

UNIVERSITY OF PARDUBICE	
Directive No. 6/2021 as amended by Addenda Nos. 1, 2, 3, 4 and 5	
Subject:	Organisational Rules of the University of Pardubice
Applicable to:	All University Units
Effective Date:	1 May 2021
Ref. No.:	RPO/0014/21
Prepared and submitted by:	Ing. Lucie Košťálová, Head of Rector's Office
Approved by:	prof. Ing. Jiří Málek, DrSc., Rector

## **Article 1 General Provisions**

The Organisational Rules of the University of Pardubice (hereinafter referred to as the "Organisational Rules") govern the fundamental principles of governance at the University of Pardubice ("University") in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Certain Acts (the Higher Education Act), as amended ("Higher Education Act"), and other generally binding legal regulations.

In accordance with the Statutes of the University of Pardubice ("Statutes") and other internal regulations of the University, these Rules further specify and regulate the internal organisational structure of the University.

## **Article 2 Principles of the Organisation and Governance of the University**

1. The University is a public higher education institution within the meaning of the Higher Education Act.
2. The self-governing academic bodies of the University include the Academic Senate, the Rector, the Scientific Board, the Internal Evaluation Board, and the Disciplinary Committee. Where all students are enrolled at faculties, the Disciplinary Committee is not established. Other governing bodies include the Board of Trustees and the Bursar. The status and competences of these bodies are defined in Sections 8 to 16 of the Higher Education Act and in Articles 16 to 22 of the Statutes.
3. The Rector is the head of the University and is responsible for its overall management. The Rector acts and takes decisions on behalf of the University, except in matters that fall within the remit of the faculties as defined in Section 24 of the Higher Education Act and Article 23 of the Statutes.
4. In accordance with Article 18(2)(a) of the Statutes, the Rector appoints the Vice-Rector for Education and Quality, the Vice-Rector for Research and Creative Activities, the Vice-Rector for Internal Affairs, and the Vice-Rector for External Relations.
5. The Rector's principal advisory body is the University Executive Board, composed of the Rector, the Vice-Rectors, and the Bursar.
6. The operational advisory body of the Rector is the Extended University Executive Board, composed of the Rector, the Vice-Rectors, the Bursar, and the Deans of individual faculties.
7. Another advisory body of the Rector is the Rector's Advisory Board, appointed by the Rector in accordance with Article 18(2)(d) of the Statutes. The Rector may invite other individuals to attend meetings of the Advisory Board if the matters discussed fall within their competence. Membership in the Advisory Board is non-transferable.

8. The International Scientific Council serves as an advisory body to the Rector particularly in matters of strategic significance related to research and creative activities at the international level.
9. The Ethics Committee is an advisory body to the Rector in matters concerning compliance with ethical standards as laid down in the University's internal regulations.
10. The Commercialisation Board is a professional advisory body to the Rector in matters concerning the commercialisation of research and development results. The Board is composed of representatives of research organisations, industry (enterprises), and the financial sector (banks, venture capital funds, etc.). Its members are appointed and dismissed by the Rector.
11. A supervising officer of the University is any employee who, within an employment relationship, directly manages at least one subordinate employee. A supervising officer is authorised to assign work tasks to subordinates, to organise, manage, and supervise their work, and to issue binding instructions for these purposes.
12. Direct management refers to the assignment of work tasks by a superior to a subordinate within a direct line of organisational hierarchy. It typically includes the issuance of instructions or orders, ongoing monitoring, supervision, and performance evaluation.
13. Methodical management entails delegated authority to take expert decisions, determine methods for carrying out professional tasks, and oversee their execution.
14. The University Executive Board also exercises its managerial and organisational responsibilities through a system of internal regulations, including, in particular, directives, orders, measures, and notices. The procedure for drafting, issuing, publishing, and registering such regulations is set out in a University directive<sup>1</sup>.
15. Managerial control forms an integral part of the University's financial management and ensures the proper use of public funds. The powers and binding procedures for its implementation are defined in a University directive<sup>2</sup>.

### **Article 3**

#### **Organisational Structure and Division of the Main Components of the University**

1. The basic organisational structure of the University is illustrated in Annex No. 1 – Organisational Structure of the University and Annex No. 2 – Legend to the Organisational Structure of the University, which form part of this Directive.
2. The University comprises seven faculties:
  - a) Faculty of Transport Engineering (FTE),
  - b) Faculty of Electrical Engineering and Informatics (FEEI),
  - c) Faculty of Economics and Administration (FEA),
  - d) Faculty of Arts and Philosophy (FAP),
  - e) Faculty of Chemical Technology (FChT),
  - f) Faculty of Restoration (FR),
  - g) Faculty of Health Studies (FHS).

The internal organisational structure of each faculty is defined by its Faculty Statutes.

---

<sup>1</sup> Directive of the University of Pardubice No. 4/2014 – Procedure for Drafting, Issuing, Publishing and Registering the Internal Regulations of the University of Pardubice.

<sup>2</sup> Directive of the University of Pardubice No. 29/2005 – Internal Control System at the University of Pardubice.

3. The University units responsible for educational, scientific, research, development, innovation, and other creative activities, as well as for the provision of information and other services, include:

a) Centre for Information Technology and Services (CITS), consisting of:

- aa) University Library (UL),
- ab) Information and Communication Technologies Division (ICTD),
- ac) University Conference Centre (UCC).

The internal structure and competences of CITS are defined by its Organisational Rules.

b) Centre for Technology and Knowledge Transfer (CTKT),

c) Language Centre (LC),

d) Department of Physical Education and Sport (DPES),

e) University Environmental Centre (UEC).

The internal structure and competences of UEC are defined in the Statutes of the Faculty of Chemical Technology.

4. Joint university units established by contractual agreement with other legal entities include:

a) Joint Laboratory for Polymer Analysis and Evaluation – SYNPO a.s., Pardubice and the University of Pardubice (JLPAE),

b) Joint Unit of Applied Medicine – Pardubice Hospital and the University of Pardubice (JUAM),

c) Joint Laboratory of Membrane Processes – MEGA a.s., Stráž pod Ralskem and the University of Pardubice (JLMP).

In view of the nature of their activities, the jointly established departments listed under items a) to c) are organisationally affiliated with the Faculty of Chemical Technology.

5. The incorporation of jointly established departments into the organisational structure of a faculty, and their subordination to faculty authorities empowered by the Rector to act on behalf of the University in relevant matters, is defined by the respective Faculty Statutes.

6. The University's purpose-built facility providing accommodation and catering services primarily for students and staff is the Accommodation and Dining Services Division (ADSD), which is further divided into:

a) Accommodation Unit (AU),

b) Catering Unit (CU),

c) Internal Management and Process Unit (IMPU),

d) Technical and Operational Unit (TOU).

The internal structure and competences of ADSD are defined in its Organisational Rules.

7. University purpose-built facilities providing operational services include:

a) Technical Division (TD), further subdivided into:

aa) Dispatching and Secretariat (DS),

ab) Construction Investment Unit (CIU),

ac) Building Maintenance Unit (BMU),

ad) Building Management and Security Unit (BMSU),

ae) Building Safety, Inspection and Energy Management Unit (BSIEMU),

af) Transport Unit (TRU).

The internal structure and competences of the Technical Division are set out in its Organisational Rules.

b) Publishing and Printing Centre (PPC), which includes, in addition to its production, graphic and administrative sections, also:

ba) Publishing Office and Specialised Bookshop (POSB).

8. The units and purpose-built facilities listed in Paragraph 3 (a–d) and in Paragraphs 6 and 7 of this Article are referred to in the University information systems as central university units (CUUs).

9. The incorporation of the units and purpose-built facilities listed in Paragraphs 3, 4, 6 and 7 of this Article into the University's organisational structure, and their affiliation to particular University components, is defined in the organisational structure attached as Annex No. 1.

### **Article 3a Rectorate Units**

1. The *Rectorate* comprises organisational units (hereinafter referred to as "Rectorate Units") responsible for the University's administrative, managerial, economic and control activities. These include administrative, financial, operational and other units managed by the Rector, Vice-Rectors, the Bursar or the Head of the Rector's Office. Depending on the scope of their activities, Rectorate Units are structured as Divisions, Offices, or Sections. A *Division* is a unit that is further divided into at least two subordinate Offices or Sections. An *Office* is a unit responsible for a variety of tasks and typically employs at least two staff members. A *Section* is a unit performing a specifically focused, independent activity, usually with one or two employees.

2. Rectorate Units directly managed by the Rector:

- a) Internal Audit, Control and Complaints Section (IACC),
- b) Security Section (SEC),
- c) SAFE UPCE Section (SUS),
- d) Data Protection Officer (DPO).

Selected activities related to personal data protection are carried out by the Data Protection Officer as part of the Legal Office.

3. Rectorate Units managed by the Vice-Rector for Internal Affairs:

- a) Human Resources Office (HRO), subdivided into:
  - aa) Personnel Office (PEOF),
  - ab) HR Award Office (HRAO),
- b) Strategic Management and Sustainable Development Section (SMSD).

4. Rectorate Unit managed by the Vice-Rector for Education and Quality:  
Education Office (EO), comprising:

- a) University Counselling Centre (UCC),
- b) ALMA Centre (ALMA),
- c) Career Centre (CC),
- d) Methodological Education Office (MEO).

5. Rectorate Units managed by the Vice-Rector for External Relations:

- a) International Relations Office (IRO),
- b) Promotion and External Relations Office (PERO).

6. Rectorate Units managed by the Vice-Rector for Research and Creative Activities:

- a) Development and Project Management Office (DPMO),
- b) Research and Creative Activities Section (RCAS).

7. Rectorate Units managed by the Bursar:

- a) Bursar's Office (BurO),
- b) Finance Division (FD), subdivided into:
  - ba) Finance, Accounting and Tax Office (FATO),

- bb) Budgeting, Analysis and Project Management Office (BAPMO),
- bc) Payroll Office (PAOF).

The internal structure and competences of the Finance Division are defined in its Organisational Rules.

- c) Public Procurement Office (PPO),
- d) Legal Office (LO).

8. Rectorate Unit managed by the Head of the Rector's Office:  
Rector's Office (RecOf).

#### **Article 4** **Final and Transitional Provisions**

1. Directive No. 4/2017 – *Organisational Rules of the University of Pardubice* is hereby repealed.
2. This Directive enters into force and becomes effective on 1 May 2021.
3. The naming and abbreviations of individual University units, purpose-built facilities, and Rectorate units, as defined in the organisational structures of faculties and other components of the University, must comply with these Organisational Rules, the associated register of University units, and the University information systems.
4. Where the term "Information Centre" is used in other Directives of the University of Pardubice, it shall be understood to mean the *Centre for Information Technology and Services*.

Annexes:

- Annex No. 1 – Organisational Structure of the University
- Annex No. 2 – Legend to the Organisational Structure of the University

Pardubice, 30 April 2021

prof. Ing. Jiří Málek, DrSc.  
Rector

\*\*\*

- Addendum No. 1 to Directive No. 6/2021 entered into effect on 1 February 2022.
- Addendum No. 2 to Directive No. 6/2021 entered into effect on 1 September 2022.
- Addendum No. 3 to Directive No. 6/2021 entered into effect on 1 February 2023.
- Addendum No. 4 to Directive No. 6/2021 entered into effect on 26 August 2024.
- Addendum No. 5 to Directive No. 6/2021 entered into effect on 2 April 2025.