

# **STATUTE**

## **FACULTY OF INTERNATIONAL RELATIONS OF THE UNIVERSITY OF ECONOMICS, PRAGUE**

### **Article 1**

#### **Position of the faculty**

- (1) The Faculty of International Relations of the University of Economics, Prague (hereinafter referred to as the "Faculty") was established by the decision of the Academic Senate of the University of Economics, Prague, on the proposal of the Rector on 1 July 1991 as a successor to the Faculty of Commerce.
- (2) The full name of the faculty is "Faculty of International Relations of the University of Economics, Prague".
- (3) The name of the faculty when translated is:
  - (a) English  
"Faculty of International Relations, University of Economics, Prague"
  - (b) French  
„Faculté des Relations Internationales, Université d’Economie de Prague“
  - (c) Italian  
„Facoltà di Relazioni Internazionali, Università delle Science Economiche di Praga“
  - (d) German  
„Fakultät für Internationale Beziehungen, Wirtschaftsuniversität Prag“
  - (e) Russian  
„Факультет международных отношений, Пражский экономический университет“
  - (f) Spanish  
„Facultad de Relaciones Internacionales, Universidad de Economía en Praga“
- (4) The faculty’s symbol is the faculty’s emblem. The Dean decides on the faculty emblem’s usage. The emblem of the faculty is shown in Annex number 1.
- (5) The faculty is located in Prague.

### **Article 2**

#### **Academic insignia**

- (1) The academic insignia of the faculty consists of the faculty Dean's badge and faculty Dean's collar, joined in one whole.
- (2) The academic insignia of the faculty are used during academic ceremonies.

- (3) The usage of the faculty's academic insignia is decided by the Dean.
- (4) The academic insignia of the faculty are stored in the Dean's Office.

### **Medal of the faculty**

- (5) The Gold Commemorative Medal of the Faculty (hereinafter referred to as the "medal") is awarded to persons who have merited in the development of the faculty, education, science, or academic freedoms.
- (6) The proposal for awarding the faculty's medal together with its justification can be done by:
  - (a) the Academic Senate of the faculty
  - (b) the Dean of the faculty
  - (c) the Scientific Council of the faculty
- (7) Awarding the medal of the faculty is granted by the Dean upon prior approval of the Academic Senate of the faculty.
- (8) The medal of the faculty is handed over by the Dean together with a diploma concerning the medal's award.

### **Article 3**

#### **Academic community**

- (1) The academic community of the faculty consists of:
  - (a) academic staff working at the faculty, i.e. those professors, associate professors, extra professors, professional assistants, assistants, lecturers, scientists, and research and development employees who work at the faculty, and as such are employees of the University of Economics, Prague (hereinafter referred to as "VŠE ") performing in an employment relationship according to the agreed type of work, both pedagogical and creative activities
  - (b) students enrolled at the faculty, i.e. VŠE students who are enrolled at the faculty in a bachelor's, master's, or doctoral study programme

### **Article 4**

#### **Parts of the faculty**

- (1) The faculty is internally divided into self-governing academic bodies of the faculty, other faculty bodies, departments, and other faculty workplaces.
- (2) The Dean's Office is seated at the faculty.

- (3) The mutual relations of the faculty's elements and the organizational structure of the faculty, according to paragraphs 1 and 2, are regulated by law and other legal regulations, and by the internal regulations of the faculty.
- (4) The organizational chart of the faculty is in Annex number 2.

## **Article 5**

### **Bodies of the faculty**

- (1) Self-governing academic bodies of the faculty:
  - (a) Academic Senate
  - (b) Dean
  - (c) Scientific Council of the faculty
  - (d) Disciplinary Committee
- (2) Another body of the faculty is the Secretary (Financial Manager).

## **Article 6**

### **Academic Senate of the Faculty**

- (1) The scope of action, competencies, and responsibility of the Academic Senate of the faculty are determined by law, by the Electoral Regulations of the Academic Senate of the Faculty, and by the Rules of Procedure of the Academic Senate of the Faculty.

## **Article 7**

### **Dean**

- (1) The scope of action, competencies, and responsibility of the Dean are laid down by the law and other legislation and internal regulations of the University of Economics, Prague, and of the faculty.
- (2) In the framework of the strategic plan of the faculty's educational and creative activities, the Dean initiates the creation of study programmes, scientific research programmes, and other creative activities of the faculty, and is responsible for their implementation and the management of their quality according to the rules of the quality assurance system of educational, creative and related activities and internal evaluation of the educational, creative and related activities of the University of Economics (hereinafter referred to as "Quality Assurance Rules of VŠE").
- (3) The Dean appoints and recalls Vice-Deans, especially for:
  - (a) academic affairs

- (b) research and doctoral studies
  - (c) international relations and PR
  - (d) development and financial affairs
- (4) The Dean publishes, within the limits of the laws, internal regulations of the University of Economics, Prague, and internal regulations of the faculty, binding directives, orders and measures, in particular to clarify the procedures for application of legal regulations and internal regulations of the faculty.
- (5) The Dean establishes his/her advisory bodies, namely:
- (a) management of the faculty, which consists of Vice-Deans and the Secretary/Financial Manager of the faculty
  - (b) Dean's Advisory Board, which consists of the faculty's management, heads of the faculty's departments, and chairman of the Academic Senate of the faculty
  - (c) Accreditation Council of the Faculty
  - (d) Strategic Management and Cooperation Council with Practice

## **Article 8**

### **Scientific Council of the Faculty**

- (1) The scope of action, competencies, and responsibility of the Scientific Council of the Faculty are laid down by law and other legislation and internal regulations of the University of Economics, Prague, and of the faculty.
- (2) The faculty's Scientific Council consists of the Dean and other members of the faculty's Scientific Council; at least one third of the faculty's Scientific Council members are other persons than members of the academic community of the University of Economics, Prague. The members of the faculty's Scientific Council are significant representatives of the fields in which the faculty carries out educational and creative activity.
- (3) The Chairman of the faculty's Scientific Council is the Dean. Other members of the faculty's Scientific Council are appointed and dismissed by the Dean, with the prior approval of the Academic Senate of the faculty.
- (4) The term of office of the other members of the faculty's Scientific Council ends on the first day of the term of a newly appointed Dean.
- (5) The method of negotiations of the Scientific Council of the faculty shall be determined by the Rules of Procedure of the Scientific Council of the Faculty.

## **Article 9**

### **Disciplinary Committee of the Faculty**

- (1) The scope of action, competencies, and responsibility of the Disciplinary Committee of the Faculty shall be determined by law and other legal regulations and internal regulations of the faculty.

## **Article 10**

### **Secretary/Financial Manager**

- (1) The scope of action, competencies, and responsibility of the Secretary are laid down by the law and other legal regulations and by the internal regulations of the Faculty. The Secretary/Financial Manager is subordinate to the Dean.
- (2) The Dean appoints and recalls the Secretary/Financial Manager.

## **Article 11**

### **Dean's Office**

- (1) The Dean's Office is a body of administrative departments that provide management and internal running of the faculty.
- (2) The Dean's Office of the faculty:
  - (a) keeps the study agenda of the faculty, including misdemeanors
  - (b) ensures the admission procedure of applicants for study at the faculty
  - (c) organizes academic ceremonies as well as other festive events of the faculty
  - (d) administratively supports the scientific research agenda of the faculty
  - (e) administratively supports activities of the Faculty in the field of international relations
  - (f) conducts the agenda of the Scientific Council of the faculty
  - (g) conducts the agenda of advisory bodies to the Dean
  - (h) fulfils tasks assigned by the Dean of the faculty

## **Article 12**

### **Faculty's workplace**

- (1) The cornerstone workplace of science and pedagogy are the departments. The faculty may also establish other workplaces.
- (2) At the head of the faculty's workplace is the Head of the workplace, appointed by the Dean based on a selection procedure for a five-year term. The Head is accountable for the functioning of the department and is responsible to the Dean, who can revoke the Head of

the Department. If the Head of the workplace has not been designated, the duties are performed by the Dean.

- (3) The Head of the Department manages the workplace, and is responsible for effective and efficient management of the financial resources allocated to the workplace. The Head of the Department is also governed by the Quality Assurance Rules of VŠE.
- (4) The Head of the Department may can appoint, with the Dean's approval, his/her representative, and determine the extent to which he/she will represent him.
- (5) Organizational, administrative and other similar matters related to the provision of pedagogical, scientific, research and other creative activities of the faculty within the department are provided by the secretary of the department, who is subordinated to the Head of the Department.

### **Article 13**

#### **Accreditation Council of the Faculty**

- (1) The Accreditation Council of the Faculty is established as the Dean's advisory body of the faculty.
- (2) The Accreditation Council of the Faculty carries out its activities in accordance with the Quality Assurance Rules of VŠE.

### **Article 14**

#### **Strategic Management and Cooperation Council with Practice**

- (1) The Strategic Management and Cooperation Council with Practice (hereinafter referred to as "the Council") is established as the advisory body of the Dean for each area of education within which the faculty carries out bachelor's or master's study programmes of the faculty.
- (2) Council's function is to assess the success of study programmes in the field of education, to get feedback from practice, graduates and students, to characterize potential problems and opportunities, and to recommend relevant measures.
- (3) The activity of the Council is managed by the Dean or by an appointed Vice-Dean.
- (4) The members of the Council are appointed and dismissed by the Dean from amongst important experts from the practice and representatives of significant foreign institutions.
- (5) The Council meets at least once a year. Council meetings are convened by an appointed Vice-Dean.

## **Article 15**

### **Professional Council**

- (1) For each doctoral study programme organized by the faculty a Professional Council is established.
- (2) The Council performs its activities in accordance with the law and with Quality Assurance Rules of VŠE.

## **Article 16**

### **Faculty Management**

- (1) The Faculty manages the funds allocated to it by the University of Economics, Prague, or which the faculty gains from its own complementary activities in accordance with the legal regulations and internal regulations of the University of Economics, Prague or of the faculty's.
- (2) The Dean, or a worker appointed by the Dean, have the dispensing rights to the allocated funds and to the resources from the supplementary activities.
- (3) Within the framework of the supplementary activities, the Dean is entitled to act on behalf of the university, in particular to conclude contractual relations with other legal entities.

## **Article 17**

### **Temporary provisions**

- (1) During the period of validity of the accreditation of the current Bachelor's, Master's and Doctoral degree programmes, the applicable provisions of the internal regulations of VŠE will apply to these disciplines, concerning in particular guarantors of study programmes, guarantors of minor specializations, guarantors of courses, and supervisors of PhD students.
- (2) At the date of approval of this Statute, the following departments are at the faculty:
  - (a) Department of English
  - (b) Department of Tourism
  - (c) Department of International Business
  - (d) Department of German
  - (e) Department of Retailing and Commercial Communications
  - (f) Department of Business and European Law
  - (g) Department of Political Science
  - (h) Department of Romance Languages

- (i) Department of Russian
  - (j) Department of World Economy
  - (k) Jan Masaryk Centre for International Studies
- (3) Other faculty departments existing at the date of approval of this Statute are considered:
- (a) Centre for Asian Studies
  - (b) Institute for Sustainable Business
  - (c) Centre for Latin American Studies
  - (d) Centre of European Studies

## **Article 18**

### **Final provisions**

- (1) The relevant provisions of the Statute of the University of Economics, Prague apply for matters relating to the framework of conditions for admission to and the way in which applications are submitted, conditions for the studies of non-Czech students, fees related to studies, and the holding of academic ceremonies.
- (2) The Statute of the Faculty of International Relations approved by the Academic Senate of the University of Economics, Prague, 24 May 2004, as amended by the Academic Senate of the University of Economics, Prague, on 4 April 2005, 26 September 2005, 31 March 2008 and 24 October 2011, ceases effect. At the date of effect of this Statute, all earlier statutes of the Faculty, which were in effect to this date, cease effect as well.
- (3) Matters that have not been ended at the date of effect of this Statute will be completed under this Statute. The bodies of the faculty established under the present statute shall be considered to be bodies established under this Statute for the term established upon their establishment. For the members of the faculty collegiate bodies, the provisions of the second sentence apply similarly.
- (4) This Statute shall enter into force on the day of its approval by the Academic Senate of the University of Economics, Prague and effective on the first day of the month following the month in which it was approved by the Academic Senate of the University of Economics, Prague.
- (5) This Statute was approved by the Academic Senate of the Faculty of International Relations on 12 October 2017 and by the Academic Senate of the University of Economics, Prague on 30 October 2017.



*Annex number 1*

**Emblem of the faculty**



*Annex number 2*

**Organisational scheme of the faculty**

