

Dean's Directive No. 3D/2018

ORGANIZATIONAL REGULATIONS OF THE FACULTY OF ELECTRICAL ENGINEERING OF THE UNIVERSITY OF WEST BOHEMIA

**with implemented Change No. 1 from 15. 12. 2018,
Change No. 2 from 27. 5. 2019, Change No. 3 from 1. 10. 2019
Change No. 4 from 13. 8. 2020 and Change No. 5 from 21. 1. 2021**

Article 1 Basic Provisions

- (1) Organizational Regulations of the Faculty of Electrical Engineering of the University of West Bohemia, (hereinafter referred to as the "Organizational Regulations"), is an internal regulation which implements the organizational structure of the Faculty set by the Statutes of the Faculty of Electrical Engineering of the University of West Bohemia, a detailed breakdown and description of the activities of the Faculty Dean's Office.
- (2) Basic principles of the organization and management of the Faculty of Electrical Engineering of the University of West Bohemia, ("FEE"), are set out in the Organizational Regulations of the University of West Bohemia.
- (3) The Organizational Regulations are binding for all students and staff of the Faculty.

Article 2 Organization and Management Structure of the Faculty

- (1) Organization and Management Structure of the Faculty is given in Annex 1.
- (2) The Management Structure of the Faculty includes:
 - a) the Academic Senate of FEE
 - b) the Scientific Board of FEE
 - c) the Disciplinary Committee of FEE
 - d) the Dean
 - e) the Vice-Deans
 - f) the Secretary
 - g) the Heads of Departments
 - h) the Chief executive officer of Research and Innovation Centre for Electrical Engineering (hereinafter referred to as the „CEO RICE“).
- (3) The scope, the establishment, and the manner of proceedings and decision-making by the bodies referred to in Article 2, Section 2 (a) through (c) are regulated by Act No. 111/1998 Coll., on Higher Education Institutions, (hereinafter "the Act"), the FEE Statutes and other internal regulations of the Faculty.

- (4) The Dean, Vice-Deans or the Secretary, within their competencies and responsibilities, set up advisory boards and working groups for the needs of management and coordinated implementation of all activities and for addressing both conceptual and operational tasks at the level of the Faculty.
- (5) In particular, the Dean's Board is an advisory board at the level of the Faculty.
- (6) The permanent working groups at the Faculty level are the Committee for Course Scheduling, and the Committee for Research, Development and Innovation.
- (7) Organization and Management Structure of RICE is described in Annex 6.

Article 3

Dean

- (1) The detailed description of the Dean's activities (job description), decision-making powers and responsibilities are set out in Annex 2.
- (2) Vice-Deans represent the Dean in the following order:
 - a) Vice-Dean for Science
 - b) Vice-Dean for Strategy and Development
 - c) Vice-Dean for Educational Activities
 - d) Vice-Dean for International Cooperation and Projects

Article 4

Dean's Office

- (1) The Dean's Office consists of the following units:
 - a) the Vice-Dean for Science, the Vice-Dean for Strategy and Development, the Vice-Dean for Educational Activities, and the Vice-Dean for International Cooperation and Projects
 - b) the Secretary
 - c) the Department for Quality and Risk Management
 - d) the Office of the Dean
 - e) the Office of Academic Studies
 - f) the Department for Science
 - g) the Marketing Department
 - h) the International Relations Department
 - i) the Department of Investment and Development.
- (2) The detailed description of the Vice-Deans' and the Secretary's activities (job description), decision-making powers and responsibilities are set out in Annex 2.
- (3) The Department for Quality and Risk Management is a professional body that ensures quality and process management, risk management, issues related to procurement, legal action and internal rules and regulations of the Faculty. This department is directly controlled by the Dean.
- (4) The Office of the Dean carries out and ensures administrative activities for the Dean, the Vice-Dean and the Secretary. Furthermore, the Office of the Dean administers the physical version of the FEE official board. The Office of the Dean is directly controlled by the Dean of the Faculty.
- (5) The Office of Academic Studies performs administrative activities connected mainly with the registration and organization of educational activities in Bachelor and Master Study Fields. The activity of the Office of Academic Studies is controlled by the Vice-Dean for Educational Activities. The content and activities of the Office of Academic Studies are given in Annex 3.
- (6) The Department for Science performs administrative and economic/financial activities to support the preparation, implementation and completion of science, research, and innovation projects. The activity of the Department for Science is managed by the Vice-Dean for Science. The content and activities of the Department for Science are set out in Annex 4.

- (7) The Marketing Department provides activities related to the external presentation of the Faculty. The Marketing Department is headed by the Vice-Dean for International Relations and Projects.
- (8) The International Relations Department performs support activities in the area of international cooperation and negotiations with foreign partners of the FEE. The International Relations Department is managed by the Vice-Dean for International Cooperation and Projects.
- (9) The Department of Investment and Development performs preparation and realization of the investment activities of FEE. The Department of Investment and Development is managed by the Vice-Dean for Strategy and Development.

Article 5

Departments, Heads of Departments and the Other Workplace

- (1) The internal division of departments is given in the Appendix No. 7.
- (2) The Internal Rules and Regulations of the University and the Faculty determine the powers and responsibilities of the Heads of Departments. A more precise definition is given in Annex 5.
- (3) The Internal Rules and Regulations of the University and the Faculty determine the powers and responsibilities of the RICE Director. A more precise definition is given in Annex 6.

Article 6

Final Provisions

The Dean issues the Organizational Regulations by his/her decision.

These Organizational Regulations shall enter into effect on 1 March 2018.

The Dean's Directive No. 1D/2018 of 15 January 2018 is repealed.

Annexes:

No. 1 - Organization and Management Structure of the Faculty

No. 2 - Contents of Activities, Powers and Responsibilities of the Dean, the Vice-Deans and the Secretary

No. 3 - Contents of Activities of the Office of Academic Studies

No. 4 - Contents of activities of the Department for Science

No. 5 - Powers and responsibilities of the Heads of Departments

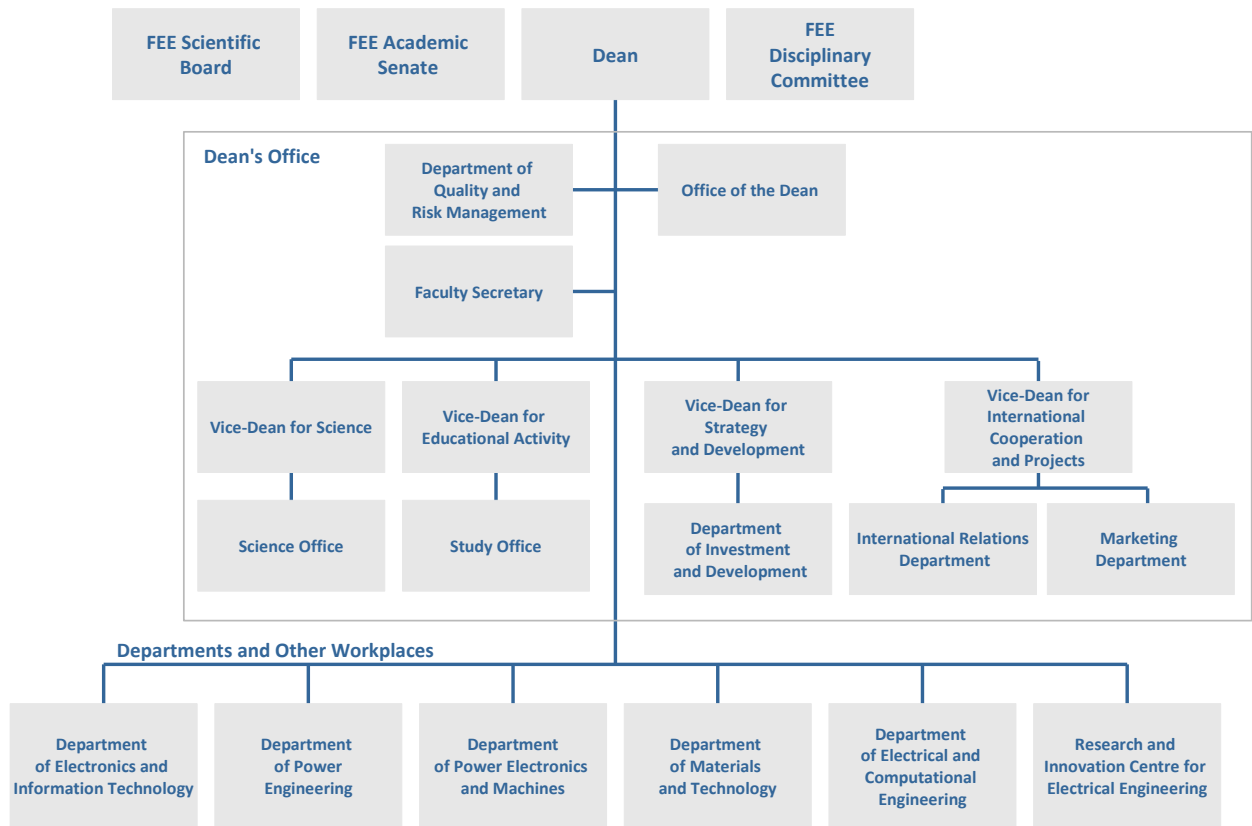
No. 6 - Organizational and Management structure of the Research and Innovation Centre for Electrical Engineering

No. 7 – Internal Division of Departments

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Dean of the Faculty of Electrical Engineering
of the University of West Bohemia

FEE ORGANIZATIONAL AND MANAGEMENT STRUCTURE



SCOPE OF ACTIVITIES, POWERS AND RESPONSIBILITIES OF THE DEAN, THE VICE-DEANS AND THE SECRETARY OF FEE

DEAN

Activities:

- performs activities defined by law, the internal rules and regulations of the University of West Bohemia, and the FEE Statutes
- represents the Faculty towards the UWB bodies and outwards
- plans the staff and strategic development of the Faculty
- acts in labour-legal relations
- presents materials for meetings of the FEE Academic Senate and the FEE Scientific Board
- controls the Vice Deans, the Head of Departments, the RICE Director, the Secretary, the Quality and Risk Management Department, and the Dean's Office
- submits proposals to the Disciplinary Committee

Powers:

- is the Authorizing Official pursuant to the Internal Control System Directive
- appoints and recalls the Vice-Deans, the Heads of Departments, the Secretary, members of the Scientific Board, the Study Field Board, supervisors in Doctoral Study Programmes, FEE representatives, the RICE Board, the RICE Expert Committee, and the RICE Director
- appoints members of the committees where imposed to him/her by law or an internal rule or regulation
- decides in labour-legal relations
- decides to accept, exclude, terminate, and change the forms of study of all FEE students
- decides on extraordinary scholarships for FEE students
- sign contracts and agreements on the basis of the Rector's (Bursar's) authorization
- decides on the proposals of the Disciplinary Committee
- decides to forgive or reduce fees for studies
- decides on conflicts of authority
- issues internal rules and regulations of FEE

Responsibilities:

- all FEE activities and FEE finance
- compliance with legislative requirements and internal rules and regulations
- personnel development of the Faculty
- fulfilling the Long-Term Plan of the Faculty Development and Strategy

VICE-DEAN FOR SCIENCE

Activities:

- represents the Dean in full
- performs the management of FEE research and development activities
- ensures cooperation with industry
- supervises the activities of the FEE Study Field Board
- checks and evaluates materials for the Associate Professorship appointment procedure and the Professorship appointment procedure
- prepares and approves materials for the FEE Scientific Board
- manages the activity of the Commission for Research, Development, and Innovation
- manages the Department for Science

Powers:

- is the Deputy Authorizing Official
- makes decisions to the same extent as the Dean in the time of the Dean's absence
- decides on issues of Doctoral studies
- decides on student scholarships in Doctoral Study Programmes
- approves grant proposals and FEE project applications
- approves materials of applicants for the Associate Professorship appointment procedure and the Professorship appointment procedure
- appoints and recalls members of task groups and project teams

Responsibilities:

- fulfillment of research and development outcomes
- level of Doctoral studies
- level of the Associate Professorship appointment procedure and the Professorship appointment procedure
- accreditation of Doctoral studies
- cooperation with industry – strategic projects and processes

VICE-DEAN FOR STRATEGY AND DEVELOPMENT

Activities:

- plans and implements the creation of the Faculty strategy
- proposes a methodology for budgeting
- supervises the financial management of the Faculty
- ensures control activities and reporting
- manages implementation of strategies and processes, implementation of management tools, and IT support at all management levels
- coordinates the activities with the Secretary
- proposes dislocation of workplaces
- proposes the committee for selection procedures
- ensures preparation of materials for the FEE Academic Senate
- plans and proposes infrastructure development
- processes supporting documentation for human resources development
- ensures cooperation with secondary schools
- manages the Department of Investment and Development

Powers:

- is the Deputy Budget Manager
- appoints and recalls members of task groups and project teams
- decides on matters relating to the administrative and operational activities of FEE and the development of the FEE infrastructure
- issues, on behalf of FEE, opinions on UWB internal rules and regulations

Responsibilities:

- financial management of the Faculty
- creation, implementation and fulfillment evaluation of the FEE strategy and the FEE Long-Term Development Plan
- legislative activity and creation of internal regulations and fulfillment of legislative requirements
- implementation and optimization of the Faculty processes, quality of administrative processes, and activities
- cooperation with industry – organization and management of routine processes
- processing and preparation of supporting documents for the development of human resources
- responsible for realization of FEE investment and development projects

VICE-DEAN FOR EDUCATIONAL ACTIVITIES

Activities:

- creates draft curricula and checks their fulfillment
- ensures the creation of a draft graduate profile and the study focus
- analyzes the educational activity
- submits proposals to improve the study and improve quality
- manages the activities of the Committee for Educational Affairs and the representatives of the fields
- prepares proposals for dividing the number of students into fields
- proposes the timetable and the commission for state final examinations
- manages the activity of the Committee for Course Scheduling
- prepares the admission procedure and performs its evaluation
- submits materials for the FEE Scientific Board and the Academic Senate of FEE concerning the approval of new fields and the admission procedure
- provides a timetable for student pre-enrollment and enrollment
- manages the Office of Academic Studies

Powers:

- decides on study matters, except the matters mentioned among the Dean's exclusive powers
- decides on awarding benefit scholarships
- approves questions for the state final examination
- appoints and dismisses the members of the Committee for Educational Affairs
- controls the course of pre-enrollment and enrollment of students

Responsibilities:

- activities and fulfillment of tasks of the Office of Academic Studies
- accreditation of Bachelor and Follow-up Master Studies and individual courses
- creation and innovation of study plans
- creation of the schedule
- implementation of the ECTS system
- the course of the admission procedure
- the course of the state final examination
- the quality of teaching at FEE
- level of Bachelor and Follow-up Master Studies

VICE-DEAN FOR INTERNATIONAL COOPERATION AND PROJECTS

Activities:

- ensures international cooperation and negotiations with foreign partners of FEE
- ensures cooperation with industry
- coordinates and manages international projects concerning mobility and cooperation in the field of education
- cooperates with foreign partners
- administers selected projects of the Faculty based on the Dean's mandate
- manages the International Relations Department
- manages the Faculty marketing
- plans the Faculty events
- manages the Marketing Department

Powers:

- decides on the selection of staff and students for foreign mobilities
- administers selected projects of the Faculty based on the Dean's mandate

Responsibilities:

- cooperation with industry – projects and processes
- fulfillment of tasks resulting from international contracts and agreements
- international promotion of FEE
- preparation of international projects
- international cooperation programmes
- fulfilling the marketing objectives of the Faculty
- promotion and public presentation of the Faculty
- preparation, implementation, and evaluation of the Faculty events

SECRETARY OF FEE

Activities:

- ensures the drawing of the budget
- ensures the operation of the infrastructure and administrative activities of the Dean's Office
- ensures the administration and reproduction of FEE assets
- methodically controls the Heads and the Secretaries of the Departments in the budget drawing area
- methodically manages the Department of Technical and Economic Support and Commercialization
- implements and ensures the Faculty events
- prepares analytical documentation for the Dean and the Vice-Deans
- ensures administration and operation of the FEE building
- updates data in information systems
- ensures the administration of the official board
- deals with the Bursar and the operation units of the University of West Bohemia
- provides access to the FEE building
- prepares annual reports and their distribution

Powers:

- is the administrator of the FEE budget
- approves FEE expenditure in accordance with the budget and budgetary rules
- approves re-invoicing of documents
- decides on access to the FEE building
- decides on operational matters relating to the administrative and operational activities of FEE

Responsibilities:

- compliance with budget drawing and budget rules (financial control)
- posting materials on the official board and other boards
- current state of FEE databases
- preparation of the FEE annual report and the financial management report
- management and reproduction of FEE assets
- drawing of the FEE scholarship fund

DESCRIPTION OF ACTIVITY OF THE OFFICE OF ACADEMIC STUDIES

The Office of Academic Studies performs, in particular, the following activities:

- fulfills the instructions and tasks of the Dean, Vice-Deans, and the Secretary of the Faculty,
- cooperates with the Heads, the Secretaries, and personal assistants of the FEE Departments,
- keeps the study records at the Faculty level and enters data into the student register,
- methodically controls the Secretaries and personal assistants of the Departments in the field of recording study results and administrating the STAG study database,
- enters and updates data on students and courses in the STAG information system,
- ensures entering and archiving study plans in the study database,
- prepares documents for the Dean's and the Vice-Dean's decisions in study matters,
- prepares supporting documentation for students' schedule and enrollment,
- arranges and organizes students' pre-enrollments and enrollments,
- accepts and administratively processes students' applications,
- prepares materials for the accreditation of Bachelor and Master Study Programmes,
- issues certificates of study,
- performs checks of study results,
- ensures payment of scholarships,
- administers the process of the termination of study,
- organizes and processes supporting documentation for matriculation, state final examinations and graduation of FEE students,
- performs analytical activity,
- prepares documents for state final examinations and information on the number of students,
- administer number codes of study fields and study programmes,
- ensures issues related to the admission procedure,
- ensures archiving of study records, study documentation and curricula,
- ensures issues related to the Erasmus Programme etc. at the Faculty level,
- prepares the publication, "Information on Study",
- cooperates in creating FEE websites,
- performs other activities resulting from the legislation, internal rules and regulations of FEE and the University of West Bohemia,
- prepares reports on admission procedures and annual reports,
- cooperates in organizing the Faculty events (e.g. the Open Days, etc.).

THE ACTIVITY DESCRIPTION OF THE DEPARTMENT FOR SCIENCE

Within its competence, the Department for Science ensures, in particular, the following activities at the Faculty level:

In the area of Doctoral Study Programmes:

- ensures the keeping of study records,
- handles requests for changes,
- plans deadlines for state Doctoral examinations and defence of dissertations,
- prepares invitations and documents for commissions,
- prepares materials for accreditation,
- prepares documents for the payment of scholarships,
- prepares the PhD students' evaluation,
- performs analytical activities,
- prepares supporting documents for the FEE Study Field Board,
- provides records of the course of state Doctoral examinations and Doctoral dissertations,
- supervises depositing of student final year theses in the library,
- provides administration of student conferences,
- performs checks of records of the results of creative activities.

In the area of projects:

- provides methodological support of projects for obtaining targeted grants,
- searches for promising grant projects,
- provides related analytical activity and support,
- ensures issues of the internal grant system.

In the area of monitoring and assessing creative activity outcomes:

- performs analytical activity and support related to the management of science,
- monitors and evaluates record databases of results,
- enters results into the OBD database system on the initiative of the Faculty staff.

In the area of qualification growth of FEE staff:

- prepares and processes supporting documents for the Associate Professorship appointment procedure and the Professorship appointment procedure,
- ensures issues related to the Associate Professorship appointment procedure and the Professorship appointment procedure.

Other activities:

- prepares materials and supporting documents for the FEE Scientific Board meetings in the field of science and research,
- provides assistant services to the Vice-Dean for Science.

POWERS AND COMPETENCIES OF THE HEADS OF DEPARTMENTS

The Heads of Departments perform, in particular, the following activities:

- fulfill the instructions and tasks of the Dean, the Vice-Deans and the Secretary of the Faculty,
- submit to the Dean proposals for selection procedures of job vacancies,
- submit to the Dean proposals for changes and termination of employees' employment, including salary classification and evaluation,
- methodically manage the staff, allocate administrative and organizational tasks, control and report these activities,
- approve business trips of staff and students of Doctoral Studies,
- appoint and dismiss Vice-Heads of Departments, the Department Secretary and Heads of Sub-Departments,
- manage and control teaching and research activities at the Department,
- perform regular employees' evaluation,
- control the Secretary and the Secretariat of the Department,
- convene and chair meetings of the Department,
- act independently on behalf of the Department towards the Faculty, the University and external partners,
- submit to the Dean proposals for the conclusion of contracts,
- ensure the development of the Department's infrastructure,
- evaluate and monitor the quality of teaching,
- appoint and withdraw working groups at the Department level,
- decide on the use of funds at the Department level,
- approve the assignment of Final Year Theses,
- propose candidates for the positions of supervisors, consultants and opponents of the Final Year Theses,
- submit proposals for changes in curricula and Study Fields,
- perform additional tasks resulting from the Internal Rules and Regulations.

Heads of Departments are, in particular, responsible for:

- professional qualification growth of employees and their teaching and creative activities,
- teaching and research activities of the workplace,
- compliance with the rules for occupational safety at work and labour-legal relations,
- efficient use of funds and due property management,
- keeping records of working time in the workplace,
- updating data in the UWB and the Faculty information systems,
- keeping records of study results,
- records and accuracy of the data contained in the database on the results of creative activity,
- course of state examinations,
- compliance with the Internal Rules and Regulations.

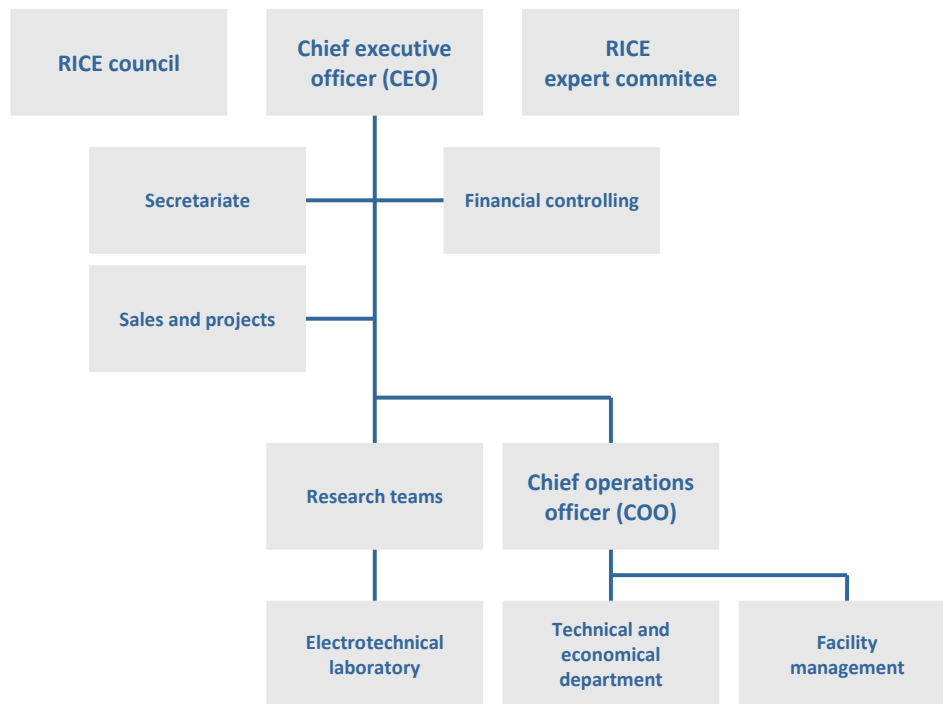
ORGANIZATIONAL AND MANAGEMENT STRUCTURE OF THE RESEARCH AND INNOVATION CENTRE FOR ELECTRICAL ENGINEERING

Article 1 Basic Provisions

- (1) The Research and Innovation Centre for Electrical Engineering, (hereinafter referred to as "RICE"), is an organizational part of the Faculty of Electrical Engineering at the University of West Bohemia at the level of an independent workplace.
- (2) The highest authority is the Chief executive officer (CEO), responsible for the management of RICE.
- (3) The Chief executive officer may appoint his/her Deputy who represents him/her in full, to the extent specified by the Chief executive officer's decision. If no Deputy is established, the Dean shall represent the Chief executive officer in its entirety.
- (4) The Chief executive officer issues management documents governing the activities of RICE.
- (5) The RICE Expert Committee, which performs the role of a scientific Council of RICE, is established.
- (6) The RICE Council, which has an independent status and fulfills a supervisory role in RICE activities, is established.
- (7) The Chief executive officer may appoint the Chief operations officer (COO) responsible for RICE operational matters to the extent specified by the Chief executive officer.
- (8) The Technical and Economical Department, which is managed by the Head of the Department, is the RICE administrative and executive unit.
- (9) For the purpose of its own presentation, RICE uses the RICE graphic symbol, which is always accompanied by the FEE logo.

Article 2 Organizational Structure

- (1) The RICE organizational structure is a three-level line and staff type, see the inserted organizational chart.
- (2) The RICE organizational chart:



Article 3 The Chief executive officer

- (1) The Chief executive officer (CEO) is appointed and recalled by the Dean at the proposal of the RICE Council.
- (2) The Chief executive officer decides for RICE in all its operational and economic/financial affairs.
- (3) He/She is entitled to act in legal proceedings within the scope of internal rules and regulations of FEE and UWB.
- (4) He/She does the signing and acts externally towards the third parties within the scope of internal rules and regulations of FEE and UWB.
- (5) He/She is the guarantor of the RICE scientific programme.
- (6) He/She decides on research, development and innovation issues.
- (7) He/She decides on investment and operating costs associated with the implementation of research programmes and the costs associated with the activities of all teams, Departments, and Units.
- (8) He/She is superior to all RICE managerial staff and employees.
- (9) He/She proposes, to the Dean, admissions or dismissals of RICE staff.
- (10) He/She appoints the Chief operations officer by his/her decision.
- (11) He/She establishes research teams or groups and appoints their heads by his/her decision.
- (12) He/She is responsible for the regular evaluation of research teams and their staff.
- (13) Upon discussion at the RICE Council, he/she submits, to the Dean, the proposal for RICE's activities and financial management for the next year.
- (14) He/She submits annual, medium, and long-term plans of activities for approval at the RICE Council.
- (15) He/She provides the Dean and the RICE Council with the Report on Activity and Financial Management, which they discuss and approve.

Article 4

Chief operations officer

- (1) Chief operations officer (COO) is appointed and recalled in the form of a decision of the Chief executive officer to which he/she is subject.
- (2) He/She represents the Chief executive officer in operational and economic matters to the extent determined by the Chief executive officer's decision.
- (3) He/She deals with operational issues, security, and administration of RICE buildings and assets.
- (4) He/She ensures the creation of optimal conditions for the implementation of defined R&D tasks.
- (5) He/She prepares a proposal of RICE's activity and financial management for the following year, including medium and long-term development plans.
- (6) He/She convenes and organizes the meetings of the RICE Expert Committee and the RICE Council, and processes the minutes of these meetings.
- (7) He/She is responsible for the preparation of monitoring reports and, where appropriate, other documents for the Managing, Supervising and Audit Authorities, including grant providers.
- (8) He/She provides synergies and inputs for internal audit and supervising activities.
- (9) He/She prepares the Annual Reports on RICE Activity and the Management Reports.
- (10) He/She deals with partners within the scope of the Chief executive officer's authorization.
- (11) He/She is superior to all employees of the Technical and Economical Department and Facility Management.
- (12) He/She proposes to the Chief Executive Officer admissions and dismissals of the staff subordinate to him/her.
- (13) He/She is responsible for his/her activities to the Chief executive officer.

Article 5

RICE Departments and Research Teams

- (1) Within the framework of the RICE organizational structure, the following Units are established:
 - Research teams
 - Technical and Economical Department
 - Electrotechnical Laboratory
 - Facility Management
- (2) Individual Units ensure the fulfillment of partial objectives defined by the Heads of Units and this Regulation.
- (3) Research teams ensure the implementation of the Centre's research programme.
- (4) The Secretary manages, methodically, the Technical and Economical Department, and ensures the following activities:
 - commercialization of the results of science and research and technology transfer,
 - protection of intellectual property,
 - processing of bids for possible contracts,
 - human resources development,
 - circulation and preparation of accounting and payroll documents, including billing,
 - project support,
 - managing funds,
 - IT support.
- (5) Financial Controlling provides ongoing checks over the financial management of RICE.

- (6) Facility Management is a specialist body that provides technical and investment supervision, and administration and security of the RICE facility, further development of the RICE infrastructure and selected human resources tasks. This department is directly managed by the Chief operations officer (if appointed) or by the Chief executive officer.
- (7) Sales and Projects provides support to research teams in the field of sales and projects.

Article 6

RICE Expert Committee

- (1) The Dean appoints a five-member RICE Expert Committee from among external members of the FEE Scientific Board, which acts as the "RICE Scientific Board".
- (2) The Expert Committee is an advisory body of the Chief executive officer for research, development and innovation issues.
- (3) The Expert Committee expresses its views on the research programme, its fulfillment, the results achieved, its future direction, and provides information to the FEE Scientific Board on this.

Article 7

RICE Council

- (1) The RICE Council is appointed by the Dean upon approval by the FEE Scientific Board. Proposals for appointing members of the RICE Council may be made to the Dean by the Rector, the FEE Managerial Staff, the Regional Authorities, and cooperating institutions.
- (2) The RICE Council acts on the basis of its own rules of procedure.
- (3) The RICE Council has a minimum of five members, the membership in the RICE Council being incompatible with a RICE employment relationship. At least two members of the RICE Council are employees of external institutions, mainly from the application sphere (users of the Centre's activity results).
- (4) The Chief executive officer is present at the RICE Council meetings without the right to vote.
- (5) On the basis of a selection procedure, the RICE Council proposes to the Dean to appoint the Chief executive officer.
- (6) Based on the evaluation of the results, the RICE Council proposes the recall of the Chief executive officer. This proposal must be approved by a two-thirds majority of all members of the RICE Council.
- (7) The RICE Council approves the RICE Annual Activity and Management Report, and annual, medium and long-term activity plans proposed by the Chief executive officer.
- (8) The RICE Council discusses the level and scope of RICE's cooperation with business entities and suggests to the Chief executive officer to accept possible recommendations.
- (9) The RICE Council discusses the level and scope of cooperation with other scientific and research institutes or expert and professional associations.
- (10) The RICE Council discusses the scope of RICE's involvement in national and international projects.

Article 8

Electrotechnical Laboratory

- (1) Electrotechnical Laboratory, (ETL), is a RICE organizational unit at the department level; it performs accredited testing activities to the extent specified in the ETL Quality Manual.
- (2) The ETL Head is responsible for ETL's activities; he/she is appointed and recalled by the Chief executive officer. The Chief executive officer or a RICE employee appointed by him/her is responsible

for the supervision over ETL's activities. The Chief executive officer appoints the entire ETL Management.

- (3) The powers and responsibilities of the ETL Head are set out in Annex 6A of the RICE Organizational and Management Structure.

Annex:

No. 6A - Powers and Responsibilities of the ETL Head.

POWERS AND RESPONSIBILITIES OF THE HEAD OF THE ELECTROTECHNICAL LABORATORY

The RICE Director delegates to the Head of the Electrotechnical Laboratory the powers and the associated responsibilities listed below and for fulfilling the requirements of the accreditation criteria in order to avoid any adverse effect on compliance with Standard ČSN EN ISO/IEC 17025.

Powers Delegated to the Head of ETL of UWB FEE

The Head of ETL of UWB FEE has the following powers:

- discuss the policy of the testing laboratory and its resources with the RICE Director or a RICE employee appointed by him/her,
- issue the "Management Statement of the ETL of UWB FEE on Quality Policy and Targets",
- manage the economic/financial and technical activities of the testing laboratory,
- discuss with the testing laboratory customers,
- discuss with Czech Accreditation Institute (CIA) and organizations issuing rules and regulations related to testing,
- discuss with other testing workplaces,
- sign testing protocols issued by the testing laboratory,
- decide on the introduction of relevant documents in the management system of the testing laboratory,
- approve changes and reviews of Quality Manual and corrective measures proposed within internal quality checks,
- provide judgments and interpretations regarding results of relevant tests,
- decide on the requirement for the qualification of persons working in the testing facility,
- decide on requirements for the parameters of the measuring equipment of the testing facility,
- decide on a possible interruption of tests in the event of the occurrence of and finding of any non-compliance threatening the quality of testing.

Responsibilities of the Head of ETL of UWB FEE

The Head of ETL of UWB FEE has the following responsibilities:

- activities in the testing facility and its results in accordance with ČSN EN ISO/IEC 17025,
- qualified personnel,
- the technical equipment of the laboratory and its condition according to the relevant criteria of Standard ČSN EN ISO/IEC 17025,
- labour safety in the laboratory,
- completeness and timeliness of the quality manual,
- promotion of the laboratory,
- approving, releasing, updating, archiving and shredding of managed documentation,
- establishing corrective measures in case of the occurrence of nonconforming work,
- managing any complaints of customers,
- planning of educational and training events and the selection of people working in the testing laboratory to take part in these events,
- keeping the test facility's managed records, their completeness and timeliness; archiving, shredding, and reporting of changes in the managed documentation,
- organizing operational quality control checks,
- reviewing the management system,
- reviewing requirements and contracts,
- reviewing and approving documentation for the procurement of materials and services.

INTERNAL DIVISION OF DEPARTMENTS

Department abbreviation	Czech name of departments and sections	English name of departments and sections
KEI	Katedra elektroniky a informačních technologií	Department of Electronics and Information Technology
	(bez oddělení)	(no sections defined)
KEE	Katedra elektroenergetiky	Department of Power Engineering
	Oddělení přeměn, přenosu a distribuce elektrické energie	Section of Power Conversion, Transmission and Distribution
	Oddělení měření a analýz energetických zařízení	Section of Power Systems Measurement and Analysis
	Oddělení environmentálních technologií	Section of Environmental Technology
KEV	Katedra výkonové elektroniky a strojů	Department of Power Electronics and Machines
	Oddělení výkonové elektroniky a pohonů	Section of Power Electronics and Drives
	Oddělení strojů	Section of Machines
	Oddělení dopravní techniky	Section of Transport Systems
KET	Katedra materiálů a technologií	Department of Materials and Technology
	Oddělení materiálů a technologií	Section of Materials and Technologies
	Oddělení diagnostiky, měření a managementu	Section of Diagnostics, Measurement and Management
KEP	Katedra elektrotechniky a počítačového modelování	Department of Electrical and Computational Engineering
	Oddělení teoretické elektrotechniky	Section of Electrical Engineering Theory
	Oddělení informatiky a počítačového modelování	Section of Informatics and Computational Engineering