

Faculty of Physical Education and Sport,  
Charles University

## **DEAN'S DIRECTIVE NO. 12/2025**

# **OMBUDSPERSON OF THE FACULTY OF PHYSICAL EDUCATION AND SPORT OF CHARLES UNIVERSITY (“Directive”)**

Drafted by: Pavla Martináková, *lawyer*, Daniel Opelík, *Vice-Dean for Internal Affairs*, Veronika Nürnbergerová, *Head of the Training and Career Centre*  
Implemented by: Faculty Academic Community

## **PREAMBLE**

The present Directive regulates the position and competences of the ombudsperson at the Faculty of Physical Education and Sport of Charles University (“**FTVS**” or “**Faculty**”). For the purposes hereof, the ombudsperson means the Faculty contact person for the Ombudsman/Ombudswoman of Charles University.

## **Article 1 POSITION OF THE FACULTY CONTACT PERSON FOR THE OMBUDSMAN/OMBUDSWOMAN OF CHARLES UNIVERSITY**

- 1.1. FTVS establishes the position of a contact person for the Ombudsman/Ombudswoman of Charles University (“**Faculty contact person**”).
- 1.2. The Faculty contact person may be reached in writing by members of the Faculty academic community, including students, FTVS employees, as well as other persons, such as participants in specialised courses or lifelong learning courses, applicants registered for the state rigorosum examination, or foreign exchange students.
- 1.3. No person may be penalised, disadvantaged, or otherwise deprived of their rights in any way for approaching the Faculty contact person.
- 1.4. In executing his or her office, the Faculty contact person is independent and impartial and acts in compliance with the present Directive. The Faculty contact person must not take any instructions from anyone on how to proceed or what recommendations to give. Should the Faculty contact person identify a conflict of interest (personal, professional, or other), he or she must be excluded from the investigation of the complaint and refer it to another authorised person or notify the University Ombudsman/Ombudswoman.

- 1.5. Within the limits of the law, the Faculty contact person maintains the confidentiality of any and all information which he or she has learnt in connection with the execution of the office. The duty of confidentiality continues even after the Faculty contact person is no longer in office. Information may be disclosed only to the extent necessary and only to authorised persons or bodies where necessary for the investigation of the complaint.
- 1.6. The Faculty contact person always proceeds in such a way as to clarify the complaints only to the necessary extent on the basis of established, objective facts.
- 1.7. The findings of the Faculty contact person are only of a recommendatory nature. The Faculty contact person does not replace the decision-making of the Faculty bodies.
- 1.8. The Faculty contact person is entitled to require the cooperation of all Faculty bodies, and these bodies are obligated to provide such cooperation. The Faculty contact person also has the right to request cooperation from members of the Faculty academic community and Faculty employees.
- 1.9. The Dean authorises a Faculty employee – a member of the academic staff or a non-academic employee (member of the technical and economic staff) – to execute the office of the Faculty contact person. The person authorised to execute the office of the Faculty contact person should have such moral qualities as to ensure that he or she acts fairly, with dignity, conscientiousness, and honesty and in accordance with good morals.
- 1.10. The Faculty contact person should generally have experience with human resources management, anti-discrimination, or intervention or mediation procedures, and be a person familiar with the academic environment.
- 1.11. A Faculty contact person is normally authorised to hold the position for a maximum of 4 years and may execute the office repeatedly. The appointment terminates in the following cases:
  - 1.11.1. Upon the delivery of a written resignation of the Faculty contact person to the Dean;
  - 1.11.2. As a result of incompatibility of offices;
  - 1.11.3. Upon the expiry of the term of office;
  - 1.11.4. By termination of employment on the grounds specified in the Labour Code.
- 1.12. The execution of the office of the Faculty contact person is not compatible with the office of the Dean, Vice-Dean, Secretary, member of the Academic Senate of the Faculty or the University, member of the Research Board of the Faculty or the University, member of the Ethics Commission of the Faculty or the University, member of the Board of Trustees of the University, member of the Disciplinary Commission of the Faculty, and guarantor of a programme of study.
- 1.13. The authorised employee is entitled to extra pay for the execution of the office of the Faculty contact person in the form of a personal performance bonus, the amount of which is determined by the Dean of the Faculty after discussion thereof during a meeting of the Dean's Board.

- 1.14. Provided that the above conditions are met, the Dean may, with the approval of the Dean's Board, authorise more than one person to execute the office of the Faculty contact person, where each person deals with a certain category of complaints, e.g., a contact person for students and a contact person for employees. If there is more than one person authorised to execute the office of the Faculty contact person, these persons may consult with each other about individual complaints and act as a board provided that such approach is suitable and reasonable given the circumstances and the complaint under investigation and that all conditions set out herein are respected.
- 1.15. The person authorised to execute the office of the Faculty contact person is the contact person who communicates with the University Ombudsman/Ombudswoman within the meaning of Art. 9 (1) of Rector's Directive No. 28/2022, as amended by Rector's Directive No. 2/2024.

## **Article 2**

### **COMPETENCES OF THE FACULTY CONTACT PERSON**

- 2.1. Activities of the Faculty contact person include, primarily, prevention in the form of, for example, giving recommendations for promoting a safe, respectful, and inclusive environment at the Faculty, organising training for employees, students, and others, and raising awareness of defence mechanisms against harmful conduct, in particular, bullying, discrimination, inappropriate behaviour, unfair treatment, sexual harassment, bossing, mobbing, staffing, conflict of interest including close relationships, unreasonable delays, failure to act on the part of persons of bodies, violations of legal regulations and the internal regulations of the Faculty or the University, and other similar conduct.
- 2.2. Other activities performed by the Faculty contact person include:
- 2.2.1. Providing help to persons who contact him or her;
  - 2.2.2. Receiving complaints concerning systemic matters;
  - 2.2.3. Identifying matters and obstacles with a negative impact on the study, working, research, and scholarly environment at the Faculty and the University;
  - 2.2.4. Providing methodological guidance for resolving various matters;
  - 2.2.5. Preparing recommendations and proposals for systemic changes;
  - 2.2.6. Monitoring gender balance and providing methodological proposals and recommendations in this area.
- 2.3. The findings and recommendations of the Faculty contact person do not change, repeal, or replace the decisions of the competent Faculty bodies.
- 2.4. The Faculty contact person may not interfere in the activities and decision-making of other Faculty bodies.
- 2.5. The Faculty contact person processes the complaints without undue delay. He or she drafts a final report on each complaint.

- 2.6. If the person filing the complaint does not wish to be identified by the Faculty bodies, the Faculty contact person may represent such person in the matter on his or her behalf. The Faculty contact person may do so only after verifying the person's identity and after investigating the complaint to the extent necessary to enable him or her to reasonably believe that the complaint is justified. The Faculty contact person may not, however, represent the person concerned for the purposes of filing a complaint with the Ethics Commission of the Faculty, if such commission exists.
- 2.7. If the Faculty contact person discovers that the complaint is of a malicious nature, that the investigation thereof has been repeatedly stopped, that it has been filed by an unauthorised person, that it is a case of chronic complaining, that its aim is to harm another or damage the reputation of the Faculty, that the person concerned fails to provide the necessary cooperation despite repeated requests to do so, that the matter of the complaint does not fall within the competence of the Faculty contact person and is already being resolved by a competent body, or it seeks to replace the decision or opinion of a competent body, the contact person will not proceed with the processing of the complaint and will inform the person who has filed the complaint of this fact. If the contact person receives a complaint which does not allow the verification of the identity of the person concerned, the complaint is considered to only constitute a general comment.
- 2.8. If the person concerned believes that the Faculty contact person did not act in a due and timely manner in the given matter, the person may contact the Dean of the Faculty or the Ombudsman/Ombudswoman of Charles University.

### **Article 3**

#### **RELATIONSHIP TO OTHER FACULTY BODIES**

- 3.1. The Faculty contact person may participate in the public parts of the meetings of all Faculty bodies, where he or she can give a speech and present and explain any suggestions, recommendations, and findings.
- 3.2. All Faculty bodies must consider the suggestions, recommendations, and findings of the Faculty contact person and the Faculty contact person may request information on how the recommendation has been dealt with.
- 3.3. All Faculty bodies have the right to contact the Faculty contact person with their suggestions and requests for methodological recommendations.
- 3.4. Once a year, the Faculty contact person presents a report to the Dean of the Faculty on the complaints received and other findings falling within his or her competence. As a rule, the report also includes recommendations for improving and refining the Faculty environment.
- 3.5. Students and other persons in a similar position, employees, and Faculty bodies provide the necessary cooperation to the Faculty contact person to execute the office and respect his or her competences. The persons under this paragraph must maintain the confidentiality of the information they learnt while providing cooperation to the Faculty contact person. If such cooperation is refused, the contact person notifies the Dean of this fact in his or her report.

**Article 4**  
**FINAL PROVISION**

4.1. The present Directive comes into force on the date of execution and becomes effective on the 2<sup>nd</sup> day following the publication thereof on the Faculty's official notice board.

Prague, on 7 May 2025

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**doc. PhDr. Miroslav Petr, Ph.D.**  
Dean of the Faculty of the Faculty  
of Physical Education and Sport  
of Charles University