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Ref. No.: MENDELU 8263/2017-191

**Faculty of Business and Economics MENDELU**

## **Faculty Statute**

*Pursuant to § 27 paragraph 1 letter b) of the Act No 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended, the Academic Senate of the Faculty of Business and Economics, Mendel University in Brno, approved the following Statute of Faculty of Business and Economics as its internal regulation:*

### **PART ONE INTRODUCTORY PROVISIONS**

#### **Article 1 Introductory Provisions**

(1) Statute of Faculty of Business and Economics of Mendel University in Brno (hereafter "Statute") is issued pursuant to § 33, paragraph 2, letter a) of the Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended, (hereafter "Act") and Statute of Mendel University in Brno (hereafter "University Statute").

(2) Relating to § 24 of the Act, the Statute ordains issues entrusted to the Faculty of Business and Economics MENDELU (hereafter "Faculty") by the Act and University Statute.

#### **Article 2 Legal Status**

(1) The Faculty was established to 1st October 1959 by the Government of the Czechoslovak Republic, namely by § 6 paragraph 2 of Government Decree No. 58/1959 Coll., on Changes in Organisation of Higher Education Institutions from 12th August 1959.

(2) The name of the Faculty is "Provozně ekonomická fakulta". The abbreviation of the Faculty name is "PEF". The seat of the Faculty is "Brno, Zemědělská 1, 613 00".

(3) Pursuant to article 6 paragraph 1 letter f) of the University Statute the Faculty is the part of Mendel University in Brno (hereafter as "MENDELU")

(4) The equivalences of Faculty name and its abbreviation in foreign languages are following:  
a) in English "Faculty of Business and Economics", "FBE";

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| b) | in French  | "Faculté d'Economique", "FE";                     |
| c) | in Latin   | "Facultas oeconomica", "FO";                      |
| d) | in German  | "Betriebsökonomische Fakultät", "BÖF";            |
| e) | in Russian | "Производственно-экономический факультет", "ПЕФ"; |
| f) | in Spanish | "Facultad de Económica", "FE".                    |

### Article 3

#### Faculty Internal Regulations and Other Norms

(1) The Faculty internal regulations specify issues of the Faculty in its independent authority and its relation to MENDELU if the issues are not specified in the Act. Pursuant to the § 33 paragraph 2 of the Act the Faculty internal regulations are:

- a) this Statute;
- b) Election Regulations of Faculty Academic Senate;
- c) Rules of Proceedings of Faculty Academic Senate;
- d) Rules of Proceedings of Faculty Scientific Board;
- e) Disciplinary Rules for Faculty Students.

(2) The other norms are:

- a) Dean's Directives that according to the Faculty internal regulations and University internal regulations specify the important and time unlimited matters, the Dean's Directive shall become effective after their approval by Faculty Academic Senate (hereafter "Senate");
- b) Dean's Ordinances that specify rights and duties of member of Faculty Academic Community, the Dean shall inform the Senate about issuing the Dean's Ordinance without any delay;
- c) Dean's Decrees that are time and subject-matter limited decisions.

(3) The internal organisation and structure of the Faculty, authorities and functions of Faculty bodies and officials are specified in Internal Governance Code. The Internal Governance Code is the Dean's Directive.

(4) The Faculty internal regulations and other norms must not take effect prior to their publication in the public part of Faculty internet pages.

### Article 4

#### Academic Community

(1) The Faculty Academic Community consists of:

- a) academic staff defined pursuant to §70 paragraph 1 of the Act and having the employment relationship to the Faculty;
- b) students enrolled in studies of the study programmes carried out by the Faculty.

(2) The Faculty Academic Community convenes occasionally to debate important affairs, to hear the presentation of candidates for Dean's office, on the occasion of Faculty ceremonial events etc. Regularly, at least annually, the Chairperson of Senate shall summon the Faculty Academic Community to give the report on Senate activity and report on Faculty activity.

(3) The Dean shall annually present the Annual Report on Faculty Activity for debate at convention of the Faculty Academic Community.

(4) The gathering of the Faculty Academic Community shall be summoned and presided by the Chairperson of Senate or the Dean.

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## PART TWO FACULTY ACTIVITIES

### Article 5 Definition of Faculty Activities

(1) The Faculty carries out the educational, creative and herewith relating activities including regular internal evaluation of quality of these activities. The Faculty Strategic Plan of Educational and Creative Activities is the principal programme document of the Faculty. This document shall subject-matter correspond to Strategic Plan of MENDELU.

(2) The Faculty carries out the activities given in paragraph 1 in areas relating to economic sciences, informatics and cybernetics, notably in the fields of economics, business economics, industry economics, economics of services, business finance, management, marketing, trade, tourism, applied statistics and econometrics, quantitative methods, finance, accounting, taxes, law, applied human sciences, cybernetics, control automation, informatics, information and communication technologies and their application in business information systems.

(3) The focus of the activities given in paragraph 1 is specified in the Faculty Strategic Plan of Educational and Creative Activities that is updated annually by the Plan of Implementation.

(4) Within the educational activity and pursuant to the Act and obtained accreditations, the Faculty carries out the Bachelor's, Master's and doctoral study programmes; proceeds in associate professor and full professor appointments.

(5) Within the educational activity the Faculty can provide the life-long learning that has preparation to a profession or interest character. After passing this type of learning, the Faculty shall issue the certificate to the participants. The Faculty provides the life-long learning pursuant to the § 60 of the Act in particular and ordinarily for payment.

(6) The Faculty carries out the systematic creative activity in areas and fields specified in paragraph 2.

(7) The Faculty takes advantage of suitable grant possibilities to back up its activities.

(8) The Faculty can develop and carry out complementary and/or other activities in accord with common legal regulations if they do not endanger the quality, extent and accessibility of activities given in paragraph 1.

(9) With all activities, the Faculty shall cooperate with other faculties of MENDELU, with other faculties and higher education institutions, research institutions, business firms, state and municipal authorities and other entities in the Czech Republic and abroad.

### Article 6 Quality Evaluation

(1) The regular evaluation of all Faculty activities shall follow the Rules of System for Quality Assurance in Education, Creative and herewith Relating Activities and the Internal Evaluation of Quality of Education, Creative and herewith Relating Activities of Mendel University in Brno that are the internal regulation of MENDELU.

## PART THREE STUDY

### Article 7 Conditions for Admission for Study

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(1) The common conditions for admission to study in Bachelor's, Master's and doctoral study programmes ordain § 48 and following of the Act, University Statute and Study and Examination Regulations of MENDELU.

(2) Pursuant to § 49 of the Act the Dean shall present the additional conditions for admission to study into relevant semester to Senate for the approval. The Faculty shall release the approved conditions for admission at the public part of Faculty internet pages not later than 4 months before the deadline for submitting the applications for study unless provided otherwise by the Act.

(3) The applications for study shall be submitted in the electronic form via University Information System of MENDELU.

#### **Article 8 Study of Foreigners**

(1) The conditions of study and conditions for admission of foreigners are equivalent to conditions for citizens of the Czech Republic, unless provided otherwise by the Act, other legal rules, internal regulations of MENDELU or Faculty.

### **PART FOUR FACULTY BODIES AND STRUCTURE**

#### **Article 9 Faculty Bodies**

(1) The Faculty self-governing bodies and other body are listed in § 25 of the Act. The Faculty sets up Scientific Board, the Artistic Board is not set up.

(2) The Dean's advisory bodies are in particular:

- a) Dean's Council;
- b) Field of Study Boards for Doctoral Study Programmes;
- c) Study Programme Boards and Study Programme Committees for carried out study programmes;
- d) other bodies set up by the Dean by other norm of the Faculty.

(3) The Dean shall warrant the preconditions for proper pursuance of activities of all Faculty bodies.

#### **Article 10 Academic Senate**

(1) The Senate is the Faculty self-governing body, its authority is determined particularly by § 26 and § 27 of the Act, internal regulations of MENDELU and Faculty.

(2) The Senate has ten members from ranks of academic staff defined pursuant to article 4 paragraph 1 letter a) and five members from student ranks defined pursuant to article 4 paragraph 1 letter b). The term of office of Senate members is three years.

(3) The Senate shall elect the Chairperson, Deputy Chairperson and Secretarial Assistant from its members. Senate can set up committees from its members or other Faculty Academic Community members.

(4) The rules and course of the election of Senate members and their substitutes including the rules for their office mandate performance determine the Election Regulation of Faculty Academic Senate.

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(5) The rules for Senate meetings and proceedings are determined by the Rules of Proceedings of Faculty Academic Senate.

### **Article 11**

#### **Dean**

(1) The Dean is the Faculty self-governing body. He/she shall act and decide in all matters of the Faculty unless provided otherwise by the Act, other legal rules, Internal Regulations of MENDELU or Faculty.

(2) The Dean shall particularly:

- a) perform the Faculty rights given in § 24 of the Act unless provided otherwise by the Act or University Statute;
- b) appoint and dismiss the Heads of Faculty divisions;
- c) appoint and dismiss vice-deans after debate in Senate;
- d) administer the Faculty financial resources according to the budget approved by Senate;
- e) issue Faculty other norms;
- f) set up Dean's advisory bodies;
- g) carry out other authorities entrusted to the Dean by the Act, other legal rules, internal regulations of MENDELU, Faculty internal regulations or Faculty other norms.

(3) In Internal Governance Code, the Dean shall specify the extent in which the vice-deans shall deputize for him/her. During Dean's absence, the Dean shall be deputized by statutory deputy designated by the Dean, the statutory deputy shall take over Dean's privileges and duties in necessary range.

### **Article 12**

#### **Scientific Board**

(1) The Faculty Scientific Board is the Faculty self-governing body, its authority is determined particularly by § 29 and § 30 of the Act, internal regulations of MENDELU and Faculty.

(2) The term of office of Faculty Scientific Board is identical to the term of office of the Dean.

(3) The Dean shall appoint the individual members of Faculty Scientific Board in the way, that the expertise of Faculty Scientific Board is guaranteed in all areas and fields in that the Faculty carries out the activities given in article 5 paragraph 1.

(4) On Dean's proposal, the Faculty Scientific Board shall act upon extent specified by the Act and University Statute in proceedings for associate professor and full professor appointments in fields the Faculty has accreditation for.

(5) The rules for Faculty Scientific Board meetings and proceeding are determined by the Rules of Proceedings of Faculty Scientific Board.

### **Article 13**

#### **Disciplinary Committee**

(1) The Disciplinary Committee is the Faculty self-governing body, its authority is determined particularly by § 31 of the Act, internal regulations of MENDELU and Faculty.

(2) The Disciplinary Committee has two members from ranks of academic staff defined pursuant to article 4 paragraph 1 letter a) and two members from student ranks defined pursuant to article 4 paragraph 1 letter b). The term of office of Senate members is three years.

(3) The rules for setting up and for proceedings of Disciplinary Committee and the course of disciplinary proceedings with the Faculty student are determined by the Disciplinary Rules for Faculty Students.

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#### **Article 14 Secretary**

- (1) The Secretary, appointed and dismissed by the Dean, is the other Faculty body.
- (2) The authority of the Secretary is determined particularly by § 22 paragraph 1 of the Act, internal regulations of MENDELU and Faculty and Faculty other norms.

#### **Article 15 Faculty Divisions**

- (1) The Faculty consists of divisions. The Faculty divisions are departments, Research Centre and Dean's office.
- (2) The Faculty comprises following professional divisions:
- a) Department of Economics;
  - b) Department of Business Economics;
  - c) Department of Management;
  - d) Department of Statistics and Operation Research;
  - e) Department of Accounting and Taxes;
  - f) Department of Marketing and Trade;
  - g) Department of Informatics;
  - h) Department of Law and Human Sciences;
  - i) Department of Finance;
  - j) Research Centre.
- (3) Each professional division is managed by its Head appointed and dismissed by the Dean. The Dean's office is managed by the Secretary.

### **PART FIVE FACULTY PROPERTY, FINANCING AND ECONOMY**

#### **Article 16 Property**

- (1) The Faculty shall administer the property entrusted for use to the Faculty. Administering the property, the Faculty shall act pursuant to the Act and other legal norms, rules of provider and internal regulations of MENDELU and Faculty.
- (2) The Dean can entrust the property for use to the Faculty divisions, the Head of relevant division shall be then responsible for its due administration.

#### **Article 17 Financing**

- (1) Within the bounce of the Act and other legal norms, rules of provider and internal regulations of MENDELU, the Faculty can use income, other financial and material resources obtained:
- a) from budget of MENDELU;
  - b) as subsidy for research, experimental development and innovations and other activities carried out by the Faculty;
  - c) as revenue from complementary and other activities;
  - d) as gifts and heritage;

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- e) from foundations and other funds.

### **Article 18**

#### **Economy**

(1) The Faculty economy shall be based on annual budget that assigns the resources to individual divisions. Till the approval of budget for year in question, the Faculty shall manage according to the provisional budget when the resources in each month can be drawn up to one twelfth of the last year budget.

(2) The Dean shall present the Faculty budget to Senate for approval. The deficit budgeted must not be compiled.

(3) The Dean shall submit to the Senate the Report on Faculty financing for past calendar year in structure corresponding to the approved budget.

(4) The disposition with assigned resources shall conform to the internal regulations and other norms of MENDELU and Faculty.

## **PART SIX**

### **INSIGNIA AND ACADEMIC CEREMONIES**

### **Article 19**

#### **Insignia and Gown**

(1) The Faculty insignia are outward marks of academic tradition, responsibility, authority and dignity of the Faculty. Set of the Faculty insignia consists of:

- a) the Faculty Mace;
- b) the Dean's Medal and Chain.

(2) The insignia are used during the academic ceremonies in particular; the Dean shall decide about their use.

(3) The gowns are privileged to wear during the academic ceremonies:

- a) the Dean, the Dean's gown in black colour with blue facing;
- b) the Vice-deans, the gown in black colour with blue facing;
- c) the academic staff, the Secretary and Faculty important guests, gowns in black colour;
- d) the Faculty graduands and students during their ceremonies, gowns in black colour;
- e) the Macebearer, the Macebearer's gown.

(4) The Dean shall determine the details about the use of gowns.

### **Article 20**

#### **Academic Ceremonies**

(1) The Faculty academic ceremonies are mark of traditions, rights and freedoms of the Faculty.

(2) The Faculty academic ceremonies are in particular:

- a) the ceremonial inauguration of the Dean;
- b) the award of honorary academic degree;
- c) ceremonial meeting of Scientific Board;
- d) promotion of graduands of study programmes,
- e) matriculation of students;
- f) ceremonial completion of life-long learning programmes.

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(3) The Dean can be introduced in his/her office during the ceremonial inauguration in attendance of members of Academic Community and invited guests. He/she deliver the inauguration speech on this occasion.

(4) The Faculty can award the Faculty Medal to the persons who contributed to the Faculty development, advancement in scholarship, research and academic freedoms. The persons are usually honoured during ceremonial meeting of the Scientific Board.

(5) The promotion is the academic ceremony during that the relevant academic degrees are awarded ceremonially and university diplomas handed over to graduands of study programmes.

(6) The matriculation of students is the academic ceremony of ceremonial introduction of students into the Faculty Academic Community.

(7) The Dean shall prescribe the ceremonials of academic ceremonies.

## PART SEVEN FINAL PROVISIONS

### Article 21 Final Provisions

(1) This Statute shall repeal the previous Statute of the Faculty of Business and Economics of Mendel University in Brno from 12th December 2011 approved by Academic Senate of Mendel University in Brno on 19th December 2011.

(2) Until setting up the new Faculty self-governing bodies pursuant to this Statute, the internal structure and conditions for membership in the Faculty bodies shall obey the actual Faculty internal regulation if the relevant provisions are not contradictory with the Act or internal regulations of MENDELU.

(3) This Statute shall take effect on 1st September 2017.

Brno, 27th April 2017

Doc. Ing. Arnošt Motyčka, CSc.  
Dean of the FBE MENDELU

Approved by the Academic Senate of the Faculty on 12th May 2017.

Doc. Ing. Oldřich Trenz, Ph.D.  
Chairperson of AS FBE MENDELU

Approved by the Academic Senate of Mendel University in Brno on 22th May 2017.

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Doc. Ing. Jiří Skládanka, Ph.D.  
Chairperson of AS MENDELU

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