



Charles University,  
Faculty of Physical Education and Sport

**DEAN'S DIRECTIVE No.: 5/2022**  
**RULES FOR THE INTERNAL GOVERNANCE OF THE FACULTY OF**  
**PHYSICAL EDUCATION AND SPORT OF CHARLES UNIVERSITY<sup>1</sup>**

Prepared by: Doc. PhDr. Miroslav Petr, Ph.D.  
Responsibility of: Dean

The Rules for the Internal Governance of the Faculty of Physical Education and Sport of Charles University are hereby issued in order to implement Art. 3 (2) of the Constitution of the Faculty of Physical Education and Sport of Charles University (hereinafter referred to as "the Faculty"):

**Article 1**  
**Faculty Workplaces**

The Faculty workplaces include:

- a) Dean's Office
- b) Departments
- c) Library
- d) Financial department

**Article 2**  
**Dean's Office**

1. The Faculty has a Dean's Office which is subdivided into the Vice-Deans' department and the Human Resources and Payroll Office.
2. The Vice-Deans' department is headed by the relevant Vice-Dean appointed by the Dean according to Art. 10 (7) of the Constitution of the Faculty of Physical Education and Sport of Charles University. The competences and the scope of the agenda of the individual Vice-Deans are specified by the Dean in a Dean's Directive in accordance with Art. 10 (8) of the Constitution of the Faculty of Physical Education and Sport of Charles University.
3. The Human Resources and Payroll Office is managed by a head appointed by the Dean after consultation with the Secretary to the Faculty. The head of the office is responsible to the Secretary to the Faculty for the operation of the office.

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<sup>1</sup> Translator's note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

### **Article 3**

#### **Departments**

1. The Faculty has the following departments which are divided into three divisions in terms of their orientation:
  - A. Division of Social Sciences
    - a) Department of Social Sciences Applied in Kinanthropology
    - b) Department of Sport Management
  - B. Division of Biomedicine
    - a) Department of Biomedicine Applied in Kinanthropology
    - b) Department of Adapted Physical Education and Sports Medicine
    - c) Department of Physiotherapy
  - C. Division of Sport
    - a) Department of Track & Field and Outdoor Activities
    - b) Department of Gymnastics and Martial Arts
    - c) Department of Sports Games
    - d) Department of Swimming, Aquatics and Technical Sports
    - e) Department of Military Physical Education
    - f) Sports Research Centre
2. The departments are headed by the Heads of Department appointed by the Dean.

### **Article 4**

#### **Library**

1. The Faculty has a library which is a workplace within the Faculty providing professional information resources in its collection and access to electronic information resources. It also provides library and information services for the public.
2. The library is managed by a director appointed by the Dean. The director is responsible for the operation of the library to the relevant Vice-Dean pursuant to a Dean's Directive in accordance with Art. 10 (8) of the Constitution of the Faculty of Physical Education and Sport of Charles University.
3. Library staff are non-academic employees of the Faculty.

### **Article 5**

#### **Financial Department**

1. The Faculty has a financial department managed by the Secretary to the Faculty who is appointed by the Dean.
2. The Secretary is responsible for the management and internal administration of the Faculty to the extent specified by a Dean's Directive in accordance with Art. 12 (3) of the Constitution of the Faculty of Physical Education and Sport of Charles University.

## **Article 6**

### **Other Workplaces**

1. Depending on the needs of the entire Faculty, the Faculty operates, establishes, and terminates centres whose activities overlap with other workplaces of the Faculty. The competence of a centre is approved by the Dean's board upon a motion of the Dean, Vice-Deans, and Secretary.
2. A centre is managed by a head appointed by the Dean. The head is responsible to the Dean for the operation of the centre.

## **Article 7**

### **Common Provisions**

The head of each Faculty workplace referred to in Art. 1 of this Directive is obliged to stipulate the rules for the internal governance of the workplace under his authority by means of an internal directive. The Dean's board approves the draft rules for the internal governance of the workplaces and changes thereto.

## **Article 8**

### **Transitional Provisions**

1. Any establishment, merger, subdivision, or dissolution of Faculty workplaces in connection with this Directive will be implemented without undue delay, but no later than by 30 September 2022.
2. Any change in the name of a Faculty workplace in connection with this Directive will be reflected in the identification and communication tools (letterheads, stamps, business cards, department designations, etc.) in both printed and electronic form without undue delay, but no later than on 30 September 2022.
3. This Directive repeals the Rules for the Internal Governance of the Faculty of Physical Education and Sport of Charles University issued in the form of Dean's Directive No.: 8/2017.

## **Article 9**

### **Effect**

1. This Directive comes into force and effect on the date of the Dean's signature after approval by the Senate in accordance with Art. 12 of the Code of Procedure of the Academic Senate of the Faculty of Physical Education and Sport of Charles University of 23 June 2017.
2. This Directive will be published on the Faculty's official notice board.



In Prague, on 4 March 2022

**Doc. PhDr. Miroslav Petr, Ph.D.**

Dean of the Faculty of Physical Education and Sport of  
Charles University