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# Rector's Directive No. 12/2021

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## Rules for the Internal Governance of the Rectorate of Charles University

### PART ONE – FUNDAMENTAL PROVISIONS

#### Article 1

The Rules for the Internal Governance of the Rectorate of Charles University (“the Rectorate”) provide the details of the internal organisation of the Rectorate in accordance with Article 14 (4) of the Constitution of Charles University (“the University”).

#### Article 2

1. The Rectorate is the executive apparatus of the University.<sup>1</sup>
2. The registered seat of the Rectorate is in Prague.
3. The Rectorate uses an official round stamp with the national emblem of the Czech Republic and the text “Univerzita Karlova” (Charles University) in cases provided for in the legislation.<sup>2</sup>
4. The Rectorate may use other stamps as required in accordance with a Rector’s directive.<sup>3</sup>

#### Article 3

In addition to the activities carried out under the University Constitution<sup>4</sup>, the Rectorate performs other tasks as stipulated by the Rector or the Bursar within the scope of the Bursar’s powers (Article 6).

### PART TWO – ORGANISATIONAL UNITS OF THE RECTORATE

#### Article 4

The following basic organisational units are established in the Rectorate:

- a. Rector’s Office;
- b. Bursar’s Office;
- c. Departments of the Rectorate;
- d. Internal Audit and Control Office.

#### Title I – Rector’s Office

#### Article 5 - Rector’s Office

1. The Rector’s Office arranges for the execution of decisions of the Rector and, where applicable, of other bodies of the University.
2. The Rector’s Office supports the activities of Rector and also, if required, the activities of other University bodies.
3. The Rector’s Office supports the activities of the Rector’s Board and the Extended Rector’s Board.
4. The Rector’s Office also supports the activities of the Board of Trustees of the University.
5. 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 through a competitive hiring process launched by the Rector in accordance with the University’s Competitive Hiring Process Code.
6. The Head of the Rector’s Office manages the activities of the Rector’s Office and is accountable for its operation to the Rector. Other powers of the Head of the Rector’s Office are stipulated by the Rector. The Head of the Rector’s Office undergoes a regular evaluation carried out by the Rector.
7. The Rector’s Office is divided into:
  - a. The Rector’s Secretariat;
  - b. The Rector’s Board Office;
  - c. The Office of Analyses and Strategies;

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1 Article 3 (5) of the University Constitution.

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

3 Article 56 of the University Constitution.

4 Article 14 (1) to (3) of the University Constitution.

- d. The Organisational Office;
  - e. The Records Management Office;
  - f. Other organisational units established by the Rector.
8. For the purposes of employment relations, the University's Academic Senate Office is also considered part of the Rector's Office. The Data Protection Officer<sup>5</sup> and the Director for the Protection of Confidentiality<sup>6</sup>, who are directly subordinated to the Rector, are also considered part of the Rector's Office.
  9. The Rector's Secretariat provides administrative support for the discharge of the office of Rector and the Head of the Rector's Office.
  10. The Office of Analyses and Strategies ensures the performance of tasks of the University and supports the activities of the Rector and the members of Rector's Board in the following areas in particular:
    - a. The preparation of analytical documents serving to set the strategy for the future development of the University and for setting its medium- and long-term objectives as well as the preparation of documents for the assessment of the achievement of the objectives;
    - b. The preparation of major strategic documents of the University;
    - c. The preparation of major position documents of the University;
    - d. The evaluation of strategic documents of the Czech Republic, European Union, OECD, etc. as well as the materials of key institutions of national and European Research and Education Areas.
  11. The Organisational Office in particular ensures the operation of the historical part of the Karolinum building, the Blue and Green Lecture Halls, and the University hotel, and the organisation of events held by the bodies of the University or the faculties, and supports the activities of the Board of Trustees and the History Board of the University.
  12. The Records Management Office ensures in particular:
    - a. The receipt, registration, and distribution of all documents delivered to the mail room of the Rectorate;
    - b. The sending of documents dispatched by the Rectorate;
    - c. The digitalisation of analogue documents directed to the Rectorate;
    - d. The distribution of data messages delivered to the data box of the University;
    - e. The coordination (management) of the Records Management Office at the Rectorate and certain other units of the University and at the same time provides, within the framework of the Rectorate and certain other units of the University, guidance on methodology in its field of activities;
    - f. The activities of the central files management office of the Rectorate and certain other units of the University, including the administration and discarding of documents and files stored in the central files management office.
  13. The Records Management Coordinator of the University is considered part of the Records Management Office for organisational purposes.<sup>7</sup>
  14. The positions of the head of the Office of Analyses and Strategies, the Organisational Office, and the Records Management Office are filled through a competitive hiring process launched by the Rector in accordance with the University's Competitive Hiring Process Code. The Head of the Rector's Office or the Bursar is appointed as chair of the selection commission<sup>8</sup> by the Rector. In special cases, the Rector may decide, upon the advice of the Head of the Rector's Office, not to apply the University's Competitive Hiring Process Code. The Head of the Rector's Office must justify such proposal in writing.
  15. The Data Protection Officer and the Director for Protection of Confidentiality are appointed by the Rector.

## **Title II – Bursar's Office**

### **Article 6 - Bursar**

1. The Bursar is appointed by the Rector based on a competitive hiring process in accordance with the University's Competitive Hiring Process Code. The Bursar is removed from office by the Rector.
2. The Bursar decides on matters of the University and acts on its behalf in the matters listed in Article 13 (3) and (4) of the Constitution of the University within the scope of these Rules for the Internal Governance.
3. The Bursar convenes regular meetings of the heads of departments of the Rectorate and may convene meetings of all employees of the Rectorate or groups of them.

### **Article 7 - Bursar's Office**

1. The Bursar's Office provides administrative and also, if required, advisory support for the discharge of the function of the Bursar.
2. The activities of the Bursar's Office are managed by the Bursar.
3. The Bursar's Office includes the Office of Strategic Investment Projects, which manages tasks related to the Albertov Campus project and the New building of the Institute of the History and Archive of Charles University in Motol project, as well as tasks related to the technical supervision of strategic investment projects designated by the Rector, the Vice-Rector for Development, and the Bursar.

<sup>5</sup> Section 14 of Act 110/2019 Sb., to regulate the processing of personal data.

<sup>6</sup> Section 71 of Act 412/2005 Sb., to regulate the protection of confidential information.

<sup>7</sup> The role of the Records Management Coordinator of Charles University is provided for in Article 3 (1) of the Rector's Directive No. 60/2018 – Records Management Rules of the University.

<sup>8</sup> Article 3 of the Competitive Hiring Process Code of Charles University.

## **Title III – Departments of the Rectorate**

### **Article 8 - Departments of the Rectorate**

1. The departments of the Rectorate are the basic workplaces of the Rectorate's activities.
2. The following workplaces are established at the Rectorate:
  - a. Student Affairs Department;
  - b. Department of Quality of Education and Accreditations;
  - c. Department of Science and Research;
  - d. International Relations Department;
  - e. Press and PR Department;
  - f. Finance Department;
  - g. Legal Department;
  - h. Public Procurement Department;
  - i. Project Support Department;
  - j. Department of Construction;
  - k. CU POINT,
  - l. Centre for Lifelong Learning;
  - m. Human Resources Department;
  - n. Security and Occupational Safety Department.
3. The departments of the Rectorate perform coordination, advisory, information, registration, and conception activities, and also provide guidance on methodology to the units of the University in their respective fields of activities.
4. In addition to the direct support for the activities of the Rector and the relevant members of the Rector's Board, the departments of the Rectorate are involved in supporting the activities of the Bursar and the Head of the Rector's Office.
5. The departments of the Rectorate are further structured as required into offices, units, and possibly other organisational units not mentioned in these Rules, which are established by the Bursar after consultation with the head of the department.

### **Article 9 - Student Affairs Department**

1. The Student Affairs Department performs the tasks of the University and supports the activities of the Rector, Vice-Rector for Education, Vice-Rector for Conception and Quality of Education, Vice-Rector for Projects and Publishing, Vice-Rector for Research, and other members of the Rector's Board designated by the Rector in these fields in particular:
  - a. Study documents and registers;
  - b. Admissions procedure and admissions appeals procedure;
  - c. Decisions on the rights and duties of students;
  - d. Social security of students, bursaries and scholarships, prizes awarded to students;
  - e. Fees for study;
  - f. Recognition of foreign education;
  - g. Performance of legal operations in the field of study;
  - h. Rigorosum examination;
  - i. Support for the development of study programmes in foreign languages;
  - j. Support for international collaboration in education, in particular within the 4EU+ Alliance, and other strategic partners.
2. The Student Affairs Department is divided into the:
  - a. Legal Decisions Office;
  - b. Study-Related Fees Office;
  - c. Documents, Registers and Recognition of Foreign Degrees Office;
  - d. Doctoral Studies Office;
  - e. Legal and Methodological Support Office.

### **Article 10 - Department of Quality of Education and Accreditations**

1. The Department of Quality of Education and Accreditations supports the activities of the Rector, the Vice-Rector for Conception and Quality of Education, and other members of the Rector's Board designated by the Rector in these fields in particular:
  - a. Ensuring the process of the internal approval of study programmes within the institutional accreditation by the Internal Evaluation Board; registration and administrative support for applications for the accreditation of study programmes and applications for institutional accreditation filed with the National Accreditation Bureau for Higher Education ("NAB"); and other related activities as required by the NAB;
  - b. Ensuring the creation and implementation of study programmes in cooperation with a foreign higher education institution and the implementation of Cotutelle agreements;
  - c. Ensuring the process of the internal evaluation of the quality of educational activities in the study programmes offered by the University;

- d. The creation of study programmes (study programme characteristics, profile of the graduate, curricula, provision of personnel, etc.) for the purpose of granting the authorisation to implement a study programme within the institutional accreditation or an application for accreditation;
  - e. Evaluation of the quality of educational activities and other related activities (students' evaluation of teaching, evaluation of the quality of qualification theses, etc.).
2. The Department of Quality of Education and Accreditations supports the activities of the Internal Evaluation Board of the University.

### **Article 11 - Department of Science and Research**

1. The Department of Science and Research performs the tasks of the University and supports the activities of the Rector, Vice-Rector for Research, Vice-Rector for Projects and Publishing, Vice-Rector for Academic Appointments, Vice-Rector for European Affairs, and other members of the Rector's Board designated by the Rector in these fields in particular:
- a. Gathering, processing, and presentation of outputs of scientific, research, and other creative activities;
  - b. Evaluating the University's creative activities;
  - c. Administrative support for the internal grant system of the University and its operation;
  - d. Science and research programmes offered within or outside the sector;
  - e. Prizes awarded to academic and research staff (national and international);
  - f. Associate professorships and full professorships and research degrees;
  - g. Honorary doctorates, Visiting Professors, Professor Emeritus, degrees awarded in memoriam;
  - h. International programmes and international cooperation in science and research, including European Union programmes in this field;
  - i. Activities of the European centre and the 4EU+ Alliance;
  - j. Conception activities of the University in science and research;
  - k. Implementation of the University's system of funding for science and research;
  - l. Support of post-doctoral researchers;
  - m. Support of research infrastructure and centres.
2. The Department of Science and Research supports the activities of the Research Board of the University.

### **Article 12 - International Relations Department**

1. The International Relations Department performs the tasks of the University and supports the activities of the Rector, Vice-Rector for International Affairs, and Vice-Rector for European Affairs in these fields in particular:
- a. In the field of university cooperation, ensuring cooperation with international partners within:
    - I. Bilateral agreements;
    - II. University networks;
  - b. In the field of international cooperation, the use of:
    - I. Cultural agreements;
    - II. International higher education training programmes, in particular the programmes of the European Union;
    - III. International governmental and non-governmental organisations;
  - c. c) University mobility projects (e.g., Mobility Fund).
2. The International Relations Department is divided into the:
- a. International Cooperation Office;
  - b. European Office, which ensures student and staff mobility within the programmes of the European Union;
  - c. Centre for Strategic Partnerships, which ensures mutual pedagogical and research relations between the University and international universities involved in strategic partnerships; it is directly accountable for its activities to the Vice-Rector for International Affairs.

### **Article 13 - Press and PR Department**

1. The Press and PR Department performs the tasks of the University and supports the activities of the Rector and Vice-Rector for Public Affairs, and other members of the Rector's Board designated by the Rector in the following fields in particular:
- a. Ensuring and providing information within the University and externally;
  - b. Communication with mass media;
  - c. Presentation of the activities of the University and of events organised including the publishing of promotional materials, periodicals and gifts and souvenirs, awarding prizes;
  - d. Expanding and maintaining a database of textual, photographic, and electronic material;
  - e. Marketing support for achieving the strategic objectives of the University.
2. The Press and PR Department is divided into the:
- a. Spokesperson's Office;
  - b. Public Affairs Office;
  - c. Marketing Office;
  - d. Unimedia Office.

### **Article 14 - Finance Department**

1. The Finance Department performs the tasks of the University and supports the activities of the Rector and the Bursar in the following fields in particular:

- a. Within the framework of the University:
  - I. Preparing the draft budget of the University and a breakdown of non-investment contributions and subsidies from the state budget for operation;
  - II. Ensuring internal approval of investment plans and their submission to the Ministry of Education, Youth and Sports including the final evaluation;
  - III. Settlement with the state budget, tax duties, contact with the relevant Tax Office, and the administrative agenda of payments;
  - IV. Discharge of the function of an entity for the purposes of accounting for the University and central accounting office, the processing of statements and the relevant accounting documents, and compliance with the reporting obligations;
  - V. Preparing of drafts and updates of internal University regulations governing financial management and wages at the University;
  - VI. Methodology guidance and advisory activities for the University units in the field of taxes and accounting;
- b. Within the framework of the Rectorate:
  - I. Processing of the budget of the Rectorate and the breakdown of the relevant part of non-investment contributions and subsidies from the state budget for operation;
  - II. Ensuring internal approval of investment plans;
  - III. Discharge of the function of accounting office for the Rectorate and the processing of the relevant parts of statements and finance documents;
  - IV. Preparing drafts in the field of financial management and wages at the Rectorate.

2. The Head of the Finance Department is the Chief Economist of the University.

### **Article 15 - Legal Department**

The Legal Department performs the tasks of the University and supports the activities of the Rector and Bursar in the following fields in particular:

- a. Proper discharge of legal operations;
- b. Involvement in the preparation of internal University regulations;
- c. Advisory activities for the University units in legal matters.

### **Article 16 - Public Procurement Department**

The Public Procurement Department performs the tasks of the University and supports the activities of the Rector and the Bursar in the following fields in particular:

- a. Coordination of activities in the field of public procurement;
- b. Preparation of conceptions of public procurement at the University;
- c. Methodology guidance and advisory activities for the units of the University in the field of public procurement;
- d. Performance of centralised purchasing tasks based on internal University agreements.

### **Article 17 - Project Support Department**

The Project Support Department performs the tasks of the University and supports the activities of the Rector, the Vice-Rector for Development, and the Bursar in the following fields in particular:

- a. Project operations in the field of non-investment development funded from the European structural and investment funds, in particular:
  - I. Monitoring of individual calls for tenders and the related requirements;
  - II. Registration of project applications and projects implemented;
  - III. Coordination and management of so-called University-wide projects;
  - IV. Cooperation and partnership with external entities;
- b. Project operations in the field of investment development, in particular:
  - I. Monitoring and use of European structural and investment funds and the related national sources supporting investment construction, including the construction of University campuses;
  - II. Coordination and supervision of the preparation, submission, and implementation of this type of project application;
  - III. Coordination of monitoring and final reports;
- c. Development programmes of the Ministry of Education, Youth and Sports for public higher education institutions;
- d. Preparation, coordination, and evaluation of the Institutional Plan and the Strategic Management Support Programme of the University;
- e. Projects funded within the framework of Education Policy Fund of the Ministry of Education, Youth and Sports;
- f. Coordination and supervision of project sustainability;
- g. Information, methodological, and administrative assistance for faculties and other units in these fields.

### **Article 18 - Department of Construction**

The Department of Construction performs the tasks of the University and supports the activities of the Rector, the Vice-Rector for Development, and the Bursar in the following fields in particular:

- a. Conceptions of the medium- and long-term development of the University in particular in the fields of major investment and infrastructure projects;

- b. Preparation and ensuring of investment construction, renovation, modernising, and repairs of buildings and equipment;
- c. Preparation of regular management reports for large investment projects;
- d. Gathering of information on and the creation of passports (“pasportizace”) for immovable things, basic projects (“generel”) of faculties and units;
- e. Registration of immovable things of the University;
- f. Preparation of documents for allocation (“dislokace”) within the University;
- g. Technical support to faculties and other units of the University.

### **Article 19 - CU POINT**

1. The CU POINT Department performs the tasks of the University and supports the activities of the Rector, Vice-Rector for Public Affairs, Vice-Rector for European Affairs, Vice-Rector for Education, and other members of the Rector’s Board designated by the Rector in the following fields in particular:
  - a. Gathering, processing, and publishing of information on study and lifelong learning;
  - b. Provision of information on the possibilities of study abroad and within the framework of international programmes and processing of the related operations;
  - c. Provision of information on other activities of the University;
  - d. Support for students and staff of the University from abroad,
  - e. Organisation of promotional events in relation to the study offer for applicants from the Czech Republic and abroad`
  - f. Provision of advisory services (psychological, professional, social-legal, study-related or coaching);
  - g. Support for special-needs students and employees;
  - h. Work with graduates;
  - i. Further education of students and employees;
  - j. Operation of the University’s Card Service Centres;
  - k. Manufacture, sale, and distribution of the University’s gifts and souvenirs.
2. The CU POINT is divided into the:
  - a. Information Services Office;
  - b. Carolina Centre;
  - c. Office of Services for Employees and Graduates;
  - d. University Cards Centre.
3. The Information Services Office gathers, processes, publishes, and provides information related to the activities of the University, presents the study offer to applicants, and supports the education of students in soft skills.
4. The Carolina Centre provides services to special-needs applicants, students, and employees who have a disability or are at a socio-economic disadvantage, including psychological, social, and social-legal advisory services.
5. The Office of Services for Employees and Graduates supports operations related to employment benefits, the Staff Welcome Centre, and work with graduates – the Charles University Alumni Club.
6. The University Cards Centre coordinates the University’s Card Service Centres and related operations.

### **Article 20 - Centre for Lifelong Learning**

The Centre for Lifelong Learning performs the tasks of the University and supports the activities of the Rector, the Vice-Rector for Education, and other members of the Rector’s Board designated by the Rector in the following fields in particular:

- a. Coordination of lifelong learning activities at the Rectorate and the University;
- b. Methodology guidance and advisory activities;
- c. Preparation of conceptions in the field of lifelong learning;
- d. Quality of lifelong learning and the evaluation of lifelong learning programmes;
- e. Implementation of lifelong learning programmes for professional and lay participants;
- f. Involvement in the promotion of lifelong learning;
- g. University-wide registration of lifelong learning programmes;
- h. Support for the activities of the Lifelong Learning Board of the University;
- i. Implementation of education activities for the University’s staff.

### **Article 21 - Human Resources Department**

The Human Resources Department performs the tasks of the University and supports the activities of the Rector and the Bursar in the following fields in particular:

- a. Methodology for personnel management within the University;
- b. Hiring of employees and hiring policy conceptions within the Rectorate and other designated units of the University;
- c. Administration of employment relations and other personnel operations within the Rectorate and other designated units of the University;
- d. Development of human resources within the Rectorate;
- e. Preparation of a draft catalogue of types of work for the University and changes thereto.

### **Article 22 - Security and Occupational Safety Department**

The Security and Occupational Safety Department performs the tasks of the University and supports the activities of the Rector and the Bursar in terms of security and occupational safety in the following fields in particular<sup>9</sup>:

- a. Protection of confidential information;
- b. Administration and registration of round stamps with the national emblem, and expert seals of the University;
- c. Security and safety methodology within the University;
- d. Occupational health and safety;
- e. Fire protection;
- f. Crisis management and protection of inhabitants;
- g. Administration and registration of rectangular stamps for the Rectorate;
- h. Peaceful use of nuclear energy and ionising radiation;
- i. Internal security, that is the protection of buildings and physical protection;
- j. Terrorism and hybrid threats;
- k. Handling of genetically modified organisms and genetic products;
- l. Communication with the respective bodies of the state and public administration.

### **Article 23 - Heads of Departments of the Rectorate**

1. The positions of the heads of departments of the Rectorate are filled through a competitive hiring process launched by the Rector in accordance with the University's Competitive Hiring Process Code. The Bursar, Head of the Rector's Office, or the Vice-Rector responsible for the respective department is appointed as chair of the selection commission<sup>10</sup> by the Rector. In special cases, the Rector may decide, upon the advice of the Bursar, not to apply the University's Competitive Hiring Process Code. The Bursar must justify such proposal in writing.
2. The head of department of the Rectorate manages the activities of the department.
3. The head of department is accountable to the Rector and the relevant Vice-Rector for the activities of the department; this does not apply to the Finance Department, Legal Department, Public Procurement Department, Human Resources Department, and Security and Occupational Safety Department, where the head of the department is accountable to the Rector and the Bursar for the activities of the department.
4. The heads of the departments are subordinated to the Bursar in employment and economic matters and from the point of view of the internal governance of the Rectorate.
5. The heads of departments undergo a regular evaluation.

## **Title IV – Internal Audit and Control Office**

### **Article 24 - Internal Audit and Control Office**

1. The Internal Audit and Control Office performs the following tasks at the University:
  - a. Internal audit<sup>11</sup>;
  - b. Audits of the performance of the internal administration of the University and its units;
  - c. Audits of the financial management of the University and its units;
  - d. Investigation of complaints;
  - e. Activities related to Act No. 106/1999 Sb., to regulate free access to information, as amended;
  - f. Provision of guidance on methodology in its field of activities.
2. The Internal Audit and Control Office is directly subordinated to the Rector.
3. The position of the Head of the Internal Audit and Control Office is filled through a competitive hiring process launched by the Rector in accordance with the University's Competitive Hiring Process Code. In special cases, the Rector may decide to not apply the University's Competitive Hiring Process Code.
4. The Internal Audit and Control Office is divided into:
  - a. Internal Audit Department;
  - b. Control Department;

## **PART THREE – TRANSITIONAL AND FINAL PROVISIONS**

### **Article 24 - Transitional provision**

The staffing of positions prior to the date of effect of this directive is not prejudiced by this directive.

### **Article 25 - Final provision**

1. The organisation chart of the Rectorate is annexed hereto.
2. Rector's Directive No. 73/2017, 32/2018, 10/2019, 32/2019, 17/2020 are hereby repealed.
3. This Directive becomes effective on 1 April 2021.

		Prof. MUDr. Tomáš Zima, DrSc., MBA  Rector
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<sup>9</sup> E.g., Act No. 239/2000 Sb., Act to regulate the Integrated Rescue System, Act No. 240/2000 Sb., the Crisis Act, Act No. 585/2004 Sb., the Defence Act, and Act No. 412/2005 Sb., Act to regulate the protection of confidential information and security eligibility.

<sup>10</sup> Article 3 of the Competitive Hiring Process Code of Charles University.

<sup>11</sup> Act No. 320/2001 Sb., to regulate financial control.