

FACULTY OF ECONOMICS AND MANAGEMENT
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE



STATUTE
OF THE FACULTY OF ECONOMICS AND MANAGEMENT
OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

Prague
2017

Upon the proposal of the Dean of the Faculty of Economics and Management of the Czech University of Life Sciences Prague, pursuant to Section 27, paragraph 1, letter b), and Section 33, paragraph 2, letter a), Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended, on 19 April 2017, the Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences Prague approved the draft of the Statute of the Faculty of Economics and Management of the Czech University of Life Sciences Prague.

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Ing. Martin Pelikán, Ph.D.
Dean
of the Faculty of Economics and Management,
CULS Prague

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Mgr. Ing. Pavel Michálek, Ph.D.
Chairman of the Academic Senate
of the Faculty of Economics and Management, CULS Prague

Pursuant to Section 9, paragraph 1, letter b), item 2, Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended, on 25 May 2017, the Academic Senate of the Czech University of Life Sciences Prague (hereinafter "AS CULS") approved the Statute of the Faculty of Economics and Management of the Czech University of Life Sciences Prague.

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Ing. Zdeněk Votruba, Ph.D.
Chairman of the Academic Senate
CULS Prague

STATUTE OF THE FACULTY OF ECONOMICS AND MANAGEMENT OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

Pursuant to Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts (Act on Higher Education Institutions), as amended (hereinafter the "Act"), the Statute of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter the "Statute") is part of the internal regulations of FEM CULS Prague, and shall reference this Act in individual provisions.

PREAMBLE

The Faculty of Economics and Management of the Czech University of Life Sciences Prague is an educational and scientific institution which, in accordance with the Act, provides top university education and develops creative scientific, pedagogical, social and cultural activities in the spirit of national, democratic and humanist traditions. It participates in the preparation of university-educated intelligence and contributes to the general development of education and to increasing the level of economic, organizational, management, information, social and cultural activities, in particular in the fields of agriculture, food industry, public administration, regional development and services.

Part One General Provisions and Establishment of the Faculty

Article 1 General Provisions

- (1) The Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter "FEM") is a public university institution pursuant to Section 1 and Section 23 of the Act.
- (2) The Statute is based on the Statute of the Czech University of Life Sciences Prague in all of its provisions and in the wording of the Act. The principles formulated in the Act and the CULS Prague Statute are fully effective for the FEM Statute and are not repeated in the Statute.
- (3) FEM is part of the Czech University of Life Sciences Prague (hereinafter "CULS") pursuant to the Act. CULS delegates powers to FEM in accordance with the provisions of the CULS Statute and this Statute.
- (4) The internal regulations of CULS are part of FEM regulations. On the basis thereof, and for their implementation, FEM may issue independent regulations or supplements to these regulations; otherwise, they shall be used directly.
- (5) FEM is entitled to make decisions, acquire the rights and obligations under the activities designated by this Statute, and to the extent of the disposition rights to the material and financial resources entrusted to it by CULS, as well as to the funds

- acquired through its own activities.
- (6) FEM and its departments and sections carry out accredited bachelor, master's and doctoral study programmes.
 - (7) FEM organizes lifelong learning programmes via extraordinary studies and various educational courses.
 - (8) FEM carries out habilitation proceedings and proceedings for appointing professors in accredited programmes.
 - (9) In normal relations, FEM shall be entitled to use to the abbreviated title FEM CULS Prague or FEM CULS. The registered office of FEM CULS Prague is the CULS Prague premises - Suchdol, Kamýcká Street.
 - (10) In official acts, FEM uses a round stamp with the state emblem of the Czech Republic and the text "Czech University of Life Sciences Prague, Faculty of Economics and Management".
 - (11) In the English language, the official title "Faculty of Economics and Management", abbreviated "FEM", is used.

Article 2 Establishment of FEM

- (1) FEM CULS Prague was established via Government Decree No. 30/1952 Coll., on Several Changes to the Organisation of Universities, under the name "Faculty of Economics" as part of the University of Agriculture in Prague. Via Government Decree No. 58/1959 Coll., on Changes to the Organisation of Universities, the name was changed to the "Faculty of Economics and Management", and, via Act No. 192/1994 Coll., on the Change of Names of Selected Universities specified in the Annex to Act No. 172/1990 Coll., on Higher Education Institutions, the University of Agriculture in Prague was changed to the Czech University of Life Sciences Prague.

Part Two Faculty Bodies

Article 3 General Provisions

- (1) Pursuant to the Act, the self-governing academic bodies of the faculty are
 - the Academic Senate,
 - the Dean,
 - the Scientific Board,
 - the Disciplinary Committee.
- (2) Pursuant to Section 25, paragraph 2, and Section 32 of the Act, another body of the faculty is the Secretary.
- (3) The Academic Senate of the Faculty of Economics and Management (hereinafter "AS FEM") carries out the activities defined in Section 26 and Section 27 of the Act, the

CULS Statute, the FEM Statute and other FEM regulations. The details on elections to AS FEM are contained in the AS FEM Election Rules, and the details on AS FEM proceedings are contained in the AS FEM Rules of Procedure. The AS FEM Election Rules and AS FEM Rules of Procedure are internal regulations of the faculty.

- (4) The Dean of the faculty carries out the activities pursuant to Section 28 of the Act.
- (5) The FEM Scientific Board (hereinafter "SB FEM") is appointed by the Dean and carries out the activities pursuant to Section 29 and Section 30 of the Act. More detailed regulations of SB FEM proceedings are determined by the Rules of Procedure of SB FEM, which is an internal regulation of the faculty.
- (6) The FEM Disciplinary Committee acts pursuant to Section 31 of the Act. The method of the appointment and proceedings of the Disciplinary Committee is determined by the Disciplinary Rules of the faculty for FEM students, which is an internal regulation of the faculty.
- (7) The Secretary manages economic activities with the funds of FEM in accordance with the Act and other related regulations. His activities primarily focus on:
 - Ensuring the management of the property entrusted to the faculty into use from CULS and care for its reproduction,
 - organizational and administrative management of the worksites of the Dean's Office, securing of the faculty's operational activities and checking of the management of the financial resources of the faculty,
 - methodological management of the activities of the secretaries of departments and sections of FEM.

The Secretary is responsible to the Dean for his or her activities and is obliged to follow his instructions.

Article 4 Dean of the Faculty

- (1) The Dean is the head of the faculty. The Dean manages its activities, acts and makes decisions in all of the matters of the faculty that are not reserved for other bodies of the faculty or university. The Dean's activities are governed by the provisions of Section 28 of the Act.
- (2) AS FEM submits to the CULS Rector a resolution with the nomination for the appointment of the Dean. The method for electing a candidate as the Dean is set out in the AS FEM Rules of Procedure.
- (3) The following individuals are subordinate to the Dean: Vice-Deans, the Secretary, heads of departments, and heads of professional, auxiliary, specialized and administrative worksites of the faculty.
- (4) The Dean establishes the Dean's College as its advisory body.
- (5) The Dean is responsible to AS FEM for his activities.
- (6) Upon the prior consent of AS FEM, the Dean appoints and dismisses members of SB FEM and members of the FEM Disciplinary Committee.
- (7) When managing the faculty, the Dean may issue internal FEM regulations, i.e.

regulations of the Dean.

- (8) The term of office of the Dean and Vice-Deans is governed pursuant to the Act.

Article 5 Vice-Deans

- (1) The Dean of FEM usually appoints or dismisses Vice-Deans for the area of education, science and research and international relations, and for other areas not specified above.
- (2) AS FEM shall make a statement with regard to the appointing or dismissing Vice-Deans.
- (3) Vice-Deans primarily manage activities in the sections entrusted to them. The Dean specifies the definition of activities of individual Vice-Deans via an internal regulation. The Dean also determines which of the Vice-Deans shall represent him when he is not present, and the mutual representation of the Vice-Deans. If a representative was not determined, they shall represent the Dean according to the order of areas specified in paragraph (1).

Part Three

Organizational Structure of the Faculty

Article 6

General Provisions

- (1) The internal organization of the faculty is regulated by the FEM Organizational Rules, which is part of the Statute (Annex 1).
- (2) FEM is divided into professional worksites (departments) and other worksites.

Article 7

Organization of Departments

- (1) Upon the proposal of the Dean, AS FEM shall decide on establishing, merging, fusing, dividing or cancelling departments.
- (2) The department is made up of educators, scientists, professional technical and administrative staff and students of the doctoral study program provided by the Department.
- (3) Guests of the department may, for a certain period of time, be external educators, scientists, trainees and visiting foreign educators.
- (4) Occupation of the Head of the Department job position shall be decided on by the Dean on the basis of a tender. The tender is governed by the CULS Tender Rules. Dismissal from the Head of the Department job position shall be decided on by the Dean, if the possibility to dismiss someone from the Head of the Department job position has been agreed to, and if it is also agreed that the head of the department may give up this position.
- (5) The Head of the Department establishes and revokes the appointment of the Deputy Head of the Department after prior approval granted by the Dean.
- (6) Scope of activities of the Head of the Department:
 - is responsible for the fulfilment of educational pedagogical and creative activities arising from the strategy for the development of the department, faculty and the university,
 - is responsible for the personnel management and personnel development of subordinate employees,
 - is responsible for the financial management of the department and the management of entrusted funds,
 - is responsible for creating a pleasant creative and socially-beneficial working climate corresponding to the university environment.
- (7) The Head of the Department establishes and revokes the appointment of the Department Secretary after prior approval granted by the Faculty Secretary. The Department Secretary shall be responsible for the organization and economic securing of the tasks of the department.
- (8) The scope of activities of department employees is determined by the head of the

department in accordance with item (6) and in accordance with FEM and CULS regulations, in particular with the CULS Internal Wage Regulation.

- (9) A list of departments with their Czech and English titles is specified in the FEM Organizational Rules, which are an annex to the Statute (Annex 1).

Article 8

Organization of Other Worksites of the Faculty

- (1) Upon the proposal of the Dean, AS FEM decides on establishing, merging, fusing, dividing or cancelling other worksites in accordance with the educational, research and management requirements of the faculty pursuant to Section 27 of the Act.
- (2) The Dean shall decide on the occupation of the job position of the head of another worksite. The Dean may order a tender of the occupation of the job position. The Dean shall decide on the dismissal from the job position of the head of another worksite.
- (3) The heads of worksites are subordinate to the Dean. In justified cases, the Dean may invite the head of a worksite to take part in a meeting of the Dean's College or faculty management.
- (4) Worksites are established for a definite or indefinite period of time in accordance with the strategy for the development of the faculty.
- (5) The workload of the employees is determined by the head of the worksite.
- (6) The Faculty Secretary secures the organizational and administrative management of these worksites.
- (7) A list of other faculty worksites is specified in the FEM Organizational Rules, which is an annex to the Statute (Annex 1).

Part Four

Members of the Academic Community

Article 9

Academic Community

- (1) The FEM academic community consists of academic employees (Section 70 of the Act) and duly enrolled FEM student (in the wording of the Act).
- (2) Academic freedoms and academic rights are guaranteed by Section 4 of the Act.
- (3) The FEM academic community elects the Academic Senate of the faculty pursuant to the AS FEM Election Rules.
- (4) The FEM academic community is convened to discuss relevant measures, in particular before the election of the Dean or the election of the Academic Senate, but at least once per year.
- (5) Only the Dean or Chairman of AS FEM, from the decision of AS FEM, shall be entitled to convene the assembly of the FEM academic community.

Article 10 Academic Employees

- (1) Academic employees are in a labour relationship with CULS and are organizationally-integrated into FEM worksites. They carry out both pedagogical and creative activities (Section 70, paragraph 1 of the Act).
- (2) An academic employee may only be a person with the corresponding qualifications.
- (3) The posts of academic employees are filled on the basis of a tender.
- (4) The conditions of the tender are specified in the internal regulation "CULS Tender Rules".
- (5) Remuneration of academic employees is determined by the CULS Internal Wage Regulation.

Article 11 Students

- (1) Study applicants become FEM students on the date they are enrolled for studies.
- (2) The rights and obligations of students are governed by Sections 61 to 63 of the Act and the CULS Statute.
- (3) The consequences of breaching the obligations of a student are set out in Sections 64 to 69 of the Act and the Disciplinary Rules of the faculty for FEM students.
- (4) Students may be awarded scholarships pursuant to Section 91 of the Act. Scholarships are awarded pursuant to the CULS Scholarship Rules.

Part Five Organization of Studies

Article 12 Admission to Studies

- (1) The principles specified in the CULS Statute apply for admission proceedings for study at FEM.
- (2) Upon the proposal of the Dean, pursuant to Section 49 of the Act, AS FEM approves the conditions and rules of admission proceedings.
- (3) The Dean decides on admission to study.

Article 13 Study Plans and Study and Exam Rules

- (1) Accredited study programmes are regulated in study plans. A study plan regulates the conditions that a student must fulfil in order to successfully take part in the university education that FEM provides.
- (2) Study plans are organized pursuant to principles specified in the Act, and they

contain:

- a description of study programmes or study specializations,
 - the contents of the taught subjects and their inclusion into teaching,
 - requirements on experience and excursions,
 - conditions for progression to the next year,
 - conditions for progress towards state final examination,
 - conditions for progress towards state doctoral examination and thesis defence,
 - information on the organization of the academic year,
 - necessary information about the university, the faculty, departments and other sections involved in teaching and organization of studies,
 - information about student mobilities.
- (3) The Study and Exam Rules for study in CULS Prague bachelor and master's study programmes and the Study and Exam Rules for study in CULS Prague doctoral study programmes apply to the full extent for FEM. The specific requirements arising from the study plans for study at FEM are announced by the Dean via internal regulations.

Part Six Economic Activities of the Faculty

Article 14

- (1) The rules for the economic activities of the faculty are based on the CULS Statute and other CULS regulations.
- (2) The Dean acts on behalf of the faculty in all matters, unless they pertain to the CULS Rector.
- (3) Vice-Deans act in matters relating to their functions.
- (4) The Faculty Secretary acts in all civil-administrative and administrative-economic matters.
- (5) The Dean may authorize faculty employees or other persons to act on behalf of the faculty.

Part Seven Academic Insignia and Ceremonies

Article 15

- (1) The academic insignias of the faculty, chains and academic sceptre are an expression of the powers and responsibilities of academic officers. Academic insignias are stored with the Faculty Secretary.
- (2) Academic insignias and robes of the faculty are used during academic ceremonies.
- (3) The method of using academic insignias and robes, and the course of the academic ceremonies, are determined by the Dean of the faculty in accordance with the

traditions of the faculty and the CULS Statute.

- (4) The wording of the matriculation and graduation promises is specified in the annex to this Statute (Annexes 2 to 4).

Part Eight

Transitional and Closing Provisions

Article 16

Transitional Provisions

- (1) For the period for which the classification of the study programmes into fields of study is preserved in accordance with Article II, item 4, Act No. 137/2016 Coll., the provisions of this Statute relating to study programmes pursuant to Sections 44 to 47 of the Act shall apply *mutatis mutandis*.

Article 17
Closing Provisions

- (1) The FEM CULS Statute approved by AS CULS on 25 September 2014 is cancelled.
- (2) This Statute shall become valid and effective on the date it is approved by the CULS Academic Senate.

ORGANIZATIONAL RULES OF THE FACULTY OF ECONOMICS AND MANAGEMENT OF THE CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

Article 1 General Provisions

- (1) The Organizational Rules of the Faculty of Economics and Management are based on Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to other Acts, as amended, the Statute of the Czech University of Life Sciences Prague and the Statute of the Faculty of Economics and Management of the Czech University of Life Sciences Prague.
- (2) The Organizational Rules regulate the internal organization of the Faculty of Economics and Management of the Czech University of Life Sciences Prague (hereinafter “FEM” or the “faculty”), and its main self-governing, administrative and advisory bodies and partial organizational units.
- (3) The position of the faculty and its relationships to the Czech University of Life Sciences Prague (hereinafter “CULS”) are defined by the Act, the internal regulations of the university and the internal regulation of FEM.

Article 2 Self-governing Bodies of the Faculty

- (1) The self-governing academic bodies of the faculty are:
 - the Academic Senate
 - the Dean,
 - the Scientific Board,
 - the Disciplinary Committee.
- (2) Another body of the faculty is the Faculty Secretary.

Article 3 Faculty Management

- (1) The faculty management consists of:
 - the Dean,
 - Vice-Deans,
 - the Secretary.
- (2) The faculty management prepares documents for adopting strategic decisions and is involved in operative management of the faculty. Vice-Deans and the Secretary make statements regarding basic issues relating to the management of the faculty from areas for which they are responsible to the Dean, and for activities that the

Dean requests.

Article 4

Advisory Bodies of the Dean

- (1) The advisory bodies are subject to the Dean of the faculty. These are, in particular:
- The Dean's College – consisting of members of the faculty management and department heads.
 - Departmental boards of doctoral study programmes – they monitor and evaluate studies in doctoral study programmes. The powers of departmental boards are defined by the Act, the Study and Exam Rules for Study in Doctoral Study Programmes of the Czech University of Life Sciences Prague and the Rules of Procedure of FEM departmental boards.
 - Council for Cooperation with Practice – the council is established in accordance with Rector's Directive No. 10/2012. The Council makes statements in particular on study plans with regard to the employment of graduates on the job market, the practices of students, lifelong learning programmes and cooperation in science and research.
 - Committee purposefully appointed by the Dean – the Dean establishes the Committee as an advisory body via his decision, in which he determines its powers materially and in terms of time. Individual members of the committee are appointed and dismissed by the Dean.

Article 5

Dean's Office and its Worksites

- (1) The economic and administrative bodies of the faculty are grouped under the Dean's Office and are divided as follows:
- The Secretariat of the Dean's Office - administrative department of the faculty. Secures organizational and administrative work associated with performance of office of the Dean and the Secretary.
 - Study department – secures the administrative agenda of all forms of study at the faculty, with the exception of doctoral study programmes.
 - Department of Science and Research – manages the agenda related to science and research at the faculty, and the administrative agenda of doctoral study programmes.
 - Department of International Relations - secures the agenda related to the faculty's foreign relations, provides support in foreign language studies and organizes foreign educational processes.
 - Information Services Centre - secures support of operation and innovation in information and communication technologies at the faculty and organizes the operation of educational spaces of the faculty.
 - Reprographic Studio - secures reprographic services for individual parts of the faculty and for students of the faculty and the university.

- (2) The Dean's Office is managed by the Faculty Secretary. The Secretary organizationally manages the secretaries of departments and head employees of the worksites of the FEM Dean's Office. The departments are methodically managed by the determined Vice-Deans of the faculty.

Article 6

Professional and Purposeful Worksites of the Faculty

- (1) Professional worksites - departments:

Czech name	English name
Katedra ekonomických teorií	Department of Economic Theories
Katedra ekonomiky	Department of Economics
Katedra humanitních věd	Department of Humanities
Katedra informačního inženýrství	Department of Information Engineering
Katedra informačních technologií	Department of Information Technologies
Katedra jazyků	Department of Languages
Katedra obchodu a financí	Department of Trade and Finance
Katedra práva	Department of Law
Katedra psychologie	Department of Psychology
Katedra řízení	Department of Management
Katedra statistiky	Department of Statistics
Katedra systémového inženýrství	Department of Systems Engineering

- (2) Purposeful worksites are established by the Dean with the consent of AS FEM and are methodically-managed by the relevant Vice-Deans:

- Project Centre – supports the preparation, implementation and administration of the national and international projects of the faculty.
- Centre for Innovation and Technology Transfer – provides support in the industrial-legal protection of the scientific and research activities of the faculty, and support in the commercialization of the scientific research results

of the faculty protected by industrial law.

- Career Centre - facilitates the interconnection of practice with teaching and provides support for cooperation of the faculty with external entities.
- Consulting Center in Quality Systems – carries out advisory and educational activities in ensuring the health and safety of products, quality and certification for entrepreneurs in agriculture, the food industry, gastronomy and retail.

Annex 2 – Matriculation Promise of FEM Students

We, the students of the Faculty of Economics and Management of the Czech University of Life Sciences Prague, who are now entering academic ground and are becoming members of the academic community during this ceremonial matriculation

PROMISE:

- That we shall appreciate the academic environment and the academic rights and freedoms that we shall fully utilize in our future studies for our own benefit and the benefit of all of society.
- That we shall respect binding study regulations and standards and the rules of cohabitation on the academic ground of the university.
- That as students, we shall spread the good name of the Faculty of Economics and Management and the Czech University of Life Sciences Prague, and that we shall contribute to its development.

Annex 3 – Graduation Promise of FEM Bachelor Studies Graduates

We have graduated from the bachelor degree program of the Faculty of Economics and Management of the Czech University of Life Sciences Prague, and in a few moments we shall receive our university diplomas and the title of Bachelor.

We, the graduates of bachelor studies, in this celebratory moment and on the day that is a significant milestone in our studies and life, before the representatives of the academic community, families, relatives and friends

PROMISE:

- That we shall consider the Bachelor Studies as the basis of our university education. We shall continue to develop them in both our subsequent master's studies and in our self-education.
- We shall try to experience our subsequent lives – whether continuing in master's studies at the university or in practice – fully, valuably and culturally. We shall promote the protection of nature, natural resources and social cultural wealth.
- In our behaviour and conduct, we shall follow the moral standards of an educated person, and we shall use our acquired knowledge and experience for the development of the discipline, the nation and our entire society.
- As students and graduates of the Faculty of Economics and Management of the Czech University of Life Sciences Prague, through our subsequent studies and study results, we shall strengthen the significant position of the faculty and the university and spread their good reputation in society.

Annex 4 – Graduation Promise of FEM Master’s Studies Graduates

We, the graduates of master’s studies from the Faculty of Economics and Management of the Czech University of Life Sciences Prague, here, at this location and in this celebratory moment, realize the level of success that we have achieved.

We are also fully aware of the importance of social responsibility for us both now and in the future, and therefore, before the representatives of the academic community, parents, relatives and friends,

WE PROMISE:

- That the main goal of our work shall be to use all of our knowledge and capabilities for the development of the discipline, the nation and all of global society. With the same weight, we shall also use our knowledge and skills to mitigate the shortcomings in human society. All of our efforts shall be directed toward this goal in our future jobs and functions.
- We shall try to experience our lives fully, valuably and culturally. We shall promote the protection of nature, natural resources and social cultural wealth in our jobs.
- We shall consider our education and the education of the nations of the world as one of the highest values, and therefore, we shall continue to improve and develop our knowledge and capabilities for our own benefit and that of others.
- We shall cooperate with the Czech University of Life Sciences Prague, in particular with the Faculty of Economics and Management, which enabled us to obtain a university education. We shall spread its good reputation and support its further development.

Graduates of universities and colleges from around the world make similar promises and are directed to similar goals.

Through this promise, we, graduates of the Faculty of Economics and Management of the Czech University of Life Sciences Prague, also become members of the world’s intelligence and assume joint responsibility for the future state of the world and future reform of human affairs.