



**THE STATUTE  
OF THE FACULTY OF CHEMISTRY,  
BRNO UNIVERSITY OF TECHNOLOGY**

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#### **Approved by FCH AS**

On 25 April 2017, pursuant to Section 27 (1)(b) of Act No. 111/1998 Coll., on higher education institutions (hereinafter the 'Act'), as amended, the Academic Senate of the Faculty of Chemistry, Brno University of Technology approved the text of the Statute of the Faculty of Chemistry, Brno University of Technology.

#### **Approved by BUT AS**

On 30 May 2017, the Academic Senate of Brno University of Technology approved this internal regulation of the Faculty of Chemistry, Brno University of Technology.

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# **PART ONE**

## **RECITALS**

### **Article 1**

#### **General provisions**

1. Pursuant to Act No. 111/1998 Coll. on higher education institutions and amending and supplementing other laws (the Act on Higher Education Institutions), as amended (hereinafter the 'Act'), and the Statute of Brno University of Technology (hereinafter the 'Statute of BUT'), the Statute of the Faculty of Chemistry, Brno University of Technology (hereinafter the 'Statute of FCH') shall be the fundamental internal regulation of the faculty, which is a component part of Brno University of Technology and is defined by the following:
  - a) Full name: Fakulta chemická Vysokého učení technického v Brně
  - b) Abbreviated name: Fakulta chemická VUT / FCH VUT
  - c) Full name in international relations: Brno University of Technology, Faculty of Chemistry
  - d) Abbreviated name in international relations: FCH
  - e) Name for conclusion of contracts: Vysoké učení technické v Brně, Fakulta chemická
  - f) Abbreviated name for internal regulations and standards, and for internal and contextual purposes: FCH
  - g) Seat: Purkyňova 464/118, 612 00 Brno
  - h) Legal status: Component part of a public higher education institution
  - i) Founded: 8 November 1911, by a decree by the Ministry of Culture and Education, as the Department of Chemistry of the Czech Technical University in Brno
  - j) Re-established: 3 November 1992, by resolution of the Rector
  - k) Legal predecessor: The Faculty of Chemistry, Brno University of Technology, founded under Act 172/1990 Coll., on higher education institutions
  - l) Identification number: 00 216 305

#### 2. List of abbreviations:

BUT	Brno University of Technology
BUT AS	Academic Senate of Brno University of Technology
Statute of BUT	Statute of Brno University of Technology
FCH	Faculty of Chemistry, Brno University of Technology
FCH AS	Academic Senate of the Faculty of Chemistry, Brno University of Technology
Statute of FCH	Statute of the Faculty of Chemistry, Brno University of Technology
FCH SB	Scientific Board of the Faculty of Chemistry, Brno University of Technology
FCH DC	Disciplinary Committee of the Faculty of Chemistry, Brno University of Technology
BUT IS	Information System of Brno University of Technology

### **Article 2**

#### **Mission, medium-term orientation and strategic plan**

1. In the scope of its powers, FCH carries out educational and related scientific, research, developmental, innovative, artistic and other creative activities (hereinafter 'creative activities').

2. Educational and creative activities at FCH focus mostly on education in the fields of chemistry and food science (Decree No. 275/2016 Coll.). However, these activities expand to include a wide range of other disciplines (biology, ecology and environment, biotechnology, medicine, physics, informatics, material science, environmental science, etc.), which increasingly involve the implementation of chemistry and food science or relate to them in practice.
3. In compliance with the Statute of BUT, Part One, Article 3 (3), the medium-term orientation of FCH, its details and implementation are defined in the Strategic Plan for Teaching and Creative Activities at FCH (hereinafter 'FCH Strategic Plan') and in the annually updated implementation plan.
4. The form, drafting, deadline, procedures of discussion and the implementation of the FCH Strategic Plan are detailed in the Statute of BUT, Part One, Article 3 (4). The FCH Strategic Plan is drawn up in accordance with the BUT Strategic Plan. The FCH Strategic Plan and its implementation are subject to the approval of FCH AS.

### **Article 3** **Activities and their support**

1. FCH carries out teaching activities:
  - a) in accredited programmes published on the public section of the FCH website; and
  - b) in lifelong learning programmes in accordance with the BUT Rules of Lifelong Learning.
2. FCH carries out a wide range of creative activities, from research and development to operations, which bring new impulses and respond to practice needs. These activities mainly cover areas of the basic, long-term orientation, according to Article 2 of the Statute of FCH, and they are realised in cooperation with renowned research and production institutions, both international and domestic. This cooperation is based on both long- and short-term contracts and is often supported by both European and national providers. FCH actively responds to calls for project proposals.
3. In the sense of Section 20 (2) of the Act, FCH also carries out complementary activities with reference to activities described in Articles 3 (1) and (2) of the Statute of FCH. These activities respect the methodical rules for complementary activities stipulated by BUT.
4. To support the activities according to Articles 3 (1) and (2), and to promote the harmonious development of students and the academic community, the faculty in particular:
  - a) ensures the operation of a library, study rooms and information networks and secures access to library collections, journals and electronic information; and
  - b) supports sporting, physical and cultural activities of both its students and employees; and
  - c) cares for the social conditions of its employees, including financial contribution for meals.
5. Furthermore, the faculty:
  - a) creates adequate conditions and supports cooperation on the international level, participation in international higher education institutions and student and academic mobility; and
  - b) maintains relationships mainly with universities, graduates and public authorities and performs activities to fulfil the mission resulting from Section 1 of the Act, the traditions of both FCH and BUT and their academics principles; and
  - c) cooperates with other faculties in the chemical-technological and related fields, both in the Czech Republic and abroad, and with other universities and institutions with a similar focus; and

- d) cooperates with industry; and
- e) supports the activities of scientific, expert, professional and student associations;  
and
- f) supports its graduates and former employees in their contact with life within the  
faculty and at the university; and
- g) supports activities contributing to implementation of the BUT mission, pursuant to  
Section 2 of the Statute of BUT.

## **PART TWO**

### **ACADEMIC COMMUNITY AND EMPLOYEES**

#### **Article 4** **Academic staff**

1. The status of academic staff is defined by the Statute of BUT, Part Two, Article 4.

#### **Article 5** **Students**

1. The status of FCH students as members of the academic community is defined by the Statute of BUT, Part Two, Article 5.

#### **Article 6** **Other employees**

1. Besides the academic staff, there are other employees at the faculty who participate in creative activities or provide administrative, economic, organisational or technical support. They may also participate in teaching activities.
2. Other experts, who are not part of the academic staff of FCH, may also participate in teaching outside standard employment contracts.
3. Remuneration of other employees shall be governed by BUT Salary Rules.

#### **Article 7** **Associate Professors and Professors**

1. The full list of disciplines in which the faculty is authorised to carry out the habilitation procedure and the procedure to attain professorship is published on the faculty website.

#### **Article 8** **Visiting Professors**

1. The status of a Visiting Professor is defined by the Statute of BUT, Article 8, Attachment 2, Part One.

#### **Article 9** **Emeritus Professors**

1. The status of an Emeritus Professor is defined by the Statute of BUT, Article 9, Attachment 2, Part One.

#### **Article 10** **Membership in bodies and committees**

1. The activities of the academic staff and students in bodies and committees is defined by the Act and other laws related to the mission of higher education institutions, especially membership in:
  - a) BUT AS and FCH AS; and
  - b) the BUT Scientific Board, the FCH Scientific Board and scientific boards of other higher education institutions and their faculties; and
  - c) the National Accreditation Bureau for Higher Education and in its bodies;



- d) bodies representing higher education institutions; and
  - e) the Research, Development and Innovation Board; and
  - f) bodies of the European Union; and
  - g) bodies competent to make decisions on provision of earmarked funds to ensure teaching and creative activities are important parts of the obligations of a member of the BUT academic community.
2. If members of the academic staff or students are active in the above-mentioned bodies or committees, their supervisors or teachers, as applicable, are obliged to create such conditions that the members of the academic staff or students are able to participate in meetings and duly perform their tasks within these bodies or committees.

## **PART THREE ACADEMIC TRADITIONS**

### **Article 11 Academic ceremonies**

1. At FCH, academic traditions, rights and freedoms shall be manifested in academic ceremonies and academic insignia.
2. Academic ceremonies mainly include the Dean's inauguration, matriculation, graduation, ceremonial meetings of the scientific board, ceremonial assemblies of the academic community and ceremonial completion of studies within the lifelong learning programme.
3. Matriculation is an academic ceremony during which students are accepted to the academic community of FCH by taking a matriculation oath. The text of the matriculation oath is provided in Attachment 1 of the Statute of FCH.
4. Graduation is an academic ceremony during which graduates of the faculty's study programmes ceremonially receive their university diplomas. Oaths for the graduates of bachelor's, master's and doctoral study programmes are provided in Attachment 1 of the Statute of FCH.
5. The academic ceremonies at FCH shall be attended by representatives of the academic bodies of BUT and FCH, including the Rector, Vice-Rectors, Dean, Vice-Deans, Chair of the Academic Senate, faculty institute directors, Promoter, Bedel and potentially other employees of BUT and FCH, as authorised by the Rector or Dean.

### **Article 12 Academic insignia, robes and symbols**

1. Academic insignia and robes shall only be used at places and occasions dignified in terms of their state and nature, in the sense of academic rights, values, freedoms and principles.
2. During academic ceremonies, robes are worn as provided in Attachment 2 of the Statute of FCH. Robes may be worn by the representatives of BUT and FCH, the Financial Officer, Promoter and Bedel or other employees of BUT and FCH authorised by the Rector or Dean (Article 11 (5)).
3. By a decision of the Dean, a robe may be provided to members of the Scientific Board, Academic Senate, Professor Emeritus, distinguished guests of FCH, members of the academic staff and matriculated students.
4. The list of insignia and symbols is provided in the Statute of BUT, Attachment 3, and the Statute of FCH, Attachment 2.

### **Article 13 Honorary title of doctor honoris causa**

1. The process of awarding the honorary title *doctor honoris causa* is defined by the Statute of BUT, Article 13.

### **Article 14 Medals and awards**

1. In recognition of their work, the Dean shall grant awards and medals on behalf of the faculty to selected individuals, mainly for noteworthy activities at FCH and merit in the area of development of FCH, its reputation and prestige, and for significant cooperation with the faculty.

2. The Dean may grant:
  - a) First grade medal of FCH; and
  - b) FCH Memorial Medal.
3. The rules for granting medals shall be stipulated by FCH internal standards.
4. The Dean shall announce and grant awards, especially the award for extraordinary study results.

## **PART FOUR STUDIES**

### **Article 15 Teaching activities**

1. Teaching activities at FCH are carried out within:
  - a) accredited study programmes; and
  - b) lifelong learning programmes.
2. The list of approved and accredited study programmes realised at FCH is published on the FCH website.
3. Teaching activities at the faculty shall be further governed by the BUT Study and Examination Rules and the faculty's applicable internal regulations. Teaching within the faculty's lifelong learning programme shall be governed by the BUT Lifelong Learning Rules and the applicable internal standards of FCH.

### **Article 16 Proof of study**

1. Pursuant to Section 57 of the Act, the proof of study list at FCH is governed by the Statute of FCH, Article 21.
2. The transcript of records from FCH or the certificate of study shall be issued at the request of the student.

### **Article 17 Payments for proofs**

1. FCH may request payment for issuance of:
  - a) certificates for students of FCH issued upon their request; and
  - b) certificates for graduates of an FCH study programme issued upon their request; and
  - c) substitute proofs defined by the Act; and
  - d) certificates issued pursuant to the Act; and
  - e) other documents not specified in the Act.
2. The fees, or their range, shall be stipulated by the Act and the internal standards of BUT.

### **Article 18 Scholarships**

1. Students may be granted scholarships. The conditions for granting scholarships and the associated procedures shall be governed by the BUT Scholarship Rules and the applicable internal standards of FCH.

## **PART FIVE**

### **ADMISSION PROCEDURE**

#### **Article 19**

##### **Admission of students**

1. Admission procedures to FCH study programmes shall be governed by the Statute of BUT, Part Five, Article 24, and the relevant internal regulations of FCH.

#### **Article 20**

##### **Admission examinations**

1. Admission examinations at FCH shall be governed by the Statute of BUT, Part Five, Article 25, and the applicable internal regulations of FCH.

#### **Article 21**

##### **Rules for admission procedure and conditions for admission of students**

1. In accordance with the Statute of BUT, Part Five, Article 26, the detailed rules for the admission procedure and the conditions for student admission to study programmes at FCH shall be provided in the applicable internal regulations of FCH, with reference to the Act and the internal regulations of BUT.

#### **Article 22**

##### **Course of the admission procedure**

1. The admission procedure at FCH shall be governed by the Statute of BUT, Part Five, Article 27, and the applicable internal regulations of FCH. The admission procedure begins with the applicant delivering their written application for the study programme to the faculty. The applicant submits their written application for the study programme in paper form or electronically (electronic application is submitted via BUT IS only).

#### **Article 23**

##### **Decision-making on the admission of students**

1. Decision-making on student admission is governed by the Act and the applicable provisions of the Code of Administrative Procedure (Act No. 500/2004 Coll.).
2. The competence to decide on the admission of a student to the programme implemented by the faculty shall lie with the Dean, pursuant to the Statute of BUT, Part Five, Article 28, and the applicable internal regulations of FCH.

#### **Article 24**

##### **Enrolment in studies**

1. Enrolment in studies at FCH shall be governed by the Statute of BUT, Part Five, Article 29, and the applicable internal regulations of FCH.

#### **Article 25**

##### **Foreign students**

1. Conditions for foreign nationals studying in the Czech language shall be stipulated by the Statute of BUT, Part Five, Articles 30 (1) and (3).

2. Conditions for enrolment in studies and conditions for foreign nationals studying in a foreign language study programme at FCH shall be stipulated by the applicable internal standards of FCH, in accordance with the Statute of BUT, Part Five, Article 30 (2).

## **PART SIX FEES**

### **Article 26**

#### **Fees related to the admission procedure**

1. Fees related to the admission procedure at FCH shall be governed by the Statute of BUT, Part Six, Articles 31 (a), (b) and (c), and the Statute of BUT, Attachment 4.

### **Article 27**

#### **Tuition fee for exceeding the standard length of studies**

1. The tuition fee for exceeding the standard length of studies at FCH shall be governed by the Statute of BUT, Part Six, Article 31 (d), and the Statute of BUT, Attachment 4.

### **Article 28**

#### **Tuition fees in foreign language study programmes**

1. Tuition fees for foreign nationals in foreign language study programmes at FCH are determined by the Dean, in accordance with Section 58 (4) of the Act, the Statute of BUT, Part Six, Article 31 (e), and the Statute of BUT, Attachment 4.
2. For international study programmes at FCH, namely double degree ('double diploma') or joint degree programmes, the tuition fees shall be specified by the respective contract on implementation of the study programme.

## **PART SEVEN FACULTY BODIES**

### **Article 29 Categorisation**

1. The faculty bodies shall be defined by Section 25 of the Act. Their status shall be governed by Sections 26-32 of the Act and the Statute of FCH, Articles 30-34.
2. The autonomous academic bodies of FCH are as follows:
  - a) Academic Senate of FCH; and
  - b) Dean; and
  - c) FCH Scientific Board; and
  - d) FCH Disciplinary Committee.
3. The Financial Officer shall be another body of the faculty.

### **Article 30 Academic Senate of FCH**

1. The Academic Senate of FCH (FCH AS) is a self-governing academic body of FCH. The legal status of FCH AS is stipulated in Sections 26 and 27 of the Act. FCH AS shall decide in the matters stipulated in Section 27 (1) of the Act and shall provide statements in matters stipulated in Section 27 (2) of the Act.
2. Members of FCH AS may not be substituted. The oath of a member of FCH AS is included in Attachment 2 of the Statute of FCH. Membership in FCH AS shall be incompatible with the position of Rector, Vice-Rector, Dean, Vice-Dean, director of a university institute, director of another component part, Bursar, Chancellor, Financial Officer of the faculty or another component part.
3. FCH AS consists of two chambers. It is an assembly of both academic staff members and students. Members are elected by the respective academic communities from their members and in the following manner:
  - a) the academic community is represented by 10 members of academic staff; and
  - b) students are represented by five students.
4. The term of office for FCH AS members shall be three years and shall commence on the date of the constitutive meeting of the newly elected FCH AS. The term of office for all FCH AS members shall expire if the academic senate is not active pursuant to Section 27 of the Act for a period of six months.
5. During the term of office, membership in FCH AS shall terminate:
  - a) upon resignation delivered to the Chair of FCH AS in writing; if the notice of resignation is delivered to the Chair of FCH AS at an FCH AS meeting, the membership shall terminate as of the handover (delivery) of the written notice of resignation. In other cases, the day following the date of delivery of the notice to the Chair of FCH AS shall be considered the day of termination of membership; or
  - b) on the day of termination of membership in the section of the academic community by which the member was elected; or
  - c) death.
6. Paragraph 6 (b) shall not apply to an elected student member of FCH AS who is no longer a studying any of the programmes at FCH as a result of proper completion of their studies in one or more programmes during their term of office, provided that they submit a paper or electronic application to study in another study programme offered by the faculty on the



same day of completion of their last current study programme, at the latest. Such person's membership in FCH AS shall terminate:

- a) on the date of legal force of the decision on their non-admission to the other programme; or
  - b) on the day following the day of expiry of the period determined for enrolment in the other programme to no effect; or
  - c) if they become a student of another study programme, on the day of expiry of their term of office as an FCH AS member or on other grounds for termination of membership stipulated in Paragraph 6.
7. The election of members and their deputies, the organisational structure and the manner of appointment of the FCH AS bodies shall be governed by the Rules of FCH AS. The procedures of FCH AS and its bodies shall be governed by the Rules of Procedure of FCH AS. Both documents, being internal regulations of FCH, shall be subject to approval by FCH AS and, pursuant to the Statute of BUT, Article 53 (3)(a), also subject to approval by BUT AS.
  8. The activities of FCH AS shall be administratively and materially supported by the Dean's office.
  9. The Dean, Vice-Dean, Financial Officer and faculty institute directors are obliged to provide FCH AS with all information necessary for its activities.
  10. The activities of FCH AS shall be governed by the Act and the internal regulations of the faculty.

### **Article 31**

#### **Dean**

1. The head of FCH is the Dean. The Dean is competent to act and make decisions on matters of FCH unless the law stipulates otherwise.
2. The term of office is four years. A person may act as the Dean at the same faculty for a maximum of two consecutive terms of office.
3. The Dean shall be appointed and removed by the Rector of BUT upon a proposal by FCH AS.
4. Pursuant to Section 28 (5) of the Act, the Dean shall:
  - a) decide on a number of Vice-Deans and the scope of their competence, after having obtained a statement from FCH AS; and
  - b) issue a decision to appoint a Vice-Dean authorised to act as the Dean's deputy to the full extent; and
  - c) issue authorisations to act as the Dean's deputy in individual cases.
5. Moreover, the Dean shall, in particular:
  - a) appoint and remove heads of organisational units of the faculty; and
  - b) grant permission to handle financial operations while managing allocated faculty funds; and
  - c) propose candidates for membership in statutory bodies from the legal persons established at BUT to the Rector of BUT.

### **Article 32**

#### **Scientific Board**

1. FCH SB shall be chaired by the Dean.
2. Members of FCH SB are appointed and removed by the Dean. With respect to proposals for appointment of FCH SB members, the Dean shall consider teaching and creative activities in

the fields that the faculty focuses on. FCH AS is competent to grant the Dean prior consent to appoint or remove members of FCH SB; the Dean shall submit the proposals to be approved by FCH AS.

3. The Dean is entitled to appoint permanent guests of FCH SB who shall participate in the meetings with an advisory vote.
4. The term of office of its members is four years.
5. During the term of office, membership in FCH SB shall terminate:
  - a) by removal; or
  - b) upon resignation delivered to the Dean in writing; or
  - c) upon death.
6. Activities of FCH SB shall be governed by the Rules of Procedures of the Scientific Board of FCH, which is, as an internal regulation, subject to approval by FCH AS and, pursuant to the Statute of BUT, Article 53 (3)(a), also subject to approval from BUT AS.

### **Article 33 Disciplinary Committee**

1. The Disciplinary Committee of FCH shall hear any cases of disciplinary offences of students enrolled in the FCH study programme and file a motion for a decision to the Dean.
2. FCH DC shall have six members. Three members shall be students of the faculty; the other three members shall be selected from members of the academic staff.
3. Members of FCH DC shall be appointed by the Dean. The Dean's proposal to appoint members of FCH DC shall be subject to approval by FCH AS.
4. FCH DC shall elect a chair from among its members.
5. The term of office of FCH DC members is two years.
6. During the term of office, membership in FCH DC shall terminate:
  - a) by removal by the Dean, as approved by FCH AS; or
  - b) upon expiry of membership in the academic community of the faculty; or
  - c) upon resignation delivered to the Dean in writing; or
  - d) upon death.
7. Activities of FCH DC shall be governed by the Disciplinary Rules of FCH, which is, as an internal regulation of FCH, subject to approval by FCH AS.

### **Article 34 Financial Officer**

1. The Financial Officer shall lead the economic management and internal administration of the faculty in the scope stipulated by the internal standards of FCH and BUT.
2. Further competences and responsibilities of the Financial Officer shall be stipulated by the Dean in the faculty's internal regulations.
3. The Financial Officer shall be appointed and removed by the Dean. The term of office is not determined; the Financial Officer's performance of the position shall be limited by the appointment and removal.
4. The Financial Officer shall be accountable to the Dean.
5. They shall draw up a proposal for allocation of the faculty's financial means, a draft of an annual report and a report on the faculty's management.
6. In case of a demonstrable threat of loss-making at the faculty, the Financial Officer is obliged to submit a proposal of remedial measures to the Dean.



## **PART EIGHT**

### **ORGANISATIONAL AND MANAGEMENT STRUCTURE**

#### **Article 35** **Structure of FCH**

1. The Faculty of Chemistry comprises various facilities; i.e. component parts of the faculty. They are namely:
  - a) Institutes
    - Institute of Physical and Applied Chemistry
    - Institute of Materials Science
    - Institute of Chemistry and Technology of Environmental Protection
    - Institute of Food Science and Biotechnology
  - b) Research centres
    - Materials Research Centre
  - c) Dean's Office
2. Pursuant to Section 24 of the Act, the FCH bodies decide on behalf of BUT in the matters of internal organisation. The method of management, mutual relations, mission and competences of individual component parts (institutes, research centres and Dean's Office) shall be stipulated by the Rules of Organisation at FCH. This internal standard is issued in accordance with the Statute of BUT, Article 53 (4)(a) by the Dean. Pursuant to the Statute of FCH, Article 41 (7), the standard is subject to approval by FCH AS.
3. As a result of new needs, for example, by calls for project proposals or development and differentiation of scientific disciplines, FCH may establish new organisational units or modify the names of its organisational units.

#### **Article 36** **Institutes and research centres**

1. An institute is a basic component part of the faculty and it shall provide:
  - a) education in accredited study programmes and lifelong learning programmes; and
  - b) scientific and research activities; and
  - c) complementary activities in its respective field of expertise.
2. An institute guarantees teaching in courses offered by its employees according to the accredited bachelor's, master's and doctoral study programmes.
3. Research centres have been created in relation to the projects dealt with at the faculty and they have a status similar to institutes. Research centres participate in the faculty's activities arising from the Act. Their scientific, research, development and teaching activities are focused on the performance of tasks and achieving results in the areas defined by the respective research programme and/or project that allowed, by its special-purpose support, the establishment of the centre.
4. Institutes and research centres are organisational units of the faculty, carrying out independent economic management with allocated funds.
5. A director of an institute or research centre is appointed and removed by the Dean. The position is filled based on a selection procedure.
6. A director of an institute shall be a member of the FCH academic community.

7. Institutes/centres may be further divided into departments and/or laboratories. Individual departments/laboratories have their heads who shall be accountable to the director of the respective institute/centre.

**Article 37**  
**Management**

1. The faculty management consists of the Dean, Vice-Deans, faculty institute and research centre directors and other senior employees of the faculty at the Dean's discretion.
2. The position of director for the institute or research centre is incompatible with the position of Dean, Vice-Dean and Financial Officer.
3. The director of an institute shall appoint and remove one or more heads of departments, one or more deputies and one or more secretaries. Appointment and removal of deputies and heads of departments shall be carried out in accordance with the Dean.

**Article 38**  
**Advisory councils and working groups**

1. Advisory councils shall be established for analysing the regular and long-term performance of the faculty's activities.
2. Working groups shall be established to perform important operational tasks or to solve ad hoc problems and assignments.
3. Advisory councils shall be established by the Dean, Vice-Dean and Financial Officer within their powers and responsibilities, and, unless they determine otherwise, they shall chair them. Working groups shall be established in a similar manner.
4. If it is purposeful, the rules of procedure for the relevant advisory council shall be issued in the form of an internal standard.
5. Standing advisory councils shall be:
  - a) faculty management (Dean, Vice-Deans, Financial Officer and other persons at the Dean's discretion); and
  - b) Dean's Council (Dean, Vice-Deans, Financial Officer, institute directors, Chair of FCH AS, a representative of the student chamber of FCH AS and other persons at the Dean's discretion); and
  - c) bachelor's and master's study programme boards; and
  - d) doctoral study boards.
6. For respective members of academic staff and students, the participation in advisory councils and working groups shall be compulsory. If members of the academic staff or students are active in an advisory council or a working group, their supervisors or teachers, as applicable, are obliged to create adequate conditions for them and support their work in the advisory council or working group, as applicable.

**Article 39**  
**Decision-making, representation and signing documents on behalf of the faculty**

1. Within the scope of the faculty's powers defined by the Section 24 of the Act, and the Statute of BUT, Part Eight, Article 43 (6), the following persons shall be authorised to legally act on behalf of BUT in matters concerning FCH:
  - a) the Dean; and

- b) the Vice-Dean, within the scope of their competence and to the extent of the power of attorney granted by the Dean; and
  - c) the Financial Officer, within the scope of their competence and to the extent of the power of attorney granted by the Dean; and
  - d) the director of an institute or research centre, within the scope of their competence and to the extent of the power of attorney granted by the Dean.
2. Another person is entitled to legally represent BUT in matters concerning FCH, only on the basis of power of attorney granted by the persons listed above in Paragraph 1 (a–d), in the scope of their competence or if it results from an internal regulation or standard of FCH.
  3. Signing documents on behalf of FCH: an authorised person shall attach their signature and stamp (if applicable) to the name of the faculty and its organisational unit. The requisites of the official stamps and their use shall be governed by internal standards of FCH.

## **PART NINE INTERNAL REGULATIONS AND STANDARDS**

### **Article 40 Internal regulations**

1. Pursuant to Section 33 (2) of the Act, and the Statute of BUT, Part Nine, Article 53 (1) (2) (3)(a), internal regulations of FCH shall include:
  - a) Statute of FCH; and
  - b) Election Rules of the Academic Senate of FCH; and
  - c) Rules of Procedure of the Academic Senate of FCH BUT; and
  - d) Rules of Procedure of the FCH Scientific Board; and
  - e) Disciplinary Rules of FCH.
2. Internal regulations of the faculty shall be approved by FCH AS, which shall subsequently forward them to BUT AS for approval via its Chair. Pursuant to Section 33 (5) of the Act, internal regulations of FCH shall be published on the public part of the FCH website, including the dates of their validity and effectivity.
3. FCH shall be governed by BUT internal regulations (Statute of BUT, Part Nine, Article 51). Their implementation and procedural management at the faculty may be further specified by internal standards of FCH, which are subject to approval by FCH AS.

### **Article 41 Internal standards**

1. FCH shall be governed by BUT internal standards (Statute of BUT, Part Nine, Article 52). Their implementation and process management at the faculty may be further specified by the internal standards of FCH.
2. Internal standards of FCH shall include, in particular:
  - a) Rules of Organisation at FCH BUT; and
  - b) Directives – internal standards of a long-term effect. They shall provide for the organisational and procedural settings of FCH as a whole and stipulate rules and procedures; in particular, for the methodological and organisational matters of FCH and its individual component parts. Where appropriate, they shall specify implementation and process management of internal regulations and standards in the FCH environment; and
  - c) Decisions – usually provide for the organisational and procedural settings of FCH as a whole. They shall address performance of particular activities, usually on a personal, local or temporary level; and
  - d) Instructions – they govern partial or procedural system settings of FCH.
3. Internal standards of FCH shall stipulate, in particular:
  - a) structure and position of the organisational units of the faculty; and
  - b) rules for the admission procedure and conditions for admission of students (Statute of BUT, Part Five, Article 26); and
  - c) requisites and implementation of the study programmes; and
  - d) conditions for studies of foreign nationals studying programmes in foreign languages (Statute of BUT, Part Five, Article 30); and

- e) the tuition fee for foreign nationals studying programmes in foreign languages, which shall be determined by a Dean's decision (Statute of BUT, Part Six, Article 31); and
  - f) the internal rules of economic management; and
  - g) the internal system of quality management and assessment of educational, creative and other related activities.
4. A regularly updated list of the most important documents, internal regulations and standards of FCH, together with the data on their discussion and approval by FCH AS or BUT AS, respectively, their validity and effectivity shall be published on the FCH intranet. The rules for the admission procedure and conditions for the admission of students shall be exempted from this rule and they shall be published on the public part of the FCH website.
  5. In the extent of their powers defined by the Act, the Statute of BUT and the Statute of FCH, the internal standards of FCH are issued by the Dean.
  6. Pursuant to the Statute of BUT, Part Nine, Article 53 (4)(a), internal standards of FCH are not subject to approval by BUT AS.
  7. Pursuant to the Act, Section 27 (1), certain internal standards of FCH must be approved by the academic senate. Also, standards with a long-term or significant effect on the functioning of the faculty are subject to approval by FCH AS. Particularly, FCH AS approves the following internal standards:
    - a) the Rules of Organisation at FCH BUT; and
    - b) the internal standards that implement the Study and Examination Rules of BUT (Statute of BUT, Part Nine, Article 51 (1)(g)) and the Scholarship Rules of BUT (Statute of BUT, Part Nine, Article 51 (1)(h)) in the conditions of FCH; and
    - c) the rules for allocation of FCH funds; and
    - d) the rules for the admission procedure and the conditions for student admission to the study programmes at FCH (Section 27 (1)(e) of the Act).
  8. FCH AS discusses and provides statements on other internal standards of FCH, especially proposals for the study programmes that are realised at FCH (Section 27 (2) of the Act).



## **PART TEN**

### **RULES OF ECONOMIC MANAGEMENT**

#### **Article 42**

##### **Allocation of funds**

1. The Dean shall submit the rules for allocation of the FCH funds to FCH AS for approval. The rules consider the FCH Strategic Plan and its implementation. The rules for allocation of funds shall provide for the economic management of the faculty before FCH AS approves the budget.
2. If FCH AS does not approve the budget submitted by the Dean, the Dean shall submit a new draft within 30 days. Until the allocation of funds is approved by FCH AS, the faculty shall follow the procedure set out in the rules for the allocation of funds.
3. Should FCH fail to meet the allocated share of funds, and should the analytic review of its economic management indicate a loss, the Dean shall submit a proposal to solve such a situation.

#### **Article 43**

##### **Assets and management**

1. The faculty manages the assets entrusted to it by BUT by the decision of the Rector of BUT.
2. The details of record keeping, responsibilities and competences regarding disposition of assets shall be stipulated by BUT internal standards.
3. The management of FCH allocated funds is controlled by FCH AS (Section 27 (1)(c) of the Act).
4. An audit of the economic management of the FCH component parts shall be performed at least once a year and falls within the competence of the Financial Officer.

## **PART ELEVEN**

### **DELIVERY OF NOTICES AND THE OFFICIAL NOTICE BOARD**

#### **Article 44**

##### **Delivery of documents to students and applicants**

1. FCH shall deliver notices to its students and applicants in accordance with the respective legal provisions, as subsequently amended, and the Statute of BUT, Part Eleven, Article 58.
2. Pursuant to Section 50 of the Act, FCH shall deliver notices to students and applicants:
  - a) in person or through a postal service provider; or
  - b) in the cases where proceedings pursuant to Section 50 of the Act result in admission of an applicant, the decision shall be delivered to the applicant via BUT IS, provided that the applicant gives prior consent as a part of the application.

In that case, the first day following the day of making the decision pursuant to subparagraph (b) available to the applicant in BUT IS shall be considered the date of delivery.

3. Decisions made by FCH pursuant to Section 68 (1)(a), (b), (d) of the Act, in which the student's request is granted, and decisions in matters specified in Section 68 (1)(e) of the Act, shall also be delivered via BUT IS.

In that case, the first day following the day of making the decision available to the applicant in BUT IS shall be considered the date of delivery.

4. The request for a statement regarding the underlying documents on the decision made pursuant to Section 68 (1)(g) of the Act shall be delivered via BUT IS.
5. If the delivery of a document in the proceedings pursuant to Section 68 of the Act fails due to the student's failure to fulfil the obligation specified in Section 63 (3)(b) of the Act or if the document fails to be delivered to the mailing address provided by the student, the document shall be delivered by the means of a public notice (on the official notice board). A higher education institution is not obliged to appoint a guardian on a student's behalf.

#### **Article 45**

##### **Official notice board**

1. Pursuant to Section 26 of the Code of Administrative Procedure and the Statute of BUT, an official notice board for FCH shall be established. The administrator in charge of the official notice board shall be designated by the Dean.
2. Detailed information on the location and accessibility of the notice board shall be provided by an FCH internal standard.

#### **Article 46**

##### **Public part of the FCH website**

1. The Faculty of Chemistry publishes the data required by the Act on the public part of the FCH website.

## **PART TWELVE MISCELLANEOUS**

### **Article 47**

#### **Evaluation of the faculty activities**

1. The quality, level and effectiveness of FCH activities are assessed via the FCH Strategic Plan and compared with other domestic and foreign institutions with a similar orientation, as well as recognition and public interest.
2. The quality assurance management shall be determined by an internal standard that also reflects the requirements of the ČSN EN ISO 9001 standard.
3. The results of quality assessments are the foundation for the strategic and operational decisions of the Dean and they are implemented in the FCH Strategic Plan and its updates to positively influence the faculty's main activities.

### **Article 48**

#### **Uniform graphic style**

1. The faculty shall adhere to a uniform BUT graphic style in its presentation to both public and internal relations.
2. Specifications of the BUT graphic style shall be provided in a BUT internal standard.

### **Article 49**

#### **Information systems**

1. The faculty uses the information systems of BUT and operates an information system of its own.
2. An internal standard provides the specifics of the faculty system, its contents and functions and the duties of the faculty's component parts with respect to both systems.
3. Employees of the faculty and members of the academic community are obliged to use BUT IS and enter any required or necessary information there.

## **PART THIRTEEN TRANSITIONAL AND FINAL PROVISIONS**

### **Article 50 Transitional provision**

1. The powers of FCH resulting from the accreditation of study programmes, habilitation procedures and procedures to attain professorship provided before 1 September 2016 shall remain unaffected by this Statute, in the sense of transitional provisions introduced by the Act No. 137/2016 Coll., Article 2.

### **Article 51 Repealing provision**

1. The Statute of the Faculty of Chemistry, Brno University of Technology, approved by FCH AS on 29 May 2008 and approved by BUT AS on 28 June 2008, shall be repealed.

### **Article 52 Final provisions**

1. The Statute of FCH shall come into force and take effect on the date of approval by BUT AS.
2. The Statute shall also include:
  - Attachment 1 – Academic oaths at FCH
  - Attachment 2 – Symbols of FCH

.....  
prof. Ing. Martina Klučáková, Ph.D.  
Chair of FCH AS

.....  
prof. Ing. Martin Weiter, Ph.D.  
Dean of FCH BUT

.....  
doc. Dr. Ing. Petr Hanáček, Chair of BUT AS

## **ATTACHMENT 1 ACADEMIC OATHS**

### **Oath of a member of the Academic Senate of the Faculty of Chemistry**

I solemnly swear that I will discharge the duties of a member of the Academic Senate of the Faculty of Chemistry, Brno University of Technology, in accordance with the state legal regulations and the internal regulations of the university and the faculty. I will honour the democratic and academic principles and I will, at all times, act conscientiously and with responsibility to the academic community and in the interest of BUT, all its component parts, higher education and education in general.

### **Matriculation oath**

I solemnly swear that I will diligently fulfil all my duties resulting from the fact of being a student at the Faculty of Chemistry, Brno University of Technology. I will work and study to best prepare myself for my future occupation. I solemnly swear to act so as not to tarnish the reputation of the faculty and the university as a whole.

### **Oath of a bachelor's programme graduate**

I solemnly swear to always use the knowledge I gained at the Faculty of Chemistry, Brno University of Technology, and the experience I acquired to create engineering works of high technical, economic and aesthetic quality. I will not violate legal regulations or standards of ethics and I will not tarnish the reputation of the faculty. I will exert my best efforts not to jeopardise the environment through my activities and to ensure that the results of my work are beneficial for the society. I solemnly swear to always preserve the honour and respectability of the faculty where I received my higher education.

### **Oath of a master's programme graduate**

I solemnly swear to always use the knowledge I gained at the Faculty of Chemistry, Brno University of Technology, and the experience I acquired to create engineering works of high technical, economic and aesthetic quality. I will not violate legal regulations or standards of ethics and I will not tarnish the reputation of Brno University of Technology. I will exert my best efforts not to jeopardise the environment through my activities and to ensure that the results of my work are beneficial for society. I solemnly swear to always preserve the honour and respectability of the faculty where I received my higher education.

## **ATTACHMENT 2 SYMBOLS**

Symbols of FCH are the logo, insignia and robes.

### **Logo**

1. The logo of FCH shall be specified by the uniform visual style of BUT, in accordance with the Statute of BUT, Article 61, and the applicable internal standard of BUT.

### **Insignia**

1. FCH insignia are the sceptre and chains. Their photos are stored in the BUT Archive.

#### **a) Sceptre**

The sceptre is inspired by various structures seen through a microscope, examined and dismantled into the smallest pieces that fit into each other, hold on to each other and create the world we observe around us. The sceptre does not consist of the usual head and shaft. The core of the sceptre is a gold-plated duraluminium rod with six lengthwise belts of polished silver. In the upper third, every second belt has the inscription 'Fakulta chemická VUT v Brně' and the date of the faculty's establishment in Roman numerals. The rod and belts are held together by six rings made of poured and wrought silver in the shape of stars inserted in a hexagon. The total length of the sceptre is 120cm. The fineness of the used silver is 900/1000.

#### **b) Chains**

The chains are inspired by chemical formulas, the philosophers' stone, the Moravian Eagle and the logo of FCH BUT.

##### **Dean's chain**

The Dean's chain consists of a main medal suspended on a chain formed of one transitional link and 19 regular links. All parts are minted according to the models designed by academic sculptor Michal Vitanovský. The material used for the chain is 925/1000 silver. The surface is finished by old silver patina. The chain was produced by Kremnica Mint, under Act No. 40772 (V 651 D 070/0001 SP). The main medal is double-sided and is 70mm in diameter (a relief of 60mm and a smooth gold-plated frame). The obverse is decorated by chemical formulas and the philosophers' stone; the reverse is decorated by images of both the former and the contemporary faculty buildings. The connecting transitional link is one-sided and has the form of a double horizontal hexagon with the motif of the Moravian Eagle. Regular chain links are hexagonal and carry the FCH BUT logo. The chain is 150cm long and includes a spacer. The main link is hallmarked.

##### **Chains of Vice-Deans**

The chains of the Vice-Deans are identical to the Dean's chain, only the main medal is 60mm in diameter and does not include the gold-plated frame. They have been produced under Act No. 40772 (V 651 D 060/0001 SP).

##### **Chain of the FCH AS Chair**

The chain of the FCH AS Chair is identical to the chains of Vice-Deans, only the material used is sandblasted tombac MS 90 with patina, as specified by Act No. 50071 (V 650 D 060/0001 BP). All stamps used for the individual elements of chains are archived in Kremnica Mint as its tools. All insignia are stored in the velvet etui boxes.

### **Robes**

1. Robes of the Dean, Vice-Deans, Promoter, Chair of FCH AS and the Financial Officer shall be black with anthracite accessories and black caps. The Bedel's robe shall be anthracite with an anthracite cap.

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2. The photos of all robes shall be stored in the BUT Archive.