

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

The Academic Senate of the Faculty of Applied Informatics of Tomas Bata University in Zlín, in compliance with Article (§),27, Paragraph (1), Letter b), of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act); approved on 3 November 2025 the draft Statute of the Faculty of Applied Informatics.

The Academic Senate of Tomas Bata University in Zlín, pursuant to Section 9(1)(b), point 2 of Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), approved on 10 February 2026 the Statute of the Faculty of Applied Informatics as an internal regulation of the Faculty of Applied Informatics of Tomas Bata University in Zlín.

PART ONE BASIC PROVISIONS

Article 1 Basic provisions

- (1) In accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Alterations and Amendments to Other Acts (Higher Education Act), as amended, (hereinafter referred to as the “Act”), the Statute of the Faculty of Applied Informatics (hereinafter referred to as the “FAI Statute”) is an internal regulation of the Faculty of Applied Informatics (hereinafter referred to as “FAI”), which is a constituent part of Tomas Bata University in Zlín (hereinafter referred to as “TBU”) and which is defined by the following basic particulars:
- a) Name: **Faculty of Applied Informatics**
 - b) Full name in English: **Tomas Bata University in Zlín, Faculty of Applied Informatics**
 - c) Shortened name: **Faculty of Applied Informatics or FAI**
 - d) Title for international communication: **Tomas Bata University in Zlín, Faculty of Applied Informatics**
 - e) Legal abbreviation of the title for internal regulations and standards and the abbreviated title for internal and context use: **FAI**
 - f) Residence: **Nad Stráněmi 4511, 760 05 Zlín**
 - g) Legal position: **part of the public university TBU in Zlín**
 - h) Established: **on the basis of the Decision No. 3 of the TBU Academic Senate from 10 May 2005**
 - i) Domain for electronic communication: **<http://www.utb.cz/fai>**
- (2) The symbols of FAI are the logo, insignia, and academic gowns. The FAI symbols are listed in Appendix 1 to the FAI Statute and in Appendix 1 to the TBU Statute.

Article 2

Specialization and long-term orientation

Educational and scientific activities, research, development and other creative activities at FAI, which build on a long-standing tradition and reflect developmental trends, include:

- a) fields of control and automation technologies, robotic systems, information technologies, security technologies, production processes and related interdisciplinary areas,
- b) scientific disciplines forming the basis of the fields referred to in point (a), in particular those focused on the control of industrial processes and production economics as well as applied information technologies in industrial production control.

Article 3

FAI activities and their support

- (1) Education is implemented as follows:
 - a) In accredited degree programmes,
 - b) In Lifelong Learning programmes, in accordance with the Lifelong Learning Regulations of TBU.
- (2) Creative activities are carried out to the full extent, from fundamental to applied research to development and operational activities in relation to the needs of practice, particularly in the sphere of basic long-term orientation in accordance with Article 2. These activities are in particular implemented through:
 - a) the implementation of internal and external projects within the framework of fundamental research, industrial research, and experimental development programmes,
 - b) cooperation with practice, in particular through framework agreements on the implementation of research or development activities and supplementary activities, as well as through the organization of conferences, congresses, and exhibition activities.
- (3) FAI carries out supplementary activities related to the tasks to be performed as stated in the Article 1 and 2 in compliance with § 20 Paragraph 2 of the Act.
- (4) FAI also:
 - a) Creates conditions for and supports cooperation on the international level, student and academic staff mobility,
 - b) Develops relations particularly with higher education institutions, research and other institutions, authorities of the public sector administration and with FAI graduates, and pursues activities aimed at fulfilling the role of FAI as defined in § 1 of the Act and as arising from the academic principles,
 - c) Supports activities of scientific, specialized, professional and student institutions,
 - d) In its activities, FAI supports the intensity, quality and speed of dissemination of innovations for the needs of practice.
- (5) FAI carries out other activities in accordance with Article 3 of the TBU Statute within the scope of its powers and capacities.

Article 4

Degree programmes, fields of habilitation and appointment procedures

- (1) The list of accredited degree programmes carried out at FAI (hereinafter referred to as “study programme”) and the list of fields in which FAI is authorized to conduct habilitation proceedings or proceedings for appointment as professor are published in the public section of the FAI website, with particulars pursuant to Section 21(1)(h) of the Act and Article 4 of the UTB Statute.
- (2) Other higher education institutions and legal entities (hereinafter referred to as “contractual partner”) may participate in the implementation of study programmes on the basis of contractual cooperation pursuant to Section 2(8) and Section 81 of the Act. The details of such contractual cooperation are governed by an agreement between UTB and the contractual partner.

Article 5

FAI Internal regulations

- (1) Internal regulations of FAI are the following:
 - a) FAI Statute,
 - b) Election Rules of the FAI Academic Senate,
 - c) Rules of Procedure of the FAI Academic Senate,
 - d) Rules of Procedure of the FAI Scientific Board,
 - e) Rules governing the course of studies in study programmes carried out at FAI.

Draft internal regulations of FAI are approved by the Academic Senate of FAI (hereinafter referred to as “AS FAI”) pursuant to Section 27(1)(b) of the Act. Internal regulations of FAI are approved by the Academic Senate of UTB (hereinafter referred to as “AS TBU”) pursuant to Section 9(1)(b), point 2 of the Act.
- (2) FAI is governed by the Study and Examination Regulations of TBU (hereinafter referred to as the “SER”). The specific conditions and course of studies in study programmes at FAI are regulated by an internal regulation pursuant to paragraph 1(e). The timetable of the academic year for FAI (Art. 2(6) of the SER) is announced by the Dean of FAI (hereinafter referred to as the “Dean”) after discussion in AS FAI. The structure of the Study Programme Board (Art. 5 of the SER), its powers, the term of office of its members, and the detailed scope of its activities are determined by the Dean after discussion in AS FAI.
- (3) FAI adopts the Disciplinary Code for Students of TBU as its internal regulation.
- (4) FAI is governed by the Scholarship Regulations of TBU; matters not regulated therein are specified by an internal regulation of FAI, on which AS FAI provides its opinion after discussion.

Article 6

Internal rules of FAI

- (1) There are following internal rules at FAI:
 - a) Directives or decision dealing with essential issues related to FAI as a whole,
 - b) Directives on methodological and organizational issues,
 - c) Instructions concerning partial or operational issues.
- (2) The FAI internal rules mainly govern:
 - a) Organizational structure of FAI and the status of its workplaces,
 - b) Rules for admission procedures and the conditions for admission to study pursuant to Article 9,

- c) The conditions and criteria for the evaluation of activities in connection with the conditions and criteria set by the Rules of the Quality Assurance System for Educational, Creative and Related Activities and the Internal Evaluation of the Quality of Educational, Creative and Related Activities of TBU,
 - d) Organization of educational, creative, and administrative activities,
 - e) Organization of studies at FAI
- (3) Internal rules of FAI are issued, within the scope of their competencies, by the Dean and the Secretary of FAI (hereinafter referred to as the “Secretary”).
- (4) The Academic Senate of FAI approves as internal rules of FAI:
- a) Rules for admission procedures and the conditions for admission to study,
 - b) Organizational Regulations of FAI.
- (5) The Academic Senate of FAI comments on the Plan for the Implementation of the Strategic Intent of Educational and Creative Activities of FAI for individual years and on the internal regulation concerning the evaluation of educational and creative activities.
- (6) Internal regulations of FAI must always comply with the Act, the Statute of TBU, the Statute of FAI, and other internal regulations of TBU and FAI.

PART TWO

STUDY AND ADMISSION TO STUDY

Article 7

Admission to study

- (1) Admission to study in study programmes implemented by FAI takes place on the basis of an admission procedure pursuant to Art. 7 of the Statute of TBU.
- (2) Students at other higher education institutions may be admitted to study in a part of a degree programme according to agreements concluded between higher education institutions or within international student exchange programmes, while their status at TBU and their rights and obligations are specified in the relevant agreement.

Article 8

Entrance examination

- (1) The entrance examination is defined in Art. 8 of TBU Statute.
- (2) The Dean may announce an admission procedure without an entrance examination pursuant to Art. 8(1) of TBU Statute.
- (3) The conditions for waiving the entrance examination pursuant to Art. 8(5) of TBU Statute are stipulated by the rules for the admission procedure and the current conditions for admission to study at FAI.

Article 9

Rules for admission procedures and conditions for admission to study

- (1) Detailed rules for the admission procedure and the conditions for admission to study in a study programme, following the Act and Article 9 of the Statute of TBU and approved by the Academic Senate of FAI, shall be published by FAI in the public section of its website sufficiently in advance before the commencement of the admission procedure in accordance with Section 49(5) and (6) of the Act.
- (2) The content of the detailed rules for the admission procedure and the conditions for admission to study in a study programme is stipulated by Article 9 of the Statute of TBU.

Article 10

Course of the admission procedure

The course of the admission procedure is governed by Art. 10 of TBU Statute.

Article 11

Enrolment to study

The rules and conditions for the enrolment of an applicant in study are set in the TBU Statute, Art. 11.

Article 12

Requirements regarding studies of international students

The conditions for the admission of international students to study are governed by the TBU Statute, Art. 12.

Article 13

Fee for actions related to admissions

The amount of the fee for acts related to the admission procedure and further details are governed by Article 13 of TBU Statute.

Article 13a

Fee for acts related to the assessment of fulfilment of the condition for admission to study

The amount of the fee for acts related to the assessment of fulfilment of the condition for admission to study is governed by Article 13a of TBU Statute.

Article 14

Tuition fee

The amount of the tuition fee and further details are governed by Art. 14 of TBU Statute.

Article 15

Documents on study

Documents related to study pursuant to Section 57(1) of the Act are uniform at TBU. The record of study at FAI is maintained in the form of an officially certified extract from IS/STAG, which is issued to the student by TBU upon the student's request and may be obtained through the Study Department of FAI, and which contains an overview of the achieved study results.

PART THREE FACULTY BODIES

Article 16

- (1) The self-governing bodies at FAI bodies defined in the Article 25 of the Act are the following.
 - a) Academic Senate of FAI
 - b) Dean of FAI
 - c) Scientific Board of FAI
 - d) Disciplinary Committee of FAI
- (2) Other body at FAI is the Secretary.
- (3) The academic community of FAI consists of academic staff organizationally affiliated with FAI and students enrolled in study programmes conducted by FAI.

Article 17

Academic Senate of FAI

- (1) The FAI Academic Senate (hereinafter referred to as the “FAI AS”) is a self-governing representative body of FAI. The legal status of the FAI AS is defined by the Act.
- (2) The AS FAI consists of elected representatives of the academic community of FAI.
- (3) Membership in the FAI AS is non-transferable.
- (4) The number of members of the FAI AS and the method of election of the members of the FAI AS are governed by the Election Rules of the FAI AS. The organizational structure, the method of establishment of the bodies, and the rules of procedure of the FAI AS and its bodies are governed by the Rules of Procedure of the FAI AS.
- (5) The oath of a member of the FAI AS is set out in Annex No. 2.
- (6) The term of office of the FAI AS and of its members, as well as the reasons for termination of membership, are stipulated by the Election Rules of the FAI AS.
- (7) The activities of the FAI AS are materially secured under a separate chapter of the allocation of FAI financial resources.
- (8) The Dean and the Secretary are obliged to provide the FAI AS with the information necessary for its activities.
- (9) The FAI AS may authorize one of its members to act as a rapporteur in advisory bodies and working groups pursuant to Article 26.

Article 18

Dean of FAI

- (1) The status of the Dean, and the appointment and dismissal thereof, are defined in Article 28 of the Act.
- (2) According to Article 28, Paragraph 5 of the Act, the Dean:
 - a) Makes decisions on the number of Vice-Deans and the scope of their competence,
 - b) Appoints the Vice-Dean authorized to fully deputize for the Dean,
 - c) Authorizes persons to deputize for him/her in individual cases.

(3) Furthermore, the Dean particularly:

- a) appoints and removes Vice-Deans following the opinion of the FAI AS,
- b) appoints and removes the Secretary of FAI,
- c) appoints directors of institutes and departments of FAI; appoints and removes deputy directors of institutes and departments of FAI upon the proposal of the directors of such institutes and departments,
- d) designates employees authorized to carry out financial operations and to have signing authority for individual accounts,
- e) appoints and removes members of the Disciplinary Committee of FAI with the prior approval of the FAI AS, and decides on proposals submitted by the committee,
- f) appoints and removes members of the Scientific Board of FAI with the prior approval of the FAI AS,
- g) submits to the Scientific Board of FAI, for information and discussion, fundamental positions and conclusions adopted or discussed by the Scientific Board of TBU,
- h) appoints and removes members and the Chair of the Study Programme Board and Field Boards,
- i) establishes a Scholarship Committee, appoints and removes its members following the opinion of the FAI AS, and decides on proposals submitted by the committee,
- j) establishes other advisory bodies as needed and appoints and removes their members.

Article 18a Vice-Deans of FAI

- (1) The Vice-Deans of FAI are authorized to act in matters falling within the competences assigned by the Dean and in the management of the activities of the respective FAI unit. Within the defined competences or instructions of the Dean, the Vice-Deans may assign tasks to senior employees of FAI. They are accountable for their activities to the Dean.
- (2) The Vice-Deans cooperate with one another, however, there is no relationship of mutual subordination between them. The exception is a situation where one of them fully deputizes for the Dean, in which case they hold a superior position.
- (3) The office of Vice-Dean shall cease:
 - a) by written notice of resignation submitted to the Dean,
 - b) by removal from office by the Dean,
 - c) by death.

Article 19 FAI Scientific Board

- (1) The legal status of the TBU Scientific Board is defined by the Act
- (2) The Dean appoints and removes members of the FAI Scientific Board with the prior consent of the FAI AS.
- (3) When nominating candidates for appointment as members of the FAI Scientific Board, the Dean considers the representation of the fields that form part of the FAI's areas of specialization.

- (4) In addition to its members, the Dean may appoint guest members of the FAI Scientific Board in accordance with paragraph 2. Guest members of the FAI Scientific Board do not have the right to vote.
- (5) The term of office of a member of the Scientific Board of FAI is a maximum of four years. In the case of a member of the Scientific Board of FAI whose membership in the Scientific Board of FAI has ended before the expiry of their term of office, the Dean shall appoint a new member of the Scientific Board of FAI, with the prior approval of the FAI AS, only for the remainder of the respective term of office.
- (6) The membership in the FAI Scientific Board shall cease:
 - a) by written notice of resignation submitted to the Dean,
 - b) by removal by the Dean,
 - c) by death.

Article 20

FAI Disciplinary Committee

- (1) The Disciplinary Committee of FAI is appointed and removed by the Dean with the prior approval of the FAI AS.
- (2) The number of members of the Disciplinary Committee of FAI is set at six. When proposing members of the Disciplinary Committee of FAI, the Dean ensures that students of bachelor's, master's, and doctoral study programmes are represented
- (3) The term of office of members of the Disciplinary Committee of FAI from among academic staff is four years, while the term of office of student members of the Disciplinary Committee of FAI is two years.
- (4) The Disciplinary Committee of FAI considers disciplinary offences of students enrolled in study programmes conducted by FAI and submits proposals for decisions to the Dean
- (5) Membership in the Disciplinary Committee of FAI shall be terminated during the term of office as follows:
 - a) by removal from office,
 - b) by resignation submitted in writing to the Dean,
 - c) by termination of employment or studies at FAI,
 - d) by death.

Article 21

(not used)

Article 22

FAI Secretary

- (1) The Secretary manages the financial affairs and internal administration of FAI within the scope defined by the Dean's decision or instruction and represents TBU in matters relating to FAI within the scope defined by the Dean's decision.
- (2) The Secretary is responsible to the Dean for the management and administration of assets owned by TBU and recorded at FAI, in accordance with the Act, other special legal regulations, the Statutes of TBU and FAI, and other internal regulations and standards of TBU and FAI.

- (3) The Secretary prepares the proposal for the allocation of FAI financial resources for the given year, including its substantive content, and prepares materials related to financial management. The Secretary monitors the use of FAI financial resources and submits a quarterly evaluation of the financial result to the Dean. The Secretary also prepares materials for meetings of the FAI AS.
- (4) The Secretary provides methodological guidance in the economic and operational area to persons responsible for the financial and operational activities of institutes.
- (5) The Secretary is obliged to propose to the Dean, in the event of a risk to the balanced financial management of any cost centre of FAI, solutions and measures leading to correction.
- (6) Upon request of the Bursar, the Secretary is obliged to provide all information on the status of the use of FAI financial resources in terms of type and organizational structure, as well as on the management of assets owned by TBU and recorded at FAI.

PART FOUR ORGANIZATIONAL AND MANAGEMENT STRUCTURE

Article 23 FAI Structure

- (1) FAI is divided into faculty workplaces, which are:
 - a) institutes, which within their defined scope ensure educational and creative activities,
 - b) the CEBIA-Tech Regional Research Centre, which primarily ensures creative activities,
 - c) the Science and Technology Park for Information and Communication Technologies.
- (2) Another part of FAI is the Dean's Office of FAI, which includes the economic and internal administration of FAI.

Article 24 Management structure

The management structure of FAI consists of the Dean, Vice-Deans, the Secretary, Directors of Institutes, the Director of the Research Centre, and the Director of the Science and Technology Park. The number of Vice-Deans and their areas of responsibility are specified in an internal regulation of FAI.

Article 25 (not used)

Article 26 Advisory bodies and working teams at FAI

- (1) For the coordinated, guided, and mutually information-based implementation of all activities of FAI and its other workplaces, as well as for addressing conceptual and significant operational tasks, advisory boards and working groups are established at FAI.
- (2) Advisory boards are established primarily for regular and long-term activities, while working groups are established for operational activities.
- (3) Advisory boards and working groups are established by the Dean, Vice-Deans, and the Secretary, the Chair of the FAI AS, and the Chair of the Study Programme Board within the scope of their respective competences and responsibilities, and they chair these bodies. The chairperson shall decide on the need to draw up rules of procedure for the respective advisory board.
- (4) The advisory boards include in particular:
 - a) the Dean's Board, consisting of the Dean, Vice-Deans, the Secretary, the Chair of the FAI AS, Directors of Institutes, the Director of the Research Centre, the Director of the Science and Technology Park, and other persons as decided by the Dean,
 - b) the Faculty Management Board, consisting of the Dean, Vice-Deans, the Secretary, the Chair of the FAI AS, and other persons as decided by the Dean,
 - c) the Secretary's meeting with institute assistants, consisting of the Secretary, institute assistants, and other persons as decided by the Secretary,

- d) the meeting of the Vice-Dean responsible for educational activities with institute secretaries, consisting of the Vice-Dean responsible for educational activities, institute secretaries, and other persons as decided by the Vice-Dean,
 - e) the Investment Committee, consisting of the Dean, or a designated Vice-Dean, the Secretary, Directors of Institutes, and other faculty workplaces,
 - f) the Dislocation Committee, consisting of the Dean, or a designated Vice-Dean, the Secretary, and Directors of Institutes,
 - g) the Industry Council, established for the purpose of closer cooperation between the faculty and industrial practice. The number and composition of advisory boards are determined by the Dean through an internal regulation of FAI in accordance with Article 6.
- (5) Participation in advisory boards and working groups is a work duty of the respective employees. Supervisors of members of advisory boards and working groups at FAI are obliged to create appropriate conditions for their work.

Article 27

Decision-making, acting and signing on behalf of FAI

- (1) The Dean is authorized, in matters of FAI, to carry out all legal acts defined in Article 27(1)(d) of the TBU Statutes, as well as in the internal regulations and internal standards of TBU and FAI.
- (2) The Dean may authorize other persons to perform legal acts on his/her behalf in accordance with Article 27(2) of the TBU Statutes.
- (3) Permanent authorization for legal acts within the meaning of paragraph 2 is defined by the internal regulations of FAI.

PART FIVE

RULES FOR FINANCIAL MANAGEMENT

Article 28

Budget

- (1) The Faculty independently manages the financial resources allocated to it by TBU, as well as other resources it is entitled to use in accordance with the TBU Statute, the FAI Statute, and the TBU Budget.
- (2) The allocation of financial resources of FAI is carried out on the basis of the Rules for the Allocation of Financial Resources of FAI; these rules are consistent with the strategic plan of FAI.
- (3) The allocation of financial resources of FAI prepared by the Secretary is submitted by the Dean, on the basis of the TBU Budget Rules and the TBU Budget, to AS FAI for discussion no later than 60 days after the approval of the TBU Budget.
- (4) If AS FAI does not approve the allocation of financial resources of FAI submitted by the Dean, including mutually agreed amendments and additions to the proposal, the Dean shall submit a new proposal within 30 days. Until the allocation of financial resources of FAI is approved by AS FAI, the procedure shall follow the original proposal reduced by 10%.
- (5) A cost centre of FAI manages the allocated financial resources independently on the basis of the allocation of financial resources of FAI. The allocation of financial resources of FAI must not be prepared as a deficit budget.
- (6) An improved economic result and balances in the reserve fund, the investment development fund, the scholarship fund, and the remuneration fund, or other funds at the disposal of FAI, form part of the proposal for the allocation of financial resources of FAI pursuant to paragraph 3.
- (7) If a cost centre of FAI manages its finances in such a way that the annual financial result is at risk, the head of the cost centre is obliged to inform the Dean and the Secretary without undue delay. The Dean shall subsequently inform AS FAI of this fact at its nearest meeting and shall at the same time submit a proposed solution.

Article 29

Property and financial management

- (1) For the purpose of ensuring its activities, FAI manages the property of TBU that is recorded at FAI.
- (2) The Secretary, heads of cost centres of FAI, and other persons as determined by the Dean are responsible to the Dean for the efficient use of financial resources and the proper management of UTB property allocated to FAI.
- (3) Financial management is subject to control at least on a semi-annual basis, for which the Secretary is responsible.
- (4) An interim report on the financial management of FAI for the period from 1 January to 30 June of the given calendar year is submitted by the Secretary of FAI to the persons specified in the management structure of FAI. A report on the financial management of FAI for the period from 1 January to 30 September of the given calendar year is submitted by the Secretary to the persons specified in the management structure of FAI and to AS FAI. Both reports shall always be submitted by the Secretary no later than the end of the month following the respective periods.

PART SIX EVALUATION OF FAI ACTIVITIES

Article 30 Evaluation

- (5) FAI regularly evaluates its educational, creative, and related activities in accordance with Article 30 of the Statute of UTB and other internal regulations of UTB.

Article 31 (not used)

Article 32 (not used)

PART SEVEN ACADEMIC COMMUNITY OF FAI

Article 33 (not used)

Article 34 Status of FAI academic staff

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.

Article 35 Sabbatical leave

- (1) An academic employee submits the application for the sabbatical to the Dean after obtaining the opinion of the immediate superior.
- (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 established by law

- (1) Activities done by members of the academic staff and by students in bodies and associations specified in the Act and in other specific legal regulations related to the role of higher education institutions, particularly to the membership of:
- a) The TBU Academic Senate and the FAI Academic Senate,
 - b) The TBU and FAI Scientific Boards, and the Scientific Boards of other universities and their faculties,
 - c) The TBU Internal Evaluation Board and internal Evaluation Boards at other higher education institutions,
 - d) The National Accreditation Bureau for Higher Education and its working commissions,

- e) Representative bodies of higher education institutions in accordance with Art. 92 of the Act,
- f) The Research, Development and Innovation Council,
- g) Bodies of significant international institutions,

are an important part of their professional duties connected with their position as members of the FAI academic community. Senior executives at all levels and academic staff are required to create conditions for participation in meetings and for the proper performance of the role of these bodies and associations, and to evaluate and remunerate the members for the mentioned activities.

Article 37 Visiting Professor

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

Article 37a Adjunct Professor

The position of an Adjunct Professor is set out in the TBU Statute, Art. 37a.

Article 38 Emeritus Professor

The position of a Emeritus Professor is set out in the TBU Statute, Art. 38.

PART EIGHT INFORMATION SYSTEM OF FAI

Article 39

Components of the information system of FAI

The FAI information system is created in accordance with the concept of the TBU information system so as to provide comprehensive information services at the FAI level within the meaning of Art. 39 of the UTB Statute.

PART NINE ACADEMIC TRADITIONS OF FAI

Article 40

Academic ceremonies

- (1) Academic insignia and academic ceremonies are the outward expressions of academic traditions, rights and freedom at FAI.
- (2) During academic ceremonies, the following academic dignitaries are present: FAI Dean and Vice-Deans, Chair of the FAI Academic Senate, and Promotor.
- (3) Academic ceremonies include, in particular, inauguration of the Dean, matriculation, graduation ceremonies, honorary degree ceremonies, festive meetings of the FAI Scientific Board, festive gatherings of the academic community and school-leaving ceremonies held upon completion of Lifelong Learning programmes.
- (4) A matriculation is an academic ceremony during which students are officially accepted into the academic community upon taking the matriculation oath. The text of the oath is stated in Appendix 3.
- (5) A graduation ceremony is an academic ceremony during which graduates of degree programmes receive their degree certificates upon taking the graduation oath.

Article 41

Academic insignia, gowns and their use

- (1) Academic insignia and gowns are used during academic ceremonies.
- (2) Academic insignia and gowns must not be used in such places and on such occasions that are not, as regards their type and character, dignified in terms of academic rights, freedom and principles.
- (3) The right to use the gowns is entitled to academic officials (Art. 40, para. 2), the FAI Secretary and the Dean's beadle.
- (4) The gown may be lent, upon a Dean's decision, to the members of the FAI Scientific Board, members of the FAI Academic Senate, emeritus professors, academic employees of FAI, significant guests at FAI and to students and graduates.
- (5) The academic insignia of FAI may be used by the Dean and Vice-Deans of FAI.

Article 42

Honorary Degree of Doctor Honoris Causa

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 awards medals and hands out awards as recognition, in particular for:
 - a) contributions to the development of FAI, its position and prestige in the Czech Republic as well as abroad,
 - b) significant activity at FAI,
 - c) contributions to the development of higher education and learning,
 - d) relations with FAI,
 - e) activities in fields related to the focus of FAI.
- (2) The rules for awarding medals are laid down by a directive of the Dean.
- (3) Awarded medals are recorded, and their documentation is kept in the FAI archives.
- (4) By decision, the Dean announces and confers awards, in particular an award recognizing a student's outstanding achievements during their studies at FAI, presented at graduation.

PART TEN COMMON AND FINAL PROVISIONS

Article 44 Appendices

- (1) The FAI Statute comprises the following appendices:
- a) Appendix 1 – FAI Symbols
 - b) Appendix 2 – Oath of a Member of the FAI Academic Senate
 - c) Appendix 3 – Matriculation Oath
 - d) Appendix 4 – Oaths of Graduates of Bachelor's and Master's Degree Programs

Article 45 FAI Official Boards

- (1) FAI has its own clearly designated Official Board.
- (2) The FAI Official Board is situated in the seat of FAI.
- (3) Information specified in the Act and in generally binding legal regulations shall be posted on the FAI Official Board.
- (4) FAI runs its Official Boards also in electronic form on the official FAI website.

Article 46 Validity and effect

- (1) The FAI Statute dated 10 October 2017 is hereby repealed.
- (2) This Statute comes into force on the day when approved by the Academic Senate of TBU.

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Ing. Tomáš Sysala, Ph.D. m. p.
Chair of the FAI Academic Senate

.....
doc. Ing. Jiří Vojtěšek, Ph.D. m. p.
Dean of FAI

.....
doc. Ing. Martin Sysel, Ph.D. m. p.
Chair of the TBU Academic Senate

.....
prof. Mgr. Milan Adámek, Ph.D. m. p.
Rector of TBU

Appendix 1 to the FAI Statute

FAI SYMBOLS

The symbols of FAI comprise a logo, insignia, gowns, FAI Commemorative Medal and fanfares.

I. FAI Logo

The FAI logo is specified in the UTB Design Manual.

II. FAI Insignia

The FAI Insignia comprise a mace and chains.

(A) Mace (see Figure 1)

It consists of the insignia itself — the mace head — made of gilded metal, and a gilded metal shaft. The shaft of the mace is 65 cm long. The mace head (see Figure 2), measuring 15 cm in height, symbolizes the openness of information technologies to the whole world and their ability to connect and bring the world closer together, with a suggestion of openness toward outer space. The element of the mace representing the ability of information technologies to encompass the globe bears the inscription FACULTY OF APPLIED INFORMATICS.

The circle (see Figure 2 for detail) forming the base of the mace head, features symbols of informatics— the binary representation of information stored in a single bit — a random sequence of zeros and ones.



Figure 1: Mace of the Faculty of Applied Informatics



Figure 2: Details of the FAI mace head

(B) Dean's chain

The Dean's chain (see Figure 3) consists of the chain itself, which is made up of thirty-eight circular links with a diameter of 30 mm, and of a silver-gilt medal made from the same combination of metals, which is suspended beneath the chain on a gilded balance bar. The medal of the dean's chain is encircled by a 4 mm thick ring, which on one hand expresses the symbolism of the strength and integrity of all components of the faculty, and on the other hand symbolizes the dean's responsibility and authority toward the faculty as a whole. On the obverse side (see Figure 4), within a grid of lines representing the unlimited network connectivity of the world and sequences of zeros and ones, a raised relief of the faculty's abbreviation — FAI — is placed in the lower part of the medal. Along the perimeter, the full name of the faculty is inscribed: FACULTY OF APPLIED INFORMATICS. The reverse side (see Figure 5) represents the faculty's affiliation with Tomas Bata University in Zlín, its belonging to the Czech Republic, depicted by a relief of the country's borders, and the ambition of both the faculty and the university to be globally interconnected in the field of human knowledge through the technical support of information technologies.



Figure 3: Dean's chain



Figure 4: Obverse side of the Dean's chain



Figure 5: Reverse side of the Dean's chain

(C) Chain of FAI Vice-Dean authorized to fully deputize for the Dean

This chain (see Figure 6, Figure 7, Figure 8) is a full-fledged replica of the Dean's chain, but made of silver with a patinated surface.



Figure 6: (C) Chain of FAI Vice-Dean authorized to fully deputize for the Dean



Figure 7: Obverse side of the chain of FAI Vice-Dean authorized to fully deputize for the Dean



Figure 8: (C) Reverse side of the chain of FAI Vice-Dean authorized to fully deputize for the Dean

(D) Vice-Dean's Chains

The vice-dean's chains (see Figure 9), made of silver with a patinated surface, are derived from the dean's chain, from which they differ by the absence of the circle framing the medal (see Figure 10, Figure 11).



Figure 9: Vice-Dean's Chain



Figure 10: Obverse side of the Vice-Dean's Chain



Figure 11: Reverse side of the Vice-Dean's Chain

III. FAI Gowns

(A) Dean's Gown (see Figure 12)

A black, long, flowing gown with a low stand-up collar. The gown is decorated with a yellow panel and black velvet trim accentuating the dignity of the silhouette. The panels flow from the shoulders down both the front and back of the gown and meet at the sides. A strip of black velvet decorates the collar, the full-length front fastening, and borders the yellow panel. Black velvet is also used on the wide sleeve cuffs, the inner part of which is yellow. The gown is complemented by a headpiece made of black velvet with a yellow top section.

(B) Vice-Dean's Gown (see Figure 13)

A black, long, flowing gown with a low stand-up collar. The gown is decorated with a yellow panel emphasizing the dignity of the silhouette. The panels flow similarly to those on the dean's gown, extending from the shoulders along both the front and back of the gown and meeting at the sides. The wide sleeves are yellow on the inside. The headpiece is made of the same material as the gown and is decorated with yellow trim.

(C) Beadle's Gown (see Figure 14)

A black, long, flowing gown with a low stand-up collar. The gown is decorated with two pairs of vertical yellow stripes. The first pair borders the entire length of the front fastening, while the second flows from the shoulders onto both the front and back of the gown. Yellow fabric is also used on the wide sleeve cuffs, the inner part of which is black. The headpiece is made of the same material as the gown and is decorated around the edge with a strip of yellow fabric.

(D) Gown of the Chair of the Academic Senate (see Figure 15)

A black, long, flowing gown with a low stand-up collar. The front of the gown is decorated with strips of yellow fabric in the shape of the letter "Y," extending from the shoulders and bordering the lower part of the fastening. The wide sleeves are yellow on the inside. The headpiece is made of the same material as the gown and is decorated around the edge with a strip of yellow fabric.

(E) Secretary's Gown (see Figure 16)

A black, long, flowing gown with a low stand-up collar. The gown is decorated with yellow trim along the front fastening, forming a long vertical stripe in the shape of the letter "I." The wide sleeves are yellow on the inside. The headpiece is made of the same material as the gown and is decorated around the edge with a strip of yellow fabric.

(F) Gown of a Distinguished Faculty Guest (see Figure 17)

black, long, flowing gown with a low stand-up collar. The gown is decorated with a yellow panel flowing from the collar over the shoulders onto both the front and back of the gown, narrowing into stripes extending to the lower part of the gown where they meet. The wide sleeves are yellow on the inside. The headpiece is made of the same material as the gown and is decorated around the edge with a strip of yellow fabric.

Note: Materials Used:

- gowns, headpieces – black brushed twisted polyester, product number 3631,
- yellow panels, trim, inner sleeve lining, headpiece decoration – cotton/elastane knit fabric, product number 81740043,
- lining – 100% viscose

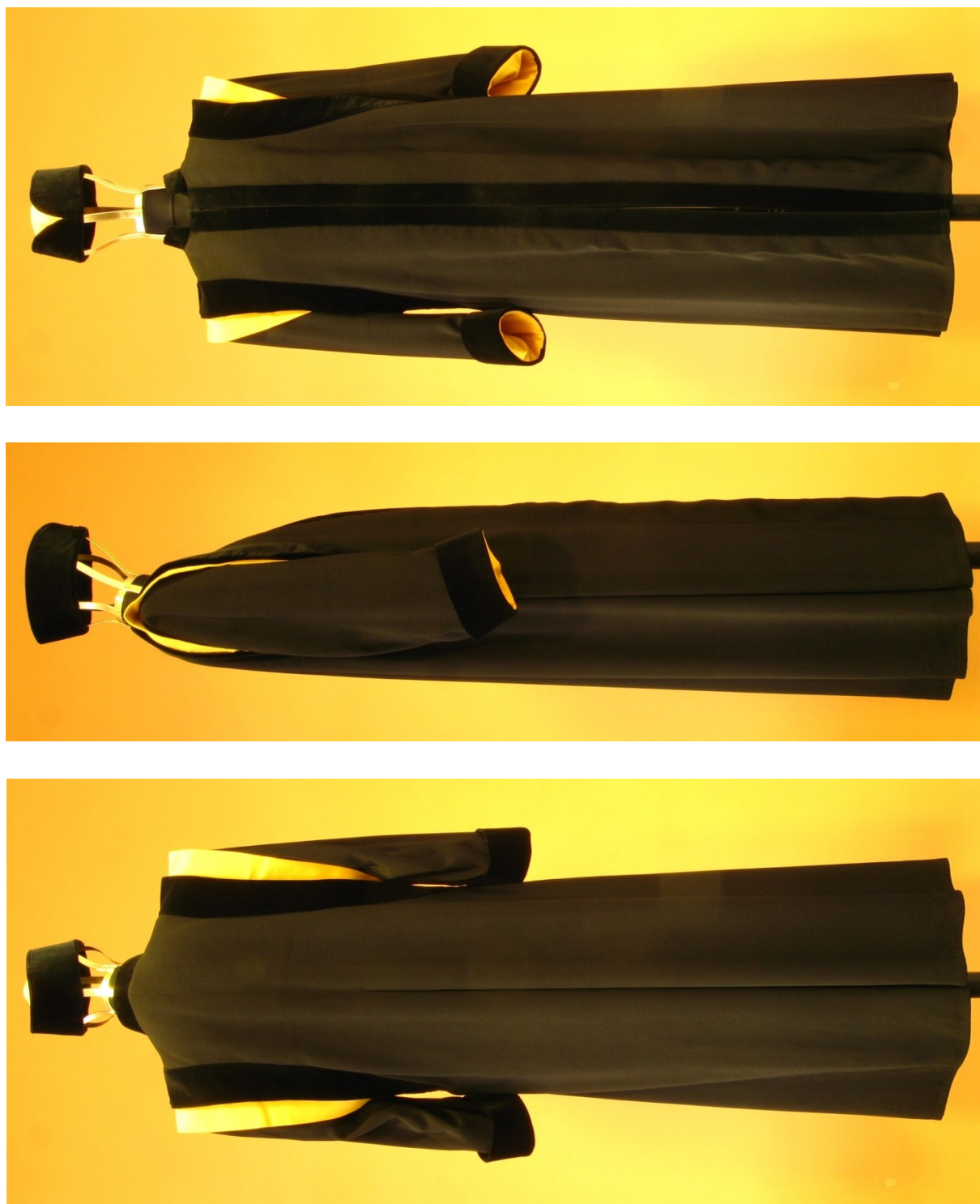


Figure 12: Dean's Gown



Figure 13: Vice-Dean's Gown



Figure 14: Beadle's Gown



Figure 15: Gown of the Chair of the Academic Senate



Figure 16: Secretary's Gown



Figure 17: Gown of a Distinguished Faculty Guest

IV. Commemorative Medal of the Faculty of Applied Informatics

The medal is awarded by the Dean of the Faculty of Applied Informatics of Tomas Bata University in Zlín for an outstanding contribution to the development of the faculty. A bronze version of the medal (see Figure 19), is used for the lower level of distinction, while a silver version (see Figure 20) is used for the higher level. The medal is presented on ceremonial occasions. Each medal is always accompanied by a certificate stating the recipient's name, the reason for the award, and the serial number (see Figure 18). Records of issued medals are maintained by the faculty Secretary.



Figure 18: Accompanying certificate for the awarded medal



Figure 19: Commemorative medal of FAI – silver version



Figure 20: Commemorative medal of FAI – bronze version

V. Ceremonial Fanfares of FAI

The ceremonial fanfares are used during academic ceremonies of FAI. Three different fanfares, the Coronation Intrada, the national anthem of the Czech Republic, and the song *Gaudeamus igitur* are used for individual acts during ceremonial events.

Their designation and use are as follows:

Fanfare No. 1 – the official fanfare of Tomas Bata University in Zlín, generally used during the entrance of academic officials.

Fanfare No. 3 – the official fanfare of FAI, generally used during the activities of the Spectabilis of FAI during the ceremonial proceedings, or possibly also during their entrance.

Fanfare No. 4 – generally used during the activities of the Magnificence – the Rector of UTB, during the ceremonial proceedings.

Coronation Intrada No. 1 – generally used when congratulating award recipients by the Spectabilis – the Dean, or the Magnificence – the Rector.

National Anthem of the Czech Republic – performed at the opening of the ceremonial proceedings, after the entrance of all academic officials.

Gaudeamus igitur – performed at the conclusion of the ceremonial proceedings.

The sheet music for the above-mentioned compositions, arranged for 3 trumpets, 3 trombones, and tuba, is kept by the Dean of the Faculty of Applied Informatics together with the other insignia of the faculty.

VI. Restrictions on the use of symbols

The symbols of FAI may not be used in buildings, rooms, or at events where, with regard to their dignity and significance, such use would be inappropriate or undignified.

VII. Addresses and texts used during academic ceremonies

1) During academic ceremonies, traditional Latin addresses are used for addressing academic dignitaries:

- a) Addressing the Rector “Your Magnificence” (magnificence).
- b) Addressing a Vice-Rector “Honorabilis” (honourable).

In the case that the Rector is represented by a Vice-Rector, then the Vice-Rector is addressed “Your Magnificence”.

- c) Addressing a Dean “Spectabilis” (renowned).
- d) Addressing a Vice-Dean “Honorabilis”.

In the case that the Dean is represented by a Vice-Dean, then the Vice-Dean is addressed “Spectabilis”.

- e) Addressing the Promotor “Honorabilis”.

2) Academic ceremonies are usually held in the Czech language. Graduation ceremonies of “doctors honoris causa” (Dr. h. c.) may be held in a foreign language.

VIII. Documentation on FAI symbols

The complete documentation of the FAI symbols and the symbols themselves are kept by the Dean of the Faculty of Applied Informatics of Tomas Bata University in Zlín.

Appendix 2 to the Statute of FAI

OATH TAKEN BY MEMBER OF FAI AS

I swear that, as a member of the Academic Senate of the Faculty of Applied Informatics, I will always act in accordance with the legal rules of the Czech Republic and of Tomas Bata University in Zlín, with democratic and academic principles and with my conscience, with full responsibility towards the academic community in the interest of the Faculty of Applied Informatics, in the interest of its position, standard and development, and in the interest of the general level of education and the higher education system.

Appendix 3 to the Statute of FAI

MATRICULATION OATH

I swear that I will conscientiously perform all my duties associated with studies at a higher education institution. I declare that I will make every effort to achieve outstanding academic performance and I will systematically work towards developing my knowledge and skills. As a student of Tomas Bata University in Zlín, I honestly swear that I will respect the Code of Ethics for Students at Tomas Bata University in Zlín, I will act in order to protect the good reputation of this institution and I will refrain from doing anything that may damage its reputation.

Appendix 4 to the Statute of FAI

OATHS TAKEN BY GRADUATES

I. Oath taken by bachelor's graduates

I swear that I will use the knowledge gained during my bachelor's studies at the Faculty of Applied Informatics of Tomas Bata University in Zlín to create works of high technical, economic, aesthetic, and ethical quality.

I also swear that through my conduct I will not damage the good name of the academic community in which I obtained my bachelor's degree and which awards it to me.

II. Oath taken by master's graduates

I swear that I will use the knowledge gained during my master's studies at the Faculty of Applied Informatics of Tomas Bata University in Zlín to create works of high technical, economic, aesthetic, and ethical quality.

I also swear that through my conduct I will not damage the good name of the academic community in which I obtained my master's degree and which awards it to me.