

STATUTE OF THE FACULTY OF INFORMATICS AND STATISTICS OF THE PRAGUE UNIVERSITY OF ECONOMICS AND BUSINESS

Article 1

Introductory Provisions

1. In accordance with Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (the Higher Education Act), as amended (hereinafter referred to as “the Act”), and pursuant to the Statute of the Prague University of Economics and Business, the Faculty of Informatics and Statistics of the Prague University of Economics and Business (hereinafter referred to as “the Faculty”) is a constituent part of the Prague University of Economics and Business (hereinafter referred to as “VŠE”).
2. The competence and status of the Faculty are defined by the Act, the internal regulations of VŠE, and the internal regulations of the Faculty.
3. The Faculty was established as part of a reorganization of VŠE by a decision of the Academic Senate of VŠE as of July 1, 1991.
4. The name of the Faculty is: Fakulta informatiky a statistiky Vysoké školy ekonomické v Praze. The name of the Faculty in English is: Faculty of Informatics and Statistics, Prague University of Economics and Business.
5. The Faculty is located in Prague.

Article 2

Mission of the Faculty

The Faculty may implement accredited bachelor's, master's, and doctoral study programs (hereinafter referred to as “educational activities”) and, in connection with this, develops scientific and research, development and innovation, artistic, or other creative activities (hereinafter referred to as “creative activities”). The Faculty may also conduct habilitation procedures and procedures for the appointment of professors in accredited fields. Furthermore, the Faculty may carry out complementary activities, including lifelong learning programs and internationally recognized courses.

Article 3

Academic Community of the Faculty

1. The academic community of the Faculty consists of academic staff members active at the Faculty and students enrolled at the Faculty. The status of an academic staff member and the status of a student are regulated by law.
2. An academic staff member active at the Faculty is understood to be an academic staff member assigned to the Faculty under an employment contract, i.e., an academic staff member with whom the Dean of the Faculty has concluded an employment contract on behalf of VŠE.
3. If membership in any of the self-governing or advisory bodies of the Faculty is linked to membership in the academic community of the Faculty, such membership shall cease upon termination of membership in the academic community of the Faculty, except for the cases specified in paragraph 4 and Article 5, paragraph 4, letter b) of the Statute of VŠE.
4. Pursuant to Section 26, paragraph 3 of the Act, if a student elected to the Academic Senate of the Faculty (hereinafter referred to as “AS FIS”) is admitted during his or her term of office to another, immediately following study program implemented by the Faculty, his/her

membership in the AS FIS does not expire, provided that he/she enrolls in the immediately following study program at the Faculty within 45 days of the completion of his/her studies. During the months of July and August, the time limit under the first sentence shall not run.

Article 4

Organizational Structure of the Faculty

1. The organizational structure of the Faculty is comprised of its:
 - a) self-governing academic bodies,
 - b) other body,
 - c) departments and scientific research workplaces,
 - d) other workplaces.
2. The self-governing academic bodies of the Faculty are the Academic Senate of the Faculty, the Dean of the Faculty, the Scientific Board of the Faculty, and the Disciplinary Committee of the Faculty. The other body of the Faculty is the Secretary of the Faculty.
3. The mutual relationships between the components of the organizational structure of the Faculty mentioned in paragraph 1 are defined by the Act, other legal regulations, the internal regulations of VŠE, and the internal regulations of the Faculty.

Article 5

Internal Regulations of the Faculty

1. The internal regulations of the Faculty within the meaning of Section 33, paragraph 2 of the Act are:
 - a) Statute of the Faculty,
 - b) Election Rules of the Academic Senate of the Faculty,
 - c) Rules of Procedure of the Academic Senate of the Faculty,
 - d) Rules of Procedure of the Scientific Board of the Faculty,
 - e) Disciplinary Code for Students of the Faculty.
2. The Dean is authorized to issue, within the limits of the law, the internal regulations of VŠE, and the internal regulations of the Faculty, binding directives, orders, and measures, in particular to specify procedures for the application of legal regulations and internal regulations of the Faculty. In the area of management and internal administration of the Faculty, the Secretary may also issue directives and orders within the scope determined by a measure of the Dean.

Article 6

Academic Senate of the Faculty

1. The AS FIS is composed of elected representatives of the academic community of the Faculty. The competence, powers, and responsibilities of the AS FIS are determined by law, the internal regulations of VŠE, and the internal regulations of the Faculty. In the performance of their duties, members of the AS FIS are not bound by the opinion of the academic self-government bodies of the Faculty, nor by the heads of workplaces of the Faculty, but only by their conscience and the interests of the Faculty as a whole.
2. The number of members of the AS FIS from among the academic staff equals the number of departments of the Faculty and scientific research workplaces of the Faculty with academic staff, increased by two. Each department of the Faculty and scientific research workplace of the Faculty with academic staff is represented in the AS FIS by at least one representative. The

number of members of the AS FIS from among students equals half the number of members of the AS FIS from among the academic staff in the Senate, rounded up. For the purpose of determining the number of members of the AS FIS, the decisive factor is the number of departments and scientific research workplaces of the Faculty on the day the elections to the AS FIS are declared; if the number of departments or scientific research workplaces changes during the term of office of the AS FIS members, this shall have no effect on the number of members of the AS FIS for the relevant term of office.

3. The term of office of AS FIS members is three years and begins the day after the expiration of the term of office of the members of the preceding AS FIS. Elections to the AS FIS are direct, with secret ballot.
4. The commencement and termination of membership in the AS FIS, elections to the AS FIS, and the status of an alternate member of the AS FIS are regulated by the Election Rules of the AS FIS. The method of conduct of the AS FIS is regulated by the Rules of Procedure of the AS FIS.
5. The Presidium of the AS FIS consists of a Chairperson and two Vice-Chairpersons. One Vice-Chairperson of the AS FIS is elected from among the AS FIS members who are academic staff, and one from among the AS FIS members who are students.
6. The Chairperson of the AS FIS manages the activities of the AS FIS and represents it externally. In their absence, the Chairperson is represented by the Vice-Chairpersons to the extent and in the order specified by the Chairperson.

Article 7

Dean of the Faculty

1. The competence, powers, and responsibilities of the Dean of the Faculty (hereinafter referred to as "the Dean") are determined by the Act, other legal regulations, the internal regulations of VŠE, and the internal regulations of the Faculty.
2. The term of office of the Dean is four years. The same person may hold the position of Dean for a maximum of two consecutive terms of office.
3. The Dean is represented to the extent specified by them by Vice-Deans.
4. The permanent advisory bodies of the Dean are the Dean's Advisory Board, the Accreditation Board of the Faculty, the Editorial Committee of the Faculty, and the Scholarship Committee of the Faculty. Membership in these bodies terminates no later than on the first day of the term of office of a newly appointed Dean.
5. The Dean may, as required, establish other permanent or temporary advisory bodies and appoint their members. These bodies terminate no later than on the first day of the term of office of a newly appointed Dean.

Article 8

Scientific Board of the Faculty

1. The competence, powers, and responsibilities of the Scientific Board of the Faculty (hereinafter referred to as "the Scientific Board") are determined by the Act, the internal regulations of VŠE, and the internal regulations of the Faculty.
2. The Chairperson of the Scientific Board is the Dean. Other members of the Scientific Board are appointed and dismissed by the Dean with the prior approval of the AS FIS.
3. The term of office of the other members of the Scientific Board ends on the first day of the term of office of a newly appointed Dean.
4. The method of conduct of the Scientific Board is regulated by the Rules of Procedure of the Scientific Board of the Faculty.

Article 9

Disciplinary Committee of the Faculty

1. The competence, powers, and responsibilities of the Disciplinary Committee of the Faculty (hereinafter referred to as “the Disciplinary Committee”) are determined by the Act, the internal regulations of VŠE, and the internal regulations of the Faculty.
2. The members of the Disciplinary Committee are appointed and dismissed by the Dean with the prior approval of the AS FIS. Half of the members are academic staff active at the Faculty, and half of the members are students enrolled at the Faculty.
3. The term of office of the members of the Disciplinary Committee is three years.
4. The method of conduct of the Disciplinary Committee and the procedure for discussing disciplinary infractions of students are regulated by the Disciplinary Code of the Faculty.

Article 10

Secretary of the Faculty

1. The competence, power, and responsibility of the Secretary of the Faculty (hereinafter referred to as “the Secretary”) are determined by the Act, other legal regulations, the internal regulations of VŠE, and the internal regulations of the Faculty.
2. The Secretary is appointed and dismissed by the Dean, to whom the Secretary is directly subordinate and responsible.
3. Within the scope determined by a measure of the Dean, the Secretary in particular:
 - a) manages the financial operations and internal administration of the Faculty,
 - b) manages the activities of the Dean's Office,
 - c) controls the complementary activities of the Faculty, departments, scientific research workplaces, and other constituent parts.

Article 11

Dean's Council

1. The members of the Dean's Council are the Vice-Deans, the Faculty Secretary, the heads of the faculty's departments and research centers, the Chairperson of the AS FIS, and potentially other members appointed by the Dean.
2. The Dean decides on the recommendations arising from the meetings of the Council and determines who is responsible for implementing the adopted recommendations.
3. The agenda of the Dean's Council is managed by the Faculty Secretary.

Article 12

Accreditation Board of the Faculty

The competence, powers, and responsibilities of the Accreditation Board of the Faculty are regulated by Article 9 of the Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of VŠE.

Article 13

Editorial Committee of the Faculty

1. The Editorial Committee of the Faculty (hereinafter referred to as “the Editorial Committee”) approves the editorial plan for textbooks and recommends individual textbooks for publication as teaching aids for courses accredited at the Faculty.
2. The members of the Editorial Committee are appointed and dismissed by the Dean.

Article 14

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Article 15

Department and Scientific Research Workplace of the Faculty

1. A department is the basic professional workplace of the Faculty. The department implements educational and creative activities and enables its staff to carry out individual scientific research work. A department may be further divided internally.
2. A scientific research workplace carries out creative activities and may also participate in educational activities.
3. The head of a department or a scientific research workplace is usually a staff member habilitated in the relevant or a related field. Only a staff member with a master's higher education degree can be a head.
4. The head of a department or a scientific research workplace is appointed and dismissed by the Dean. The appointment is made on the basis of a selection procedure. The term of office of the head of a department or a scientific research workplace is a maximum of four years.
5. The head is responsible to the Dean for the fulfillment of the tasks of the workplace. During the absence of the head of the workplace, they are represented by a designated deputy.
6. The list of departments and scientific research workplaces is published by the Faculty in the public section of its website.

Article 16

Other Constituent Parts of the Faculty

1. Other constituent parts of the Faculty are other workplaces.
2. Other constituent parts are headed by a manager appointed by the Dean on the basis of a selection procedure. The manager is dismissed by the Dean.
3. The list of other constituent parts is published by the Faculty in the public section of its website.

Article 17

Dean's Office of the Faculty

The Dean's Office of the Faculty (hereinafter referred to as “the Dean's Office”) is an internal unit of the Faculty which fulfills tasks associated with the professional, organizational, and material-technical support of educational, creative, and related activities of the Faculty, its bodies, and constituent parts. The Dean's Office in particular:

- a) ensures the needs of the Faculty as a whole,
- b) provides material and administrative support for the activities of the self-governing academic bodies and other bodies of FIS VŠE,
- c) carries out organizational, coordinating, advisory, methodical, recording, and control activities in the field of study and pedagogy, science, research and innovation, transfer of knowledge and technologies, external relations, and international relations, and
- d) fulfills other tasks assigned by the Dean or the Secretary.

Article 18

Organization of Study

1. Study at the Faculty takes place within accredited study programs.
2. The conditions for admission to study in accredited study programs are announced by the Faculty for the respective academic year after approval by the AS FIS.
3. The conditions and method of study are determined by the Study and Examination Regulations of VŠE.
4. The delivery of documents to students and applicants for study is governed by the Statute of VŠE.

Article 19

Academic Ceremonies

1. An academic ceremony is a solemn assembly of members of the academic community of the Faculty. The following academic ceremonies are held at the Faculty:
 - a) graduation ceremony of graduates,
 - b) inauguration of the Dean, and
 - c) other solemn assemblies of the academic community of the Faculty designated by its Dean.
2. The conduct of academic ceremonies pursuant to paragraph 1, letters a) to c) is regulated by the Statute of VŠE. The details of the conduct of academic ceremonies pursuant to paragraph 1, letter d) are determined by the Dean.

Article 20

Transitional Provisions

1. Persons who are bodies or members of bodies under the previous Statute shall remain bodies or members of bodies under this Statute. The term of office of these bodies or members of these bodies shall expire no later than on the last day of the term of office determined pursuant to this Statute.
2. Procedures initiated under the previous Statute which were not completed by the date of entry into force of this Statute shall be completed under the previous Statute.

Article 21

Final Provisions

1. The Statute of the Faculty approved by the Academic Senate of VŠE on May 27, 2012, is hereby repealed.
2. Appendix No. 1 – Rules of Financial Management is attached to this Statute of the Faculty.
3. This Statute of the Faculty enters into force and takes effect on the day of its approval by the Academic Senate of VŠE.
4. This Statute of the Faculty was approved by the Academic Senate of VŠE on June 19, 2017.

Rules of Financial Management of the Faculty

1. Funds allocated to the Faculty for specific purposes to solve concrete tasks are managed by the principal investigator of the given project in accordance with the project agreement and the Statute of VŠE.
2. Financial and material resources are provided to the Faculty by the Rector of VŠE in a manner determined by the Statute of VŠE and approved by the Academic Senate of VŠE.
3. FIS VŠE may utilize, to the extent specified by the Statute of VŠE, revenues or other financial and material resources obtained from:
 - a) yields from complementary activities,
 - b) income from donations and inheritances, including donations from abroad,
 - c) the use of endowment funds, including foreign ones.
4. The right of disposal over allocated public resources and other income is exercised by the Dean and, upon their authorization, by the Secretary. The Faculty does not have the right to dispose of real estate resources, except for the purposes for which they were designated at the Faculty. Other assets may be transferred outside of VŠE only with the consent of the Rector or, upon their authorization, the Bursar of VŠE.
5. The financial and administrative agenda of the Faculty is carried out by the Secretary of the Faculty in accordance with the instructions of the Dean.

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