

Constitution of the Faculty of Arts of Charles University of 2 June 2017

In accordance with Section 27(1b) and Section 33(2a) 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 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 (the “Faculty”) is a basic unit of Charles University (the “University”), which is a public university.¹
2. In legal relations in which it acts on behalf of the University, the Faculty utilizes the title “Univerzita Karlova, Filozofická fakulta” or in Latin “*Universitas Carolina Facultas philosophica*”. In other relations, the designation “Filozofická fakulta Univerzity Karlovy” or in Latin “*Facultas philosophica Universitatis Carolinae*” may be used. The English version of the Faculty’s name is “Charles University, Faculty of Arts,² or other foreign-language versions of the name may be used in the Dean’s measures. The abbreviation used for the Faculty’s name is “FF UK” in Czech and “CU FA” in English.
3. The registered office of the Faculty is 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 of the Faculty to the University are governed by the Higher Education Act, the internal regulations of the University, and the internal regulations of the Faculty.

¹ Section 2(7) and Part Two of Act no. 111/1998 Sb., on institutions of higher education and on changes and amendments to other acts (the Higher Education Act), as amended.

² Article 5(2) of Appendix 1 of the Constitution of the University.

Article 2

The aim and activities of the Faculty

1. The aim of the Faculty is to provide university education, to promote educational achievement and protect knowledge, to cultivate free thinking, independent scholarly research, and original artistic creativity, to contribute to public discussions, building cultural diversity, and to creating civil society, and to generally support the creative spirit of society in the humanities and social sciences.
2. The Faculty independently engages in academic, educational, artistic, and cultural activities, an essential assumption of which is academic freedom and rights.³ The pedagogical activity at the Faculty is based on academic, research, development, innovative, artistic, or other creative activities (“creative activities”), including the results of its own research.
3. On the basis of its accreditation, the Faculty engages in all types of study programmes and carries out creative activities,⁴ as well as lifelong learning programmes.⁵
4. Furthermore, the Faculty provides an environment for research, education, and faculty social life, including library and other information services.
5. As a part of the University, the Faculty engages in publication activities.
6. The Faculty cooperates with national and foreign universities and their faculties, academic and research institutions, and other legal entities and creates conditions for the members of the Faculty’s academic community to participate in this cooperation. The form and manner of the Faculty’s cooperation with legal entities are regulated, as a rule, in contracts.
7. The Faculty may engage in supplementary activities for consideration that relate to its educational or other creative activities or activities supporting the more effective use of its assets that are entrusted to their management. Supplementary activities must promote the Faculty’s aim.⁶
8. The Faculty has functional independence in public procurement activities.⁷

³ Section 4 of the Higher Education Act

⁴ Section 2(1) and Section 23(1) of the Higher Education Act

⁵ Section 2(1) and Section 60 of the Higher Education Act

⁶ Section 20(2) of the Higher Education Act

⁷ Article 15(4) of the Constitution of the University

Part II
Self-governance and bodies of the Faculty

Article 3
Self-governance of the Faculty

1. The Faculty's self-governance is carried out by the members of the Faculty's academic community (the "academic community") directly or through the self-governing academic bodies.⁸
2. The academic community is made up of⁹ the academic staff at the Faculty¹⁰ and students enrolled at the Faculty.¹¹

Article 4
Status of members of the academic community

1. The members of the academic community are entitled to
 - a. nominate candidates for and elect members to the Faculty's Academic Senate and the University's Academic Senate and to be elected as members of these academic senates,
 - b. nominate a candidate for Dean in the manner set out in the Code of Procedure for the Academic Senate and the Rector in the manner set out in the Constitution of the University,
 - c. participate in the sessions of the Faculty's Academic Senate and the Faculty's Research Board,
 - d. inspect the minutes of the sessions of the self-governing academic bodies, including their resolutions,
 - e. speak at meetings of the members of the academic community,
 - f. appeal to the Dean for making changes to the internal regulations,
 - g. submit motions, proposals, comments, and complaints to the self-governing bodies of the Faculty; these bodies are required to address them, and without undue delay, resolve and respond to them.

⁸ Section 25(1) of the Higher Education Act

⁹ Section 25(3) of the Higher Education Act

¹⁰ In accordance with Section 70(1) of the Higher Education Act, these are employees; it does not include staff who work at the Faculty under a non-employment contract, pursuant to Section 70(3) of the Higher Education Act.

¹¹ Section 51 and Section 61 of the Higher Education Act; in accordance with Section 60(3) of the Higher Education Act, it does not include participants in lifelong learning programmes.

Constitution of the Faculty of Arts of Charles University

2. The Faculty supports the activities of scientific, academic, professional, student, trade-union, and other associations related to the members of the academic community, whose activities contribute to the aims of the Faculty.
3. The Faculty is committed to the social needs of the members of the academic community, in particular, the needs of members of the academic community with specific needs, and in all activities, as well as activities of the self-governing academic bodies, it takes reasonable measures for providing them with equal opportunities at the Faculty.
4. The members of the academic community are required to observe the internal regulations of the University¹², the internal regulations of the Faculty¹³, and other regulations issued in accordance with the internal regulations of the University and the Faculty.
5. A member of the academic community may hold only one of the following offices concurrently: rector, vice-rector, dean, vice-dean, bursar, secretary to the Faculty, director of a unit of the University, or head of a basic unit of the Faculty. In the case of the office of a head of a basic unit of the Faculty, a person may be authorized by a measure of the Dean to temporarily hold this office concurrently with one of the other mentioned offices, however, no longer than for a period of six months.
6. The provisions of paragraphs 2 to 5 apply similarly to the employees of the University assigned to the Faculty who are not members of the academic staff.

Article 5 Bodies of the Faculty

1. The self-governing academic bodies of the Faculty¹⁴ are
 - a. The Academic Senate,
 - b. The Dean,
 - c. The Research Board,
 - d. The Disciplinary Committee.
2. Another body of the Faculty is the Secretary.¹⁵

¹² Section 17(1) of the Higher Education Act

¹³ Section 33(2) of the Higher Education Act

¹⁴ Section 25(1) of the Higher Education Act

¹⁵ Section 25(2) of the Higher Education Act

Article 6
Activities of the bodies

1. With respect to their activities, the bodies of the Faculty are bound by the Higher Education Act, other legal regulations, the internal regulations of the University, this Constitution, and other internal regulations of the Faculty.
2. If a measure, resolution, or decision of a body of the Faculty is in contradiction with legal regulations, the internal regulations of the University, or the internal regulations of the Faculty, this body is required to take all necessary measures to remedy this situation, including amendments to or annulment of the decision. If the body remains inactive, contrary to the above-mentioned regulations, the situation is treated with the necessary modifications. This provision does not apply to decisions and other acts undertaken in accordance with Act no. 500/2004 Sb., as amended (the “Code of Administrative Procedure”).
3. When exercising their powers, especially during decision-making, the bodies of the Faculty respect academic freedom and rights¹⁶, the 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 are entitled to make decisions and act on behalf of the University within the limits of the legal regulations and the internal regulations of the University relating to the Faculty to the full extent possible in the following matters:¹⁷
 - a. Establishment of self-governing academic bodies,
 - b. Internal organization,
 - c. Procedures for granting associate professorship and full professorship,
 - d. Management of funds allocated to the Faculty
 - e. Employment relations,¹⁸
 - f. Creation and implementation of study programmes,
 - g. Supplementary activities and managing funds acquired from these activities.
5. The bodies of the Faculty are entitled to decide and act on behalf of the University within the limits of the legal regulations and the internal regulations of the University relating to the Faculty in the full extent possible, insofar as the acts in these activities having significant importance from the standpoint of implementing or developing these activities or management of the Faculty are discussed with the Rector of the University in advance, in the following matters:¹⁹
 - a. Strategic implementation of creative activities,

¹⁶ Section 4 of the Higher Education Act

¹⁷ Section 24(1 and 2 a and d) of the Higher Education Act, Article 15(1a) of the Constitution of the University

¹⁸ The scope of the matters that a body of the Faculty is required in this area to discuss with the Rector of the University is set out in a special agreement, in accordance with Section 24(4) of the Higher Education Act.

¹⁹ Section 24(1 and 2 a and d) of the Higher Education Act, Article 15(1a) of the Constitution of the University

- b. Foreign relations and activities.
- 6. The bodies of the Faculty are entitled to make decisions and act on behalf of the University within the limits of legal regulations in the scope set out in the Constitution of the University²⁰ in matters relating to management of the University's assets.
- 7. The self-governing academic bodies ensure that the members of the academic community are informed of their activities and have the opportunity to comment on documents and measures of major importance that such bodies are concerned with. They also ensure that the members of the academic community may comment on the activities of such bodies.

Article 7 **Academic Senate of the Faculty**

- 1. The Academic Senate of the Faculty²¹ (the "Senate") is a self-governing, representative academic body. When exercising their powers, the members of the Senate are not bound by the measures or resolutions of the Faculty's self-governing academic bodies, but only by their own conscience, and they are required to heed the interest of the Faculty and the entire University. The member of the Senate answers any questions relating to exercising its powers asked by a member of the academic community at the Senate meeting.
- 2. The Senate has 31 members, of which 16 are members of the academic staff and 15 are students. The academic staff at the Faculty elect their representatives in the Senate (the "curia of academic staff") and the students enrolled in the Faculty elect their representatives in the Senate (the "curia of students"). The Code of Electoral Procedure for the Academic Senate regulates in more detail the election of members of the Senate.
- 3. Membership in the Senate is incompatible with the positions of rector, vice-rector, bursar, dean, vice-dean, secretary of the Faculty, and director of a university institute.²²
- 4. The term of office of the members of the Senate is two years. The term of office always commences on 1 February and ends on 31 January, if not otherwise stated in this regulation.
- 5. Membership in the Senate terminates
 - a. on the date of expiration of the term of office,
 - b. prior to the date of expiration of the term of office

²⁰ Article 50(1c) of the Constitution of the University

²¹ Section 23(2, 26, and 27) of the Higher Education Act

²² Section 26(2 and 1) of the Higher Education Act

Constitution of the Faculty of Arts of Charles University

- i. concurrently with termination of membership in the part of the academic community for which the member was elected, if not otherwise set out in an internal regulation of the Faculty,
 - ii. on the day of delivery of the written declaration to the president of the Senate that the member surrenders its membership in the Senate,
 - iii. on the day of appointment to a position incompatible with membership in the Senate,
 - iv. after three unexcused absences at the sessions of the Senate.
6. If membership in the Senate is terminated pursuant to clause 5b, a substitute member joins the Senate for the remainder of the term of office, determined in accordance with the Code of Electoral Procedure for the Academic Senate.
7. The terms of office for all members of the Senate expire if the Senate is not convened for a period of six months, pursuant to Article 8 of this Constitution. The Dean announces a new election no later than 30 days after the end of the terms of office of all members of the Senate.²³ The terms of office for members of the Senate nominated during this election commence on the day of the first meeting of the Senate after electing the members of the Senate and end on the 31 January occurring immediately after the lapse of two years from the start of the term.
8. The bodies of the Senate are the President, the Vice-President, the Board, and the Committee, which are the collective advisory body to the Senate and the Dean, pursuant to Article 12 of this Constitution.
9. The details of the activities and meetings of the Senate and its bodies are regulated by the Code of Procedure for the Academic Senate.

Article 8 Powers of the Senate

1. The Senate²⁴
 - a. upon proposal of the Dean, decides on establishing, merging, consolidating, subdividing, or dissolving the faculty units,
 - b. approves the proposals of the Faculty's internal regulations, upon proposal of the Dean, or in the case of the Senate's Code of Procedure, upon proposal of a member of the Senate for which the Senate requested the Dean's opinion, and they are submitted to the Academic Senate of the University for approval by its president,

²³ Section 26(3) of the Higher Education Act

²⁴ Section 27(1) of the Higher Education Act

Constitution of the Faculty of Arts of Charles University

- c. approves the distribution of the Faculty's funds (the "Faculty's budget") submitted by the Dean and supervises the use of these funds,
 - d. approves the Faculty's annual activities report and the Faculty's annual financial report submitted by the Dean
 - e. approves the terms for admission to the study programmes offered at the Faculty,
 - f. provides to the Dean prior consent to appointing and recalling members of the Faculty's Research Board and members and substitutes of the Faculty's Disciplinary Committee,
 - g. decides on the proposal for the appointment of the Dean or proposes recalling the Dean from its position,
 - h. approves, upon proposal of the Dean, the strategic plan for education and creative activities at the Faculty drawn up in accordance with the Strategic Plan of the University after discussion in the Faculty's Research Board, as well as the annual plan for implementing the strategic plan for education and creative activities at the Faculty.
2. Moreover, the Senate
- a. discusses the proposals for extending the validity or expanding the existing accreditation of the study programmes offered at the Faculty,²⁵
 - b. discusses the proposals for cancelling study programmes offered at the Faculty,²⁶
 - c. comments on the proposals for the study programmes offered at the Faculty,²⁷
 - d. comments on the intention of the Dean to appoint or recall a vice-dean,²⁸
 - e. comments on the intention of the Dean to appoint or recall the Secretary,
 - f. comments on the intention of the Dean to appoint or recall members of the Dean's board, provided that it does not involve a vice-dean or Secretary of the Faculty,
 - g. comments on other issues, if set out in the internal regulations of the University or the Faculty or if so stipulated by the Senate.
3. Resolutions of the Senate in matters that belong exclusively to the powers of the Dean under law are considered to be recommendations.
4. Each year, the Senate approves the annual report of the Senate submitted by the Senate's Board.

Article 9

Cooperation of the Senate with other bodies and persons

²⁵ Article 27(1) in conjunction with Article 22(5) of the University's Accreditation Code

²⁶ Article 20(2) and Article 28(1) of the University's Accreditation Code

²⁷ Section 27(2a) of the Higher Education Act and Article 22(5) of the University's Accreditation Code

²⁸ Section 27(2b) of the Higher Education Act

Constitution of the Faculty of Arts of Charles University

1. The Senate may request an opinion and supporting materials for its decisions from the other bodies of the Faculty or from the heads of the Faculty units or from the bodies of the University.
2. The President or the member of the Senate delegated by the Senate or the President is entitled to participate in the meetings of the Dean's board.
3. The Senate deals with complaints brought to it by a member of the academic community or an employee of the Faculty or may set up a special Senate committee for this purpose. However, this is only done after the member of the academic community has exhausted other means of resolving the situation, e.g. a complaint directly to their superior, the Dean, etc.

Article 10

Dean

1. The Dean²⁹ is the head of the Faculty and acts on behalf of and decided in matters of the Faculty, if not otherwise stipulated in the Higher Education Act.
2. The Rector appoints and recalls the Dean upon proposal of the Senate. The details on election of a candidate for the position of Dean and on proposals for recalling the Dean are set out in the Senate's Code of Procedure.
3. The term of office of the Dean is four years and commences on the day the Dean was appointed to this position. The same person may perform the office of Dean for a maximum of two consecutive terms of office.
4. If the Dean breaches its obligations in a serious manner or damages the interest of the faculty or the University in a serious manner, the Rector may recall the Dean on its own initiative only with the prior approval of the Senate and with the consent of the University's Academic Senate.³⁰
5. In particular, the Dean
 - a. proposes to the Senate establishing, merging, consolidating, subdividing, or dissolving the faculty units,
 - b. submits to the Senate proposals for the internal regulations of the Faculty, with the exception of the Senates Code of Procedure,
 - c. submits to the Senate a proposal for the faculty's budget,
 - d. submits to the Senate a proposal for the strategic plan for educational and creative activities of the Faculty, prepared in accordance with the strategic plan of the University,

²⁹ Section 28 of the Higher Education Act

³⁰ Section 28(3) of the Higher Education Act

Constitution of the Faculty of Arts of Charles University

- e. submits to the Senate a proposal for the Faculty's annual activities report and the Faculty's annual financial report,
 - f. following approval of the Senate, appoints and recalls vice-deans, assigns tasks to vice-deans, and supervises the activities of vice-deans,
 - g. based on the prior consent of the Senate, appoints and recalls members of the Research Board of the Faculty and members and substitute members of the Disciplinary Committee,
 - h. following approval of the Senate, appoints and recalls members of the Dean's board; Senate approval is not needed in the case of vice-deans and the Secretary of the Faculty,
 - i. following approval of the Senate, appoints and recalls the Secretary of the Faculty,
 - j. appoints and recalls the heads of the basic units of the Faculty, and upon their proposal, their representatives,
 - k. decides on management of the University's assets in the scope set out in Articles 44 and 45 of this Constitution,
 - l. decides on behalf of the University in legal matters relating to employees of the Faculty,
 - m. appoints the chairs and members of the committee for state examinations and defences of dissertations,
 - n. following approval of the Faculty's Research Board, proposes to the Rector the appointment and recall of guarantors of study programmes and members of the study-area boards for PhD study programmes,
 - o. based on a proposal of a guarantor of a study programme and following approval of the Faculty's Research Board, issues a study plan that specifies a study programme,
 - p. in accordance with the Code of Admissions Procedure of the University and following approval of the Senate, sets the terms of the admissions procedures for the specific academic year.
6. The Dean is responsible to the Rector for its activities; this is without prejudice to the powers of the Dean in matter pursuant 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 its powers, the Dean is also responsible to the Rector for the efficient use of funds, settlement of contributions and subsidies, and for the proper management of the entrusted assets of the University.
7. As a part of the Dean's powers and within the limits of the legal regulations, the internal regulations of the University and the Faculty and the Rector's measures, the Dean may issue measures to manage the Faculty and which are to be followed at the Faculty. If set out in an internal regulation of the University or the Faculty, the prior approval of the Senate may be required to issue Dean's measures.³¹
8. The Dean will attend the meeting of the Senate upon request of the Senate or its President. The Dean is responsible for answering questions relating to the performance of its office that the Senate or a member of the Senate asks at the Senate meeting.

³¹ Article 16(3) of the Constitution of the University

9. The vice-deans represent the Dean in the specified scope.³²

Article 11

Vice-deans

1. The vice-deans are appointed and recalled by the Dean.
2. The vice-deans act and decide in matters of the Faculty that have been assigned to them by the Dean. The details are set out in the measures of the Dean.
3. If the Dean is not present, the Dean is fully represented by a vice-dean designated by the Dean. The details may be set out in a Dean's measure.
4. A vice-dean will attend a session of the Senate upon request of the Senate or its President. The vice-dean is responsible for answering questions relating to the performance of its office that the Senate, a body of the Senate, or a member of the Senate asks at the Senate session.

Article 12

Advisory bodies of the Dean and the Senate

1. The Dean's Board (the "Board") and the Extended Dean's Board (the "Extended Board") are permanent advisory bodies of the Dean. The members of the Board are the vice-deans, the Secretary of the Faculty, and any other people appointed by the Dean. The President of the Senate or a representative from the members of the Senate designated by the President is entitled to participate in the meetings of the Board. The members of the Extended Board are the members of the Board, the President of the Senate or a representative designated by the President, a student representative, the director of the Faculty's Library, a representative of the largest trade union active at the Faculty, and any other people appointed by the Dean.
2. The permanent advisory body of the Dean for ethical issues is the Ethics Committee of the Faculty. The details relating to membership in the Ethics Committee of the Faculty and its activities are set out in a Dean's measure, which is approved by the Senate prior to being issued. The Dean of the Faculty may issue in connection to the Code of Ethics of the University details about the ethics of academic and research work at the Faculty in a Dean's measure, which is approved by the Senate and deliberated by the Research Board of the Faculty prior to being issued.

³² Section 28(5) of the Higher Education Act

Constitution of the Faculty of Arts of Charles University

3. In a Dean's measure issued after being deliberated by the Research Board of the Faculty, the Dean may establish as a special advisory body the Committee for Ethics in Research of the Faculty in order to strengthen the protection of the rights of persons who are the subject of research as a part of academic and research projects carried out by employees and students of the Faculty.
4. The Faculty's committees are joint advisory bodies of the Dean and the Senate. The following committees are established: the economic committee, the legislative committee, the studies committee, the research committee, the scholarship committee, and the evaluation committee. Establishment, dissolution, or any merging or consolidating of the committees is decided by the Senate upon proposal of at least one third of the members of the Senate or upon proposal of the Dean. The scope of the powers and authority of the committees is set out in the internal regulations of the Faculty and the Dean's measures, whose proposal is approved by the Senate prior to being issued.
5. The Dean appoints and recalls the chairs of the Faculty's committees with the consent of the Senate. The Senate and the Dean further appoint two members to each committee that they may also recall. Additional members of a committee may be appointed and recalled by their chair, two members upon the chair's own initiative and any additional members with the consent of the Senate and the Dean. A member may resign from a committee at any time. Resignation is effective on the day the resigning member notifies the chair of the committee, who notifies the Senate and the Dean, or in the case of the chair of a committee, the day the chair notifies the Dean, who in turn notifies the Senate. The term of office of chairs and all members of a committee ends with the constituent session of the newly elected Senate.
6. Committee meetings and support materials for these meetings are not publicly accessible. A committee chair may invite guests to a meeting. Minutes of each committee meeting are drawn up. The committees prepare each year annual reports on their activities which are submitted to the Dean and the Senate. The Dean may set out more detailed rules for the activities and meetings of committees upon agreement with the Senate.
7. The minutes of the meetings of permanent advisory bodies of the Dean and joint advisory bodies of the Dean and Senate are published in the publicly accessible part of the Faculty's Internet pages.

Article 13 Research Board of the Faculty

1. The Dean appoints and recalls the members of the Research Board³³ of the Faculty (the "Research Board") with the prior consent of the Senate. When appointing members of the

³³ Section 29 of the Higher Education Act

Constitution of the Faculty of Arts of Charles University

Research Board, the Dean ensures that the main academic fields and areas of study in which the Faculty carries out its educational and creative activities are proportionately represented in the Research Board.

2. Within two months of commencing its term of office, the Dean submits to the Senate a proposal for appointing the members of the Research Board.
3. The Dean may appoint as an honorary member of the Research Board a distinguished academic who has made a significant contribution to the faculty; the honorary member is entitled to participate in the meetings of the Research Board without voting rights. The Dean requests the approval of the Senate prior to appointing an honorary member to the Research Board.
4. The term of office of the members of the Research Board appointed by the Dean ends on the last day of the second calendar month following the day on which the term of office of the next dean commences.
5. Furthermore, membership in the Research Board ends
 - a. on the day of delivery of a written declaration to the Dean in which a member resigns from the Research Board,
 - b. on the day the Dean recalls a member of the Research Board with the prior consent of the Senate.
6. In particular, the Research Board³⁴
 - a. discusses the strategic plan for the educational and creative activities of the Faculty prepared in accordance with the strategic plan of the University and the proposals for the annual plan of implementing the strategic plan of the Faculty,
 - b. approves the proposals for the study programmes that should be implemented at the Faculty, and submits them through the Rector of the University for approval by the Research Board of the University,
 - c. proposes to the Rector the intention to submit a request for accreditation, expanding the accreditation, or extending the validity of the accreditation of the study programmes that are offered at the Faculty,
 - d. proposes to the Rector the intention to submit a request for accreditation of the procedure for the granting of associate professorship and full professorship in the event of procedures taking place at the Faculty,
 - e. discusses the proposals for cancelling study programmes offered at the Faculty,³⁵
 - f. exercises its powers in the procedure for the granting of associate professorship and full professorship in the scope set out in the Higher Education Act,

³⁴ Section 30 of the Higher Education Act

³⁵ Article 20(2) and Article 28(1) of the Accreditation Code of the University

Constitution of the Faculty of Arts of Charles University

- g. comments on the Dean's proposal for appointing and recalling a guarantor for a study programme and members of the subject-area board of a PhD study programme,³⁶
 - h. comments on the proposals for study plans,
 - i. proposes to the Rector of the University the establishment of an extraordinary professorship post,³⁷
 - j. proposes to the Rector of the University the appointment of an instructor at a foreign university as a visiting professor,³⁸
 - k. proposes to the Rector of the University the appointment of a professor as a professor emeritus,³⁹
 - l. submits an opinion on the Dean's proposal to the Rector of the University for granting the title *doctor honoris causa*,⁴⁰
 - m. proposes to the Rector of the University the appointment of an academic member of staff as professor in memoriam,⁴¹
 - n. comments on the report on the creative activities of the Faculty,⁴²
 - o. discusses the results of evaluating the activities,
 - p. comments on the questions asked by the Dean.
7. The details of the activities and the meetings of the Research Board are set out in the Code of Procedure for the Research Board.

Article 14

Cooperation of the Research Board with other bodies and people

1. The Research Board may request the opinion of a body of the Faculty, or a part thereof, or a body of the University.
2. If requested, the members of the Board of the Senate and the vice-deans of the Faculty will be given the floor at the meetings of the Research Board.

Article 15

Disciplinary Committee of the Faculty

³⁶ Article 22(10a and 14) of the Constitution of the University

³⁷ Article 39(1) of the Constitution of the University

³⁸ Article 40(1) of the Constitution of the University

³⁹ Article 41(1) of the Constitution of the University

⁴⁰ Article 42(2) of the Constitution of the University

⁴¹ Article 43(2) of the Constitution of the University

⁴² Article 7(12) of the Rules for the System of Internal Evaluation and Quality Assurance of the University

Constitution of the Faculty of Arts of Charles University

1. The Disciplinary Committee⁴³ of the Faculty (the “Disciplinary Committee”) takes up any breach of discipline by the students enrolled at the Faculty and submits a proposal for a decision to the Dean.
2. Additional details about the Disciplinary Committee and disciplinary proceedings at the Faculty are set out in the Disciplinary Code for Students of the Faculty.

Article 16 Secretary to the Faculty

1. The Secretary to the Faculty⁴⁴ (the “Secretary”) is in charge of the management and internal administration of the Faculty in the scope set out in a Dean’s measure.
2. The Secretary is appointed and recalled by the Dean, following the approval of the Senate. The Secretary is appointed based on a public tender.⁴⁵ The Secretary is subordinate to the Dean and is responsible to the Dean for its activities.
3. The Senate approves the intention of the Dean to appoint or recall the Secretary.
4. The Secretary decides on the assets of the University and manages the assets in the scope set out in the Dean’s measure issued in accordance with this Constitution and the internal regulations of the University.
5. The Dean may authorize the Secretary with the following in particular
 - a. Management of the Dean’s office,
 - b. Acting and deciding in matters of the Faculty relating to the management and administration of assets,
 - c. Acting and deciding in matters of the Faculty relating to legal relations with employees who are not a part of the academic or research staff.
6. To exercise its management powers, the Secretary may issue measures of the Secretary within the limits of the law, the internal regulations of the University, the internal regulations of the Faculty, the Rector’s measures, and the Dean’s measures. These Secretary’s measures are to be followed during the management and internal administration of the Faculty.

⁴³ Section 31 of the Higher Education Act

⁴⁴ Section 32 of the Higher Education Act

⁴⁵ Article 1(2) of the Competitive Hiring Process Code of the University

7. The Secretary cooperates with the vice-deans of the Faculty during the fulfilment of its tasks. A Dean's measure regulates the allocation of powers, authority, and responsibility among the vice-deans and Secretary.
8. The Secretary is a member of the Dean's board.
9. Upon request of the Senate or its President, the Secretary will attend the meetings of the Senate and will answer the questions relating to performing its office that the Senate or a member of the Senate asks at the meeting of the Senate.

Part III Organization of the Faculty

Article 17 Structure of the Faculty

1. The Faculty is organized into separate faculty units, which are basic units of the Faculty and the Dean's office. The basic units of the Faculty are institutes, departments, or other research and teaching units, and the Faculty's Library. The basic units of the Faculty and the Dean's office are directed subordinate to the Dean. The Senate decides on their establishment, merging, consolidating, subdividing, or dissolving upon proposal of the Dean.⁴⁶
2. Additional organizational units may be created at the Faculty that do not have the status of a faculty unit. These organizational units serve primarily as virtual platforms for thematic or interdisciplinary cooperation at the Faculty. These organizational units are established and dissolved by a Dean's measure issued after being approved by the Senate, which also sets out the details relating to their organization and activities.
3. The Dean's office is an executive apparatus of the Faculty.
4. A list of the Faculty's units is provided in the Rules of Internal Governance of the Faculty contained in a Dean's measure, the proposal of which the Senate approves prior to being issued. The English names of the units are also provided in these Rules of Internal Governance.

Article 18 Basic units of the Faculty

⁴⁶ Section 27(1a) of the Higher Education Act

Constitution of the Faculty of Arts of Charles University

1. The heads of the basic units of the Faculty and their representatives are appointed and recalled by the Dean, and they are responsible to the Dean for the activities of the respective basic units. For the heads of an institute, the Faculty's Library, and the research and teaching units, the term "director" is used. For the others, the term "head" is used. The internal structure of the basic units of the Faculty is established in 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 teaching and creative activities of the basic units of the Faculty,
 - b. comment on the decision-making relating to the legal matters of employees working in the basic units of the Faculty,
 - c. submit to the Dean proposals for appointing and recalling their representatives,
 - d. appoint and recall the heads of the subunits of the basic units of the Faculty (seminars, departments, etc.).
3. The heads of the basic units of the Faculty are responsible to the Dean, especially for
 - a. abiding by the legal regulations, the internal regulations of the University, and the internal regulations of the Faculty, the Rector's measures, and the Dean's measures,
 - b. the results of the pedagogical and creative activities of the respective basic units of the Faculty,
 - c. the efficient use of the Faculty's funds at their disposal.
4. The Dean convenes meetings of the heads of the basic units of the Faculty for resolving issues relating to the Faculty.
5. The minutes of the meetings of the heads of the basic units of the Faculty are published in the public section of the Faculty's Internet pages.

Article 19 **Dean's office**

1. The Dean's office manages in particular the administration of the Dean, the vice-deans, the Senate, the Secretary, the Disciplinary Committee, the Research Board, and its advisory bodies.
2. The Dean's office carries out organizational, coordination, advisory, administrative, accounting, and control activities in the areas of studies, academics, finance, legal relations, human resources, external relations, foreign relations and internal administration.

3. Details relating to the organization and activities of the Dean's Office are set out in the Rules for the Internal Governance contained in a Dean's measure issued after being approved by the Senate.

Article 20

Establishment for the provision of information services

1. The Faculty's Library (the "Library") is the central unit of the Faculty for the provision of information services, which is a part of the University Library system. The Library contributes to the Faculty's activities. The Library serves the Faculty in supporting knowledge and information for study, pedagogical, and creative activities.
2. The Library is made up of the Academic Information Centre, the departmental libraries, and the libraries of other basic units of the Faculty, which are managed by the Academic Information Centre. The activities of the Library are governed by the Library and Lending Rules, which are issued by the Rector of the University in a Rector's directive, and the Rules of Internal Governance and Operation of the Library, which are issued by the Dean of the Faculty in a Dean's measure.

Article 21

Use of the University's premises

The Dean may establish rules for the use of the University's premises entrusted to the Faculty's management.

Part IV

Studies and students

Article 22

Admissions

1. Admissions to the Faculty, including review procedures, are regulated by the Constitution of the University⁴⁷ and the Code of Admissions Procedure of the University. The conditions for admissions to study for the specific academic year are approved by the Senate in accordance with the Code of Admissions Procedure of the University.

⁴⁷ Articles 19 and 20 of the Constitution of the University

2. The vice-dean in charge of admissions procedures is responsible for handling an applicant's submissions in matters pursuant to Article 14(1) of the Code of Admissions Procedure. The Dean is responsible for review procedures.

Article 23 Studies

Details relating to study programmes, the forms and progress of study, and participation in courses, including the rights and obligations of students, as well as the manner of publishing defended theses and work submitted for defence⁴⁸ are set out in the Code of Study and Examination of the University. Additional details concerning studies at the Faculty are set out in the Rules for the Organization of Studies at the Faculty.

Article 24 Study programme

1. A study programme is based on one of the basic academic subject areas and belongs to one or more areas of education.
2. During the preparation and implementation of study programmes, the effective use of resources is ensured and the optimum level of integration of educational activities related thereto.
3. A study programme may be implemented
 - a. by the Faculty independently
 - b. by the Faculty jointly with other faculties
 - c. in the manner set out in letter a or letter b with the contribution of an institution of higher education.
4. For study programmes implemented in accordance with letter b, it must be stated which faculty the student is enrolled in;⁴⁹ the student must abide by the internal regulations of this faculty.
5. Studying in a study programme may also take place in cooperation with a unit of the Academy of Sciences of the Czech Republic with the status of a public research institution, provided this follows from the institutional accreditation.⁵⁰

⁴⁸ Section 47b of the Higher Education Act

⁴⁹ Section 51(2) of the Higher Education Act

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

6. A study programme may also be implemented in cooperation with a university abroad⁵¹ or a research institution abroad; after being discussed in the Research Board and after approval of the Senate, the Dean submits to the Rector a proposal of the respective agreement, including the data on the foreign accreditation of studies in the study programme or another form of acknowledgement in accordance with the legal regulations of the country in which the cooperating university or research institution abroad is established.⁵²
7. A study programme is specified in the study plans.
8. The details relating to submitting and discussing the proposals in relation to accreditation of a study programme, the institutional accreditation for one or more areas of education, and granting permission to implement a study programme are set out in the Accreditation Code of the University.

Article 25

Securing and monitoring the implementation of study programmes

1. The guarantor of a study programme is entrusted with the coordination of content preparation of the study programme, supervision over the quality of its implementation, and evaluation and development of the study programme.⁵³
2. Only a member of the academic staff who fulfils the conditions set out by law and the internal regulations of the University may be appointed as a guarantor of a study programme.⁵⁴
3. A guarantor of a study programme
 - a. for study programmes pursuant to Article 24(3a) of this Constitution, are appointed and recalled by the Rector upon proposal of the Dean following approval of the Research Board of the Faculty,
 - b. for study programmes pursuant to Article 24(3 b and c) of this Constitution, are appointed and recalled by the Rector upon proposal of the deans of the participating faculties, or directors of institutions of higher education, submitted to the Rector following mutual agreement and following approval of the respective research boards.
4. The guarantor of a study programme coordinates the preparation of study plans that implement the study programme. Based on this proposal and following the approval of the research board or research boards, the Dean issues the study plan.

⁵¹ Section 47a of the Higher Education Act

⁵² Article 22(5) of the Constitution of the University, Article 13 of the Accreditation Code of the University

⁵³ Section 44(6 and 7) of the Higher Education Act

⁵⁴ Section 44(6) of the Higher Education Act

5. The guarantor of the study programme ensures the implementation of the study programme and is required to immediately inform the dean of the respective faculty or deans of the respective faculties of the following if the study programme is implemented at more than one faculty:
 - a. Any deficiencies during implementation of the study programme that cause or could cause in the near future the study programme not to comply with the standards on which basis it was accredited,
 - b. Serious changes in the curricula or state final examinations affecting the profile of the graduates of the study programme.
6. The subject-area board of a PhD study programme⁵⁵ a minimum of five members. At least two thirds of the members of the subject-area board must be in the position of associate professor or full professor or persons who hold a comparable position abroad. At least one fourth of the members of the subject-area board must not be an employee at the university assigned to the Faculty or other faculties contributing to the PhD programme of study, where at least one must not be an employee of the university. The guarantor of the PhD programme of study is the chair of the respective subject-area board.
7. The provisions of paragraph 3 apply similarly to appointing and recalling members of the subject-area board of a PhD study programme.

Article 26

Study conditions for foreign nationals

1. Foreign nationals participate in studies at the Faculty
 - a. As students in accordance with the Higher Education Act
 - b. Based on international treaties to which the Czech Republic is a party,⁵⁶
 - c. Based on cooperation agreements concluded pursuant to Section 6(1j) of the Higher Education Act, in particular, as a part of international programmes, European Union programmes for academic mobility, and agreements with institutions of higher education,
 - d. Based on a separate agreement between a student of a university abroad and the Faculty on completion of a part of a study programme at the University; the terms of admission are set out by the Faculty and the studies are governed by the internal regulations applicable to the studies,
 - e. Based on an agreement on participation in lifelong learning.
2. If established under law, whether a foreign national has a residence permit in the Czech Republic and whether the foreign national fulfils other conditions pursuant to the legal

⁵⁵ Section 47(6) of the Higher Education Act

⁵⁶ Section 106 of the Higher Education Act

regulations governing the residency of foreign national in the Czech Republic is verified during enrolment for studies.⁵⁷

3. The terms for admission to studies pursuant to paragraph 1 b and c and the studies thus established are governed by the respective agreement.

Article 27

Tuition fees

Tuition fees, including the rules for setting the amount, manner of payment, and due dates, are regulated in Appendix 2 to the Constitution of the University.

Article 28

Scholarships and Bursaries

The rules for the provision of scholarships and bursaries are set out in the Scholarships and Bursaries Rules of the University and the associated Rules for awarding scholarships and bursaries at the Faculty.

Article 29

Appraisal of students and graduates

1. The Dean may award students or graduates of a study programme in the form of commendations, financial remuneration, or a material gift, or propose the award to the Rector. The award may be granted for achieving academic excellence, for outstanding results in scholarly, research, sports, or cultural activities achieved during one's studies or for an act of merit or activity undertaken during studies demonstrating extraordinary bravery or dedication.
2. The details of granting awards are set out in award statutes in the form of Dean's measures.

Article 30

Breach of discipline by students

⁵⁷ Act no. 326/199 Sb., on the residency of foreign nationals in the Czech Republic, as amended

The details relating to reviewing the disciplinary offences of students, imposing sanctions for these offences and disciplinary proceedings are set out in the Disciplinary Code for Students of the University. Additional details are set out in the Disciplinary Code for Students of the Faculty.

Article 31

Powers of the Rector and Dean in matters relating to the rights and duties of students

1. In proceedings on the rights and duties of students enrolled at the Faculty, the Dean decides in the first instance, unless such proceedings involve a matter pursuant to paragraph 2.
2. In proceedings on fee assessment pursuant to Section 58(3) of the Higher Education Act and in proceedings on awarding scholarships or bursaries set out in the Scholarships and Bursaries Rules of the University, the Rector decides in the first instance.
3. The Rector is the appellate body.

Article 32

Delivery of written documents to applicants and students

The delivery of written documents to applicants and students is governed by the Constitution of the University.⁵⁸

Article 33

Payments collected from students for certain services

1. Students may be charged for the costs incurred in connection with certain services determined by a Rector's measure and approved by the Academic Senate of the University.
2. If payment these costs is not made, the services specified in paragraph 1 cannot be offered.

Article 34

State Rigorosum examination that is not a part of studies

The procedure for accepting applications for the State Rigorosum Examination,⁵⁹ which is not a part of studies, details on taking these examinations, the process and evaluation, details on the

⁵⁸ Article 29 of the Constitution of the University

⁵⁹ Section 46(5) of the Higher Education Act

manner in which defended rigorosum theses and theses submitted for defence are published⁶⁰, as well as the rules for determining the fees associated with accepting the applications for these examinations and taking the examinations and for setting the payment of costs associated with these examinations and their preparation are set out in the Rigorosum Examination Code of the University. Further details are specified in the Rules for the State Rigorosum Examinations at the Faculty.

Article 35
Lifelong Learning

The rules for preparation, approval, and implementation of lifelong learning programmes, the conditions for accepting applicants and for completing the lifelong learning programmes, and the rules for determining fees are set out in the Rules for Lifelong Learning of the University. Additional details are regulated by the Dean's measures.

Article 36
Internationally recognized courses

The Constitution of the University regulates the organization of internationally recognized courses.⁶¹

Part V
Members of the academic staff and other employees

Article 37
Promotions in accordance with the Constitution of the University

Legal relations with respect to academic staff, procurement, wages, appointing associate and full professors, extraordinary professors, visiting professors, professors emeritus, honorary doctorates, and professors in memoriam are governed in accordance with the Constitution of the University.⁶²

Article 38
Additional rules for employees of the Faculty

⁶⁰ Section 47b of the Higher Education Act

⁶¹ Article 34 of the Constitution of the University

⁶² Articles 35 to 43 of the Constitution of the University

1. The Dean may regulate in the Dean's measures, with approval of the Senate prior to being issued and within the limits of the legal regulations and the internal regulations of the University, the status and prospects for professional or qualified promotions of the academic and research staff of the Faculty, based on their professional development and improving material or formal qualifications, more specific rules for hiring employees at various workplaces, for renegotiating employment contracts for a specific period of time and entering into contracts for an unspecified period of time, for proposals for assigning employees to positions and rules for carrying out regular reviews of fulfilling the conditions of employment for an unspecified period of time in a specific position.
2. In order to explain in more detail the provisions of employment regulations⁶³, the Dean may issue employment rules through a Dean's measure, with the approval of the Senate prior to being issued.

Article 39

Honorary affiliation with the Faculty

1. In order to strengthen the excellence and internationalization of research and instruction at the Faculty and support and maintenance of traditional long-term professional and personal solidarity with the academic community of the academic staff who have ended their employment at the Faculty due to retirement and to complement the university-established categories of visiting and emeritus professors, the Dean may award honorary affiliation with the Faculty.
2. Honorary affiliation with the Faculty is categorized as follows:
 - a. Affiliated member of the academic community of the Faculty,
 - b. Emeritus member of the academic community of the Faculty.
3. The Dean of the Faculty may appoint as an affiliated member of the academic community of the Faculty for a specific period of time (usually five years) a foreign academic or professional from a Czech professional institution or from a practice that can significantly contribute to the pedagogical or research activities of the Faculty.

⁶³ Section 306 of Act no. 262/2006 Sb., the Labour Code, as amended

Constitution of the Faculty of Arts of Charles University

4. The Dean of the Faculty may appoint as an emeritus member of the academic community of the Faculty for an unspecified period of time a former academic or researcher of the Faculty who was an employee of the University assigned to the Faculty for at least 10 years and who, as at the day of acquiring this status, is entitled to retirement or is already in retirement.
5. Employees of the University assigned to the Faculty, visiting professors of Charles University, and emeritus professors of Charles University cannot be appointed as affiliated members of the academic community of the Faculty or emeritus members of the academic community of the Faculty. For the purpose of honorary affiliation, an employee of the University assigned to the Faculty is understood as a person who has an employment contract with the Faculty and not only certain contracts for work carried out as a non-employee. The appointment as an affiliated member of the academic community of the Faculty or an emeritus member of the academic community of the Faculty does not establish employment or another similar relationship between the person and the Faculty.
6. Additional details are set out in a Dean's measure, which is approved by the Senate and Research Board prior to being issued.

Part VI

Strategic plan, annual reports, evaluation of activities, and quality assurance

Article 40

Preparing the strategic plan and its use

1. The strategic plan of educational, scholarly, research, development, artistic, or other creative activities of the Faculty⁶⁴ (the "strategic plan") is a fundamental programme document of the Faculty.
2. The strategic plan is based in particular on the conceptions of the development of the University and on the University's strategic plan.⁶⁵
3. The Faculty contributes to the preparation of the strategic plan of the University and comments on its proposal prior to being discussed by the Research Board of the University or

⁶⁴ Section 27(1h) of the Higher Education Act

⁶⁵ Section 21(1b) and Section 9(1i) of the Higher Education Act

Constitution of the Faculty of Arts of Charles University

prior to being approved by the Academic Senate of the University. It is based on the interests of the Faculty and the University as a whole.

4. The strategic plan of the University and the Faculty serves as a basis for the preparation of changes to the internal organization of the Faculty, new study programmes, and the focus of creative activities.
5. The strategic plan is further specified in the annual implementation plans.⁶⁶

Article 41 Annual reports and their use

1. The Faculty draws up the annual activities report and the annual financial report⁶⁷.
2. The Dean submits the commentary to the annual reports to the Senate. The commentary to the annual financial report may be entrusted to the Secretary.
3. The findings in the annual reports are used for management activities and for specifying the strategic plan and internal quality assessment of educational, creative, and related activities of the Faculty.

Article 42 System of quality assurance and related internal quality assessment of the Faculty's activities

1. The system of quality assurance of educational, creative, and related activities and the internal quality assessment of educational, creative, and related activities of the University are regulated by the Constitution of the University,⁶⁸ the Rules for the quality assurance and internal quality assessment of the University, and the Code of Rules for Educational Activities Evaluation by Students and Graduates of the University.
2. Additional details are regulated by the Rules for Educational Activities Evaluation by Students and Graduates of the Faculty, which are an internal regulation of the Faculty.

Part VII Financial matters

⁶⁶ Section 30(1a) of the Higher Education Act

⁶⁷ Section 27(1d) of the Higher Education Act

⁶⁸ Articles 46 and 47 of the Constitution of the University

Article 43
The Faculty's budget and the provisional budget

1. The Faculty draws up its budget for the calendar year, which includes the funds allocated in the breakdown of contributions and subsidies of an institutional nature and additional anticipated revenue.
2. The Faculty's budget is a budget within the University's budget⁶⁹, if established as such by the Rector.
3. The Faculty's budget may not be drawn up as a deficit.
4. The breakdown of funds into the basic units of the Faculty and the Dean's office is carried out in accordance with the rules set out in a Dean's measure, approved by the Senate prior to being issued.
5. After 1 January, the budgetary management of the Faculty is governed appropriately by the Constitution of the University in the case of the provisional budget until approval of the budget of the University and the Faculty.⁷⁰

Article 44
Management of assets

The management of the University's assets is governed by the Constitution of the University.⁷¹

Article 45
Contracts on the use of non-residential premises or real estate

Entering into contracts on the use of non-residential premises or real estate is governed by the Constitution of the University.⁷²

Article 46
Financial management and administration of property

⁶⁹ Section 18(1) of the Higher Education Act

⁷⁰ Article 49(3) of the Constitution of the University

⁷¹ Article 50 of the Constitution of the University

⁷² Article 51 of the Constitution of the University

Constitution of the Faculty of Arts of Charles University

1. Financial management of the Faculty and management of the University's assets is carried out in a manner that prevents the provision of prohibited state aid to undertakings within the framework of the financial management of the University.⁷³
2. The rules for financial management and the rules for administration of the University's property are governed by the Rules for the University's Financial Management and the University's Property Management Rules.

Article 47

Audit of financial management

1. The financial management is audited by people authorized by the Rector to perform this activity based on the decision of the Rector or a resolution of the Academic Senate of the University.
2. The financial management of the Faculty is also subject to the audit of the Senate.
3. The faculty must provide all necessary documents at any time for auditing financial management. Individual employees are obliged to provide true and complete information. Upon request, they are required to submit written statements on the audit findings.

Part VIII

Academic insignias, ceremonies and distinctions

Article 48

Academic insignias

1. Academic insignias, ceremonies, and distinctions for the Faculty are regulated by the Constitution of the University and its appendices.
2. The Faculty's insignias are deposited at the Rector's office of the University.

Article 49

Coat of arms of the Faculty

⁷³ The legislation of the European Union in the area of public support, in particular, Article 107 et seq. of the Treaty on the Functioning of the European Union

Constitution of the Faculty of Arts of Charles University

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 University's coat of arms as its coat of arms in the design coat of arms III or coat of arms IV.⁷⁴
2. The Faculty's coat of arms is used in particular for correspondence, publications, printed materials, and Faculty presentations.
3. The coat of arms used by the Faculty is displayed in Appendix 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 governing the uniform manner of use of the coat of arms of the University are set out in a Rector's measure, approved by the Academic Senate of the University prior to it being issued.

Article 50

Academic gowns and beadles' robes

The employees specified in the Constitution of the University are authorized to use the university academic gowns and beadles' robes for matriculation, graduation, and other ceremonies.⁷⁵

Article 51

Matriculation and graduation ceremonies

1. Matriculation and graduation ceremonies are regulated by the Constitution of the University.⁷⁶
2. The formulas for the promoters and the wording of the bachelor, master and PhD oaths are contained in Appendix 1 to this Constitution.⁷⁷
3. The procedures for matriculation and graduation ceremonies are set out in the Matriculation and Graduation Code of the University.

Part IX

⁷⁴ Article 2(5) of the Principles of the Use and Protection of the Coat of Arms of the University

⁷⁵ Article 58 of the Constitution of the University

⁷⁶ Article 59 of the Constitution of the University

⁷⁷ Article 3(5), Article 4(5), Article 5(5) of the Matriculation and Graduation Code of the University

Joint provisions

Article 52
Official notice board

1. The Faculty has its own official notice board.
2. The notice board must be clearly designated and positioned in a public, easily accessible place at the Faculty's headquarters.
3. The official notice board serves for posting documents in accordance with the Administrative Procedure Code, the Higher Education Act, and other legal regulations.
4. Documents posted on the notice board are also displayed on the publicly accessible section of the website of the University or the Faculty.
5. The notice board is administered by the Dean's office.

Article 53
Publishing of information

The following is published in the publicly accessible section of the website of the Faculty:

- a. Minutes of the meetings of the self-governing academic bodies of the Faculty and advisory bodies of the Dean and joint advisory bodies of the Dean and the Senate and the schedule of the meetings of these bodies, including information on the date and place of the next meetings of the self-governing academic bodies,
- b. Internal regulations of the Faculty, including the full versions and data on the period of their validity and effectiveness and reference to the internal regulations of the University,
- c. The Dean's measures
- d. The measures of the Faculty Secretary,
- e. Annual activities reports, annual financial reports, strategic plans of the Faculty and their implementation,
- f. Information on the fees collected from students for certain acts,
- g. Other information set out in the Higher Education Act, other legal regulations, the internal regulations of the University, the internal regulations of the Faculty, or information decided by the Dean.

Article 54
Faculty stamps

Constitution of the Faculty of Arts of Charles University

1. The Faculty uses the official round stamp with the state emblem of the Czech Republic and the text “Univerzita Karlova, Filozofická fakulta” (Charles University, Faculty of Arts) in the cases set out under law.⁷⁸
2. The design and rules for the use of other stamps are set out in Dean’s measures in accordance with the respective Rector’s measure.⁷⁹

Article 55 **Rules of interpretation**

In the event of any doubts relating to the meaning or content of certain provisions of any internal regulation of the Faculty, decisions in this matter are in the competence of the Senate in the sense of the principles on which this Constitution is based and the relevant internal regulations.

Article 56 **Internal regulations of the Faculty**

1. The organization and activities of the Faculty are governed by internal regulations.⁸⁰
2. The internal regulations of the Faculty are:
 - a. The Constitution of the Faculty,
 - b. The rules for the organization of studies at the Faculty,
 - c. The rules for awarding scholarships at the Faculty,
 - d. The electoral rules of the Academic Senate of the Faculty.
 - e. The Code of Procedure for the Academic Senate of the Faculty
 - f. The Code of Procedure for the Research Board of the Faculty
 - g. The Disciplinary Code for Student of the Faculty
 - h. The Rules for State Rigorous Examinations at the Faculty,
 - i. The Rule for Assessing the Educational Activities of Students and Graduates of the Faculty.

Part X **Transitional and Final Provisions**

Article 57 **Transitional Provisions**

⁷⁸ Act no. 352/2001 Sb., on use of state symbols of the Czech Republic and on changes to certain acts, as amended

⁷⁹ Article 64(2) of the Constitution of the University

⁸⁰ Section 33 of the Higher Education Act

Constitution of the Faculty of Arts of Charles University

1. Persons elected or appointed under regulations effective up to now are deemed to be elected or appointed under this regulation. Their term of office is not affected by this regulation. An exception is members of the research board whose term of office ends in accordance with this regulation.
2. The prohibition of the concurrence of offices, pursuant to Article 4(5) of this Constitution does not apply to the heads of basic units of the Faculty appointed as of the effective date of this regulation.
3. The organizational units and bodies established prior to the effective date of this Constitution in accordance with the procedure foreseen by this Constitution are considered to be organizational units and bodies under this Constitution.

Article 58 Final Provisions

1. The following have been repealed:
 - a. The Constitution of the Faculty approved by the Academic Senate of the University dated 22 May 2009, including its appendices, as amended.
 - b. The Rules for Lifelong Learning of the Faculty approved by the Academic Senate of the University dated 28 May 2010.
2. An integral part of this Constitution is Appendix 1 – Formulas for the promoters and wording of the bachelor, master, and PhD oaths.
3. This regulation was approved by the Senate of the Faculty on 25 May 2017.
4. This regulation comes into force on the day of its approval by the Academic Senate of the University.⁸¹
5. This regulation comes into effect on the first day of the calendar month following the date of coming into force, with the exception of the provisions of clause 1b of this article, which comes into effect on 1 October 2017.

⁸¹ Section 9(1b, point 2) of the Higher Education Act. This regulation was approved by the Academic Senate of the University on 2 June 2017.

Constitution of the Faculty of Arts of Charles University

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

doc. Mirjam Friedová, Ph.D.
Dean of the Faculty

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

Appendix 1

Formulas for the promotor and wording of the bachelor, master, and PhD oaths

Formula for the promotor and oath for the graduates of the bachelor's study programme

Latin text

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: (all rise)

Constitution of the Faculty of Arts of Charles University

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.

(Graduates then take the oath by shaking the hand of the promotor and receiving their diplomas.)

Formula for the promotor and oath for the graduates of the bachelor's study programme
English translation

Promotor

Dear graduates, you have successfully passed the examinations that are required by law to verify the knowledge of those who want to attain the title and degree of bachelor. You now appear before us requesting that we bestow on you the degree you are applying for in this solemn assembly.

Initially, however, you must take an oath that you will always conduct yourself as required by your affiliation with this university, with respect to the title you are acquiring, and as we also expect from you.

YOU SHALL THEREFORE PLEDGE THE FOLLOWING: *(all rise)*

Constitution of the Faculty of Arts of Charles University

First and foremost, that you will remember with gratitude this university at which you have earned your bachelor's degree, and that you will make every effort to support its activities and interests,

Furthermore, that you will retain the title I bestow on you spotless and unscathed,

Finally, that you will use the knowledge provided by your faculty in accordance with the principles that the faculty and our university adhere to and only for the benefit of humanity and human beings.

I, the duly appointed promotor, hereby accept your oath by a handshake, and by the virtue of my office, I make you bachelors, publicly declare your appointment, and grant you all of the rights and privileges of a bachelor. As evidence hereof, I bestow on you your diplomas with the seal of Charles University.

(Graduates then take the oath by shaking the hand of the promotor and receiving their diplomas.)

Formula for the promotor and oath for the graduates of the master's study programme

Latin text

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: (all rise)

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

Constitution of the Faculty of Arts of Charles University

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?

The graduates individually swear on 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.

(Graduates then receive their diplomas.)

Formula for the promotor and oath for the graduates of the master's study programme
English translation

Promotor

Dear graduates, you have successfully passed the examinations that are required by law to verify the knowledge of those who want to attain the title and degree of master. You now appear before us requesting that we bestow on you the degree you are applying for in this solemn assembly.

Initially, however, you must take an oath that you will always conduct yourself as required by this title you are acquiring, and as we also expect from you.

YOU SHALL THEREFORE PLEDGE THE FOLLOWING: *(all rise)*

Constitution of the Faculty of Arts of Charles University

First and foremost, that you will continue to remember with gratitude this university at which you have earned your master's degree, and that you will make every effort to support its activities and interests,

Furthermore, that you will retain the title I bestow on you spotless and unscathed,

Finally, you will work with tireless diligence for the humanities, not for unscrupulous gain or for vainglory, but to spread the truth and its light on which the welfare of the human race rests more clearly.

DO YOU SWEAR ON YOUR GOOD CONSCIENCE?

The graduates individually swear on the sceptre:

I SWEAR

Promotor

Hence, nothing prevents us from awarding you the degree you wish to receive.

Therefore, I, the duly appointed promotor, appoint you masters by the virtue of my office, publicly declare your appointment, and grant you all of the rights and privileges of a master. As evidence hereof, I bestow on you these diplomas with the seal of Charles University.

(Graduates then receive their diplomas.)

Formula for the promotor and oath for the graduates of the PhD study programme

Latin text

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: *(all rise)*

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

Constitution of the Faculty of Arts of Charles University

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?

PhD students individually swear on 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.

(Graduates then receive their diplomas.)

Formula for the promotor and oath for the graduates of the PhD study programme

English translation

Dear graduates, you have successfully passed the examinations that are required by law to verify the knowledge of those who want to attain the title and degree of doctor. You now appear before us requesting that we bestow on you the degree you are applying for in this solemn assembly.

Initially, however, you must take an oath that you will always conduct yourself as required by this title you are acquiring, and as we also expect from you.

YOU SHALL THEREFORE PLEDGE THE FOLLOWING: *(all rise)*

Constitution of the Faculty of Arts of Charles University

First and foremost, that you will continue to remember with gratitude this university at which you have earned the highest doctoral academic degree, and that you will make every effort to support its activities and interests,

Furthermore, that you will retain the title I bestow on you spotless and unscathed,

Finally, you will work with tireless diligence for the humanities, not for unscrupulous gain or for vainglory, but to spread the truth and its light on which the welfare of the human race rests more clearly.

DO YOU SWEAR ON YOUR GOOD CONSCIENCE?

The PhD students individually swear on the sceptre:

I SWEAR

Promotor

Hence, nothing prevents us from awarding you the degree you wish to receive.

Therefore, I, the duly appointed promotor, appoint you doctors by the virtue of my office, publicly declare your appointment, and grant you all of the rights and privileges of a doctor. As evidence hereof, I bestow on you these diplomas with the seal of Charles University.

(Graduates then receive their diplomas.)

Selected provisions of the amendments

Article II

Amendments to the Statute of the Faculty of Arts of Charles University, which became valid on 4 March 2022 (first amendment)

Transitional provisions

1. The term of office for members of the Senate elected for the term of office commencing on 15 September 2020 ends at the latest on 14 September 2022.
2. The term of office for members of the Senate elected for the term of office commencing on 15 September 2022 ends at the latest on 31 January 2025.
3. Should the situation set out in Article 7(7) of the Constitution of the Faculty of Arts of Charles University arise, clauses 1 and 2 do not apply.

Information on changes

The amendment to the Statute of the Faculty of Arts of Charles University (first amendment) was approved by the Academic Senate of the Faculty of Arts of Charles University on 13 January 2022. This amendment came into force on the date of approval by the Academic Senate of Charles University, it was approved on 4 March 2022 (No. 55/a/2022). The amendment to the regulations came into force on the first day of the calendar month following the day on which it came into force, i.e. on 1 April 2022.

This full text is a document for working purposes only. Its accuracy is the responsibility of the Legal Department of the Dean's Office of the Faculty.