

Internal Regulations of the Faculty of Textile Engineering of the Technical University of Liberec				
Title:	The Statutes of the Faculty of Textile Engineering of the Technical University of Liberec			
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Revisions:	00	Effective from:	14. 2.2017	
File number:	AI32	Shredding character	A5	
JID:	00256883			



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THE STATUTES OF THE FACULTY OF TEXTILE ENGINEERING OF THE TECHNICAL UNIVERSITY OF LIBEREC

Part I. General Provisions

Article 1

Faculty

1. The Faculty of Textile Engineering (hereinafter referred to as the "Faculty" or "FT") is a part of the Technical University of Liberec ("TUL").
2. The Faculty was established by Government Decree No. 120/1960 Coll. on the changes in the organization of higher education institutions with effect from 1 September 1960.
3. The faculty is technically focused.
4. The Faculty is self-governing and carries out all activities within the meaning of Section 23, paragraph 1 of the Higher Education Act no.111/1998 Coll. (hereinafter referred to as the "Higher Education Act").
5. The extent of the Faculty's self-governing status and its relations with the TUL is defined by the Statutes of the Technical University of Liberec (hereinafter referred to as the "TUL Statutes") and these Statutes.
6. The seat of the Faculty is Liberec, its address is Studentská 2, 461 17 Liberec, the e-mail address structure is usually: name.surname@tul.cz.
7. The full name of the faculty is: Technical University of Liberec, Faculty of Textile Engineering. The Faculty uses:
 - a) a round stamp with the state emblem of the Czech Republic and the text "Technical University of Liberec, Faculty of Textile Engineering",
 - b) seal with the emblem and the text "Technical University of Liberec, Faculty of Textile Engineering". The principles for the use of the stamp and the seal shall be determined by the Dean, in accordance with valid regulations,
 - c) the abbreviation FT TUL for its designation,
 - d) in international relations, it uses either a full name in Czech or a full name in English: Technical University of Liberec, Faculty of Textile Engineering.

Article 2

Faculty Rights

The bodies of the faculty have the right to decide and act on behalf of the TUL in matters relating to the faculty pursuant to Section 24 (1) of the Higher Education Act, unless the Higher Education Act stipulates otherwise. Furthermore, the faculty bodies have the right to decide and act on behalf of TUL to the extent stipulated by the TUL Statutes in matters relating to the faculty referred to in Section 24 (2) of the Higher Education Act, unless otherwise stipulated by the Higher Education Act. Faculty Bodies decide in other TUL matters insofar as they are so empowered by the TUL Statutes.

Article 3

Faculty Structure

The faculty is divided into workplaces. The names and seats of the faculty workplaces are listed in Annex 1 to these Statutes.



Article 4

Academic Rights and Freedoms

The self-governing Academic Bodies of the Faculty (Article 10 of these Statutes) shall ensure that academic rights and freedoms in accordance with § 4 of the Higher Education Act are guaranteed at the Faculty. The self-governing Academic Bodies of the Faculty create suitable conditions for the activities of non-political organizations, associations and clubs of employees and students.

Article 5

Internal Regulations

1. The internal regulations of the Faculty are:
 - a) directives, which are a general management tool without a time limit ensuring the same solution to similar activities.
 - b) orders, which are a specific time-limited management tool that impose individual tasks, stating the deadline of fulfilment and, if possible, the name of the employee responsible for meeting it.
2. The internal regulations are issued by the Dean of the Faculty within the extent of his/her competence.

Part II.

Faculty Activity

Article 6

Educational Activity

1. The main task of the Faculty is to carry out accredited study programmes and lifelong learning programmes.
2. The faculty provides higher education activities by carrying out:
 - a) Bachelor's, Master's, follow-up Master's and Doctoral study programmes, divided into study fields according to Annex 2 of these Statutes,
 - b) a lifelong learning programme which builds on the accredited study programmes referred to in this paragraph under letter a). The rules of studies in lifelong learning programmes are set out in the TUL internal regulation called "Rules of Studies in Lifelong Learning Programmes of the TUL.
3. Proposals for the study programmes are submitted by the Dean, commented on by the Academic Senate of the Faculty and approved by the Scientific Board of the Faculty.
4. To the conditions and rules of studying foreigners, the rules of the TUL Statutes apply.
5. Study fees are subject to the TUL Statutes.

Article 7

Study and Examination Regulations

The faculty is governed by the Study and Examination Regulations of the Technical University of Liberec, which is an internal regulation of the TUL.

Article 8

Scientific, Research, Development and other Creative Activities

1. Scientific, research, development and other creative activities (hereinafter referred to as "creative activity") is the fundamental right of the members of the Faculty academic staff. Creative activity is the



basis for educational activity. The Academic Self-Governing Bodies of the Faculty are responsible for creating suitable conditions for the creative activities of the Faculty's academic staff and students.

2. The creative activity of the Faculty is mainly carried out in the areas listed in Annex 4 of these Statutes.

3. As part of the development of creative activities, the Faculty and its workplaces establish cooperation with the workplaces of other faculties, universities, research institutes and manufacturing workplaces, both in the Czech Republic and abroad. Creative activities can be carried out and developed as part of an additional activity pursuant to Section 20 par. 1 and 2 of the Higher Education Act.

4. The Faculty is authorized to exercise power in the habilitation procedure and in the procedure for appointing a professor in the scope stipulated in Sections 72-75 of the Higher Education Act, in the accredited fields of study listed in Annex 3 of these Statutes.

Article 9

Foreign Relations

1. Within the scope of the creative activity, the Faculty, its workplaces, individual academic staff and students establish foreign relations in accordance with the fulfillment of their work and study obligations, in accordance with the TUL Statutes and these statutes.

2. The Faculty creates conditions for foreign relations of its workplaces, academic and technical staff and students.

3. The agreements of cooperation between the Faculty and its workplaces and foreign partners are concluded by the Dean or by other staff authorized by the Dean in accordance with the TUL Statutes.

4. Foreign relations at the Faculty are also developed under agreements concluded by the TUL.

Part III.

Faculty Administration

Article 10

Bodies of the Faculty

1. The Autonomous Academic Bodies of the Faculty according to Section 25 (1) of the Higher Education Act are:

- a) the Academic Senate of the Faculty,
- b) the Dean,
- c) the Scientific Board of the Faculty,
- d) the Disciplinary Committee of the Faculty.

2. Autonomous Academic Bodies act and make decisions in accordance with the Act, other legal regulations, the TUL statutes and these statutes.

3. Autonomous Academic Bodies ensure that members of the faculty have the opportunity to comment on all the important documents the bodies deal with. They create the conditions for the members of the academic community of the Faculty to submit various proposals and comments on their activities.

4. Another body of the Faculty is the Secretary.

Article 11

The Academic Community of the Faculty

The Academic Community of the Faculty (hereinafter referred to as "AC FT TUL") consists of academic staff (pursuant to Section 70 of the Higher Education Act and the TUL Statutes) operating at the Faculty and students of Bachelor's, Master's and Doctoral studies enrolled in study programmes carried out by the Faculty.



Article 12

The Academic Senate of the Faculty

1. The Academic Senate of the Faculty (hereinafter referred to as "AS FT TUL") is a autonomous representative academic body under Section 26 of the Higher Education Act.
2. AS FT TUL has nine members. It consists of:
 - a) the Chamber of Academic Staff in which there are six members elected by this part of the AC FT TUL,
 - b) the Chamber of Students in which there are three members elected by this part of the AC FT TUL.
3. The activity of AS FT TUL is governed by Section 27 of the Higher Education Act. The Academic Senate furthermore:
 - a) discusses the comments and suggestions of AO FT TUL members,
 - b) has the right to request information from the Dean concerning his/her activity and the state of the Faculty.
4. The term of office of members of the AS FT TUL is three years.
5. Details of election to the AS FT TUL are specified in the Election Regulations of the Academic Senate and the manner of procedure of the AS FT TUL is governed by the Rules of Procedure of the Academic Senate.

Article 13

The Scientific Board of the Faculty

1. The legal status, composition and competence of the Scientific Board of the Faculty (hereinafter referred to as the "SB FT TUL") is governed by sections 29 and 30 of the Higher Education Act.
2. Membership of the SB FT TUL is honorary, the term of office of a member of the Scientific Boards begins on the day of appointment and ends on the date on which the Dean's term of office expires. The term of office of a member of the Scientific Board may terminate by withdrawal or resignation (waiver) before the expiry of his/her term of office.
3. The SB FT TUL's meetings are governed by the SB FT TUL Rules of Procedure.
4. The Chair of the Scientific Board is the Dean. The Secretary of the Faculty is responsible for taking the minutes of the Scientific Board's meeting.

Article 14

The Dean

1. The head of the Faculty is the Dean. The Dean manages the Faculty, acts and makes decisions in connection with all the matters pertaining to the Faculty, unless the Higher Education Act stipulates otherwise, and in accordance with the TUL Statutes and this Statute.
2. The Dean is appointed and dismissed by the Rector of the TUL on the basis of a proposal of the AS FT TUL.
3. The Dean, on the basis of a selection procedure, appoints and dismisses the heads of the faculty workplaces. The Dean further:
 - a) as a rule upon the proposal of the head of the relevant workplace decides on the acceptance and termination of the employment of Faculty employees,
 - b) decides on the admission and termination of studies of Faculty students,
 - c) appoints boards for state final examinations, state doctoral examinations and defence of doctoral theses in accordance with Section 53 of the Higher Education Act,
 - d) issues internal regulations that are:
 - directives on methodological and organizational matters,
 - orders related to operational matters.
4. The Dean's term of office is four years, pursuant to Section 28 (4) of the Higher Education Act.



Article 15

Vice-Deans

1. The Vice-Deans are appointed and dismissed by the Dean after the discussion in the AS FT TUL.
2. The Vice-Deans act on behalf of the Dean in areas designated by him/her and are responsible to the Dean for their activities.
3. The Vice-Dean's term of office begins on the appointment date and ends on the date on which the Dean's term expires. The Vice-Dean's term of office may end with a withdrawal or with resignation (waiver) before the expiration of his term of office.

Article 16

Advisory Bodies and the Dean's committees

1. The permanent Dean's Advisory Body is the Dean's Board, whose members are the Dean, the Vice-Deans, the Heads of Faculty workplaces, the Chairperson of the AS FT TUL, the Faculty Secretary and other members appointed by the Dean.
2. The Dean may set up additional working committees.

Article 17

The Disciplinary Committee of the Faculty

1. The appointment and dismissal of the members of the Disciplinary Committee of the Faculty and the activity of the Disciplinary Committee of the Faculty are governed by Section 31 of the Higher Education Act.
2. The Disciplinary Board proceeds in accordance with, in particular, Sections 64 to 69 of the Higher Education Act and in accordance with the Disciplinary Code of Faculty.

Part IV.

Organization of the Faculty

Article 18

Organization and Structure of the Faculty

1. The basic structure of the Faculty is set out in Article 3 of these Statutes.
2. A Faculty's workplace is established and cancelled upon the proposal of the Dean by the AS FT TUL pursuant to Section 27, Par 1 a) of the Higher Education Act.

Article 19

Faculty Workplaces

1. A workplace consists of:
 - a) academic staff within the meaning of Section 70 (2) of the Higher Education Act,
 - b) other employees working at the workplace.
2. At the workplaces there can also work:
 - a) external teachers teaching subjects guaranteed by the workplace, interns and students of doctoral study programmes,
 - b) students of Bachelor's, follow-up Master's or Master's studies as helping technical and pedagogical staff,
 - c) foreign guests (visiting professors, trainees).

3. Workplaces can be further subdivided into departments and other parts.

Article 20

Organization of Workplace Management

1. In particular, the head of the workplace manages the workplace, and s/he also:
 - a) assigns and dismisses the deputy head of the workplace,
 - b) submits the proposals for the acceptance and termination of employment of the members of the workplace to the Dean,
 - c) is a member of the committee of the selection procedure for the filling of the job vacancies at the workplaces.
2. The head of the workplace is assigned to the position by the Dean on the basis of the results of the selection process, which is opened by the Dean. The term of office of the head of the workplace is determined by the Dean on the basis of a recommendation of the Selection Committee.
3. In addition to the scope of responsibilities laid down in paragraph 1 of this Article, the head of the workplace is responsible for the activity of the workplace
 - a) in the field of creative activity,
 - b) in the area of material and financial security,
 - c) in the area of human resources, including personal, salary, and qualification matters of the workplace's staff.
4. The head of the workplace discusses suggestions concerning the development and activities of the workplace with the Dean.
5. The deputy head of the workplace represents the head to the extent specified by the head.
6. The secretary of the workplace helps in organizing the activities of the workplace. His/her activity is specified in the job description.
7. Departments and other parts of the workplace pursuant to Article 19 (3) of these Statutes shall be established by the head of the workplace after prior discussion at the workplace with the Dean's approval.
8. The head of the department or other part of the workplace is assigned and dismissed by the head of the workplace. The head of the department is responsible for his/her activities to the head of the workplace. The head of the department's competence shall be determined by the head of the workplace.

Article 21

The Secretary and the Dean's Office of the Faculty

1. The Secretary of the Faculty is appointed on the basis of a selection procedure and dismissed by the Dean. The Secretary of the Faculty is in charge of the management and internal administration of the Faculty within the scope stipulated by the Dean's internal regulation. The Secretary is subordinate to the Dean. The Secretary is responsible for the legality and economy of the Faculty's management and the Faculty's internal management to the Dean. The Secretary cooperates with the Vice-Deans and with the TUL Bursar.
2. The Dean's office is an executive body of the Faculty.
3. The Dean's office carries out economic-administrative and other tasks to provide for the activities of the Faculty in the field of educational, organizational, administrative and legal and complementary activities. To accomplish these tasks, departments of supporting processes and a study department are set up. The Study Department performs the function of an executive unit for organizational, and administrative and office tasks in the educational and pedagogical area of the Faculty. The activities of the employees of each department are determined by the job description.

Part V.

Academic Staff, other Staff and Students of the Faculty



Article 22

Academic Staff and other Staff

1. The status, rights and obligations of the Faculty employees are determined by the Labour Code, the Higher Education Act and the TUL Organizational Code, the TUL Working Rules and other internal regulations of the TUL.
2. The positions of academic staff, the Secretary of the Faculty, the heads of workplaces, special-purpose facilities and other workplaces of the Faculty are filled through a selection procedure in accordance with Section 77 of the Higher Education Act.
3. The selection procedure is carried out in accordance with the rules governing the selection procedure for filling the positions of academic staff and some other staff, which is an internal regulation of the TUL.
4. All Faculty staff are employed on the basis of an employment contract and are in a legal employment relationship with the TUL.

Article 23

Students

1. The status, rights and obligations of students are laid down in Sections 61 to 69 of the Higher Education Act, the TUL Statutes, and the TUL Study and Examination Regulations.
2. The conditions for admission to studies are announced annually by the Dean of the Faculty in accordance with Sections 48, 49 and 50 of the Higher Education Act.
3. Granting scholarships is governed by the Faculty Scholarship Regulations.

Part VI.

Faculty Management

Article 24

Faculty Management

1. The Faculty manages the funds allocated to it by the TUL independently.
2. The Faculty workplaces independently manage the means assigned to them by the Dean of the Faculty, or acquired by their own project and complementary activities.
3. The AS FT TUL approves the distribution of allocated funds to individual workplaces for the current year submitted by the Dean and the Annual Report on the Management of the Past Year presented by the Dean.
4. The Faculty manages its funds in accordance with the TUL Rules of Management, as set out in the TUL Statutes.

Article 25

Foundations and Endowment Funds

The Faculty can establish and manage foundations and endowment funds. For such a foundation or endowment fund, generally binding regulations apply.



Part VII. Academic Ceremonies

Article 26

Academic Ceremonies at the Faculty

1. Academic ceremonies, the use of insignia, gowns, and graduations are determined by the TUL Statutes.
2. The students' matriculation oath and the oath of a graduate from the Bachelor, Master and Doctoral Study Programme are governed by the TUL statutes.

Part VIII. Concluding Provisions

Article 27

List of Annexes and other Internal Regulations

1. List of Annexes to these Statutes:
 1. The List of the FT TUL Workplaces.
 2. The List of Accredited Study Programmes and Fields.
 3. Fields of Habilitation Procedure and Procedure for the Appointment of a Full Professor.
 4. The Focus of the Creative Activities at the Faculty.
2. Another internal regulation of the FT TUL within the meaning of Section 33 (2) f) of the Higher Education Act is the FT Scholarship Regulations.

Article 28

Validity of the Statutes

1. The Statutes of the Faculty of Textile Engineering of the TUL with all annexes approved by the TUL Academic Senate on 5th November 2013, including changes made prior to the date of approval by the Academic Senate TUL referred to in Article 28 (2) of these Statutes, shall be abrogated.
2. The Statutes of the Faculty of Textile Engineering of the TUL with all annexes were approved pursuant to Section 27 (1) b) of the Higher Education Act by the Academic Senate of the Faculty of Textile Engineering of the TUL on 13th January 2017 and pursuant to Section 9 (1) b) of the Higher Education Act by the Academic Senate TUL on the 14th February 2017.
3. These Statutes becomes valid and effective upon approval by the Academic Senate of the TUL.

Ing. Renáta Nemčoková
Chair of the AS FT TUL
m. p.

Ing. Jana Drašarová, Ph.D.
Dean of the FT
m. p.

