

## Organizational Structure of the Faculty of Science University of Hradec Králové

### Article 1 Structure of the Faculty of Science

- 1) The Faculty of Science UHK is divided, in accordance with Article 18, paragraph (1) of the Statute of UHK, into departments, centers, and the Dean's Office.
- 2) The departments of Faculty of Science UHK are:
  - a) Department of Biology,
  - b) Department of Physics,
  - c) Department of Chemistry,
  - d) Department of Applied Cybernetics,
  - e) Department of Mathematics.
- 3) The internal division of departments into sections is detailed in Annex 2 of this organizational structure.
- 4) The Dean's Office of Faculty of Science UHK is divided into the following departments and offices:
  - a) Secretariat,
  - b) Research Support Department
  - c) Department of Publicity and Communication,
  - d) Study Department,
  - e) Science and Research Office,
  - f) International Relations Office.
- 5) The following centers are established at Faculty of Science UHK:
  - a) Subjects Didactics Centre,
  - b) Center of Advanced Technology.

### Article 2 Vice-Deans

- 1) The Dean is represented by four Vice-Deans, who are authorized to act on behalf of Faculty of Science UHK in their designated areas of responsibility, as delegated by the Dean. Their areas of responsibility are divided as follows:
  - Vice-Dean for Creative Activities,
  - Vice-Dean for Education and Internal Affairs,
  - Vice-Dean for Strategy, Development and Legislation,
  - Vice-Dean for International Affairs.
- 2) The Vice-Deans report directly to the Dean.

- 3) The Vice-Dean for Creative Activities directly supervises the Science and Research Officer. The Vice-Dean is responsible for the implementation of the provisions of strategic documents in the field of creative activity, coordinates creative activities at the faculty. The Vice-Dean plans the work of the Scientific Board of the Faculty of Science according to the current needs and organizes the processing of the agenda of the Scientific Board of the Faculty of Science. He is responsible for the methodology and preparation of projects in creative activities. Evaluates the success of scientific and research projects. Coordinates the internal competition for specific research projects and other internal competitions. It ensures domestic cooperation with scientific institutions in the Czech Republic and coordinates the cooperation of the Faculty of Science with the application sphere.
- 4) The Vice-Dean for Education and Internal Affairs supervises the head of the Study Department. They are responsible for fulfilling the provisions of internal regulations and the Faculty of Science strategic plan concerning educational activities. They carry out coordination and methodological activities in the areas of study organization and examination regulations. They create conditions for improving pedagogical activities and support their modernization. They coordinate the preparation of new accreditations, excluding double/joint/multiple degree programs. They assist students in resolving academic, social, and other issues.
- 5) The Vice-Dean for Strategy, Development, and Legislation is responsible for drafting and amending Faculty of Science internal regulations and governance documents in cooperation with other Vice-Deans. In collaboration with the Faculty Executive Secretary, department heads, directors of institutes, heads of the centres, and other Vice-Deans, they prepare the Faculty of Science strategic plan for educational and creative activities and its annual implementation plan. They evaluate the fulfillment of the implementation plan annually, prepare the Faculty of Science annual activity report in cooperation with the Department of Publicity and Communications, and other academic officials, and department heads. They coordinate activities related to changes in the Faculty of Science organizational structure and decide on the allocation of space between departments. They contribute to drafting and evaluating UHK strategic documents and the UHK annual activity report. They are responsible for the methodology and preparation of development projects and coordinate the implementation of acquired development projects.
- 6) The Vice-Dean for International Relations supervises the staff of the International Relations Office. They are responsible for fulfilling strategic documents in the area of international relations and addressing conceptual issues in these areas. They ensure international cooperation with educational and scientific institutions in creative activities, coordinate activities related to the mobility of Faculty of Science students and staff abroad, and oversee the agenda of promotion and recruitment for foreign-language study programs. They coordinate the preparation of double/joint/multiple degree study programs.

### **Article 3**

#### **Validity and Effectiveness of the Organizational Structure**

This organizational structure, including both annexes, enters into force and effect on the date of signing.

Dean's Decision No. 13/2020 is hereby repealed.

Hradec Králové, February 27, 2024

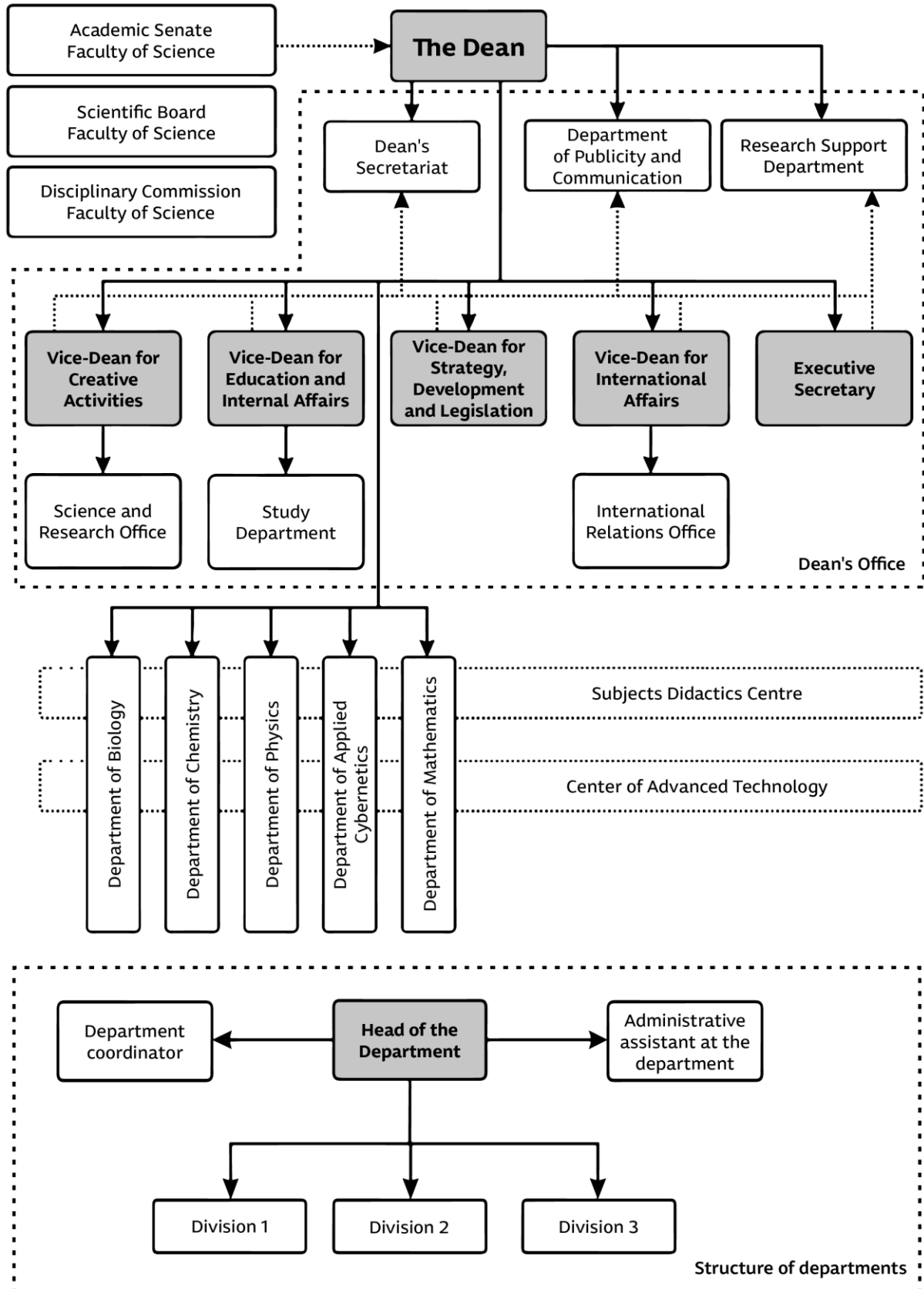
doc. RNDr. Jan Kříž, Ph.D.  
dean

**Annexes:**

1. Organizational Structure Diagram of Faculty of Science UHK
2. Departments' Internal Divisions at Faculty of Science UHK

**Annex 1**

**Organizational Structure Diagram of Faculty of Science UHK**



**Annex 2**

**Departments' Internal Divisions at Faculty of Science UHK**

1. Department of Biology
  - Division of Botany and Environmental Protection
  - Division of Biology and Animal Ecology
  - Division of Experimental Biology
2. Department of Chemistry
  - Division of Organic and Bioorganic Chemistry
  - Division of Analytical Chemistry
  - Division of Biochemistry
3. Department of Physics
  - Division of Theoretical and Mathematical Physics
  - Division of Experimental Physics
4. Department of Applied Cybernetics
  - Division of Applied Informatics
  - Division of Information and Communication Technologies
5. Department of Mathematics
  - Division of Theoretical Mathematics
  - Division of Applied Mathematics