

## **FCE Organisational Rules**

### **Article 1 Basic provisions**

1. The FCE Organisational Rules regulate the FCE internal organisation pursuant to legislation, other special regulations, the CTU Statute and other CTU and FCE internal regulations.
2. The Organisational Rules lay out the following:
  - FCE name,
  - FCE organisational structure,
  - basic obligations of the FCE management staff.
3. The FCE Organisational Rules are obligatory for all FCE employees and students.

### **Article 2 FCE name**

1. The FCE official name is:  
České vysoké učení technické v Praze  
Fakulta stavební
2. In international communication, the following foreign names are used:
  - in English: Czech Technical University in Prague  
Faculty of Civil Engineering
  - in French: Université Technique Tchèque de Prague  
Faculté de Génie Civil
  - in German: Tschechische Technische Universität Prag  
Fakultät für Bauingenieurwesen
  - in Russian: Чешский технический университет в Праге  
Строительный Факультет
  - in Spanish: Universidad Técnica Checa de Praga  
Facultad de Ingeniería Civil
  - in Italian: Università Tecnica Ceca di Praga  
Facoltà di Ingegneria Edile
3. The Faculty of Civil Engineering, Czech Technical University in Prague is also referred to by
  - abbreviations "FCE CTU" and "FCE",
  - a shortened name "Faculty of Civil Engineering CTU".

### **Article 3 FCE organisational structure**

1. FCE comprises the following workplaces:
  - departments,
  - experimental facilities,
  - service departments,
  - educational centres,
  - specialized workplaces,
  - administration.
2. The decision on the establishment, fusion, merger, division or dissolution of the Faculty workplaces is made by the FCE Academic Senate on the Dean's proposal.

## **Article 4 Departments**

1. Departments are the FCE principal workplaces providing educational and creative activities. Departments are responsible for the development of the study programmes and branches of science at FCE.
2. Within the FCE internal management and administration system, each department is an independently administered unit.
3. The department is headed by the Head of Department, who is appointed and recalled by the Dean. The appointment is organised by a selection procedure.
4. After a discussion with the Dean, the Head of Department appoints and recalls the Deputy Head of Department. The scope of delegated responsibilities is specified by the Head of Department.
5. The Head of Department manages the department, decides on internal issues of the department activity and the organization of work at the department, and is fully responsible for the work of the department staff.
6. With the Dean's consent, departments can be divided into sections or other component parts (department laboratories, department research centres, etc.).
7. The FCE departments are:
  - Department of Mathematics, administrative code K101, OU number 11101,
  - Department of Physics, administrative code K102, OU number 11102,
  - Department of Languages, administrative code K104, OU number 11104,
  - Department of Social Sciences, administrative code K105, OU number 11105,
  - Department of Construction Technology, administrative code K122, OU number 11122,
  - Department of Material Engineering and Chemistry, administrative code K123, OU number 11123,
  - Department of Architectural Engineering, administrative code K124, OU number 11124,
  - Department of Indoor Environmental and Building Services Engineering, administrative code K125, OU number 11125,
  - Department of Construction Management and Economics, administrative code K126, OU number 11126,
  - Department of Urban Design, Town and Regional Planning, administrative code K127, OU number 11127,
  - Department of Applied Informatics, administrative code K128, OU number 11128,
  - Department of Architecture, administrative code K129, OU number 11129,
  - Department of Mechanics, administrative code K132, OU number 11132,
  - Department of Concrete and Masonry Structures, administrative code K133, OU number 11133,
  - Department of Steel and Timber Structures, administrative code K134, OU number 11134,
  - Department of Geotechnics, administrative code K135, OU number 11135,
  - Department of Road Structures, administrative code K136, OU number 11136,
  - Department of Railway Structures, administrative code K137, OU number 11137,
  - Department of Hydraulics and Hydrology, administrative code K141, OU number 11141,
  - Department of Hydraulic Structures, administrative code K142, OU number 11142,
  - Department of Landscape Water Conservation, administrative code K143, OU number 11143,
  - Department of Sanitary and Ecological Engineering, administrative code K144, OU number 11144,
  - Department of Special Geodesy, administrative code K154, OU number 11154,
  - Department of Geomatics, administrative code K155, OU number 11155.

## **Article 5 Experimental facilities**

1. The basic task of experimental facilities (hereinafter referred to as "EF") is to provide departments with support in the field of scientific and research activities.
2. Within the FCE internal management and administration system, each EF workplace is an

independently administered unit.

3. The EF workplace is managed by the Head, who is appointed and recalled by the Dean. The appointment is organised by a selection procedure.
4. After a discussion with the Dean, the Head of an EF workplace appoints and recalls the Deputy Head. The scope of delegated responsibilities is specified by the EF Head.
5. The EF Head manages the EF workplace, decides on internal issues of the workplace activity and the organization of work and is fully responsible for the work of the EF workplace staff.
6. With the Dean's consent, EF workplaces can be divided into sections or other component parts.
7. The FCE EF workplaces are:
  - Experimental Centre, administrative code K210, OU number 11210,
  - Centre of Experimental Geotechnics, administrative code K220, OU number 11220,
  - Water Management Experimental Centre, administrative code K250, OU number 11250.

## **Article 6**

### **Technical and operating centres**

1. Technical and operating centres participate in providing educational, scientific and research, economic, and technical and operating activities at FCE.
2. Within the FCE internal management and administration system, each technical and operating centre is an independently administered unit.
3. The FCE technical and operating centres are:
  - Technical and Operating Centre (abbreviated as STPS), administrative code K305, OU number 11305,
  - Computing and Information Centre (abbreviated as VIC), administrative code K375, OU number 11375.
4. Each technical and operating centre is headed by the Head, who is appointed in a selection procedure.
5. The Head is supervised, appointed and recalled by the Faculty Treasurer.
6. After a discussion with the Faculty Treasurer, the Head appoints and recalls the Deputy Head. The scope of delegated responsibilities is specified by the technical and operating centre's Head.
7. The technical and operating centres are divided into:
  - Cleaning Service, administrative code K311, OU number 11311,
  - Facility Security Office, administrative code K312, OU number 11312,
  - Maintenance Office, administrative code K313, OU number 11313,
  - Archive, administrative code K314, OU number 11314,
  - Material Assets Office, administrative code K315, OU number 11315.

The heads of the centres and offices specified in this paragraph are supervised and, after a discussion with the Faculty Treasurer, appointed and recalled by the STPS Head.

8. The Computing and Information Centre is divided into:
  - Servers and Network Management, administrative code K376, OU number 11376,
  - Application Development and Management, administrative code K377, OU number 11377,
  - HelpDesk, administrative code K378, OU number 11378,
  - Audiovisual Support, administrative code K379, OU number 11379.

The heads of the centres specified in this paragraph are supervised and, after a discussion with the Faculty Treasurer, appointed and recalled by the VIC Head.

## **Article 7**

### **Educational centres**

1. FCE operates the following educational centres:
  - Educational Facility Mariánská, administrative code K853, OU number 11853,
  - Educational Facility Telč, administrative code K866, OU number 11866.

The heads of the educational centres specified in this paragraph are supervised and, after a discussion with the Faculty Treasurer, appointed and recalled by the STPS Head.

## **Article 8 Specialized workplaces**

1. Specialized workplaces is a common name covering the workplaces that further expand the scope of the FCE's professional activity in the field of cooperation with the industry, scientific and research, and educational activities.
2. The FCE specialized workplace supervised directly by the Dean is:
  - Expert Assessment Office, administrative code K914, OU number 11914.
3. The FCE specialized workplaces supervised directly by the respective Vice-Deans are:
  - Accredited Testing Laboratory (abbreviated as AZL), administrative code K380, OU number 11380,
  - Editorial Office of Civil Engineering Journal, administrative code K356, OU number 11356.
4. The Accredited Testing Laboratory performs accredited tests.
5. AZL is headed by the Head, who is appointed and recalled by the Dean on the respective Vice-Dean's proposal. The AZL Head manages AZL, decides on internal issues of the AZL activity and the organization of work, and is fully responsible for the work of the AZL staff.
6. The Metrologist and the AZL Quality Manager is appointed and recalled by the Dean on the AZL Head's proposal.
7. The Accredited Testing Laboratory coordinates the activity of specialized laboratories:
  - Specialized Laboratory of Building Materials,
  - Specialized Laboratory of Building Structures,
  - Specialized Laboratory of Structural Mechanics,
  - Specialized Laboratory of Concrete Structures,
  - Specialized Laboratory of Steel Structures,
  - Specialized Laboratory of Road Structures,
  - Specialized Laboratory of Railway Structures,
  - Specialized Laboratory of the Experimental Centre,
  - Specialized Laboratory of the Centre of Experimental Geotechnics.
8. The Head of the Expert Assessment Office is appointed and recalled by the Dean.
9. The Head of the Editorial Office of Civil Engineering Journal workplace is appointed and recalled by the Dean on the respective Vice-Dean's proposal.

## **Article 9 Administration**

1. Administration is a common name covering the FCE administrative and economic workplaces.
2. The administration departments and offices supervised directly by the Dean are:
  - Dean's Office, administrative code K910, OU number 11910,
  - Dean's Office Affiliated Agenda, administrative code K911, OU number 11911,The Heads of the departments and offices specified in this paragraph are appointed and recalled by the Dean.
3. The administration departments and offices supervised directly by the respective Vice-Deans are:
  - Student Administration, administrative code K921, OU number 11921,
  - Department of Science and Research, administrative code K922, OU number 11922,
  - Department of International Relations, administrative code K923, OU number 11923,
  - Investment Office, administrative code K925, OU number 11925,
  - Department of PR and Marketing, administrative code K926, OU number 11926.The Heads of the departments and offices specified in this paragraph are appointed and recalled by the Dean on the respective Vice-Dean's proposal.
4. The administration departments and offices supervised directly by the Faculty Treasurer are:
  - Health and Safety Department, administrative code K912, OU number 11912,
  - Fire Protection Office, administrative code K913, OU number 11913,
  - Legal Department, administrative code K915, OU number 11915,
  - Economic Activity Office, administrative code K924, OU number 11924,
  - Personnel Department, administrative code K932, OU number 11932,
  - Economics Department, administrative code K933, OU number 11933,

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- Payroll Office, administrative code K934, OU number 11934.
- Project Administration Support Department, administrative code K936, OU number 11936.

The Heads of the departments and offices specified in this paragraph are appointed and recalled by the Faculty Treasurer.

## Article 10 – Table

	Číslo OJ	Nadřazená OJ	Český název	Anglický název	Název funkce vedoucího zaměstnance OJ	Název funkce vedoucího zaměstnance pověřeného jmenováním/přijetím do prac.poměru ved. zam. OJ	Název funkce vedoucího zaměstnance pověřeného řízením ved. zam. OJ	Seznam NS, za jejichž hospodaření odpovídá vedoucí zaměstnanec OJ	
Fakulta	11000	0	Fakulta stavební	Faculty of Civil Engineering	děkan	rektor	-		
Katedry	11101	11000	Katedra matematiky	Department of Mathematics	vedoucí	děkan	děkan	11101	
	11102	11000	Katedra fyziky	Department of Physics	vedoucí	děkan	děkan	11102	
	11104	11000	Katedra jazyků	Department of Languages	vedoucí	děkan	děkan	11104	
	11105	11000	Katedra společenských věd	Department of Social Sciences	vedoucí	děkan	děkan	11105	
	11122	11000	Katedra technologie staveb	Department of Construction Technology	vedoucí	děkan	děkan	11122	
	11123	11000	Katedra materiálového inženýrství a chemie	Department of Materials Engineering and Chemistry	vedoucí	děkan	děkan	11123	
	11124	11000	Katedra konstrukcí pozemních staveb	Department of Architectural Engineering	vedoucí	děkan	děkan	11124	
	11125	11000	Katedra technických zařízení budov	Department of Indoor Environmental and Building Services Engineering	vedoucí	děkan	děkan	11125	
	11126	11000	Katedra ekonomiky a řízení ve stavebnictví	Department of Construction Management and Economics	vedoucí	děkan	děkan	11126	
	11127	11000	Katedra urbanismu a územního plánování	Department of Urban Design, Town and Regional Planning	vedoucí	děkan	děkan	11127	
	11128	11000	Katedra inženýrské informatiky	Department of Applied Informatics	vedoucí	děkan	děkan	11128	
	11129	11000	Katedra architektury	Department of Architecture	vedoucí	děkan	děkan	11129	
	11132	11000	Katedra mechaniky	Department of Mechanics	vedoucí	děkan	děkan	11132	
	11133	11000	Katedra betonových a zděných konstrukcí	Department of Concrete and Masonry Structures	vedoucí	děkan	děkan	11133	
	11134	11000	Katedra ocelových a dřevěných konstrukcí	Department of Steel and Timber Structures	vedoucí	děkan	děkan	11134	
	11135	11000	Katedra geotechniky	Department of Geotechnics	vedoucí	děkan	děkan	11135	
	11136	11000	Katedra silničních staveb	Department of Road Structures	vedoucí	děkan	děkan	11136	
	11137	11000	Katedra železničních staveb	Department of Railway Structures	vedoucí	děkan	děkan	11137	
	11141	11000	Katedra hydrauliky a hydrologie	Department of Hydraulics and Hydrology	vedoucí	děkan	děkan	11141	
	11142	11000	Katedra hydrotechniky	Department of Hydraulic Structures	vedoucí	děkan	děkan	11142	
	11143	11000	Katedra hydromeliorací a krajinného inženýrství	Department of Landscape Water Conservation	vedoucí	děkan	děkan	11143	
	11144	11000	Katedra zdravotního a ekologického inženýrství	Department of Sanitary and Ecological Engineering	vedoucí	děkan	děkan	11144	
	11154	11000	Katedra speciální geodézie	Department of Special Geodesy	vedoucí	děkan	děkan	11154	
	11155	11000	Katedra geomatiky	Department of Geomatics	vedoucí	děkan	děkan	11155	
	Experimentální základna	11210	11000	Experimentální centrum	Experimental Centre	vedoucí	děkan	děkan	11210
		11220	11000	Centrum experimentální geotechniky	Centre of Experimental Geotechnics	vedoucí	děkan	děkan	11220, 11867
11250		11000	Vodohospodářské experimentální centrum	Water Management Experimental Centre	vedoucí	děkan	děkan	11250	
Technicko-provozní střediska	11305	11910	Středisko technicko-provozních služeb (STPS)	Technical and Operating Centre	vedoucí	tajemník	tajemník	11305, 11805, 11853, 11865, 11866	
	11311	11305	Referát úklidu	Cleaning Service	vedoucí	tajemník	vedoucí STPS	-	
	11312	11305	Referát ostrahy objektu	Facility Security Office	vedoucí	tajemník	vedoucí STPS	-	
	11313	11305	Referát údržby	Maintenance Office	vedoucí	tajemník	vedoucí STPS	-	
	11314	11305	Archiv	Archive	vedoucí	tajemník	vedoucí STPS	-	
	11315	11305	Správce hmotného majetku	Material Assets Office	vedoucí	tajemník	vedoucí STPS	-	
	11375	11910	Výpočetní a informační centrum (VIC)	Computing and Information Centre	vedoucí	tajemník	tajemník	11375	
	11376	11375	Středisko správy serverů a sítí	Servers and Network Management	vedoucí	tajemník	vedoucí VIC	-	
	11377	11375	Středisko vývoje a správy aplikací	Application Development and Management	vedoucí	tajemník	vedoucí VIC	-	
	11378	11375	Středisko podpory uživatelů	HelpDesk	vedoucí	tajemník	vedoucí VIC	-	
	11379	11375	Středisko audiovizuální techniky	Audiovisual Support	vedoucí	tajemník	vedoucí VIC	-	
	Výuková střediska	11853	11305	Výukové středisko Mariánská	Educational Facility Mariánská	vedoucí	tajemník	vedoucí STPS	-
11866		11305	Výukové středisko Telč	Educational Facility Telč	vedoucí	tajemník	vedoucí STPS	-	
Odborná pracoviště	11380	11000	Akreditovaná zkušební laboratoř	Accredited Testing Laboratory	vedoucí	děkan	proděkan	11380	
	11914	11910	Referát znalecké činnosti	Expert Assessment Office	vedoucí	děkan	děkan	11914	
	11356	11910	Redakce Stavební obzor	Editorial Office of Civil Engineering Journal	vedoucí	děkan	proděkan	11356	
	11910	11000	Vedení fakulty	Dean's Office	děkan	-	-	11910, 11930	
Děkanát	11911	11910	Přidružená agenda děkanátu	Dean's Office Affiliated Agenda	tajemník	děkan	děkan		
	11912	11910	Referát bezpečnosti a ochrany zdraví při práci	Health and Safety Department	vedoucí	tajemník	tajemník		
	11913	11910	Referát požární ochrany	Fire Protection Office	vedoucí	tajemník	tajemník		
	11915	11910	Právní oddělení	Legal Department	vedoucí	tajemník	tajemník	11915	
	11921	11910	Studijní oddělení	Student Administration	vedoucí	děkan	proděkan	11921	
	11922	11910	Oddělení pro vědu a výzkum	Department of Science and Research	vedoucí	děkan	proděkan	11922	
	11923	11910	Zahraniční oddělení	Department of International Relations	vedoucí	děkan	proděkan	11923	
	11924	11910	Oddělení pro doplňkovou činnost	Economic Activity Office	vedoucí	tajemník	tajemník	11924	
	11925	11910	Investiční oddělení	Investment Office	vedoucí	děkan	proděkan	11925	
	11926	11910	Oddělení PR a marketing	Department of PR and Marketing	vedoucí	děkan	proděkan	11926	
	11932	11910	Osobní oddělení	Personnel Department	vedoucí	tajemník	tajemník	11932	
	11933	11910	Ekonomické oddělení	Economics Department	vedoucí	tajemník	tajemník	11933	
	11934	11910	Oddělení práce a mzdy	Payroll Office	vedoucí	tajemník	tajemník	11934	
	11936	11910	Oddělení podpory administrace projektů	Project Administration Support Department	vedoucí	tajemník	tajemník	11936	