

FACULTY OF ECONOMICS AND
MANAGEMENT CZECH UNIVERSITY OF
LIFE SCIENCES PRAGUE



STATUTE
FACULTY OF ECONOMICS AND MANAGEMENT
CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

Prague
2023

The Academic Senate of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague, on the proposal of the Dean of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague, approved the draft Statutes of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague on 26 April 2023, pursuant to Sections 27(1)(b) and 33(2)(a) of Act No.111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (Act on Higher Education Institutions), as amended.



.....
doc. Ing. Tomáš Šubrt, Ph.D.
děkan
Provozně ekonomické fakulty ČZU v Praze



.....
Mgr. Ing. Pavel Michálek, Ph.D.
předseda Akademického senátu
Provozně ekonomické fakulty ČZU v Praze

On 22 June 2023, the Academic Senate of the Czech University of Life Sciences in Prague approved the Statute of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague pursuant to Section 9 (1) (b) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended.



.....
Ing. Radim Kotrba, Ph.D.
předseda Akademického senátu
ČZU v Praze

STATUTE
FACULTY OF ECONOMICS AND MANAGEMENT
CZECH UNIVERSITY OF LIFE SCIENCES PRAGUE

Statute of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague (hereinafter referred to as "111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education Institutions), as amended (hereinafter referred to as "the Act") is part of the internal regulations of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague and refers to this Act in its individual provisions.

PREAMBLE

The Faculty of Economics and Management of the Czech University of Life Sciences in Prague is an educational and scientific institution which, in accordance with the law, provides top university education and develops creative scientific, pedagogical, social and cultural activities in the spirit of national, democratic and humanitarian traditions. It is involved in the training of university-educated intellectuals, contributes to the general development of education and to raising the level of economic, organisational, management, information, social and cultural activities, particularly in the fields of agriculture, food processing, public administration, regional development and services.

Part one
General provisions and establishment of the faculty

Article 1
General provisions

- (1) The Faculty of Economics and Management of the Czech University of Life Sciences in Prague (hereinafter referred to as "FEM") is a public university institution within the meaning of §§ 1 and 23 of the Act.
- (2) The Statute is based on the Statute of the Czech University of Life Sciences in Prague in all its provisions and on the wording of the law. The principles formulated in the Act and the Statute of CZU in Prague apply in full to the Statute of FEM and are not repeated in the Statute.
- (3) The Statute is based on the Statute of the Czech University of Life Sciences in Prague in all its provisions and on the wording of the law. The principles formulated in the Act and the Statute of CZU in Prague apply in full to the Statute of the FEM and are not repeated in the Statute.
- (4) The internal and internal regulations of CZU are part of the regulations of the FEM. On their basis and for their implementation, the FEM may issue separate regulations or supplements to these regulations. Otherwise, they apply directly.
- (5) The FEM has the right to make decisions, acquire rights and assume obligations within the framework of the activities specified in these Statutes and within the framework of the right to dispose of the material and financial resources entrusted to it by the CZU, as well as the

resources acquired through its own activities.

- (6) FEM, its departments and units carry out accredited bachelor's, master's and doctoral study programmes.
- (7) FEM organises lifelong learning programmes in the form of extraordinary studies and various educational courses.
- (8) FEM holds habilitation proceedings and proceedings for appointment as professor in accredited fields.
- (9) The FEM is entitled to use the abbreviated name FEM CZU in Prague or FEM CZU in everyday contact. The seat of the FEM CZU in Prague is the premises of CZU, Prague - Suchbátka, Kamýcká Street.
- (10) The FEM uses a round stamp with the state emblem of the Czech Republic and the text "Czech University of Life Sciences in Prague, Faculty of Economics and Management" in official acts.
- (11) In English, the official name Faculty of Economics and Management, abbreviated as FEM, is used.

Article 2

Origin of FEM

FEM CZU in Prague was established by Government Decree No. 30/1952 Coll., on certain changes in the organisation of universities, under the name "Faculty of Economics" as part of the University of Agriculture in Prague. By Government Decree No 58/1959 Coll., on changes in the organisation of universities, the name was changed to 'Faculty of Economics and Management' and by Act No 192/1994 Coll., on changing the name of certain universities listed in the Annex to Act No 172/1990 Coll., on universities, the College of Agriculture in Prague was changed to the Czech University of Life Sciences in Prague.

Part two

Bodies of the faculty

Article 3

General provisions

- (1) The self-governing academic bodies of the faculty are, according to the law
 - Academic senate
 - Dean
 - Academic council
 - Disciplinary committee
- (2) Another body of the Faculty is the Secretary within the meaning of Sections 25(2) and 32 of the Act.
- (3) The Academic Senate of the Faculty of Economics and Management (hereinafter referred to as "AS FEM ") performs activities defined by § 26 and § 27 of the Act, the Statute of the CZU, the

Statute of the FEM and other regulations of the FEM. Details of the elections to the AS FEM are contained in the Electoral Regulations of the AS FEM, details of the proceedings of the AS FEM are contained in the Rules of Procedure of the AS FEM. The Electoral Rules of the AS FEM and the Rules of Procedure of the AS FEM are internal regulations of the Faculty.

- (4) The dean of the faculty performs activities within the meaning of Section 28 of the Act.
- (5) The Academic Council of the Faculty of Economics and Management (hereinafter referred to as the "AC FEM") is appointed by the Dean and carries out activities pursuant to Sections 29 and 30 of the Act. More detailed regulation of the proceedings of the Academic Council of the FEM is set out in the Rules of Procedure.
- (6) The FEM Disciplinary Committee operates in accordance with § 31 of the Act. The method of appointment and conduct of the Disciplinary Committee is set out in the Disciplinary Rules of the Faculty for Students of the FEM CZU, which is an internal regulation of the Faculty.
- (7) The Secretary manages the FEM funds in accordance with the law and other related regulations. His/her activities shall focus in particular on:
 - ensuring the management of the property entrusted to the Faculty for use by the CZU and taking care of its reproduction
 - organizational and administrative management of the departments of the Dean's Office, ensuring the operational activities of the Faculty, control of the management of the Faculty's financial resources,
 - methodical management of the activities of secretaries of departments and units of the FEM.The Secretary is responsible to the Dean for his/her activities and is obliged to follow his/her instructions.

Article 4

Dean of the faculty

- (1) The head of the faculty is the Dean. He directs its activities, acts and decides on all matters of the faculty that are not reserved for other bodies of the faculty or the university. His/her activities shall be governed by the provisions of Section 28 of the Act.
- (2) The resolution proposing the appointment of the Dean is submitted by the AS FEM to the Rector of the CZU. The procedure for the election of a candidate for the position of Dean is set out in the Rules of Procedure of the AS FEM.
- (3) The Dean is subordinated to the vice-deans, secretary, heads of departments, heads of professional and special-purpose departments of the faculty.
- (4) The Dean establishes the Dean's College as his/her advisory body.
- (5) The Dean is responsible for his/her activities to the AS FEM.
- (6) The Dean appoints and dismisses members of the FEM Board of Governors and members of the FEM Disciplinary Committee with the prior approval of the AS FEM.
- (7) In managing the faculty, the dean may issue internal regulations of the FEM, i.e. regulations of the dean.
- (8) The length of the term of office of the dean and vice-deans is governed by law.

Article 5 Vice-Dean

- (1) The Dean of the FEM appoints or dismisses Vice-Deans, as a rule, for the areas of education, science and research, international relations and other areas not listed above.
- (2) The AS FEM expresses its opinion on the appointment or dismissal of vice-deans.
- (3) Vice-deans manage in particular the activities in the area entrusted to them. The definition of the activities of individual vice-deans is determined by the dean in the form of an internal regulation. The dean also determines which of the vice-deans will represent him in his absence and the mutual representation of the vice-deans. If no deputy has been designated, they shall represent the dean according to the order of the areas listed in paragraph (1)

Part three Organisational structure of the faculty

Article 6 General provisions

- (1) The internal organisation of the Faculty is regulated by the Organisational Regulations of the FEM, which is part of the Statutes (Annex 1).
- (2) FEM is divided into professional workplaces (departments) and other workplaces.

Article 7 Organisation of departments

- (1) Upon the proposal of the Dean, the AS FEM decides on the establishment, merger, amalgamation, division or abolition of departments.
- (2) The Department consists of teachers, researchers, professional technical and administrative staff and students of the doctoral study programme provided by the Department.
- (3) Guests of the department can be external teachers, researchers, interns, visiting foreign teachers for a certain period of time.
- (4) The dean decides on filling the post of head of the department on the basis of a selection procedure. The selection procedure is governed by the Regulations of the CZU Selection Procedure. The Dean decides on the removal from the post of Head of Department if it is agreed that the Head of Department may be removed from the post and if it is also agreed that the Head of Department may resign from the post.
- (5) The Head of the Department appoints and cancels the appointment of the Deputy Head of the Department with the prior approval of the Dean.
- (6) Activities of the Head of the Department:
 - is responsible for the implementation of pedagogical and creative activities resulting from the short- and long-term development strategy of the department, faculty and university,
 - Responsible for personnel management and personnel development of subordinate staff,
 - is responsible for the financial management of the Department and the management of the

- funds entrusted to it,
- is responsible for creating a pleasant creative and socially beneficial working climate appropriate to the university environment.
- (7) The Head of the Department shall appoint and revoke the appointment of the Secretary of the Department with the prior approval of the Secretary of the Faculty. The secretary of the department is responsible for the organisational and economic provision of the department's tasks.
 - (8) The activities of the department's staff are determined by its head in accordance with point (6) and in accordance with the regulations of the FEM and the CZU, especially the Internal Wage Regulations of the CZU.
 - (9) The list of departments with their Czech and English names is given in the Organisational Regulations of the FEM, which is an annex to the Statutes (Annex 1).

Article 8

Organisation of other faculty departments

- (1) The AS FEM, on the proposal of the Dean, decides on the establishment, merger, amalgamation, division or abolition of other departments in accordance with the needs of teaching, research and management of the Faculty pursuant to Section 27 of the Act.
- (2) The dean decides on the filling of the post of head of another department. The dean may order a selection procedure to fill the post. The Dean decides on the dismissal from the post of head of another department.
- (3) Heads of departments are subordinate to the Dean. In justified cases, the dean may invite the head of the department to participate in meetings of the dean's college or the faculty management.
- (4) Departments are established for a fixed or indefinite period in accordance with the Faculty's development strategy.
- (5) The workload of the staff is determined by the Head of Department.
- (6) Organisational and administrative management of these departments is provided by the Secretary of the Faculty.
- (7) A list of other faculty departments is given in the Organisational Regulations of the FEM, which is an annex to the Statutes (Annex 1).

Part four

Members of the academic community

Article 9

Academic community

- (1) The academic community of the FEM consists of academic staff (§ 70 of the Act) and duly enrolled students of the FEM (as amended by the Act).
- (2) Academic freedoms and academic rights are guaranteed by Section 4 of the Act.
- (3) The academic community of the FEM elects the Academic Senate of the Faculty according to the

Electoral Regulations of the AS FEM.

- (4) The academic community of the FEM convenes to discuss important measures, especially before the election of the Dean or the election of the Academic Senate, but at least once a year.
- (5) The right to convene an assembly of the Academic Community of the FEM has only the Dean or the President of the AS FEM by decision of the AS FEM.

Article 10

Academic staff

- (1) Academic staff are in an employment relationship with the CZU and are organizationally integrated into the FEM departments. They perform both teaching and creative activities (§ 70 (1) of the Act).
- (2) Only a suitably qualified person can be an academic staff member.
- (3) Academic staff positions are filled on a competitive basis.
- (4) The conditions of the selection procedure are specified in the internal regulations of the CZU selection procedure
- (5) Compensation of academic staff is governed by the Internal Wage Regulations of the CZU.

Article 11

Students

- (1) A prospective student becomes a FEM student on the date of enrolment.
- (2) The rights and obligations of students are governed by §§ 61 to 63 of the Act and the Statutes of the CZU.
- (3) The consequences of a violation of a student's obligations are set out in Sections 64 to 69 of the Act and the Disciplinary Regulations of the Faculty for FEM Students.
- (4) Students may be awarded scholarships under Section 91 of the Act. Scholarships are awarded according to the Scholarship Regulations of the CZU.

Part five

Organisation of studies

Article 12

Admission to study

- (1) The admission procedure for study at the FEM is governed by the principles set out in the Statutes of the CZU.
- (2) The conditions and rules of the admission procedure are approved according to § 49 of the Act on the proposal of the Dean of the AS FEM.
- (3) The Dean decides on admission to study.

Article 13

Study plans and study and examination timetables

- (1) Accredited study programmes are regulated in the curricula. The curriculum regulates the conditions that a student must meet in order to successfully complete the university education provided by the FEM.
- (2) The curricula are organized according to the principles set out in the Act and include:
 - description of study programmes or study specialisations,
 - the content of the subjects taught and their inclusion in the curriculum,
 - requirements for internships and field trips,
 - the conditions for advancement to the next higher year,
 - the conditions for advancement to the final state examination
 - the conditions for advancement to the state doctoral examination and the dissertation defence,
 - information on the organisation of the academic year,
 - necessary information about the university, faculty, departments and other units involved in teaching and the organisation of studies,
 - information on student mobility.
- (3) The Study and Examination Regulations for Studies in Bachelor's and Master's Degree Programmes at the CZU in Prague and the Study and Examination Regulations for Studies in Doctoral Degree Programmes at the CZU in Prague apply in full to the FEM. Specific requirements arising from the study plans for studies at the FEM are announced by the Dean in the form of internal regulations.

Part six

Faculty management

Article 14

- (1) The Faculty's management rules are based on the Statutes of the CZU and other regulations of the CZU.
- (2) The dean acts on behalf of the faculty in all matters, unless these do not belong to the Rector of the CZU.
- (3) Vice-deans act in matters related to their functions.
- (4) The Secretary of the Faculty acts in civil and administrative matters.
- (5) The dean may authorize faculty staff or other persons to act on behalf of the faculty.

Part seven

Academic insignia and ceremonies

Article 15

- (1) The academic insignia of the faculty, the chains and the academic scepter, are an expression of the authority and responsibility of the academic officers. The academic insignia shall be deposited with the Secretary of the Faculty.

- (2) Faculty academic insignia and gowns are used in academic ceremonies.
- (3) The manner of use of the academic insignia and gowns and the conduct of academic ceremonies shall be determined by the Dean of the Faculty in accordance with the traditions of the Faculty and the Statutes of the CZU
- (4) The wording of the matriculation and graduation vows is set out in the Annex to this Statute (Annexes 2 to 4).

Part eight
Transitional and final provisions

Article 16
Transitional provisions

- (1) As long as the division of study programmes into fields of study is maintained in accordance with Article II, point 4 of Act No. 137 /2016 Coll., the provisions of this Statute relating to study programmes within the meaning of Sections 44 to 47 of the Act shall apply.

Article 17
Final provisions

- (1) The Statute of the FEM CZU approved by the AS CZU on 24.3.2022 is repealed.
- (2) This Statute becomes valid and effective on the date of approval by the AS CZU.

Annex 1 - Organisational Regulations of the FEM

**Organisational regulations
Faculty of Economics and Management
Czech University of Life Sciences Prague**

**Article 1
General provisions**

- (1) The Organizational Regulations of the Faculty of Economics and Management are based on Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts, as amended, the Statutes of the Czech University of Life Sciences in Prague and the Statutes of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague.
- (2) The Organisational Regulations regulate the internal organisation of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague (hereinafter referred to as "FEM" or "the Faculty"), its main self-governing, administrative and advisory bodies and sub-organisational units.
- (3) The position of the Faculty and its relations to the Czech University of Life Sciences in Prague (hereinafter referred to as "CZU") are defined by law, internal regulations of the University and internal regulations of the FEM.

**Article 2
Self governing bodies of the faculty**

- (1) The self-governing academic bodies of the Faculty are:
 - Academic Senate,
 - Dean,
 - the Academic Council
 - Disciplinary Committee.
- (2) Another body of the Faculty is the Secretary of the Faculty.

**Article 3
Faculty management**

- (1) The faculty management consists of:
 - Dean.
 - Vice-deans.
 - Secretary.
- (2) The management of the Faculty prepares the basis for strategic decisions and deals with the operational management of the Faculty. The Vice-Deans and the Secretary comment on the basic issues of faculty management in the areas for which they are responsible to the Dean

and on the activities requested by the Dean.

Article 4

Advisory bodies of the dean

- (1) Advisory bodies are subject to the Dean of the Faculty. They are in particular:
- The Dean's Collegium - composed of members of the faculty management, heads of departments and the Chair of the AS FEM.
 - Doctoral Study Programme Boards - monitor and evaluate studies in doctoral study programmes. The competence of the departmental councils is defined by law, the Study and Examination Regulations for Studies in Doctoral Degree Programmes of the Czech University of Life Sciences in Prague and the Rules of Procedure of the Departmental Councils of the FEM.
 - Council for Cooperation with Practice - the Council is established in accordance with the Rector's Directive. 10/2012. The Council expresses its opinion in particular on curricula with regard to the application of graduates on the labour market, on student internships, on lifelong learning programmes and on cooperation in the field of science and research.
 - Commissions established by the Dean - the Commission is established by the Dean as an advisory body by his/her decision, in which he/she determines its scope of activity in terms of subject matter and time. Individual members of the commission are appointed and dismissed by the dean.

Article 5

Dean's office and its workplaces

- (1) The economic and administrative bodies of the Faculty are grouped under the Dean's Office and are divided as follows:
- Dean's Office Secretariat - administrative unit of the faculty. It provides organizational and administrative work related to the performance of the functions of the Dean and the Secretary.
 - Study Department - ensures the administrative and administrative agenda of all forms of study at the faculty with the exception of doctoral study programmes.
 - Department for Science, Research and Quality - manages the agenda related to science and research at the faculty and the administrative agenda of doctoral study programmes. It also administratively manages the agenda related to the area of internal quality assessment.
 - The Department of International Relations ensures the agenda related to the Faculty's foreign relations, provides support for study in a foreign language and organises foreign educational processes.
 - Department of the University of the 3rd Age (U3V) - ensures the operation of the University of the 3rd Age in full-time form and the Virtual University of the 3rd Age.
- (2) The Dean's Office is managed by the Secretary of the Faculty. The Secretary of the Faculty organisationally manages the secretaries of the departments and senior staff of the departments of the Dean's Office of the FEM.
- (3) The departments are methodically led by designated vice-deans of the faculty.

Article 6

Professional and special-purpose workplaces of the faculty

(1) Odborná pracoviště - katedry:

Český název	Anglický název
Katedra ekonomických teorií	Department of Economic Theories
Katedra ekonomiky	Department of Economics
Katedra humanitních věd	Department of Humanities
Katedra informačního inženýrství	Department of Information Engineering
Katedra informačních technologií	Department of Information Technologies
Katedra jazyků	Department of Languages
Katedra obchodu a financí	Department of Trade and Finance
Katedra práva	Department of Law
Katedra psychologie	Department of Psychology
Katedra managementu a marketingu	Department of Management and Marketing
Katedra statistiky	Department of Statistics
Katedra systémového inženýrství	Department of Systems Engineering

(1) Purpose-built workplaces are established by the Dean on the basis of a decision of the AS FEM. Methodologically, they are managed by the Dean or Vice-Deans authorized by the Dean:

- Information Services Centre - provides the faculty with support for operations and innovation in the field of information and communication technologies. It organises the operation of the faculty's teaching facilities.

- Marketing Centre - provides, coordinates and guarantees the promotion of the faculty, organises events related to the promotion of the faculty or individual parts. It cooperates with the faculty components in the field of marketing.
- Project, Innovation and Technology Transfer Centre - supports the preparation, implementation and administration of national and international projects of the Faculty. It provides support in industrial legal protection of the results of scientific research activities of the Faculty and support in commercialization of scientific research outputs of the Faculty protected by industrial law.
- Career and Professional Counselling Centre - mediates the connection between practice and teaching and provides support for cooperation between the faculty and external entities.
- Centre for Consultancy in Quality Systems - carries out consultancy and educational activities in the field of ensuring product safety, quality and certification for entrepreneurs in agriculture, food industry, gastronomy and retail.
- Reprographic studio - provides reprographic services for individual units of the faculty and for students of the faculty and the university.
- Additional centres and centres shall be created, existing centres merged, divided or abolished on the basis of Article 8, paragraph (1) of the Statutes.

Annex 2 - Matriculation Pledge for FEM Students

We, the students of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague, who are now entering the campus and becoming members of the academic community, at this matriculation ceremony.

PROMISE:

- we will value the academic environment, academic rights and freedoms, which we will make full use of in our future studies for the benefit of ourselves and society as a whole
- we will respect the binding study regulations and norms and rules of coexistence on the university campus
- as students we will spread the good name of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague and contribute to their development

Annex 3 - Pledge of the graduates of the Bachelor's Degree of FEM

We have completed the bachelor's degree of our university studies at the Faculty of Economics and Management of the Czech University of Life Sciences in Prague and in a few moments we will receive our diploma and the title of Bachelor.

We, the graduates of the Bachelor's Degree, in this solemn moment and on a day that marks a significant milestone in our studies and life, in front of representatives of the academic community, parents, relatives and friends

PROMISE:

- We will consider your undergraduate studies as the foundation of your university education. We will develop it further, both in our further Master's studies and through our own self-education.

- Your future life - whether in continuing master's studies at university or in practice
- we will strive to live fully, valuably and culturally. We will advocate for the protection of nature, natural resources, and community cultural assets.
- We will be guided in our behavior and actions by the moral standards of an educated person and we will use the knowledge and experience gained for the development of the field, the nation and our entire society.
- As students and graduates of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague, we will strengthen the prominent position of the Faculty and the University and spread their good name in society through our further studies and academic results.

Annex 4 - The Pledge of the Graduates of the Master's Degree of FEM

Here, in this place and at this solemn moment, we, the graduates of the Master's degree programme of the Faculty of Economics and Management of the Czech University of Life Sciences in Prague, are aware of the greatness of the success we have achieved.

We are fully aware of the seriousness of the social responsibility that this entails for us now and in the future, and therefore, in front of representatives of the academic community, parents, relatives and friends.

PROMISE:

- The main objective of our work will be to use all our knowledge and skills for the development of the industry, the nation and the global society. With equal weight, we will also use our knowledge and skills to alleviate the deficiencies in human society. All our efforts in our future professions and functions will be directed towards this goal.
- We will strive to live our lives fully, valuably and culturally. In our jobs, we will promote conservation, protection of natural resources and community cultural wealth.
- We will regard our education and the education of the peoples of the world as one of the highest values. We will therefore continue to increase and develop our knowledge and abilities for our own benefit and for the benefit of others.
- We will cooperate with the Czech University of Life Sciences in Prague and especially with the Faculty of Economics and Management, which enabled us to obtain a university education. We will spread its good name and support its further development.

All over the world, university and college graduates are making similar promises and working towards similar goals.

With this promise, we, the graduates of the Faculty of Economics and Management of the Czech University of Life Sciences University in Prague, we become members of the world's intelligentsia and we assume joint responsibility for the future state of the world and the future correction of human affairs.