



The Internal Regulation of the Czech Technical University in Prague, the Faculty of Civil Engineering, was approved by the Academic Senate of the Czech Technical University in Prague on the 26<sup>th</sup> September 2007.

prof. Ing. Petr Konvalinka, CSc.  
Chairman of the CTU Academic Senate

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Pursuant to § 27 par. 1 letter b) and § 33 par. 3 of Act No. 111/1998 Coll. on Universities and on the Changes and Amendments of Other Related Acts (hereinafter referred to as the “Act”), the Academic Senate of the Faculty of Civil Engineering of the Czech Technical University in Prague decreed this Statute of the Faculty of Civil Engineering of the Czech Technical University in Prague:

# **The Statute of the Czech Technical University in Prague the Faculty of Civil Engineering**

The Statute of the Czech Technical University in Prague, the Faculty of Civil Engineering (hereinafter referred to as the “Statute”) regulates its activity, management and organization within the Czech Technical University in Prague (hereinafter referred to as “CTU”).

## **Part One – INTRODUCTORY PROVISIONS**

### **Article 1- Fundamental provisions**

1. The Faculty of Civil Engineering (hereinafter referred to as “FCE”) is a component part of CTU. Its head office and address are listed in the FCE Organisation Code (Annex No. 1).
2. FCE was initially founded as the Estates Engineering School in Prague based on the Decree of Emperor Joseph I of 1707. Its integration into CTU was governed by the Czech Government Decree No. 107/76 Coll., of the 8<sup>th</sup> September 1976.
3. The official name of FCE is:  
Czech Technical University in Prague  
Faculty of Civil Engineering
4. In full sentences, in particular in connection with a person, place of an object the shortened name “the Faculty of Civil Engineering CTU” may be used, abbreviated as FCE CTU or FCE. The translations of the name into foreign languages are listed in the FCE Organisation Code (Annex No. 1).

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

1. The FCE academic community defined in § 25 par. 3 of the Act performs self management of FCE, both directly and by means of autonomous Faculty organs in accordance with the CTU Statute, CTU Internal Regulations and FCE Internal Regulations.
2. The academic freedoms and academic rights are regulated in § 4 of the Act.
3. It is unacceptable for political parties and political movements to be established and carry out their activities at FCE (§ 2 par. 10 of the Act). Trade unions, interests and professional civic associations of FCE employees and students may be established and carry out their activities at FCE.

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### **Article 3 - FCE position**

1. The FCE position is regulated by the Act, the CTU Statute and this Statute.
2. FCE carries out educational, scientific, research, development, artistic and other creative activities.
3. Following the fulfilment of its basic objective pursuant to par. 2 FCE also carries out additional activities (§ 20 par. 2 and § 24 par. 1 letter h) of the Act).
4. FCE is not a legal entity. FCE has the right to make independent decisions and act on behalf of CTU with respect to the issues listed in § 24 par. 1 of the Act and in Art. 24 par. 3 and Art. 31 par. 4 and 5 of the CTU Statute.

## **Part Two – AREAS OF AUTONOMOUS ACTIVITY OF FCE**

### **Article 4 - FCE mission, long-term goal**

1. As a component part of CTU, FCE freely and in accordance with the principles of democracy and humanism:
  - a) sets out the content and forms of education so that they contribute to the development of creative skills of citizens,
  - b) develops scientific research, creative, technical and artistic activity in accordance with the needs of society, global trends and principles of free intellectual activity,
  - c) participates in creative applications of the results of research, technical and artistic activity in practice,
  - d) establishes autonomous academic bodies to protect and apply these principles and freedoms,
  - e) acts in habilitation proceedings and in proceedings for the appointment of Professors,
  - f) supports through its library and the FCE computer information system basic pedagogic and research and development activities at FCE,
  - g) releases information about the state of the art in disciplines cultivated at FCE to the scientific community,
  - h) supports sports, cultural and other non-political social activities of FCE students and employees.
2. FCE is involved in educational, scientific, research, development, artistic and other creative activities.
3. The long-term goals of FCE educational, scientific, research, development, artistic and other creative activities (hereinafter referred to as “long-term goals of FCE”) is the fundamental programme document of FCE. The long-term goals of FCE:
  - are prepared in accordance with the long-term goals of CTU,
  - are primarily based on the CTU development concept and the FCE development concept,
  - are primarily used for suggestions of potential organisational changes, in the preparation of new study programmes and research projects.
4. The long-term goals of FCE are approved by the FCE Academic Senate (hereinafter referred to as “FCE AS”) after being discussed in the FCE Convocation (hereinafter referred to as “FCE C”).

### **Article 5 - Study and educational activity**

1. Study activity as the basic right and duty of a student and educational, scientific and research or artistic activities as the basic right and duty of an academic staff member are carried out within the scope of academic freedoms. The results of scientific research and creative technical and artistic activity of academic staff and students are used in educational activity.
2. Studies at FCE are carried out in the framework of study programmes and life-long education programmes (§ 2 of the Act).

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### **Article 6 - Admission to study**

1. Applicants must comply with the general conditions pursuant to § 48 of the Act and conditions of the CTU Admission Procedure Rules (Annex No. 2 to the CTU Statute) to be admitted to study in a selected study programme. Additional conditions for admission to study in study programmes at FCE are declared by the Dean after they are approved by FCE AS.
2. The admission of foreigners to study in study programmes in a foreign language is regulated by the CTU Admission Procedure Code (Annex No. 2 to the CTU Statute) and the Conditions of Study at CTU in Prague for Foreigners (Annex No. 3 to the CTU Statute). Additional conditions for the admission of foreigners to study in a foreign language are declared by the Dean after they are approved by FCE AS.

### **Article 7 - Bachelor, Master and PhD studies**

1. Studies in Bachelor, Master and PhD study programmes are carried out in accordance with the Study and Examination Code for Students of CTU in Prague, which is declared by the CTU Rector after it is approved by the CTU Academic Senate (hereinafter referred to as "CTU AS") as a CTU internal regulation.
2. Bachelor and Master study programmes are completed by a final graduation examination (§ 45 and 46 and 53 of the Act). Accredited PhD study programmes are completed by a final doctoral examination and the defence of a doctoral thesis (§ 47 and 53 of the Act). The conditions of final graduation examinations are regulated by the Study and Examination Code for Students of CTU in Prague.
3. Specific study conditions indicating the subdivision of study programmes into branches of study, their characteristics and combinations, the rules and conditions for the creation of curricula, the conditions that must be fulfilled by students during their study and at its proper completion are listed in pedagogic documentation to study programmes.

### **Article 8 - Life-long learning**

1. FCE offers life-long learning programmes as part of its educational activity.
2. More detailed conditions for admission to study, participation in and completion of life-long learning programmes and related fees are regulated by the Code of Life-long Learning declared by the Rector after it is approved by CTU AS.

### **Article 9 - Study conditions for foreigners**

1. The conditions of study for foreigners are regulated by Art. 9 and 11 of the CTU Statute and Annex No. 3 to the CTU Statute.

### **Article 10 - Degrees and certificates of study completion**

1. After proper completion of study, CTU grants graduates in Bachelor study programmes the academic degree of "Bachelor" (abbreviated as "Bc.", used before the name) pursuant to § 45 of the Act, the graduates in the Master study programme of Architecture and Building Engineering the academic degree of "Engineer Architect" (abbreviated as "Ing. arch.", used before the name) and the graduates in other Master study programmes the academic degree of "Engineer" (abbreviated as "Ing.", used before the name) pursuant to § 46 of the Act. The graduates in PhD study programmes are granted the academic degree of "Doctor" (abbreviated as "Ph.D.", used after the name) pursuant to § 47 of the Act.

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2. CTU awards diplomas and diploma supplements as certificates of the completion of Bachelor, Master and PhD studies pursuant to § 57 of the Act.
3. Participants of life-long learning programmes are granted certificates of completion by CTU.

### **Article 11 - Study related fees**

1. Fees related to study are collected by FCE in accordance with the rules listed in § 58 of the Act and in Art. 11 of the CTU Statute.

### **Article 12 - Scholarships**

1. FCE students are granted scholarships in accordance with the rules listed in the Scholarship Code of CTU in Prague.

### **Article 13 - Scientific, creative technical and artistic activity**

1. Scientific, creative technical and artistic activity is the basic right and duty of a FCE academic staff member. It is carried out within the scope of academic freedom of scientific research and creative technical or artistic activity being also the basis for educational activity. FCE is open to cooperation with scientific and artistic establishments both in the Czech Republic and abroad.
2. Scientific activity at FCE is carried out in scientific disciplines listed in this Statute in agreement with the long-term goals of FCE and specific research plans of individual departments. FCE strives to create favourable conditions for the scientific activity of its academic staff and students. Creative technical and artistic activity is carried out on the same basis.
3. On behalf of CTU, FCE enters into legal relationships with other entities in cooperation in scientific, creative or artistic activity in the interest of the implementation and commercial use of the results of this activity.

### **Article 14 - Foreign relations**

1. FCE organises and develops international relations and activities. International relations at FCE may also be carried out by civic associations of FCE employees and students, or individually by employees and students.
2. International relations are carried out through mutual educational, scientific, research and development, artistic, economic and cultural cooperation.
3. Legal relationships with foreign partners must be in agreement with general obligatory Czech legal regulations, or with international agreements which are binding for the Czech Republic. Contracts may only be signed by individuals who are authorised to act in these matters on behalf of CTU.

### **Article 15 - Annual reports, FCE activity evaluation**

1. The Dean annually submits an annual report on FCE activity and an annual report on FCE economic activity to FCE AS for approval.
2. Following the approval by FCE AS, the Dean submits annual reports to the Rector and publishes them on the Internet.
3. The conclusions of annual reports are used in management activity and for the purposes of potential further specification of the long-term goals of FCE.
4. Regular evaluations of educational, scientific, research, development, artistic and other creative activities are carried out at FCE in agreement with the long-term goals of CTU.

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5. A part of the evaluation of educational activities are student opinion surveys conducted in every academic year.
6. The evaluation of scientific, research, development, artistic and other creative activities is held annually. It is primarily based on quantified parameters used in budgetary rules for the distribution of grants for scientific, research, development, artistic and other creative activities.
7. Summarised results of evaluations according to paragraphs 5 and 6 are listed in annual activity reports containing the analysis of stated facts also in terms of the quality of individual FCE activities and its development.
8. In connection with the annual report, the FCE Convocation annually evaluates the qualification development of the academic community, the course and level of habilitation proceedings and proceedings for the appointment of Professors and the development of PhD study programmes.
9. The results of the summarised evaluation of the quality of all FCE activities are published and used for taking operative measures by the Dean and Heads of Departments.

## **Part Three – FCE ACADEMIC ORGANS**

### **Article 16 - Structuring of FCE organs**

1. Autonomous organs of FCE are:
  - FCE AS,
  - the Dean,
  - FCE C,
  - FCE Disciplinary Board.
2. Another FCE organ is
  - the Secretary.

### **Article 17 - FCE Academic Senate**

1. FCE AS is an autonomous representative organ of FCE.
2. The legal capacity of FCE AS is regulated by § 26 and 27 of the Act.
3. FCE AS is composed of elected representatives of the FCE academic community (§ 26 par. 1 of the Act).
4. FCE AS and its members are responsible for their activity to the members of the FCE academic community. FCE AS members are not bound by the opinions of other autonomous academic organs of FCE or the FCE management during their term of office. FCE AS members pursue the interests of FCE as a whole and use their conscience in decision making.
5. FCE AS is elected by the academic community by a direct and secret vote. The number of FCE AS members and the manner of their election is regulated by the FCE AS Election Code and Rules of Procedure, which is an internal regulation of FCE, pursuant to § 26 of the Act.
6. FCE AS decides about matters pursuant to § 27 par. 1 of the Act, expressing its opinion mainly to matters regulated by § 27 par. 2 of the Act. FCE AS procedural rules and its ability to resolve issues are regulated by the FCE AS Election Code and Rules of Procedure.
7. FCE AS further delegates representatives of the academic community into university representation bodies.

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8. The election procedure of a candidate for the Dean's position and the discussion about a potential proposal for the Dean's recall pursuant to § 27 par. 1, letter g) of the Act are regulated by the FCE AS Election Code and Rules of Procedure.
9. The FCE AS term of office is three years, AS members are elected until the end of its term of office.

### **Article 18 - Dean**

1. The Dean is the supreme representative of FCE and its representative in relations with other faculties of universities in the Czech Republic and abroad, public institutions and state bodies, mainly the Ministry of Education, Youth and Sports, the commercial sector and citizens.
2. The legal capacity of the Dean is regulated by § 28 of the Act.
3. The Dean as a representative of FCE is authorised to decide or act on behalf of CTU in matters listed in § 24 of the Act and Art. 24 and 30 and 31 of the CTU Statute.
4. The Dean releases internal regulations of FCE in areas regulated by the Act, the CTU Statute and this Statute after they are approved by FCE AS and CTU AS. Within the scope of his/her individual competences, the Dean further releases orders, regulations, measures, directives, decrees or makes other decisions to which he/she is authorised by the Act, the CTU Statute and this Statute.
5. The Dean appoints and recalls Vice-Deans, Heads of Departments, and appoints and recalls the Secretary.

### **Article 19 - FCE Vice-Deans**

1. Vice-Deans represent the Dean in the scope of responsibilities determined by the Dean. The Dean authorises one of the Vice-Deans to represent him/her in the full scope of responsibilities in the time of his/her absence.
2. Vice-Deans are appointed and recalled by the Dean pursuant to § 27 par. 2 letter b) and § 28 par. 5 of the Act.
3. The competences of Vice-Deans within the delimited fields of activity, including the specification of FCE departments methodologically managed by them, are set out by the Dean in a special decree.
4. In their delimited field of activity, Vice-Deans are authorised to act in matters concerning FCE in the scope of authority granted to them by the Dean. They may assign tasks to Heads of Departments within Dean's regulations. Vice-Deans are responsible for their actions to the Dean.

### **Article 20 - FCE Convocation**

1. The members of the FCE Convocation are appointed and recalled by the Dean after the approval by FCE AS following the principles listed in § 29 of the Act. While appointing the FCE Convocation members the Dean sees to it that all principal branches of science and educational activity practised at FCE are represented in it. In justified cases, the Dean may also appoint honorary members of the FCE Convocation.
2. The competences of the FCE Convocation cover the discussion about and the approval of issues and areas listed in § 30 of the Act. The FCE Convocation also expresses its opinions on matters submitted to it by the Dean.
3. The term of office of the FCE Convocation is four years, and its end is usually identical to the end of the term of office of the Dean.
4. A member of the FCE Convocation may resign from membership in the FCE Convocation before the expiry of the term of office by written notice submitted to the Dean. The Dean appoints a new member in his/her position, and in the position of a recalled member of the FCE Convocation, after this member is approved by FCE AS observing the principles listed in § 29 of the Act.
5. The administrative agenda of the FCE Convocation is carried out by the FCE Department of Science and Research.

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6. The calling of the FCE Convocation's sessions, the manner of decision making and other procedural matters related to its proceedings are regulated by the FCE Convocation Code of Procedure released by the Dean as an internal regulation.
7. Honorary members of the FCE Convocation receive all written materials as FCE Convocation members and are entitled to participate in all sessions of the FCE Convocation (including non-public parts of FCE Convocation's sessions) with an advisory vote.

### **Article 21 - FCE Disciplinary Board**

1. The FCE Disciplinary Board is established pursuant to § 27 Par. 1 letter f) and § 31 of the Act. This board resolves disciplinary offences of CTU students enrolled in study programmes running at FCE.
2. Disciplinary proceedings are regulated by § 64 to 69 of the Act.
3. The FCE Disciplinary Board proceedings and sessions proceed according to the Disciplinary Code for Students of CTU.

### **Article 22 - FCE Secretary**

1. The legal position of the Secretary is regulated by § 32 of the Act.
2. The Secretary is in charge of the economy and internal administration of FCE in the scope regulated by the measure released by the Dean.
3. The Secretary is in charge of the management of FCE funds in accordance with special regulations, internal and other regulations of CTU and FCE and in accordance with regulations for the creation and management of the FCE budget.
4. The Secretary manages the activity of the Dean's Office in all areas, except for the cases where the Dean states otherwise.

## **Part Four – FCE DEPARTMENTS**

### **Article 23 - Structuring of FCE**

1. FCE is subdivided into educational, scientific, administrative, technical operational departments, special purpose facilities and other departments which are listed in Annex No. 1.
2. FCE departments are not legal entities.
3. The professional positions of Heads of Departments of FCE are filled in accordance with the CTU Selection Procedure Code.

### **Article 24 - FCE Dean's Office**

1. The Dean's Office is in charge of the economic, operations and administrative management of FCE and creates material and operating conditions for its activity. The organisation and management of the Dean's Office are regulated by the FCE Organisation Code (Annex No. 1).

### **Article 25 – FCE Academic advisory boards**

1. Academic advisory boards of FCE are established by the Dean. They may be permanent or be set up on an ad hoc basis.

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2. Permanent advisory boards of the Dean are the Dean's Collegium and the Dean's Gremium. The Dean's Collegium members are: the Dean, Vice-Deans, the Secretary, the FCE AS Chair and other employees appointed by the Dean. The Dean's Gremium is composed of the Dean's Collegium members, the Heads of scientific and educational departments and other employees or students appointed by the Dean.
3. The Dean's Collegium and the Dean's Gremium are summoned and their sessions are directed by the Dean. Details concerning the activity of the Dean's Collegium and the Dean's Gremium are set out by the Dean in a special measure.

## **Part Five – FCE STUDENTS AND EMPLOYEES**

### **Article 26 - FCE students**

1. The position, rights and duties of FCE students are regulated by the provisions of § 61 to 63 of the Act and by Art. 29 of the CTU Statute.
2. The characteristics of study programmes, conditions for admission to study in a selected study programme, conditions of admission proceedings and the course of study are regulated by the provisions of § 48 to 56 of the Act, in Part Two of the CTU Statute, in Part Two of this Statute and in the CTU Admission Procedure Code.
3. The degrees granted to graduates in respective study programmes and the issue of graduation certificates are regulated by the Act (§ 44 to 47 and § 57) and by Art. 10 of this Statute.
4. Study related fees are regulated by § 58 of the Act and by Art. 11 of the CTU Statute.
5. Details of the course of study at FCE and management of study matters are regulated by the Study and Examination Code for Students of CTU in Prague and the documentation of study programmes.
6. Deliberate infringement of duties set out by legal regulations, CTU internal regulations and FCE internal regulations may be regarded as a disciplinary offence pursuant to § 64 of the Act and may be penalised by some of the sanctions pursuant to § 65 of the Act.

### **Article 27 - FCE employees**

1. FCE employees, including employees who work for FCE on part-time employment contracts or based on agreements on work performed outside a contract of employment, are in labour relations with CTU.
2. The Dean is authorised to make decisions and act in labour relations on behalf of CTU.
3. Employees in labour relations with CTU, listed in § 70 of the Act, are FCE academic staff.
4. Together with FCE academic staff, other experts may participate in teaching based on agreements on work performed outside a contract of employment (§ 70 par. 4 of the Act) and Visiting Professors (§ 70 par. 5 of the Act).
5. The position of Visiting Professors is regulated by the Visiting Professor Status at CTU in Prague, which is released by the Rector as a CTU internal regulation after it is approved by CTU AS.
6. The positions of CTU academic staff are filled pursuant to provisions of § 77 of the Act. Details are stated in the CTU Code of Selection Procedure, which is released by the Rector as a CTU internal regulation after it is approved by CTU AS. A selection procedure may also be applied while accepting other employees. Other work positions at FCE filled by a selection procedure are specified by the Dean.
7. FCE academic staff may be granted sabbatical leave pursuant to principles listed in § 76 of the Act. The granting of such a leave is decided by the Dean.
8. Habilitation proceedings and proceedings for the appointment of Professors are regulated by the provisions of § 71 to 75 of the Act. The procedure of habilitation and appointment proceedings is further specified by the Methodology for Habilitation and Appointment Proceedings at CTU, which is released by the Rector after it is approved by the CTU Convocation (hereinafter referred to as "CTU C").
9. Based on a suggestion by the Dean, the Rector may appoint a Professor who has terminated a contract of employment with CTU Professor Emeritus. The appointment and activity of Professor Emeritus are regulated



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by the Professor Emeritus Status at CTU, which is released by the Rector after it is discussed by CTU AS and approved by CTU C.

## **Part Six – FCE ECONOMY AND MANAGEMENT**

### **Article 28 – FCE economy**

1. FCE manages financial resources allocated from grants based on the CTU budget, resources gained from its primary activity, resources gained from its additional activity, resources obtained from gifts and other resources.
2. The Dean is authorised to manage the FCE property on behalf of CTU, except for acts stated § 15 par. 1 of the Act and Art. 31 par. 5 of the CTU Statute.
3. FCE has the right to use business licences and business activity licences according to special regulations whose bearer is CTU and which are the condition for the performance of additional activity pursuant to § 20 par. 2 of the Act.

### **Article 29 – FCE management**

1. The FCE management is regulated by the principles stated in § 20 of the Act and the CTU Management Regulations.
2. FCE sets up its budget as a balanced budget.
3. FCE keeps accounts as a CTU department and uses a double entry bookkeeping system.

### **Article 30 – Management inspections**

1. Management inspections are conducted by professionals among employees applying superior-subordinate relationships:
  - a) periodically,
  - b) exceptionally based on a decision by the Dean or the Rector.
2. All FCE departments must submit all background materials required for a management inspection without delay. On request, they are obliged to submit a written statement to inspection findings.
3. FCE AS carries out inspections of the use of FCE financial resources.
4. The results of inspections are used for operative management and for the preparation of the FCE long-term goals and its update.

## **Part Seven – FCE CEREMONIES**

### **Article 31 – Insignia and academic dress**

1. FCE insignia are external symbols of the authority and responsibility of FCE representatives on ceremonial occasions.
2. FCE insignia are composed of the Dean's sceptre, the chains of the Dean and Vice-Deans.
3. The Dean's sceptre is used during academic ceremonies of CTU and FCE.

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4. FCE chains may be used on ceremonial occasions by
  - the Dean and Vice-Deans,
  - the FCE AS Chair,
  - promoters,
  - other staff based on the Dean's instructions.
5. Academic dress may be worn on ceremonial occasions by
  - the Dean and Vice-Deans,
  - the FCE AS Chair,
  - FCE Convocation members and potentially prominent guests based on the Dean's decision,
  - other academic staff based on the Dean's instructions,
  - the Secretary or other staff members based on the Dean's instructions.
6. FCE insignia and academic dress documentation is saved in the CTU archives.

### **Article 32 – Dean's inauguration**

1. The ceremonial inauguration of the Dean after his/her appointment by the Rector takes place at a ceremonial gathering of the FCE academic community or at a public FCE AS session.
2. During the inauguration, the Dean makes a vow to the FCE AS Chair whose text is stated in Annex No. 7 to the CTU Statute – Ceremonial Vows.
3. After the vow, the FCE AS Chair hands in the Dean's chain to the Dean as a symbol of the Dean's authority and responsibility.

### **Article 33 - Matriculation and graduation ceremonies**

1. FCE organises matriculation ceremonies for students and graduation ceremonies for graduates in Bachelor and Master study programmes. Graduation ceremonies for doctors of philosophy and candidates of sciences, graduates in PhD study programmes and the handing in of diplomas to newly appointed Readers is organised by the CTU Rector's Office. Part of these ceremonial acts is the matriculation academic vow and the Bachelor, Master, Doctoral and Reader graduation academic vows whose texts are stated in Annex No. 7 to the CTU Statute.

### **Article 34 – Medals awarded by FCE**

1. FCE awards its staff and other individuals Šolín's Medal for outstanding merits in the FCE development, Rektorys' Medal for outstanding results in teaching and Bažant's Medal for outstanding results in science and research.
2. The criteria for awarding the medals are set out in Medal Statutes approved by FCE AS.
3. The documentation of the medals awarded by FCE and accompanying diplomas is saved in the FCE archives.

## **Part Eight – GENERAL, TRANSITIONAL AND FINAL PROVISIONS**

### **Article 35 – FCE stamps**

1. FCE uses a circular stamp with a small state emblem of the Czech Republic and the text in Czech reading "Czech Technical University in Prague" and "Faculty of Civil Engineering".
2. The use of circular stamps is regulated by a directive issued by the Rector.
3. The appearance and rules for the use of stamps which are not mentioned in par. 1 and 2 (line stamps) are regulated by a directive issued by the Dean.

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### **Article 36 – Official Board**

1. FCE establishes its Official Board.
2. The Official Board must be clearly marked and placed at an easily accessible place in the main building of FCE.
3. The FCE Official Board serves for publishing information related to FCE. The Official Board is used for displaying in particular the following:
  - a) the list of accredited study programmes implemented at FCE, including their subdivision into branches of study,
  - b) the list of accredited branches in which FCE is authorised to carry out habilitation proceedings or proceedings for the appointment of Professors,
  - c) data related to the admission procedure (§ 49 par. 5 of the Act),
  - d) information about the start of the academic year and its division into teaching periods, examination sessions and holidays, as well as deadlines for enrolments in a semester, the academic year or a block of study,
  - e) information about the dates and locations of final graduation examinations,
  - f) data related to the start of habilitation proceedings and proceedings for the appointment of Professors, including dates of respective public sessions of the FCE Convocation (§ 75 par. 1 of the Act),
  - g) data on the completion of proceedings pursuant to the previous point,
  - h) resolutions delivered to students in an alternative manner (§ 50 par. 5, § 68 par. 3, letter a) to e) of the Act); in this case, the eighth day after a document is displayed on the Official Board is considered the delivery date,
  - i) information about the amounts of fees and payments pursuant to Art. 11 par. 1 of the CTU Statute,
  - j) information about the dates and locations of FCE AS sessions,
  - k) other important public information.
4. The information displayed on the Official Board is also published via the Internet.

### **Article 37 – Annexes and FCE internal regulations**

1. The following annexes are part of the Statute:  
Annex 1 – the FCE Organisation Code.
2. FCE internal regulations pursuant to § 33 of the Act are:  
the FCE Statute,  
the FCE AS Election Code and Rules of Procedure,  
the FCE Convocation Code of Procedure,  
the Disciplinary Code for Students of CTU.

### **Article 38 – Transitional and final provisions**

1. The FCE Statute of the 30<sup>th</sup> June 1999 as amended and consolidated hereby becomes invalid.
2. This Statute was approved by FCE AS on the 6<sup>th</sup> June 2007.
3. This Statute comes into effect on the day of its approval by CTU AS.

RNDr. Zdeněk Šibrava, CSc.  
FCE AS Chair

Prof. Ing. Zdeněk Bittnar, DrSc.  
FCE Dean

## **The FCE Organisation Code**

### **Article 1 – Fundamental provisions**

1. The FCE Organisation Code regulates the internal organisation of FCE in accordance with the Act, the CTU Statute, the FCE Statute, the CTU Organisation Code and other general obligatory legal regulations.
2. The Organisation Code states:
  - the name and head office of FCE,
  - the organisation structure of FCE,
  - the basic duties of academic officials and management of FCE.
3. The FCE Organisation Code is binding for all FCE staff.

### **Article 2 – Name and head office of FCE**

1. The official name of FCE is:  
Czech Technical University in Prague (České vysoké učení technické v Praze)  
Faculty of Civil Engineering (Fakulta stavební)
2. The following foreign names are used in foreign relations:
  - in English: Faculty of Civil Engineering
  - in French: Faculté de Génie Civil
  - in German: Fakultät für Bauingenieurwesen
  - in Russian: Строительный Факультет (Stroitel'nyj Fakul'tët)
  - in Spanish: Facultad de Ingeniería Civil
  - in Italian: Facoltà di Ingegneria Edile
3. The Faculty of Civil Engineering of the Czech Technical University in Prague also uses the following names
  - acronyms “FSv ČVUT“ and “FSv“,
  - the shortened name “Faculty of Civil Engineering CTU” (Fakulta stavební ČVUT).
4. The head office of FCE is in Prague. The FCE address is:  
Czech Technical University in Prague (České vysoké učení technické v Praze)  
Faculty of Civil Engineering (Fakulta stavební)  
Thákurova 7  
166 29 Praha 6

### **Article 3 – Structuring of FCE**

1. FCE is divided into the following departments:
  - departments,
  - research workplaces and the testing laboratory,
  - the Dean's Office,
  - special purpose facilities,
  - educational centres.

### **Article 4 – Departments**

1. The basic mission of a department is educational and scientific and research activity. Within the FCE internal management and economy system, a department is a section with autonomous management.

2. Departments are established and dissolved by the Dean with the approval by FCE AS.
3. Departments are headed by Heads of Departments who are appointed and recalled by the Dean based on a selection procedure.
4. The Dean appoints a Deputy Head of Department at the proposal of the Head of Department. The extent of the powers of the Deputy Head is determined by the Head of Department.
5. Departments may be subdivided into sections or other component parts.
6. The FCE departments are:
  - K101 – Department of Mathematics,
  - K102 – Department of Physics,
  - K104 – Department of Languages,
  - K105 – Department of Social Sciences,
  - K122 – Department of Construction Technology,
  - K123 – Department of Materials Engineering and Chemistry,
  - K124 – Department of Building Structures,
  - K125 – Department of Microenvironmental and Building Services Engineering,
  - K126 – Department of Economics and Management in Civil Engineering,
  - K127 – Department of Urban Design, Town and Regional Planning,
  - K128 – Department of Applied Informatics,
  - K129 – Department of Architecture,
  - K132 – Department of Mechanics,
  - K133 – Department of Concrete and Masonry Structures,
  - K134 – Department of Steel and Timber Structures,
  - K135 – Department of Geotechnics,
  - K136 – Department of Road Structures,
  - K137 – Department of Railway Structures,
  - K141 – Department of Hydraulics and Hydrology,
  - K142 – Department of Hydraulic Structures,
  - K143 – Department of Irrigation, Drainage and Landscape Engineering,
  - K144 – Department of Sanitary and Ecological Engineering,
  - K152 – Department of Advanced Geodesy,
  - K153 – Department of Mapping and Cartography,
  - K154 – Department of Special Geodesy.

### **Article 5 – Research workplaces and the testing laboratory**

1. The basic mission of research workplaces is scientific and research activity. The testing laboratory carries out accredited tests.
2. Within the FCE internal management and economy system, a research workplace is either a section with autonomous management (autonomous research workplace) or it is assigned to a department.
3. Research workplaces and the testing laboratory are established and dissolved by the Dean with the approval by FCE AS.
4. An autonomous research workplace or the testing laboratory are headed by Heads who are appointed and recalled by the Dean based on a selection procedure. The Metrologist and the Quality Manager of the testing laboratory are appointed and recalled by the Dean based on a selection procedure. The Head of a research workplace assigned to a department is appointed and recalled by the Dean based on a proposal of the Head of Department.
5. Autonomous research workplaces may be subdivided into sections or other component parts.
6. Autonomous research workplaces are:
  - K210 – Experimental Centre,
  - K220 – Centre of Experimental Geotechnics,
  - K260 – Centre of Integrated Design of Progressive Building Structures.
7. Research workplaces assigned to departments are:
  - Centre of Sustainable Construction of Buildings (assigned to the Department of Building Structures),

- Centre of Nanotechnology in Civil Engineering (assigned to Departments of Mechanics, Physics and Building Structures),
  - Microbiological Chemical Laboratory (assigned to the Department of Building Structures),
  - Laboratory of Bionics and Biomechanics in Civil Engineering (assigned to the Department of Mechanics),
  - Laboratory of Road Structures (assigned to the Department of Road Structures),
  - Laboratory of Transport Processes in Materials (assigned to the Department of Materials Engineering and Chemistry).
8. The testing laboratory uses the administrative code ZL. The testing laboratory is subdivided into professional laboratories:
- Professional Laboratory of Building Materials,
  - Professional Laboratory of Building Structures,
  - Professional Laboratory of Building Mechanics,
  - Professional Laboratory of Concrete Structures,
  - Professional Laboratory of Steel Structures,
  - Professional Laboratory of Road Structures,
  - Professional Laboratory of the Experimental Centre,
  - Professional Laboratory of the Centre of Experimental Geotechnics.

### **Article 6 – Dean’s Office**

1. The Dean’s Office uses the administrative name the Dean’s Office (Děkanát). The Dean’s Office is subdivided into departments and autonomous sections.
2. The departments and sections of the Dean’s Office managed by the Secretary are:
- Assistant of the Faculty Secretary,
  - Personnel Department,
  - Economics Department,
  - Payroll Office,
  - Economic Activity Office,
  - Technical and Operating Centre,
  - Building Management,
  - Editor’s Office of the Periodical Stavební obzor.

The Heads of Departments and sections mentioned in par. 2 are managed, appointed and recalled by the Secretary.

3. The departments and sections of the Dean’s Office directly managed by the Dean are:
- Secretary of the Dean,
  - PR and Marketing,
  - Health and Safety Department,
  - Office of Fire Protection.

The Heads of Departments and sections mentioned in par. 3 are managed, appointed and recalled by the Dean.

4. The departments and sections of the Dean’s Office directly managed by respective Vice-Deans are:
- Student Administration,
  - Department of Science and Research,
  - Investment Department,
  - Department of International Relations.

The Heads of Departments and sections mentioned in par. 4 are managed, appointed and recalled by respective Vice-Deans.

## **Article 7 – Special purpose facilities and educational centres**

1. Special purpose facilities participate in the provision of educational, scientific and research, economic and technical and operational activity of FCE. Within the FCE internal management and economy system, a special purpose facility is a section with autonomous management.
2. Special purpose facilities are established and dissolved by the Dean with the approval by FCE AS.
3. Special purpose facilities are headed by Heads who are appointed and recalled by the Dean based on a selection procedure.
4. The Dean appoints a Deputy Head of a special purpose facility on the proposal of the Head of the special purpose facility. The extent of the powers of the Deputy Head is determined by the Head of the special purpose facility.
5. The special purpose facility of FCE is:
  - K375 – Computing and Information Centre.
6. Educational centres are established and dissolved by the Dean with the approval by FCE AS.
7. Educational centres are headed by Heads of Educational Centres who are appointed and recalled by the Dean based on a selection procedure.
8. Educational centres of FCE are:
  - S841 – Educational Centre Mariánská,
  - S842 – Educational Centre Počátky,
  - S843 – Educational Centre Srbsko.
  - S844 – Educational Centre Telč