

**RULES FOR THE INTERNAL GOVERNANCE OF
THE
UNIVERSITY OF HRADEC KRÁLOVÉ**

PART ONE

Introductory Provisions

Article 1

- (1) The Rector of the University of Hradec Králové (hereinafter referred to as the “UHK”) issues, pursuant to Article 18, Paragraph 3, item (d) of the Constitution of the UHK, the Rules for the Internal Governance of the UHK, which, in accordance with Section 6, Paragraph 1 of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (The Higher Education Act), as amended (hereinafter referred to as the “Act”), regulates the internal organisation of the UHK.
- (2) The Rules for the Internal Governance of the UHK determine, in accordance with the Constitution of the UHK, the activities of Vice-Rectors, BursarBursar and Chancellor, the structure of the Rectorate, the scope of activities and relationships between the constituent parts of the UHK and their departments, organisational and competence relations, the basic activities of the UHK executives, the use and protection of the statutory coat of arms, stamps and seal of the UHK, use of the UHK insignia, awarding the UHK medals and the degree doctor honoris causa.
- (3) The Rules for the Internal Governance of the UHK also determine and regulate in particular:
 - Management organisation of the UHK,
 - System of organisational managing acts,
 - Competence disputes,
 - Acting as a deputy,
 - Delegating and accepting posts,
 - Right to sign and right of disposal,
 - Protection of personal data at the UHK.
- (4) The Rules for the Internal Governance of the UHK are binding on all employees who are in employment relationship with the UHK, regardless of its nature.

PART TWO

Internal Organisation of the UHK

Article 2

Organisational Structure of the UHK

- (1) In accordance with Article 11 of the Constitution of the UHK, Faculties, the Rector's Office and special facilities and other workplaces of the UHK are components of the UHK.
- (2) In accordance with Annex 2 of the Constitution of the UHK, the essential components of the UHK are the following Faculties:
 - a) Faculty of Education (abbreviated as "PdF"),
 - b) Faculty of Informatics and Management (abbreviated as "FIM"),
 - c) Philosophical Faculty (abbreviated as "FF"),
 - d) Faculty of Science (abbreviated as "PřF"),
- (3) Division of the essential components and details regarding the management are specified by their internal regulations or managing acts of self-governing academic bodies and other academic officials of faculties,
- (4) The Rectorate is divided into the following workplaces:
 - 1. Units of the Rectorate:**
 - a) Rector's Office,
 - b) Archives,
 - c) Registrar and Registry,
 - d) Internal Audit,
 - e) International Office,
 - f) Strategic Project Office,
 - g) Legal Office,
 - h) Publicity and Communication Department,
 - i) Science and Knowledge Transfer Office,
 - j) Quality and Strategy Office.
 - 2. Bursar's Office:**
 - a) Human Resources and Payroll Office ,
 - b) Finance Office,
 - c) Investment Department,

- d) Technical and Operational Unit,
 - e) Public Procurement Office.
- (5) Special facilities and other workplaces of the UHK are:
- a) University Library,
 - b) University Halls of Residence,
 - c) Department of Information Technology Services,
 - d) Information, Counselling and Career Centre,
 - e) Gallery T.

Article 3

Vice-Rectors, Bursar and Chancellor

- (1) Four Vice-Rectors who are authorised to act on behalf of the UHK before the public in the areas entrusted to them, act as deputies for the Rector at the UHK. The areas of their activity are divided as follows:
- Vice-Rector for Strategy and Development,
 - Vice-Rector for Science and Creative Activities,
 - Vice-Rector for International Affairs,
 - Vice-Rector for Student Affairs and Cooperation with Practice.
- (2) Organisational and competence relations and core activities of the Vice-Rectors, the Bursar and the Chancellor are set out in Annex 2 to these Rules for the Internal Governance.

Article 4

Scope of Activity of the Rector, Vice-Rectors, Bursar and Chancellor

- (1) The scope of activity of the Rector is defined by the Act, Article 18 of the Constitution of the UHK and by these Rules for the Internal Governance. The Rector is a direct superior to the Deans, Vice-Rectors, Bursar, Chancellor, and employees of the Internal Audit department.
- (2) The legal status and scope of activity of the Vice-Rectors are defined in Section 10, Paragraph 4 of the Act, Article 19 of the Constitution of the UHK and in these Rules for the Internal Governance.
- (3) The Vice-Rector for International Affairs is a direct superior of the International Office.

- (4) The Vice-Rector for Science and Creative Activities is a direct superior of the Head of the University Library and employees of the Science and Knowledge Transfer Office. He/she coordinates cooperation with Gallery T.
- (5) The Vice-Rector for Student Affairs and Cooperation with Practice is a direct superior of the Head of the Information, Counselling and Career Centre and cooperates with the University Halls of Residence in the field of student accommodation.
- (6) The Vice-Rector for Strategy and Development ensures cooperation of the UHK constituent parts in designing the strategic plan for the UHK education and creative activity and the annual plans for its implementation (hereinafter, the “UHK Strategic Plan”) pursuant to Section 21, Paragraph 1, item (b) of the Act, and is a direct superior of the Head of the Strategic Project Office, Head of the Legal Office, and of employees of the Quality and Strategy Office.
- (7) The scope of activity of the Bursar is defined by Section 16 of the Act, Article 31 of the Constitution of the UHK and by these Rules for the Internal Governance. The Bursar manages the Bursar’s Office and is a direct superior of the Head of the Human Resources and Payroll Office , Head of the Finance Office, Head of the Investment Department, Head of the Technical and Operational Unit, Head of the Public Procurement Office, Director of the University Halls of Residence, and Head of the Department of Information Technology Services.
- (8) The scope of activity of the Chancellor is defined by these Rules for the Internal Governance. The Chancellor manages the Rector’s Office, the Registrar and Registry, is a direct superior of the Head of the Archives and Head of the Publicity and Communication Department.

Article 5

Spokesperson of the UHK

An employee of the Publicity and Communication Department performs the role of the Spokesperson of the UHK.

Article 6

Rector’s Board

- (1) The Rector’s Board is the Rector’s permanent advisory body, who is in charge of its meetings. Its standing members are the Vice-Rectors, the Bursar, the

Chancellor, the Deans, the President of the Academic Senate of the UHK (hereinafter, the AS UHK), the Vice-President of the AS UHK for the Student Chamber, and the head of the Legal Office. The Rector may change the membership of the Board for each meeting, as necessary.

- (2) The Rector convenes meetings of the Rector's Board as required, usually once a month.

Article 7

Rector's Close Board

- (1) The Rector's Close Board is the Rector's operative advisory body. Its members are the Vice-Rectors, the Bursar, the Chancellor and a staff member of the Legal Department. The Rector may change the membership in the Close Board for each meeting, as necessary.
- (2) Meetings of the Rector's Close Board is convened as required by the Rector.

Article 8

Advisory Bodies and Working Committees of the UHK

- (1) Advisory bodies and working committees of the UHK are appointed by the Rector.
- (2) Advisory bodies and working committees are permanent and temporary.
- (3) Permanent bodies and committees assess, discuss and recommend implementation of matters of the UHK and its components. Temporary committees are set up by the Rector to address current and specific issues.
- (4) Advisory bodies and working committees of the UHK are managed by the Chair appointed by the Rector. They are convened by the Chair as required.
- (5) For handling of secondary tasks, working commissions can also be set up by the Vice-Rectors, the Bursar, the Chancellor and the Head of the Strategic Project Office.

Article 9

Official Notice Board of the UHK

- (1) An Official Notice Board of the UHK is set up (both physical and electronic), managed by the UHK Rector's Office in cooperation with all the UHK constituent parts.

- (2) The form of the Official Notice Board is defined by legal regulations in force, notably Section 26 of Act No. 500/2004 Sb., the Rules of Administrative Procedure.
- (3) The physical Official Notice Board of the UHK is located in Building A, Hradecká 1227, Hradec Králové, and is used for publication of documents for which the obligation of publication via an Official Notice Board is set by legal regulations.
- (4) The electronic Official Notice Board of the UHK is located in the public section of the UHK web site.
- (5) Members of the academic community and other UHK employees are required to watch the physical and electronic Official Notice Board of the UHK.

PART THREE

Rectorate, Special Facilities and Other UHK Workplaces

Article 10

Management of Rectorate Units, Special Facilities and Other UHK Workplaces

- (1) The Strategic Project Office, the Archives, the International Office, the Publicity and Communication Department and the Bursar's Office departments and units are managed by a Head if he/she manages at least two employees. Should this condition be not met, the relevant head of the department usually has the post of an executive.
- (2) The Rector's Office and the Registrar and Registry are managed by the Chancellor. The Internal Audit department and the Legal Office are managed by the Rector. The Science and Knowledge Transfer Office is managed by the Vice-Rector for Science and Creative Activities. The Quality and Strategy Office is managed by the Vice-Rector for Strategy and Development.
- (3) The University Library and the University of Residence are managed by a Director; the Information, Counselling and Career Centre and the Department of Information Technology Services are managed by a Head.
- (4) Operation and management of Gallery T are defined by the Statute of the UHK Gallery T.

Article 11

The Scope of Activity of the Units of the Rectorate

- (1) **The Rector's Office** organise, implement and archive all administrative agenda that is directly related to the post of Rector, Vice-Rectors, and Bursar. They ensure the administrative agenda of the Board of Trustees of the UHK and the AS UHK. They are responsible for coordination of the UHK marketing activities.
- (2) **The Archives**, as an accredited public specialised archive, take comprehensive expert care of archival materials arising especially from the activities of UHK and its predecessors, care for their scientific and professional processing and use. They supervise the performance of the UHK document service. They ensure the agenda related to the storage and archiving of contracts. They record, collect and make available the university final theses and habilitation theses defended at the UHK.

- (3) **The Registrar and Registry** ensure a set of activities dealing with the handling of documents, including its receipt, registration, assignment, handling and dispatching. They store documents until the shredding proceedings it organises.
- (4) **The Internal Audit** department is governed by the Financial Control Act and related regulations. Its scope of activity is governed by a special Rector's decree.
- (5) **The International Office** ensures the administrative activities of the Vice-Rector for International Affairs, including the management and coordination of international affairs and mobility of the UHK.
- (6) **The Strategic Project Office** ensures administrative aspects of strategic projects (particularly university-wide ones), consisting primarily in preparation of applications, project implementation, sustainability and records. In this area, it provides methodological assistance and consultation to other UHK units.
- (7) **The Legal Office** ensures performance of the UHK legal agenda, provides legal assistance to all the constituent parts and units, ensures auditing, recording and publication of contracts.
- (8) **The Publicity and Communication Department** coordinates the UHK marketing activities, manages content of the UHK web presentation and presentations in UHK social media, cooperates with PR staff of the UHK components, co-organises the University-wide events, and is responsible for publication of the UHK Newsletters and the UHK Bulletin.
- (9) **The Science and Knowledge Transfer Office** organises and coordinates activities related to the UHK agenda of the creative activity and knowledge transfer. It represents the Knowledge Transfer Unit which provides for intellectual property protection and performs all activities required for the commercialization process. It provides project support in the area of research and development. It ensures administrative aspects of the habilitation procedures and full professorship appointment procedures in cooperation with the Faculties. It ensures the administrative agenda of the UHK Research Board.
- (10) **The Quality and Strategy Office** ensures conceptual and methodological activity related to quality assurance of educational, creative and related activities and internal assessment of quality of educational, creative and related activities at the UHK. It provides organisational support in development and assessment of strategic plans and documents.

Article 12

Scope of Activity of UHK Bursar's Office Units

- (1) **The Human Resources and Payroll Office** ensures, in particular, the administrative part of recruitment, deployment and release of the UHK staff, their other employment matters and their records to a specified extent. It cooperates with the faculty management, which provides it with the documents for the payroll agenda and other necessary documentation on the faculty employees within the determined dates. It processes and submits the required statistical reports on employees to the UHK management and the management of its constituent parts. It participates in HR agenda. It manages the development of salary appropriations at the Rectorate of the UHK in accordance with generally binding regulations.
- (2) **The Finance Office** performs and examines the economic activities of the UHK, including faculties in accordance with the UHK Wages Regulation and generally binding regulations, and taking into account the needs of UHK. It maintains the agenda for the economic activities of the UHK. It also organises and keeps the books and payroll agenda and performs wage payment in accordance with generally binding regulations. It also organizes and carries out the drafting and final version of the UHK budget and, after approving the budget, it continuously examines its implementation, especially the efficient use of contributions and subsidies. It maintains a central register of basic assets and STFA¹, organises inventorying of assets, carries out depreciation and disposal of unusable property of the UHK including faculties.
- (3) **The Investment Department** ensures preparation and implementation of investment construction of new buildings and reconstruction of existing UHK buildings. In particular, it cooperates with the Ministry of Education, Youth and Sports, local authorities, design organisations and suppliers, etc.
- (4) **The Technical and Operational Unit** ensures, in particular, general operational functions of the UHK, such as transport, repairs, building maintenance and cleaning services. It is also responsible for the general management and renewal of the UHK assets and materials, such as car fleet, furniture, protective equipment and office supplies, and is responsible for its appropriate use. It coordinates the development and maintenance of the UHK energy system and water management and ensures its economic operation. This provision is without prejudice to Article 13, Paragraph 2.
- (5) **The Public Procurement Office** manages public contracts, especially those of a whole-university nature, and ensures all the requirements under the relevant Public Procurement Act and other related regulations for them. It provides expert and methodological assistance in the field of public

¹ small tangible fixed assets

procurement, provides sample documents serving in particular for small-scale public procurement, maintains an overview of the financial volume of expected related and acquired transactions for the entire university, manages the electronic tool for awarding public contracts, publishes documents on the profile of the contracting authority, and participates in the creation of internal rules and methodology related to public procurement.

Article 13

Scope of Activity of Special Facilities and Other UHK Workplaces

- (1) **The University Library, incorporating the UHK Library and the Gaudeamus publishing house**, is a centre for the UHK library, information and publishing services. Rules for editorial activity are defined by the UHK Editorial Code. Through its information resources, bibliographic activity and information service, it helps to ensure educational and creative activity of the UHK. It ensures the collection, recording, expert processing, storage and making available of information resources. It ensures access of the UHK academic community to the information from its own and other available resources. It is involved in coordinating the purchase of specialised literature for the departments. It runs the operation of the General Reading Room of the University Library. Publication and use of information sources are governed by the Library Code and Rules of Provision of Library and Information Services of the University Library. In particular, the publishing house ensures preparation of the University textbooks and other texts and documents for the UHK and results of the UHK scientific work, and their distribution.
- (2) **The University Halls of Residence** are responsible for the operational functions of the UHK Halls of Residence, including its maintenance and cleaning. In terms of organisation and economy, they manage the accommodation of the UHK students in accommodation facilities owned by the UHK, as well as in other facilities where the UHK students are accommodated. In terms of organisation, they ensure catering for students outside the UK Halls of Residence and University Canteen in Hradec Králové. Student accommodation is governed by the Halls of Residence and Accommodation Rules of the University Residence Hall of the UHK.
- (3) **The Department of Information Technology Services** of the UHK ensures the concept, development and comprehensive services in the area of information, communication and multimedia technologies throughout the university. It provides for the routine agenda related to these technologies for the UHK, unless otherwise stated. These include: common network infrastructure and server management; management of virtualization and application servers, management and servicing of user terminal equipment; software administration and installation; applications development for all-university

purposes; management of a university-wide information systems, management of telecommunication systems, multimedia devices and other services. In cooperation with the faculties, the it runs the UHK Service Centre.

- (4) **The Information, Counselling and Career Centre** provides free consultancy to students, applicants, graduates and the UHK staff, the participants in learning and the University of the Third Age at the UHK in the fields of study problems, relationship problems, psychological problems, career, spiritual, social and legal counselling, care for students with specific needs and providing information services on existing facilities, experts working in the above mentioned fields.
- (5) **The Gallery T** allows the presentation of works of art created by the UHK workers and students, as well as other artists and students of other schools of all levels. Its mission is to popularise contemporary art with an emphasis on the creation of young and lesser-known artists from the Czech Republic and abroad, to attract students and wider public's interest in contemporary art and to contribute to the development of the cultural dimension of the university, the city and the region.

PART FOUR

Management System at the UHK

Article 14

Management Principles at the UHK

- (1) The principle of a single senior manager is applied at all levels of management. The senior manager may set up temporary advisory bodies and working teams to address specific issues in management of their section. Only this employee assigns, supervise and accepts tasks from the subordinate staff and is entitled to evaluate those employees. Awarding any extra reward or making another employment contract at the UHK is subject to countersignature by the given employee's direct superior. Managerial staff at all management levels pay consistent attention to assurance and assessment of quality of activities that belong within their scope of powers and responsibilities.
- (2) An essential part of the management activity of academic officers and other UHK executives is a system of meetings at which directed tasks are assigned for which time limits are set. The form of the minutes of these meetings is decided by the executive who convened the meeting.
- (3) Employees are sent for business trips by their immediate superior to perform the assigned tasks. Employees are obliged, upon return from the business trip, to inform adequately their superior who ordered the business trip of the business trip results.
- (4) Taking a holiday by the UHK employees at the Rectorate, special facilities, and other workplaces is determined by the Rector, Vice Rectors, Bursar, Chancellor or other executives entrusted by the Rector.

Article 15

System of Managing Acts at the UHK

- (1) The aim of managing acts is to determine the division of activities, organisational and department structure, to set norms for the processes and activities performed at the UHK, to set information flows in the management process and other measures.
- (2) The managing acts of the UHK self-governing academic bodies and the other UHK academic officials are formulated by Article 17 of the Constitution of the UHK.

- (3) The managing acts of the self-governing academic bodies of faculties and the other academic officials of faculties are formulated by their Constitutions. The UHK managing acts give precedence to, in the following order:
 - Generally binding regulations of the Czech Republic,
 - Departmental managing acts,
 - Constitution of the UHK and other UHK internal regulations.
- (4) The binding nature of managing acts for the organisational units and for the UHK staff is given by the authorisation of the UHK executives to manage, organise or supervise the relevant activities in accordance with the Constitution of the UHK.
- (5) Uniform records of managing acts issued at the UHK level are maintained by the Rector's Office and at the faculty level by the Dean's Office.

Article 16

Competence Disputes

Should a dispute arise as to the performance of an activity or responsibility for an activity not specifically mentioned in the Rules for the Internal Governance of the UHK or any other applicable organisational or governing rule, the dispute is decided by the immediate common superior of the management entities within whose activities the dispute arises. In the case of doubt the Rector decides the dispute.

Article 17

Acting as a Deputy

- (1) The Rector, other academic officers and executives may, within their scope of activity, authorise their subordinate staff in writing for individual cases or activities to act on behalf of the UHK, or on behalf of a constituent part in the case of internal meetings. Such authorisation empowers an authorised person to carry out acts within the extent of empowerment only and may be retracted at any time. The authorised person is fully responsible for exceeding the authorisation. The person who granted the authorisation is also responsible for the consequences of the acts performed by the authorised person within the framework of the authorisation.
- (2) Academic officers and other executives are required to entrust an employee to act as a deputy for them in full or limited extent of powers in their absence.
- (3) In the case of acting as a deputy for longer than four weeks, the direct superior of the deputised employee grants a written authorisation to act as a deputy

and determine other rights, obligations and personal responsibilities under the applicable regulations. In this case, the person acting as a deputy is entitled to a management premium and responsibility bonus, as defined in Article 10 of the UHK Wages Regulation.

- (4) Acting as a deputy for the Rector is defined in Section 10, Paragraph 4 of the Act, Article 18, Paragraph 2 of the Constitution of the UHK and by these Organisational and Internal Rules, acting as a deputy for the Dean is defined in Section 28, Paragraph 5 of the Act and by the Constitution of the relevant faculty.

Article 18

Delegating and Accepting Posts

- (1) Delegating and accepting managerial posts and posts associated with material responsibility is to be done principally in writing on a form published on the University website.
- (2) The delegating persons identify and evaluate the state and results of the activity for which they are responsible and identify shortcomings and defects, if appropriate. Delegation of the post is stated in the protocol of delegation, which is signed by the delegating person and the delegated person and approved by the superior staff member. The protocol of delegation is drawn up in at least five counterparts. The delegating employee receives one counterpart, the delegated employee receives one counterpart, the superior staff member receives two counterparts, and two counterparts are handed over to the Human Resources and Payroll Office, which places them in the personal files of the delegating and delegated employee.
- (3) Should, for serious reasons, there be no delegation and acceptance of the post within a reasonable time (one month), the superior staff member decides on how to proceed.
- (4) Inventorying is done upon a change of employees with material responsibility. Upon delegation and acceptance of a post related to material responsibility under a material responsibility agreement regarding protection of things of value which have been entrusted to the employee, the record of extraordinary inventorying is an integral part of the protocol.
- (5) The Rector and the Dean at the relevant faculty, according to their powers, determine the method of delegation of the post in cases where the procedure referred to in paragraphs 1 to 4 can not be followed.

Article 19

Right to Sign

- (1) The right to sign on behalf of the UHK is associated with legal effects for the UHK in contact with the MEYS, other public authorities and other legal and natural persons.
- (2) The Rector signs all documents relating to the UHK unless he/she delegates such power in writing to other employees and unless otherwise stated in the following paragraphs of this Article. In the absence of the Rector, the Vice-Rectors act on behalf of the UHK to the same extent as the Rector, each of them individually, under a written decision of the Rector. This is without prejudice to Article 4 of these Rules for the Internal Governance and Article 18, Paragraph 2, item (b) of the Constitution of the UHK.
- (3) The Bursar signs documents sent to the MEYS and other public authorities within the scope of his/her duties and other documents within the scope of his/her economic, management and administrative activities at the UHK at all levels. Documents sent to other legal and natural persons are signed by the Bursar in accordance with the duties stipulated by the Act and these Rules. The Rector is notified of any important documents signed by the Bursar.
- (4) Vice-Rectors, the Chancellor, Heads of Units of the UHK, executives of special facilities and other workplaces of the UHK, and the Internal Auditor sign documents within the scope of their duties for internal relations, relations with public authorities, economic and other legal and natural persons and provide a copy thereof to the attention of their immediate superior.
- (5) The documents submitted for the Rector's signature are initialled by the Vice-Rector, the Bursar or the Chancellor depending on the area of activities of these employees (see Annex 2 to these Rules for the Internal Governance).
- (6) The Rector signs all contracts, unless stated otherwise. The Dean signs only on behalf of the UHK contracts binding on the faculty.
- (7) The Bursar is authorised to sign such binding contracts with a total liability up to 500,000 CZK. For contracts concluded for an indefinite period, the expected annual payments for the first four years of the contract effect are added to the limit.
- (8) The heads of departments and sections of the Rectorate, the heads of departments, or directors of faculty institutes, the director or head of workplaces with a university-wide scope of activity are authorised to sign contractual obligations with a total performance amount of up to 100,000 CZK. For contracts concluded for an indefinite period, the expected annual payments for the first four years of the contract effect are added to the limit.

The provisions of this paragraph apply only to contracts covered by the budget appropriations for the given workplace of the given calendar year.

- (9) Article 19, Paragraphs 6 to 8 also concerns the termination or modification of the relevant contractual relationship.
- (10) If the person authorized to sign is personally interested in the discussed matter, relevant documents must be signed by such person's deputy. "Personal interest" means, in particular, such interest that would result in increase of property, economic or other advantage, or in preventing any potential decrease of economic and other advantage, or another advantage of the person authorized to sign, to a person close to him/her, or to a legal entity controlled by the person authorized to sign or by a person close to him/her.
- (11) Other issues related to conclusion of contractual relationships are governed by the respective managing acts.
- (12) Competent relevant employees approve, in accordance with the managing acts governing the internal control system and the circulation of accounting documents, invoices to be paid. Invoices of an amount exceeding CZK 100,000 are also approved by the Bursar.
- (13) All liability relationships with financial performance are documented with a purchase order in the EIS Magion system.
- (14) In case the liability amount exceeds 100,000 CZK, it does not suffice to document the liability with a purchase order, but a written agreement has to be made pursuant to the applicable legal regulations.
- (15) The amounts listed in this article are excluding VAT.

Article 20

Right of Disposal

- (1) The Rector and the Bursar, and the originator of a financial operation in accordance with the provisions of Article 19, Paragraphs 6 to 11 have the right of dispose of the UHC funds deposited on accounts with financial institutions in accordance with the rules of financial management and budgetary rules approved by the AS UHK.

- (2) The Rector of the UHK may extend the right of disposal to other UHK senior executives, such as Vice-Rectors, Deans or other employees under a written authorisation. For each financial operation, two signatures of authorised employees are required.

Article 21

Keeping of Documents

Uniform rules of handling of all documents at the UHK are governed by the separate UHK Filing and Shredding Regulation.

Article 22

Shredding of Documents

Shredding is a systematic and planned assessment and selection of documents of which shredding period has expired, by their handover for permanent archiving or by their disposal. The shredding process is carried under the separate UHK Filing and Shredding Regulations.

Article 23

Archiving at the UHK

- (1) The pre-archiving of archive materials resulting from the activities of the UHK is ensured by the Registrar and Registry and by the UHK Archives under the UHK Filing and Shredding Regulations.
- (2) The permanent archiving of these documents is ensured by the UHK Archives.

Article 24

Management and Inventorying of the UHK Assets

- (1) The UHK assets mean things, flats and non-residential premises, rights and property values that are owned by the UHK.
- (2) Management and inventorying of the UHK assets are governed by the Bursar's guidelines on asset management and asset inventorying rules of the UHK issued by the Bursar of the UHK.

Article 25

Protection of the UHK Assets

Protection of the UHK assets is done in accordance with generally binding legal regulations and the Bursar's Decrees. The Guidelines regulate in particular:

- Division of responsibility for the assets protection,
- Technical and regime-related technical measures to protect the assets,
- Entry and exit of persons and entry and exit of vehicles into and from the UHK premises,
- Management of keys,
- Operation of buildings.

PART FIVE

Final Provisions

Article 26

Integral Parts of the Rules for the Internal Governance of the UHK

The following annexes are integral parts of the Rules for the Internal Governance of the UHK:

1. Scheme of Management Organisation at the UHK
2. Organisational and Competence Relationships and Basic Activities of the Members of the UHK Management,
3. Principles of the Use and Protection of the UHK Statutory Coat of Arms
4. Principles of the Use of the UHK Stamps and Seal
5. Rules for Using the UHK Insignia
6. Guidelines for Awarding the UHK Medals
7. Guideline for Awarding the Degree Doctor Honoris Causa at the UHK

Article 27

Links of the Rules for the Internal Governance of the UHK to Other Regulations

- (1) Handling of academic and some other author works at the UHK, including the terms of a licensing agreement for the use of an academic work, and the licensing agreement for the use of habilitation theses are governed by the Rules for Bachelor's , Master's, Advanced Master's, Doctoral and Habilitation Theses Handling at the UHK.
- (2) Single rules of the document service, i.e. the handling of all documents (written, image, sign ones, and other records) created or dealt with at the UHK, are regulated by the UHK Filing and Shredding Regulations.
- (3) Transport of persons and cargoes at the UHK including the agreement on the use of the executive vehicle and the record of the handover of the vehicle to the executive driver are regulated by the UHK Transport Rules.
- (4) Accommodation of the UHK students is governed by the Halls of Residence and Accommodation Rules of the University Residence Hall of the UHK.

- (5) Publication and use of information sources via the UHK Library are governed by the Library Code and Rules of Provision of Library and Information Services of the UHK Library.
- (6) The UHK assets management, inventorying and protection rules are governed by the relevant managing acts.
- (7) Occupational Safety and Health (OSH) and Fire Protection (FP) principles of the UHK are governed by the relevant Bursar's guidelines.
- (8) The basic ethical requirements for the UHK employees' conduct related to their professional and academic activity, particularly to education, research and creative activity, are contained in the UHK Code of Ethics.
- (9) Rules for personal data processing and protection are specified by another managing act.

Article 28

Temporary Provisions

Until the new Constitution of the UHK enters into effect, where these Rules for the Internal Governance of the UHK use the term "Department of Information Technology Services", it means the "Centre of Information Technologies".

Article 29

Force and Effect of the Rules for the Internal Governance of the UHK

The Rules for the Internal Governance of the University of Hradec Králové, including the annexes, enter into force on the date of signature. The Rules for the Internal Governance of the UHK of 10 February 2020 are hereby revoked.

prof. Ing. Kamil Kuča, Ph.D.
Rector

Hradec Králové, 1 July 2020

UNIVERSITY OF HRADEC KRÁLOVÉ - ORGANISATION CHART

UHK ACADEMIC SENATE	RECTOR'S BOARD	RECTOR	INTERNAL AUDIT	CHANCELLOR	
UHK BOARD OF TRUSTEES				RECTOR'S OFFICE	
UHK RESEARCH BOARD				ARCHIVES	
UHK INTERNAL EVALUATION BOARD				REGISTRAR AND REGISTRY	
				PUBLICITY AND COMMUNICATION DEPARTMENT	
VICE-RECTOR FOR INTERNATIONAL AFFAIRS	VICE-RECTOR FOR STRATEGY AND DEVELOPMENT	VICE-RECTOR FOR SCIENCE AND CREATIVE ACTIVITIES	VICE-RECTOR FOR STUDENT AFFAIRS AND COOPERATION WITH PRACTICE	BURSAR	
INTERNATIONAL OFFICE	STRATEGIC PROJECT OFFICE	SCIENCE AND KNOWLEDGE TRANSFER OFFICE	INFORMATION, COUNSELLING AND CAREER CENTRE	FINANCE OFFICE	
	QUALITY AND STRATEGY OFFICE			INVESTMENT DEPARTMENT	
	LEGAL OFFICE	GALLERY T	STUDENT ASSOCIATIONS	HUMAN RESOURCES AND PAYROLL OFFICE	
				DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES	
				PUBLIC PROCUREMENT OFFICE	
		QUALITY AND STRATEGY DEPARTMENT	UNIVERSITY LIBRARY		TECHNICAL AND OPERATIONAL UNIT
					UNIVERSITY HALLS OF RESIDENCE
		FACULTIES			
		DEANS			
		FACULTY OF INFORMATICS AND MANAGEMENT			
		FACULTY OF EDUCATION			
		PHILOSOPHICAL FACULTY			

		FACULTY OF SCIENCE		
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Annex 2

**ORGANISATIONAL AND COMPETENCE RELATIONSHIPS AND BASIC
ACTIVITIES OF THE MEMBERS OF THE UHK MANAGEMENT**

Article 1

Vice-Rector for Strategy and Development

(1) Organisational and competence relationships:

- a) He/she is subordinate to the Rector.
- b) He/she cooperates with the other Vice-Rectors, the Bursar, the Chancellor and management of the UHK Faculties.
- c) He/she is the direct superior of the Head of the Strategic Project Office, Head of the Legal Office and staff of the Quality and Strategy Office.
- d) He/she cooperates with other UHK Rectorate units.
- e) He/she is deputised by other Vice-Rectors.
- f) He/she ensures the HR agenda in cooperation with the Human Resources and Payroll Office.

(2) Basic activities in the field of strategy and development at the UHK:

- a) He/she is responsible for compliance with provisions of the Strategic Plan for Educational and Creative Activity of the UHK and its annual implementation plans (hereinafter, the "UHK Strategic Plan") in the area of UHK development.
- b) He/she prepares a draft text of the UHK Strategic Plan (pursuant to Section 21, Paragraph 1, item (b) of the Act) and its annual implementation plans.
- c) He/she coordinates the activity associated with any changes in organisational structure of the UHK.
- d) He/she prepares a draft text of the Annual Report of the UHK on the activity for the relevant year (within the meaning of Section 21, Paragraph 2 of the Act).
- e) In cooperation with the Bursar, he/she addresses conceptual issues related to preparation of further construction of the UHK premises.
- f) He/she decides on the UHK relocation among faculties and between faculties and the Rectorate, in all cases in cooperation with the relevant Deans and the Bursar.

- g) He/she coordinates the system of quality assurance of educational, creative and related activities and internal quality assessment of these activities in accordance with Section 77b of the Act.

(3) Basic Activities in the Field of Legislation:

- a) He/she prepares or coordinates proposals of the text of the UHK internal regulations and their amendments (within the meaning of Section 17, Paragraph 1 of the Act).
- b) He/she prepares proposals of the text of the Rules for the Internal Governance of the UHK, as well as other UHK standards and their amendments.
- c) He/she assesses texts of internal regulations of faculties.
- d) He/she manages the comment procedure at UHK requested by the Ministry of Education, Youth and Sports to prepare amendments to the Act, to proposals of decrees of the Ministry of Education, Youth and Sports and to other documents of the Ministry of Education, Youth and Sports of legislative nature.

Article 2

Vice-Rector for Science and Creative Activities

(1) Organisational and competence relationships:

- e) He/she is subordinate to the Rector.
- f) He/she is the direct superior of the Head of the University Library and employees of the Science and Knowledge Transfer Office.
- g) He/she cooperates with the Board of the Gallery T.
- h) He/she cooperates with the Strategic Project Department.
- i) He/she cooperates with the Legal Office in the area of intellectual property protection and knowledge transfer and with other UHK Rectorate units.
- j) He/she cooperates with the other Vice-Rectors, the Bursar, the Chancellor and management of the UHK Faculties.
- k) He/she is deputised by other Vice-Rectors.

(2) Basic activities:

- a) He/she is responsible for implementing the provisions of the strategic plan of the UHK in the field of creative activities and deals with the conceptual matters in these fields at the UHK.
- b) In matters of science management, he/she communicates with the public administration bodies (especially with the Ministry of Education, Youth and

Sports and the Government Council of the Czech Republic), other higher education institutions in the Czech Republic and grant agencies.

- c) He/she is responsible for maintaining and updating the databases required in the field of science for the UHK and their transfer to central databases.
- d) He/she coordinates the creative activity of faculties, focusing in particular on research plans and creation of inter-faculty science teams.
- e) He/she is responsible for activities related to intellectual property protection.
- f) He/she plans the activities of the Research Board of the UHK according to the current needs and organises the elaboration of the agenda of the Research Board of the UHK.
- g) He/she is responsible for the methodology and preparation of projects in the field of creative activities at the UHK level, consultancy and support in project preparation.
- h) He/she ensures cooperation with educational and scientific institutions in the field of creative activity at the UHK level.
- i) He/she manages the development of the University Library.
- j) He/she coordinates selection of excellent UHK results.
- k) He/she coordinates the university excellence competition.
- l) He/she coordinates the knowledge transfer area.
- m) He/she ensures the management of the database of visiting and emeritus professors at the UHK.

Article 3

Vice-Rector for International Affairs

(1) Organisational and competence relationships:

- a) He/she is subordinate to the Rector.
- b) He/she cooperates with the Strategic Project Office, Science and Knowledge Transfer Office other UHK Rectorate units.
- c) He/she cooperates with the other Vice-Rectors, the Bursar, the Chancellor and management of the UHK Faculties.
- d) He/she is the direct superior of the Head of the International Office.
- e) He/she is deputised by other Vice-Rectors.

(2) Basic activities:

- a) He/she is responsible for implementing the provisions of the UHK strategic plan in the field of the UHK internationalisation and international affairs. He/she handles conceptual issues in these areas at the UHK.
- b) He/she ensures international cooperation with educational and scientific institutions in the field of creative activity and education at the UHK level.
- c) He/she coordinates activities related to foreign mobility of students and employees of the UHK.
- d) He/she coordinates the promotion and student recruitment agenda for foreign language study programmes.
- e) He/she carries out coordination and methodological activities towards faculties in recognition of the equivalence of education acquired at a foreign university.
- f) He/she coordinates the ranking agenda at the UHK.

Article 4

Vice-Rector for Student Affairs and Cooperation with Practice

(1) Organisational and Competence Relationships:

- a) He/she is subordinate to the Rector.
- b) He/she is the direct superior of the Head of the Information, Counselling and Career Centre.
- c) He/she cooperates with the other Vice-Rectors, the Bursar, the Chancellor and other UHK Rectorate units and management of the UHK Faculties.
- d) He/she is deputised by other Vice-Rectors.

(2) Basic Activities:

- a) He/she is responsible for implementation of provisions of the UHK internal regulations and the strategic plan of the UHK related to educational activities in Bachelor's, Master's and Doctoral programmes and in lifelong learning programmes.
- b) He/she carries out coordination and methodological activities towards faculties in the following areas:
 - Organisation of studies, study and examination regulations, harmonising the schedule of faculties,
 - Creating of conditions for improving the pedagogical process within the UHK and supporting its modernisation.
- c) When caring for students, he/she helps address their study, social and other problems in the following areas:

- Monitoring the study and social needs of the UHK students,
 - Organising meetings with students or their representatives,
 - Implementation of regular contact, in particular, with representatives of the Chamber of Students of the AS UHK and with representatives of students in the Student Chamber of the Council of Higher Education Institutions and with representatives of student associations,
 - Methodological support of internal student evaluation at faculties through student assessment of teaching,
 - Encouraging, supporting and coordinating extracurricular student activities of a sports, cultural and scientific character.
- d) He/she develops cooperation with the UHK graduates in cooperation with faculties.
- e) He/she deals with essential issues of accommodation of the UHK students at the University Halls of Residence and other facilities.
- f) He/she coordinates UHK cooperation with the application sphere.
- g) He/she develops activities of the University of the Third Age and lifelong learning at the UHK.

Article 5

Bursar

(1) Organisational and Competence Relationships:

- a) He/she is subordinate to the Rector.
- b) He/she is the direct superior of the Head of the Human Resources and Payroll Office, the Finance Office Department, the Investment Department, the Technical and Operational Unit, the Public Procurement Office, and the Director of the University Halls of Residence.
- c) He/she cooperates with the Vice-Rectors, the Chancellor and Secretaries of all faculties of the UHK.
- d) He/she is deputised by the Head of the Finance Office.

(2) Basic Activities:

- a) He/she is responsible for the implementation of the provisions of the Act, internal regulations of the UHK and the strategic plan of the UHK concerning economic activities of the UHK as a whole. He/she in particular:

- Proposes essential economic orientation of the UHK and coordinates the conceptual tasks of the UHK development from the economic point of view,
 - Ensures funds for activities and development of the UHK,
 - Prepares documents and methodology of the UHK draft budget - including the distribution of these funds to the UHK units and monitors their effective use.
- b) He/she ensures the implementation of UHK capital construction.
- c) He/she ensures records, analyses and reports on the UHK financial management.
- d) He/she supervises the UHK assets management.
- e) He/she manages activities of the Bursar's Office.
- f) He/she issues managing acts for the economic and technical and operational area within the management for the whole UHK in accordance with Article 17 of the Constitution of the UHK.
- g) He/she deals with the critical issues of the operation of the UHK Halls of Residence.
- h) He/she discusses and elaborates the draft union agreement with the VOS trade union organisation for the respective period.
- i) He/she prepares documents for meetings of the Board of Trustees of the UHK in the areas connected to its scope of activity and position.
- j) He/she carries out financial and administrative inspection activities on all constituent parts of the UHK, including proposals for solutions and measures submitted to the Rector in cases where the balanced financial management of any UHK constituent part is at risk.
- k) He/she prepares the draft text of the Annual Report on the Financial Management of the UHK for the relevant calendar year.
- l) In co-operation with the Vice-Rector for Strategy and Development, he/she addresses issues related to the preparation of new construction at the UHK campus.
- m) In cooperation with the Vice-Rector for Strategy and Development, he/she is involved in addressing essential issues of the UHK dislocation and preparing proposals for dislocation of workplaces of the Rectorate.
- n) He/she manages activities in the area of OSH and FP.

Article 6
Chancellor

(1) Organisational and competence relationships:

- a) He/she is subordinate to the Rector.
- b) He/she manages the Rector's Office, the Registrar and Registry, and is the direct superior of the Head of the Archives and the Head of the Publicity and Communication Department.
- c) He/she cooperates with the Vice-Rectors, the Bursar and the Faculties.
- d) He is deputised by the Bursar.

(2) Basic Activities:

- a) He/she manages the Rector's Office and is responsible for organising, implementing and archiving of all the Office's administrative agenda.
- b) He/she ensures the administrative agenda of the Board of Trustees of the UHK and the Academic Senate of the UHK.
- c) He/she manages the preparation and organisation of academic ceremonies of the UHK.
- d) He/she deals with the critical issues of the operation and development of the UHK Archive.
- e) He/she coordinates drafting of the uniform system of attributes (insignia and other UHK symbols).
- f) He/she cooperates with the Vice-Rector for Strategy and Development in preparation of the UHK Annual Report on its activities for the relevant calendar year.
- g) He/she is responsible for the formal aspects of UHK managing acts and ensures publication of documents mandatory by law, under the Constitution of the UHK or these Rules in the public section of the UHK web site.
- h) He/she cooperates with the Vice-Rector for Internal Affairs in the field of extracurricular student activities.
- i) By means of the Publicity and Communication Department, he/she provides centralised services in the area of media relations and coordinates the UHK marketing activity. He/she is also responsible for content management of the UHK web presentation, coordinates communication in social media, cooperates with PR staff of the UHK components, cooperates in publication of the UHK Newsletter and the UHK Bulletin, and assures compliance with the UHK Unified Visual Style.

PRINCIPLES OF THE USE AND PROTECTION OF THE UHK STATUTORY COAT OF ARMS

Article 1

Introductory Provisions

This provision governs the use of the statutory coat of arms of the University of Hradec Králové (hereinafter referred to as the “UHK”) by the University and its constituent parts, entities outside the University, and the protection of the statutory coat of arms of the UHK (hereinafter referred to as the “Coat of Arms”) and the use of the Coat of Arms as a trade mark.

Article 2

Use of the UHK Coat of Arms by the Constituent Parts

The Coat of Arms (pursuant to Article 2, Paragraph 3 and Annex 1 of the Constitution of the UHK) may be used by the UHK and its faculties:

- (a) For denoting documents relating to their activities under Article 4 of the Constitution of the UHK, which include
 - Degrees, certificates and other proofs of study,
 - Official documents and correspondence of academic officers of the UHK, the Bursar and the Chancellor,
 - After addition of the faculty coat of arms within the meaning of Article 2, Paragraph 5 of the Constitution of the UHK and Constitution of faculties, official documents and correspondence of faculty officers and faculty secretaries (should the faculty have no coat of arms, the officers may use the UHK coat of arms only upon addition of the faculty coat of arms or other faculty logo) ,
 - Journals, scientific publications, course books and university textbooks, information printed documents,
 - Audiovisual programmes and tools,
- b) For denoting commemorative documents, invitations and objects used for representation and promotion purposes of the UHK or its relevant constituent parts,
- c) For denoting the products and services which are the subject of business activities of the UHK or its constituent parts and documents related to those activities.

Article 3

Use of the Coat of Arms by Other Persons

- (1) By concluding the contract on the use of the coat of arms, the UHK may grant the right to use the coat of arms to producers and sellers of souvenirs that may be designated with this coat of arms under the terms and conditions set out in that contract.
- (2) Under the contract of association concluded by the UHK with a legal person, the contracting party may be granted the right to use the coat of arms in the course of the activity which is the object of association. The relevant contract shall also specify other terms for the use of the coat of arms for the purposes of association.
- (3) The right to use the coat of arms may also be granted to a legal person established by the UHK. A contract under which the UHK may grant a right to use the coat of arms to the person shall provide the possibility to revoke that right in case that its activities threaten or damage the reputation of the UHK, or that the UHK participation in that legal person terminates.
- (4) By concluding the contract on the use of the coat of arms, the UHK may grant the right to use this coat of arms free of charge to a country or local authority should this be both in the interest of the UHK and in public interest.

Article 4

Protection of the Coat of Arms from Misuse

- (1) The coat of arms is protected as a trademark.
- (2) The UHK executives are required to create conditions at their workplace to protect the coat of arms when using it under these principles. For this purpose, they:
 - a) Supervise compliance with the procedure laid down for awarding degrees and other documents certifying studies at UHK,
 - b) Monitor whether publications, printed documents, and other documents and products denoted with the coat of arms are the result of the activity of the UHK or its constituent parts, and deal, within the scope of their powers, with identified cases of unauthorised use of the coat of arms by a UHK employee for his/her private activity,
 - c) Ensure that the coat of arms is solely used for events organised or co-organised by the UHK or its constituent part and take measures against its misuse for events in which organisation the UHK or its constituent part does not participate,

- d) Monitor the quality of products and performances in connection with which the coat of arms is used and which are the subject of the UHK business activity; in the case of identifying such quality shortcomings that could damage the reputation of the UHK, they take measures to remedy them.
- (3) Contracts on the use of the coat of arms pursuant to Article 3 shall be concluded on behalf of the UHK, as a rule, by the Bursar, following the opinion of the Academic Senate of the UHK. The content of these contracts and their performance shall not be in breach of the UHK mission or its good reputation. Provisions on the UHK right to supervise the use of the coat of arms and the UHK right to withdraw from the contract should the other party threaten these values when exercising their authority, shall always form a part of these contracts.

Article 5

Use of the Coat of Arms as a Trademark

- (1) The coat of arms is registered in the Trademark Register as a UHK trademark².
- (2) Using of the coat of arms in cases falling within the subject matter of the trademark specified in Paragraph 1 is protected by Act No. 441/2003 Sb., on Trademarks and on amendment of Act No. 6/2002 Sb., on Courts, Judges, Associate Judges and State Administration of Courts and on change of certain acts (the Courts and Judges Act), as amended (the Trademark Act, as amended). The contracts referred to in Article 3, Paragraphs 1, 3 and 4 of this Annex are licensing agreements under this Act when their subject matter falls within the scope of the UHK trademark. The right to use the coat of arms in such cases shall arise for the acquirer from the date of registration of the license agreement in the Register of Trademarks maintained by the Industrial Property Office.
- (3) All acts to which, pursuant to the Trademark Act, as amended, the trademark owner is entitled to, and the acts related to the negotiations on the extension of protection of this trademark abroad are carried out, as a rule, by the Bursar on behalf of the UHK.

Article 6

Common and Final Provisions

² For its use in connection with activities of the UHK, resulting from the Constitution of the UHK. These are in particular the following products and services: books, journals, printed documents, audio and audio-image recordings, items and services intended for promotion and advertising activities of the UHK; pedagogical, educational, scientific, research, development and artistic activities, cultural and sports activities, publishing and editorial activities, organisation of exhibitions, congresses and symposia, intermediary and business activities and accommodation services for students, academics, and other interested persons, if appropriate.

- (1) The coat of arms may be used under the terms set out by these principles only in black and white graphic form, as shown in Annex 1 to the Constitution of the UHK. Subject matter of the right of entities outside the university to use this coat of arms under contractual arrangements pursuant to the provisions of Article 3 of this Annex may only be the graphic form of a coat of arms.

PRINCIPLES OF THE USE OF THE UHK STAMPS AND SEAL

Article 1

Stamps of the UHK

- a) The round UHK stamp with a small national emblem under Article 2, Paragraph 2, item (a) of the Constitution of the UHK has two versions, either a small one of 25 mm in diameter, or a large one of 36 mm in diameter. It is made with positively protruding rubber contours, and blue stamping colour shall be used when stamping. These stamps are numbered with order numbers, registered and used for acts of a decision nature.
- b) A dry seal, made of a positive and negative steel stamping die, shall be used to designate significant documents of the UHK and authenticity is certified by them. These are primarily appointment decrees of the UHK academic officers. The diameter of the dry seal (stamping die) is 36mm. For the purposes of a higher education degree, a form shall be used with a hologram film with the UHK coat of arms in the upper left corner and the UHK stamp in the top right corner.
- c) The Rector shall use a round 36 mm diameter stamp with a small national emblem, the text “University of Hradec Králové” and the numeral “1”.
- d) Deans of faculties use a round stamp of 36 mm in diameter with a small national emblem, the text “University of Hradec Králové” supplemented by the name of the faculty when acting on behalf of UHK.
- e) The Chancellor, the Bursar, the Head of the Finance Office and the Head of the Human Resources and Payroll Office, shall use a 25 mm diameter round stamp with a small national emblem, the text “University of Hradec Králové” and a numeric designation.
- f) The Secretaries of the faculties, the Heads of the Deans’ Offices and the Heads of the study departments shall use a round 25 mm diameter stamp with a small national emblem, the text “University of Hradec Králové” supplemented by the faculty name and numerical designation.
- g) In addition to the stamps referred to in items (a) to (f), the Rectorate and its departments and faculties and their workplaces shall use line stamps.
- h) The line stamp shall have the following text:
 - “University of Hradec Králové”
 - “University of Hradec Králové” and the name of the department for stamps of the Rectorate.
 - “University of Hradec Králové”, the name of the faculty and the name of the workplace for stamps of faculties.

The above mentioned text is accompanied by a numeric designation for the registration of the stamp.

Article 2

The UHK Seal

- (1) The UHK seal is formed of the UHK statutory coat of arms pursuant to Annex 1 to the Constitution of the UHK created with the UHK seal in sealing wax.
- (2) The UHK seal, which is made with negatively recessed metal contours, belongs to the UHK insignia and is preserved by the rector.
- (3) The UHK seals are used for documents of great importance or documents of historical significance. The UHK seal may be used for the degrees of UHK doctors honoris causa (Dr.h.c.), appointment decrees of the UHK academic officers, UHK diplomas on awarding medals and, eventually, the UHK Rector's medals.

RULES FOR USING THE UHK INSIGNIA

- (1) University and faculty insignia of the UHK - maces, chains with medals and gowns - are hallmarks of the academic office and may only be used at academic ceremonies. Only the university (rectoral) or faculty (dean) beadle shall carry the maces.
- (2) The whole set of insignia shall be used at the UHK academic ceremonies: at matriculation ceremony, graduation ceremony, honorary doctoral degree and large gold medal awarding, at the Rector's inauguration (or the Dean's inauguration) and at important anniversaries and events of the University. The use of all insignia outside the UHK premises shall be permitted in exceptional cases by the Rector (by the Dean for the faculty insignia).
- (3) A gown with the appropriate chain without a mace shall be worn where an academic ceremony takes place outside the UHK premises (for example, when awarding honorary doctorate degrees and at inaugurations at other universities, when awarding professorial decrees in Karolinum, or receiving a state representative should the gown be prescribed).
- (4) The Bursar, the Chancellor, Faculty Secretaries, Chairs of the UHK Academic Senate, Chairs of Academic Senates of faculties, members of the Research Boards, and all graduates of doctoral study programmes and other graduates as may be appropriate shall also wear gowns without chains at academic ceremonies.
- (5) A chain without a gown may be worn by academic officers, upon approval of the Rector (Dean), at ceremonies at which they represent the university (faculty) and which do not require or do not permit gowns. A chain without a gown can may be worn by an academic officer, for example, at the funeral of a prominent member of the academic community.
- (6) At all the aforementioned occasions, a formal dress is part of the gown.
- (7) Should an academic officer is charged with acting as a deputy for another one, he/she shall wear the insignia corresponding to the deputised function.

GUIDELINES FOR AWARDING THE UHK MEDALS

- (1) The UHK Medal has three forms:
 - Large gold UHK medal;
 - UHK gold medal;
 - Medal of the UHK Rector.
- (2) The UHK medals have a uniform artistic design and differ only in size and material used. The UHK medal depicts a three-dimensional layout of the UHK statutory coat of arms on the obverse and the inscription University of Hradec Králové on the reverse.
- (3) A large gold UHK medal has a diameter of 72 mm and is made of gold-plated tombac. A UHK gold medal is 45 mm in diameter and is also made of gold-plated tombac. A medal of the UHK Rector has a diameter of 45 mm and is made of a patinated tombac.
- (4) Awarding medals of the University of Hradec Králové is an expression of recognition of the university for excellence in scientific, pedagogical, cultural or artistic activity, for long-term contributive work for the university or for fostering cooperation with it, as well as for advancement in science, culture and society. The medal is awarded to both natural and legal persons, both Czech and foreign, usually on significant occasions.
- (5) The large gold UHK medal shall be awarded to the most important domestic and foreign public representatives. The proposal shall be submitted by the Rector to the UHK Research Board for approval. The medal shall be awarded by the Rector in a ceremonial way similar to the honorary doctoral degree awarding.
- (6) The UHK gold medal is awarded as a decoration for prominent representatives of science, cultural and social life. The UHK gold medal shall be awarded by the Rector on behalf of the UHK after approval by the UHK Research Board. The UHK gold medal shall be awarded to the person awarded by the UHK Rector in the presence of members of the university management and the relevant faculty, or other guests. A person who receives an honorary doctoral degree at the UHK shall also be awarded a UHK gold medal; awarding the UHK gold medal is part of the honorary doctoral degree awarding ceremony.
- (7) The medal of the UHK Rector shall be awarded by the Rector to the UHK staff or students who have achieved outstanding working or study results. The medal is also awarded by the Rector to prominent personalities of public life. The

medal of the UHK Rector shall be awarded to the person awarded by the Rector or Vice-Rector.

- (8) The proposal of awarding UHK medals shall include the following:
- (A) Personal data of the person proposed,
 - (b) Description of his/her activity for which the proposal is submitted,
 - (C) On what occasion the proposal is submitted.

For institutions:

- (a) Description of its **activity and cooperation and its contribution to the development of the UHK,**
- (b) On what occasion the proposal is submitted.

The proposal shall be submitted to the Rector of the UHK.

- (9) Together with the UHK medal, the person awarded shall receive a dedication sheet (diploma) signed by the Rector of the UHK, which, in the case of the UHK large gold medal, contains the UHK seal.
- (10) Documents on the UHK medals awarded, including copies of the dedication sheets issued to them, as well as the list of their holders, are kept by the UHK Chancellor who shall ensure their deposition in accordance with the UHK Filing and Shredding Regulations.

**GUIDELINES FOR AWARDING THE DEGREE DOCTOR HONORIS CAUSA
AT THE UHK**

- (1) The degree “doctor honoris causa” (abbreviated to “Dr.h.c.” after the name) is awarded by the Rector to personalities who have significantly contributed to advancement of science or culture or otherwise to the benefit of humanity.
- (2) Proposals of awarding the degree doctor honoris causa shall include, in addition to the basic personal data of the candidate, a detailed reasoning.
- (3) Proposals for awarding the degree “doctor honoris causa” may be submitted by:
 - (a) Rector of the University,
 - (b) Faculty Deans, following consultation with the Rector and on the basis of an approving opinion of the Research Board of the faculty where the relevant science or cultural field is carried out.
- (4) The degree doctor honoris causa shall be awarded for one scientific or artistic discipline, which is one of the key disciplines of the UHK.
- (5) The Faculty Dean shall submit the proposal for awarding the degree “doctor honoris causa” along with the position statement of the Faculty Research Board.
- (6) The Rector shall submit proposals to the UHK Research Board and, on the basis of its opinion, shall decide on awarding the degree.
- (7) The degree doctor honoris causa may be awarded should the candidate agree with it.
- (8) The degree doctor honoris causa shall be awarded at an appropriate ceremonial occasion. Should a candidate be not able to be present for serious reasons, they may be deputised at the graduation ceremony, or the title may be awarded in a substitute manner.