



Dean's Directive Establishing the Status of the Ombudsman of FEE CTU

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Dean

Overview of Changes

Provision	Change Specification and Change Justification Compared to the Previous Version

List of Annexes

The Directive does not contain annexes

List of Related Documents

CTU Selection Procedure Rules

Preamble

This Dean's Directive regulates the method of appointment and competences of the ombudsman (hereinafter referred to as the „Ombudsman“) of the of the Faculty of Electrical Engineering (hereinafter referred to as the „FEE“) of the Czech Technical University in Prague (hereinafter referred to as the „CTU“).

The position of the Ombudsman is established to protect students and persons in an employment relationship with the FEE from such actions of the authorities, persons in an employment relationship and students that contravene the Higher Education Act or other binding legal regulations, internal regulations of FEE and CTU and general ethic principles.

Article 1 Basic Provisions

- 1.1 The Ombudsman shall respect the principles of neutrality, impartiality, confidentiality and informality.
- 1.2 The Ombudsman has a mediating and initiating role, but not an executive or decisive role.
- 1.3 Based on his/her observations, the Ombudsman proactively and independently proposes procedures which, in his/her opinion, would lead to the improvement of conditions at the faculty.
- 1.4 The Ombudsman is accountable only to the Dean of FEE.
- 1.5 The Ombudsman is independent in his/her activity and is obliged to act impartially and with the utmost effort to objectively assess the matter in question only on the basis of the established facts and in accordance with the provisions of the regulations and his/her conscience.
- 1.6 The activities of the Ombudsman are materially and administratively ensured from the funds of FEE.

Article 2 Mandate of the Ombudsman

- 2.1 The term of office of the Ombudsman is three years and begins on the date of appointment by the Dean of FEE, but not earlier than the day following the end of the term of office of the previous Ombudsman.
- 2.2 The position of the Ombudsman is incompatible with the position of rector, vice-rector, bursar, chancellor, dean, unit director, vice-dean, registrar and head of department held at CTU, as well as with membership in the Academic Senate (hereinafter referred to as the „AS“) of CTU or its faculty, in the CTU Ethics Committee and in the CTU Disciplinary Committee or its faculty. The positions listed in the first sentence are an obstacle to the appointment of an Ombudsman; in the event that such a function arises during the Ombudsman's term of office, the Ombudsman's mandate shall terminate prematurely due to incompatibility of functions on the date of origin of incompatible function. The person seeking the office of Ombudsman in the incompatible capacity must resign from that office no later than the day preceding the day of his/her appointment to the office of Ombudsman.

- 2.3 The mandate of the Ombudsman expires before the end of the term of office
 - 2.3.1 by written resignation,
 - 2.3.2 by the occurrence of incompatibility of functions according to Article. 2.2,
 - 2.3.3 by removal from office by the Dean,
 - 2.3.4 by death.
- 2.4 The Ombudsman is appointed by the Dean on the basis of a selective procedure governed by the CTU Selection Procedure Rules The selection committee must include at least two FEE students.
- 2.5 The Ombudsman may be removed from office by the Dean for inactivity or incompetent performance of duties only after discussion in the AS of FEE

Article 3 Powers and Scope of the Ombudsman

- 3.1 The Ombudsman is a mediating and advisory role, not an executive role.
- 3.2 The Ombudsman is obliged in particular to
 - 3.2.1 deal with complaints from students and FEE staff¹, provided they are duly substantiated and are not older than three years;
 - 3.2.2 settle conflict situations between students, staff or staff and students that could not be settled through standard channels;
 - 3.2.3 in the event. of violation of the Code of Ethics of CTU or Disciplinary Code for Students of CTU, refer the matter to the CTU Ethics Committee in accordance with these regulations and this directive, in particular with Article 3.9, and cooperate with the committees to discuss the case.
- 3.3 The Ombudsman is from his/her position entitled to carry out independent investigations of the above-mentioned situations and to propose to the relevant parties to the conflict recommendations aimed at taking corrective action, to inform about possible further steps and procedures within the FEE and CTU authorities, or to propose other solutions..
- 3.4 The Ombudsman may make enquiries and seek the opinion within FEE of all persons affected by the complaint in question.
- 3.5 The Ombudsman may request information relevant to the complaint in question from any part of FEE.
- 3.6 The Ombudsman may not decide on the handling of complaints.
- 3.7 The Ombudsman may not represent any party to the conflict before the FEE and CTU authorities.
- 3.8 In individual cases of the submitters, the Ombudsman is bound by confidentiality with regard to specific sensitive facts that come to his/her attention in the course of his/her work.

¹ For example, if they have been discriminated against, have been exposed to unethical or inappropriate conduct or other behaviour that contravenes the Higher Education Act or other binding legal regulations, the internal regulations of FEE and CTU and general ethical principles.

In carrying out his/her activities, the Ombudsman is obliged to act in such a way as not to jeopardize the anonymity of the persons concerned, directly or indirectly.

- 3.9 Any activity of the Ombudsman that could jeopardize the anonymity of the person concerned is subject to the written consent of that person; a complaint to the authorities of FEE or CTU, which are bound by confidentiality², is not considered a threat to anonymity. Violation of the anonymity of the person concerned without his or her written consent is permissible only if it is necessary to avert a direct threat to health or life, and only to the extent necessary.
- 3.10 If there is a reason to believe that the Ombudsman has a conflict of interest in a particular case, he/she is obliged to inform the submitter of this conflict of interest and refer the case to the Dean, who shall acquire all the powers and duties of the Ombudsman during the pendency of the case and only to the extent necessary.
- 3.11 The Ombudsman monitors FEE's environment and FEE's internal processes to prevent unequal and unethical behaviour. He/she proactively draws attention of the relevant FEE authorities to possible weaknesses in current practice and suggests improvements..
- 3.12 The Ombudsman provides consultancy services for staff and students of FEE.
- 3.13 The Ombudsman organizes seminars and other awareness-raising activities aimed at creating safe and fair environment at FEE.
- 3.14 Once a year, the Ombudsman submits an anonymised report on his/her activities to the Dean and AS of FEE.

Article 4 Final Provisions

- 4.1 This Directive shall enter into force on 10.04.2024.

² CTU Ethics Committee or the FEE Disciplinary Committee.