Charles University

Rector's Directive No.: 17/2022
as amended by Rector's Directive No.: 10/2023
and Rector's Directive No.: 10/2024

Consolidated Rules

<u>Name:</u> **Rules for the Internal Governance of the Rectorate of Charles University**

<u>Lead office:</u>
Legal Department

<u>Effect:</u>
1 March 2024

Rules for the Internal Governance of the Rectorate of Charles University[1]

PART ONE – FUNDAMENTAL PROVISIONS

Article 1

The Rules for the Internal Governance of the Rectorate of Charles University (hereinafter referred to as the "Rectorate") provide the details of the internal organization of the Rectorate in accordance with Article 14 (4) of the Constitution of Charles University (hereinafter referred to as the "University").

Article 2

1. The Rectorate is the executive staff of the University.[2]
2. The seat of the Rectorate is in Prague.
3. The Rectorate uses the official round stamp with the state emblem of the Czech Republic and with the text: "Univerzita Karlova" (Charles University) in cases provided for in the legislation.[3]
4. The Rectorate may use other stamps as required in accordance with a Rector's Directive.[4]

Article 3

In addition to the activities set out in the University Constitution[5], the Rectorate ensures the performance of other tasks as stipulated by the Rector or possibly by the Bursar within the scope of his powers (Article 6).

PART TWO – ORGANIZATIONAL UNITS OF THE RECTORATE

Article 4

The following basic organizational units are established in the Rectorate:
a) Rector's Office;
b) Bursar's Office;
c) Departments of the Rectorate; and
d) Internal Audit and Control Department.

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[1] Translator's note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

[2] Article 3 (5) of the University Constitution.

[3] Sections 2, 5 and 6 of Act No.: 352/2001 Sb., to regulate the use of state symbols of the Czech Republic.

[4] Article 56 of the University Constitution.

[5] Article 14 (1) to (3) of the University Constitution.

Title I – Rector's Office

Article 5
Rector's Office

1. The Rector's Office ensures the execution of the Rector's decisions and where applicable the execution of decisions of other bodies of the University.
2. The Rector's Office provides support for the activities of the Rector and in necessary cases also for the activities of other bodies of the University.
3. The Rector's Office provides support for the activities of the Rector's Board and extended Rector's Board.
4. The Rector's Office also provides support for the activities of the Board of Trustees of the University.
5. The Rector's Office manages the area of internal communication and the area of sponsorship and fundraising cooperation of the University with the Endowment Fund of the University; in addition, it manages the operational area of support for the development of foreign language study programmes and the operational area of the Centre for the Care of the Soul of Charles University.
6. The Rector's Office is managed by the Head of the Rector's Office. The position of the Head of the Rector's Office is filled on the basis of a competitive hiring procedure conducted in accordance with the Competitive Hiring Process Code of the University and announced by the Rector.
7. The Head of the Rector's Office manages the activities of the Rector's Office and is responsible for its operation to the Rector. Other competence of the Head of the Rector's Office is stipulated by the Rector. The Head of the Rector's Office is subject to a regular evaluation by the Rector.
8. The Rector's Office is divided into:
   a) Rector's Secretariat;
   b) Rector's Board Office;
   c) Organizational Office;
   d) Hyb4City Office; and
   e) Other organizational units established by the Rector.
9. The Office of the Academic Senate of the University in particular is also included under the Rector's Office for employment purposes. The Data Protection Officer[6], the Director of Security and Occupational Safety[7], and other persons who are directly subordinated to the Rector are also assigned to the Rector's Office.
10. The Rector's Secretariat provides administrative arrangements for the execution of the office of the Rector and the Head of the Rector's Office.
11. The Organizational Office ensures the operation of the historical part of the Karolinum, the Blue and Green Lecture Halls, and the University hotel, and provides support for events organized by the bodies of the University or possibly by the Faculties. In addition, the Organizational Office provides support for the activities of the Board of Trustees of the University and History Board of the University.
12. The Hyb4City Office ensures the operation of University activities on the Hybernská Campus in cooperation with the capital city of Prague and other partners and contributes thus to the practical fulfilment of the third role of the University, to supporting the community dimension of the University, and to employing the innovation potential of academic research for the city and society.

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[6] Section 14 of Act No.: 110/2019 Sb., to regulate personal data.
[7] Section 71 of Act No.: 412/2005 Sb., to regulate protection of secret information.

13. The positions of the head of the Organizational Office and head of the Hyb4City Office are filled on the basis of competitive hiring procedures which are announced by the Rector and which are conducted in accordance with the Competitive Hiring Process Code of the University. The Rector appoints the Head of the Rector's Office or Bursar in the position of the chairman of the selection committee[8]. In cases worthy of special consideration, the Rector may, upon a proposal of the Head of the Rector's Office, decide that the Competitive Hiring Process Code will not apply. The Head of the Rector's Office must justify such proposal in writing.

14. The Data Protection Officer and the Director of Security and Occupational Safety are appointed by the Rector.

Title II – The Bursar's Office

Article 6
Bursar

1. The Bursar is appointed by the Rector on the basis of a competitive hiring procedure in accordance with the Competitive Hiring Process Code of the University. The Bursar is removed from office by the Rector. The Bursar decides in matters of the University and acts on its behalf in matters specified in Article 13 (3) and (4) of the University Constitution and within the scope of these Rules for the Internal Governance.

2. The Bursar convenes regular meetings of the departmental heads of the Rectorate and may convene meetings of all employees of the Rectorate or possibly of groups of employees of the Rectorate.

3. The Bursar is subject to regular evaluation by the Rector.

Article 7
Bursar's Office

1. The Bursar's Office provides administrative arrangements and, if need be, counselling support for the execution of the office of the Bursar.

2. The activities of the Bursar's Office are managed by the Bursar.

3. The Executive Director of the Rectorate is assigned to the Bursar's Office from the organizational point of view and his responsibility is to coordinate the activities of the departments of the Rectorate in accordance with the instructions of the Rector and the Bursar, in particular concerning interdepartmental activities. The position of the Executive Director of the Rectorate is filled on the basis of a competitive hiring procedure conducted in accordance with the Competitive Hiring Process Code of the University and announced by the Rector. In cases worthy of special consideration, the Rector may, upon a proposal of the Bursar, decide that the Competitive Hiring Process Code will not apply. The Bursar must justify such proposal in writing. The Executive Director of the Rectorate is subject to a regular evaluation by the Bursar.

Title III – Departments of the Rectorate

Article 8
Departments of the Rectorate

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[8] Article 3 of the Competitive Hiring Process Code of Charles University.

1. The departments of the Rectorate are the basic workplaces of the Rectorate for the provision of support for its activities.
2. The following departments are established within the Rectorate:
    a) Student Affairs Department;
    b) Department for the Quality of Education and Accreditation;
    c) Department of Science and Research;
    d) International Relations Department;
    e) Public Relations Department;
    f) Finance, Human Resources, and Payroll Department;
    g) Legal Department;
    h) Public Procurement Department;
    i) Project Support Department;
    j) Department of Construction;
    k) Strategic Investment Projects Department;
    l) CU POINT;
    m) Centre for Lifelong Learning;
    n) Security and Occupational Safety Department;
    o) Cyber Security Department;
    p) Analyses and Strategies Department; and
    q) Records Management Department.
3. Within their respective fields, the departments of the Rectorate provide coordination, advisory, informational, registration, and conception activities as well as guidance to the units of the University.
4. In addition to directly providing support for the activities of the Rector and competent Vice-Rectors or members of the Rector's Board, the departments of the Rectorate are involved in providing support for the activities of the Bursar and Head of the Rector's Office.
5. If need be, the departments of the Rectorate are further divided into offices, sections, and possibly other organizational units not specified in these Rules, which are established and dissolved by the Bursar after discussion with the respective Vice-Rector or member of the Rector's Board.

Article 9
Heads of Departments of the Rectorate

1. The positions of the heads of departments are filled on the basis of competitive hiring procedures which are announced by the Rector and conducted in accordance with the Competitive Hiring Process Code of the University. The Rector appoints the Bursar, Head of the Rector's Office, Vice-Rector, or respective member of the Rector's Board within whose competence the relevant department belongs in the position of the chairman of the selection committee. In cases worthy of special consideration, the Rector may, upon a proposal of the Bursar, decide that the Competitive Hiring Process Code will not apply. The Bursar must justify this proposal in writing.
2. The head of the department of the Rectorate manages the activities of the respective department.
3. The head of the department is responsible, for the activities of the respective department, to the Rector and to the respective Vice-Rector or member of the Rector's Board or possibly to the Bursar; this does not apply in the case of the Finance, Human Resources, and Payroll Department, the Public Procurement Department, and the Records Management Department where the head of the department is responsible, for the activities of the department, to the Rector and the Bursar.

In the case of tasks the coordination of which has been assigned to the Director of the Rectorate by the Rector or the Bursar, the heads of the departments are responsible for the performance of these tasks also to the Director of the Rectorate.

4. In employment and economic issues and from the point of view of the internal governance of the Rectorate, the heads of the departments are subordinate to the Bursar. The respective member of the Rector's Board is entitled to give his opinion on the fundamental issues of the department falling under his authority.

5. The heads of departments are subject to regular evaluation by the members of the management authorized by the Rector.

Article 10
Student Affairs Department

1. The Student Affairs Department is strategically managed by the Vice-Rector for Education. The department carries out tasks for the University and provides support for the activities of the Rector, Vice-Rector for Education, and Vice-Rector for Research in the following areas in particular:
   a) study documents and management of registers;
   b) admissions procedure and appellate proceedings in the matter of admissions;
   c) decision-making on the rights and duties of students;
   d) social security of students, scholarships, awards for students (Rector's Special Award, Rector's Award);
   e) administration of doctoral programmes of study;
   f) administration of study-related fees;
   g) administration of the recognition of foreign education;
   h) study-related legal administration;
   i) rigorosum procedure; and
   j) support of international cooperation in educational activities, in particular within 4EU+ and with other strategic partners.

Article 11
Department for the Quality of Education and Accreditation

1. The Department of the Quality of Education and Accreditation is strategically managed by the Vice-Rector for Conception and Quality of Education. The department provides support for the activities of the Rector and Vice-Rector for Conception and Quality of Education in the following areas in particular:
   a) arranging the process of internal approval of programmes of study as part of the institutional accreditation by the Internal Evaluation Board of the University, registration and administrative arrangements of applications for the accreditation of programmes of study and the application for institutional accreditation at the National Accreditation Bureau for Higher Education (hereinafter referred to as the "NAB") and other related activities according to the requirements of the NAB;
   b) ensuring the creation and implementation of programmes of study in cooperation with a foreign higher education institution and the implementation of international Cotutelle agreements;
   c) carrying out the process of internal evaluation of the quality of educational activities in programmes of study implemented by the University and lifelong learning programmes;

d) administration connected to the creation of programmes of study (characteristics of a study programme, profile of a graduate, curricula, staffing, etc.) for the purpose of authorization to implement a programme of study as part of the institutional accreditation or application for accreditation; and

e) administration connected to the evaluation of the quality of educational activities and other related activities (evaluation of teaching by students, quality evaluation of qualification theses, etc.).

2. The Department for the Quality of Education and Accreditation provides support for the activities of the Internal Evaluation Board of the University.

Article 12
Department of Science and Research

1. The Department of Science and Research is strategically managed by the Vice-Rector for Research. The department carries out tasks for the University and provides support for the activities of the Rector, Vice-Rector for Research, Vice-Rector for Academic Appointments, the Member of the Rector's Board for ERC and other tools for the development of research activities, and the Member of the Rector's Board for 4EU+ in the following activities in particular:
   a) collection, processing, and presentation of outputs of scientific, research, and other creative activities;
   b) evaluation of the creative activities of the University;
   c) administrative arrangements and activities of the internal grant system of the University;
   d) administration of departmental and non-departmental programmes for science and research;
   e) awards for (national and international) academic and research staff;
   f) titles of associate professor or full professor and scientific degrees;
   g) Honorary Doctor degrees, Visiting Professors, Professor Emeritus, degrees awarded in memoriam;
   h) international programmes and international cooperation in the fields of science and research, including European Union programmes in this field;
   i) activities of the European Centre and operational area of 4EU+;
   j) conceptual activities of the University in the field of science and research;
   k) implementation of the funding system for science and research at the University;
   l) administration of support for post-docs; and
   m) support of research infrastructures and centres.
2. The Department of Science and Research provides support for the activities of the Research Board of the University.

Article 13
International Relations Department

1. The International Relations Department is strategically managed by the Vice-Rector for International Affairs. The department carries out tasks for the University and provides support for the activities of the Rector and Vice-Rector for International Affairs in the following fields in particular:
   a) in the field of university cooperation, it is responsible for ensuring cooperation with partners abroad as part of:
      i. bilateral agreements; and
      ii. university networks;
   b) in the field of international cooperation, it is responsible for making use of:

i.   cultural agreements;

ii.   international higher education training programmes, in particular programmes of the European Union; and

iii.   international governmental and non-governmental organizations;

c) university mobility projects (e.g., Mobility Fund).

Article 14
Public Relations Department

1. The Public Relations Department is strategically managed by the Vice-Rector for Public Affairs. The department carries out tasks for the University and provides support for the activities of the Rector and Vice-Rector for Public Affairs in the following areas in particular:

   a) communication with the mass media;

   b) presentation of the activities of the University and organized events, including the publishing of promotional materials and periodicals, and the conceptual preparation and implementation of courses intended for representation and promotion;

   c) expansion and maintenance of the database of textual, photographic, and electronic material for the representation and promotion of the University;

   d) organization of promotional events in connection with the offer of studies in particular for Czech applicants and presentation of the offer; and

   e) marketing support for the implementation of the strategic plans of the University.

2. The Public Relations Department includes the office of the Public Relations Officer who carries out tasks for the University and provides support for the activities of Rector in the field under paragraph 1 (b) in particular.

Article 15
Finance, Human Resources, and Payroll Department

1. The Finance, Human Resources, and Payroll Department carries out tasks for the University and provides support for the activities of the Rector and Bursar in the following areas in particular:

   a) within the operational area of the University:

   i.   preparation of the University draft budget and breakdown of non-investment contributions and subsidies for operation from the state budget;

   ii.   in cooperation with the Department of Construction, provision of the internal approval of investment plans and their submission to the Ministry of Education, Youth and Sports, including the final evaluation of projects;

   iii.   settlement with the state budget, tax duties, communication with the relevant Tax Office, and administration of bank payments;

   iv.   discharge of the function of an accounting unit for the University and the central accounting office, processing of statements and relevant accounting documents, and compliance with the duty to report;

   v.   preparation of drafts and updates of the internal University regulations governing financial management and wages at the University;

   vi.   guidance and counselling for units of the University in the area of taxation and accounting;

   vii.   guidance in the area of human resources within the University; and

viii.   preparation and updating of a draft catalogue of work for the University;
  b) within the operational area of the Rectorate:
    i.   preparation of the budget for the Rectorate and breakdown of the relevant part of non-investment contributions and subsidies for operation from the state budget;
    ii.   provision of the internal approval of investment plans;
    iii.   discharge of the function of an accounting office for the Rectorate and processing of the relevant parts of statements and finance documents;
    iv.   preparation of drafts in the field of financial management and wages at the Rectorate;
    v.   recruitment of employees and conception of the recruitment policy within the Rectorate and other selected units of the University;
    vi.   administration of employment relations and other human resources issues within the Rectorate and other selected units of the University; and
    vii.   development of human resources within the Rectorate.
2. The head of the Finance, Human Resources, and Payroll Department is the chief economist of the University.

Article 16
Legal Department

1. The Legal Department carries out tasks for the University and provides support for the activities of the Rector, Vice-Rector for Academic Appointments, and the Bursar in the following areas in particular:
    a) execution of legal activities;
    b) participation in the preparation of internal University regulations; and
    c) counseling activities for the units of the University in legal matters.

Article 17
Public Procurement Department

1. The Public Procurement Department carries out tasks for the University and provides support for the activities of the Rector and Bursar in the following areas in particular:
    a) coordination of activities in the area of public procurements;
    b) preparation of the public procurement strategy at the University;
    c) methodology and counselling for the units of the University in the area of public procurement; and
    d) performance of tasks for central purchasing on the basis of internal University agreements.

Article 18
Project Support Department

1. The Project Support Department carries out tasks for the University and provides support for the activities of the Rector and the Vice-Rector for Strategy and Development in the following areas in particular:
    a) projects in the field of non-investment development financed from the European structural and investment funds, in particular:
        i. monitoring of individual calls for proposals and their requirements;

       ii.registration of project applications and implemented projects;

       iii.coordination of the preparation, submission, and management of so-called University-wide projects; and

       iv.cooperation and partnership with external entities;

b) projects in the field of investment development, in particular:

    i. monitoring and use of European structural and investment funds and related national resources enabling investment construction, including the construction of University campuses;

    ii. coordination and supervision of the preparation, submission, and implementation of this type of project applications; and

    iii. coordination of the processing of monitoring and final reports;

c) development programmes of the Ministry of Education, Youth and Sports for public higher education institutions;

d) project administration within the National Recovery Plan;

e) preparation, coordination of the implementation and evaluation of the Support Programme for Strategic Management of the University;

f) project administration within the Educational Policy Fund of the Ministry of Education, Youth and Sports;

g) coordination and supervision of project sustainability; and

h) project administration of other subsidy programmes of the Ministry of Education, Youth and Sports in the field of education;

i) informational, methodological, and administrative assistance for Faculties and other units in these fields; keeping records of Charles University projects in these fields.

Article 19
Department of Construction

1. The Department of Construction is strategically managed by the Vice-Rector for Strategy and Development. The Department of Cooperation carries out tasks for the University and provides support for the activities of the Rector, Vice-Rector for Strategy and Development, and the Bursar in the following areas in particular:

a) conception of long-term and medium-term development of the University in particular in the areas of large investment and infrastructure projects;

b) preparation and execution of investment construction, reconstruction, modernization, and repairs of buildings and facilities;

c) preparation of regular management reports for large investment projects;

d) preparation of building documentation for real estate and comprehensive project documentation for Faculties and units;

e) keeping records of University real estate;

f) preparation of documents for allocation of workplaces within the University; and

g) technical assistance for Faculties and other units of the University.

Article 20
Strategic Investment Projects Department

The Strategic Investment Projects Department carries out tasks for the University and provides support for the activities of the Rector, Vice-Rector for Strategy and Development, and the Bursar in

the areas of strategic investment projects.

Article 21
CU POINT

1. CU POINT is strategically managed by the Member of the Rector's Board for Social Affairs and Sustainable Development. CU POINT carries out tasks for the University and provides support for the activities of the Rector and the Member of the Rector's Board for Social Affairs and Sustainable Development in the following areas in particular:
   a) collection, processing, publication, and provision of information on study and lifelong learning;
   b) provision of information on the possibilities of study abroad and in international programmes, including arranging the related administration;
   c) Bolzano Award;
   d) provision of information on other activities of the University;
   e) provision of support to students and employees of the University;
   f) provision of counselling services (psychological, career, social, and study counselling or coaching);
   g) support and services for applicants, students, and employees with special needs, both medical and socio-economic disadvantages;
   h) operation of University ID Card Services centres and related administration;
   i) production, sale, and distribution of promotional and representational items of the University;
   j) administration of employee benefits and the Staff Welcome Centre;
   k) administration of the Charles University Alumni Club;
   l) management of sustainable development; and
   m) organization of educational, cultural, and social events for students, employees, and graduates of Charles University.

Article 22
Centre for Lifelong Learning

1. The Centre for Lifelong Learning is strategically managed by the Member of the Rector's Board for the Development of Teaching Competences of the Academic Staff. The Centre for Lifelong Learning carries out tasks for the University and provides support for the activities of the Rector and the Member of the Rector's Board for the Development of Teaching Competences of the Academic Staff in the following areas in particular:
   a) coordination of activities in the area of lifelong learning at the Rectorate and the University;
   b) methodological support and consultation activities;
   c) preparation of conception for the area of lifelong learning;
   d) implementation of lifelong learning programmes for both professional and lay members of the public;
   e) participation in promoting lifelong learning;
   f) registration of lifelong learning programmes across the entire University;
   g) provision of support for the activities of the Lifelong Learning Board of the University;
   h) implementation of educational activities for the University employees; and
   i) provision of support for pedagogical competences of the academic staff, including the Paedagogium platform.

Article 23
Security and Occupational Safety Department
1. The Security and Occupational Safety Department is strategically managed by the Member of the Rector's Board for Transfer and Security. The Security and Occupational Safety Department carries out tasks for the University and provides support for the activities of the Rector and the Member of the Rector's Board for Transfer and Security in the field of University security, in the following areas in particular:[9]
   a) protection of classified information;
   b) administration and registration of official round stamps with the state emblem and expert seals of the University;
   c) guidance and instructions in the area of security within the University;
   d) occupational safety and health;
   e) fire protection;
   f) crisis management and protection of inhabitants;
   g) administration and registration of square stamps for the Rectorate;
   h) peaceful use of nuclear energy and ionizing radiation;
   i) area of internal security, i.e., providing building and physical security;
   j) area of defence against terrorism and hybrid threats;
   k) area of counter foreign interference (institutional resilience);
   l) use of genetically modified organisms and genetic products; and
   m) communication with state and public administration bodies falling under the responsibility of the department.

Article 24
Cyber Security Department

1. The Cyber Security Department is strategically managed by the Member of the Rector's Board for Transfer and Security. The Cyber Security Department carries out tasks for the University and provides support for the activities of the Rector and the Member of the Rector's Board for Transfer and Security in the field of cyber security of the University and in the field of communication with state and public bodies within the limits of its scope of responsibilities.

Article 25
Analyses and Strategies Department

1. The Analyses and Strategies Department is strategically managed by the Vice Rector for Strategy and Development. The Analyses and Strategies Department carries out tasks for the University and provides support for the activities of the Rector, Vice Rector for Strategy and Development, and the Bursar in the following areas in particular:
   a) preparation of analytical documents used for determining the strategy for the next development of the University and for the formulation of its objectives in the medium and long term, as well as preparation of source documents for the evaluation of the fulfilment of these objectives;
   b) preparation of the main strategic documents of the University, including the evaluation of the fulfilment of objectives;

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[9] For example, Act No.: 239/2000 Sb., to regulate the integrated rescue system and to change other laws, as amended, Act No.: 240/2000 Sb., to regulate crisis management and to change other laws (Crisis Act), as amended, Act No.: 585/2004 Sb., to regulate compulsory military service and its provision (Defence Act), as amended, and Act No.: 412/2005 Sb., to regulate the protection of classified information and security competence, as amended.

c) preparation of source documents for the Principles of Allocation of Contributions and Subsidies at Charles University; and

d) University-wide surveys among students and graduates of Charles University.

Article 26
Records Management Department

1. The Records Management Department is strategically managed by the Bursar. The Records Management Department carries out tasks for the University and provides support for the activities of the Rector and the Bursar in these areas in particular:
   a) reception, registration, and distribution of all documents arriving to the mail room of the Rectorate;
   b) sending documents prepared at the Rectorate;
   c) digitization of analogue documents addressed to the Rectorate;
   d) distribution of data messages delivered to the University data box;
   e) coordination (direction) of the records management service at the Rectorate and other selected units of the University and, at the same, provision of guidance in the areas of its activities within the Rectorate and other units of the University;
   f) performance of activities of the central files management office for the Rectorate and other selected units of the University, including the administration and final disposal of documents and files archived there.

Title IV – Internal Audit and Control Department

Article 27
Internal Audit and Control Department

1. The Internal Audit and Control Department carries out in particular the following activities at the University:
   a) internal audit;
   b) audits of internal governance at the University and its units;
   c) audits of financial management at the University and its units;
   d) investigation of complaints;
   e) performance of activities in connection with Act No.: 106/1999 Sb., to regulate free access to information, as amended;
   f) provision of guidance in the area of its activities within the University; and
   g) protection of whistleblowers.
2. The Internal Audit and Control Department is directly subordinated to the Rector.
3. The position of the head of the Internal Audit and Control Department is filled on the basis of a competitive hiring procedure conducted in accordance with the Competitive Hiring Process Code and announced by the Rector. In cases worthy of special consideration, the Rector may decide that the Competitive Hiring Process Code will not apply.

PART THREE – TRANSITIONAL AND FINAL PROVISIONS

Article 28
Transitional Provision

This Directive does not affect positions which had been filled before this Directive came into effect.

Article 29
Final Provision

1. Rector's Directive No.: 12/2021 is hereby repealed.
2. This Directive comes into effect on 1 May 2022.

The Consolidated Rules come into effect on 1 March 2024.