

Dean's Directive No. 3D/2018

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

**with implemented Amendment No. 1 from 15. 12. 2018,
No. 2 from 27. 5. 2019, No. 3 from 1. 10. 2019, No. 4 from 13. 8. 2020,
No. 5 from 21. 1. 2021, No. 6 from 12. 9. 2022, No. 7 from 1. 3. 2023 and
No. 8 from 13. 3. 2024**

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 of 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, in particular, the Pedagogical Committee, 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) The Dean is represented by the Vice-Deans in the following order:
 - a) Vice-Dean for Educational Activities,
 - b) Vice-Dean for Strategy and Development,
 - c) Vice-Dean for International Relations and Communication,
 - d) Vice-Dean for Science.

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 Educational Activity, the Vice-Dean for Strategy and Development, and Vice-Dean for International Relations and Communication,
 - b) the Secretary,
 - c) the Office for Quality and Risk Management,
 - d) the Office of the Dean,
 - e) the Study Office,
 - f) the Office for Science,
 - g) the Office for International Relations and Communication,
 - h) the Office for 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 Office 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 Office is directly controlled by the Dean.
- (4) The Office of the Dean carries out and ensures administrative activities for the Dean, the Vice-Deans 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 Study Office performs administrative activities connected mainly with the registration and organization of educational activities in Bachelor and Master study fields. The activity of the Study Office is controlled by the Vice-Dean for Educational Activity. The content and activities of the Study Office are given in Annex 3.
- (6) The Office for Science carries out administrative activities related to the registration and organization of educational activities in doctoral study programmes, habilitation procedures, procedures for the appointment of professors, in the field of monitoring and evaluation of the results of creative activities

and a partial agenda in the area of projects. The content and activities of the Office for Science are set out in Annex 4.

- (7) The Office of International Relations and Communication ensures activities related to the communication of the Faculty and performs supporting activities in the field of international cooperation and negotiations with FEE foreign partners. The Office of International Relations and Communication is managed by the Vice-Dean for International Relations and Communication.
- (8) The Office for Investment and Development ensures the preparation and implementation of FEE investment events. In cooperation with the Operation and Services, this Office ensures the development and operation of FEE buildings. The Office for Investment and Development is managed by the Secretary.

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 CEO of RICE. A more precise definition is given in Annex 6.

Article 6

Final Provisions

- (1) The Dean issues the Organizational Regulations by his/her decision.
- (2) These Organizational Regulations shall enter into effect on 1 March 2018.
- (3) The Dean's Directive No. 1D/2018 of 15 January 2018 is repealed.

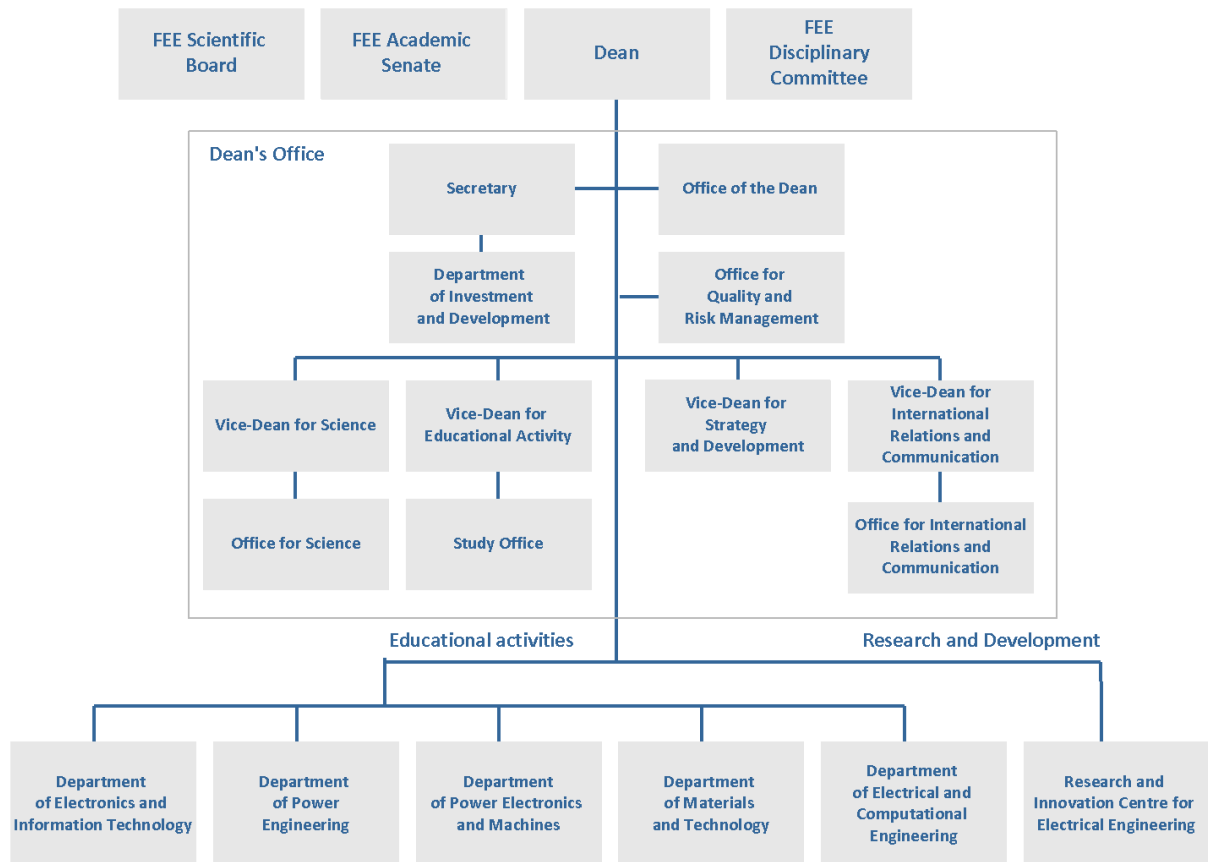
Annexes:

- 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 Study Office
- No. 4 – Contents of Activities of the Office 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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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, internal regulations, and standards of the University of West Bohemia and the Statute of FEE
- represents the Faculty to the authorities of the West CEE University and externally
- plans the personnel and strategic development of the Faculty
- acts in labour relations
- prepares and submits the study programme annotation for the accreditation procedure, appoints the study programme guarantor, submits the study programme proposal to the Internal Evaluation Council for approval
- submits materials for the meetings of the FEE Academic Senate and the FEE Scientific Board
- manages the Vice-Deans, Heads of Departments, the Director of RICE, the Secretary, the Office for Quality and Risk Management, and the Office of the Dean
- submits proposals to the Disciplinary Committee

Powers:

- determine the Faculty's strategy
- manage the Faculty's personnel policy
- manage the Faculty staff
- to decide on the Faculty's financial resources as the principal of the operation within the meaning of the Internal Control System Directive
- appoint members of committees where required by law, internal regulation, or standard
- sign contracts and agreements under the authority of the Rector (Bursar)
- to take decisions in labour relations
- to decide on the design and implementation of study programmes
- to decide on the admission, exclusion, termination, and change of forms of study of all FEE students
- to decide on exceptional scholarships for FEE students
- to decide on the remission or reduction of tuition fees
- to appoint and dismiss Vice-Deans, Heads of Departments, the Secretary, members of the FEE Scientific Board, the Doctoral Study Board, supervisors of doctoral study programmes, the Director of RICE, and the study programme guarantor
- approve candidates' materials for habilitation and appointment procedures
- decide on competence disputes
- issue internal regulations and standards
- decide on proposals from the Disciplinary Committee
- to decide on the Dean's Fund
- approve grant proposals and project applications

Responsibilities:

- the good name of the Faculty
- all activities and management of the Faculty
- compliance with legislative requirements, internal regulations, and standards
- faculty staff development and human resources
- fulfilment of the strategic plan of the Faculty

VICE-DEAN FOR SCIENCE

Activities:

Doctoral study

- admission to doctoral studies
- supervises the course of doctoral studies
- supervises the activities of the Doctoral Study Board
- manages the process of accreditation/reaccreditation of doctoral study programmes
- oversees the quality assessment of doctoral study programmes and the implementation of the measures set by the ROV

Research and development

- coordinates the research and development activities of the Faculty
- supervises the course of the evaluation of the quality of R&D activities and the fulfillment of the set measures

Habilitation procedure and procedure for appointment as professor

- reviews and assesses materials for habilitation and appointment procedures
- prepares materials for the FEE Scientific Board
- manages the process of accreditation/reaccreditation of habilitation and professorship procedures at the Faculty
- carries out the quality assessment of the habilitation and professorial appointment procedure

Cooperation with industry

- coordinates cooperation with industry

Management

- manages the Office for Science
- manages the activities of the Committee for Research, Development and Innovation

Powers:

Doctoral study

- establish the conditions of the admission procedure for doctoral studies
- appoint a doctoral admissions board
- decide on matters concerning doctoral studies which are not within the competence of the Dean
- decide on scholarships for students in doctoral study programmes

Research and development

- approve grant proposals and project applications up to 1 million CZK

Habilitation procedure and procedure for appointment as professor

- perform acts as an authorized person for the quality assessment of habilitation proceedings and proceedings for appointment to professor according to the Rules of the Quality Assurance System for Educational, Creative and Related Activities and Internal Quality Assessment of Educational, Creative and Related Activities of the University of West Bohemia

Cooperation with industry

- decide on cooperation and how to cooperate with partners

Management

- appoint and dismiss members of particular purpose working groups, project teams
- publish information on the Faculty's website concerning research and development

Responsibilities:

Doctoral study

- level of doctoral study
- accreditation of doctoral study

Research and development

- performance of R&D results

Habilitation procedure and procedure for appointment as professor

- level of habilitation and appointment procedure
- accreditation of habilitation and appointment procedures

Cooperation with industry

- level of cooperation with partners

Management

- compliance with internal standards and regulations
- efficient use of funds and proper management of assets
- information on the Faculty's website concerning research and development

VICE-DEAN FOR EDUCATIONAL ACTIVITIES

Activities:

Bachelor's / Follow-up Master's studies

- manages the process of accreditation/reaccreditation of Bachelor's and Master's degree programmes
- carries out the admission procedure, evaluates the success of the admission procedure, takes necessary measures if necessary, issues a report on the admission procedure
- analyze educational activities
- make proposals for improving studies and enhancing their quality
- prepare recommendations for the distribution of student numbers between study programmes and their specializations
- setting the timetable for pre-enrolment and enrolment of students
- proposes the schedule and committee for state final examinations
- supervises the course of the evaluation of the quality of study programmes and the implementation of the measures laid down by the ROV
- supervises the functioning of student groups cooperating with FEE in the field of internal communication

Life-long learning

- develops a plan for life-long learning activities
- organizes life-long learning

Management

- represents the Dean in full
- manages the processes relating to Bachelor's and Master's degree programmes and lifelong learning
- manages the activities of study programme guarantors
- manages the activities of the Schedule committee
- manages the Study Office

Powers:

Bachelor's / Follow-up Master's studies

- lay down the conditions of admission
- decide on academic matters outside the exclusive powers of the Dean
- decide on the award of merit scholarships
- approve questions for the state final examination
- manage the course of pre-enrolment and enrolment of students
- set/terminate cooperation with student groups cooperating with FEE in the field of internal communication

Life-long learning

- decide on planned life-long learning activities
- decide on how to provide life-long learning

Management

- to make decisions on Faculty funds as a representative of the principal in the sense of the Internal Control System Directive
- make decisions to the same extent as the Dean in his absence
- appoints and dismisses members of particular purpose groups, working teams
- publish information for students and applicants on the Faculty's website

Responsibilities:

Bachelor's / Follow-up Master's studies

- admissions (responsible for the processes after an applicant has applied)
- the level of bachelor's and master's studies, including the quality of teaching
- accreditation of bachelor's and master's programmes and individual courses
- the development of the timetable
- the course of the final state examination

Life-long learning

- the level of life-long learning

Management

- the activities and performance of the tasks of the Study Office
- compliance with internal standards and regulations
- efficient use of funds and proper management of assets
- information for students and applicants on the Faculty's website

VICE-DEAN FOR STRATEGY AND DEVELOPMENT

Activities:

Strategy

- plans and implements the development of the Faculty strategy
- manages the implementation of the strategy and processes, the introduction of management tools
- ensures and coordinates cooperation with the Faculty's partners, particularly with the region, the city, secondary schools, etc.

Human resources

- proposes the selection committees
- prepares documents and analyses relating to human resources and their development
- methodically manages staff development
- designs and implements human resources policies, in particular, the career system and EDI

Controlling

- proposes a budgeting methodology
- carries out analytical work
- ensures control activities and reporting

Digitization

- ensures the creation, development, and operation of the Faculty information system
- manages the implementation of IT support at all levels of management

Bachelor's / Follow-up Master's studies in Czech language

- ensures the recruitment of new students

Management

- provides operational management of critical processes in crisis situations
- coordinates steps with the Secretary
- proposes selection committees
- proposes the deployment of departments
- plans and designs infrastructure development
- creates and ensures the publication of the Faculty's annual report and similar documents

Powers:

Strategy

- evaluate the strategy and make proposals for action to ensure its implementation
- act for the Faculty within the scope of the Dean's mandate
- set out proposals for measures to ensure sustainable development

Human resources

- assess the adequacy of human resources deployed
- set requirements for mandatory courses for staff
- decide on the implementation of working conditions measures

Controlling

- act for the Faculty in matters of the Faculty budget

Digitization

- decide on the use of IT tools and their application

Bachelor's / Follow-up Master's studies in Czech language

- decide on tools and procedures for recruiting new students

Management

- make decisions about the Faculty's financial resources as a representative of the budget administrator
- appoint and remove members of particular purpose working groups, project teams
- decide on matters relating to the administrative and operational activities of the Faculty and the development of the Faculty's infrastructure
- issue opinions on internal regulations and standards of the University

Responsibilities:

Strategy

- development, implementation and evaluation of the Faculty's strategic plan
- setting up and functioning of management processes

Human resources

- sustainability of the HR Excellence in Research brand at the Faculty
- setting up and operating HR processes, including implementation of EDI (Equity, Diversity, and Inclusion) policies

Controlling

- the financial management of the Faculty is in accordance with the defined budget and applicable regulations

Digitization

- building and functioning of the faculty information system
- effectively functioning internal processes supported by appropriate IT tools

Bachelor's / Follow-up Master's studies in Czech language

- recruitment of new students (processes after the application for studies are under the responsibility of the Vice-Dean for Educational Activity)

Management

- legislative activity and development of internal regulations, compliance with legislative requirements
- implementation and optimization of faculty processes, quality of administrative processes and activities
- implementation of investment and development projects
- compliance with internal standards and regulations
- efficient use of funds and proper management of assets
- annual report on the activities of the Faculty and any similar documents/reports
- operational management of critical processes in crisis situations

VICE-DEAN FOR INTERNATIONAL RELATIONS AND COMMUNICATION

Activities:

Applicants for all levels of study in English and for doctoral studies in Czech

- ensures the recruitment of new students

International cooperation and international projects

- ensures international cooperation and negotiations with foreign partners
- coordinates and manages international mobility and cooperation projects in the field of education

External relations and marketing

- manages the marketing of the Faculty
- manages external communication
- working with alumni

Internal communication

- sets up communication channels
- ensures communication within the Faculty

Management

- manages the Office for International Relations and Communication

Powers:

Applicants for all levels of study in English and for doctoral studies in Czech

- decide on tools and procedures for recruiting new students

International cooperation and international projects

- decide on the selection of staff and students for mobility abroad
- decide on cooperation and how to cooperate with foreign partners

External relations and marketing

- set the rules for external communication of the Faculty
- decide on the way the Faculty is promoted
- set/terminate cooperation with student groups cooperating with FEE in the field of external communication

Internal communication

- decide on the way, form, and content of internal communication

Management

- make decisions on all processes of the Office for International Relations and Communications

Responsibilities:

Applicants for all levels of study in English and for doctoral studies in Czech

- recruitment of new students (processes after the application for studies are under the responsibility of the Vice-Dean for Educational Activity in the case of Bachelor's and Master's programmes, and under the responsibility of the Vice-Dean for Science in the case of Doctoral programmes)

International cooperation and international projects

- fulfilment of tasks arising from international contracts and agreements
- preparation and acquisition of international projects
- international cooperation programs

External relations and marketing

- meeting marketing objectives
- preparation, implementation and evaluation of Faculty events
- websites
- social networks
- the level of communication of student groups cooperating with FEE in the field of external communication

Internal communication

- functioning and the level of internal communication

Management

- compliance with internal standards and regulations
- efficient use of funds and proper management of assets

SECRETARY OF FEE

Activities:

Financial management

- ensures the drawing of the budget
- ensures the administration and reproduction of FEE assets
- prepares analytical documentation for the Dean and the Vice-Deans

Infrastructure

- ensures the operation of the infrastructure and administrative activities of the Dean's Office
- ensures the administration and operation of the Faculty building
- supervises the accuracy of data in non-study information systems
- administers the official notice board
- supervises or provides access to the Faculty building
- prepares annual reports and their distribution
- ensures the operation of the laboratory for students (Makerspace)

Management

- methodically controls the Heads and the Secretaries of the Departments in the budget drawing area
- methodically manages the Technical and Economical Department
- deals with the Bursar and the operation units of the University of West Bohemia

Powers:

Financial management

- decide on the Faculty's financial resources as budget administrator
- approve Faculty expenditure in accordance with the budget and budgetary rules
- approve the rebilling of documents

Infrastructure

- decide on access to the Faculty building

Management

- decide on operational matters relating to the administrative and operational activities of the Faculty

Responsibilities:

Financial management

- compliance with budget utilization and budget rules (financial controlling)
- the functioning and content of non-study databases
- assets management and reproduction
- use of the scholarship fund
- annual management report and possibly similar documents/reports

Infrastructure

- posting materials on the official notice board and notice boards
- the operation of the laboratory for students (Makerspace)

Management

- compliance with internal standards and regulations
- efficient use of funds and proper management of assets

DESCRIPTION OF ACTIVITY OF THE STUDY OFFICE

The Study Office performs, in particular, the following activities:

Applicants

- ensures issues related to the admission procedure,

Students

- keeps the study records at the Faculty level and enters data into the student register,
- enters and updates data on students and courses in the STAG information system,
- ensures entering and archiving study plans in the study database,
- administer number codes of study fields and study programmes,
- arranges and organizes students' pre-enrollments and enrollments,
- prepares supporting documentation for students' schedule and enrollment,
- accepts and administratively processes students' applications,
- performs checks of study results,
- ensures payment of scholarships,
- prepares documents for state final examinations and information on the number of students,
- organizes and processes supporting documentation for matriculation, state final examinations and graduation of FEE students,
- administers the process of the termination of study,
- ensures archiving of study records, study documentation and curricula,
- issues certificates of study,

Support activities

- prepares materials for the accreditation of Bachelor and Master study programmes,
- prepares documents for the Dean's and the Vice-Dean's decisions in study matters,
- performs analytical activity,
- cooperates with the Heads, the Secretaries, and personal assistants of the FEE Departments,
- fulfills the instructions and tasks of the Dean, Vice-Deans, and the Secretary of the Faculty,
- methodically controls the Secretaries and personal assistants of the Departments in the field of recording study results and administrating the STAG study database,
- 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,
- cooperates in organizing the Faculty events (e.g. the Open Days, etc.).

THE ACTIVITY DESCRIPTION OF THE OFFICE FOR SCIENCE

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

- (1) 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 Ph.D. students' evaluation,
 - performs analytical activities,
 - prepares supporting documents for the FEE Doctoral Study 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.
- (2) In the area of projects:
 - ensures issues of the internal grant system.
- (3) In the area of monitoring and assessing creative activity outcomes:
 - in cooperation with the Technical and Economical Department, performs analytical activities and support related to research and development management,
 - monitors and evaluates record databases of results,
 - enters results into the OBD database system on the initiative of the Faculty staff.
- (4) 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.
- (5) 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

Activities:

- manages the Department's staff,
- carries out the instructions and tasks of the Dean, Vice-Deans, and the Secretary of the Faculty,
- ensure educational and creative activities in the Department,
- submit proposals to the Dean for a selection procedure to fill a post,
- submit proposals to the Dean for changes and termination of the employment of an employee, including salary classification and remuneration,
- evaluate and monitor the quality of teaching and take measures from the evaluation of the quality of courses,
- approve assignments for final theses,
- propose supervisors, consultants, and thesis opponents,
- act independently on behalf of the Department towards the Faculty, the University, and external partners,
- decide on the use of funds at the departmental level,
- ensure the development of the Department's infrastructure,
- perform other tasks arising from internal regulations and standards.

Powers:

- decide on the staffing of educational activities,
- take measures to improve the quality of the course,
- appoint the Deputy Head of the Department, the Secretary of the Department, and the Head of the Section,
- set up working groups at the departmental level and participate in their management,
- assign tasks to departmental staff and monitor their performance,
- approve business trips, order the use of recuperation leave by directly supervised staff,
- manage the Department's budget,
- propose to the Dean the financial remuneration of the supervised staff.

Responsibilities:

- the good reputation of the Department and the Faculty,
- the educational and creative activities of the Department,
- the implementation of the Department's budget,
- keeping records of working hours in the Department,
- professional qualification growth of the staff and for their pedagogical and creative activities,
- the content of the Department's website and social networks.

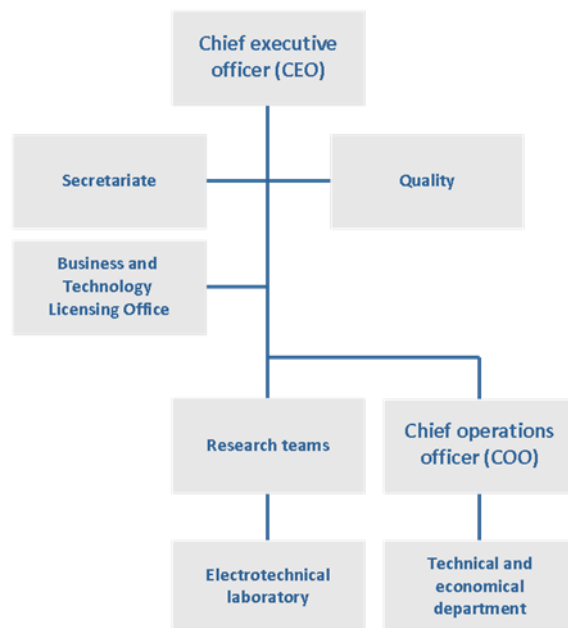
ORGANIZATIONAL AND MANAGEMENT STRUCTURE OF THE RESEARCH AND INNOVATION CENTRE FOR ELECTRICAL ENGINEERING

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 CEO of RICE can appoint his representative, who represents him/her in full, or to the extent determined by the decision of the CEO of RICE. If the deputy director is not established, then the director of RICE is represented by the COO of RICE in full.
- (4) The CEO of RICE issues management documents governing the activities of RICE.
- (5) The CEO of RICE may appoint a Chief Operating Officer of RICE to be responsible for the operational affairs of RICE to the extent determined by the CEO of RICE.
- (6) The administrative and executive department of RICE is the Technical and Economical Department, which is managed by the head.
- (7) 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

The RICE organizational chart:



Article 3
Chief Executive Officer

- (1) The Chief Executive Officer (CEO) of RICE is appointed and dismissed by the Dean after approval by the FEE Scientific Board.
- (2) He/she is the guarantor of the RICE scientific program and is superior to all RICE managers and employees.
- (3) CEO of RICE:
 - a. makes decisions in matters of research, development, and innovation,
 - b. establishes research teams or groups and appoints their leaders by decision,
 - c. appoints the Chief Operating Officer of RICE by decision,
 - d. proposes to the Dean the hiring or dismissal of RICE staff,
 - e. makes decisions for RICE in all its operational and economic matters,
 - f. decides on capital and operating costs associated with the implementation of research programs and expenses related to the activities of all teams, departments, and units,
 - g. signs and acts externally towards third parties within the scope of the internal standards and regulations of the Faculty and the University,
 - h. is responsible for the regular evaluation of research teams and their staff.
- (4) CEO of RICE is authorized to take legal actions within the scope of the internal standards and regulations of the Faculty and UWB at the level of the head of the workplace.

Article 4
Chief Operations Officer

- (1) The Chief Operating Officer (COO) of RICE is subordinate to the CEO of RICE, to whom he/she is accountable for his/her activities.
- (2) COO of RICE shall be appointed and removed by the decision of RICE's CEO.
- (3) The COO of RICE:
 - a. represents the CEO of RICE in operational and economic matters,
 - b. ensures the creation of optimal conditions for the implementation of set tasks in the field of research and development,
 - c. establishes procedures, methodologies, regulations, and processes for economic, project, HR, administrative, and support activities of RICE,
 - d. is responsible for searching for calls for prospective grant and subsidy projects,
 - e. negotiates with partners within the scope of the RICE CEO's mandate.
 - f. prepares the draft of RICE activities and management for the next year,
 - g. provides cooperation and documents for internal audit and control activities,
 - h. proposes to the CEO of RICE the hiring and dismissal of subordinate employees,
 - i. is responsible for processing monitoring reports and possibly other documents for management, control, and audit authorities, including grant providers.
- (4) COO of RICE is superior to all employees of the Technical and Economical Department.

Article 5

RICE Departments and Research Teams

- (1) The following units are established within the RICE organizational structure:
 - Research teams
 - Technical and Economical Department
 - Electrotechnical Laboratory
 - Business and Technology Licensing Office
- (2) Individual units ensure the fulfillment of partial objectives defined by the heads of these units and this regulation.
- (3) Research teams ensure the implementation of the Centre's research programme.
- (4) The Technical and Economical Department provides the following activities:
 - project support,
 - management of grant funds,
 - processes of obtaining new projects and special subsidies,
 - provision of resources and administrative support for the protection of intellectual property,
 - processes in the field of human resources,
 - circulation and preparation of accounting and payroll documents, including billing of orders,
 - analytical support and administrative background for creative activity at the Faculty,
 - IT support.
- (5) Quality ensures quality and process management, risk management, and the RICE health and safety agenda.
- (6) Business and Technology Licensing Office ensures activities and provides support to research teams in the area
 - trade,
 - management and acquisition of new projects and special purpose subsidies (including the processing of contract research offers and the search for calls for prospective grants and subsidy projects),
 - concluding and implementing contracts,
 - intellectual property protection, handling of intellectual property and know-how, and commercialization of research and development results and technology transfer.
- (7) Sales and Projects provides support to research teams in the field of sales and projects.

Article 6

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.
- (3) The powers and responsibilities of the ETL Head are set out in Annex No. 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,
- appoint the ETL management
- 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