

# **The First Consolidated Text of the Constitution of the Faculty of Arts of Charles University of 4 March 2022<sup>1</sup>**

*In accordance with Section 27 (1) (b) and Section 33 (2) (a) of Act No.: 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended, (hereinafter referred to as the “Higher Education Act”), the Academic Senate of the Faculty of Arts of Charles University has adopted this Constitution of the Faculty of Arts of Charles University as its internal regulation:*

## **Part I Introductory Provisions**

### **Article 1 Fundamental Provisions**

1. The Faculty of Arts (hereinafter referred to as the “Faculty”) is a basic unit of Charles University (hereinafter referred to as the “University”) which is a public higher education institution of a university type.<sup>1</sup>
2. When acting on behalf of the University in legal relationships, the Faculty uses the name “Univerzita Karlova, Filozofická fakulta” or the Latin name “Universitas Carolina, Facultas philosophica”. The name “Filozofická fakulta Univerzity Karlovy” or the Latin name “Facultas philosophica Universitatis Carolinae” may be used in other than legal relationships. The English translation of the name of the Faculty is “Charles University, Faculty of Arts”,<sup>2</sup> other possible translations of the name in foreign languages may be specified in a Dean’s Directive. “FF UK” is used as the abbreviation of the name of the Faculty; “CU FA” is used as the abbreviation in the English language.
3. The registered office of the Faculty is in Prague 1, náměstí Jana Palacha 1/2.
4. The Faculty has been in existence since the foundation of Charles University on 7 April 1348.
5. The relations between the Faculty and the University are regulated by the Higher Education Act, internal regulations of the University, and internal regulations of the Faculty.

### **Article 2 Aim and Activities of the Faculty**

1. The aim of the Faculty is to provide higher education, spread learning and protect knowledge, to cultivate free thinking, independent scholarly research, and artistic creativity, and to promote public debate, cultural variety, and the development of civil society, as well as the creative spirit of human society in the field of humanities and social sciences.

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<sup>1</sup> Section 2 (7) and Book Two of Act No.: 111/1998 Sb. to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended.

<sup>2</sup> Article 5 (2) of Appendix No.: 1 to the Constitution of the University.

2. The Faculty freely implements creative scientific, educational, artistic, and cultural activities for which the prerequisite is academic freedom and academic rights.<sup>3</sup> Pedagogical activities at the Faculty are based on scientific, research, developmental and innovative, artistic, or other creative activities (hereinafter referred to as “creative activities”), including the outputs of the Faculty’s research.
3. On the basis of its accreditations, the Faculty implements all types of programmes of study and carries out creative activities,<sup>4</sup> as well as programmes for lifelong learning.<sup>5</sup>
4. In addition, the Faculty provides facilities for research, education, and social life at the Faculty, including library services and other information services.
5. As part of the University, the Faculty carries out publishing activities.
6. The Faculty cooperates with domestic and foreign higher education institutions and their faculties, scholarly and research institutions, and other legal entities, and creates conditions for the participation of members of the academic community of the Faculty in this cooperation. The forms and methods of cooperation of the Faculty with legal entities are, as a rule, regulated by agreements.
7. In supplementary activities, the Faculty may carry out, for remuneration, activities related to its educational or other creative activities or activities aimed at making more efficient use of the property entrusted to its management. The supplementary activities must contribute to the fulfilment of the aim of the Faculty.<sup>6</sup>
8. The Faculty has functional independence in awarding public procurements.<sup>7</sup>

## **Part II**

### **Self-Governance and Bodies of the Faculty**

#### **Article 3**

##### **Self-Governance of the Faculty**

1. The self-governance of the Faculty is carried out by the members of the academic community of the Faculty (hereinafter referred to only as the “academic community”) either directly or through self-governing academic bodies.<sup>8</sup>
2. The academic community comprises<sup>9</sup> members of the academic staff who work at the Faculty<sup>10</sup> and students who are enrolled at the Faculty.<sup>11</sup>

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<sup>3</sup> Section 4 of the Higher Education Act.

<sup>4</sup> Section 2 (1) and Section 23 (1) of the Higher Education Act.

<sup>5</sup> Section 2 (1) and Section 60 of the Higher Education Act.

<sup>6</sup> Section 20 (2) of the Higher Education Act.

<sup>7</sup> Article 15 (4) of the Constitution of the University.

<sup>8</sup>) Section 25 (1) of the Higher Education Act.

<sup>9</sup>) Section 25 (3) of the Higher Education Act.

<sup>10</sup> According to Section 70 (1) of the Higher Education Act, these are members of staff in an employment relationship; it does not apply to members of staff working at the Faculty on the basis of agreements to perform work or to complete a job outside an employment relationship according to Section 70 (3) of the Higher Education Act.

<sup>11</sup> Sections 51 and 61 of the Higher Education Act; according to Section 60 (3) of the Higher Education Act, it thus does not apply to the participants in lifelong learning programmes.

**Article 4**  
**Status of Members of the Academic Community**

1. Members of the academic community have the following rights:
  - a) to propose candidates and elect members of the Academic Senate of the Faculty and Academic Senate of the University, as well as to be elected as members of these Academic Senates;
  - b) to propose a candidate for the Dean in accordance with the method set out in the Code of Procedure for the Academic Senate of the Faculty and to propose a candidate for the Rector in accordance with the method set out in the Constitution of the University;
  - c) to participate in the sessions of the Academic Senate of the Faculty and the Research Board of the Faculty;
  - d) to inspect the minutes of meetings of the self-governing academic bodies, including to inspect the content of resolutions;
  - e) to speak at assemblies of the members of the academic community;
  - f) to submit motions to the Dean to amend internal regulations; and
  - g) to address questions, proposals, comments, and complaints to the self-governing bodies of the Faculty; these bodies are obliged to deal with them, to process them without undue delay, and to respond to them.
2. The Faculty supports the activities of scientific, professional, student, union, and other interest associations which bring together members of the academic community and whose activities help to fulfil the aim of the Faculty.
3. The Faculty takes into account the social needs of the members of the academic community, in particular the needs of those members of the academic community who have specific needs, and in its activities, as well as in the activities of the academic self-governing bodies, it takes available measures to balance their employment opportunities at the Faculty.
4. Members of the academic community are obliged to comply with the internal regulations of the University<sup>12</sup>, internal regulations of the Faculty,<sup>13</sup> and other regulations adopted in accordance with the internal regulations of the University and Faculty.
5. A member of the academic community may hold only one of the following positions at a given time: Rector, Vice-Rector, Dean, Vice-Dean, Bursar, Secretary to the Faculty, director of a different unit of the University, or head of a basic unit of the Faculty. In the case of the position of the head of a basic unit of the Faculty, a Dean's Directive may allow that this position be held together with one of the other listed positions but only temporarily and for no longer than six months.
6. The provisions of paragraphs 2 to 5 apply by analogy also to employees of the University who are assigned to the Faculty and who are not members of the academic staff.

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<sup>12</sup> Section 17 (1) of the Higher Education Act.

<sup>13</sup> Section 33 (2) of the Higher Education Act.

## **Article 5 Faculty Bodies**

1. The self-governing academic bodies of the Faculty<sup>14</sup> are the:
  - a) Academic Senate;
  - b) Dean;
  - c) Research Board; and
  - d) Disciplinary Commission.
2. The Secretary<sup>15</sup> is another body of the Faculty.

## **Article 6 Activities of the Bodies**

1. The bodies of the Faculty are bound in their activities by the Higher Education Act, by other legal regulations, the internal regulations of the University, this Constitution, and other internal regulations of the Faculty.
2. If any of the directives, resolutions, or decisions of a Faculty body is found to be contrary to legal regulations, the internal regulations of the University, or the internal regulations of the Faculty, the respective body is obliged to take all available measures to remedy the situation, including making an amendment or repealing a decision. Reasonable actions are taken if this body fails to act, in contrast to the above given regulations. This provision does not apply to decisions and other actions taken in accordance with Act No.: 500/2004. Sb., the Administrative Procedure Code, as amended (hereinafter referred to as the "Administrative Procedure Code").
3. While exercising their powers, in particular while taking decisions, the bodies of the Faculty take into account the meaning of academic freedoms and academic rights,<sup>16</sup> principles of the Constitution of the University, and the aim of the Faculty in accordance with Article 2 (1) of this Constitution.
4. The bodies of the Faculty have the right to take decisions and act on behalf of the University within the boundaries of legal regulations and the internal regulations of the University in the following matters concerning the Faculty to the full extent: <sup>17</sup>
  - a) establishment of self-governing academic bodies;
  - b) internal organization;
  - c) procedures for the granting of associate professorship and procedures for the appointment of full professorship;
  - d) management of funding allocated to the Faculty;

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<sup>14</sup> Section 25 (1) of the Higher Education Act.

<sup>15</sup> Section 25 (2) of the Higher Education Act.

<sup>16</sup> Section 4 of the Higher Education Act.

<sup>17</sup> Section 24 (1) and (2) (a) and (d) of the Higher Education Act; Article 15 (1) (a) of the Constitution of the University.

- e) employment relationships;<sup>18</sup>
  - f) creation and implementation of programmes of study; and
  - g) supplementary activities and management of funding obtained from these activities.
5. The bodies of the Faculty have the right to take decisions and act on behalf of the University within the boundaries of legal regulations and the internal regulations of the University in the following matters relating to the Faculty to the full extent, provided that any steps of fundamental importance in terms of the focus or development of these activities or financial management of the Faculty are discussed by the bodies of the Faculty with the Rector of the University in advance:<sup>19</sup>
- a) strategic orientation of creative activities; and
  - b) foreign relations and activities.
6. In matters concerning the management of University property, the bodies of the Faculty have the right to take decisions and act on behalf of the Faculty within the boundaries of legal regulations to the extent specified in the Constitution of the University.<sup>20</sup>
7. The self-governing academic bodies ensure that members of the academic community are informed about their activities and may give their opinion on any documents and measures of major importance which these bodies deal with. In addition, they ensure that members of the academic community may submit comments regarding the activities of these bodies.

## **Article 7**

### **Academic Senate of the Faculty**

1. The Academic Senate of the Faculty<sup>21</sup> (hereinafter referred to as the “Senate”) is a self-governing representative academic body. In exercising their powers, the members of the Senate are not bound by the orders or resolutions of the bodies of the academic self-governance of the Faculty, but are instead bound solely by their conscience, and they are obliged to pursue the interests of the Faculty and the University as a whole. A member of the Senate answers any questions concerning the execution of his office put to him by a member of the academic community at a meeting of the Senate.
2. The Senate has 31 members, 16 of whom come from among the members of the academic staff and 15 from among the students. Both the members of the academic staff working at the Faculty (“curia of academic staff”) and the students enrolled at the Faculty (“curia of students”) elect their representatives separately. The elections of the members of the Senate are regulated in more detail in the Code of Electoral Procedure for the Senate.
3. Membership in the Senate is incompatible with the office of the Rector, Vice-Rector, Bursar, Dean, Vice-Dean, Secretary to the Faculty, and director of a higher education institution.<sup>22</sup>
4. The term of office of the members of the Senate is for two years; it always commences on 1 February and ends on 31 January unless this regulation states otherwise.

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<sup>18</sup> The scope of matters that a Faculty body is obliged to discuss with the Rector of the University in this field is set out in a special agreement in accordance with Section 24 (4) of the Higher Education Act.

<sup>19</sup> Section 24 (1) and (2) (a) and (d) of the Higher Education Act. Article 15 (1) (a) of the Constitution of the University.

<sup>20</sup> Article 50 (1) (c) of the Constitution of the University.

<sup>21</sup> Section 23 (2), (26) and (27) of the Higher Education Act.

<sup>22</sup> Section 26 (2) and (1) of the Higher Education Act.

5. Membership in the Senate expires:
  - a) on the day of the expiry of the term of office;
  - b) before the day of the expiry of the term of office:
    - i. simultaneously with the termination of membership in that part of the academic community for which the member was elected unless an internal regulation states otherwise;
    - ii. on the day on which a written statement of resignation from the Senate is delivered to the President of the Senate;
    - iii. on the day of appointment in office which is incompatible with membership in the Senate;
    - iv. following a third unexcused absence at a meeting of the Senate.
6. If membership in the Senate expires in accordance with paragraph 5 (b), a substitute appointed in accordance with the Code of Electoral Procedure for the Senate will join the Senate for the remainder of the term of office.
7. The term of office of all members of the Senate expires if the Senate fails to act in accordance with Article 8 of this Constitution for a period of six months. The Dean will announce a new election no later than within 30 days of the end of the term of office of all the members of the Senate.<sup>23</sup> The term of office of the members of the Senate elected in this election commences on the day of the first meeting of the Senate following the election of the members of the Senate and expires on the 31 January that falls nearest to the expiry of two years from the beginning of the term of office.
8. The bodies of the Senate are the President, Vice-Presidents, Board, and Commissions which are the common advisory body of the Senate and the Dean in accordance with Article 12 of this Constitution.
9. Details of the activities and meetings of the Senate and its bodies are regulated by the Code of Procedure for the Senate.

## **Article 8**

### **Competences of the Senate**

1. The Senate:<sup>24</sup>
  - a) decides on the establishment, merger, consolidation, subdivision, or dissolution of Faculty workplaces upon a proposal of the Dean;
  - b) adopts drafts of internal regulations of the Faculty upon a proposal of the Dean or in the case of the Code of Procedure for the Senate upon a proposal of a member of the Senate, in this case the Senate requests an opinion of the Dean on the Code of Procedure, and submits them to the President of the Academic Senate of the University for adoption by the Academic Senate of the University;
  - c) approves the distribution of funding for the Faculty (hereinafter referred to as the "Faculty budget") submitted by the Dean and monitors its spending;
  - d) approves the annual report on the activities of the Faculty and the annual report on the financial management of the Faculty submitted by the Dean;
  - e) approves the requirements for admission to study in programmes of study implemented at the Faculty;

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<sup>23</sup> Section 26 (3) of the Higher Education Act.

<sup>24</sup> Section 27 (1) of the Higher Education Act.

- f) provides prior approval to the Dean for the appointment and removal of the members of the Research Board of the Faculty and members and substitutes of the Disciplinary Commission of the Faculty;
  - g) decides by resolution on a nomination of the Dean or possibly submits a motion to remove the Dean;
  - h) upon a proposal by the Dean and after a discussion with the Research Board of the Faculty, approves the strategic plan of educational and creative activities of the Faculty prepared in accordance with the strategic plan of the University, and approves the annual plan of the implementation of the strategic plan of the educational and creative activities of the Faculty.
2. In addition, the Senate in particular:
- a) considers proposals for the extension of the validity or the extension of the scope of existing accreditations of programmes of study implemented at the Faculty;<sup>25</sup>
  - b) considers proposals for the dissolution of programmes of study implemented at the Faculty;<sup>26</sup>
  - c) gives its opinion on proposals for programmes of study implemented at the Faculty;<sup>27</sup>
  - d) gives its opinion on the Dean's intention to appoint or remove Vice-Deans;<sup>28</sup>
  - e) gives its opinion on the Dean's intention to appoint or remove the Secretary;
  - f) gives its opinion on the Dean's intention to appoint or remove members of the Dean's Board if the member is not a Vice-Dean or Secretary to the Faculty;
  - g) gives its opinion on other questions if an internal regulation of the University or Faculty states so or if the Senate reserves such power.
3. Resolutions of the Senate on matters which according to the legislation fall under the exclusive competence of the Dean have the nature of recommendations.
4. Every year the Senate approves the annual report of the Senate submitted by the Board of the Senate.

## **Article 9**

### **Cooperation of the Senate with Other Bodies and Persons**

1. For the purposes of its decision-making, the Senate may request opinions and source documents from other bodies of the Faculty or from the heads of the Faculty workplaces, or possibly from the bodies of the University.
2. The President or member of the Senate who has been authorized by the Senate or the President is entitled to attend meetings of the Dean's Board.
3. The Senate considers motions submitted to it by a member of the academic community or employee of the Faculty, or it may establish a special Senate commission for this purpose. The Senate will do so, however, only after the member of the academic community or employee of the Faculty concerned has exhausted other options for resolving the situation, e.g., a complaint to the immediate superior or the Dean, etc.

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<sup>25</sup> Article 27 (1) in connection with Article 22 (5) of the Accreditation Code of the University.

<sup>26</sup> Article 20 (2) and Article 28 (1) of the Accreditation Code of the University.

<sup>27</sup> Section 27 (2) (a) of the Higher Education Act and Article 22 (5) of the Accreditation Code of the University.

<sup>28</sup> Section 27 (2) (b) of the Higher Education Act.

## **Article 10**

### **Dean**

1. The Dean<sup>29</sup> is the head of the Faculty and decides on matters concerning the Faculty unless the Higher Education Act states otherwise.
2. The Dean is appointed and removed by the Rector upon a motion submitted by the Senate. The details concerning the election of a candidate for the position of the Dean and motion to remove the Dean are set out in the Code of Procedure of the Senate.
3. The term of office of the Dean is four years and commences on the day on which the Dean is appointed in this position. The same person may exercise the office of the Dean for no more than two consecutive terms of office.
4. If the Dean seriously fails to execute his duties or seriously harms the interests of the Faculty or the University, the Rector may remove the Dean from office on his own initiative but only after the Senate gives its opinion and only with the approval of the Academic Senate of the University.<sup>30</sup>
5. The Dean in particular:
  - a) submits motions to establish, merge, consolidate, subdivide, or dissolve Faculty workplaces to the Senate;
  - b) submits drafts of internal Faculty regulations to the Senate; this does not apply to the Code of Procedure of the Senate;
  - c) submits a draft budget of the Faculty to the Senate;
  - d) submits a draft strategic plan of educational and creative activities of the Faculty, prepared in accordance with the strategic plan of the University, to the Senate;
  - e) submits a draft annual report on activities and a draft annual report on financial management of the Faculty to the Senate;
  - f) appoints and removes Vice-Deans after receiving the Senate's opinion, and assigns tasks to them and checks their activities;
  - g) appoints and removes members of the Research Board and members and substitutes of the Disciplinary Commission on the basis of a prior approval from the Senate;
  - h) appoints and removes members of the Dean's Board after receiving the Senate's opinion; the opinion of the Senate is not required in the case of Vice-Deans and Secretary to the Faculty;
  - i) appoints and removes the Secretary to the Faculty after receiving the Senate's opinion;
  - j) appoints and removes the heads of the basic units of the Faculty and upon their proposal their deputies;
  - k) makes decisions on the disposal of the property of the University within the scope specified by Articles 44 and 45 of this Constitution;

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<sup>29</sup> Section 28 of the Higher Education Act.

<sup>30</sup> Section 28 (3) of the Higher Education Act.



- l) makes decisions on behalf of the University in employment matters related to the employees working at the Faculty;
  - m) appoints the chairpersons and members of boards for state examinations and defence of dissertations;
  - n) submits a proposal to the Rector for the appointment and removal of a guarantor of a programme of study and members of the subject-area board of a doctoral programme of study after receiving an opinion of the Research Board of the Faculty;
  - o) publishes curricula which specify individual programmes of study on the basis of a proposal by the guarantor of the respective programme of study and after receiving an opinion of the Research Board of the Faculty; and
  - p) specifies the admissions requirements for the given academic year in accordance with the Code of Admissions Procedure of the University and following approval from the Senate.
6. The Dean is responsible for his activities to the Rector; this does not affect the competence of the Dean in matters according to Section 24 (1) of the Higher Education Act and Article 15 (1) and (2) of the Constitution of the University. Within the scope of his competence, the Dean is responsible to the Rector also for the purposeful spending of finances, settlement of contributions and subsidies, and proper management of the entrusted University property.
7. For the purposes of the management of the Faculty, the Dean may, within the scope of his competence and within the boundaries of legal regulations, the internal regulations of the University and Faculty, and Rector's Directives, issue Dean's Directives which are followed at the Faculty. If an internal regulation of the University or Faculty states so, a Dean's Directive may require a prior opinion of the Senate.<sup>31</sup>
8. Upon a notice of the Senate or its President, the Dean will attend a meeting of the Senate. The Dean will answer questions concerning the execution of his office which the Senate or a member of the Senate will ask him at the meeting of the Senate.
9. The Vice-Deans may act as deputies for the Dean within the scope determined by the Dean.<sup>32</sup>

### **Article 11 Vice-Deans**

- 1. Vice-Deans are appointed and removed by the Dean.
- 2. The Vice-Deans act and decide in those matters concerning the Faculty that the Dean assigned to them. The details are specified in a Dean's Directive.
- 3. If the Dean is absent, the Vice-Dean who has been authorized by the Dean acts as the Dean's deputy in the full scope. The details may be specified in a Dean's Directive.
- 4. Upon a notice of the Senate or its President, the Vice-Deans will attend a meeting of the Senate. The Vice-Deans will answer questions concerning the execution of their office which the Senate, a body of the Senate, or a member of the Senate will ask them at the meeting of the Senate.

### **Article 12 Advisory Bodies of the Dean and the Senate**

- 1. The permanent advisory bodies of the Dean are the Dean's Board (hereinafter referred to as

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<sup>31</sup> Article 16 (3) of the Constitution of the University.

<sup>32</sup> Section 28 (5) of the Higher Education Act.

the “Board”) and the extended Dean’s Board (hereinafter referred to as the “Extended Board”). The members of the Board include the Vice-Deans, Secretary to the Faculty, and possibly other persons appointed by the Dean. The President of the Senate or his deputy appointed by the President of the Senate from among the members of the Senate is entitled to attend the meetings of the Board. The members of the Extended Board include the members of the Board, President of the Senate or his deputy authorized by the President of the Senate, a representative of the students, the director of the Faculty Library, a representative of the largest union organization at the Faculty, and possibly other persons appointed by the Dean.

2. The Ethics Commission is a permanent advisory body of the Dean for ethical questions. The details of the membership in the Ethics Commission of the Faculty and its activities are specified by a Dean’s Directive; the Senate gives its opinion on the respective Dean’s Directive before it is issued. In relation to the Code of Ethics of the University, the Dean may publish detailed information regarding the ethics of scientific work at the Faculty in a Dean’s Directive; the Senate gives its opinion on the respective Dean’s Directive and the Research Board of the Faculty discusses it.
3. After it is discussed in the Research Board of the Faculty, the Dean may issue a Dean’s Directive which will establish a Faculty Research Ethics Commission as a special advisory body for increasing the protection of rights of persons who are the subject of the research in scientific and research projects which are implemented by the employees and students of the Faculty.
4. Faculty commissions are joint advisory bodies of the Dean and the Senate. The following commissions are established: an economic commission, a legislative commission, a study commission, a science commission, a scholarship commission, and an evaluation commission. The Senate decides on the establishment, dissolution and possibly merger or consolidation of other commissions upon a motion submitted by at least one third of the members of the Senate or a motion submitted by the Dean. The competence and powers of the individual commissions are defined by the internal regulations of the Faculty and by a Dean’s Directive the draft of which must be approved by the Senate before it is issued.
5. The chairpersons of the Faculty commissions are appointed and removed by the Dean with the approval of the Senate. The Senate and the Dean appoint two additional members to each commission whom they may also remove from the commission. Other members of the commission may be appointed and removed by the chairperson of the respective commission; the first two members may be appointed and removed by the chairperson himself; additional members only with the approval of the Senate and the Dean. Members of the commissions may resign at any time and their resignation will be effective on the date when the chairperson of the commission is notified of such resignation; the chairperson then notifies of this fact the Senate and the Dean; in the case of resignation of the chairperson of the commission, the resignation is effective on the date when the Dean is notified and the Dean then notifies the Senate of this fact. The term of office of the chairpersons and all members of the commissions expires with the first meeting of the newly elected Senate.
6. The meetings of the commissions and source materials for these meetings are not open to the public. The chairman of the commission may invite guests to a meeting of the commission. Minutes are taken of each meeting of the commissions. Each year, the commissions prepare annual reports on their activities and then submit these reports to the Dean and the Senate. The Dean may provide detailed rules for the activities and meetings of the commissions upon reaching an agreement with the Senate.
7. The minutes of meetings of the Dean’s permanent advisory bodies and joint advisory bodies of the Dean and the Senate are published in the public part of the Faculty website.

**Article 13**  
**Research Board of the Faculty**

1. The members of the Research Board<sup>33</sup> of the Faculty (hereinafter referred to as the “Research Board”) are appointed and removed by the Dean with a prior approval of the Senate. When appointing the members of the Research Board, the Dean ensures that the main fields of science and areas of study in which the Faculty implements its educational and creative activities are evenly represented on the Research Board.
2. The Dean submits a motion to appoint members of the Research Board to the Senate no later than within two months of the beginning of his term of office.
3. The Dean may appoint an important scientist who significantly contributed to the prestige of the Faculty as an honorary member of the Research Board; an honorary member has the right to participate in the meetings of the Research Board without the right to vote. Prior to appointing an honorary member of the Research Board, the Dean requests the Senate to give its opinion on the appointment.
4. The term of office of the members of the Research Board appointed by the Dean expires on the last day of the second calendar month following the day on which the term of office of the next Dean has commenced.
5. In addition, membership in the Research Board expires:
  - a) on the day when a written statement in which a member resigns from the Research Board is delivered to the Dean; and
  - b) on the day on which the Dean’s decision to remove the member of the Research Board from office becomes effective; the decision must be approved by the Senate first.
6. The Research Board in particular:<sup>34</sup>
  - a) discusses the strategic plan of educational and creative activities of the Faculty prepared in accordance with the strategic plan of the University and discusses drafts of the annual plan of the execution of the strategic plan of the Faculty;
  - b) approves proposals of programmes of study which should be implemented at the Faculty and submits them for approval to the Research Board of the University through the Rector;
  - c) proposes a plan to the Rector to submit an application for accreditation, extension of the scope of accreditation, or extension of the validity of accreditation of programmes of study which are implemented at the Faculty;
  - d) proposes a plan to the Rector to submit an application for accreditation of the procedure to grant associate professorship and procedure to appoint full professorship in the case of procedures implemented at the Faculty;
  - e) discusses proposals for the dissolution of programmes of study implemented at the Faculty;<sup>35</sup>
  - f) executes its responsibilities in procedures to grant associate professorship and procedures to grant full professorship within the scope set out by the Higher Education Act;
  - g) gives its opinion on the Dean’s proposal to appoint and remove a guarantor of a programme of study and members of a subject-area board of a doctoral programme of study;<sup>36</sup>

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<sup>33</sup> Section 29 of the Higher Education Act.

<sup>34</sup> Section 30 of the Higher Education Act.

<sup>35</sup> Article 20 (2) and Article 28 (1) of the Accreditation Code of the University.

<sup>36</sup> Article 22 (10) (a) and (14) of the Constitution of the University.

- h) gives its opinion on proposals of curricula;
  - i) proposes the establishment of the position of an Extraordinary Professor to the Rector of the University;<sup>37</sup>
  - j) proposes the appointment of a teacher from a foreign higher education institution as a Visiting Professor to the Rector of the University;<sup>38</sup>
  - k) proposes the appointment of a professor as a Professor Emeritus to the Rector of the University;<sup>39</sup>
  - l) gives its opinion on the Dean's proposal, addressed to the Rector, to grant an Honorary Doctor degree;<sup>40</sup>
  - m) proposes the appointment of a member of the academic staff as professor in memoriam to the Rector of the University;<sup>41</sup>
  - n) gives its opinion on the report on creative activities of the Faculty;<sup>42</sup>
  - o) discusses the results of the evaluation of activities; and
  - p) gives its answers to questions submitted to it by the Dean.
7. The details of the activities and meetings of the Research Board are regulated in the Code of Procedure of the Research Board.

#### **Article 14**

##### **Cooperation of the Research Board with Other Bodies and Persons**

1. The Research Board may request an opinion of a Faculty body, unit of the Faculty, or possibly of a University body.
2. The members of the Senate Board and the Vice-Deans of the Faculty will be given the floor at a meeting of the Research Board if they so request.

#### **Article 15**

##### **Disciplinary Commission of the Faculty**

1. The Disciplinary Commission<sup>43</sup> of the Faculty (hereinafter referred to as the "Disciplinary Commission") considers disciplinary infringements of students enrolled at the Faculty and submits proposals for decision to the Dean.
2. Further details of the Disciplinary Commission and the disciplinary procedure at the Faculty are set out in the Disciplinary Code for Students of the Faculty.

#### **Article 16**

##### **Secretary to the Faculty**

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<sup>37</sup> Article 39 (1) of the Constitution of the University.

<sup>38</sup> Article 40 (1) of the Constitution of the University.

<sup>39</sup> Article 41 (1) of the Constitution of the University.

<sup>40</sup> Article 42 (2) of the Constitution of the University.

<sup>41</sup> Article 43 (2) of the Constitution of the University.

<sup>42</sup> Article 7 (12) of the Rules for the System of Internal Evaluation and Quality Assurance of the University.

<sup>43</sup> Section 31 of the Higher Education Act.

1. The Secretary to the Faculty<sup>44</sup> (hereinafter referred to as the “Secretary”) is in charge of the financial management and internal governance of the Faculty within the scope set out by a Dean’s Directive.
2. The Secretary is appointed and removed by the Dean after the Senate gives its opinion on such appointment or removal. The Secretary is appointed on the basis of a competitive hiring procedure.<sup>45</sup> The Secretary is subordinated to the Dean to whom he is responsible for his activities.
3. The Senate gives its opinion on the Dean’s intention to appoint or remove the Secretary.
4. The Secretary makes decisions on the property of the University and disposes of it within the scope set out by a Dean’s Directive which has been issued in accordance with this Constitution and the internal regulations of the University.
5. The Dean may authorize the Secretary in particular:
  - a) to manage the Dean’s Office;
  - b) to act and make decisions in the matters of the Faculty related to financial management and the administration of property; and
  - c) to act and make decisions in the matters of the Faculty related to the employment issues of employees who are not members of the academic or research staff.
6. In order to execute his management responsibilities, the Secretary may issue Secretary’s Directives within the scope of legal regulations, the internal regulations of the University, the internal regulations of the Faculty, Rector’s Directives, and Dean’s Directives; these Secretary’s Directives are followed in the financial management and internal governance of the Faculty or the Dean’s Office.
7. In executing his tasks, the Secretary cooperates with the Vice-Deans of the Faculty. The distribution of competences, powers, and responsibilities between the Vice-Deans and the Secretary is regulated by a Dean’s Directive.
8. The Secretary is a member of the Dean’s Board.
9. Upon a notice of the Senate or its President, the Secretary will attend a meeting of the Senate and will answer questions concerning the execution of his office which the Senate or a member of the Senate will ask him at the meeting of the Senate.

### **Part III Organization of the Faculty**

#### **Article 17 Structure of the Faculty**

1. The Faculty is divided into individual Faculty workplaces which comprise the basic units of the Faculty and the Dean’s Office. The basic units of the Faculty include institutes, departments, or other scientific and pedagogical workplaces and the Faculty Library. The basic units of the Faculty and the Dean’s Office are directly subordinated to the Dean. The

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<sup>44</sup> Section 32 of the Higher Education Act.

<sup>45</sup> Article 1 (2) of the Competitive Hiring Process Code of the University.

Senate decides on the establishment, merger, consolidation, or dissolution of these units following a proposal of the Dean.<sup>46</sup>

2. Other organizational units which do not have the status of a Faculty workplace may be established at the Faculty. These organizational units are used in particular as virtual platforms for thematic or interdisciplinary cooperation within the Faculty. These organizational units are established and dissolved by a Dean's Directive which at the same time will provide details about their organization and activities; the Senate must give its opinion on the respective Dean's Directive.
3. The executive staff of the Faculty is the Dean's Office.
4. The list of the individual workplaces of the Faculty is provided in the Rules for the Internal Governance of the Faculty included in a Dean's Directive on the draft of which the Senate expresses its opinion before it is issued. These Rules for the Internal Governance also include English translations of the names of the individual workplaces.

### **Article 18** **Basic Units of the Faculty**

1. The heads of the basic units of the Faculty and their deputies are appointed and removed by the Dean to whom they are responsible for the activities of the respective basic unit. The heads of institutes, Faculty Library, and scientific and pedagogical workplaces are referred to as "directors", others are referred to as "heads". The interior structure of the basic units of the Faculty is specified by the Rules for the Internal Governance of the Faculty in accordance with Article 17 (4) of this Constitution.
2. The heads of the basic units of the Faculty in particular:
  - a) manage and organize the pedagogical and creative activities of the basic units of the Faculty;
  - b) give their opinions on decisions made in employment matters related to the employees working within the respective basic units of the Faculty;
  - c) submit proposals for the appointment and removal of their deputies to the Dean; and
  - d) appoint and remove the heads of workplaces in the basic units of the Faculty (seminaries, offices, etc.).
3. The heads of the basic units of the Faculty are responsible to the Dean in particular for:
  - a) compliance with legal regulations, the internal regulations of the University and internal regulations of the Faculty, Rector's Directives, and Dean's Directives;
  - b) outputs of pedagogical and creative activities of the respective basic unit of the Faculty;  
and
  - c) economical use of the funding of the Faculty which they have at their disposal.
4. The Dean convenes meetings of the heads of the basic units of the Faculty to solve questions concerning the Faculty.
5. The minutes from the meetings of the heads of the basic units of the Faculty are published in the public part of the Faculty website.

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<sup>46</sup> Section 27 (1) (a) of the Higher Education Act.

## **Article 19**

### **Dean's Office**

1. The Dean's Office provides administrative support for the Dean, Vice-Deans, Senate, Secretary, Research Board, Disciplinary Commission, and their advisory bodies.
2. The Dean's Office performs organizational, coordinating, advisory, administrative, registering, and auditing activities in the study, research, economic, and legal fields as well as in the fields of human resources, public affairs, foreign relations, and internal governance.
3. The details of the organization and activities of the Dean's Office are specified by the Rules for the Internal Governance in a Dean's Directive which is issued after the Senate has given its opinion on it.

## **Article 20**

### **Workplace for Providing Information Services**

1. The central workplace of the Faculty for the provision of information services is the Faculty Library (hereinafter referred to as the "Library") which is a part of the University Library system. The Library participates in the implementation of the activities of the Faculty. The Library is used by the Faculty for the provision of library and information support for study, pedagogical, and creative activities.
2. The Library comprises the Research Information Centre (hereinafter referred to as the "RIC"), subject-area libraries, and subject-area libraries of other basic units of the Faculty which are subject to methodological management by the RIC. The activities of the Library are regulated by the Library and Circulation Rules, which are issued by the Rector of the University in a Rector's Directive, and the Rules of Organization and Rules of Operation which are issued by the Dean of the Faculty in a Dean's Directive.

## **Article 21**

### **Use of University Premises**

The Dean may stipulate rules for the use of the University premises entrusted to the Faculty for management.

## **Part IV**

### **Study and Students**

## **Article 22**

### **Admission to Study**

1. Admission to study at the Faculty including the review procedure is regulated by the Constitution of the University<sup>47</sup> and by the Code of Admissions Procedure for University Applicants. The requirements for admission to study for the given academic year are approved by the Senate in accordance with the Code of Admissions Procedure for University Applicants.

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<sup>47</sup> Article 19 and 20 of the Constitution of the University.

2. The Vice-Dean in charge of the admissions procedure is the person competent to deal with submissions by applicants in matters referred to in Article 14 (1) of the Code of Admissions Procedure for University Applicants. The Dean is responsible for reviewing the processing of the submissions.

### **Article 23**

#### **Study**

The details of the implementation of a programme of study, the forms and course of study, and attendance in classes, including the rights and obligations of the students, as well as the manner of publication of defended theses and theses submitted for defence,<sup>48</sup> are set out in the Code of Study and Examination of the University. Further details of the study at the Faculty are set out in the Rules for the Organization of Study at the Faculty.

### **Article 24**

#### **Programme of Study**

1. A programme of study is based on one of the basic academic fields and falls under one or more areas of education.
2. When preparing and implementing programmes of study, attention is paid to the effective use of resources and the related optimal level of integration of educational activities.
3. A programme of study may be implemented:
  - a) independently by the Faculty;
  - b) by the Faculty together with other faculties; and
  - c) in the manner according to clause a) or b) with the participation of a higher education institute.
4. In the case of programmes of study implemented according to clause b), it is necessary to specify at which faculty the student is enrolled;<sup>49</sup> the student then must comply with the internal regulations of that Faculty.
5. A programme of study may also be implemented in cooperation with the workplaces of the Academy of Sciences of the Czech Republic which have the status of a public research institution if the institutional accreditation so requires.<sup>50</sup>
6. A programme of study may also be implemented in cooperation with a foreign higher education institution<sup>51</sup> or a foreign scientific institution; the draft of the respective agreement, including the details of the foreign accreditation of study in the programme or other form of recognition in accordance with the legal regulations of the state in which the cooperating foreign higher education institution or scientific institution are established, are submitted to the Rector by the Dean after they have been discussed by the Research

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<sup>48</sup> Section 47b of the Higher Education Act.

<sup>49</sup> Section 51 (2) of the Higher Education Act.

<sup>50</sup> Section 81d (2) (b) and Section 86a (3) of the Higher Education Act, Article 12 of the Accreditation Code of the University.

<sup>51</sup> Section 47a of the Higher Education Act.



Board and the Senate has expressed its opinion on them.<sup>52</sup>

7. A programme of study is specified in the curricula.
8. The details of the submission and consideration of proposals in connection with the accreditation of a programme of study, institutional accreditation for an area or areas of education, and the granting of authorization to implement programmes of study are set out in the Accreditation Code of the University.

## **Article 25**

### **Provision and Monitoring of the Implementation of Programmes of Study**

1. The guarantor of the programme of study is responsible for coordinating the content preparation of the programme of study, supervising the quality of its implementation, evaluating, and developing the study programme.<sup>53</sup>
2. Only a member of the academic staff who fulfils the requirements set out in the legislation and internal regulations of the University may be appointed as a guarantor of a programme of study.<sup>54</sup>
3. The guarantor:
  - a) of a programme of study according to Article 24 (3) (a) of this Constitution is appointed and removed by the Rector upon a proposal submitted by the Dean and after the Research Board has given its opinion on the proposal;
  - b) of a programme of study according to Article 24 (3) (b) and (c) of this Constitution is appointed and removed by the Rector upon proposals of the Deans of the participating faculties, or possibly a director of a higher education institution, which has been submitted to him following a mutual agreement and after the respective Research Boards have given their opinion on the proposals.
4. The guarantor of a programme of study coordinates the preparation of curricula which specify the respective programme of study. The Dean issues the curriculum on the basis of the proposal submitted to him and after the Research Board, or possibly Research Boards, gives its opinion on it.
5. The guarantor of a programme of study ensures that the programme of study is implemented and he is obliged to immediately inform the Dean of the relevant faculty or the Deans of the relevant faculties if the programme of study is implemented at more than one faculty:
  - a) of any deficiencies in the implementation of the programme of study which cause that the programme of study does not fulfil or in the near future may not fulfil the standards on the basis of which it was accredited; and
  - b) of substantial changes in the curriculum or state final examinations affecting the profile of the graduate of the programme of study.
6. The subject-area board of a doctoral programme of study<sup>55</sup> has at least five members; at least two thirds of the members of a subject-area board must be associate professors or full

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<sup>52</sup> Article 22 (5) of the Constitution of the University; Article 13 of the Accreditation Code of the University.

<sup>53</sup> Section 44 (6) and (7) of the Higher Education Act.

<sup>54</sup> Section 44 (6) of the Higher Education Act.

<sup>55</sup> Section 47 (6) of the Higher Education Act.

Professors, or persons who have attained a comparable position abroad; at least one quarter of the members of a subject-area board must not be employees employed at the University and assigned to the Faculty, or possibly to other faculties participating in the implementation of the doctoral programme of study, and at least one must not be employed at the University. The guarantor of the doctoral programme of study is the chairperson of the subject-area board.

7. The provisions of paragraph 3 apply to the appointment and removal of the members of a subject-area board of a doctoral programme of study by analogy.

### **Article 26** **Study Requirements for International Students**

1. International students study at the Faculty:
  - a) as students in accordance with the Higher Education Act;
  - b) on the basis of promulgated international treaties by which the Czech Republic is bound;<sup>56</sup>
  - c) on the basis of cooperation agreements concluded in accordance with Section 6 (1) (j) of the Higher Education Act, in particular as part of international programmes, programmes of the European Union for academic mobility, as well as on the basis of agreements with higher education institutions;
  - d) on the basis of a one-off agreement concluded between a student of a foreign higher education institution and the Faculty to complete a part of the study programme at the University; the admission requirements are set by the Faculty and the course of study is regulated by the internal regulations relating to study; and
  - e) on the basis of an agreement to attend a lifelong learning course.
2. If so required by the legislation, it may be necessary to verify whether the international student has a residence permit in the Czech Republic at the time of enrolment and whether he fulfils other requirements under the legislation governing the residence of foreigners on the territory of the Czech Republic.<sup>57</sup>
3. The admission requirements under paragraph 1 (b) and (c) and thus established study are governed by the respective agreement.

### **Article 27** **Study-Related Fees**

Study-related fees, including the rules for determining their amount, methods of payment, and due dates, are regulated in Appendix No.: 2 to the Constitution of the University.

### **Article 28** **Scholarships and Bursaries**

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<sup>56</sup> Section 106 of the Higher Education Act.

<sup>57</sup> Act No. 326/1999 Sb., to regulate the residence of foreigners on the territory of the Czech Republic, as amended.

The rules for awarding scholarships and bursaries are set out in the Scholarships and Bursaries Rules of the University and the follow-up Rules for Awarding Scholarships and Bursaries at the Faculty.

### **Article 29**

#### **Appraisal of Students and Graduates**

1. The Dean may appraise a student or graduate of a programme of study in the following ways: by bestowing praise on the student or graduate or by giving him a financial reward or a material gift; alternatively the Dean may propose that the Rector should appraise the student or graduate. Students and graduates may be appraised for outstanding academic achievement, extraordinary achievement in scientific, research, sports, or cultural activities during their study or for an honourable act or activities performed during their study demonstrating outstanding civil courage or selflessness.
2. The details of the awarding of prizes are set out in the constitutions of the awards in the form of Dean's Directives.

### **Article 30**

#### **Disciplinary Delicts by Students**

The details of the consideration of disciplinary delicts committed by students, imposition of sanctions for these delicts, and the disciplinary procedure are regulated by the Disciplinary Code for Students of the University. Further details are regulated by the Disciplinary Code for Students of the Faculty.

### **Article 31**

#### **Competence of the Rector and the Dean in Matters of Decisions on the Rights and Duties of Students**

1. In procedures concerning the rights and duties of students enrolled at the Faculty, the Dean decides in the first instance unless it concerns a case according to paragraph 2.
2. In procedures to assess a fee in accordance with Section 58 (3) of the Higher Education Act and in procedures to award a scholarship or bursary, where the Scholarships and Bursaries Rules stipulate so, the Rector decides in the first instance.
3. The appellate body is the Rector.

### **Article 32**

#### **Delivery of Documents to Applicants and Students**

The delivery of documents to applicants and students is regulated by the Constitution of the University.<sup>58</sup>

### **Article 33**

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<sup>58</sup> Article 29 of the Constitution of the University.

### **Payments Collected from Students for Certain Acts**

1. A payment corresponding to the costs incurred for the respective act may be collected from students for acts specified by a Rector's Directive on which the Senate expresses its opinion. The amount of the payment is specified by the Dean or Rector in accordance with what the respective Directive states according to the first clause above.
2. The act referred to in paragraph 1 will not be performed if the payment is not made.

### **Article 34**

#### **State Rigorosum Examination Which Is Not Part of the Study**

The procedure for accepting applications for the state rigorosum examination<sup>59</sup> which is not part of the study, the details of the holding of these examinations, their course and evaluation, the details of the manner of publication of defended rigorosum theses and theses submitted for defence,<sup>60</sup> as well as the rules for determining the fees associated with the acceptance of applications for this examination, for the holding of this examination, and for determining the reimbursement of the costs associated with these examinations and preparation for them are set out in the Rigorosum Examination Code of the University. Further details are regulated by the State Rigorosum Examination Rules of the Faculty.

### **Article 35**

#### **Lifelong Learning**

The rules for the preparation, approval, and implementation of programmes of lifelong learning, the requirements for the admission of applicants and for completion of programmes of lifelong learning, and the rules for determining the fee are set out in the Rules for Lifelong Learning of the University. Further details are regulated by a Dean's Directive.

### **Article 36**

#### **Internationally Recognized Courses**

The implementation of internationally recognized courses is regulated by the Constitution of the University.<sup>61</sup>

### **Part V**

#### **Members of the Academic Staff and Other Employees**

### **Article 37**

#### **Procedure According to the Constitution of the University**

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<sup>59</sup> Section 46 (5) of the Higher Education Act.

<sup>60</sup> Section 47b of the Higher Education Act.

<sup>61</sup> Article 34 of the Constitution of the University.

The procedure used in the case of employment relationships of members of the academic staff, competitive hiring procedures, wages, and the appointment of associate professors, full professors, Extraordinary Professors, Visiting Professors, Professors Emeritus, Honorary Doctors, and Professors In Memoriam is in accordance with the Constitution of the University.<sup>62</sup>

### **Article 38**

#### **Further Rules for Employees of the Faculty**

1. The Dean may, within the scope of legal regulations and the internal regulations of the University, issue a Dean's Directive which will regulate the status of and perspective for the professional or qualification advancement of members of academic and scientific staff at the Faculty on the basis of their personal professional development and improvement of their subject-matter or formal qualifications and which will provide more detailed rules for the recruitment of employees to various positions, rules for the repeated signing of fixed-term employment agreements and signing of open-ended employment agreements, rules for the proposed assignments of employees to individual work positions, and rules for the regular monitoring of compliance with the requirements for assigning employees with open-ended employment to a specific position; the Senate must give its opinion on the Dean's Directive before it is issued.
2. The provisions of labour law<sup>63</sup> may be elaborated by the Dean in the Code of Employment which may be included in a Dean's Directive on which the Senate gives its opinion before it is issued.

### **Article 39**

#### **Honorary Affiliations with the Faculty**

1. In order to strengthen the excellence and internationalization of research and teaching at the Faculty and to support and maintain the traditional long-term professional and personal affiliation with the academic community of members of the academic staff who have terminated their employment at the Faculty due to retirement and as a way of complementing the categories of Visiting Professors and Professors Emeritus established by the University, the Dean may grant an honorary affiliation with the Faculty.
2. Honorary affiliation with the Faculty has the following categories:
  - a) affiliated member of the academic community of the Faculty; and
  - b) emeritus member of the academic community of the Faculty.
3. A foreign academic or an expert from domestic professional institutions or practice who can significantly contribute to the Faculty's pedagogical or scientific activities may be appointed by the Dean as an affiliated member of the Faculty's academic community for a fixed term (usually for five years).
4. A former member of the academic or scientific staff of the Faculty who was an employee of the University assigned to the Faculty for at least ten years and who on the day of the appointment became entitled to receiving retirement pay or has been already receiving it may be appointed by

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<sup>62</sup> Articles 35 to 43 of the Constitution of the University.

<sup>63</sup> Section 306 of Act No.: 262/2006 Sb., Labour Code, as amended.

the Dean as an emeritus member of the Faculty's academic community for an indefinite time.

5. An employee of the University assigned to the Faculty, a Visiting Professor of Charles University, or a Professor Emeritus of Charles University may not be appointed as an affiliated member of the Faculty's academic community or as an emeritus member of the Faculty's academic community. For the purpose of honorary affiliations, an employee of the University assigned to the Faculty is to be understood only as a person who has an employment agreement with the Faculty and not only one of the agreements to work outside an employment relationship. The appointment of a person as an affiliated member of the Faculty's academic community or as an emeritus member of the Faculty's academic community does not give rise to an employment or other analogous relationship between the person and the Faculty.
6. Further details are set out in a Dean's Directive on which the Senate and the Research Board give their opinion before it is issued.

## **Part VI**

### **Strategic Plan, Annual Reports, Evaluation of Activities, and Quality Assurance**

#### **Article 40**

##### **Preparation of the Strategic Plan and Its Use**

1. The strategic plan of the educational and scientific, research, developmental, artistic, or other creative activities of the Faculty<sup>64</sup> (hereinafter referred to as the "strategic plan") is the basic programme document of the Faculty.
2. The strategic plan is based in particular on the strategies of development of the University and the strategic plan of the University.<sup>65</sup>
3. The Faculty participates in the preparation of the strategic plan of the University and gives its opinion on the draft of the plan before its consideration in the Research Board of the University or before its approval by the Academic Senate of the University. In doing so, it takes into account the interests of the Faculty and the University as a whole.
4. The strategic plan of the University and Faculty is used in particular for the preparation of changes to the internal organization of the Faculty, for the preparation of new programmes of study, and for the determination of the focus of creative activities.
5. The strategic plan is specified in the annual plans of its execution.<sup>66</sup>

#### **Article 41**

##### **Annual Reports and Their Use**

1. The Faculty prepares an annual report on activities and an annual report on financial management.<sup>67</sup>

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<sup>64</sup> Section 27 (1) (h) of the Higher Education Act.

<sup>65</sup> Section 21 (1) (b) and Section 9 (1) (i) of the Higher Education Act.

<sup>66</sup> Section 30 (1) (a) of the Higher Education Act.

<sup>67</sup> Section 27 (1) (d) of the Higher Education Act.

2. The Dean provides a commentary on the annual reports to the Senate, and may delegate the commentary on the annual report on financial management to the Secretary.
3. The conclusions of the annual reports are used in management activities and for the purposes of specifying the strategic plan and internal evaluation of the quality of the educational, creative, and related activities of the Faculty.

#### **Article 42**

#### **Quality Assurance System and Related Internal Evaluation of Quality of the Faculty Activities**

1. The quality assurance system of educational, creative, and related activities and the internal evaluation of quality of educational, creative, and related activities of the University are regulated by the Constitution of the University,<sup>68</sup> Rules for the System of Internal Evaluation and Quality Assurance of the University, and Code of Rules for Educational Activities Evaluation by Students and Graduates of the University.
2. Further details are regulated by the Rules for the Evaluation of Educational Activities by Students and Graduates of the Faculty which are an internal regulation of the Faculty.

#### **Part VII**

#### **Financial Matters**

#### **Article 43**

#### **Budget of the Faculty and Provisional Budget**

1. The Faculty prepares its budget for the respective calendar year by including in it funding allocated in the breakdown of contributions and subsidies of an institutional character and other expected income.
2. The Faculty budget is a part of the University budget<sup>69</sup> if the Rector stipulates so.
3. The Faculty budget may not be prepared as a deficit budget.
4. The breakdown of funding for the basic units of the Faculty and the Dean's Office is carried out according to the rules stipulated by a Dean's Directive on which the Senate expresses its opinion before it is issued.
5. In the case of a provisional budget after 1 January and until the new budgets of the University and Faculty are approved, the management of the Faculty budget is reasonably governed by the Constitution of the University.<sup>70</sup>

#### **Article 44**

#### **Disposal of Property**

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<sup>68</sup> Article 46 and 47 of the Constitution of the University.

<sup>69</sup> Section 18 (1) of the Higher Education Act.

<sup>70</sup> Article 49 (3) of the Constitution of the University.

Disposal of University property is governed by the Constitution of the University.<sup>71</sup>

#### **Article 45**

##### **Concluding Contracts to Occupy Non-Residential Premises or Real Estate**

Concluding contracts to occupy non-residential premises or real estate is regulated by the Constitution of the University.<sup>72</sup>

#### **Article 46**

##### **Financial Management and Administration of Property**

1. The financial management of the Faculty and disposal of the property of the University are carried out in such a way as to prevent unlawful public support of enterprises in the financial management of the University.<sup>73</sup>
2. The rules of financial management and the rules of administration of property of the University are set out in the Financial Management Rules of the University and Property Management Rules of the University.

#### **Article 47**

##### **Audit of Financial Management**

1. The audit of financial management is carried out by persons authorized to perform these activities by the Rector on the basis of a Rector's resolution or resolution of the Academic Senate of the University.
2. The financial management of the Faculty is also subject to audit by the Senate.
3. For the purpose of the audit of the financial management, the Faculty must provide all the necessary documents at any time. The individual employees are obliged to provide true and complete information. Upon request, they must provide written comments on the audit findings.

#### **Part VIII**

##### **Academic Insignia, Ceremonies, and Distinctions**

#### **Article 48**

##### **Academic Insignia**

1. Academic insignia, ceremonies, and distinctions are specified for the Faculty by the Constitution of the University and its Appendices.
2. The insignia of the Faculty are kept at the Rector's Office of the University.

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<sup>71</sup> Article 50 of the Constitution of the University.

<sup>72</sup> Article 51 of the Constitution of the University.

<sup>73</sup> European Union legislation in the field of state aid, in particular Article 107 et seq. of the Treaty on the Functioning of the European Union.



**Article 49**  
**Coat of Arms of the Faculty**

1. In accordance with the Principles of the Use and Protection of the Coat of Arms of the University, as amended, the Faculty uses the Coat of Arms of the University as its Coat of Arms, specifically it uses graphical representation of the coat of arms No. III or possibly graphical representation of the coat of arms No. IV.<sup>74</sup>
2. The Coat of Arms of the Faculty is used in particular to mark the correspondence, publications, and printed materials and for the presentation of the Faculty.
3. The Coat of Arms used by the Faculty is depicted in Appendix No. 4 to the Constitution of the University. The rules for its use and protection are set out in the Principles of the Use and Protection of the Coat of Arms of the University. The rules for the uniform graphical use of the University Coat of Arms are specified by the Rector in a Rector's Directive on which the Academic Senate of the University expresses its opinion before it is issued.

**Article 50**  
**Academic Gowns and Beadles' Robes**

Academic gowns and Beadle's robes may be used in matriculation ceremonies, graduation ceremonies, and other ceremonial events by employees who are listed in the Constitution of the University.<sup>75</sup>

**Article 51**  
**Matriculation and Graduation Ceremonies**

1. Matriculation and graduation ceremonies are regulated by the Constitution of the University.<sup>76</sup>
2. The formulae of the Promotors (degree awarding officials) and the texts of the bachelor's, master's, and doctoral oaths are provided in Appendix No. 1 to this Constitution.<sup>77</sup>
3. The procedure taken in matriculation and graduation ceremonies is specified in the Matriculation and Graduation Code of the University.

**Part IX**  
**Common Provisions**

**Article 52**  
**Official Notice Board**

1. The Faculty has its own official notice board.
2. The official notice board must be clearly marked and placed in a public and easily accessible place at the registered office of the Faculty.

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<sup>74</sup> Article 2 (5) of the Principles of the Use and Protection of the Coat of Arms of the University.

<sup>75</sup> Article 58 of the Constitution of the University.

<sup>76</sup> Article 59 of the Constitution of the University.

<sup>77</sup> Article 3 (5), Article 4 (5), and Article 5 (5) of the Matriculation and Graduation Code of the University.

3. The official notice board is used for posting documents in accordance with the Administrative Procedure Code, Higher Education Act, and other legal regulations.
4. The documents posted on the official notice board are also published in the public part of the University or Faculty website.
5. The official notice board is maintained by the Dean's Office.

### **Article 53**

#### **Publication of Information**

The following information is published in the public part of the Faculty website:

- a) minutes from meetings of the self-governing academic bodies of the Faculty, advisory bodies of the Dean, and joint advisory bodies of the Dean and the Senate, and schedules of meetings of these bodies, including information on the date and place of the nearest meetings of the self-governing academic bodies;
- b) internal regulations of the Faculty, including consolidated texts and information on their validity and effect, and links to the internal regulations of the University;
- c) Dean's Directives;
- d) Directives of the Secretary to the Faculty;
- e) annual reports on activities, annual reports of financial management, strategic plans of the Faculty and their specification;
- f) information on the fees collected for certain acts from the students; and
- g) other information which the Higher Education Act, other legal regulations, internal regulations of the University, or internal regulations of the Faculty require to be made public or information which the Dean decides should be made public.

### **Article 54**

#### **Faculty Stamps**

1. In cases specified by legislation,<sup>78</sup> the Faculty uses an official round stamp with the state emblem of the Czech Republic and the text: "Univerzita Karlova, Filozofická fakulta" (Charles University, Faculty of Arts).
2. The form and rules for the use of other stamps are set out by a Dean's Directive in accordance with a relevant Rector's Directive.<sup>79</sup>

### **Article 55**

#### **Rule of Interpretation**

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<sup>78</sup> Act No.: 352/2001 Sb., to regulate the use of state emblems of the Czech Republic and to change other laws, as amended.

<sup>79</sup> Article 64 (2) of the Constitution of the University.

If there is any doubt as to the meaning or content of any provision of any internal regulation of the Faculty, the Senate will have the power to decide on the matter in accordance with the principles on which this Constitution and the respective internal regulations are based.

### **Article 56**

#### **Internal Regulations of the Faculty**

1. The organization and activities of the Faculty are regulated by internal regulations.<sup>80</sup>
2. The internal regulations of the Faculty include:
  - a) Constitution of the Faculty;
  - b) Rules for the Organization of Study at the Faculty;
  - c) Rules for Awarding Scholarships and Bursaries at the Faculty;
  - d) Code of Electoral Procedure for the Academic Senate of the Faculty;
  - e) Code of Procedure for the Academic Senate of the Faculty;
  - f) Code of Procedure for the Research Board of the Faculty;
  - g) Disciplinary Code for Students of the Faculty;
  - h) Rules for State Rigorous Examination at the Faculty; and
  - i) Rules for Educational Activities Evaluation by Students and Graduates of the Faculty.

### **Part X**

#### **Transitional and Final Provisions**

#### **Article 57**

##### **Transitional Provisions**

1. The persons who have been elected or appointed under the regulations applicable before this new regulation are deemed to have been elected or appointed under this regulation. Their term of office is not affected by this regulation. An exception is made for members of the Research Board whose term of office expires in accordance with this regulation.
2. The restriction of the simultaneous execution of offices according to Article 4 (5) of this Constitution does not apply to the heads of the basic units of the Faculty appointed before the effective date of this regulation.
3. The organizational units and bodies established before this Constitution came into effect in accordance with the procedure provided for in this Constitution are considered to be organizational units and bodies in accordance with this Constitution.

#### **Article 58**

##### **Final Provisions**

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<sup>80</sup> Section 33 of the Higher Education Act.

1. The following regulations are hereby repealed:
  - a) Constitution of the Faculty adopted by the Academic Senate of the University on 22 May 2009, including its appendices, as amended;
  - b) Rules for Lifelong Learning of the Faculty adopted by the Academic Senate of the University on 28 May 2010.
2. Appendix No. 1 Formulae of the Promotors and the Text of the Bachelor's, Master's, and Doctoral Oaths forms an integral part of this Constitution.
3. This regulation was adopted by the Senate of the Faculty on 25 May 2017.
4. This regulation comes into force on the day of its adoption by the Academic Senate of the University.<sup>81</sup>
5. This regulation comes into effect on the first day of the calendar month following after the day on which it came into force; this does not apply to the provision of paragraph 1 (b) of this Article which comes into effect on 1 October 2017.

Mgr. Jan Chromý, Ph.D., m.p.  
President of the Academic Senate of the  
Faculty

Doc. Mirjam Friedová, Ph.D., m.p.  
Dean of the Faculty

PhDr. Tomáš Nigrin, Ph.D., m.p.  
President of the Academic Senate of the  
University

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<sup>81</sup> Section 9 (1) (b) (ii) of the Higher Education Act. This regulation was adopted by the Academic Senate of the University on 2 June 2017.

**Appendix No. 1**  
**Formulae of the Promotors and the Texts of the Bachelor's, Master's, and Doctoral Oaths**

**Formula of the Promotor and Oath Taken by the Graduates of Bachelor Study**  
*Text in Latin*

***Promotor:***

Scholares clarissimi, examinibus, quae ad eorum, qui baccalarii nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adistis desiderantes, ut vos eo honore in hoc sollemni consessu ornaremus.

Prius autem fides est danda vos tales semper futuros, quales vos esse iubet Universitas, cuius membris hac dignitate adepta adnumerandi estis, et nos vos fore speramus.

SPONDEBITIS IGITUR: *(everyone rises)*

PRIMUM vos huius Universitatis, in qua baccalarii gradum ascenderitis, piam perpetuo memoriam habituros eiusque res ac rationes, quoad poteritis, adiuturos,  
DEIN honorem eum, quem in vos collaturus sum, integrum incolumemque servaturos,  
POSTREMO prudentiam eruditionemque vestram, a facultate praeceptam, facultatis Universitatisque iussa sequentes, humani generis usui tantum atque hominum bono adhibituros.

Ergo ego promotor rite constitutus vota vestra dextra data probans vos ex decreto ordinis mei baccalarios creo, creatos renuntio omniaque baccalarii iura ac privilegia in vos confero. In cuius rei fidem haec diplomata Universitatis Carolinae sigillo firmata vobis in manus trado.

*(Thereupon each graduate takes an oath, shakes hands with the promotor, and receives his diploma.)*

**Formula of the Promotor and Oath Taken by the Graduates of Bachelor Study**  
***English translation***

***Promotor:***

Dear graduates, you have successfully passed examinations which the law prescribes to test the knowledge of those who desire to attain the degree of Bachelor. You come before us now with the request that we confer upon you in this solemn assembly the degree for which you are candidates.

Before you receive the degree, however, you must take an oath that you will always conduct yourselves in the manner required from you by your affiliation with this university, in the manner required from you by the degree which you will obtain, and in the manner that we expect of you.

YOU WILL TAKE AN OATH: *(everyone rises)*

First of all, that, you will keep fond memories of this university where you will obtain the degree of Bachelor and that you will always support its activities and interests to the best of your abilities;

That you will preserve the degree that I will confer upon you without bringing it into disrepute;

And, finally, that you will use the knowledge which your faculty has given you in accordance with the principles which this faculty and our university profess and always only for the benefit of humanity and human beings.

I, a duly appointed promotor, accept this promise by a show of hands and by virtue of my office I hereby admit you to the degree of Bachelor, I publicly announce your appointment, and grant you all the rights and privileges of Bachelors. In witness whereof I place in your hands these diplomas bearing the seal of Charles University.

*(Thereupon each graduate takes an oath, shakes hands with the promotor, and receives his diploma.)*

**Formula of the Promotor and Oath Taken by the Graduates  
of Master Study  
*Text in Latin***

***Promotor:***

Scholares clarissimi, examinibus, quae ad eorum, qui magistri nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adistis desiderantes, ut vos eo honore in hoc sollemni consessu ornaremus.

Prius autem fides est danda vos tales semper futuros, quales vos esse iubebit dignitas, quam obtinueritis, et nos vos fore speramus.

SPONDEBITIS IGITUR: *(everyone rises)*

PRIMUM vos huius Universitatis, in qua magistri gradum ascenderitis, piam perpetuo memoriam habituros eiusque res ac rationes, quoad poteritis, adiuturos,

DEIN honorem eum, quem in vos collaturus sum, integrum incolumemque servaturos,

POSTREMO studia humanitatis impigro labore culturos et provecturos non sordidi lucri

causa nec ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus generis humani continetur, clarius effulgeat.

HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?

***Each graduate takes an oath and touches the sceptre:***

SPONDEO AC POLLICEOR

***Promotor:***

Itaque iam nihil impedit, quominus honores, quos obtinere cupitis, vobis impertiamus.

Ergo ego promotor rite constitutus vos ex decreto ordinis mei magistros creo, creatos renuntio omniaque magistri iura ac privilegia in vos confero. In cuius rei fidem haec diplomata Universitatis Carolinae sigillo firmata vobis in manus trado.

*(This is followed by the handover of the diplomas.)*

**Formula of the Promotor and Oath Taken by the Graduates of Master Study**  
***English translation***

***Promotor:***

Dear graduates, you have successfully passed examinations which the law prescribes to test the knowledge of those who desire to obtain the degree of Master. You come before us now with the request that we confer upon you in this solemn assembly the degree for which you are candidates.

Before you receive the degree, however, you must take an oath that you will always conduct yourselves in the manner required from you by the distinguished degree which you will attain, and in the manner that we expect of you.

YOU WILL TAKE AN OATH: *(everyone rises)*

First of all, that, you will always keep fond memories of this university where you will obtain the degree of Master and that you will always support its activities and interests to the best of your abilities;

That you will preserve the degree that I will confer upon you without bringing it into disrepute;

And, finally, that you will devote yourself with untiring diligence to the study of the humanities, not for filthy lucre or vainglory, but to spread the truth so that its light on which the welfare of the human race rests may shine ever more brightly.

DO YOU PROMISE AND SWEAR IN ALL GOOD CONSCIENCE?

***Each graduate takes an oath and touches the sceptre:***

I PROMISE

***Promotor:***

There is nothing now to prevent us from conferring on you the degrees which you desire to obtain.

Therefore, I, a duly appointed promotor, by virtue of my office hereby appoint you Masters, I publicly announce your appointment, and grant you all the rights and privileges of Masters. In witness whereof I place in your hands these diplomas bearing the seal of Charles University.

*(This is followed by the handover of the diplomas.)*



**Formula of the Promotor and Oath Taken by the Graduates of Doctoral Study**  
***Text in Latin***

***Promotor:***

Doctorandi clarissimi, examinibus, quae ad eorum, qui doctoris nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adistis desiderantes, ut vos eo honore in hoc sollemni consessu ornaremus.

Prius autem fides est danda vos tales semper futuros, quales vos esse iubebit dignitas, quam obtinueritis, et nos vos fore speramus.

SPONDEBITIS IGITUR: *(everyone rises)*

PRIMUM vos huius Universitatis, in qua summum doctoris gradum ascenderitis, piam perpetuo memoriam habituros eiusque res ac rationes, quoad poteritis, adiuturos, DEIN honorem eum, quem in vos collaturus sum, integrum incolumemque servaturos,

POSTREMO studia humanitatis impigro labore culturos et provecturos non sordidi lucri

causa nec ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus generis humani continetur, clarius effulgeat.

HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?

***Each doctoral student takes an oath and touches the sceptre:***

SPONDEO AC POLLICEOR

***Promotor:***

Itaque iam nihil impedit, quominus honores, quos obtinere cupitis, vobis impertiamus.

Ergo ego promotor rite constitutus vos ex decreto ordinis mei doctores creo, creatos renuntio omniaque doctoris iura ac privilegia in vos confero. In cuius rei fidem haec diplomata Universitatis Carolinae sigillo firmata vobis in manus trado.

*(This is followed by the handover of the diplomas.)*

**Formula of the Promotor and Oath Taken by the Graduates of Doctoral Study**  
***English translation***

***Promotor:***

Dear doctoral students, you have successfully passed examinations which the law prescribes to test the knowledge of those who desire to obtain the degree of Doctor. You come before us now with the request that we confer upon you in this solemn assembly the degree for which you are candidates.

Before you receive the degree, however, you must take an oath that you will always conduct yourselves in the manner required from you by the distinguished degree which you will attain, and in the manner that we expect of you.

YOU WILL TAKE AN OATH: *(everyone rises)*

First of all, that, you will always keep fond memories of this university where you will obtain the highest doctoral academic degree and that you will always support its activities and interests to the best of your abilities;

That you will preserve the degree that I will confer upon you without bringing it into disrepute;

And, finally, that you will devote yourself with untiring diligence to the study of the humanities, not for filthy lucre or vainglory, but to spread the truth so that its light on which the welfare of the human race rests may shine ever more brightly.

DO YOU PROMISE AND SWEAR IN ALL GOOD CONSCIENCE?

***Each doctoral student takes an oath and touches the sceptre:***

I PROMISE

***Promotor:***

There is nothing now to prevent us from conferring on you the degrees which you desire to obtain.

Therefore, I, a duly appointed promotor, by virtue of my office hereby appoint you Doctors, I publicly announce your appointment, and grant you all the rights and privileges of Doctors. In witness whereof I place in your hands these diplomas bearing the seal of Charles University.

*(This is followed by the handover of the diplomas.)*

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### **Selected Provisions of Amendments**

Article II of the Amendment of the Constitution of the Faculty of Arts of Charles University  
which came into force on 4 March 2022  
(first amendment)

#### Transitional Provisions

1. The term of office of the members of the Senate elected for the term of office commencing on 15 September 2020 will expire no later than on 14 September 2022.
2. The term of office of the members of the Senate elected for the term of office commencing on 15 September 2022 will expire no later than on 31 January 2025.
3. Paragraphs 1 and 2 will not apply if a situation arises under Article 7 (7) of the Constitution of the Faculty of Arts of Charles University.

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### **Information on Amendments**

The Amendment to the Constitution of the Faculty of Arts of Charles University (first amendment) was adopted by the Academic Senate of the Faculty of Arts of Charles University on 13 January 2022. This amendment came into force on the day of its adoption by the Academic Senate of Charles University on 4 March 2022 (Ref. No.: 55/a/2022). The amendment to the regulation came into effect on the first day of the calendar month following the day on which it came into force, that is, on 1 April 2022.

This consolidated text is a document intended to be used only for working purposes. The Legal Office of the Dean's Office at the Faculty is responsible for its accuracy.