
Constitution of CU

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Under section 36 (2) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), the Ministry of Education, Youth and Sports registered this Constitution of Charles University under ref. n. MSMT-38084/2016 on December 14, 2016.

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Director of Higher Education Department

THE FIRST CONSOLIDATED CONSTITUTION OF CHARLES UNIVERSITY

We, the members of the Academic Senate, expressing the will of the academic community of Charles University, developing the historic traditions of the oldest higher education institution in Central Europe, being aware of the importance of this University for the development of human knowledge, education, and culture and its mission to serve the truth and to develop the ideals of humanity, endeavouring to promote the ideal of a University as a community in which the mutual relations of its members are determined by spiritual authority rather than by power, in which the principles of academic freedom are seen as an essential basis for the existence of the academic community and its activities, both scholarly and pedagogical, mindful of the deepening of the self-governing and autonomous character of the University as well as its independence from power or political structures, making every effort to provide access to study for everyone who wishes to do so, cherishing the ideal of worldwide cooperation among universities, not only as a basis of international scholarly research and education but primarily as a precondition for the education of new generations in understanding and tolerance, fulfilling the legacy of those who sacrificed their freedom or lives for these ideals, and being led by an effort to resume its place in the family of free universities, a place which has belonged to Charles University since time immemorial, have adopted this

CONSTITUTION

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Part I Introductory Provisions

Article 1 Fundamental Provisions

1. Charles University ("the University") is a public higher education institution of university type².
2. The name of the University in Latin is *Universitas Carolina*.
3. The registered office of the University is in Prague 1, at Ovocný trh 560/5.
4. The University has been in existence since its foundation on April 7, 1348.

Article 2 The Aim and Activities of the University

1. The aim of the University is to spread learning and to protect knowledge; to cultivate free thinking, independent scholarly research, and original artistic creativity; and to fully promote the creative spirit of human society.
2. The University is a self-governing public institution freely carrying out creative scholarly, educational, artistic, and cultural activities, for which academic freedoms and rights³ are indispensable. The pedagogical activity at the University is based on scientific, research, development, innovative, artistic or other creative activities ("creative activities"), including the results of its own research.
3. The University offers all types of study programmes⁴ as well as lifelong learning programmes⁵.

1 * Translator's note: Words importing the masculine include the feminine, and unless the context otherwise requires, words in the singular include the plural, and words in the plural include the singular.

2 S. 2 (7) and Part 2 of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), [zákon č. 111/1998 Sb., o vysokých školách a o změně a doplnění dalších zákonů (zákon o vysokých školách)].

3 S. 4 of the Higher Education Act.

4 S. 2 (1) of the Higher Education Act.

5 S. 2 (1) and s. 60 of the Higher Education Act.

4. The University provides in particular facilities for research, education, and the social life of the University, including library and other information services, and carries out publishing and editing activities. The University cooperates with national and foreign higher education institutions, scholarly and research institutions, and other legal entities, and creates conditions for members of the academic community to participate in such cooperation. The forms and manner of cooperation between the University and other legal entities is usually regulated by a contract.
5. Supplementary activities assist the University in achieving its aim⁶.

Part II Organisation of the University and its Bodies, Academic Environment

Article 3 The Division of the University

1. The University is divided into faculties and other units⁷.
2. The faculties are the basic units of the University.
3. Other units of the University may be higher education institutes, other establishments for educational and creative activities or for the provision of information services or transfer of technologies, as well as special-purpose facilities for cultural and sports activities, accommodation, and catering, to serve primarily the members of the academic community or the needs of the University.
4. The list of faculties and other units is provided in the Rules for the Internal Governance of the University in Appendix No. 1 to the Constitution. The Appendix also provides the names of the University, faculties, and other units in English.
5. The Rector's Office forms a separate unit of the University.

Article 4 Self-Governance of the University

The self-governance of the University is carried out by the members of its academic community⁸ directly or through the self-governing academic bodies⁹.

Article 5 Status of Members of the Academic Community

Members of the academic community are entitled to: 1.

- a. nominate candidates for and elect members to the academic senates and to be elected as members of the academic senates;
- b. nominate candidates for Rector or dean in the manner prescribed in this Constitution or in the constitution of the faculty;
- c. participate in the sessions of the academic senates and research boards unless the sessions of the research boards are declared closed;
- d. inspect the minutes of sessions of the academic senates and research boards, including their resolutions;
- e. be given the floor at meetings of the members of the academic community;
- f. submit motions, comments, and complaints to the self-governing academic bodies; these bodies are obliged to address, process without unnecessary delay, and respond to them.

The University supports the activities of scholarly, specialist, professional, student, trade union, and other interest associations that are members of the academic community and whose activities contribute to the achievement of the aims of the University; the conditions for the support of the extracurricular activities of student members of the academic community are stipulated in the Rules for Supporting Students' Extracurricular Activities.

The University heeds the social needs of the members of the academic community. The University also heeds the needs of the members of the academic community with special needs, and in its activities and in the activities of the self-governing academic bodies takes affordable measures to make sure that these members have equal opportunities to assert themselves at the University.

The University in particular creates conditions favourable for physical education and sports and cultural life at the University.

Members of the academic community are obliged to observe the internal regulations¹⁰ of the University and of the faculty in which they are members of the academic community or of other establishments where they work.

Members of the academic community are obliged to heed the good reputation of the University. The opinion of the University's Ethics Commission may be sought for the purposes of evaluation of motions related to this obligation.

The details regarding the Ethics Commission of the University and accepting motions are governed by the Code of Procedure for the Ethics Commission issued as a Rector's directive after discussion in the Academic Senate.

In particular, the members of the academic community are prohibited from:

- a. in connection with their membership or status in the academic community, knowingly discriminating against or favouring other persons in a generally unacceptable manner, as well as behaving in an aggressive or offensive manner or threatening human dignity;

⁶ S. 20 (2) of the Higher Education Act.

⁷ S. 22 (1) of the Higher Education Act.

⁸ S. 3 of the Higher Education Act.

⁹ S. 7 (1) and s. 25 (1) of the Higher Education Act.

¹⁰ Ss. 17 and 33 of the Higher Education Act; for other establishments cf. s. 9 (1) (b) of the Higher Education Act.

- b. seriously or repeatedly breaching the fundamental rules of academic work at the University;
- c. committing a fraudulent or other unfair act in connection with study or involvement in creative activities, or a fraudulent or unfair act towards the University, its unit or its body, a student, or an employee of the University;
- d. abusing or handling the results of study or creative activities of another person in an unacceptable manner for the benefit of his own academic activity or his status at the University, foremost plagiarising another person's work, using part of another person's work without clearly indicating a quotation (plagiarism) or combining text from several sources (compilation);
- e. intentionally seriously damaging the property of the University or seriously abusing the property for one's own personal benefit;
- f. intentionally spreading serious false information about the University, a unit thereof, its body, a member of its academic community, its student, or one of its employees.

Members of the academic community duly perform the duties they have accepted as bodies of academic self-governance or as members of such bodies or arising from other office at the University.

Employees who work as members of the academic community at more than one faculty or unit of the University may vote and be elected members of the academic senate of each of the faculties where they work, or for each unit if they work for any other units of the University. Students enrolled in more than one faculty may vote and be elected members of the academic senate of each of the faculties in which they are enrolled. If in one year they are elected at more than one faculty or unit they may execute only one mandate of their choice, and must submit a declaration to that effect to the main election committee without undue delay after the announcement of the election results, however no later than within seven days of being called upon to make such declaration by the main election committee. If they are elected while they are still members of the academic senate for another faculty or unit, the new mandate extinguishes the existing mandate. Persons who are at the same time members of academic staff and students may vote and be elected members of the academic senate as members of the academic staff as well as students. If they are elected as members of the academic staff as well as students, they may execute only one mandate of their choice, and must submit a declaration to that effect to the main election committee without undue delay after the announcement of the election results, however, no later than within seven days of being called upon to make such declaration by the main election committee.

A member of the academic community can at the same time perform only one of the following functions: Rector, Vice-Rector, dean, vice-dean, Chief Financial Officer, secretary to faculty, or director of another unit of the University. The provisions of paragraphs 2 to 9 and 11 apply to employees of the University who are not members of academic staff, by analogy.

Article 6 Activities of Bodies

1. The activities of bodies of the University are governed by Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws (the Higher Education Act), as amended ("the Higher Education Act"), other legal regulations, the Constitution, and by other internal regulations of the University as well as by the internal regulations of the faculties and other units of the University.
2. The activities of bodies of faculties or other units of the University are governed by the Higher Education Act, other legal regulations, the Constitution, and other internal regulations of the faculty or the internal regulations of other units of the University.
3. If it becomes apparent that a measure, resolution, or decision of a body of the University, a faculty, or its other unit is contrary to legal regulations or to the internal regulations of the University, the faculty, or unit of the University, such body is obliged to take all possible measures to remedy the situation, including the change or repeal 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 under Act No. 500/2004. Sb., the Administrative Procedure Code, as amended ("the Administrative Procedure Code").
4. In the performance of their powers, mainly in decision-making, the bodies of the University, faculty, or other unit heed the spirit of academic freedom and rights 2) and the principles of the Constitution of the University expressed in its preamble and in the aim of the University (Article 2 (1)).
5. 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 University

1. The Academic Senate¹¹ of the University ("the Senate") and its members account for their activities to the academic community. While executing their offices, members of the Senate are not bound by the measures or resolutions of the self-governing academic bodies of the faculty where they have been elected, but only by their conscience, and they are obliged to heed the interests of the entire University. A member of the Senate attends its sessions upon the invitation of the academic senate of the faculty where he has been elected or at the invitation of its president. The member of the Senate answers any questions concerning the execution of his office asked by the academic senate of the faculty or by a member of the academic community at the session of the academic senate of the faculty.

¹¹ Ss. 8 and 9 of the Higher Education Act.

2. The Senate is composed of students and members of academic staff elected at the faculties and other units of the University. Each faculty elects two members of the Senate from among students and two members of the Senate from among the academic staff. Two more members of the Senate are elected from among the academic staff at other units of the University.
3. The term of office of members of the Senate is three years, beginning on February 1.
4. The bodies of the Senate are the President, the Vice-President, the Board, and the Commission.
5. The Senate may request the opinion of another body of the University, faculty, or other unit of the University.
6. The Senate has the right to familiarize itself with the conclusions of meetings of other bodies of the University and the Rector's permanent advisory bodies.
7. If the Senate makes a decision on a matter of a faculty, it requests in advance the opinion of the academic senate and the dean of the faculty.
8. The Senate elections are governed by the Code of Electoral Procedure for the Senate. The activities of the Senate and its bodies are regulated by the Code of Procedure for the Senate.

Article 8 Research Board of the University

1. When appointing members to the Research Board of the University¹² ("the Research Board") the Rector ensures that the main branches of science and areas of study pursued at the University are represented.
2. Within two months after his appointment, the Rector submits to the Senate a motion to appoint the members of the Research Board.
3. The term of office of the members of the Research Board appointed by the Rector terminates on the last day of the calendar month following the date when the term of office of the next Rector starts.
4. Membership in the Research Board terminates:
 - a. on the date of delivery of a written statement to the Rector in which the member resigns his membership in the Research Board;
 - b. on the date when the Rector removes a member from the Research Board with the prior consent of the Senate.
5. The Rector may appoint a distinguished scholar who has rendered outstanding service to the University as Honorary Member of the Research Board; an Honorary Member has the right to participate in the sessions of the Research Board without the right to vote. The Rector requires an opinion of the Senate before appointing an Honorary Member to the Research Board.
6. The Research Board may request the opinion of another body of the University, faculty, or other unit of the University.
7. The Research Board has the right to familiarize itself with the conclusions of meetings of other bodies of the University and the Rector's permanent advisory bodies.
8. The activities of the Research Board are regulated by the Code of Procedure for the Research Board.

Article 9 Internal Evaluation Board of the University

1. The Internal Evaluation Board of the University¹³ ("Internal Evaluation Board") consists of 30 members, of which 4 members are students of the University and 4 members are not employed by the University.
2. The Internal Evaluation Board is chaired by the Rector. A deputy chair is appointed by the Rector from among the members of the academic community of the University who are Full or Associate Professors. The President of the Senate is a member of the Internal Evaluation Board. Other members of the Internal Evaluation Board are appointed by the Rector; of which one third is appointed on the advice of the Research Board of the University and one third on the advice of the Senate. Membership in the Internal Evaluation Board is incompatible with the position of dean. When appointing members of the Internal Evaluation Board the Rector ensures that the main branches of science and areas of study pursued at the University are represented.
3. The term of office of the members of the Internal Evaluation Board appointed by the Rector is four years.
4. Membership in the Internal Evaluation Board terminates:
 - a. on the date of delivery of a written statement in which the member resigns his position in the Internal Evaluation Board;
 - b. on the date when the Rector removes a member from the Internal Evaluation Board upon previous discussion in the Research Board and with the prior consent of the Senate.
5. In addition to the matters stipulated by the Higher Education Act, the powers of the Internal Evaluation Board include:
 - a. granting the right to offer programmes of study submitted by the Rector on the advice of the Research Board of the relevant faculty;
 - b. approval of corrective measures in case of deficiencies in the implementation of a programme of study which was granted the right to be offered under letter (a);
 - c. approval of a plan to apply for accreditation, or to apply for an extended scope or time of accreditation of programmes of study submitted by the Rector on the advice of the research board of the relevant faculty;
 - d. management of the drafting of an application for institutional accreditation for an area or areas of study and for extension of the scope of institutional accreditation with another area or areas of study;

¹² Ss. 11 and 12 of the Higher Education Act.

¹³ S. 12a of the Higher Education Act.

- e. audit of compliance with the relevant legal regulations and internal regulations in implementation of programmes of study.
6. The Internal Evaluation Board may request the opinion of another body of the University, faculty, or other unit of the University.
7. The Internal Evaluation Board has the right to familiarize itself with the conclusions of meetings of other bodies of the University and the Rector's permanent advisory bodies.
8. The activities of the Internal Evaluation Board are regulated by the Code of Procedure for the Internal Evaluation Board of the University.

Article 10 Rector

1. Candidates for Rector¹⁴ are usually professors who are members of the academic community of the University. In addition to the powers granted to the Rector by the Higher Education Act, the Rector is a representative of the University in the representation of higher education institutions under s. 92 (1) (b) of the Higher Education Act.
2. In managing the University the Rector may within the powers granted to him and within the scope of legal regulations and the internal regulations of the University adopt Rector's directives and University acts in accordance with these directives. If required by an internal regulation of the University, the Senate must give an opinion on a Rector's directive before it is adopted.
3. The Rector attends a session of the Senate if so requested by the Senate or its President. The Rector answers any questions regarding the execution of his office asked by the Senate or its members during the Senate session.
4. The Rector's term of office starts on the date of his appointment to the office.
5. The election of a candidate for Rector is called by the Senate in sufficient time as to be held no later than ninety days before the expiration of the term of office of the sitting Rector.
6. Candidates for the position of Rector may be nominated by the academic senate of a faculty, by a group of at least one hundred members of the academic community, or by a member of the Senate.
7. A motion to remove the Rector from office may be proposed to the Senate by the academic senate of the faculty or at least one fifth of the members of the Senate.

Article 11 Vice-Rectors

1. Vice-Rectors are usually Full Professors or Associate Professors who are members of the academic community of the University. The fields of activities of individual Vice-Rectors are determined by the Rector upon an opinion issued by the Senate.
2. The Vice-Rector attends a session of the Senate if so requested by the Senate or its President. The Vice-Rector answers any questions regarding the execution of his office asked by the Senate or its members during the Senate session.
3. The Vice-Rector may convene meetings of vice-deans or other representatives of faculties in relevant fields of activity.
4. The Rector determines which Vice-Rector acts as his deputy in the period of his absence.

Article 12 The Rector's Permanent Advisory Bodies

1. The Rector's permanent advisory bodies are in particular the:
 - a. Rector's Board;
 - b. Extended Rector's Board;
 - c. Grant Council of the University;
 - d. Editorial Board of the University;
 - e. History Board of the University;
 - f. International Board of the University;
 - g. Commercialisation Board; and
 - h. Lifelong Learning Board.
2. The members of the Rector's Board are in particular Vice-Rectors, the Chief Financial Officer of the University ("the Chief Financial Officer"), the Head of the Rector's Office ("Chief Secretary"), the President of the Senate, and a representative of the University students.
3. The members of the Extended Rector's Board are in particular the members of the Rector's Board, faculty deans, and directors of other units of the University.
4. The Grant Council of the University is the Rector's advisory body in particular for the allocation of funds reserved for the grant agency of the University and of other funds for the support of specific university research. The Rector appoints its members after nominees have been considered by the Research Board; the provision of Article 8 (1) applies by analogy. The details of the system of allocating funds for specific university research are provided in the Grant Rules.
5. The Editorial Board of the University is the Rector's advisory body for editorial activities. The Rector appoints its members; the provision of Art. 8 (1) applies by analogy. The details of editorial activities, including publishing, are provided in the Editorial Rules.
6. The History Board of the University is the Rector's advisory body in issues connected to University traditions and the preservation of buildings.

¹⁴ S. 10 of the Higher Education Act.

7. The International Board of the University is the Rector's advisory body for quality and the main directions of the University's educational activities and creative activities from the international point of view.
8. The Commercialisation Board is the Rector's advisory body on matters of commercialisation of the results of science and research.
9. The Lifelong Learning Board is the Rector's advisory body on matters of lifelong learning.
10. The members of the Rector's permanent advisory bodies are appointed and removed from office by the Rector.

Article 13 Chief Financial Officer

1. The Chief Financial Officer¹⁵ is appointed through a competitive hiring procedure.
2. The Senate expresses its opinion on the Rector's intention to appoint a Chief Financial Officer.
3. The Chief Financial Officer has the power to dispose of the property of the University to the extent provided in Article 50 (1) (b).
4. The Rector may authorize the Chief Financial Officer in particular to:
 - a. manage the Rector's Office;
 - b. act on behalf of the University in other matters connected to financial management and the management of property; and
 - c. act on behalf of the University with respect to the employment of employees of the Rector's Office or other units, but not of the academic staff.
5. In exercising his managerial powers, the Chief Financial Officer may within the scope of legal regulations, the internal regulations of the University, and Rector's directives adopt directives of the Chief Financial Officer to be applied in the financial management and internal administration of the University or the Rector's Office.
6. The Chief Financial Officer attends a session of the Senate if so requested by the Senate or its President. The Chief Financial Officer answers any questions regarding the execution of his office asked by the Senate or its members during the Senate session.
7. The Chief Financial Officer co-operates with the Vice-Rectors in the execution of his duties. He has the power to set assignments for the secretaries to the faculties¹⁶ regarding financial management and internal administration the management of which they are responsible for, and to control the fulfilment of these assignments, unless they are regulated by section 24 (1) of the Higher Education Act or by Article 15 (1) and (2) of the Constitution.
8. The Chief Financial Officer convenes meetings of the faculty secretaries to solve issues connected to the financial management and internal administration of the University and faculties.

Article 14 Rector's Office

1. The Rector's Office serves the needs of the University. To achieve that end, the Rector's Office carries out organizational activities, co-ordination, and consultancy activities; keeps records; and exercises control in the areas of study, research, external relations, foreign relations, economy, personnel, law, and internal administration.
2. The Rector's Office arranges the material and administrative aspects of the activities of the Rector, Vice-Rectors, Chief Financial Officer, Senate, Research Board, Internal Evaluation Board, Administrative Board, Ethics Commission, and other bodies.
3. The Rector's Office keeps a central register of issues related to the activities of the University specified in Article 2, including issues stipulated in section 24 of the Higher Education Act, and for other cases stated in legal regulations or the internal regulations of the University. The faculties and other units are obliged to provide the necessary information to the Rector's Office in the scope and manner determined by the Rector's directive; such Rector's directive may determine the manner of keeping records under section 57(3) of the Higher Education Act.
4. The details of the organisational structure of the Rector's Office are provided in the Rules for Internal Governance issued by the Rector in the form of a Rector's directive.

Article 15 Powers of the Faculties and Other Units

1. The bodies of the faculties make decisions and act on behalf of the University within the scope of legal regulations and the internal regulations of the University:
 - a. concerning the matters listed in section 24(2) (a) and (d) of the Higher Education Act in full scope; this does not affect Article 9 (4) (b); and
 - b. concerning the matters listed in section 24(2) (b) and (c) of the Higher Education Act in full scope on condition that the acts related to these activities having major importance for the focus or development of these activities or for financial management of the faculty must first be discussed with the Rector.
2. The bodies of the faculties make decisions and act on behalf of the University also in the matters of disposing of the property of the University in the scope stated in Article 50 (1) (c).
3. Directors of other units make decisions and act on behalf of the University:
 - a. in matters of disposing of property within the scope stated in Article 50 (1) (d); and
 - b. in other matters within the scope stated in other internal regulations of the University.
4. Faculties and other units for which the Rules for the Internal Governance of the University stipulate that the director is vested with management of property are functionally independent in public procurement.

¹⁵ S. 16 of the Higher Education Act.

¹⁶ S. 25 (2) of the Higher Education Act.

Article 16 Governance of Faculties and Other Units

1. The dean accounts for his activities to the Rector; the dean's powers under section 24 of the Higher Education Act and Article 15 (1) and (2) are not affected by this provision. The directors of other units are subordinated to the Rector.
2. The dean and the director of another unit are accountable, within the scope of their powers, to the Rector also for the efficient use of financial resources, settlement of contributions and subsidies, and the due management of the property of the University entrusted to them.
3. In managing the faculty, the dean may within the powers granted to him and within the scope of legal regulations, the internal regulations of the University and of the faculty, and Rector's directives adopt dean's directives. The faculty acts in accordance with these directives. If required by an internal regulation of the University or the faculty, the academic senate of the faculty must give an opinion on a dean's directive before it is adopted.
4. In managing the other unit the director may, within the powers granted to him and within the scope of legal regulations, the internal regulations of the University and of the other unit, and Rector's directives, adopt director's directives. The other unit acts in accordance with these directives.

Article 17 Bodies of Faculties and Other Units

1. The bodies of faculties¹⁷ and directors of other units have the right to submit motions, comments, and complaints to the self-governing academic bodies of the University and to the Chief Financial Officer. The bodies of the University are obliged to address, process without unnecessary delay, and respond to them.
2. Self-governing academic bodies and the Chief Financial Officer have the right to submit motions and comments to the bodies of faculties and other units. The bodies of faculties and other units are obliged to address, process without unnecessary delay, and respond to them.
3. The provisions of the Code of Electoral Procedure for the Academic Senate of the faculty¹⁸ apply by analogy to a student elected a member of the academic senate of the faculty who in the course of his term of office after successful completion of the study programme was admitted to study in a subsequent study programme.

Article 18 Using the Premises of the University

1. While using the premises of the University, every person is obliged to behave in such a way that life, health, and property are not endangered, that the academic rights and freedoms of members of the academic community are not curtailed, and that cooperative relations within the academic environment are not damaged.
2. More detailed rules on the use of the premises of the University may be provided by the Rector, by the dean with regard to a faculty, or by the director with regard to another unit.

Part III Study and Students

Article 19 Framework Requirements for Admission to Study

1. The faculty sets the requirements for admission based on sections 48 and 49 of the Higher Education Act.
2. The faculty may stipulate within the requirements for admission that the applicant receives bonus points for meeting specific requirements.
3. The faculty may waive the entrance examination or a part of it if certain requirements stipulated in the Code of Admissions Procedure are fulfilled.
4. If some applicants admitted to study in a given programme of study do not register for study, the dean may supplement the number of admitted applicants with applicants who were not admitted in the original decision due to the limited total number of applicants to be admitted, in the sequence of their place in the order of admissions procedure.
5. If after the deadline for the submission of applications for study in bachelor's and master's programmes and post-bachelor study programmes there is an insufficient number of applicants in a given faculty, the dean of the faculty may decide to announce a supplementary admissions procedure.
6. Further details are stipulated in the Code of Admissions Procedure.

Article 20 Application Submission Process

1. An application for study must be submitted before the deadline stipulated in the Rector's directive for the particular academic year. The application deadline has been met if the application is submitted to the postal service operator on the last day of the deadline.
2. An application for study is submitted via hardcopy of the prescribed form or electronically via the web application form of the University; the means for submitting applications is stipulated by the faculty in the admissions procedure.
3. If an application is submitted late, the faculty terminates the admissions procedure by issuing a resolution.

Article 21 Study

The details regarding the performance of a programme of study, forms, the course of study, and participation in instruction, including the rights and duties of students as well as the manner of publication of successfully defended final theses and theses submitted for defence¹⁹, are stipulated in the Study and Examination Code.

¹⁷ S. 25 (1) and (2) of the Higher Education Act.

¹⁸ Article 16 (2) of the Code of Electoral Procedure for the Academic Senate.

¹⁹ S. 47b of the Higher Education Act.

Article 22 Programme of Study

1. A programme of study is based on a major subject-area and belongs to one or more areas of study.
2. In the preparation and implementation of programmes of study it is necessary to take into account the effective use of resources together with the optimal degree of integration of educational activities.
3. Programmes of study may be implemented:
 - a. autonomously by one faculty;
 - b. autonomously by several faculties;
 - c. jointly by several faculties; and
 - d. according to a), b) or c), with the contribution of a higher education institute.
4. In the case of programmes of study implemented according to c) above, it is necessary to identify the faculty in which the student has enrolled²⁰; he is obliged to observe the internal regulations of the respective faculty.
5. A programme of study may be implemented in cooperation with a foreign higher education institution²¹ or with a foreign research institution; the draft agreement including the details of foreign accreditation of the programme of study or other form of recognition under the legal regulations of the state where the cooperating foreign higher education institution or research institution is established is submitted to the Rector by the dean after discussion with the research board of the faculty.
6. A programme of study is specified in curricula.
7. The details regarding the submission and discussion of proposals related to the accreditation of programmes of study, institutional accreditation for an area or areas of study, and granting of the authorization to perform a programme of study are stipulated in the Accreditation Code.
8. The guarantor of a programme of study²² is charged with the coordination of content preparation for the programme of study, supervision of the quality of performance, and assessment and development of the programme of study.
9. Only an eligible member of the academic staff, under legal regulations and the internal regulations, may be appointed a guarantor of a programme of study.
10. A guarantor of a programme of study is appointed and removed from his position:
 - a. in the case of a programme of study under paragraph 3 a) and b) by the Rector on the advice of the dean of the relevant faculty and after the research board of the faculty has expressed its opinion; and
 - b. in the case of a programme of study under paragraph 3 c) and d) by the Rector on the mutually agreed advice of the deans of the faculties involved, or the director of the higher education institute submitted to the Rector and after the relevant research boards have expressed their opinion.
11. The guarantor of a programme of study coordinates the preparation of curricula that specify the programme of study. On the basis of such proposal and after the relevant research board or research boards have expressed their opinion, the curriculum is issued by the dean of the relevant faculty or by the deans of the faculties involved.
12. The guarantor of a programme of study is concerned with the implementation of the programme of study and is obliged to immediately inform the dean of the relevant faculty or deans of the relevant faculties if the programme of study is implemented at more than one faculty:
 - a. of defects in the performance of the programme of study as a result of which the programme of study does not comply with or in the near future may not comply with the standards on the basis of which it was accredited; and
 - b. of significant changes in the curriculum or state final examinations having an impact on the profile of the graduate of the programme of study.
13. A subject-area board of a doctoral programme of study²³ has a minimum of five members; at least two-thirds of its members must be from among Associate Professors or Full Professors or persons who attained a comparable position abroad; at least one quarter of its members must not be employees in an employment relationship with the University assigned to the relevant faculty, or to the involved faculties, and at least one member must not be in any employment relationship with the University. The guarantor of a doctoral programme of study is the chair of the relevant subject-area board.
14. The provision of paragraph 10 applies to the appointment and removal of members of the subject-area board of a doctoral programme of study by analogy.

Article 23 Conditions of Study for Foreigners

1. Foreigners study at the University:
 - a. as students according to the Higher Education Act;
 - b. on the basis of promulgated international treaties which are binding on the Czech Republic²⁴;
 - c. on the basis of agreements on cooperation made under section 6 (1) (j) of the Higher Education Act, particularly on international programmes, European Union programmes for academic mobility, and on the basis of agreements with higher education institutions;

²⁰ S. 51 (2) of the Higher Education Act.

²¹ S. 47a of the Higher Education Act.

²² S. 44 (6) and (7) of the Higher Education Act.

²³ S. 47 (6) of the Higher Education Act.

²⁴ S. 106 of the Higher Education Act.

- d. on the basis of a one-off agreement between a student of a foreign higher education institution and a faculty to complete a part of the student's programme of study at the University; the admission requirements are set by the faculty whose programme was chosen by the foreigner and the course of study is governed by the internal regulations applicable to study; and
 - e. on the basis of an agreement to attend a lifelong learning course.
2. If required by legal regulation, during the enrolment of a foreigner to study it will be verified whether he has a residence permit and meets other legal requirements regulating the stay of foreigners on the territory of the Czech Republic.²⁵
 3. The requirements for admission to study under paragraph 1 (b) and (c) above and the course of such study are governed by the relevant agreement.

Article 24 Fees for Study

Fees for study, including the rules for the determination of the amount, manner of payment, and due date, are regulated in Appendix No. 2 to this Constitution.

Article 25 Bursaries

The rules for granting bursaries are provided in the Scholarship and Bursary Rules.

Article 26 Appraisal of Students and Graduates

1. The Rector or the dean may award a prize to a student or a graduate of a programme of study in the form of praise, financial remuneration, or a material gift. The Rector awards a prize on his own initiative or on the advice of the dean of the faculty in which the student is enrolled or in which he completed the programme of study. A prize may be awarded for achieving academic excellence, for outstanding results in scholarly, research, sports, or cultural activity achieved during the course of study, or for an honourable act or activity performed during the course of study and proving outstanding civil courage or selflessness.
2. The conditions for the awarding of prizes are governed by the constitutions of the prizes in the form of Rector's or dean's directives. Prizes awarded from University funds, as well as the conditions for the awarding of prizes and the manner of presenting the prizes, are provided in a Rector's directive on which the Senate issues an opinion.
3. The co-decision or other involvement of the Rector in awarding the prizes covered by other resources is governed by the agreement between the University and the person funding the prize.

Article 27 Breach of Discipline by Students

Detailed provisions concerning the consideration of disciplinary offences by students, the imposition of sanctions for such offences, and disciplinary proceedings are provided in the Student Disciplinary Code.

Article 28 Powers of the Rector and Dean in Decisions on the Rights and Duties of Students

1. In proceedings on the rights and duties of students, the decision is made by the dean in the first instance, unless such proceedings concern a matter to which paragraph 2 is applicable.
2. In proceedings to assess a fee under section 58 (3) of the Higher Education Act and in proceedings to award a bursary as stipulated in the Scholarship and Bursary Rules, the decision is made by the Rector in the first instance.
3. The Rector is the appeal body.

Article 29 Delivery of Written Documents to Applicants and Students

1. In the admissions procedure and the procedure on the rights and duties of students, written documents are delivered in accordance with the Administrative Procedure Act and the Higher Education Act.
2. A decision issued on procedure under section 50 of the Higher Education Act which complies with the applicant's request for admission to study is delivered by means of the electronic information system of the University, providing that the applicant gave prior consent to such manner of delivery on the application form.
3. Decisions on the matters listed in section 68 (1) (a), (b), and (d) of the Higher Education Act which comply with the student's request and decisions on matters listed in section 68 (1) (e) of the Higher Education Act are delivered by means of the electronic information system of the University.

Article 30 Accommodation and Catering for Students

1. Rules for the provision of accommodation in dormitories of the University and catering services in the dining facilities of the University, as well as the powers of the bodies of a unit of the University concerning the provision of such services, and relations between these bodies and the self-governing bodies of the University and the self-governance of resident students are stipulated in the Code of Rules for Accommodation and Catering Services..
2. The accommodation of students in dormitories and catering for them in the dining facilities of the University are based on a contract.
3. Accommodation and catering services for students may be provided by another legal entity; in such case the details of the powers of the self-governing bodies of the University are stipulated in the internal regulation under paragraph 1.

Article 31 Payments Collected from Students for Certain Acts

²⁵ Act No. 326/1999 Sb., to regulate residence of foreigners on the territory of the Czech Republic, as amended.

1. For acts stipulated in a directive of the Rector and considered by the Senate, a payment up to the amount of costs connected to such acts may be collected from students. The amount of the payment is determined by the dean of the relevant faculty or by the Rector according to the first sentence of the directive.
2. The act mentioned in paragraph 1 will not be performed unless payment is made.

Article 32 State Rigorosum Examination, which is not a Part of Study

The procedure for the admission of applications for a State Rigorosum Examination²⁶, which is not a part of study; the particulars of these examinations, their course, and evaluation; the details of the manner of publication of defended rigorosum theses and theses submitted for defence; as well as the rules regulating the determination of the fees connected to the acceptance of the application for the examination and holding the examination; and the rules regulating the payment of costs connected to these examinations and their preparation are governed by the Rigorosum Examination Code.

Article 33 Lifelong Learning

1. The rules for the preparation, approval, and implementation of programmes of lifelong learning; requirements for the admission of applicants and for the completion of lifelong learning programmes; and rules for the determination of fees are provided in the Rules for Lifelong Learning.
2. The provision of lifelong learning is based on a contract.

Article 34 Internationally Recognized Courses

1. The University offers internationally recognized courses focused on increasing the professional qualification of students or graduates of higher education institutions²⁷ ("Internationally Recognized Course"). The decision on the implementation of a specific Internationally Recognized Course is taken by the Rector after the Research Board has expressed its opinion. The Rector also determines the period when the Internationally Recognized Course may be offered.
2. The intention of a faculty or a higher education institute, or a joint intention of these units of the University to offer an Internationally Recognized Course is submitted to the Rector together with the opinion of the research board of the faculty or the higher education institute.
3. The University awards a certificate to graduates of an Internationally Recognized Course and possibly also an internationally recognized degree.
4. A Rector's directive stipulates the minimum requirements for the course and evaluation of study in an Internationally Recognized Course and details regarding the submission of intentions to offer an Internationally Recognized Course; the elements of such intentions and consideration thereof; the details regarding the publishing of information on Internationally Recognized Courses, the evaluation of these courses, the admission of applicants to these courses, payments for the courses, and the issuing of certificates and granting internationally recognized degrees to graduates of these courses. The Rector's directive may also stipulate which details are regulated by a dean's directive or directive of the director of a higher education institute.
5. A Rector's directive and possible directives issued by the dean of faculty or director of a higher education institute under paragraph 4 and other information on Internationally Recognized Courses offered by the University is published in the publicly accessible section of the University website. The applicants for admission to Internationally Recognised Course must be informed of such directives and information in advance.
6. The provision of an Internationally Recognized Course is based on a contract.

Part IV Members of Academic Staff and Other Employees

Article 35 Employment of Members of the Academic Staff

1. Full Professors and Associate Professors are usually employed under an open-ended contract.
2. Work orders given to academic staff must not infringe on academic freedoms or academic rights.

Article 36 Competitive Hiring Process

1. A competitive hiring process may, in addition to being used for the hiring of academic staff, be used to hire other employees, particularly scientific and research staff.
2. The rules of the competitive hiring process for the positions of academic staff and possibly of other employees are set out in the Competitive Hiring Process Code.
3. The Competitive Hiring Process Code may stipulate cases when it is possible to waive the holding of a competitive hiring process.

Article 37 Salary

The rules for the determination of salary of the academic staff and of other employees are provided by an Internal Salary Regulations.

Article 38 Appointment of Associate Professors and Full Professors

²⁶ S. 46 (5) of the Higher Education Act.

²⁷ S. 60a of the Higher Education Act.

1. The details regarding the submission of proposals concerning the accreditation of the procedure to attain associate professorship (“habilitation”) and the procedures for the appointment of full professorship are provided in the Accreditation Code.
2. The details regarding the procedure to attain associate professorship and the procedures for the appointment of a full professorship; fees connected to acts in these procedures; and the procedure to declare the appointment of an Associate Professor void are provided in the Code of Procedure for the Granting of Associate Professorship and Full Professorship.

Article 39 Special Professors

1. The position of a Special Professor²⁸ may be created by the Rector on the advice of the research board of a faculty or the research board of a higher education institute.
2. A proposal to fill the position of Special Professor is submitted for consideration to the Research Board by the Rector on the advice the dean or the director of a higher education institute.

Article 40 Visiting Professors

1. Teachers from foreign higher education institutions whose position corresponds with the position of Full Professor or Associate Professor may during their stay at the University use the working designation “Visiting Professor of Charles University” upon the decision of the Rector issued upon a proposal from the research board of the faculty or higher education institute.
2. Visiting Professors have the rights and duties of members of the academic community with the exception of the right to vote and to be elected to the academic senates.

Article 41 Emeritus Professor

1. A Professor above the age of 65 who used to be employed at the University may be appointed Emeritus Professor. An Emeritus Professor is appointed by the Rector upon a proposal from the research board of the relevant faculty.
2. “Emeritus Professor of Charles University” is an honorary degree which does not bestow membership in the academic community of the University. An Emeritus Professor has the right to participate in the creative activities of the University and use its equipment and information technologies for that purpose; the appointment of Emeritus Professor does not bestow other proprietary rights. An Emeritus Professor has the right to be given the floor at meetings of the members of the academic community.

Article 42 Doctor Honoris Causa

1. A Doctor Honoris Causa degree (abbreviated to “Dr. h. c.”) may be awarded by the University to personalities who, on an international scale, made an outstanding contribution to the development of science or culture or otherwise for the benefit of mankind.
2. A Doctor Honoris Causa degree is awarded by the Rector after the Research Board has expressed its opinion. A proposal for the degree to be awarded is submitted to the Rector by the dean together with the opinion of the research board of the faculty. The Rector may also of his own initiative submit the intention to award the degree of Doctor Honoris Causa to the Research Board to provide an opinion.

Article 43 Professor in Memoriam

1. A member of the academic staff who achieved outstanding results in pedagogic and creative activities during his life and who died in connection with the fulfilment of his professional tasks may be appointed Professor in Memoriam. This degree may also be awarded in other cases worthy of special consideration.
2. Professors in Memoriam are appointed by the Rector upon a proposal from the research board of the faculty or of his own initiative. The Research Board expresses its opinion on the intention to appoint a Professor in Memoriam.
3. “Professor in Memoriam of Charles University” is an honorary degree which does not bestow any proprietary rights.

Part V Strategic Plan, Annual Reports, Evaluation of Activities, and Quality Assurance

Article 44 Drafting of a Strategic Plan and its Application

1. The strategic plan of educational, scholarly, research, development, innovative, artistic, or other creative activities²⁹ of the University (“the Strategic Plan”) constitutes the fundamental programme document of the University.
2. The Strategic Plan is based in particular on the conceptions of the development of the University.
3. The preparation of the Strategic Plan is based on the interests of the University. Faculties and other units participate in the preparation of and may express their opinion on the Strategic Plan before it is considered by the Research Board and approved by the Senate.
4. The Strategic Plan of the University serves as a basis for the preparation of changes in the internal organization of the University, new programmes of study, and the focusing of creative activities, as well as for the preparation of strategic plans of the faculties and similar documents of other units of the University.

²⁸ S. 70 (2) of the Higher Education Act.

²⁹ S. 21 (1) (b) of the Higher Education Act.

5. The Strategic Plan is further specified in annual implementation plans.³⁰

Article 45 Annual Reports and their Use

1. The Annual Report on Activities and the Annual Report on Financial Management³¹ are prepared on the basis of University documentation as well as on the annual reports of the faculties³² and documentation from other units; they contain an evaluation of the faculties and other units from the point of view of the University as a whole.
2. The annual report findings are used in the management and further specification of the Strategic Plan and internal evaluation of the quality of the educational, creative, and related activities of the University.

Article 46 System of Quality Assurance and the Related Internal Evaluation of the Quality of Activities of the University

1. The system of quality assurance of the educational, creative, and related activities and of the internal evaluation of the quality of the educational, creative, and related activities of the University ("System of Internal Evaluation and Quality Assurance") involves among others:
 - a. the assurance of standards for educational activities and creative activities and related activities; and
 - b. the setting of procedures and tools for the identification and correcting of defects in the activities of the University and its units and for the improvement of the quality of the evaluated activities.
2. Assurance and internal evaluation of quality includes:
 - a. in the area of educational activities, in particular the institutional accreditations of areas of study, accreditations of programmes of study, accreditations of procedures to attain associate professorship ("habilitation") and procedures for the appointment of full professorship, granting authorisation to offer programmes of study within the framework of institutional accreditation, internal evaluation of the quality of study programmes which includes evaluation by students and evaluation by graduates of programmes of study, internal evaluation of quality of lifelong learning programmes, and internal evaluation of quality of Internationally Recognized Courses;
 - b. in the area of creative activities, in particular the preparation and evaluation of elements, tools, or components of the long-term conceptual development of individual subject-areas including the research activities of students, support for the excellence of creative activities, the evaluation of research, and other creative work;
 - c. support activities, in particular the evaluation of the efficiency of activities of the University, its use of resources, as well as the quality of infrastructure of the University and support services; and
 - d. other areas based on the decision of Rector.

Article 47 Rules for the System of Internal Evaluation and Quality Assurance of the University

1. The System of Internal Evaluation and Quality Assurance takes into account the focus of activities of individual faculties and other units and is based on the principle that primary procedures and tools for quality assurance are applied at the faculties, other units, and the Rector's Office.
2. The details regarding the System of Internal Evaluation and Quality Assurance are provided in the Rules for the System of Internal Evaluation and Quality Assurance of the University.
3. The Rules for the System of Internal Evaluation and Quality Assurance of the University include in particular:
 - a. the standards of the System of Internal Evaluation and Quality Assurance of the University;
 - b. the procedures of the System of Internal Evaluation and Quality Assurance of the University; and
 - c. the powers and duties of the managerial staff and members of the bodies of the University and its units in relation to the quality of educational and creative activities and related activities.
4. The rules further regulate the involvement of faculties and other units of the University in the internal evaluation of quality, preparation of evaluation reports of faculties and the university institutions; preparation of the evaluation report of the University; evaluation of programmes of study; and other matters which, under the Higher Education Act, other legal regulations, or an internal regulation of the University, form part of the System of Internal Evaluation and Quality Assurance of the University.
5. It is the duty of all units of the University to provide, on time, comprehensive and accurate details as required by the Rules for the System of Internal Evaluation and Quality Assurance of the University or by other internal regulation of the University.
6. The report on the internal evaluation of the quality of educational, creative, and related activities is prepared every five years and also always before beginning the preparation of a new Strategic Plan or as stipulated by the Rector.
7. The evaluation results are used in strategic management and decision making on all levels of the University and its units.

Article 48 External Evaluation of the University

1. The University may undergo an external evaluation of the quality of educational, creative, and related activities by a generally recognized evaluation agency or, if appropriate, by a professional agency. External evaluation is usually of an international nature.

³⁰ S. 9 (1) (i) of the Higher Education Act.

³¹ S. 21 (1) (a) of the Higher Education Act.

³² S. 27 (1) (d) of the Higher Education Act.

2. The decision to participate in an external evaluation is made by the Rector upon discussion of the proposal with the Internal Evaluation Board and the Research Board. Depending on the nature of the evaluation, the Rector may request the opinion of the International Board of the University.
3. The source documents for the evaluation are the outputs of the internal evaluation of educational, research, creative, and related activities of the University; reports and details of inputs and outputs of the activities of the University, faculties, and other units and other details stipulated by the Rector on the basis of the rules of the evaluation or as requested by the evaluator. It is the duty of all units to provide the source documents in a timely, comprehensive, and accurate manner.

Part VI Financial Matters

Article 49 Budget and Provisional Budget

1. The breakdown of contributions and subsidies of an institutional nature that form a separate part of the budget of the University is drawn up on the basis of the principles of allocation of revenues of the University provided by the Senate within the framework of the approval of the budget of the University upon a proposal from the Rector.
2. The principles of the allocation of revenues of the University are based in particular on the type and financial costs of the programmes of study offered, the number of students, and the results and performance in educational and creative activities with respect to the strategic plan.
3. From January 1st until the approval of the University budget, financial management is governed by a provisional budget, under which the monthly expenditures must not exceed one twelfth of the revenues of the previous calendar year. The Rector, faculty deans, and directors of other units of the University are authorized to take the necessary measures to ensure financial management. Budget revenues and expenditures realized within the period of the provisional budget are booked on the University budget after approval thereof.
4. Faculties and other units draw up balance sheets of revenues including resources allocated to them in the breakdown of contributions and subsidies of an institutional nature and the planned other revenues of other units, and expenditures. The balance sheets must not be drawn up as deficit balance sheets.

Article 50 Disposition of Property

1. The following persons decide on the disposition of the property of the University and act on behalf of the University in property matters:
 - a. the Rector always in matters mentioned in section 15 (1) (a) to (d) of the Higher Education Act and in the disposition of donations exceeding CZK 500,000 including the acceptance of such donations, and objects of cultural value as well as in matters stipulated in a Rector's directive;
 - b. the Chief Financial Officer in matters not mentioned under a), c), or d);
 - c. the dean, or the faculty's secretary to the extent provided in a dean's directive, in matters of property the administration of which is within his responsibility, namely:
 1. the lease of non-residential premises, or immovable thing, up to an area of 500m², on condition that the period of time for which the lease contract is made does not exceed five years; the same provision applies to other contracts bestowing the right to use non-residential premises or immovable thing;
 2. the lease of a service flat to an employee of the University on the premises of the faculty;
 3. the disposition of movable property the purchasing price of which does not exceed CZK 5,000,000, and upon prior written consent of the Rector, or the Chief Financial Officer, providing that he was authorised to do so by the Rector; the disposition of movable property the purchasing price of which exceeds CZK 5,000,000 and does not exceed the amount provided in section 15 (1) (b) of the Higher Education Act, unless such movable property are donations;
 4. the disposition of donations not exceeding CZK 500,000, including acceptance thereof; and
 5. acts connected with the due administration of entrusted property;
 - d. the director of another unit who is entrusted by the Rules for the Internal Governance of the University with the exercise of the administration of property in the case of:
 1. the disposition of allocated financial resources;
 2. acts connected to supplementary activities including the disposition of resources acquired from such activities;
 3. the lease of non-residential premises, or immovable things, up to an area of 500m², on condition that the period of time for which the lease contract is agreed does not exceed five years; the same provision applies to other contracts bestowing the right to use non-residential premises or immovable things;
 4. the lease of a service flat to an employee of the University on the premises of the respective unit;
 5. the disposition of movable property the purchasing price of which does not exceed CZK 5,000,000, and upon prior written consent of the Rector, or the Chief Financial Officer, providing that he was authorised to do so by the Rector; the disposition of movable property the purchasing price of which exceeds CZK 5,000,000 and does not exceed the amount provided in section 15 (1) (b) of the Higher Education Act, unless such movable property are donations;
 6. the disposition of donations not exceeding CZK 500,000, including acceptance thereof; and
 7. acts connected to the due administration of entrusted property.

2. The disposition of property must be in accordance with the directly applicable EU regulations governing state aid.³³

Article 51 Contracts on the Use of Non-Residential Premises or Immovable Things

1. For the conclusion of contracts to lease non-residential premises or immovable things not mentioned in Article 50 (1) (c) or (d), the prior opinion of the Senate is required if the area exceeds 500m² or the period of time for which the lease contract is agreed exceeds five years; the same provision applies to other contracts bestowing the right to use non-residential premises or immovable things.
2. For the conclusion of contracts to lease non-residential premises or immovable things not mentioned in Article 50 (1) (c) and concerning premises used by a faculty, the prior opinion of the academic senate of the faculty is required; the same provision applies to other contracts bestowing the right to use non-residential premises or immovable things.
3. The provisions of paragraphs 1 and 2 do not apply to leases the period of which does not exceed 48 hours.
4. The information on the contracts concluded in compliance with Article 50 (1) (c) and (d) and paragraphs 1 and 2 which do not require the opinion of the academic senate of the faculty or the Senate is provided by the dean, director, or the Rector to the relevant body in writing at least once a year.

Article 52 Formation of Juridical Persons, Contributions of the Property of the University

1. A proposal from the Rector³⁴ to form a juridical person or to make a pecuniary or non-pecuniary contribution from the University to a juridical person includes an analysis that must show that the proposed intention contributes to the performance of tasks provided in Article 2 or in Article 5 (2) to (4). If a motion on this matter is submitted to the Rector by a dean, the motion also includes the opinion of the academic senate of the faculty on the intention.
2. The draft charter of foundation, by-laws, or other similar constitutional document of the juridical person the University intends to form must be drawn up in such a manner as to enable the University to perform tasks under paragraph 1 by means of the executive and supervisory bodies of the person to be formed.
3. The pecuniary or non-pecuniary contribution from the University to a juridical person may be made on condition that it will contribute to the performance of tasks provided in paragraph 1³⁵.

Article 53 Financial Management and Administration of Property

1. The University owns property required for the activities provided in Article 2.
2. The financial management of the University and the disposition of the property of the University 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.
3. Further details regarding the financial management rules and property administration rules are provided in the internal regulations of the University. The financial management of faculties and other units, whose directors are entrusted, under the Rules for the Internal Governance of the University, with the exercise of the administration of property, is regulated within the limits of the internal regulations by the constitutions of the faculties and by the internal regulations of such other units.

Article 54 Audit of Financial Management

1. The audit of financial management is carried out by the Rector, periodically or extra-ordinarily, and by persons authorized by him, upon the decision of the Rector or a resolution of the Senate. The Rector may establish a special unit of his office to carry out audits.
2. Financial management is also subject to the audit of the Senate.
3. For the purpose of the audit of financial management, faculties and other units must provide all necessary documents at any time these are requested. Individual employees are obliged to provide true and complete information. They are obliged to submit a written statement on the findings of an audit upon request.
4. The results of audits are used in management and in the preparation of the strategic plan.

Part VII Academic Insignia, Ceremonies, and Distinctions

Article 55 Academic Insignia

1. The traditions of the University are embodied in the academic insignia of the University and faculties.
2. Academic insignia are used mainly during matriculation and graduation ceremonies, ceremonial sessions of the academic senates and research boards, and openings or closings of important events of the University.
3. Academic insignia are the inalienable property of the University and must be protected in such a way that corresponds with their significance.
4. The description of academic insignia is provided in Appendix No. 3 to the Constitution. The documentation of academic insignia is deposited in the University archives.

Article 56 Coat of Arms of the University

1. The coat of arms of the University is a representation of impression of the “seal of Prague University” which belongs among the insignia of the University.

³³ Legal regulation of the European Union on state aid, in particular Article 107 *et seq.* of the Treaty on the Functioning of the European Union.

³⁴ S. 15 (1)(d) and s. 9 (2) (c) of the Higher Education Act.

³⁵ S. 20 (3) of the Higher Education Act.

2. The coat of arms of the University is used to mark in particular bachelor's, master's, doctor's, and other diplomas, certificates, attestations, correspondence, publications, press materials, and presentations of the University.
3. The coat of arms of the University is protected by trademark³⁶.
4. The coat of arms of the University is illustrated in Appendix No. 4 to this Constitution. The Principles of the Use and Protection of the University Coat of Arms constitute an internal regulation. The rules governing the uniform graphic use of the coat of arms of the University are stipulated by a Rector's directive, and the Senate gives an opinion on such directive.

Article 57 Coats of Arms of Faculties and Other Units of the University

1. The coat of arms of a faculty embodies the identity of the faculty as an essential unit of the University.
2. The representation of the coat of arms of a faculty and its use must be in accordance with the regulations listed in Article 56 (4). The coat of arms of a faculty must be designed in such a manner as to enable its graphic use together with the coat of arms of the University in accordance with the above regulations.
3. The coat of arms of a faculty is provided in the Constitution of the faculty. The internal regulation of the faculty may stipulate the principles of use and protection of the coat of arms of the faculty.
4. The provisions of paragraphs (1) and (3) apply with the necessary modifications to a coat of arms of another unit, providing that the Rector states in a Rector's directive that the unit uses a coat of arms.

Article 58 Academic Gowns and Beadles' Robes

1. The following persons are entitled to wear University gowns during matriculations, graduations, and other ceremonial occasions:
 - a. the Rector and Vice-Rectors;
 - b. deans and vice-deans;
 - c. members of the Board of the Senate;
 - d. other academic staff;
 - e. the Chief Financial Officer and secretaries to faculties;
 - f. important guests of the University and faculties upon a decision by the Rector.
2. The description of gowns and Beadles' robes is documented and deposited in the University archives.

Article 59 Matriculations and Graduations

1. The matriculation of students is an academic ceremony performed at the beginning of study in a programme of study. Graduation is an academic ceremony performed upon the successful completion of study in a programme of study, upon the passing of the state rigorosum examination, on the occasion of the appointment of an Associate Professor, and on the occasion of awarding a degree of Doctor Honoris Causa of the University.
2. During matriculation, the students make a solemn academic oath after enrolment in a programme of study.
3. During graduation:
 - a. the graduating students of study programmes make a solemn oath the wording of which is provided in the constitution of the relevant faculty, and receive a University diploma including the appendix to the diploma;
 - b. the students who passed the state rigorosum examination make a solemn oath and receive a diploma including the state rigorosum examination certificate;
 - c. appointed Associate Professors receive letters of appointment; and
 - d. candidates for the awarding of the degree of Doctor Honoris Causa make a solemn oath and receive a gown, diploma, and chain that are lent to them during the ceremony.
4. The procedure of matriculations and graduations is provided in the Matriculation and Graduation Code.

Article 60 Karolinum

1. The University uses the premises of Karolinum, a national cultural monument, mainly as the seat of its self-governing academic bodies and for academic ceremonies.
2. Legal relationships concerning the Karolinum as a national cultural monument are governed by special legislation³⁷.

Article 61 Memorial Medals of University and Faculties

1. The University and faculties award memorial medals to academic staff, students, and other persons who have played an important role in the development of the University or faculty, science, education, or academic freedom.
2. The documentation of medals is deposited in the University archives.
3. The particulars in the Rules for Awarding Medals of the University and Faculties.

Part VIII Common Provisions

Article 62 Official Notice Board

1. The University and each faculty has an official notice board.
2. An official notice board must be clearly designated and located in an easily accessible place in the University or in the faculty building if it is an official notice board of a faculty.

³⁶ Trade Marks Act No. 441/2003 Sb.

³⁷ Act of the Czech National Council (ČNR) No. 20/1987 Sb., to regulate the Conservation of the National Heritage, as amended. Resolution of the Government No. 251 of March 30, 1962, cl. 15; registered in chapter 36/1962 Sb.

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 official notice board are also made public on the publicly accessible section of the website of the University or a faculty.

Article 63 Publishing of Information

1. The publicly accessible section of the website of the University serves for publishing the following:
 - a. minutes of the meetings of self-governing academic bodies of the University and of the Rector's permanent advisory bodies and the schedule of meetings of these bodies including information on the date and location where the next meetings of self-governing academic bodies will be held;
 - b. internal regulations of the University including the full texts;
 - c. internal regulations of the faculties and other units;
 - d. Rector's directives;
 - e. directives of the Chief Financial Officer;
 - f. information on fees charged to students for certain acts; and
 - g. other information as stipulated by the Higher Education Act, other legal regulations, the internal regulations of the University, or information published under a decision of the Rector.
2. The publicly accessible section of the website of a faculty or other unit serves for publishing the following:
 - a. minutes of the meetings of self-governing academic bodies of the faculty and dean's permanent advisory bodies and the time schedule of meetings of these bodies including information on the date and location where the next meetings will be held;
 - b. directives of the dean or the director of other unit;
 - c. internal regulations of the faculty or other unit including full texts and reference to the internal regulations of the University published under paragraph 1 (b);
 - d. Annual reports on activities, annual reports on financial management, strategic plans of the faculty and their specification, and similar documents of other unit; and
 - e. other information as stipulated by the Higher Education Act, other legal regulations, the internal regulations of the University, faculty or other unit, or information published under the decision of the dean or the director of other unit.

Article 64 University Stamps

1. The University uses an official round stamp with the national emblem of the Czech Republic and the text "Univerzita Karlova" (Charles University) in cases provided for in special legislation³⁸.
2. The design and rules for the use of other stamps are provided in a Rector's directive.

Article 65 Interpretation Rule

The provisions of the Constitution must be interpreted within the principles expressed in the Preamble. In case of doubt, the provisions are interpreted by the Senate.

Article 66 Internal Regulations of the University

The following are the internal regulations of the University:

- a. the Constitution;
- b. the Code of Electoral Procedure for the Academic Senate;
- c. the Code of Procedure for the Academic Senate;
- d. the Principles of the Use and Protection of the University Coat of Arms;
- e. the Code of Study and Examination;
- f. the Code of Admissions Procedure;
- g. the Scholarship and Bursary Rules;
- h. the Disciplinary Code for Students;
- i. the Rigorous Examination Code;
- j. the Rules for Lifelong Learning;
- k. the Matriculation and Graduation Code;
- l. the Code of Procedure for the Research Board;
- m. the Code of Procedure for the Granting of Associate Professorship and Full Professorship;
- n. the Grant Rules;
- o. the Editorial Rules;
- p. the Rules for the System of Internal Evaluation and Quality Assurance;
- q. the Accreditation Code;
- r. the Rules for the Evaluation of Educational Activities by Students and Graduates;
- s. the Code of Procedure for Internal Evaluation Board;
- t. the Financial Management Rules;
- u. the Property Management Rules;
- v. the Competitive Hiring Process Code;
- w. the Internal Salary Regulations;

³⁸ Act No. 352/2001 Sb., to regulate the Use of the State Symbols of the Czech Republic and to change other laws, as amended.

- x. the Rules for Accommodation and Catering Services;
- y. the Rules for Supporting Students' Extracurricular Activities; and
- z. the Rules for Awarding Medals of the University.

Article 66a Emergency Situation

1. An emergency situation may be declared in particular due to a declaration of a state of emergency, condition of threat to the state, state of war,³⁹ natural disaster, environmental or industrial accident, or an accident or other risk endangering lives or health to a considerable extent.
2. An emergency situation for the University or for several of its units is declared by the Rector in a Rector's directive. An emergency situation for a faculty is declared by the dean, for another unit by its director, and for the Rectorate by the Bursar, in the form of a directive. An emergency situation may be declared for a period not exceeding 60 days. An emergency situation may be extended repeatedly, for no more than 60 days at a time. Before the extension of the emergency situation, the person who declared it submits to the relevant academic senate a plan to extend the emergency situation and the senate gives an opinion on it. If fewer than 30 days have elapsed since the date of termination of the emergency situation, the procedure is applied by analogy.
3. The notice of declaration of an emergency situation is published without delay in the publicly accessible part of the website of the University and faculty or other unit to which it applies. The person who declared the emergency situation informs without delay the Senate and all academic senates of the faculties to which the emergency situation applies.

Article 66b Crisis Management Committee

1. When declaring an emergency situation, the person declaring it simultaneously appoints a crisis management committee whose tasks are in particular the following:
 - a. to monitor and evaluate the situation;
 - b. to coordinate the activities of individual faculties, other units, and the Rectorate, and their workplaces;
 - c. to participate in the preparation of the measures to be adopted; and
 - d. to inform on the adopted measures in the publicly accessible part of the website and via other appropriate means.
2. If an emergency situation is declared for the entire University or several of its faculties or other units, the Rector appoints a Central Crisis Management Committee ("CCMC"). The members of CCMC are usually the Rector, Bursar, Head of the Rector's Office, selected Vice-Rectors or members of the Rector's Board, President of the Senate, a student designated by the Board of the Senate, head of the Security and Occupational Safety Department, head of the Human Resources Department, head of UK POINT, head of the Legal Department, head of Finance Department, head of Public Affairs and Communications Department, head of International Relations Office, head of the Research Support Office, and head of the Student Affairs Department. The CCMC is chaired by the Rector or the Bursar. Every faculty or other unit of the University to which the emergency situation applies immediately appoints a contact person to liaise with the CCMC and to provide information from the CCMC to the dean or director and to inform the CCMC on the current development at the given faculty or other unit.
3. For every faculty, other unit, or the Rectorate where an emergency situation is declared the dean, director, or the Bursar appoints a crisis management committee of the given faculty, other unit, or the Rectorate. The members of the crisis management committee are usually the dean, the secretary, the president of the academic senate of the faculty and a student designated by the academic senate of the faculty, director of another unit, Bursar at the Rectorate, and other representatives of the relevant workplaces. The crisis management committee is chaired by the dean or the secretary at a faculty, director of another unit, and Bursar at the Rectorate. The Bursar is informed immediately of the conclusions of meetings of the crisis management committee.

Article 66c Meeting Held Remotely and Remote Voting (in writing)

1. During an emergency situation, all University bodies and commissions ("the bodies"), faculty bodies, and the bodies of other units may meet and vote remotely (in writing) irrespective of special provisions in the internal regulations of the University or faculty.
2. The provisions applicable to the meetings with a physical presence apply with the necessary modifications to remote meetings of a body.
3. In the case of bodies whose meetings are open to public, the access of the public is also appropriately facilitated in meetings held remotely.
4. In the case of remote voting, the person entitled to convene the meeting sends a proposal which is to be put to the vote to all members of the body. The proposal contains in particular:
 - a. the proposed resolution,
 - b. the time limit for expressing the opinion,
 - c. information on the mode of voting,
 - d. source documents including justification of remote voting on the matter.
5. When voting remotely a member of the body may vote in favour, against, or abstain. If a member of the body does not cast his vote he is presumed to have abstained from voting. The proposal is passed if a majority of all members of the body vote in favour of the proposal. The result of the remote voting is immediately published in the usual way, and the person concerned is notified, if applicable. It is possible to vote remotely on one or more proposals simultaneously, however, the member of the body must always have a possibility to express his opinion on each

³⁹ Constitutional Act No. 110/1998 Sb. on the Security of the Czech Republic.

proposal separately. If a body considers an issue which is decided by secret ballot and the secret ballot cannot be ensured, it is first necessary to hold a remote vote on the possibility to put the issue to the public vote.

6. If necessary, the bodies may vote remotely also on issues where remote voting is excluded in the internal regulations. The necessity to do so is assessed by the board or the chair of the body.

Article 66d Shortening of Time-Limits

1. During an emergency situation it is possible to shorten the procedural time limits applicable to meetings of bodies provided by the internal regulations of the University, faculty, or other unit. It is not possible to shorten in this way the time limits provided in a generally binding legal regulation.
2. The board or the chair of the body which is to consider a document decides on the shortening of the time limits.

Article 66e Elections to Academic Senates

During an emergency situation it is possible to hold elections to the Senate and to the academic senates of faculties partially or fully by electronic means using the computer network, including for the faculties and other units whose internal regulations do not allow such mode of election. This procedure is possible only on the basis of a resolution of the academic senate of the relevant faculty. In the case of elections to the Senate, the main election committee must be notified of the resolution and provided with the document containing the technical details of the organisation, course, and security of such election. The main election committee expresses its opinion within the period of 10 days of delivery of the resolution. It is possible to hold the election to the Senate by electronic means only with the consent of the main election committee. The objections, if any, of the members of the academic community of the faculty are sent to the academic senate of the faculty and to the main election committee.

Part IX Transitional and Final Provisions

Article 67 Transitional Provision Regarding the Internal Regulations of the University

Until the date of effect of the new internal regulations of the University, the current internal regulations of the University will be followed, unless this would be contrary to the Higher Education Act.

Article 68 Transitional Provision Regarding the Internal Regulations of Faculties and Other Units

1. Faculties or other units submit to the Senate proposals for new internal regulations or changes to internal regulations within six months of the date of coming into force of the Constitution or of an internal regulation of corresponding import. These proposals must conform to the valid internal regulations of the University.
2. Until the date of effect of new internal regulations or changes to the internal regulations of the faculty or other unit, the current internal regulations of the faculty or other unit will be followed, unless this would be contrary to the Higher Education Act or the internal regulations of the University.

Article 69 Transitional Provision Regarding the Bodies under this Regulation

Persons elected or appointed under the 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.

Article 70 Final Provisions

1. The Constitution of Charles University in Prague registered by the Ministry of Education, Youth and Sports on April 26, 1999, with all its amendments and appendices is hereby repealed.
2. The rules for granting awards to students of Charles University in Prague registered by the Ministry of Education, Youth and Sports on October 2, 2000 are hereby repealed.
3. This Constitution was approved by the Senate on November 25, 2016.
4. This Constitution comes into force on the date of registration by the Ministry of Education, Youth and Sports⁴⁰.
5. This Constitution becomes effective on the first day of the calendar month following the date of coming into force.

PhDr. Tomáš Nigrin, Ph.D.	Prof. MUDr. Tomáš Zima, DrSc.
President of the Academic Senate	Rector

Force and effect of the changes

Under section 9 (1) (b), (iii) of Act No. 111/1998 Sb., to regulate higher education institutions and to change and amend other laws ("the Higher Education Act"), as amended, the changes to the Constitution of Charles University were approved, by the Academic Senate of Charles University in Prague on 23 October 2020.

Under section 36 (4) of the Higher Education Act the changes to the Constitution of Charles University come into force on the day of registration by the Ministry of Education, Youth and Sports.

The changes to the Constitution of Charles University registered on 27 October 2020 under Ref. No. MSMT-40826/2020-1 (Amendment No.1) become effective on the first day following the day when they came into force.

Transitional Provision for the Changes of 27 October 2020 (Amendment No. 1)

⁴⁰ S. 36 of the Higher Education Act. The registration was completed on December 14, 2016.

The term of office of the members of the Internal Evaluation Board and the subject-area boards appointed before the date of effect of this amendment is not affected by the amendment to the Constitution.