



Pursuant to Section 9, Para 1 (b), Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts, the Academic Senate of the Czech Technical University in Prague approved on the Statute of the Faculty of Architecture of the Czech Technical University in Prague.

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*Doc. Ing. Jan Janoušek, Ph.D., m.p.
Chair of the CTU Academic Senate*

STATUTE

OF THE FACULTY OF ARCHITECTURE OF THE CZECH TECHNICAL UNIVERSITY IN PRAGUE

The Statute of the Faculty of Architecture of the Czech Technical University in Prague (hereinafter only as the “FA Statute”) regulates its activities, management and organization within the Czech Technical University in Prague.

PREAMBLE

The Faculty of Architecture has a specific place within CTU, as by definition its activities comprise both the scientific and artistic components. Thus, the term “creative activity” in the text of the FA Statute includes scientific, research, development and innovation, artistic and other creative activities.

Part 1 INTRODUCTORY PROVISIONS

Article 1 General provisions

- (1) The Faculty of Architecture of the Czech Technical University in Prague (hereinafter only as “FA”) is part of the Czech Technical University in Prague (hereinafter only as “CTU”). FA is based in

Prague. The address of FA is: Czech Technical University in Prague, Faculty of Architecture, Thákurova 9, 166 34 Prague 6 – Dejvice.

- (2) FA was established as part of CTU by a Government Decree of the CSR, Ref. No. 107/1976 of 8 September 1976. It develops the tradition of the University of Architecture and Civil Engineering and the later Faculty of Architecture and Civil Engineering CTU.
- (3) The abbreviated name of the faculty is FA in Prague, abbreviated as FA CTU, or FA. Translations of the name in foreign languages are given in the FA Organizational Chart (Annex 1).

Article 2

Academic community of FA, academic rights and freedoms

- (1) The Academic Community of FA, as defined in Section 25, Para 3, Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to some other Acts (Higher Education Act), as amended (hereinafter only as the “Act”), performs self-government of FA directly or through FA self-governing bodies in accordance with the CTU Statute and internal regulations of CTU.
- (2) Academic freedoms and academic rights are regulated in Section 4 of the Act.
- (3) It is prohibited to establish and organize activities of political parties and political movements at FA (Section 2, Para 10 of the Act). Trade unions, interest and professional civic associations of FA employees and students may be established and operated at FA.

Article 3

Position of FA

- (1) The position of FA is stipulated in Sections 23 to 33 of the Act, Article 29 of the CTU Statute and by this Statute.
- (2) FA carries out educational and creative activities
- (3) In connection with the fulfilment of its basic task in accordance with the previous paragraph, FA also carries out supplementary activities (Section 20, Para 2 and Section 24, Para 2 (d) of the Act).
- (4) FA is not a legal entity. In matters provided for in Section 24, Para 1, 2 and 3 of the Act and in Article 36, Para 4 and 5 of the CTU Statute, FA has the right to take autonomous decisions or act on behalf of CTU.

Part 2

AREAS OF SELF-GOVERNING ACTIVITY OF CTU

Article 4

FA’s mission, the FA Strategic Plan

- (1) FA has a technical, humanities and artistic focus. It independently and freely develops educational, scientific and research, artistic and other expert activities in humanities, technical and artistic disciplines at a theoretical and practical level that are necessary for the development of architecture and urbanism, spatial planning, landscaping architecture and design in accordance with the needs of society.
- (2) The Strategic Plan for Educational and Creative Activity of FA (hereinafter only as the “FA Strategic Plan”) is a basic programme document of FA. The FA Strategic Plan is developed in

accordance with the CTU Strategic Plan.

- (3) Pursuant to Section 30 of the Act, the FA Strategic Plan is approved by the FA Academic Senate (hereinafter only as "AS FA") following a discussion at the FA Council of Arts (hereinafter only as the FA Science and Arts Council or "SAC FA").

Article 5

Educational activity and creative activity

- (1) Studying as a fundamental right and duty of a student, educational activity as a fundamental right and duty of a teacher, and educational and creative activity as a fundamental right and duty of an academic worker are carried out within the framework of academic freedoms. The results of the creative work of academic staff and students are used in educational activities.
- (2) The study at FA is carried out within the framework of study programmes and lifelong learning study programmes (Section 2 of the Act). A list of the study programmes is published in the publicly accessible part of the FA website.

Article 6

Admission to studies

- (1) In order to be admitted to study in study programmes, candidates must meet general requirements according to Section 48 of the Act as well as requirements stipulated in Article 6 of the CTU Statute.
- (2) The admission of foreigners to study in study programmes at FA is carried out pursuant to Article 9 of the CTU Statute and pursuant to Article 9 of this Statute. Any other requirements for the admission of foreigners to study in a foreign language will be stipulated by a dean's decree, following a prior approval by AS FA.
- (3) Further requirements for admission to study programmes at FA pursuant to Para 1 and 2 will be stipulated by a dean's decree, following a prior approval by AS FA.

Article 7

Implementation of studies in bachelor, master and doctoral study programmes

- (1) Bachelor, master and doctoral studies in study programmes are implemented in accordance with the Study and Examination Rules for Students at CTU. Other specific study requirements for study programmes at FA are set out in the dean's directive Rules of Study at FA.
- (2) Bachelor and master study programmes are completed by a state final examination, part of which is also the defence of a bachelor or master thesis (Section 45, Section 46 and Section 53 of the Act). Doctoral study programmes are completed by a state doctoral examination and the defence of a dissertation (Section 47 and Section 53 of the Act). The requirements of the state examinations are stipulated in the Study and Examination Rules for Students at CTU.

Article 8

Lifelong learning

- (1) As part of its educational activities, FA provides lifelong learning programmes in accordance with Section 60 of the Act and the CTU Code Governing Lifelong Learning. Education in lifelong learning programmes does not establish a legal status of student for the participant (Section 60,

Para 3 of the Act).

- (2) Further requirements for admission, course of studies, completion of studies and the fee payable for study in lifelong learning programmes are stipulated in the CTU Code Governing Lifelong Learning, an internal regulation of CTU.

Article 9

Conditions for study of foreigners

- (1) For the purposes of the FA Statute, a foreigner is a natural person who is not a citizen of the Czech Republic.
- (2) Foreigners are admitted to study in study programmes conducted in the Czech language under the same conditions as applicants who are citizens of the Czech Republic. This is without prejudice to the right of FA or CTU to set different conditions for admission for cases specified in Section 49, Para 3 of the Act or for programmes implemented in a foreign language.
- (3) Foreigners applying to study in a study programme implemented in the Czech language must demonstrate the ability to communicate in the Czech language or Czech language skills on the B2 level as a minimum. A candidate for study – a citizen of the Slovak Republic is allowed to use the Slovak language instead of the Czech language.
- (4) The conditions for the study of foreigners in bachelor, master and doctoral study programmes implemented in the Czech language are the same as those that apply for the study of students who are citizens of the Czech Republic.
- (5) The conditions of admission and study of foreigners who arrive in the Czech Republic under inter-university or inter-faculty contracts or programmes are governed by the applicable contracts and conditions of the programmes.

Article 10

Academic degrees and documents on completing the studies

- (1) Pursuant to Section 45 of the Act graduates of bachelor study programmes are awarded by CTU the academic degree:
 - a) "Bachelor" (abbreviated as "Bc.", placed before the name)
 - b) In the field of art, academic degree "Bachelor of Arts" (abbreviated as "BcA.", placed before the name).
- (2) Pursuant to Section 46, Para 4 of the Act graduates of master study programmes are awarded by CTU the academic degree:
 - c) In the field of architecture, "Engineer Architect" (abbreviated as "Ing. arch.", placed before the name)
 - d) In the field of art, "Master of Arts" (abbreviated as "MgA.", placed before the name).
- (3) Graduates of doctoral study programmes are awarded the academic title "Doctor" (abbreviated as "Ph.D.", placed after the name) by CTU pursuant to Section 47 of the Act.
- (4) As a proof of graduation from a bachelor, master or doctoral study programme, CTU issues diplomas and a diploma supplement pursuant to Section 57 of the Act.
- (5) Participants in lifelong learning study programmes are issued a certificate of completion by CTU.

Article 11

Fees associated with the studies

Fees associated with the studies are collected by FA on the basis of rules stipulated in Section 58 of the Act and in Article 11 of the CTU Statute.

Article 12

Payments for exceptional and non-standard administrative services

Payments for exceptional and non-standard administrative services are regulated by Article 12 of the CTU Statute.

Article 13

Scholarships

Students of FA are granted scholarships in accordance with the rules stipulated in the CTU Rules for Granting Scholarships, an internal regulation of CTU.

Article 14

Creative activity

- (1) Creative activity is a fundamental right and duty of academic staff at FA. It is carried out within the framework of academic freedom as the basis of educational activity.
- (2) FA strives to create proper conditions for creative activity of its academic staff and students.
- (3) FA is open to cooperation with scientific and artistic workplaces in the Czech Republic and abroad. On behalf of CTU, FA enters into legal relations with other entities as part of cooperation in the field of creative activity.

Article 15

International relations

FA organizes and develops foreign relations in accordance with Article 16 of the CTU Statute.

Article 16

Annual reports, assessment of activity of FA

- (1) Each year, the dean submits the Annual Report on the Activities of FA and the Annual Report on the Economic Management of FA to AS FA for approval.
- (2) The conclusions of annual reports are utilised in the management activities and for the purposes of a possible specification of the FA Strategic Plan.
- (3) A regular assessment of educational, creative and other related activities is carried out in accordance with the Rules of the Quality Assurance System of Educational, Creative and Other Related Activities and the Internal Quality Assessment of Educational, Creative and Other Related Activities at CTU, an internal regulation of CTU.
- (4) Results of a questionnaire survey held each academic year among students are part of the assessment of educational activity.

Part 3
BODIES OF FA

Article 17
Division of FA bodies

- (1) The self-governing academic bodies of FA comprise:
 - a) The FA Academic Senate,
 - b) The dean,
 - c) The Science and Arts Council,
 - d) The FA Disciplinary Commission.
- (2) The secretary is another body of FA.
- (3) The status and competence of the FA bodies are governed by the provisions of Sections 23 to 33 of the Act and Article 29 of the CTU Statute.

Article 18
FA Academic Senate

- (1) AS FA is a self-governing representative body of FA.
- (2) The status of AS FA is governed by Sections 26 and 27 of the Act.
- (3) Members of AS FA are elected by the members of the academic community of FA from among its ranks (Section 26, Para 1 of the Act).
- (4) AS FA and its members report to the members of the academic community of FA. The members of AS FA protect the interests of FA as a whole and are guided by their conscience in decision making. In the exercise of their function, the members of AS FA are not bound by the opinion of other FA self-governing academic bodies, FA leadership or any other bodies or individuals.
- (5) The number of members of AS FA and the method of their election shall be determined by the AS FA Electoral Code, an internal regulation of FA, in accordance with Section 26 of the Act.
- (6) Pursuant to Section 27, Para 1 of the Act, AS FA:
 - a) Upon proposal of the dean decides on the establishment, unification, merger, division or dissolution of faculty departments,
 - b) Approves drafts of internal regulations of FA upon proposal of the dean or, in case of the AS FA Rules of Procedure, upon proposal of an AS FA member, to which AS FA requested the dean's opinion, and passes them on to AS CTU for approval through the AS CTU chair,
 - c) Approves the allocation of FA funds submitted by the dean and performs audits of their use,
 - d) Approves the Annual Report on the Activities of FA and the Annual Report on the Economic Management of FA submitted by the dean,
 - e) Approves the conditions for admission to study in study programmes implemented at FA,
 - f) Gives the dean a prior consent to the appointment and dismissal of members of SAC FA and members of the FA Disciplinary Commission,

- g) Decides on the proposal for the appointment of dean, or proposes their removal from office,
 - h) Following a discussion at SAC FA, upon proposal of the dean, approves the FA Strategic Plan developed in accordance with the CTU Strategic Plan or Plan of the Implementation of the FA Strategic Plan drafted in accordance with the Plan of the Implementation of the CTU Strategic Plan.
- (7) In particular, AS FA provides opinions about:
- a) Proposed study programmes implemented at FA,
 - b) A dean's intention to appoint or dismiss vice-deans.
- (8) The activity of AS FA is governed by Section 27 of the Act and by the AS FA Rules of Procedure.
- (9) AS FA delegates representatives to the bodies of the representation of universities.
- (10) The method of election of a candidate for dean and the consideration of a possible proposal for their dismissal pursuant to Section 27, Para 1 (g) of the Act is regulated by the AS FA Rules of Procedure.
- (11) The AS FA's term of office shall be no more than three years; the members of AS are elected until the end of AS FA's term of office. A student's membership in AS FA is not automatically terminated after their conclusion of studies, provided the student notifies the chair of AS FA on the day of their state final examination in writing that they intend to continue their studies in another follow-up study programme at FA and that they do not wish to change their membership of the academic community that they represent at AS FA, and no later than 120 days after the successful completion of the state final examination enrolls in this follow-up study programme.
- (12) The Dean's Office is responsible for ensuring material resources for AS FA.

Article 19

Dean

- (1) The dean is the head of FA, the status of the dean is regulated in Section 28 of the Act.
- (2) The dean's competence to decide or act in matters relating to FA on behalf of CTU ensues from Section 24 of the Act and Articles 29, 34 and 36 of the CTU Statute.
- (3) In the areas stipulated in the law, the CTU Statute and the FA Statute, the dean issues, following an approval by AS FA and AS CTU, internal regulations of FA. In addition, within their autonomous competence, the dean issues orders, instructions, measures, directives, regulations, or takes other decisions in the scope of their legal competences, the CTU Statute and the FA Statute.
- (4) The dean appoints and dismisses heads of individual faculty departments and the secretary.
- (5) The dean appoints and dismisses vice-deans pursuant to Section 27, Para 2 (b) and Section 28, Para 5 of the Act. AS FA issues an opinion about a dean's intention to appoint or dismiss vice-deans.
- (6) The scope of the activity of vice-deans is defined as follows:
 - a) Educational activity,
 - b) Scientific, research and artistic activity,
 - c) Development and construction,

- d) International relations,
 - e) Public relations.
- (7) The dean will determine the competence of vice-deans within the scope of their activity, including the determination of the FA departments that they are methodologically in charge of. Vice-deans report to the dean.
- (8) Vice-deans represent the dean to the extent determined by the dean. The dean will authorize one of the vice-deans to fully represent the dean in their absence.

Article 20
Science and Arts Council

- (1) By definition, the educational and creative activities of FA comprise both the scientific and artistic components. The interconnection of the two components is reflected in the title the “FA Science and Arts Council”, which is the faculty’s Council of Arts under the law.
- (2) The dean is the chair of the Science and Arts Council of FA (hereinafter only as SAC FA), who appoints and dismisses members of SAC FA, following a prior approval by AS FA pursuant to Section 29 of the Act. Members of SAC FA cannot act through deputies. When appointing members of SAC FA, the dean ensures that all main areas of educational and creative activity at FA are represented. In justified cases, the dean may also appoint and dismiss extraordinary members of SAC FA, following a prior approval by AS FA.
- (3) The minimum number of members of SAC FA is nine; at least one third of its membership must be persons who do not belong to the CTU academic community.
- (4) Pursuant to Section 30, SAC FA:
- a) Discusses the draft FA Strategic Plan developed in accordance with the CTU Strategic Plan or Plan of the Implementation of the FA Strategic Plan drafted in accordance with the Plan of the Implementation of the CTU Strategic Plan,
 - b) Approves the proposed study programmes that should be implemented at FA and passes them on to the CTU Scientific Council for approval through the rector,
 - c) Proposes to the rector an intention to submit an application for accreditation, extension of accreditation or extension of the validity of accreditation of study programmes implemented at FA,
 - d) Proposes to the rector an intention to submit an application for the accreditation of the habilitation proceedings and the proceedings to appoint professors, in case of proceedings conducted at FA,
 - e) Carries out competences in habilitation proceedings and the proceedings to appoint professors to the extent stipulated in the law, in particular in Section 72 and Section 74 of the Act,
 - f) Gives opinions on other issues, especially those submitted by the dean.
- (5) SAC FA further:
- a) Confirms supervisors in doctoral study programmes, unless they are docents or professors, and confirms members of specialization committees and commissions in doctoral study programmes,
 - b) Confirms the members of commissions for state examinations and the defence of diploma

theses in bachelor and master study programmes.

- (6) The SAC FA's term of office is four years and it generally coincides with the end of the dean's term of office.
- (7) Prior to the expiration of their term of office, a member of SAC FA may give up their SAC FA membership by a written notice delivered to the dean. The dean appoints a new member following a prior approval by AS FA to take their place or a place of a dismissed member of SAC FA according to the principles stated in Section 29 of the Act.
- (8) The convention of SAC FA, the method of the decision-making and other procedural issues concerning its conduct are regulated by the SAC FA Rules of Procedure, an internal regulation of FA.
- (9) The Department for Science, Research and Artistic Activity of the FA Dean's Office is responsible for the administrative agenda of SAC FA.
- (10) The Dean's Office is responsible for ensuring material resources for SAC FA.

Article 21

FA Disciplinary Commission

- (1) Members of the Disciplinary Commission are appointed and dismissed by the dean from among the members of the academic community at FA pursuant to Section 31 of the Act following a prior approval by AS FA pursuant to Section 27, Para 1 (f) of the Act. This commission discusses disciplinary offences conducted by students enrolled in studies in study programmes implemented at FA.
- (2) Disciplinary proceedings are governed by Sections 64 to 69 of the Act.
- (3) Proceedings and hearings before the FA Disciplinary Commission are conducted in accordance with the Disciplinary Code for Students of FA, an internal regulation of FA.

Article 22

Secretary

- (1) The secretary is in charge of the economic management of FA, internal administration of FA and represents FA in the extent stipulated in a dean's measure.
- (2) The position of the secretary is governed by Section 32 of the Act. The secretary is appointed and dismissed by the dean.
- (3) The secretary is responsible for the management of the FA financial resources in accordance with special, internal and other regulations of CTU and FA and in accordance with the rules for the creation and management of the FA budget.
- (4) The secretary is in charge of the activities of the Dean's Office in all areas, except in cases where the dean determines otherwise. The details are stipulated in the FA Rules of Organization, Annex 1 to this Statute.

Part 4

ACADEMIC ADVISORY BODIES AT FA

Article 23

Leadership, collegium, study plan commission

- (1) The dean establishes academic advisory bodies. They may be permanent or established ad hoc. The dean's standing advisory bodies include the leadership, the dean's collegium and the study plan commission, and possibly other commissions appointed by the dean.
- (2) The dean convenes and presides over the leadership and the dean's collegiums. Details about the activities of the leadership and the dean's collegium are stipulated by the dean.
- (3) Members of the leadership include: the dean, the vice-deans, the secretary and other academic staff appointed by the dean.
- (4) Members of the collegium include: the dean, the vice-deans, the secretary, the chair of AS FA, the heads of institutes and cabinets, and other members of the academic community appointed by the dean.
- (5) Members of the study plan commission, including the chair of the commission, are appointed by the dean. Apart from the academic staff representing the main fields of study, the dean also appoints representatives of students to the study plan commission. The study plan commission is convened and presided over by its chair.

Part 5

FA DEPARTMENTS

Article 24

Division of FA

- (1) FA is divided into faculty departments: institutes, cabinets, independent studios, research centres, the Dean's Office and other faculty departments for educational and creative activities.
- (2) The list of faculty departments and their status within FA is stipulated in the FA Rules of Organization, Annex 1 to this Statute.

Part 6

STUDENTS AND STAFF AT FA

Article 25

Students at FA

- (1) The status, rights and obligations of FA students are regulated by the provisions of Sections 61 to 63 of the Act, Article 33 of the CTU Statute and the internal regulations of CTU and FA.
- (2) The details of the course of studies at FA and proceedings in matters related to the studies are regulated by Article 7 of the CTU Statute, by the Study and Examination Rules for Students at CTU and by the documentation of individual study programmes.
- (3) Academic degrees awarded to graduates of a given study programme and the issue of documents on completion of the studies are governed by the Act (Sections 44 to 47 and Section 57), by Article 10 of the CTU Statute and Article 10 of this Statute.
- (4) Culpable breach of obligations stipulated in legal regulations, internal regulations of CTU and internal regulations of FA may be considered a disciplinary offense under Section 64 of the Act and sanctions under Section 65 of the Act may be imposed.

Article 26
Staff at FA

- (1) Employees working at FA, including employees who are employed at FA in a secondary job or on the basis of agreements on work conducted outside employment, have a labour relation with CTU.
- (2) At FA, the dean is responsible for labour relations under the conditions stipulated in the law, a special legal regulation (Act No. 262/2006 Coll., the Labour Code), the CTU Statute and any agreement pursuant to Section 24, Para 4 of the Act and pursuant to Article 34, Para 2 of the CTU Statute.
- (3) Pursuant to Section 71 of the Act, professors, docents, extraordinary professors, assistant professors, assistants, teachers and scientific, research and development workers are academic staff of FA if they have a labour relation with CTU and at the same time they conduct both educational and creative activity at FA.
- (4) Apart from FA academic staff, also other experts may participate in instruction on the basis of agreements on work conducted outside employment (Section 70, Para 3 of the Act). Visiting and emeritus professors can also participate in instruction on the basis of the CTU Statute of Visiting Professors or the CTU Statute of Emeritus Professors (Section 70, Para 4 of the Act).
- (5) The status of visiting professors is stipulated in the CTU Statute of Visiting Professors, an internal regulation of CTU.
- (6) Posts of academic staff at FA are filled in accordance with Section 77 of the Act. Details are stipulated in the CTU Rules of the Selection Procedure to Appoint Academic Workers, an internal regulation of CTU.
- (7) The posts of the secretary, the heads of pedagogical or scientific departments and other posts of managerial staff according to an FA internal regulation or according to a dean's decision are filled following a selection procedure. In such cases, the CTU Rules of the Selection Procedure to Appoint Academic Workers will apply accordingly, taking into consideration Article 4, Para 3 of the Rules.
- (8) In accordance with the principles set out in Section 76 of the Act, an academic worker at FA may be granted a sabbatical. The dean takes a decision on granting the sabbatical.
- (9) The habilitation proceedings and the proceedings to appoint professors are governed by provisions of Sections 71 to 75 of the Act. FA is authorized to conduct habilitation proceedings and the proceedings to appoint professors in the accredited fields listed in the public section of the FA website. The habilitation proceedings and the proceedings to appoint professors are specified in the CTU Rules of Habilitation Proceedings and Proceedings to Appoint Professors.
- (10) The dean may submit a proposal to the rector to appoint as emeritus professor a professor who has terminated their employment at CTU. The appointment and competences of emeritus professors are governed by the CTU Statute of Emeritus Professors.

Part 7
FUNDING AND ECONOMIC MANAGEMENT AT FA

Article 27
Funding at FA

- (1) The FA funds its activities mainly from funds provided by the state budget, subsidies from the

state budget, fees associated with the studies, property income, income from complementary activities and income from donations and other sources pursuant to Article 36 of the CTU Statute.

- (2) The dean is entitled to manage the property registered within FA on behalf of CTU, with the exception of the acts listed in Section 15, Para 1 of the Act where the decision is taken by the rector, following a prior approval by the CTU Board of Directors, and Article 36, Para 4 and 5 of the CTU Statute.
- (3) Pursuant to special regulations, FA has the right to use business licences or licences for business activities, the holder of which is CTU and which are a precondition for the performance of supplementary activities pursuant to Section 20, Para 2 of the Act and Article 36, Para 6 of the CTU Statute.
- (4) Pursuant to Article 36, Para 8 of the CTU Statute, FA is an operating unit of CTU with a functional autonomy in the award of public contracts under Section 17, Para 2 of Act No. 134/2016 Coll., on Public Procurement.

Article 28

Economic management at FA

- (1) Economic management at FA is governed by the principles set out in Section 20 of the Act and pursuant to the CTU Rules of Economic Management, Annex 2 to the CTU Statute.
- (2) FA draws up a budget which, according to Article 10, Para 3 of the CTU Statute, must not have a deficit, and establishes funds pursuant to Section 18 of the Act.
- (3) FA keeps the books as one accounting unit of CTU pursuant to Article 9 of CTU Code of Organization and records separately costs and revenues related to supplementary activity.

Article 29

Economic audit at FA

- (1) Economic audit is performed in particular:
 - a) In accordance with the Act on Financial Control and other legislation,
 - b) In accordance with contractual obligations,
 - c) In accordance with internal regulations of CTU.
- (2) Economic audit is also performed based on a dean's decision.
- (3) AS FA performs audit of the use of the FA funds.

Part 8

ACADEMIC CEREMONIES

Article 30

Insignia, academic robes and seal

- (1) The FA's insignia are an external representation of the authority and responsibility of the FA representatives at ceremonies.
- (2) The FA's insignia include the dean's sceptre, the chains of the dean and the vice-deans. Other

FA's chains are not considered FA's insignia.

- (3) The dean's sceptre is used at academic ceremonies at CTU.
- (4) The use at academic ceremonies and other ceremonial occasions of the FA's chains which are insignia is authorized for deans and vice-deans.
- (5) The use at academic ceremonies and other ceremonial occasions of the FA's chains which are not insignia is authorized for:
 - a) The secretary,
 - b) The chair of AS FA,
 - c) The promoters,
 - d) Holders of honorary doctorate (holders of the "doctor honoris causa" degree) on the day of the award of the degree,
 - e) In extraordinary cases also other individuals following dean's orders.
- (6) The use of CTU academic robes at ceremonies is authorized for:
 - a) The dean and vice-deans,
 - b) The chair of AS FA,
 - c) The members of SAC FA, other academic workers following dean's orders,
 - d) The secretary,
 - e) The promoters,
 - f) The beadle,
 - g) In extraordinary cases also other individuals following dean's orders.
- (7) The documentation of the CTU insignia and academic robes is stored in the CTU archive.
- (8) FA uses the CTU seal to stamp important FA documents in accordance with a directive set by the rector.

Article 31

Inauguration of the dean

- (1) The inaugural ceremony of the dean after their appointment by the rector is held at a ceremonial session of the CTU Academic Community or a ceremonial session of the FA Academic Community.
- (2) During the inauguration, the dean takes an oath before the AS FA chair, the wording of which is provided in Annex 3 of the CTU Statute.
- (3) After the oath, the AS FA chair hands over to the dean the dean's chain as a representation of the dean's authority and responsibility.

Article 32

Matriculation and graduation ceremony

FA holds matriculation ceremonies for students and graduation ceremonies for graduates of bachelor and master degree programmes. The graduation ceremonies for graduates of doctoral study programmes and holders of honorary doctorates (holders of the degree "doctor honoris causa"), and

the presentation of appointment decrees to docents is organized by the CTU Rector's Office. The academic matriculation oath or a graduation bachelor, master, doctoral or docent's oath are part of these ceremonies. The wording of these oaths is provided in Annex 3 of the CTU Statute.

Article 33
Medals awarded at FA

- (1) The Medal of the Faculty of Architecture is awarded for extraordinary merit in the development of FA in the field of science and research, pedagogy, organization or economy, as well as for the development and promotion of architecture in general.
- (2) The medal is awarded to FA employees and other persons outside the faculty, including foreigners.
- (3) The proposal to award a medal is submitted to the dean of FA by the leadership of FA. The dean is also entitled to submit their own proposal.
- (4) The medal is awarded by the dean following a discussion by the FA Academic Senate.
- (5) The medal is presented by the dean or their authorized representative.
- (6) A commemorative certificate signed by the dean is presented together with the medal as proof of the award of the medal.
- (7) The award of the medal is not accompanied by a financial award.
- (8) The medal awarded by FA and the respective diplomas are registered by the faculty's secretary.

Part 9
SEALS, DISCLOSURE OF INFORMATION AND INTERNAL REGULATIONS OF FA

Article 34
FA's seals

- (1) FA uses a round stamp with the lesser coat of arms of the Czech Republic and the text "České vysoké učení technické v Praze – Fakulta architektury" (Czech Technical University in Prague – Faculty of Architecture).
- (2) The use of round stamps is governed by a rector's directive.
- (3) The form and rules for the use of stamps that are not mentioned in Para 1 (line stamps) is stipulated in the FA Rules of Organization (Annex 1 to the FA Statute).

Article 35
FA's official notice board, public section of the FA website and postal delivery

- (1) The FA's official notice board shall be clearly marked and placed in a permanently publicly accessible place at the address where the FA is based. The content of the FA's official notice board is also published in a manner that allows remote access (at the public section of the FA website).
- (2) The public section of the FA website serves for publication of information about FA. In particular, the following is published in the public section of the FA website:
 - a) A list of study programmes implemented at FA, their types and profiles, forms of instruction,

- standard periods of study and information about their availability for disabled persons,
- b) A list of fields of study in which FA is authorized to hold the habilitation proceedings or the proceedings to appoint professors, whether the study programme or field of study in which it is authorized to hold the habilitation proceedings or the proceedings to appoint professors is implemented at the faculty,
 - c) Information about the limitation or withdrawal of institutional accreditation, limitation or termination of authorization to implement a study programme, limitation or withdrawal of accreditation of study programmes, and the suspension or withdrawal of accreditation of the habilitation proceedings or the proceedings to appoint professors,
 - d) Data concerning the admission procedure pursuant to Section 49, Para 5 of the Act and Article 6, Para 6 of the CTU Statute,
 - e) Information about the start of the academic year, its division into the period of instruction, examinations and holidays, and other dates stipulated in the timetable for the relevant academic year,
 - f) Data on the commencement and termination of the habilitation proceedings or the proceedings to appoint professors, including the dates of the relevant public meetings of SAC FA pursuant to Section 75, Para 1 of the Act,
 - g) Information about opening of a selection process pursuant to Section 77, Para 2 of the Act,
 - h) Internal regulations of FA, including information about their validity and effect,
 - i) Decisions delivered to students in a substitute way,
 - j) Information about the amount of fees and charges pursuant to Article 11, Para 1 of the CTU Statute,
 - k) Information about the dates and place of AS FA meetings,
 - l) Other important public information.
- (3) Study applicants are delivered documents in accordance with Section 69a of the Act through the operator of postal services or directly. In case that a decision issued in the proceedings pursuant to the provisions of Section 50 of the Act complies with a study applicant's application to study, the decision is delivered to the study applicant through the CTU information system, provided that the study applicant has agreed in advance with this method of delivery; the first day following the day the decision is made available to the study applicant in the CTU information system is considered the day of the delivery and notification of the decision by this method.
- (4) In case a student's application in matters pursuant to Section 68, Para 1 (a), (b) and (d) of the Act, or a decision in cases pursuant to Section 68, Para 1 (e) is approved, documents are delivered through the CTU information system; the first day following the day the decision is made available in the CTU information system is considered the day of the delivery and notification of the decision by this method.
- (5) In case a request is made to comment on the documents used for the decision pursuant to Section 68, Para 1 (g) of the Act, the notice is delivered through the CTU information system.
- (6) If a document related to proceedings pursuant to Section 68 of the Act cannot be delivered because the student has failed to meet their obligations arising from Section 63, Para 3 (b) of the Act, or the document cannot be delivered to the address for service provided by the student in the CTU information system or stated in the student's application or in the student's appeal, the document is delivered by public notice (on the official notice board), while CTU is not obliged to appoint a guardian of the student.

Article 36

Annexes and internal regulations of FA

- (1) Annex 1 – FA Rules of Organization is part of the Statute.
- (2) Pursuant to Section 33 of the Act, internal regulations of FA include:
 - a) The FA Statute,
 - b) The Electoral Code of the FA Academic Senate,
 - c) The Rules of Procedure of the FA Academic Senate,
 - d) The Rules of Procedure of the FA Science and Arts Council,
 - e) The Disciplinary Code for Students of FA.

Part 10

TEMPORARY AND FINAL PROVISIONS

Article 37

Final provisions

- 1) The FA Statute was approved by AS FA on 26 February 2014 and by AS CTU on 26 March 2014 is repealed.
- 2) The Statute including the Annex was approved by AS FA on 22 November 2017.
- 3) This Statute comes into force on the day it is approved by the Academic Senate of the Czech Technical University in Prague.
- 4) This Statute comes into effect on 1 February 2018.

Ing. arch. Jan Sedlák, m. p.
Chair of the FA CTU Academic Senate

prof. Ing. arch. Ladislav Lábus, Hon. FAIA, m.p.
Dean of FA CTU

FA RULES OF ORGANIZATION

General provisions

Article 1

The FA Rules of Organization regulate the internal organization of FA in accordance with the law, other special regulations, the CTU Statute, other CTU internal regulations and the FA Statute.

Article 2

The Rules of Organization stipulate:

- a) The name of FA,
- b) The organizational structure of FA,
- c) Basic obligations of the dean, the vice-deans and other members of the FA management,
- d) Rules for contact with state authorities.

Article 3

The Rules of Organization are binding for all staff and students of FA.

Name, seat and seal of FA

Article 4

Pursuant to the CTU Statute, the name is:

České vysoké učení technické v Praze
Fakulta architektury

Article 5

The following names in foreign languages are used in contact with foreign institutions:

In the English language:

Czech Technical University in Prague
Faculty of Architecture

In the French language:

Université Technique Tchèque de Prague
Faculté d'architecture

In the German language:

Tschechische Technische Universität Prag

Fakultät für Architektur

In the Russian language:

Чешский технический университет в Праге

Факультет архитектуры

In the Spanish language:

Universidad Técnica Checa de Praga

Facultad de Arquitectura

In the Italian language:

Università Tecnica Ceca di Praga

Facoltà di Architettura.

Article 6

FA also uses a combination of the name and abbreviations such as:

- a) Fakulta architektury ČVUT v Praze,
- b) FA ČVUT v Praze,
- c) FA ČVUT,
- d) Administrative mark F 5,
- e) FA,
- f) FA CTU in Prague.

Article 7

- (1) The dean uses a small circular stamp with the lesser coat of arms of the Czech and the text “České vysoké učení technické v Praze – F 5” (Czech Technical University in Prague – F 5) for acts on behalf of CTU governed by public law.
- (2) When acting on behalf of FA, the dean uses both the large and the small circular stamps with the lesser coat of arms of the Czech Republic and the text “České vysoké učení technické v Praze – Fakulta architektury” (Czech Technical University in Prague – Faculty of Architecture) and a registration number.
- (3) The secretary of FA uses a small round stamp with the lesser coat of arms of the Czech Republic and the text “České vysoké učení technické v Praze – Fakulta architektury” (Czech Technical University in Prague – Faculty of Architecture) and a registration number.
- (4) The heads of individual faculty departments use line stamps with the text:

České vysoké učení technické v Praze

Fakulta architektury

(number or name of the department)

166 34 Praha 6, Thákurova 9.

- (5) All round and line stamps have a serial number or a two-character alphanumeric designation under which they are officially registered.
- (6) The use of round stamps is governed by a rector's directive.

Organizational structure of FA

Article 8

- (1) The dean is the head of FA. The dean acts on behalf of FA in full and in matters stipulated in the law acts in cooperation with AS FA and SAC FA; in the scope stipulated by the dean and the FA Statute, the dean is represented by the vice-deans and the secretary.
- (2) FA is divided into faculty departments:
 - a) Departments,
 - b) Cabinets,
 - c) Independent studios,
 - d) Research centres,
 - e) The Dean's Office,
 - f) Other faculty departments for educational and creative activity.
- (3) The faculty departments are established by the dean with the consent of AS FA.
- (4) Heads of faculty departments are in charge of faculty departments. As a rule, the heads are appointed by the dean on the basis of the results of a selection procedure. Heads of faculty departments are dismissed by the dean.
- (5) A head of a faculty department may propose a representative appointed by the dean.

Article 9

- (1) The principal faculty departments for educational and creative activity are departments, cabinets, independent studios. Studios, unlike independent studios, are an organizational part of the departments.
- (2) Research centres are established as faculty departments for creative and possibly also educational activity.
- (3) The structure of departments, cabinets, independent studios and research centres corresponds to the content of study programmes and tasks in educational and creative activity.
- (4) Departments, cabinets and independent studios include:
 - a) 15111 - Department of Fine Arts
 - b) 15113 - Department of Theory and History of Architecture
 - c) 15114 - Department of Architectural Conservation
 - d) 15115 - Department of Interior Design
 - e) 15116 - Department of Architectural Modelling
 - f) 15118 - Department of Building Design
 - g) 15119 - Department of Urban Design

- h) 15120 - Department of Landscape Architecture
 - i) 15121 - Department of Spatial Planning
 - j) 15122 - Department of Load-bearing Structures
 - k) 15123 - Department of Building Construction I
 - l) 15124 - Department of Building Construction II
 - m) 15126 - Cabinet of Languages
 - n) 15127 - Department of Design Studio I
 - o) 15128 - Department of Design Studio II
 - p) 15129 - Department of Design Studio III
 - q) 15140 - Independent Studios
 - r) 15150 - Department of Design
- (5) The research centres include:
- a) Research Centre of Faculty of Architecture (VCFA),
 - b) Research Centre for Industrial Heritage (VCPD).
- (6) The Kruh Educational Centre in the village of Kruh near Jilemnice is another faculty department for educational and creative activity.

Article 10

- (1) The Dean's Office is in charge of study, economic, personnel, scientific and research, foreign, and other activities.
- (2) The secretary is responsible for the operation and administrative activity of the Dean's Office.
- (3) The Dean's Office is divided into offices.
- (4) The activity of the individual offices of the Dean's Office is set by the secretary with the consent of the dean and, in case of the vice-deans' offices, with the consent of the respective vice-dean.
- (5) The structure of the Dean's Office is:
- a) Secretariat of the dean and the secretary,
 - b) Office of Economic Administration,
 - c) Office of Technical Support,
 - d) Vice-deans' offices:
 - Office of Educational Activity,
 - Office of Science, Research and Arts,
 - Office of Development and Construction,
 - Office of International Relations,
 - Office of Public Relations.

Article 11

Statute of the Faculty of Architecture of the Czech Technical University in Prague

FA organizational units

OU No.	Superior OU	Czech name	English name	Title of the head of OU	Title of the member of the management authorized to appoint or recruit new employees	List of NS the OU head is responsible for
15000	000000	Fakulta architektury	Faculty of Architecture	Dean	Rector	15000
		Departments				
15111	15000	Ústav výtvarné tvorby	Department of Fine Arts	Head	Dean	15111
15113	15000	Ústav teorie a dějin architektury	Department of Theory and History of Architecture	Head	Dean	15113
15114	15000	Ústav památkové péče	Department of Architectural Conservation	Head	Dean	15114
15115	15000	Ústav interiéru	Department of Interior Design	Head	Dean	15115
15116	15000	Ústav modelového projektování	Department of Architectural Modelling	Head	Dean	15116
15118	15000	Ústav nauky o budovách	Department of Building Design	Head	Dean	15118
15119	15000	Ústav urbanismu	Department of Urban Design	Head	Dean	15119
15120	15000	Ústav krajinářské architektury	Department of Landscape Architecture	Head	Dean	15120
15121	15000	Ústav prostorového plánování	Department of Spatial Planning	Head	Dean	15121
15122	15000	Ústav nosných konstrukcí	Department of Load-bearing Structures	Head	Dean	15122
15123	15000	Ústav stavitelství I	Department of Building Construction I	Head	Dean	15123
15124	15000	Ústav stavitelství II	Department of Building Construction II	Head	Dean	15124
15126	15000	Kabinet jazyků	Cabinet of Languages	Head	Dean	15126
15127	15000	Ústav navrhování I	Department of Design Studio I	Head	Dean	15127
15128	15000	Ústav navrhování II	Department of Design Studio II	Head	Dean	15128
15129	15000	Ústav navrhování III	Department of Design Studio III	Head	Dean	15129
15150	15000	Ústav designu	Department of Design	Head	Dean	15150
15140	15000	Samostatné ateliéry	Independent Studios	Head	Dean	15140
		Vědecká pracoviště				
15246	15000	Výzkumné centrum průmyslového dědictví (VCPD)	Research Centre for Industrial Heritage	Head	Dean	15246
15247	15000	Výzkumné centrum Fakulty architektury Českého vysokého učení technického v Praze (VCFA)	Research Centre of Faculty of Architecture	Head	Dean	15247
15912	15000	Děkanát (sekretariát děkana a tajemníka, oddělení ekonomicko-správní)	Dean's Office	Secretary	Dean	15912, 15921, 15922, 15923, 15924, 15925, 15810, 15858, 15860
15921	15912	Oddělení pro vědu, výzkum a uměleckou činnost	Office of Science, Research and Arts	Secretary	Dean	15921
15922	15912	Studijní oddělení	Office of Education	Secretary	Dean	15922
15923	15912	Oddělení pro zahraniční vztahy	Office of International Relations	Secretary	Dean	15923
15924	15912	Oddělení pro rozvoj a výstavbu	Office of Development and Construction	Secretary	Dean	15924
15925	15912	Oddělení vnějších vztahů	Office of Public Relations	Secretary	Dean	15925
15810	15912	Oddělení technicko-provozní	Office of Technical Support	Secretary	Dean	15810, 15858
15858	15810	Správa budovy	Facility Management	Secretary	Dean	15858
15860	15912	Výukové středisko Kruh	Kruh Educational Centre	Secretary	Dean	15860