

University of Chemistry and Technology, Prague	
Title	INTERNAL STANDARD No. A/N/961/2/2025
Subject	Organisational Rules of the University of Chemistry and Technology, Prague
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Effective to	unlimited
Revision	as necessary
Cancelled	Internal Standard 'Organisational Rules of the University of Chemistry and Technology, Prague' No. A/N/961/1/2025
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*Please note that this document does not substitute the binding document in Czech  
("Organizační řád Vysoké školy chemicko-technologické v Praze").  
If there are any doubts, the Czech version is decisive.*

## PART ONE

### Introductory provisions

#### Article 1

##### Basic provisions

- 1) The name, registered address, legal status, main activity and division of the University of Chemistry and Technology, Prague (hereinafter referred to as 'UCT Prague') are regulated by the internal regulation 'Statute of the University of Chemistry and Technology, Prague' (hereinafter referred to as the 'Statute').
- 2) The internal standard 'Organisational Rules of the University of Chemistry and Technology, Prague' (hereinafter referred to as 'OR'), in accordance with Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (hereinafter referred to as the 'Act'), other generally binding legal regulations, the Statute and other internal regulations of UCT Prague, specifies and regulates in more detail the internal organisational structure, the principles of organisation and management.

#### Article 2

##### Changes and amendments to the Organisational Rules

- 1) Changes and amendments to OR are proposed to the rector of UCT Prague (hereinafter referred to as the

‘rector’) by managers in the form of revision of the relevant article or paragraph.

- 2) Changes and amendments to OR are approved by the Academic Senate of the University of Chemistry and Technology, Prague (hereinafter referred to as the ‘Academic Senate’).
- 3) Related internal documents must be brought into line with these changes and amendments to OR without delay.

## **PART TWO**

### **Organisational structure of UCT Prague**

#### **Article 3**

##### **Organisation and division of UCT Prague**

- 1) UCT Prague is divided into faculties, which are its constituent parts. Their legal status and scope of activity are stipulated primarily in the Act and Article 15 of the Statute. UCT Prague comprises the following faculties:
  - a) Faculty of Chemical Technology (hereinafter referred to as 'FCT'),
  - b) Faculty of Environmental Technology (hereinafter referred to as 'FET'),
  - c) Faculty of Food and Biochemical Technology (hereinafter referred to as 'FFBT'),
  - d) Faculty of Chemical Engineering (hereinafter referred to as 'FCE').
- 2) The basic organisational units of faculties are departments; a faculty's administrative department is the Dean's Office. The organisational structure of faculty workplaces is given in Appendix No. 1 to OR.
- 3) Other constituent parts of UCT Prague pursuant to Article 14 of the Statute include university institutes, the Rector's Office, special purpose facilities and university research and education centres.
- 4) Technopark Kralupy of the University of Chemistry and Technology, Prague (hereinafter referred to as 'Technopark') is a university institute that carries out scientific, research, development, innovation and other activities. The internal division of Technopark, basic obligations, rights and responsibilities of its employees and its organisation and management are regulated by the internal document 'Rules of Organisation of Technopark Kralupy of the University of Chemistry and Technology, Prague'.
- 5) The Rector's Office is responsible for administrative, executive and economic activities at UCT Prague. The organisation and competence of the Rector's Office is regulated in more detail in the relevant articles of OR. The organisational units of the Rector's Office include:
  - a) General Practitioner,
  - b) Department of Supervision,
  - c) Internal Audit Department,
  - d) Rector's Secretariat,
  - e) Bursar's Secretariat,
  - f) Department of Education,
  - g) Research and Technology Transfer Office,
  - h) Project Centre,
  - i) Personnel Department,
  - j) Records Office,
  - k) Supplies Department,
  - l) Finance Department,
  - m) Public Procurement Department,

- n) Department of Safety and Risk Prevention,
  - o) Department of International Relations,
  - p) Department of Communication,
  - q) Department of Operation and Technical Services,
  - r) Department of Strategic Planning,
  - s) Department of Quality Assessment.
- 6) Further, the Rector's Office is responsible for university focused educational and creative activities at UCT Prague. These activities are carried out by the following organisational units of the Rector's Office:
- a) University Centre Litvínov UCT Prague – FME CTU – ORLEN Unipetrol
  - b) Counselling and Career Centre,
  - c) Department of Physical Education and Sport,
  - d) Department of Chemical Education and Humanities,
  - e) Department of Languages,
  - f) School of Business,
  - g) Central Laboratories,
  - h) Computer Centre,
  - i) Centre for Information Services,
  - j) Department of Lifelong Learning.
- 7) The Administration of University Facilities (hereinafter referred to as 'AUF') is the administrative unit of the university facilities of UCT Prague that is in charge of accommodation and catering services for students, employees and guests at the university as well as cultural, sports, training, recreational and other similar activities, in accordance with Article 18 of the Statute. The internal division of AUF, basic obligations, rights and responsibilities of its employees and its organisation and management are regulated by the internal document 'Rules of Organisation of the Administration of University Facilities of UCT Prague'. The organisational structure of AUF comprises:
- a) dormitories,
  - b) catering facilities,
  - c) training and recreational facilities,
  - d) conference centre,
  - e) campground Běstvína.
- 8) University research and education centres in accordance with Article 18 of the Statute are responsible for educational and creative activities at UCT Prague with all university or all faculty scope of activity. As a rule, these are workplaces built within the framework of the implementation of major (strategic) educational

and scientific research projects funded from public and non-public sources. The establishment and termination of activity of such workplaces is approved by the rector (in case of workplaces with all university scope of activity) or by the dean (in case of workplaces with all faculty scope of activity). The basic obligations, rights and responsibilities of the employees at a workplace and its organisation and management are regulated, if necessary, by an internal document – a Statute of the given workplace. The list of university research and education centres is given in Appendix 2 to OR.

- 9) The organisational structure of central university departments and rector's offices is given in Appendix 3 to OR.

## **Article 4**

### **Advisory bodies**

- 1) The Rector's Collegium is an advisory body to the rector. Its members include the rector, the vice-rectors, the bursar, the faculty deans, the chair of the Academic Senate, the chair of the Trade Unions, a representative of the student chamber of the Academic Senate, the head of AUF and the head of Technopark. In case of an excused absence, the member of the Rector's Collegium sends another person to stand in for them. The rector can invite another person to take part in a Rector's Collegium meeting.
- 2) The Dean's Collegium is an advisory body to the dean. Its members include the dean, the vice-deans, the faculty's secretary, the heads of departments and the chair of the faculty's Academic Senate. In case of an excused absence, the member of the Dean's Collegium sends another person to stand in for them. The dean can invite another person to take part in a Dean's Collegium meeting.

## **PART THREE**

### **Basic provisions of management at UCT Prague**

#### **Article 5**

##### **Principles and forms of management**

- 1) Each manager is fully responsible for decisions made, for the results of activities of the department they lead and for consistent control of activities of the individual units and their employees.
- 2) Each organisational unit of UCT Prague is directly led by a single manager and each employee is directly subordinated to only one manager who assigns them work tasks and gives them binding orders and to whom they are responsible for the fulfilment of these tasks. If an employee is assigned a work task by another manager, or they are asked to fulfil a work task by an employee of another unit, they must inform their direct superior about this fact. An employee can be assigned a work task only through their direct superior and with their consent.
- 3) Based on current needs, project and process teams can be set up and cancelled. A team leader is appointed and the appointment is terminated by the rector or a manager authorised by the rector, who will at the same time set the goals of the project or process and the obligations of the team leader. The employee's superior must give consent to their involvement in the team. During the implementation period of a project or process, the one manager principle referred to in Article 5, Para 2 OR does not apply.
- 4) All employees, in particular managers, employees of the Department of Internal Auditing, accountants and individual recipients of financial resources for the implementation of educational and research and

development projects are obliged to fulfil the obligations arising from Act No. 320/2001 Coll., on Financial Control in Public Administration and on the Amendment to Some Acts (Financial Control Act), as amended (hereinafter referred to as the 'Financial Control Act').

## **Article 6**

### **UCT Prague bodies and managers**

- 1) UCT Prague bodies and bodies of the UCT Prague faculties are set up in accordance with the Act and the Statute.
- 2) Managers at UCT Prague include:
  - a) rector,
  - b) deans,
  - c) bursar,
  - d) vice-rectors,
  - e) head of AUF,
  - f) head of Technopark,
  - g) faculty secretaries,
  - h) heads of departments,
  - i) head of the Department of Internal Auditing,
  - j) head of the Counselling and Career Centre,
  - k) head of Central Laboratories,
  - l) head of the Computer Centre,
  - m) head of the Centre for Information Services,
  - n) heads of departments, or workplaces (units) of AUF,
  - o) heads of departments, or workplaces (units) within the AUF departments,
  - p) heads of university research and Education centres in accordance with Article 3, Para 8 of OR,
  - q) heads of departments, units and workplaces of the Rector's Office listed in Article 3, Para 5, letter f) to s), with the exception of letter j) of OR, heads of departments, or workplaces (units) within the departments and units of the Rector's Office listed in Article 3, Para 5, letter f) to s) with the exception of letter j) of OR.
- 3) Management relations in accordance with Article 3, Paras 4 to 8 of OR are given in Appendix 3 to OR.
- 4) The obligations of managers are set out in the Labour Code (hereinafter referred to as 'LC') and described in more detail in the internal regulation 'Conditions of Employment of the University of Chemistry and Technology, Prague'.

## **Article 7**

### **Conflicts of competence**

If a conflict regarding the performance of an activity or responsibility for an activity that is not explicitly given in OR or another internal document of UCT Prague arises, the decision on the conflict will be taken by the rector.

## **Article 8**

### **Delegation of powers and authorisation**

- 1) The rector can delegate some of their powers to other managers. The following persons can act within the scope of the delegated powers on behalf of UCT Prague and take decisions within the limits of the scope of activities of the individual sections of activity and units:
  - a) managers and other authorised employees in accordance with internal documents of UCT Prague in legal acts necessary for the fulfilment of the assigned work tasks,
  - b) managers and other authorised employees based on a relevant authorisation in writing.
- 2) Managers can, within their scope of competence, authorise in writing their subordinates to act on their behalf in individual cases or activities. Such authorisation allows the authorised person to carry out activities only within the scope of the authorisation and can be revoked at any time without giving any reason. An employee to whom a part of the powers of their superior has been delegated, acts independently with own responsibility in the scope set out by the relevant manager.

## **Article 9**

### **Deputisation**

A manager, with the exception of the head of Department of Internal Auditing, is obliged to authorise a deputy for a period of absence longer than 3 days and set the scope of their competence.

## **Article 10**

### **Internal documents**

- 1) Internal documents, which include internal regulations, internal standards and other documents, are an important management tool at UCT Prague.
- 2) Internal regulations of UCT Prague regulate the organisation and activities of UCT Prague and its constituent parts, and the status of the members of the academic community and other employees at UCT Prague. The internal regulations of UCT Prague and its constituent parts are approved by the Academic Senate based on a proposal by the rector. Internal regulations of UCT Prague must be registered by the Ministry of Education, Youth and Sports (hereinafter referred to as the 'Ministry'). A list of internal regulations is defined in Article 19, Para 3 of the Statute.
- 3) UCT Prague faculties issue, in accordance with the Act and the faculty Statutes, internal regulations of faculties and other documents of faculties.
- 4) Internal standards regulate the rules of organisation and procedures at UCT Prague, define the rights and obligations of the regulated subjects primarily related to the methodological and organisational issues at UCT Prague and its constituent parts. Internal standards are discussed by the Academic Senate based on a proposal

by the rector. A list of internal standards is defined in Article 19, Para 5 of the Statute

- 5) Other internal documents of UCT Prague, as further defined in Para 9 herein, intended primarily for operational management of specific activities in the relevant areas include:
- a) directives,
  - b) decrees,
  - c) circulars,
  - d) information.
- 6) The following persons are authorised to issue documents listed in Para 5, letters a) and b):
- a) rector, with university application,
  - b) bursar in the field of economic management and internal administration within the scope of authorisation by the rector,
  - c) dean within the scope of the self-governing competence of faculties,
  - d) director of university institute within the scope of the self-governing competence of the university institute or within the scope of authorisation by the rector,
  - e) director of university facility within the scope of the self-governing competence of the university facility or within the scope of authorisation by the rector.
- 7) The following persons are authorised to issue documents listed in Para 5, letters c) to d):
- a) rector, with university application,
  - b) vice-rector within the scope of their competence,
  - c) bursar in the field of economic management and internal administration within the scope of authorisation by the rector,
  - d) dean within the scope of the self-governing competence of faculties,
  - e) director of university institute within the scope of the self-governing competence of the university institute or within the scope of authorisation by the rector,
  - f) director of university facility within the scope of the self-governing competence of the university facility or within the scope of authorisation by the rector,
  - g) head of department at their department.
- 8) The records, archiving and publication of documents is ensured by the following workplaces: the Rector's Secretariat (in case of documents in accordance with Para 2; in accordance with Para 4; in accordance with Para 5 provided the document is issued by the rector), the Bursar's Secretariat (in case of documents listed in Para 5 provided the document is issued by the bursar), a university institute or a university facility (in case of documents issued within their competence) and faculties (in case of documents listed in Para 3, or issued within their competence). The records and archiving of documents listed in Para 5, letters c) and d) is ensured by the relevant workplaces that have issued such documents.
- 9) Other documents are defined in the following way:
- Directive: a document implementing some provisions and/or developing the regulation of areas regulated in the internal regulations and internal standards. Further, rules regulating procedures that UCT Prague must set within the framework of its activities and as follows from general legal regulations are issued as



directives. Directives are issued by individuals authorised to do so in accordance with Paras 6 and 7 herein. Directives are issued for an indefinite period of time. Directives are regularly revised and updated. Directives come into effect on the day they are issued by the authorised persons and into force on the same day, unless a later date of entry into force is given in the directive.

Decree: a document implementing and/or developing some provisions of internal documents and internal standards. Decrees are issued by persons authorised to do so in accordance with Paras 6 and 7 herein. Decrees govern and regulate specific provisions of an internal regulation or an internal standard for a predefined period of time (such as the academic year, calendar year); in justified cases a decree can be issued without a time limitation. This justification is fully at the discretion of the person authorised to issue the decree. Decrees come into effect on the day they are issued by the authorised persons and into force on the same day, unless a later date of entry into force is given in the decree.

Circular: a document developing or regulating some provisions of general legal regulations that concern persons in relation to UCT Prague; in this way UCT Prague gives methodological instructions to the concerned persons. Circulars are issued by authorised individuals within whose competence the area regulated in the circular lies. Circulars come into effect and force on the day they are issued and they are issued for an unlimited period of time.

Information: a document that is issued by an authorised individual for immediate operational dissemination of information to concerned persons. Information is valid from the moment it is published and the period of time for which it remains in effect depends on the individual assessment of the subject matter and this fact must always be marked in the given document.

## **Article 11**

### **Written communication**

Written communication within and outside UCT Prague is regulated by the internal standard 'Spisový řád VŠCHT Praha' (Registry Rules of UCT Prague) and 'Skartační řád VŠCHT Praha' (Disposition Rules of UCT Prague) and the internal document 'Grafický manuál VŠCHT Praha' (Graphic Style Manual of UCT Prague).

## **Article 12**

### **Rules for communication with the Ministry of Education, Youth and Sports and with other state administration bodies**

- 1) The rector, vice-rectors, deans, bursar, director of AUF, director of Technopark, head of departments, head of organisational units at the Rector's Office act on behalf of UCT Prague at the Ministry at the corresponding levels of management hierarchy, more specifically:
  - a) rector at all levels,
  - b) vice-rectors, deans and bursar up to the level of deputy ministers,
  - c) other managers up to the level of heads of units at the ministry.
- 2) Individual managers at UCT Prague can, in accordance with Articles 8 and 9, authorise their subordinates to act at a level that corresponds with their level.
- 3) The employees of UCT Prague are obliged to inform their direct superiors without delay about the results of their negotiations with the employees of the Ministry.

- 4) This provision applies mutatis mutandis to negotiations on behalf of UCT Prague with other ministries and state administration bodies.

### **Article 13**

#### **Rules for communication with the media**

- 1) The rector or an employee authorised by the rector deals with the media (the press, TV stations, radio stations, internet media) regarding issues related to the organisation, management and economic management of UCT Prague; in analogical cases related to a faculty it is the dean or an employee authorised by the dean.
- 2) Academic workers talk to the media about scientific and research issues within their professional competence.
- 3) Communication with the media is coordinated and organised by the Department of Communication.

### **Article 14**

#### **Rules of collaboration with other entities and institutions**

- 1) Research and development and pedagogical collaboration with other commercial and non-commercial entities and institutions in the Czech Republic and abroad is carried out usually on the basis of contractual relationships.
- 2) Managers are obliged to inform about a newly established collaboration their direct superior, the Research and Technology Transfer Office in case of collaboration in research, development and innovation (hereinafter referred to as 'RDI'), the Department of Education in case of collaboration in education, the Department of International Relations in case of international collaboration and the Department of Strategic Planning in case of collaboration that includes development projects of the Ministry and operational programmes funded by the EU, or other collaborations of strategic importance.
- 3) In case a UCT Prague faculty as an institution in accordance with Act No. 254/2019 Coll., on Experts, Expert Offices and Expert Institutes, as amended, carries out an expert activity, the dean acts as a responsible person on behalf of the faculty. The records of expert activities are kept by the relevant Dean's Office.

## **PART FOUR**

### **UCT Prague employees**

#### **Article 15**

##### **Selection and categorisation of employees**

- 1) Managers, within the scope of their competence, are responsible for the selection and categorisation of employees. In doing so, they are guided by the Labour Code and by other generally binding legal regulations and internal documents of UCT Prague that regulate this area.
- 2) Academic positions are filled in compliance with the Act according to the internal regulation 'Řád výběrového řízení na Vysoké škole chemicko-technologické v Praze' (Rules of Selection Procedure at the University of Chemistry and Technology, Prague).

Positions of heads of departments are established according to the internal regulation 'Řád výběrového řízení na Vysoké škole chemicko-technologické v Praze' (Rules of Selection Procedure at the University of Chemistry and Technology, Prague). The positions of bursar, head of the Central Laboratories, the Computer Centre, the Centre for Information Services, the Counselling and Career Centre, the Department of Lifelong Learning and heads of departments and units of the Rector's Office listed in Article 3, Para 5, letters d) to s), with the exception of letters e) and j), are filled according to the internal regulation 'Řád výběrového řízení na Vysoké škole chemicko-technologické v Praze' (Rules of Selection Procedure at the University of Chemistry and Technology, Prague).

- 3) Heads of university research and education centres in accordance with Article 3, Para 8 of OR are appointed by the rector upon proposal of the relevant vice-rector in case of workplaces with university competence, or by the dean in case of workplaces with faculty competence.
- 4) Based on the decision of the manager, other positions not listed above can be filled based on the internal regulation 'Řád výběrového řízení na Vysoké škole chemicko-technologické v Praze' (Rules of Selection Procedure at the University of Chemistry and Technology, Prague).

#### **Article 16**

##### **Remuneration of employees**

Managers, within the scope of their competence, are responsible for remuneration. They must observe generally binding legal regulations, the Collective Agreement of UCT Prague, the internal regulation 'Vnitřní mzdový předpis VŠCHT Praha' (Internal Salary Regulation of UCT Prague) and the relevant salary budgets.

## **PART FIVE**

### **Management of UCT Prague and its faculties**

#### **Article 17**

##### **Rector**

- 1) The position and competence of rector is stipulated by the Act and the Statute.
- 2) The rector manages and supervises the educational, scientific research and economic activity of UCT Prague, acts and takes decisions in all matters pertaining to the university with the exception of matters related to faculties as listed in Section 24 of the Act.
- 3) The rector takes decisions in employment matters of employees of UCT Prague working at university departments, at the Rector's Office, at university facilities and at university research and education centres with university scope of activity (Article 3, Paras 4 to 8 of OR). The rector concludes or changes their employment contracts and terminates their employment, announces selection procedures in accordance with internal regulations and standards. The rector can use their right to take the final decision in employment matters pertaining to all employees at UCT Prague.
- 4) Within their established competence, the rector supervises the deans, the vice-rectors, the bursar, the director of AUF, the director of Technopark, the Rector's Secretariat, the Department of Supervision, the Department of Internal Auditing and the Department of Quality Assessment.
- 5) Outside of the competence stipulated by the Act and by the Statute, the rector also:
  - a) concludes the collective agreement with the trade unions on behalf of UCT Prague,
  - b) appoints and removes orderers of operations and budget administrators for salaries, scholarships and activities of AUF in accordance with the Financial Control Act and with other legal regulations governing this area.
- 6) The Data Protection Officer is directly subordinated to the rector.
- 7) The rector will appoint a contact person/ombudsperson to prevent and resolve cases of discrimination, bullying, gender-based, sexualized and other inappropriate behaviour and to ensure a safe environment at the university. The competences, authority and conduct of the contact person/ombudsperson in resolving of complaints are regulated by an internal document of UCT Prague.

#### **Article 18**

##### **Vice-rectors**

- 1) The position of vice-rectors is stipulated primarily in Section 10, Para 4 of the Act and Article 8 of the Statute.
- 2) In compliance with Article 8 of the Statute, the following vice-rectors can be appointed by the rector at UCT Prague:
  - a) Vice-Rector for Education,
  - b) Vice-Rector for Research and Development,

- c) Vice-Rector for External Relations and Communication,
- d) Vice-Rector for Strategies and Development,
- e) Vice-Rector without Portfolio.

3) Vice-Rector for Education:

- a) methodologically supervises and coordinates educational activity of UCT Prague faculties, the admissions procedure and the preparation of accreditation of study programmes,
- b) methodologically supervises and coordinates educational projects and activities in other forms of education organised at UCT Prague,
- c) methodologically supervises and coordinates the activity of the Pedagogical Internal Grant Agency at UCT Prague,
- d) methodologically supervises and coordinates recognition of foreign diplomas,
- e) within their established competence, they are in charge of the Department of Education, the Department of Lifelong Learning, the Department of Chemical Education and Humanities, the Department of Languages, the Department of Physical Education and Sport, the School of Business, the University Centre Litvínov UCT Prague – FME CTU – ORLEN Unipetrol, the Counselling and Career Centre and specific purpose workplaces with university scope of activity,
- f) in case of study programmes that are taught outside UCT Prague faculties, they act as dean,
- g) they have the right to take the final decision on coordination and provision of education in core subjects and laboratories, on compiling study schedules, on making public information about studies and on allocating funds to educational projects in the framework of the Pedagogical Internal Grant Competition at UCT Prague,
- h) they appoint and remove members of the Editorial Board, which is their advisory body; the Editorial Board is headed by a person appointed by the vice-rector,
- i) methodologically supervises and coordinates the activities of associations at UCT Prague, decides on the approval or non-approval, or cancellation of registration of student associations (within the meaning of associations with a legal personality and associations without a legal personality) at UCT Prague,
- j) within the scope of education of employees, they coordinate the collaboration of the departments subordinated to them with the Personnel Department,
- k) in connection with their area of activity, they ensure the necessary cooperation in the field of quality assurance of educational, creative and other related activity and internal assessment of quality of educational, creative and other related activity.

4) Vice-Rector for Research and Education:

- a) methodologically supervises and coordinates scientific research activity in doctoral study programmes,
- b) coordinates the preparation of accreditation of fields for habilitation procedures and procedures for appointment of professors,
- c) manages and coordinates the activity of the Internal Grant Agency at UCT Prague,
- d) methodologically supervises and coordinates activities in the field of scientific research projects and programmes,

- e) appoints and removes members of the Central Laboratories Board, which is their advisory body; the Central Laboratories Board is headed by a person appointed by the vice-rector,
- f) nominates members of the scientific and innovations board of Technopark and methodologically supervises its director,
- g) within the established competence, they are in charge of the Research and Technology Transfer Office, the Project Centre, the Central Laboratories and university research and education centres with university scope of activity,
- h) they have the right to take the final decision on making public information on doctoral study programmes, on allocating funds to scientific projects in the framework of the Internal Grant Competition at UCT Prague and on submitting the application of a scientific research project to a selection procedure and the interim and final reports on the implementation of a project to the provider,
- i) in connection with their area of activity, they ensure the necessary cooperation in the field of quality assurance of educational, creative and other related activity and internal assessment of quality of educational, creative and other related activity at UCT Prague.

5) Vice-Rector for External Relations and Communication:

- a) methodologically supervises and coordinates external relations between UCT Prague and international and Czech entities, including stays abroad of UCT Prague employees and reception of foreign guests at UCT Prague,
- b) coordinates the preparation of agreements and contracts on cooperation primarily in the field of education, student exchange programmes, promotion and communication,
- c) methodologically supervises and coordinates communication and promotion strategies of UCT Prague,
- d) methodologically supervises and coordinates collaboration with student organisations and with organisations that unite UCT Prague graduates,
- e) within the established competence, they are in charge of the Department of International Relations and the Department of Communication,
- f) they have the right to take the final decision on approval of student foreign mobility, on allocating funds to scientific projects in the framework of the Internal Grant Competition at UCT Prague and on planning advertising and promotional activity at UCT Prague,
- g) in connection with their area of activity, they ensure the necessary cooperation in the field of quality assurance of educational, creative and other related activity and internal assessment of quality of educational, creative and other related activity at UCT Prague.

6) Vice-Rector for Strategies and Development:

- a) methodologically supervises and coordinates the processing of proposed strategy and development concepts at UCT Prague in the field of education, science and research and investment, including the preparation of documents for strategic decision-making of the UCT Prague management,
- b) coordinates the processing of the plan to implement the strategic plan for educational and creative activity and its updates, the institutional development plan, centralised development projects and the annual report on activities,
- c) coordinates cooperation between vice-rectors in the field of quality assurance of educational, creative

and other related activities and internal assessment of quality of educational, creative and other related activity at UCT Prague,

- d) methodologically supervises and coordinates the preparation and implementation of projects in the framework of operational programmes financed from EU funds,
- e) coordinates and manages the activity related to international evaluation of UCT Prague,
- f) coordinates and manages the activity related to the preparation of the UCT Prague Development Plan and investment projects to build scientific research and educational infrastructure at UCT Prague
- g) within the established competence, they are in charge of the Department of Strategic Planning, the Computer Centre and the Centre for Information Services,
- h) they appoint and remove members of the Board for Information Technology and Services and the Library Board, which are their advisory bodies; the Board for Information Technology and Services and the Library Board are headed by persons appointed by the vice-rector,
- i) they have the right to take the final decision on issuing dislocation decisions.

7) Vice-Rector without Portfolio:

- a) methodologically supervises and coordinates scientific-research activity in Doctoral study programmes,
- b) has the authority to take the final decision on the publication of information on Doctoral study programmes,
- c) is responsible for the update of study regulations guiding Doctoral study programmes in compliance with the exiting legislation and requirements of UCT Prague, coordinates the organisation of the admissions procedure to Doctoral study programmes and is responsible for the organisation of collection of documents for the annual evaluation of results of studies in Doctoral study programmes,
- d) completes tasks assigned to them by the rector,
- e) within the established competence, they are in charge of the PhD Office.

8) The vice-rectors methodologically supervise and coordinate the activity of vice-deans in the areas that they are responsible for.

## **Article 19**

### **Bursar**

- 1) The position and competence of bursar is stipulated primarily in Section 16 of the Act and Article 13 of the Statute.
- 2) The bursar acts on behalf of the rector in economic and administrative matters of UCT Prague in accordance with the Act and the Statute in the extent set out in a rector's provision and is responsible for all economic and administrative activity of UCT Prague, Technopark and AFU, including the preparation of the budget and its use.
- 3) Further, the bursar:
  - a) ensures legal assistance in matters pertaining to UCT Prague,
  - b) is responsible for processes in public procurement,

- c) is responsible for update of internal documents at UCT Prague in the field of employment and economic administration,
  - d) in the field of economy and administration, they methodologically supervise the activities of faculty secretaries, the director of AUF and the director of Technopark,
  - e) is responsible for the preparation of the annual report on financial management of UCT Prague,
  - f) is responsible for publication of contracts in the Register of Contracts pursuant to Act No. 340/2015 Coll., on Special Conditions for the Effectiveness of Certain Contracts, the Disclosure of These Contracts and the Register of Contracts, pursuant to Article 28, Para 1, letter d) of OR.
- 4) Within their established competence, the bursar is in charge of the Bursar's Secretariat, the Finance Department, the Public Procurement Department, the Personnel Department, the Department of Operation and Technical Services, the Supplies Department, the Department of Safety and Risk Prevention, the Records Office and the General Practitioner's Office.
  - 5) During their absence, the bursar is deputised by a Rector's Office employee authorised by the bursar.

#### **Article 20** **Director of AUF**

- 1) The director of AUF is in charge of and responsible for the activity of university facilities at UCT Prague, and within the scope stipulated by the rector they act on behalf of UCT Prague.
- 2) The director of AUF:
  - a) prepares documents for the budget of AUF that they present to the bursar,
  - b) is in charge of and reports to the rector on personnel management at AUF and presents to the rector proposals for concluding, changing employment contracts and termination of employment of AUF employees,
  - c) presents to the rector proposals to establish, merge, divide and cancel operations and on changes in the internal standard 'Organisational Rules of the Administration of University Facilities at UCT Prague',
  - d) in matters related to economic management, they are methodologically supervised by the bursar.

#### **Article 20 A** **Director of Technopark**

- 1) The director of Technopark manages and is responsible for research, innovation and other activities of Technopark, and within the scope stipulated by the rector they act on behalf of UCT Prague.
- 2) The powers and obligations of the director of Technopark are regulated in detail in Article 4 of the internal regulation 'Statute of Technopark Kralupy nad Vltavou of the University of Chemistry and Technology, Prague'.
- 3) In addition to Para 2, the director of Technopark:
  - a) within the established competence, they are in charge of research groups and managers at the



department in accordance with the internal standard 'Organisational Rules of Technopark Kralupy nad Vltavou of the University of Chemistry and Technology, Prague',

- b) presents to the rector proposals to establish, merge, divide and cancel workplaces and on changes in the internal standard 'Organisational Rules of the Administration of Technopark Kralupy nad Vltavou of the University of Chemistry and Technology, Prague',
- c) in matters related to economic management, they are methodologically supervised by the bursar,
- d) in matters related to scientific research activity, they are methodologically supervised by the Vice-Rector for Research and Development.

## **Article 21**

### **Dean**

- 1) The position and competence of dean is stipulated primarily in Section 28 of the Act, the Statute and the Statute of the faculty.
- 2) The dean is appointed by the rector upon a proposal of the faculty's Academic Senate.
- 3) The dean manages and is in charge of educational, scientific research and economic activity of the faculty.
- 4) The dean decides on employment legal matters of employees at UCT Prague working at the faculty and faculty workplaces. They conclude or change employment contracts and terminate employment, announce selection procedures in accordance with internal regulations and standards.
- 5) Within their scope of established competence, the dean directly supervises the vice-deans, the faculty secretary, the heads of departments and heads of other faculty workplaces.

## **Article 22**

### **Vice-deans**

- 1) The position and competence of vice-deans is stipulated primarily in Section 28 of the Act and the Statute of the faculty.
- 2) Vice-deans deputise for the dean during their absence in the order and extent determined by the dean of the faculty.
- 3) At least three vice-deans are appointed at each faculty of UCT Prague:
  - a) Vice-Dean for Education
  - b) Vice-Dean for Science and Research,
  - c) Vice-Dean for Relations with Industry and International Relations (FCT, FET, FFBT), or Vice-Rector for External Relations and Development (FCE).
- 4) Vice-deans perform tasks assigned to them by the dean; with regards to the nature of the performed activity, they are methodologically supervised by the relevant vice-rectors.

## **Article 23**

### **Faculty secretary**

- 1) Faculty secretary is responsible for economic management and internal administration of the faculty in the scope determined by the dean. They report to the dean. The position, competence, appointment and removal of a faculty secretary is stipulated in Section 32 of the Act.
- 2) In the field of economic management and administrative activity, the faculty secretary is methodologically supervised by the bursar. They cooperate with the Department of Education, the Research and Technology Transfer Office, the Department for International Relations, the Department of Communication, the Department of Quality Assessment and other rector's offices.
- 3) During their absence, the faculty secretary is deputised by an employee authorised by them and approved by the dean.

## **Article 24**

### **Head of department**

- 1) The position and competence of the head of department is stipulated in the faculty Statute, or the Statute, and by internal documents of UCT Prague.
- 2) The head of department is responsible for fulfilling tasks in educational and research and development activity, in international relations and economic management of the department.
- 3) Within the faculty, the head of department is directly subordinated to the dean. The head of a rector's office is directly subordinated to the Vice-Rector for Education.
- 4) In order to ensure performance of tasks, the head of department appoints and terminates appointment of employees to perform the work of the secretary, the economist of the workplace, the librarian, the employee responsible for computer technology, fire preventionist, the employee responsible for health and safety at work, or other employees responsible for specific tasks. For employees who perform or supervise the given activities, this is not a type of work within the meaning of the Labour Code, but a formal designation of a 'role'.
- 5) During their absence, the head of department is deputised by an employee authorised by them and approved by the dean, or by the Vice-Rector for Education in case of a rector's office.

## **Article 25 A**

### **Secretary of department**

- 1) The secretary of department is appointed and removed by the head of department.
- 2) They are responsible for educational, creative and other supporting activities at the department in accordance with instructions received from the head of department.
- 3) As a rule, they participate in:
  - a) preparation of documents for creation of schedule of classes,
  - b) organisation of laboratory and project theses at the department,
  - c) organisation of assignment of topics of bachelor and master theses,
  - d) organisation of admissions procedure to master's and doctoral studies,

- e) organisation of state final examinations,
- f) coordination and supervision over entering data in university database systems,
- g) management and coordination of the editorial plan of the department,
- h) organisation of meetings and seminars at the department.

#### **Article 25 B Economist**

- 1) The economist is responsible for economic matters at the department or workplace and manages the economic affairs of the department or workplace in the scope determined by the head of department or head of workplace, in accordance with the internal documents of UCT Prague, primarily the internal standard 'Podpisový řád Vysoké školy chemicko-technologické v Praze' (Signature Rules at the University of Chemistry and Technology, Prague) and the directive 'Oběh účetních dokladů' (Circulation of Accounting Documents).

### **PART SIX**

#### **Main function and competence of organisational units at UCT Prague Rector's Office**

#### **Article 26**

##### **Department of Supervision**

- 1) The Department of Supervision reports to the rector.
- 2) The Department of Supervision in particular:
  - a) is responsible for the performance of financial control at UCT Prague in accordance with generally binding legal regulations,  
  
proposes changes to internal regulations, internal standards and internal directives at UCT Prague so that they are in compliance with generally binding regulations,
  - b) performs control activities in accordance with rector's orders.

#### **Article 27**

### **Department of Internal Auditing**

- 1) The position and obligations of the Department of Internal Auditing and its head are stipulated primarily in Sections 28 to 31 of Act No. 320/2001 Coll., on Financial Control as amended.

The head of the Department of Internal Auditing reports to the rector, who appoints and removes them in accordance with Section 29, Para 2, letter d) of the Financial Control Act.

- 2) The Department of Internal Auditing in particular:
  - a) ensures independent and objective review and evaluation of operations and the internal control system at UCT Prague and presents recommendations for its improvement,
  - b) ensures consultancy activity and other tasks following from the Financial Control Act.

### **Article 28**

#### **Rector's Secretariat**

- 1) The Rector's Secretariat is responsible for administrative agenda related to the performance of rector's duties.
- 2) The Rector's Secretariat in particular:
  - a) prepares materials for rector's work in accordance with their orders,
  - b) processes and archives minutes from sessions and meetings,
  - c) is responsible for keeping records, storage and publication of internal regulations of UCT Prague (pursuant to Article 10, Para 2 of OR),
  - d) performs other tasks assigned by the rector.

### **Article 29**

#### **Bursar's Secretariat**

- 1) The Bursar's Secretariat organises and performs administrative activity related to bursar's work.
- 2) The Bursar's Secretariat in particular
  - a) organises and prepares materials for bursar's work in accordance with their orders,
  - b) is responsible for keeping records, storage and publication of internal regulations of UCT Prague pursuant to Article 10, Paras 4 and 5 of OR,
  - c) provides assistance in conclusion of agreements,
  - d) is responsible for publication of contracts pursuant to Act No. 340/2015 Coll., on Special Conditions for the Effectiveness of Certain Contracts, the Disclosure of These Contracts and the Register of Contracts, with the exception of contracts regarding R&D, whose publication falls under the responsibility of the Research and Technology Transfer Office,
  - e) provides administrative and organisational assistance to the general practitioner and the Records Office,
  - f) performs other tasks assigned by the bursar.

## **Article 30**

### **Department of Education**

- 1) The Department for Education is managed by the head of department, who reports to the Vice-Rector for Education.
- 2) The Department for Education in particular:
  - a) prepares materials related to the concept and management of educational activity at UCT Prague and at the same time it acts as the secretariat of the Vice-Rector for Education.
  - b) processes and reports statistical data for the whole university related to educational activity and admissions procedure,
  - c) in line with the requirements of the Act it is responsible for processing, completeness and sending data from bachelor's, master's and doctoral study programmes to the Collated Information from Student Registers (SIMS), makes accessible to faculties the outputs from SIMS as the basis for granting scholarships,
  - d) is responsible for updating study rules for undergraduate programmes in line with the existing legislation and requirements of UCT Prague, and coordinates the implementation of regulations in UCT Prague processes,
  - e) administers the study information system (hereinafter referred to as 'SIS'), is responsible for the correctness and completeness of the data in SIS, provides user support for the system and participates in its development,
  - f) provides administrative and methodological support for the process of accreditation of study programmes, is responsible for the update of the list of existing accreditations on the public website of UCT Prague,
  - g) coordinates and manages the organisation of admissions procedure for bachelor's and master's study programmes,
  - h) prepares a proposal for the academic year schedule, coordinates and ensures the preparation of the study schedule,
  - i) decides the amount of study fees and enters them in SIS,
  - j) ensures recognition of foreign diplomas,
  - k) acts as the Dean's Office for study programmes that are not assigned to any of the UCT Prague faculties,
  - l) coordinates and ensures implementation of educational projects and activities in other forms of education organised at UCT Prague,
  - m) is responsible for the organisation of graduation and matriculation ceremonies,
  - n) takes care of the insignia of UCT Prague and its faculties,
  - o) performs other tasks assigned by the vice-rector for education.

## **Article 31**

### **Research and Technology Transfer Office**

- 1) The Research and Technology Transfer Office is managed by the head of department, who reports to the Vice-Rector for Research and Development.
- 2) The Research and Technology Transfer Office in particular:
  - a) prepares materials for decisions made in connection with the work of the vice-rector and linked to RDI at UCT Prague and at the same time it acts as the secretariat of the Vice-Rector for Research and Development,
  - b) in cooperation with the Rector's Secretariat, it is responsible for the organisation and administration of the Scientific Board of UCT Prague and matters related to the presentation of the 'doctor honoris causa' diplomas and the Emil Votoček medals,
  - c) provides administrative and methodological support to the process of accreditation of habilitation procedures and procedures for appointment of professors,
  - d) is responsible for formal matters associated with the award of academic titles to associate professors and the procedures for appointment of professors in accordance with implementing internal documents at UCT,,
  - e) organises the activity of the UCT Prague Internal Grant Agency and administers the internal grant competition,
  - f) is responsible for the agenda of evaluation of science in compliance with the existing methodology of the RDI Board and the Ministry and is responsible for the collection of information on RDI results,
  - g) is responsible for publication of contracts on RDI in the Register of Contracts pursuant to Act No. 340/2015 Coll., on Special Conditions for the Effectiveness,
  - h) coordinates the processing and implementation of the HR Award and the Plans for Gender Equality, ensures regular evaluation and preparation of Action Plans for the next four years,
  - i) is responsible for activities related to the registration, administration and protection of intellectual property of UCT Prague and the licensing agenda,
  - j) transfer of knowledge in the field of creative activities, including identification of intellectual property, evaluation of its usability, administrative support for its marketability and ensuring legal protection,
  - k) documents for contractual backing for research collaboration with the application sector, with the exception of research projects funded within the framework of Ministry support or special purpose support from providers,
  - l) documents for negotiation of specific contractual terms with the user of intellectual property, including arrangement of the necessary legal support,
  - m) performs other tasks assigned by the Vice-Rector for Research and Development.
- 3) A workplace at Technopark Kralupy is part of the Research and Technology Transfer Office, which in particular
  - a) is the contact point for entities from the application sector that are interested in collaboration with UCT Prague and its partners in research and development,
  - b) prepares documents for contractual backing for technology and knowledge transfer with a specific connection to Technopark, or comprehensive solutions provided together with Technopark and other UCT Prague workplaces.

**Article 31 A**  
**Project Centre**

1. The Project Centre is managed by the head of department, who reports to the Vice-Rector for Research and Development.
2. The Project Centre in particular:
  - a) provides methodological, administrative and organisational support for the preparation and implementation of projects of basic and applied research funded within the framework of institutional support and special purpose support from Czech and foreign providers,
  - b) is responsible for and coordinates the preparation and implementation of projects within the framework of EU funded operational programmes, in particular strategic university investment projects of building scientific, research and educational infrastructure,
  - c) provides support for main researchers of projects, which includes in particular:
    - searching for suitable project calls
    - interpretation of providers' rules
    - help with preparation and submitting of project applications
    - help with preparation and submitting of interim and final reports
    - support during project implementation
    - organising training sessions and seminars on project calls, preparation of project applications and project management

**Article 31B**  
**PhD Office**

- 1) The PhD Office is managed by the Vice-Rector without Portfolio.
- 2) The PhD Office:
  - a) prepares documents associated with the conception and management of Doctoral studies at UCT Prague,
  - b) provides administrative, methodological and coordination support to deans of faculties to secure the agenda of admissions procedure to Doctoral study programmes and in the field of study and scientific-research activity in Doctoral study programmes,
  - c) closely collaborates in methodological matters with the Department of Education in gathering requirements and coordination of the development of SIS regarding electronic administration of Doctoral studies and accreditation of Doctoral study programmes,
  - d) coordinates assistance to graduates from Doctoral study programmes and newly appointed associate professors, and keeps a database of graduates from Doctoral study programmes,
  - e) is responsible for the update of study regulations guiding Doctoral study programmes in compliance with

the exiting legislation and requirements of UCT Prague, and coordinates the implementation of regulations in the processes at UCT Prague,

- f) prepares documents for decisions taken in connection with the performance of work of the vice-rector and are associated with Doctoral studies,
- g) coordinates and ensures the implementation of projects to develop Doctoral studies and the Doctoral school,
- h) is responsible for the offer of educational courses, workshops and seminars for PhD students and instructors in the Doctoral school,
- i) provides counselling to students in Doctoral study programmes outside of the scope of counselling activities provided by the Dean's Offices and in specified cases passes on suggestions related to social safety to the ombudsperson at UCT Prague for resolution,
- j) fulfils other tasks assigned by the Vice-Rector without Portfolio.

## **Article 32**

### **Department of International Relations**

- 1) The Department of International Relations is managed by the head of department, who reports to the Vice-Rector for External Relations and Communication.
- 2) The Department of International Relations in particular:
  - a) prepares documents for decisions taken by the vice-rector that are related to the realisation of international relations at UCT Prague, the participation in EU educational programmes, study of international students at UCT Prague and at the same time it acts as the secretariat of the Vice-Rector for External Relations and Communication,
  - b) is responsible for formal and administrative preparation of contracts on collaboration in the field of education and research and development with foreign universities and other organisations,
  - c) coordinates and provides administrative and organisational support to student and teacher mobility within the framework of international programmes and creates proposals for international business trips and stays of employees and students,
  - d) is responsible for administration and necessary formal matters connected to stays of international students and guests at UCT Prague,
  - e) in collaboration with the Personnel Department and the Research and Technology Transfer Office, it coordinates and ensures the administration and organisation of stays of foreign academic, scientific-research and non-academic workers,
  - f) is responsible for the administration of the admissions procedure for students in study programmes implemented in a foreign language,
  - g) in cooperation with the Department of Communication, it is responsible for the preparation of promotional materials about UCT Prague for foreign countries,
  - h) performs other tasks assigned by the Vice-Rector for External Relations and Communication.



### **Article 33**

#### **Department of Communication**

- 1) The Department of Communication is managed by the head of department, who reports to the Vice-Rector for External Relations and Communication.
- 2) The Department of Communication in particular:
  - a) in cooperation with faculties and other rector's offices it is responsible for internal and external presentation of UCT Prague, prepares promotional and information materials, photodocumentation of university events and is responsible for communication with the media,
  - b) is responsible for organising promotion of UCT Prague at primary and secondary schools and the general public (summer schools, study fairs, job fairs),
  - c) is responsible for the administration of the database of UCT Prague graduates and organisation of the graduates' club (Alumni),
  - d) is responsible for the organisation of the internal grant competition in the field of social projects,
  - e) coordinates collaboration in the field of sponsorship and public relations,
  - f) provides editorial and graphic design support for the UCT Prague website and the intranet and administers UCT Prague's profiles on social media (e.g., Facebook, Twitter, LinkedIn),
  - g) is responsible for the organisation of registration of student associations at UCT Prague, coordinates cooperation in organising students events,
  - h) performs other tasks assigned by the Vice-Rector for External Relations and Communication.

### **Article 34**

#### **Department of Strategic Planning**

- 1) The Department of Strategic Planning is managed by the head of department, who reports to the Vice-Rector for Strategies and Development.
- 2) The Department of Strategic Planning in particular:
  - a) coordinates the preparation and processing of the plan to implement the strategic plan for educational and creative activity and its updates, the institutional development plan, centralised development projects and the annual report on activities,
  - b) is responsible for and coordinates the processing of the concept for the development of UCT Prague in the field of education and RDI, coordinates the preparation for materials for the strategic decision-making of the UCT Prague management,
  - c) is responsible for and coordinates the processing of the Development Plan and other concepts for the development of UCT Prague in the field of investment construction,
  - d) coordinates activities connected with the international evaluation of UCT Prague,
  - e) acts as the secretariat of the Vice-Rector for Strategies and Development,
  - f) performs other tasks assigned by the Vice-Rector for Strategies and Development.

## **Article 35**

### **Personnel Department**

- 1) The Personnel Department is managed by the head of department, who reports to the bursar.
- 2) The Personnel Department is a support and service unit for the rector and deans that is responsible for methodological, coordination, control and operative activities in the field of human resources management and development and the management of salaries.
- 3) The Personnel Department comprises the Payroll Office, the HR Unit, the Project Support Unit and an independent Childcare Centre Zkumavka.
- 4) The Personnel Department in particular:
  - a) is responsible for all activities related to budgeting, processing, paying, keeping records and reporting of personnel costs of UCT Prague employees and other employee benefits,
  - b) is responsible for all activities in the field of employment, including organising selection procedures to fill employee and management vacancies,
  - c) is responsible for keeping, controlling and updating the personnel database and for methodological supervision of the functionality of personnel information and related systems,
  - d) provides organisational and administrative support to managers in employee assessment,
  - e) provides methodological and specialised support to UCT Prague management in the preparation of the collective agreement,
  - f) on behalf of UCT Prague deals with the relevant state administration bodies in matters related to salaries, pensions and reporting in the field of social security and health insurance,
  - g) deals with matters related to work-related injuries and occupational diseases in cooperation with the Department of Safety and Risk Prevention,
  - h) is responsible for the agenda related to the principles of equal opportunities,
  - i) is responsible for keeping the records and administration of educational activities for employees and their evaluation, is the contact point for departments participating in educational activities for employees and if necessary, provides support to these departments (assistance in planning and organisation of educational services etc.)
  - i) performs other tasks assigned by the rector, deans and bursar.

## **Article 36**

### **Finance Department**

- 1) The Finance Department is managed by the head of department, who reports to the bursar.
- 2) The Finance Department comprises the Accounting Department, the Financial Planning and Budgeting Unit, the Asset Management Unit and the Supplementary Activity Management Unit.
- 3) The Finance Department in particular:

- a) is responsible for the operation of UCT Prague in finances, property, main and supplementary activity, processes subsidies provided from the state budget and extra-budgetary sources,
- b) is responsible for proper management of all accounting and assets record keeping and tax matters and deals with state administration bodies in these matters on behalf of UCT Prague, processes documents for financial control,
- c) methodologically supervises and controls economic activity, compliance with economic regulations and the use of the financial information system of UCT Prague,
- d) processes documents for the preparation of the budget, regularly monitors and controls its use, prepares documents for operational decision-making of managers,
- e) prepares the annual report on financial management of UCT Prague,
- f) performs other tasks assigned by the bursar.

### **Article 37**

#### **Department of Operation and Technical Services**

- 1) The Department of Operation and Technical Services is managed by the head of department, who reports to the bursar.
- 2) The Department of Operation and Technical Services comprises the Construction and Maintenance Unit, the Building Administration Unit, the Hollow Glass Workrooms and the Department of Building Security.
- 3) The Department of Operation and Technical Services in particular:
  - a) manages and is responsible for the administration, operation and technical support for all UCT Prague buildings, with the exception of AUF, including the land, the rented buildings and residential and non-residential spaces,
  - b) plans and is responsible for investment construction, including the preparation of the necessary project documentation, provides technical documentation for the construction part of the UCT Prague Development Plan, in the preparation and performance of construction work carries out, if necessary, technical supervision of investor and coordinator of occupational health and safety, is responsible for communication with suppliers, including informing them about the local conditions pursuant to existing legislation,
  - c) informs the Department of Safety and Risk Prevention about construction activity at UCT Prague that requires supervision related to occupational health and safety and fire protection, and together with them performs this supervision,
  - d) prepares plans for repairs, maintenance and revision of buildings of UCT Prague and manages their implementation, is responsible for eliminating critical conditions,
  - e) is responsible for updating the information system of buildings at UCT Prague (building passport), performs control of the efficiency of the use of spaces,
  - f) supervises, is responsible for and controls water and electricity management,
  - g) is responsible for private and cargo transportation as needed at UCT Prague,

- h) organises for UCT Prague the services of mechanical professions in the field of laboratory equipment and instrumentation, repairs and maintenance of small tangible assets (machines and apparatuses), repairs and manufacturing of laboratory glassware and glass apparatuses,
- i) organises the collection and liquidation of communal waste (including separated waste and large volume waste), including the related administration, for buildings A, B and C,
- j) organises claims management of immovable assets and their parts.

## **Article 38**

### **Supplies Department**

- 1) The Supplies Department is managed by the head of department, who reports to the bursar.
- 2) The Supplies Department in particular:
  - a) is responsible for supplying UCT Prague with basic chemicals, technical gases and other supplies,
  - b) is responsible for storage and keeping records of material supplies,
  - c) as part of the TTC (TECHtracing cylinder) project is responsible for keeping records (placing orders with suppliers, stocking, allocation to workplaces and take-back) of pressure cylinders for transportation of gases,
  - d) is responsible for the efficient selection of suppliers of supplies that were not selected through public procurement,
  - e) cooperates with the Public Procurement Department in preparation of public procurement documents,
  - f) organises customs services,
  - g) is responsible for the liquidation and sale of decommissioned objects from UCT Prague workplaces,
  - h) is responsible for manipulation, storage and distribution of pressure cylinders and other stored items at the central warehouse,
  - i) is responsible for reporting to EKO-KOM – quarterly reports on the production of packaging at UCT Prague.

## **Article 39**

### **Department of Safety and Risk Prevention**

- 1) The Department of Safety and Risk Prevention is managed by the head of department, who reports to the bursar.
- 2) The Department of Safety and Risk Prevention supervises the completion of tasks at UCT Prague related to occupational health and safety, the working environment, fire protection, handling hazardous substances and materials, building safety and crisis preparedness, and carries out controls of these tasks.
- 3) Regarding occupational health and safety, the working environment and fire protection, the department in particular:

- a) processes, keeps and updates documents related to occupational health and safety and fire protection pursuant to relevant legal regulations, monitors compliance,
  - b) is responsible for organising training of staff at all organisational units at UCT Prague in the field of occupational health and safety and fire protection, and cooperates with the Personnel Department in keeping electronic records of training sessions,
  - c) participates in increasing the competencies of staff tasked with carrying out specific activities linked to ensuring occupational health and safety at UCT Prague workplaces (fire protection preventionists, occupational health and safety officials, poison officials, persons working in heights, etc.),
  - d) conducts regular preventative fire checks in UCT Prague buildings and in cooperation with the trade unions conducts annual occupational health and safety checks at workplaces of individual organisational units of UCT Prague,
  - e) searches for dangerous agents, carries out evaluation of fire and work-related risks and suggests appropriate measures to prevent fires, injuries and other incidents,
  - f) keeps centralised records of work-related injuries (including injuries sustained by students and visitors at UCT Prague), coordinates investigation into causes of injuries and cooperates with the Personnel Department in dealing with matters related to indemnity for work-related injuries and occupational diseases,
  - g) sets out conditions for safe operation of restricted technical equipment, monitors compliance and carries out revisions of physical means of fire protection,
  - h) issues binding statements on safety measures approved (i) within the framework of organising educational events at UCT Prague for students and teachers of primary and secondary schools, (ii) student happenings organised in UCT buildings and premises, (iii), mass social events organised in UCT Prague premises that may be attended by more than 200 people, (iv) for performance of high risk jobs.
- 4) Regarding handling hazardous substances and materials, the department in particular:
- a) sets out rules for handling hazardous substances and materials (e.g., highly toxic and radioactive substances, carcinogens, teratogens, mutagens, drug precursors, explosives precursors, biological agents, etc.), monitors compliance and keeping records of their stock at individual organisational units of UCT Prague,
  - b) coordinates expert activity of employees authorised by the rector of UCT Prague to manage the agenda related to handling hazardous substances and materials pursuant to requirements set out in relevant legal regulations,
  - c) organises collection, temporary storage and liquidation of hazardous waste and electrical waste.
- 5) Regarding building safety and crisis preparedness, the department in particular:
- a) is responsible for the operation of receptions and guarding of selected buildings and spaces at UCT Prague,
  - b) is responsible for registration of persons and safety of announced operation of machines and equipment on non-working days and at night,
  - c) methodologically supervises functionality of systems of SIAD TECHtracing cylinder (TTC) and ensures functionality of tablets used at receptions,
  - d) ensures passability of escape routes and exits in UCT Prague buildings,
  - e) participates in dealing with emergency operational events occurring in UCT Prague buildings,

- f) coordinates insurance and fulfilment of crisis preparedness tasks,
- g) monitors accessibility and functionality of first aid equipment, including AEDs.

The head of the Department of Safety and Risk Prevention is the main coordinator in solving insured events covered by the insurance policy of UCT Prague and is responsible for their claims management.

## **Article 40**

### **General Practitioner at UCT Prague**

- 1) The office of the General Practitioner is managed by the general practitioner, who reports to the bursar.
- 2) The office of the General Practitioner provides medical care to registered patients based on contractual relations with health insurers and self-paying patients. The office provides employment medical services to employees of UCT Prague, which is its founder.
- 3) UCT Prague covers all costs of establishment and operation and charges fees for medical procedures to health insurers that fall within the scope of medical procedures covered by health insurers in accordance with relevant legislation.

## **Article 41**

### **Public Procurement Department**

- 1) The Public Procurement Department is managed by the head of department, who reports to the bursar.
- 2) The Public Procurement Department in particular:
  - a) coordinates and is responsible for public procurement pursuant to Act No. 137/2016 Coll., on Public Procurement, as amended, and small scale public contracts,
  - b) is responsible for activities related to the preparation of tender documents, including the necessary appendices, and ensures their dispatch and publication,
  - c) is responsible for publication of data in the Public Procurement Journal and the Official Journal of the European Union,
  - d) is responsible for activities related to the course of the period for submitting bids, additional information,
  - e) is responsible for activities related to organisation and meeting of the committee for evaluation of qualification, the committee for opening the bids, the evaluation committee, is responsible for activities related to the termination of the tender, preparation of documents for the contracting authority's decision, publication of results, preparation,
  - f) is responsible for activities related to dealing with objections,
  - g) is responsible for archiving documents related to public procurement.

## **Article 42**

### **Computer Centre**

- 1) The Computer Centre is managed by the head of department, who reports to the Vice-Rector for Strategies and Development.
- 2) The Computer Centre is responsible for in particular:
  - a) administration, building, development and security of the computer network at UCT Prague,
  - b) administration, building, development and security of data networks at UCT Prague,
  - c) user support and administration of centrally operated information systems related to economic, personnel and other managerial activity,
  - d) administration and operation of user accounts,
  - e) administration of computer classrooms and auditoriums with AV and computer technology with university operation,
  - f) technical and consultancy activity in purchasing of HW and SW, including support,
  - g) services of the central helpdesk and user support,
  - h) in cooperation with the Centre for Information Services, it coordinates building of information systems and software policy at UCT Prague,
  - i) telecommunication services.

#### **Article 43** **Central laboratories**

- 1) The Central Laboratories are managed by the head of department, who reports to the Vice-Rector for Research and Development.
- 2) The Central Laboratories are further divided to individual specialised laboratories.
- 3) The Central Laboratories in particular:
  - a) carry out laboratory service measurements for students and employees at UCT Prague,
  - b) carry out own scientific, primarily methodological, research, perform contractual research,
  - c) participate in teaching of students in all types of study programmes.

#### **Article 44** **Centre for Information Services**

- 1) The Centre for Information Services is managed by the head of department, who reports to the Vice-Rector for Strategies and Development.
- 2) The Centre for Information Services is responsible for, in particular:
  - a) library services and access to paper and electronic information sources,
  - b) publishing activity (paper and electronic production),

- c) graphic design activity (graphic designs, etc.),
- d) keeping records of and making accessible qualification theses,
- e) user support and administration of centrally operated information systems related to educational and scientific research activity,
- f) in cooperation with the Computer Centre, it coordinates building of information systems and software policy at UCT Prague.

#### **Article 45**

##### **University Centre Litvínov UCT Prague – FME CTU – ORLEN Unipetrol**

- 1) The University Centre Litvínov UCT Prague – FME CTU – ORLEN Unipetrol (hereinafter referred to as the 'University Centre') is managed by the head of department, who reports to the Vice-Rector for Education.
- 2) The University Centre in collaboration with ORLEN Unipetrol výzkumně vzdělávací centrum, a.s. (ORLEN UniCRE) and the Faculty of Mechanical Engineering of CTU in Prague:
  - a) teaches students in bachelor's, master's and doctoral study programmes accredited at faculties,
  - b) allows students to do expert activity and industrial practical training,
  - c) organises activities within the so-called third role, e.g., lifelong learning, the university of the third age, information and consultancy services, promotion of natural sciences and technical education, comprehensive support for primary and secondary schools in the region, international cooperation, expert seminars and social events.

#### **Article 46**

##### **Counselling and Career Centre**

- 1) The Counselling and Career Centre is managed by the head of department, who reports to the Vice-Rector for Education.
- 2) The Counselling and Career Centre is an accessible, client-oriented centre that helps students and graduates of UCT Prague achieve success in professional, personal and career development on Czech and international labour market.
- 3) The Counselling and Career Centre is the contact place for providing information on measures to equalise opportunities to study at UCT Prague.
- 4) The Counselling and Career Centre is responsible for, in particular:
  - a) courses and follow-up activities for the development of competences for satisfaction and success during studies, competences for career path, competences for personal and social development,
  - b) study, career and personal consultation and counselling services. Students-tutors help new students, foreign students and students with special needs to integrate,
  - c) arranging contact between students and outside experts, primarily UCT Prague graduates,
  - d) cooperation with UCT Prague graduates (Alumni),



- e) collaboration with entities on the labour market, arranging contact between employers and students.

## **Article 47**

### **Department of Quality Assessment**

- 1) The Department of Quality Assessment is managed by the head of department, who reports to the rector.
- 2) The Department of Quality Assessment is responsible for and coordinates in particular:
  - a) preparation of documents necessary for the activity of the Internal Evaluation Board,
  - b) collaboration with other stakeholders within the framework of obligations of a higher education institution in the implementation and operation of a system for assurance and internal evaluation of quality of educational, creative and other related activities,
  - c) preparation of documents that describe procedures and define responsibilities for procedures of assurance and internal evaluation of quality at the university level and at the level of its constituent parts,
  - d) ensuring appropriate means for data collection, quantification of quality indices and their verification,
  - e) processing of a draft report on assurance and internal evaluation of quality of educational, creative and other related activities.
- 3) The department provides administrative support to the Internal Evaluation Board.
- 4) The department actively cooperates in external and internal quality audits.

## **Article 48**

### **Childcare Centre Zkumavka**

- 1) The Childcare Centre Zkumavka (hereinafter as 'CC Zkumavka') is managed by the head of department, who reports to the head of the Personnel Department.
- 2) The CC Zkumavka provides full-time services of looking after and taking care of the so-called children group composed of children of employees and students at UCT Prague aged 2 to 7 years.
- 3) The operation the CC Zkumavka is regulated by the document 'Rules of Operation of the Childcare Centre' and by other documents published on the UCT Prague intranet.

## **Article 49**

### **Department of Lifelong Learning**

- 1) The Department of Lifelong Learning is managed by the head of department, who reports to the head of the Vice-Rector for Education.
- 2) The Department of Lifelong Learning, in cooperation with other departments and workplaces at UCT Prague, provides administrative support and coordinates educational activities implemented within the framework or

outside of study programmes, in particular:

- a) preparation courses for entrance exams,
- b) courses, specialised cycles of lecture or seminars for the development of knowledge in a specific field,
- c) requalification courses,
- d) the University of the Third Age.

## **PART SEVEN**

### **Other and final provisions**

#### **Article 50**

##### **Organisations working at UCT Prague**

- 1) A School Organisation of the University Trade Unions (hereinafter referred to as 'trade unions') works at UCT Prague and it represents employees primarily in matters of employment, salaries, social matters and occupational health and safety.
- 2) Individual and collective relationships between UCT Prague and the trade unions are regulated by the Collective Agreement.
- 3) Interest trade unions can work at UCT Prague.

#### **Article 51**

##### **Student activities at UCT Prague**

- 1) The only representatives of students at UCT Prague are the members of the student chamber of the Academic Senate. The vice-chair of the Academic Senate representing the student chamber or a member of the student chamber of the Academic Senate authorised by them is the representative of the students entitled to negotiate with the rector, the deans, the vice-rectors, the bursar, the director of Technopark and the director of AUF.
- 2) Representatives of the student chamber of the Academic Senate coordinate joint activities of other student

organisations working at UCT Prague. For the purpose of this coordination, the student chamber of the Academic Senate and the student chambers of faculty academic senates and student unions are united in the Collegium of Student Senates and Unions (hereinafter referred to as 'K3S'). K3S is an advisory body to the student chamber of the Academic Senate.

- 3) In order to be able to perform their work, the representatives of students in the Academic Senate have at their disposal rooms with assets and allocated funds for student activities included in the UCT Prague budget. Representatives of students in the Academic Senate make decisions on the use of the allocated funds. The student funds can be used only when the bill is signed by the vice-chair of the Academic Senate representing the student chamber. The vice-chair of the Academic Senate representing the student chamber is responsible for the entrusted assets.
- 4) Representatives of students in a faculty academic senate and a representative from among students authorised by them are entitled to negotiate with the dean and vice-deans particularly on matters related to study programmes accredited at the faculty.

## **Article 52**

### **Crisis management**

- 1) Crisis management is an indispensable part of management at UCT Prague. Its aim is to prevent the occurrence of potential extraordinary events and emergency situations, ensure general readiness for dealing with potential emergency situations, ensure the ability to handle them within the framework of own competence as well as within tasks assigned to it by superior bodies of crisis management and start the recovery of activities in the affected parts of the university.
- 2) The working body for the resolution of emergency situations and extraordinary events is the crisis task force of UCT Prague. The crisis task force is composed of the rector and the deans of faculties; the chair of the crisis task force is the rector. If necessary, the rector will invite other individuals to the crisis task force to safeguard its activity, namely the bursar, the head of the Department of Safety and Risk Prevention, the chancellor, the head of the Computer Centre, the director of AUF, the director of Technopark, the head of the Department of Communication.
- 3) The crisis task force is convened when:
  - k) a state of emergency or a state of danger is declared in facilities or in an area within the authority of UCT Prague,
  - l) a need has arisen for coordination of rescue operations,
  - m) it is invited to do so by the Integrated Rescue System in coordination of rescue operations,
  - n) it is a task carried out during a drill of crisis management authorities or a drill of the Integrated Rescue System units,
  - o) it is necessary for the resolution of an extraordinary event and one of the conditions listed above in letters a) through d) has not been met.
- 4) The crisis task force organises its activities based on an emergency plan that includes the sum of emergency organisational and technical measures and procedures to resolve different types of emergency situations and eliminate the consequences thereof.

**Article 53**  
**Temporary provisions**

In case of discrepancy between OR of UCT Prague and another internal document of UCT Prague, with the exception of an internal regulation, provisions of OR shall prevail.

**Article 54**  
**Final provisions**

These OR were discussed by the UCT Prague Academic Senate on 25 March 2025.

Prof. Ing. Milan Pospíšil, CSc.  
Rector

**List of annexes, which are an inseparable part of the Organisational Rules:**

1. Organisational scheme of faculty workplaces – updated version
2. List of University Research and Education Centres
3. Organisational scheme of Central University Departments and Rector's Offices
4. List of English names of departments