

CONSTITUTION OF THE FACULTY OF EDUCATION OF CHARLES UNIVERSITY

Under Section 27(1) (b) of Act no. 111/1998 Sb., on institutions of higher education, and amendments to other acts, as amended (the Higher Education Act), the Academic Senate of the Faculty of Education of Charles University has adopted this Constitution of the Faculty of Education of Charles University as its internal regulation:

Preamble

The Academic Senate of the Faculty of Education

- commemorating the centuries of confirmed importance of Charles University for the education of the Czech nation, based on the historical decision to include the education of teachers and other pedagogical staff of all levels and types of schools in the competence of the University,
- aware of the tasks that arise in the field of education and upbringing, in the development of Czech education and educational institutions, in the care of the teaching profession, in the first place the teaching and educational profession,
- determined to help create the best possible conditions for the training of qualified and competent professionals, mindful of our national traditions, our European belonging, and our responsibility for the personal, civic, and professional development of the young generation and the lifelong education of citizens, has adopted the following Constitution of the Faculty of Education

Part I

Introductory provisions

Article 1

1. The Faculty of Education of Charles University (hereinafter referred to as "the Faculty") is a basic unit of Charles University (hereinafter referred to as "the University"), which is a public university.
2. In legal relations in which it acts on behalf of the University, the Faculty utilizes the title "Univerzita Karlova, Pedagogická fakulta" or in Latin "Universitas Carolina Facultas paedagogica". The English version of the Faculty's name is "Charles University, Faculty of Education"¹.
3. The registered office of the Faculty is in Prague 1, Magdalény Rettigové 4.

¹ Annex No. 1 to the Constitution of the University.

Article 2

The aim and activities of the Faculty

1. The Faculty carries out its scientific and research, development and innovation, artistic, cultural and other creative activities (hereinafter referred to as "creative activities") and educational activities according to the Constitution of Charles University² in study programmes as well as in lifelong learning programmes.³ It also provides, in particular, facilities for research, education and faculty social life, including library and other information services.
2. The activities of the Faculty are mainly aimed at the field of educational sciences. In addition to this main activity, the Faculty may engage in supplementary.

Part II

Organisation of the Faculty

Article 3

1. The Faculty is divided into departments, institutes and other workplaces. The executive apparatus of the faculty is the Dean's office.
2. The Academic Senate (hereinafter referred to as the „Academic Senate“ or „Senate“) decides on their establishment, merging, consolidating, subdividing, or dissolving upon the proposal of the Dean.
3. Heads of the Faculty departments are responsible for their activities to the Dean of the Faculty.
4. Faculty workplaces may be divided into departments, laboratories, or otherwise called units (hereinafter referred to as "units"). Units of Faculty departments are established and dissolved by the head of the department with the approval of the Dean. Heads of department units are responsible to the head of the department.
5. An overview of the faculty's departments and details concerning their organisation, management and activities are set out in the Faculty's Organisational Regulations, which take the form of a measure of the Dean. A list of the Faculty units is provided in the Rules of Internal Governance of the Faculty contained in a Dean's measure.

Article 4

Department

1. The Department is the basic workplace of the Faculty for educational and related scientific activities in the study programmes implemented at the Faculty.
2. The Department is composed of full professors, associate professors, extraordinary assistant professors, assistant professors, assistants, lecturers and scientific, research and

² Article 2, paragraph 2 of the Constitution of the University.

³ Article 2, paragraph 3 of the Constitution of the University.

development workers and other staff working at the Department. Students of Bachelor's or Master's degree programmes may also work in the Department as student auxiliaries, and students of doctoral degree programmes.

Article 5

Head of department

1. The department is headed by a head of department.
2. The head of the department is appointed by the Dean based on a competitive hiring process for a maximum period of five years. Appointment may be extended based on a competitive hiring process once by the Dean, for up to three years.
3. The head of the department is fully represented by the deputy head of the department, who is appointed by the head of the department. If no deputy head of the department is appointed, the head of the department is represented by a competent employee appointed by the head of the department.
4. The head of the department may appoint the head of the sections or other units of the department.
5. The head of the department may appoint a secretary of the department who is responsible for the administrative, organizational, and economic activities of the department.

Article 6

Institute

1. The institute is a faculty workplace mainly for scientific or educational activities.
2. The Institute consists of the academic staff of the Faculty referred to in Article 17, paragraph 1 of this Constitution and other staff. Students of doctoral, master's or bachelor's degree programmes may work in the institute.
3. The institute is headed by a director, who is appointed by the Dean based on a competitive hiring process for a maximum period of 5 years. Appointment based on a competitive hiring process may be extended once by the Dean, for up to 3 years.
4. The director of the institute is represented in full by the deputy director of the institute, who is appointed by the director of the institute. If no deputy director is appointed, the director of the institute is represented by a competent member of staff authorised by the director of the institute.
5. The director of the institute may appoint the heads of departments or other units of the Institute.
6. The director of the institute may appoint a secretary of the institute, who is primarily responsible for the administrative, organisational, and economic activities of the institute.

Article 7

Other workplaces

1. Other departments may be established at the faculty to support educational and creative

- activities or to provide information services.
2. Other departments are managed by their heads.
 3. The head of another department is appointed by the dean, as a rule, for a period of three years. After this period, the appointment is renewed, or a competitive hiring process is announced. The appointment may be renewed only once.

Article 8 Dean's Office

The Dean's Office is the executive apparatus of the Faculty, which ensures its needs and the material and administrative activities of its bodies.

Part III Executive bodies of the Faculty

Article 9

1. The self-governing academic bodies are the Academic Senate, the Dean, the Faculty's Research board (hereinafter referred to as the "Research board") and the Faculty's Disciplinary committee (hereinafter referred to as the "Disciplinary committee").
2. Another body of the Faculty is the Secretary.
3. The faculty bodies make decisions and act for the University within the limits set by law and internal regulations. The details are laid down in the Constitution of Charles University.⁴
4. The bodies of the Faculty act and make decisions in accordance with the Higher Education Act, other legal regulations, the Constitution and other internal regulations of the University, this Constitution and other internal regulations of the Faculty.

Article 10 Academic Senate

1. Members of the Academic Senate are responsible for their activities to the academic community.
2. The Academic Senate is composed of academic staff of the Faculty and students enrolled at the Faculty. Electing of its members and the reasons for termination of membership in the Senate are regulated by the Code of Electoral Procedure for the Academic Senate of the Faculty of Education of Charles University, which is an internal regulation of the Faculty.
3. The Senate has 12 members from the academic staff of the Faculty and 12 members from the students enrolled at the Faculty.

⁴ Articles 15 and 16 of the Constitution of the University.

4. The term of office of a member of the Senate from the academic staff of the Faculty is three years, from the students two years.
5. The bodies of the Senate are the President, the Vice-Presidents, the Board, and the Committee.
6. Elections to the Academic Senate are direct with secret ballot and are regulated by the Code of Electorate Procedure for the Academic Senate of the Faculty of Education of Charles University.

The meetings of the Academic Senate are regulated by the Code of Procedure for the Academic Senate of the Faculty of Education of Charles University.

Article 11 Research board

1. Within two months of his/her appointment, the Dean submits a proposal to the Academic Senate for the appointment of members of the Research board. The term of office of the members of the Research board ends on the last day of the calendar month following the day on which the next term of office of the Dean began.
2. Members of the Research board are appointed and recalled by the Dean after approval by the Academic Senate. The Dean may, after the Senate's consideration, appoint eminent persons who have contributed to the Faculty as honorary members of the Research board without the right to vote. Paragraph 1 does not apply to honorary members.
3. Meetings of the Research board are convened by the Dean at least three times during the academic year.
4. Details of the activities of the Research board are regulated by the Code of Procedure for the Research board of the Faculty of Education of Charles University, which is an internal regulation of the Faculty.

Article 12 Disciplinary committee

1. The Disciplinary committee considers disciplinary infringements of students enrolled at the Faculty and submits a proposal for a decision to the Dean.
2. Details of disciplinary offences, the imposition of sanctions, and disciplinary proceedings are regulated by the Disciplinary Code for Students of Charles University. Further details, in particular the composition and meetings of the Disciplinary committee, are regulated by the Disciplinary Code for Students of the Faculty of Education of Charles University, which is an internal regulation.

Article 13 Dean

1. The Dean is the head of the faculty and represents it externally, acts and makes decisions in the affairs of the faculty, unless the Higher Education Act or the regulations of the

University and the internal regulations of the faculty provide otherwise.

2. The Dean is responsible for his/her activities to the Rector and the Academic Senate of the Faculty. This is without prejudice to the Dean's authority in matters under Section 24 of the Higher Education Act. At the invitation of the Academic Senate, the Dean attends its meetings.
3. The term of office of a dean is four years and begins on the date on which he or she is appointed to that office by the Rector.
4. The procedure for the election and the proposal for the removal of the Dean is in accordance with the Code of Procedure for the Academic Senate.

Article 14 Vice-Deans

1. The Dean is represented to the extent determined by the dean by vice-deans, who are appointed and recalled by the dean after an opinion of the Academic Senate, usually from professors and associate professors who are members of the academic community of the Faculty.
2. The number of vice-deans and their powers is decided by the dean.
3. The vice-dean attends a meeting of the Senate at the invitation of the Senate or its President.
4. In his/her absence, the Dean is represented by a vice-dean appointed by the Dean, to the extent determined by the Dean.

Article 15 Secretary to the Faculty

1. The Secretary is in charge of the management and internal administration of the Faculty within the scope set out in the Rules of Internal Governance of the Faculty.
2. The Secretary is appointed by the Dean based on a selection procedure. The Dean may also recall the Secretary.
3. The Secretary issues the Secretary's operational directives for the performance of the tasks entrusted to him.

Article 16 Advisory bodies of the Dean

1. The Dean's Board is a permanent advisory body to the Dean. Its members are vice-deans, the secretary, and other persons appointed by the dean.
2. The Dean may establish other advisory bodies.

Part IV
Academic community of the faculty, academic staff

Article 17

1. The academic community of the faculty consists of the academic staff of the faculty and students enrolled at the faculty. Academic staff of the faculty are academic staff of the university who are assigned to the faculty and perform both educational and creative activities under the employment contract according to the agreed type of work.
2. Members of the academic community of the Faculty exercise its self-government, either directly or through self-governing academic bodies.
3. The status of visiting professors is regulated by the Constitution of the University.⁵
4. Members of the academic community have the right to:
 - a) nominate candidates and elect members of the Academic Senate of the Faculty and University and be elected as members of the Academic Senate of the Faculty and University,
 - b) nominate candidates for the office of Dean in accordance with Article 13(4) of this Constitution,
 - c) attend meetings of the Academic Senate and the Research board, unless the Research board meetings are declared closed,
 - d) become familiar with the information that the University and the Faculty are obliged to publish,
 - e) to address the academic authorities with proposals, complaints and comments, and these authorities are obliged to deal with them and resolve them.
 - t) to be given the floor and to make motions at meetings of the academic community.
5. Other rights and obligations of members of the academic community of the faculty are regulated by the Higher Education Act and the internal regulations of the University.

Article 18

International cooperation

The Faculty of Education supports foreign relations and activities of members of the academic community, especially in the educational and scientific fields at various levels.

Article 19

Employment relations of Faculty academic staff and other employees

1. The employment of associate and full professors is usually for an indefinite period.

⁵ Article 40 of the Constitution of the University.

2. The employment contracts of members of the academic staff are created on the basis of a competitive hiring process. The rules thereof are governed by the Competitive Hiring Process Code of the University.
3. A competitive hiring process may also be held for the recruitment of other staff.
4. The rules for determining the salaries of academic staff of the Faculty and other employees are determined by the Internal Salary Regulation, which is an internal regulation of the University.

Part V Study and students

Article 20

1. Admission to study at the University is regulated by the Higher Education Act, Act No. 500/2004 Coll., the Code of Administrative Procedure (hereinafter referred to as the "Administrative Code"), and the Code of Admissions Procedure of Charles University, which is an internal regulation of the University. Other conditions for admission to study at the Faculty in a given academic year are approved by the Senate.⁶
2. A prospective student becomes a student on the date of enrolment.
3. The Vice-Dean for Student Affairs is responsible for dealing with other submissions made by an applicant in the admissions procedure, in particular regarding setting an alternative date or modifying the method of assignment or the course of the admissions examination. The Dean reviews the processing at the request of the student.
4. The internal regulations of the faculty, which, in accordance with the relevant provisions of the Code of Study and Examination of the University, establish the requirements of study programmes implemented at the faculty and regulate the details of the organisation of studies at the faculty, are the Rules for the Organisation of Studies at the Faculty of Education of Charles University.
5. During the practice or internship, which is part of the study, the student is obliged to follow the rules set by the Dean's measure and is obliged to follow the rules applicable to the workplace where the practice or internship takes place, as well as the instructions of the head of this workplace or the person authorized by him/her. This provision applies mutatis mutandis to other activities taking place within the framework of studies outside the faculty.
6. The conditions for the study of foreign students are determined by the Constitution of the University.⁷

⁶ § 27 (1) (e) of the Higher Education Act.

⁷ Article 23 of the Constitution of the University.

Article 21
Scholarships

The Rules for Awarding Scholarships at the Faculty of Education of Charles University are the Faculty's internal regulations which, in accordance with the relevant provisions of the Rules for award Scholarships and Bursaries of Charles University, determine the details of awarding scholarships at the Faculty.

Article 22
State rigorous examination

The procedure for accepting applications for the state rigorosum examination at the Faculty, its course and evaluation are regulated by the Rules for the State Rigorosum Examinations at the Faculty of Education of Charles University, which are its internal regulations.

Article 23
Tuition fees

Tuition fees associated with studies, including the rules for determining their amount, form of payment and due dates, are regulated in Annex 2 to the Constitution of Charles University.

Part VI
Faculty management and property management

Article 24

1. The faculty prepares a balance sheet of income and expenditure as a follow-up to the university budget for the calendar year,⁸ according to which it manages its economy. This balance sheet shall not be in deficit.
2. After 1 January, until the approval of the University's budget or the balance sheet of the Faculty's income and expenditure, budgetary management is governed by a budgetary provision, within the framework of which monthly expenditure may be made up to one-twelfth of the income from the state budget contribution or subsidy in the previous calendar year.

Article 25

The rules of faculty management and property management are determined by the internal regulations of the University and the related measures of the Rector, the Bursar and the Dean, as well as the operational directives of the Secretary.⁹

⁸ Article 49 paragraph 4 of the Constitution of the University.

⁹ Article 50 to 54 of the Constitution of the University, Financial and Property Management Rules of the University

Part VII
Strategic plan, annual reports, and self-evaluation report

Article 26

1. The strategic plan of the Faculty's educational and creative activities (hereinafter referred to as the "Faculty's strategic plan"), developed in accordance with the University's strategic plan,¹⁰ is the basic programme document of the Faculty, according to which study programmes and related scientific, research, artistic or other creative activities are carried out. The Academic Senate approves the strategic plan and the annual plan for its implementation after discussion in the Research board.
2. The annual report on the activities and the annual report on the financial management are prepared based on the input from individual departments and vice-deans. The dean provides comments on the annual activities report for consideration by the Academic Senate. The annual management report is usually prepared by the Secretary according to the instructions of the University, who submits it with comments to the Academic Senate if authorised to do so by the Dean.
3. The Faculty participates in the internal quality assessment at the university.

Part VIII
Academic ceremonies, faculty emblem, insignias, and distinctions

Article 27

Academic ceremonies

Students and graduates take solemn oaths at matriculation, bachelor, master and doctoral graduation, the wording of which is regulated in Annex 1 to this Constitution and in the Matriculation and Graduation Code of Charles University, which also stipulates the procedure for matriculation and graduation.

Article 28

Faculty emblem

1. The emblem of the faculty is a graphic representation of an owl. The emblem of the Faculty is depicted in Annex 2 of this Constitution.
2. The faculty emblem is used particularly to mark certificates, correspondence, publications, printed materials and faculty presentations.
3. The rules for the use of the Faculty emblem are set by Dean's measure.

¹⁰ Article 44 of the Constitution of the University.

Article 29
Commemorative medals

1. The faculty may award the Faculty of Education commemorative medals in accordance with the Rules for Awarding of University Medals.
2. Commemorative medals of the Faculty of Education are awarded by the Dean. The documents are kept at the Dean's Secretariat.

Article 30
Insignia

Details of academic insignia are regulated by the Constitution of the University.

Part IX
Common provisions

Article 31
Official notice board

1. The Faculty has an official notice board on which documents concerning the Faculty are posted.
2. Documents are posted on the official notice board in accordance with the Administrative Procedure Code, the Higher Education Act and other legal regulations.
3. The texts published on the official notice board are made available in the public section of the Faculty's website.

Article 32
Publishing of information

Information whose publication is stipulated by law and the Constitution of the University must be published by the faculty in a manner allowing remote access in the public part of the faculty's website in accordance with Section 27(3) of the Higher Education Act and Article 63(2) of the Constitution of the University.

Article 33
Faculty stamps

1. The Faculty uses an official round stamp with the state emblem of the Czech Republic and the text "Charles University - Faculty of Education" in cases provided for by law.
2. The Dean determines the form and rules for the use of other faculty seals in the form of a dean's measure.

Article 34
Internal regulations of the Faculty

The internal regulations of the Faculty are:

- a) The Constitution of the Faculty of Education of Charles University,
- b) The Code of Electoral Procedure for the Academic Senate of the Faculty of Education of Charles University,
- c) The Code of Procedure for the Academic Senate of the Faculty of Education of Charles University,
- d) The Code Procedure for the Research board of the Faculty of Education of Charles University,
- e) The Rules for the Organisation of Studies at the Faculty of Education of Charles University
- f) The Rules for awarding scholarships at the Faculty of Education of Charles University,
- g) The Disciplinary Code for Students of the Faculty of Education of Charles University,
- h) The Rules for the State Rigorous Examinations at the Faculty of Education of Charles University.

Article 35
Interpretation of the Faculty's internal regulations

In the event of doubts concerning specific provisions of the Faculty's internal regulations, the Senate makes a binding interpretation. In the case of this Constitution, it does so in the sense of the principles expressed in its preamble.

Part X
Transitional and final provisions

Article 36

Persons elected or appointed under the existing regulations are considered appointed or elected under this regulation. Their term of office is not affected by this regulation. Except in the case of members of the Research board, whose term of office ends in accordance with this Constitution.

Article 37

1. The Constitution of the Faculty dated 2.6.2017 is rescinded.
2. This Constitution of the Faculty was approved by the Academic Senate of the Faculty on 7 July 2020 and comes into force on the date of approval by the Academic Senate of the University.¹¹
3. This Constitution comes into force on the first day of the calendar month following the date on which it becomes effective.

doc. RNDr. Antonín Jančařík, Ph.D.
President of Academic Senate
Faculty of Education
Charles University

prof. PaedDr. Michal Nedělka, Dr.
Dean
Faculty of Education
Charles University

prof. Ing. František Zahálka, Ph.O.
President of Academic Senate of Charles University

¹¹ § Section 9(1)(b) of the Higher Education Act. The Academic Senate of the University approved this Constitution on 25 September 2020.

Annex 1
Sponze Doctoral Faculty of Education

Promoter:

Examinibus, Doctorande clarissime, quae ad eorum, qui in pedagogia doctoris nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos adiisti desiderans, ut te eo honore in hoc solemnem consessu omaremus.

Prius autem fides est danda, te talem semper futurum, qualem te esse iubebit dignitas, quam obtinueris, et nos te fore speramus.

Spondebis igitur:

PRIMUM te huius Universitatis, in qua summum in pedagogia gradum ascenderit, piam perpetuo memoriam habiturum, eiusque res ac rationes, quoad poteris, adiuturum:

DEIN honorem eum, quem in te collaturus sum, integrum incolumemque servaturum:

POSTREMO studia humanitatis, naturae et artis educationis impigro labore cultorum et pro vecturum non ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus humani generis continetur, clarius effulgeat:

HAEC TU EX ANIMI TUI SEBSENTENTIA SPONDEBITIS AC POLLICEBERE?

(Promoter stands up and doctoral student swears on the scepter) Doctorandus:

Spondeo ac polliceor.

Promoter:

Itaque iam nihil impedit, quominus honores, quos obtinere cupis, tibi impertiamus (In a raised voice:)

ERGO EGO PROMOTOR RITE CONSTITUTUS TE EX DECRETO ORDINIS MEI (PEDAGOGIAE) DOCTOREM CREO, CREATUM RENUNTIO OMNIAQUE (PEDAGOGIAE) DOCTORIS IURA AC PRIVILEGIA IN TE CONFERO. IN CUIUS REI FIDEM HOC DIPLOMA UNIVERSITATIS CAROLINAE SIGILLO FIRMATUM TIBI IN MANUS TRADO.

Sponze Master (Doctoral) of the Faculty of Education

Promoter:

Examiniibus, Scholari (Doctorandi) clarissimi, quae ad ecrum, qui (in pedagogia) magistri (doctoris) nomen et honores consequi student, doctrinam explorandam lege constituta sunt, cum laude superatis, nos addistis desiderantes, ut von eo honore in hoc solemnii consessu omaremus.

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

Spondebitis igitur:

PRIMUM vos huius Universitatis, in qua magistri (summu in pedagogia) gradum ascenderitis, pian perpetuo memoriam habituros, eiusque res ac rationes, quoad poteritis, adiuturos:

DEIN honorem eum, quem in vos collaturus sum, integru incolumemque servaturos:

POSTREMO studia humanitatis, naturae et artis educationis impigro labore culturos et pro vecturos non ad vanam captandam gloriam, sed ut veritas propagetur et lux eius, qua salus humani generis continetur, clarius effulgeat:

HAEC VOS EX ANIMI VESTRI SENTENTIA SPONDEBITIS AC POLLICEBIMINI?

(Promoter stands up and the graduates (PhD students) individually swear

on the scepter) Doctorands:

Spondeo ac polliceor.

Promoter:

Itaque iam nihil impedit, quominus honores, quos obtinere cupitis, vobis impertiamus (In a raised voice:)

ERGO EGO PROMOTOR RITE CONSTITUTUS VOS EX DE CRE TO ORDINIS MEI (PEDAGOGIAE) MAGISTROS (DOCTORES) CREO, CREATOS RENUNTIO OMNIAQUE (PEDAGOGIAE) MAGISTRI JURA AC PRIVILEGIA IN VOS CON FE RO. IN CUIUS RBi FIDEM HAEC DIPLOMATA UNIVERSITATIS CAROLINAE SIGILLO FIRMATA VOBIS IN MANUS TRADO.

Czech translation of sponszi

Dear graduates, you have passed with success the examinations prescribed by law to test the knowledge of those who wish to attain the degree and rank of Master (Doctor), You now come before us with the request that in this solemn assembly we confer upon you the degree for which you are applying.

Before that, however, you must take an oath that you will always behave in the way that the title you acquire requires of you and that we expect of you.

So you promise:

above all, that you will permanently preserve in eternal memory this university from which you will attain a degree..... and that

you will always support its activities and interests to the best of your ability,

further, that you will keep the title which he grants you spotless and unblemished,

Finally, that you will devote yourselves with untiring diligence to the study of the humanities, the sciences, and education, not for the sake of empty glory, but in order that the truth may be spread and its light shine more brightly, on which rests the welfare of the human race.

Do you promise this on your good conscience? I promise!

So there is nothing to prevent us from awarding you the degrees you wish to achieve. Therefore I, the promoter appointed by the Order, by the authority of my office, appoint you as masters (doctors), publicly announce your appointment, and grant you all the rights and privileges of masters (doctors). In witness whereof I place in your hands these diplomas of Charles University with the seal.

Annex 2

The emblem of the Faculty of Education of Charles University



FACULTY OF
EDUCATION
Charles University



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