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## Methodological Guideline

no. 5/2022

concerning the use of signatures and official seals on documents related to the study agendas of bachelor and master degree programmes

## Table of Contents

Article 1 Opening provisions .....	3
Article 2 Terminology .....	3
Article 3 Signing responsibility .....	5
Article 4 Rules and procedures for signing of physical documents.....	5
Article 5 Specimen signatures .....	6
Article 6 Rules and procedures for signing of electronic documents issued by the university .....	6
Article 7 Rules and procedures for signing of the university's internal electronic documents .....	7
Article 8 Use of seals in physical documents .....	7
Article 9 Signing authorisations for certain university positions .....	8
Article 10 Document formalities .....	8
Article 11 Effect .....	9
Attachment 1.....	10

## Article 1 Opening provisions

1. This Guideline sets forth binding rules for the signing of documents created as part of the study agendas of bachelor and master degree programmes carried out by parts of the Czech Technical University in Prague (hereinafter referred to as “CTU”) and the Department for Education and Student Affairs of the CTU Rector’s Office.
2. This Guideline is based on Act No. 111/1998 Coll., on higher education institutions and amendments and additions to other laws (hereinafter referred to as “Higher Education Act”), Act No. 352/2001 Coll., on the use of state symbols of the Czech Republic and amendments to other laws, Act No. 89/2012 Coll., the Civil Code, Act No. 500/2004 Coll., Administrative Procedure Code, Act No. 297/2016 Coll., on trust services for electronic transactions and is in line with the CTU Statutes and the CTU Filing and Document Destruction Code.

## Article 2 Terminology

1. For purposes of this Guideline, the following terms have the meaning defined herein:
  - a) **document** is any information recorded in a written, visual, audio or any other recorded form on analogue or digital media created in the course of the activities of its originator or delivered to or otherwise received by the originator. A document in analogue form means information recorded on an analogue (paper) or otherwise physical medium. A document in digital form means a document consisting of one or more recordings and metadata, maintained in any data format on a medium for archiving of digital documents;
  - b) **own signature** is the handwritten first and family name or family name only<sup>1</sup> written by the person who holds that name;
  - c) **qualified electronic signature** (QES) is a secure electronic signature created using a qualified tool for the creation of electronic signature and based on a qualified certificate for electronic signatures issued by a qualified trust service provider. The qualified certificate must be generated and saved on a certified hardware security module. For purposes of qualified tools, CTU uses the services of the POSTSIGNUM certification authority and each certification must state the obligatory data concerning IČO 68407700;
  - d) **recognised electronic signature** is a secure electronic signature based on a qualified electronic signature certificate. CTU employees are not allowed to use this signature when handling CTU agendas and administrative proceedings. Any document bearing this signature received by CTU from a natural person is considered a valid document under the Law of the Czech Republic.

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<sup>1</sup> Sec. 4a.4 of Act No. 328/1999 Coll., on identification cards: For purposes of issuing identification cards, a citizen’s signature means the handwritten first and family name or family name only written by the citizen who holds that name. A signature is not required if the citizen is unable to sign his/her name due to insurmountable obstacles; this fact must be stated in the application. For legal interpretation see: <https://www.pravniprostor.cz/clanky/obcanske-pravo/podepisovani-soukromych-listin-vcera-dnes-zitra-i-cast#note-4>

- e) **internal secure electronic signature** is a secure electronic signature based on a CA CESNET electronic signature certificate. The certificate must be generated, maintained and saved on a certified hardware security module for creation of electronic seals, owned by CTU, run by a certified operator and used through the OBELISK platform. This type of signature is intended only for internal communication and documents within CTU;
- f) **initial** is an abridged or simplified signature of the person who executed the document;
- g) **authorised person** is an employee of a CTU organisational part who demonstrably acts on behalf of the organisational part pursuant to Sec. 20 of Act No. 89/2012 Coll., the Civil Code, the rector's competences order or another internal rule of CTU;
- h) **standing authorisation** is a delegation of powers to make decisions on behalf of the authorised person in line with the provisions stated in the competences order of the relevant CTU part;
- i) **temporary authorisation** is a temporary delegation of powers to make decisions to the appointed representative;
- j) **originator** is the person who prepared the formal document in accordance with legal regulations;
- k) **qualified electronic CTU seal** is based on a qualified electronic signature certificate issued by CA POSTSIGNUM. The seal key and the relevant certificate are generated, maintained and saved on a certified hardware security module for creation of electronic seals, owned by CTU, run by a certified operator and used through the OBELISK platform. The qualified electronic CTU seal generation policy includes automatic links to the use of the qualified time stamp.
- l) **public-sector originator** – public-sector originators are defined in Sec. 3.1 of Act. No. 499/2004 Coll., on archiving and records management and changes to other laws, as amended (hereinafter referred to as the “Archiving Act”). Public-sector originators are: a) state organisation, b) armed forces, c) security forces, d) state-funded organisations, e) state-owned companies, f) local government bodies, g) organisations founded by local government bodies that create documents listed in Schedules no. 1 or 2 to this Act, h) legal entities created or founded by local government bodies that create documents listed in Schedules no. 1 or 2 to this Act, **i) higher education institutions**, j) schools and educational establishments with the exception of maternity schools, child-care and accommodation institutions and school canteen organisations (hereinafter referred to as “schools”), k) insurance companies, l) publicly prominent institutions, m) legal entities established by law.
- m) **public-sector signatory** – electronic signatures may be attached only by means of a qualified electronic signature if the signed document is an electronic document whereby an act is performed on behalf of a “public-sector originator” (the state, local government body, legal entity established by law or a legal entity established or created by the state, a local government body or a legal entity established by law) by a “public-sector signatory” or another individual as part of their official duties. In other words, when “public administration” signs a document constituting a legal act Sec. 5 of Act No. 297/2016 Coll. requires the use of a qualified electronic signature. Pursuant to Sec. 11 of Act No. 297/2016 Coll., “public administration” should also attach a qualified electronic time stamp to any document that is signed by means of a qualified electronic signature.

### Article 3

#### Signing responsibility

1. Any employee of a CTU organisational part acting pursuant to this Guideline in the capacity of an authorised person or a person with a standing or temporary authorisation is responsible for the formal, material and legal correctness of the signing act and must identify with the content of the document.
2. The fact that the document is signed by an authorised person does not relieve the originator of his/her responsibility. The first and last name of the originator is stated in the document. This provision does not apply to diplomas, diploma supplements, certificates and duplicates thereof.
3. A standing or temporary authorisation can be granted only by an authorised person pursuant to Art. 2 par. g).
4. A standing authorisation is granted based on a competence order issued by the CTU organisational part.
5. A temporary authorisation is granted either in a physical form bearing a hand-written signature or in the form of an electronic document bearing a qualified electronic signature. The document must state the date on which the authorisation terminates.
6. Documents that require signature by an authorised person or a person holding a standing or temporary authorisation must be also be initialled or signed by the originator of the document. If in physical form, the document also typically bears an imprint of a rectangular seal. If in electronic form, the document states the name of the originator or the authorised person and must always include the qualified electronic seal of CTU.
7. At the end of the authorised person's tenure or employment contract, his/her standing or temporary signing authorisation pursuant to this Guideline is terminated. The validity of a temporary signing authorisation pursuant to this Guideline ends at the end of the stipulated period.
8. The signatory bears liability for any damage that may arise from a document that he/she signed without proper authorisation.
9. For a list of the most important documents, authorised persons, methods of delivery/filing for study-related purposes, see Attachment 1.

### Article 4

#### Rules and procedures for signing of physical documents

1. Documents signed by an authorised person or a person holding a standing authorisation must state this person's first and family name, degrees and position at the bottom under the text of the document. The signature is placed above this line.
2. In the absence of authorised persons or persons holding a standing authorisation, documents are signed their representatives based on a temporary authorisation. This signature by proxy is indicated by "v.z." stated in front of the signing person's name.
3. Signing power delegated to a representative of the authorised person cannot be further delegated to other individuals.
4. Documents that bear the initial or signature of the person that executed the document must also state this person's first and family name and degrees in the bottom left corner under the text of the document after the text: "Executed by:". The initial is placed above this line.

5. Approval (signing) procedure for different types of study documents that require signatures of more than one authorised person:
  - a) Diplomas and duplicates thereof: The procedure is described in the “Methodological Guideline concerning the issuing of diplomas, diploma supplements, certificates and duplicates thereof”.
  - b) Special-purpose scholarships funded from several sources: each head of project, principal and administrator of the budget used to cover a portion of the total amount of the scholarship must append their signature in confirmation of their approval. The signed document is submitted to the Department of Academic Affairs (“Studijní oddělení”), which issues a decision on whether the scholarship is or is not granted and also forwards the signed document to the Finance Department. (The order in which the relevant persons sign the document is determined by the terms and conditions of preliminary financial checks required for the disbursement of funds)

## **Article 5**

### **Specimen signatures**

The specimen signatures of authorised persons or persons holding a standing or temporary authorisation are kept at the dean’s office or the office of the director of the CTU organisational part. The specimen signatures are also filed in the CTU Rector’s Office and reported to the higher education section of the Ministry of Education, Youth and Sport. Filing and maintenance of specimen signatures is in the responsibility of the Department for Education and Student Affairs of the CTU Rector’s Office.

## **Article 6**

### **Rules and procedures for signing of electronic documents issued by the university**

1. Qualified electronic signatures are used by authorised persons or persons holding standing or temporary authorisations to sign documents in digital form.
2. Only authorised persons with the relevant business role or technical role approved by an authorised person are entitled to a CTU qualified electronic signature. Qualified CTU devices must state the mandatory data for IČO 68407700.
3. The statutory representative of the university/faculty has an active personal qualified certificate on behalf of CTU.
4. Diplomas, diploma supplements and certificates cannot be signed electronically.
5. Electronic documents subject to filing obligations must always bear the university’s electronic seal with a qualified time stamp. The qualified electronic seal is always tied to a specific electronic time stamp.
6. The liability for damages caused by a breach of obligations stipulated in Act No. 297/2016 Coll., on trust services for electronic transactions, lies with the qualified provider of certification services pursuant to special legal regulations. Signatories who use qualified electronic signatures recorded in the valid certificate records are responsible for using their qualified electronic signatures exclusively for the document signing.

## Article 7

### Rules and procedures for signing of the university's internal electronic documents

1. An internal CTU secure electronic signature (intended exclusively for document sharing and distribution within CTU) is based on a CA CESNET electronic signature certificate generated, maintained and saved on a CTU certified hardware security module in the OBELISK environment.
2. Every CTU employee with a valid employment contract who meets the conditions for "IDENTITY type A" authentication and has an active e-mail address registered in the CTU IS is entitled to use trust services (electronic signatures) for internal use within CTU.
3. To sign documents for internal communication and document distribution with CTU by electronic means, all employees must use a valid CTU password and the relevant CA CESNET certificate PIN.
4. The order and procedure of document signing (approval, decision-making) are defined in CTU internal rules.
5. This type of signature is used for the approval (signing) of study-related documents that require the signatures of more than one authorised person:
  - a) Special-purpose scholarships funded from several sources: each head of project, principal and administrator of the budget used to cover a portion of the total amount of the scholarship must append their signature in confirmation of their approval. The vice-dean for education then signs the document using his/her internal secure signature. The Department of Academic Affairs ("Studijní oddělení") issues a decision on whether the scholarship is or is not granted and also forwards the signed document to the Finance Department. (The order in which the relevant persons sign the document is determined by the terms and conditions of preliminary financial checks required for the disbursement of funds)
  - b) Approval of thesis topic: The procedure is specified in the Methodological Guideline for bachelor and master theses.

## Article 8

### Use of seals in physical documents

1. In the case of documents in analogue form, CTU study agenda uses rectangular seals and seals depicting the small state coat of arms (hereinafter referred to as "official seal").
2. Imprints of rectangular seals are placed above the initial of the person executing a document that does not require the signature of an authorised person or a person holding standing or temporary authorisation.
3. Imprints of official seals are placed under the printed first and family name of the authorised person or the person holding a standing authorisation (this does not apply to official documents where the place of the seal imprint is defined by the Methodological Guideline concerning the issuing of diplomas, diploma supplements, certificates)
4. Seal records are kept in the dean's office or the office of the director of the CTU organisational part and in the Department of Internal Auditing of the CTU Rector's Office (official seals). The records include the imprint of the seal, the signature of the authorised employee entrusted with the seal, the date when the seal was provided to the authorised period and the date when the seal was returned.

5. Disposal of discarded and worn-out seals is subject to approval of the CTU Archive based on a document disposal proposal.

## Article 9

### Signing authorisations for certain university positions

1. The rector is authorised to sign documents related to decisions concerning student rights and obligations pursuant to Sec. 68 of the Higher Education Act:
  - a) decisions stemming from administrative proceedings on appeals against issued decisions,
  - b) decisions/certificates concerning administrative proceedings related to study matters (nostrification, life-long education – U3A).
2. Deans and directors of CTU organisational parts are authorised to sign documents related to decisions concerning student rights and obligations pursuant to Sec. 68 of the Higher Education Act:
  - a) permission for an extraordinary date of repeat examination if such a possibility is permissible under the Academic and Examination Regulations for CTU students,
  - b)** permission to repeat a part of studies pursuant to Sec. 52.1 of the Higher Education Act if such a possibility is permissible under the Academic and Examination Regulations for CTU students,
  - c) interruption of studies,
  - d) recognition of examinations or fulfilment of other study obligations and imposing of bridging examinations including recognition of examinations passed as part of study in a degree programme organised by a higher education institution or a faculty and recognition of examinations and other study obligations or subject or other comprehensive party of the degree programme completed as part of studies in an accredited study programme at a higher vocational school,
  - e) awarding of scholarships,
  - f) assessment of study-related fees pursuant to Sec. 58.3 and 58.4 of the Higher Education Act,
  - g) failure to meet requirements pursuant to Sec. 56.1.b of the Higher Education Act,
  - h) disciplinary offence,
  - i) student expulsion pursuant to Sec. 67 of the Higher Education Act.
3. The vice-dean for education holds a standing authorisation to sign the same documents as the dean.
4. The chairperson and vice-chairperson of the Admissions Committee are authorised to sign the admissions protocol. If the chairperson and vice-chairperson of the Admissions Committee have not been appointed, the admissions protocol is signed by the dean.
5. The chairperson and members of the state final examination board are authorised to sign the state final examination protocol.

## Article 10

### Document formalities

Document formalities are defined by the valid CTU Filing and Document Destruction Code; the Methodical Guideline concerning the issuing of diplomas, diploma supplements, certificates and duplicates thereof; the Methodical Guideline on approving, submitting, filing and accessing bachelor



and master theses; the Methodical Guideline concerning decisions on bachelor and master studies agendas and indication of legal effect in electronic documents; and the CTU Graphic Design Manual.

#### Article 11 Effect

1. This Methodological Guideline comes into force on the date of its signing.
2. This Methodological Guideline takes effect on June 30, 2024.

In Prague on October 24, 2022

doc. Dr. Ing. Gabriela Achtenová  
Vice-Rector for Bachelor and Master Studies

**Attachment 1:**

**List of key documents, filing/delivery options and signing persons for bachelor and master study agenda**

Document type	Physical form	Electronic form
	Black – executed by the Department of Academic Affairs, signed by the dean Blue – executed by the Department for Education and Student Affairs, signed by the rector Orange – submitted and signed by the applicant or student	
Application for study + attachments	Applicant's signature	Applicant identification in the CTU IS. Can be submitted through the CTU IS.
Invitation to the entrance examination	Initial of the study clerk	Electronic seal. Can be delivered through the CTU IS.
Notice of the admission results	Initial of the study clerk	Electronic seal. Can be delivered through the CTU IS.
Promise of acceptance for study	Initial of the study clerk	Electronic seal. Can be delivered through the CTU IS.
Decision to accept an applicant for study	Signature of the dean/MIAS director; authorised vice-dean for education	Qualified electronic signature, electronic seal. Can be delivered through the CTU IS.
Decision not to accept an applicant for study	Signature of the dean/MIAS director; authorised vice-dean for education	Qualified electronic signature, electronic seal. Only through data box.
Appeal against a decision not to accept an applicant for study	Applicant's signature	Applicant identification in the CTU IS. Can be submitted through the CTU IS.
Final decision (not) to accept an applicant for study	Rector's signature – Sec. 8 and 9 of the Higher Education Act; authorised vice-rector for bachelor and master studies.	Qualified electronic signature, electronic seal. Only through data box.
Notice to provide corrections	Initial of the study clerk	Electronic seal. Can be delivered through the CTU IS. Can also be delivered by e-mail.
Decision to end proceedings	Signature of the dean/MIAS director; authorised vice-dean for education	Qualified electronic signature, electronic seal. Only through data box.
Notice that a document can be collected	-----	Electronic seal. EUD + web.
Admissions (entrance exam) protocol	Signature of the chairperson or vice-chairperson of the Admissions Committee. Dean's signature. In the case of appeals - Rector's signature – Sec. 8 and 9 of the Higher Education Act; authorised vice-rector for bachelor and master studies.	Internal secure electronic signature of the chairperson or vice-chairperson of the Admissions Committee.
Receipt of an administrative fee	No signature	-----
Study confirmation	Initial of the study clerk	Electronic seal. Delivered through the CTU IS.
Confirmation of study results	Initial of the study clerk	Electronic seal. Delivered through the CTU IS.

Student application initiating any administrative proceedings except interruption and termination of study	Student's signature	Student identification in the CTU IS. Can be submitted through the CTU IS.
Student application for interruption or termination of study	Student's signature	Qualified electronic signature! Cannot be submitted through the CTU IS. Submitted in physical form, through data box or by e-mail with qualified electronic signature.
Decisions in administrative proceedings	Signature of the dean/MIAS director; authorised vice-dean for education	Qualified electronic signature, electronic seal. Only through data box, in specified cases can be delivered directly to the CTU IS.
Resolutions in administrative proceedings	Signature of the dean/MIAS director; authorised vice-dean for education	Qualified electronic signature, electronic seal. Only through data box, in specified cases can be delivered directly to the CTU IS.
Appeal against dean/rector decisions	Student's signature	Applicant identification in the CTU IS. Can be submitted through the CTU IS.
Final decision in administrative proceedings after appeal.	Rector's signature – Sec. 8 and 9 of the Higher Education Act; authorised vice-rector for bachelor and master studies.	Qualified electronic signature, electronic seal. Only through data box.
Final state examination protocol	Signatures of all committee members present, student's signature.	For programmes accredited for full-time and combined study, the electronic form is admissible only with a positive decision of the Ministry of Education, Youth and Sport pursuant to Sec. 95d of the Higher Education Act. The committee secretary confirms correctness of recorded data by means of internal secure signature. The student confirms that he/she read the results of the final state examination in the KOS IS.
Completed subjects	Initial of the study clerk	Electronic seal. Delivered through the CTU IS.
Subject recognition sheet	Signature of the vice-dean for education.	Internal secure signature of the authorised person (dean, vice-dean for education).