

S T A T U T E S

of the Faculty of Applied Sciences of the University of West Bohemia

The Academic Senate of the Faculty of Applied Sciences of the University of West Bohemia approved, pursuant to Article 27, Section 1(b) of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to Other Acts (Higher Education Act), as amended, on 2 June 2017, the draft of the Statutes of the Faculty of Applied Sciences of the University of West Bohemia.

The Academic Senate of the University of West Bohemia approved, pursuant to Article 9, Section 1(b), point 2, of Act No. 111/1998 Coll., on Higher Education Institutions and Amendments and Supplements to Other Acts (Higher Education Act), as amended, on 28 June 2017, these Statutes of the Faculty of Applied Sciences of the University of West Bohemia.

PART ONE

Basic Provisions

Article 1

Introductory Provisions

- (1) The Faculty of Applied Sciences, (hereinafter referred to as "FAS"), is part of the University of West Bohemia, (hereinafter referred to as "UWB").
- (2) The full title of FAS is: Faculty of Applied Sciences of the University of West Bohemia.
- (3) The address of FAS is: Technická 8, 306 14 Plzeň.
- (4) FAS is entitled to use a round stamp with the state emblem of the Czech Republic and the text, "University of West Bohemia, Faculty of Applied Sciences" (in Czech). The principles for using the stamp are determined in an internal UWB regulation.
- (5) The titles of FAS in the English, French, German, Spanish and Russian languages are listed in Annex 1.

Article 2

Status and Subject of FAS

- (1) The basic status of FAS and the scope of its powers are determined in Act No. 111/1998 Coll., On Higher Education Institutions and Amendments and Supplements to Other Acts (Higher Education Act), as amended, (hereinafter the "Act") and the UWB Statutes.
- (2) The subject of FAS, in accordance with the Act, other legal regulations and internal UWB rules and regulations, consists of educational activities and scientific, research, development, innovation, and other creative activities (hereinafter referred to as "creative activity").
- (3) Educational activity is implemented within:

- a) accredited study programmes or study programmes provided within the field/s of study for which UWB has an institutional accreditation, (hereinafter referred to as the "accredited study programme").
 - b) programmes of lifelong learning in line with the Regulations for Lifelong Learning.
- (4) FAS conducts associate professor and professor appointment procedures in accordance with the Act in the fields in which FAS is entitled to organize these procedures in the given field on the basis of acquired accreditations. Details on the proceedings of associate professor and professor appointment procedures are laid down in internal UWB regulations.
- (5) On the FAS Electronic Notice Board, FAS publishes the list of accredited study programmes that FAS ensures, the list of fields in which FAS is authorized to conduct associate professor and professor appointment procedures and other data under Article 21, Section 1(h) of the Act.
- (6) FAS performs creative activities in their entire range, from research and development activities to application activities, depending on the needs of practice.

Article 3 Academic Community of FAS

- (1) The academic community of FAS consists of:
- a) academic staff having work contracts with FAS and positions corresponding thereof,
 - b) students enrolled in FAS.
- (2) Members of the FAS academic community have the right to elect members of the FAS Academic Senate and to be elected to the FAS Academic Senate.

Article 4 Academic Freedoms and Academic Rights

Academic freedoms and academic rights are guaranteed.

PART TWO Internal Rules and Regulations

Article 5 Internal Rules

Internal rules of FAS include:

- a) the FAS Statutes,
- b) the Electoral Rules for the FAS Academic Senate,
- c) the Rules of Procedure for the FAS Academic Senate,
- d) the Rules of Procedure for the FAS Scientific Board,
- e) the Disciplinary Rules for FAS students.

Article 6
Internal Regulations

- (1) Internal regulations of FAS include:
- a) the Dean's Decisions,
 - b) the Dean's Decrees.

PART THREE
FAS Bodies

Article 7
Autonomous and Other Academic Bodies of FAS

- (1) FAS autonomous bodies include:
- a) the FAS Academic Senate,
 - b) the Dean,
 - c) the FAS Scientific Board and
 - d) the FAS Disciplinary Board.
- (2) Another body of FAS is the Secretary.
- (3) The primary duties of the FAS bodies are to defend and enforce the academic rights and freedoms of the FAS academic community members.

Article 8
Academic Senate

- (1) The FAS Academic Senate, (hereinafter referred to as "FAS AS"), is FAS's self-governing representative academic body.
- (2) The scope of FAS AS is laid down in Article 27 of the Act.
- (3) FAS AS has 18 members elected by members of the FAS academic community. One-third of FAS AS members are students.
- (4) The election of FAS AS members and their status shall be governed by the Electoral Rules of the FAS Academic Senate.
- (5) Procedures of FAS AS sessions, FAS AS bodies and their establishment shall be governed by the Rules of Procedure of the FAS Academic Senate.
- (6) Membership in FAS AS is incompatible with the functions of the Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary of the Faculty and Director of a Higher Education Institute.
- (7) The term of office of each FAS AS member is three years. The term of office of all FAS AS members will expire if FAS AS has failed to act for six months under Article 27 of the Act. In such a case, the Dean shall announce new elections within 30 days.
- (8) FAS AS meetings are open to the public. The Dean or a Vice-Dean on his/her behalf, the Rector or a Vice-Rector on his/her behalf and the Chair of the UWB Academic Senate or a member of the UWB Academic Senate on his/her behalf authorized by him/her have the right to speak at FAS AS sessions whenever they so request. At the request of the Dean or the Rector, the Chair of FAS AS is obliged to call an extraordinary meeting of FAS AS

without delay.

- (9) FAS AS makes its resolutions public on the FAS electronic notice board.
- (10) The Chair of FAS AS has the right to take part in meetings of the Dean's Board and the FAS Scientific Board. Also, a student member of the FAS AS Board, having an advisory vote, has the right to take part in the Dean's Board meetings.

Article 9

Dean

- (1) The Dean is at the head of FAS; he/she acts and decides on FAS matters unless the Act provides otherwise.
- (2) The Rector appoints and dismisses the Dean upon a proposal of FAS AS. The Rector can recall the Dean on his/her own initiative only after FAS AS has given its prior opinion and with the approval of the UWB Academic Senate, in case the Dean seriously fails to fulfil his/her obligations or seriously damages the interests of UWB or FAS.
- (3) The Dean's term of office is four years. The same person may perform the Dean's function for a maximum of two consecutive terms of office.
- (4) The Dean is represented, within the scope specified by him/her, by Vice-Deans. The Dean appoints and dismisses Vice-Deans after a previous discussion in FAS AS.
- (5) The Dean's advisory body is the Dean's Board. Its members are the Dean, the Vice-Deans, the Secretary, Heads of the Faculty units and, if need be, other members appointed by the Dean, in particular, sections' guarantors.

Article 10

Scientific Board

- (1) The remit of the FAS Scientific Board, (hereinafter referred to as the "Scientific Board"), is determined by Article 30 of the Act.
- (2) The Dean is the Chair of the Scientific Board. The Dean appoints and dismisses, upon prior approval of FAS AS, other members of the Scientific Board, who are major representatives of the fields in which FAS carries out educational and creative activities.
- (3) The Scientific Board has 33 members.
- (4) As a rule, the Dean, within three months following his/her appointment, submits his/her proposal to dismiss the existing members and appoint new members of the Scientific Board.
- (5) At least one-third of the members of the Scientific Board are persons other than members of the UWB academic community, of which FAS is a part.
- (6) The activity of the Scientific Board is governed by the Procedural Rules of the FAS Scientific Board.

Article 11

Disciplinary Board of FAS

- (1) The remit of the FAS Disciplinary Board, (hereinafter referred to as the "Disciplinary Board") is determined by Article 31 of the Act. The Disciplinary Board discusses disciplinary offenses of students enrolled at FAS and submits proposals for the Dean's decisions.

- (2) The Dean appoints and dismisses members of the Disciplinary Board, who must be members of the FAS academic community. Half of the members of the Disciplinary Board are students. The Disciplinary Board elects and dismisses its Chair, who is its member.
- (3) The term of office of the Disciplinary Board members is two years.
- (4) The activity of the Disciplinary Board is regulated in the Disciplinary Rules for FAS Students.

Article 12 Secretary

- (1) The Secretary controls the financial management and the internal administration of FAS to the extent stipulated by the Dean's provision.
- (2) The Secretary is appointed and dismissed by the Dean.

PART FOUR Organization of FAS

Article 13 General Provisions regarding FAS Parts

- (1) FAS AS decides on the establishment, merger, fusion, division or cancellation of FAS constituent parts upon the Dean's proposal.
- (2) Faculty parts comprise: the Dean's Office, a Department and a Research and Development Department (hereinafter referred to as an "R&D Department").
- (3) Each Faculty part is headed by its Head; he/she is responsible to the Dean for his/her activities.
- (4) If a Faculty part has been established under the conditions set by the provider of public funds, the organizational and related affairs of the given part are governed by the conditions prescribed by the provider.

Article 14 Dean's Office

- (1) The Dean's Office deals with, above all,
 - a) issues of the Dean, the Vice-Deans, the Secretary, FAS AS, the Scientific Board and the Disciplinary Board and,
 - b) study, teaching and research issues of FAS.
- (2) The status, responsibility and internal structure of the Dean's Office are governed by an internal regulation of FAS.

Article 15 Departments

- (1) The Departments are the basic constituent parts of faculty for educational and creative activities. Departments develop their activities as needed throughout UWB.

- (2) The Departments are each headed by the Head of Department, who is appointed to this function by the Dean on the basis of a selection procedure. He/she can be dismissed from this function by the Dean.
- (3) The Departments are, if necessary, divided into sub-departments, whose remit is determined by the Head of Department.
- (4) Other representatives of a Department are the Vice-Head of Department and the Department Secretary. The Vice-Head acts on behalf of the Head in the scope specified in a written authorization. The Department Secretary assists the Head of the Department in economic and financial and organizational activities; he/she cooperates with the FAS Secretary. The Heads of Department designate other officers upon discussion with the Dean and, at the same time, determine their scope of responsibilities.
- (5) The list of FAS Departments is given in Annex 2.

Article 16

Research and Development Departments

- (1) An R&D Department performs in particular research and development or other creative activities; it can also participate in the implementation of study, usually in doctoral programmes.
- (2) An R&D Department is headed by its Head; he/she is appointed by the Dean on the basis of a selection procedure. He/she may be dismissed from this position by the Dean.
- (3) An R&D Department is, if necessary, internally divided into R&D sub-departments whose scope is determined by the Head of an R&D Department.
- (4) After discussion with the Dean, the Head of an R&D Department designates other officers and, at the same time, determines the scope of their activity.
- (5) The list of FAS R&D Departments is given in Annex 2.

PART FIVE

Divisions

Article 17

- (1) In order to maintain the professional standards of a particular scientific discipline, the quality of the educational and creative activity, and the coordination of activities, especially in relation to partner educational institutions, R&D institutions or other Faculties of UWB, research field divisions and other divisions may arise at FAS. Those divisions are non-organizational units.
- (2) A division can always arise from at least two FAS constituent parts or their sub-departments, but not exclusively from sub-departments of one FAS constituent part.
- (3) FAS constituent parts or sub-departments from which a Research Field Division is formed must combine the same or similar specializations. Other Division may be created from constituent parts or sub-departments of various specializations.
- (4) The Dean approves the establishment and termination of a Division after a previous discussion in FAS AS. In order to be designated as a division, the approval of the Heads of the Departments or R&D Departments concerned is required. In order to make a sub-department part of a division, the approval of the Head of the Department is required.

Similarly, the approval of the Head of an R&D Department is required for the participation of an R&D sub-department in a Division.

- (5) The Division Guarantor coordinates the Division activities; this is the Dean, a Vice-Dean authorized by the Dean or one of the Heads of the units working in the Division.
- (6) The list of Research Field Divisions and Other Divisions of FAS is given in Annex 3.

PART SIX

Study at FAS

Article 18

Prerequisites of Applicants for Study

- (1) The condition for admission to study in Bachelor or Master's study programmes is completion of secondary education with a graduation examination. The condition for admission to study in a Master's study programme that follows a Bachelor study programme is also proper completion of study in any type of study programme. The condition for admission to study in a doctoral study programme is proper completion of study in a Master's degree programme.
- (2) In addition to the conditions set out in paragraph 1, FAS may also define other conditions for admission to study relating to specific knowledge, skills or study results at secondary schools or higher vocational schools or universities, conditions relating to the similarity of study programmes or, where the nature of the study programme so requires, also a medical certificate of physical fitness of the Applicant for Study.
- (3) FAS may also determine the maximum number of admitted Applicants who have met the conditions set. If these conditions have been met by a higher number of Applicants, the best ranking is decisive.
- (4) FAS may set different conditions for the admission of Applicants who have completed a study programme, or its part, or are studying in another programme at a university in the Czech Republic or abroad, or have completed an accredited training programme, or its part at a higher vocational school, or are studying in an accredited educational programme at a higher vocational school in the Czech Republic or abroad.

Article 19

Schedule and Organization of Study

- (1) The academic year is divided into the winter semester and the summer semester. The semester is divided into teaching, exam and holiday periods.
- (2) The schedule of the academic year is stipulated in an instruction of the Vice-Rector.

PART SEVEN

Budget and Financial Management of FAS

Article 20

Budget of FAS

- (1) The FAS Budget is part of the UWB Budget. FAS is obliged to respect the methodology of the UWB Budget and the UWB Budget rules.
- (2) Based on the UWB Budget, FAS manages its finances by itself. The budgeted costs and returns must be balanced. FAS AS approves the allocation of FAS funds.

Article 21
Financial Management of FAS

- (1) The Secretary controls the FAS financial management and its internal administration to the extent stipulated by the Dean's provision.
- (2) The Dean is responsible to the Rector for efficient use of funds and proper finance management of FAS.

PART EIGHT
Quality Assurance System for Educational, Creative and Related Activities, and the Internal Evaluation of the Quality of Educational, Creative and Related Activities

Article 21

The rules of the quality assurance system for educational activities, creative activities and related activities and the internal evaluation of the quality of educational activities, creative activities and related activities are stipulated in an internal UWB regulation.

PART NINE
FAS Staff

Article 24
General Provisions concerning FAS Staff

- (1) An FAS employee is a person who carries out work for FAS on the basis of a legal employment relationship.
- (2) FAS employees are obliged to uphold the good name of FAS and UWB.

Article 25
Academic Staff

- (1) Academic staff are professors, associate professors, exceptional professors, assistant professors, assistants, lecturers, or scientists and research and development staff who are FAS employees performing both educational and creative work for FAS within an employment contract according to the agreed type of work.
- (2) The Dean decides on the recognition of the position of academic staff in the context of concluded work contracts.
- (3) Positions of academic staff are filled on the basis of selection procedures.

Article 26
Sabbatical Leave

- (1) Academic staff may ask, in writing, the Dean to obtain sabbatical leave.

- (2) The Dean decides on granting sabbatical leave following the approval of the corresponding senior staff and upon the Rector's opinion. If the Dean rejects the request, he/she must state the circumstances that led to the rejection of the request.
- (3) The results achieved by an employee during his/her sabbatical leave are included in the evaluation of the employee.

Article 27
Visiting Professor

- (1) The Dean decides on the admission of a visiting professor.
- (2) A visiting professor is a member of the academic community of FAS.

Article 28
Other Staff

- (1) Other staff are scientists and research and development employees involved in creative activities, and technical and administrative staff ensuring administrative, technical, financial, organizational and service activities of FAS.
- (1) Selection procedures, in the case of other staff, are not required if the corresponding senior staff do not decide otherwise.

Article 29
Memberships in Bodies

- (1) Activities of the academic staff and other employees resulting from their membership in bodies and committees defined by the Act are an important part of their duties resulting from the status of FAS and UWB employees.
- (2) These are, in particular, memberships in the following bodies:
 - a) FAS AS and the UWB Academic Senate,
 - b) the FAS Scientific Board, the UWB Scientific Board, or scientific boards of other higher education institutions or their faculties,
 - c) the Board for UWB Internal Evaluation,
 - d) the UWB Accreditation Committee, or Evaluation Committees of the National Accreditation Office,
 - e) bodies representing higher education institutions,
 - f) governmental and other national bodies for education, research and development,
 - g) bodies of the European Union,
 - h) programme boards, working bodies of the Ministry of Education, Youth and Sports and committees of grant agencies.
- (3) Managers are obliged to create conditions for the participation of subordinate employees in the meetings of the bodies mentioned in paragraph 2, and reflect such activities of subordinate employees in the evaluation of the activity of FAS.

Article 30
Dean Emeritus of FAS

- (1) Dean Emeritus of FAS (hereinafter referred to as "Dean Emeritus") is an honorary title.
- (2) Dean Emeritus is a person who has held the position of Dean of FAS and has not been dismissed from this position.
- (3) Dean Emeritus acts at FAS, to an agreed extent, within representation and advisory activities.
- (4) Dean Emeritus is not, based on this title, an academic employee.

PART TEN
Academic Insignia and Academic Ceremonies of FAS

Article 31
Academic Insignia and Academic Ceremonies of FAS

- (1) The academic insignia and academic ceremonies of FAS are an external expression of the authority and responsibility of FAS, symbolizing the independence and self-government of FAS, and are an expression of its historical tradition.

Article 32
Academic Insignia of FAS

- (1) The academic insignia of FAS are:
 - a) FAS scepter,
 - b) chains (of the Dean and Vice-Deans),
 - c) FAS gowns.
- (2) The FAS academic insignia is used in the framework of academic ceremonies of FAS, UWB or its Constituent Parts.
- (3) The FAS academic insignia shall not be used if the good reputation of FAS or UWB could thus be reduced.

Article 33
Matriculation Ceremony and Graduation Ceremony

- (1) The Matriculation Ceremony is an FAS academic ceremony in which students enter into a matriculation pledge, and students' enrolment in the Student Registry is officially confirmed.
- (2) The Dean may decide that the matriculation pledge shall not take place in the form of an FAS academic ceremony.
- (3) The wording of the matriculation pledge is given in Annex 4.
- (4) The Graduation Ceremony is an FAS academic ceremony which reflects proper completion of study in a study programme provided by FAS.
- (5) The wording of the graduation script and the pledge of the graduate are given in Annex 4.
- (6) The details on the course of the Matriculation Ceremony, the Graduation Ceremony, and other FAS academic ceremonies are stipulated in a UWB internal regulation.

Article 34
Awards Granted by FAS

The Dean's Award is granted to outstanding students and graduates of FAS on festive occasions. The award is generally granted for outstanding results in studies, significant achievements in creative activity, and other extraordinary actions and activities. The award is accompanied by a financial reward.

PART ELEVEN
Transitional and Final Provisions

Article 35
Transitional Provisions

- (1) Article 8, Section 7, on the duration of the FAS AS's term of office shall apply to the first elections to FAS AS declared after the effective date of these Statutes.
- (2) The existing members of the Scientific Board are considered members of the Scientific Board under these Statutes.

Article 36
Final Provisions

- (1) The FAS Statutes approved by the Academic Senate of UWB on 27 May 2015, as amended, shall be abrogated.
- (2) These FAS Statutes shall enter into force on the date of their approval in the Academic Senate of the University of West Bohemia.
- (3) These FAS Statutes become effective on the date of their approval in the Academic Senate of the University of West Bohemia.

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Ing. Pavel Balda, Ph.D., m. p.
Chairman of the FAS Academic Senate

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Doc. Dr. Ing. Vlasta Radová, m. p.
Dean of FAS

Annex 1 to the FAS Statutes
Titles of “Fakulta aplikovaných věd“ in the English, French, German, Spanish and Russian Languages

English:	Faculty of Applied Sciences, University of West Bohemia
French:	La Faculté des sciences appliquées, L'Université de Bohème de l'Ouest
German:	Fakultät für angewandte Wissenschaften der Westböhmisches Universität
Spanish:	Facultad de las Ciencias Aplicadas, Universidad de Bohemia Occidental
Russian:	Факультет прикладных наук Западночешского университета

Annex 2 to the FAS Statutes
List of Departments and Research and Development Departments of the Faculty of Applied Sciences

Departments:

- KFY – Department of Physics
- KGM – Department of Geomatics
- KIV – Department of Computer Science and Engineering
- KKY – Department of Cybernetics
- KMA – Department of Mathematics
- KME – Department of Mechanics

Research and Development Departments:

- NTIS – New Technologies for the Information Society (European Centre of Excellence)

Annex 3 to the FAS Statutes
List of Research Field Divisions and Other Divisions

Research Field Divisions

- School of Physics
- School of Geomatics
- School of Computing
- School of Cybernetics
- School of Mathematics
- School of Mechanics

Other Division

- Centre of Technical and Natural Sciences Education and Research

Annex 4 to the FAS Statutes

Matriculation Pledge, Graduation Ceremony Scripts and Graduates' Pledge

Matriculation Pledge

I promise to properly fulfil the duties of a student of the Faculty of Applied Sciences of the University of West Bohemia. I promise to seek in the whole course of my study to gain deep knowledge and develop my capabilities in all respects. I am aware of the fact that I have become a member of the academic community of the Faculty of Applied Sciences of the University of West Bohemia, and I promise that I will strive for the good reputation of my Faculty and the entire University of West Bohemia.

Graduation Ceremony Script for Bachelor and Master Study Programme Graduates

All students of the Faculty of Applied Sciences of the University of West Bohemia here present have successfully completed the statutory conditions for being awarded the academic title of engineer (Bachelor, Master). Therefore, I give my consent to them being solemnly declared engineers (Bachelors, Masters) upon their having pronounced their Graduation Pledge, and I give my consent to them being given their engineer (Bachelor, Master) diploma with the seal of the University of West Bohemia.

Pledge of a Graduate of a Bachelor or Master Study Programme

I solemnly promise to always act and behave to do honour to my academic title of engineer (Bachelor, Master) that the Faculty of Applied Sciences of the University of West Bohemia has awarded me. Forever will I keep in my memory my Faculty and the entire University of West Bohemia; I will always support them to the best of my ability. I promise to continuously develop the knowledge and skills I have acquired and use them for the benefit of humanity.

Graduation Ceremony Script for Doctoral Study Programme Graduates

All students of the doctoral study programmes at the Faculty of Applied Sciences of the University of West Bohemia here present have successfully passed the State Doctoral Examination and other mandatory examinations and have defended their dissertation theses. Therefore, I give my consent to them being solemnly declared Doctors (abbreviated as "Ph.D.") upon their having pronounced the Graduation Pledge, and I give my consent to them being given their doctoral diplomas with the seal of the University of West Bohemia.

Pledge of a Graduate of a Doctoral Study Programme

I solemnly promise to always act and behave to do honour to my title of Doctor that the Faculty of Applied Sciences of the University of West Bohemia has awarded me. Forever will I keep in my memory my Faculty and the entire University of West Bohemia; I will always support

them to the best of my ability. I promise to continuously develop the knowledge and skills I have acquired and use them for the benefit of humanity.

Ceremony Script for Graduation with the Academic Title of “Doctor of Science”

All students of the Master study programmes at the Faculty of Applied Sciences of the University of West Bohemia here present have successfully passed the State Rigorosum Examination and have defended their rigorosum theses. Therefore, I give my consent to them being awarded the academic title “Doctor of Science” (abbreviated as “RNDr.”) upon their having pronounced the Graduation Pledge, and I give my consent to them being given their Doctor of Science diplomas with the seal of the University of West Bohemia.

Pledge of a Graduate Obtaining the Academic Title of “Doctor of Science”

I solemnly promise to always act and behave to do honour to my academic title of “Doctor of Science” that the Faculty of Applied Sciences of the University of West Bohemia has awarded me. Forever will I keep in my memory my Faculty and the entire University of West Bohemia; I will always support them to the best of my ability. I promise to continuously develop the knowledge and skills I have acquired and use them for the benefit of humanity.