

UNIVERSITY OF PARDUBICE Faculty of Chemical Technology	
D I R E C T I V E No. 7/2026	
Subject:	Provision of Expert Services
Scope of action:	the Faculty of Chemical Technology of the University of Pardubice
Effective from:	15 th October 2026
Reference No.:	UPCE/dfcht/00020757/2026
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Approved by:	prof. Ing. Petr Němec, Ph.D.

Preamble

This Directive is issued primarily to fulfil the requirements of Section 7(1)(f) and (g) of Act No. 254/2019 Coll., on Experts, Expert Offices and Expert Institutes, as amended (hereinafter referred to as the “Act on Experts”). This Directive establishes the essential procedural rules for the proper provision of expert services by the Faculty of Chemical Technology of the University of Pardubice and sets out the procedure by which the faculty, acting as an expert institute, formally takes note of expert reports.

Article 1

Introductory Provisions

- (1) The Faculty of Chemical Technology of the University of Pardubice, as part of the University of Pardubice, is an expert institute registered in the Register of Experts maintained by the Ministry of Justice of the Czech Republic (hereinafter referred to as “FChT UPCE” or the “expert institute”).
- (2) FChT UPCE shall provide expert services only within the fields, branches and, where applicable, specialisations for which it is registered in the Register of Experts.
- (3) In providing expert services, FChT UPCE shall comply with the Act on Experts and its implementing legislation, in particular Decree No. 503/2020 Coll., on the Provision of Expert Services, Decree No. 504/2020 Coll., on Expert Fees, and Decree No. 505/2020 Coll., as amended, as well as generally recognised procedures and standards applicable to the relevant field and branch.
- (4) The administrative management of expert matters shall be carried out by a member of staff appointed by the Dean of FChT UPCE (hereinafter referred to as the “Expert Matters Administrator”). The procedure for carrying out expert activities is set out in Article 6 of University of Pardubice Directive No. 6/2019 and in Article 8 of this Directive.

Article 2

Acceptance of an Expert Assignment

- (1) Every request for the preparation of an expert report, its supplementation or an explanation of its contents shall be forwarded without delay to the Expert Matters Administrator.
- (2) The Dean of FChT UPCE shall decide whether to accept an expert assignment.
- (3) Before an expert assignment is accepted, consideration shall be given in particular to:
 - (a) whether the assignment falls within the scope of FChT UPCE's authorisation to provide expert services;
 - (b) whether there are grounds for exclusion or any doubts as to impartiality;
 - (c) whether FChT UPCE has sufficient professional, personnel, material, technical and time resources;
 - (d) whether the insurance cover in place is adequate in relation to any harm that may reasonably be anticipated in connection with the assignment;
 - (e) whether it is necessary to engage a consultant.
- (4) If FChT UPCE or any person involved in the provision of expert services becomes aware of circumstances that could result in the expert institute or that person being excluded from carrying out the expert assignment, they shall notify the Expert Matters Administrator without delay. The Administrator shall ensure that the Dean and the instructing party are informed. Where the instructing party is a public authority, the matter shall be dealt with in accordance with that authority's decision.
- (5) Where the instructing party is a public authority, an expert assignment may be refused only on grounds prescribed by law.

Article 3

Preparation of an Expert Report

- (1) An expert report shall be prepared by the person or persons appointed by the Dean of FChT UPCE.
- (2) The Dean's appointment shall specify, in particular:
 - (a) the professional guarantor or another person through whom FChT UPCE provides expert services in accordance with the Act on Experts;
 - (b) the author of the expert report and, where applicable, any other persons involved in its preparation;
 - (c) the person to be identified in the expert report as being required, at the request of a public authority, to personally confirm the report, supplement it or provide a more detailed explanation of its contents, where that person is not the author of the report;
 - (d) the internal deadline for submitting the draft expert report to the Expert Matters Administrator.
- (3) An expert report shall be complete, truthful and capable of independent review, and shall meet the requirements laid down in the Act on Experts and its implementing legislation.
- (4) The expert report shall identify the persons who participated in its preparation and the person required, at the request of a public authority, to personally confirm the report, supplement it or provide a more detailed explanation of its contents.
- (5) The engagement of a consultant shall require the consent of the instructing party. The engagement of the consultant, the reasons for their involvement and the specific sub-question they assessed shall be stated in the expert report.

Article 4

Formal Acknowledgement of an Expert Report

- (1) An expert report prepared by FChT UPCE in its capacity as an expert institute shall be formally acknowledged before it is submitted to the instructing party.
- (2) The person responsible for formally acknowledging the expert report shall be the Dean of FChT UPCE or a person authorised by the Dean in writing.
- (3) Formal acknowledgement shall be recorded directly in the expert report by means of a statement in the following form:

“The expert institute, the Faculty of Chemical Technology of the University of Pardubice, formally acknowledged this expert report on [date to be inserted].”

- (4) The statement shall include the date and the signature of the responsible person.

Article 5

Submission, Delivery, Registration and Archiving

- (1) An expert report shall be submitted in paper form or, with the consent of the instructing party, in electronic form. It may also be submitted orally for the record, where permitted by the applicable legislation or by an instruction issued by a public authority.
- (2) A paper expert report shall be signed by the persons required by law to sign it, bear the official expert seal and be formatted in accordance with the applicable legislation.
- (3) An electronic expert report shall be prepared in the prescribed format and shall contain the electronic elements required by law, in particular a qualified electronic signature and a qualified electronic time stamp.
- (4) The Expert Matters Administrator shall arrange delivery of the expert report to the instructing party and ensure that one copy of the report, in paper or electronic form and containing all legally required elements, is retained for at least ten years from the date of submission.
- (5) FChT UPCE shall enter data concerning expert reports in the register of expert reports maintained by the Ministry of Justice, in accordance with the scope and time limits prescribed by the Act on Experts and Decree No. 503/2020 Coll.
- (6) The data specified in Section 29(3)(a) to (h) of the Act on Experts shall be entered within 30 days, and the data concerning the expert fee awarded under Section 29(3)(i) of the Act on Experts shall be entered within 90 days of the date on which the expert report is commissioned or the date on which the event triggering the registration obligation occurs.

Article 6

Expert Fees

- (1) In the case of expert reports commissioned by a public authority, the expert fee shall be invoiced at the same time as the expert report is submitted, in accordance with the Act on Experts and Decree No. 504/2020 Coll.
- (2) Where an expert report is prepared under a contract, the contractual remuneration shall be agreed in writing before the expert services commence and shall not be dependent on the outcome of the expert activity.

- (3) The expert report shall state whether contractual remuneration has been agreed and, where applicable, whether the right to reimbursement of costs has been agreed on terms differing from those laid down by law.
- (4) The expert fee shall be payable to FChT UPCE in its capacity as an expert institute. The internal remuneration of the author of the expert report or any other persons involved shall be governed by the internal regulations of the University of Pardubice and shall not be structured in a manner that makes it dependent on the outcome of the expert activity.
- (5) The author of the expert report shall prepare the fee statement and shall be responsible for its accuracy. The author shall submit the original fee statement to the Expert Matters Administrator together with the expert report. The Administrator shall forward the relevant documentation to the appropriate department of the University Rectorate for invoicing.
- (6) For expert reports prepared under a contract, the agreed remuneration shall include reimbursement of costs. The expert fee shall be accounted for in accordance with the costing sheet and the terms of the contract.

Article 7

Confidentiality

- (1) All persons involved in the provision of expert services by FChT UPCE shall maintain confidentiality regarding any information of which they become aware in connection with the provision of such services. This obligation shall continue after their involvement in the expert activity has ended.
- (2) Consultants and other persons involved in the provision of expert services shall be informed in writing of their duty of confidentiality.
- (3) A person may be released from the duty of confidentiality only by the instructing party, unless otherwise provided by law.
- (4) Written confidentiality instructions or declarations shall be retained by the Expert Matters Administrator for at least ten years from the date of submission of the expert report to which they relate.

Article 8

Notification Obligations and Cooperation

- (1) The Expert Matters Administrator shall monitor the accuracy and currency of the information concerning FChT UPCE recorded in the Register of Experts, in particular the scope of its authorisation to provide expert services, the persons through whom expert services are provided, contact details and insurance information.
- (2) Changes to information recorded in the Register of Experts, as well as any circumstances that may affect the continuation, suspension or termination of the authorisation to provide expert services, shall be notified to the Ministry of Justice within the time limit prescribed by law.
- (3) Persons involved in the provision of expert services shall inform the Expert Matters Administrator without delay of any circumstances that may affect the proper provision of such services, in particular possible bias, conflicts of interest, inability to meet a deadline or inability to complete an expert assignment.
- (4) FChT UPCE shall cooperate with the Ministry of Justice in its capacity as the supervisory authority to the extent required by the applicable legislation.

Article 9
Final Provisions

- (1) This Directive shall enter into force and take effect on the date of its signature by the Dean of FChT UPCE.

Pardubice, 15th October 2026

prof. Ing. Petr Němec, Ph.D.
Dean

Appendixes:

Appendix 1 - Model Written Confidentiality Instruction and Declaration

Model Written Confidentiality Instruction and Declaration

I, the undersigned,

Full name / name of organisation:

Date of birth / Company Identification Number (CIN):

Relationship to the expert activity (employee / consultant / other person):

Expert report / matter:

hereby confirm

that I have been informed of my duty of confidentiality under Act No. 254/2019 Coll., on Experts, Expert Offices and Expert Institutes, as amended.

I undertake to maintain confidentiality regarding all information of which I become aware in connection with the provision of expert services by FChT UPCE, including after my involvement in such services has ended.

I acknowledge that I may be released from the duty of confidentiality only by the instructing party, unless otherwise provided by law.

Signed at on

Signature of the person receiving the instruction:

Instruction given by:

Signature of the person giving the instruction: