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 f) of Act N. 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”) resolved to adopt the following Statutes of the Faculty of Nuclear Sciences and Physical Engineering of the Czech Technical University in Prague.

STATUTES

OF THE 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 “the Statutes”) regulate its activities, administration, and its 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. The Faculty of Nuclear Sciences and Physical Engineering (hereinafter referred to as “FNSPE”) is a part of the Czech Technical University. Its domicile and address are stated in the Internal Governance Code of FNSPE (Annex 1).

2. In abbreviated form, the Faculty is referred to as CTU in Prague – FNSPE, or in short FNSPE. Translations into foreign languages are stated in the Internal Governance Code of FNSPE.

3. FNSPE was established in 1955 as the Faculty of Technical and Nuclear Physics, originally affiliated with Charles University (by Gov. Decree No.1/55 Coll.); in 1959 it was transferred to CTU Gov. Decree No.58/59 Coll.) to become its constituent part. In 1968 the name was changed to the Faculty of Nuclear Sciences and Physical Engineering (gov. decree No.116/68 Coll.)
Article 2 – Academic community, academic rights, and academic freedoms

1. The Academic Community of FNSPE (hereinafter referred to as “AC FNSPE”) defined in Sec. 3 and Sec. 5 of the Higher Education Act exercises self-governance of FNSPE via autonomous representative bodies of FNSPE pursuant to the Statutes of the CTU, other internal regulations of CTU, the Statutes of FNSPE, and other internal regulations of FNSPE.

2. The academic rights and freedoms are regulated by Sec.4 of the Higher Education Act.

3. Within FNSPE it is impermissible to found political parties and political movements and organize activities arising from this. It is permitted to establish labour movement organizations, professional and unincorporated associations and interest groups of academics, the staff, and students and engage in their activities.

Article 3 – Status of FNSPE

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

2. FNSPE responsibilities comprise education, science, research, development, and innovations, as well as other creative activities (hereinafter referred to as “creative activities”).

3. Compliant with performance of its fundamental role and the above responsibilities or more efficient use of human resources and assets, FNSPE is also engaged in additional activities.

4. In issues specified in Sec. 24 pars. 1 – 4 of the Higher Education Act and compliant with the Statutes of the CTU (in particular Art.29 and Annex 1) FNSE is entitled to take decisions or act on behalf of CTU.

Section two – Autonomous areas

Article 4 – Mission and strategies of FNSPE

1. Education and creative activities of FNSPE mainly cover the fields of nuclear, mathematical, physical, chemical, and information engineering, corresponding fields of fundamental research, and boundary and interdisciplinary areas.

2. The long-term strategic plan in education and creative activity of FNSPE (hereinafter referred to as “The Strategies of FNSPE”) is the fundamental document outlining the programme of FNSPE. The FNSPE strategies are prepared in accordance with the Strategic Plan of the CTU.

3. Upon consideration of the proposed strategies of FNSPE by the Scientific Board of FNSPE (hereinafter referred to as “SB FNSPE”), the Strategies of FNSPE are approved by the Academic Senate of FNSPE (hereinafter referred to as “AS FNSPE”).
Article 5 – Education

1. Degree courses offered at FNSPE are accredited study programmes and programmes of lifelong learning. The current list of accredited study programmes at FNSPE is available on the official notice board of CTU and the official notice board of FNSPE.

2. Achievements and results of creative activity of academics and students are directly transferred into course curricula.

Article 6 – Admissions to study programmes

1. To be admitted to the selected study programme, the applicant shall satisfy the general conditions pursuant to sec.48 of the Higher Education Act and conditions defined in art.6 of the Statutes of the CTU. The applicant seeking admission to a programme offered in a foreign language shall follow the FNSPE CTU Policies and Procedures for Admission of Foreign Students to Study Programmes at FNSPE. Conditions and prerequisites for admission to Bachelor’s and Master’s degree programmes and Doctoral study programmes offered at FNSPE are announced by the Dean upon previous approval by the Academic Senate of FNSPE.

Article 7 – Bachelor’s, Master’s, and Doctoral Degree programmes

1. Bachelor’s, Master’s, and Doctoral Degree programmes are offered pursuant to the Study and Examination Regulations for Students of CTU, the Policies and Regulations for Bachelor’s and Master’s Degree Programmes at FNSPE in Prague, considered and approved by the Scientific Board of FNSPE, and Guidelines and Regulations for Doctoral Studies of FNSPE.

2. The Bachelor’s and Master’s degree programmes are completed with a state final examination and defence of the bachelor project or master thesis respectively. The doctoral programme is concluded with the state doctoral examination and successful defence of the doctoral dissertation (thesis). Conditions for taking and passing the examinations are determined by the Study and Examination Regulations for Students of CTU.

Article 8 – Lifelong learning

1. Education activities of FNSPE also include courses of lifelong learning.

2. Upon the proposal of the Rector, conditions of admission to the programme, the schedule, completion, and study-related fees are regulated by the Code for Life-long Education (Řád celoživotního vzdělávání) approved by the AS CTU.

Article 9 – Foreign students

Admission and studies of foreign students are regulated by art. 9 of the Policies and Procedures for Admission of Foreign Students to Study Programmes at FNSPE.
Article 10 – Titles, degrees, and documents

1. Upon completion of studies CTU awards the following academic degrees: bachelor programme graduates are awarded the academic degree of “Bachelor” (abbreviated as “Bc.”) used in front of the name; master programme graduates are awarded the academic degree of “inženýr” (abbreviated as “Ing.”) used in front of the name, and doctoral programme graduates are awarded the degree of “Doctor (of Philosophy)” (abbreviated as “Ph.D.”) used after the name.

2. Attesting to graduation in the Bachelor’s, Master’s, or Doctoral Degree programme, CTU shall issue a degree certificate (diploma), a transcript, or an annex to the certificate (diploma).

3. Lifelong learning course graduates will obtain a CTU certificate.

Article 11 – Study-related fees

1. FNSPE may charge study-related fees according to rules stipulated by Sec. 58 of the Higher Education Act, art. 11 and Annex 5 of the Statutes of the CTU.

Article 12 – Scholarships and fellowships

1. Students of FNSPE are eligible for scholarships and fellowships pursuant to the Scholarship and Bursary Regulations of the CTU.

Article 13 – Creative activity

1. Creative activity at FNSPE concerns all fields stated in Art. 4 par.1 of these respective Statutes in accord with the “Strategies of FNSPE” (see above) and the research programmes of respective places of work.

2. FNSPE invites and is open to cooperation with scientific and training institutions in the Czech Republic and abroad.

3. On behalf of CTU, FNSPE enters legal relations with other subjects to cooperate in research and creative activities and in their commercial implementation.

Article 14 – Foreign and public relations

1. FNSPE arranges, supports, and develops foreign contacts, relations, and activities. Foreign contacts may also be established by interest groups of the staff and students of FNSPE, or by academics, the staff, and students on a private basis.

2. Foreign relations cover cooperation in education, science, research, development, culture, and economic issues.
3. The principles under par.1 and par.2 apply also to public relations within the Czech Republic.

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

1. The Dean’s obligation is to prepare an annual report on activities and financial management of FNSPE and submit it to the AS FNSPE for approval. The reports assess annual achievements in education, research, science, development, and in creative activities against those outlined in the Strategies of FNSPE and the Strategic Plan of the CTU.

2. Annual reports are documents available to the public.

3. Creative activity is assessed annually and is mainly based on quantized parameters applied to the budget rules for allocating funds for creative activity. Part of the assessment is also students’ evaluation of the teaching process.

4. For the annual report, the SB FNSPE also assesses and comments on the upgrading scheme of qualifications status of the academics and students.

Section three – Officers and official bodies of FNSPE

Article 16 – Academic authorities of FNSPE

1. Autonomous self-governance academic authorities of FNSPE:
   a) the Academic Senate of FNSPE
   b) the Dean
   c) the Scientific Board of FNSPE
   d) the Disciplinary Committee

2. the Faculty Bursar of FNSPE

Article 17 – The Academic Senate of FNSPE

1. The Academic Senate is an academic representative body of FNSPE.

2. The legal status of AS FNSPE, its formation, and activity are regulated by Sec. 26 and Sec. 27 of the Higher Education Act.

3. AS FNSPE and its members account for their actions to the Academic Community. In their capacity as senate members they are not bound by the opinions of official academic bodies or academic officers. Members of the Senate heed the interests of the Faculty as an entity per se and in taking decisions they obey their own conscience.

4. AS FNSPE members are directly elected by the Academic Community by secret ballot. The number of members and type of ballot and the election procedure are stated in the Election Regulations of the Academic Senate of FNSPE. The manner of voting during sessions of the AS FNSPE and further provisions of the senate activities are defined by
the Rules of Procedure of the AS FNSPE, Election Regulations of the Academic Senate of FNSPE and the Rules of Procedure of the Academic Senate of FNSPE are internal regulations of FNSPE. The term of office of the AS FNSPE is three years; Senate members are elected for the term of office of the Senate.

5. AS FNSPE resolves on the motion to appoint the Dean or dismiss the Dean from office. It expresses its opinion to the Rector’s intention to give rise to dismiss the Dean from office of the Rector’s own accord.

6. AS FNSPE delegates representatives of the Academic Community to bodies representing institutions of higher education and a Senate representative with an advisory vote having the right to attend the proceedings of the Scientific Board of FNSPE.

7. AS FNSPE is entitled to delegate its representative to commissions, committees, or boards established by the Dean and Vice-Deans.

Article 18 – Dean of the Faculty

1. The head of the Faculty is the Dean. The Dean acts and takes decisions on behalf of the Faculty, except when otherwise provided by the Higher Education Act. The Dean represents the Faculty within the jurisdiction of CTU, in relation to other faculties or institutions of higher education in the Czech Republic as well as abroad, to public institutions and bodies - namely the Ministry of Education, Youth and Sports - to the business and enterprising circles, as well as to the public. The Dean’s status is declared in Sec.26 of the Higher Education Act.

2. In the areas defined by the Higher Education Act, the Statutes of the CTU and these respective Statutes, upon the approval by the AS FNSPE and AS CTU the Dean issues internal regulations of FNSPE.

3. The Dean appoints and dismisses the Vice-Deans, heads of places of work, and the Faculty Bursar.

Article 19 – Vice-Deans

1. The Vice-Deans act for the Dean to the extent assigned by the Dean. The Dean can authorise one of the Vice-Deans to act for him/her to a full extent in his/her absence.

2. The areas of responsibility are specified as follows:
   a) education
   b) science and research
   c) international relations
   d) public affairs
   e) development
3. The competency of the Vice-Dean is defined by the Dean, including responsibility for administering the respective department assigned by the Dean. The Vice-Dean is responsible for the administration methodology of the department.

4. The Vice-Deans are entitled to act in matters pertaining to FNSPE to the extent determined by the Dean. The Vice-Deans – within their competency – are in a position to allocate tasks to heads of the respective administrative departments. The Vice-Deans are responsible to the Dean.

Article 20 – Scientific Board of FNSPE

1. Members of the Scientific Board of FNSPE are appointed by the Dean upon approval by the AS FNSPE. The term of membership in the Board usually coincides with the term of office of the Dean. During the term of membership in the Board - upon approval by the AS FNSPE - the Dean is entitled to dismiss them from the Scientific Board of FNSPE.

2. When appointing members of the Scientific Board of FNSPE, the Dean selects representatives from across all areas of activities at FNSPE.

3. The Chair of the Scientific Board is the Dean.

4. The scope of the Board’s activity is specified by the Rules of Procedure of the Scientific Board of FNSPE, which are part of internal regulations of FNSPE, and which further define rules on summoning the Scientific Board and matters of procedures, on making decisions by quorum, and on other issues of proceedings. Rules of Procedure of the Scientific Board may amend which decisions (not subject to a ballot according to the Higher Education Act or other regulations) may be considered by the Board and approved by absentee ballot.

5. The Scientific Board consists of up to 40 members, and at least half of them represent academics from FNSPE. At least one third of the members shall be outside the Academic Community of FNSPE.

6. A member may withdraw and terminate the appointment prior to the expiration of term of their membership by informing the Dean in writing. To fill this vacancy, like a vacancy arising from a member’s dismissal from office, the Dean’s competency is to appoint an alternate member approved by the AS FNSPE.

Article 21 – Disciplinary Committee of FNSPE

1. Disciplinary Committee of FNSPE is established according to Sec.27 par. 1, letter f) and Sec. 31 of the Higher Education Act to deal with breaches of discipline of CTU students enrolled in the study programmes of FNSPE.

2. Proceedings before the Disciplinary Committee follow the Disciplinary Code of the CTU, which is an internal regulation of FNSPE.
Article 22 – The Faculty Bursar

1. The Faculty Bursar is responsible for financial management and internal administration of FNSPE to the extent specified by the Dean.

2. The Faculty Bursar administers financial management at FNSPE in accordance with special regulations as well as internal and other regulations of CTU and FNSPE and in compliance with the rules for budgetary procedure and budget administration of FNSPE.

3. The Faculty Bursar is the head of the Dean’s Office, administers its departments and coordinates their activities, save cases stipulated by the Dean.

Section four – Further advisory bodies of FNSPE

Article 23 – Assembly of the Academic Community of FNSPE

1. Assembly of the Academic Community of FNSPE (hereinafter referred to as “Assembly”) is an extraordinary advisory body of FNSPE.

2. The Assembly is called by the Chair of the Academic Senate of FNSPE:
   a) upon a proposal by the Dean
   b) upon the proposal of no less than 50 members of the Academic Community
   c) prior to preliminary proposals for nomination of the Dean.

3. Notification of the Assembly shall be given in all parts of the Faculty premises as well as via the Faculty web pages no less than ten days prior to the Assembly meeting.

4. Assembly of the Academic Community is chaired by a member designated by the Academic Senate of FNSPE. The Assembly is open to the public.

5. Any member of the Academic Community has the right to speak at the Assembly.

6. A non-member of the Academic Community has the right to speak only with the approval of the Chair.

7. The assembly adopts a resolution by a majority vote of all members of the Academic Community present at the Assembly.

8. A resolution may be adopted separately by student members and the academic staff present at the Assembly.

9. The Academic Community of FNSPE is also entitled to adopt a resolution by referendum without holding an Assembly. The referendum will be arranged by the Academic Senate and may be held electronically.

10. In terms of the FNSPE bodies, a resolution of the Academic Community is of advisory character.
Section five – Places of work at FNSPE

Article 24 – Structure of FNSPE

1. FNSPE consists of academic departments, scientific centres, administrative departments, the Facility Management Department, designated places of work, etc. Each department/centre has its head responsible for its activities and for conducting business in accordance with the Statutes of the CTU, representing it and acting on its behalf. The head is responsible to the Dean, performs the Dean’s assignments following from binding regulations as well as assignments and responsibilities related to the department or centre. The head is the direct superior of the department/centre staff.

2. Appointments to head positions follow the Regulations on Competitive Selection Procedures of the CTU for filling (academic) posts at CTU.

3. Academic departments of FNSPE:
   a) Department of Mathematics (in Czech KM)
   b) Department of Physics (in Czech KF)
   c) Department of Social Sciences and Languages (in Czech KHVL)
   d) Department of Solid State Engineering (in Czech KIPL)
   e) Department of Physical Electronics (in Czech KFE)
   f) Department of Materials (in Czech KMAT)
   g) Department of Nuclear Chemistry (in Czech KJCH)
   h) Department of Dosimetry and Application of Ionizing Radiation (in Czech KDAIZ)
   i) Department of Nuclear Reactors (in Czech KJR)
   j) Department of Software Engineering (in Czech KSI)

Article 25 – Dean’s Office

The Dean’s Office is a body of administrative units servicing all sectors of the Faculty. The structure and administration of the Office is subject to the Internal Governance Code of FNSPE (Annex 1).

Article 26 – Academic advisory bodies of FNSPE

1. The academic advisory bodies are constituted by the Dean. They may be standing or temporary to contend with specific issues.
2. The standing advisory bodies comprise the faculty governance members and the Dean’s Advisory Board. The governance officers include: The Dean, Vice-Deans, the Faculty Bursar, Chair of the Academic Senate and /or other members of the academic and administrative staff designated by the Dean. The Dean’s Advisory Board consists of the FNSPE governance members and heads of academic departments. The Dean has the right to invite members of academic and administrative staff of the Faculty or students to be present at the Advisory Board meetings.

3. Meeting of the faculty governance officers and of the Advisory Board is called by the Dean, who chairs the meeting. Details on Faculty governance and the Dean’s Advisory Board agenda are designated by the Dean.

Section six – Students and the staff

Article 27 – Students

1. The status, rights, and obligations of students at FNSPE are governed by general provisions of Secs. 61 – 63 of the Higher Education Act and by internal regulations of CTU.

2. Breach of duties based on culpability stipulated by legal regulations, internal regulations of CTU and FNSPE may be considered a breach of discipline according to Sec. 64 of the Higher Education Act and may be sanctioned according to Sec. 65 of the Higher Education Act, as regulated by the Disciplinary Code of the CTU.

Article 28 – FNSPE employees

1. Employees of FNSPE or employees entering into a parallel part-time employment or agreements outside the scope of their employment are in employment relations with CTU. According to Sec. 24 of the Higher Education Act, decisions on employment relations are the responsibility of the Dean, who acts for and on behalf of CTU.

2. Academics of FNSPE are employees in employment relations with CTU as given by Sec. 70 of the Higher Education Act.

3. Appointments to academic posts are subject to provisions of Sec. 77 of the Higher Education Act. Details are given by the Regulations on Competitive Selection Procedures for Filling Academic Posts of the CTU issued by the Rector on approval of the Academic Senate of the CTU as an internal regulation of CTU. Other positions at FNSPE filled according to a competitive selection procedure are specified by the Dean.
4. The procedures for conferring “venium docendi” (i.e. the habilitation procedures for Associate Professorship) and for appointments to professorships are given by Secs. 71 – 75 of the Higher Education Act. These procedures are specified by the Arrangements for Habilitation Procedures and Procedures for Appointing a Professor, which are internal regulations of CTU.

5. The Dean is entitled to make decisions on granting a creative holiday.

6. Besides academics the teaching process may be joined by experts in the respective field.

7. On termination of contract with FNSPE, a professor at CTU may acquire the status of Professor Emeritus granted by the Rector acting on proposal of the Dean.

8. On proposal of the Head of Department and on consideration of the Scientific Board of FNSPE an employee who terminated their contract with FNSPE may be granted the status of Employee Emeritus.

Section seven – Finances and financial management

Article 29 – Finances

FNSPE has at its disposal financial sources from subsidies and grants allotted from the CTU budget, supplementary activities, donations, and other resources.

2. The Dean is authorised to administer for and on behalf of CTU the assets of FNSPE except for acts under Sec. 15 par. 1 of the Higher Education Act, over which the Rector has jurisdiction upon the preliminary written consent of the CTU Board of Trustees, and acts under Sec.36 par.5 of the Statutes of the CTU, where the Dean acts on the preliminary consent of the Rector.

Article 30 – Financial management

1. Financial management adheres to principles laid down in Sec. 20 of the Higher Education Act and Rules for CTU Financial Management.

2. The Faculty budget shall not be created such that it foresees a deficit.

3. FNSP observes accounting practices as a constituent part of CTU.

Article 31 – Auditing

1. Audit opinions regarding financial management are given by professionals in terms of relations of superiority and inferiority:

   a) periodically
b) for extraordinary reasons on the decision of the Dean or the Rector.

2. For the auditing process all relevant documents of all places of work of FNSP shall be submitted without delay. On request they shall provide their written statement on the audit opinion.

Section eight - Ceremonials of FNSPE

Article 32 – Insignia and gowns

1. Insignia of FNSPE are an expression of authority and responsibility of the Faculty representatives present at various ceremonies.

2. Insignia consist of the Dean’s sceptre and chain, chains of FNSPE, and the seal.

3. Insignia of FNSPE are used and the gowns are worn during academic ceremonies and other festive occasions.

4. Wearing chains pertains to the Dean, Vice-Deans, Chair of the Academic Senate, and academics conferring degrees at a graduation ceremony.

5. Wearing gowns pertains to the Dean, Vice-Deans, the Faculty Bursar, Chair of the Academic Senate of FNSPE, members of the Scientific Board of FNSPE, guests designated by the Dean, and/or other members of the Academic Community of FNSPE and employees upon a proposal from the Dean’s.

6. Documents on the insignia and gowns are kept in the Archives of CTU.

Article 33 – Inauguration of the Dean

1. Ceremonial inauguration of the Dean upon the appointment by the Rector is carried out at an Assembly of the Academic Community of FNSPE, or a meeting of the Academic Senate of FNSPE, which is open to the public.

2. As part of the inauguration ceremony the Dean takes pledge before the Chair of the Academic Senate of FNSPE. For the text see Annex 3 of the Statutes of the CTU - Solemn promises.

3. Upon the pledge of office the Chair of the Academic Senate presents the Dean with the Dean’s chain expressing their authority and responsibilities.

Article 34 – Immatriculation and graduation ceremony

FNSPE arranges an immatriculation ceremony for newly admitted students and graduation ceremonies for graduates in bachelor and master programmes. The Rector’s Office holds graduation ceremonies for doctoral students with conferment of degrees and “habilitation” ceremonies for newly appointed
Associate Professors (Docents). Part of these ceremoni al events is an immatriculation academic promise (oath) and/or graduation promise of bachelor, master, and doctoral programme students and of the newly appointed Docents (Associate Professors). See Annex No.3.

Article 35 – Medals awarded by FNSPE

1. FNSPE awards medals of merit to the staff or other persons to appreciate their outstanding services to the CTU or exceptional contribution to progress in science and education:
   a) first class FNSPE medal – silver
   b) second class FNSP medal – bronze.

2. Criteria for awards are laid by the Rules for Awarding Medals at FNSPE approved by the Academic Senate of FNSPE.

3. Documents on the medals awarded by FNSPE and diplomas pertaining to the medals are available in the Archives of CTU.

Section nine – Common, temporary, and final provisions

Article 36 – Stamps

1. FNSPE uses round stamps with a small emblem of the Czech Republic and the following words: České vysoké učení technické v Praze – Fakulta jaderná a fyzikálně inženýrská (Czech Technical University in Prague – Faculty of Nuclear Sciences and Physical Engineering).

2. The right to use a round stamp is explicated in the Directive issued by the Bursar of CTU.

3. The rules establishing the use of stamps not given in paragraphs 1 and 2 (that is of linear stamps) are laid down in the Internal Governance Code of FNSPE.

Article 37 – The logo

The logo of FNSPE consists of 3 intertwined motifs: a schematic model of the atom, a stylised pulse, and abbreviated name of the Faculty (FJFI). Use of the logo is regulated by the Dean’s decree. The logo is shown in Annex 2.

Article 38 – Official notice board

1. FNSPE administers an official notice board. The manner of its use is specified by the Internal Governance Code of FNSPE.
2. Information and documents are displayed both on the board and electronically.

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

1. The Statutes comprise the following Annexes:
   a) Annex 1 – Internal Governance Code of FNSPE
   b) Annex 2 – the logo

2. Internal regulations comprise:
   a) the Statutes of FNSPE
   b) Election Regulations to 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) Disciplinary Code for Students of CTU
   g) Policies and Procedures for Admission of Foreign Students to Study Programmes at FNSPE

Article 40 – Interim and final provisions

2. Submission and approval of the Statutes of FNSPE on October 9th, 2017.
3. Coming into effect of the Statutes on the date of approval by the Academic Senate of FNSPE.

Ing. Tomáš Hobza, Ph.D.  Professor Ing. Igor Jex, DrSc.
Chair of the Academic Senate of FNSPE  Dean of FNSPE