Internal regulation of the Faculty of Nuclear Sciences and Physical Engineering, the Czech Technical University in Prague

ANNEX No. 1

Internal Governance Code

Fundamental Provisions

Article 1

The Internal Governance Code of FNSPE determines the internal structure and methodology of governance of FNSPE in compliance with the Higher Education Act and the Statutes and Internal Regulations of CTU and FNSPE.

Article 2

The Internal Governance Code stipulates

- the name and domicile of FNSPE
- the administrative organizational structure of FNSPE

Name and domicile of FNSPE

Article 3

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 fur Kernforschung und Physikalisches Ingenieurwesen,
- in Russian: Чешский политехнический университет – Факультет ядерный и инженерно физический,
- in Spanish: Universidad Técnica Checa de Praga – Facultad de Ciencias Nucleares e Ingeniería Física.
Article 4

1. FNSPE is a constituent part of CTU as a legal entity. The academic bodies of FNSPE take decisions and act on behalf of CTU in matters pertaining to FNSPE as defined in par. 24 of the Higher Education Act and in Article 29 of the Statutes of CTU.

2. The domicile of FNSPE is Prague.

The address of FNSPE is the following:

Faculty of Nuclear Sciences and Physical Engineering
Břehová 7
115 19 Prague 1

Article 5

1. The round stamp bearing a small emblem of the Czech Republic and the following words “České vysoké učení technické v Praze – Fakulta jaderná a fyzikálně inženýrská” (in English: Czech Technical University in Prague – Faculty of Nuclear Sciences and Physical Engineering) may be used by the Dean, the Faculty Bursar, and/or other employees of FNSPE.

2. The round stamp with a small emblem of the Czech Republic and the following words “Czech Technical University in Prague” and marked F4 is used by representatives of FNSPE acting on behalf of CTU.

3. Use of the round stamps according to Article 1 and Article 2 is regulated by the directive issued by the Bursar of CTU.

4. The Dean’s Office administrative departments use oblong stamps with the following text: České vysoké učení technické v Praze – Fakulta jaderná a fyzikálně inženýrská (in English “Czech Technical University in Prague – Faculty of Nuclear Sciences and Physical Engineering”) and the address of FNSPE.

5. Each of the round and oblong stamps is numbered and registered.

6. The official notice board is situated at Břehová 7, Prague 1, the main premises of the Faculty; it makes public and posts all data and facts as laid down by the Higher Education Act. The contents of the board are made public also in the form of remote access (on the public part of the Faculty’s website). The official notice board is administered by accredited staff of the Dean’s Office, who see to it that the notice board is used solely for the purpose stipulated by the law.
Administrative organizational structure

Article 6

Parts of the administrative organizational structure of FNSPE:

- academic departments
- autonomous places of work
- Dean’s Office
- designated places of work

Article 7

Decision on formation, merger, amalgamation, splitting, or dissolution of places of work of the Faculty on the Dean’s proposal pertains to the AS FNSPE.

Article 8 – Academic Department

1. The Academic Department is a fundamental teaching and research unit of FNSPE.

2. A department is established and dissolved by the Dean on preliminary consideration by the Scientific Board of FNSPE and on approval by the Academic Senate of FNSPE.

3. Activities of a department are the responsibility of its Head appointed by the Dean on the results of a competitive selection procedure in compliance with the Regulations on Competitive Selection Procedures of CTU.

4. The Dean, on the proposal of the Head of a respective department, may appoint their deputy. To run the administrative matters of the department, its head may appoint a department secretary, or nominate the department management to be their consultative team.

Article 9 – Autonomous places of work

1. An autonomous place of work may be engaged in research and education, and in information activities.

2. An autonomous place of work may be established or dissolved by the Dean on the approval of the AS FNSPE.
3. An autonomous place of work has its head, appointed and dismissed by the Dean in accord with the Regulations on Competitive Selection Procedures of CTU.

Article 10 – The Dean’s Office

1. The Dean’s Office is an executive body of FNSPE, which is responsible for its operating activities and administration essential to the functioning of FNSPE.

2. Operation of the Dean’s Office is the responsibility of the Faculty Bursar, who is appointed and dismissed by the Dean.

3. Members of staff of the Administrative Departments of the Dean’s Office (responsible for example for students’ affairs, administrative support of research, international relations, and development of the Faculty) obtain methodical guidance by the respective Vice-Dean appointed by the Dean. The Dean’s secretariat’s methodology is within the Dean’s direct competency.

Article 11 – Designated places of work

1. The designated places of work service the operation and duties of technical, informational, or economy-related character for students and members of staff of FNSPE and assist in creating conditions for their scientific and educational activities.

2. A designated place of work is established and dissolved by the Dean on approval of the AS FNSPE.

3. A designated place of work has its head appointed to the post by the Dean in compliance with the Regulations on Competitive Selection Procedures of CTU.
### Article 12 – Administrative organizational Units of FNSPE (further referred to as AOU)

<table>
<thead>
<tr>
<th>Number of AOU</th>
<th>Higher AOU</th>
<th>In Czech</th>
<th>In English</th>
<th>Position of the head of AOU</th>
<th>Position of the academic officer responsible for appointments</th>
<th>List of financial units and financial accountability of respective heads of AOU</th>
</tr>
</thead>
<tbody>
<tr>
<td>14000</td>
<td>14000</td>
<td>Fakulta jaderná a fyzikálně inženýrská</td>
<td>Faculty of Nuclear Sciences and Physical Engineering</td>
<td>Dean</td>
<td>Rector</td>
<td></td>
</tr>
<tr>
<td>14101</td>
<td>14000</td>
<td>katedra matematiky</td>
<td>Department of Mathematics</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14101</td>
</tr>
<tr>
<td>14102</td>
<td>14000</td>
<td>katedra fyziky</td>
<td>Department of Physics</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14102</td>
</tr>
<tr>
<td>14104</td>
<td>14000</td>
<td>katedra humanitních věd a jazyků</td>
<td>Department of Humanities and Languages</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14104</td>
</tr>
<tr>
<td>14111</td>
<td>14000</td>
<td>katedra inženýrství pevných látok</td>
<td>Department of Solid State Engineering</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14111</td>
</tr>
<tr>
<td>14112</td>
<td>14000</td>
<td>katedra fyzikální elektroniky</td>
<td>Department of Physical Electronics</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14112</td>
</tr>
<tr>
<td>14114</td>
<td>14000</td>
<td>katedra materiálů</td>
<td>Department of Materials</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14114</td>
</tr>
<tr>
<td>14115</td>
<td>14000</td>
<td>katedra jaderné chemie</td>
<td>Department of Nuclear Chemistry</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14115</td>
</tr>
<tr>
<td>14116</td>
<td>14000</td>
<td>katedra dozimetrí a aplikace ionizujícího záření</td>
<td>Department of Dosimetry and Application of Ionizing Radiation</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14116</td>
</tr>
<tr>
<td>14117</td>
<td>14000</td>
<td>katedra jaderných reaktorů</td>
<td>Department of Nuclear Reactors</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14117</td>
</tr>
<tr>
<td>14118</td>
<td>14000</td>
<td>katedra softwarového inženýrství</td>
<td>Department of Software Engineering</td>
<td>Head of the Department</td>
<td>Dean</td>
<td>14118</td>
</tr>
<tr>
<td>14900</td>
<td>14000</td>
<td>děkanát</td>
<td>Dean's Office</td>
<td>Faculty Bursar</td>
<td>Dean</td>
<td>14910, 14920, 14930</td>
</tr>
</tbody>
</table>
Annex No.2

Logo of FNSPE