

University of Chemistry and Technology, Prague	
Title	DIRECTIVE No. A/S/961/4/2025
Subject	Rules for Supporting Association Activities at the University of Chemistry and Technology, Prague
Applicability	All-university
Effective from	12 February 2025
Effective to	Unlimited
Revision	-
Cancelled	Directive No. 60.59/17 'Rules for the Operation of Student Associations Registered at the University of Chemistry and Technology, Prague'
Prepared by	940 - Counselling and Career Centre of UCT Prague
Issued by	Prof. Ing. Milan Pospíšil, CSc.

This translation is provided for convenience only. The Czech version is the legally binding version. In case of any inconsistency or ambiguity, the Czech version shall prevail.

Article 1

Introductory provisions

- (1) This directive lays down the rules for supporting association activities at the University of Chemistry and Technology, Prague (hereinafter '**UCT Prague**').
- (2) Support under this directive may be used only by associations that are validly registered at UCT Prague (hereinafter '**associations**'). For the purposes of this directive, associations include not only associations with legal personality, ie associations under Sections 26 or 27 of Act No. 304/2013 Coll., on Public Registers of Legal and Natural Persons, as amended, entered in the association register (hereinafter '**registered associations**'), but also associations without legal personality, ie informal groups of individuals not entered in the association register (hereinafter '**clubs**').
- (3) Associations may register at UCT Prague if they:
 - a) consist of at least a simple majority of students or employees of UCT Prague; in exceptional cases, with the consent of the Vice-Rector for Education, or of the Bursar in the case of employee associations, an association that does not meet this condition stated herein in this clause (a) may also be registered at UCT Prague;
 - b) comprise at least three (3) individuals; and
 - c) have as their principal purpose and activity the development of the social and cultural life of students and employees of UCT Prague and their education (hereinafter '**association activities**').
- (4) There is no legal entitlement to receive support under this directive.

Article 2

Definitions

For the purposes of this directive:

‘**employee association**’ means an association in which, as stated in the registration application, at least 80% of members are employees of UCT Prague;

‘**authorised representative**’ means a representative of the association (or of all its members in the case of a club) selected from among the members of the association who is a student or employee of UCT Prague, authorised by the association, or by its members in the case of a club, to act on behalf of the association (or its members in the case of a club) in dealings with UCT Prague in association matters and listed as authorised representative in the association’s registration form (Article 3 (4) hereof). Upon request, the authorised representative shall provide UCT Prague with written authorisation from all members of the association (in the case of a club) or written authorisation from the association signed by its statutory body (in the case of a registered association);

‘**authorised representative for K3S**’ means a representative of the association (or of all its members in the case of a club) selected from among the members of the association who is a student or employee of UCT Prague, authorised by the association, or by all its members in the case of a club, to represent it in the Collegium of Student Senates and Associations (advisory body of the student section of the Academic Senates, hereinafter ‘**SSAS**’) in association matters and listed as authorised representative for K3S in the association’s registration form (Article 3 (4) hereof).

Article 3

Registration of associations

- (1) Each association that intends to use support under this directive in the following calendar year shall register at UCT Prague in September and October in accordance with this article. Registration is valid only for the given calendar year (‘**registration period**’). Registration must be renewed for each subsequent calendar year in accordance with this article.
- (2) If an association registers under this directive for the first time, registration is valid for the registration period and also for the remainder of the calendar year in which it is approved.
- (3) In justified cases, registration may take place later than by the end of October of the preceding calendar year.
- (4) Registration shall be requested by completing the online registration form available at aktivni.vscht.cz.
- (5) The registration form shall be completed by the association’s authorised representative from his or her UCT Prague account (university login).
- (6) For registered associations, registration additionally requires the registered association to provide a formal consent for the registration (a template is available at aktivni.vscht.cz), which must be sent to the UCT Prague data mailbox (address: sp4j9ch) no later than three days after the online form has been completed.

- (7) Registration shall be approved by the Vice-Rector for Education, or by the Bursar in the case of employee associations.
- (8) Registration becomes valid on the date it is published on the aktivni.vscht.cz website.
- (9) The register of associations registered at UCT Prague is maintained by the Counselling and Career Centre of UCT Prague (hereinafter 'CCC') in a manner that enables online access for the Bursar's Secretariat and the Department of Communication (hereinafter 'Department of Communication') of UCT Prague.
- (10) There is no legal entitlement to registration of an association at UCT Prague.

Article 4

Use of the name and logo of UCT Prague

- (1) Associations may use the name and logo of UCT Prague (of the university/faculty/department) only with the approval of the Head of the Department of Communication, only for the purposes of their association activities, within the scope approved by the Head of the Department of Communication, in accordance with the UCT Prague Logo Manual and in a manner that does not harm the reputation or interests of UCT Prague.
- (2) Use of the name or logo of UCT Prague in the name of an association is possible only in exceptional cases and only with prior written consent of the Head of the Department of Communication granted upon agreement with the Vice-Rector for External Relations and Communication. UCT Prague may withdraw such consent at any time, in which case the association shall immediately, and no later than within 30 days, remove the name and logo of UCT Prague from the association's name.
- (3) In case of doubt as to the authorised use of the name or logo of UCT Prague by an association, the association shall consult the Head of the Department of Communication.
- (4) There is no legal entitlement to consent for the use of the name or logo of UCT Prague; UCT Prague reserves the right not to grant such consent and to revoke any consent already granted.

Article 5

Financial support

- (1) Associations whose members are students of UCT Prague may apply for financial support for their projects through the Social Internal Grant Agency of UCT Prague (hereinafter 'SIGA'), which distributes financial resources to support socially oriented projects in accordance with the rules issued by SIGA.
- (2) The Rector may, on the basis of a proposal by SČAS, grant patronage over specific activities of an association. Such activities may be financially supported from the budget of UCT Prague. The application for support must be accompanied by a plan of the activity, including a budget. There is no legal entitlement to such support; support is granted at the Rector's discretion. An association that has received support is obliged to submit an account of the funds provided demonstrating their use for the approved purpose, within one month of the implementation of the supported activity.

Any unused funds shall be returned. If the funds are used for any purpose other than the approved purpose, the association shall return the financial support in full.

- (3) If an association's activities are directly connected with the agenda of a particular department or other organisational unit of UCT Prague, that unit may assume patronage over the association with the consent of the respective Head of Department (hereinafter 'patronising head') given upon agreement with the relevant Dean, Vice-Rector, Bursar or Rector according to the unit's line of authority, Activities of an association under such patronage may be financially supported from the budget of that unit. An association that wishes to receive such financial support in the following calendar year shall submit to the patronising head, no later than by November of the preceding year, a plan including a budget of the activities for which support is requested. The patronising head shall consider the appropriateness of the plan and, in consultation with the association's representative, the options for financial support. There is no legal entitlement to such support; support is granted at the discretion of the patronising head upon agreement with the relevant Dean, Vice-Rector, Bursar or Rector, depending on the unit's line of authority. Support may be granted only if the budget of the unit approved by the Academic Senate for the relevant calendar year permits it. An association that has received support is obliged to submit an overview of activities funded from the support together with an account of the funds provided, demonstrating their use for the approved purpose, no later than by the end of the calendar year for which support was granted. Any unused funds shall be returned by the association. If the funds are used for any purpose other than the approved purpose, the association shall return the financial support in full.
- (4) In the case of financial support provided by UCT Prague in accordance with paragraphs 1, 2 and 3 of this article, the association is obliged to display the logo of UCT Prague (or of its faculty/department, as applicable) on all official materials relating to the financially supported activity, in accordance with the UCT Prague Logo Manual and in a manner that does not harm the reputation or interests of UCT Prague.

Article 6

Use of UCT Prague premises

- (1) Associations may use classrooms in UCT Prague buildings that are available in the university booking system for regular meetings of members within their association activities, subject to prior reservation by the contact person.
- (2) The association shall return the premises in the condition in which they were provided.

Article 7

Other support

- (1) Associations may use the promotional channels of UCT Prague only with the consent of the Head of the Department of Communication, only for the purposes of their association activities, within the scope approved by the Head of the Department of Communication and in a manner that does not harm the reputation or interests of UCT Prague.
- (2) An overview and extent of any additional support offered by UCT Prague to associations (ie support beyond that specified in Articles 4–6 hereof) is published on the website aktivni.vscht.cz.

Article 8

Obligations of associations

- (1) Associations and their members must comply with all generally binding legal regulations, the principles of academic rights and freedoms, and the rules set out in the internal documents of UCT Prague (<https://intranet.vscht.cz/dokumenty>), in particular the Code of Ethics of UCT Prague, the directive Rules for Holding Student Events on UCT Prague Premises and documents of UCT Prague concerning occupational health and safety and fire protection.
- (2) If UCT Prague concludes that a particular activity of an association is contrary to the interests of UCT Prague, for example if an association's event competes with an event of UCT Prague or with its intention in a given area, the association shall not carry out such activity on UCT Prague premises or under the name or logo of UCT Prague, nor use UCT Prague promotional channels for such activity, unless a written agreement has been concluded between the association and UCT Prague specifying the conditions for such activity.
- (3) Associations under the patronage of a department or other organisational unit of UCT Prague and financed at least in part from the budget of such unit are obliged to keep records of revenues from their association activities and to provide such records to UCT Prague upon request.
- (4) Financial resources obtained through association activities may be used only for further association activities consistent with the purpose of the association, including administration of the association.
- (5) Associations established for the purpose of charitable fundraising are obliged to submit, as an attachment to their registration, documentation proving patronage by the charitable organisation concerned, and subsequently to provide UCT Prague with evidence that the funds raised have been used in accordance with the above purpose.

Article 9

Cancellation of registration of an association

- (1) In the event of a breach of the rules for support of association activities set out in this directive, including the obligations of associations under Article 8, UCT Prague may cancel the registration of the association.
- (2) The decision to cancel registration shall be taken by the Vice-Rector for Education, or by the Bursar in the case of employee associations.
- (3) If a decision is taken to cancel registration, registration shall terminate on the date on which the notice of cancellation is delivered to the authorised representative. The notice shall be deemed delivered at the moment it is sent to the e-mail address of the authorised representative.
- (4) If registration is cancelled for an association that has received financial support from UCT Prague under Article 5(2) or (3) of this directive, the association is obliged, without undue delay and no later than within one week of the cancellation of registration, to return any unused portion of the financial support to the bank account of UCT Prague and to submit to UCT Prague an account demonstrating how the financial support was used.

Article 10

Final provisions

This directive replaces Directive No. 60.59/17 'Rules for the Operation of Student Associations Registered at the University of Chemistry and Technology, Prague'.

Prof. Ing. Milan Pospíšil, CSc.

Rector