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**FACULTY OF MILITARY TECHNOLOGY**

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**Dean of the Faculty of Military Technology**

**ORGANIZATIONAL RULES AND  
REGULATIONS**

**OF THE FACULTY OF MILITARY TECHNOLOGY  
OF THE UNIVERSITY OF DEFENCE**

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1. Organizational Diagram of FMT valid on 1 September 2008.
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## **INTRODUCTION**

- (1) The Organizational Rules and Regulations of the Faculty of Military Technology are, according to Article 10 of the Faculty of Military Technology Statutes (hereinafter referred to as the faculty statutes), an internal norm of the Faculty of Military Technology (hereinafter referred to as FMT) issued by the Dean of the faculty. They contain definitions of structures, competences and activities stated by the faculty statutes having fundamental meaning, but being an internal matter of FMT. The document defines regulatory authorities of FMT, FMT components and their subordination; it specifies the tasks, powers and composition of advisory bodies. It clarifies the system of FMT internal norms and it gives a survey of table positions of academic workers apart from the positions at the departments.
- (2) The Organizational Rules and Regulations of FMT are based on the Organizational Rules and Regulations of UoD.

## **Article 1 REGULATORY AUTHORITIES**

- (1) Regulatory authorities of FMT consist of autonomous academic bodies according to § 25 Act No. 111/1998 Coll. on universities (hereinafter referred to as the Act) and of other bodies according to Article 20 to 25 of the faculty statutes.
- (2) Academic autonomous bodies of FMT are as follows:
  - a) Dean of FMT,
  - b) Academic Senate of FMT,
  - c) Academic Council of FMT,
  - d) Disciplinary Board of FMT.

- (3) Further regulatory authorities of FMT are as follows:
- a) Vice-Dean for Public Relations and Development,
  - b) Vice-Dean for Studies and Teaching Activities,
  - c) Vice-Dean for Research Activities,
  - d) Faculty Secretary.

## **Article 2**

### **POWERS AND RESPONSIBILITIES OF REGULATORY AUTHORITIES**

(1) Dean

The Dean is the statutory body of the faculty. He is responsible for his/her activity to the Academic Senate and to the Rector, as specified in the University of Defence Statutes. He/she is subordinate to the Rector and superior to all other faculty members. The Dean has the following rights and responsibilities:

- Nominating and recalling the members of the Academic Council and members of the Disciplinary Board with the approval of the Academic Senate;
- Nominating and recalling vice-deans after the Academic Senate has expressed its view;
- Nominating and recalling the Faculty Secretary, chairpersons and members of boards for final state exams, doctoral state exams and defending dissertations, and if needed also chairpersons and members of other faculty boards, members of branch councils for relevant doctoral study programs accredited at the faculty;
- Responsibility for proposals of the strategic goals of faculty development. In the area of faculty development, he/she prepares proposals of pertinent legislative and organizational measures. In accordance with faculty development concept, he/she prepares investment policy, building programs and dislocation measures of the faculty;
- Responsibility for the scope, level and quality of educational process aimed at achieving the defined faculty graduate profile;
- Being in charge of supervising vice-deans, heads of departments, the Commander of Faculty Battalion, the faculty secretary and Deans' office employees;
- Making decisions about student admissions to study at the faculty;
- Making decisions about shifting students from one study branch to another within the faculty;
- Making decisions about discharging students who have not met study requirements;
- Making decisions about the Disciplinary Board proposals in the matters of disciplinary offences;
- Nominating members of habilitation boards for habilitation proceedings and of assessment boards for professorship proceedings to the Academic Council,
- Submitting proposals of study programs to the Academic Senate for consideration; and subsequently submitting them to the Academic Council for approval;
- Approving the faculty developmental concept plans of activities;
- Approving the internal planning and regulatory documents of the faculty;
- Overseeing competitions for faculty job positions. He/she concludes job contracts with academic workers and other faculty employees on behalf of the faculty;
- Submitting the annual report, report on financial management and proposal of distribution of financial resources to the Academic Senate for approval;
- Negotiating on behalf of the faculty in labor-law relation matters of faculty employees;
- Issuing orders, guidelines and regulations necessary for faculty management and running faculty activities;
- Cooperation with personnel department, economical department and with other respective bodies of the rectorate while guaranteeing faculty activities;

When out of office, the Dean is substituted by the authorized vice-dean. The authority to represent the faculty and to negotiate on its behalf may be entrusted by the Dean to a limited extent also to the faculty secretary or to other faculty members.

(2) Academic Senate

The position of the Academic Senate in the autonomous faculty system whose composition (members) and activities are specified by Article 21 of the faculty statutes and by the internal regulation *Election Regulations and Rules of Order of the Senate of FMT of UoD*.

The competency of the Academic Senate in the autonomous university system is regulated by § 27 of the Act and the faculty statutes.

(3) Academic Council

The status and competency of the Academic Council are given by § 30 of the Act concerning universities and supplemented by Article 24 of the faculty statutes. The Faculty Academic Council proceeds in accordance with the internal regulation *FMT Academic Council Rules of Procedure*.

(4) Disciplinary Board

The status and competency of the Disciplinary Board of the faculty are given by § 31 of the Act and by Article 25 of the faculty statutes. The Disciplinary Board deals with, on the motion of the Dean, disciplinary offences of the students enrolled at the faculty. The board proceeds in accordance with the internal regulation *Disciplinary Code for FMT Students*.

(5) Vice-Dean for Public Relations and Development

The Vice-Dean for Public Relations and Development is an executive and conceptual worker of the faculty in the area of public relations and development. He/she is an authorized substitute of the Dean. He/she is responsible for the preparation of materials defining development policy, especially the document called long-term program and its updating. He/she coordinates activities of faculty regulatory authorities, as well as faculty activities in the area of home and foreign public relations. The Vice-Dean for Public Relations and Development fulfils the following tasks:

- Responsibility for the elaboration of the concept and development of FMT at UoD;
- Responsibility for coordinating activities of the departments in the area of public relations and development;
- Designing the developmental concept of the faculty;
- Being in charge of the planning, co-ordination, provision and evaluation of business trips abroad, foreign visits and other foreign activities;
- Requesting study trips and stays abroad for faculty employees according to the plan;
- Methodically managing the heads of departments in the area of his/her responsibility;
- Preparing and filing agreements and contracts pertaining to foreign relations;
- Taking part in sessions of Dislocation Board of UoD for FMT;
- Supervising and coordinating tasks referring to internal relations at the faculty;
- Coordinating the preparation and updating of FMT internal regulations;
- Coordinating and managing the elaboration of basic regulatory documents at the faculty and the FMT annual report;
- Conducting communication and information campaigns with the authorities of public administration in the region, as well as with institutions in the area of FMT interests;
- Creating both long-term and operative working teams consisting of faculty workers to fulfill the above mentioned tasks;

- Acting on behalf of the faculty at the preparation and making agreements and contracts in the framework of research, professional and supplementary activities of the faculty with home and foreign subjects;
- Methodically conducting and coordinating the marketing activities of the faculty;
- On the basis of departmental requirements and proposals, he/she works out plans of activities abroad and proposals of both planned and extra foreign trips and visits (explanation: foreign trips – faculty employees travel abroad; foreign visits – visitors from abroad come to the faculty);
- Working out source materials for the evaluation of foreign trips and visits at the faculty;
- Fulfilling other tasks assigned by the Dean.

#### (6) Vice-Dean for Studies and Teaching activities

The Vice-Dean for Studies and Teaching Activities is an executive and conceptual worker of FMT in the pedagogical and study area. He/she is directly subordinate to the Dean. He/she is responsible for coordinating and guiding pedagogical activities at FMT in accordance with FMT long-term program and for the planning, organizing and material support of educational process.

The Vice-Dean for Studies and Teaching Activities fulfils the following tasks:

- Responsibility for the interaction with UoD sections and components in pedagogical and study area;
- Responsibility for putting into practice the outcomes of the meetings in pedagogical and study area;
- Responsibility for working out study documentation used in case of state security threat and in state of war;
- Responsibility for the development and modernization of teaching and training equipment;
- Responsibility for the development of pedagogical activity within bachelor's, master's and doctoral studies;
- Responsibility for the accreditation of bachelor's, master's and doctoral study programs;
- Responsibility for keeping registry and administration of students in bachelor's, master's and doctoral studies;
- Responsibility for planning and covering the instruction in all prescribed lessons;
- Managing the working group of FMT Dean's office;
- Managing pedagogical activity at the faculty within bachelors', masters' and doctoral studies;
- Chairing the Educational Council of the faculty;
- Managing the organization of the instruction in the courses guaranteed by FMT;
- Methodically manages departments in his/her sphere of action;
- Proposing the allocation of scholarships to students of bachelor's, master's and doctoral studies;
- Designing the developmental concept of study and pedagogical activity of the faculty;
- Arranging the presentation of FMT to the outside world within the scope of his/her field of action;
- Providing advertising and promoting bachelor's, master's and doctoral studies;
- Supervising the state and results of study, pedagogical and methodical activity of the faculty and the quality of educational process carried out by the departments;
- Organizing the evaluation of pedagogical activity of the faculty. He/she prepares source materials for the evaluation of pedagogical activity;
- Preparation of the publishing scheme of FMT;

- Submitting proposals concerning decisions in study matters of the students to the Dean;
- Conducting the organization, processing and evaluation of admissions procedure, semester examinations, final state examinations and state doctoral examinations, defenses of bachelor's and diploma theses, as well as dissertation theses, end-of-course examinations of the students in life-long education courses and other forms of education organized by the faculty;
- Conducting the organization and procedure of graduation ceremony;
- Coordinating the above-mentioned activities with the other vice-deans, the heads of departments, the Secretary and the Commander of Faculty Battalion;
- Fulfilling other tasks assigned by the Dean.

(7) Vice-Dean for Research Activities

The Vice-Dean for Research Activities is an executive and conceptual worker aimed at the development and management of research activity at the faculty. He/she is responsible for research work and the support of scientific, research, developmental and other creative activities in compliance with the long-term program of FMT. He/she is also in charge of methodical conduct and administrative support of research work and co-ordination of activities related to information and financial guarantee of research activity. Vice-Dean for Research Activities carries out the following activities:

- Responsibility for the development and management of faculty research activity;
- Responsibility for scientific and pedagogical competence of the university teachers;
- Responsibility for the development and management of inventors' and innovators' activities;
- Responsibility for managing students' creative activities;
- Responsibility for informational provision of faculty activities and for co-operation with scientific institutions and universities;
- Managing scientific group of the Dean's office;
- Methodically coordinating the scientific and research activities of the heads of departments;
- Conducting and organizing the publishing activity of the faculty;
- Conducting the administration related to solving in-country and international grant projects at the faculty;
- Organizing habilitation and professorship proceedings;
- Coordinating and guaranteeing the preparation of scientific conferences and seminars held by FMT;
- Organizing specific research at FMT;
- Responsibility for correct functioning of the component of the information system related to science and research;
- Acting on behalf of the faculty in grant and other competitions;
- Organizing creative scientific and technical activities of faculty students, as well as he/she provides their participation in relevant competitions;
- Designing the concept of scientific development of the faculty;
- Proposing the distribution of financial sources for solving scientific tasks and for assistant scientific and pedagogical posts;
- Working out source materials for the faculty plan of Scientific Council activities;
- Working out yearlong plan of scientific work at the faculty;
- Elaborating source materials for the evaluation of scientific and research activities, conferences and publishing activities at the faculty;
- Requesting for funds to cover material and financial requirements for scientific and research activities, students' scientific and pedagogical activities, inventors' and innovators' activities; scientific preparation at the faculty, provision of scientific

conferences and colloquiums, paying for royalties and provision of scientific informational activities;

(8) Cooperating with:

The Vice-Dean for Studies and Teaching Activities to align instruction and science;

The Scientific and Informational Department of UoD to provide scientific and research activities of the faculty;

The Commander of Faculty Battalion to coordinate students' scientific and pedagogical activities;

- Supervising the performance of yearlong plan of scientific work, the level of improving scientific and pedagogical qualifications, study and scientific activities and inventors' and innovators' activities at the faculty;
- Fulfilling other tasks assigned by the Dean.

(9) Faculty Secretary

The Faculty Secretary is a managing worker of the faculty. He/she is directly subordinate to the Dean. He/she coordinates carrying out operative tasks of the faculty. He/she provides source materials for decision-making process of the Dean and manages the tasks from the plan of faculty activities and the measures taken in military areas. He/she is responsible for the economic and administrative course of the faculty in accordance with § 32 of the Act, with generally accepted legal norms, military orders and regulations. He/she works as a security officer of the faculty. Apart from the general duties stated in Article 25 of the faculty statutes, he/she fulfils other tasks:

- Substituting for the Dean and acting on behalf of the faculty in economic and administrative matters concerning faculty operation and administration;
- Tasking managing workers of other workplaces in the area of his/her sphere of action, as well as supervising the fulfillment of the tasks;
- Responsibility for keeping directly subordinate components informed about the Dean's orders and regulations;
- Responsibility for the coordination of activities that provide faculty functioning with the components of UoD;
- Responsibility for managing faculty economic and administrative activity and for execution of the tasks related to bursar's department in the conditions of the faculty;
- Responsibility for preparing the plan of activating the faculty into higher degrees of combat and mobilization readiness;
- Responsibility for organizing and managing classified data protection;
- Professionally managing the heads of departments to fulfill the tasks in the area of combat and mobilization readiness and material provision; he/she manages them to fulfill operative tasks;
- Transferring finances to departments and faculty workplaces in accordance with the Dean's decision; he/she supervises their spending;
- Supervising the work of administrative group of the Dean's office;
- Responsibility both methodically and matter-of-factly for the operation of the component of the faculty information system related to issuing faculty orders and regulations, economic activity, operation, finances, assets, and personnel in cooperation with the components of UoD Rector's Office;
- Supervising the area of construction, maintenance and repairs at the faculty in cooperation with the UoD Rector's Office;
- Supervising dislocation matters of the faculty;
- Maintaining the records of faculty reports and analyses;
- Preparing analyses of task fulfillment in the area of discipline, duty officers, combat and mobilization readiness and material, technical and financial provisions of the faculty operation;

- Taking minutes at Dean's meetings and meeting of the Dean's Advisory Board;
- Professionally supervising persons responsible for material and its records at the department,
- Organizing the faculty regime in accordance with the basic orders of the armed forces (hereinafter referred to as AF) and internal faculty orders;
- Having at his/her disposal personnel agenda of the faculty employees, in cooperation with the Personnel Department of UoD;
- Organizing the issuing of Dean's orders, regulations and guidelines;
- Guaranteeing work safety and fire prevention, together with the Department of Internal Administration of UoD;
- Cooperating with the heads of departments in planning and carrying out commander preparation of faculty employees; he/she cooperates with the Faculty Battalion Commander in the matters of regime and study of faculty students;
- Cooperating with the vice-deans and heads of departments to guarantee the faculty from the point of view of organizational, material and technical provision;
- Supervising the method of material inspection and observance of secret information protection; he/she supervises observance of discipline requirements, basic orders and combat readiness;
- Fulfilling other tasks assigned by the Dean.

(10) Head of Department

The Head of Department is a managing worker of the department. He/she is directly subordinate to the Dean and superior to all other department employees. He/she manages the global activity of the department, as stated in Organizational Rules and Regulations of the faculty and the department. Apart from general duties, he/she fulfils other tasks:

- Responsibility for the elaboration of study documentation of the subjects taught by the department, as well as for the coordination with study documentation of other departments;
- Responsibility for the content, organization, methodical level, way and supervision of pedagogical process and educational activity of the department as a whole;
- Responsibility for the development of scientific branches, creating conditions for working on scientific and research tasks, as well as the application of their results in educational process;
- Responsibility for creating conditions for publishing activities of the department members;
- Responsibility for the improvement of teachers' qualifications and their language training. He/she is responsible for the development and modernization of educational process, equipping the department by modern didactic instruments and their effective use;
- Responsibility for problem solving in the area of the development of scientific and pedagogical activities;
- Responsibility for adherence to working hours and discipline of the members of the department;
- Responsibility for appropriate level of the subjects and the way of teaching them;
- Responsibility for filing the department members into proper/ relevant wage class/category and level,
- Responsibility for creating appropriate conditions for the observance of safety precautions during teaching;
- Responsibility for the observance of guidelines and orders of the UoD Rector and FMT Dean;
- Fulfilling job duties of a platoon commander in the area of the management of material at the department in accordance with regulation Vševojsk 1-1;

- Advertising topics/themes of bachelors' and diploma works;
- Determining and stating the principles for writing bachelors' and diploma works and criteria of their assessment;
- Proposing supervisors and opponents for bachelors' and diploma works;
- Observing the classes;
- Summoning and chairing departmental meetings;
- Suggesting the performance of competition for free positions of the department, as well as changes in personnel, financial and qualification measures;
- Preparing organizational rules and regulations and source materials for the negotiations of the faculty Dean;
- Organizing the regime of the department in accordance with the basic orders, internal faculty and departmental orders and with daily routine order/ standing order; he/she organizes sports and cultural activities of department members;
- Responsibility for fulfilling the tasks of combat and mobilization readiness;
- Organizing the adherence to the norms of classified information protection stated by the Act 412/2005 of the Digest and by relevant internal normative acts (INA) of MoD;
- Preparing and keeping statement, analysis and other documentation of the department;
- Cooperating with specialist bodies of MoD and individual headquarters;
- Cooperating with the faculty secretary to provide organizational and material operation of the department;
- Cooperating with the vice-deans in the areas of the activities entrusted to them;
- Cooperating with other heads of departments in planning and carrying out the teaching and expert preparation of the faculty employees;
- Cooperating with the faculty battalion commander in the matters of training and study of the faculty students;
- Supervising meeting the requirements of discipline and basic order and the adherence to organizational rules and regulations by department members, adherence to requirements of continual combat and mobilization readiness, the way of material management and the adherence to the principles of classified information protection;
- Fulfilling other tasks assigned by the Dean.

(11) Faculty Battalion Commander

The Faculty Battalion Commander is a managing worker of the faculty battalion. He/she is directly subordinate to the Dean and superior to all other members of the faculty battalion. He/she supervises the activity of the faculty battalion according to basic orders, Organizational Rules and Regulations of the faculty and the faculty battalion. He/she is responsible for the full command, control and provision of the faculty battalion and for the organization of the life of all faculty battalion members. Furthermore, he/she is responsible for preparedness and mobilization readiness of the faculty battalion; for planning, organization and effective training, preparation and education of the faculty battalion students; for the condition, record and completeness of the armament, other equipment and material of the faculty battalion; for material, technical, medical and lodging provision of the faculty battalion; for adherence to the principles of classified information protection, for safety and health protection; for environment protection, fire prevention and adherence to the principles of common hygiene of the members of faculty battalion; for observance of the law, rights and justified interests of the subordinates and for exploitation of subordinates' initiative. He/she has disciplinary authority of battalion commander. His/her basic duties are as follows:

- Planning, organizing, carrying out and supervising the degree of preparation and organization of the life in the faculty battalion;
  - Responsibility for the preparation of the documentation for getting into higher degrees of combat readiness;
  - Accounting for the performance of basic orders and regulations, Organizational Rules and Regulations and Daily Routine Order of faculty battalion;
  - Organizing and carry out command and methodical preparation of the subordinates of the permanent employees;
  - Creating organizational background for carrying out the study, to fully provide and supervise the performance of study programs;
  - Organizing the working out of the Plan of the Preparation of the Faculty Battalion and its elaboration for individual terms/ periods;
  - Taking part in the admission of new students and graduation ceremony in co-operation with competent workers of the Dean's office at FMT;
  - Managing the area of personnel matters and financial provision of the students and other members of faculty battalion;
  - Being familiar with working and moral qualities of officers, warrant officers and civilian workers belonging to permanent employees;
  - Conducting individual interviews with permanent employees and to solve their problems, requirements and needs;
  - Taking precautions for safe storage of equipment of the subordinates and organize checking their completeness;
  - Managing financial and economic activity of the faculty battalion, to provide the settlement of damage and injuries and to make decisions about their cover (refund) on time;
  - Carrying out the inspection of the equipment at least twice a year and to organize the technical and fire protection inspection of the premises once a year according to the instruction of the bursar of UoD;
  - Carrying out the evaluation of the discipline and disciplinary practice at the faculty battalion once a month;
  - At the beginning of each training period evaluating the preparation of the faculty battalion in previous training period;
  - Taking precautions to prevent criminal acts and emergencies from happening; if they happen, report them immediately to the superior;
  - Taking care of the improvement of physical preparedness of the subordinates, to take care of keeping the staff healthy; to be interested in the subordinates' life conditions and needs, to supervise the completeness, quality and issuing essentials on time;
  - Organizing cultural, sports and leisure activities at the faculty battalion;
  - Taking measures for the provision, storage and treatment of hand arms, ammunition and other material at the faculty battalion; to require the observance of safety rules at weapon and equipment training;
  - Enforcing the proper using of accommodation facilities, other buildings, constructions and grounds of the faculty battalion;
  - Organizing and carrying out non-scheduled inspections focused on proper organization of all areas of the life of the faculty battalion;
  - Supporting the co-operation with vice-deans, heads of departments and managing staff of the Dean's office;
  - Organizing and supervise duty officers in accordance with the regulation Zák1-1;
  - Issuing written orders concerning the provision of the life of the faculty battalion.
- He/she fulfils other tasks assigned by the Dean and/ or the Faculty Secretary.

**Article 3  
PARTS OF FMT**

- (1) The Faculty of Military Technology consists of the following components:
1. Dean's Office :
    - a) Dean, Vice-Deans and Faculty Secretary,
    - b) Study Support Group,
    - c) Scientific Support Group,
    - d) Administrative Group.
  
  2. Faculty departments:
    - a) K 201 – Department of Weapons and Munitions,
    - b) K 202 – Department of Combat and Special Vehicles,
    - c) K 203 – Department of Engineering Technology,
    - d) K 204 – Department of Aerospace and Rocket Technology,
    - e) K 205 – Department of Aviation,
    - f) K 206 – Department of Aerospace Electrical Systems,
    - g) K 207 – Department of Radar Technology,
    - h) K 208 – Department of Air Defence Systems,
    - i) K 209 – Department of Communication and Information Systems,
    - j) K 210 – Department of Military Geography and Meteorology,
    - k) K 215 – Department of Mathematics and Physics,
    - l) K 216 – Department of Mechanical Engineering,
    - m) K 217 – Department of Electrical Engineering,
  
  3. Faculty Battalion
    - a) Headquarters,
    - b) Faculty Companies.

**Article 4  
SUBORDINATION OF THE COMPONENTS**

- (1) Vice-Deans, the Faculty Secretary, heads of departments and the Faculty Battalion Commander are directly subordinate to the Dean.
  
- (2) In the framework of the Dean's office, the study support group of the Dean's office is directly subordinate to the Vice-Dean for Studies and Teaching Activities. The group methodically supervises the departments in the area of study and pedagogical matters.
  
- (3) In the framework of the Dean's office, the scientific support group of the Dean's office is directly subordinate to the Vice-Dean for Research Activities. The group methodically supervises the departments in the area of research activities.
  
- (4) The area of public relations, development and international activities is directly subordinate to the vice-Dean for public relations and development. He/she also methodically supervises the departments in this area.
  
- (5) In the framework of the Dean's office, administrative group is directly subordinate to the faculty secretary. He/she methodically supervises the departments and faculty battalion in economical, administrative, safety and military matters.

- (6) Managers of the parts directly subordinate to the Dean are fully responsible for the area of their fields of action in the framework of the Dean's office, departments or faculty battalion.
- (7) Organizational structures, subordination, tasks and the content of activities of the departments and faculty battalion are defined in their organizational rules and regulations which are internal norms of the faculty approved by the Dean. Within the modifications in the numbers of table positions, changes of internal structures of the faculty are carried out.

**Article 5**  
**SUPERVISION/ MANAGING OF THE ACTIVITIES**

- (1) The Dean supervises individual parts and areas of the work of FMT directly or through vice-deans, the Faculty Secretary, heads of departments and the Faculty Battalion Commander to whom he defines the scope of their responsibility, competences and concrete tasks.
- (2) To manage the personnel matters, the Dean of FMT issues a written order. The person responsible for the correctness and formal layout is the Chief of Personnel Department.
- (3) To manage the administrative, executive, economical, military and organizational matters, the Dean of FMT issues a written order. Faculty employees are nominated to different boards that carry out specific activities in accordance with internal normative acts behind (out of) the scope of their job descriptions. The members of the boards are always publicized in the order. Content correctness and formal layout are the responsibility of the Faculty Secretary.
- (4) To manage the matters in the study area according to the law, faculty statutes and Study and Examination Rules and regulation, the Dean of FMT issues a written order and Dean's decision. Content correctness and formal layout are the responsibility of the Vice-Dean for Studies and Teaching Activities.
- (5) To manage the matters of science and research on the basis of the conclusions of the Academic Council of FMT and faculty statutes, the Dean of FMT issues a written order from the session of the Academic Council. Content correctness and formal layout are the responsibility of the Vice-Dean for Research Activities.
- (6) The Faculty of Military Technology follows the Daily Routine Order of UoD. The Dean is in a position to adjust/ modify the working regime by course of law No. 221/1999 Coll. on professional soldiers and the Labor Code.
- (7) The provision of combat and mobilization readiness is organized according to the Plan of Combat and Mobilization of the faculty and of UoD. vice-deans, the Faculty Secretary, heads of departments and the Faculty Battalion Commander prepare relevant materials, source materials and documentation in the area of combat and mobilizations readiness according to the direction of the Dean in accordance with related instructions, orders and directions.

**Article 6**  
**ADVISORY BODIES**

- (1) Advisory bodies are established by the Dean according to the Article 31 of the statutes. The main mission of advisory bodies is a supervised and well-founded provision of all activities of FMT and their parts, solutions of concept and important operative tasks.
- (2) The advisory bodies are the Dean's Advisory Board and Educational Council.

**Article 7**  
**DEAN'S ADVISORY BOARD**

- (1) The Dean's Advisory Board is a Dean's advisory body dealing with concept and important operative tasks before the final Dean's decision. It primarily enables a coordinated and well-founded managing activity at FMT. The members of the board discuss suggestions of other advisory bodies and working groups established by the Dean before the Dean makes his/her final decision.
- (2) The session of the advisory board is summoned, chaired and managed by the Dean; in case of his absence, by the vice-dean assigned by the Dean.
- (3) The members of the Dean's Advisory Board are the following:
  - a) Vice-deans and the Faculty Secretary,
  - b) Heads of departments,
  - c) Chairman of the Academic Senate,
  - d) Faculty Battalion Commander,
  - e) Other members can be nominated by the Dean.
- (4) Sessions of the Dean's Advisory Board are organizationally provided by the faculty secretary.

**Article 8**  
**EDUCATIONAL COUNCIL**

- (1) The Educational Council (hereinafter referred to as EC) is an expert advisory body of the Dean which provides especially co-ordination in the preparation of study programs, documentation and pedagogical activity of the departments. The Council prepares source materials and proposals of pedagogical activity concept of FMT for the sessions of the Dean's advisory board and for final Dean's decisions. EC as an expert advisory body of the Dean does not have decision-making authority.
- (2) The members of EC are nominated by the Dean. The chairman of the Council is the Vice-Dean for Studies and Teaching Activities. He/she chairs the Council, manages its activities and is responsible for task fulfillment.
- (3) Under authority of the position, the members of EC are as follows: the chief of study support group of FMT, chairmen of study program councils and chairmen of faculty branch councils.
- (4) The tasks of EC are the following:
  - Elaborating the concept of university education in the conditions of FMT,

- Coordinating the activities of study program councils and faculty branch councils in the preparation, execution and innovation of study programs,
- Monitoring and assessing educational process at FMT and proposing measures to improve it,
- Coordinating the system of teaching/lessons supervisions.

## **Article 9**

### **SYSTEM OF INTERNAL NORMS, GUIDELINES AND ORDERS**

- (1) The dean's guidelines and calendar plans of the activities for terms are internal norms of FMT according to Article 10, Par. 2 b) of the faculty statutes. The dean's guidelines are of long-term validity. They define the way of handling relevant matters from the methodical and organizational point of view. They are discussed in the Dean's Advisory Board before they are issued. The guidelines are registered in the list of Dean's guidelines filed at the Office for Data Protection of UoD. The registration and updating the list of valid guidelines are the responsibility of the chief of administrative group.
- (2) The Dean's orders are an internal norm of FMT according to Article 10, par. 2 c) of faculty statutes. The orders represent a prescriptive form for the concretization of certain duty or authorization, the formulation of mandatory procedure, declaration of organizational measure and others. The content correctness of particular kinds of orders at the Dean's office is the responsibility of the officials according to Article 6 of these organization rules and regulations.
- (3) Printed orders are issued in a minimum necessary number of copies for the purposes of archiving and managing, financial and other bodies. Non-classified orders are publicized on the electronic information system of UoD.
- (4) The heads of departments issue directions for internal needs of the departments related to carrying out the inventory of assets, preparation of personnel, armament and equipment for seasonal operation, provision teaching etc.
- (5) The faculty Battalion Commander issues orders needed for the provision of running the faculty battalion.
- (6) The evaluation of faculty activities in the calendar year is stated in the annual report. Source materials are submitted by individual parts of the Dean's office and by the departments according to the prescribed outline of the annual report.

## **Article 10**

### **SURVEY OF TABLE POSITIONS FOR ACADEMIC WORKERS**

- (1) The list of the positions of academic workers is given in the appendix No. 2 of Organization Rules and Regulations.

**Article 11**  
**TEMPORARY AND CONCLUDING REGULATIONS**

- (1) This order comes into force on the day of the Dean's approval.
- (2) On the valid date of this order, the validity of Organization Rules and Regulations of the Faculty of Military Technology from 1 November 2006 expires.
- (3) Organization Rules and Regulations are filed at the faculty Dean's office.

The document was discussed at the Academic Senate of FMT

November 19, 2008

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Associate Professor  
Eng. Zbyněk RŮŽIČKA, Ph.D.  
the President of the Academic Senate of the  
FMT