

THE UNIVERSITY OF PARDUBICE	
Directive No. 6/2021 as amended by Amendments 1, 2, 3 and 4	
Subject:	Organisational Guidelines of the University of Pardubice
Scope:	Applicable to all departments of the University of Pardubice
Effective Date:	1 May 2021
Reference Number:	RPO/0014/21
Prepared and submitted by:	Ing. Lucie Košťálová, Head of Rector's Office
Approved by:	prof. Ing. Jiří Málek, DrSc., Rector

Article 1 Basic Provisions

The Organisational Guidelines of the University of Pardubice ("Organisational Guidelines") establish the fundamental principles governing the management of the University of Pardubice ("University"), in accordance with Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments to Other Acts ("Higher Education Act"), as amended, and other generally binding legal regulations. In accordance with the Statutes of the University of Pardubice ("Statutes") and other internal regulations of the University, they define and regulate the University's internal organisational structure.

Article 2 Principles of Organisation and Management of the University

1. The University is a public higher education institution as defined by the Higher Education Act.
2. The self-governing academic bodies of the University include the Academic Senate, Rector, Scientific Board, Internal Evaluation Board, and Disciplinary Committee. If all students are enrolled within faculties, the establishment of a disciplinary committee is not required. Other University bodies include the Board of Trustees and the Bursar. The roles and authority of these bodies are governed by Articles 8 to 16 of the Higher Education Act and Articles 16 to 22 of the Statutes.
3. The University is led by the Rector, who oversees University activities and makes decisions on its behalf, except in matters where faculties possess decision-making authority under Section 24 of the Higher Education Act and Article 23 of the Statutes.
4. In accordance with Article 18(2)(a) of the Statutes, the Rector appoints the Vice-Rector for Education and Quality, the Vice-Rector for Research and Development, the Vice-Rector for Internal Affairs, and the Vice-Rector for External Relations.
5. The Rector's primary advisory body is the University Executive Board, consisting of the Rector, Vice-Rectors, and the Bursar.
6. The Rector's operational advisory body is the Extended University Executive Board, which includes the Rector, Vice-Rectors, Bursar, and Deans of the individual faculties.
7. Another advisory body to the Rector is the Rector's Advisory Board, appointed under Article 18(2)(d) of the Statutes. The Rector may invite other relevant individuals to attend meetings. Membership in the Advisory Board is non-transferable.

8. The International Scientific Board advises the Rector on strategic issues, particularly regarding scientific and creative activities at an international level.

9. The Ethics Committee advises the Rector on compliance with ethical standards as outlined in the University's internal regulations.

10. The Commercialisation Board advises the Rector on the commercialisation of scientific and research outputs. The Board comprises representatives from research organisations, the business sector, and the financial sector (e.g., banks, venture capital funds). Its members are appointed and dismissed by the Rector.

11. A supervisor is any University employee who manages at least one subordinate employee. A supervisor is responsible for assigning tasks, organising and directing work, and issuing binding instructions to subordinates.

12. Direct management involves the assignment of tasks from higher to lower management levels within the organisational hierarchy. It primarily includes issuing instructions, monitoring their execution, reviewing outcomes, and assessing results.

13. Methodological management entails delegated authority to make professional decisions, determine methods for performing specialised tasks, and evaluate the results.

14. The University Executive Board also engages in management and organisational activities through a system of internal standards, such as directives, orders, measures, and notices. The procedure for the preparation, issuance, publication, and registration of these standards is defined by the University's Directive¹.

15. Management control is a core component of the University's financial management, ensuring the appropriate use of public funds. The definition of authority and binding procedures for applying management control are outlined in the University's Directive².

Article 3

Organisational Structure and Division of the Main Units of the University

The basic organisational structure of the University is outlined in Annexe 1: Organisational Structure of the University and Annexe 2: Key to the Organisational Structure of the University, attached to this Directive.

2. The University comprises seven faculties:
 - a) Faculty of Transport Engineering (FTE),
 - b) Faculty of Electrical Engineering and Informatics (FEEI),
 - c) Faculty of Economics and Administration (FEA),
 - d) Faculty of Arts and Philosophy (FAP),
 - e) Faculty of Chemical Technology (FChT),
 - f) Faculty of Restoration (FR),
 - g) Faculty of Health Studies (FHS).

¹ University of Pardubice Directive No. 4/2014 Procedure for preparing, issuing, publishing and registering internal standards of the University of Pardubice.

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

The internal organisational structure of each faculty is governed by its own statutes.

3. University departments responsible for education, research, development, innovation, and the provision of information and other services include:

- a) Centre for Information Technology and Services (CITS), consisting of:
 - aa) University Library (UL),
 - ab) Division of Information and Communication Technology (DICT),
 - ac) University Conference Centre (UCC).

The internal organisational structure and responsibilities of CITS are defined in its Organisational Guidelines.

- b) Centre for Technology and Knowledge Transfer (CTKT),
- c) Language Centre (LC),
- d) Department of Physical Education and Sports (DPES),
- e) University Ecological Centre (UEC).

The internal organisational structure and responsibilities of UEC are outlined in the FChT Statutes.

4. Contractually established joint departments with other legal entities include:

- a) Joint Laboratory of Analysis and Evaluation of Polymers of SYNPO a. s., Pardubice and the University of Pardubice (JLAEP),
- b) Joint Laboratory of Applied Medical Science of the Pardubice Hospital and the University of Pardubice (JLAMS),
- c) Joint Laboratory of Membrane Processes of MEGA a. s., Stráž pod Ralskem and the University of Pardubice (JLMP).

These joint departments are organisationally affiliated with the FChT, in accordance with the nature of their activities.

5. The inclusion of joint departments in the organisational structure of the relevant faculty, as well as their subordination to faculty bodies empowered by the Rector to act on behalf of the University, is governed by the statutes of the respective faculties.

6. The Halls of Residence and Catering Service (HRCS) is the facility responsible for accommodation and catering services, particularly for students and University employees. It is divided into the following sections:

- a) Accommodation Services (AccoS),
- b) Catering Services (CaterS),
- c) Internal Management and Processes Section (IMPS),
- d) Technical and Operational Section (TOS).

The internal organisational structure and responsibilities of the HRCS are outlined in its Organisational Guidelines.

7. Special-purpose University facilities providing operational services include:

- a) Technical Division (TD), which is subdivided into:
 - aa) Dispatching, Secretariat (DS),
 - ab) Building Investment Office (BIO),
 - ac) Maintenance Unit (MU),
 - ad) University Premises Administration and Security (UPAS),
 - ae) Safety, Inspection and Power Engineering Office (SIPEO),
 - af) Transport Office (TO).

The internal organisational structure and responsibilities of TD are outlined in its Organisational Guidelines.

b) Publishing and Printing Centre (PPC), which, in addition to its production, graphics, and administrative divisions, includes:

- ba) Copy Centre (CoC),
- bb) Publishing Centre, Bookshop (PCB).

8. The departments and special-purpose facilities mentioned in Paragraphs 3(a) to (d) and Paragraphs 6 and 7 are classified in the University's information systems as central university units (CUU).

9. The inclusion of departments and special-purpose facilities mentioned in Paragraphs 3, 4, 6, and 7 into the University's organisational structure and their affiliation with specific University sections are set forth in Annexe 1.

Article 3a **Rectorate Units**

1. The Rectorate comprises organisational units ("rectorate units") responsible for the administrative, economic, and control functions of the University. These units—whether administrative, economic, or operational—are overseen by the Rector, Vice-Rectors, the Bursar, or the Head of the Rector's Office. The Rectorate consists of departments, divisions, or individual offices, depending on the scope of activities. Departments are units subdivided into at least two subordinate units (divisions or offices). Divisions are units carrying out diverse activities, typically employing at least two staff members. Offices are units performing specific, independent tasks, generally staffed by one to two employees.

2. Rectorate units directly managed by the Rector:

- a) Internal Audit and Complaints (IAC),
- b) Administrative Security (AS),

Administrative security activities are provided by the relevant units within the Technical Division (TD).

- c) Information and Cybersecurity Office (ICO),
- d) SAFE UPCE Office (SUO),
- e) Data Protection Officer (DPO),

Selected activities related to data protection are conducted by the Data Protection Officer within the Law Office.

3. Rectorate unit managed by the Vice-Rector for Internal Affairs:

- a) Human Resources (HR), comprising:
 - aa) Personnel Department (PD),
 - ab) HR Award Department (HRAD).

4. Rectorate unit managed by the Vice-Rector for Education and Quality:

Department of Educational Agenda (DEA), including:

- a) Academic Counselling Centre of the University of Pardubice (ACCUP),
- b) Centre ALMA (CA),
- c) Career Centre (CC),
- d) Methodological Training Office (METO).

5. Rectorate units managed by the Vice-Rector for External Relations:

- a) International Relations (IR),
- b) Promotion and External Affairs (PEA).

6. Rectorate units managed by the Vice-Rector for Research and Development:

- a) Development and Project Activities (DPA),
- b) Office for Research and Development (ORD).

7. Rectorate units managed by the Bursar:

- a) Bursar's Office (BurO),
- b) Finance and Accounting Centre (FAC), which is further subdivided into:
 - ba) Finance, Accounting and Tax (FAT),
 - bb) Budget, Analysis and Project Management (BAPM),
 - bc) Wage Department (WD).

The internal organisational structure and responsibilities of the Finance and Accounting Centre (FAC) are outlined in its Organisational Guidelines.

- (c) Public Tenders Administration (PTA),
- (d) Law Department (LD).

8. Rectorate unit managed by the Head of the Rector's Office:
Rector's Office (RecOf).

Article 4 **Final and Transitional Provisions**

1. Directive No. 4/2017 – Organisational Guidelines of the University of Pardubice is hereby repealed.

2. This Directive shall come into force and effect on 1 May 2021.

3. The designation of department names and their abbreviations, when determining the organisational structures of faculties, special-purpose facilities, workplaces of the University, and Rectorate units, must comply with these Organisational Guidelines, the relevant codebook of University departments, and the University's information systems.

4. In any instance where the Information Centre is referenced in other University of Pardubice Directives, it shall be understood as the Centre for Information Technology and Services (CITS).

Annexes:

Annexe 1 – Organisational Structure of the University

Annexe 2 – Key to the Organisational Structure of the University

In Pardubice on 30 April 2021.

prof. Ing. Jiří Málek, DrSc.
Rector

Amendment 1 to Directive No. 6/2021 came into effect on 1 February 2022.

Amendment 2 to Directive No. 6/2021 came into effect on 1 September 2022.

Amendment 3 to Directive 6/2021 came into effect on 1 February 2023.
Amendment 4 to Directive No. 6/2021 came into effect on 26 August 2024.