Statutes of the Faculty of Science, Humanities and Education of the Technical University of Liberec

Section I
Introductory Provisions

Article 1
The Faculty

1. The Faculty of Science, Humanities and Education (henceforth the Faculty) is an integral part of the Technical University of Liberec (hereon TUL).
2. The Faculty was established by the decree of the Academic Senate of the College of Mechanical and Textile Engineering on July 10, 1990 as its Faculty of Education. The Faculty's name has been changed to Faculty of Science, Humanities and Education, with the change taking effect on May 20, 2008.
3. Its full name is Technical University of Liberec, Faculty of Science, Humanities and Education (Technická univerzita v Liberci, Fakulta přírodovědně-humanitní a pedagogická in the Czech original). Official names of the Faculty in other foreign languages can be stipulated in directives issued by the dean of the Faculty. The official acronym of the Faculty is FP.
4. The seat of the Faculty is at the address Studentská 1402/2, Liberec.

Section II
The Faculty’s Activities

Article 2
Main Activities

1. The Faculty is an autonomous unit of TUL, which independently and freely performs educational, scientific, research, developmental, innovative, art and other forms of creative activities (henceforth all of the above activities are referred to as creative activities), and establishes the conditions necessary for these activities. The extent of the faculty’s autonomy and authority, along with its relation to TUL, is defined by Act No. 111/1998 Coll., i.e. the Act on Higher Education Institutions, as amended and consolidated (hereon the law), the Statutes of TUL, as well as the present Statutes.
2. The Faculty, in harmony with its Long-term Plan of Educational and Creative Activities, performs educational and creative activities especially in the following fields of education: teaching, non-teaching studies in education, philology, philosophy, religious studies and theology, physics, history, mathematics, social work, physical education and sport, human movement studies, earth science.

3. The Faculty provides education in bachelor’s, master’s and doctoral study programs in harmony with the law, conferring:
   a. the academic title of bachelor (bakalář, written before the name in the form of the abbreviation Bc.),
   b. the academic title of master (magistr, written before the name in the form of the abbreviation Mgr.),
   c. the academic title of doctor (doktor, written after the name in the form of the abbreviation Ph.D.).

The current list of study programs is published in the public section of the Faculty’s webpages.

4. The Faculty also awards the title of doctor of natural sciences (doktor přírodních věd, written before the name in the form of the abbreviation RNDr.). This title can be conferred in the framework of those study programs where this is specifically listed in the public section of the Faculty’s webpages.

5. The Faculty has the jurisdiction to organize habilitation and professorship proceedings, to the extent set by the law, and in harmony with the internal regulations of the university. The methodology of habilitation and professorship proceedings is specified in the dean’s directives. This jurisdiction is exercised in academic fields whose list is published in the public section of the Faculty’s webpages.

6. The Faculty organizes lifelong learning programs. The regulations for the preparation, approval and implementation of these programs are based on the law, are stipulated in the Study Regulations of Lifelong Learning Programs of TUL and are specified by the dean’s directives.

7. The Faculty and its departments establish foreign relations with the aim of co-operation in educational and creative activities. The Faculty is entitled to sign agreements with foreign institutions of higher educations and their faculties about the exchange of students, teachers, research staff and other personnel in the name of TUL, to the extent determined in paragraph 24 of the law.

**Article 3**

**Additional Activities**

1. The Faculty performs additional activities ensuing from its creative activities, in the interest of using the results of these activities, as well as activities optimizing the use Faculty’s human resources and properties. The Faculty performs its additional activities in harmony
with the law, the Statutes of TUL, the present statutes, and following the directives of the bursar.

Article 4
Long-term Strategy and Evaluation of Activities

1. The Faculty prepares a long-term strategy of its educational and creative activities, as well as yearly plans of its execution. The proposition, debate and approval of the strategy and its plan of execution is regulated by the law.

2. The Faculty evaluates its activities yearly, and prepares annual reports of its activities. The proposition, debate and approval of these reports is regulated by the law.

3. The Faculty guarantees the quality of its educational, creative and related activities in harmony with the law, the Statutes of TUL, and the Regulations of the System of Internal Quality Assessment and Management of TUL.

4. Once every five years, the Faculty prepares a report on the internal quality assessment of its educational, creative and related activities, which is updated annually by annexes describing changes. The contents, as well as the proposition, debate and approval of this report and its yearly updates are regulated by the Statutes of TUL, the Statutes of the Board of Internal Assessment of TUL, and the Regulations of the System of Internal Quality Assessment and Management of TUL.

Section III
The Faculty’s Structure

Article 5

1. The Faculty consists of departments and the dean’s office.

2. Departments are the basic working units of the Faculty’s educational and creative activities in the study programs provided by the Faculty.

3. The establishment, merger, division, dissolution and renaming of departments is determined by the academic senate on the basis of the dean’s proposal.

4. Heads of departments are named, usually for a period of four years, by the dean on the basis of a selection procedure. Heads of departments are responsible for their activities to the dean.

5. Departments can be subdivided to sections, laboratories, or otherwise named units (henceforth departmental units). Departmental units are established by the dean on the basis of a proposal by the head of the department. Heads of departmental units are responsible to their head of department.

6. The dean’s office is the faculty’s executive unit, securing its needs and ensuring the material and administrative activities of its organs.
Section IV
The Faculty’s Organs

Article 6

1. In harmony with paragraph 25 of the law, the Faculty's organs of academic autonomy are:
   a. the Academic Senate of the Faculty,
   b. the dean,
   c. the Scientific Council of the Faculty,
   d. the Disciplinary Committee of the Faculty.

2. In accordance with the law, the executive secretary is also an academic organ of the Faculty.

3. The academic community of the Faculty is comprised of academics working at the Faculty and students enrolled at the Faculty.

4. Organs of academic autonomy see to it that members of the academic community have an opportunity to comment all of the significant documents and decisions made by these organs.

Article 7
The Academic Senate of the Faculty

1. The scope of authority of the Senate of the Faculty of Science, Humanities and Education (henceforth the Senate) is provided by paragraph 27 of the law.

2. The Senate is comprised of a chamber of academics, with eight members, and a chamber of students, which has four members.

3. The Senate’s term in office is three years.

4. The presidium of the Senate is comprised of the chairperson, two vice-chairs, and the secretary.

5. The form and rules of electing members of the Senate and the termination of Senate membership before the end of the Senate’s term in office are regulated by the Election Code of the Academic Senate of the Faculty of Science, Humanities and Education, which is one of the Faculty’s internal regulations.
6. The rules of the Senate’s proceedings and the election of the members of its presidium are regulated by the Rules of Procedure of the Academic Senate of the Faculty of Science, Humanities and Education, which is one of the Faculty’s internal regulations.

7. The academic community is summoned for convocations by the chair of the Senate or the dean, usually once a year.

Article 8
The Dean

1. The Faculty is led by the dean; they act and make decisions in the name of TUL in matters concerning the Faculty, unless the law or the internal regulations of TUL ordain otherwise.
2. The dean is responsible to the rector and to the Senate for his or her activities, and at the same time to members of the academic community, as well.
3. The dean’s term in office is set in compliance with the law, and starts on the day he is appointed by the rector. The dean’s incumbency can be terminated before the end of their term in office through renouncement of the function or their recall from function.
4. Vice-deans act as the dean’s deputies to the extent of their assignment.

Article 9
Vice-deans

1. Vice-deans are appointed and recalled by the dean.
2. The number of vice-deans and their agenda are assigned by the dean subsequent to the senate’s statement of position.
3. Vice-deans are responsible for their actions to the dean.
4. The vice-deans’ term in office is coterminous with that of the dean.
5. Vice-deans act as each other’s deputies in the manner determined by the dean.

Article 10
The Scientific Council of the Faculty

1. The legal status and composition of the Scientific Council of the Faculty of Science, Humanities and Education of the Technical University of Liberec (henceforth the Scientific Council), as well as the appointment and recalling of its members are regulated by paragraphs 25, 27 and 29 of the law. The Scientific Council’s scope of authority is defined by paragraphs 30, 72 and 74 of the law, by the Regulations for the Accreditation of Programs of Study of the Technical University of Liberec, and by the Regulations for Habilitation and Professorship Proceedings of the Technical University of Liberec.
2. The dean presents their proposal for the appointment of members of the Scientific Council no later than three months from the beginning of his or her term in office. The term in office
of members of the Scientific Council ends on the last day of the third month following the beginning of a dean's subsequent term in office.

3. Sessions of the Scientific Council are usually summoned twice by the dean in each academic year.

4. The proceedings of the Scientific Council and the termination of memberships in the Scientific Council before the end of one’s term in office are regulated by the Rules of Procedure of the Scientific Council of the Faculty of Science, Humanities and Education, which is one of the Faculty’s internal regulations.

**Article 11**

**The Disciplinary Committee of the Faculty**

1. The legal status, composition and province of the Disciplinary Committee of the Faculty of Science, Humanities and Education of the Technical University of Liberec (henceforth the Disciplinary Committee) are defined by paragraph 31 of the law.

2. The Disciplinary Committee has four members.

3. The term in office of members of the Disciplinary Committee is two years.

4. The Disciplinary Committee abides by the provisions of paragraphs 64 through 69 of the law and by those of the Code of Discipline of the Faculty of Science, Humanities and Education, which is one the Faculty’s internal regulations.

**Article 12**

**The Executive Secretary of the Faculty**

1. The executive secretary of the Faculty of Science, Humanities and Education of the Technical University of Liberec (hereon executive secretary), in accordance with paragraph 32 of the law, is in charge of the Faculty’s economic management and internal administration to the extent specified by the dean’s provisions.

2. The executive secretary is subordinate to and responsible for his or her activities to the dean. S/he co-operates with the vice-deans of the Faculty and the bursar of TUL in his or her activities.

3. The executive secretary is appointed and recalled by the dean on the basis of a selection procedure.

**Article 13**

**Advisory Boards**

1. The Dean’s Council is a permanent advisory board of the dean. Its members are the vice-deans, the chairperson of the Senate, the executive secretary and possibly other members appointed by the dean.
2. The dean and the Senate can establish further advisory boards, whose scope of activities is defined by their founder.

Section V
Employees of the Faculty

Article 14

1. The legal status, rights and duties of the Faculty’s employees are defined by Act No. 262/2006 Coll., as amended, i.e. the Labor Code, by the law, as well as by the Statutes of TUL, the Labor Regulations of TUL, the Organizational Code of TUL, and further internal regulations of TUL.

2. Academic workers of the Faculty and other experts with service contracts, but not directly employed by the university, act as teachers of the Faculty. The definition of the position of an academic worker is set by paragraphs 70 and 25 of the law and article 30 of the Statutes of TUL.

3. Positions of academic workers and other employees of the Faculty are filled in accordance with paragraph 77 of the law and with the Regulations for Filling Positions of Academic Workers and Other Employees of TUL.

4. The rules for determining the salaries of academic workers and other employees of the Faculty are set by the Internal Salary Regulations of TUL.

Section VI
Students and Studies

Article 15

1. The legal status, rights and duties of the Faculty’s students are defined by paragraphs 61 through 69a of the law, article 29 of the Statutes of TUL, and the Study and Examination Regulations of TUL.

2. Applicants for studies are enrolled by the dean in study programs provided by the Faculty in accordance with paragraphs 48, 49 and 50 of the law, Regulation No. 343/2002 Coll., on the organization of admission proceedings at institutions of higher education, and article 4 of the Statutes of TUL.

3. The progress and termination of studies are subject to paragraphs 51 through 57 of the law, article 6 of the Statutes of TUL, and the Study and Examination Regulations of TUL. Further technicalities of studies are regulated by directives of the dean. These concern, above else, the minimal number of credits necessary for passing the first semester of studies, checking the originality of the texts of theses, and regulations for organizing state exams.
4. The conditions and regulations of the study of foreigners are determined by article 5 of the Statutes of TUL.
5. The regulations for providing scholarships are stipulated by the Scholarship Regulations of TUL.
6. Fees charged in connection with studies, manners of their payment, their due date, and the rules for deciding on fees are regulated by article 7 of the Statutes of TUL and its Appendix no. 4: Study-Related Fees.
7. The process of accepting applications for state exams held in proceedings leading to the title of doctor of natural sciences (doktor přírodních věd, written before the name in the form of the abbreviation RNDr.) when such proceedings are not organized as a part of studies, the technicalities of organizing these exams, their procedures and assessment are determined by directives of the dean.

**Section VII**

**The Economic Management of the Faculty**

**Article 16**

1. The economic management of the Faculty is regulated by the law, decrees of the ministry to provide contributions and subsidies from the state budget, other specific legislation, the Statutes of TUL, and especially by its Appendix no. 2: Regulations for the Financial Management of TUL, and by the present statutes.
2. The Faculty autonomously administers funds in accordance with the breakdown of contributions and subsidies from the state budget and other financial resources for the Faculty approved by the Academic Senate of TUL, and with other incomes and revenues listed in article 6 of Appendix no. 2 of the Statutes of TUL. The dean is responsible for the Faculty’s proper management of funds to the rector.
3. Departments autonomously administer the funds proposed by the dean and approved by the Senate, as well as funds acquired through their own activities. Each head of department, together with the financial administrator of the departmental budget, is responsible to the dean for their department’s financial management and for an effective use of their funds.
4. The Faculty prepares an annual report on the economic management of the Faculty each year. Its proposition, debate and approval is regulated by the law.

**Section VIII**

**Academic Ceremonies, Insignia and Honors**

**Article 17**

**Academic Ceremonies**
1. The organization, content and process of holding academic ceremonies and the manner of using academic insignia and gowns is determined by the dean in harmony with articles 34 through 39 of the Statutes of TUL.

2. The formula of the graduation officer and the wording of the oaths of matriculation and graduation are stipulated by the Statutes of TUL.

**Article 18**

**Memorial Medallions**

1. Memorial medallions of the faculty are awarded by the dean. Their record is kept at the dean's secretariat.

**Section IX**

**Concluding Provisions**

**Article 19**

**Internal Regulations and Norms**

1. The Faculty’s internal regulations are:
   a. the Statutes of the Faculty,
   b. the Election Code of the Academic Senate of the Faculty,
   c. the Rules of Procedure of the Academic Senate of the Faculty,
   d. the Rules of Procedure of the Scientific Council of the Faculty,
   e. and the Code of Discipline of the Faculty.

2. The Faculty’s internal norms are:
   a. directives, which are general instruments of management, without a time limit of validity, ensuring a unified handling of similar activities,
   b. orders, which are specific instruments of management with a time limit, through which particular assignments are set with specific deadlines for their fulfilment, and if possible, naming the employee responsible for their fulfilment,
   c. provisions of the dean, defining the executive secretary’s activities.

3. Internal norms are issued by the dean, within the range of their competence defined by the law, the legislation of TUL, and by the present statutes.

**Article 20**

**Annulling Provisions**
1. The Statutes of the Faculty of Science, Humanities and Education of the Technical University of Liberec, as amended by subsequent modifications and addenda, approved by the Academic Senate of TUL on May 20, 2008 is hereby revoked.

Article 21
The Approval, Validity and Effect of the Statutes

1. The present Statutes of the Faculty Science, Humanities and Education of the Technical University of Liberec were approved by the Senate on September 7, 2018 and by the Academic Senate of TUL on October 23, 2018.

2. The present Statutes of the Faculty of Science, Humanities and Education of the Technical University of Liberec enter into force and become applicable on the day of their approval by the Academic Senate of TUL.