



Internal Regulations of the Faculty of Mechanical Engineering of the Technical University of Liberec				
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PART ONE BASIC PROVISIONS

Article 1 Statutes

- (1) This Statute of the Faculty of Mechanical Engineering of the Technical University of Liberec (hereinafter referred to as the "Statute") and its details are governed by Section 33 (3) in conjunction with Section 17 (2) of Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts, as amended (hereinafter referred to as the Act).
- (2) The Statute of the Faculty of Mechanical Engineering of the Technical University of Liberec (hereinafter referred to as "the Faculty") regulates in particular the basic data about the Faculty, its status and relationship to the Technical University of Liberec (hereinafter referred to as "TUL"), details of academic ceremonies and insignia, matters of the Faculty falling within its self-governing competence, the activities of the Faculty, details of the academic community, bodies and organisational structure of the Faculty, and rules of management, unless regulated by law or internal regulations of TUL.

Article 2 Faculty and its position

The Faculty is not an independent legal entity, it is part of the Technical University of Liberec, which is a public university according to the law.

Article 3 Establishment and legal predecessor

The legal predecessor of the Faculty is the College of Engineering, which was established by Government Decree No. 98/1953 Coll., on changes in the organisation of universities, with effect from 1 September 1953. By Government Decree No 120/1960 Coll., on changes in the organisation of universities, with effect from 1 September 1960, the College of Engineering was divided into a Faculty of Engineering and a Faculty of Textiles and designated as the College of Engineering and Textiles. The same provision was made in Act No. 172/1990 Coll., on universities, of 4 May 1990. Pursuant to Section 2 of Act No 192/1994 Coll. of 27 September 1994, the name of the College of Engineering and Textiles in Liberec was changed to the Technical University of Liberec on 1 January 1995.

Article 4 Name, seat and faculty designation

- (1) The full name of the faculty is: Technical University of Liberec Faculty of Mechanical Engineering. The Faculty uses the abbreviation FS TUL for its designation.



- (2) In international relations, the faculty uses either the full name in Czech or the full name in English: Technical University of Liberec, Faculty of Mechanical Engineering. For its designation in English it uses the abbreviation FME TUL.
- (3) The seat of the faculty is Liberec and its address is: Univerzitní náměstí 1410/1, Liberec 1, Postcode 461 17. The correspondence address is Studentská 1402/2, Liberec 1, Postcode 461 17.
- (4) The Faculty uses a round official stamp of TUL with a small state emblem of the Czech Republic and the text "Technical University of Liberec" and a serial number placed under the emblem. The use of the stamp is regulated by the TUL Rules of Procedure.

Article 5

Faculty rights, decision-making and acting for TUL

- (1) The Faculty is self-governing. It shall independently and freely carry out educational, scientific, research, development, innovation or other creative activities and shall create the necessary conditions for these activities.
- (2) The scope of the self-governing status of the faculty and its relationship to TUL is defined by law, the Statutes of TUL and these Statutes.
- (3) Faculty bodies have the right, unless otherwise provided by law, to decide and act for TUL
 - a) in matters concerning the faculty referred to in Section 24 (1) of the Act:
 1. establishment of self-governing academic bodies of the faculty,
 2. internal organization of the faculty,
 3. habilitation proceedings and proceedings for the appointment of professor,
 4. handling of funds allocated to the faculty,
 5. labour relations;
 - b) in matters concerning the faculty referred to in § 24 (2) of the Act, to the extent stipulated by the Statutes of TUL:
 1. creation and implementation of study programmes,
 2. strategic focus of creative activity,
 3. foreign relations and activities,
 4. supplementary activities and the management of the funds obtained from these activities;
 - c) in other matters of the TUL, if the Statutes of the TUL entrust them with the decision on them.
- (4) Matters under paragraph 3(a)(5) shall be discussed in advance by the faculty body with the Rector. The rector and the faculty body may agree to limit the scope of the matters so discussed in accordance with section 24(4) of the Act.



Article 6

Academic rights and freedoms

- (1) The following academic freedoms and rights are guaranteed at the Faculty in accordance with Section 4 of the Act:
 - a) freedom of science, research and artistic creation and the publication of their results,
 - b) freedom of teaching, consisting above all in its openness to different scientific views, scientific and research methods and artistic trends,
 - c) the right to learn, including the freedom to choose the focus of study within the curriculum and the freedom to express one's own views in teaching,
 - d) the right of members of the academic community to elect representative academic bodies,
 - e) the right to use academic insignia and to perform academic ceremonies.
- (2) It is inadmissible to establish and organise the activities of political parties and political movements at the Faculty.
- (3) The self-governing academic bodies of the faculty shall ensure that academic rights and freedoms are guaranteed at the faculty, that the inviolability of the faculty's campus is guaranteed pursuant to section 6(3) of the Act, and shall create suitable conditions for the activities of non-political organisations and associations of employees and students at the faculty.

Article 7

Academic insignia and ceremonies

- (1) The Faculty has the right to use its own academic insignia and to hold academic ceremonies.
- (2) The organisation, content and course of academic ceremonies and the manner of use of academic insignia and gowns at the Faculty shall be determined by the Dean in accordance with the Statutes of TUL.
- (3) The promoter's formula, the wording of the matriculation oath and the oaths of graduates of bachelor's, master's and doctoral degree programmes are set out in the Annex to the Statutes of TUL.

Article 8

Commemorative medals and faculty awards

- (1) The Faculty has the right to award commemorative medals and prizes to personalities in recognition of:
 - a) merit for the development of the faculty, science, scholarship and academic freedom,
 - b) merit for raising its status and prestige in the Czech Republic and abroad,
 - c) significant service to the faculty.



- (2) The documentation of commemorative medals and awards awarded by the Faculty and diplomas issued in connection with them is stored in the Faculty archives.

PART TWO FACULTY ORGANISATIONS

Article 9

Self-governing academic and other bodies of the Faculty

- (1) The self-governing academic bodies of the Faculty are, according to Section 25 (1) of the Act:
 - a) the Academic Senate of the Faculty,
 - b) Dean,
 - c) the Faculty Scientific Council,
 - d) the Disciplinary Committee of the Faculty.
- (2) Another body of the faculty is the secretary.
- (3) Self-governing academic bodies shall ensure that members of the academic community of the faculty have the opportunity to exercise their rights properly and to express their views on all significant matters dealt with by these bodies. They shall create conditions for members of the academic community of the faculty to make comments on their activities and to make other suggestions and proposals. These bodies shall be obliged to consider them, deal with them without undue delay and respond to them.

Article 10

Academic Senate of the Faculty

- (1) The Academic Senate of a faculty is its self-governing representative academic body pursuant to Section 25 (1) (a) and Section 26 (1) of the Act. The competence of the Academic Senate of the Faculty is determined by Sections 27 and 28(2) and (3) of the Act.
- (2) The Academic Senate of the Faculty has 18 members and consists of the Academic Staff Chamber with 12 members elected from among the academic staff of the Faculty and the Student Chamber with 6 members elected from among the students of the Faculty.
- (3) Membership in the Academic Senate of a faculty is incompatible with the office of rector, vice-rector, bursar, dean, vice-dean, secretary of a faculty and director of a university institute.
- (4) The term of office of a member of the Faculty Academic Senate shall be three years.
- (5) The Academic Senate of the Faculty decides and acts externally exclusively by resolutions adopted at its meetings.
- (6) Meetings of the Faculty Academic Senate are open to the public.



- (7) The Academic Senate of the Faculty shall take minutes of its meetings, publish them in the public section of the Faculty's website and archive them.
- (8) Elections to the Academic Senate of the Faculty, the establishment of membership and the reasons for and date of termination of membership in the Academic Senate of the Faculty and other related issues are regulated by the internal regulation of the Faculty called the Election Regulations of the Academic Senate of the Faculty of Arts and Sciences of TUL.
- (9) The competence and powers of the Academic Senate of the Faculty, its bodies, and the manner and rules of proceedings of the Academic Senate of the Faculty are regulated by the internal regulations of the Faculty called the Rules of Procedure of the Academic Senate of the Faculty of Arts and Sciences.
- (10) Academic officials of the faculty and senior staff are obliged to provide information on the issues under discussion, to take a position or to attend meetings of the Academic Senate of the faculty if they are invited to do so by the Academic Senate of the faculty.

Article 11

Dean

- (1) The dean is the head of the faculty; he/she acts and decides for TUL in the affairs of the faculty, unless otherwise provided by law.
- (2) The dean is appointed and dismissed by the rector on the proposal of the academic senate of the faculty. The method and rules for the election of a candidate for appointment as dean and the dismissal of a dean shall be regulated by the internal regulations of the faculty called the Rules of Procedure of the Academic Senate of the Faculty of Arts of TUL.
- (3) The Dean is accountable for his/her activities to the Academic Senate of the Faculty and the Rector of TUL.
- (4) The term of office of a dean is four years, and the same person may serve as dean for a maximum of two consecutive terms.
- (5) The dean is represented by vice-deans to the extent determined by him/her.
- (6) The office of dean ceases to exist:
 - a) the expiry of the term of office,
 - b) death,
 - c) dismissal; the Rector shall dismiss the Dean upon a proposal of the Academic Senate of the Faculty or on his/her own initiative in accordance with the law; the Rector may dismiss the Dean on his/her own initiative only after the prior opinion of the Academic Senate of the Faculty and with the consent of the Academic Senate of TUL in the event that the Dean seriously fails to perform his/her duties or seriously damages the interest of TUL or the Faculty.



- d) by resignation; the resignation statement shall be submitted to the Rector and made known to the Academic Senate of the Faculty. The office of dean shall cease at the end of two months from the date of receipt of the resignation, unless the Rector and the resigning dean agree on a different period.
- (8) In the event of the termination of the office of the Dean before the expiry of the term of office, the function of the Dean shall be performed by the Vice-Dean in charge pursuant to Article 12, paragraph 3 of this Statute until the appointment of a new Dean; if there is no Vice-Dean, then the function of the Dean shall be performed by the Rector.

Article 12 Vice-Deans

- (1) Vice-deans represent the dean in the area of activity delegated by the dean and to the extent determined by the dean. The competence of vice-deans is determined by the internal standard of the faculty, the Organisational Regulations of the Faculty of Engineering of TUL. Vice-deans represent each other in a manner determined by the dean.
- (2) Vice-deans are appointed and dismissed by the dean after discussion in the academic senate of the faculty.
- (3) The dean appoints a vice-dean to represent him/her in full during his/her absence.
- (4) Vice-deans are responsible for their activities to the dean.
- (5) The term of office of vice-deans is usually identical to the term of office of the dean.
- (6) The performance of the function of the Vice-Dean ceases:
- a) at the expiry of the term of office, no later than the last calendar day of the month following the expiry of the dean's term of office,
 - b) death,
 - c) by appeal,
 - d) by resignation; the declaration of resignation shall be submitted to the Dean. The performance of the function of the vice-dean shall cease upon the expiry of two months from the date of receipt of the statement of resignation, unless the dean and the resigning vice-dean agree on a different period of time.

Article 13 Board of guarantors, disciplinary council

- (1) To ensure the quality of educational activities in accredited study programmes implemented at the faculty, a board of study programme guarantors may be established to carry out its continuous internal evaluation. The dean appoints the chairperson of the board of study programme guarantors. The Board of Study Programme Guarantors shall take particular care of the content, pedagogical, scientific and organisational development of individual study programmes and supervise major changes in the content of teaching of individual subjects.



- (2) A disciplinary board is established for the control and evaluation of studies in the doctoral study programme pursuant to section 47 (6) of the Act. The competence of the subject council is regulated by Article 20 of the Study and Examination Regulations of TUL.

Article 14
Advisory bodies

- (1) The Academic Senate of the Faculty, the Dean, the Vice-Deans and the Secretary may establish advisory bodies and commissions. The subject matter and the manner of their activities shall be determined by the relevant constituent body.
- (2) The Dean's permanent advisory bodies are the Dean's College and the Dean's Board. The members of the College are the Dean, the Vice-Deans, the Secretary and, where appropriate, other members appointed by the Dean. The Board consists of the Dean, the Vice-Deans, the Secretary and the Heads of Departments. The Chair of the Academic Senate of the Faculty or a member of the Academic Senate authorised by the Chair has the right to attend meetings of the Dean's Board. At his/her discretion, the Dean may invite other staff or students of the Faculty or the University to discuss certain issues. Minutes of the meetings of the Dean's Board shall be taken and distributed by e-mail to the faculty staff and archived.
- (3) A faculty industrial council may be established to ensure closer cooperation with industrial practice. The competence of the industrial council is regulated by a directive of the dean.
- (4) The dean may establish other advisory bodies.

Article 15
Scientific Council of the Faculty

- (1) The legal status, composition and powers of the Faculty Scientific Council are regulated in Sections 29 and 30 of the Act.
- (2) The Faculty's Scientific Council has at least 18 members. At least one third of the members shall be persons other than members of the academic community of TUL. Membership in the Scientific Council shall be honorary.
- (3) The dean is the chairman of the scientific council. The dean appoints and dismisses the other members of the Scientific Board with the prior approval of the Academic Senate of the Faculty. The term of office of the other members of the Scientific Council shall be four years.
- (4) Membership of the Scientific Council shall cease:
 - a) at the end of the term of office,
 - b) by death,
 - c) by appeal,



- d) by resignation; the statement of resignation shall be submitted to the Dean. The office of a member of the Faculty's Scientific Council shall cease at the expiry of two months from the delivery of the declaration of resignation, unless the Dean and the resigning member agree on a different period of time,
 - e) the date of appointment of the new Dean,
 - f) the establishment of a member of the Faculty's Scientific Board as a member of the TUL academic community, if this would result in the number of members of the Faculty's Scientific Board who are not members of the TUL academic community falling below one third (see paragraph 2, second sentence of this article).
- (5) The proceedings of the Scientific Council are regulated by the internal regulations of the Faculty called the Rules of Procedure of the Scientific Council of the Faculty of Science of TUL.
- (6) Minutes of the meetings of the Faculty's Scientific Council are taken and published in the public part of the Faculty's website and archived.

Article 16
Disciplinary Committee of the Faculty

- (1) The Disciplinary Committee of the Faculty shall consider disciplinary offences of students enrolled at the Faculty and submit a proposal for a decision to the Dean.
- (2) The Disciplinary Committee of the Faculty has 4 members, who are appointed and dismissed by the Dean from among the members of the academic community of the Faculty in accordance with Section 31 of the Act, after the prior approval of the Academic Senate of the Faculty. Half of the members of the Disciplinary Board are students.
- (3) The Faculty Disciplinary Committee elects and dismisses its chairperson from among its members.
- (4) The term of office of the members of the Faculty Disciplinary Board is two years.
- (5) The office of a member of the Faculty Disciplinary Board shall cease:
- a) the expiry of the term of office,
 - b) death,
 - c) by appeal,
 - d) the date on which a member of the faculty disciplinary committee ceases to be a member of the academic community of the faculty,
 - e) resignation from office; the declaration of resignation shall be submitted to the Dean. The term of office of a member of the Faculty Disciplinary Committee shall expire two months after receipt of the resignation, unless the Dean and the resigning member agree on a different period.



- (6) The responsibility of students of the faculty for disciplinary offences, the proceedings of the disciplinary committee and disciplinary proceedings are regulated by the internal regulation of the faculty called the Disciplinary Regulations for Students of the Faculty of Arts of TUL.
- (7) The Disciplinary Board shall take minutes of its deliberations, which shall be forwarded to the Dean and archived. A student who has been the subject of a hearing by the Faculty Disciplinary Board shall have the right to inspect those parts of the minutes which concern him/her.

Article 17 Secretary

- (1) In accordance with Section 32 of the Act, the Secretary manages the management and internal administration of the Faculty to the extent determined by a measure of the Dean and is subordinate to the Dean.
- (2) The Secretary is appointed by the Dean on the basis of a selection procedure and dismissed. The selection procedure shall be conducted in accordance with the internal regulations of TUL entitled Regulations of the Selection Procedure for Filling the Positions of Academic Staff and Other Employees of TUL.
- (3) The office of Secretary shall cease to exist:
 - a) by appeal,
 - b) termination of the employment relationship,
 - c) death,
 - d) by resignation.
- (3) The Secretary is responsible to the Dean for the legality and economy of the management and administration of the Faculty. He/she shall cooperate with the vice-deans of the faculty and the bursar.

PART THREE MAIN ACTIVITY OF THE FACULTY

Article 18 Educational activities

- (1) The Faculty implements accredited study programmes and lifelong learning programmes.
- (2) The Faculty carries out educational activities within the framework of:
 - a) Bachelor's degree programmes,
 - b) Master's degree programmes,
 - c) Doctoral study programmes,



uild on th (a) to (c) of this paragraph. The rules of study in lifelong learning programmes are regulated by the internal regulations of TUL.

- (3) In accordance with the relevant provisions of the Act, the Statutes of TUL and the Accreditation Regulations of TUL, the dean submits proposals for study programmes to the Academic Senate of the faculty for its opinion and they are approved by the Faculty's Scientific Council, the Council for Internal Evaluation of TUL and the National Accreditation Office for Higher Education, unless they are study programmes implemented under institutional accreditation.
- (4) The faculty publishes a list of study programmes, including the form of study and the standard duration of study, in the public part of the faculty's website.

Article 19 **Study**

- (1) The manner of submitting applications for study in accredited study programmes, the conditions of admission, the course and termination of study at the Faculty are regulated by Section 48 et seq. of the Act, the Statutes of TUL and the Study and Examination Regulations of TUL. The Faculty may establish other conditions in accordance with the above regulations.
- (2) The conditions of admission to study in study programmes implemented by the faculty are approved by the academic senate of the faculty on the proposal of the dean and are announced by the dean by publishing them in the public section of the faculty's website.
- (3) Enrolment in accredited study programmes takes place at the faculty on dates set by the dean.
- (4) The conditions for the study of foreigners are regulated by the Statutes of TUL.
- (5) The Faculty is governed by the internal regulation of TUL called the Study and Examination Regulations of TUL in the implementation of accredited study programmes.
- (6) The amount of study-related fees, the method of payment, due dates and the rules for deciding on fees are regulated by the Statutes of TUL.
- (7) Graduates of a bachelor's study programme who have passed the state final examination and defended their bachelor's thesis are awarded the academic degree of "Bachelor" (abbreviated as "Bc." before their name) pursuant to section 45 of the Act.
- (8) Graduates of a master's degree programme who have passed the state final examination and defended their thesis are awarded the academic title "engineer" (abbreviated "Ing." before their name) pursuant to section 46 of the Act.
- (9) Graduates of a doctoral study programme who have passed the state doctoral examination and defended their doctoral thesis shall be awarded the academic title "Doctor" (abbreviated "Ph.D." after their name) pursuant to section 47 of the Act.



- (10) TUL issues diplomas and diploma supplements pursuant to Section 57 of the Act as proof of completion of bachelor's, master's and doctoral studies.
- (11) The faculty issues certificates of completion to participants of lifelong learning programmes.

Article 20

Scientific, research, development, innovation and other creative activities

- (1) The faculty carries out scientific, research, development, innovation and other creative activities (hereinafter referred to as "creative activities"), which is the basic right and duty of an academic employee of the faculty. In doing so, academic freedom of scientific research and publication of results is guaranteed.
- (2) The creative activity of the faculty is determined primarily by the strategic plan of the educational and creative activity of the faculty and its annual implementation plan.
- (3) The academic self-government bodies of the faculty are responsible for creating appropriate conditions for the creative activities of academic staff and students.
- (4) Within the framework of the development of creative activities, the faculty and its departments cooperate with departments of other faculties, universities, research institutes, and industrial enterprises, both in the Czech Republic and abroad. Creative activities may also be carried out and developed as part of complementary activities in accordance with Section 20 of the Act.

Article 21

Habilitation proceedings and proceedings for the appointment of professor

The faculty is authorised to hold habilitation proceedings and proceedings for appointment as professor in accredited fields of study of the faculty, to the extent and under the conditions set out in § 71 to § 74 of the Act, the Statutes of TUL, the internal regulation of TUL entitled Regulations of Habilitation Proceedings and Proceedings for Appointment as Professor of TUL and the directive of the Dean.

Article 22

Foreign relations

- (1) Within the framework of its educational and creative activities, the Faculty, its departments, individual academic staff and students establish and develop contacts and cooperation with foreign universities and institutions in accordance with the Statute of TUL and this Statute.
- (2) Agreements on cooperation of the Faculty and its departments with foreign partners are concluded by the Dean or his/her authorised staff in accordance with the Statutes of TUL.



Article 23
Evaluation of activities

- (1) The Faculty evaluates its educational, scientific, research, development, innovation and other creative activities annually.
- (2) The annual report on the activities and the annual report on the management of the Faculty shall be submitted by the Dean to the Academic Senate of the Faculty for approval each year. After approval by the Academic Senate of the Faculty, the reports are published in the public section of the Faculty's website.
- (3) The Faculty prepares a strategic plan for the Faculty's educational and creative activities in accordance with the strategic plan of TUL and annual plans for the implementation of the strategic plan, which are discussed by the Faculty's Scientific Council. The strategic plan shall be submitted by the Dean to the Academic Senate of the Faculty for approval.
- (4) Further evaluation of the faculty's activities is carried out by the TUL Internal Evaluation Board in accordance with the law and the internal regulations of TUL.

PART FOUR
ADDITIONAL ACTIVITIES OF THE FACULTY

Article 24
Additional activities

- (1) The faculty carries out supplementary activities in accordance with the Act § 18 (2) and § 20 (2) and the internal regulations and standards of TUL.
- (2) In complementary activities, the faculty and its departments carry out, for remuneration, activities related to its educational and creative activities in order to use the results of these activities and to make more efficient use of the faculty's human resources and property. In legal relations arising from complementary activities, the Dean or his/her delegated employees of the Faculty act and make decisions and conclude contracts on behalf of the Faculty.

PART FIVE
ACADEMIC STAFF, STUDENTS AND FACULTY EMPLOYEES

Article 25
Academic community of the faculty

The academic community of the faculty consists of academic staff working at the faculty according to Section 70 of the Act and in accordance with Article 30 of the TUL Statutes



and students enrolled for study at the faculty according to Section 61 of the Act and in accordance with Article 29 of the TUL Statutes.

Article 26

Rights and obligations of members of the academic community of the faculty

- (1) Members of the academic community of the faculty have the right to:
 - a) nominate candidates, vote and be elected to the academic senates of the Faculty and the University under the conditions set out in the Electoral Regulations of the Academic Senate of the Faculty of Engineering of TUL and the Electoral Regulations of the Academic Senate of TUL,
 - b) propose a candidate for Rector or candidate for Dean,
 - c) attend meetings of the Academic Senate of the Faculty and meetings of other bodies of the Faculty, if they are publicly accessible,
 - d) to get acquainted with the minutes of the public meetings of the self-governing bodies of the Faculty, including the content of the resolutions,
 - e) to address suggestions, comments and complaints to the academic self-governing bodies of the faculty,
 - f) participate in meetings of the members of the academic community of the Faculty,
 - g) to be given the floor at a meeting of members of the academic community of the Faculty.
- (2) Members of the academic community of the faculty are obliged to:
 - a) Honour freedom, equality and human dignity and respect academic rights and freedoms,
 - b) behave with honesty and integrity,
 - c) comply with the obligations arising from the legal regulations, internal regulations of TUL and its components and the Code of Ethics for TUL employees and students,
 - d) conscientiously perform the duties they have accepted as self-governing academic bodies or as members of such bodies,
 - d) maintain collegial relations with other members of the academic community,
 - e) to take care of the good reputation of TUL and the Faculty,
 - f) protect the property of TUL and act in such a way as to prevent its damage, loss, destruction or misuse,
 - g) consistently and clearly separate its academic activities from any business activities.

Article 27

Academic staff and other employees

- (1) Academic staff and their status is determined by Section 70 of the Act and the statutes of TUL.



- (2) In accordance with section 3 of the Act, academic staff of the Faculty are members of the academic community of the University and also members of the academic community of the Faculty.
- (3) In the event that an academic staff member is also a student, his or her membership of the student chamber or staff chamber in the academic senate of the faculty shall be governed by whichever status comes first.
- (4) Academic staff are professors, associate professors, extraordinary professors, assistant professors, assistant lecturers, lecturers and scientific, research and development staff who are employees of the faculty performing both teaching and creative activities in an employment relationship according to the agreed type of work. Academic staff are obliged to uphold the good name of the Faculty and TUL.
- (5) Teaching activities of academic staff shall mean:
 - a) direct participation in the implementation of study programmes in the forms defined by the Study and Examination Regulations of TUL and the Dean of the Faculty,
 - b) direct participation in the control of studies and evaluation of study results in the forms defined by the Study and Examination Regulations of TUL and the Dean of the Faculty,
 - c) performing the activities of supervisors and opponents of bachelor's and master's theses,
 - d) acting as a supervisor and consultant in doctoral study programmes and as a dissertation opponent,
 - e) performing the functions of a member of the State Final Examination Board, a member of the Subject Board and a member of the Examination Board for the State Doctoral Examination,
 - f) preparation and participation in the preparation and development of study programmes and courses of study,
 - g) preparation of study materials and documents.
- (6) The creative activities of academic staff shall be understood as scientific, research, development and innovation or other creative activities within the meaning of the Statutes of TUL.
- (7) Academic staff positions are filled on the basis of a selection procedure pursuant to Section 77 of the Act, which is conducted in accordance with the internal regulation of TUL entitled Regulations for Selection Procedures for Filling the Positions of Academic Staff and Other Employees of TUL. The selection procedure is conducted before a committee, the members of the committee are appointed by the dean and are always a representative of the academic senate of the faculty, the head of the department for which the selection procedure has been announced, and a representative of the departments with an advisory vote. A person who is not employed by TUL may also be a member of the committee. The vice-dean is the chair of the committee.
- (8) The dean may grant creative leave to an academic staff member pursuant to section 76 of the Act.



- (9) All employees working at the faculty have employment relations with TUL. Matters concerning employment relations at the faculty shall be discussed by the dean in advance with the rector, unless they agree to limit the scope of the matters so discussed.
- (10) All faculty employees are remunerated in accordance with the Internal Wage Regulations of TUL.

Article 28

Students

- (1) The status, rights and obligations of students are regulated by § 61 to § 69a of the Act, the Statutes of TUL, these Statutes, the Study and Examination Regulations of TUL, the Scholarship Regulations of TUL, the Disciplinary Regulations for Students of the Faculty of Arts and other internal norms of the Faculty.
- (2) The conditions for admission to study are announced annually in accordance with Sections 48 to 50 of the Act and the TUL Statutes by the Dean of the Faculty, who also decides on the admission of students.

PART SIX

FACULTY ORGANIZATION

Article 29

Organisational structure of the faculty

- (1) The faculty is divided into departments, which are the dean's office and departments.
- (2) The establishment, merger, amalgamation, division or abolition of faculty departments shall be decided by the Academic Senate of the Faculty on the proposal of the Dean.
- (3) The head of the Institute is the Head of the Institute, who is responsible for his/her activities to the Dean. The head of the department shall be appointed by the dean on the basis of the results of a selection procedure conducted in accordance with the internal regulations of TUL entitled Regulations of the Selection Procedure for Filling the Positions of Academic Staff and Other Employees of TUL and these Statutes.
- (4) The office of Head of Department shall cease to exist:
 - (a) the expiry of the term of office,
 - (b) termination of the employment relationship,
 - (c) death,
 - (d) by appeal on the basis of the legislation in force,
 - (e) by resignation.



- (5) The dean may authorise the head of a department to act on behalf of the faculty in matters concerning the department and the staff of the dean's office in matters of the agenda to be handled by written authorisation.
- (6) The list of faculty departments, their internal organisational structure, the scope of their activities, the position and authority of the head of the department and other organisational matters of the faculty are regulated by the organisational regulations issued as an internal norm of the faculty in accordance with the internal regulations of TUL and this Statute after discussion by the academic senate of the faculty.

Article 30

Locations

- (1) The department consists of:
 - a) academic staff of the faculty,
 - b) other staff members in an employment relationship.
- (2) The following also work at the workplace:
 - a) external lecturers and trainees,
 - b) students,
 - c) foreign guests (visiting professors, trainees).
- (3) Departments may be subdivided into departments and other parts.

PART SEVEN

MANAGEMENT OF THE FACULTY

Article 31

Faculty management

- (1) The management of the Faculty is governed by the law, the decision of the Ministry on the provision of contributions and subsidies from the state budget, other special legal regulations, the Statutes of TUL and in particular its Annex 2 - Rules of Management of TUL and these Statutes.
- (2) The Faculty shall independently manage its funds according to the schedule of contributions and subsidies from the state budget approved by the Academic Senate of TUL and other income listed in Article 6 of Annex 2 to the Statutes of TUL.
- (3) The Academic Senate of the Faculty approves the allocation of the Faculty's financial resources according to paragraph 2 to individual departments for the current year and the annual report on the Faculty's management. The distribution of funds to departments shall be governed by the rules approved by the Academic Senate of the Faculty. The proposal



for the distribution of funds and the annual report on the management of the Faculty shall be submitted to the Academic Senate of the Faculty by the Dean.

- (4) Faculty departments shall independently manage the funds allocated to them pursuant to paragraph 3 or obtained by their own activities. The head of the department shall be responsible to the dean for the efficient use of material assets, allocated funds from public sources and funds obtained from non-public sources.
- (5) The Faculty also manages capital funds obtained from accounting depreciation of fixed assets. The Faculty may also obtain capital funds in accordance with paragraph 6 of Article 6 of Annex 2 to the Statutes of TUL.

Article 32 Foundation

The Faculty may establish and administer foundations and endowment funds on behalf of TUL, in accordance with the Statutes of TUL, § 9 (2) (c) and § 15 (1) (d) of the Act. Generally binding legal regulations shall apply to such a foundation or endowment fund.

PART EIGHT INTERNAL LEGISLATION OF THE FACULTY

Article 33 Internal legislation

- (1) The internal legislation of the faculty shall be the internal regulations and internal standards; the internal standards of the faculty shall be in accordance with the internal regulations of the faculty.
- (2) The internal regulations of the faculty in accordance with the law are:
 - a) the statutes of the faculty,
 - b) the election rules of the Academic Senate of the Faculty,
 - c) the Rules of Procedure of the Academic Senate of the Faculty,
 - d) the Rules of procedure of the Faculty Scientific Council,
 - e) disciplinary regulations for students of the faculty.
- (3) The internal standards are:
 - a) directives of the Dean concerning in particular methodological and organisational matters,
 - b) orders of the Dean concerning operational or time-limited matters.
- (4) The rules for the adoption, amendment and cancellation of internal legislation shall be governed by a directive of the Rector.



**PART NINE
TRANSITIONAL AND FINAL PROVISIONS**

**Article 34
Final provisions**

- (1) The Statutes of the Faculty of Engineering approved by the Academic Senate of TUL on 3 November 2017 are hereby repealed.
- (2) The internal regulations Scholarship Regulations for Students of the Faculty of Mechanical Engineering of the Technical University of Liberec, the Organizational Regulations of the Faculty of Mechanical Engineering of the Technical University of Liberec and the Regulations of the Selection Procedure for Filling the Positions of Academic Staff of the Faculty of Mechanical Engineering of the Technical University of Liberec are hereby repealed.
- (3) This Statute was approved by the Academic Senate of FS TUL on 15 February 2023 pursuant to Section 27 (1) (b) of the Act.
- (4) This Statute was approved pursuant to Section 9 (1) (b) (2) of the Act by the Academic Senate of TUL on 14 March 2023.
- (5) This Statute shall come into force on the date of its approval by the Academic Senate of TUL and shall take effect on the date of its publication.