

Dean's Directive				
No. 1/2022				
Designation:	Organizational Rules of the Faculty of Mechanical Engineering TUL			
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PART ONE

General Provisions

Article 1

General Provisions

- (1) The directive "Organizational Rules of the Faculty of Mechanical Engineering TUL" (hereinafter referred to as "organizational rules" and "faculty") regulates the organizational structure of the faculty, the status and activities of individual parts of the faculty and defines competencies of senior employees.
- (2) The Faculty is divided according to the nature of workplace activities, see Article 25, Paragraph 1 of the Statute of the Faculty of Engineering TUL (hereinafter referred to as the "Faculty Statute").
- (3) An overview of the departments and other workplaces of the faculty is given in Appendix No. 1 to the statute of the faculty.
- (4) Leading employees of the faculty (§11, paragraph 4 of the Labour Code) is the dean, vice-deans, secretary of the faculty, heads of departments.
- (5) The organizational rules are binding for all employees and students of the faculty.

PART TWO

Bodies and Functionaries of the Faculty

Article 2

- (1) Self-governing status of the faculty and its relationship to TUL is determined by Article 15 of the TUL Statute and Article 3 of the TUL Faculty of Engineering Statute (hereinafter referred to as the faculty statute).
- (2) Self-governing academic bodies of the faculty are the academic senate, the dean, and the scientific council and disciplinary committee.
- (3) Another organ is the head secretary of the faculty.
- (4) Functionaries are the dean and vice-deans.

Article 3

Academic Senate

- (1) Position of the Academic Senate of the Faculty of Engineering TUL (hereinafter referred to as the "academic senate") in the self-governing system of the faculty. Its composition and activities are determined by Article 18 of the Faculty Statute and internal regulations of the Election Rules of the Academic Senate of the Faculty of Engineering TUL and Rules of Procedure of the Academic Senate of the Faculty of Engineering TUL.
- (2) Competence of the academic senate in the self-governing system of the higher education institution is regulated by § 27 of the Act No. 111/1998 Coll., on universities and on the amendment and addition of other laws (the law on universities) (hereinafter only the law) and the statute of the faculty.

Article 4

Dean

- (1) The dean stands at the head of the faculty, acts and makes decisions in matters of the faculty, unless the law provides otherwise.
- (2) The dean has following duties, in addition to the activities listed in Article 19 of the faculty statute, has the following duties:
 - a) is responsible for compliance with laws and other legal regulations, internal regulations and TUL standards and faculty,
 - b) is responsible for the implementation and quality of educational, scientific, research and other creative activities and for creating conditions for their development,
 - c) requests the senate's prior consent to the appointment and dismissal of members of the Scientific Council of the FME TUL (hereinafter referred to as the Scientific Council) and the Disciplinary Commission,

- d) appoints and dismisses:
 - vice-deans, and that after the statement of the senate,
 - secretary of the faculty,
 - guarantors of study programs, after discussion by the senate and approval by the scientific council,
 - chairmen and members of commissions for state final exams, state doctoral exams and dissertation defences, or chairmen and members of other faculty committees,
 - members of the departmental councils for the relevant doctoral study programs accredited at the faculty.
 - e) serves as the chairman of the Scientific Council,
 - f) decides on the proposals of the disciplinary commission in the matter of a student's disciplinary offense,
 - g) proposes to the scientific council the composition of habilitation commissions for habilitation proceedings and commissions for proceedings to be appointed as a professor,
 - h) submits to the academic senate, scientific council and TUL Internal Evaluation Council for discussion to approve study program proposals,
 - i) in accordance with the relevant regulations, decides on the matters of students and the study organization,
 - j) manages the dean's office, vice-deans, faculty secretary and heads of departments, coordinates and controls their activities,
 - k) concludes employment contracts with faculty academic staff and other faculty employees on behalf of TUL and acts on behalf of TUL in labour law matters of faculty employees,
 - l) submits an annual activity report, an annual report to the academic senate for approval on management and a proposal for the distribution of the faculty's financial resources,
 - m) acts on behalf of TUL in matters of the faculty, especially when concluding contracts and agreements within the major and additional activities of the faculty,
 - n) prepares proposals for relevant legislative and organizational measures in the field of faculty development and strategic documents (the strategic plan of the faculty's educational and creative activities, or other documents),
 - o) submits the faculty's strategic plan, including its implementation plan for the given year, to the scientific council for discussion and to the academic senate for approval,
 - p) prepares investment policy and building plans in accordance with the strategic plan of the faculty and TUL and faculty dislocation,
 - q) prepares documents for the accreditation of the habilitation procedure and the procedure for appointment as a professor.
- (3) During his absence, the dean is fully represented by the authorized vice dean. The authority to appear and act on behalf of TUL in matters of the faculty may be entrusted by the dean to a limited extent to other faculty officials, the secretary or other senior staff, in accordance with the Organizational Rules of TUL on the basis of written authorizations.

Article 5

Scientific Council

- (1) The legal status and powers of the scientific council are determined by § 30 of the Act and supplemented by Article 21 of the faculty statute.
- (2) The Scientific Council acts in accordance with the internal regulations of the Rules of Procedure of the Scientific Council of the Faculty of Mechanical Engineering TUL.

Article 6

Disciplinary Committee

- (1) The legal status and powers of the disciplinary commission are determined by § 31 of the Act and Article 22 of the faculty statute.
- (2) The Disciplinary Committee discusses the disciplinary offenses of students enrolled at the faculty at the proposal of the dean.

- (3) Proceedings of the disciplinary committee are governed by the internal regulation Disciplinary rules for students of the Faculty of Engineering TUL.

Article 7

Secretary of the Faculty

- (1) Legal status of the faculty secretary is determined by § 32 of the Act and Article 23 of the faculty statute.
- (2) Secretary manages finances and internal administration of the faculty. He cooperates with the TUL bursar, vice-deans of the faculty, heads of departments and other senior staff.
- (3) Scope of his activities is determined by the Dean's Measure according to § 32 of the Act.
- (4) He is responsible for his activities to the dean of the faculty.

Article 8

Vice-deans

- (1) The legal status of the vice-deans of the faculty is determined by Article 20 of the faculty's statute.
- (2) The dean usually appoints three vice-deans – for educational activities, for science, research and doctoral studies, and for external and foreign relations. The dean can also appoint vice-deans for other areas of activity. The competences of the vice-dean are specified in the credentials.
- (3) The vice-dean cooperates with the relevant vice-rector of TUL in the assigned area of activity.

Article 9

Vice Dean for Educational Activities

- (1) Manages and is responsible for activities of the faculty in the field of Bachelor's and Master's studies, possibly lifelong studies and other forms of education carried out at the faculty.
- (2) Manages the activities of the study department and checks the accuracy of data related to Bachelor's and Master's studies entered into the information system.
- (3) Participates in the creation of Bachelor's and Master's study programs, prepares documents for their accreditation, extension of accreditation or extension of its validity.
- (4) Participates in the creation and updating of the faculty's internal regulations and standards regarding educational activities in Bachelor's and Master's study programs.
- (5) Is responsible for the admission process to Bachelor's and Master's degree programs.
- (6) Proposes decisions in the study matters of Bachelor's and Master's students.
- (7) Organizes evaluation of educational activities of the faculty and the study environment, prepares documents for their evaluation.
- (8) Checks the quality of teaching at the faculty and possibly proposes changes leading to its quality increase.
- (9) Prepares a plan of publishing activities.
- (10) Is responsible for the implementation of a strategic plan in educational activities regarding Bachelor's and Master's study programs.
- (11) Submits proposals for significant awards to outstanding students and graduates as well as important awards and commemorative medals to faculty staff for excellent educational activity.
- (12) Cooperates with the Vice-Dean for Science, Research and Doctoral Studies in the field of Quality Teaching at the faculty.
- (13) Cooperates with the Vice-Dean for External and Foreign Relations in managing and coordinating the study of foreign students studying Bachelor's and Master's study programs in a foreign language.
- (14) Ensures public awareness, communicates and promotes educational activities of the faculty.

Article 10

Vice Dean for Science, Research and Doctoral Studies

- (1) Manages and is responsible for activities in the field of scientific research, development, innovation and other creative activities, ensures development of the faculty in these areas.
- (2) Manages and is responsible for activities in the field of doctoral studies. Checks the correctness of data concerning doctoral studies entered into the information system.

- (3) Acts on behalf of TUL in matters of the faculty in preparation and conclusion of contracts and cooperation agreements within the scope of scientific activities and additional activities of the faculty (according to the faculty statute, part three, article 15, paragraph 1).
- (4) Acts on behalf of TUL in matters of the faculty in grant and other competitions.
- (5) Monitors publication activity and other outputs of basic and applied research.
- (6) Is responsible for the proper filling of the information system in matters related to scientific activity.
- (7) Coordinates the area of knowledge and technology transfer, ensures support for their industrial protection.
- (8) Organizes scientific activities of faculty students, ensures their participation in relevant competitions.
- (9) Submits proposals for awarding significant awards and commemorative medals to faculty staff for excellent results in scientific activity, or organizes their presentation.
- (10) Participates in creation of doctoral study programs, prepares documents for their accreditation, extension of accreditation, or extension of its validity.
- (11) Cooperates with the dean in an organization of activities connected with habilitation proceedings and proceedings for appointment of a professor.
- (12) Participates in the creation and updating of the faculty's internal regulations and standards regarding creative activity, habilitation procedures, procedures for the appointment of a professor and educational activities in doctoral study programs.
- (13) Proposes decisions in the study matters of doctoral students and controls publication activities in doctoral study programs.
- (14) Is responsible for the implementation of a strategic plan of the faculty in the field of science, research, development and innovation and in doctoral studies.
- (15) Cooperates with the vice dean for educational activities in the field of teaching quality at the faculty and, where appropriate, proposes changes leading to its increase.
- (16) Cooperates with the vice dean for external and foreign relations in managing and coordinating the study of foreign students studying doctoral study programs in a foreign language and further in the field of commercialization of science and research results.
- (17) Ensures public awareness, communicates and promotes science, research and doctoral studies of the faculty.

Article 11

Vice Dean for External and Foreign Relations

- (1) Is authorized to act on behalf of TUL in matters of the faculty and establish cooperation with foreign universities and institutions in educational, scientific, research, complementary and cultural activities.
- (2) Coordinates activities leading to the cooperation of the faculty with an industrial sphere at the domestic and foreign level.
- (3) Negotiates a conclusion of contracts and agreements in the field of foreign relations in matters of the faculty.
- (4) Solves issues related to the mobility of students and faculty employees as well as the internationalization of the faculty.
- (5) Promotes and represents TUL in matters of the faculty at home and abroad.
- (6) Maintains and develops established contacts, or searches for new ones that are strategically beneficial for the faculty.
- (7) Cooperates in general with the public and non-public sector in the country and abroad.
- (8) Is responsible for the implementation of the faculty's strategic plan in the field of external and foreign relations.
- (9) Cooperates with vice-deans for educational activities and for science, research and doctoral studies in management and coordination of studies of foreign students studying in a foreign language and further in the field of commercialization of science and research results.

Article 12

Advisory Bodies

Advisory bodies are established according to Article 24 of the TUL statute and the faculty statute. Permanent advisory bodies are the Dean's body and the Dean's collegium. Pursuant to Section 47, Paragraph 6 of the Act, a branch council for studies in the doctoral study program is established.

Article 13

The Dean's Board

- (1) Members of the Dean's board are the dean, vice-deans, the faculty secretary and heads of departments. The chairman of the academic senate has the right to participate in meetings of the dean's board.
- (2) The board is a permanent collective body.
- (3) It usually meets once a month.

Article 14

The Dean's Collegium

- (1) Members of the dean's collegium are the dean, vice-deans, faculty secretary and other members appointed by the dean.
- (2) The collegium is a body of advisers and experts.
- (3) They usually meet once a week.

Article 15

Branch Council

The Faculty Branch Council is the dean's advisory body for study management in doctoral study programs and its activities are defined in the Study and Examination Regulations of TUL.

Article 16

Other Advisory Bodies

The dean and academic senate can establish other advisory bodies. The scope of their activities is defined by the founder.

PART THREE

Departments and Their Components

Article 17

Department and Its Activities

- (1) Department is a basic workplace for educational, scientific, research and other creative activities.
- (2) Department may be divided into sections, laboratories and other components established by the head of the department, after prior discussion and with the approval of the dean.
 - a) academic staff – professors, docents, assistant professors, assistants and lecturers who teach subjects of accredited study programs and work in scientific fields provided by the department,
 - b) scientific workers who do not participate in teaching activities, but engage in scientific, research, development, innovation or other creative activities,
 - c) administrative, technical and service workers.
- (3) Following staff may work at the department:
 - a) external teachers lecturing subjects of study programs provided by the department,
 - b) students, including foreign ones, as student scientific and pedagogical forces, interns and students of the doctoral study program,
 - c) foreign guests.
 - d) An advisory group of external staff appointed by the head of the department, who are invited to an extended plenary sessions or professional seminars, or otherwise collaborate with the department.
- (4) The department provides following activities within the scope defined by its field of competence:
 - a) teaching of accredited subjects within Bachelor's, Master's and Doctoral study programs,
 - b) teaching in lifelong learning courses,

- c) organizes subject exams, State Final Exams and State Doctoral Exams, or other activities related to the control and evaluation of studies,
- d) records study results,
- e) ensures the development or participates in the development of the scientific field(s) of doctoral studies and habilitation field(s),
- f) carries out scientific activities, cooperates with industry in the framework of complementary activities and contract research,
- g) ensures the development of its workplaces and laboratories according to the concept of development in accordance with the strategic plan of the faculty.

Article 18

Management and Organizational Structure of the Department

- (1) The department is managed by its head appointed on the basis of a selection process by the dean in accordance with the internal regulation Rules regarding the selection procedure for filling positions of academic staff of the Faculty of Mechanical Engineering TUL. He is revoked on the basis of the applicable legislation.
- (2) Head of the department is responsible to the dean for all activities, fulfils tasks assigned by the dean, the tasks resulting from generally binding regulations and tasks arising from the department's main activities, listed in Article 18 of these organizational rules.
- (3) Deputy head of the department is appointed and dismissed by the dean based on the proposal of the head of the department. He is responsible for all activities to the head of the department.
- (4) Head of the department may appoint the secretary of the department, or to authorize a department employee to lead educational, scientific-research, organizational, administrative, administrative and economic agenda of the department, including monitoring and compliance with the allocated budget of financial resources. Department Secretary, or the authorized worker cooperates with the secretary of the faculty.
- (5) Department can be organizationally divided into sections, laboratories or other components with a defined scope of pedagogical and professional activities. The department usually has 5 employees, at least one of whom is an associate professor or professor. Separate laboratories and other parts of the department usually have at least 3 workers.
- (6) Structure of the department is approved by the dean based on the proposal of the head of the department.

Article 19

Management of the Department

- (1) Department and its activities are financed as following:
 - a) from grants and contributions from the state budget allocated to the faculty,
 - b) from project funds,
 - c) from the revenue created by the additional activity of the department,
 - d) from other resources.
- (2) Subsidies and contributions from the state budget are distributed to the departments after approval of the dean's proposal on the distribution of funds to departments by the academic senate.
- (3) The distribution is based on the university budget approved by the Academic Senate of TUL and on the dean's directive for determining the performance of faculty workplaces.
- (4) The distribution and use of funds from projects must be in accordance with rules for financing and the budget approved upon acceptance of the project.
- (5) Distribution and use of funds from additional activities, or contract research must be in accordance with the calculation of a contract or research task and the legislation of TUL and the faculty.

PART FOUR

Dean's Office and Its Structure

Article 20

Dean's Office

- (1) The dean's office is an executive unit of the faculty.
- (2) Performs economic, administrative and other organizational functions for ensuring activities of the faculty in the field of educational, administrative, labour law, development and other activities.
- (3) To fulfil these tasks, a secretariat, a study department, divided into a department of foreign relations, and a development and projects department are established.

Article 21

Secretariat

- (1) The secretariat ensures the administrative and organizational agenda of the dean, vice-deans, the secretary of the faculty, the academic senate and other departments of the dean's office.
- (2) Performs other activities, in particular:
 - a) keeping records of contracts and entering contracts into the database,
 - b) the faculty's agenda for expert activity,
 - c) registration and preparation of the editorial activity of the faculty.

Article 22

Study Department

- (1) The study department fulfils organizational and administrative tasks in the field of educational activities of the faculty.
- (2) Organizationally, it is subordinate to the dean of the faculty and cooperates with vice-deans in the areas of study and teaching.
- (3) Cooperates with the relevant department of the university regarding the field of assistance to foreign students.
- (4) Cooperates with other departments in the field of promotion.
- (5) The Department of Foreign Relations is subordinated to the Study Department, which primarily performs and ensures these activities:
 - a) the agenda connected with departures and arrivals of students and employees to abroad as well as from abroad,
 - b) the agenda within the ERASMUS+, CEEPUS, IAESTE and other related projects with foreign partners,
 - c) registration and database of faculty mobility,
 - d) preparation and processing of documents from this area for the annual report, performance system, etc.

Article 23

Department of Development and Projects

- (1) An organizational unit that ensures and carries out an agenda covering activities falling within the self-governing area of the faculty, i.e. science, research, development of the faculty.
- (2) Organizationally, the department is subordinate to the dean of the faculty. The department cooperates with vice-deans, the secretary and other departments according to the nature of activities and competencies of individual areas.
- (3) The department primarily provides for the faculty:
 - a) strategic, conceptual and development activities,
 - b) the agenda associated with the evaluation of the quality of the faculty's activities,
 - c) promotion and presentation of the faculty,
 - d) operational, legislation and data management,
 - e) the agenda associated with the preparation and administration of faculty projects,
 - f) agenda related to technology transfer,
 - g) other activities according to the needs of the dean, vice-deans and other organizational units.

PART FIVE

Common and Final Provisions

Article 24

Duties of academic functionaries and heads of departments

- (1) Management is organized on the principle of a single leader.
- (2) Academic officials and heads of departments are obliged to comply with the provisions of the TUL Statute and the Faculty Statute with all annexes, the Faculty's organizational rules, all other internal regulations, internal standards and generally binding legal regulations when performing their duties.
- (3) Faculty officials, the secretary and heads of departments are responsible for the performance of the tasks of their subordinates and for the economical and efficient use of entrusted funds. To do so, they use their rights, given to them by the relevant provisions of the Labor Code on penalties for poor-quality work, or about the evaluation of the achieved work results and the TUL Work Regulations.
- (4) When handing over a function to the position of head, the dean orders a handover inventory.
- (5) If a dispute arises regarding the performance of an activity or responsibility for an activity that is not listed by name in the organizational rules or other valid internal regulations, organizational or management guidelines of the faculty, the nearest superior will decide on it.
- (6) Faculty officials and senior staff ensure that their subordinates within the faculty are informed within the scope of their competence.
- (7) Managers are obliged to evaluate activities of their workplace and their subordinate employees once a year.

Article 25

Safety, Work Hygiene and Fire Protection

- (1) Ensuring compliance with legal regulations regarding safety, work hygiene and fire protection is an integral part of the management work of all functionaries and managers of the faculty.
- (2) It is the duty of all faculty employees to comply with the Occupational Health and Safety Regulations of the Technical University of Liberec and related legal regulations.

Article 26

Final Provisions

- (1) The organizational rules are kept at the secretariat of the dean of the faculty and published on www.fs.tul.cz.
- (2) The effective date of this Directive is replaced by the Directive of 1 June, 2018.
- (3) The Organizational Rules of the Faculty of Mechanical Engineering TUL dated March 3, 2016 will be cancelled when the Statute of the Faculty of Mechanical Engineering TUL is changed and will be deleted from the internal regulations of the faculty.

Article 27

List of attachments

Annex no. 1– Organizational chart of the Faculty of Mechanical Engineering TUL

[Organizational chart of the Faculty of Mechanical Engineering of TUL](#)