

Internal Regulation of the Czech Technical University in Prague – Faculty of Biomedical Engineering was approved by the Academic Senate of the Czech Technical University in Prague on 25 November 2020.

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Chairman of the Academic Senate of the Czech Technical University

The Academic Senate of the Faculty of Biomedical Engineering pursuant to § 27 (1) (b) and § 33 (3) of the Act N. 111/1998 Sb. on Higher Education Institutions and on Amendments and Supplements to some other Acts, as amended, has agreed on this wording of the Statute of the Czech Technical University in Prague - Faculty of Biomedical Engineering (hereinafter referred to as "FBME"):

## S T A T U T E

### OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

### FACULTY OF BIOMEDICAL ENGINEERING

The Statute of the Czech Technical University in Prague - Faculty of Biomedical Engineering (hereinafter referred to as the "Statute") regulates its activities, management, and organization within the Czech Technical University in Prague (hereinafter referred to as "CTU").

#### Part one

#### Introductory Provisions

##### Article 1 Basic Provisions

- (1) The Faculty of Biomedical Engineering (hereinafter referred to as "FBME") is a part of the Czech Technical University in Prague, which is a public higher education institution of the university type.
- (2) The seat of FBME is in Kladno.
- (3) FBME address is as follows: Czech Technical University in Prague, Faculty of Biomedical Engineering, náměstí Sítná 3105, 272 01 Kladno 2.
- (4) FBME was established in 2005 by transforming the Institute of Biomedical Engineering, which was founded at CTU in 1996 with the aim of creating a coordinating centre for research and teaching activities in the field of biomedical engineering.
- (5) The abbreviated name of the faculty is CTU FBME. Translations of the name into foreign languages are given in the FBME Rules of Organisation (Annex 1).

##### Article 2 Academic community, academic rights, and freedoms

- (1) FBME academic community is defined in § 25, (3) of Act No. 111/1998 Sb., on Higher Education Institutions and on Amendments and Supplements to Other Acts (Act on Higher Education), as amended (hereinafter referred to as "the Act") and performs self-governance through the self-governing bodies of the faculty in accordance with the Statute of CTU and the internal regulations of CTU and FBME.
- (2) Basic academic freedoms and academic rights are regulated in § 4 of the Act.
- (3) It is not allowed to establish and organize political parties and political movements at FBME. The trade union, interest, and professional civic associations (societies) of employees, students and graduates may be established and work at FBME.

Article 3  
Position of FBME

- (1) FBME carries out educational, scientific and research, development and innovation as well as other creative activities (hereinafter referred to as "creative activities").<sup>1</sup>
- (2) In connection with the fulfilment of its basic task pursuant to paragraph 1, FBME also carries out additional activities<sup>2</sup>.
- (3) The internal relations of FBME are governed by the Act, the Statute of CTU, the FBME Statute and other internal regulations of CTU <sup>3</sup> and FBME. The internal organisation of FBME is regulated by the FBME Rules of Organisation.
- (4) FBME is not a legal entity. In matters provided for in § 24(1) of the Act and in Article 24(2) and Article 29(4), (5) and (6) of the Statute of CTU, the Dean and other authorised employees, if any, are entitled to make decisions and act on behalf of CTU.

Part two

Areas of self-governance at FBME

Article 4  
FBME mission, strategic plan

- (1) FBME, which is a part of CTU, in accordance with the principles of democracy and humanism, in accordance with the applicable laws freely:
  - a) provides quality university education and stipulates its content and forms,
  - b) develops scientific research, creative activity in accordance with the needs of society, global trends and the principles of freedom of science, research and publishes the results of research,
  - c) participates in the creative application of the results of scientific research in practice,
  - d) establishes self-governing academic bodies to defend 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 for educational and creative activities,
  - h) in relation to the professional public, makes available information on the state of knowledge in the disciplines cultivated at FBME,
  - i) supports sports, cultural and other non-political social activities of students, employees, and graduates of FBME and other constituents of CTU.
- (2) The educational, scientific, research, development, innovation, and other creative activities of FBME are oriented towards technical, scientific, medical, managerial and security disciplines used in biomedical and clinical engineering, technology, informatics, healthcare, crisis management and population protection. The aim is to educate citizens who will be able to effectively apply the acquired knowledge in research, industrial and clinical practice, lead society and take responsibility for strategic decisions.
- (3) FBME Strategic Plan for Educational and Creative Activities and the Annual Plan for the Implementation of the FBME Strategic Plan (hereinafter referred to as the "FBME Strategic Plan") is the basic programme document of the faculty. FBME Strategic Plan:
  - a) is prepared in accordance with the strategic plan of CTU,
  - b) is based in particular on the university's development concept and the faculty's

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<sup>1</sup> § 2 (4) of the Act.

<sup>2</sup> § 20 (2) of the Act.

<sup>3</sup> § 17 (1) of the Act.

development concept,

- c) it is used, in particular, in proposals for possible organisational changes, preparation of new study programmes and research plans.
- (4) FBME Strategic Plan is approved by the FBME Academic Senate after discussion in the FBME Scientific Council.

#### Article 5

##### Educational and creative activity

- (1) Academic activity, as a fundamental right and duty of a student, and educational and creative activity, as a fundamental right and duty of an academic staff member, is carried out within the framework of academic freedoms. The results of scientific research and creative and technical activities of academic staff and students are used in teaching activities.
- (2) Studies at FBME are implemented within the framework of study programmes and lifelong learning programmes<sup>4</sup>; the list of programmes is published in the public section of the FBME website.
- (3) The intention to submit an application for accreditation, for extension of accreditation or for extension of the period of validity of accreditation of study programmes (hereinafter referred to as "the intention to accredit") shall be discussed by the Dean's Board and in the self-governing academic bodies of FBME pursuant to paragraph 4. The intention of accreditation must include all the elements of the relevant application during this hearing<sup>5</sup>. Upon approval of the intention to accredit by the Rector, the Rector shall immediately submit the relevant application to the National Accreditation Office.
- (4) The intention to accredit study programmes implemented at FBME is submitted by the Dean to the Dean's Board, the FBME Academic Senate and the FBME Scientific Council for prior discussion and approval. The Dean then submits this accreditation plan to the Rector, who submits it to the SC of CTU for final approval; the Rector may request the opinion of the Internal Evaluation Council of CTU in advance.

#### Article 6

##### Admission to studies

- (1) In order to be admitted to study in study programmes, an applicant must meet the general conditions under § 48 of the Act.
- (2) Other conditions for admission to study programmes are announced by the Dean, after prior discussion in the Dean's Board and approval by the FBME Academic Senate.
- (3) If the nature of the study programme so requires, a further condition may also be the applicant's medical fitness to study.
- (4) Compliance with the other conditions under paragraphs 2 and 3 shall be verified in the admission procedure, which includes a written examination. The FBME may lay down conditions under which the admission examination or part thereof may be waived.
- (5) FBME may also stipulate a maximum number of applicants that will be admitted. In such a case, if all the conditions for admission to studies are met, the order of the results obtained in the entrance examination or other predetermined criteria shall determine the order of admission.
- (6) FBME shall publish well in advance (at least four months) the deadline for submitting applications to study, the manner of their submission, their compulsory additional supplements, any compulsory choice of specialisation in the application for studies, the

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<sup>4</sup> §2 of the Act

<sup>5</sup> §79 (2) of the Act

conditions of admission to studies and the date and manner of verification of their fulfilment. If the admission procedure also includes an entrance examination, the form and content of the entrance examination and the criteria for its evaluation shall also be published.

- (7) The information referred to in paragraph 6 is published in the public section of the FBME website.
- (8) The Dean decides on admission to study. The decision on the admission of an applicant shall be issued within 30 days of the verification of the conditions for admission to study.
- (9) After the applicant is notified about the decision, they have the right to inspect the file or to request a copy of the file instead of inspecting it.
- (10) The applicant may appeal against the decision within 30 days from the date of its notification. The appeal shall be submitted to the Rector through the Dean. The appeal procedure shall be conducted in accordance with the law and Act No. 500/2004 Sb., Administrative Code, as amended.
- (11) The Dean shall decide on the establishment of admission committees for the respective bachelor's and master's degree programmes and on the establishment of the FBME main admission committee and appoint their members. The committees shall be composed of at least two members and shall be composed of the academic staff of the faculty.
- (12) The Dean may announce an extraordinary admission procedure for individual study programmes for additional applicants, the so-called 2nd round.

#### Article 7

Implementation of studies in bachelor's, master's, and doctoral study programmes

- (1) Study in study programmes is carried out in accordance with the Study and Examination Rules of CTU and the Dean's Directive for the Implementation of Bachelor's and follow-up Master's Study Programmes at CTU FBME.
- (2) Details of study in accredited doctoral study programmes at the FBME are regulated by the Rules of Doctoral Study Programs at the FBME CTU, which is an internal regulation pursuant to § 33 of the Act.
- (3) Bachelor's and master's degree programmes are completed with a final state examination (§ 45, 46, 47b and 53 of the Act), which also includes the defence of the final thesis. Doctoral study programmes are completed with a state doctoral examination and the defence of the dissertation thesis (§ 47, 47b and 53 of the Act).
- (4) The conditions of the final state examinations, meetings and decisions of the committees for final state examinations are specified in the Study and Examination Rules for CTU students and the Dean's Directive for the Implementation of Bachelor's and follow-up Master's Study Programmes at CTU FBME.

#### Article 8

Lifelong Learning

- (1) The FBME provides lifelong learning programmes within the framework of educational activities in accordance with § 60 of the Act and the Code Governing Lifelong Learning at CTU, which is an internal regulation of CTU. Education in a lifelong learning programme does not establish the legal status of "student" to its participant under the Act<sup>6</sup>.
- (2) The Code Governing Lifelong Learning at CTU and the Dean's Directive concerning the Implementation of Lifelong Learning within the Extraordinary Study of selected courses in accredited bachelor's and follow-up master's degree programmes at the Czech Technical

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<sup>6</sup> § 60(3) of the Act.

University in Prague - Faculty of Biomedical Engineering set out more detailed conditions for admission, course of study, completion of studies and the amount of payment for study in lifelong learning programmes.

#### Article 9

##### Study conditions for foreigners

- (1) For the purposes of the Statute, a foreigner means 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 FBME to stipulate different admission conditions for the cases referred to in § 49 (3) of the Act or for programmes implemented in a foreign language, which shall be approved by the FBME Academic Senate after prior discussion in the Dean's Board.
- (3) A foreigner applying to study in a study programme implemented in the Czech language must demonstrate the ability to communicate in the Czech language or knowledge of the Czech language at a level of at least B2 in the admission procedure. An applicant for studies who is a citizen of the Slovak Republic may use the Slovak language instead of the Czech language.
- (4) The same conditions apply to the study of foreigners in bachelor's, master's or doctoral study programmes implemented in the Czech language as to the study of students who are citizens of the Czech Republic.
- (5) The conditions for the admission and study of foreigners who come to the Czech Republic under inter-university or inter-faculty agreements or programmes shall be governed by the relevant applicable agreements and conditions for programmes implemented in a foreign language.

#### Article 10

##### Academic Degrees and Documents of Completing the Studies

- (1) Graduates of bachelor's degree programmes are awarded an academic degree <sup>7</sup>
  - Bachelor (abbreviated "Bc." placed before the name),
- (2) Graduates of master's degree programmes are awarded the academic degree of <sup>8</sup>
  - engineer (abbreviated "Ing." placed before the name),
- (3) Graduates of doctoral degree programmes are awarded the academic degree of "Doctor" (abbreviated "PhD" placed after the name).<sup>9</sup>
- (4) CTU issues a diploma and a supplement to the diploma as proof of graduation from the study programme<sup>10</sup>.
- (5) CTU issues a certificate of completion of studies within the framework of lifelong learning to its participants.

#### Article 11

##### Study-related fees

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<sup>7</sup> § 45(4) of the Act.

<sup>8</sup> § 46 (4) of the Act.

<sup>9</sup> § 47 (5) of the Act.

<sup>10</sup> § 57 of the Act.

- (1) Fees associated with studies are assessed by the FBME based on the rules set out in § 58 of the Act and the rules set out in Article 11 of the CTU Statute and Annex 5 of the CTU Statute.

#### Article 12

##### Reimbursement for extraordinary and extra administrative tasks

- (1) FBME collects fees for extraordinary and extra administrative tasks that do not directly contribute to the implementation of study programmes and their use is not compulsory.
- (2) The amount of reimbursement shall be determined for each academic year by the Rector after discussion in the Rector's Collegium and the AS of CTU.
- (3) Reimbursements for extraordinary and above-standard administrative tasks are payable within the time limits and in the manner determined by the Dean.

#### Article 13

##### Recognition of foreign higher education and qualifications

Recognition of foreign higher education and qualifications is the responsibility of the Rector of CTU according to Article 13 of the CTU Statute.

#### Article 14

##### Scholarships

FBME students are granted scholarships according to the rules set out in CTU Rules for Granting Scholarships.

#### Article 15

##### Creative Activity

- (1) Creative activity is a fundamental right and duty of an academic staff member of the FBME CTU<sup>11</sup>. It takes place within the framework of academic freedom of creative activity as the basis of educational activity.
- (2) Scientific activity is carried out in scientific fields in accordance with Article 4 and paragraph 2 and the specific research plans of individual academic departments. FBME endeavours to create appropriate conditions for the scientific activities of its academic staff and students. Similarly, creative technical activities shall be carried out.
- (3) FBME, on behalf of CTU, enters into legal relations with other entities in the course of cooperation and in order to implement and commercially exploit the results of its creative activities.

#### Article 16

##### International Relations

- (1) FBME organizes and develops foreign relations (contacts). Foreign relations may also be carried out at FBME by civic associations (associations) of employees, students and graduates, or by employees and students individually.
- (2) Foreign relations are carried out, especially in the field of educational, creative, and cultural

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<sup>11</sup> § 70(1) of the Act.

activities.

- (3) Contractual relations with foreign partners must comply with special regulations or international treaties by which the Czech Republic is bound. Contracts may only be signed by individuals authorised to act for FBME in these matters.

#### Article 17

##### Annual reports, evaluation of FBME activities

- (1) The Dean submits annually to the AS FBME for approval the annual report on activities and the annual report on management. Both annual reports are prepared based on input from the academic departments and the FBME Dean's Office.
- (2) After approval, the annual reports referred to in paragraph 1 are published on the FBME website.
- (3) The conclusions of the annual reports are used in management activities and for the purpose of refining FBME's strategic plan, if necessary.
- (4) Regular evaluation of educational, creative and related activities is carried out at FBME in accordance with the strategic plan of FBME and the Rules of the Quality Assurance System for Educational, Creative and Related Activities and internal quality assessment of educational, creative and related activities of CTU.
- (5) The evaluation of educational activities includes student surveys organised in each academic year.
- (6) Evaluation of educational, creative and related activities is carried out annually. It is based in particular on the quantified parameters used within the framework of the budgetary rules for the distribution of the contribution to creative activities.
- (7) The aggregate results of the evaluations referred to in paragraphs 5 and 6 shall be reported in the annual activity reports, in which the facts reported are also analysed in terms of the quality of the individual FBME activities and their development.
- (8) The results of the evaluation of educational, creative, and related activities are used for the operational measures of the Dean and the Heads of the individual workplaces.

#### Part three

### FBME Bodies

#### Article 18

##### Division of FBME Bodies

- (1) The self-governing academic bodies of FBME are (according to § 25 (1) of the Act):
  - a) FBME Academic Senate,
  - b) Dean,
  - c) FBME Scientific Council,
  - d) FBME Disciplinary Committee,
- (2) Another body of the FBME (according to § 25 (2)) is the Bursar.

#### Article 19

##### FBME Academic Senate

- (1) The AS FBME is a self-governing representative body of FBME.
- (2) The status of the FBME AS is regulated in § 26 and 27 of the Act.

- (3) The members of the FBME AS are elected from the members of the FBME academic community<sup>12</sup>.
- (4) The FBME AS and its members are accountable for their activities to the members of the FBME academic community. The members of the FBME AS shall have regard for the interests of FBME as a whole and shall be guided in their decision-making by their conscience.
- (5) The position of a member of the FBME AS is honorary and cannot be executed through a proxy and is incompatible with the offices listed in § 26 (2) of the Act.
- (6) The method of election of FBME AS members is regulated by the FBME AS Electoral Code, which is an internal regulation of FBME.
- (7) The FBME AS decides on matters referred to in § 27 (1) of the Act and expresses its opinion in particular on matters referred to in § 27 (2) of the Act. The manner of voting and the quorum of the FBME AS is regulated by the Rules of Procedure of the FBME AS, which is an internal regulation of FBME.
- (8) The way the FBME AS decides on the proposal for the appointment of the Dean and the manner of consideration of any proposal for his/her dismissal<sup>13</sup> is regulated by the FBME AS Rules of Procedure.
- (9) The FBME AS also delegates representatives to the bodies representing the universities.
- (10) The Dean shall inform the FBME AS about the establishment and composition of the Dean's advisory boards. The FBME AS has the right to send representatives to these boards with observer status.
- (11) The FBME AS has the right to establish its own committees from the members of the FBME academic community.
- (12) The term of office of the FBME AS shall not exceed three years; members of the FBME AS are elected until the end of their term of office. A student's membership in the FBME AS does not cease to exist due to the completion of his/her studies if the student notifies the FBME AS Chairman in writing no later than the date of the final state examination that he/she intends to continue his/her studies in another FBME programme of study immediately following the final state examination and does not thereby change his/her affiliation to the academic community for which he/she was elected to the FBME AS, and actually enrolls in the programme of study immediately following the final state examination no later than 120 days after the successful completion of the final state examination.
- (13) Material and other resources for the activities of the FBME AS are provided by the FBME Dean's Office.

#### Article 20 Dean

- (1) FBME is headed by the Dean.
- (2) The Dean acts and decides on FBME matters, unless the law or the Statute provide otherwise, the position of the Dean is regulated by § 28 of the Act.
- (3) In the areas stipulated by the Act, the Statute of CTU and this Statute, the Dean shall issue FBME internal regulations after approval by the AS FBME and AS CTU. Within the scope of his/her independent competence, he/she shall also issue orders, instructions, measures, directives, decrees, or make other decisions authorised by the Act, the internal regulations of CTU and the Rector.
- (4) The Dean appoints and dismisses in particular:
  - a) Vice-Deans,
  - b) Heads of the individual workplaces,

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<sup>12</sup> § 26 (1) of the Act.

<sup>13</sup> § 27 (1) g) of the Act.



c) Bursar.

Article 21  
Vice-Deans

- (1) Vice-Deans represent the Dean to the extent determined by the Dean. The Dean shall delegate one of the Vice-Deans to represent him/her in his/her absence to the full extent.
- (2) Vice-Deans are appointed and dismissed by the Dean pursuant to § 27 (2) (b) and § 28 (5) of the Act, after the prior opinion of the FBME AS.
- (3) The areas of activity of the Vice-Deans are defined as follows:
  - study and teaching activities,
  - development and external relations,
  - science, research, and doctoral studies,
  - international relations and PR.
- (4) The competence of the Vice-Deans within the defined sections of activity, including the designation of FBME workplaces under their methodological management, shall be determined by the Dean by a special decree.
- (5) Vice-Deans are authorised to act in matters related to FBME within the defined area of activity within the scope of authorisation by the Dean. They may impose tasks on heads of workplaces within the framework of the Dean's instructions. Vice-Deans are responsible for their activities to the Dean.

Article 22  
FBME Scientific Council

- (1) The chairman of the FBME CTU SC is the Dean, who appoints and dismisses the other members of the FBME SC with the prior consent<sup>14</sup> of FBME AS and according to the principles set out in § 29 of the Act. Members of FBME SC cannot act through proxies. When appointing the members of the FBME SC, the Dean ensures that all the main areas of educational and creative activities carried out at FBME are represented. The FBME SC shall have a maximum of 40 members, at least one-third of whom shall be persons other than members of the academic community of CTU<sup>15</sup>. In justified cases, the Dean may also appoint extraordinary (emeritus) members of the FBME SC with the approval of the FBME AS, who do not have the right to vote.
- (2) The competencies of the FBME SC include the discussion and approval of plans and proposals referred to in § 30 of the Act. The FBME SC shall express their opinion in particular on matters submitted to them by the Dean<sup>16</sup>.
- (3) The term of office of the members of the FBME SC is normally the same as that of the Dean.
- (4) A member of the FBME SC may resign from the FBME SC before the expiry of his/her term of office by written notice delivered to the Dean. In his/her place, as well as in the place of the dismissed member of the FBME SC, the Dean shall appoint a new member after prior approval in the FBME AS according to the principles set out in § 29 of the Act.
- (5) Material and other resources for the activities of the FBME SC are provided by the FBME Dean's Secretariat.
- (6) The convening of the FBME SC, the manner of quorum and other procedural issues related to its meetings are regulated by the FBME SC Rules of Procedure, which is an internal regulation of the FBME

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<sup>14</sup> § 27(1) f) of the Act.

<sup>15</sup> § 29 (2) of the Act.

<sup>16</sup> § 30 (2) of the Act.

Article 23  
FBME Disciplinary Committee

- (1) The members of the FBME Disciplinary Committee are appointed and dismissed by the Dean pursuant to § 27 (1) (f) and § 31 of the Act, after prior approval of the FBME AS. This committee shall hear disciplinary offences of FBME students.
- (2) Disciplinary proceedings are regulated in § 64 to 69 of the Act.
- (3) The proceedings and hearings before the FBME Disciplinary Committee shall be conducted in accordance with the Disciplinary Code for Students of CTU, which is an internal regulation of the FBME pursuant to § 33 of the Act.

Article 24  
Bursar

- (1) The Bursar is in charge of the management and internal administration of FBME to the extent stipulated in a measure of the Dean.<sup>17</sup>
- (2) The Bursar ensures the management of FBME funds in accordance with special regulations, internal and other regulations of CTU and FBME and in accordance with the rules for the creation and management of the FBME budget.
- (3) The Bursar shall head the FBME Dean's Office and manage its activities in all areas, except in cases where the Dean determines otherwise.

Part four  
FBME Ethics Committee and Academic Advisory Boards

Article 25  
FBME Ethics Committee

- (1) Members of the FBME academic community and other employees are guided by the ethical principles of mutual relations at FBME and in relation to society. The summary of these basic principles is embedded in the Code of Ethics of CTU, which is an internal regulation of CTU. Offences with unethical content are assessed by CTU Ethics Committee.
- (2) The Dean establishes the FBME Ethics Committee. The Ethics Committee has a minimum of 5 and a maximum of 9 members, including the chairman. The members of the Committee are appointed and dismissed by the Dean of FBME.
- (3) Membership of the Committee ceases upon resignation from the Committee or upon death or removal.
- (4) Membership on the committee is incompatible with the office of the Dean of the faculty.
- (5) The FBME Ethics Committee oversees the maintenance of ethical principles of research and creative activities carried out by FBME, cooperates in unifying national and regional approaches with international ethical standards containing ethical principles and applies these standards to its practical activities.
- (6) The Ethics Committee acts and is governed by the Statute of the FBME Ethics Committee, which is issued by the FBME Dean after discussion in the FBME AS.

Article 26  
FBME Academic Advisory Boards

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<sup>17</sup> § 32(1) of the Act.

- (1) Academic advisory boards are established by the Dean. They may be permanent or established on an ad hoc basis.
- (2) The Dean's Collegium and the Dean's Board are permanent advisory boards. The members of the Dean's Collegium are : the Dean, the Vice-Deans, the Bursar and the Chairman of the FBME AS. The Dean's Board consists of the members of the Dean's Collegium, Heads of workplaces, other staff appointed by the Dean and a student representative appointed by the Dean in consultation with the student members of the FBME AS.
- (3) The Dean's Collegium and the Dean's Board are convened, and their meetings are chaired by the Dean. Details concerning the activities of the Collegium and the Dean's Board and the agenda of their meetings is approved by the Dean.

Part five  
FBME Workplaces

Article 27  
Division of FBME

- (1) FBME is divided into teaching, scientific, administrative, technical, operational and other workplaces.
- (2) Workplaces of the Faculty are not legal entities.
- (3) Positions of Heads of workplaces are filled in accordance with the Rules of the Selection Procedure of CTU.
- (4) The internal organisation of FBME is regulated by the FBME Rules of Organisation.

Article 28  
FBME Dean's Office

- (1) The FBME Dean's Office consists of a set of central administrative and technical-operational departments of FBME. The organisation and management of the FBME Dean's Office is laid down in the FBME Rules of Organisation.

Part six  
Students and employees

Article 29  
Students

- (1) Students' status, rights and obligations are regulated by the provisions of § 61 to 63 of the Act and the internal regulations of the FBME and Article 33 of the CTU Statute.
- (2) The details of the course of study at the FBME and the proceedings in matters concerning the study are regulated by the Study and Examination Rules for Students of CTU, the Dean's Guidelines for the Implementation of Bachelor's and follow-up Master's Degree Programmes at the FBME CTU and the Rules for Doctoral Studies at the FBME CTU.
- (3) The academic degrees awarded to graduates of the relevant study programme and the issuance of graduation certificates are regulated in the Act (§ 44 to 47 and 57) and in Article 10 of this Statute.
- (4) Fees associated with studies are regulated by § 58 of the Act and Article 11 of the Statute of CTU.

Article 30  
FBME Employees

- (1) CTU employees working at FBME are in employment relations with FBME.
- (2) Employment relations at FBME are within the competence of the Dean under the conditions

stipulated by law, special legal regulation<sup>18</sup>, the Statute and any agreement pursuant to § 24 (4) of the Act.

- (3) Academic staff are those professors, associate professors, extraordinary assistant professors, assistant professors, assistants, tutors and scientific, research and development staff who are employees of FBME performing both teaching and creative activities in an employment relationship according to the agreed type of work.
- (4) In addition to academic staff, other experts may participate in teaching based on agreements on work performed outside the employment relationship<sup>19</sup> and visiting professors<sup>20</sup>.
- (5) Academic staff positions at FBME are filled in accordance with the provisions of § 77 of the Act. The details are set out in the Rules of the Selection Procedure for Filling the Positions of Academic Staff of CTU.
- (6) The posts of Bursar, Head of pedagogic or scientific departments (in particular academic departments) and other posts of senior staff according to the FBME internal regulations or according to the decision of the Rector or Dean of the FBME CTU are filled by a selection procedure.
- (7) In accordance with the principles set out in § 76 of the Act, an FBME academic staff member may be granted a sabbatical. The granting of such leave is decided by the Dean of FBME.

#### Article 31

##### Associate professors and professors

- (1) The habilitation proceedings and proceedings to appoint professors are regulated in the provisions of § 71 to 75 of the Act. The procedure of habilitation and appointment proceedings is specified in the Rules of Habilitation Proceedings and Proceedings to Appoint Professors of CTU, which is an internal regulation of CTU.
- (2) The Rector may, on the proposal of the Dean of the FBME, appoint a professor who has terminated his/her employment at CTU as a professor emeritus. The appointment, powers and status of the emeritus professor are governed by the Statute of Emeritus Professor of CTU, which is an internal regulation of CTU.
- (3) The Rector may appoint a visiting professor on the proposal of the Dean of FBME. The appointment, powers and status of a visiting professor is governed by the Statute of the Visiting Professor of CTU, which is an internal regulation of CTU.

#### Part seven

### Economic security and management of FBME

#### Article 32

##### Funds of FBME

- (1) FBME funds its activities mainly from funds provided by the state budget, subsidies based on the CTU budget, funds obtained from its main activities, fees related to studies, property income, funds obtained from project and grant activities, income from supplementary activities and income from donations and other sources.
- (2) FBME owns property to secure all areas of its activities. On behalf of CTU, the Dean is authorised to dispose of the property registered within FBME, except for the legal transactions referred to in § 15 (1) of the Act, in which the Rector decides with the prior approval of the CTU Board of Directors and Article 36 (5) of the Statute of CTU.

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<sup>18</sup> Act N. 262/2006 Sb., the Labour Code.

<sup>19</sup> § 70 (3) of the Act

<sup>20</sup> § 70 (4) of the Act

- (3) Disposal of FBME property is governed by the provisions of § 19 of the Act.
- (4) In disposing of a property under (2), the Dean of FBME may, with the prior consent of the Rector, conclude:
  - a) lease agreements (both usufructuary lease and loan) of immovable property (including non-residential premises) with an area greater than 100 m<sup>2</sup> for a period longer than 6 months, or if the period of use can be extended for a period longer than 6 months, or
  - b) contracts for the rental of flats, or
  - c) contracts for the disposal of movable property (in the sense of their alienation), the purchase price of which exceeds 1 million CZK (excluding value-added tax).
- (5) CTU's operating unit with functional autonomy in the awarding of public contracts within the meaning of § 17 (2) of Act No. 134/2016 Sb., on Public Procurement, as amended, is CTU FBME; the details regarding the awarding of public contracts in accordance with the Act on Public Procurement shall be determined by an order of the Rector.

#### Article 33 FBME Management

- (1) The management of the FBME is governed by the principles set out in § 20 of the Act.
- (2) FBME establishes a budget, which must not be in deficit, and establishes funds in accordance with § 18 of the Act.
- (3) The management shall be carried out in accordance with the Rules of Management of CTU (Annex 2).
- (4) Tax and levy obligations of FBME are governed by the general regulations on taxes and levies.
- (5) FBME keeps accounts as a single accounting unit and accounts separately for costs and revenues associated with its complementary activities. According to § 24 of the Act and the Statute of CTU, accounting centres are established for the constituent parts and the faculties.

#### Article 34 Management Audit

- (1) The Management Audit is carried out:
  - a) In compliance with the Act of financial audit<sup>21</sup> and other legal regulations,
  - b) In compliance with a contractual obligation,
  - c) In compliance with the internal regulations of FBME and CTU.
- (2) To audit the management, all FBME workplaces must provide all necessary documents without delay. Upon request, they are obliged to provide a written statement on the audit findings.
- (3) The FBME AS carries out an audit of the use of FBME funds. The results of the audits are used for operational management as well as for the preparation of the strategic plan and its update.

#### Part eight FBME Academic Ceremonies

#### Article 35

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<sup>21</sup> Act N. 320/2001 Sb., on financial audit.

#### Insignia and Robes

- (1) The external representation of the authority and responsibility of the representatives of FBME CTU at academic ceremonies and other ceremonial occasions are the insignia of FBME CTU.
- (2) The insignia of FBME consist of the Dean's sceptre and the Dean's chain.
- (3) The Dean's sceptre is used at FBME academic ceremonies.
- (4) The Dean's Chain is used in academic ceremonies of FBME and CTU.
- (5) Chains of CTU that are not insignia of FBME are authorized for use at academic ceremonies and other ceremonial occasions by:
  - a) Vice-Deans
  - b) Chairman of the FBME AS,
  - c) Promoter.
- (6) The following are entitled to use CTU robes on ceremonial occasions:
  - a) Dean and Vice-Deans of FBME,
  - b) Chairman of the FBME AS,
  - c) members of the FBME Scientific Council and, where appropriate, distinguished guests as decided by the Dean,
  - d) other academic staff as directed by the Dean,
  - e) Bursar and other staff as directed by the Dean,
  - f) Beadle.

#### Article 36

##### Inauguration of the FBME Dean

- (1) The inauguration of the Dean after his/her appointment by the Rector takes place at a solemn assembly of the FBME academic community.
- (2) At the inauguration, the Dean takes a solemn oath in the hands of the chairman of the FBME AS, the text of which is given in Annex 3 of the Statute of CTU.
- (3) After taking the solemn oath, the Chairman of the FBME AS shall present the Dean with the Dean's chain as an expression of the Dean's authority and responsibility.

#### Article 37

##### Matriculation and Graduation

- (1) The matriculation of students and the graduation of graduates of bachelor's and master's degree programmes of FBME is organised by FBME. The graduation of graduates of doctoral study programmes and honorary doctors (holder of the title "doctor honoris causa") and the presentation of appointment decrees to associate professors are organised by the Rector's Office of CTU. These acts include the academic matriculation or graduation oaths for bachelor's, master's, doctoral and associate professors, the texts of which are set out in Annex 3 of CTU Statute.
- (2) The course of the graduation ceremony may be regulated by the Rector by special instruction.

#### Article 38

##### Medals awarded by FBME

- (1) FBME awards the "Medal of the Faculty of Biomedical Engineering" to its employees and other individuals who have contributed to the development of the faculty or to the advancement of science and education.

- (2) The criteria for awarding the medal are laid down in the Medal Statute approved by the FBME AS.
- (3) The records of medals awarded by FBME, and diplomas issued to them are kept in CTU archives.

Part nine  
Joint, Transitional and Final Provisions

Article 39  
FBME Stamps

- (1) FBME uses a round stamp with a small state emblem of the Czech Republic and the text " České vysoké učení technické v Praze - Fakulta biomedicínského inženýrství ".
- (2) The use of round stamps is specified in a directive issued by the Registrar.
- (3) The form and rules for the use of stamps not specified in paragraphs (1) and (2) (line stamps) is determined by the FBME Rules of Organisation.

Article 40  
Official Notice Board and Service of Documents

- (1) FBME does not have an official notice board. CTU has one official notice board.
- (2) The official notice board is used for publishing information concerning CTU and the faculties.
- (3) The service of documents is governed by Article 45 of CTU Statute.

Article 41  
Annexes and FBME Internal Regulations

- (1) The part of the Statute is the Annex:
  - a. Annex N. 1 – FBME Rules of Organisation.
- (2) The internal regulations of the FBME pursuant to § 33 of the Act are:
  - a. Statute of the Faculty,
  - b. AS FBME Electoral Code,
  - c. AS FBME Rules of Procedure,
  - d. SC FBME Rules of Procedure,
  - e. Rules of Doctoral Studies at FBME CTU.
  - f. Disciplinary Code of FBME CTU students.

Article 42  
Transitional and Final Provisions

- (1) The Statute of the Czech Technical University in Prague - Faculty of Biomedical Engineering approved by the Academic Senate of the Czech Technical University in Prague on 31 January 2018 is hereby repealed.
- (2) The Statute including Annex No. 1 was approved by the AS FBME on 22 October 2020 at the meeting of the AS FBME.
- (3) This Statute comes into force on the date of approval by the AS ČVUT on 25 November 2020.

prof. MUDr. Jozef Rosina, Ph.D., MBA  
FBME Dean

doc. Ing. David Vrba, Ph.D.  
AS FBME Chairman

## ANNEX N. 1 TO THE FBME STATUTE

### FBME RULES OF ORGANISATION

#### Article 1

##### Basic Provisions

- (1) The FBME Rules of Organisation govern the internal organisation of FBME in accordance with the law, the Statute of CTU, the FBME Statute, CTU Rules of Organisations and other generally binding legal regulations.
- (2) The Rules of Organisation shall provide for:
  - a. the name and seat of FBME,



- b. the organisational structure of FBME,
  - c. the basic duties of academic officials and senior employees of FBME.
- (3) The FBME Rules of Organisation are binding for all FBME employees.

## Article 2

### Name and seat of FBME

- (1) The official name of FBME is:  
České vysoké učení technické v Praze  
Fakulta biomedicínského inženýrství
- (2) The following foreign language names are used in contact with foreign countries:
- |             |  |
|-------------|--|
| in English: | Faculty of Biomedical Engineering      |
| in French:  | Faculté de Génie Biologique et Medical |
| in German:  | Fakultät für Biomedizinische Technik   |
| In Russian: | Факультет биомедицинской инженерии     |
- (3) The Faculty of Biomedical Engineering of the Czech Technical University in Prague also uses for its designation
- a. the abbreviations "ČVUT FBMI" and "FBMI",
  - b. the abbreviated name "ČVUT Fakulta biomedicínského inženýrství".
- (4) The seat of the FBME is Kladno. The address of FBME is:  
Czech Technical University in Prague  
Faculty of Biomedical Engineering  
nám. Sítná 3105  
272 01 Kladno 2

## Article 2a

### Form and rules for the use of stamps

- (1) The Dean and the Heads of divisions of the Dean's office use a round stamp with a small state emblem of the Czech Republic and the text "České vysoké učení technické v Praze - Fakulta biomedicínského inženýrství".
- (2) In addition to the round stamp referred to in paragraph 1, FBME workplaces use line stamps with the text "České vysoké učení technické v Praze - Fakulta biomedicínského inženýrství, nám. Sítná 3105, 272 01 Kladno", possibly with the name of the academic department with the serial number under which they are officially registered.

## Article 3

### FBME Division

- (1) FBME is divided into the following workplaces:
- Academic Departments,
  - Research facilities,
  - Dean's Office.

## Article 4

### Academic Departments

- (1) The basic mission of the Academic Department is educational, creative, and related activities. Academic Departments ensure the development of study programmes and scientific disciplines of FBME.

- (2) The Academic Department is composed of university teachers, i.e., professors, associate professors, assistant professors, assistants and tutors, researchers, doctoral students, and other employees working at the department based on an employment contract. The following may also work at the department: trainees, scholarship holders, full-time students, visiting professors, associate professors, tutors, and other collaborators.
- (3) FBME Academic Departments are the following:
  - a. Department of Biomedical Technology (17110),
  - b. Department of Health Care and Population Protection (17111),
  - c. Department of Natural Sciences (17101),
  - d. Department of Biomedical Informatics (17112),
  - e. Department of Information and Communication Technologies (17120).
- (4) Academic Departments are established and abolished by the Dean with the approval of the AS FBME.
- (5) The Academic Department is headed by the Head, who is appointed and dismissed by the Dean based on a selection procedure. The term of office of the Head of the department is usually the same as the term of office of the Dean. The Head of the department is usually a professor or associate professor in the relevant or related scientific field.
- (6) Upon the proposal of the Head of the Department, the Dean shall appoint his/her deputy. The scope of powers of the deputy shall be determined by the Head of the department. The Head of the department may appoint a secretary of the department for the organisational support of the activities.
- (7) The Head of the department manages the Academic Department, decides on internal issues of the department's activities and organisation of work and is fully responsible for the work of the department's staff. The duties of the Head of the department are determined by the Dean by special decree.

## Article 5

### Research Facilities

- (1) The basic content of the work of the research facility is scientific research and other creative activities.
- (2) Within the internal management and management of FBME, a research facility is either an independent research workplace or a workplace that is part of an Academic Department.
- (3) Research facilities are established and abolished by the Dean with the approval of the FBME AS.
- (4) A research facility that is part of an Academic Department is headed by a Head who is appointed by the Head of the relevant department.
- (5) An independent research facility is headed by a Head who is appointed and dismissed by the Dean based on a selection procedure.
- (6) The research facility is the Joint Workplace of Biomedical Engineering of FBME and the 1st Faculty of Medicine (Albertov), Studničkova 7/2028, 120 00 Prague 2 (17220), which is part of the Department of Information and Communication Technologies in Medicine.

## Article 6

### Dean's Office

- (1) The Dean's Office is a working body for the provision of study, economic, operational, personnel, scientific and research activities, or other activities.
- (2) The Dean's Office of the faculty is managed by a Bursar, who is appointed and dismissed by the Dean on the basis of a selection procedure.

- (3) The Dean's Office is divided into departments and divisions. The Heads of these units are appointed by the Dean on the proposal of the Bursar.
- (4) The following organisational units are established in the Dean's Office:
- Dean's Secretariat,
  - Study Department,
  - Finance Department,
  - Project Department,
  - Specialist Divisions.
- (5) Specialist Divisions are:
- Division of Development and External Relations
  - Division of Foreign Affairs,
  - Division of Research and Development,
  - HR and Payroll Division,
  - IT Division,
  - Division of Doctoral Studies,
  - PR.

#### Article 7

##### Management Principles at FBME

- (1) Senior staff members are obliged to acquaint all subordinate staff (including external staff) and students within their area of responsibility with the organisational and management standards if these standards concern them. They are also obliged to monitor compliance with these standards.

Internal Regulation of the Czech Technical University in Prague – Faculty of Biomedical Engineering was approved by the Academic Senate of the Czech Technical University in Prague on 25 November 2020.

doc. Ing. Jan Janoušek, Ph.D.

Chairman of the Academic Senate of the Czech Technical University

Annex N. 1 to the FBME Rules of Organisation

Table describing the organisational structure of FBME

Number of the OU	Superordinate OU	Czech name	English name	The post of the senior staff member of the OU	The post of the senior staff member responsible for the appointment/recruitment	List of NC for the management of which the senior staff member of OU is responsible
17000	00000	Fakulta biomedicínského inženýrství	Faculty of Biomedical Engineering	Dean	Rector	
17101	17000	katedra přírodovědných oborů	Department of Natural Sciences	Head of the Department	Dean	17101
17110	17000	katedra biomedicínský techniky	Department of Biomedical Technology	Head of the Department	Dean	17110
17111	17000	katedra zdravotnických oborů a ochrany obyvatelstva	Department of Health Care Disciplines and Population Protection	Head of the Department	Dean	17111
17112	17000	katedra biomedicínské informatiky	Department of Biomedical Informatics	Head of the Department	Dean	17112
17120	17000	katedra informačních a komunikačních technologií v lékařství	Department of Information and Communication Technologies in Medicine	Head of the Department	Dean	17120, 17220
17220	17120	společné pracoviště biomedicínského inženýrství ČVUT a UK	Joint Workplace for Biomedical Engineering of CTU and CU	Head	Dean	17220
17911	17000	děkanát	Dean's Office	Bursar	Dean	17911
17912	17911	sekretariát děkana	Secretariat of the Dean	Dean	Dean	
17913	17911	studijní oddělení	Study Department	Head	Dean	
17914	17911	ekonomické oddělení	Finance Department	Head	Dean	
17915	17911	projektové oddělení	Project Department	Head	Dean	
17916	17911	referát pro rozvoj a vnější vztahy	Division of Development and External Relations	Vice-Dean	Dean	
17917	17911	referát pro zahraniční styky	Division of Foreign Affairs	Vice-Dean	Dean	

17918	17911	referát pro vědeckou a výzkumnou činnost	Division of Research and Development	Vice-Dean	Dean	
17919	17911	referát personální a mzdový	HR and Payroll Division	Head	Dean	
17920	17911	referát výpočetní techniky a síťových služeb	IT Division	Bursar	Dean	
17921	17911	referát pro doktorské studium	Division of Doctoral Studies	Vice-Dean	Dean	
17922	17911	referát propagace	PR	Bursar	Dean	
17829	17911	Kladno Kokos	Kladno Kokos	Bursar	Dean	
17855	17911	Albertov	Albertov	Bursar	Dean	