

THE UNIVERSITY OF PARDUBICE	
Directive No. 4/2017 as amended by Appendix No. 1, 2 and 3	
Subject:	Organizational Guidelines of the University of Pardubice
Applicable to:	all departments of the University of Pardubice
Effective from:	November 1, 2017
Reference number:	RPO/0024/17
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Article 1

Basic Provisions

The Organisational Guidelines of the University of Pardubice (the "Organisational Guidelines") shall regulate the basic principles for the management of the University of Pardubice (the "University") in accordance with Act No. 111/1998 Sb. (Charter Book), on Higher Education and on modification and amendment to other acts, as amended (the "Higher Education Act"), 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 (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 Higher Education Act.
2. The self-

- in particular, strategic issues of scientific and creative activities at international level.
9. The Ethics Committee is an advisory body to the Rector in matters concerning, in particular, compliance with the rules of ethics enshrined in the internal standards of the University of Pardubice.
 10. The Commercialization Board is an expert advisory body to the Rector in relation to the commercialization of science and research results. The Board consists of representatives of research organizations, the area of application and the financial sector. Its members are appointed and removed by the Rector.
 11. A university manager is any employee of the University who directly manages at least one subordinate employee in employment relations. The manager is entitled to assign and assign subordinate employees work tasks, to organize, manage and check their work and to give them binding instructions for this purpose.
 12. Direct management consists of assigning work tasks by a higher level of management to a lower level in a direct line of organizational subordination. Direct management shall include, in particular, the issuing of instructions or orders, their monitoring, checking and evaluation of results.
 13. Methodological management consists of delegated power of professional decision-making, determining methods of performing professional activities and checking their outcome.
 14. The management of the University also carries out management and organizational activities using a system of internal standards such as directives, orders or measures and announcements. The procedure for the preparation, issuing, publication and registration of the University's internal standards is set by the University's guideline¹.
 15. Management control is an integral part of the University's financial management to manage public funds. The definition of competencies and binding procedures for the application of management control are set by the University's guideline².

Article 3

Organisational Structure and Division of the University Main Parts

1. The basic organisational structure of the University is shown in Annex 1 – University Organisational Structure – and in Annex 2 – Legend to the University Organisational Structure.
2. The University consists of seven faculties:
 - a) Faculty of Transport Engineering (abbreviated as "FTE"),
 - b) Faculty of Electrical Engineering and Informatics (abbreviated as "FEEI"),
 - c) Faculty of Economics and Administration (abbreviated as "FEA"),
 - d) Faculty of Arts and Philosophy (abbreviated as "FAP"),
 - e) Faculty of Chemical Technology (abbreviated as "FChT"),
 - f) Faculty of Restoration (abbreviated as "FR"),
 - g) Faculty of Health Studies (abbreviated as "FHS").

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

¹ University of Pardubice Directive No. 4/2014 Procedure for the Preparation, Issuing, Publication and Registration of Internal Standards of the University of Pardubice

² University of Pardubice Directive No. 29/2005 Internal Control System at the University of Pardubice

3.

The internal organizational structure and competences of the Halls of Residence and Catering Services are set out in its

- Personnel and Payroll Section (abbreviated as "PPS").
4. Rectorate department managed by the Vice-Rector for Education and Quality:
Education and Research (abbreviated as "ER"), which includes:
 - a) Academic Advisory Centre of the University of Pardubice (abbreviated as "AACUP"),
 - b) ALMA Centre (abbreviated as "AC"),
 - c) Career Centre (abbreviated as "CC").
 5. Rectorate department managed by the Vice-Rector for Development:
International Affairs and Development (abbreviated as "IAD"), which includes:
 - a) Project Support ("PS"),
 - b) International Affairs (abbreviated as "IA"),Promotion and External Affairs (abbreviated as "PEA").
 6. Rectorate department managed by the Vice-Dean for Research and Development:
Department of Science and Academic Activities (abbreviated as "DSAA").
 7. Rectorate departments managed by Bursar:
 - a) Bursar's Office (abbreviated as "BurO"),
 - b) Finance and Accounting Centre (abbreviated as "FAC"), which is further subdivided into:
 - ba) Economic Management (abbreviated as "EM"),
 - bb) Internal Economy (abbreviated as "IE"),
 - bc) Finance (abbreviated as "Fin"),The internal organizational structure and competencies of the Economic Department are defined by its Organisational Guidelines.
 - c) Public Tenders Administration (abbreviated as "PTA"),
 - d) Law Office (abbreviated as "LO").
 8. Rectorate department managed by the Head of the Rector's Office:
Rector's Office (abbreviated as "RecOf").

Article 4

Negotiations with State Administration Authorities

1. Academic officials and managing employees negotiate on behalf of the University with the Ministry of Education, Youth and Sports and other public authorities at these levels:
 - a) the Rector at all levels,

2. This Directive shall enter into effect on November 1, 2017.
3. The designation of the names of individual workplaces and their abbreviations in determining the organizational structures of the faculties, special-purpose facilities and workplaces of the University and the Rectorate organizational departments must be in