

Code of the norm: FJFI\_VP\_2024\_01\_V01

The Academic Senate of the Faculty of Nuclear Sciences and Physical Engineering of the Czech Technical University in Prague, pursuant to Sec. 27 par. 1 letter b) and Sec. 33 par. 2 letter a) of Act No. 111/1998 Coll. on Higher Education as altered and amended by other Acts, and further amended and altered (hereinafter referred to as “Higher Education Act”) has resolved to adopt the following Statutes of the Faculty of Nuclear Sciences and Physical Engineering of the Czech Technical University in Prague.

## **STATUTES**

### **FACULTY OF NUCLEAR SCIENCES AND PHYSICAL ENGINEERING**

### **CZECH TECHNICAL UNIVERSITY IN PRAGUE**

The Statutes of the Faculty of Nuclear Sciences and Physical Engineering of the Czech Technical University in Prague (hereinafter referred to as “Statutes”) stipulate its activities and structure as a constituent part of the Czech Technical University in Prague (hereinafter referred to as “CTU”).

#### **SECTION ONE – INTRODUCTORY PROVISIONS**

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

1. Faculty of Nuclear Sciences and Physical Engineering (hereinafter referred to as “FNSPE” is a constituent part of CTU. Its seat and address are stated in the Organizační řád FJFI – Internal Governance Code of FNSPE (Annex No. 1).
2. In abbreviated form, the Faculty is referred to as CTU in Prague – FNSPE, or, in short, as FNSPE. Translations into foreign languages are given in the Internal Governance Code of FNSPE.
3. FNSPE was established by Government Decree No. 41/55 Coll. in 1955 as Faculty of Technical and Nuclear Physics of Charles University and, in 1959, by Government Decree No. 58/59 Coll., was transferred to CTU. In 1968, by Government Decree No.116/68 Coll., its name changed to Faculty of Nuclear Sciences and Physical Engineering.

##### **Article 2 – Academic Community, academic prerogatives and academic freedoms**

1. The Academic Community of FNSPE (further referred to as “AC FNSPE” defined in Sec. 3 and Sec. 25 of the Higher Education Act, via self-governing representative Faculty bodies exercises self-government of FNSPE pursuant to the respective Statute of the CTU and the Statutes of FNSP and other internal regulations of CTU and FNSPE.
2. The academic prerogatives and freedoms are regulated by Sec. 4 of the Higher Education Act.
3. Within FNSPE it is prohibited to found and organize political parties and movements. Permission is given to establish trade union organizations, professional associations, and civic groups of academics, the staff, and students, and to engage in their activities.

##### **Article 3 – Status of FNSPE**

1. The status of FNSPE is pursuant to the Higher Education Act, the Statute of CTU, and the Statutes of FNSPE.

2. FNSPE responsibilities include education, science, research, development, and other creative activities (further referred to as “creative activities”).
3. Compliant with its fundamental role and responsibilities stated above or more efficient use of human resources and assets, FNSPE is engaged in additional activities.
4. In issues specified in Sec. 24, pars.1–4 of the Higher Education Act and compliant with the Statute of CTU, the Faculty is entitled to take decisions or act on behalf of CTU.

## **SECTION TWO – AREAS OF SELF-GOVERNMENT**

### **Article 4 – Mission and strategy of FNSPE**

1. Education and creative activities comprise mainly the fields of nuclear, mathematical, physical, and chemical engineering, and information sciences, their relevant areas of fundamental research, boundary disciplines, and interdisciplines, and, moreover, disciplines of social sciences.
2. The Strategy of FNSPE represents the fundamental document outlining the programme of FNSPE. The strategy conforms to the CTU Strategic Plan.
3. Upon consideration of the proposed strategy by the Scientific Board of FNSPE (hereinafter referred to as “SB FNSPE”), the Strategy of FNSPE is approved by the Academic Senate of FNSPE (hereinafter referred to as “AS FNSPE”).

### **Article 5 – Study and education**

1. Degree courses offered at FNSPE are accredited study programmes and programmes of life-long learning. Their current list is available on the internet pages of CTU.
2. Course curricula immediately adopt and introduce the achievements and results of the creative activity of academics and students.

### **Article 6 – Admission to study programmes**

1. In order to be admitted to a chosen study programme, the applicant shall satisfy the general conditions of Sec. 48 of the Higher Education Act and conditions defined in the Statute of CTU. The applicant seeking admission to a programme offered in a foreign language shall follow the Policies and Procedures for Admission of Foreign Students to the Study Programmes of FNSPE. Further admission conditions and prerequisites for Bachelor, Master, and Doctoral Programmes offered at FNSPE are specified by the Dean after prior approval by AS FNSPE.

### **Article 7 – Bachelor, Master, and Doctoral Programmes**

1. Bachelor, Master, and Doctoral Programmes are offered pursuant to the Study and Examination Rules for Students at CTU and the Policies and Regulations for Bachelor and Master Degree Programmes at FNSPE, considered and approved by SB FNSPE after prior discussion in AS FNSPE, and pursuant to the Guidelines and Regulations for Doctoral Studies at FNSPE.
2. The Bachelor and Master studies are concluded by successfully passing the State Final Examination and defending the Bachelor Project and Master Thesis, respectively. The Doctoral Programme is completed by passing the State Doctoral Examination and by defence of the Doctoral Thesis (Dissertation). Conditions of taking and passing examinations are determined by the Study and Examination Rules for Students at CTU.

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

1. Educational activities of FNSPE also include Courses of Life-long Learning.
2. Admission conditions to the Life-long Learning Programme, its schedule, completion, and study-related fees are regulated by the CTU Code for Life-long Learning approved by AS CTU.

#### **Article 9 – Foreign Students**

1. Admission and study conditions of foreign student are subject to the Statute of CTU and Policies and Procedures for Admission of Foreign Students to Study Programmes at FNSPE.

#### **Article 10 – Titles, degrees and certificates**

1. Upon completion of degree studies at CTU, graduates shall be awarded the following academic degrees: Bachelor Programme graduates - the degree of Bachelor (abbreviated as “Bc.”, used in front of the name ); Master Programme graduates – the title of Engineer (abbreviated as “Ing.”, used in front of the name); and Doctoral Programme graduates - the title of “Doctor of Philosophy” (abbreviated as “Ph.D.”, used after the surname).
2. As proof of graduation in the Bachelor, Master or Doctoral Programme, CTU awards diplomas and diploma supplements.
3. Graduates of Life-long Learning Programmes are awarded a CTU Attestation.

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

1. Stipulated by Sec. 58 of the Higher Education Act, and the Statute of CTU, FNSPE may charge study-related fees.

#### **Article 12 – Scholarships**

1. Pursuant to the CTU Rules for Granting Scholarships, FNSPE students are eligible for scholarships.

#### **Article 13 – Creative activities**

1. Creative activities at FNSPE concern all fields stated in Art. 4, par.1 of the Statutes of FNSPE, which is in accord with the Strategy of FNSPE (see above) and the research programmes of work-places.
2. FNSPE is open to cooperation with scientific and professional education institutions in the Czech Republic and abroad.
3. FNSPE, on behalf of CTU, may enter legal relations with other entities, supporting thus cooperation in research and creative activities for the commercial and pecuniary return of the results.

#### **Article 14 – Foreign and public relations**

1. The Faculty organizes, supports, and develops international relations and activities. International contacts may also be arranged by interest groups (associations) of employees and students, or employees and students individually.
2. Foreign contacts cover cooperation in issues of education, science, research, culture, development, and economy.

3. The principles under 1 and 2 above also apply to public relations within the Czech Republic.

#### **Article 15 – Annual reports of FNSPE and assessment of its activities**

1. The Dean shall prepare and submit an Annual Report on FNSPE Activities and a Financial Statement to AS FNSPE, reporting on and assessing the process of education, achievements in science, research, creative activities, and Faculty development, all in accord with the Strategic Plan of CTU and the Strategy of FNSPE.
2. Annual Reports are documents available to the public.
3. Regular annual assessments of creative activities take into account quantized parameters applied to budget criteria for fund allocations for creative activities. Part of the assessment is also students' evaluation of the teaching process.
4. The SB FNSPE regular assessment for the annual report shall also include the upgrading qualification scheme of the academic staff.

### **SECTION THREE – ACADEMIC BODIES AND AUTHORITIES**

#### **Article 16 – Academic authorities of FNSPE**

1. The self-governance bodies and authorities:
  - a) Academic Senate of FNSPE
  - b) the Dean
  - c) Scientific Board of FNSPE
  - d) Disciplinary Committee
2. Additional authorities: the Faculty Bursar and the Ombudsman.

#### **Article 17 – Academic Senate**

1. The Academic Senate is a self-governing representative body of FNSPE.
2. The status of the Senate, its foundation, and scope of responsibilities and activities are subject to Sec. 26 and Sec. 27 of the Higher Education Act.
3. AS FNSPE and the Senators account for their activity to the Academic Community. When acting in their official capacity, opinions of neither the academic governance authorities nor the faculty officials are binding on them. Members of the Academic Senate heed the Faculty interests as a whole and do not act against their conscience in taking decisions.
4. Members of the Academic Senate of FNSPE are voted in by the Academic Community of FNSPE by a secret ballot. The number of Senate members, their term of office, and election procedures are given by the Election Regulations of the Academic Senate of FNSPE. The process of voting during sessions of AS FNSPE and further provisions of the Senate activity are given by the Rules of Procedure of the Academic Senate of FNSPE. Election Regulations of AS FNSPE and the AS FNSPE Rules of Procedure are internal documents of FNSPE.
5. AS FNSPE resolves on the motion to appoint and/or dismiss the Dean from office and expresses its opinion on the Rector's intention to dismiss the Dean from office of the Rector's own accord.
6. The Academic Senate delegates representatives of the Academic Community to bodies representing institutions of higher education, and a Senate representative with an advisory vote to the sessions of SB FNSPE.
7. AS FNSPE is entitled to delegate its member to committees established by the Dean and Vice-deans.

#### **Article 18 – The Dean**

1. The Dean is the head of FNSPE. He/she acts and makes decisions in matters concerning FNSPE, unless stated otherwise by the Higher Education Act. He/she represents FNSPE within CTU, in relations with other faculties and institutions of higher education in the Czech Republic and abroad, with public institutions and other entities, i.e. in particular the Ministry of Education, Youth and Sports, the business circles, and the citizens. The Dean's role is defined in Sec. 28 of the Higher Education Act.
2. Upon approval by the AS FNSPE and AS CTU and stipulated by the Higher Education Act, the Statute of CTU, and the Statutes of FNSPE, the Dean issues internal regulations of the Faculty. Likewise, within the scope of his/her competencies, the Dean – entitled to do so by the Higher Education Act, the Statute of CTU, and the Statutes of FNSPE – issues his/her orders, instructions, provisions, directives, decrees, and other documents.
3. The Dean appoints and dismisses the Heads of Departments, heads of independent places of work, and of purpose-oriented units. After a preliminary discussion of the matter in the AS FNSPE, the Dean also appoints and dismisses the Vice-deans and the Bursar.

#### **Article 19 – Vice-deans**

1. The Vice-deans act for the Dean to the extent assigned by the Dean, who shall authorize one of Vice-deans to act for him/her to a full extent in his/her absence.
2. The Vice-deans' areas of responsibility are as follows:
  - a) education
  - b) science and research
  - c) public relations
  - d) development.
3. The Vice-deans' competencies are defined by the Dean, including the responsibility for administering the respective department.
4. The Vice-deans are entitled to act in matters pertaining to FNSPE to the extent specified by the Dean. They are in a position – within their competencies – to assign tasks to Heads of the respective offices. The Vice-deans are accountable to the Dean.
5. The Vice-deans appoint and dismiss Heads of their respective offices, See Article 9 of Annex No.1.

#### **Article 20 – Scientific Board of FNSPE**

1. Members of the Scientific Board are appointed by the Dean on approval by AS FNSPE. Their term of office is usually coincident with the Dean's. Upon the Senate's approval, the Dean may dismiss any member of the Board even during the member's term of office.
2. Appointees for the Scientific Board of FNSPE chosen by the Dean shall represent all the main fields of activities of the Faculty.
3. The Scientific Board of FNSPE is chaired by the Dean.
4. The scope of the Board's activities are specified by the Rules of Procedure of the Scientific Board of FNSPE, an internal document of the Faculty, which gives further details for convening the Board sessions, decision-making, and procedure issues of the Board proceedings. The Rules of Procedure may amend which decisions (not subject to a secret ballot according to the Higher Education Act or other regulations) may be discussed and made by the Scientific Board and approved by absentee ballot.

5. The Scientific Board of FNSPE consists of up to 40 members. At least half of them shall be academic members of staff of the Faculty and at least one third shall be outside the Academic Community of FNSPE.
6. Any member of the Scientific Board of FNSPE may resign his/her membership prior to his/her term limit and, on the approval by AS FNSPE, may be replaced by a new member appointed by the Dean. The same applies to a vacancy due to a member's dismissal.

#### **Article 21 – Disciplinary Committee of FNSPE**

1. The Disciplinary Committee of FNSPE is established in compliance with Sec. 27 par. 1 letter f) and Sec. 31 of the Higher Education Act and hears disciplinary offences of CTU students enrolled in the FNSPE academic programmes.
2. The proceedings and hearings before the Disciplinary Committee of FNSPE adhere to the principles of Disciplinary Code for Students at CTU.

#### **Article 22 – Bursar**

1. The Faculty Bursar's responsibilities are financial management and internal administration of FNSPE as specified by the Dean.
2. The Bursar administers financial flows of FNSPE in conformity with special, internal, and other regulations of CTU and FNSPE as well as rules for the FNSPE budget creation procedure and budget administration.
3. The Bursar's office is subject to open competition; the Faculty Bursar shall be appointed and dismissed by the Dean after the issue has been discussed in the AS FNSPE.
4. The Faculty Bursar shall appoint and dismiss Head Officers of offices, units, and divisions subject to him/her. See Article 9, Annex No. 1.

#### **Article 23 – Ombudsman**

1. The FNSPE Ombudsman is a public defender of all its students' and employees' rights. He/she protects all students enrolled in FNSPE programmes and the employees against actions of FNSPE authorities, academic staff, and other FNSPE employees, and students that contravene the Higher Education Act or other generally binding legal regulations, FNSPE and CTU internal regulations, and principles of ethics.
2. The Ombudsman is an authority acting independently and impartially and exerting the greatest effort to judge all matters objectively.
3. The Ombudsman is voted in by FNSPE students, academics, and staff for a term of office of three years and appointed by the Dean on approval by the AS FNSPE, and dismissed on the Senate's decision. Ombudsman's election, dismissal, and even limitation of his/her prerogatives are subject to the directive of the Dean.

### **SECTION FOUR – FURTHER ADVISORY BODIES OF FNSPE**

#### **Article 24 – Assembly of the Academic Community**

1. Assembly of the Academic Community of FNSPE (hereinafter referred to as "Assembly" is an extraordinary advisory body of FNSPE.
2. The Assembly is convened by the Chair of the Academic Senate:

- a) on the Dean's proposal
  - b) on the proposal of a minimum of fifty members of the Academic Community
  - c) prior to discussing the nomination proposals for the Dean
3. Notification of the Assembly shall be posted in all Faculty premises and on the Faculty web no less than ten days in advance.
  4. The Assembly is chaired by its member designated by AS FNSPE and is open to the public.
  5. Any member of the Academic Community has the right to speak during the Assembly.
  6. A person outside the Academic Community may speak at the Assembly if the Chair gives his/her consent.
  7. A resolution shall be adopted by the Assembly by a majority vote of all members of the Community present.
  8. Resolutions may be adopted independently by students and the academic staff present at the Assembly.
  9. Referendum may be an option for the Academic Community how to pass a resolution and not meet at the Assembly. Referendums are arranged by AS FNSPE and may also be held electronically.
  10. In terms of FNSPE organs, resolutions of the Academic Community are only advisory.

## **SECTION FIVE – FNSPE PLACES OF WORK**

### **Article 25 – Structure of FNSPE**

1. FNSPE consists of academic departments, scientific centres, administrative offices, a maintenance division, and purpose-oriented and other units. Each place of work is headed by a Head Officer, who is responsible for his/her place of work and its representation, and who acts on its behalf, all in conformity with the Statute of CTU. The Head is accountable for his/her activities to the Dean, the respective Vice-dean, as appropriate, or the Bursar (see Art. 9 of Annex No. 1), and performs tasks assigned by them, tasks given by the generally binding regulations, and by the place of work as such. The staff of a place of work are directly subject to its Head.
2. Appointments to head positions follow the rules for selection procedures at CTU.
3. Academic departments of FNSPE:
  - 1) Department of Mathematics (KM)
  - 2) Department of Physics (KF)
  - 3) Department of Humanities and Languages (KHVJ)
  - 4) Department of Solid State Engineering (KIPL)
  - 5) Department of Laser Physics and Photonics (KLFF)
  - 6) Department of Materials (KMAT)
  - 7) Department of Nuclear Chemistry (KJCH)
  - 8) Department of Dosimetry and Application of Ionizing Radiation (KDAIZ)
  - 9) Department of Nuclear Reactors (KJR)
  - 10) Department of Software Engineering (KSI)

### **Article 26 – Dean's Office**

1. Dean's Office is a body of central administrative offices, divisions, and units servicing FNSPE. Its structure and administration are subject to the Internal Governance Code of FNSPE (see Annex No. 1).
2. The places of work under Dean's Office are independent monetary policy centres having their own budget. Decisions on the budget and its structure for every single unit are taken by the Faculty Governing Board.

#### **Article 27 – Academic Advisory Bodies of FNSPE**

1. Academic advisory bodies, both permanent and temporary, are formed by the Dean so as to address specific issues.
2. The Dean's permanent advisory bodies are the Faculty Governing Board and the Dean's Advisory Board. The Dean's permanent Faculty Governing Board members are the Faculty Governing Board and the Dean's Advisory Board. The Faculty Governing Board consists of the Dean, the Vice-deans, the Bursar, and Chair of AS FNSPE. The Dean's Advisory Board consists of the Faculty Governing Board members and Heads of Departments.
3. Sessions of the Faculty Governing Board and Dean's Advisory Board are convened and chaired by the Dean. Details on the Faculty Governing Board and the Advisory Board are stipulated by the Dean. On the Dean's invitation, meetings of the Faculty Governing Board and Dean's Advisory Board may be attended by other members of staff or students.

### **SECTION SIX – STUDENTS AND EMPLOYEES**

#### **Article 28 - Students of FNSPE**

1. The status, rights, and duties of students are stipulated by Secs. 61–63 of the Higher Education Act and internal regulations of CTU.
2. Calculated violation of obligations by students as stipulated by legal regulations and internal regulations of CTU and FNSPE may be considered a disciplinary offence according to Sec. 64 of the Higher Education Act, and students may be sanctioned according to Sec. 65 herein, as regulated by the Disciplinary Code for Students at CTU.

#### **Article 29 – Employees of FNSPE**

1. FNSPE employees including employees on secondary employment contracts or working on agreements outside the scope of employment are in contractual relations with CTU. Pursuant to Sec. 24 of the Higher Education Act, the Dean is entitled to act and make decisions on behalf of CTU in matters of employment relations.
2. Academic staff of FNSPE represents employees in employment relations with CTU, who are listed in Sec. 70 of the Higher Education Act.
3. Academic positions are filled according to Sec. 77 of the Higher Education Act. The details are stipulated by the Rules of Selection Procedures to Appoint Academic Workers at CTU, an internal document of CTU, issued by the Rector after approval by the Academic Senate of CTU. Other positions at FNSPE filled through a competitive selection procedure are specified by the Dean.
4. Procedures for conferring “venium docendi” (i.e. habilitation procedure for Associate Professorship) and for Full Professorship appointments are specified in Secs. 71–75 of the Higher Education Act and CTU internal document CTU Rules of Habilitation Proceedings and Proceedings to Appoint Professors.
5. The Dean is entitled to make decisions about granting a creativity leave to an academic proposed by his/her Head of Department.
6. In addition to the academic staff of FNSPE, the teaching process may be joined by other experts.
7. On termination of his/her contract with FNSPE, a Professor may acquire the status of Professor Emeritus granted by the Rector acting on proposal of the Dean of FNSPE.
8. On proposal submitted by the Head of Department and after consideration of the proposal by the Scientific Board of FNSPE, an employee terminating his/her contract with the Faculty may be granted the status of Employee Emeritus.



## **SECTION SEVEN – FINANCES AND FINANCIAL MANAGEMENT**

### **Article 30 – Finances of FNSPE**

1. FNSPE has at its disposal financial resources from allocations and funds allotted from the CTU budget, as well as from supplementary activities, donations, and other sources.
2. The Dean is authorized to administer for and on behalf of CTU the assets of FNSPE, with the exception of acts referred to in Sec. 15 par. 1 of the Higher Education Act, over which the Rector has jurisdiction after a preliminary written consent of the CTU Board of Directors, and acts referred to in the Statute of CTU, where the Dean of FNSPE acts after the Rector's preliminary consent.

### **Article 31 – Financial Management**

1. Financial management of FNSPE adheres to principles set in Sec. 20 of the Higher Education Act and CTU Rules of Economic Management.
2. The Faculty budget shall not be created such that it foresees a deficit.
3. The accounting practices and procedures of FNSPE are as for a part of CTU.

### **Article 32 – Audit**

1. Audit opinions on financial matters are given by professionals in terms of respective competences and employment relations:
  - a) periodically
  - b) exceptionally, if the Dean or the Rector makes such a decision.
2. For the auditing process, all places of work of FNSPE shall immediately make available all relevant documents, and, on request, provide their written statement on the audit opinion.

## **SECTION EIGHT – CEREMONIES**

### **Article 33 – Insignia and gowns**

1. Insignia of FNSPE are an expression of authority and responsibility of the Faculty representatives present at various ceremonies.
2. These insignia consist of the Dean's sceptre and chain, FNSPE chains, and FNSPE seal.
3. FNSPE Insignia and gowns are used during academic ceremonies and other ceremonial occasions.
4. Wearing a FNSPE chain pertains to the Vice-deans, Chair of AS FNSPE, and officials awarding degrees at a raduation ceremony.
5. Wearing a gown pertains to the Dean, Vice-deans, the Bursar, Chair of AS FNSPE, members of SB FNSPE, guests designated by the Dean, and/or, on the Dean's proposal, to other members of the FNSPE Academic Community and employees of FNSPE.
6. Documents on the insignia and the gowns are deposited in the Archives of CTU.

### **Article 34 – Inauguration of the Dean of FNSPE**

1. On appointment by the Rector, the Dean is ceremonially inaugurated at the ceremonial Assembly of FNSPE Academic Community or a session of AS FNSPE, which is open to the public.
2. Part of the Inauguration Ceremony is also the Dean's ceremonial oath of allegiance before the Chair of the Academic Senate. For the text of the oath see Annex 3 of the Statute of CTU – Ceremonial Oaths.
3. After the ceremonial oath has been taken, the Chair of the Academic Senate presents the Dean with the Dean's chain, an expression of his/her authority.

#### **Article 35 – Matriculation and Graduation Ceremonies**

1. FNSPE shall arrange a Matriculation Ceremony for newly admitted students and a Graduation Ceremony for fresh graduates in Bachelor and Master Programmes. Graduation Ceremonies of Doctoral students as well as conferment of diplomas to newly appointed Associate Professors (Docents) are held by the Rector's Office. Part of these ceremonial events is academic matriculation and graduation oath of new students and Bachelor, Master, and Doctoral graduates, as appropriate, and an oath taken by the newly appointed Associate Professors. For texts of oaths see Annex 3 of the CTU Statute.

#### **Article 36 – Medals of FNSPE**

1. Employees and other persons may be awarded the following Medals of Merit to appreciate their outstanding services to CTU or exceptional contribution to advancements in science:
  - a) first class – silver medal of FNSPE
  - b) second class - bronze medal of FNSPE
2. Criteria for awards are laid down by the Rules for Awarding Medals of FNSPE approved by AS FNSPE.
3. Documentation for medals awarded by FNSPE and the relevant diplomas are deposited in the Archives of CTU.

#### **SECTION NINE – COMMON, TEMPORARY, AND FINAL PROVISIONS**

1. FNSPE makes use of round stamps and line stamps-
2. Use of round stamps is stipulated by Act No.352/2001 Coll. on the Use of State Symbols of the Czech Republic as altered and amended by other acts.
3. The text on the stamps and rules for their use are stipulated by the Dean's directive.

#### **Article 38 – The logo**

1. The logo of FNSPE consists of three intertwined motifs, i.e. a schematic model of the atom, stylized depiction of a pulse, and inscription "FNSPE". Its use is regulated by the Dean's decree. The logo is depicted in Annex No. 2.

#### **Article 39 – Annexes to the Statutes of FNSPE and internal regulations**

1. Annexes to the Statutes:
  - a) Annex No.1 – Internal Governance Code of FNSPE
  - b) Annex No. 2 - logo of FNSPE.
2. Internal regulations of FNSPE:

- a) Statutes of FNSPE
- b) Election Regulations of the Academic Senate of FNSPE
- c) Rules of Procedure of the Academic Senate of FNSPE
- d) Rules of Procedure of the Scientific Board of FNSPE
- e) Guidelines and Regulations for Doctoral Studies of FNSPE
- f) Policies and Procedures for Admission of Foreign Students to the Study Programmes at FNSPE
- g) Statutes of Gifted Students Support Fund

#### **Article 40– Interim and final provisions**

1. Revoke the Statutes of FNSPE dated 27<sup>th</sup> November 2023, as altered and amended.
2. Approval of the Statutes of FNSPE on the day of 8<sup>th</sup> April, 2024.
3. The Statutes shall become effective on the day of approval by the Academic Senate of CTU.

Doc. Ing. Tomáš Hobza, Ph.D.

Chair of AS FNSPE

Doc. Ing. Václav Čuba, Ph.D.

Dean of FNSPE

The Statutes of the Faculty of Nuclear Sciences and Physical Engineering of the Czech Technical University in Prague were approved by the Senate of the Czech Technical University on the day of 24<sup>th</sup> April 2024.

Kateřina Pilná

Chair of the Academic Senate of the Czech Technical University in Prague

## **A N N E X No. 1 - Internal Governance Code of FNSPE**

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

The Internal Governance Code of FNSPE defines the internal structure and governance methodology of FNSPE in compliance with the Higher Education Act and the Statute of CTU, Statutes of FNSPE, and internal regulations of CTU and FNSPE.

The Internal Governance Code stipulates

- the name and seat of FNSPE
- the administrative structure and organization of FNSPE.

### **Article 2 – Name of FNSPE**

The full name of FNSPE in Czech is “České vysoké učení technické v Praze – Fakulta jaderná a fyzikálně inženýrská”, and

- In English: Czech Technical University in Prague – Faculty of Nuclear Sciences and Physical Engineering,
- In French: Université Technique Tchèque de Prague – Faculté de Génie Nucléaire et de Sciences de l'Ingénieur,
- In German: Tschechische Technische Universität Prag – Fakultät für Kernforschung und Physikalisches Ingenieurwesen,
- In Russian: Чешский технический университет в Праге – Факультет ядерной физики и инженерии,
- In Spanish: Universidad Técnica Checa de Praga – Facultad de Ciencias Nucleares e Ingeniería Física.

### **Article 3 – Seat of FNSPE**

1. FNSPE is a constituent part of CTU as a legal entity. The academic bodies of FNSPE take decisions or act on behalf of CTU in issues pertaining to FNSPE as defined in Sec. 24 of the Higher Education Act and in the Statute of CTU.
2. The seat of FNSPE is Prague.

The address of FNSPE is:

Fakulta jaderná a Fyzikálně inženýrská ČVUT v Praze

Břehová 7

115 19 Praha 1

Faculty of Nuclear Sciences and Physical Engineering, CTU in Prague

Břehová 7

115 19 Prague 1

#### **Article 4 – Administrative structure and organization of FNSPE**

1. Structure of places of work at FNSPE:
  - academic departments
  - self-governing autonomous places of work
  - Dean's Office
  - purpose-oriented units.
2. Decisions to form, merge, amalgamate, split, or dissolve places of work at FNSPE are made by AS FNSPE on the proposal of the Dean.

#### **Article 5 – Academic Department**

1. An Academic Department is the fundamental teaching and research unit of FNSPE.
2. A Department is established and dissolved by the Dean on preliminary consideration by SB FNSPE and approval by AS FNSPE.
3. Activities of a Department are the responsibility of its Head. He/she is appointed by the Dean taking into account the results of a competitive selection procedure, as required by the CTU competitive selection regulations.
4. The Head of Department may make a nomination proposal to the Dean to appoint his/her Department deputy. The Head of Department may appoint his/her Secretary to run administrative matters of the Department, and/or nominate a team of consultants to act as Department Board.

#### **Article 6 – Self-governing autonomous places of work**

1. A self-governing autonomous place of work is engaged in research, teaching, and information activities.
2. A self-governing autonomous place of work may be established or dissolved by the Dean on approval of AS FNSPE.
3. A self-governing autonomous place of work has its Head appointed and dismissed by the Dean in accord with CTU regulations on competitive selection.

**Article 7 – Dean's Office**

1. Dean's Office is the executive body of FNSPE, responsible for administration and operation activities essential for the Faculty.
2. Dean's Office consists of places of work, whose Heads are nominated and dismissed by the Dean, respective Vice-dean, and/or the Bursar (See Article 9, Annex No. 1.)
3. Activities of the office staff are supervised and guided by the respective Vice-dean and/or the Bursar through their office Heads.

**Article 8 – Purpose-oriented places of work**

1. A purpose-oriented place of work services activities of technical, informational, or economic character provided to students and employees and is instrumental in creating conditions for research and education at FNSPE.
2. A purpose-oriented place of work may be established and dissolved by the Dean on approval of AS FNSPE.
3. A purpose-oriented place of work has its Head nominated by the Dean.

Article 9 – A survey of Administration Units of FNSPE

Unit number	Higher unit	Czech name	English name	Position of Unit's Head	Rank of Unit's Head authorized to make appointments and work contracts	Scope of responsibilities of Unit's Head
<b>14000</b>	<b>00000</b>	<b>Fakulta jaderná a fyzikálně inženýrská</b>	<b>Faculty of Nuclear Sciences and Physical Engineering</b>	Dean	Rector	-
14101	14000	katedra matematiky	Department of Mathematics	Head of Department	Dean	14101
14102	14000	katedra fyziky	Department of Physics	Head of Department	Dean	14102
14104	14000	katedra humanitních věd a jazyků	Department of Humanities and Languages	Head of Department	Dean	14104
14111	14000	katedra inženýrství pevných látek	Department of Solid State Engineering	Head of Department	Dean	14111
14112	14000	katedra laserové fyziky a fotoniky	Department of Laser Physics and Photonics	Head of Department	Dean	14112
14114	14000	katedra materiálů	Department of Materials	Head of Department	Dean	14114
14115	14000	katedra jaderné chemie	Department of Nuclear Chemistry	Head of Department	Dean	14115
14116	14000	katedra dozimetrie a aplikace ionizujícího záření	Department of Dosimetry and Application of Ionizing Radiation	Head of Department	Dean	14116
14117	14000	katedra jaderných reaktorů	Department of Nuclear Reactors	Head of Department	Dean	14117
14118	14000	katedra softwarového inženýrství	Department of Software Engineering	Head of Department	Dean	14118
14900	14000	Děkanát	Faculty Administration Office	---	---	
14911	14900	Sekretariát děkana	Dean's Office	děkan/děkanka	---	14911
14912	14900	Sekretariát tajemníka	Bursar's Office	tajemník/tajemnice	děkan/děkanka	14912
14913	14900	Sekretariát proděkana pro pedagogickou činnost	Office of the Vice-dean for Student Affairs	proděkan pro pedagogickou činnost	děkan/děkanka	14913

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14914	14900	Sekretariát proděkana pro rozvoj	Office of the Vice-dean for Development	proděkan pro rozvoj	děkan/děkanka	14914
14915	14900	Sekretariát proděkana pro vědu a výzkum	Office of the Vice-dean for Science and Research	proděkan pro vědu a výzkum	děkan/děkanka	14915
14916	14900	Sekretariát proděkana pro zahraniční styky a pro vnější vztahy	Office of the Vice-dean for Foreign Affairs and for Public Relations	proděkan pro zahraniční styky a pro vnější vztahy	děkan/děkanka	14916
14921	14913	studijní oddělení	Study Office	Unit's Head	Vice-dean	14921
14922	14915	oddělení pro vědu a výzkum	Office for Science and Research	Unit's Head	Vice-dean	14922
14923	14916	oddělení pro vnější vztahy	Public Relations Office	Unit's Head	Vice-dean	14923
14924	14914	oddělení pro rozvoj	Office for the Development	Unit's Head	Vice-dean	14924
14925	14914	IT oddělení	IT Division	Unit's Head	Vice-dean	14925
14926	14912	oddělení pro řízení projektů	Project Administration Office	Unit's Head	Faculty Bursar	14926
14305	14912	oddělení správy budov	Maintenance Division	Unit's Head	Faculty Bursar	14305
14931	14912	ekonomické oddělení	Office of Finance and Budget	Unit's Head	Faculty Bursar	14931
14932	14912	personální a mzdové oddělení	Human Resources Office	Unit's Head	Faculty Bursar	14932



**A N N E X No. 2 – Logo of FNSPE**

