

# **Statutes of the Masaryk University Faculty of Informatics**

*(applicable from 2 March 2020)*

## Part One

### **General Provisions**

#### Section 1

- (1) The Faculty of Informatics (hereinafter referred to as the "**Faculty**") is part of the Masaryk University (hereinafter referred to as the "**University**"). The Faculty was established by decision of the Masaryk University Academic Senate on 24 April 1994. The name of the Faculty is: Faculty of Informatics. The seat of the Faculty is: Botanická 68a, 602 00 Brno.
- (2) As part of the University, the Faculty develops education on the basis of freedom of teaching, independent scientific knowledge, research, development and other creative and supplementary activities. The Faculty focuses on informatics as a discipline dedicated to methods, models, tools and aspects of information processing, especially by computers.
- (3) Within the University, the Faculty has sole responsibility for the implementation of study programmes in informatics and their accreditation. Within this scope, it may, with the agreement of the Scientific Board and the Faculty Academic Senate, allow partial or complete implementation of study programmes in computer science at other faculties or parts of the University individually or in cooperation with the Faculty.

#### Section 2

- (1) The position of the Faculty and its relations with the University are defined by Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (the Higher Education Act), as amended (hereinafter referred to as the "**Act**"), the internal regulations of the University and the internal regulations of the Faculty.
- (2) The Faculty bodies have the right to decide or act on behalf of the University in matters relating to the Faculty referred to in Sec. 24 (1) of the Act, and decide on other matters of the University entrusted to them by the University Statutes.
- (3) The Faculty is headed by the Dean, who acts and decides on matters of the Faculty, unless otherwise provided for by Act, University Statutes or these Statutes.
- (4) The Faculty is obliged to follow the interest of the University as a whole.

## Part Two

### **Faculty Activities**

#### Section 3

##### **Educational Activity**

- (1) The basic mission of the Faculty is, on the basis of creative scientific research, to provide higher education in accredited study programmes in informatics and to develop scientific knowledge in this field.
- (2) Education at the Faculty takes place in full-time, combined or distance form:
  - a) in accredited professional and career-oriented programmes of bachelor's studies;
  - b) in accredited professional and career-oriented programmes of master's studies;

- c) in accredited doctoral programmes;
  - d) lifelong learning, including supplementary and extension studies and upskilling courses.
- (3) The Faculty proposes that the University award to graduates:
- a) in bachelor's degree programmes, the academic degree "Bachelor" (abbreviated as "Bc." stated in front of the name),
  - b) in professional Master's degree programmes, the academic degree "Master" (abbreviated as "Mgr." stated in front of the name),
  - c) in professional master's programmes, the academic degree "Engineer" (abbreviated as "Ing." stated in front of the name),
  - d) in doctoral degree programmes, the academic degree "Doctor" (abbreviated as "Ph.D." stated after the name).
- (4) The Faculty realizes Advanced Master's state examination and proposes to the University that graduates of a master's degree programme who have passed the Advanced Master's state examination in the field of informatics, which includes the defence of Advanced Master's thesis, should be awarded the academic title "Doctor of Natural Sciences" (abbreviated as "RNDr." stated in front of the name).

#### Section 4

##### **Scientific Activity and Foreign Relations**

- (1) An integral part of the job of every academic employee of the Faculty, with the exception of lecturers, is scientific, research, development and other creative activities as a prerequisite for educational activities at the University.
- (2) Scientific, research, development and other creative activities are carried out by the Faculty in the field of informatics and related fields, while respecting the ethics of scientific work and the ethics of working with information.
- (3) The basis for the development of scientific, research, development and other creative activities is the focus of Departments, which are also based on contacts with foreign workplaces and participate in the resolution of joint international projects.
- (4) The Faculty creates conditions for foreign contacts, supports the active activities of academic staff and Faculty units in professional national and international organizations, as well as the publication of the results of scientific, research, development and other creative activities.
- (5) The Faculty also creates conditions for the scientific activities of students and their involvement in activities in cooperation with abroad.

### Part Three

## **Faculty Organization**

#### Section 5

- (1) The Faculty is divided into units, which are:
  - a) Departments;
  - b) Purpose-Built Facilities;
  - c) Dean's Office.
- (2) On a proposal from the Dean, the Faculty Academic Senate decides on the establishment, merger, amalgamation, splitting or dissolution of Faculty units.

- (3) Within the units referred to in point (1), additional sections may be established within the Faculty as segments fulfilling an organizational or thematic role. Such sections are set up by the Head of the unit with the prior consent of the Dean of the Faculty. The Head of the unit is appointed, with the Dean's approval, by its founder, to whom the Head of the section is directly responsible.
- (4) The Faculty also has a section of the Language Centre.

Section 6  
**Departments**

- (1) The Department is the basic organizational component of the Faculty, whose competence is mainly the organization of teaching, the distribution of teaching burdens among employees, coordination of research and development, development of scientific disciplines, interconnection of teaching, research and development and provision of general background for other creative activities.
- (2) The Faculty has these Departments:
  - a) Computer Science;
  - b) Computer Systems and Communications;
  - c) Visual Computing;
  - d) Machine Learning and Data Processing.
- (3) The Department consists of academic staff (Section 70 (1) of the Act):
  - a) professors, associate professors, adjunct professors, assistant professors, instructors and lecturers;
  - b) scientific, research and, where appropriate, development workers involved in teaching and further training.
- (4) At the Department of Computer Science there is established the position of an adjunct professor named after Professor Donald Ervin Knuth in accordance with Section 70 (2) of the Act. The position is occupied on the basis of the results of the MUNI Award in Science and Humanities (MASH) or by a selection procedure similar to MASH.
- (5) Other staff (administrative or professional staff) may also work at the Department according to their organizational integration. These staff shall operate under the authority of the Head of the Department, unless otherwise stipulated by their employment contract.
- (6) The Department has teaching and scientific staff, in particular:
  - a) external teachers;
  - b) trainees and other guests;
  - c) Ph.D. students (hereinafter referred to as "doctoral students"),
  - d) students of a Master's or Bachelor's degree programme;
  - e) other external collaborators.
- (7) External teachers, trainees and guests shall operate in the Department with the right to participate in decisions on matters related to the organization and content of pedagogical and scientific activities, similar to the members of the Department referred to in section 3, unless otherwise provided for in their contract or these Statutes.
- (8) The Departments guarantee the provision of teaching (lectures and seminars) according to the specifications of accredited study programmes.
- (9) The Departments create suitable conditions for the scientific work of the members of the Departments and the link between teaching and research.

## Section 7

### **Head of the Department**

- (1) The Department is managed by its Head, who is appointed by the Dean from among professors, associate professors or, in exceptional cases, assistant professors on the basis of the result of the selection procedure.
- (2) The Head of the Department is responsible to the Dean for the pedagogical, scientific, research, development and other creative activities of the Department, for the Department's management and its administration. The term of office of the Head of the Department shall be three years. The Head of the Department may be removed from the office by the Dean after discussion in the Academic Senate.
- (3) Fundamental issues concerning the activities of the Department are discussed by the Head of the Department in advance with the members of the Department.
- (4) The Head of the Department is represented by the representative designated by the Head, to the extent specified by her/him and in absentia in all matters which do not stand for postponement.
- (5) The Head of the Department may appoint a member of the Department as a secretary of the Department to assist him/her in his/her activities.
- (6) The Head of the Department submits proposals to the Dean concerning:
  - a) pedagogical, scientific, research, development and creative, foreign contacts and economic activities of the Department and Faculty,
  - b) material and financial provision of these activities, in particular the requirements for the Faculty budget,
  - c) personnel provision of these activities, including personnel, wage and qualification matters of the Department's staff;
  - d) the organization of the Department.

## **Purpose-built Facilities**

### Section 8

#### **CERIT**

- (1) The Centre for Education, Research and Innovation in Information and Communication Technologies (CERIT) is a purpose-built facility of the Faculty that serves the preparation and implementation of strategic projects for the development of educational and research infrastructure in the field of ICT, cooperation with industry and technology transfer.
- (2) CERIT ensures the operation of the CERIT Science Park science and business incubator. CERIT's follow-up mission is to harness the potential of the companies to cooperate effectively in the commercialization and transfer of ICT technologies and to strengthen research programmes.
- (3) CERIT's activities are managed by the Director appointed to the post by the Dean on the basis of a selection procedure. The Director is a subordinate of the Dean.

### Section 9

#### **Computer Systems Unit**

- (1) Computer Systems Unit is a purpose-built facility of the Faculty, which serves to support and develop the educational, scientific, research, development and other creative activities of the Faculty and to provide the necessary technical background.

- (2) The activities of the Computer Systems Unit are managed by its Head, appointed to the position on the basis of a selection procedure, and subordinated to the Faculty Bursar. In expert matters, the Head of the Computer Systems Unit is methodically managed by the Dean. The Dean may entrust methodological management to a professional guarantor.
- (3) In addition to other activities for the Faculty, the Computer Systems Unit mainly operates and develops the Information System (IS) as a specific product of research and development activities of the Faculty and provides services based on it to other entities, especially Masaryk University as a whole, against which the Computer Systems Unit acts independently on behalf of the Faculty, as well as other entities under contracts for the provision of IT services or project solutions, against which it acts within the terms of contractual arrangements between these entities and the Faculty.

#### Section 10

##### **The Library**

- (1) The Library is a purpose-built facility of the Faculty, which serves the development of educational, scientific, research, development and other creative activities of the Faculty and members of the academic community. It develops professional library, bibliographic and information activities.
- (2) The Library is a scientific type of the library. It manages all library collections stored centrally, as well as used by units, organizes their acquisition and exchange and domestic and foreign lending service.
- (3) The Library is managed by its Head, appointed to the position on the basis of a selection procedure, who is subordinated to the Faculty Bursar. In expert matters, s/he is methodically managed by the Chairman of the Library Board.
- (4) The Library Board and its Chairman are appointed by the Dean. The Library Board consists of representatives of all Departments operating at the Faculty.
- (5) The rights and obligations of Library users are regulated by the Library Operating Rules. The Library Operating Rules are issued by the Dean.

## Part Four

### **Faculty self-government**

#### Section 11

##### **Academic Community**

- (1) The academic community of the Faculty consists of academic staff of the Faculty and students who are educated within one or more study programmes at the Faculty and are enrolled at the Faculty.
- (2) The Academic staff are professors, associate professors, adjunct professors, assistant professors, instructors, lecturers, scientific and research and development staff who are employees of the University performing pedagogical, scientific, research, development and other creative activities according to the agreed type of work (Section 70 (1) of the Act).
- (3) Each member of the academic community enjoys academic rights and freedoms in accordance with the Act and the University Statutes, in particular the freedom of scientific research, teaching and study. The academic community is a common and integral guarantor of the academic freedoms and rights of each of its members. At

the same time, it is the duty of all members of the academic community to defend and develop these rights and freedoms.

- (4) Each member of the academic community is obliged to comply with the University Statutes and the Faculty Statutes.
- (5) Each member of the academic community has the right of interpellation in relation to the academic bodies of the Faculty.
- (6) The assembly of the academic community of the Faculty shall be convened by the Academic Senate, especially to discuss the Annual Report, on its own initiative, or at the request of the Dean of the Faculty.

#### Section 12

##### **Faculty self-government and its Bodies**

- (1) The self-government of the Faculty is performed by the academic community and the self-governing academic bodies of the Faculty.
- (2) The self-governing academic bodies of the Faculty are:
  - a) the Academic Senate,
  - b) the Dean,
  - c) the Scientific Board,
  - d) the Disciplinary Committee.
- (3) Another body of the Faculty is the Faculty Bursar.

### Part Five

## **Academic Senate, its Composition and its Bodies**

#### Section 13

##### **Academic Senate**

- (1) The Academic Senate is a representative of the academic community, the highest body of self-government and a guarantee of academic freedoms at the Faculty.

#### Section 14

##### **Composition of the Senate**

- (1) The Academic Senate consists of Academic Staff Chamber and a Student Chamber with a total of 12 members.
- (2) The Academic Staff Chamber consists of 8 academic staff of the Faculty with basic personnel records at the Faculty.
- (3) The Student Chamber consists of 4 members from among students with registered records at the Faculty.
- (4) Membership in the Senate is irreplaceable and incompatible with the function of the Dean, Vice-Dean and Faculty Bursar and also the Rector, Vice-Rector, Bursar and Director of a University institute or University Facility.
- (5) The term of office of a member of the Senate is three years. In the event of an alternate or by-election, the term of office of such a member shall be the remainder of the three-year period. The term of office of all members of the Senate shall end if the Senate has not acted for a period of six months pursuant to Section 27 of the

Act. In such a case, the Dean will announce new elections within 30 days after the expiry of this period.

- (6) Membership in the Academic Senate terminates:
- a) by termination of work at the Faculty or loss of electability to the Senate,
  - b) resignation of a membership in the Senate,
  - c) by removal from the Senate office,
  - d) on expiry of the term of office,
  - e) by appointment or instalment to a position where its performance is incompatible with the membership in the Senate, including the situation if the person is being entrusted with the power to perform such a function,
  - f) membership in the Senate does not expire in the case of a student who duly completes all his / her studies in study programmes carried out by the Faculty, but applies for study in another study programme carried out by the Faculty no later than on the day he / she completes them. Senate membership of such a student expires on the day of the end of the enrolment period for the following semester, if he / she has not enrolled in any of the considered study programmes within this period.

#### Section 15

- (1) The Academic Senate is headed by a Chairman, elected from among the academic staff members of the Senate by an absolute majority of all members of the Senate. The Chairman of the Academic Senate organizes the activities of the Academic Senate and acts on its behalf. The Chairman of the Senate is also the Chairman of the Academic Staff Chamber.
- (2) The Student Chamber elects its Chairman by an absolute majority of votes of all its members. The Chairman of the Chamber organizes its activities and acts on its behalf.
- (3) The record keeper of the Academic Senate is its member appointed by the Chairman of the Academic Senate.
- (4) The Academic Senate may establish permanent or temporary Commissions from its members, or from other members of the academic community.
- (5) The Chairman of the Commission is always a member of the Academic Senate.

#### Section 16

##### **Competences of the Senate**

- (1) Academic Senate:
  - a) decides on the establishment, merger, amalgamation, splitting or dissolution of Faculty units on the proposal of the Dean,
  - b) approves the draft Faculty Statutes and its internal regulations and submits them to the University Academic Senate for final approval,
  - c) approves the Dean's proposal for the annual distribution of the Faculty's financial resources to the organizational components, units and purpose-built facilities of the Faculty and controls their use,
  - d) approves the Annual Activity Report and the Annual Financial Report of the Faculty submitted by the Dean,
  - e) reports to the Faculty academic community at least once a year on its activities and on the state of the Faculty,
  - f) approves the Dean's proposal for the conditions for admission to study in study programmes carried out at the Faculty,

- g) approves the Dean's proposal for the appointment and removal from office of members of the Scientific Board and the Disciplinary Committee of the Faculty,
  - h) decides on the proposal for the appointment of the Dean from among University professors, associate professors or equivalent researchers and, if necessary, proposes his removal from office,
  - i) approves the strategic plan for the educational and scientific and other creative activities of the Faculty after discussion in the Scientific Board of the Faculty,
  - j) discusses the Dean's proposal for the specific amount of fees associated with the study for the academic year in the sense of the University Statutes and the Act,
  - k) delegates a representative of the Faculty to the Council of Higher Education Institutions,
  - l) agrees with the release of teachers from pedagogical tasks for the purpose of intensive scientific work.
- (2) The Academic Senate expresses its opinion in particular on:
- a) proposals for study programmes carried out at the Faculty,
  - b) the Dean's proposal for the appointment or removal of Vice-Deans.

#### Section 17

##### **Information on the Activity**

- (1) The Academic Senate informs members of the academic community about its activities:
  - a) an annual report on its activities submitted in writing and presented by the Chairman at a meeting of the academic community,
  - b) through the University Information System.
- (2) The electronic version of the minutes shall be made available to all members of the Senate within fourteen days from the end of the meeting. Each member of the Senate has the right to comment on the minutes within seven days of its availability. The minutes shall be published immediately after the comments have been settled.

#### Section 18

##### **Rights and Obligations of Members of the Academic Senate**

- (1) A member of the Academic Senate is obliged to participate in the meetings of the Academic Senate and its bodies to which he was elected to. A member who fails to perform his / her duties may be proposed by the Senate to the academic community for removal from the office.
- (2) During the negotiations, a member of the Academic Senate has the right to submit his / her proposals, suggestions and comments on issues within the competence of the Academic Senate and to request their solution.
- (3) A member of the Academic Senate is responsible for the execution of his / her function to the members of the academic community who elect the Chamber of the Senate of which s/he is a member.



## Part Six

### Dean and Vice-Deans

#### Section 19

##### Dean

- (1) The Faculty is headed by the Dean, who is appointed and removed from the office by the Rector of the University on the proposal of the University Academic Senate. The manner of discussion and adoption of the resolution on the proposal for the appointment of the Dean, or on the proposal for his removal from the office, is determined by the internal regulation " The Manner of Discussion and Acceptance of the candidate's Proposal for the Position of the Dean or the Proposal for removal of the Dean the Office."
- (2) The term of office of the Dean is four years and the same person may perform this function for a maximum of two consecutive periods.
- (3) The Dean manages the Faculty in accordance with the Act, the internal regulations of the University and the internal regulations of the Faculty. S/he decides and acts on behalf of the University in matters concerning the Faculty, unless otherwise provided by the Act and the University Statutes. To this extent, s/he is authorized to issue internal acts of proceedings, i.e. the Organizational Code of the Faculty, Faculty directives, measures and instructions.
- (4) The Dean is responsible for his / her activities to the Faculty Academic Senate and to the extent determined by the University Statutes to the Rector, in particular for:
  - a) compliance with laws, other legal regulations and University Statutes and Faculty Statutes,
  - b) the quality and organization of educational, scientific, research, development and other creative and related activities and the creation of conditions for these activities,
  - c) for the management of allocated funds according to the purpose, for the management of the Faculty's own financial resources and for the administration of the property managed by the Faculty.
- (5) The Dean further in particular:
  - a) in relation to the Academic Senate:
    1. submits a draft of the Faculty Statutes and internal regulations to the Faculty Senate,
    2. submits a proposal for the approval of the conditions for admission to study in study programmes carried out at the Faculty,
    3. submits the intention to appoint or remove from office of the Vice-Deans and, after discussion, appoints or removes them from the office,
    4. submits a written Annual Activity Report and the Annual Financial Report of the Faculty,
    5. submits a proposal for the establishment, merger, amalgamation, splitting or dissolution of the Faculty's units,
    6. has the right to request an extraordinary session of the Academic Senate at any time,
    7. has the right to participate in the meetings of the Faculty Academic Senate in an advisory capacity,
    8. may return the resolution to the Academic Senate with comments,
  - b) appoints and removes members of:
    1. the Scientific Board of the Faculty after approval by the Faculty Academic Senate,

2. the Disciplinary Committee of the Faculty after approval by the Academic Faculty Senate,
  3. Programme Board of the Faculty,
- c) is a member of the Scientific Board of the Faculty and at the same time its Chairman,
  - d) convenes meetings of the Scientific Board at least once a semester or if so requested by more than one third of its members or the Academic Senate,
  - e) decides on the number of Vice-Deans and the content of their activities,
  - f) establishes advisory commissions, manages them or entrusts their management to the relevant Vice-Dean,
  - g) exercises powers in relation to the habilitation procedure and the procedure for appointment as a professor at the Faculty level,
  - h) performs legal acts on behalf of the Faculty by which the Faculty handles property entrusted to its administration and use, which the Faculty is authorized to manage, legal acts related to ensuring the operation of the Faculty and legal acts related to ensuring safety and health at work, if these acts are not in the exclusive competence of the Rector or the Bursar,
  - i) awards public contracts in cases that are reserved for the Faculty,
  - j) concludes contracts on projects on behalf of the Rector, if the Faculty will provide possible financing and co-financing in full from its allocated resources, and which do not require co-financing from investment resources,
  - k) concludes agreements on cooperation in matters concerning the Faculty,
  - l) concludes lease agreements of non-residential premises of the University, or real estate, which the Faculty is entitled to manage, if the duration of the lease does not exceed one month for an individual case,
  - m) concludes agreements on Faculty membership in supranational or international organizations,
  - n) decides on admission to study and its termination,
  - o) proposes to the Rector of the University the Chairmen of the examination board of state examinations and the commissions for Advanced Master's state examination and appoints their members, unless a generally binding regulation stipulates otherwise,
  - p) in accordance with the Disciplinary Code and in connection with the recommendation of the Disciplinary Committee of the Faculty, decides on the imposition of sanctions on students,
  - q) admits applicants for lifelong learning to study in lifelong learning programmes implemented by the Faculty,
  - r) decides on the rights and obligations of students and participants in lifelong learning,
  - s) issues a certificate of completion of studies within the framework of lifelong and further education carried out by the Faculty, unless otherwise provided by the conditions of the lifelong learning programme,
  - t) issues supplements to diplomas, certificates and certificates of recognition of completion of studies carried out by the Faculty,
  - u) announces scholarship programmes of the Faculty, grants scholarships within the competence of the Faculty, if they are paid from the financial resources of the Faculty,
  - v) issues and updates internal norms of the Faculty,
  - w) in the field of labour:

1. announces selection procedures for the positions of academic staff assigned to the Faculty and for the positions of senior employees in his/ her direct management competence,
  2. appoints and removes the Faculty Bursar,
  3. appoints and removes the Heads of Departments and the Director of CERIT,
  4. concludes agreements on the establishment, change and termination of the employment with Faculty employees and agreements to work outside the scope of employment,
  5. sets and adjusts salaries and bonuses in the case of the Faculty Bursar and staff assigned to Departments / Faculty and CERIT,
  6. decides on general issues of the work regime of the Faculty (holidays, overtime work, adjustment of working hours),
  7. sends Heads of the Departments, the Director of CERIT and the Faculty Bursar on business trips.
- (6) The Dean may, by the Organizational Code or measures, transfer his powers permanently or temporarily to the Vice-Deans, the Faculty Bursar, or other authorized persons.
- (7) The Dean is obliged to appoint his statutory representative from among the Vice-Deans, who shall represent him in full in his absence.
- (8) The Dean's Board is a permanent advisory body of the Dean, while the main purpose of its activities is a coordinating role in the scope of main tasks, economic activities, management of the Faculty, including cooperation and collaboration of individual units of the Faculty. The composition of the Dean's Board is determined by the Dean. The members of the Board are the Dean, Vice-Deans, the Faculty Bursar, Heads of Departments, the Chairman of the Faculty Academic Senate, optionally other members.

#### Section 20

#### **Vice-Deans**

- (1) The Vice-Deans are the permanent representatives of the Dean in the entrusted areas of activity, in which they act on his behalf to the extent stipulated by the Act, the University Statutes, the Faculty Statutes and the Organizational Code.
- (2) The Vice-Deans are appointed and removed from the offices by the Dean after discussion in the Faculty Academic Senate. The Dean also decides on their number and the content of their activities.
- (3) The Vice-Deans are responsible to the Dean of the Faculty for the entrusted areas.
- (4) The Vice-Deans represent the Dean in the entrusted areas, act on behalf of the Faculty in matters of administrative law and act in management and other relations to the extent stipulated by the Act, the University Statutes, the Faculty Statutes and the Organizational Code of the Faculty.
- (5) The Vice-Deans represent each other in a manner determined by the Dean. In his / her absence, the Dean is fully represented by the Vice-Dean appointed by the Dean. In her/ his absence, the Dean is represented by other Vice-Deans in matters that cannot be postponed as determined by the Dean.

## Part Seven

### Scientific Board of the Faculty

#### Section 21

- (1) The members of the Scientific Board of the Faculty are appointed by the Dean from the academic staff of the Faculty and important external personalities who make up at least one third of all members of the Scientific Board.
- (2) The Chairman of the Scientific Board is the Dean of the Faculty. It shall be convened at least once a semester or at the request of more than one third of its members or at the request of the Academic Senate.
- (3) The Scientific Board of the Faculty has at least 13 members. At least two thirds of its members are professors and associate professors, or their equal researchers.
- (4) Membership in the Scientific Board terminates by appointment of a new Scientific Board, removal from office by the Dean or resignation.
- (5) Scientific Board of the Faculty:
  - a) discusses the Strategic Plan for the educational and scientific, research, development and other creative activities of the Faculty prepared in accordance with the Strategic Plan of the public university,
  - b) approves study programmes to be carried out at the Faculty,
  - c) discusses the habilitation of associate professors in the fields of their competence and decides on their results and submits proposals for the appointment of professors in the relevant fields to the University Scientific Board,
  - d) expresses its opinion on matters submitted to it by the Dean,
  - e) performs other activities entrusted to it in Section 30 of Act No. 111/1998 Coll.
- (6) The rules of the procedure and the manner of the meeting of the Scientific Board of the Faculty are determined by the "Rules of Procedure of the Scientific Board of the Masaryk University Faculty of Informatics".

## Part Eight

### Disciplinary Committee

#### Section 22

- (1) Disciplinary offenses of students enrolled at the Faculty are discussed by the Disciplinary Committee of the Faculty which submits proposals for disciplinary measures to the Dean.
- (2) The Disciplinary Committee of the Faculty has six members, three academic staff and three students of the Faculty.
- (3) The members of the Disciplinary Committee are appointed and removed from the office by the Dean after approval in the Faculty Academic Senate. The Chairman of the Disciplinary Committee is elected by its members, the Chairman is always the academic employee of the Faculty.
- (4) The term of office of the members of the Disciplinary Committee is two years. A member may not hold office for more than three consecutive terms.

## Part Nine

### Faculty Administration

#### Section 23

##### Faculty Bursar

- (1) The Faculty Bursar is the deputy of the Dean in the entrusted areas of activity in which s/he acts on her/ his behalf, to the extent stipulated by the University Statutes or Faculty Statutes, Organizational Code or other regulations. S/he is subordinated directly to the Dean of the Faculty. In the field of management, s/he is methodically managed by the University Bursar.
- (2) The Faculty Bursar is appointed by the Dean on the basis of a selection procedure. The Dean may also remove the Bursar from the office at any time.
- (3) The Faculty Bursar leads the management and internal administration of the Faculty, in the area of management and internal administration s/he cooperates with the Heads of other units and sections of the Faculty, manages and controls their work.
- (4) The Faculty Bursar is subordinated to the Dean, to whom s/he is responsible:
  - a) for his / her activities,
  - b) for legality in ensuring the economic and administrative operation of the Faculty.
- (5) The Faculty Bursar is the Head of the staff of the Dean's office, the Computer Systems Unit, the Library and the Building Administration.

#### Section 24

##### Dean's Office

- (1) The Dean's Office is an administratively executive unit of the Faculty.
- (2) The Dean's Office administratively provides management, legal, personnel, study, economic and financial activities, scientific research and development activities and their project support, foreign and external relations, marketing, material and other operational activities of the Faculty.
- (3) (*The Dean's Office*) Prepares documents for the activities and decisions of self-governing academic bodies of the Faculty, the Dean and Vice-Deans, the Faculty Bursar and Heads of units of the Faculty.
- (4) It is further divided into individual sections, functional positions and within them defined areas of work activities.
- (5) The scope of activities of the Dean's Office and its organization is determined by the Organizational Code issued by the Dean, usually on the proposal of the Faculty Bursar.

## Part Ten

### Students a Teachers

#### Section 25

##### Students

- (1) A student means a natural person who is being educated at the Faculty within the study programme or study programmes.

- (2) This natural person becomes the student of the Faculty on the day of enrolment. A person whose studies have been interrupted pursuant to Section 54 of the Act becomes a student on the day of re-enrolment in studies.
- (3) Students with full secondary or full secondary vocational education eligible for university studies are admitted to bachelor's and master's study programmes at the Faculty. The Dean decides on admission.
- (4) Aspects for determining eligibility to study in bachelor's and master's degree programmes and the method of their verification are set out in the "Criteria for Admission to Study", which are issued by the Dean with the consent of the Academic Senate of the Faculty.
- (5) Students with a university degree in a master's degree programme are admitted to the doctoral study programme at the Faculty. The Dean decides on admission on the basis of a proposal from the relevant Programme Board of the Faculty.
- (6) A natural person ceases to be a student upon termination of studies (Section 55 (1) and Section 56 (1) and (2) of the Act) or by interruption thereof pursuant to Section 54 of the Act. The study is duly completed by completing the study programme, fulfilling all its obligations and passing the appropriate state exam. Furthermore, it is possible to terminate the study by abandonment of the study, expulsion from the study due to non-fulfilment of formal requirements of the study, expulsion from the study due to non-fulfilment of the study programme requirements or expulsion from the study according to the Disciplinary Code.
- (7) The student has the right to:
  - a. study within one or more study programmes,
  - b. to enjoy the academic freedoms of study and research, including the choice of study subjects and the creation of a study plan in accordance with the study regulations and the selection of teachers where this possibility is offered by the Faculty,
  - c. to propose the topic of their bachelor's, diploma, advanced Master's thesis or doctoral thesis,
  - d. use the facilities of the Faculty or University in accordance with the specified rules,
  - e. be represented in academic bodies in accordance with the Act and the Statutes,
  - f. be elected to the academic bodies.
- (8) The student is obliged to:
  - a) follow the Statutes and internal regulations of the Faculty and the University, especially the study regulations of the University,
  - b) respect the ethical standards of the academic community,
  - c) to protect and respect the intellectual property and inviolability of copyrights of members of the academic community and other persons,
  - d) pay the fees associated with the study and state the facts decisive for their amount,
  - e) appear at the summoning of the Rector, the Dean or an employee of the University authorized by them to discuss issues related to the study or termination of the studies,
  - f) report the address for delivery to the Study Department,
  - g) cooperate with the Study Department in finding data for the Register of Students.
- (9) The obligations of students are defined in more detail in the University Study and Examination Regulations and related internal regulations of the University and the Faculty.

## Section 26

### Academic Praise

- (1) The Dean may award an academic praise to a student for a particularly exemplary fulfilment of academic duties, especially beyond the usual framework within the relevant study programme. Praise may be accompanied by a reward that has the character of an extraordinary scholarship.

## Section 27

### Teachers

- (1) Academic staff work at the Faculty as teachers.
- (2) The right to hold regular lectures at the Faculty ("venia docendi") is obtained by a habilitation procedure, in which the applicant for the habilitation submits a habilitation thesis. The detailed conditions of the habilitation procedure are set out in a generally binding legal regulation.
- (3) The Dean sets general organizational requirements for the activities of academic staff in teaching. Upon their fulfilment, the composition of the regular lectures is fully determined by the professors and the associate professors for the most part. Non-habilitated academic staff may also be instructed to hold regular lectures at the Faculty; instructors only with their consent. Lecturers participate in teaching according to the requirements of the Faculty.
- (4) The Dean, in cooperation with the Scientific Board, creates conditions for the involvement of other academic staff of the University, other universities and also important experts from practice in pedagogical activities at the Faculty, including regular lectures.
- (5) An academic staff member has the right to take sabbatical leave of six months once during seven years on the basis of his / her request to the Dean. The application is approved by the Dean after the statement of the superior employee (usually the Head of the Department), who may, in cases worthy of special consideration, adjust the date of the beginning of the sabbatical leave. You can apply for sabbatical leave no earlier than in the fourth year of working at the Faculty.
- (6) With the consent of the Academic Senate, the Dean may release the academic staff of the Faculty from teaching for the purpose of intensive scientific activity outside the University, usually for one semester or academic year.
- (7) Teacher positions are filled in accordance with the Act and the Regulations on Competitive Selection Procedures at the Masaryk University.

## Part Eleven

### Management Principles

## Section 28

- (1) The Faculty provides educational, scientific, research and other creative activities from allocated funds and from funds obtained through supplementary activity of the Faculty.
- (2) The management of the Faculty is carried out in accordance with the Act, the University Statutes and the Faculty Statutes, internal regulations and generally binding legal regulations.
- (3) The Dean submits a proposal for the distribution of funds to the Faculty Academic Senate for approval.

## Part Twelve Documents

### Section 29

#### Register of Students

- (1) The Faculty maintains the Register of Students enrolled in study programmes implemented at the Faculty.
- (2) The Register of Students of doctoral study programmes is kept at the Office for Research and Development, the Register of other students of the Faculty is kept at the Study Department of the Faculty.

### Section 30

#### Scholarships

- (1) Scholarships may be awarded to Faculty students in accordance with the Act, Section 35 of the University Statutes and the University Scholarship and Bursary Regulations.

### Section 31

#### Official Notice Board

- (1) The Official Notice Board of the Faculty is accessible in electronic form at the address [https://is.muni.cz/do/fi/uredni\\_deska/](https://is.muni.cz/do/fi/uredni_deska/).

## Part Thirteen Academic Insignias and Ceremonies

### Section 32

- (1) The external expression of the authority and responsibility of the academic functionaries of the Faculty and the symbol of academic traditions are the academic insignia of the Faculty.
- (2) The manner of their use is determined by the Dean of the Faculty. The documentation of the insignia is stored in the archives of the University.

### Section 33

- (1) University gowns are entitled to use by:
  - a) the Dean and Vice-Deans of the Faculty,
  - b) academic staff of the Faculty, if they hold scientific-pedagogical titles or scientific degrees,
  - c) other teachers and doctoral students according to the decision of the Dean,
  - d) important guests according to the decision of the Dean,
  - e) the Bedel.
- (2) The manner of using the Faculty gowns is determined by the Dean of the Faculty. The documentation of the robes is stored in the University's archives.

### Section 34

- (1) Academic ceremonies are matriculation and graduation.



- (2) Matriculation is the ceremonial act of admitting a student to the academic community of the Faculty.
- (3) The matriculation oath is made by a student of full-time study with the prior consent of the Rector to the hands of the Dean. The oath is: "I solemnly promise that I shall diligently fulfil all the duties and obligations of a student of the Masaryk University Faculty of Informatics and a member of its academic community. I will make every effort to not only achieve a high degree of professional knowledge, but also to be aware of my responsibility to society, my profession and the ethical consequences of my professional conduct. Becoming a student of the Masaryk University Faculty of Informatics, I honestly promise that I shall strive to preserve the good name of the University by my work and actions and that I shall not do anything to damage its generally recognized seriousness."
- (4) Graduation is a ceremonial act in which academic officials hand over a university diploma to the graduates.
- (5) Bachelor's, master's and doctoral graduations are held with the participation of the Rector, the Dean and a Promoter. The oath is:
  - a) at the bachelor's graduation: "I solemnly promise to dedicate my life to the service of the humanity; I shall keep Masaryk University, where I obtained a bachelor's degree and its teachers, in the memory and respect that belong to them; I shall be faithful to my profession and I shall be fair and accommodating to my colleagues; I shall develop the projects I participate in to the best of my ability to serve people; I shall not tolerate evil, bad practices or bribery; I shall not allow issues of religion, nationality, race, party politics or social status to influence my professional decisions; I shall not abuse my professional knowledge and skills even under duress. I promise so to my honour, freely and of my own free will."
  - b) at the master's graduation: "I solemnly promise to dedicate my life to the service of the humanity; I shall maintain my love and gratitude for the Masaryk University, where I obtained a master's degree; I shall perform all my professional duties responsibly and consider the ethical implications of my professional career; I shall not allow my activity to be in conflict with the rights of individuals, groups or organizations, to respect their privacy and integrity, and I shall not allow my knowledge and skills to be misused to enable these rights to be violated; I shall not misuse the characteristics of the information processing systems or my knowledge of them for my personal benefit; in my professional career I shall act with the knowledge of the limits of my professional competence and the field in which I work; I shall help deepen awareness of the nature and possibilities of my discipline in society. I promise so to my honour, freely and of my own free will."
  - c) at the doctoral graduation: "I solemnly promise to dedicate my life to the service of the humanity; I shall maintain my love and gratitude for the Masaryk University, where I obtained a doctorate; I shall carry out all my professional responsibilities responsibly and consider the ethical implications of my work in my profession and discipline; I shall expand and develop knowledge and understanding in my discipline; I shall work in this direction to deepen the awareness of the ethical responsibility for the consequences of the application and use of procedures and the knowledge of informatics in society; I shall respect the protection of the intellectual property rights and weigh it responsibly in relation to the free flow of open scientific knowledge in international public ownership. I promise so to my honour, freely and of my own free will."

## Part Fourteen

### Temporary and Concluding Provisions

#### Section 35

- (1) The provisions of the Statutes also govern legal relations established before its effectiveness. The establishment of these relationships is governed by existing regulations.
- (2) Provisions of the Act and the University Statutes which are not in conflict with it shall take precedence over the provisions of these Statutes if they are in conflict with it.

#### Section 36

- (1) Annex No. 1 to the Statute is "The Manner of Discussion and Acceptance of the candidate's Proposal for the Position of the Dean or the Proposal for removal of the Dean the Office".
- (2) Apart from these Statutes, the separate internal regulations of the Faculty of Informatics are:
  - a) Disciplinary Code of the Masaryk university Faculty of Informatics,
  - b) Rules of Procedure of the Academic Senate of the Masaryk University Faculty of Informatics,
  - c) Election Regulations of the Academic Senate of the Faculty of Informatics of Masaryk University,
  - d) Rules of Procedure of the Scientific Board of the Masaryk University Faculty of Informatics.

#### Section 37

##### Concluding Provisions

- (1) Pursuant to the provisions of Section 27 (1) b of Act No. 111/1998 Coll., as amended, these Statutes were approved by the Academic Senate of the Faculty of Informatics on December 11, 2019. Pursuant to the provisions of Section 9 (1) b of Act No. 111/1998 Coll., as amended, these Statutes were approved by the Masaryk University Academic Senate on March 2, 2020.
- (2) These Statutes shall enter into force and effect on the day of its approval by the Masaryk University Academic Senate.
- (3) The Faculty of Informatics Statutes of October 1, 2018, including all its amendments and annexes, shall cease to be effective on the effective date of these Statutes.

*Jiří Zlatuška*  
*Dean*

## The Manner of Discussion and Acceptance of the candidate's Proposal for the Position of the Dean or the Proposal for removal of the Dean the Office

- (1) The Academic Senate of the Masaryk University Faculty of Informatics shall decide on the proposal for the appointment of the Dean.
- (2) The election of a candidate for the Dean is carried out before the end of the current term of office. The proposal for the appointment of the Dean is submitted by the Chairman of the Faculty Academic Senate to the Rector no later than one month before the end of the Dean's term of office. The Chairman of the Academic Senate, will notify the Rector about the announcement of elections, acceptance of candidates and the date of the meeting of the Faculty Academic Senate, the subject of which is negotiations and resolution on the proposal for appointment of the Dean, including presentation of candidates and their programme statements, who (*Note: the Rector*) is entitled to participate in this meeting.
- (3) Elections are organized by the Electoral and Mandate Committees of the Senate, which takes care of the correct conduct of elections and compliance with this regulation.
- (4) The Electoral and Mandate Committee sets a deadline for the completion of the submission of nominations, which may be submitted by any member of the academic community of the Faculty. After expressing the consent of the proposed candidates, the Electoral and Mandate Committee shall publish the proposals and announce the elections no earlier than 1 month after the publication.
- (5) Candidates shall present themselves to the academic community of the Faculty at a public meeting of the Senate, where they shall present their programme.
- (6) During the period of the publication of candidates, the Electoral and Mandate Committee shall accept comments on the proposed candidates and shall acquaint them with the Senate before the election.
- (7) The election of the Dean is carried out by direct secret ballot with the possibility of expressing consent, disagreement or abstention.
- (8) The election is valid if at least 2/3 majority of all members of the Faculty Senate participate in it. The proposal must be approved by an absolute majority of all members of the Faculty Senate.
- (9) If a candidate for the Dean is not elected in the first round of elections, the election shall be repeated within 14 days in the second round, to which up to two candidates with the highest number of votes shall advance. In the event of a tie, more candidates may advance to the second round.
- (10) If the candidate for the Dean is not elected in the second round of elections, the election shall be repeated within 14 days in the third round, to which the candidate with the highest number of votes shall advance. In the event of a tie, more candidates may advance to the third round.
- (11) If a candidate for the Dean is not elected in the three rounds of elections, a new election shall be organized within one month without restrictions on the candidates.
- (12) The Dean may be removed from the office if at least 2/3 of the members of each Chamber are in favour of the removal. Until the appointment of a new Dean, the position of the Dean is performed by a Vice-Dean approved for this activity by the Senate and confirmed by the Rector of the University.

- (13) Objections and complaints relating to the conduct of the elections may be submitted in writing to the Chairman of the Senate and at the same time to the Chairman of the Electoral and Mandate Committee within five days of the end of the election.