implemented with Grant Support from the European Union**

For study programmes under Section 47a of the Act carried out in a foreign language in cooperation with a foreign university supported by a grant from the European Union, fees for the admission procedure under Article 10(2), fees for the verification of foreign education under Article 10a, and fees for study in a foreign language under Article 12 shall be in accordance with the agreement of the participating universities and the rules of the grant.

**Article 13**  
**Evidence of Study**

(1) Evidence of study is uniform at the University. The binding model of the documents of study under Section 57 of the Act shall be laid down in the University's regulations.

(2) Payment shall be required for the issue of the documents referred to in Section 57(1)(d) and (e) of the Act and for replacement documents as prescribed by law and other documents not specified by law. The amount of the reimbursement shall be determined by the University's regulations.

**Article 14**  
**Proceedings to Declare the Invalidity of a State Examination or Part Thereof or the Defence of a Dissertation**

(1) The grounds for a decision in a proceeding to declare the invalidity of a state examination or a part thereof or the defence of a dissertation shall include the opinion of a review committee appointed by the Rector on an ad hoc basis for each proceeding in accordance with the conditions set out in the Act.

(2) The Dean of the faculty at which the state examination or a part thereof or the dissertation defence was conducted is entitled to propose to the Rector 1/3 of the members of the review committee in accordance with Section 47c of the Act.

## **Article 15 Student Board**

(1) The Student Board of the University ("SRUPa") shall act on behalf of the student part of the academic community of the University with the University authorities or with the authorities of the faculties.

(2) The regular members of SRUPa are mainly student members of the Academic Senate of the University, members from among students or student chambers of academic senates of faculties, a delegate in the Student Chamber of the Council of Higher Education Institutions and his/her alternate, a student representative in the Internal Assessment Board.

(3) The term of office of individual members of the SRUPa shall last for the duration of their membership in the bodies referred to in Paragraph 2.

(4) Meetings of the SRUP shall be convened by its Chair. At the request of the Rector, the Chair of the SRUPa is obliged to convene an extraordinary meeting of the SRUPa. The election of the Chair and the manner of the SRUPa meeting shall be regulated by its Rules of Procedure.

## **PART THREE Bodies of the University**

### **Article 16**

(1) Bodies of the University are the bodies defined in Section 7 of the Act. Articles 17 to 22 supplement their powers within the University.

(2) Bodies of the University may act and vote using remote communication. The detailed conditions for deliberations and voting using remote communication shall be laid down in the rules of procedure or statutes of those bodies.

### **Article 17 Academic Senate**

(1) The number of members of the Academic Senate of the University ("Senate"), the manner of their election, the reasons for and the date of termination of membership in the Senate, and the length of the term of office of the Senate shall be determined by the Election Rules of the Academic Senate of the University of Pardubice.

(2) The method of election of the Chair of the Senate, the bodies of the Senate and their constitution are laid down in the Rules of Procedure of the Academic Senate of the University of Pardubice.

(3) A member of the Senate who has been elected as a student and during the term of the election has duly completed an undergraduate degree programme and has applied to study at the same faculty for a follow-up postgraduate degree programme, or has duly completed a postgraduate degree programme and has applied to study at the same faculty for a doctoral degree programme, shall remain a member of the Senate until a final decision on the non-admission of the applicant to study is made. A copy of the application form must be delivered to the Chair of the Senate no later than the date of the regular graduation.

(4) The Senate shall have the right to material and administrative security for its activities and to all information necessary for its activities. Requests for information from the Senate shall be made by the Chair of the Senate to the Rector. The Rectorate shall provide material and administrative support for the activities of the Senate.

(5) The Chair of the Senate convenes an assembly of the academic community of the University at least once a year. The Chair of the Senate shall convene a meeting of the academic community of the University at the request of the Rector or the request of more than 15 % of the members of the academic community of the University.

(6) The Chair of the Senate shall be obliged to arrange for the referral to the Board of Trustees of the University of proposals which, after approval by the Senate, are required by law to be approved by the Board of Trustees of the University in accordance with Article 21(3).

### **Article 18 Rector**

(1) The method of adopting a resolution on the proposal of a candidate for the office of the Rector or a proposal to remove the Rector from office is determined by the Rules of Procedure of the Academic Senate of the University of Pardubice.

(2) The powers and responsibilities of the Rector set out in Section 10 of the Act and other special legislation are supplemented as follows:

- a) the Rector shall determine the number and competences of the Vice-Rectors,
- b) the Rector issues a decision on which of the Vice-Rectors is authorised to represent him/her in full,
- c) the Rector issues instructions on his/her representation in individual cases,
- d) the Rector appoints and dismisses members of the University Rector's Advisory Board ("Advisory Board"), which is his/her advisory body. One student representative is also a member of the Advisory Board. The Rector may invite other persons concerned with the matters under discussion,
- e) the Rector convenes the Extended University Executive Board ("Extended Executive Board"), which is his/her advisory body and consists of members of the University Management and the Deans of the University Faculties. The Rector may invite other persons concerned with the matters under discussion,
- f) the Rector convenes the University Executive Board ("Executive Board"), which is his/her operational advisory body. The Rector may invite other persons concerned with the matters under discussion,
- g) the Rector appoints and dismisses members of the International Scientific Board, which is his/her advisory body,
- h) the Rector appoints and dismisses members of the Ethics Committee, which is his/her advisory body,
- i) the Rector appoints and dismisses members of the Commercialisation Board, which is his/her professional advisory body.

#### **Article 19 Scientific Board**

(1) The Rector is the Chair of the University's Scientific Board ("Scientific Board") and appoints and dismisses the other members of the Scientific Board.

(2) Membership of the Scientific Board shall cease in particular

- a) by the removal of a member with the prior consent of the Senate,
- b) on death or on the date on which a court decision declaring the person dead or missing becomes final.

#### **Article 20 Internal Assessment Board**

(1) The Rector is the Chair of the Internal Assessment Board of the University ("Internal Assessment Board"). The Vice-Chair of the Internal Assessment Board shall be appointed by the Rector from among the academic staff of the University who are Professors or Associate Professors.

(2) The Internal Assessment Board shall consist of twelve members and the rules of procedure and other rules of procedure of the Internal Assessment Board shall be laid down in the Rules of Procedure of the Internal Assessment Board.

(3) The powers and authority under Section 12a of the Act are supplemented in accordance with Sections 12(3) and 12a(4)(e) of the Act as follows:

- a) approves study programmes submitted by the Rector on the proposal of the scientific or arts board of the relevant faculty;
- b) approves the intent to apply for accreditation, an extension of accreditation or an extension of the period of validity of accreditation of study programmes submitted by the Rector on the proposal of the scientific or arts board of the relevant faculty;
- c) approves the intent to apply for accreditation of the habilitation procedure or the procedure for appointment as professor submitted by the Rector on the proposal of the scientific or arts board of the relevant faculty;

- d) approves the intent to apply for institutional accreditation for an area or areas of education and for the extension of institutional accreditation for an additional area or areas of education;
- e) approves the intent to waive institutional accreditation, the intent to cancel a study programme and the intent to waive accreditation of the habilitation procedure or the procedure for the appointment of a professor.

**Article 21**  
**Board of Trustees**

- (1) The Board of Trustees of the University ("Board of Trustees") shall consist of twelve members.
- (2) The Secretary of the Board of Trustees is appointed and dismissed by the Rector after the opinion of the Chair of the Board of Trustees.
- (3) The date of referral under Section 14(5) of the Act shall be deemed to be the date of confirmed delivery to the Secretary of the Board of Trustees through the University's electronic information system.

**Article 22**  
**Bursar**

- (1) The Rector appoints the Bursar based on a selection procedure.
- (2) The competence, powers and responsibilities of the Bursar in representing the University shall be determined by the Rector by a measure.
- (3) The Bursar is authorised to suspend decisions of the University's units concerning the financial management and disposal of property which are contrary to the interests of the University until the final decision of the Rector.
- (4) The Bursar cooperates with the secretaries of the faculties to ensure a coordinated approach of the faculties and in the area of financial management and guides them methodically.

**PART FOUR**  
**Constituents of the University**

**Article 23**  
**Faculties**

- (1) The University has seven faculties with the following names:
  - a) Dopravní fakulta Jana Pernera (abbreviated as "DFJP"),
  - b) Fakulta ekonomicko-správní (abbreviated as "FES"),
  - c) Fakulta filozofická (abbreviated as "FF"),
  - d) Fakulta chemicko-technologická (abbreviated as "FChT"),
  - e) Fakulta restaurování (abbreviated as "FR"),
  - f) Fakulta zdravotnických studií (abbreviated as "FZS"),
  - g) Fakulta elektrotechniky a informatiky (abbreviated as "FEI").

The translation of the faculty names into English reads:

- a) Faculty of Transport Engineering,
- b) Faculty of Economics and Administration,
- c) Faculty of Arts and Philosophy,
- d) Faculty of Chemical Technology,
- e) Faculty of Restoration,
- f) Faculty of Health Studies,
- g) Faculty of Electrical Engineering and Informatics.

(2) Bodies of the faculties are authorised to exercise the rights under Section 24(2) of the Act to the full extent in accordance with the internal regulations of the University.

(3) Faculties also have the right to dispose of intangible and tangible movable property of the University which they use for their activities and for the support of these activities.

(4) The Dean has the right to decide or act on behalf of the University on cooperation in educational and creative activities related to the faculty with other legal entities engaged in activities related in content to the study programmes implemented by the faculty.

(5) The Dean of the faculty where the academic staff member has the greatest amount of working time decides on the employment relations of academic staff members who carry out their teaching activities at more than one unit of the University.

(6) Disputes between the faculty and other parts of the University concerning the performance of duties and the exercise of rights shall be decided by the Rector.

(7) If a student elected to the Faculty Academic Senate is immediately admitted to another study programme or a doctoral study programme during his/her term of office, the provisions of Article 17 (3) shall apply mutatis mutandis to membership of the Faculty Academic Senate.

(8) The secretary of the faculty is subordinate to the Dean; in matters of the faculty's financial management, he/she is methodically controlled by the Bursar.

(9) The Dean is responsible to the Rector for the state and activities of the faculty.

#### **Article 24**

#### **Facilities for Educational and Creative Activities and for the Provision of Information Services or Technology Transfer**

(1) University purpose-built facilities for educational and creative activities and for the provision of information services or technology transfer are:

- a) Centrum informačních technologií a služeb / Centre for Information Technology and Services (abbreviated as "CITS"),
- b) Centrum transferu technologií a znalostí / Technology and Knowledge Transfer Centre (abbreviated as "CTTZ"),
- c) Jazykové centrum / Language Centre (abbreviated as "JC"),
- d) Katedra tělovýchovy a sportu / Department of Physical Education and Sport (abbreviated as "KTS"),
- e) Univerzitní ekologické centrum / University Environmental Centre (abbreviated as "UEC").

(2) The facilities referred to in Paragraph 1 shall, inter alia, ensure the following activities:

- a) The CITS provides information and library services in accordance with the Library Regulations, the implementation and management of information systems, the management of the single telephone and data network and University servers, the purchase and maintenance of computer and audio-visual equipment including software and related services; it is headed by a director who reports to one of the Vice-Rectors,
- b) The CTTZ provides an agenda related to the application and protection of the industrial property of the University, secures the commercialisation of the results of science and research at the University, seeks and coordinates the cooperation between the University departments and the industrial sphere; it is headed by a manager who reports to one of the Vice-Rectors,
- c) The JC is a purpose-built facility with a university-wide scope of activities for basic foreign language learning and teaching; it is headed by a manager who reports to one of the Vice-Rectors,
- d) The KTS is a facility with a university-wide scope of activities, in addition to teaching it is responsible for the use of sports facilities of the University; it is headed by a manager who reports to one of the Vice-Rectors,
- e) The UEC is a purpose-built facility with a university-wide scope of activities for teaching and studying ecological issues; it is headed by a manager subordinate to the Dean of FChT; the activities of UEC are governed by the Statutes of the Faculty.

(3) Educational and creative activities of the University and its constituents may involve joint facilities of the University established in cooperation with other legal entities ("joint facilities"). The agreement on the establishment of a joint facility is concluded on behalf of the University by the Rector after approval by the Senate. Incorporation into the organisational structure of a constituent of the University is determined by the Statutes of the Faculty. The share of the joint facility in the educational and creative activities of the University is stipulated in the contract. Joint facilities can participate in the complementary activities of the University and its constituents.

(4) The Dean of the faculty at which the joint facility is established is responsible to the Rector for the quality and activities of the joint workplace.

#### **Article 25**

##### **Purpose-built Facilities Providing Accommodation, Catering and Operational Services at the University**

(1) The purpose-built facility for accommodation and catering, especially for students and staff of the University, is Správa kolejí a menzy / Accommodation and Catering Services (abbreviated as "SKM"). The SKM is headed by a director who is subordinate to the Bursar.

(2) Other special-purpose facilities of the University are

- a) Vydavatelství a polygrafické středisko / Printing and Publishing Centre (abbreviated as "VPS"),
- b) Technické oddělení / Technical Department (abbreviated as "TO").

(3) The facilities referred to in Paragraph 2 shall ensure the following activities:

- a) The VPS provides coordination and management of publishing activities related to the preparation, production, publication and distribution of documents produced at the University in print and electronic form; it is headed by a manager who is subordinate to the Bursar,
- b) The TO is responsible for the management and maintenance of buildings, property and land, investment activities, construction implementation, building and construction records, security and safety of property, energy and transport management; it is headed by a manager who is subordinate to the Bursar.

#### **Article 26**

##### **Units Providing Administrative, Administrative, Economic and Control Activities at the University**

(1) The Rectorate is a unit for administrative, management and economic security of the University's activities. It provides the methodical direction of these activities in other constituent parts of the University and their organisational units.

(2) The structure of the Rectorate and the subordination of units and offices is determined by the University's organisational regulations.

(3) The Rectorate includes the Internal Audit and Complaints Office, which is subordinate to the Rector. The position of this office within the University shall be independent.

## **PART FIVE**

### **Financial Management Rules**

#### **Article 27**

##### **Financial Management of the University**

(1) The financial management of the University is governed by the Act, the rules for the provision of contributions and subsidies published by the Ministry, as well as by special legal regulations and the internal regulations and standards of the University.

(2) The University ensures its financial management according to a budget of income and expenditure, which is drawn up for a period of one calendar year in accordance with approved rules. The budget of the University shall not be drawn up as a deficit budget. The rules for the construction of the budget shall be submitted by the Rector to the Senate and the Board of Trustees for consideration before the actual consideration of the budget. If the Senate does not approve the draft budget submitted by the Rector, the Rector shall submit a new draft within 30 days. Pending approval of the budget by the Senate and the Board of Trustees, the original draft budget shall

be followed, including proposals for the allocation of non-investment funds to the faculties and other parts of the University, reduced by 10 %. During this period, only actions already approved shall be financed from investment funds.

(3) According to the approved budget of the University, the faculties and other units of the University receive a limit of funds for a given calendar year.

(4) In its activities, the University is governed by the Rules of Financial Management of the University of Pardubice. The method and procedures of accounting are determined by special legal regulations and internal regulations and standards of the University.

#### **Article 28**

##### **Financial Management of Faculties and Other Units of the University**

(1) Faculties, special-purpose facilities, and other units manage their allocated funds independently in accordance with the Act, other special legal regulations and the internal regulations and standards of the University.

(2) Faculties shall manage their allocated funds, including wage funds, independently according to their own budget approved by the Academic Senate of the Faculty.

(3) The units of the University referred to in Article 25(1)(a) and (b) and Article 26 shall manage their allocated funds, including salary funds, and funds generated by their own activities independently in accordance with their own budget approved by the management.

(4) Individual units and offices of the Rectorate manage the allocated funds, except for wage funds, and the funds obtained through their own activities.

(5) Auditing of the financial management of faculties and special-purpose facilities is carried out at least annually and the Bursar is responsible for ensuring it. An extraordinary audit of the financial management of the University's units by the Internal Audit and Complaints Office may be ordered by the Rector as necessary.

### **PART SIX**

#### **Quality Assurance and Evaluation of the Activities of the University and Its Units**

##### **Article 29**

##### **Quality Assurance**

(1) The quality of educational, creative, and related activities is ensured in accordance with the Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of the University of Pardubice (abbreviated as "Quality Assurance and Quality Assessment Rules"), which are internal regulations of the University.

##### **Article 30**

##### **Quality Assessment**

(1) The University carries out an evaluation of educational, creative, and related activities in accordance with Section 77a of the Act as internal and external.

(2) The internal assessment is carried out in accordance with the established Quality Assurance and Quality Assessment Rules.

(3) External assessment is carried out by:

- a) National Accreditation Office,
- b) other external bodies.

### **PART SEVEN**

#### **Academic Staff**

### **Article 31** **Status of Academic Staff**

(1) Academic staff perform both teaching and creative activities in their employment. These activities must be carried out demonstrably over a longer period of time and need not be carried out concurrently or be comparable in scope and level. The characteristic activities of an academic staff member include in particular:

- a) in the field of pedagogical activities as a rule:
  1. direct participation in the implementation of study programmes in the forms defined in the Study and Examination Regulations, through lectures, seminars and exercises, examinations and consultations,
  2. serving as supervisors of bachelor's and master's theses, on examination and subject committees,
  3. serving as supervisors in doctoral study programmes and as dissertation reviewers,
  4. participation in the development of study programmes and membership of the doctoral programme boards,
  5. preparation of newly introduced or upgraded courses,
  6. preparation of study documents and materials,
- b) in the field of creative activity as a rule:
  1. acting as principal investigator or co-investigator of announced programmes and projects, in accordance with specific legal regulations,
  2. active participation in the research teams of programmes and projects, according to special legal regulations or in the provision of the University's activities based on contractual relations,
  3. participation in the design and implementation of major engineering works,
  4. reviewing activities in habilitation procedures and procedures for appointment as professor,
  5. publishing or presentation activities.

(2) The scope and level of performance of the activities referred to in Paragraph (1) shall be assessed comprehensively in terms of content, time and duration and shall be expressed by the job title "academic staff member".

(3) A temporary absence from any of the activities referred to in Paragraph (1) shall not be decisive for the status of an academic staff member and shall not constitute a change in the employment relationship.

(4) Recognition of the status of an academic staff member at a faculty is decided by the relevant Dean, in other cases by the Rector.

### **Article 32** **Sabbatical Leave**

(1) The Dean decides on granting sabbatical leave to the academic staff of the faculty. The Rector decides on granting sabbatical leave to academic staff at the University's units specifically established for educational and creative activities. If he or she rejects the request, he or she shall state the circumstances which led to the rejection of the request.

(2) The results achieved by the academic staff member during the period of sabbatical leave are part of the academic staff member's evaluation.

### **Article 33** **Membership in Academic Senates, Scientific or Arts Boards and Other Bodies**

(1) The activities of academic staff and students in the bodies and boards defined by the Act and other special legal regulations relating to the mission of universities shall include membership:

- a) in the Senate and the academic senates of the faculties,
- b) in the Internal Assessment Board,
- c) in the Scientific Board, in the scientific or arts boards of faculties and the scientific or arts boards of other

universities and faculties,

- d) in the National Accreditation Office and its working committees,
- e) in the representation bodies of universities according to Section 92 of the Act,
- f) in other boards.

(2) Membership of the bodies and boards referred to in Paragraph (1) is an important part of their employment rights and obligations arising from their status as a member of the academic community. Senior staff at all levels of management are required to create conditions for staff and student participation in meetings and to reflect these activities in the evaluation of academic staff.

#### **Article 34**

##### **Fees for Acts Related to the Habilitation Procedure or the Procedure for Appointment as Professor**

- (1) The fee for acts related to the habilitation procedure is CZK 6 000.
- (2) The fee for acts related to the procedure for appointment as a professor is CZK 8 000.

#### **Article 35**

##### **Extraordinary, Visiting, and Emeritus Professor**

- (1) The status of an extraordinary professor is regulated by Section 70(2) of the Act.
- (2) A distinguished foreign expert who is admitted to the University
  - a) with the definition of activities corresponding to those of a professor or associate professor,
  - b) for a period of at least one semester or a longer but fixed term,

may be granted the status of "visiting professor" by the decision of the Rector, usually on the proposal of the faculty's scientific or arts board.

(3) A professor who has made a significant contribution to the development of the University and is a former member of the academic community of the University may, based on a proposal from the faculty's scientific or arts board, be granted the status of "emeritus professor" by a decision of the Rector after discussion in the University's Scientific Board. This status does not create an employment relationship with the University.

- (4) A visiting professor and professor emeritus is not a member of the academic community of the University.

#### **Article 36**

##### **Proceedings for Annulment of Appointment as Associate Professor**

- (1) The grounds for the decision in the proceedings for annulment of the appointment as an associate professor include the opinion of a review committee appointed by the Rector on an ad hoc basis for each proceeding in accordance with the conditions set out in the Act.
- (2) The Dean of the faculty at which the habilitation procedure was held is entitled to propose 1/3 of the members of the review committee to the Rector in accordance with Section 74a(6) of the Act.

## **PART EIGHT Information System**

#### **Article 37**

##### **Components of the Information System**

(1) The information system of the University is a functional unit providing information for educational and creative activities at the University, for administrative and technical-economic activities related to the management of the University and its units, for complementary activities, and for the state administration, the commercial sector, and the public.

- (2) The information system shall provide and include

- a) access of staff and students to available information providing educational and creative activities at a comparable world level, in particular through libraries, study rooms, local and global information networks,
- b) providing guaranteed information as defined by law,
- c) collecting, processing, preserving, and making available information necessary for the management, economic and administrative functions of the University and its units,
- d) providing information about the University in a way that makes it accessible to the public, especially via the Internet.

(3) One of the Vice-Rectors is responsible for the strategy, concept, and general rules for the use of the information system.

(4) In the context of communication on the University's computer network, all units and their workplaces are obliged to comply with the standards and security measures announced in the University's directive.

(5) Supervisors at all levels are responsible for the timeliness and accuracy of the information published and the legality of the use of software products.

## **PART NINE**

### **Academic Symbols and Awards**

#### **Article 38**

##### **Academic Officials, Insignia, and Ceremonies**

(1) The external expression of the academic traditions, rights and freedoms of the University and its faculties are the academic officers, academic insignia and academic ceremonies.

(2) The academic officers of the University are the Rector, Vice-Rectors, Deans, Vice-Deans, and during the academic ceremony the Master of Ceremonies.

(3) The academic insignia of the University and its faculties are chains, sceptres and gowns.

(4) Academic ceremonies include in particular the inauguration of the Rector or the installation of the Dean, matriculation, Bachelor and Master promotions, the award of an honorary doctorate, a ceremonial meeting of the Scientific Board, a ceremonial assembly of the academic community, and a ceremonial graduation from a lifelong learning programme.

(5) The Rector decides on the change or on the proposal of new insignia after approval by the Senate.

(6) The content and course of academic ceremonies are proposed by the relevant Vice-Rector or Vice-Dean in the spirit of university traditions and approved by the Rector or Dean.

#### **Article 39**

##### **Academic Insignia and Their Use**

(1) The University sceptre, chain and the Rector's gown are symbols of the University, and their use is connected with the office of the Rector.

(2) The sceptre of the faculty, the chain and the gown of the Dean are symbols of the faculty, and their use is connected with the office of the Dean.

(3) The chain and gown of the Vice-Rector, the chain and gown of the Vice-Dean or the gown of the Master of Ceremonies are symbols of the office of the Vice-Rector or the Vice-Dean or the Master of Ceremonies.

(4) The gowns are the symbols of the office of a member of the Scientific Board and a member of the scientific boards of the faculties or the arts boards of the faculties and of the Chair of the Senate and the chairs of the senates of the faculties.

(5) The Bursar's gown and the gowns of the secretaries of the faculties are the symbols of their offices.

(6) The doctoral gown and chain shall be conferred during the academic ceremony on the person to whom the honorary degree of "doctor honoris causa" (abbreviated as "Dr. h. c.") is conferred.

(7) The Rector Emeritus's gown is bestowed during an academic ceremony on a person who attends the

ceremony by virtue of his/her honorary rank of "Rector Emeritus".

#### **Article 40 Honorary Rank of Dr. h. c.**

(1) In the spirit of the University's traditions, the University awards the honorary degree of doctor honoris causa to eminent domestic and foreign personalities who have made a significant contribution to the development of the areas that form the focus and long-term orientation of the University (Article 2).

(2) The award of an honorary degree is decided by the Scientific Board. Proposals shall be submitted by

- a) Rector,
- b) the scientific or arts boards of the faculties through the Dean,
- c) members of the Scientific Board.

(3) The nominated personality must consent to the award of the honorary degree. The Rector shall request consent after prior approval by the Scientific Board.

(4) The honorary degree is conferred at an academic ceremony.

#### **Article 41 Rector Emeritus**

(1) Rector Emeritus of the University ("Rector Emeritus") is an honorary title that does not confer membership in the academic community.

(2) Rector Emeritus is a person who has held the office of Rector of the University and has not been removed from that office.

(3) Rector Emeritus may work at the University in educational, creative, advisory or representative activities to an agreed extent.

#### **Article 42 Medals and Awards**

(1) On behalf of the University, the Rector awards medals, and awards in recognition of, in particular

- a) merits for the development of the University, its position and prestige in the Czech Republic and abroad,
- b) a significant tenure at the University,
- c) merits for the development of higher education and education,
- d) activities in areas related to the University's focus.

(2) The following medals of the University shall be awarded:

- a) Medal of Merit for the University of Pardubice,
- b) Commemorative Medal of the University of Pardubice.

The rules for the awarding of these medals are set out in the University Directive.

(3) The Rector awards the Rector's Student Award of the University of Pardubice in recognition of the student's outstanding achievements during his/her studies at the University. The rules for awarding this award are determined by the University's directive.

### **PART TEN Transitional and Final Provisions**

(1) The Statutes of the University of Pardubice, registered by the Ministry on 6 March 2006 under No. 5792/2006-30, as amended, are hereby repealed.

(2) These Statutes were approved pursuant to Section 9(1)(b)(3) of Act No. 111/1998 Sb., on Higher Education

Institutions and Amendments to Other Acts (Act on Higher Education Institutions), as amended, by the Academic Senate of the University of Pardubice on 29 November 2016.

(3) These Statutes shall come into force under Section 36(4) of the Act on the date of registration by the Ministry.

(4) These Statutes shall take effect on the date of registration by the Ministry.

\*\*\*

Amendments to the Statutes of the University of Pardubice were approved pursuant to Section 9(1)(b)(3) of Act No.111/1998 Sb., on Higher Education Institutions and Amendments to Other Acts (Higher Education Act), as amended, by the Academic Senate of the University of Pardubice on 8 October 2019, 10 November 2020, 25 May 2021 and 22 November 2022.

Amendments to the Statutes of the University of Pardubice shall come into force pursuant to Section 36(4) of the Higher Education Act on the date of registration by the Ministry of Education, Youth and Sports.

Amendments to the Statutes of the University of Pardubice registered by the Ministry of Education, Youth and Sports on 31 October 2019 under No. MSMT-35126/2019-1 shall come into force on the date of registration by the Ministry of Education, Youth and Sports (Amendment No. 1), amendments registered on 7 December 2020 under No. MSMT-44805/2020-1 (Amendment No. 2) take effect on the date of registration, the amendments registered on 24 June 2021 under No. MSMT-17820/2021-1 (Amendment No. 3) shall take effect on the date of registration and the amendments registered on 20 December 2022 under No. MSMT-34565/2022-4 (Amendment No. 4) shall take effect on the date of registration, with the exception of Clause 5, which shall take effect on 1 May 2023.

prof. Ing. Jiří Málek, DrSc., m.p.

Rector

Annexe 1 to the Statutes of the University of Pardubice - Fees for Studying in a Foreign Language

Table 1: Fees under Article 12(1)(a)

	Undergraduate	Postgraduate	Ph.D.
DFJP	CZK 10 000	CZK 10 000	CZK 1 000
FEI	CZK 10 000	CZK 10 000	CZK 3 000
FES	CZK 10 000	CZK 10 000	CZK 3 000
FF	CZK 1 000	CZK 1 000	CZK 1 000
FChT	CZK 10 000	CZK 10 000	CZK 3 000

Table 2: Fees under Article 12(1)(b)

	Undergraduate	Postgraduate
DFJP	CZK 100 000	CZK 100 000
FEI	CZK 100 000	CZK 100 000
FES	CZK 55 000	CZK 35 000
FF	CZK 45 000	CZK 45 000
FChT	CZK 125 000	CZK 125 000