

# Charles University

## Center for Economic Research and Graduate Education

### Bylaws

*Pursuant to Section 10(1) of Act No. 111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended, and Article 2(2) of Annex 1 to the Statutes of Charles University (the Bylaws), the Rector of Charles University issues this internal regulation:*

#### Article 1

##### Basic provisions

1. According to Section 34 of Act No.111/1998 Coll., on Higher Education and on Amendments and Supplements to Other Acts, as amended (hereinafter referred to as "the Act") and Appendix No.1 of the Statutes of Charles University (hereinafter referred to as the "Statutes"), the Center for Economic Research and Graduate Education (hereinafter referred to as "CERGE") is a higher education institute of Charles University (hereinafter referred to as "CU").
2. CERGE carries out scientific, research and development activities, participates in the implementation of study programs and provides lifelong learning programs and information services in the field of modern economics. An important element of CERGE's activities is international cooperation in education and scientific research.
3. CERGE is governed in its activities by the Statutes, other internal regulations of the CU and these Organizational Rules.
4. CERGE is located at 936/7 Politických vězňů, Prague 1.

#### Article 2

##### CERGE's mission and activities

1. The mission of CERGE is in particular
  - a) to participate, in cooperation with faculties and other parts of CU, in the implementation of master's and doctoral degree programs in economics based on progressive global standards of education with an emphasis on the integration of teaching and research,
  - b) to stimulate and carry out basic and applied economic research and research in related fields and to disseminate its results with a view to raising the level of knowledge and educational attainment in economic and related sciences,
  - c) publishing professional publications, organizing scientific meetings, providing consulting, training and information services to professionals from the public and private sphere,
  - d) to carry out its research and educational activities in cooperation with similarly oriented workplaces in the Czech Republic and abroad.

2. CERGE cooperates closely with the Economics Institute of the CAS, v. v. i. (hereinafter referred to as "EI") in all areas of its activities on the basis of the Agreement on the Joint Workplace of the CU and EI (CERGE-EI). The joint workplace is supervised by the international Executive and Supervisory Committee of CERGE and EI, appointed jointly by the Rector of the CU and the President of the Academy of Sciences of the Czech Republic, whose competence is regulated by the above-mentioned agreement.

### Article 3 Director of CERGE

1. CERGE is headed by the Director of CERGE (hereinafter referred to as the "Director"), who is appointed and dismissed by the Rector. The Director is selected on the basis of a selection procedure in accordance with the CU Selection Procedure Regulations.
2. The Director is accountable to the Rector for his/her activities and the activities of CERGE and is subject to regular evaluation by the Rector.
3. The Director in particular
  - a) manages and organises CERGE activities in accordance with applicable legislation and the internal regulations of CU,
  - b) with the approval of the Academic Senate of Charles University, appoints and dismisses members of the CERGE Scientific Council,
  - c) submits proposals to the CERGE Scientific Council for the concept of the scientific research and educational activities of CERGE, proposals for the allocation of financial resources, especially for scientific activities, and annual reports on CERGE's research and educational activities,
  - d) determines the scope of teaching duties and the scope and specification of scientific work for academic staff assigned to CERGE,<sup>1</sup>
  - e) takes care of the professional and qualification growth of CERGE teaching, scientific and professional staff,
  - f) approves scientific and expert opinions and statements issued on behalf of CERGE,
  - g) coordinates CERGE's cooperation and international relations,
  - h) ensures compliance with regulations relating to occupational safety and health, fire protection, environmental protection and civil defence at the workplace,
  - i) is a member of the Rector's Extended College.
4. The Director may delegate the representation of other staff within the defined scope of his/her authority as necessary. In the absence of the Director, the Deputy Director for Administration shall act in his/her place, unless the Director specifies otherwise in writing.

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<sup>1</sup> Appendix No. 3 of the CU Internal Wage Regulations.

Article 4  
CERGE Scientific Council

1. The members of the CERGE Scientific Council are prominent representatives of economic science and practice. At least one third of the members are persons other than members of the academic community of CU.
2. The Rules of Procedure of the CERGE Scientific Council are the internal regulations of CERGE.
3. The CERGE Scientific Council in particular
  - a) assesses the concepts of the scientific research and educational activities of CERGE, submitted by the Director,
  - b) regularly evaluates the results of CERGE's research and training activities,
  - c) takes a position on the proposal for the allocation of funds, in particular for scientific activities,
  - d) approves the method of CERGE's participation in the implementation of study programs,
  - e) comments on the rules on foreign cooperation,
  - f) expresses its opinion on other matters submitted by the Director of CERGE or if the internal regulations CU or CERGE so provide.

Article 5  
Staff authorised to represent

1. The following Deputy Directors are established at CERGE:
  - a) Deputy Director for Graduate Studies,
  - b) Deputy Director of Research,
  - c) Deputy Director for Finance,
  - d) Deputy Director for Administration and
  - e) Deputy Director of Development and Public Relations.
2. Deputies act on behalf of CERGE in matters entrusted to them by the Director and are accountable to the Director of CERGE for their actions.
3. The Deputy Director for Graduate Studies, on behalf of the Director, coordinates study programs and other educational activities, supervises the work of the Academic Skills Center, the Study Department, the International Academic Programs Department, the Lifelong Learning Department, manages the activities of the staff in the field of educational activities and performs other permanent and one-off tasks.
4. On behalf of the Director, the Deputy Director for Research coordinates CERGE's research and publication activities, organizes scientific meetings, manages the activities of CERGE staff in the field of scientific research, supervises the activities of the Grants Department and performs other permanent and one-off tasks.
5. The Deputy Director for Administration, on behalf of the Director, ensures the organization of the internal affairs of the workplace, takes care of the smooth running of administrative and information services and provides documentation of the workplace's

activities; manages the activities of the library staff, the Computer Department, the Director's Office and the Personnel Department and performs other permanent and one-off tasks.

6. The Deputy Director for Finance, on behalf of the Director, takes care of the economic affairs of CERGE, supervises the activities of the Economic Department, manages the activities of the staff dealing with economic agendas and performs other permanent and one-off tasks.
7. The Deputy Director for Development and Public Relations, on behalf of the Director, takes care of the development of the workplace, searches for and obtains resources and support for its further activities, takes care of public relations, manages the activities of the staff of the Development and Public Relations Department and performs other permanent and one-off tasks.

#### Article 6 CERGE divisions

1. The basic research and working units are scientific teams composed of CERGE academic and scientific staff and, where appropriate, other specialists in the performance of individual scientific or pedagogical tasks. One person can be a member of several scientific teams at the same time.
2. CERGE has the following organizational divisions: the Director's Office, the Academic Skills Center, the International Academic Programs Unit, the Lifelong Learning Unit, the Library, the Computing Unit, the Personnel Unit, the Economic Unit, the Grants Unit, and the Development and Public Relations Unit.
3. The Director of CERGE delegates the management of individual divisions to individual Deputy Directors or other staff members.
4. The Director of CERGE, or his/her delegated staff, approves the activities of the individual divisions and the job descriptions of their staff.

#### Article 7 Staff

1. Employees assigned to CERGE have an employment relationship with the CU. The status of employees is regulated by legal regulations, in particular the Labor Code and the internal regulations of the University.
2. Academic staff at CERGE are recruited on the basis of a selection procedure.<sup>2</sup>

#### Article 8 Management

The management of CERGE is regulated by the Statutes, CU management rules and relevant

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<sup>2</sup> Section 77 of the Act, Article 36 of the Statutes and Regulations of the CU Selection Procedure.

directives of the Rector.

Article 9  
Transitional provisions

The appointment of a Director prior to the date of entry into force of these Bylaws shall not be affected by these Bylaws.

Article 10  
Revocatory, common and final provisions

1. CERGE uses an official round stamp with the state emblem of the Czech Republic and the text "Charles University" in cases provided for by law. The rules for the use of other stamps, in particular the rectangular official stamp with the text "Charles University, CERGE" and the address of the workplace, are determined by the Director of CERGE in accordance with the internal regulations of Charles University.
2. The Bylaws of CERGE approved on 6. 6 are repealed. 2014 are repealed.
3. These Bylaws shall come into force on the date of approval by the Academic Senate of CU.<sup>3</sup>
4. These Bylaws shall enter into force on the first day of the month following their entry into force.

Doc. Sergey Slobodyan, Ph.D.  
Director of CERGE

Prof. MUDr. Tomáš Zima, DrSc., MBA  
Rector of Charles University

Prof. Ing. František Zahálka, Ph.D.  
Chairman of the Academic Senate of Charles University

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<sup>3</sup> The Academic Senate of the University approved these Bylaws on .....