



## 10th FULL TEXT OF THE STATUTE

### OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE (TEXT IN FORCE AS OF 7 MAY 2022)

#### Part One

#### INTRODUCTORY PROVISIONS

##### Article 1

##### Basic provisions

- (1) The Czech Technical University in Prague (hereinafter referred to as “CTU”) is a public higher education institution of the university type.
- (2) CTU is based in Prague.
- (3) The address of CTU is: Czech Technical University in Prague  
Jugoslávských partyzánů 1580/3  
160 00 Prague 6 – Dejvice
- (4) CTU is the continuator of the Institute of Engineering Education, established in 1707 by an Emperor’s edict and transformed into a polytechnic institute in the years 1803–1806. CTU is a successor of the Czech Polytechnic Institute of the Kingdom of Bohemia, which was created after the division of the Royal Polytechnic Provincial Institute in Prague in 1869. From 1879, the name Czech Technical High School was used. Since 1920, the name of the university is Czech Technical University in Prague.
- (5) CTU’s direct predecessor is the Czech Technical University in Prague (a university pursuant to Act No. 172/1990 Coll.).
- (6) The abbreviated name is *ČVUT v Praze*, abbreviated as *ČVUT*. Translations to other languages are provided in the Rules of Organization (Annex 1).

##### Article 2

##### Academic community, academic rights and freedoms

- (1) The academic community at CTU as defined in Section 3 of Act No. 111/1998 Coll., 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”) performs self-governance of CTU through CTU self-governing bodies.
- (2) The academic freedoms and academic rights are regulated in Section 4 of the Act.

- (3) At CTU it is unacceptable to establish and organize activities of political parties and political movements. Trade unions, interest and professional civic associations (clubs) of employees and students may be established and work at CTU.

Article 3  
Position of CTU

- (1) CTU is a legal person.
- (2) CTU carries out educational activity. CTU also carries out scientific and research, development and innovation, artistic and other creative activities (hereinafter referred to as “creative activity”).<sup>1</sup>
- (3) In connection with the fulfilment of its basic objective pursuant to Para 3, CTU also carries out supplementary activities<sup>2</sup>. Specialized supplementary activities are carried out at constituent parts that have the corresponding expertise.
- (4) CTU is divided into constituent parts, i.e. faculties, university institutes and other parts.
- (5) Internal regime at CTU is governed by the Act, this Statute of the Czech Technical University in Prague (hereinafter referred to as the “Statute”) and by other internal regulations of CTU<sup>3</sup>.

Part Two

AREAS OF SELF-GOVERNANCE AT CTU

Article 4  
Mission of CTU, Strategic Plan

- (1) CTU as a technical university with an extraordinary mission with an impact on society as a whole is an autonomous entity which, in accordance with the principles of democracy and humanism, in accordance with valid legislation, in particular
- a) Provides high-quality university education and stipulates its content and forms,
  - b) Develops scientific research, creative, technical and artistic activity in accordance with the needs of society, global trends and principles of freedom of science, research and artistic work and publication of results thereof,
  - c) Participates in creative application of the results of scientific research, technical and artistic activity in practice,
  - d) Establishes self-governing academic bodies to protect and apply these principles and freedoms,
  - e) Awards academic degrees and scientific ranks,
  - f) Carries out habilitation proceedings and proceedings to appoint professors,
  - g) Provides library and information support to educational and creative activities,
  - h) Makes available to the scientific community information about the state of knowledge in disciplines cultivated at CTU,

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<sup>1</sup> Section 2, Para 4 of the Act.

<sup>2</sup> Section 20, Para 2 of the Act.

<sup>3</sup> Section 17, Para 1 of the Act.

- i) Supports sports, cultural and other non-political social activities of CTU students and employees.
- (2) Educational and creative activity at CTU, which is a continuation of a long-term tradition and reflects developmental trends, includes, in particular, the following areas<sup>4</sup>:  
Architecture and Urbanism; Security Sector Fields; Transportation Sciences; Economic Disciplines; Electrical Engineering; Energetics; Physics; Informatics; Cybernetics; Mathematics; Civil Engineering; Mechanical Engineering Technology and Materials; Art; Earth Science; Healthcare Fields.
- (3) The Strategic Plan of Educational and Creative Activity at CTU and the annual Plan for Implementation of the Strategic Goal at CTU (hereinafter referred to as the “CTU Strategic Plan”) is a basic programme document at CTU. The CTU Strategic Plan
  - a) Is informed primarily by the CTU development concept and the development concepts of faculties and other constituent parts,
  - b) Forms a basis for the development of strategic documents of the individual constituent parts of CTU,
  - c) Is used primarily for proposals of possible organisational changes, preparation of new study programmes and research proposals.
- (4) After it is discussed by the CTU Scientific Council (hereinafter referred to as “SC CTU”), the CTU Strategic Plan is approved by the CTU Academic Senate (hereinafter referred to as “AS CTU”) and subsequently by the CTU Board of Directors (hereinafter referred to as “BoD CTU”).

#### Article 5

##### Educational activity and creative activity

- (1) The right to education is a student’s fundamental right and educational activity is a teacher’s fundamental duty, and the educational and creative activities as the fundamental right and duty of an academic worker are carried out within the scope of academic freedoms and based on creative activity.
- (2) Studies at CTU are implemented in the framework of study programmes and lifelong learning programmes<sup>5</sup>; the list of programme is published in the public section of the CTU<sup>6</sup> website.
- (3) The process of approval of accreditations, areas of education and study programmes is governed by the CTU Rules of Accreditation<sup>7</sup>.
- (4) Faculties are responsible for the implementation of faculty programmes; in case of programmes outside faculties, all constituent parts participating in their implementation are responsible for the implementation.
- (5) Study programmes can be implemented
  - a) independently by one faculty,
  - b) independently by more faculties,
  - c) in a manner described in letters (a), (b), with participation of other faculties or university institutes;

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<sup>4</sup> Appendix No. 3 of the Act.

<sup>5</sup> Section 2 of the Act

<sup>6</sup> Section 21, Para 1 (h) of the Act.

This is without prejudice to cooperation with other subjects, provided this complies with legal regulations.

#### Article 6

##### Admission to studies

- (1) In order to be admitted to studies, the applicant must comply with the general conditions under Section 48 of the Act.
- (2) In case of faculty programmes, the faculty<sup>7</sup> can stipulate further conditions for the admission to study programmes concerning specific knowledge, skills, talent or marks received at high school or university; these conditions are approved by the faculty's Academic Senate. In case of programmes outside faculties it is the rector who stipulates further conditions; these conditions are approved by AS CTU.
- (3) In case the nature of the study programme requires so, the studies may be conditioned on the applicant's medical fitness.
- (4) Compliance with further conditions under Para 2 and 3 shall be verified in the admission procedure, which consists of a written, oral or talent examination, or a combination thereof. The faculty in case of faculty programmes and the rector in case of programmes outside faculties may stipulate conditions under which the entrance examination or part of it may be waived.
- (5) The faculty in case of faculty programmes and the rector in case of programmes outside faculties may also stipulate the maximum number of admitted applicants. In this case, if all the conditions for study are met, the order according to the results achieved from the admission test or another criterion defined in advance is decisive.
- (6) The faculty in case of faculty programmes and the rector in case of programmes outside faculties shall publish in good time, at least four months in advance, the deadline for submitting applications to study, the information on how to submit applications, their compulsory and other supplements, the conditions for admission to study, the deadline for and manner of their verification. In case the admission procedure also includes an entrance examination, the form and general content of the entrance examination and the criteria for its evaluation are also published.
- (7) In case of admission to faculty programmes, the information pursuant to Para 6 shall be published in the public section of the faculty's website, and in case of programmes outside faculties it shall be published in the public section of the CTU website.
- (8) In case of faculty programmes, it is the dean who decides about the admission to study; in case of programmes outside faculties, it is the rector who takes this decision. The decision on the admission of an applicant must be issued within 30 days of the verification of the conditions for admission to studies.
- (9) After the applicant is notified about the decision, they have the right to inspect their file, or ask for a copy of the file in a manner specified in the information about the admission procedure.
- (10) The applicant may appeal against the decision within 30 days from the date of the notification of the result. In case of faculty programmes, the appeal shall be lodged with the dean, in case of programmes outside faculties, it shall be lodged with the rector, in a manner specified in the instruction that is part of the decision. The appeal proceedings are governed by the law and Act No. 500/2004 Coll., Code of Administrative Procedure, as amended.

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<sup>7</sup> Section 21, Para 1 (e) of the Act.

#### Article 7

##### Implementation of studies in bachelor, master and doctoral study programmes

- (1) Studies in study programmes are implemented in accordance with the Study and Examination Rules for Students at CTU, an internal regulation of CTU<sup>8</sup>.
- (2) Bachelor and master study programmes are concluded by the state final examination (Sections 45, 46, 47 (b) and 53 of the Act), which includes the presentation and defence of the final thesis. Doctoral study programmes are concluded by the state doctoral examination and the presentation and defence of the dissertation thesis (Sections 47, 47 (b) and 53 of the Act). The conditions of the state examinations are stipulated by the Study and Examination Rules students at CTU.

#### Article 8

##### Lifelong learning

- (1) In the framework of lifelong learning, CTU provides lifelong learning programmes in accordance with Section 60 of the Act and the Code of Governing Lifelong Learning at CTU, an internal regulation of CTU. Education in lifelong learning programmes does not establish a legal status of student for the participant pursuant to the Act<sup>9</sup>.
- (2) The Code of Governing Lifelong Learning at CTU stipulates detailed conditions for the admission, course, completion of studies and the amount of the fee for studies in lifelong learning programmes.

#### Article 9

##### Study conditions for foreigners

- (1) For the purpose of this Statute, a foreigner is a natural person who is not a citizen of the Czech Republic.
- (2) Foreigners are admitted to study in study programmes implemented in the Czech language under the same conditions as applicants who are citizens of the Czech Republic. This is without prejudice to the right of the faculty or CTU to stipulate different conditions for admission for cases referred to in Section 49, Para 3 of the Act or for programmes implemented in a foreign language.
- (3) A foreigner applying to study in a study programme in the Czech language must demonstrate during the admission procedure the ability to communicate in the Czech language or the knowledge of the Czech language at B2 level as a minimum. A study applicant who is a citizen of the Slovak Republic can use the Slovak language instead of the Czech language.
- (4) The conditions applied to the study of foreigners in bachelor, master or doctoral study programmes implemented in the Czech language are the same as those applied to the study of students who are citizens of the Czech Republic.
- (5) The conditions for the admission and study of foreigners who arrive in the Czech Republic under inter-university or inter-faculty agreements or programmes are governed by the relevant valid agreements and conditions of the programmes.

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<sup>8</sup> Section 17, Para 1 (g) of the Act.

<sup>9</sup> Section 60, Para 3 of the Act.

Article 10

Academic degrees and documents on completing the studies

- (1) Graduates of bachelor study programmes are awarded the academic degree<sup>10</sup>
  - Bachelor (abbreviated as “Bc.”, placed before the name),
  - In the field of art, academic degree Bachelor of Art” (abbreviated as “BcA.”, placed before the name).
- (2) Graduates of master study programmes are awarded the academic degree<sup>11</sup>
  - In the field of technical and economic sciences, “Engineer” (abbreviated as “Ing.”, placed before the name),
  - In the field of architecture, “Engineer Architect” (abbreviated as “Ing. arch.”, placed before the name),
  - In the field of art, “Master of Arts” (abbreviated as “MgA.”, placed before the name).
- (3) Graduates of doctoral study programmes are awarded the academic title “Doctor” (abbreviated as “Ph.D.”, placed after the name).<sup>12</sup>
- (4) As a proof of graduation from a study programme, CTU issues diplomas and diploma supplements<sup>13</sup>.
- (5) Participants in lifelong learning study programmes are issued a certificate of completion by CTU.

Article 11

Fees associated with studies

- (1) Pursuant to Section 58 of the Act, CTU collects the following fees from students
  - a) Fee for acts related to the admission procedure which is set at a maximum of 20% of the base<sup>14</sup> in the amount pursuant to Annex 5,
  - b) Fee
    - ba) For studies exceeding the standard period of study of the given bachelor or master study programme extended by one year, which is at least 1.5 times the base for each six months or part thereof of study<sup>15</sup>. The amount of the fee is stipulated in Annex 5. The study period also includes the periods of all previous studies in bachelor and master study programmes that have not been properly completed pursuant to Section 45, Para 3, or Section 46, Para 3 of the Act, unless it qualifies as a previous study, after which the student properly completed a study programme of the same type. The period in which the student studied in such study programmes or in such study programmes in parallel with the current study programme is included in the period of study only once. However, the recognized period of parenthood shall be deducted from the total period of study calculated in accordance with this paragraph.
    - bb) For the study in a study programme implemented in a foreign language<sup>16</sup> for each semester or part thereof of studies the amount of which is stipulated in Annex 5.

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<sup>10</sup> Section 45, Para 4 of the Act.

<sup>11</sup> Section 46, Para 4 of the Act.

<sup>12</sup> Section 47, Para 5 of the Act.

<sup>13</sup> Section 57 of the Act.

<sup>14</sup> Section 58, Para 1 of the Act.

<sup>15</sup> Section 58, Para 3 of the Act.

<sup>16</sup> Section 58, Para 4 of the Act.

- (2) The amount of the fees under Para 1 for the following academic year shall be published by the rector in the public section of the CTU website on the last day of the deadline for the submission of applications at the latest.
- (3) The fee under Para 1 (b) will be set out by the dean in case of faculty programmes and by the rector in case of study programmes outside faculties. The fee shall be set out without delay, but no sooner than on the applicable day when the obligation arises for the student to pay the study fee. In case the decisive data for the assessment of the fee is obtained from the Students' Register of other universities in the Czech Republic from the Ministry of Education, Youth and Sports (hereinafter referred to as the "Ministry") ex-post, the fee will be immediately calculated for the student. The decision on the assessment of the fee is sent to the student to addressee only at least 90 days before the due date of the fee. Failure to pay the fee may be assessed in accordance with Section 64 of the Act or Article 13, Para 5 (b) of the Study and Examination Rules for Students at CTU.
- (4) The student may appeal against the decision on the assessment of the fee within 30 days of the day when the decision on the assessment of the fee under Para 3 was notified to them. The filing must include details of the person lodging the appeal, it must indicate the matter in which it is lodged and what is being proposed, it must indicate where the student sees the conflict with legal or internal rules or the incorrectness of the decision. An appeal against a decision on the assessment of a fee lodged within the period referred to in this paragraph shall always have a suspensory effect. In case of study in faculty programmes the appeal is lodged through the relevant dean to the rector, in which case the dean shall provide an opinion on the appeal and refer the appeal to the rector to decide on the matter within 30 days. In case of study programmes outside faculties the appeal is lodged to the rector.
- (5) Under Section 58, Para 7 of the Act, the rector may reduce, waive or postpone the due date of fees associated with studies based on a student's written request, accompanied by relevant documents, taking into account, in particular, the study, social or health situation of the student according to the principles, which are expressed by reasons enumerated in Annex 5. The application must expressly contain a request for remission or reduction of the fee, or postponement of the due date or payment in instalments, accompanied by appropriate and up-to-date documents, and is filed together with the appeal against the assessment of the fee under Para 4.
- (6) The fee referred to in Para 1 (a) is payable no later than on the date of filing of the application for study. The fee referred to in Para 1 (b) is payable on the date stipulated in the decision on the assessment of the relevant fee, or on the date stipulated in the decision on the appeal against the decision on the assessment of the fee. Fees associated with studies under Para 1 (b) are paid by a cashless payment to the account specified in the decision on the assessment of the fee, the fee for acts related to the admission procedure under Para 1 (a) are paid by a cashless payment to the account specified in the conditions of the admission procedure.
- (7) In case of faculty programmes the fees associated with studies referred to in Para 1 (a) and (bb) are the income of the faculty; in case of programmes outside faculties they are the income of CTU. The study fee referred to in Para 1 (ba) is the income of the CTU Scholarship Fund in accordance with Section 58, Para 6 of the Act.
- (8) In case CTU or the faculty have concluded an agreement on mutual free-of-charge provision of higher education with a foreign university, or have entered into other arrangements concerning fees associated with studies in the framework of implementation of joint study programmes, they shall proceed in accordance with such agreements.

Payments for exceptional and non-standard administrative services

- (1) CTU collects payments for exceptional and non-standard administrative services that are not directly part of the implementation of study programmes and their use is not compulsory.
- (2) The amount of payments and the method of their payment shall be determined by the rector for each academic year following a discussion in the Rector's Collegium and in AS CTU.
- (3) The payments for exceptional and non-standard administrative services shall be payable on the dates set by the person who is the head of the relevant CTU constituent part.

Article 13

Recognition of foreign university degrees and qualifications

- (1) Upon request of a graduate of a foreign university, CTU issues a certificate of recognition of a university degree or a part thereof in the Czech Republic if a similar study programme is implemented at CTU. If, following a comparison of the two study programmes, it is found that they differ in major aspects, CTU shall reject the application for recognition.
- (2) CTU will issue certificates based on the knowledge of the quality of the relevant foreign university or on the scope of knowledge and skills proven by the university qualification.
- (3) The rector decides on the recognition of foreign university degrees and qualifications.
- (4) Pursuant to Section 90a of the Act, CTU collects a fee for services related to the proceedings on the application for recognition of foreign university degree and qualification in the amount of CZK 3,000. The applicant is obliged to pay the fee when submitting the application, the fee is the income of CTU and is payable to the relevant CTU account.

Article 14

Scholarships

Students are granted scholarships in accordance with the rules stipulated in the CTU Rules for Granting Scholarships, an internal regulation of CTU.

Article 15

Creative activity

- (1) Creative activity is a fundamental right and duty of academic workers at CTU<sup>17</sup>. It is carried out within the framework of academic freedom of creative activity as the basis of educational activity.
- (2) Creative activity at CTU is carried out in the areas mentioned in the statutes of the faculties, in the statutes or in the rules of organization of university institutes and in the rules of organization of other constituent parts developing creative activity, and in related and borderline areas. Faculties strive to create appropriate conditions for the creative activity of their academic staff, scientists and students.
- (3) CTU enters into legal relations with other entities with the aim to carry out and commercially use the results of creative activity, either directly or through its constituent parts.
- (4) Faculties, university institutes and other constituent parts also enter into legal relations under Para 3 on behalf of CTU in accordance with the Act and CTU Rules of Organization.

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<sup>17</sup> Section 70, Para 1 of the Act.



Article 16  
International relations

- (1) CTU organizes and develops foreign relations (contacts) independently or through its constituent parts, primarily faculties and university institutes. Also civic associations (clubs) of employees, students and alumni, or employees and students on an individual level, can develop foreign relations at CTU.
- (2) Foreign relations are carried out mainly in the educational, creative and cultural areas.
- (3) Contractual relationships with foreign partners must comply with special regulations of international agreements binding the Czech Republic. Agreements can be signed only by individuals that are authorized to act on behalf of CTU in these matters.

Article 17  
Annual reports, assessment of activity at CTU

- (1) Each year, the rector submits the Annual Report on the Activities of CTU and the Annual Report on the Economic Management of CTU to AS CTU for approval. Both annual reports are drawn based on materials supplied by the university and by the faculties, university institutes and other constituent parts of CTU. Prior to being submitted for approval to AS CTU, the Annual Report on the Activities is discussed by SC CTU.
- (2) Following the approval of AS CTU, the annual reports referred to in Para 1 are discussed by BoD CTU and are subsequently submitted to the Ministry and are published as a non-periodical publication.
- (3) The conclusions of the annual reports are utilised in the management activities and for the purposes of a possible specification of the CTU Strategic Plan.
- (4) A regular assessment of educational, creative and other related activities (hereinafter referred to as "internal assessment") is carried out in accordance with internal regulation of CTU<sup>18</sup> and the CTU Strategic Plan.
- (5) Internal assessment is carried out annually by IEB CTU. The report on internal assessment is drawn annually by IEB CTU; the report is discussed by BoD CTU and subsequently submitted by the rector to AS CTU for approval.
- (6) Results of a questionnaire survey held each academic year among students are part of the assessment of educational activity.
- (7) In ensuring the quality of educational and creative activities and in performance of internal assessment, CTU acts in accordance with the Rules of the System of Quality Assurance of Educational, Creative and Other Related Activities at CTU; these rules are an internal regulation of CTU which, following an approval by IEB CTU and after discussion in SC CTU, is approved by AS CTU.

Part Three  
BODIES OF CTU

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<sup>18</sup> Article 46, Para 2 (j) of the Statute – Rules of the system to ensure quality of educational, creative and other related activities and internal assessment of the quality of educational, creative and other related activities at CTU.

Article 18  
Division of CTU bodies

- (1) The self-governing academic bodies of CTU comprise
  - a) CTU Academic Senate,
  - b) Rector,
  - c) Scientific Council,
  - d) CTU Internal Evaluation Board,
  - e) CTU Disciplinary Commission.
- (2) Other CTU bodies comprise
  - a) CTU Board of Directors,
  - b) Registrar.

Article 19  
CTU Academic Senate

- (1) AS CTU is a self-governing representative body of CTU.
- (2) The status of AS CTU is governed by Sections 8 and 9 of the Act.
- (3) Members of AS CTU are elected by the members of the academic community of CTU<sup>19</sup> from among its ranks.
- (4) AS CTU and its members report to the members of the academic community of CTU. The members of AS CTU protect the interests of CTU as a whole and in their decision-making are guided by their conscience. In the exercise of their office, the members of AS CTU are not bound by the opinion of the self-governing academic bodies of the faculty, nor the senior employees of other constituent parts of CTU, nor any other bodies or individuals.
- (5) Membership in AS CTU is honorary and cannot be executed through a proxy and is, apart from the offices listed in Section 8, Para 2 of the Act, also incompatible with the office of the chancellor of CTU.
- (6) The method of the election of the members of AS CTU is governed by the AS CTU Electoral Code, an internal regulation of CTU.
- (7) AS CTU decides about matters pursuant to Section 9, Para 1 of the Act, provides opinions in particular on matters pursuant to Section 9, Para 2 of the Act. The method of voting and the quorum of AS CTU are governed by the AS CTU Rules of Procedure, an internal regulation of CTU.
- (8) AS CTU also delegates representatives to the bodies of representation of universities and proposes members to IEB CTU in accordance with Section 12a, Para 3 of the Act.
- (9) The method of how AS CTU decides on a proposal to appoint rector and the consideration of a possible proposal to dismiss<sup>20</sup> the rector is regulated by the AS CTU Rules of Procedure.
- (10) The AS CTU's term of office shall be no more than three years; further details are regulated by the Electoral Code of AS CTU. A student's membership in AS CTU is not automatically terminated after their conclusion of studies provided the student notifies the chair of AS CTU on the day of their state final examination in the latest in writing that they intend to continue their studies in another

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<sup>19</sup> Section 8, Para 1 of the Act.

<sup>20</sup> Section 9, Para 1 (h) of the Act.

follow-up study programme at CTU and that they do not change their membership of the academic community that they represent at AS CTU, and no later than 120 days after the successful completion of the state final examination they enrol in this follow-up study programme. This provision applies mutatis mutandis for academic senates of faculties.

- (11) The CTU Rector's Office is responsible for ensuring material resources for AS CTU.

#### Article 20

##### Rector

- (1) The rector is the head of CTU, the status of the rector is regulated by Section 10 of the Act.
- (2) The rector decides and acts in matters related to CTU, unless the Act or this Statute stipulate otherwise. In cases when a specific regulation anticipates competence of a statutory body, it is carried out by the rector, unless the Act or this Statute stipulate otherwise.
- (3) In the areas stipulated in the Act and the Statute, the rector issues, following an approval by AS CTU and following a registration by the Ministry, internal regulations of CTU. In addition, within their autonomous competence, the rector issues orders, instructions, measures, directives, or takes other decisions for which they are authorized by the Act and the Statute.
- (4) The dean appoints and dismisses, in particular
  - a) Deans pursuant to Section 28, Para 2 and 3 of the Act,
  - b) Vice-Rectors pursuant to Section 10, Para 4 of the Act,
  - c) Directors of university institutes pursuant to Section 34, Para 3 of the Act.
  - d) Registrar pursuant to Section 16, Para 2 of the Act.
- (5) Vice-rectors stand in for the rector in the scope determined by the rector. The rector shall authorize one of the vice-rectors to stand in for them to the full extent in their absence.
- (6) The scope of the activity of vice-rectors is defined as follows
  - Bachelor and master studies,
  - Science, creative activity and doctoral studies,
  - International relations,
  - Development and strategy,
  - Construction.
- (7) The rector will determine in a rector's order the competence of vice-rectors within the scope of their activity, including the determination of the CTU departments that they are in charge of.
- (8) Within their determined scope of activity, vice-rectors are authorized to act on behalf of CTU in legal relationships in the scope of authorization determined by the rector. They are responsible for their activity to the rector.

#### Article 21

##### CTU Scientific Council

- (1) The chair of SC CTU is the rector, who appoints and dismisses members of SC CTU, following a prior approval<sup>21</sup> by AS CTU and pursuant to the principles set out in Section 11 of the Act.

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<sup>21</sup> Section 9, Para 1 (f) of the Act.

Members of SC CTU cannot act through proxies. When appointing members of SC CTU, the rector ensures that all main areas of educational and creative activity implemented at CTU are represented. SC CTU has a maximum of 45 members, of which at least a third are individuals who are not members of the academic community of CTU<sup>22</sup>. In justified cases, the rector may also appoint extraordinary members of SC CTU, following a prior approval by AS CTU.

- (2) SC CTU competence includes consideration and approval of intentions and proposals and other competences listed in Section 12 of the Act, with the exception of competence entrusted to IEB in accordance with Section 12, Para 3 of the Act. SC CTU comments on matters submitted to it by the rector<sup>23</sup>.

In addition, SC CTU comments in particular on proposals to

- a) Award the doctor honoris causa degree (abbreviated as “dr. h. c., placed after the name) – a honorary doctorate at CTU,
  - b) Appoint emeritus professors,
  - c) Appoint visiting professors,
  - d) Appoint members of specialization committees of doctoral study programmes outside faculties,
  - e) Appoint members of the CTU Grant Committee,
  - f) Award the Felber’s Medal,
  - g) On a proposal of the Rules of Habilitation Proceedings and Proceedings to Appoint Professors at CTU or on a proposal to amend the Rules,
  - h) Stipulate Recommended Aspects of Assessment and Criteria, issued by the rector in a rector’s measure.
- (3) SC CTU’s term of office is four years.
- (4) Prior to the expiration of their term of office, a member of SC CTU may give up their SC CTU membership by a written notice delivered to the rector. The rector appoints a new member following a prior approval by AS CTU to take their place or a place of a dismissed member of SC CTU according to the principles stated in Section 11 of the Act.
- (5) The CTU Rector’s Office is responsible for ensuring material and other resources for SC CTU.
- (6) The convention of SC CTU, the method of the decision-making and other procedural issues concerning its conduct are regulated by the SC CTU Rules of Procedure, an internal regulation of CTU.
- (7) Extraordinary members of SC CTU receive all written documents like the SC CTU members and have the right to participate in all meetings of SC CTU (including parts of SC CTU meetings held behind closed doors) in an advisory capacity.

## Article 22

### CTU Internal Evaluation Board

- (1) The number of members of IEB CTU is determined by the Statute of the Internal Evaluation Board at CTU, an internal regulation of CTU. The rector is the chair of IEB CTU. The rector shall appoint a vice-chair of IEB CTU from among the academic staff at CTU who are professors or associate

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<sup>22</sup>Section 11, Para 2 of the Act.

<sup>23</sup> Section 12, Para 2 of the Act.

professors at CTU. The chair of AS CTU is a member of IEB CTU. The other members of IEB CTU are appointed by the rector pursuant to Section 12a, Para 3 of the Act. Proposals for the appointment or dismissal of members of IEB CTU shall be discussed by the rector in SC CTU.<sup>24</sup> The members of IEB CTU are appointed and dismissed by the rector following a prior approval by AS CTU<sup>25</sup>.

- (2) IEB CTU carries out activities listed in Section 12a, Para 4 (a) to (d) of the Act, other activities in the scope stipulated by the Statute<sup>26</sup> and partly in connection with the authorization for the implementation of study programmes in the framework of an institutionally accredited area of education, by delegation, the competence of IEB CTU as referred to in Section 12, Para 1 (b), (c), and (e) of the Act, which is hereby entrusted to it by the Statute, within the meaning of Section 12, Article 3 of the Act, and comments on other matters submitted to it by the rector.
- (3) IEB CTU is responsible for the agenda of accreditations of study programmes and the agenda of institutional accreditations; this is without prejudice to the competence of SC CTU.
- (4) The CTU Rector's Office is responsible for ensuring material and other resources for IEB CTU.

#### Article 23

##### CTU Disciplinary Commission

- (1) Members of the Disciplinary Commission are appointed and dismissed by the rector in accordance with Section 9, Para 1 (f) and Section 13 of the Act following a prior approval by AS CTU. This commission discusses disciplinary offences conducted by students of CTU.
- (2) Disciplinary proceedings are governed by Sections 64 to 69 of the Act.
- (3) Proceedings and hearings before the CTU Disciplinary Commission are conducted in accordance with the Disciplinary Code for Students at CTU, an internal regulation of CTU.

#### Article 24

##### CTU Board of Directors

- (1) BoD CTU has 15 members that are appointed and dismissed by the Minister of Youth, Education and Sports (hereinafter referred to as the "Minister") following consultation with the rector.
- (2) The status, composition, competence of BoD CTU and the relationship between the CTU bodies and BoD CTU and the selection of managing bodies of BoD CTU and the manner of its conduct are governed by Sections 14 and 15 of the Act, this Statute and the BoD Statute, approved by the Minister.
- (3) The day of the passing within the meaning of Section 14, Para 5 of the Act shall be the day when the rector delivers the proposal to the chair of BoD CTU.
- (4) In case a member of BoD CTU does not duly perform their job as a member of BoD CTU, in particular when they do not attend more than half of the BoD CTU meetings in a calendar year, the rector may propose to the Minister to dismiss such a member.

#### Article 25

##### Registrar

- (1) The registrar is in charge of the economic management and internal administration of CTU in the

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<sup>24</sup> Section 25, Para 1 (i) of the Act.

<sup>25</sup> Section 9, Para 1 (f) of the Act.

<sup>26</sup> Section 12a, Para 4 (e) of the Act, and Article 5 of the Statute.

extent stipulated in a rector's measure<sup>27</sup>.

- (2) The position of the registrar is governed by Section 16 of the Act. The registrar is appointed and dismissed by the rector.
- (3) The registrar is responsible for the management of the CTU financial resources in accordance with special, internal and other regulations of CTU and in accordance with the rules for the creation and management of the CTU budget.
- (4) The registrar is in charge of the activities of the Rector's Office in all areas, except in cases where a CTU internal regulation stipulates otherwise.
- (5) In order to ensure coordination of steps taken by faculties, university institutes and other constituent parts in the area of economic management and internal administration of CTU, the registrar cooperates with and methodically supervises secretaries at faculties and university institutes and heads of economic departments at other constituent parts of CTU.

#### Part Four

#### ETHICS COMMISSION, CHANCELLOR AND ACADEMIC ADVISORY BODIES

##### Article 26

##### Ethics Commission

- (1) Members of the academic community of CTU and other employees act in accordance with the ethical principles embedded primarily in the CTU Code of Ethics, an internal regulation of CTU; the Rules of Procedure of the CTU Ethics Commission are part of the Code of Ethics.
- (2) Compliance with the Code of Ethics and general ethical rules is assessed by the CTU Ethics Commission.

##### Article 27

##### Chancellor

- (1) The chancellor directly supervises the departments of the CTU Rector's Office, for which it is stipulated in the Rules of Organization of the CTU Rector's Office, coordinates the agenda of internal rules at CTU and performs other tasks as instructed by the rector. The chancellor processes documents for the rector for meetings of BoD CTU and AS CTU as well as rector's advisory bodies, of which they are a member.
- (2) The chancellor acts as the secretary of BoD CTU.
- (3) In coordinating the development of their agenda, the chancellor cooperates with all constituent parts of CTU.

##### Article 28

##### Academic advisory bodies at CTU

- (1) The academic advisory bodies are established by the rector. They can be established as permanent bodies or as ad hoc bodies.

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<sup>27</sup> Section 28, Para 1 of the Act.

- (2) Permanent academic advisory bodies are
  - a) CTU Top Management, whose members are the rector, vice-rectors, registrar and chancellor, the chair of AS CTU is a permanent guest of the CTU Top Management and has access to all information like a member of the CTU Top Management,
  - b) Rector's Collegium, whose members are the rector, vice-rectors, deans, registrar and the chair of AS CTU,
  - c) Rector's Gremium, whose members are the members of the Rector's Collegium, directors of constituent parts of CTU, the chair of AS CTU and vice-chairs of AS CTU.
- (3) The rector convenes and presides over the meetings of the CTU Top Management, the Rector's Collegium and the Rector's Gremium. The rector shall stipulate further details concerning the activities of the CTU Top Management, the Rector's Collegium and the Rector's Gremium.

Part Five  
CONSTITUENT PARTS OF CTU

Article 29  
Faculties

- (1) Faculties are fundamental parts of CTU; their status is governed by Sections 23 to 33 of the Act.
- (2) Faculties are not legal persons.
- (3) A faculty is led by the dean.
- (4) In accordance with Section 24, Para 1 of the Act, faculty bodies have a right to decide or act on behalf of CTU in the following matters that concern the faculty
  - a) Establishment of self-governing academic bodies of the faculty,
  - b) Internal organization of the faculty,
  - c) Habilitation proceedings and proceedings to appoint professors,
  - d) The use of financial resources allocated to the faculty,
  - e) Employment relationships (the dean shall first discuss these matter with the rector; the rector and the dean can agree on restricting the number of matters that are discussed in this manner<sup>28</sup>).
- (5) In accordance with Section 24, Para 2 of the Act, faculty bodies have a right to decide or act on behalf of CTU to the full extent in the following matters that concern the faculty
  - a) Creation and implementation of study programmes,
  - b) Strategic focus of creative activity,
  - c) International relationships and activities,
  - d) Supplementary activities and the use of resources generated by such activities.
- (6) Faculty bodies have a right to decide under conditions stipulated by internal regulations of CTU, other regulations of CTU and in accordance with the CTU Strategic Plan in the following matters that concern the faculty
  - a) Award of faculty awards,

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<sup>28</sup> Section 24, Para 4 of the Act.

- b) Conclusion of agreements on cooperation,
  - c) Creation and implementation of lifelong learning programmes,
  - d) The use of entrusted assets,
  - e) Organization of creative activity.
- (7) Matters concerning the faculty that fall within its self-governing competences are regulated by the internal regulations of the faculty<sup>29</sup>.
- (8) The CTU faculties are
- a) Faculty of Civil Engineering (F1, FCE)
  - b) Faculty of Mechanical Engineering (F2, FME)
  - c) Faculty of Electrical Engineering (F3, FEL)
  - d) Faculty of Nuclear Sciences and Physical Engineering (F4, FNSPE)
  - e) Faculty of Architecture (F5, FA)
  - f) Faculty of Transportation Sciences (F6, FTS)
  - g) Faculty of Biomedical Engineering (F7, BME)
  - h) Faculty of Information Technology (F8, FIT)

Article 30  
University institutes

- (1) CTU establishes university institutes as its constituent parts intended for the performance of creative activity; they can also participate in the implementation of study programmes or parts thereof. The status of and legal relationships at university institutes is governed by the provisions of Section 34 of the Act.
- (2) University institutes are not legal persons. The organization and internal relations at university institutes is governed by their Statute or Code of Organization, which is an internal regulation of the university institute and must comply with internal regulations of CTU. Internal regulations of university institutes are approved by AS CTU upon rector's proposal.
- (3) University institutes are led by directors that are appointed and dismissed by the rector. In matters stipulated by the Statute, CTU Rules of Organization (Annex 1) and rector's orders, the director of university institute is authorized to act independently on behalf of CTU. The rector is the direct superior of the director.
- (4) The director of university institute consults employment relationships with the rector; the scope of these consultations is set by the rector.
- (5) University institutes at CTU are
- a) Klokner Institute (U1, KI)
  - b) Masaryk Institute of Advanced Studies (U2, MIAS)
  - c) Institute of Physical Education and Sport (U3, ÚTVS)
  - d) University Centre for Energy Efficient Buildings (U4, UCEEF)
  - e) Czech Institute of Informatics, Robotics and Cybernetics (U5, CIIRC)

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<sup>29</sup> Section 33 of the Act.



f) Institute of Experimental and Applied Physics

(U6, IEAP)

#### Article 31

##### Other constituent parts of CTU

- (1) In accordance with provisions of Section 22, Para 1 (c) and (d), CTU establishes other constituent parts.
- (2) Constituent parts under Para 1 are not legal persons. A constituent part's Rules of Organization are its basic document governing its organization and internal relationships; the Rules of Organization must comply with the internal regulations of CTU and they are an internal regulation of the constituent part. Internal regulations of other constituent parts of CTU are approved by AS CTU upon rector's proposal.
- (3) Other constituent parts of CTU (with the exception of the CTU Rector's Office) are led by directors that are subordinated to the rector. The CTU Rector's Office is led by the rector. In matters stipulated by the Statute, CTU Rules of Organization (Annex 1) and rector's orders, the directors are authorized to act independently on behalf of CTU.
- (4) The director of university institute or the registrar consults employment relationships with the rector; the scope of these consultations is set by the rector in a rector's order.
- (5) Other constituent parts of CTU are
  - a) Other departments pursuant to Section 22, Para 1 (c) of the Act
    - Computing and Information Centre (P1, CIC)
    - Central Library CTU (P8, ÚK)
  - b) Service facilities pursuant to Section 22, Para 1 (d) of the Act
    - CTU Rector's Office (Z1, CTU Rectorate)
    - Service Facilities Administration CTU (Z2, SÚZ)
    - CTU Publishing House – Česká technika (Z3, ČTN)

#### Article 32

##### CTU Rector's Office

The CTU Rector's Office is a constituent part of CTU. The organization and management of the CTU Rector's Office and its relations to other constituent parts are stipulated by the CTU Rector's Office Code of Organization, which is issued by the rector following an approval by AS CTU.

#### Part Six

##### STUDENTS AND STAFF AT CTU, ASSOCIATE PROFESSORS AND PROFESSORS

#### Article 33

##### Students

- (1) The status, rights and obligations of students are regulated by the provisions of Sections 61 to 63 of the Act and internal regulations of CTU.
- (2) The details of the course of studies at CTU and proceedings in matters related to the studies are regulated by the Study and Examination Rules for Students at CTU and by the documentation of individual study programmes.

- (3) Academic degrees awarded to graduates of a given study programme and the issue of documents on completion of the studies are governed by the Act (Sections 44 to 47 and Section 57) and by Article 10.
- (4) CTU keeps a Students' Register pursuant to Section 88 of the Act.

Article 34  
Staff at CTU

- (1) Employees working at faculties, university institutes and other constituent parts of CTU have an employment relationship with CTU.
- (2) At FA, the dean is responsible for employment relationships under the conditions stipulated by the Act, a special legal regulation<sup>30</sup>, the Statute and any agreement pursuant to Section 24, Para 4 of the Act; employment relationships at other constituent parts are the responsibility of the head of this constituent part under the conditions stipulated in the Act, a special legal regulation<sup>31</sup>, the Statute and a rector's order.
- (3) At CTU, the rule of a single manager is applied.
- (4) Professors, associate professors, extraordinary professors, assistant professors, assistants, teachers and scientific, research and development workers are academic staff employed at CTU under employment contracts according to the agreed type of work and conducting both educational and creative activity.
- (5) Posts of academic staff at CTU are filled in accordance with Section 77 of the Act. Details are stipulated in the CTU Rules of the Selection Procedure to Appoint Academic Workers, an internal regulation of CTU.
- (6) The posts of the registrar, directors of constituent parts, secretaries at faculties, heads of pedagogical or scientific departments (in particular, departments, institutes, studios) and other posts of managerial staff according to an internal regulation of the constituent part or according to a decision of the rector, the deans or directors of constituent parts are filled following a selection procedure. In such cases, the CTU Rules of the Selection Procedure to Appoint Academic Workers will apply accordingly, taking into consideration Article 4, Para 3 of the Rules.
- (7) In accordance with the principles set out in Section 76 of the Act, an academic worker at CTU may be granted a sabbatical. The decision on granting a sabbatical is taken by the dean of the relevant faculty or the director of the CTU constituent part where the academic worker is employed.

Article 35  
Associate professors and professors

- (1) Habilitation proceedings and proceedings to appoint professors are regulated by the provisions of Section 71 to 75 of the Act. The list of fields in which CTU is authorized to hold habilitation proceedings or proceedings to appoint professors is published in the public section of the CTU website. The procedure of habilitation and appointment proceedings is specified by the CTU Rules of Habilitation Proceedings and Proceedings to Appoint Professors, an internal regulation of CTU.
- (2) The rector may, upon a request of a dean or a director of university institute, appoint a professor who has terminated their employment at CTU, an Emeritus Professor. The provisions, competence and status of Emeritus Professors are governed by the CTU Statute of Emeritus

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<sup>30</sup> Act No. 262/2006 Coll., the Labour Code.

<sup>31</sup> Act No. 262/2006 Coll., the Labour Code.

Professors, an internal regulation of CTU.

- (3) The rector may, upon a request of a dean or a director of university institute, appoint a visiting professor. The provisions, competence and status of visiting professors are governed by the CTU Statute of Visiting Professors, an internal regulation of CTU.

Part Seven  
FUNDING AND ECONOMIC MANAGEMENT AT CTU

Article 36  
Funding at CTU

- (1) CTU funds its activities mainly from funds provided from the state budget, subsidies from the state budget, fees associated with studies, property income, income from supplementary activities and income from donations and other sources.
- (2) In order to provide for all areas of its activity, CTU owns property.
- (3) Handling of CTU property is regulated by Section 19 of the Act.
- (4) Deans and directors of university institutes are entitled to manage the property registered at the relevant constituent part on behalf of CTU, with the exception of the acts listed
  - a) In Section 15, Para 1 of the Act where the decision is taken by the rector, following an approval by BoD CTU, or
  - b) In Article 5 where the decision is taken by deans and directors of university institutes, following an approval by the rector.
- (5) When handling property under Para 4 (b), deans and directors of university institutes, following an approval by the rector, can conclude
  - a) Rental agreements (agreements on leasing or letting) of immovable property (including non-residential premises) with area over 100 m<sup>2</sup> for a period longer than 6 months, or if the period of the occupancy can be extended for a period longer than 6 months, or
  - b) Flat rental agreements, or
  - c) Agreements on handling movable assets (within the sense of their appropriation), the purchasing price of which is higher than CZK 1 million (without value added tax).
- (6) Pursuant to special regulations, CTU is the holder of business licences or licences for business activities, which are a precondition for the performance of supplementary activities pursuant to Section 20, Para 2 of the Act.
- (7) The authorization of the registrar and directors of other constituent parts to handle property registered at the constituent part shall be stipulated by a rector's order.
- (8) Within the meaning of Section 17, Para 2 of Act No. 134/2016 Coll., on Public Procurement, as amended, every CTU constituent part is an operating unit of CTU with a functional autonomy in the award of public contracts; a rector's order shall stipulate further details concerning the award of public contracts in compliance with the Act on Public Procurement.

Article 37  
Economic management at CTU

- (1) Economic management at CTU is governed by the principles set out in Section 20 of the Act

- (2) CTU draws up a budget which must not have a deficit and establishes funds pursuant to Section 18 of the Act.
- (3) Economic management at CTU is carried out in accordance with the CTU Rules of Economic Management (Annex 2).
- (4) CTU's obligations regarding taxes and charges are governed by general rules on taxes and charges.
- (5) CTU keeps the books as one accounting unit and records separately costs and revenues related to supplementary activities. Pursuant to Section 24 of the Act and to this Statute, accountancy offices of constituent parts and of the university are set up. The accountancy offices are defined in Article 9 of the CTU Rules of Organization (Annex 1).

Article 38  
Economic audit

- (1) Economic audit is performed in particular
  - a) In accordance with the Act on Financial Control<sup>32</sup> and other legislation,
  - b) In accordance with contractual obligations,
  - c) In accordance with internal regulations of CTU.
- (2) Economic audit is also performed based on a rector's decision; the concerned constituent parts of CTU must provide all the necessary documentation without delay for the economic audit and, upon request, they must submit a written statement on the audit findings.
- (3) AS CTU performs audit of the use of the funds of CTU as a whole, of university institutes of CTU and other constituent parts of CTU. Academic Senates of faculties perform such audits at their faculties.

Part Eight  
ACADEMIC CEREMONIES

Article 39  
Insignia, academic robes and CTU seal

- (1) The CTU insignia are an external representation of the authority and responsibility of the CTU representatives at academic ceremonies and other ceremonial occasions.
- (2) The CTU insignia include the rector's sceptre, the deans' sceptres, the seal, the chains of the rector and the vice-rectors, the chains of the dean and the vice-deans. Other CTU chains are not considered CTU insignia.
- (3) The rector's sceptre and the deans' sceptres are used at academic ceremonies at CTU.
- (4) CTU uses the CTU seal to mark important CTU documents. The directive regulating the use of the sign is issued by the rector.
- (5) The use at academic ceremonies and other ceremonial occasions of the chains of CTU and its faculties which are insignia is authorized for
  - a) The rector and vice-rectors,
  - b) The deans and vice-deans.

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<sup>32</sup> Act No. 320/2001 Coll., on Financial Control.

- (6) The use at academic ceremonies and other ceremonial occasions of the chains of CTU and its faculties which are not insignia is authorized for
- a) The registrar,
  - b) The chancellor,
  - c) The chair of AS CTU,
  - d) The chairs of Academic Senates of faculties,
  - e) The directors of university institutes,
  - f) The promotor,
  - g) Holders of honorary doctorate (holders of the “doctor honoris causa” degree) on the day of the award of the degree,
  - h) In extraordinary cases also for other individuals following rector’s or dean’s orders.
- (7) The use of CTU academic robes at ceremonies is authorized for
- a) The rector and vice-rectors,
  - b) The chair of AS CTU,
  - c) The dean and vice-deans,
  - d) The chairs of Academic Senates of faculties,
  - e) The directors of university institutes,
  - f) The members of SC CTU,
  - g) Other academic workers following rector’s or dean’s orders,
  - h) The registrar,
  - i) The chancellor,
  - j) The promotor,
  - k) The beadle,
  - l) In extraordinary cases also for other individuals following orders of the rector, dean or director of university institute.
- (8) The documentation of the CTU insignia, CTU chains and academic robes is stored in the CTU Archive.

#### Article 40

##### Inauguration of the rector

- (1) The inaugural ceremony of the rector after their appointment by the President of the Czech Republic is held at a ceremonial session of the CTU academic community.
- (2) During the inauguration, the rector takes an oath before the AS FA chair, the wording of which is provided in Annex 3.
- (3) After the oath, the AS FA chair hands over to the rector the rector’s chain as a representation of the rector’s authority and responsibility.

#### Article 41

#### Matriculation and graduation ceremony

- (1) Individual faculties or university institutes hold matriculation ceremonies for students and graduation ceremonies for graduates of bachelor and master degree programmes. The graduation ceremonies for graduates of doctoral study programmes and holders of honorary doctorates (holders of the degree “doctor honoris causa”), and the presentation of appointment decrees to assistant professors is organized by the CTU Rector’s Office. The academic matriculation oath or the graduation bachelor’s, master’s, doctor’s or assistant professor’s oaths are part of these ceremonies. The wording of these oaths is provided in Annex 3.

#### Article 42

##### Medals awarded by CTU

- (1) CTU awards the Felber’s Medal and the CTU Medal to its employees and other individuals for extraordinary merit in the development of CTU or the development in the field of science and education.
- (2) The criteria for the award of medals are stipulated by statutes of medals issued by the rector following an approval by AS CTU. The Felber’s Medal is awarded by the rector following an approval by SC CTU. The CTU Medals are awarded by the rector following a discussion at the Rector’s Collegium.
- (3) The documentation of the medals awarded by CTU and the accompanying diplomas are stored in the CTU Archive.

#### Part Nine

##### COMMON, TEMPORARY AND FINAL PROVISIONS

#### Article 43

##### Symbol of CTU

- (1) The symbol of CTU is a double-tailed lion with a crown, who holds in its paws an open compass, whose points are pointing downwards. This symbol is depicted in Annex 4.
- (2) The symbol of CTU is a protected trademark. The rules for the use of the symbol of CTU, including its variations, are regulated by a rector’s order, which the rector issues following a discussion at AS CTU.

#### Article 44

##### CTU seals

- (1) CTU uses a round stamp with the lesser coat of arms of the Czech Republic and the text “České vysoké učení technické v Praze” (Czech Technical University in Prague).
- (2) Faculties, university institutes and other constituent parts of CTU use round stamps with the lesser coat of arms of the Czech Republic and the text “České vysoké učení technické v Praze –” (Czech Technical University in Prague – ) supplemented with the name of the given constituent part.
- (3) The use of round stamps referred to in Para 1 and 2 is governed by a registrar’s directive.
- (4) The form and rules for the use of other stamps that are not mentioned in Para 1 and 2 are stipulated in the Rules of Organization of the individual constituent parts of CTU.

Article 45

Official notice board and postal delivery

- (1) CTU has one official notice board.
- (2) The official notice board shall be clearly marked and placed in a permanently publicly accessible place. The rector<sup>33</sup> decides where the official notice board will be placed. The content of the official notice board is also published in a manner that allows remote access (at the public section of the website of CTU).
- (3) Documents are delivered to study applicants in accordance with Section 69a of the Act through the operator of postal services or directly. In case a decision issued in the proceedings pursuant to the provisions of Section 50 of the Act complies with a study applicant's application to study, the decision is delivered to the study applicant through the CTU information system provided that the study applicant has agreed in advance with this method of delivery; the first day following the day the decision is made available to the study applicant in the CTU information system is considered the day of the delivery and notification of the decision by this method.
- (4) In case a student's application in matters pursuant to Section 68, Para 1 (a), (b) and (d) of the Act, or a decision in matters pursuant to Section 68, Para 1 (e) is complied with, documents are delivered through the CTU information system; the first day following the day the decision is made available in the CTU information system is considered the day of the delivery and notification of the decision by this method.
- (5) In case a request is made to comment on the documents used for the decision pursuant to Section 68, Para 1 (g) of the Act, the notice is delivered through the CTU information system.
- (6) If a document related to proceedings pursuant to Section 68 of the Act cannot be delivered because the student has failed to meet their obligations arising from Section 63, Para 3 (b) of the Act, or the document cannot be delivered to the address for service provided by the student in the CTU information system or stated in the student's application or in the student's appeal, the document is delivered by public notice<sup>34</sup> (on the official notice board), while CTU is not obliged to appoint a guardian of the student.

Article 46

Annexes and internal regulations of CTU

- (1) The following annexes are part of the Statute
  - a) Annex 1 – CTU Rules of Organization,
  - b) Annex 2 – Rules of Economic Management,
  - c) Annex 3 – Ceremonial oaths,
  - d) Annex 4 – Symbol of CTU,
  - e) Annex 5 – Fees associated with studies.
- (2) Internal regulations of CTU include
  - a) CTU Statute,
  - b) Electoral Code of the CTU Academic Senate,
  - c) Rules of Procedure of the CTU Academic Senate,

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<sup>33</sup> Rector's Order No. 13/2019 on publication of documents on the CTU notice board.

<sup>34</sup> Section 25 of Act No. 500/2004 Coll., Code of Administrative Procedure.

- d) CTU Internal Salary Rules,
- e) Rules of Procedure of the CTU Scientific Council,
- f) Rules of Selection Procedure to Appoint Academic Workers at CTU,
- g) Study and Examination Rules for Students at CTU,
- h) CTU Rules for Granting Scholarships,
- i) Disciplinary Code for Students at CTU,
- j) CTU Rules of the System of Quality Assurance of Educational, Creative and Other Related Activities,
- k) CTU Statute of Visiting Professors,
- l) CTU Statute of Emeritus Professors,
- m) CTU Rules of Residence,
- n) CTU Code of Lifelong Learning,
- o) CTU Code Governing the Awarding of Doctor Honoris Causa Degrees,
- p) CTU Rules for Putting Monetary and In-kind Deposits to Legal Persons and Discussion of Proposals to Set up Legal Persons,
- q) CTU Rules of Habilitation Proceedings and Proceedings to Appoint Professors,
- r) Statute of the CTU Internal Evaluation Board,
- s) CTU Code of Ethics,
- t) CTU Career System<sup>35</sup>,
- u) CTU Rules of Accreditation,
- v) Quality Assessment of Study Programmes at CTU.

#### Article 47

##### Common, temporary and final provisions

- (1) The CTU Statute registered by the Ministry under ref. no. MSMT-10199/2014, as amended, on 24 March 2014 is repealed.
- (2) Proceedings commenced before the day this Statute came to effect shall be completed in accordance with the existing regulations; they shall be completed in accordance with the new rules only in case this is more beneficial for the participant in the proceedings.
- (3) Faculties and other constituent parts shall bring their internal regulations into conformity with the Act, this Statute and other internal rules of CTU. Drafts of amended internal regulations of constituent parts of CTU shall be submitted by the relevant body to AS CTU for approval no later than six months after this Statute comes into effect.
- (4) This Statute was approved by the CTU Academic Senate on 28 June 2017 pursuant to Section 9, Para 1 (b), point 3 of the Act.
- (5) This Statute comes into force pursuant to Section 36, Para 4 of the Act on the day it is registered

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<sup>35</sup> Note: In the framework of the 7th Amendments to the CTU Statute, letter (t) comes into effect when the CTU Career System comes into effect.



by the Ministry.

- (6) This Statute comes into effect on 1 September 2017.

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- (1) The amendments to the Statute of the Czech Technical University in Prague were approved pursuant to Section 9, Para 1 (b), point 3 of Act No. 111/1998 Coll., 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") by the Academic Senate of the Czech Technical University in Prague on 10 January 2018, on 21 February 2018, 30 May 2018, 19 December 2018, 27 November 2019, 29 January 2020, 17 June 2020, 4 November 2020 and 23 February 2022.
- (2) The amendments to the Statute of the Czech Technical University in Prague come into force pursuant to Section 36, Para 4 of the Act on the day they are registered by the Ministry of Education, Youth and Sports.
- (3) The amendments to the Statute of the Czech Technical University in Prague registered on 23 January 2018 under ref. no. MSMT-2301/2018 (amendments no. 1) come into effect on 1 February 2018, the amendments registered on 22 February 2018 under ref. no. MSMT-4311/2018 (amendments no. 2) come into effect on the day they are registered by the Ministry of Education, Youth and Sports, and the amendments registered on 19 June 2018 under ref. no. MSMT-19935/2018 (amendments no. 3) referred to in Article 1, point 1 come into effect on 1 September 2018, the amendments referred to in Article 1, points 2 and 3 come into effect on the day they are registered by the Ministry of Education, Youth and Sports, and the amendments registered on 31 January 2019 under ref. no. MSMT-4513/2019 (amendments no. 4) come into effect on the day they are registered by the Ministry of Education, Youth and Sports. The amendments to the Statute of the Czech Technical University in Prague registered on 11 March 2020 under ref. no. MSMT-11693/2020-1 (amendments no. 5) and under ref. no. MSMT-11693/2020-2 (amendments no. 6) come into effect on the day they are registered by the Ministry of Education, Youth and Sports. The amendments to the Statute of the Czech Technical University in Prague registered on 21 October 2020 under ref. no. MSMT-40431/2020-4 (amendments no. 7) come into effect on the day they are registered by the Ministry of Education, Youth and Sports, with the exception of the change in point 2 of the 7th amendments of the Statute of the Czech Technical University in Prague, which come into effect on the day the CTU Career System comes into effect (i.e. on 21 April 2021). The amendments to the Statute of the Czech Technical University in Prague registered under ref. no. MSMT-592/2021-1 (amendments no. 8) come into effect on the day the CTU Rules of Accreditation come into effect (i.e. on 7 January 2021). The amendments to the Statute of the Czech Technical University in Prague registered on 22 April 2022 under ref. no. MSMT-9911/2022-4 (amendments no. 10) come into effect on 22 April 2022. The amendments to the Statute of the Czech Technical University in Prague registered on 22 April 2022 under ref. no. MSMT-9911/2022-3 (amendments no. 9) come into effect on 7 May 2022.

Rector

## CTU RULES OF ORGANIZATION

### General provisions

#### Article 1

The CTU Rules of Organization regulate the internal organization of CTU in accordance with the Act, other special regulations, the Statute and other CTU internal regulations.

#### Article 2

The Rules of Organization shall stipulate

- a) The name of CTU,
- b) The organizational structure of CTU,
- c) Basic obligations of the rector, vice-rectors, deans, vice-deans and other members of the CTU senior management,
- d) Rules for contact with state authorities.

#### Article 3

The CTU Rules of Organization are binding for all staff and students of CTU.

### Name and seal of CTU

#### Article 4

Pursuant to the Act, the name is “České vysoké učení technické v Praze”.

#### Article 5

The following names in foreign languages are used in contact with foreign institutions

In the English language:	Czech Technical University in Prague,
In the French language:	Université Technique Tchèque de Prague,
In the German language:	Tschechische Technische Universität Prag,
In the Russian language:	Чешский технический университет в Праге,
In the Spanish language:	Universidad Técnica Checa de Praga,
In the Italian language:	Università Tecnica Ceca di Praga.

#### Article 6

The Czech Technical University in Prague also uses

- a) The abbreviation “ČVUT”,
- b) The abbreviated name “ČVUT v Praze”,
- c) In the English language the abbreviation “CTU”.

#### Article 7

- (1) The rector uses a circular stamp with the lesser coat of arms of the Czech Republic and the text “České vysoké učení technické v Praze” and registration number “1”.
- (2) For acts on behalf of CTU governed by public law, the deans use circular stamps with the lesser coat of arms of the Czech Republic and the text “České vysoké učení technické v Praze” and the designation
  - a) F1 for the Faculty of Civil Engineering,
  - b) F2 for the Faculty of Mechanical Engineering,
  - c) F3 for the Faculty of Electrical Engineering,
  - d) F4 for the Faculty of Nuclear Sciences and Physical Engineering,
  - e) F5 for the Faculty of Architecture,
  - f) F6 for the Faculty of Transportation Sciences,
  - g) F7 for the Faculty of Biomedical Engineering,
  - h) F8 for the Faculty of Information Technology.
- (3) For acts on behalf of CTU governed by public law, the directors of university institutes use circular stamps with the lesser coat of arms of the Czech Republic and the text “České vysoké učení technické v Praze” and the designation
  - a) U1 for the Klokner Institute,
  - b) U2 for the Masaryk Institute of Advanced Institute,
  - c) U3 for the Institute of Physical Education and Sport,
  - d) U4 for the University Centre for Energy Efficient Buildings,
  - e) U5 for the Czech Institute of Informatics, Robotics and Cybernetics,
  - f) U6 for the Institute of Experimental and Applied Physics.
- (4) Apart from round stamps referred to in Para 1 to 3, constituent parts of CTU and their departments use line stamps. All round and line stamps have a serial number or a two-character alphanumeric designation under which they are officially registered.

#### Organizational structure of CTU

#### Article 8

- (1) The rector is the head of CTU. The rector acts on behalf of CTU in full and in matters stipulated by the Act the rector acts in cooperation with AS CTU, SC CTU and BoD CTU, with the exception of cases when deans or the registrar act on behalf of CTU in the scope stipulated by the Act, rector’s authorization and internal rules of CTU, and cases when directors of university institutes and other constituent parts act on behalf of CTU in the scope stipulated by rector’s authorization and

internal rules of CTU. In the scope stipulated by the rector and the Statute, the vice-rectors and the registrar stand in for the rector.

- (2) CTU consists of the following constituent parts
- a) Faculties headed by deans. They are
- Faculty of Civil Engineering, abbreviated as FCE, administrative designation F1,
  - Faculty of Civil Engineering, abbreviated as FME, administrative designation F2,
  - Faculty of Electrical Engineering, abbreviated as FEL, administrative designation F3,
  - Faculty of Nuclear Sciences and Physical Engineering, abbreviated as FNSPE, administrative designation F4,
  - Faculty of Architecture, abbreviated as FA, administrative designation F5,
  - Faculty of Transportation Sciences, abbreviated as FTS, administrative designation F6,
  - Faculty of Biomedical Engineering, abbreviated as FBME, administrative designation F7,
  - Faculty of Information Technology, abbreviated as FIT, administrative designation F8.
- b) University institutes headed by directors. They are
- Klokner Institute, abbreviated as KI, administrative designation U1,
  - Masaryk Institute of Advanced Studies, abbreviated as MIAS, administrative designation U2,
  - Institute of Physical Education and Sport, abbreviated as ÚTVS, administrative designation U3,
  - University Centre for Energy Efficient Buildings, abbreviated as UCEEB, administrative designation U4,
  - Czech Institute of Informatics, Robotics and Cybernetics, abbreviated as CIIRC, administrative designation U5,
  - Institute of Experimental and Applied Physics, abbreviated as IEAP, administrative designation U6.
- c) Other constituent parts headed by directors. They are
- CTU Service Facilities Administration, abbreviated as SÚZ,
  - CTU Publishing House – Česká technika, abbreviated as ČTN,
  - Computing and Information Centre, abbreviated as CIC,
  - Central Library at CTU, abbreviated as ÚK.
- d) The CTU Rector's Office is another constituent part of CTU; it is headed by the rector.
- (3) Organization and activities of faculties are regulated by Statutes of faculties, to which the Rules of Organization are annexed. Organization and activities of other constituent parts of CTU are regulated by their Statutes or Rules of Organization issued by the rector following an approval by AS CTU.

#### Economic, financial and accounting bonds

##### Article 9

- (1) CTU is one accounting unit and for internal needs it keeps accounts for separated accountancy offices, which are

- a) Faculties,
  - b) University institutes,
  - c) Other constituent parts,
  - d) CTU Rector's Office,
  - e) Accountancy Office – CTU.
- (2) The budget
- a) Of CTU is created according to accountancy offices and is approved by AS CTU,
  - b) Of a faculty is approved by the faculty's Academic Senate,
  - c) Of the accountancy office – CTU Rector's Office is approved by AS CTU together with the budget of CTU,
  - d) The budgets of the Klokner Institute, the Masaryk Institute of Advanced Studies, the Institute of Physical Education and Sport, the University Centre for Energy Efficient Buildings, the Czech Institute of Informatics, Robotics and Cybernetics, the CTU Service Facilities Administration, the Computing and Information Centre, the CTU Publishing House – Česká technika, the Central Library at CTU, the CTU Institute of Experimental and Applied Physics and the Accountancy Office – CTU are approved by AS CTU.

#### Basic obligations of academic functionaries and senior managers

##### Article 10

The management of CTU is organized on the principle of a sole responsible manager. Planned and systematic inspections are part of every managerial activity.

##### Article 11

- (1) Within the meaning of these Rules of Organization, the senior managers at CTU are
- a) Rector and deans,
  - b) Vice-rectors and vice-deans,
  - c) Registrar and secretaries,
  - d) Chancellor,
  - e) Directors of university institutes,
  - f) Directors of other constituent parts,
  - g) Heads of faculty institutes and departments,
  - h) Heads of other workplaces of constituent parts pursuant to the Rules of Organization of the relevant constituent part.
- (2) Senior managers under Para 1 (a) and (b) are academic functionaries.

##### Article 12

- (1) In the organizational structure of CTU, vice-rectors are directly subordinated to the rector, they stand in for the rector in the scope determined by the rector and their competence, status and powers are stipulated in Section 10, Para 4 of the Act and Article 20 of the Statute.

- (2) The competence, status and powers of vice-deans are stipulated in Section 28, Para 5 of the Act.
- (3) Directors of university institutes, directors of other constituent parts, the registrar and the chancellor are directly subordinated to the rector.
- (4) The competence, status and powers of heads of faculty institutes and departments and heads of other workplaces are stipulated in the Statutes or in the Rules of Organization of the constituent parts.

#### Article 13

In the performance of their duties, senior managers at CTU must comply with provisions of the Act and of other special regulations, the Statute and other internal and other regulations of CTU.

#### Article 14

Senior managers at CTU are responsible for the fulfilment of tasks by their subordinates and for economical use of funds entrusted to them. In this respect they make use of the rights given to them pursuant to the respective provisions of the Labour Code on sanctions for low-quality work, or on awards for achieved work results.

#### Article 15

Within their competence, senior managers at CTU can authorize permanently or for individual cases or activities their subordinates to act in their name. Permanent authorization must be in writing. Authorization can be revoked at any time. The authorized person shall answer for exceeding their authorization.

#### Article 16

In case a dispute arises concerning the performance of an activity or concerning responsibility for an activity that is not specifically stated in the Rules of Organization or in any other valid organizational or management standard, it shall be decided by the closest common supervisor of the two or more disputing employees.

#### Article 17

- (1) Handover and takeover of a senior managerial position is carried out in the form of a record or a handover protocol signed by the out-going and the in-coming employee and their supervisor.
- (2) In a handover of a post with material responsibility a physical stocktaking of the entrusted assets shall be conducted. Supervisors may require that their subordinates make a record in case grave compelling reasons exist for such a request. The direct supervisor shall stipulate the date of the handover while respecting the content of the handover.

#### Advisory bodies to academic functionaries and senior managers

#### Article 18

- (1) Academic advisory bodies at CTU are defined in Article 28 of the Statute. The rector can appoint other advisory bodies.

- (2) Resolutions of advisory bodies at CTU come into force after they have been approved and ordered by the rector.
- (3) Meetings of relevant representatives of faculties and other constituent parts of CTU serve as advisory bodies to vice-rectors and the registrar.
- (4) Advisory bodies to other academic functionaries and senior managers are stipulated in the relevant Statutes or Rules of Organization of faculties, university institutes and other constituent parts of CTU.

#### Rules for contact with state authorities

##### Article 19

- (1) Senior managers at CTU deal with ministries and other central bodies of the state administration on behalf of CTU at the following levels
  - a) The rector at all levels,
  - b) The deans at the level of ministers,
  - c) The vice-rectors, registrar, chancellor and directors of university institutes up to the level of deputy ministers,
  - d) The vice-deans and secretaries of faculties, directors of other constituent parts and heads of departments at the CTU Rector's Office up to the level of directors of departments at ministries.
- (2) Senior managers must inform their direct supervisor about the results of negotiations without delay; the deans inform the rector.

#### Powers of senior managers

##### Article 20

- (1) The powers of deans are stipulated by the Act and the Statute.
- (2) The authorization of directors of university institutes to act on behalf of CTU is stipulated in Section 34 of the Act and in the Statute and in other internal regulations of CTU. Furthermore, directors of university institutes are authorized to
  - a) Use the funds entrusted to them,
  - b) Take decisions on and discuss supplementary activities,
  - c) Use funds acquired by supplementary activities in the scope stipulated in a CTU regulation.
- (3) The powers of directors of other constituent parts of CTU are stipulated in the Statute. Other powers of the representatives of the constituent parts shall be stipulated in a rector's order.



## CTU RULES OF ECONOMIC MANAGEMENT

### Article 1

#### General provisions

- (1) In the field of economic management, CTU must comply with the Act, other generally binding legal regulations, internal regulations of CTU and orders and directives issued by CTU (hereinafter referred to as “other regulations of CTU”).
- (2) In its financial management, CTU must also comply with decisions or agreements on the provision of contributions and subsidies from the state budget or from other public budgets, which determine their purpose, manner of use and settlement.

### Article 2

#### Economic management

- (1) The budget of CTU for one calendar year must not have a deficit and CTU must comply with this budget in the given period. The resources of the CTU budget, including the use of CTU funds in accordance with the Act, are used only to finance the activities for which CTU was established.
- (2) The basic resource for the economic management is the contribution from the state budget for the implementation of study programmes and lifelong learning programmes, related scientific, research, development, artistic or other creative activity (hereinafter referred to as the “contribution”) and a subsidy from the state budget (hereinafter referred to as the “subsidy”) for the development of CTU. CTU is entitled to receive the contribution and the subsidy. CTU as a public university may also receive subsidies for accommodation and boarding of students.
- (3) The contribution and the subsidy are determined and provided to CTU by the Ministry following a decision based on the published rules, which are annually updated and discussed with the representatives of universities (Section 92, Para of the Act).
- (4) CTU as a public university, which mainly uses resources provided from the state budget, is obliged to carry out its activities economically and efficiently, use these resources in accordance with special regulations<sup>36</sup> based on a decision on provision of the contribution and subsidies pursuant to the Act and in accordance with in-kind contribution. Pursuant to Section 20, Para 6 of the Act, the rector is responsible for the efficient use of contributions and subsidies and for the settlement of subsidies with the state budget and for proper management of the property.
- (5) All constituent parts of CTU are obliged to use the property for the fulfilment of tasks in educational and scientific, research, development, artistic or other creative activity. Pursuant to the Act, they can also use it for supplementary activities.
- (6) All constituent parts of CTU are obliged to keep proper records of the property and to comply with the Act, other generally binding legal regulations and other CTU regulations when dealing with it.

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<sup>36</sup> E.g. Act No. 218/2000 Coll., on Budgetary Rules, as amended; Regulation No. 560/2006 Coll., on Participation of the State Budget in Financing Asset Renewal Programmes, as amended; Act No. 130/2002 Coll., on Support of Research, Experimental Development and Innovation from Public Funds and on Amendment to Some Related Acts (Act on Support of Research, Experimental Development and Innovation), as amended.

- (7) After the end of the calendar year, CTU primarily settles the subsidy (contribution) with the state budget in accordance with the rules established by the Ministry and settles other revenues from other providers according to their rules and requirements.

Article 3  
Bookkeeping

- (1) CTU keeps the books as one accounting unit in accordance with general accounting regulations.<sup>37</sup>
- (2) In its books, CTU is obliged to separate costs and revenues associated with the supplementary activity.
- (3) CTU prepares annual financial statements, which include the economic results of individual constituent parts.

Article 4  
Income and revenues of CTU

- (1) CTU receives financial resources to ensure its regular activity primarily
- a) From the contribution,
  - b) From a non-investment subsidy,
  - c) From fees associated with studies,
  - d) From revenues from property,
  - e) From other income from the state budget, state funds, the National Fund, from budgets of municipalities and regions and from the budget of the European Union,
  - f) From revenues from supplementary activity,
  - g) From income from donations and inheritance, from income from foundations and endowment funds,
  - h) By joining financial resources based on a Partnership Agreement,
  - i) From own created funds,
  - j) From loans from banks or other financial institutions,
  - k) From foreign projects,
  - l) From revenues from accommodation and boarding of students and related services.
- (2) CTU receives financial resources to ensure investment activity primarily
- a) From individual or systematic contributions and subsidies,
  - b) From public budgets and state funds,
  - c) From own funds for renewal of capital goods,
  - d) By joining financial resources based on a Partnership Agreement,

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<sup>37</sup> E.g. Act. No. 563/1991 Coll., on Accountancy, as amended; Decree No. 506/2002 Coll. implementing some provisions of Act No. 563/1991 Coll., on Accountancy, as amended, for accounting units which are not principally engaged in doing business if they keep double-entry accounting records, as amended, Czech Accounting Standards for Accounting Units that keep accounting records pursuant to Decree No. 504/2002 Coll., as amended.

- e) From loans from banks or other financial institutions,
  - f) From donations and inheritance determined for acquisition of fixed assets,
  - g) From foreign projects.
- (3) Revenues from property
- a) Rent revenues are revenues from supplementary activity of CTU and their use is regulated by another CTU regulation,
  - b) Revenues from sales of movable assets are an income of faculties and other constituent parts where the assets are registered,
  - c) Revenues from sales of real estate are an income of CTU and their use is regulated by another CTU regulation,
  - d) Revenues from financial assets (primarily from a pooled account) are an income of the faculty or other constituent part or a group thereof that form an accountancy office in the framework of which the relevant accounts were set up.
- (4) The involvement of revenues from the state budget other than those referred to in Para 1 and 2, of revenues from state funds, budgets of municipalities and the budget of the European Union in the CTU budget or in partial budgets of constituent parts of CTU is governed by another CTU regulation.
- (5) Revenues from supplementary activities (with the exception of rents) shall be used to improve the conditions of the operation of the constituent parts of CTU where they were carried out.
- (6) Revenues that are not referred to in Para 3 are resources generated by CTU's own activities and can be used to finance its activities. If the revenue is allocated for a specific purpose based on an agreement, the absorption of these funds by CTU must comply with this agreement.
- (7) Capital obtained from individual or systematic subsidies is strictly purpose-bound and subject to annual settlement.

#### Article 5

##### Financial funds, their sources and use

- (1) Pursuant to the Act, CTU shall establish the following funds
- a) Reserve fund to cover losses in the next accounting periods,
  - b) Fund for renewal of capital goods,
  - c) Scholarship fund,
  - d) Fund for bonuses,
  - e) Fund of earmarked financial resources,
  - f) Social fund,
  - g) Fund for operational purposes.
- (2) The reserve fund is created from a proportion of the after-tax profit. The resources in the fund are used primarily to cover losses in the next accounting periods.
- (3) The fund for renewal of capital goods is created from
- a) Own sources,
  - b) A proportion of the after-tax profit,

- c) The balance of the contribution under Article 4, Para 1 (a) as of 31 December of the current year,
- d) Amortization of tangible and intangible assets,
- e) Revenues from sales of fixed assets,
- f) Revenues from liquidation of fixed assets at residual value.

The resources in the fund for renewal of capital goods can be used

- a) To acquire fixed assets,
- b) To provide resources to other persons under an agreement on joint investment activity,
- c) To pay instalments of investment loans,
- d) As a supplementary source of financing of repairs and maintenance in order to ensure investment needs of CTU.

(4) The scholarship fund is created from

- a) Study fees (with the exception of study fees assessed for students studying in a study programme in a foreign language),
- b) Transfers of tax-deductible expenditures according to a special regulation.<sup>38</sup>

The resources in the fund can be used to pay out scholarships according to the CTU Rules for Granting Scholarships. The use of the fund shall be registered in revenues and expenses.

(5) The fund for bonuses is created from a proportion of the after-tax profit.

Resources in the fund can be used in accordance with the CTU Internal Salary Rules. The use of the fund shall be registered in revenues and expenses.

(6) The fund of earmarked financial resources is created from

- a) Earmarked donations with the exception of donations earmarked for the acquisition and technical appreciation of fixed assets,
- b) Earmarked financial resources from abroad,
- c) CTU can transfer earmarked public funds, including funds for special-purpose and institutional support of research and development from public funds that CTU was not able to use in the financial year in which they were provided, to the fund of earmarked financial resources in the amount of up to 5% of the amount of earmarked public funds provided to CTU for individual research and development projects or research proposals in the given calendar year; in case of other type of support from public funds, in the amount of up to 5% of the amount of this support provided to CTU in the given calendar year. CTU shall notify the provider of the earmarked financial resources about the transfer thereof in writing.

CTU can use the resources in the fund of earmarked financial resources only for the purpose for which they were provided.

(7) CTU can create the social fund by a basic allocation charged to the CTU expenses in the amount of up to 2% of the annual amount of CTU expenditures used for wages, wage compensation and on-call time bonuses. The percentage of funds for the creation of the social fund for each calendar year according to individual sources shall be determined by the rector of CTU on 31 October of the previous year.

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<sup>38</sup> Section 37, Para 2 (zr) of Act No. 586/1992 Coll., on Income Tax, as amended.

The resources in the CTU social fund can be used for

- a) Contributions to employees' voluntary pension funds with a state contribution, or a part thereof,
- b) Contributions to employees to cover the interest payments on a loan to acquire a flat,
- c) Special-purpose contributions to employees,
- d) Contributions for care for former employees (pensioners).

The CTU registrar shall draw the budget of the social fund, AS CTU shall approve the budget as part of the approval process of the CTU budget for the current year. No right exists to the provision of a contribution or other claims from the social fund.

The manner and conditions for the use of the social fund under letter (a) to (d) are regulated by other CTU regulations.

- (8) The fund for operation purposes is created from
  - a) A proportion of the after-tax profit,
  - b) The balance of the contribution under Article 4, Para 1 (a) as of 31 December of the current year.
- (9) The fund for operation purposes can only be used for financing through the budget.
- (10) After-tax profit is allocated by the rector into the reserve fund, the fund for renewal of capital goods and the fund for operational purposes provided any losses from previous periods have been settled.
- (11) Transfers may be made between the reserve fund, the fund for renewal of capital goods, the fund for bonuses and the fund for operational purposes. In case of faculties the transfers are approved by the deans, in case of other constituent parts they are approved by the rector.

#### Article 6

- (1) CTU is authorized to receive loans, repayable financial assistance and loans for investments and operating expenses, provided by accepting them no claims to the state budget arise and provided their return is secured within the economic management of CTU. The state is not liable for CTU's obligations.
- (2) CTU as a public university may acquire only securities issued by the state or securities the repayment of which is guaranteed by the state or securities of a business company in which CTU as a public university has put assets.
- (3) Credits, loans or purchase of securities are negotiated on behalf of CTU by the rector or a person authorized by the rector.
- (4) CTU may provide
  - a) membership fees to institutions and associations in the Czech Republic and abroad in which CTU is a member,
  - b) Contributions to civic associations that are active in the field of education, sport or environmental protection.
- (5) Penalty payments shall be included in CTU costs.<sup>39</sup>

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<sup>39</sup> Section 25 of CNC Act No. 586/1992 Coll., on Income Tax, as amended.

#### Article 7

##### Supplementary activity

- (1) Within its supplementary activity, CTU performs activities connected to its educational and scientific, research, development, artistic or other creative activity or activity aimed at more efficient use of human resources and property against payment. The supplementary activity must not compromise the quality, scope and availability of activities for the implementation of which CTU was established as a public university.
- (2) CTU may use its own property for supplementary activity in accordance with Section 20, Para 1 of the Act.
- (3) The CTU economic management related to supplementary activity is regulated by another regulation of CTU.
- (4) Supplementary activity is kept separately in the accounts (Article 3, Para 2).

#### Article 8

##### Financing of facilities

- (1) CTU covers capital and current expenditures of its facilities such as dormitories and canteens, hostels, facilities for education of youth and adults, libraries, gyms and other sports and cultural facilities, provided they are used by employees or students at CTU, in accordance with the Act, the rules of the use of the subsidy, the contribution and with the budget of CTU.
- (2) CTU covers capital and current expenditures of other facilities used in order to ensure the operation of CTU in accordance with the Act, the rules of the use of the subsidy, the contribution and with budget of CTU.
- (3) If CTU uses the facilities together with another person, it shares the costs or the revenues according to the ratios of use agreed in the agreement. It can be agreed in the agreement that the payment for the proportion of the use of the facility can be made as a lump sum.

#### Article 9

##### Provision of contribution to employees

- (1) CTU is entitled to cover the operation of its catering facilities that provide catering to CTU employees with one meal a day, excluding the price of the food.
- (2) CTU shall pay a contribution to employees who eat in other catering facilities based on an agreement on canteen services, or who use lunch tickets to buy lunch to pay for one meal per day in the amount of up to 55% of the price, but up to a maximum of 50% of the allowance provided in accordance with a special directive to CTU staff on domestic business trips lasting from 5 to 12 hours.
- (3) CTU is not entitled to pay a contribution for catering to students; however, it is entitled to pay for the operation of its catering facilities that provide catering to students in the form of two meals a day in the amount up to the actual costs, excluding the calculated average price of the ingredients.
- (4) Employees are entitled to the employer's contribution for catering only on days of work, with the exception of business trips during which the employee is provided with an allowance pursuant to

a special regulation.<sup>40</sup> Employees are not entitled to the allowance during the period of leave, incapacity or obstacles on the part of the employee and the employer.

#### Article 10

##### Economic management of faculties and other constituent parts

- (1) Economic management of faculties and other constituent parts is governed by the provisions of these rules of economic management, own internal regulations, other generally binding legal regulations and other regulations of CTU.
- (2) In their economic management, faculties and other constituent parts primarily use the funds allocated to them in the CTU budget according to the rules that are approved annually by AS CTU.
- (3) Pursuant to other regulations of CTU, faculties and other constituent parts or their groups (accountancy offices) shall prepare partial budgets for the calendar year that must not have a deficit.
- (4) In their economic management, accountancy offices primarily use the funds allocated to them in the CTU budget and other financial resources generated by their own activity, including supplementary activity, in accordance with the Act, other generally binding legal regulations and other regulations of CTU.
- (5) Accountancy offices are responsible to the rector for their economic management. The results of their economic management (profit or loss) are published in the annual financial statements of CTU.
- (6) The profit or loss and the settlement with the tax office (value added tax, corporate tax) are processed by CTU as a whole.
- (7) The settlement of profit or loss is governed by another regulation of CTU.
- (8) In the accounts, an auxiliary accountancy office "CTU" is set up where joint operations of all accountancy offices of CTU are registered.

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<sup>40</sup> Sections 156 to 164 of Act No. 262/2006 Coll., the Labour Code, as amended.

## CEREMONIAL OATHS

### Article 1 Rector's oath

I swear on my honour and on my conscience that as the rector of the Czech Technical University in Prague I will – bearing in mind the glorious tradition of this oldest technical university in the Czech lands – protect the freedom of scientific research, artistic work and instruction.

I will protect all academic freedoms in accordance with the ideals of humanity and democracy. I swear I will care for the promotion and prestige of the Czech Technical University in Prague and the development of university education in the Czech Republic.

### Article 2 Dean's oath

I swear on my honour and on my conscience that as the dean of the Faculty of “name” of the Czech Technical University in Prague, in accordance with the ideals of democracy and humanism and the glorious tradition of our university, I will protect the academic freedoms and observe all academic rights.

I swear that I will always care for the promotion and prestige of the faculty and the development of the Czech Technical University in Prague as a whole.

### Article 3 Student's matriculation oath

I swear that I will dutifully fulfil all obligations of a student of the Faculty of “name” of the Czech Technical University in Prague. In agreement with my conscience I will respect the decisions of the Academic Senate of CTU and of the faculty, of the rector, the dean and other academic representatives of the university.

In my actions will strive to protect the good name of the Czech Technical University in Prague and I will not perform any acts that would damage its reputation.

### Article 4 Graduation oath of graduates of bachelor or master study programmes

I swear that, bearing in mind the role of science, technology and art, I will use the knowledge acquired during my studies at the Faculty of “name” of the Czech Technical University in Prague to the benefit of my country, the development of society and own personality. I will strive, with all my power, to support the development of science, technology and art and live my life so that my acts comply with academic education.

I swear that I will honour the Czech Technical University in Prague and will support its activity according to my ability also in the future.



Article 5

Graduation oath of graduates of doctoral study programmes

I swear that as a graduate of a doctoral study programme of the Czech Technical University in Prague I will in my activity develop scientific knowledge, comply with ethical principles of scientific work and strive to use the outcomes thereof for the benefit of our society.

I will always honour the Czech Technical University in Prague and will support its educational, scientific and creative technical and artistic activity according to my ability.

Article 6

Academic oath of associate professors

I swear that, bearing in mind the vocation of an academic worker, I will, in accordance with the traditions of the Czech Technical University in Prague, contribute to the deepening of scientific knowledge, use its outcomes in teaching and other creative activity and help accomplish humanistic ideals of a democratic society.

I will always strive to honour my Alma Mater – the Czech Technical University in Prague and contribute to its further development.

Article 7

Graduation oath of honorary doctors

I swear on my honour and on my conscience that as a doctor honoris causa of the Czech Technical University in Prague I will support in my activity the development of scientific and technical knowledge for the benefit of humanity, I will comply with the principles of ethics and contribute to the accomplishment of humanistic ideals of a democratic society.

Bearing in mind the glorious tradition of this oldest technical university in the Czech lands, I will honour the Czech Technical University in Prague and will support its educational, scientific and other creative and artistic activity according to my ability.

Article 8

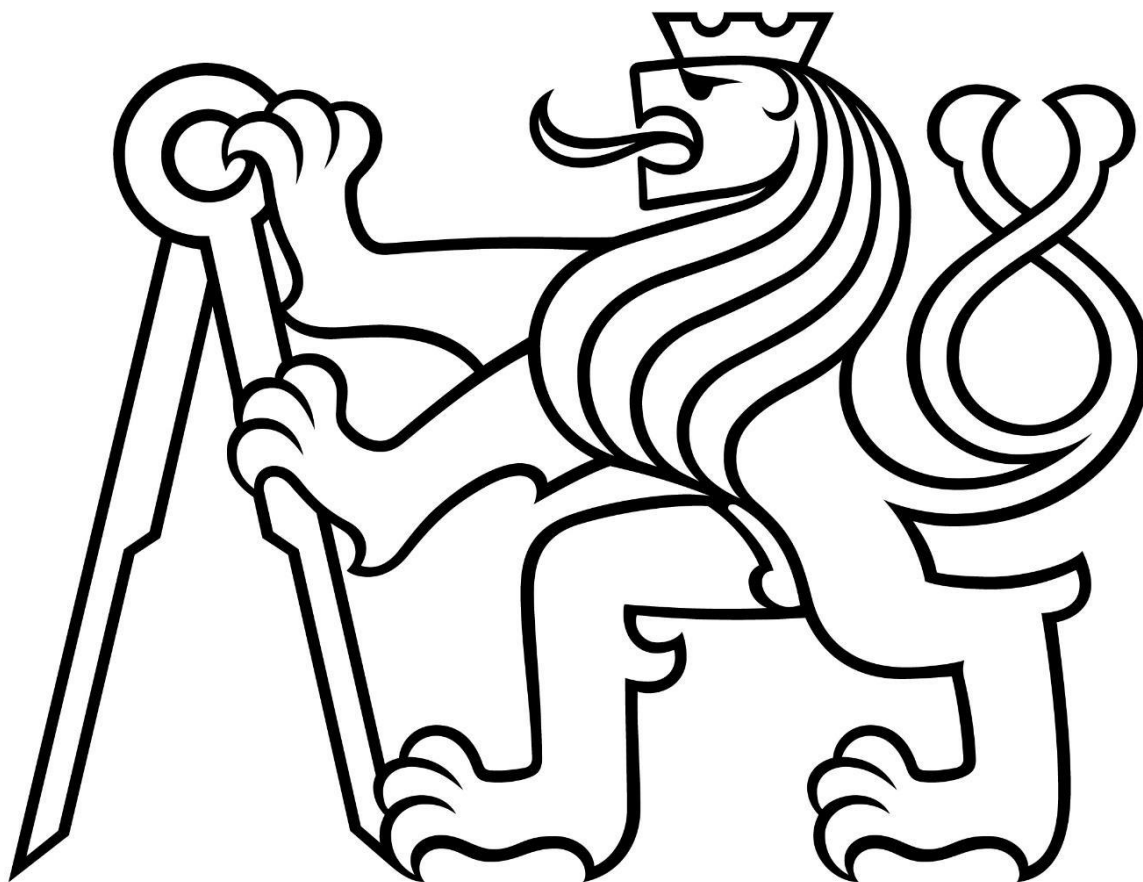
Oath of AS CTU members

I swear that I will carry out my mandate honourably and according to my best knowledge and conscience in accordance with the legal order of the Czech Republic, internal regulations and traditions and in the interest of the Czech Technical University in Prague and its academic community and employees.

SYMBOL OF CTU

Article 1

New symbol of CTU – contoured version



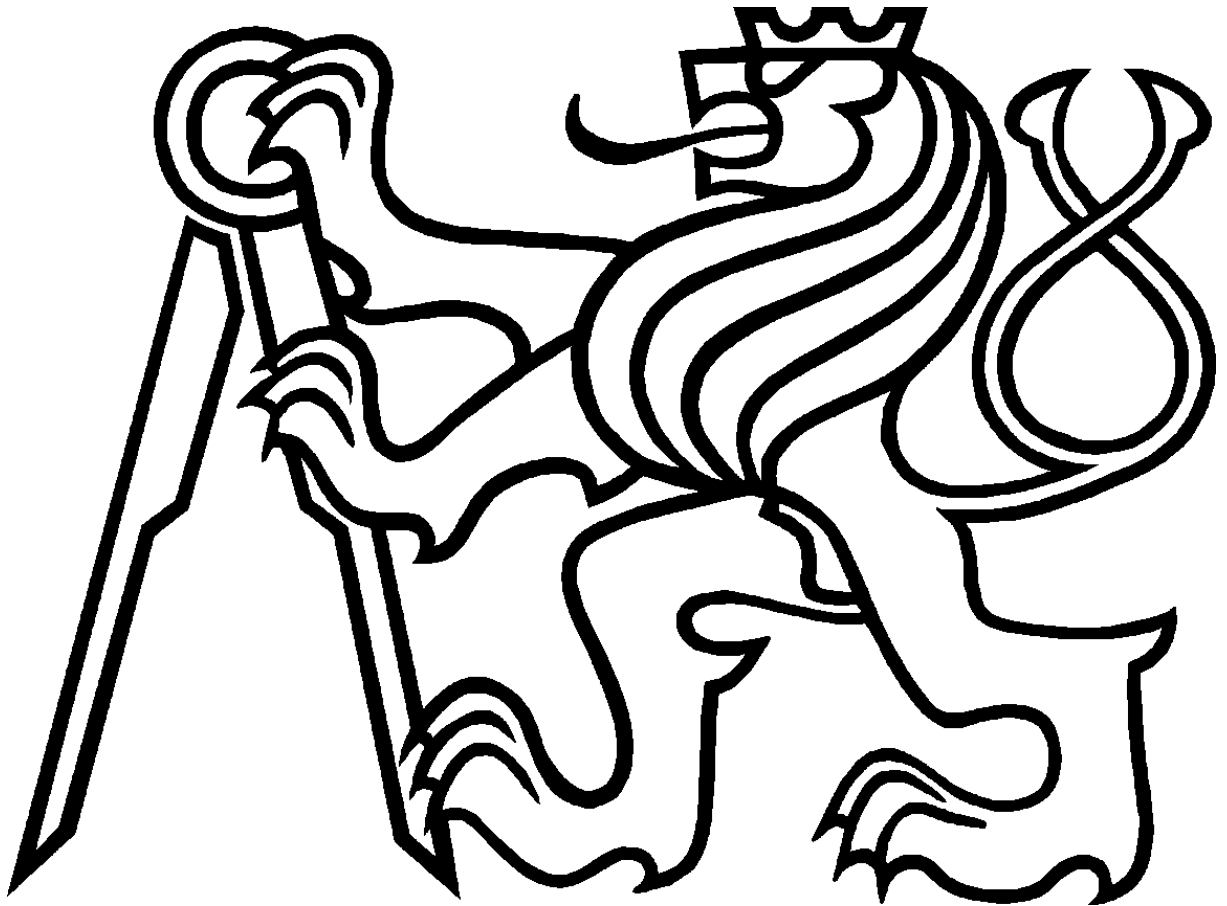
Article 2

New symbol of CTU – full version



Article 3

Old symbol of CTU – contoured version



Article 4

Old symbol of CTU – full version



FEES ASSOCIATED WITH STUDIES

- (1) The fee for services associated with the admission procedure under Article 11, Para 1 (a) is 0.2 times the base rounded down to the nearest 50 crowns.
- (2) The fee for studies exceeding the standard period of study under Article 11, Para 1 (ba) is for each six months or part thereof of study is calculated according to the following formula

$$4,6 * \text{základ} * \left(1 + \frac{KEN - 1}{2}\right)$$

and rounded down to the nearest 100 crowns<sup>41</sup>.

The list of study programmes with the coefficients of the economic demands of the studies is published in the public section of the CTU website.

- (3) The fee for studies in a study programme in a foreign language pursuant to Article 11, Para 1 (bb) is given in the following table (in CZK per semester)

Constituent part	Faculty study programmes		
	Bachelor	Master	Doctoral
FCE	55,000	66,000	500
FME	55,000	66,000	500
FEL	55,000	66,000	500
FNSPE	55,000	66,000	500
FA	55,000	66,000	500
FTS	55,000	66,000	500
FBME	55,000	66,000	500
FIT	64,000	64,000	500
	Study programmes outside faculties		
X	55,000	66,000	500

The rector can reduce the amount of the fee upon proposal of the dean of faculty or director of constituent part.

<sup>41</sup> "KEN" stands for the coefficient of economic demands of the study programme.

(4) Reasons for the remission or reduction of the fee for studies exceeding the standard period of study (pursuant to Article 11, Para 5)

Reason number	Reason	Life situation	Required documents
1	Social	Difficult social situation – economic hardship	Confirmation of social benefits
2	Social	Difficult social situation – recipient of child benefits	Confirmation of child benefits (student)
3	Social	Loss of one or both parents up to 26 years of age of the student	Documents from the registry office
4	Social	Above-standard necessary care for own or adopted child / parent of a child up to three years of age	Relevant documents, child's birth certificate
5	Social	Necessary personal care for disabled or invalid person	Relevant documents
6	Health	Permanent physical impairment	Student is holder of sever disability ID, severe disability with assistant ID, assessment of disability pension
7	Health	Special needs of student	Student is registered with the ELSA CTU centre
8	Health	Long-term hospitalization or serious illness (during current studies)	Medical certificate
9	Study	Excellent study results (weighted study average until now up to 1.20 included, at the same time earned a minimum of 30 credits for each completed semester of studies and at least 4 subjects per semester are marked)	Extract from IS CTU
10	Study	Study stay abroad lasting at least two semesters provided the outgoing student did not interrupt their studies	Statement of the study department of the constituent part
11	Study	Enrolled in the 1st year before the start of the academic year; (June/July/August)	Extract from IS CTU
12	Study	Interruption of studies during the period for which the fee was assessed	Extract from IS CTU – decision on the interruption of studies
13	Study	Successful completion of studies after the start of the given period of assessment (up to 1 month / up to 2 months / up to 3 months)	Extract from IS CTU – confirmation of completion of studies

14	Study	Abandonment of studies under Section 56, Para 1 (a) of the Act, or termination of studies for failing to meet the requirements under Section 56, Para 1 (b) of the Act, after the start of the given period of assessment (up to 14 days / up to 1 month / up to 2 months / up to 3 months)	Extract from IS CTU
15	Study	Concurrence of fees for studies exceeding the standard period of study in the same period of assessment or in part thereof (in the extent of 0-100% of the period of overlap of the period of assessment)	Extract from IS CTU
16	Study	Organizational reasons on the part of the faculty or CTU that the student cannot influence	Statement of the study department of the constituent part
17	Study	Inclusion of unsuccessful master (but not follow-up master) studies in the fee in bachelor or further master study programme.	Extract from the Students' Register (SIMS)
18	Study	Inclusion of previous unsuccessful studies in case that the unsuccessful student subsequently successfully completed a study programme of the same type at a private, state or foreign university	Confirmation of completion of studies, in case of studies abroad – nostrification.

The amount of the reduced fee (in % of the assessed fee)

Reason number	1st assessment	2nd assessment	3rd assessment	4th assessment
1	75	75	75	50
2	50	50	50	50
3*	100/0-100*	100/0-100*	100/0-100*	100/0-100*
4*	50-100/100/0-100*	50-100/100/0-100*	50-100/100/0-100*	50-100/100/0-100*
5	50-100	50-100	25-100	25-100
6	100	100	100	100
7	10-100	10-100	10-100	10-100
8	25-100	25-100	10-100	10-100
9	50-100	25-50	0-25	0-25
10	75-100	25-75	0	0
11	30/20/10	0	0	0
12	0-100	0-100	0-100	0-100
13	100/80/50	100/80/50	100/80/50	100/80/50
14	100/85/70/50	100/85/70/50	100/85/70/50	100/85/70/50
15	0-100	0-100	0-100	0-100
16	0-100	0-100	0-100	0-100
17	100	100	80	80



18**	0-100	0-100	0-100	0-100
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\* In case the critical moment (student turning 26 in reason no. 3, or the child turning 3 in reason no. 4) takes place in the course of the period of assessment, the fee is calculated according to the number of days before the critical moment.

\*\* The amount of the remission directly correlates with the number of days studied in a bachelor study programme in the Czech Republic according to the entry in the registry office.

Notes:

- a) An appeal against the assessment of a fee together with a request for remission, reduction of a fee or postponement of the due date cannot be granted despite the presentation of evidence of the abovementioned reasons if the deadline for filing an appeal against the assessment of the fee has been missed. The missing of the deadline can be pardoned provided a request to pardon the missing of the deadline is filed together with the delayed appeal within 15 days after the obstacle that prevented the filing of the appeal was removed, and provided the student is able to prove that the obstacle were serious reasons that occurred without any fault on the student's part.
- b) Students that have committed a disciplinary offense cannot apply for a reduction of the fee for reasons 9 to 18.
- c) In the event of concurrence of multiple reasons, the reduction or remission of the fee shall be assessed individually taking into account the abovementioned limits.
- d) The study fee is assessed for each study in each bachelor or master study programme independently; also appeals against the assessment of the fee and assessment of the application for remission or reduction of the fee and the postponement of the due date are assessed individually."