

THE STATUTE OF THE FACULTY OF APPLIED INFORMATICS, TOMAS BATA UNIVERSITY IN ZLÍN

The Academic Senate of the Faculty of Applied Informatics, in compliance with Article (§) 27, Paragraph (1), Letter b), of Act No. 111/1998 Coll., on Higher Education Institutions, and as altered and amended by other Acts, (i.e. The Higher Education Act); approved the Statute of the Faculty of Applied Informatics, Tomas Bata University in Zlín on 29th, May, 2017.

The Academic Senate of Tomas Bata University in Zlín, agreed to adopt the following Study and Examination Regulations, in compliance with Article (§) 9, Paragraph (1), Letter (b), point (2), and Article (§) 33, Paragraph (1), Letter f), of Act No. 111/1998 Coll., on Higher Education Institutions, as amended and altered by Other Acts, (The Higher Education Act); and approved on 10th, October, 2017, the Statute of the Faculty of Applied Informatics, Tomas Bata University in Zlín, as a part of its Internal Regulations.

PART ONE

FUNDAMENTAL PROVISIONS

Article 1

Fundamental Provisions

- (1) In accordance with the law and internal regulations and standards of Tomas Bata University in Zlín (hereinafter “TBU”), the FAI Statute uses the legislative abbreviations stated in the TBU Statute.
- (2) In accordance with the law and the TBU Statute, the FAI Statute is an internal regulation of the Faculty of Applied Informatics (hereinafter “FAI”), which is a component of TBU in Zlín and which is defined by the following basic information:
 - a) Name: **Faculty of Applied Informatics**
 - b) Full name: **Tomas Bata University in Zlín**
 - c) Shortened title: **Faculty of Applied Informatics**
 - d) Title for international communication: **Faculty of Applied Informatics or FAI**
 - e) Title for international communication: **Tomas Bata University in Zlín**
 - f) Legal abbreviation of the title for internal regulations and standards and the abbreviated title for internal and context use: **FAI**
 - g) Residence: **Nad Stráněmi 4511, 760 05 Zlín**
 - h) Legal position: **part of the public university TBU in Zlín**
 - i) Established: **on the basis of the Decision No. 3 of the TBU Academic Senate from 10th May 2005**
 - j) Domain for electronic communication: **fai.utb.cz**

The Faculty symbols are listed in Appendix 1 and in Appendix 1 to the TBU Statute.

Article 2 Focus and Long-term Aims

- (1) Educational and scientific activities, research and development and other creative activities at FAI, which takes up a long-term tradition and responds to the latest development and trends, include:
 - a) engineering spheres of control and automation technologies, information technologies, security systems, and production processes and other related spheres,
 - b) scientific disciplines which form the basis of the spheres stated in a), especially focused on control of industrial processes and production economics as well as applied information technologies in industrial production control.

Article 3 FAI Activities and their Support

In accordance with the TBU Statute, Art 3, FAI carries out the following activities:

- (1) Education:
 - a) in accredited study programmes listed in Appendix 2,
 - b) in lifelong learning programmes.
- (2) Scientific, R&D and other creative activities stated in a) and b).
- (3) Additional activities based on educational, scientific, R&D and other creative activities, services and cooperation with industries, organizing conferences, congresses and exhibitions.
- (4) Other activities in accordance with the TBU Statute, Art 3 Para 4 and 5, within its powers and possibilities.

Article 4 Study Programmes and Subjects for Habilitation and Nomination Proceedings

- (1) Study Programmes FAI is entitled to teach are in accordance with the TBU Statute, including the structure of study courses, their characteristics and combinations (Art 44 Para 2 Subsection b) of the Act) listed in Appendix 2, structured according to the type of study programme and requirements stated in the TBU Statute Art 4 Para 4.
- (2) FAI is entitled to carry out habilitation proceedings and professorial nomination proceedings in subjects listed in Appendix 3 to the TBU Statute and in Appendix 6.

Article 5 Internal Regulations at FAI

- (1) Internal regulations at FAI consist of internal regulations listed in Art 33 Para 2 Subsection a) to d) of the Act.
- (2) FAI follows the TBU Study and Exam Regulations. Faculty directives issued for their fulfilment must be discussed in advance by the FAI AS. The schedule of the academic year for the faculty (TBU Study and Exam Regulations, Art 2 Para 6) is announced by the Dean

after it has been discussed by the FAI AS. The structure of the Committee for the Study Programme (TBU Study and Exam Regulations, Art 4) and the Committee for Life-long Learning, their powers, terms of office for their members and detailed description of their activities is defined by the Dean upon negotiating them in the FAI AS.

- (3) FAI adopts the TBU Disciplinary Regulations for Students as its internal directive.
- (4) FAI follows the TBU Scholarship Regulations. Matters that are not governed by the Scholarship Regulations can be temporarily settled by the Dean's directive.

Article 6 Internal Standards at FAI

- (1) There are following internal standards at FAI:
 - a) directive or decision that settle fundamental matters regarding FAI as a whole,
 - b) directives on methodological and organizational matters,
 - c) guidelines on partial or operational matters.
- (2) The internal standards at FAI mainly govern:
 - a) internal economic rules,
 - b) organizational structure of the faculty and the position of its workplaces,
 - c) detailed rules for admission procedure and conditions for accepting applicants for study according to Art 9,
 - d) the faculty information system as a part of the TBU information system,
 - e) conditions and criteria for evaluation of activities with regard to the conditions and criteria valid at TBU,
 - f) documentation for study programmes according to the Appendix 2, defined by Art 44 Para 2 of the Act.
- (3) Internal standards at FAI are issued within their range of powers and responsibilities set in the Act, TBU Statute and FAI Statute by:
 - a) the Dean, according to Para 1 Subsection a) to c),
 - b) the faculty Secretary, according to Para 1 Subsection b) and c).

PART TWO STUDY AND ADMISSION TO STUDY

Article 7 Admission to Study

- (1) The admissions procedure takes place in accordance with the TBU Statute, Art 7, and the Faculty directive which sets the rules for the admission procedure and conditions for accepting to study at FAI in the given academic year.

Article 8 Admission Exam

- (1) According to the TBU Statute, Art 8, Para 1, the request for the announcement of the admission procedure without admission exams is submitted by the Dean to the Rector, after it has been discussed in the FAI Academic Senate.
- (2) According to the TBU Statute, Art 8, Para 5, the conditions for waving the admission exam are set in the faculty directive for admission procedure and conditions for admitting to studies at FAI in the given academic year.
- (3) The admission exam for a doctoral programme takes place in presence of a committee proposed by the subject committee, approved and appointed by the Dean.

Article 9 Rules for the Admission Procedure and Conditions for Admission to Study

- (1) The detailed rules for the admission procedure and conditions for admission to study are set by a faculty directive in accordance with the Act and the TBU Statute, Art 9. The directive is in annually updated and published by 30th November at the latest.

Article 10 Admission Procedure

- (1) The admission procedure is described in the TBU Statute, Art 10.

Article 11 Enrolment to Study

- (1) The rules and conditions for a student's enrolment to study are set in the TBU Statute, Art 11.

Article 12 Study Conditions for International Students

- (1) The conditions for admitting international students for study are set in the TBU Statute, Art 12.

Article 13 Administration Fee for the Admission Procedure

- (1) The amount of the fee and other details are set in the TBU Statute, Art 13.

Article 14
Fee for Study

- (1) The amount of the fee and other details are set in the TBU Statute, Art 14.

Article 15
Documents on Study

- (1) Study documents (Art 57 of the Act) at TBU are unified. Other details are provided in the TBU Statute, Art 15.

**PART THREE
FACULTY BODIES**

Article 16

- (1) The FAI bodies are defined in the Article 25 of the Act. Articles 17 to 22 specify their competence within the Faculty.

Article 17

FAI Academic Senate

- (1) The membership in the Academic Senate of FAI (hereafter “FAI AS”) is not transferable. The oath of the member of FAI AS is stated in Appendix 3.
- (2) FAI AS consists of representatives of the academic employees and students.
- (3) There are 10 FAI AS members, out of which 6 are representatives of the academic employees and 4 are representatives of students.
- (4) The term of office for FAI AS is three years. It starts on the day of the constituent session of FAI AS, and finishes on the day of the constituent session of the newly elected FAI AS, or on the day the term of office of all FAI AS members expires, as stated in Article 26, Paragraph 3, of the Act.
- (5) The term of office for a member of FAI AS starts on the day of constituent session of the FAI AS into which he or she has been elected. In case the new member is a substitute or elected in additional elections, it starts on the day of the FAI AS session where he or she took up his position. The term of office for such a member finishes on the same day as the term of office of the FAI AS for which he or she was elected.
- (6) During the term of office, the membership in FAI AS can be terminated by:
- a) submitting a written letter of resignation to the FAI AS Chairperson,
 - b) the termination of the membership in the part of the academic community which elected the particular member,
 - c) the instalment into an academic office as stated in the Article 26, Paragraph 2 of the Act
- (7) The vacancy in the FAI AS is filled with a substitute. In case there is no substitute available, additional elections take place.
- (8) The manner of electing members, the organizational structure, the establishment of bodies, and the rules for sessions of FAI AS and its bodies are set in the FAI AS Rules of Elections and Procedure.
- (9) Activities of AS FAI are ensured in terms of administration and funding by the FAI Dean’s Office.
- (10) The Dean and the faculty Secretary are obliged to provide the FAI AS with all information needed for its activities.
- (11) The rights and powers of the FAI AS are set in the Article 27 of the Act.

**Article 18
Dean**

- (1) The position of the Dean, his/her appointment and removal are defined in the Article 28 of the Act.
- (2) According to the Article 28, Paragraph 5 of the Act, the Dean:
 - a) makes a decision as for the number of Vice-Deans and their powers,
 - b) decides who is entitled to replace him/her fully,
 - c) gives orders for replacement in individual cases.
- (3) Furthermore, the Dean:
 - a) appoints and recalls Vice-Deans, the faculty Secretary, Heads of Departments and faculty workplaces,
 - b) appoints workers authorized to financial operations and provided with the right to sign particular accounts,
 - c) appoints the members of the disciplinary committee and makes decisions on proposals submitted by the committee,
 - d) appoints the members of the FAI Scientific Board,
 - e) presents the FAI Scientific Board with fundamental standpoints and conclusions accepted or discussed by the TBU Scientific Board, for their information and discussion,
 - f) appoints members and the Chairperson of the Committee for the Study Programme and the Committee for Lifelong Learning,
 - g) when necessary, establishes further advisory bodies and appoints their members.

**Article 19
FAI Scientific Board**

- (1) The position of the Scientific Board is outlined in Article 29 and 30 of the Act.
- (2) When nominating the members of the FAI Scientific Board, the Dean takes into consideration the areas FAI focuses on in its educational and scientific activities.
- (3) Apart from the members of the FAI Scientific Board, the Dean can also appoints honorary members of the FAI Scientific Board. The honorary members of the FAI Scientific Board participate in meetings with an advisory role.
- (4) In the course of the office term, the membership in the FAI Scientific Board can be terminated by:
 - a) recalling the member from the office,
 - b) member's written resignation delivered to the Dean.

**Article 20
(not used)**

**Article 21
Disciplinary Committee**

- (1) The DC consists of six members. Three members are students representing the bachelor, master and doctoral study programmes.
- (2) The term of office for the Disciplinary Committee is two years.

Article 22
FAI Secretary

- (1) The faculty Secretary is in charge of the economic management and internal administration of FAI and acts on behalf of FAI in matters of trade and civil law to the extent decided by the Dean.
- (2) The Secretary reports to the Dean on the results of the economic management of the faculty financial funds and for the management of TBU property maintained by the faculty.
- (3) The Secretary prepares the proposal for the distribution of the faculty budget, including its actual fulfilment and submits it to the Dean. He or she is responsible for the use of the faculty financial funds and submits a quarterly evaluation to the Dean.
- (4) The Secretary methodologically manages the Secretaries of Departments.
- (5) In case the balanced economic management of any FAI account centre is jeopardized, the Secretary is obliged to inform the Dean without delay and to recommend a solution and necessary measures.
- (6) When requested by the Bursar, the Secretary is obliged to provide all information on the status of the faculty budget with regard to the kind and organizational distribution, and on the economic management of the property used by the faculty.

**PART FOUR
ORGANIZATIONAL AND MANAGEMENT STRUCTURE**

**Article 23
FAI Structure**

- (1) FAI consists of faculty workplaces which are:
 - a) departments, which ensure educational, scientific, research, and other creative activities within their defined field,
 - b) research workplaces, which ensure especially scientific work and research and development activities,
 - c) the Dean's Office, including the economic and internal administration.

**Article 24
Management Structure**

- (1) The management structure of FAI consists of the Dean, Secretary, Heads of Departments and research workplaces, and – according to the Dean's decision, the heads of other organizational components of the faculty.

**Article 25
(not used)**

**Article 26
Advisory Bodies and Work Groups at FAI**

- (1) Advisory bodies and work groups can be established at FAI for coordinated, directed, and mutually informed provision of all activities of FAI, and for solving conceptual and important operative tasks.
- (2) Advisory bodies are established mainly for regular and long-term activity; whereas work groups are established for operative tasks.
- (3) Advisory bodies and work groups are established by the Dean, Vice-Deans, and the faculty Secretary within the range of their powers and responsibilities, and they chair these bodies. The chairperson of each body decides whether it is necessary to elaborate rules of procedure.
- (4) The main advisory bodies are:
 - a) the Dean's Advisory Council, which consists of the Dean, Vice-Deans, Secretary, Chairperson of FAI AS, Heads of Departments, representatives of students and other persons, according to the Dean's decision,
 - b) the faculty management, which consists of the Dean, Vice-Deans, Secretary, Chairperson of the FAI AS, and other persons according to the Dean's decision,
 - c) the Council of Vice-Deans and Heads of Departments, which consists of a Vice-Dean, Heads of Departments and other persons according to the decision of the Vice-Dean,
 - d) the Council of the Secretary and the Secretaries of Departments, which consists of the Secretary, Department Secretaries, and other persons according to the decision of the Secretary,
 - e) the Investment Committee, which consists of the Dean, Secretary, Heads of Departments and other faculty workplaces; the Chairperson is appointed by the Dean,

- f) the Dislocation Committee, which consists of the Dean, Secretary, and Heads of faculty workplaces.

Article 27

Decision-making, Negotiating, and Signing on Behalf of FAI

- (1) The following persons make decisions on behalf of FAI, are entitled to all legal acts in accordance with the law, and act outwardly with third persons:
 - a) the Dean within the range defined by the Act and the FAI Statute, especially in matters concerning labour-law and contractual relationships to legal and private entities,
 - b) the Vice-Deans within the range defined by the Dean's decision,
 - c) the Secretary within the range defined by the FAI Statute and the Dean's decision.

**PART FIVE
RULES FOR ECONOMIC MANAGEMENT**

**Article 28
Budgetary Rules**

- (1) The Dean submits the rules for the distribution of FAI financial funds elaborated on the basis of the TBU rules for budget to the FAI AS at the latest within 30 days after the rules for the TBU budget were approved.
- (2) In case FAI AS does not approve the FAI budget submitted by the Dean, including the mutually approved changes and amendments to the budget proposal, the Dean will submit a new proposal within 30 days. Until the FAI budget is approved by FAI AS, the original proposal is followed with all items reduced by 10%.
- (3) An improved economic result and the residues in the reserve fund, the fund for the investment property reproduction, the scholarship fund and the award fund that are at FAI's disposal form a part of the budget according to the Paragraph 2.
- (4) In case the analytical evidence reveals a loss of a FAI component, the Dean submits a proposal for a penalty to the FAI AS.

**Article 29
Property and Economic Management**

- (1) The faculty manages the property of TBU, which was committed into its use by the Rector's decision. The internal management is set by the Dean's decision.
- (2) The Secretary and persons stated in the Dean's decision are responsible to the Dean for efficient use of financial funds and proper management of the property committed into the faculty's use.
- (3) The checking of the economic management is done at least every half-year and the Secretary is responsible for it.
- (4) The FAI Secretary submits a current report on financial management to the FAI AS, always as of 1st June and 1st October of the given calendar year.

**PART SIX
EVALUATION OF FAI ACTIVITIES**

Article 30

Subject Matter and Contents of Evaluation

- (1) The subject matter of the regular evaluation of FAI comprises the faculty activities defined in the TBU Statute, Art 30.
- (2) The quality, level, and efficiency of the faculty activities are evaluated from the point of view of the long-term plans and objectives of FAI, and in comparison with the results reached by domestic and foreign faculties in similar fields.
- (3) The quality, level, and efficiency of activities are evaluated according to the criteria set in the TBU Statute, Art 30, Para 3.

Article 31

Frequency and Form of Evaluation

- (1) The evaluation according to Art 30 takes place:
 - a) yearly as a part of the preparation for or processing of the TBU Annual Report, in agreement with Art 21, Para 1, Subsection a) of the Act,
 - b) in total on the basis of the TBU evaluation report, by deadlines set by the Rector, in accordance with the TBU Statute, Art 31, Para 1, Subsection b),
 - c) on an operational decision by the Rector, according to the TBU Statute, Art. 31, Para 1, Subsection c),
 - d) on the Dean's operational decision providing exceptional reasons requiring this evaluation have arisen at FAI workplaces or in relation to FAI,
- (2) The results of students' evaluation are taken into consideration in the course of evaluation.

Article 32

Conditions of Evaluation

- (1) The conditions of evaluation as defined in Art 31, Para 1, Subsections a) to c) will be set by the Rector's directive, including the procedure and criteria, as is stated in the TBU Statute, Art 32.

Article 33

Results of Evaluation

- (1) The results of all evaluations as defined in the previous paragraphs are:
 - a) made public,
 - b) projected into the long-term aims and objectives and their updating,
 - c) basis for strategic decisions and operational measures taken by the Dean, so that these evaluations have a positive influence on the quality, level, and efficiency of the main activities at FAI.
- (2) The results of the evaluation are used to mutually compare the level of activities at the faculty workplaces.

**PART SEVEN
ACADEMIC COMMUNITY**

**Article 34
Position of an Academic Employee**

- (1) The position of an academic employee at FAI is set out in the TBU Statute, Art 34, and particularly by Article 70 of the Act.
- (2) The oath of an academic employee is to be found in the Appendix 4 to the TBU Statute.

**Article 35
Sabbatical**

- (1) An academic employee submits the application for the sabbatical to the Dean.
- (2) Rules for granting the sabbatical are set out in the TBU Statute, Art 35.

**Article 36
Membership in Academic Senates, Scientific Boards, and Other Bodies Created by Law**

- (1) The activity of employees and students in bodies and committees defined by the Act and other laws related to the mission of universities, especially membership in:
 - a) the TBU Academic Senate and the FAI Academic Senate,
 - b) the TBU Scientific Board, the FAI Scientific Board, and the scientific boards of other universities and their faculties,
 - c) the Accreditation Committee and its working committees,
 - d) university representative bodies as per Art 92 of the Act,
 - e) the Governmental Research and Development Council,
 - f) bodies of significant international institutions,

form an important part of their work duties which stem from the position of a member of the FAI academic community. Heads at all levels as well as teachers are obliged to create conditions for participation in meetings and for the proper fulfilment of the mission of these bodies and committees and to reflect these activities in evaluation and rewarding.

**Article 37
Visiting Professor**

- (1) The position of a visiting Professor is set out in the TBU Statute, Art 37.

**Article 38
Professor Emeritus**

- (1) The position of a Professor Emeritus is set out in the TBU Statute, Art 38.
- (2) A Professor Emeritus is not an academic employee of FAI.

**PART EIGHT
INFORMATION SYSTEM**

Article 39

Components of the Information System

- (1) The FAI information system is created in line with the concept of the information system at TBU faculties so that it provides on the faculty level complex information services according to the TBU Statute, Art 39.
- (2) According to the TBU Statute, Art 39, Para 1, Subsections a) and c), the Dean appoints the worker responsible for ensuring the components of the information system.
- (3) According to the TBU Statute, Art 39, Para 1, Subsection b), the Vice-Deans and the Secretary are responsible for ensuring the information system components within their framework of responsibilities.

**PART NINE
ACADEMIC TRADITIONS**

**Article 40
Academic Ceremonies**

- (1) The outward expression of academic traditions, rights and liberties at FAI are the academic insignia and ceremonies.
- (2) The following academic officials take part in the academic ceremonies at FAI: TBU Rector and Vice-Rectors, FAI Dean and Vice-Deans, and the Promotor.
- (3) The most important academic ceremonies are: Dean's inauguration, matriculation, graduation, conferring an honorary doctorate, festive session of the FAI Scientific Board, festive assembly of the academic community, festive ceremony to complete the lifelong learning programmes.
- (4) The matriculation ceremony is an academic ceremony where students are festively inducted into the academic community by taking the festive matriculation oath. The text of the oath is in Appendix 4.
- (5) The graduation ceremony is an academic ceremony where a university diploma is awarded to graduates of study programmes after they take the oath.
- (6) The Appendix 5 contains the oaths for:
 - a) a bachelor programme graduate,
 - b) a master programme graduate,
 - c) a doctoral programme graduate.

**Article 41
Academic Insignia, Gowns and their Use**

- (1) Academic insignia and gowns must not be used in such places and on such occasions that would not be appropriate for their use in terms of academic rights, liberties and principles.
- (2) During academic ceremonies, the gowns given in Appendix 1 are used.
- (3) The right to use the gowns is entitled to: Academic officials (the TBU Statute, Art 40, Para 2), the Chairperson of the FAI AS, the FAI Secretary and the Pedel.
- (4) The gown may also be lent to the members of the FAI Scientific Board, members of the FAI AS, professors emeritus, academic employees, significant guests at FAI and to students for their graduation ceremonies.

**Article 42
Honorary Degree "Doctor Honoris Causa"**

- (1) Awarding of the honorary degree "doctor honoris causa" is governed by the TBU Statute, Art 42.

**Article 43
Medals and Awards**

- (1) On behalf of FAI, the Dean gives medals and awards to express the appreciation particularly for:

- a) merits for the development of FAI, its position and prestige in the Czech Republic as well as abroad,
 - b) significant performance at FAI,
 - c) relationships to FAI,
 - d) activities in areas related to the FAI focus areas.
- (2) The Dean declares and awards prizes, especially to appreciate outstanding results during study at FAI, which is awarded to the student at the graduation ceremony.

**PART TEN
FINAL PROVISIONS**

**Article 44
Final Provisions**

- (1) The following appendices form a part of the FAI Statute:
- Appendix 1 – FAI Symbols
 - Appendix 2 – Study programmes at FAI
 - Appendix 3 – The Oath of the FAI Academic Senate Member
 - Appendix 4 – The Matriculation Oath
 - Appendix 5 – Oaths of Study Programmes Graduates
 - Appendix 6 – Subjects for Habilitation Proceedings and Professorial Nomination Proceedings

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