



**FACULTY  
OF ELECTRICAL  
ENGINEERING  
CTU IN PRAGUE**

## BASIC INFORMATION FOR NEW EMPLOYEES

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# 1. Introduction

We are delighted that you have decided to join our team. Whether you work in research, teaching or administration, each of us contributes to making our faculty a place of innovation and collaboration. Together, we work on projects that push the boundaries of knowledge and have a real impact on the world around us.

At FEE, we educate future experts in fields such as electrical engineering, computer science, electronics, energy and biomedicine. These disciplines are the subject of our scientific research and may be studied here in a wide variety of degree programmes. We support not only academic growth but also creativity and interdisciplinary collaboration. Thanks to the efforts of all staff – including you – we are among the leading scientific institutions in the Czech Republic and worldwide.

Please do not hesitate to approach your colleagues with any questions or ideas – we are here to help one another. We believe you will feel at home here and quickly get involved in the life of the faculty. Together, we can achieve great things and contribute to the further development of our institution.

Once again, we warmly welcome you and look forward to working with you!

## **A brief overview of the university's mission and values**

CTU is one of the oldest technical universities in Europe, with a strong focus on teaching quality, innovation and cutting-edge research. Our mission is to train experts who can meet the challenges of technological progress and contribute to the sustainable development of society. At the faculty of Electrical Engineering, CTU, we share values such as academic freedom, integrity, teamwork and respect for diversity.

## **Getting to know the faculty's culture**

The Faculty of Electrical Engineering offers a dynamic environment where research, teaching and collaboration with industry are closely intertwined. Our priority is to support innovation and interdisciplinary collaboration, both in research and in education. The faculty is open to new ideas and supports the creative and scientific development of all its members. We place emphasis on a friendly and supportive atmosphere where all voices are heard and where collaboration between academics, students and administrative staff brings new possibilities and opportunities.

## **HR Excellence in Research Award – CTU**

In 2017, CTU signed up to the principles of the European Charter for Researchers and the Code of Conduct for their Recruitment. In 2019, the university received the 'HR Excellence in Research Award' from the European Commission for implementing these principles. This

award commits the university to establishing a transparent, fair and open working environment.

## **2. Basic information about the university and the faculty**

### **History of the university and the faculty**

The Czech Technical University in Prague (CTU), founded in 1707, is one of the oldest technical universities in the world and has a long tradition of providing high-quality education and research. The Faculty of Electrical Engineering (FEE), founded in 1950, is one of the most important faculties at CTU and a key centre for education and research in the fields of electrical engineering, computer science and related technologies. A significant part of the faculty's research activities consists of projects carried out in collaboration with industrial partners, which contributes to the practical application of research results. The faculty also boasts successes in international competitions and a publishing record that constitutes a substantial part of the university's scientific output.

### **Organisational structure of the university and the faculty**

The Faculty of Electrical Engineering is divided into 17 departments and several research centres, covering a wide range of technical disciplines. The faculty is headed by a dean, who works with vice-deans responsible for areas such as teaching, science, research, international cooperation and others. The departments are managed by heads who oversee teaching and research activities.

[Departments at the Faculty of Electrical Engineering](#)

### **Faculty Management**

The Dean of the faculty has powers similar to those of the Rector, but only within the scope of their faculty. They are responsible for strategic and personnel decisions that affect the running of the faculty. The Vice-Deans act on behalf of the Dean and are responsible for specific areas such as teaching, research, or international cooperation.

The faculty's financial and administrative affairs are managed by the faculty secretary, who ensures the institution runs efficiently from both a financial and organisational perspective. Each organisational unit of the faculty has its own head, who oversees its activities. An important part of the decision-making processes is the Academic Senate, which approves the budget and internal regulations and provides a platform for dialogue between academics and faculty management.

## Key departments

- **Staff Department (hereinafter referred to as the “HR Department”)**: It handles all administrative aspects of employment-related documents – the preparation, conclusion and record-keeping of contracts (permanent contracts, fixed-term contracts, and casual work contracts), the issuance of payslips, and the processing of payroll. It also acts as the personnel department and is happy to answer any queries relating to starting or continuing employment.
- **SVTI (Centre for Computing and Information Technology)**: Provides technical support to faculty staff, including access to information systems, email and other IT tools. *Please contact technical support exclusively via [the ServiceDesk](#).*
- **Finance Department**: Handles all accounting documentation, manages the faculty's accounts, administers budgets and provides support with financial matters.
- **Student Affairs Office**: Supports academic staff and students with matters relating to study programmes, enrolment, timetables and other administrative issues.
- **Technical and Operations Department (Czech acronym: TPO)**: Responsible for building management, equipment maintenance, safety and the technical support of the faculty's operations.
- **Department of Public Relations**: Responsible for promoting the faculty, communicating with the public and the media, organising events, and supporting the recruitment of new students and staff.
- **Public Procurement and Purchase Department**: Manages the procurement of materials, equipment and services required for the running of the faculty and individual departments.
- **Science and Research Department**: Supports scientific and research activities, assists with the administration of projects and grants, and coordinates cooperation with external partners and institutions (including support for technology transfer). It provides support to new staff members in collaboration with the CTU Welcome Office. It provides administrative support to PhD students. It is responsible for the accreditation of all study programmes and the quality of teaching. It supports the activities of the FEE Scientific Council and administers habilitation and appointment procedures. It also provides methodological and administrative support for the organisation of international business trips.

## 3. Your first steps at the university

At any department, you will have a designated contact person (a mentor, supervisor or member of the HR department) who will guide you through all the necessary steps from your first day.

They will take care of the necessary documents, guide you through all the formalities and answer your questions.

### **How it works**

- Your mentor will familiarise you with the working environment and provide you with all the necessary materials.
- Together, you will ensure the documents are submitted, and the HR department will then prepare your payslip and employment contract.
- As soon as the dean signs the contract, your mentor will hand it over to you.

You don't have to worry about a thing – your mentor is there from day one, ready to help you with anything and answer all your questions.

## **1. Issuing an access card and obtaining your CTU master password**

At the start of your employment, you will collect your access card, which serves as your personal CTU employee ID, from [the Card Centre](#). At the same time, you will receive your main CTU password, which you will need for:

- managing your user profile in the Usermap system,
- logging into the university Wi-Fi (eduroam, felk),
- accessing shared applications, e.g. MS Teams.

**If you have any questions or need further assistance**, please do not hesitate to contact support either via the department secretariat, the department administrator, or via the ServiceDesk.

**CTU Card Centre website** [here](#)

## **2. Creating a work email address and access to faculty systems**

Upon your official start date, the system will automatically create a work email address for you in the format `username@fel.cvut.cz` (only for staff with an employment contract; see [Chapter 5](#) for more details). To access your email and the intranet, use the FEE login and password you received when collecting your card.

We then recommend to:

- Set your FEE email as your primary address in your CTU profile (Usermap). Here, you must also specify at least:
  - the room where you will be working,
  - telephone line (select from the university directory),

- verify your priority email address,
- it is also recommended to add a link to your personal website with publications and your CV.
- Check that you can log in to the intranet and test sending or receiving an email.

### 3. Health and Safety, Fire Safety and Cyber Security Training

As soon as possible after starting, complete:

- **Health and Safety and Fire Safety training** – the organisation and schedule may vary by department or division, so please contact your manager or mentor/contact person,
- **cybersecurity training** – an online course at <https://elearning.security.cvut.cz>.

Your mentor/contact person at your workplace will provide you with detailed instructions on how to submit materials and register for the individual training courses.

### 4. Digital signature

Shortly after starting work, you must set up an electronic signature, which is essential for using certain CTU applications, such as AEDO (the system for managing business trips and leave). To obtain a certificate, you must contact the HR department, where your identity will be verified. Please have a valid ID document ready.

The HR department will handle the identity verification process with you individually and provide the necessary information and instructions for applying for an electronic certificate. Full instructions [here](#).

**Note:** If you have any questions or encounter any difficulties during the process of obtaining an electronic signature, please do not hesitate to contact IT support, who will provide you with the necessary assistance.

### 5. What should you do if you lose your card?

If you lose your master password or access card, it is important to act immediately to ensure the security of your data and access. Please follow these steps:

**Reporting the loss:** Visit the CTU Card Centre

**Blocking the card:** Once reported, your card will be blocked to prevent misuse.

**Issuing a new card:** You can apply for a new card at the **CTU Card Centre** ([Jugoslávských partyzánů 3, entrance B3, Prague 6](#)), where it will be issued to you whilst you wait. The cost of issuing a replacement card is payable by the employee directly upon collection.

**Activating the new card:** Once you have received your new card, have it activated at the relevant locations so that it works for all the systems you need (building access, the Follow Me printing system, etc.).

## 4. How not to get lost on campus?

At first glance, the Faculty of Electrical Engineering may seem like one big maze. To help you find your way around, the following systems are available:

- **Navigate FEE web application**  
Open <https://navigate.fel.cvut.cz> in your browser and select a starting point (entrance, canteen, specific room) and a destination. The application will display detailed floor plans of all floors as well as a text description of the route.
- **QR codes in the corridors**  
You will find QR codes in selected corridors of the Dejvice part of the faculty. Scanning them with your mobile phone opens an interactive map where you can select your destination room, a wheelchair-accessible route or your preferred lift. [CTU – Faculty of Electrical Engineering](#).
- **Interactive navigation kiosks**  
There are touchscreen kiosks with maps at the main entrances to the buildings (Technická 2 in Dejvice and Building E on Karlovo náměstí). Ideal if you don't want to take out your phone – simply walk up, search for the room and you'll see the route on the large screen [at czm.fel.cvut.cz](http://czm.fel.cvut.cz).
- **Static map of classrooms**  
If you need a quick overview, download or open [the “Classroom Map”](#) on the intranet.

## 5. Technical and administrative support

### Access to the university information system

Access to the university information system is described in [Chapter 3](#).

## Use of email and other communication tools

The primary communication platform at the faculty is **Microsoft Teams**.

### Email:

- **FEE email:** An FEE email address is automatically created the day after enrolment, but only for staff on permanent contracts. Staff on fixed-term contracts, contract-for-work agreements and similar contracts must request an email address via ServiceDesk. Login details consist of **your CTU username** and FEE **password**. It is recommended to set this address as the preferred one in your CTU user profile (Usermap).
- **CTU email:** The CTU email address is set up manually in the CTU user profile (Usermap). Although this email is not strictly necessary, some features in applications, such as MS Teams, may not work properly without it.

## Wi-Fi connection

We recommend using the secure FEE wireless network. Once the initial setup is complete, your device will automatically connect to the eduroam network worldwide.

You can also use the international eduroam network.

Further information can be found at [svti.fel.cvut.cz](https://svti.fel.cvut.cz).

## User login – SSO gate – CTU in Prague

To ensure seamless access to university systems, such as user profile management, MS Teams and other key tools, we use the SSO gate single sign-on system. Please ensure you use the login credentials issued by CTU, which will ensure you can log in securely and quickly to all the services you need.

## Faculty printing system

SVTI guide [here](#)

The Faculty of Electrical Engineering operates a self-service printing system for staff and PhD students, which is managed by **SVTI**. This system includes printers in the Monoblok building at Technická 2, in buildings E and G on Karlovo náměstí, and in the FEE premises in the Jugoslávských partyzánů building. Some printers are located directly in workplaces and may not be accessible to all users. The central printing system handles the distribution of print jobs, scanning, copying, cost tracking and monitoring of consumables.

## Remote printing

Print jobs are sent to a print server, which is accessible only from the faculty's internal network. The user's device communicates only with the print server, not directly with the printer. The user sends the print job to the Follow Me print queue; after authentication via PIN, ID card or chip, they can print the job on any printer (Follow Me system). Alternatively, a direct queue can be used for printing on a specific printer. All printers have a standardised [control interface](#).

[A brief guide to using the printing system](#)

## How do I start printing?

We recommend setting black-and-white double-sided printing as the default option to save costs.

### 1. Logging in to [the print portal](#)

- Log in using your CTU username and password.
- In the printing portal, use the Generate PIN button to obtain an access PIN.

### 2. Using the printer

- Find the nearest printer via the FEE Navigation System.
- Authenticate at the printer by entering your PIN or using your CTU staff card. Use the ID Card Registration function to register your CTU card or access key fob. Don't forget to log out using the Logout button after using the printer.

### 3. Installing drivers

- Install the print server drivers on your device; alternatively, you can print via the FEE portal's web interface.

### 4. Help and support

- If you encounter any problems, submit a request to, or contact your IT administrator.

## Who can print?

The FEE printing system is available to users with the following roles in Usermap:

- staff: 13000-SUMA-PRACOVNIK
- PhD students: 13000-SUMA-STUDENT-DOKTORAND
- individual groups: (e.g. CZM members and others)

## Payment for printing

The printing price includes the cost of printing and paper, although the price may vary slightly between different printers. Before printing begins, the job price is shown on the printer display. Printing costs are charged once a month to the cost centre of the user's department.

[Printing and paper prices](#)

## IT support and troubleshooting

The main points of contact for IT support are the department's network administrator and ServiceDesk.

## 6. Administrative and operational matters

### Illness and sick leave, care allowance

In the event of illness, you must immediately inform your line manager and your department's payroll accountant (preferably by email) of the start and end dates of your incapacity for work.

### Holiday requests and working from home

Staff should submit requests for leave and any work from home (home office) via the [AEDO](#) system:

#### 1. Logging into the AEDO system:

- Log in to the AEDO application using your login details.

#### 2. Submitting a request:

- For leave:
  - Go to the 'Absences / New absence' tab.
  - Select the absence type "Holiday".
  - Enter the start and end dates of your holiday.
- For working from home:
  - Go to the "Absences / New absence" tab.
  - Select the absence type "Home Office".

- Enter the planned dates for working from home.

### 3. Submitting the request:

- Once you have filled in all the necessary information, save the request and sign it electronically using your digital certificate.
- The request will be automatically forwarded to your manager for approval.

### 4. Approval and viewing:

- Holidays or working from home will be displayed in the AEDO app.
- You will be notified of the approval by email or via a notification in the system.

### Notes:

- Planning ahead: It is important to submit holiday requests well in advance to ensure continuity of work and coordination within the team.
- **To work from home, you must have a home office agreement in place.** At each workplace, you are required to inform your line manager of this (see point 1) – approved leave or home office arrangements are also recorded in the internal attendance systems at each workplace.
- Both holiday leave and home office arrangements must be recorded in **the employee's working hours register**.

## Post

At the Faculty of Electrical Engineering, CTU, all incoming and outgoing post is processed via the faculty filing office. Staff may use the filing office to receive and send work-related mail. A faculty courier service is available for internal post between faculties and university departments. The filing office is located in the faculty building at Technická 2, Prague 6, and its opening hours are Monday to Thursday 8:00–12:00 and 13:00–16:00, and Friday 8:00–12:00 and 13:00–15:00. For sending parcels or further information, please contact the relevant secretariat of your department. Faults should be reported to the ServiceDesk.

## Office supplies

If you require office equipment or small office supplies, please contact the secretariat of your workplace. Every employee is entitled to the equipment necessary to perform their work, including printing services and other administrative supplies.

## 7. Employee benefits

CTU offers its employees a wide range of employee benefits (list [here](#)), which aim to support a work-life balance, professional development and overall satisfaction in the workplace. These benefits include, for example, access to recreational facilities and sports grounds, flexible working hours and **6 weeks' holiday** (8 weeks for academic staff), which help employees improve the quality of both their work and personal lives.

The individual categories of benefits are detailed below.

### Meal allowance

Employees working 0.5 FTE or more are entitled to a meal allowance in the form of a financial contribution added to their pay. This contribution replaces traditional meal vouchers and is used to cover the cost of meals during the workday. The conditions for provision and the amount of the allowance are governed by the bursar's guidelines on the meal allowance.

### Contribution to supplementary pension insurance

CTU provides an employer's contribution to retirement savings schemes.

Link to the directive [here](#).

### MultiSport Card

#### Who is eligible

- Employees with a working time of  $\geq 0.3$  (does not apply to DPP/DPČ contracts). Regular income, excluding probationary periods, unpaid leave, long-term obstacles, debt enforcement or insolvency.

#### Price

- Employee: CZK 980/month
- Dependent (family member): CZK 1,800/month
- Child card: CZK 500/month

#### Key rules

- If your working hours fall below 0.3 FTE or in the event of a prolonged absence (illness, parental leave, etc.), we will cancel your membership without prior notice.
- Changes to the deduction agreement (e.g. adding a family member) can be made a maximum of once every 3 months.

## How to apply for a card

1. Complete the "Deduction Agreement" in duplicate.
2. Submit it to the HR department by the 20th of the month prior to the start of the deduction (to be signed by the FEE Secretary).
3. After signing, keep one copy and file the agreement.
4. Activate your card in the card system by the 20th day of the month prior to its use at the latest.

**If you require a dependent or child's card, please contact the HR department directly.**

## Important dates:

- **Activation:** Must be completed by the 25th of the month.
- **Deactivation:** A request for deactivation must be submitted by the 5th day of the month preceding the period from which the employee wishes to stop using the card. Once deactivated, the card cannot be reactivated for at least 6 months.

## Parking

The faculty provides an open car park on the right-hand side of the faculty building in Dejvice, or you can use the car park under the Faculty of Architecture building for a fee. Parking in the courtyard can be reserved for guests and suppliers.

[Parking rules in Dejvice](#)

More detailed information [here](#).

## Sport for staff

Institute of Physical Education and Sport organises various sporting events for students and university staff and offers staff access to CTU sports facilities.

For more information on sporting activities, visit <http://www.utvs.cvut.cz/>. To book sports facilities: <http://www.utvs.cvut.cz/en/sports-pod-juliskou.html>

## 8. Business trips

### Pre-trip preparation:

- Submit a **travel order (TO or CP in Czech)** in **AEDO** at least **5 days** before departure (required separately when applying for an advance)

- State the date, location, purpose (e.g. conference), transportation and accommodation.
- Once the TO has been approved, the employee is automatically insured for travel abroad under CTU's contract with ERV insurance.
- **ERV insurance card:** in accordance with Bursar's Directive 122/2022, the employee is required to have an insurance card prior to travel – either:
  - an e-card downloaded directly from the travel authorisation (travel order) in AEDO and printed out, or
  - a mobile e-card in the [“Moje Evropská”](#) (ERV) app downloaded on their phone.

**Tip:** In the travel authorisation (after approval), you will find a link to download the card. If you choose the app, install it before departure and save the card offline.

#### **Travel expenses:**

- Expenses must be approved before the trip within the travel plan. These include, for example, registration fees, flight tickets, transport fares and accommodation.
- Meal allowances are set at a flat rate in accordance with the applicable regulations but may be reduced if meals are included in the accommodation or registration fees.

#### **Transport:**

- Transport by plane or train is primarily arranged by the department administrator, or by the employee themselves.
- For travel by private car, documents such as a driving licence, vehicle registration certificate and insurance must be provided.
- The employee is required to keep a logbook when using their own car.

#### **Accommodation:**

- Accommodation bookings are primarily arranged by the department administrator. Accommodation costs are covered up to a maximum of CZK 3,500 per night, provided the price is customary for the location and time of stay. In the case of more expensive accommodation, approval must be obtained prior to travel through the TO.

#### **Advance payments:**

- Employees may request an advance payment prior to travel, which will be paid in cash or by bank transfer. It is essential that the travel authorisation is approved in good time.

#### **Post-trip settlement:**

- Upon returning from the trip, the employee must submit all receipts and travel tickets.

- Documents must be issued to one of two possible billing addresses:
  - Czech Technical University in Prague  
Faculty of Electrical Engineering  
Technická 2, 166 27 Prague 6  
Company ID 68407700, VAT No. 68407700
  - Czech Technical University in Prague  
Jugoslávských partyzánů 1580/3, 160 00 Prague 6  
Company ID 68407700, VAT No. 68407700
- A report on the course of the business trip must be attached to the expense claim, particularly if the trip was funded by grants.

## 9. Procurement

Purchases are handled at each workplace by a designated employee, who follows the Public Procurement Guidelines ([link](#)) and the Secretary's Instructions on Purchases for Minor Expenditure ([link](#)).

The basic procurement manual is available here: [link](#).

Purchases are handled by the workplace itself or by the Procurement and Public Contracts Department, depending on the commodity and estimated value.

Every purchase must be approved in advance by the authorising officer and the workplace budget manager.

## 10. Professional Development and Training

### Opportunities for further education and professional development

The faculty of Electrical Engineering at CTU places great emphasis on the professional development of its staff. Staff have the opportunity to take advantage of various forms of further education, both through university courses and externally. These include, for example, participation in specialist training, courses focused on teaching skills, language courses, technical courses for working with new technologies, and many others. The faculty supports lifelong learning, which is regarded as a key element of career progression.

### Support for participation in conferences, seminars and workshops

Participation in national and international conferences, seminars and workshops is an important part of professional development and the expansion of specialist knowledge. The faculty supports staff who wish to present their research findings or attend professional events

as participants. Financial support is available for participation in these events, covering travel, accommodation and registration fees. The procedure for applying to attend a conference can be discussed with your line manager and subsequently registered in the AEDO system.

### **Information on grant opportunities and research funding**

Faculty staff have access to a wide range of funding opportunities for research projects. The main sources of funding include national and international grants, such as those provided by the Czech Science Foundation (GA ČR), the Technology Agency of the Czech Republic (TA ČR), or European programmes such as Horizon 2020. The faculty offers support with grant applications and administrative assistance throughout the process. Seminars focusing on research project management and grant applications are held regularly.

## **11. Changes to personal details during the course of employment**

Changes to your personal details affect HR and payroll administration, so it is essential that you notify the HR Department of such changes as soon as possible. This applies in particular to changes to the following details:

- surname or first name
- marital status
- permanent address (or temporary address, if applicable)
- birth of a child
- whether the employee is in receipt of any type of pension
- change of bank account number for salary payments
- change of health insurance provider (and changes to other details affecting health insurance contributions)
- changes to details affecting social insurance contributions
- changes to details affecting income tax deductions
- an order for the enforcement of a judgment by deductions from wages (wage garnishment)
- change in medical fitness for work

## **12. Useful information and links**

## Website

<https://fel.cvut.cz/cs>

<https://intranet.fel.cvut.cz/>

## Important contacts

<https://fel.cvut.cz/cs/fakulta/kontakty>

## FEL CTU social media

Facebook <https://www.facebook.com/CVUTFEL/>

Instagram <https://www.instagram.com/cvutfelpraha/>

LinkedIn <https://www.linkedin.com/school/15143943/admin/dashboard/>

YouTube <https://www.youtube.com/user/CVUTFEL>

## 13. Media relations, publicising scientific achievements

The PR department of the Faculty of Electrical Engineering at CTU handles communication with the public and the media, as well as the promotion of the faculty's scientific and academic activities. FEE is very active in the field of science communication, so you may be approached by journalists in your capacity as a researcher or expert.

In such cases, it is important to first contact the head [of the PR Department](#) to discuss how to proceed. The PR Department will help you prepare materials, formulate responses, or directly facilitate communication with the media.

You can also contact the PR department if you wish to share your scientific achievements – for example, a publication in a leading journal, an award, a patent or other research results. The PR team will help you with promotion on the website, social media or in the media.

You can also consult the PR team about ideas for organising events – whether for the public, students or staff. They will help you with the organisation, promotion and securing publicity.

## 14. University principles and policies

### Code of Ethics and Conduct in the Workplace

The CTU Code of Ethics sets out rules for the conduct of staff and students, based on values such as truth, freedom of research, professionalism and respect. It promotes academic freedom, honest conduct and the protection of university property. Staff and students are required to comply with the law and moral principles, protect the good name of CTU and prevent unethical conduct. The Code also covers responsibility in teaching, research and expert activities and includes provisions on the protection of dignity and justice.

#### [Code of Ethics](#)

### Principles of Equality and Diversity

CTU promotes equal opportunities for all staff regardless of their gender, age, race, religion or other characteristics. The faculty is a place where diversity is supported, and all staff and students are guaranteed fair conditions for their professional and personal growth.

### Data Protection and Information Security

Data protection is a priority at the university. Every employee is obliged to protect the personal data of colleagues, students and third parties in accordance with the GDPR and the university's internal rules. Access to personal data and confidential information is restricted to employees who have a direct connection to the relevant area of work, and the processing of such data must comply with applicable laws.

### FEE CTU Ombudsperson

FEE CTU has also established the position **of Ombudsperson**, who acts as an independent mediator in resolving disputes, complaints or ethical dilemmas. The Ombudsperson is available to all staff and students and provides confidential advice and support in situations that cannot be resolved through standard procedures. If you encounter a problem that requires an independent assessment or are seeking advice on a sensitive matter, you can contact the Ombudsperson.

#### Ombudsperson's contact details:

- **Name:** Mgr. Zuzana Labudová, Ph.D., MBA.
- **Email:** [ombuds@fel.cvut.cz](mailto:ombuds@fel.cvut.cz)
- **Website:** [FEE CTU Ombudsperson](#)

#### How should academic staff be addressed?

We address members of the faculty management by their title:

- Dean

- Vice-Dean
- Mr Secretary

We address other academic staff by their most significant title:

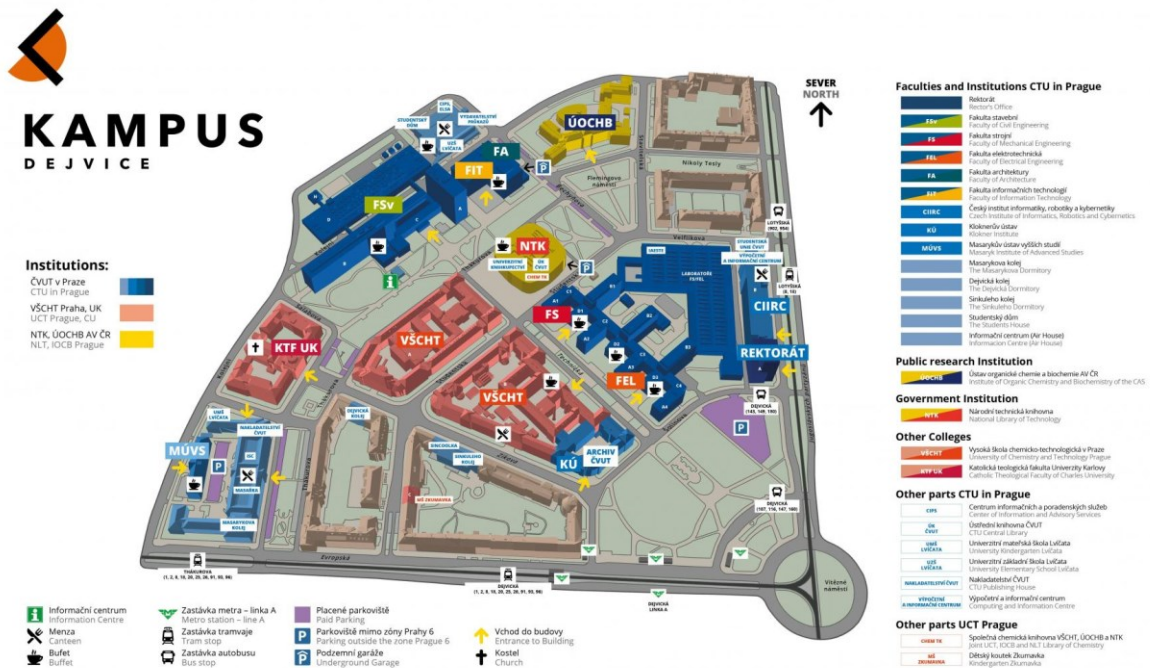
- Prof. Ing. Jan Novák, Ph.D. – “Professor”
- Doc. PhDr. Jan Novák, Ph.D. – “Docent”
- Mgr. Jan Novák, Ph.D. – “Dr”
- JUDr. Jan Novák, CSc. – “Dr”
- Mgr. Jan Novák – “Master”

What forms of address are considered inappropriate in an academic setting?

- Miss, Sir
- Miss Engineer, Miss Doctor ...

## 15. Campus map

### Dejvice Campus



## Karlovo náměstí

